

## Information from the Student Mobility Team

### Introduction

The guidance in this section is provided by the Student Mobility (SM) Team. The role of the Student Mobility Team is to provide the mechanism for your academic department to set up agreements with partner universities, and to support students in applying to these universities. The University has many different partners worldwide but places are only offered through your academic department. Your academic department will allocate the places available so you will need to apply for a study abroad place through them. Once the places have been allocated, the SM Team will work with you on the formal nomination and application process for your study placement at the partner/host university. Please note that the SM Team does not make decisions on academic matters or on which students are selected as this is undertaken by your academic department.

### General Information

1. The SM Team will offer a briefing during the autumn term which will provide information on the options for studying abroad and will introduce you to the Year Abroad. The Study Abroad/Exchanges Coordinator in your academic department will often also arrange department specific briefings as well. These briefings provide different information, so it's recommended that you attend both.
2. Information on the process, FAQs and details on the documentation required can be found on our webpages: <https://www.warwick.ac.uk/studentmobility>.
3. Students going on a year abroad are expected to attend one of the SM Team pre-departure briefings in the summer before they leave; this is where the non-academic information on studying abroad is explained in detail. The SM Team will also upload a copy of this presentation.
4. Drop-in sessions are run by the SM Team on a daily basis and provide an opportunity for you to talk to one of the team (please see the details towards the bottom of our [homepage](#)). You can also get in touch via the [Contact Form](#).
5. Please ensure you respond to all emails from the SM Team in a timely manner and also check your junk folder to ensure any emails from your host university are not missed.

### Nomination & Application Process

1. A selection process will be undertaken by your academic department (they will provide information on how to apply & this will take place in the autumn term of the year before the year abroad).
2. The academic department will notify the selected students of which host university they have been allocated to (at this stage, it's not a guaranteed place as students will have to be nominated by the SM Team and then apply and be accepted by the host university).
3. The SM Team will formally nominate the selected students to their allocated host university (the SM Team might also need to request further information from the students in order to nominate). Please note that a nomination is not a guarantee that students will be accepted by the host university.

4. After the formal nomination, students will need to submit an application to the host university. Therefore, it is vital for students to check their emails (including the junk folder) regularly to ensure they do not miss any communication from the host university of from the SM Team. The SM Team is available to support students during their application however, please note that students themselves are responsible for completing and submitting their application by the deadline provided by the host university. Therefore, students must follow all application instructions carefully, supply all of the information requested by the host university and make sure to keep to their deadlines (it's important to note differences in time zones when it comes to deadlines). Failure to do so will result in the application being unsuccessful. The formal nomination & application process will take place between January & June depending upon the host university (they all have different deadlines).
5. The host university will then notify students on whether their application has been successful or not.

### Diversity and Inclusion

All of our partnership agreements include a diversity and inclusion statement: *The parties, recognising the value of sustaining and advancing a safe and welcoming learning environment, strive to treat both employees and students with respect and dignity, treat them fairly with regards to all assessments, choices and procedures, and to give them encouragement to reach their full potential. Therefore, the parties strive to treat all its members, and visitors, fairly and aim to eliminate unjustifiable discrimination on the grounds of gender, race and nationality, ethnic or national origin, political beliefs, religious beliefs or practices, disability, marital status, family circumstances, sexual orientation, spent criminal convictions, age or any other inappropriate ground.*

### Tuition Fees & Student Finance

1. As you are part of a reciprocal exchange programme, you do not pay any academic tuition fee to your host university during your year abroad, but you do continue to pay tuition fees to Warwick (usually 15% of the standard tuition fee - further details can be found on the following webpage: <https://warwick.ac.uk/services/finance/studentfinance/fees/ugtuitionfees2017onwards/icyear>)
2. If you receive any loan from Student Finance England, they will be notified of your name if you are going overseas and the host university's term dates. This will ensure that Student Finance England are aware that you should be charged the reduced study abroad fee rather than the standard level of tuition fee
3. If the host university's term starts more than one month before the Warwick academic year, Student Finance England will aim to pay your funds (tuition fee and any maintenance loan) at an earlier date, but please do not rely on this, as the payments may not be made until the start of Warwick's term. So there might be a gap between when you start your term at your host university, and when your funding starts; you will need to plan & budget for this in advance

4. Sponsorship: if you are being sponsored to study at Warwick, it has been in our experience that not all sponsors will agree to a year abroad. Therefore, before you start the process, you are advised to contact your sponsor and check on their position
5. It's possible that you might receive a grant from Student Finance England to cover some of your travel expenses if you permanently live in England. Please see the following [webpage](#) for further details.

### Funding

The Student Mobility team is delighted to confirm that students who are going overseas in the 2023/4 and 2024/5 academic years who are undertaking a study abroad programme either for either work or study will be eligible to receive a minimum of £600 towards their international experience. It is very likely that this funding will be allocated after you have already started your placement so please ensure you have a sufficient level of funds to support yourself without this funding until December.

### Immigration/Visas

1. You will most likely need a visa to study or work in your host country
2. It is your responsibility to ensure you obtain the correct immigration permission for your year abroad in good time. It is a legal process and we are not qualified to provide immigration advice but your host university should be able to provide you with advice and guidance (just like how Warwick has an Immigration Team who are qualified to provide advice to international students)
3. Use the list of foreign embassies in the UK to find the website for the UK-based embassy of the host country: <https://www.gov.uk/government/publications/foreign-embassies-in-the-uk> The embassy's website will tell you whether people of your nationality need to apply for a visa to study there. The FCDO also provide useful information: <https://www.gov.uk/foreign-travel-advice>
4. Use the travel checklist from the FCDO on planning and preparation: <https://www.gov.uk/guidance/foreign-travel-checklist>
5. Check the travel advice for your host country (you can also sign up for email updates): <https://www.gov.uk/foreign-travel-advice>
6. You should also seek guidance from your host university, who will be able to issue any documentation you require and guide you through the process of obtaining appropriate visa documentation for your purpose of travel. Your host university should have advice and guidance on applying for visas

### Student Visa (previously known as Tier 4 Visa) Holders

1. All students are encouraged to take part in study abroad. A student who has entered Warwick on a student visa is eligible for study abroad and will be supported throughout the process
2. There may be additional requirements for student visa holders, so you should contact the Immigration Team (<https://warwick.ac.uk/study/international/immigration/>) for advice before applying for a year abroad

3. During the pre-departure briefing, you will be advised of any processes (such as meeting the monitoring points for Engagement/Attendance Monitoring) you will need to complete

### Insurance

1. You will be covered free of charge by the University's Overseas Business Travel Insurance whilst you are studying abroad however, this only covers emergency medical expenses and is not private health insurance hence it's strongly recommended for students to secure additional travel insurance. Please also note that the University's Overseas Business Travel Insurance is not for the loss or damage of mobile phones or computers and travel costs due to Covid-19 are not covered. You will be required to complete a risk assessment before you travel.
2. Please view the details of the policy at: <https://warwick.ac.uk/services/finance/insurance/keypolicies/traveloverseas/>
3. There are some countries where it's mandatory to take out additional health insurance (eg: Canada, USA) and your host university may also require you to purchase specific insurance as well so please check and follow their instructions on this.
4. Remember to factor the cost of additional insurance into your budget as costs can vary considerably and you will need to check on an individual basis.
5. If travelling to Europe, it's recommended to apply for a free of charge Student Global Health Insurance Card (GHIC) which will allow you to access medically necessary state-provided healthcare, however, it may not cover all health costs and is not a substitute for travel insurance. Please visit the following webpage for further information: <https://www.nhs.uk/using-the-nhs/healthcare-abroad/apply-for-a-free-uk-global-health-insurance-card-ghic/>. If you will be studying in more than one country, you will need to get in touch separately for the second country, please see towards the bottom of the following page for details: <https://nhsbsa-live.powerappsportals.com/knowledgebase/article/KA-26811/en-us>

You are required to familiarise yourself & keep up to date with the advice from the Foreign, Commonwealth & Development Office (FCDO): <https://www.gov.uk/foreign-travel-advice> (there's an option to sign up to email alerts for the country you will be going to) and also your host university so ensure you are checking your email inbox on a regular basis. It's also very important to ensure that your contact and placement details are up to date on your eVision online portal and that you have completed the risk assessment before you travel.

### Accommodation

Organising accommodation is your responsibility and you might need to find your own private accommodation. Information on accommodation will be available on the host university's website and they may also provide you with details during the application process. Depending upon the host university, some might offer accommodation on campus whilst for others, students live off campus. The level of support for accommodation can vary considerably and you are advised to work closely with your host university and be wary of scams, do not sign anything until you are sure of what you are paying for. Different countries and universities will expect

certain standards of behaviour and adherence to protocols for their accommodation; it's essential that you make sure you are clear about the rules and regulations.

### Wellbeing

1. If you have any concerns about applying for a year abroad or require support whilst overseas, please do get in touch with Warwick Wellbeing Support Services: <https://warwick.ac.uk/services/wss> . You will still be able to use [Report + Support](#) whilst abroad as well. You will also be able to access support services at your host university during your time there too.
2. If you have a disability, it's useful to let the host university know in advance, to enable alternative arrangements to be made if required – for example, additional time for examinations. We recommend contacting Warwick Wellbeing Support Services who will then be able to liaise with the host university as needed.

### Two Placements in One Year

Some academic departments may allow students to split their year abroad into two, so instead of studying in one country for the year, they might allow students to study in two different countries (one semester in each country). If you are considering this, please note that you will not have confirmation and approval of your second semester study abroad placement before you have left Warwick as the nomination & application process for second semester placements takes place in the autumn term **during** your year abroad. We have also found from experience, that students who undertake two study abroad placements in one year often face more challenges in terms of securing accommodation and visas. If your academic department allow you this option, please make sure to check the term dates of each host university to ensure that the dates will be compatible and there is no overlap.

### Change of Plans

If you need to change your plans, travel or programme of study, you must inform both the Student Mobility Team at Warwick and the Study Abroad/Exchanges Coordinator in your academic department as soon as possible. Similarly, if you become ill, please notify the Student Mobility Team and your academic department.

### Frequently Asked Questions

If you are interested in finding out more, please visit our [FAQs](#) or join one of our drop-in sessions (details towards the bottom of our [homepage](#)) Please also like & follow us [@warwickstudyabroad](#) on Instagram!