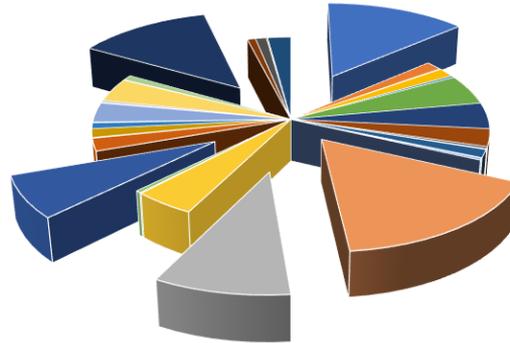


# Student Mobility Pre-departure Briefing 2020

# STUDENT MOBILITY DESTINATIONS 2019/2020

Number of Students



- |                   |                |                |               |
|-------------------|----------------|----------------|---------------|
| ■ AUSTRALIA - 109 | ■ AUSTRIA      | ■ BARBADOS     | ■ BELGIUM     |
| ■ BRAZIL          | ■ CANADA       | ■ CHILE        | ■ CHINA       |
| ■ COLOMBIA        | ■ COSTA RICA   | ■ DENMARK      | ■ EL SALVADOR |
| ■ FINLAND         | ■ FRANCE - 133 | ■ GERMANY - 74 | ■ HONG KONG   |
| ■ INDONESIA       | ■ IRELAND      | ■ ITALY - 57   | ■ JAPAN       |
| ■ LUXEMBOURG      | ■ MALAYSIA     | ■ MARTINIQUE   | ■ MONACO      |
| ■ NETHERLANDS     | ■ PUERTO RICO  | ■ RUSSIA       | ■ SINGAPORE   |
| ■ SLOVENIA        | ■ SOUTH KOREA  | ■ SPAIN - 102  | ■ SWEDEN      |
| ■ SWITZERLAND     | ■ THAILAND     | ■ USA          |               |

WARWICK

STUDENT OPPORTUNITY

## CONTACT



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

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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.

# CONTACT

WARWICK

STUDENT OPPORTUNITY

[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

[Emergency Contacts](#)

[Warwick.Coordinator](#)

[Placement 1 Contacts](#)

[Placement 2 Contacts](#) Application not started

### Application Status

Sem 1: Hec Montréal Approved

Sem 2: Approved

Application not started



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<https://www.erasmusplus.org.uk/brexit-update>

# EUROPEAN HEALTH INSURANCE CARD

WARWICK

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<https://www.nhs.uk/using-the-nhs/healthcare-abroad/moving-abroad/studying-abroad/>

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

WARWICK

Richard Campbell-Kelly – Insurance Services Manager

## Key Policy cover

- Automatic cover at no cost to the student – value to you c£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



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## 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](mailto:insuranceservices@Warwick.ac.uk)
- Insurance Services Office – Argent Court (near Tesco).



# Wellbeing Support Services

The logo for Warwick University, featuring a stylized green mountain peak above the text "WARWICK" and "THE UNIVERSITY OF WARWICK".

WARWICK  
THE UNIVERSITY OF WARWICK

*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*

*Who do you usually turn to?  
Will you still be able to contact them?*

*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*

***What do you need to feel  
happy/content and  
secure?***

*Do you have professional support in place at Warwick, that you need to consider at your host university or from elsewhere?*

*Do you know about the online resources you can access while away?*

# *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*

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24/7 support for your mental health



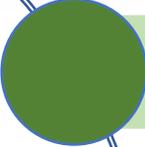
YOU'RE NOT ALONE

FREE TO ALL STUDENTS

16+ bigwhitewall.com



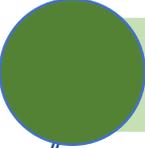
## *Remember...*



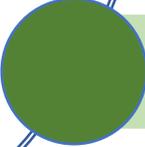
*Talk about what you are feeling and experiencing while abroad. You are all going to be in similar situations and it helps to know you are not alone in how you feel.*



*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

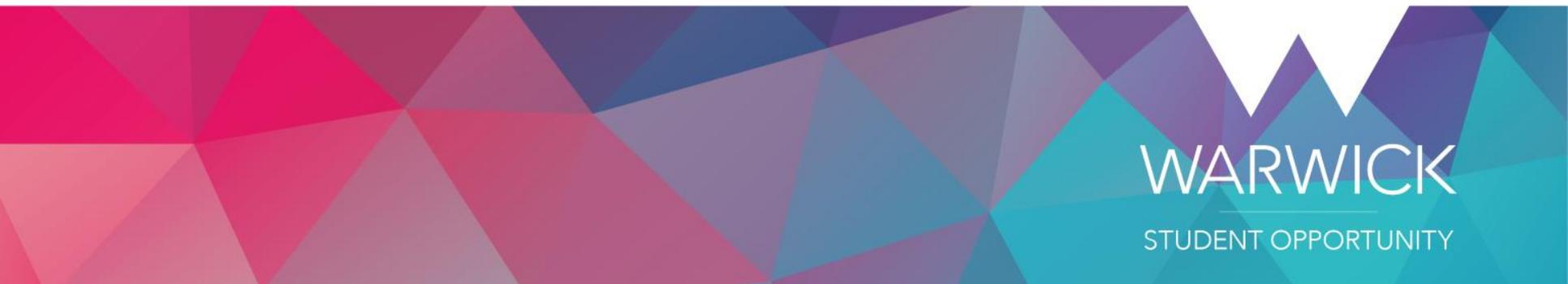
🌐 [wellbeing.warwick.ac.uk](https://wellbeing.warwick.ac.uk)

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Telephone consultations available every working day from 10am-3pm to identify the correct support for you.



# APPLYING



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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](https://warwick.ac.uk/studentmobilityfaq)

# E-Vision Portal

# WARWICK

## STUDENT OPPORTUNITY

Study Abroad Student View

### My Details

[Warwick Coordinator](#)

[Placement 1 Contacts](#)

[Emergency Contacts](#)

### Application Status

Sem 1: Hec Montreal **Approved**

Sem 2: Not submitted

### Notifications

Application Status - what it means

**APPROVED** - your department has approved this choice. Subsequently, the Mobility Team will send your details to host institutions following their nomination procedure, which varies depending on the country.

**NOMINATED** - The Student Mobility Team has sent your details to host university. From that moment, you should expect a direct email from the host University with application instructions and you **MUST** follow all the required steps and adhere to the deadlines set by the host University.

Your year abroad place is only confirmed when you receive an acceptance email from your host University.

You can visit the following pages for more information and support - [Study Abroad](#) and [Departmental Handbooks](#)

Study Abroad briefing sessions:

- 26 February 2020 14:00-15:00, Oculus OCL05

- 04 March 2020 13:00-14:00, L3 Science Concourse

1



My Placements

2



Host Application Status

3



To Do Before Placement

4



To Do During Placement

5



To Do After Placement

# 2

# WARWICK

## STUDENT OPPORTUNITY

### Update Application Status

This screen can be used to maintain your application data

[← Go Back](#)

Placement Application Status								
This table contains all the Student Placement information for your selected record(s).								
Placement Provider	Placement	Year	Period	Application Sent	Application Status	Application Received	Application Opens	Application Deadline Date
Hec Montreal	Hec Montreal	19/20	Sem 1		<input type="text"/>	<input type="text"/> 	<input type="text"/> 	<input type="text"/> 

[Store](#)

# 3

## STUDY ABROAD FORMS CHECKLIST 2020/2021



**Submission: PRIOR TO DEPARTURE**

1. Grant Agreement for Erasmus+ 2019/2020   
(MUST be fully completed and uploaded to your [Study Abroad Solibri](#) prior to the START of your placement.)
2. Protocol
3. Online Linguistic Test (OLS)   
(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.)

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## STUDENT OPPORTUNITY

### To Do Before Placement

STUDY | 01 | 19/20 | International Business With French

Document	Link	Upload	Latest version	Description	Verified	ERASMUS Grant Authorised
Grant Agreement for Erasmus+ 2019/2020	<a href="#">Click</a>	<a href="#">Upload</a>			<span style="color: red;">⊘</span>	
Students Protocol	<a href="#">Click</a>	<a href="#">Upload</a>			<span style="color: red;">⊘</span>	
Online Linguistic Support (OLS)	<a href="#">Click</a>	<a href="#">Upload</a>			<span style="color: red;">⊘</span>	

Compulsory - The Study Abroad team allocate a license to all students who are required to participate and you will receive an email from OLS by the end of August. Please go to the OLS website to make sure that you are aware of your responsibilities.  
Optional - Any students who are not required to participate, but would like to take advantage of this free training, please get in touch with Study Abroad team at the beginning of September. We will allocate any remaining licenses that we have, on a first come first served basis.

If you have any additional documents that you require to upload in support of the above forms, please add them below and provide a description of the document when asked.

Document Description	Link	Additional Docs Verified
No Documents Found		

[ADD](#)

WORK | 02 | 19/20 | International Business With French

Document	Link	Upload	Latest version	Description	Verified	ERASMUS Grant Authorised
Job description	<a href="#">Job description.pdf</a>				<span style="color: red;">⊘</span>	
Internship Form	<a href="#">Internship Form.pdf</a>				<span style="color: red;">⊘</span>	

[ADD](#)

## Europe (Erasmus+ Programme)

### Submission: PRIOR TO DEPARTURE

Protocol	<input type="checkbox"/>
Erasmus+ Grant Agreement	<input type="checkbox"/>
<a href="#">Online Linguistic Test (OLS)</a>	<input type="checkbox"/>

### Submission: ON ARRIVAL at PLACEMENT

Arrival Placement Plan	<input type="checkbox"/>
Bank details	<input type="checkbox"/>
Grant Receipt 70%	<input type="checkbox"/>

### Submission: MID WAY through PLACEMENT

Mid-Term Placement Plan	<input type="checkbox"/>
-------------------------	--------------------------

### Submission: ON COMPLETION of PLACEMENT

Completion placement plan	<input type="checkbox"/>
Transcript	<input type="checkbox"/>
Grant Receipt 30%	<input type="checkbox"/>
British Council Online Report	<input type="checkbox"/>

# WARWICK

## STUDENT OPPORTUNITY

## Worldwide

### Submission: PRIOR TO DEPARTURE

Protocol	<input type="checkbox"/>
----------	--------------------------

### Submission: ON ARRIVAL at PLACEMENT

Arrival Placement Plan	<input type="checkbox"/>
------------------------	--------------------------

### Submission: MID WAY through PLACEMENT

Mid-Term Placement Plan	<input type="checkbox"/>
-------------------------	--------------------------

### Submission: ON COMPLETION of PLACEMENT

Completion placement plan	<input type="checkbox"/>
Transcript	<input type="checkbox"/>



# WARWICK

## STUDENT OPPORTUNITY

## 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 2<sup>nd</sup> 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

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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

Watch out  
for scams

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- 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

Even links from partner  
university websites  
may be  
compromised

# Funding

## Tuition Fees

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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

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**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



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Scotland

<https://www.saas.gov.uk/>

Northern Ireland

<https://www.studentfinancenir.co.uk/>

England

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

Wales

<https://www.studentfinancewales.co.uk/>

You may be eligible for a travel grant.

## Erasmus+ Funding

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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!**

**WARWICK**  
STUDENT OPPORTUNITY

All through Evision!

# Erasmus+ - How to Ensure you are Paid on Time!

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

**R** ead: the website carefully the instructions are clear - if not tell us

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

**N** otice: the **dates of your arrival and expected completion**, we use those to calculate your grant allowance

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

**O** bserve: your **e-vision portal** to check the forms have been verified

**N** ever: ignore **emails from Student Mobility**, they could be about an issue with a form

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

**I** nform: let us know if you are in **financial difficulty**, we can't help if we don't know

**M** anage: the Erasmus+ grant is to help with additional costs not to cover all costs

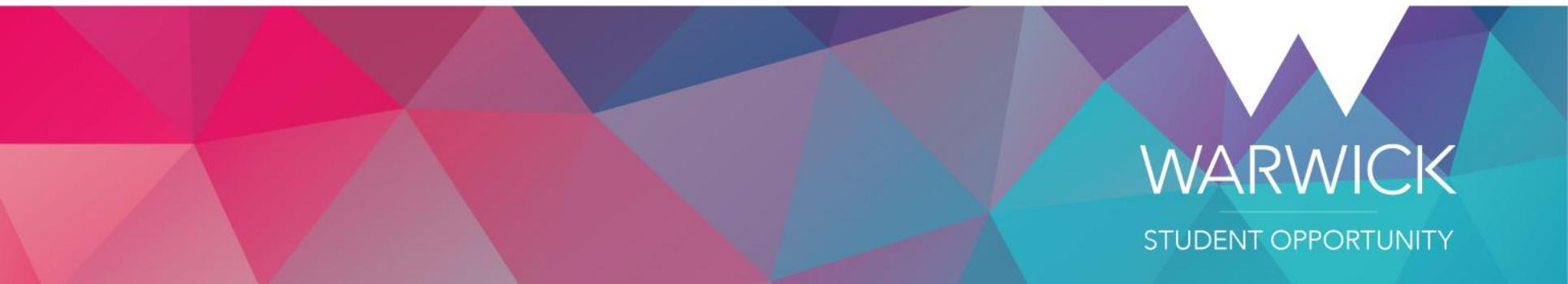
**E** nable: we will chase you for forms, be proactive then we can give you the best support we can

## 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



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GOV.UK Search

## Foreign travel advice

Search for a country or territory

Get updates  
email feed

Countries or territories

# 225 A

- [Afghanistan](#)
- [Albania](#)
- [Algeria](#)
- [Andorra](#)
- [Angola](#)
- [Anguilla](#)
- [Argentina](#)
- [Aruba](#)
- [Australia](#)
- [Austria](#)
- [Azerbaijan](#)

# WARWICK

## STUDENT OPPORTUNITY

<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](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

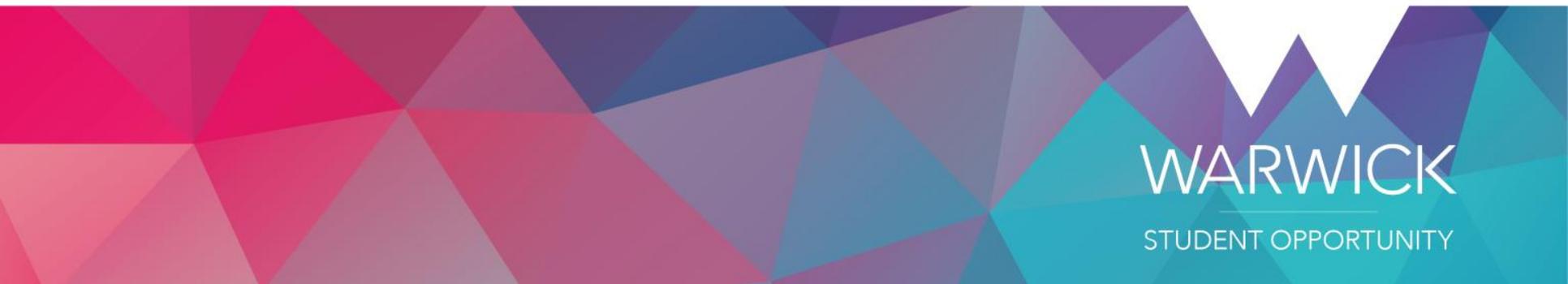
Research cost of dental or eye treatment. Book appointments before you go

The logo for Warwick University, featuring the word "WARWICK" in a green, sans-serif font. Above the text is a stylized graphic of a mountain range or a series of overlapping triangles in shades of purple, blue, and teal.

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# Placement



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The logo for Warwick Student Opportunity features the word "WARWICK" in a bold, green, sans-serif font. Below it, the words "STUDENT OPPORTUNITY" are written in a smaller, grey, sans-serif font. The text is centered under a decorative graphic of overlapping triangles in shades of purple, blue, and teal.

STUDENT OPPORTUNITY

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 include cultural, historical and social events

The logo for Warwick Student Opportunity features the word "WARWICK" in a green, sans-serif font. Below it, the words "STUDENT OPPORTUNITY" are written in a smaller, grey, sans-serif font. The text is positioned in the upper right area of the slide, with a decorative geometric pattern of overlapping triangles in shades of purple, blue, and teal above it.

STUDENT OPPORTUNITY

**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](https://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](http://warwick.ac.uk/studentmobility)

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