Study Abroad Opportunities

International Student Office

Helen Johnson
Head of Study Abroad

Amanda Osborne
Study Abroad Manager
Travel Insurance – Study Aboard
February 2018

Richard Campbell-Kelly – Insurance Services Manager
Introduction

• Travel insurance for students studying aboard.
• Automatic cover at no cost to the student.
• Non-EU students – personal letters available for visits to Schengen Area to assist with visa applications.
• Keep up to date with Foreign Office advice.

– Referral countries on Warwick Insite.
Key Policy cover

- 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.
What is not covered

- Personal travel unless incidental.
- Travel after medical advice has been given not to travel.
- Personal health cover (non-emergency) - students to source and pay for own cover.
- 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.
- Motor – except excess payments.
- Liability for third party injury/damage as a result of the use of firearms, part of a criminal act or being under the influence of alcohol or drugs.
Assistance

• AIG 24/7 helpline.
• Warwick Insite - https://warwick.ac.uk/services/finance/insurance
• Claims forms online.
• Insurance Services Office – Argent Court (near Tesco).
Questions?
Study Abroad Destinations 2018/2019

- Argentina
- Chile
- Germany
- Martinique
- Singapore
- Australia
- Austria
- Barbados
- Belgium
- Brazil
- Canada
- China
- Colombia
- Costa Rica
- Czech Republic
- Denmark
- Finland
- France
- Hungary
- Indonesia
- Italy
- Japan
- Malaysia
- Mexico
- Netherlands
- Norway
- Poland
- Portugal
- Puerto Rico
- Russia
- South Korea
- Spain
- Sweden
- Switzerland
- Turkey
- USA
- West Indies
Useful information
<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Head of Study Abroad</strong></td>
<td>Helen JOHNSON</td>
<td><a href="mailto:H.J.Johnson@warwick.ac.uk">H.J.Johnson@warwick.ac.uk</a></td>
<td>00 44 (0)24 7657 5598</td>
</tr>
<tr>
<td></td>
<td>Amanda OSBORNE</td>
<td><a href="mailto:A.Osborne@warwick.ac.uk">A.Osborne@warwick.ac.uk</a></td>
<td>00 44 (0) 24 7652 3705</td>
</tr>
<tr>
<td><strong>Senior Programmes Co-ordinator</strong></td>
<td>Lauren McEwan</td>
<td><a href="mailto:studyabroad@warwick.ac.uk">studyabroad@warwick.ac.uk</a></td>
<td>00 44 (0) 24 7617 4055</td>
</tr>
<tr>
<td>(Worldwide (excluding Monash University (Australia and Malaysia), Hong Kong, Singapore, South America and Russia) plus Inbound Visiting Programmes)</td>
<td>Giorgia PIGATO</td>
<td><a href="mailto:worldwide@warwick.ac.uk">worldwide@warwick.ac.uk</a></td>
<td>00 44 (0) 24 7652 4133</td>
</tr>
<tr>
<td><strong>Study Abroad Co-ordinator</strong></td>
<td>Anna KMIEC</td>
<td><a href="mailto:Erasmusplus-region3@warwick.ac.uk">Erasmusplus-region3@warwick.ac.uk</a></td>
<td>00 44 (0) 24 7615 1943</td>
</tr>
<tr>
<td>(Europe (excluding Austria, Belgium, France, (including Martinique), Germany, Spain, and British Council Language Assistantships))</td>
<td>Lucy GRANGER</td>
<td><a href="mailto:Erasmusplus-region3@warwick.ac.uk">Erasmusplus-region3@warwick.ac.uk</a></td>
<td>00 44 (0) 24 7657 5567</td>
</tr>
<tr>
<td><strong>Study Abroad Co-ordinator</strong></td>
<td>Tarla PATEL</td>
<td><a href="mailto:Erasmusplus-region2@warwick.ac.uk">Erasmusplus-region2@warwick.ac.uk</a></td>
<td>00 44 (0) 24 7657 5567</td>
</tr>
<tr>
<td>(Europe: Spain, excluding British Council Language Assistantships)</td>
<td>Ben MEERING</td>
<td><a href="mailto:Erasmusplus-region1@warwick.ac.uk">Erasmusplus-region1@warwick.ac.uk</a></td>
<td>00 44 (0) 24 7657 4429</td>
</tr>
</tbody>
</table>
http://www2.warwick.ac.uk/study/studyabroad/
Emergency contacts

WARWICK
Study Abroad

Emergency Contacts

Study Abroad Team

Monday to Thursday: 9.00 - 17.00
Friday: 9.00 - 16.00

Helen Johnson
Head of Study Abroad
Contact form
Tel: +44 (0)24 7657 5598
Work Mobile: +44 (0) 07824 541156

Amanda Osborne
Study Abroad Manager
Contact form
Tel: +44 (0)24 7652 3705

Warwick Out of Office Emergency 24 Hour Contact

Students requiring urgent out of hours response should contact Warwick's 24hr Security Team on:

+44 (0)24 7652 2083

Local British Embassy, High Commission or Consulate

Students overseas should contact their local British Embassy, High Commission or Consulate in an emergency.

Find your local British Embassy, High Commission or Consulate.

http://www2.warwick.ac.uk/study/studyabroad/
Applying
Applications - Study

• Your department has nominated you, telling us where you want to spend your year

• For study placements this means you will be on a reciprocal exchange programme
  
  Warwick ← → Partner

• Warwick selects its student for the exchange and our partners select the students coming to Warwick

• Each partner will have different deadlines, application processes and requirements, this is your 1st taste of your partner University and the country they are based in

• Do not expect all of your friends/colleagues to have the same deadlines or turnaround times. Partners deadlines will be set to fit in with their own processes
Applications - Work

If you have chosen to spend the year working or are applying for a British Council language Assistantship

• you need to make yourself aware of what is required of you

• your department needs to confirm that the job description you are given is acceptable for your study abroad

• do not expect all of your friends/colleagues to have the same deadlines or turnaround times

• all deadlines and application processes will be specific to your host it is your responsibility to meet these
Deadlines, risks and consequences

• We have evidence of hosts declining Warwick students because of:
  • missed deadlines
  • missing documents
  • incorrect submissions

• Hosts will contact you directly using your Warwick email address, keep checking it; monitor spam and junk folders

• The Study Abroad Team may not be able to find you an alternative if you are declined for your placement

• If you have not heard from your Host by the start of the Summer term you may want to go to a ‘drop-in’ session and speak to a co-ordinator.

Remember that it might be the standard in the country you are destined for, for administration to take longer or be dealt with later in the year
Language

• Recent years have seen an increase in the number of study abroad students who are asked for evidence of language ability
  • 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

• Not all hosts ask for this, but it is becoming increasingly common
For Erasmus+ students only:

This is **compulsory** for all students who are undertaking a placement where they are not working/studying in their native language.

It covers the languages shown and follows two different parts of an online system:
- initial and final testing
- training courses

It is for statistics gathering only and does not affect your eligibility or suitability for your placement.
Automatic language course allocation - students with a result between CEFR levels A1 and B1 in the first language assessment in German, English, Spanish, French, Italian, Dutch or Portuguese, students with a result below CEFR level A2 in the first language assessment in Bulgarian, Czech, Danish, Greek, Croatian, Hungarian, Polish, Romanian, Slovak, Finnish and Swedish.

Warwick has a number of licenses that we can then offer to students who wish to actively participate in the scheme where it is not compulsory for them to do so.
Preparing
Accommodation

Study:

• Your host will send information in your application pack. It might be that they are a:
  • Campus University and work in the same way as Warwick (mainly outside of Europe)
  • City University and have different types of accommodation (mainly within Europe)
    • an international House
    • private rentals (the University will direct you to the 3rd party for this)
      • think about what you want from your living space

Work:

• Speak to your host, see if they have any ideas about accommodation and can support you with this
Accommodation

SIGNING a private contract needs the same checks as in the UK, but remember it might be in another language, think about what you are signing.

WATCH out for scams: sometimes houses don’t exist don’t pay anything until you are sure.

TIME: make sure you give yourself enough time to find your housing.

SPEAK to students on placement or just returned to get the best information about your destination – visit (if it's possible) to see the area for yourself.
TUITION

https://warwick.ac.uk/services/academicoffice/finance/fees/ugtuitionfees2017/

- No tuition fees to your host
- Reduced fees to Warwick
Student Finance

1. Overview
You may be able to borrow money to help pay for university or college tuition fees and to help with living costs.

You might get extra money on top of this, for example if you’re on a low income, are disabled or have children.

Before you apply

Studying abroad: travel grants for students (England)

1. Overview
You may get a grant to cover some of your travel expenses if you normally live in England and:

- you’re studying abroad as part of your course, or on an Erasmus study or Erasmus work placement
- you’re a medical or dental student studying abroad or attending a clinical placement in the UK

You don’t have to pay back a travel grant. There are rules on eligibility and how much you’ll get.

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

https://www.gov.uk/travel-grants-students-england/
Funding for study abroad

Students studying outside the UK as part of their UK course can apply for full student finance. Depending on when they started their course they might be able to get more Maintenance Loan while they’re abroad. They might also be able to get a Travel Grant.

All 2018/19 figures are subject to approval by the National Assembly for Wales.

Maintenance Loan

The following tables show the maximum Maintenance Loan available if a student is studying abroad. The actual amount a student will get depends on their household income.

<table>
<thead>
<tr>
<th>Year</th>
<th>Non-first year of course</th>
<th>Full</th>
<th>Reduced</th>
<th>Extra weeks</th>
<th>Full</th>
<th>Reduced</th>
<th>Extra weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018/19</td>
<td>Courses starting before 1 August</td>
<td>62,517</td>
<td>64,186</td>
<td>67,409</td>
<td>63,060</td>
<td>64,093</td>
<td>67,250</td>
</tr>
<tr>
<td></td>
<td>Courses starting on or after 1 August</td>
<td>63,090</td>
<td>64,093</td>
<td>65,000</td>
<td>64,093</td>
<td>67,250</td>
<td></td>
</tr>
</tbody>
</table>

2017/18

http://www.studentfinancewales.co.uk/practitioners.aspx

http://www.saas.gov.uk/index.htm

http://www.studentfinanceni.co.uk/portal/page?_pageid=54,1265897&_dad=portal&_schema=PORTAL
A European programme run by National Agencies within programme countries – provides a small amount of funding for study or work within Europe. The British Council is the national agency for the UK https://www.erasmusplus.org.uk/
## Erasmus+ Grants

As soon as the rates for 2018/2019 are available we will put them on the Study Abroad website.

### Erasmus+ Student Mobility Grant Rates 2017/2018

<table>
<thead>
<tr>
<th>Country</th>
<th>Study: per month</th>
<th>Study Disadvantaged: Per month</th>
<th>Traineeship: Per month</th>
<th>Traineeship Disadvantaged: Per month</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Group 1: Programme Countries with higher living costs</strong>&lt;br&gt;Austria, Denmark, Finland, France, Ireland, Italy, Lichtenstein, Norway, Sweden, UK</td>
<td>€330</td>
<td>€450</td>
<td>€430</td>
<td>€450</td>
</tr>
<tr>
<td><strong>Group 2: Programme Countries with medium living costs</strong>&lt;br&gt;Belgium, Croatia, Cyprus, Czech Republic, Germany, Greece, Iceland, Luxembourg, Netherlands, Portugal, Slovenia, Spain, Turkey,</td>
<td>€280</td>
<td>€400</td>
<td>€380</td>
<td>€400</td>
</tr>
<tr>
<td><strong>Group 3: Programme Countries with lower living costs</strong>&lt;br&gt;Bulgaria, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Romania, Slovakia, Former Yugoslav Republic of Macedonia</td>
<td>€280</td>
<td>€400</td>
<td>€380</td>
<td>€400</td>
</tr>
</tbody>
</table>
Foreign and Commonwealth Office (FCO)

Foreign travel advice

Search for a country or territory

Countries or territories

Africa

Afghanistan
Algeria
Andorra
Anguilla
Argentina
Aruba
Austria

Australia
Azerbaijan

Summary

Still current at: 25 January 2018
Updated: 17 January 2018
Latest update: 17 January 2018

Health section - two outbreaks of hepatitis A have been reported in the states of New South Wales and Victoria; for more information, see the hepatitis A website: https://www.gov.uk/foreign-travel-advice/health-travel-advice/health-travel-advice-

https://www.gov.uk/foreign-travel-advice
Diversity and Inclusion
Safe Overseas Travel Guidance for Staff with Protected Characteristics

Equality, Diversity and Inclusion University of Warwick 18/04/2017

https://warwick.ac.uk/services/equalops
Travelling
Final Acceptance

• The final acceptance for your place at the partner is always subject to their approval and is not guaranteed

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

• Warwick will confirm your end of year results – remember 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 Study Abroad contact

• Try to avoid booking your travel until you have received these final confirmations - to ensure that you are able to continue with your study abroad plans
Visa’s

• If you require a visa to enter your destination country, you should receive support and information from your host. It may be that you require your offer of a placement, or another document to obtain your visa, your host will be able to help with this

• Think about timings for this, make sure you plan in enough time to get your visa before starting on your placement

• 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
You are still a Warwick student even if you aren’t on campus. You will be able to access:

- E-counselling
- Safety
- Hints and tips on dealing with practical issues

REMEMBER your personal tutor is still able to support you, keep in touch with them and your department
• Remember to register at a medical centre as soon as you arrive

• Research your destination: not all countries allow all medications into the country

• Speak to your own doctor to arrange for your medication to cover your time overseas, or at least until you plan to return

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

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 practising your language skills and of meeting your colleagues and developing your friendship groups:

- some hosts charge for this’ some don’t
- some include cultural, historical and social events
Getting involved

As important as participating in an orientation programme or welcome meeting is the need to ‘get involved’. There are lots of ways:

- networking – colleagues in class, other study abroad students
- joining societies – Erasmus+, study abroad, hobbies
- sports – carry on your favourite sport or try something new
- departmental events
- be a student ambassador
- Facebook or other social media groups
Module selection

Study

• Part of your application to your host will be to select modules which you would like to consider taking on your placement
  • remember you may change your mind; the module may not run; the module may be over subscribed. Have a back up plan
  • talk to your academic co-ordinator about your choices
    • you will need to achieve sufficient credit whilst on placement
    • the modules will need to be suitable or acceptable – you might like to look at modules not available here at Warwick but check this is okay

Your academic co-ordinator will need to authorise your plans for your placement
Work plan

Work

• Your academic co-ordinator will need to see a copy of your job description so that they can assess its suitability
  • ensure that they are happy with the level and type of work that you will be doing
  • they may wish to see further evidence of your duties or confirmation that you will be working at the required level

Your academic co-ordinator will need to authorise your plans for your placement
Support and communication

As a Study Abroad student you must re-enrol for Warwick in September when you receive your reminder email, this means that you will:
• keep your Warwick email address
• have access to all student support services
• be able to register for the Study Abroad modules here at Warwick

Remember to register/enrol with your at host
• you will be given a separate email address
• find out where the support services are
• meet your Study Abroad contacts, academic/central

Use the other sources of information available to you:
study abroad website study abroad team contact
world@Warwick society drop in sessions
social events other study abroad students
Administration

One of the responsibilities you will have on your Study Abroad placement will be to complete and return the required paperwork and meet the deadlines that are given to you

[https://warwick.ac.uk/study/studyabroad/outbound/studyabroadstudentinformation/](https://warwick.ac.uk/study/studyabroad/outbound/studyabroadstudentinformation/)

Host
1. application          2. accommodation          3. work plan

Warwick
1. re-enrolment        2. paperwork                  4. monitoring
5. accommodation request for following year
6. module selection for following year

Please remember that there will be consequences for failing to meet your responsibilities and you will need to assess the risks to decide how you will plan to manage your placement - what is required from you and when
Tier 4 Visa compliance

If you are on a Tier 4 visa sponsored by the University of Warwick for your full degree programme you will have responsibilities regarding monitoring. This is managed by the Study Abroad team and you will be contacted by email with a list of monitoring points which you must meet during your placement. This requires you to get the Study Abroad co-ordinator at your host institution to sign a form once a month. This form must be returned, signed on the appropriate date.
Keeping in touch

We will be in touch with all students during the year using Warwick email addresses. This is touch base and make sure that things are going well for you and to give you an opportunity to let us know if you are having any issues or need any support.

Please **do reply** to us when we make contact.
Erasmus+ responsibilities

you are responsible for ensuring that all forms and reports are completed and returned by the deadlines given

- Forms
- Reporting

missing, late or incorrect submissions can mean reduced or €0.00 grants

\[
\text{e.g., Arrival 01/10/2017 completion 30/04/2018} \\
\text{grant eligibility: 210 days} \quad = \text{€3010} \\
\]

Form received

- last date of required signature 16/10/2017
- Revised arrival date 16/10/2017
- grant eligibility: 195 days \quad = \text{€2795}

\text{Loss of 15 days grant allocation \quad = €215}

Reminders will be put on the Study Abroad website but it is your responsibility to met the regulations
Coming home
Transcripts

Transcripts will be required by your academic department at Warwick and the study abroad team

Study
  • Your host university will be able to provide you with a transcript of your studies – you may need to ask for this, it may not be an automatic process

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

https://warwick.ac.uk/study/studyabroad/outbound/allforms/transcript_of_work
Erasmus+

For students who have studied or worked in Europe, you will be finalising your paperwork so the team can authorise your final Erasmus+ grant allocation (30%)

• make sure that you have completed all of the required forms/paperwork, use the checklist
  https://warwick.ac.uk/study/studyabroad/outbound/studyabroad
  studentinformation/studyandworkforms

• complete your OLS assessment if necessary

• complete your final report. This is an automated report, sent out from the European Mobility Tool and is required from you to complete your Erasmus+ placement (final grants could be withheld or recalled if this is not submitted)
Feedback

Feedback from Study Abroad students is essential to the team to help support future years. The study abroad team is always looking for information about countries; destinations; academic processes; where to/not to live; even things like banking systems can help

- Study Abroad Annual Questionnaire (very short)
- Erasmus+ Final Report
- Academic Department Reports/Assessments (where required)
- Individual Feedback
- Photo Competition
- Facebook
Intercultural Training
Expand your international skills and experience at home and abroad
IMPORTANT

vs

URGENT
1

Before you go abroad

Intercultural Awareness Workshop

“It was so much more enriching than I expected! I will use it on my year abroad in Paris and when I talk about employment skills. I’m definitely going to do the whole programme!”
Intercultural Training

1
Before you go abroad
Intercultural Awareness Workshop

2
During your time abroad
Online modules and reflective exercises to help you learn from your experiences
Intercultural Training

1. Before you go abroad
   - Intercultural Awareness Workshop

2. During your time abroad
   - Online modules and reflective exercises to help you learn from your experiences

3. When you return
   - Workshop: Articulating your intercultural competency to employers
What next?

► Sign up for a workshop anytime at
www.warwick.ac.uk/interculturaltraining
Thank you and enjoy your placement(s)

Any questions