

Study Abroad Guidebook

EFPSA Study and Travel Abroad
2020/21

Study and Travel Abroad is here to assist you in any way we can!

If you have any questions regarding studying psychology abroad within Europe, please feel free to contact our Study Abroad Responsible at staresponsible@efpsa.org.

If you are active in a member organisation of EFPSA and would like to know more about organising an exchange, feel free to get in touch with our Exchanges Responsible at exchanges@efpsa.org.

For questions or suggestions related to travelling, please reach out to our Travel Network Responsible at travel@efpsa.org.

For any internships suggestions or internship calls, you can contact our Internships Responsible at internships@efpsa.org.

For any general queries or to contact our coordinator reach out on sta@efpsa.org.

Our social media accounts, check them out.

Instagram: <https://www.instagram.com/efpsastudytravelabroad/>

Blog: <https://more.efpsa.org/studytravelabroad/>

Facebook: <https://www.facebook.com/studyabroadefpsa/>

FB Travel Network Group: <https://www.facebook.com/groups/efpsatravelnetwork>

Always keep expanding your borders to reach new horizons!

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Chapter 1: Reasons to study abroad

Have you ever thought about why students prefer or dream of studying abroad instead of studying in their own country since there are hundreds of faculties in their homeland? We can count many reasons to study in your own country but let us talk about why it is attractive to study abroad. It is a life-changing experience in many ways! Here we will try to share the reasons behind our willingness to study abroad!

An Open Door to Different Worlds

Once you get out of your comfort zone, there is a huge world just right there waiting for you and for new adventures! You get to visit a new country which brings its own habitat and culture. Meeting new foreign people is a way to challenge yourself and it helps you understand you do not have to restrict yourself to a particular state. Exciting memories are ahead!



A New Culture

You will taste new foods that you have never tasted before. You will like some, but maybe not all of it. But most importantly you are willing to try something new. You will create memories that are worth telling in the future. Attending the local festivals and meetings and having experiences to see other culture's working styles (lab rules, professor behaviours, or education system for instance) can be very eye-opening. Do those sound like good reasons to pursue your study abroad?

Language Skills

This might seem like a cliché but let us be honest, once you try to expand your skills in a new language, it gets easier every time you need to face one another. So besides your selected university's English classes, try to learn some expressions for needs in a daily chat. (Greeting skills or how to ask for an address, maybe) Plus, a new language means a new you.

Education

Other than your own country's education system, you will get to know how people abroad are educated and their perspectives.

Being Independent

This is the most important part. Challenges make you grow so why not try? You will be there alone at the beginning without anyone you know (if you are lucky) Getting into conditions where you are inexperienced is both challenging and pleasurable. People feel better when they succeed in unknown things so it is great to take risks and see what happens!

Career Planning

Ideas will be better shaped over time. The education and people you got to know there and the cultural prints it left on you or any little details will give you self confidence to make a decision on your goals.

Career planning is a lifelong process through which an individual sets career goals and identifies the means to achieve them. It includes evaluating yourself through phases you have passed back in time, being aware of what you liked the most, and what you could improve within your studies domestically and abroad.



Employment Prospects

Nowadays employers like working with candidates who have international skills. So students who studied abroad might have more advantages in interviews. Students studying abroad can impress their employers a little more and may use this opportunity to enhance their skills.

And there is much more to talk about! We hope you found this document useful and got to know more about the reasons behind our wishes to study abroad. For more adventures to read at first hand: <https://more.efpsa.org/studytravelabroad/>

Chapter 2: Students overcoming different cultures



When we ask students who have studied abroad we usually see that culture shock is the most popular problem within. So it seems like it is a bit hard to adapt to the new culture and customs.

So, What Is Culture Shock?

Culture shock is the reaction of a person who starts to live in a different culture. Many concepts like climate, food, education systems, lifestyles, sense of humor, social values, etc. may vary widely abroad. When students go on their adventures to study or travel, it is normal to feel shocked, nervous, or even disappointed. At the very first sight; there might not be familiar sounds, odors, and flavors around us; instead entering an environment that is completely foreign to us and not knowing the language further increases our longing for the things we were used to, even if we were prepared!

Students will have a hard time in the first few days of their adventures; they miss their home, family, friends and every little detail they left behind. There are even those who plan to return home within this time period.

What Are The Stages of Culture Shock?

Observation

It takes nearly a week. Travelling to new places, knowing more about the new culture and people around seems exciting! No pessimism at this stage because there is no time to think and be bored. You feel like you have to meet people around you! It is time to observe who they are, what they look like, how they act, their lifestyle, etc... Maybe not knowing anything about anything around you might worry you but this takes no longer than a week!

Fears

Now you take a look at what you have done, where you have come from, and start to question every other detail. This might be the hardest part because each decision you make in this stage carries vital importance; *continue or not?* You question your school, the academicians, friends... anything! If you do not give up here, then now is your time.

Acceptance

This is a stage when you accept and appreciate mostly everything you have at the moment and start not to complain. This stage includes a period nearly before leaving the country... You become used to it and get sad... It begins to look like a dream... And this is the most efficient stage for the student, we say.

Return

Come on! Now it is time to leave! Pack your bag. Lay back and take a look at what you had here during your adventure! The people you have met, the students you studied with, your school, the beauty behind the streets of the city, the local foods, the climate, the struggles you have had, and a case full of memories! Sounds like it is time to get ready for your return.

Students also may have similar struggles and another culture shock because of the adaption to their old habits abroad.



How To Deal With Culture Shock?

It is a huge task for family and loved ones in the hometown to help the student overcome another cultural shock!

- Keep in touch with your family and friends
- Join the activities nearby
- Become a member of students' organisations
- Cook what you like (if you have a chance)
- Try to get to know other international students around, they may be having similar difficulties just like you. So also, do not hesitate to keep in contact with students from your country.
- Above all, do not isolate yourself. Finding a good friend with whom you both listen to each other and understand each other is a good way out.

And please note that cultural shocks do not happen because of the mistakes and lack of the person. Although it is not unavoidable, it is completely normal. At some points, there are also benefits of cultural shocks such as realising your own country's differences. And this provides the person to approach the new culture surrounding more consciously.

Please do not forget to enjoy every moment of your journey and see them as a way of learning and a story to tell in the future!

References

- <http://myeducationinuk.com/tr/kultur-soku-nedir/>
- <https://www.yurtdisidilegitimi.com.tr/kultur-soku-nedir-evreleri-nelerdir/>

Chapter 3: Travelling (while) abroad (useful tips and websites)

Travelling is something passionately done by Study & Travel Abroad Service members like most of us. As we prepared this guidebook for you, we remembered that we all started travelling somewhere, and how difficult and confusing it can be to plan a trip. Therefore, we decided to write a chapter that would offer people who start travelling somewhere, by sharing our experiences in some titles and by offering websites that would make their work easier. We hope that we can make a small contribution to your passion for travel.

How to find the best option?

Sometimes we can make the mistake of paying too much for an airplane ticket or a hotel. We say one of the important factors to be considered while travelling is not paying more than it should be for items such as transportation and accommodation. So, how can we do this? We generally prefer to use websites that compare many different companies for us. In this way, we can sometimes find a flight ticket or accommodation option much cheaper than on a company's website. Of course, you can find many different options that provide these services on the internet, but we will include the websites that we used before to make sure that the options we recommend to you in this section are reliable.

Accommodation

As we wrote above, there may be dozens of different websites that you can use. In this section, we have listed websites that we have experienced before and the ones that give the confidence to travel lovers from all around the world.

Booking.com

Booking.com is a website that describes its mission as “making it easier for everyone to explore the world,” which we use fondly. The reason we use it fondly is not only that it offers more than 28 million accommodation options from almost every point in the world, of course. While offering this service, it offers dozens of different options such as transparent coverage of customer comments, free cancellation, and personalised discounts, which are important factors that make it easier for us to travel.

Airbnb.com

Staying in a hotel or hostel may not be your first option when you travel, you may want to feel at home. Then, Airbnb.com the address you are looking for. The website, which offers you rental home services in 192 countries, is on our list as one of the websites we love to use with its renewal every day, not only as an accommodation option but also offers activities that will add colour to your travel.

Coachsrfing.com

As travel lovers, we all prefer different accommodation options. However, in our opinion, the best accommodation option is the accommodation option that we do not have to pay for while having nice experiences. 😊 At this point, Coachsurfing.com comes into your help. Not only do you stay for free through this website, but you also get the chance to meet with local people and turn your travel into an experience you will never forget.

EFPSA Travel Network

If you are a psychology student or graduate, this is the place to be for you. It is the point where dozens of people who have crossed paths with EFPSA in the past have met to welcome each other. Not only do we welcome each other as guests, but we also offer different suggestions if you need them. Therefore, do not wait and join us.



Transportation

Travel is now a part of our lives. Sometimes we can confuse which vehicle we should prefer while travelling. Why do you have trouble when there are websites that compare all air, rail, and road vehicles for you?

Skyscanner.com

Skyscanner is a search engine that scans hundreds of airlines and travel agents for you in real-time, providing results in comparison to price and location. Thus, it offers users the opportunity to buy cheap airline tickets.

Omio.com

Omio offers a service that prepares the fastest, cheapest, and best travel options for thousands of cities and towns with train, bus, and plane services to save you money and time.



Recommendations

Researching some topics while planning your trip, examining other people's experiences can make your trip an unforgettable experience.

TripAdvisor

TripAdvisor is one of the most preferred websites in this regard as a global platform with content created by millions of users, price comparison tools, and online reservations for transportation, accommodation, travel experiences, and restaurants.

EFPSA STA Blog

Our blog, which is our favourite place where dozens of psychology students share their experiences for you, can help you set out on a new path as inspiration. Just read it.

Thrillist.com

The platform, which offers suggestions on food, beverage, travel, and entertainment options, is one of the websites we take a look at before travelling.

Tips and tricks

- The fewer things, the more mobility
- Freedom is good, but a little plan does not hurt anyone
- Solve your eating and drinking problems with local flavours
- Make your phone line available abroad
- Pay attention to socket alignment
- Find out when is the right time to visit your destination
- Email yourself a photo of your passport id page and visa page.
- Examine city cards that offer discounts in many places from transportation to museums
- Join free city tours
- Note the drinkability of tap water
- Try to use the subways as much as you can or just walk to contribute to stopping the environmental crisis
- Take an extra bank card and credit card with you
- Travel by yourself at least once
- Do not be afraid to use a map but don't be afraid to get purposefully lost.
- Always carry a lock
- Learn basic phrases in the native language of your destination
- Do not be ashamed to walk into a Starbucks or McDonald's
- Libraries, Starbucks, and most cafés have free Wi-Fi
- Be open to strangers
- Mushi Mushi in city centers

Events that will create opportunities for you to travel

- The Annual EFPSA Congress
- EFPSA Conference
- EFPSA Research Summer School
- EFPSA Academy
- EFPSA Train the Trainers Summer School
- EFPSA Train Advanced Trainers
- EFPSA Trainers' Meeting
- EFPSA Trainers' Conference
- EFPSA Exchanges
- EFPSA Internships

As you can see, the only thing you need to do for travel is to follow EFPSA.

References

1. <https://www.nomadicmatt.com/travel-blogs/61-travel-tips/>
2. <https://www.facebook.com/groups/efpsatravelnetwork/>
3. <https://more.efpsa.org/studytravelabroad/>

Chapter 4: Post-Erasmus Depression

All good things must come to an end. This holds as well for your semester abroad. Sooner as expected, you find yourself packing up your things, saying goodbye to new friends, and to a city that became your home. Although you might have missed your home country, friends, and family a lot, ending your Erasmus time can lead to severe sadness, experienced by many students, which is commonly referred to as a post-Erasmus depression. This feeling might not only be caused by the goodbye to your Erasmus country and friends but as well by the goodbye to a whole lifestyle.

While you are on your Erasmus semester, life seems easy and like an ever-ongoing adventure. Spending most of your days exploring a new culture, partying most of the nights, not caring about university and grades, traveling, and living life to its fullest feels like a dream. Once the dream is over, most students find themselves back to reality in their home country. Everything seems to be boring and grey compared to the experiences of the previous months.

And then there is the big question: What now?



In this chapter, we want to help you to get out of this negativity and overcome your post-Erasmus depression. Therefore, we brainstormed and came up with a list of our best advice for coping with post-Erasmus depression:

Stay in touch with your Erasmus friends

You and your new friends have gone together through the adventure of Erasmus. This is something that will always bond you. You share the same memories, experiences, and feelings. None of your friends at home can fully understand your experience as the friends with whom you were there. Therefore, stay in touch with them, relive your memories, laugh again together about crazy party nights, and make plans for a reunion. Having friends around the globe means having a lot of hosts for your next holidays. In that way, Erasmus friends become lifelong friends.

Join international working groups

Joining an international working group means that you can get to know and work together with students from around the world. In that way, you keep the international vibes in your life and be able to learn about different cultures and countries. For instance, by joining ESN you can help other Erasmus students and join Erasmus parties in your hometown. Although it might not be the same as being an Erasmus student, you will keep the Erasmus lifestyle a little bit. Also, EFPSA and its various events are a great opportunity to get to know psychology students from the whole of Europe and we also like to party!

Continue learning the language of your host country

For me personally, there is nothing better than learning some Spanish grammar on a rainy and cold winter afternoon to bring back the memories of the beach, sun, and sangria. However, there are so many ways to keep in touch with a foreign language. For you, it could be eating a croissant while watching a French movie to get back in that “je ne sais quoi”- mood. Or eating self-made pasta at a great Italian Restaurant around your corner where you can talk to the waiters and remember la dolce vita. This way you do not simply continue to learn a language but you are also reliving the culture and your Erasmus country’s way of life.

Travel

Did you get addicted to traveling during your Erasmus? We totally understand that! But this does not have to stop after your semester. Kicking the post-Erasmus depression in the butt by planning your next travels. Join the couch surfing community or the STA travel network to make traveling more affordable and on top, you will meet some great people.



Find a new hobby

If your life in your home country seems boring to you, what about bringing some more fun to it by trying out a new sport, learning how to play an instrument, or getting creative. Maybe you have even started a hobby during your Erasmus semester which you can now continue at home.

Plan your next exchange

If you do not want to stay in your home country, do not worry, there are more chances for an exchange. You can as well do an internship abroad, do another exchange during your master or do the whole master's in a different country. On the STA website, we have some information that can help you with these plans (<https://www.efpsa.org/services/#study-and-travel-abroad>).

Post-Erasmus depression is a tough feeling which can as well come back even after some years after your exchange. But no need to worry. We all have been there, and we all were able to overcome it. These tips will hopefully help you to recover faster. However, keep in mind that you have people in your home country that loved and missed you. So, do not forget that there are also several reasons why you can consider yourself happy to be back home. In fact, why not call your friends and family right away to let them know you are back and want to reunite with them? Erasmus semesters are great and exciting. But there is a reason for the saying “there is no place like home”.

Chapter 5: Homesick

As psychology students, we all know that negative emotions belong to our human life just like good emotions. And so, it can happen that although you were so looking forward to your time abroad you will find yourself being homesick.

To me, this especially occurred when I got sick. I just wanted to go home to my Mama and wanted her to take care of me. But it can also happen at the beginning of your time abroad if you are struggling to find friends and everything is new and kind of scary. Or when there are problems that you have to face which would not have happened if you would have been at home. Briefly, in situations where you do not feel good, you are most likely to experience a feeling of homesickness. A longing to be close to the people that love and support you, that know you, that you can rely on.

Nevertheless, especially when you are away from home for a long time you do not need a bad experience to trigger a feeling of missing home. When I am away from home for some months, I just simply miss my culture, my favourite spots in my hometown, my dog, and hanging out with my friends. All that is normal and just shows that you had a pretty good life in your home country. My humble opinion is that it is good to acknowledge and accept those feelings as long as they are not permanent and make you want to cry all the time.

When I miss my home, I start surrounding myself with my culture. For instance, I watch movies in my language, cook traditional food, maybe go to a restaurant that reminds me of home, etc. In that way, you can establish a little bit of home in the new country. Also, it always helps to keep in touch with your friends and family from home. Long calls and voice messages have helped me a lot of times to overcome my sadness.

However, if you are not just missing home but feeling desperate then you need to take other kinds of actions. Though you might not be in the mood of doing so, it will help. Once you have realised that you have made new friends, new memories, had fun and that your new city has become a bit your new home then you will miss your actual homeless.



Always keep in mind that your exchange time is very short and that you will be home soon. So, make the most out of your time and try to enjoy it. You can spend the rest of your life in your hometown which you know so well. But stepping out of your comfort zone, overcoming your fears and sadness will make you a stronger and more independent person.

Chapter 6: Internships

Search for an Internship

Since most of the study programs in psychology have a compulsory internship period included in the study program, finding an interesting internship is crucial in every psychology student's life. Most of you already experienced that it can be a real challenge to find a suitable experience that allows for professional and personal growth, and you might experience strong competition in the process of finding an internship.



Many universities have an established internship assistance program helping you to find a local internship, but if you are a student who is drawn to adventures and traveling, interning abroad would be the perfect international experience for you! Following, EFPSA Study & Travel Abroad will present you with some tips and tricks that will assist you in your future internship endeavours.

- 1) One of the best ways of learning about internship opportunities is getting to know **past-experience stories of other psychology students!** That way, you easily discover interesting companies and institutions that are welcoming international students. EFPSA STA has made sure to provide you with some internship experience stories. Feel free to read and discover the amazing experiences on our STA blog!
- 2) STA service establishes partnerships with relevant institutions where psychology students can start their internships. New internship calls are opened throughout the year and are shared on the **EFPSA website** and **EFPSA STA Facebook page**. Make sure you check these pages on a regular basis in order not to miss out on an interesting internship opportunity!

- 3) Ask in your **MO (national/regional/local psychology student association)** for students that have already done an international internship. Most likely, they will be happy to share their experiences and useful information with you!
- 4) You are already working as a student assistant at your **home university** and/or are drawn to psychological research? Great! Your **professor** of choice will most likely be happy to reach out to his/her international colleagues and help you organise a stay abroad.

We would like to wish you good luck with your international internship search! May they be valuable and enriching experiences for your professional careers.

Chapter 7: LGBTI+ students abroad

We came to a part where many of us feel closer to the topic. LGBTI+ (Lesbian, Gay, Bisexual, Transgendered, Intersex, Queer, Asexual+) students can face unique challenges while travelling. Somehow, except for some countries, many of them do not even provide equal rights. This makes things harder for students even though they have the right to study and travel abroad. In this chapter, we are going to talk about these conditions, difficulties, and solutions through stages.



There are some tricks before you start your journey and while you are there. Let us have a look.

Before You Go

- Research your destination
- Update your passport (Make sure your name, photo, and gender correspond to your current gender identity.)
- Identify associations or communities who work for gender equalities, LGBTI+ rights. Also, organisations, hotels, support lines, etc. devoted to LGBTI+ (They might encourage you in your adaptation period to the society.)
- Also, you can visit the internet sites of the embassies of the country so that you can get clearer and certain information about the questions you may have.

Doing research on the target country helps you understand what is and what is not suitable according to the laws. Because many countries still identify same-sex sexual relations as crimes. Even if they do not, there are still not enough laws that approach LGBTI+ people the same way. The importance of legal rights is that they can give you the strength to feel confident.

While You Are There

- Remember you are subject to the laws of the country where you travel. In many countries, consensual same-sex sexual activity, public gathering, or dissemination of pro-LGBTI material may be illegal. Read the country information for your destination for more details.
- Some resorts or LGBTI neighborhoods can be quite segregated. Be aware attitudes in surrounding areas can be much less accepting. (*travel.state.gov*)

Overview

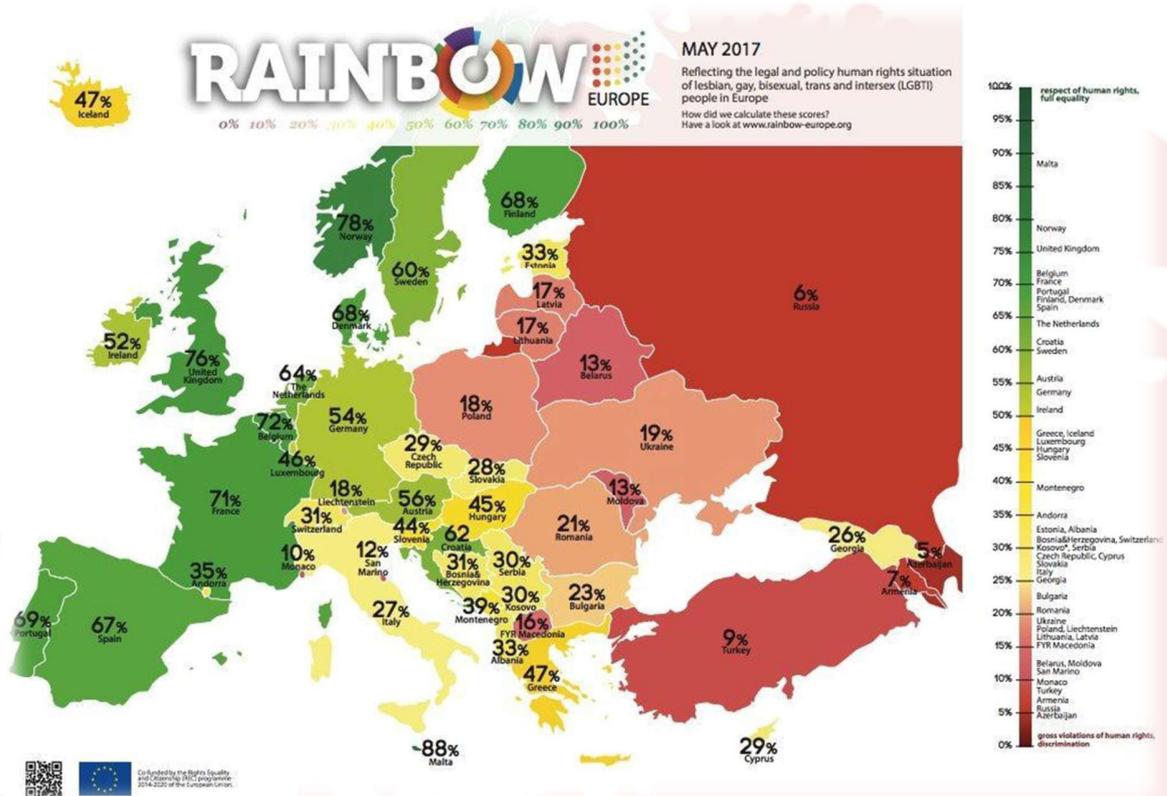
There is a thing we must consider: how to deal with prejudices and stigmas for LGBTI+ students. We have to generalise "Transforming Our Languages" training to raise awareness and provide transforming language of the media and our daily lives. This is one of the most important tasks we should all care about. From academia to a daily life basis, this is a situation that has acquired a place.

We believe that revolutions start with language! **Why not start today?**

You can find associations that work for human rights and provide people services. I know a few in Turkey (one of the countries that have the least of power in understanding and supporting human rights) and I can surely defend the idea that you are not alone wherever you go!

Here you can check out the map: (for more details please go to the link below)

"Reflecting the legal and policy human rights situation of LGBTI people in Europe"



Credits: west-info.eu

LGBTI+ supporter foundations in different countries of Europe

EFPSA STA Team is proud to offer you a new service! While studying abroad, you might need these!

Croatia

<http://www.zagreb-pride.net/en/>

<http://www.lori.hr/en>

<http://transaid.hr>

Estonia

<https://www.lgbt.ee/kontakt>

Finland

<https://en.seta.fi>

Greece

<https://www.colouryouth.gr>

LGBTI+ Support Phone Line: 11528

Slovenia

In Slovenia the most prominent ones are

<http://www.dih.si/en/>

<https://legebitra.si/en/>

Turkey

<http://www.spod.org.tr/EN/Index>

SPOD Support Line: 0850 888 5428

<http://www.lambdaistanbul.org/s/>

<http://kaosgl.org/home.php>

<https://listag.org/>

<https://genclgbti.org/>

<http://www.pembehayat.org/english/liste>

<http://www.istanbullgbti.org/lgbtt/>

You can find out more information from the links above; also, please do not hesitate to contact us on <mailto:efpsastudyabroad@gmail.com> and help us expand this list !

For More Info You Can Also Contact:

- <http://cinselsiddelemucadele.org/en/transforming-our-language/>
- travel.state.gov
- <https://travel.state.gov/content/travel/en/international-travel/before-you-go/travelers-with-special-considerations/lgbti.html>
- https://www.west-info.eu/files/C_-vR-YV0AA2uat.jpg-large.jpg

Chapter 8: Finding and applying for a scholarship

Financial situations might be hard for many students especially when it comes to studying abroad. There are many conditions and options we have to consider before we start studying abroad. One of them is, which we count as gifts, scholarships and there are many of them! No paying back. Sounds perfect, right? Or even if there is no scholarship we can get, maybe there is this second option: individual sponsorships!

We are going to take a look at what kinds of scholarships are available and how to apply for scholarships and fundings in this chapter.

What kinds of scholarships are available?

Some college scholarships are based on your academic success, what they call “merit-based” Scholarship-givers are more focused on your academic research, transcripts, awards, and your talent depending on the type of college and the department you intend to apply to. The other kinds of scholarships are based on financial need.

Or...

Some institutions give scholarships to some specialised groups based on gender, where you and your parents live, graduate year, your certain background (for example; military scholarships are also available).

How can we find scholarships?

This part seems like a challenge but once we know where to apply, the rest will come right into order. Each year, colleges, non-profit organisations, governments, corporations give thousands of millions of scholarships to those who need it, especially students.

Right before this chapter, we learned how to write a motivation letter, and now is time to use our tricks! You have to write a letter including reasons why you need this scholarship to the giver institution.

Write down your affiliations!

- You may qualify for your scholarships based on your political, religious, or social affiliations, gender, or any relevant memberships that could provide you benefits.
- Make a list of people you know as a reference.

Do Research!

As we mentioned before, try to show your knowledge about the institution, for example, a professor you know you want to work with, the institution's history, or your relevance within the position you apply to. Their visions and missions can help you understand what they want to give and get from you. Refer to them in the letter!

Application dates mostly depend on the organisations and institutions so please keep in mind that most of the organisations have specific deadlines as their strategic plans for a year.

Plus, financial aid offices at schools can guide you to find local opportunities since they were trained before to help students point out the best options for a legitimate scholarship.



Where Can I Look For a Scholarship?

Here are some centers you can go to and look for scholarships and grants.

- Local library's reference section
- Your employers
- Financial aid offices at schools
- Paying authorities (Governments, foundations, companies, etc.)
- Non- profit organizations
- Colleges, universities
- Political parties' offices
- Religious temples (church, mosque, etc.)

Applying for scholarship

Each scholarship has its website that includes specific requirements that the beneficiaries **must** take a look at. There is sometimes a form you need to fill out and copy it then send it to the office. Make sure you read all the requirements and take notes.

Since there are many opportunities in some periods of the year, you better mark the deadlines for each one of them.

Write your scholarship application essay(s) and let everything be clear. Do not write something that you do not have in the letter as this can cause you to have some legal penalties.

Two Weeks Before!

Submit your application two weeks before the deadline so that there is enough time for you to add and correct if anything is missing.

How do I get my scholarship money?

It depends on the type of scholarship and grant you applied for. Some go directly to the college you are studying or some give it to you by cash. Others prefer to transfer it through bank accounts. And there is this option that scholarship-givers can choose to give you money by a check. They should tell you which types of the mentioned above they use before you get your money. Otherwise, you are free to ask!

What if something goes wrong?

Make sure you completed all the levels fully right before you submit it. No matter if you get a negative response, do not give up on trying! Scholarships are gifts and not anyone is a hundred percent willing to give it directly to those who need it since it is so natural that they want to question many things on the target person. So be patient in this process.

Wishing you luck!

Keep going!

References

1. <https://www.wikihow.com>
2. <https://www.scholarshipportal.com>

Chapter 9: Motivation letter writing

Dear EFPSA People!

When you are applying to any kind of position, it is important to introduce yourself well. Especially, if you are a part of an organization, which is evaluating your motivation on a regular basis (just like EFPSA).

For the contact person, it might be as critical as your curriculum vitae (CV) to show your true intent and why you want to be chosen for the position at hand.

In this part, we are going to take a look at how to write motivational letters when you apply to choose a study, a voluntary position, a scholarship, or even funding for your projects. Let's get started!

What is a Motivational Letter?

A **motivational letter** is a letter of introduction that you might be asked to write in application procedures. Motivational letters commonly get attached to other documents like CVs, cover letters, etc...

Most of the time, the contact person would like to know your motivation to apply for the position or your goals and dreams that you want to achieve during your mandate.

It is usually used when you apply for a student programme, a university, a non-profit organization, or voluntary work.



How to Write a Motivational Letter?

Many of the students fail to acquire opportunities because they do not have enough knowledge about how to effectively share their ideas. We will try to give you some advice.

1. Know Yourself

Just lay down a little bit and take a deep breath. Now is time to consider why you are interested in this programme. You can note down a few special features that make you stand out from others. This is one of the most important steps to be aware of your motivation and to prove to others that you are worthy of the position (a college degree, an internship, or an organisation you intend to apply to). Take your time!

But you are not sure how to measure your suitability? Here is the first trick. Take a sheet or a paper and start writing down your (or your organisation's) SWOT Analysis.

What is SWOT Analysis?



Every organisation or person needs a clear strategy to grow their business in a better direction. This is where SWOT Analysis comes in as useful.

SWOT stands for:

Strengths

Weaknesses

Opportunities

Threats

And by analysing these four areas you will become more decisive and will be able to cut through the noise in your head!

Starting with *Strengths*, ask yourself some key questions. What specific things and advantages do you have, what are you good at that makes you stand out from others. What do you do better than anyone else?

The next step is to write down things you think you could improve and what others in your branch see as your *weaknesses*.

It is important to show off your skills, so thinking about *opportunities*, will allow you to do just that. Ask yourself, what *opportunities* are open to you? How can you take advantage of them?

And to manage *threats* it is important to face your obstacles and overcome them!

Now unofficially you have gone forward to move up on your career ladder!

2. *Do Research*

Do some research on the programme or the position before you apply. It is important to show your knowledge of the tasks for those who it may concern. Researching the mission and vision of your chosen organisation will give you some pointers on who they are looking for.

3. *Draft*

Give yourself time to oversee what you used in the letter. It is fine to evaluate everything before it is ready. Check all the information in the letter if it is written correctly (Your demographic information, CV details, academic background, and everything else.)

4. *Final*

You have checked all the information and finally, it is time to redact your grammar, and please keep in mind it should not be longer than one page.

A motivation letter is to show yourself clearly and to present your motivation to whom it may concern. Everything you write must be verifiable for the best results in your admission period! Here are some motivation letter samples:

- https://www.chinesescholarshipcouncil.com/wp-content/uploads/2018/07/nick_de_vries_-_motivation_letter_junior_consultant-1.pdf
- <https://sites.znu.edu.ua/international-relations/ELECTRA/MotivationPDF.pdf>

Wishing you the best with your applications!

References

1. <https://www.mindtools.com/>

Chapter 10: Project management

Do you have an idea about changing something for the better but do not know how to manage it to have a bigger effect? Then this chapter is for you! We are going to take a look at how to take your ideas to form projects and then apply how to apply to the best national and international centers for your project.

We aim to give you some general tips for those who are willing to create more out of their study abroad experience! Here you will learn the process of how you can systematise your ideas right into projects.



Our agenda

- 1) What is a Project?
- 2) Project Cycle Management
- 3) Reporting
- 4) Call for Projects and Introduction to Grants

What is a project?

The project comes from an idea about things that disturb and confuse you or things you want to change for the better. It is more than an activity for people or organisations to set long-term goals to achieve business or non-business objectives more efficiently. It commonly arises from a problem.

A project includes several steps to be completed which we will address to make it clearer.

A project is a **strategic** plan to achieve clearly defined **goals** consisting of limited **duration** and **budget**.

Your project should be **S.M.A.R.T**

SMART stands for;

Specific (you should define a certain goal)

Measurable (You should define your goals using numbers)

Available (The target group must be reachable for you. It is more about being realistic.)

Relevant (Taking care of current issues and other topics related to the project)

Timely (You must set up deadlines and limited durations for every step)



Project cycle management

Project cycle management is a methodology for managing projects. It is important to picture what it is like to consider all the processes for all the stakeholders. You can see the cycle below and its steps.

The first step to project cycle management is to think of something you want to contribute or change. Question things happening around you so that you will find out what you really want to study.

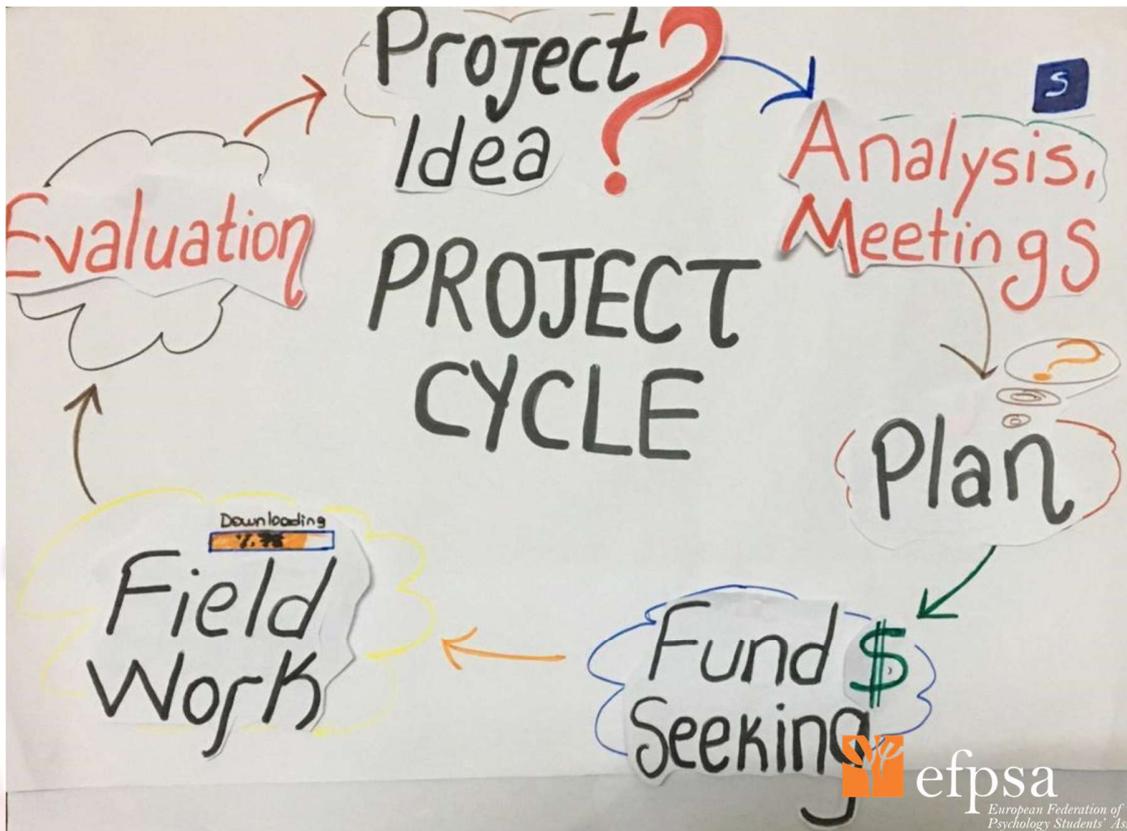
Then analyse (dis)advantages of your project (SWOT Analysing Method is a good way to start). Now you are aware of what you want to achieve with this project and already had meetings with the stakeholders and guides.

In a schedule, you note down all activities to be included in the project. Everything is okay until now.

But needless to say, you need a resource to make it happen. We are going to take a look at where and how to find funding and grants for your projects.

All the previous meetings, planning, fundings should have a meaning. Now is time to implement! This is the hardest part of the cycle (*depends on the owners*). This can be a long process depending on the project. Throughout the implementation, there can be re-planning as schedules and budgets are reviewed, refined, and updated.

Evaluating can also take place as early as the implementation step. You can consider all the inputs and outputs of the project and what things you think you could do better and what sides you were good at. Evaluation can also take place even years afterward, to assess the impact over time. And do not forget to prepare your reports!



Project plan

1. Set A Goal

Identify well the exact point of your idea. Why you do want to do, what you do want to achieve, and everything else behind the willingness of your thoughts.

2. Select Your Target Audience

Which groups are the best option to work with? Who and what effects or could help you the most while achieving your goal?

3. Stakeholders

Explore people or institutions that may be partners in your project. So that you can expand the multiplier effect of the project.

4. *Activities*

What relevant activities is the programme going to have?

5. *Time Table*

Make a schedule including duration and activities.

6. *Project Budget*

What did you spend? What materials did you use? Include everything from participants' travel tickets to accommodations. You can use some programs to make it easier. Excel or any others we mentioned at the end of this chapter.

7. *Distribution Of Tasks*

Who will take the task and where and when? Separate your team into certain (but transitive) parts so that they know better what they should do.

8. *Fund Seeking*

This is one of the hardest and least enjoyable parts. You can apply to institutions to ask them for financial support. National agencies, science centers, colleges, and EU programmes are places for project applications both at the financial and scientific level.

9. *Risks – B&C Plans*

Always keep in mind that any crisis can come out at least expected moments. The best way to deal with this is to have some B and C plans. Analyse every step that may occur before, during, and after the project.

Reporting

This is the last phase of a project: to report all of the achievements according to the set goal. Here you can find the phases of what a report must include.

1. Title	5. Technical, administrative, and financial matters
2. Summary	6. Result
3. Entrance	7. Proposals
4. Development	8. Attachments

Reporting Tools

Here are some tools that might help you report your project.

- MS Excel
- MS Word
- MS Project
- Smartsheet Project Management
- Adobe
- Asana Project Management

Call for projects and introduction to grants

EU Project Calls:

- **Erasmus+** (Erasmus+ is the EU's programme to support education, training, youth, and sport in Europe. https://ec.europa.eu/programmes/erasmus-plus/node_en)
- **Horizon 2020** (Horizon 2020 is the financial instrument implementing the Innovation Union, a Europe 2020 flagship initiative aimed at securing Europe's global competitiveness. <https://ec.europa.eu/programmes/horizon2020/en>)
- **COSME** (Increasing the competitiveness of the enterprises, ensuring the sustainability of economic activities, and encouraging the culture of entrepreneurship. http://ec.europa.eu/growth/index_en)
- **LIFE+** (The LIFE programme is the EU's funding instrument for the environment and climate action created in 1992. <https://ec.europa.eu/easme/en/life>)

These programmes aim to support your projects as financial stakeholders (on a critical level). Therefore you can easily go for them and try your luck! For more information, click on the links.

These were some general tips for students who are not just willing to take part in a project but also making them themselves. We hope you find this helpful for your study abroad experiences. Wishing you all good luck with your projects!

Study and Travel Abroad is here to assist you in any way we can!

If you have any questions regarding studying psychology abroad within Europe, please feel free to contact our Study Abroad Responsible at staresponsible@efpsa.org.

If you are active in a member organisation of EFPSA and would like to know more about organising an exchange, feel free to get in touch with our Exchanges Responsible at exchanges@efpsa.org.

For questions or suggestions related to travelling, please reach out to our Travel Network Responsible at travel@efpsa.org.

For any internships suggestions or internship calls, you can contact our Internships Responsible at internships@efpsa.org.

For any general queries or to contact our coordinator reach out on sta@efpsa.org.

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Always keep expanding your borders to reach new horizons!