



The Erasmus Programme at the Institute of Education (IOE)

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Erasmus Programme

Erasmus is the European Commission’s exchange programme for Higher Education students, teachers and professional support staff. The Programme is designed to encourage higher education student and staff mobility for work and study, and promotes university links within the European Union (EU).

Students and staff eligible to participate in the programme must be formally registered at a Higher Education Institution holding an Erasmus University Charter. The British Council datasheet [The Key Facts](#) provides a useful overview of the Erasmus programme.

Students from Europe coming to study at the Institute of Education (incoming students)

The information in this document is for students coming to study at the Institute of Education (IOE) via the European mobility programme, Erasmus.

If you are applying for a place at the IOE as an incoming Erasmus student, or if you are already accepted, please consult this document regularly before and during your stay.



Studying with us

What's the offer?

As an Erasmus student you are entitled to study with us at the Institute of Education (IOE) for between 3 to 12 months, provided your university/institution has an Erasmus bilateral exchange agreement with us. A pdf document containing a list of our partner institutions can be downloaded from the [Erasmus website](#).

What are the benefits?

There are several benefits of being involved in an Erasmus programme and studying at the IOE. These include:

- Access to a wide range of subject areas
- Improving your English language skills
- Gaining an international network of friends
- Discovering a different culture and gaining an international perspective

To find out more about the benefits of an Erasmus experience, visit the [British Council website](#).

To read about the top 10 reasons for choosing to study with us, click [here](#).

How do I apply?

How does it work?

The Erasmus offer is open to students nominated by a partner University.

In order for you to apply as an incoming Erasmus student at the IOE, your 'home' university must:

1. Have an active bilateral exchange agreement with us.
To find out if your university has a bilateral agreement with the IOE please talk to your Erasmus Institutional Coordinator or visit our website where the list of [Partner Institutions](#) can be found.
2. Have nominated you for a place at the IOE by emailing the International Office a [nomination form](#) at incomingerasmus@ioe.ac.uk. Once the International Office has received a nomination email from your Erasmus Institutional Coordinator, the



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Registry (Recruitment and Admissions), or the Doctoral School if you are a Doctoral (PhD) student will send you an email outlining how to submit your application through [UKPASS](#), an online admissions website.

After you have submitted your application via UKPASS, the Registry (Recruitment and Admissions), or the Doctoral School at the IOE will check all details to determine whether any additional information is required (such as a learning agreement or reference), and also that all modules you have requested are available.

Registry (Recruitment and Admissions)/the Doctoral School will then issue you with an admissions letter (via email) which contains information about how to accept your offer.

Once you have received a formal letter of admission from us, you will then be eligible to apply for accommodation at the IOE hall of residence. There are also a range of other accommodation options available, and information about these can be found [here](#).

Academic terms and course modules

The academic terms of the IOE 2011/12

The IOE, like most higher education institutions in the UK operates a 3-term year. The provisional dates are:

- Autumn term: Monday 3 October to Friday 16 December 2011
- Spring Term: Monday 9 January to Friday 16 March 2012
- Summer term: Monday 23 April - Friday 29 June 2012

The best fit with the semester structure used in most European institutions is to view the **Autumn** term as broadly coinciding with the first semester and the **Spring and Summer** together as broadly coinciding with the second semester.

For further details about Institute term dates click [here](#)

Course modules

As an Erasmus student at the IOE, you will undertake course modules that are supportive to your learning needs in relation to the course you are studying at your 'home' institution.

These modules are stipulated as part of the Learning Agreement which is developed between yourself, your 'home' institution and the IOE.

Module selection occurs as part of the enrolment process. We advise you to make a provisional choice of modules before arriving at the IOE to study with us. Please note that

we cannot guarantee that your first choice modules will be available and therefore we recommend that you have some reserve choices in case some of them are no longer available when you arrive. The [module descriptions and handbook](#) are available on the IOE Masters and Undergraduate webpage.

What else do I need to think about?

If you have accepted an offer to study with us as an Erasmus student, you will no doubt be wondering about the arrangements you need to make prior to your arrival.

Some of the information contained on the IOE [International Students](#) web pages may be of interest to you, specifically:

- [Accommodation](#)
- [Living in London](#)
- [Money](#)
- [Banking](#)
- [Orientation](#)
- [Healthcare](#)
- [Medical](#)
- [Employment](#)
- [General Information](#)
- [Other Support](#)

Welfare concerns, immigration and visas

The International Student Coordinator looks after the welfare of all international students, including Erasmus students, by offering help and advice on a range of non-academic issues such as immigration, visas, healthcare, travelling in London and opening bank accounts. For further information and advice please contact iss@ioe.ac.uk.

Language support for Erasmus students

Please note that at the IOE you will be expected to follow lectures, take part in seminars and produce assessed work in English. You should therefore be fully confident that you have the English language ability to do this.

The [Centre for Academic and Professional Literacies](#) (CAPLITS) delivers a range of initiatives to promote excellence in academic writing. The centre provides short courses, workshops and one-to-one question and answer sessions to help international and home students to study at the Institute.



Courses are run throughout term times with some offered on Saturdays for students who cannot attend sessions during the week

There are no other English language courses offered at the Institute.

Frequently asked questions (FAQs)

Below are frequently asked questions about the Erasmus admissions process, from nomination to arrival at the Institute of Education. If you have any questions about the Erasmus Programme that are not addressed below, please [email us](mailto:incomingerasmus@ioe.ac.uk) at incomingerasmus@ioe.ac.uk.

a) Before Nomination/Application Submission

1. [How do I decide what modules to do?](#)
2. [How many ECTS / IOE Credits will I get?](#)
3. [Is there any English language requirement?](#)
4. [What is the Learning Agreement?](#)
5. [How do I submit my nomination to the Institute of Education?](#)
6. [When should I submit my application through UKPASS?](#)

b) After Nomination/Application Submission

1. [What do I do about accommodation?](#)
2. [How do I enrol?](#)
3. [Any advice about living in London?](#)
4. [What can you tell me about International Student Induction?](#)
5. [Is there an Erasmus specific induction?](#)
6. [How do I finalise my module choice?](#)
7. [Who do I talk to if I have any questions/issues during the term?](#)

c) On your departure

a) Before Nomination Submission

1. How do I decide what modules to do?

When choosing your modules, you may want to discuss your choices with your university coordinator. The modules you pick will need to work well with your course. For all your module options please read our [Module Handbook](#). Please note that some of them may be restricted and therefore not available.

2. How many ECTS / IOE Credits will I get?



Two Institute of Education Credits are worth one ECTS. So, one Institute of Education 30-Credit Module is worth 15 ECTS. In most cases Erasmus students take 2 modules per term and if successfully completed you should gain 60 IOE / 30 ECTS per term.

3. Is there any English language requirement?

All programmes are conducted in English and in order to get the most from your time here your English language ability should allow you to follow lectures and participate. Therefore you will be asked during your UKPASS admissions process to submit with your application form details of any courses undertaken, tests or exams you may have passed, references from an appropriate tutor or any other evidence that demonstrates your English proficiency. If you don't hold any certificate or your English is lower than the recommended, we would strongly encourage you to improve your language skills before coming to the IOE as you may find following lectures and tutorials quite difficult.

4. What is the Learning Agreement?

The Learning Agreement is a document that outlines which modules you are applying to take at the Institute as part of the Erasmus programme. With your institute coordinator, fill in your Learning Agreement, providing details of the courses you wish to undertake. This document must be stamped and signed by your institution and should be submitted along with your online admissions form in advance of your study period. Your Learning Agreement will be reviewed and any revision found to be necessary when you first arrive at the IOE will be finalised and formalised within one month of your arrival or as soon as possible thereafter.

5. How do I submit my nomination to the Institute of Education?

You do not submit your own nomination. Nomination needs to be submitted by an Erasmus Institutional Coordinator at your University/institution.

If you have chosen to spend your Erasmus mobility period at the IOE, contact an Erasmus coordinator at your University/institution first as they will be able to advise you on your eligibility. If we have bilateral agreement in place and if your home institution is happy for you to go and study at the IOE, they will need to email your nomination (by using a [nomination form](#)) to the International Office at incomingerasmus@ioe.ac.uk. Once we have received your nomination, we would go ahead with the admissions process.

The process is straightforward and you will only need to complete an online application form through the online admissions website [UKPASS](#). You can attach documents to your UKPASS application.

If you are a Doctoral student please send any extra information to doc.enquiries@ioe.ac.uk. The Doctoral School will process your application and liaise with academic departments to allocate you an academic advisor for your period of time at the Institute.



For more information please refer to the [‘How Do I Apply’](#) section in this document.

6. When should I submit my application form through UKPASS?

The Institute offers a limited number of places under this scheme, and nominees who do not submit all the necessary details may not be considered. The deadlines for each of the terms are listed below:

Autumn Term: 15 June

Spring Term: 15 November

Summer Term: 15 February

b) After Application Submission

1. What do I do about accommodation?

Once you have received an offer letter you can apply for accommodation to stay at the Institute’s Halls of Residence, John Adams Hall. Other helpful information is provided on the [Accommodation](#) page.

2. How do I enrol?

You will receive all the enrolment material you need from Recruitment and Admissions once your acceptance form has been returned.

3. Any advice about living in London?

Students who have never experienced study in the UK may find it useful to visit our [International Students](#) page, where you will find advice on a range of non-academic issues such as English language support, living in London, obtaining visas and lots of other valuable information. Those students who have previously studied in the UK may find the webpage useful for information focused on the Institute.

Please note it is not possible to open a student bank account if you are here for less than six months. You should therefore try, where possible, to open an account with an international bank in your home country and check whether you would be able to use the bank’s cash machines in the United Kingdom. You should also try to obtain a credit card from your home country. Alternatively, you may wish to bring a sufficient number of travellers’ cheques for the entire period you expect to be in the United Kingdom.

4. What can you tell me about the International Student Induction?

Induction/orientation days are run for all new non-UK students at the start of each term. The inductions are an opportunity to meet key members of staff and fellow students, and will also provide practical information about living and travelling in London, immigration, opening bank accounts, working in the UK and health and safety. There will also be some presentations



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from external speakers. If you have any questions about the International Student Induction, please visit our [website](#) or contact the [International Student Coordinator](#).

5. Is there an Erasmus Specific Induction?

An Erasmus Induction will be held for students during the enrolment period. This induction will give you the opportunity to meet colleagues from the Registry and academic departments as well as other Erasmus students studying at the Institute. Further information will be provided closer to enrolment.

6. How do I finalise my module choice?

Your particular programme of study will be finalised when you arrive here. Once you have enrolled, you will need to finalise your module choice by using the Module Choice Form. Finalisation of this should be undertaken with the relevant course administrator. Further information will be provided at the Erasmus Induction meeting.

Please note that we cannot guarantee that your first choice modules will be available.

7. Who do I talk to if I have any questions/issues during the term?

While you are studying at the Institute of Education, the International Student Coordinator, Leo O'Callaghan is here to support you with any practical issues you may face as an Erasmus Student. You may email Leo at iss@ioe.ac.uk.

If you have any academic issues please contact the module leader in the first instance or your academic advisor if you are a Doctoral student.

d) On your departure

If you have any documents that need to be issued or signed before your departure please contact incomingerasmus@ioe.ac.uk in the first instance. Please note that Registry (Admissions and Recruitment) or Doctoral School deal with certificates of attendance.

Contact us

For more information, please contact us - we will be happy to help

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