

HANDBOOK FOR CAMPUS EUROPAE STUDENTS

To Learn the Unity in Diversity of Europe – Step by step

Campus Europae offers to all students the possibility to integrate into a “normal” study programme, one or two full academic years abroad at one or two different universities, to learn one or two new foreign languages and discover one or two new cultures. It is a crucial aspect of the Campus Europae programme, to learn and to study in the local language of the host universities. CE-movers don't have to know the language of the host country before choosing Campus Europae. At most universities it is possible to learn the new language from the very beginning.

How to do it?

To get a first impression of a foreign language it is helpful to take part in an introductory course. In all languages, which are spoken at Campus Europae universities online courses are available of which only a few are presented below:

- German –
 - www.digitalpublishing.de/sprachen/ISR/deutsch.htm - 44,99 EUR
 - www.bbc.co.uk/languages
- Finnish –
 - www.oneness.vu.lt/en/
- French –
 - www.orbilat.com/languages/french (descriptive grammar)
 - www.bbc.co.uk/languages
- Italian -
 - www.italicon.it
 - www.orbilat.com/Languages/Italian (descriptive grammar)
- Lithuanian –
 - www.oneness.vu.lt/en/
- Luxemburgish –
 - www.elearning.lu
- Polish –
 - www.oneness.vu.lt/en/
- Portuguese –
 - www.goethe-verkag.com
 - www.bbc.co.uk/languages
 - www.portugueselearning.com
 - www.learn-portuguese-now.com
 - www.orbilat.com/languages/portuguese (descriptive grammar)
- Russian –
 - www.russian.com/index-2.shtml
 - www.listen2russian.com
- Spanish –
 - www.alcalingua.com/cursos_internet.php
 - www.studzyspanish.com
 - www.learn-spanish-online.de
 - www.bbc.co.uk/languages
 - www.spaleon.com
 - www.123teachme.com
 - www.vocabulix.com
 - www.babelnation.com
- Turkish –
 - www.turkish-center.com
 - www.learningturkish.com

Although one can start these courses any time, it is recommended that one starts language preparation as soon as the decision is made to go abroad and certainly by the time one receives confirmation for the Campus Europae year.

Most of the host universities will offer a Campus Europae intensive language course which lasts from 4 to 6 weeks with 5-6 contact hours/day prior to the beginning of the academic year. Hence it is necessary to plan the arrival early enough to be able to attend this course. This is not only a language course but also an "introduction course" into living in the host country where many practical issues are addressed. The Campus Europae coordinator will help you get information on the types of language courses available at the CE partner university, their dates and the enrollment formalities. Although, not ideal, sometimes courses are organized quite late in July once the number of incoming students is known to the host university. If possible, students should have August/September free to attend such courses at short notice. The cost of CE intensive language courses varies between 500 – 700 EUR per student and is covered by CE and by the host university.

The course will help you to obtain the A2 level: reflecting communication skills in basic and routine matters (according to the Common European Framework of References for Languages-CEFR). During the academic year, a less intensive course will be offered. The course will bring you to minimum B1 level (CEFR) at the end of the year abroad. B1 level entitles you to ECTS points which are recognized in most study programmes. Please request the recognition from the ECTS coordinator at your home faculty.

In order to smoothen the transition into the new language, in some subjects you will be able to configure your study plan in the first semester with courses in English. The second semester should consist of courses taught in the local language. However your study programme may include some courses in English also during the 2nd semester.

At most universities it is possible to take exams in English or another foreign language depending on the lecturers. When choosing courses at the host university, one should always ask the Campus Europae coordinator in advance if a student can sit the exam for a given course in English or another foreign language.

Full recognition

One of the main features of Campus Europae is full recognition of courses. Before going to the host university, CE-movers should decide on the learning agreement and clarify the conditions of recognition with the respective professors at the home faculty. During the exchange year, CE-movers are supposed to achieve a minimum of 45 ECTS points, all of which should be recognized by the home university. If any problems arise in this matter, the Campus Europae coordinator of the home university should be contacted.

Campus Europae Certificate and Campus Europae Degree

CE-movers who

1. stay one year abroad
2. obtain minimum B1 level (CEFR) in the languages of the host universities
3. attain minimum 45 ECTS points,

will get a *CE-Certificate*, signed by the President and the Secretary General of the European University Foundation – Campus Europae.

If they stay a second year abroad – in another country with another language – and they fulfill again the above mentioned requirements the CE-movers have the possibility to obtain a *CE-Degree*.

The *Campus Europae Degree* is a European-wide degree based on Luxembourg law (accredited by the Luxembourg Government) awarded in conjunction with the subject oriented degree from the home university. Due to the different national regulations on academic degrees, the Campus Europae Degree can be awarded in different forms.

It is not necessary to plan both exchange years in advance when making the decision to participate at the Campus Europae programme. One can go for the first Campus Europae year without applying for the second. CE-movers can subsequently decide whether they are willing to embark into the second CE year and be awarded the Campus Europae Degree.

Learning Employability Places (LEPs)

LEPs are not available at all Campus Europae universities at all times. The Campus Europae Coordinator will provide information on LEPs offered at the host university during the exchange year.

LEPs are *non-paid study-related working places* in a company, public administration, social institution, etc. A LEP is a part-time occupation (between 8 to max. 16 hours per week) and should last throughout the exchange year. A LEP is also an opportunity to gain professional experience and to receive valuable references for the student's CV.

How to participate?

Step 1:

Together with the application for the Campus Europae programme, an application for a LEP should be submitted. The application should consist of:

- name, birth date birth place and nationality of the student
- pre- university vocational education or experiences
- study-field, study-year, main focus of studies,
- work-experience
- fields of interests, language competencies, other competencies (computer skills, driving licence, etc.)
- short explanation in which area you are willing to get a LEP.

The application should be addressed to the Campus Europae-coordinator together with the application for going abroad. The deadline to send the application should be checked with the host university but should not be later than **End of March**.

Step 2:

The application will be forwarded to a LEP finder who will look for a suitable LEP for you. However, it may happen that none of the available LEPs will fit your academic profile.

Step 3:

As soon as the application for a LEP is accepted, the detailed information will be sent to the applicant.

Step 4:

After finishing the Campus Europae intensive language course, the applicant will be introduced to the company by the LEP-finder. The LEP-finder will also act as a moderator between the applicant and the company if any problems were to occur

To take a LEP, the applicant has to speak the local language at least at the A2 level before the start of the LEP. Therefore, in most cases it is obligatory to take part at the Campus Europae Intensive Language Course.

Campus Europae Bursary

The Campus Europae Bursary system is not yet implemented by all Campus Europae universities. Therefore, the Campus Europae Coordinator has to be asked if the bursary is available at the home university.

In principle the CE-bursary is a financial support for the second year abroad because during the first exchange year within Campus Europae, CE-movers will also have the status of an Erasmus student which means that they have the opportunity to receive an Erasmus grant. Students from countries which do not participate in the Erasmus programme (Serbia, Russia, and Belarus) or who want to study abroad and cannot get an Erasmus grant can apply for the Campus Europae Bursary also in the first year. However, one can apply for the Campus Europae Bursary only if one participates in a Learning Employability Places (LEP) programme. The CE-bursary is given in relation to the differences of the living costs between the home and the host university, including possible state support and mobility grants. The bursary will also be prioritised in relation to the social background of the applicant.

How to apply?

1. First address is the Campus Europae Coordinator who knows about the available loans offered by a local bank or student affairs institution.
2. Take a loan!
3. Campus Europae – if necessary – will serve as a guarantor for up to 50 % of the loan.
4. After finishing a study year abroad, Campus Europae will take over
 - 30 % of the repayment of the loan for those who worked at LEPs
 - for each additional ECTS-point above 40, 1% of the repayment of the loan up to a maximum of 60 ECTS-points (or an additional maximum of 20 %).
5. The ECTS-points have to be documented by the learning agreement and the transcript of records. A successful finished CE-Intensiv Language Course (B1-level) will be recognised up to the ECTS-points, given by the host university.

By fulfilling these requirements, the student can receive up to 50% of the loan as a grant. In other words, only 50% of the loan will have to be paid back.

Student Council

Campus Europae is a programme built with strong cooperation from the students who are associated in the Campus Europae Student Council. These are student representatives from all CE universities. The main aims of the Student Council are:

- to represent the perspectives of the 400.000 students enrolled in the member universities within the discussions and decision making process of the European University Foundation - Campus Europae;
- to lobby for Campus Europae at local, regional, national and European level and foster its continued development;
- to support Campus Europae exchange students and deal with any arising social and academic problems.

New CE students are warmly encouraged to get in contact with their respective Student Council members as soon as they get involved in Campus Europae. Their addresses can be found at <http://www.campuseuropae.org/en/council/contacts/> .

Buddy Network

A Campus Europae mover can always count on the help of the local student representatives, so called 'Buddies'. Beginning with the very arrival, the 'Buddies' are always ready to help with any matters such as accommodation, registration for courses, integration into the local student society or any other questions one may have. Generally speaking, Buddies' main goal is not to let foreign students feel foreign.

Before the arrival to the host university, a personal Buddy will contact the expected CE-mover via email so that with his/her help one can start to arrange the stay in advance. The buddy-system is usually organized together with the University administration and other student networks (for instance the Erasmus Student Network).

LIVIS

In order to plan the budget for the year abroad, future CE-movers should visit www.campuseuropae.org/en/studying/livingcost_v2 where they will find the living cost data base (LIVIS). There, you can check and compare the prices of necessary products and services in the CE partner cities. CE-movers' assistance is crucial to keep it accurate and up to date because from 2008 onwards CE-movers will become the primary source of information for the LIVIS, rather than native student representatives, so that costs reflect more accurately prices as perceived by newly arrived exchange students. For that effect, the CE-secretariat would very much appreciate if CE-movers could return a five minutes long questionnaire which they will receive by email in October. If there are any questions, remarks or new ideas about LIVIS please contact joao.bacelar@campuseuropae.org.

Quality control

Campus Europae is developing and improving constantly thanks to suggestions and remarks of students which are sent in questionnaires after each academic year. You will be also asked to contribute your thoughts or criticisms after finishing the year with Campus Europae. The CE-secretariat highly appreciates the feedback from students as it is the best way to adjust the Programme to students' needs.

Visa

Some CE-member universities are situated in states, which don't belong to the EU: Ankara University, Gazi University (Ankara), University of Novi Sad and St. Petersburg State University. They have special visa-requirements. The same applies for students from the EU going to those countries. It is of utmost importance to start the process of collecting all necessary documents several – four to five - months before the beginning of the study-year. All questions should be addressed to the local embassies and to the International Departments of the host university. Contact them directly or ask your local CE-coordinator to do so.

Contact

European University Foundation – Campus Europae
Chateau de Munsbach
31, Rue du Parc
L-5374 Munsbach
Tel. +352 26 15 10 20
Fax. +352 2615 10 32
contact@campuseuropae.org