Student Mobility Pre-departure Briefing 2020
STUDENT MOBILITY DESTINATIONS 2019/2020

Number of Students

- AUSTRALIA - 109
- BRAZIL
- COLOMBIA
- FINLAND
- INDONESIA
- LUXEMBOURG
- NETHERLANDS
- SLOVENIA
- SWITZERLAND
- AUSTRIA
- CANADA
- COSTA RICA
- FRANCE -133
- IRELAND
- MALAYSIA
- PUERTO RICO
- SOUTH KOREA
- THAILAND
- BARBADOS
- CHILE
- DENMARK
- GERMANY - 74
- ITALY - 57
- MARTINIQUE
- RUSSIA
- SPAIN - 102
- USA
- BELGIUM
- CHINA
- EL SALVADOR
- HONG KONG
- JAPAN
- MONACO
- SINGAPORE
- SWEDEN
You **MUST re-enrol for Warwick in September** when you receive the email reminder this allows you to:

- retain your **Warwick email address** to receive (for example):
  - Next years’ accommodation
  - Next years’ modules choices

- have access to **all student support services**

- be 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.
EMERGENCIES

Our experience of 2019/20 has demonstrated the need for information to be updated very regularly:

• Student destination / change of placement / travel as part of the mobility experience
• Easy access to Evision: make sure your details are up to date.
• Our team will post information to the FAQ section of the Student Mobility website. If a particular country is impacted; the country name will appear first and then the FCO advice, plus messages from Warwick to keep you safe will be posted and regularly updated.
• In the case of an emergency, be proactive and let the team know you are safe.
• In unusual circumstances you may be recalled from a country (coronavirus in China) for example.
• In this case, the Business Travel Insurance manager will be advised and you will be provided with the details to make any claim for flights etc. There may be conditions and time limits and these will be clearly provided to you.
https://www.erasmusplus.org.uk/brexit-update
EUROPEAN HEALTH INSURANCE CARD


If you have a regular EHIC, you must return it and apply for a student EHIC.

You are not entitled to use a student EHIC if you are on a work placement (this includes British Council Language Assistantship students).

An EHIC application will require a letter from Warwick confirming you are a student, address of where you are studying overseas; your qualification, start and end dates. Our team can provide this letter for you. The letter will be uploaded to your Evision portal.

We would advise you purchase private health insurance (the Business Travel Insurance is for emergency cover) in the event the EHIC is no longer in place.
Travel Insurance – Student Mobility 2020

Richard Campbell-Kelly – Insurance Services Manager
Key Policy cover

- Automatic cover at no cost to the student – value to you £200
- Emergency medical expenses and repatriation – unlimited.
- Personal belongings and money - £10,000.
- Cancellation/curtailment/rearrangement - £250,000.
- Personal liability - £5m.
- Political or natural disaster evacuation £250,000.
- Loss of travel documents - £2,000 – (keep good quality copy documents with you and originals safe, if allowed, to reduce risk of loss and inconvenience).
What is not covered

• Personal travel unless incidental i.e. **1 day per week abroad capped at 7 days after completion of studies to be taken within the same country and prior written approval by University of Warwick Insurance Services Department.**

• Travel after medical advice has been given not to travel.

• Personal health cover (non-emergency) - students to source and pay for own cover or use EHIC card if appropriate/valid.

• Travel to areas where the Foreign and Commonwealth Office state travel should be avoided and, if without justification, areas where essential travel only is recommended.

• Travel over 12 months must be referred to the Insurance Services Office.
What is not covered continued

• Motor – except excess payments – watch out for local licence requirements
• Accommodations scams
• Airline failure
• Liability for third party injury/damage as a result of the use of firearms, wilful acts, part of a criminal act or being under the influence of alcohol or drugs.
• Loss of or accidental damage to mobile phones, tablets or laptops.

Insurers will review carefully each claim submitted.
Recent Issues

• Martinique beaches
• France rioting – Yellow jackets
• Pickpockets - replacing documents – photocopies?
• Allergy awareness for airlines
• Accommodation scams
• Car hire – correct driving permit and insurance
• Chile/Hong Kong disorder
• Coronavirus
Assistance

• Personal letters available for visits to Schengen Area to assist with visa applications.

• Aviva 24/7 helpline.

• Personal insurer examples but not recommendations
  
  • World Nomads
  • True Traveller

• Foreign and Commonwealth Office https://www.gov.uk/foreign-travel-advice

• WorldAware https://my.worldaware.com/affiliates/aviva (quote policy number 100005565GPA when registering)

• Warwick Insite - https://warwick.ac.uk/services/finance/insurance

• Claims report form online.

• Insurance Office email insuranceservices@Warwick.ac.uk

• Insurance Services Office – Argent Court (near Tesco).
Wellbeing Support Services

Taking care of your wellbeing while studying abroad
## Things to think about before you go

- Emotional support and preparation is just as important as the practical steps

<table>
<thead>
<tr>
<th>Who do you usually turn to?</th>
<th>Do you know your wellbeing “red flags?” How do you know when you are not feeling “yourself”? If you are able to recognise these changes, then you can be proactive in seeking support before things escalate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Will you still be able to contact them?</td>
<td>Do you have professional support in place at Warwick, that you need to consider at your host university or from elsewhere?</td>
</tr>
<tr>
<td><strong>What do you need to feel happy/content and secure?</strong></td>
<td>Do you know about the online resources you can access while away?</td>
</tr>
</tbody>
</table>
Warwick’s Support Network

- You can still access support from Warwick’s Wellbeing Support Services while you are away

- Telephone brief consultations
- Telephone wellbeing appointments
- Email counselling
- Disability appointments by telephone
- Mental Health Mentor can do sessions via Skype
Online Support

24/7 support for your mental health

YOU'RE NOT ALONE

FREE TO ALL STUDENTS

bigwhitewall.com

every mind matters
Remember...

Talk about what you are feeling and experiencing while abroad. You are all going to be in similar situations and it helps to know you are not alone in how you feel.

Share suggestions with friends for coping techniques and support options - let them know what helps you.

Look after each other – check in with each other and remind friends of what support is available if they need it.

Make the most of your time abroad, but also know it is okay and normal to have ups and downs while away.
Wellbeing Support Services

📞 024 7657 5570
🌐 wellbeing.warwick.ac.uk

Telephone consultations available every working day from 10am-3pm to identify the correct support for you.
APPLYING
The main source’s of information, throughout your preparation and student mobility journey are:

- your e-Vision portal
- **Student Mobility website**
- Visit the **FAQ** (frequently asked questions)
- If your question is not answered, please use the contact form.
- You must be fully-enrolled at Warwick to take part in mobility; if you are temporary withdrawn for example and not enrolled at Warwick for the year, you will not be eligible for the year abroad.

[warwick.ac.uk/studentmobilityfaq](http://warwick.ac.uk/studentmobilityfaq)
## Update Application Status

This screen can be used to maintain your application data.

### Placement Application Status

This table contains all the student placement information for your selected record(s).

<table>
<thead>
<tr>
<th>Placement Provider</th>
<th>Placement</th>
<th>Year</th>
<th>Period</th>
<th>Application Sent</th>
<th>Application Status</th>
<th>Application Received</th>
<th>Application Opens</th>
<th>Application Deadline Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mac Montreal</td>
<td>Mac Montreal</td>
<td>10/20</td>
<td>Sem 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## STUDY ABROAD FORMS CHECKLIST 2020/2021

**Submission: PRIOR TO DEPARTURE**

1. **Grant Agreement for Exams** 2019/2019  
   (Ensure it is fully completed and uploaded to your Study Abroad portal prior to the START of your placement.)

2. **Protocol**

3. **Online Language Test (OLT)**  
   (It will be compulsory at the beginning and end of your placement for some students. If relevant to you - you will be notified via email.)

### To Do Before Placement

<table>
<thead>
<tr>
<th>Document</th>
<th>Link</th>
<th>Uploaded</th>
<th>Last version</th>
<th>Description</th>
<th>Verified</th>
<th>WAship Grant Authorised</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant Agreement for Exams 2019/2019</td>
<td>[link]</td>
<td>[link]</td>
<td>[link]</td>
<td>[link]</td>
<td>[link]</td>
<td>[link]</td>
</tr>
<tr>
<td>Student Protocol</td>
<td>[link]</td>
<td>[link]</td>
<td>[link]</td>
<td>[link]</td>
<td>[link]</td>
<td>[link]</td>
</tr>
</tbody>
</table>

**Document Details:**
- [link] [Additional Details] for each document.

### Additional Details:

1. If you have any additional documents that you wish to upload in support of the form, please upload them below and provide a description of the document(s) attached.

2. [Submit Additional Details]
Europe (Erasmus+ Programme)

**Submission: PRIOR TO DEPARTURE**

- Protocol
- Erasmus+ Grant Agreement
- Online Linguistic Test (OLS)

**Submission: ON ARRIVAL at PLACEMENT**

- Arrival Placement Plan
- Bank details
- Grant Receipt 70%

**Submission: MID WAY through PLACEMENT**

- Mid-Term Placement Plan

**Submission: ON COMPLETION of PLACEMENT**

- Completion placement plan
- Transcript
- Grant Receipt 30%
- British Council Online Report

Worldwide

**Submission: PRIOR TO DEPARTURE**

- Protocol

**Submission: ON ARRIVAL at PLACEMENT**

- Arrival Placement Plan

**Submission: MID WAY through PLACEMENT**

- Mid-Term Placement Plan

**Submission: ON COMPLETION of PLACEMENT**

- Completion placement plan
- Transcript
- Grant Receipt 30%
- British Council Online Report

[warwick.ac.uk/studentmobilityforms]
Study

- Nomination
- Reciprocal exchange (or one in one out!) Academic fee paid to home university.
- Deadlines vary: January through to early summer
- Keep in contact with your partner university and ensure you send all requested documents in good time.

Work including British Council Language Assistantship

- Research the requirements
- Your department must confirm your job description
- Deadlines will vary for response
- Deadlines for you to respond can be strict
Two Placements

If you intend to spend your time at two destinations, remember to:

**Check the term dates are compatible.** Visit the FAQ Partnership link

Do not make assumptions:

**check the second university/work place has accepted you**

**Leave time for visa applications.** This can take time and if you need to return home to get your visa for a 2nd placement, you must factor in the time involved

**Check you have all the documentation you require.** It is essential you leave time to apply for your visas for both placements. If you are intending to work: ensure you apply for the correct visa – do not gamble on a cheaper route.
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.
Confirmation of your Place at the Host University

Confirmation of your place at the partner is subject to their approval.

Your host will send you confirmation of your placement, by email or hard copy.

Warwick will confirm your end of year results – there is an overall expectation that you are at 2:1 level. If you have any concerns about this please get in touch with your departmental/academic contact.

Book your travel when you have received final confirmation from the host.
Accommodation

- On campus accommodation may be offered particularly for worldwide exchanges
- 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
- Speak to other students
- Look on the Student Mobility Facebook page

Watch out for scams

Even links from partner university websites may be compromised
Tuition Fees

No tuition fees to your host: you may need to pay ancillary fees

A change during the year between study or work placement or destination country may affect your tuition fees.

Visit the Finance Office Fees/UG Tuition Fees for fees.

Note: the fees for 2020/1 will be available from April 2020.

• Home - https://warwick.ac.uk/services/academicoffice/finance/fees/ugtuitionfees2017/
• Overseas - https://warwick.ac.uk/services/academicoffice/finance/fees/overseasfees/
Funding

Eligibility for funding and bursaries does not change because you will be overseas - apply as normal and make sure that you meet the Funding Companies deadline dates.

Warwick’s student finance team informs the funding companies who will be going abroad for the coming academic year, they include Host institution term dates.

If the Host 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 to Warwick's academic year - Early payments are NOT guaranteed.

We strongly RECOMMEND that alternative financial arrangements are made to cover the time between the start of your placement and receipt of funding.
You may be eligible for a travel grant.
Erasmus+ Funding

Grant rates are set by the British Council as the Erasmus+ National Agency for the UK. Participants will receive at least the amount shown below per month, per country of destination:

- Study minimum of €370
- Work minimum of €470

The grant is paid in 2 instalments:

- 70% at the start on receipt of accurately completed arrival forms;
- 30% at the end on receipt of accurately completed completion forms

**Split placements = 2 sets of forms, 2 sets of grant allocations**

**Full year placement**
- 70% on submission of arrival paperwork
- 30% on submission of completion paperwork

**Split placement**
- 70% on submission of arrival paperwork – placement 1
- 30% on submission of completion paperwork – placement 1
- 70% on submission of arrival paperwork – placement 2
- 30% on submission of completion paperwork – placement 2
Erasmus+ - Form filling!

All through Evison!
Erasmus+ - How to Ensure you are Paid on Time!

Get: your forms printed off as soon as they are needed - take blank ones with you

Read: the website carefully the instructions are clear - if not tell us

Arrange: for the form to be signed by everyone needed - you, Warwick department, host department

Notice: the dates of your arrival and expected completion, we use those to calculate you grant allowance

Timing: you have 30 days normally to get your arrival plan signed before you start losing money

Observe: your e-vision portal to check the forms have been verified

Never: ignore emails from Student Mobility, they could be about an issue with a form

Tell: us how you want to be paid by providing either € or £ account details

Inform: let us know if you are in financial difficulty, we can’t help if we don’t know

Manage: the Erasmus+ grant is to help with additional costs not to cover all costs

Enable: we will chase you for forms, be proactive then we can give you the best support we can
Sponsorship

If you are currently being sponsored for your degree; a government scholarship; Institution sponsorship; other kinds of bursaries

- check the terms of your funding, not all schemes allow you to undertake mobility programmes
Travel
https://www.gov.uk/foreign-travel-advice
If you require a visa to enter your destination country, you will receive support and information from your host university.

Timings - make sure you plan in sufficient time for this. Investigate the process, some countries take longer than others, remember it could mean an appointment over the summer vacation.

Make sure you have all of your documentation together for your appointment.

If you intend to work on your placement, you must ensure that you enter the country on the correct visa to entitle you to work. It is your responsibility to ensure you apply for the correct visa.
Students entering Warwick on a Tier 4 Visa

Monitoring plans are essential for students holding a Warwick Tier 4 visa.

We will contact all students on a Tier 4 visa. 10 monitoring points will be required throughout your stay.

It is essential that a monitoring plan is maintained and you respond to each request to update your monitoring plan. This is a condition of your Tier 4 visa.
Looking After Yourself When Travelling

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
Placement
Many partners will hold a week – month prior to the start of the academic year:

Orientation  Welcome
This can be a simple way of learning about the culture of your destination,
of practicing your language skills and of meeting your colleagues and
developing your friendship groups:

- some hosts charge for this
- some will include cultural, historical and social events
Studying — Your Warwick department will be able to advise on the content you must study.

Working — your job description
Your Warwick department will have a process for approval of work placements.

Full-time attendance is expected.

Your academic co-ordinator must authorise your plans, including changes

Check your departmental handbook for specific details:

[warwick.ac.uk/studentmobilitydepartmental-handbooks](warwick.ac.uk/studentmobilitydepartmental-handbooks)
Transcripts

Transcripts are required by your academic department at Warwick to progress your degree.

Study
Your host university will be able to provide this but may need you to request it.

Work
Your host should provide you with a reference for your work placement, but to be able to assess your placement more accurately your academic department will look for a transcript of work. The template for this can be downloaded from the study abroad website.
Feedback

Your views and experiences are very valuable

Please participate in any of the different opportunities that we let you know about to **give us feedback wherever you feel able**. Particularly our FAQ section of the website is reliant for much of the information on what you tell us
WISHING YOU A SUCCESSFUL AND SATISFYING YEAR OVERSEAS

warwick.ac.uk/studentmobility