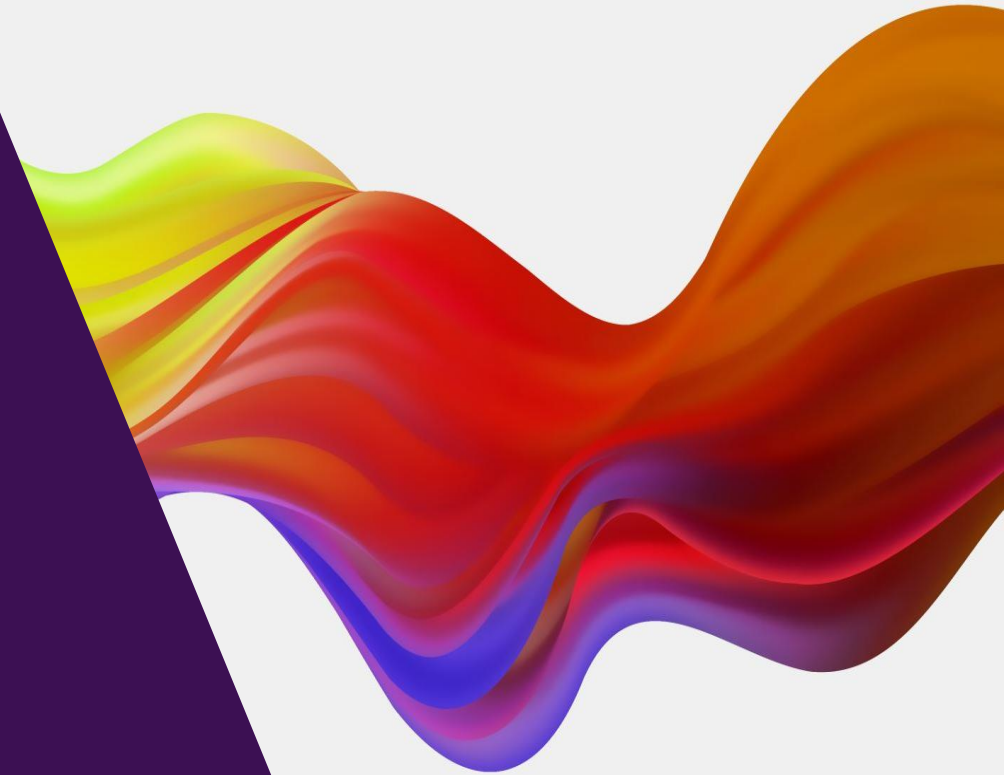




# STUDENT MOBILITY PREPARING FOR YOUR STUDY OR WORK PLACEMENT 2024/5

STUDENT MOBILITY TEAM

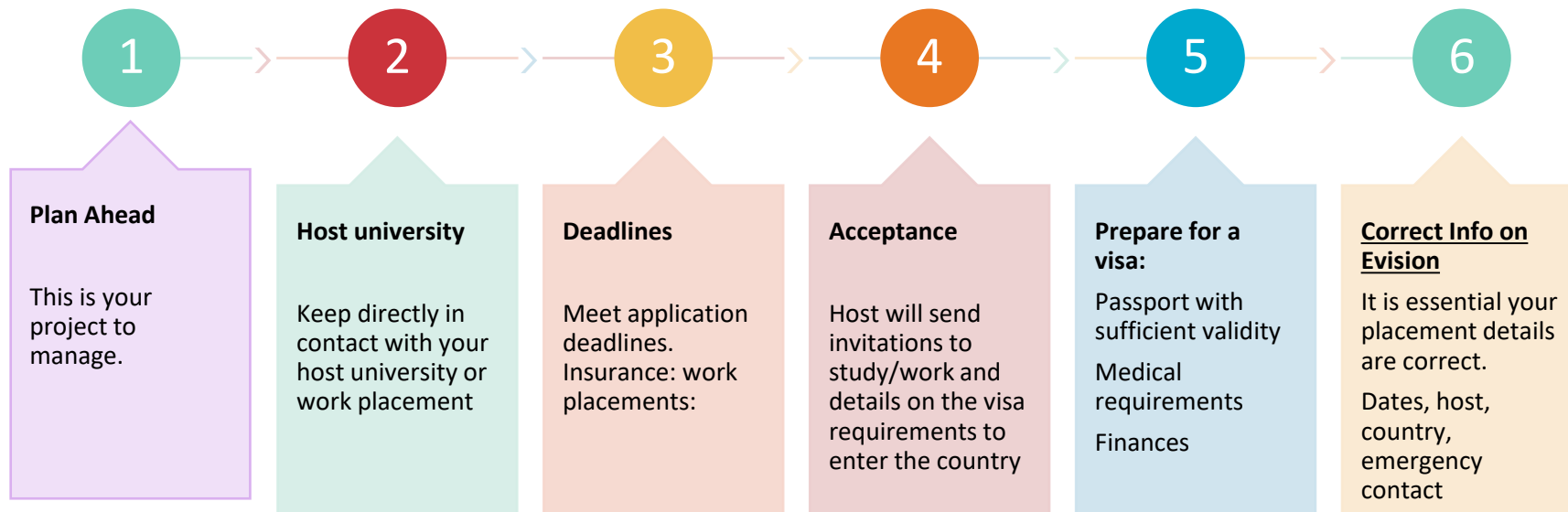


# Student Mobility: Introduction

- 1 Preparation for work and study overseas
- 2 Risks, Insurance, Accommodation, Funding, Travel Documentation
- 3 Question and Answer Session

[warwick.ac.uk/studentmobility](http://warwick.ac.uk/studentmobility)

# Preparation



# Preparation

## Where to get a quick answer to your questions

**FAQ's on website:** [Frequently Asked Questions \(Outgoing Students\) \(warwick.ac.uk\)](https://warwick.ac.uk)

**Drop in Sessions:** meet with the team in the Student Hub, Senate House; or join

**Online Sessions:** held most weekdays -  
Days and times of online sessions @ [warwick.ac.uk/studentmobility](https://warwick.ac.uk/studentmobility)

**EU Placements:** [Student Mobility Contact Form \(warwick.ac.uk\)](https://warwick.ac.uk)

**Placements Outside the EU:** email [Studyabroad@warwick.ac.uk](mailto:Studyabroad@warwick.ac.uk)

# Risk Assessments

- Your individual risk assessment must be uploaded to E-vision before your travel.
- An individual risk assessment is required by all students travelling overseas.
- The Student Mobility team will provide you with a brief **country risk assessment**, summarising the details provided in the Foreign Commonwealth and Development Office advice.
- This will be saved on E-vision in the Additional documentation section.
- The [Solace](#) advice provided on the link below is the most up to date information on countries and is a good, and detailed source of information.
- The link to the Risk Assessment is here:  
[overseas travel risk assessment v2 10 10 22.docx \(live.com\)](#)



**Risk Assessment: Compulsory**

# Risk Assessment: FCDO Guides



The Foreign, Commonwealth & Development Office (FCDO) has excellent guides to support you in planning for your year abroad and give you vital information for while you are overseas. Travel guides for individual countries can be found [here](#)

There are also guides for foreign travel on specific topics:

[Disabled Foreign Travel Advice](#)

[Lesbian, Gay, Bisexual and Transgender Foreign Travel Advice](#)

[Women Travelling Alone Foreign Travel Advice](#)

[Mental health and wellbeing abroad - GOV.UK \(www.gov.uk\)](#)

Also available on our FAQs [Foreign, Commonwealth & Development Office \(FCDO\) Guides \(warwick.ac.uk\)](#)

# Arrival Information: Contact

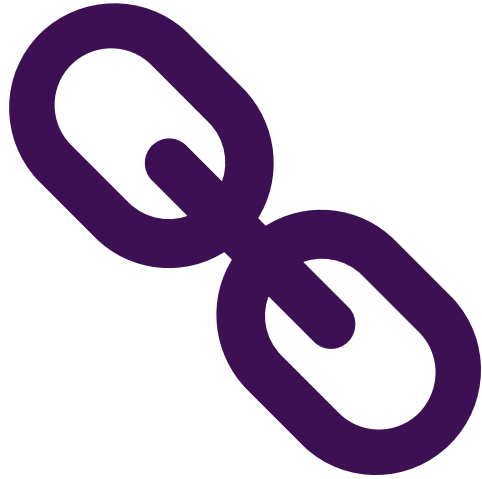
You must let the Student Mobility team know you have arrived in country for your work or study placement within **24 hours of arrival**.

- **You will be contacted through your Warwick email.**

At times of heightened risk we may ask you to remain in weekly contact and we will always use your Warwick email.



# Arrival Information: Authenticator App:



- You will need an authenticator app to access Warwick overseas including confirmation of your arrival:
- Link to IT services instructions:
- <https://warwick.ac.uk/services/its/service-support/web/sign-on/help/twostep/app>



# CONTACT

Ensure your Emergency Contact information is up to date on E-vision

Student Mobility | My data | My Student Finance | Module Registration | Student Records Requests | Contact Us

## Study Abroad Student View

Update My Year Abroad Address

### My Details

[Redacted]

[Warwick Coordinator](#)

[Placement 1 Contacts](#)

[Placement 2 Contacts](#) Application not started

[Emergency Contacts](#)

### Application Status

Sem 1: Hec Montréal **Approved**

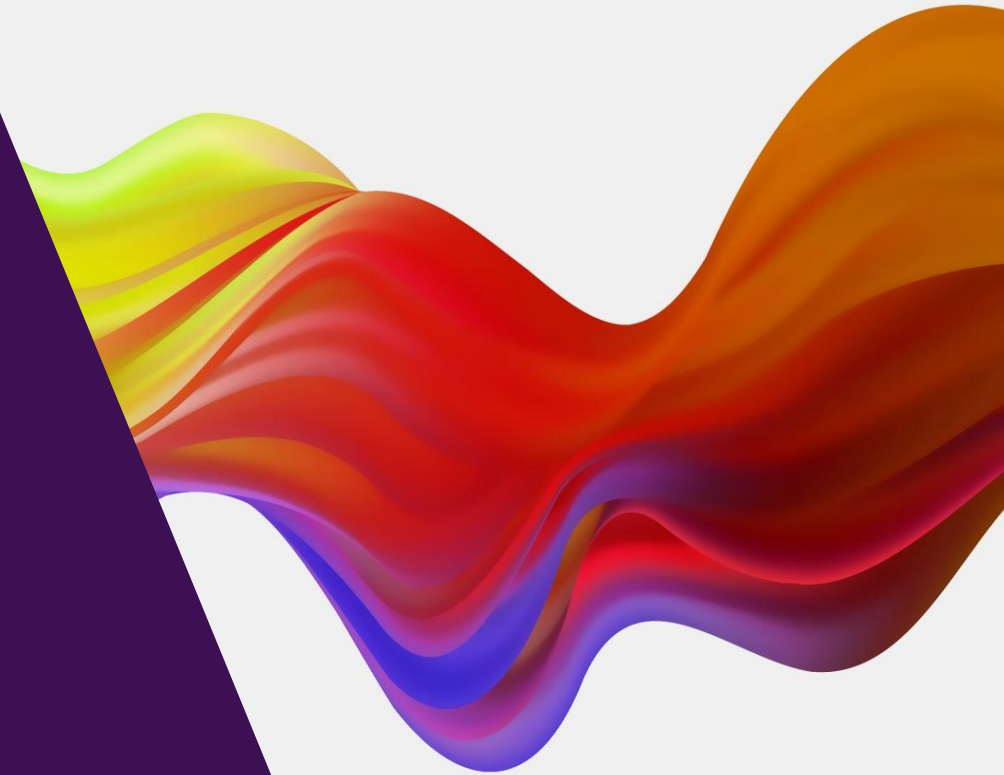
Sem 2: **Approved**

Application not started



# BUSINESS TRAVEL INSURANCE

[WARWICK.AC.UK/INSURANCE](https://www.warwick.ac.uk/insurance)



# Key Policy Cover

Please note that this policy is **NOT a health or medical insurance policy** and general healthcare is not covered. Travellers should consider taking out their own private insurance to cover them for their trip. This can also be a requirement for some types of visas and should be checked by the traveller.

Under this policy, only emergency medical treatment is covered (i.e. that requires immediate treatment) and the Emergency Medical Helpline number should be contacted +44 (0)1243 621066 **and quote policy number 100782764GPA**

EHIC cards continue to be valid until their expiry date. Thereafter travellers should apply for a **GHIC Card** (Global Health Insurance Card) [here](#)

# Key Policy Cover

## Letter to Support Visa Applications and Passport Validity

Our travel insurer Aviva can provide an insurance letter to support a visa application for business travel or for studying abroad only (not personal travel or countries that require referral).

In order to obtain a letter from the University's travel insurer you will need to download the Solace Secure app found here [Solace Secure](#) You will need to provide your University of Warwick email address and quote the policy number **100782764GPA** to create an account. Once you have created an account **using your Warwick email address** you can enter your travel details (within Documents on the App) to create a letter from Aviva to support your visa application.

Further guidance can be found here [Aviva Travel Assistance Information](#)

# Student GHIC Card: Apply Now

Position correct at May 2024:

[GHIC card detailed \(warwick.ac.uk\)](https://warwick.ac.uk)

- The UK Global Health Insurance Card (GHIC) lets you get state healthcare in Europe at a reduced cost or sometimes for free.
- If you already have a European Health Insurance Card (EHIC), you will need to apply for a **Student UK GHIC**.
- If you already have a standard UK GHIC, you will need to provide additional details for it to be treated as a **Student UK GHIC** for the period of study – follow the link above for more details.
- Allow sufficient time for the card to be processed – this can take longer in the summer months. This may be required as part of your visa application process. You may need to show the card as part of your visa application.
- The Student GHIC does not replace comprehensive travel and health insurance
- [If you enter multiple countries, follow the instructions for ‘Placement in multiple countries’ in the link above.](#)
- [If you need a letter to support your application: Find the form here](#)

Keep up to date through our [Frequently Asked Questions](#)

# Enrolment at Warwick



You **MUST re-enrol for Warwick in September** to retain your **Warwick email address** to ensure that:

- you have access to all student **support services**
- you are able to register for the Student Mobility **modules** (usually 120 CATS) for your department to ensure that your placement will be recorded on your HEAR. **If you don't re-enrol you risk being withdrawn from your course**
- you are able to enrol in modules for 25/26; your academic department will be trying to contact you in Spring 2025 to do this
- you receive emails from the Accommodation office regarding housing for your return to Warwick



# Application for a Study Placement

- Transcript of results: [www.warwick.ac.uk/hear](http://www.warwick.ac.uk/hear)
- Learning Agreement : signed by the **Academic Departmental Study Abroad Coordinator** in your department.
- Contact your host university directly, to follow up on your application, you will have been given a contact email address(es) with your application instructions.
- For a **sign off/stamp your application form**, upload it to the additional documents section of **E-vision and let us know** it's there by using our contact form

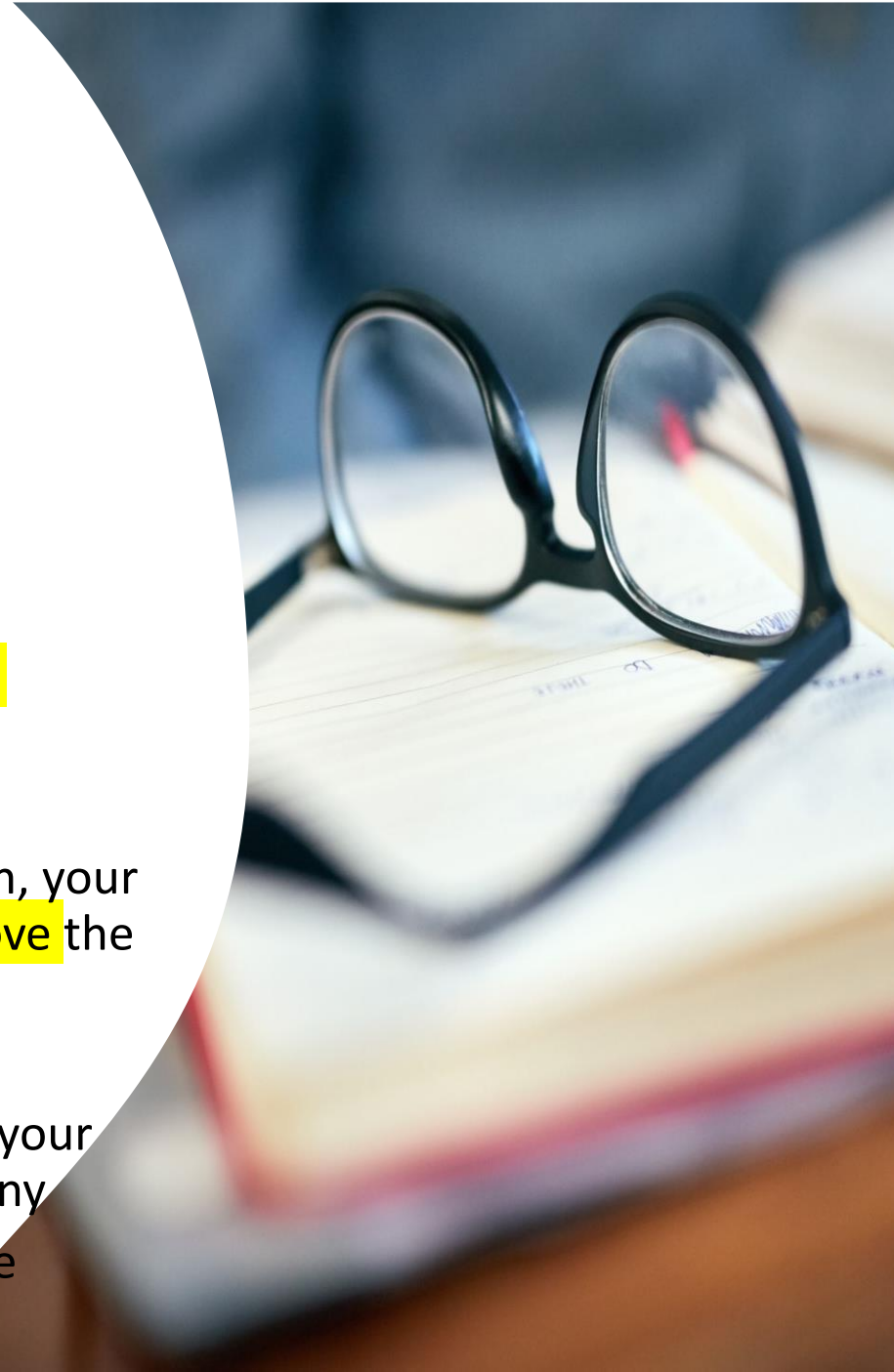
[www.warwick.ac.uk/studentmobility/about/contact/contactform](http://www.warwick.ac.uk/studentmobility/about/contact/contactform)



# Application for a Work Placement

- Apply for job as you identify them
- Check the suitability with your Academic Departmental Study Abroad Coordinator.
- When you have secured your placement, update the details on evision, your Academic Departmental Study Abroad Coordinator will need to approve the placement for you.

NB: Make sure that you enter the details of where you will be based on your placement when you are updating your details, DO NOT give the company Head Office details if they are different. We need to know where you are based in case of emergency.





# Language

- You may be requested to prove your language competency by the partner:
  - online testing
  - request for certification
  - confirmation from a tutor
- This will be part of the application process and you must action the request, evidence must be provided in the form specified by the partner
- Individual universities may require different levels of language. See the country information sheets.

NB: It is not uncommon for us to have to confirm that you are fluent in English Language, and you can request a Confirmation letter for this (or another reason) on the website:

<https://warwick.ac.uk/services/studentopportunity/studentmobility/about/news/confirmationofplacement>



Language Requirement

# Confirmation / Cancellation of a Place

## Confirmation of your place:

- Keep in contact with your host placement throughout the process.
- Your host will send confirmation of your placement.

## Cancellation of your place:

If for whatever reason you do not go ahead with any of your placements, you need to contact your host university/work placement; your academic department here at Warwick; and the Student Mobility team. Please ensure that you inform all three and do not assume that one will inform the other.

The impact of not having correct placement/course information could be the incorrect charge of your student loan to cover your tuition fee at Warwick.

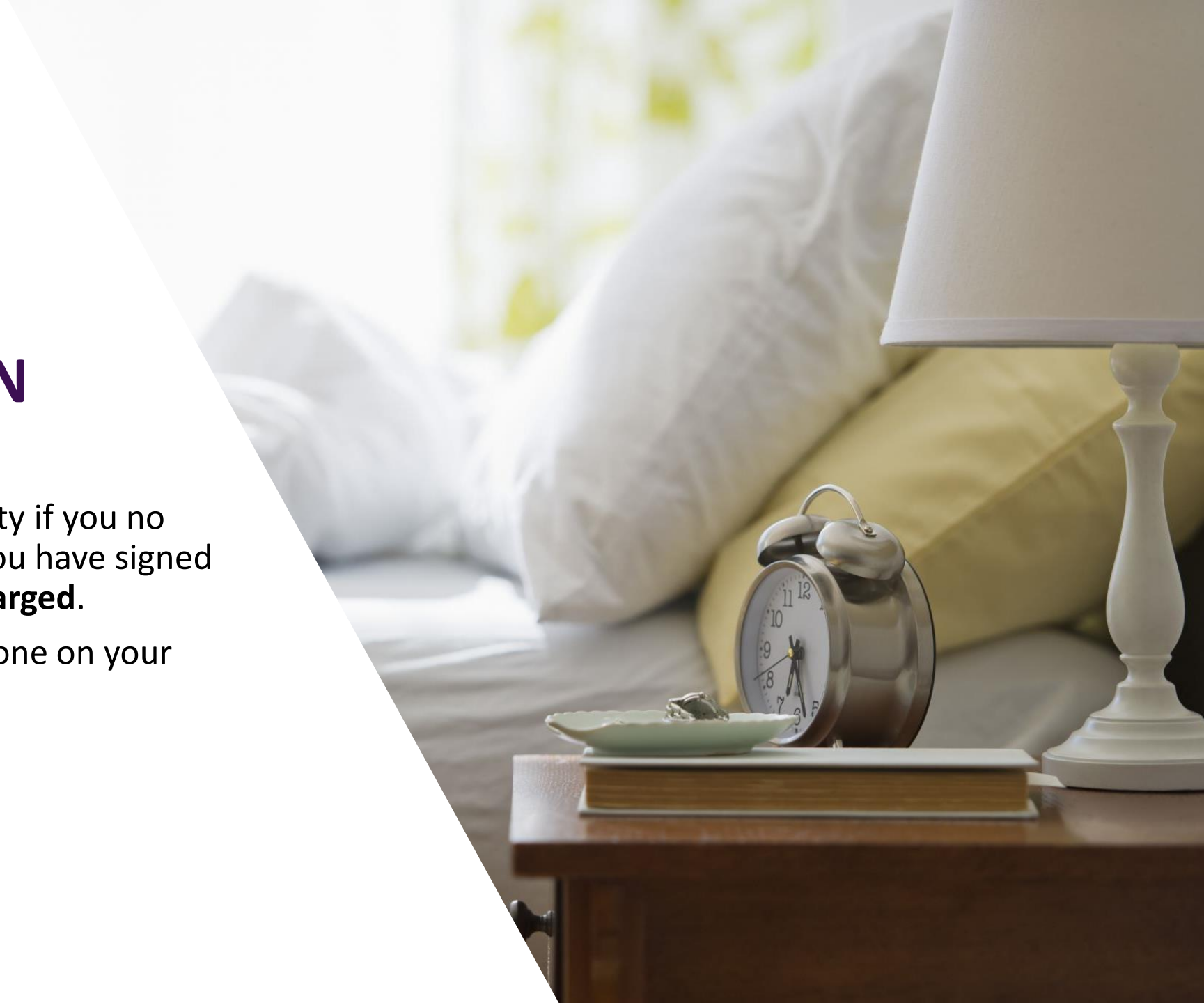
If you are advised you cannot continue with your **placement formally by the University (temporary or permanent withdrawal for example)** then you cannot continue with your placements and will need to discuss your **academic options with your department** before undertaking any further plans.



# ACCOMMODATION

Notify your provider/the University if you no longer require accommodation you have signed up for. **Otherwise, you will be charged.**

Study Abroad will not inform anyone on your behalf.



# Accommodation (2)

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On or off campus accommodation may be offered by your host: do not leave your decisions to the last minute! See the Instagram for tips from this year's students.  
<https://www.instagram.com/warwickstudyabroad/>

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European universities may offer support but you must actively secure accommodation as soon as possible. It is your responsibility to find your accommodation. Your host university will be able to provide sources of information.

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Consider the length of contract before making a commitment.

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**Be careful, each year there will be accommodation scams and even links from partner universities have contained scams. If possible do not sign an accommodation contract and pay a deposit until you have seen the premises.**

# Accommodation (3)

- Each year students do not apply in time and are left without accommodation
- It is essential you MEET partner's deadlines for accommodation submission
- Monash: at the nomination stage you will receive details. On campus can have a waiting list. Do not miss deadlines: there is no flexibility
- Do not book two places and sign two contracts. You will be expected to pay for both!

# Funding your Placement



# Funding for 2024



## Funding through student loan provider

### **Student Loan– Student Finance agencies**

- Apply as usual via Student Finance England, Scotland, Wales, Northern Ireland for your student loan.

### **Possible travel grant**

- You might be eligible to receive a travel grant when you apply to Student Finance England. To find out more [visit this webpage](#)

# STUDENT LOAN:

<https://www.gov.uk/student-finance>

- Apply as normal and make sure that you meet the Funding Companies deadline dates
- It's advised to apply for your standard tuition fee loan amount as the amount will be adjusted by the Student Loan Company (SFE, SFW, etc.) when you go on your year abroad. As a year abroad student you will be charged a lower tuition fee for the year (15% of standard fee)
- Student Mobility team will notify Student Finance England of whom will be going abroad for the coming academic year, including host institution term dates. As an example, if you are on a study placement, followed by a work placement you do not have to worry. Warwick will confirm you are on a year out
- If your host's academic year starts more than a month before the Warwick academic year, the funding company will try to make payments earlier, for all other students' payments will be made in accordance with Warwick's academic year
- **Early payments are NOT guaranteed**



# TRAVEL GRANT:

Student Finance (England as an example)

<https://www.gov.uk/travel-grants-students-england/what-youll-get>

There's a different process if you're a [student from Scotland](#), [student from Wales](#) or [student from Northern Ireland](#).

## Proof of Study Abroad (confirmed May annually with SFE)

- Warwick sends a spreadsheet to the Student Finance England. This is sufficient evidence of your study abroad.
- You do not need to provide additional letters to demonstrate you are on study abroad.

## What you'll get

- The amount you get depends on your total household income. This means your income, if you have one, combined with that of your parents or guardians, or spouse or partner if you live with them. Do not count income from other family members you live with.
- You must pay the first £303 of your travel costs - and your travel grant will be reduced by £1 for each £8.73 of household income over £39,796.
- Keep your travel costs as low as possible without being impractical.

## If you're studying abroad you can apply for:

- up to 3 return journeys between your home and the overseas institution during a full academic year abroad
- help with essential expenses, medical insurance and travel visas
- You may be able to apply for your children's travel costs if you're a single parent.

[Studying abroad: travel grants for students \(England\): What you'll get - GOV.UK \(www.gov.uk\)](https://www.gov.uk/travel-grants-students-england/what-youll-get)

# Funding through Warwick

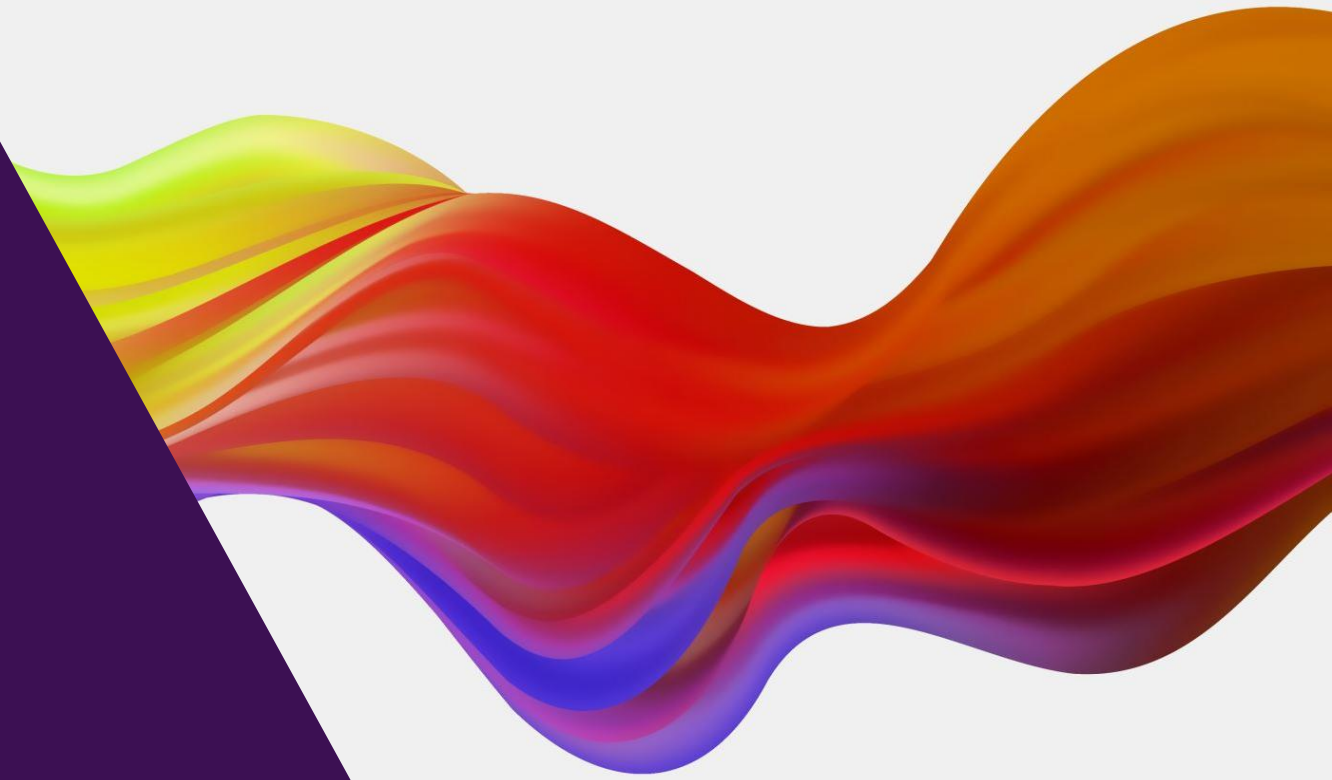


## Warwick Mobility Bursary

- You must confirm arrival in country to receive the grant
- You will receive instructions **on your Warwick email**
- Warwick Scholars/Warwick Undergraduate Bursary recipients – one off payment of £1,200 for the academic year
- All other students – one off payment of £600 for the academic year
- Payments will be made in the Autumn Term (plan for November)
- All students will receive a baseline amount of £600 paid on receipt of confirmation of arrival



# WELLBEING AND REPORT AND SUPPORT



# Wellbeing and Report and Support

## How to access support

Visit <https://warwick.ac.uk/services/wss/>

1. Log in using Warwick ID
2. Submit an enquiry
3. Have a brief consultation
4. Receive guidance about the most appropriate form of support
5. Support is through email so you do not need to be on campus

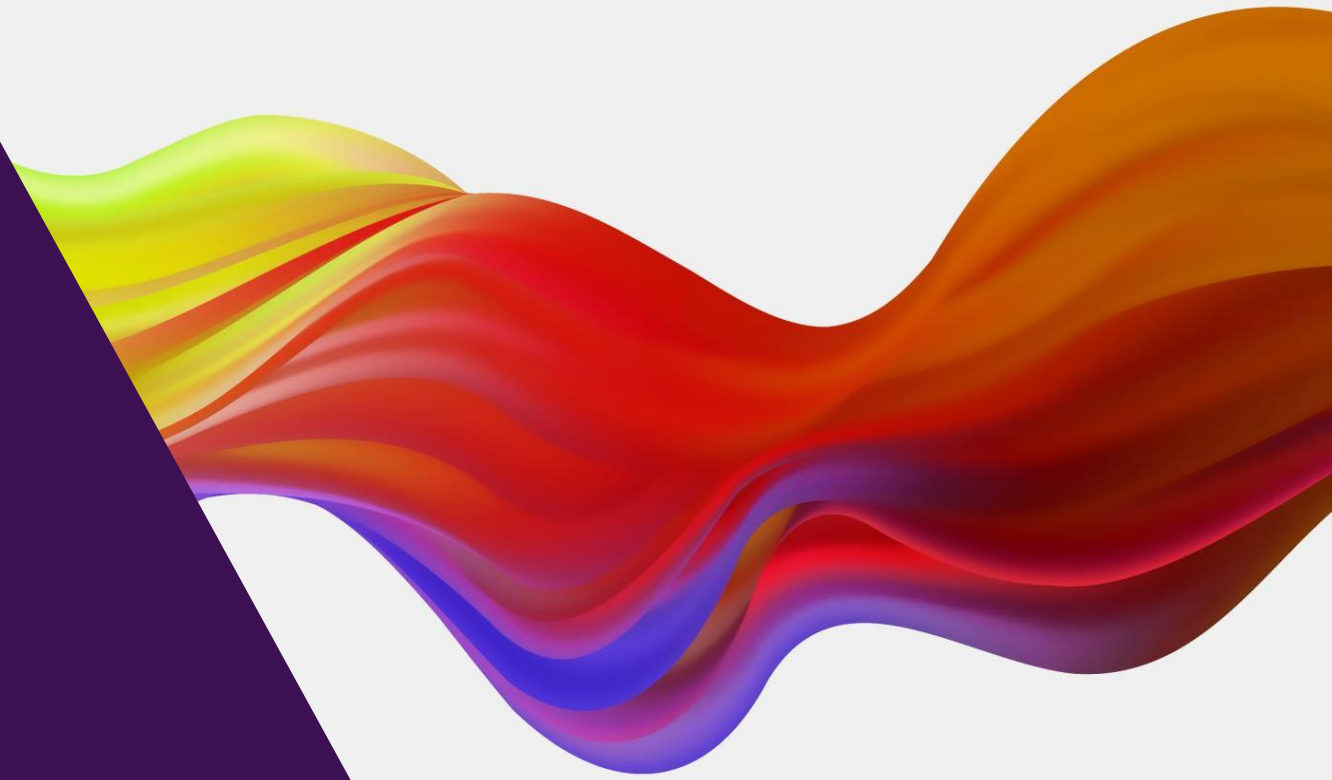
## [Report + Support - University of Warwick](#)

Everyone at the University of Warwick, whether studying, working, or visiting, has the right to feel safe. Harassment of any kind is completely unacceptable, and our community is an environment where prejudice and socially unacceptable behaviour are never tolerated.

Support is available when you are overseas too



**TRAVEL**



# Travel Documentation

- [Looking After Yourself When Travelling](#)
- [https://warwick.ac.uk/services/healthsafetywellbeing/guidance/travel\\_health](https://warwick.ac.uk/services/healthsafetywellbeing/guidance/travel_health)
- Medicines
- Vaccinations
- Dentists
- Register at a medical centre as soon as you arrive
- Check your medication is legal in your destination country.
- Speak to your own doctor to arrange for your medication to cover your time overseas, they may need to find an alternative for you that is allowed in your destination country
- Research cost of dental or eye treatment. Book appointments before you go.

# Travel Documentation (2)

- Ensure you follow the advice of the host university/work place regarding documentation required. Leave time to plan. Your host university/work place will provide details of the documentation and process you will need to follow.
- **If you intend to work you must apply for a visa that entitles you to work.** You risk being turned away from a country if you do not have the correct documentation.
- **It is your responsibility to ensure you apply for the correct visa.**
- Visa applications to countries may take longer than usual. See the FCDO for visa advice or contact the relevant Embassy.
- [Foreign travel advice - GOV.UK \(www.gov.uk\)](https://www.gov.uk)
- **Do not leave documentation to the last minute.**

# Any questions?



Share your experiences with us on [Instagram](https://www.instagram.com/warwickstudyabroad) –  
[instagram.com/warwickstudyabroad](https://www.instagram.com/warwickstudyabroad)



Check your Warwick email whilst away.

