

# STUDY ABROAD


Handbook 2019/20



[students.leeds.ac.uk/studyabroad](https://students.leeds.ac.uk/studyabroad)  
[outgoingstudyabroad@leeds.ac.uk](mailto:outgoingstudyabroad@leeds.ac.uk)

 @leedsuniabroad

 [leedsuniabroad.wordpress.com](https://leedsuniabroad.wordpress.com)

 leedsuniabroad

## Contents

### SAVE THIS HANDBOOK TO YOUR HARD DRIVE AND TAKE IT OVERSEAS

This handbook will help you make the most of your study abroad experience, providing you with important information on what to do before, during and after your time abroad.

|  |
|--|
| <b>All students:</b>                         |
| Read the essential information on pages 2-19 |

| <b>Students studying for a semester or year in any destination:</b> | <b>Students studying for a semester or year in Europe:</b> | <b>Students going to a summer school:</b> |
|---|--|---|
| Also read pages 20-30   | Also read page 31  | Also read page 32-33                      |

Click the link to jump to the relevant page:

|  |    |
|--|----|
| Introduction .....   | 2  |
| Study Abroad Service Agreement.....                                  | 3  |
| Know before you go .....   | 4  |
| Arrival checklist.....   | 12 |
| Adapting to a new culture.....                                       | 13 |
| Practical points to consider overseas.....                           | 15 |
| What to do if you have any problems abroad.....                      | 16 |
| Emergency situations checklist .....                                 | 18 |
| Returning to Leeds.....  | 19 |
| Erasmus+/ European & worldwide exchanges: introduction .....         | 20 |
| Annual registration at the University of Leeds.....                  | 20 |
| Paperwork requirements .....   | 20 |
| While you're abroad .....  | 22 |
| Academic points to consider overseas.....                            | 23 |
| Leaving your host institution.....                                   | 25 |
| Returning to Leeds.....  | 25 |
| Financial Matters.....   | 26 |
| Student Finance Applications (UK Students) .....                     | 27 |
| Additional information for Erasmus+/ European exchange students..... | 31 |
| Additional information for summer school students.....               | 32 |
| UK Embassies Abroad.....   | 34 |

## **Introduction**

Congratulations on securing a place to study abroad! This is a fantastic opportunity to see and experience a different culture first hand, improve your language skills, broaden your academic knowledge, boost your employability and gain invaluable life experience. Here are just some of the ways in which your study abroad experience can benefit you:

- Become a global citizen
- Learn to be adaptable and self-starting
- Encourage you to 'think outside the box', adopt open-minded approaches to problems and embrace change
- Opportunity to view your subject from a new perspective
- Opportunity to study subjects you are unable to study at Leeds
- Learn to embrace another culture and adapt to different ways of doing things
- Develop a greater understanding of different cultures and broaden your horizons
- Open up unexpected opportunities, such as further study or new career directions
- Enhance your CV by embracing unique extra-curricular opportunities abroad
- Boost your employability by developing your communication skills, resilience, confidence and independence
- Improve or develop language skills
- Make new friends and develop international networks
- Have a fantastic social and academic experience!

### **Study abroad returnees said...**

"It's just an amazing experience to immerse yourself into another culture and have opportunities to see and do so many things that you can't in England."

"It gives you a great deal of self-confidence to know you came to a foreign country knowing nobody and made fantastic friends."

"Although Leeds is a brilliant university I think everyone should spend time abroad to get a taste of a foreign country."

"All the Canadians like meeting us because we're English. We're a novelty! None of us want to come back to England!"

"Living abroad you are truly independent... a luxury I'll miss when I return to Leeds next year."

"It is great actually living somewhere else. You will realise things that you never would by just taking a holiday there."

"I would recommend anyone who can go abroad for a year to do so. It's a great opportunity and gives you something extra as a person for when you graduate."

"It gives you an opportunity to take a risk. I found that coming away has built my confidence so much because I do things here that I wouldn't have dared to before."

## Study Abroad Service Agreement

Here is the Service Agreement you have entered into with the Study Abroad Office and your School at Leeds. Please read it carefully so you understand the responsibilities of each party.

### **You will:**

- regularly check your University of Leeds emails during the application process and period abroad
- proactively follow application procedures and adhere to all deadlines
- respond promptly to requests for information and documents
- ensure application forms are completed accurately before submission
- attend briefing sessions and orientations - including the compulsory Study Abroad Essentials briefing.
- use resources available to research accommodation overseas and make the necessary arrangements to secure accommodation
- declare any disabilities or health conditions that may affect your period abroad as early as possible to ensure appropriate assistance is provided
- do sufficient independent research into your host university and ensure the academic subject offerings available will be appropriate to your interests
- ensure you understand the academic requirements of your year abroad before departure
- inform the Study Abroad Office of any issues that may affect your application
- obtain documents (ie visas etc) necessary to travel to, and study in, your host country
- complete a pre-departure checklist before you leave the UK
- keep in touch with the Study Abroad Office and your school while you are abroad
- provide feedback on your experience on request
- return end of year paperwork as required by the Study Abroad Office
- agree to pay a £100 administration fee if you withdraw after the specified withdrawal deadline.
- agree that your placement cannot be changed to a different institution once you have been allocated a study abroad destination.
- behave in a professional and responsible manner, with respect for staff and students, both in Leeds and at your host University, as set out in the [University of Leeds Learning and Teaching Partnership Agreement](#)

### **The Study Abroad Office will:**

- communicate with you via your University of Leeds email address
- provide you with general advice about the application process for your host university
- provide you with relevant information about your host university
- provide practical country-specific advice
- provide general advice on how to find accommodation overseas
- enable you to find out more detailed information about your host university and host country
- hold pre-departure briefing sessions
- provide practical support for you while you are abroad
- Process your personal information in accordance with the University's Data Protection Code of Practice. See [http://www.leeds.ac.uk/secretariat/data\\_protection\\_code\\_of\\_practice.html](http://www.leeds.ac.uk/secretariat/data_protection_code_of_practice.html)

### **Your School will (not applicable for summer school students):**

- advise you on academic matters for your studies both prior to and during your period abroad
- confirm your chosen modules are appropriate during the application period and after registration
- provide academic support while you are abroad
- provide pastoral support, if required, while you are abroad
- provide all details about how your year abroad will be assessed

## Know before you go

### Compulsory 'Study Abroad Essentials' Session Dates:

| Study Abroad Programme     | Date                     |
|----------------------------|--------------------------|
| Summer Schools             | 1 <sup>st</sup> May 2019 |
| Worldwide (outside Europe) | 1 <sup>st</sup> May 2019 |
| Erasmus+ (Europe)          | 8 <sup>th</sup> May 2019 |

Students going to a Summer School before their year abroad must attend the Summer Schools briefing **and** the relevant Worldwide/ Erasmus+/ European exchange briefing.

### Accommodation

*Do you know where you will be living during your time abroad?*

#### If yes:

- Do you know the location and address?
- Do you know where to collect your keys? Is this the same place as the accommodation?
- Will your accommodation be open/accessible at your scheduled time of arrival?

#### If no:

- Book temporary accommodation in a centrally-based room, hostel or hotel for at least three days so you have plenty of time to search for accommodation on arrival (don't try to search over a weekend as you may find letting agencies, universities etc. are not open)
- Do as much research as you can about where you think you should live before you leave the UK, including reviewing the feedback forms from past students on Minerva
- Get in touch with students who have already studied abroad in your destination city; this can be done via the Study Abroad Office if there is no feedback on Minerva

### Accommodation scams

Please be aware of tenancy scams if you are seeking accommodation in the private sector. The Study Abroad Office strongly advises against sending money to anyone for accommodation prior to viewing the accommodation and verifying that the person is the actual landlord or a representative of the landlord (such as a letting agent) and seeing the tenancy agreement. These scams usually involve you being asked to pay money upfront to secure the accommodation.

Another common scam is for a 'landlord' to ask for a deposit and rent to secure the property at the viewing. Please do not hand over cash before or whilst viewing a property. You should always take time to check and verify that they are genuine before parting with any money.

## Airport Transfer

*Have you arranged transport from your arrival airport to your accommodation?*

**If yes:**

- Make sure you have cash available for this on arrival and be aware of tipping norms in your host country

**If no:**

- Is it easy to get a taxi/bus/train on the day? Could you share a taxi with a University of Leeds student going to the same institution?
- Contact a Study Abroad/Summer Schools Adviser at your **host institution** for further advice

## Phone & Skype

*Will your mobile phone work in your host country?*

*Note that roaming charges do not apply within the EU but data allowances may still apply. Check with your current provider.*

N.B. The UK Government advice on how leaving the EU will affect mobile roaming in EU and EEA countries is available [here](#).

**If yes:**

- In July 2017 an EU regulation was introduced which abolished roaming charges within the EU. If you're travelling to EU member countries, you can use the data, minutes and texts included in your bundle as if you were in the UK. However there are differences in what each provider offers in terms of domestic or out-of-bundle charges. Check with your provider.
- Make sure you have enough credit to make calls/send texts for your duration abroad. Many networks offer packages/bundles for international calls and texts, so investigate this before you leave

**If no:**

- Check with your phone provider whether you will be able to unlock your phone in order to use it abroad. Unlocking a phone allows you to buy a new sim card in your host country and use it in your existing phone. It can take approximately 10 days to unlock a phone, usually costing around £20 (but prices will vary depending on your phone provider)
- If it is not possible to unlock your phone, will there be a phone shop nearby in your host country where you can buy a cheap phone for use abroad?
- Will there be a wi-fi connection you can use to contact home via Whatsapp/Facebook Messenger, etc?
- Remember that you can also make international calls via Skype. You can chat with other Skype users for free, or make calls to landlines and mobiles by adding credit to your Skype account (this usually costs around 1-3 pence per minute depending on the country)

## Essential contacts

Contact name and address at your host university:

You should establish who your point of contact is at the host institution before you leave the UK, in case you have any difficulties with travel and arrival. In many cases this will be an office similar to the Study Abroad Office at Leeds; it can however be the academic adviser in a department or faculty. If you do not know who your contact is then please contact the Study Abroad Office before you leave the UK so they can provide the name and contact details of the relevant person.

## Induction procedures at the host institution

Find out about the induction and orientation programmes arranged by the host institution for new international students so you can make sure you arrive in time to attend these events. Attending orientation and induction programmes is an excellent way of finding out important information about the time you will spend at your host institution and in the host town/city. They also give you the opportunity to meet other students on the programme.

*“I’m so glad I went to the Welcome Event the day I arrived. It made me feel like there were so many other students feeling just as overwhelmed and excited as I was! We shared our first impressions of South Carolina and ended up staying friends for the rest of the year.”*

**Evelyn Robinson, South Carolina**

## Have you completed pre-departure paperwork?

All students **must** complete the necessary pre-departure forms. Further information about the paperwork required for your particular study abroad programme is detailed in the exchange-specific sections of this handbook.

Please see the table below to find the relevant pages in this guide:

| Study abroad programme                     | Paperwork required   | See pages |
|--|--|-----------|
| Year abroad: Worldwide                     | Pre-departure checklist<br>School learning contract<br>Risk awareness document   | 20-21     |
| Year/semester abroad:<br>Europe (Erasmus+) | Pre-departure checklist<br>School learning contract<br>Risk awareness document<br>Erasmus+/ European exchange<br>paperwork & processes | 20-21, 31 |
| Summer schools                             | Pre-departure checklist<br>Risk awareness document   | 32        |



## Healthcare

### Doctors:

- Visit your doctor/GP at least six weeks in advance for a check-up and to obtain any vaccinations required by your destination country and/or host university
- If you are on medication, speak to your doctor/GP about whether it will be available in your host country. Note that you cannot take more than 15 days' worth of medication abroad without a doctor's letter. With a doctor's letter, you can usually take up to 3 months' worth of medication
- If you're studying abroad for a year, register with a local doctor as soon as possible

### Dentists:

- Dental care isn't normally covered by health insurance so it is strongly advised that you reduce the chance of having problems abroad by seeing a dentist before leaving the UK

### Travel & medical insurance – for emergency medical assistance call +44 1243 621066

Students on all study abroad programmes organised by the University of Leeds will be automatically covered by the University of Leeds travel insurance policy and you will not be charged for this.

- The policy provides comprehensive cover for emergency, non-foreseeable medical expenses, personal belongings, personal accident, cancellation and personal liability
- Note that the personal belongings cover excludes items such as mobile phones and cameras but laptops and tablets are covered
- The policy provides emergency cover for most pre-existing medical conditions provided you are not travelling against the advice of a doctor
- You should download the policy here and carry it in your hand luggage (this includes all relevant contact details if you need to make a claim): [www.leeds.ac.uk/insurance/travel.htm](http://www.leeds.ac.uk/insurance/travel.htm)
- There is no requirement to provide any details of your trip before you travel to Leeds University's Insurance Office. If you have any queries about the policy, just contact the Insurance Office by email: [insurance@leeds.ac.uk](mailto:insurance@leeds.ac.uk)

### Country and university-specific insurance requirements

Some countries have a nationwide insurance policy that is mandatory for international students. In other countries, universities may have their own mandatory health insurance policies for international students.

If you are going to Argentina, Australia, Canada, Japan, New Zealand, Singapore, South Africa, or the USA, please refer to the country-specific requirements on the Study Abroad website, at [www.students.leeds.ac.uk/studyabroadinsurance](http://www.students.leeds.ac.uk/studyabroadinsurance)

### Student European Health Insurance Card (EHIC)

If you are going to study in an EU country for over six weeks, new rules mean that you must apply for a special "Student EHIC" before you leave the UK. If you have a regular EHIC, **it will not be valid** for your time abroad. To apply, please refer to the detailed Student EHIC guidelines on the Study Abroad website, at: [www.students.leeds.ac.uk/studyabroadinsurance](http://www.students.leeds.ac.uk/studyabroadinsurance)



## Finances

*You should consider the following questions before departure:*

- Have you looked into how to do your banking abroad - e.g. online banking, travel money cards, does your bank have special arrangements for overseas banking?
- Have you informed your bank you are going abroad, and for how long?
- Have you completed relevant paperwork relating to your loans, grants, bursaries or scholarships?
- For students going abroad for a year:
  - Have you completed online registration at the University of Leeds? Student Finance England/Wales **will not be able to pay your loan** until you have done this.
  - If you have changed onto a four year degree, have you informed your bank that you are graduating a year later?

### 👉 Useful finance tips from students...

- Have some cash and small notes available when you arrive for taxis, snacks etc
- Consider opening a UK account with a bank that offers free international transactions
- Definitely have a credit card, if possible, and consider which one will be most useful in the country you are going to (e.g. AmEx is often not accepted in Europe)

Further details about financing your time abroad can be found later in this document under Financial Matters (p. 26) and Additional Financial Information for Erasmus+/ European exchange Students (p. 30)

## Packing

*Here are a few things for you to think about:*

- Check the luggage weight restriction for your airline. You'll have to pay for any excess baggage, but you may find it cheaper to do this than have things mailed to you afterwards
- Consider the weather in the country/ region where you'll study to pack appropriately.
- Don't over pack – clothes, toiletries and household items may well be cheaper at your destination, e.g. Canadian winter clothes are better designed for the Canadian winters, and may be cheaper than in the UK, and bed sizes abroad are often different to the UK so consider buying bed linen once you're there
- Remember that electrical goods may not work on foreign voltage systems

### 👉 Useful packing tips from students...

- If you have large luggage, make sure it has wheels and doesn't weigh too much
- A small backpack is really useful for day/weekend trips and can be used as hand luggage on long haul flights
- Pack a travel adaptor for your UK appliances as it might not be easy to find one abroad
- Roll your clothes rather than folding them, and perhaps invest in some vacuum compression bags to create extra space

- If you're planning to travel after your studies, consider using a large backpacking rucksack rather than a suitcase, as they're easier to take camping or on public transport!



*"There is a bit of everything here - nightlife, water sports, miles of beaches, wildlife, rainforest, theme parks, sport. You can never get bored."*

**Emily Vincent, Griffith (Gold Coast)**

*"I've been involved with the ski club which has been a great way to make Canadian friends. You can get a bus to Mont Tremblant which is 2 hours north for 25 dollars with the club every Sunday. I never skied before coming here and have loved it."*

**Eloise Davis, Carleton University, Ottawa**

*"Utrecht is honestly one of the most beautiful cities I have ever been to. Hidden in Amsterdam's shadow, it has so much going on, and is home to loads of quirky, independent cafes, festivals, markets, pubs and shops, and these all line up along the canal."*

**Ellen Leach-Hutchings, Utrecht**

*"It's been a truly worthwhile experience. It's a shock at first, but after some adjustment you realise what an incredible opportunity it is. I've travelled a lot and have been lucky enough to curate an exhibition in Krakow."*

**Kate Bulford, Budapest**

*"All of the tutors were really friendly, helpful and passionate about the subject they were teaching. It was an incredible year and I feel very grateful to have been given such an opportunity. The year of independence living abroad will be extremely beneficial to me as an individual."*

**Sam Bunyan, Waterloo, Ontario**

## Essential documents to take abroad

- **This Study Abroad Handbook!**

Make sure that you download it and read it thoroughly before you go.

- **Emergency contact card**

If you have not received an emergency contact card from the Study Abroad Office please call into the main reception area and pick up a card for your host country.

- **Official immigration documents** (if applicable)

Students studying outside of Europe or non UK/EU students studying within Europe will normally have to show immigration documents on arrival in the host country. These documents will vary depending on where in the world you are due to study. **Carry all immigration documents in your hand luggage.**

- **Official documents sent by host institution**

The paperwork you have been sent from your host institution will vary depending on where you are going. It's important you **carry in your hand luggage** any documents such as official acceptance letters and module confirmation documents as you may need these as 'proof of stay' when passing through immigration. You may also need evidence of your accommodation details abroad.

- **Your student card**

We advise you to take your Leeds Student Card with you as proof of identity when registering at the host university. If your card is due to expire at the end of your third year and you've changed to a four year programme, please ask the Student Services Centre at Leeds to extend the expiry date on your ID card. Do this before you leave Leeds so that your Student Card is valid throughout the summer of 2019.

- **Your travel insurance documents**

While also storing insurance policy details electronically, we also recommend you take a copy of the policy / policies you hold in your hand luggage when you travel in case you run into difficulties en route to your destination.

- **Student EHIC (European Health Insurance Card)**

IMPORTANT! If you are going to study in an EU country for over six weeks, revised rules mean that you must apply for a special "Student EHIC" (European Health Insurance Card) before you leave the UK. If you have a regular EHIC, it will not be valid for your time abroad. To apply, please refer to the following website:

[www.nhs.uk/NHSEngland/Healthcareabroad/movingabroad/Pages/Studyingabroad.aspx](http://www.nhs.uk/NHSEngland/Healthcareabroad/movingabroad/Pages/Studyingabroad.aspx)

You can also view Student EHIC frequently asked questions on the Study Abroad website, at:

[www.students.leeds.ac.uk/studyabroadinsurance](http://www.students.leeds.ac.uk/studyabroadinsurance)

### ▪ **ISIC Card**

You can get an International Student Identity Card (ISIC) online at: [www.isic.org](http://www.isic.org)

It is the only document internationally accepted as proof of your student status. You're not required to carry an ISIC card, but the benefits include:

- Special student prices on air fares, coach, rail and ferry travel abroad
- Savings on accommodation, sightseeing and entertainment
- ISIC's 24-hour free helpline – help with health, legal and general emergencies

### ▪ **Copies of key documents and spare passport photos**

Passport photos are often required and it is advisable to take some with you so you don't suddenly have to find a photo booth in an unknown city. Also take physical and electronic copies of your passport, insurance certificates, birth certificate, etc. as this will help enormously if you need to replace them at any point. A driving licence can also be a useful form of identification and proof of age. Remember to store the paper copies separately in case you lose the originals. As well as keeping spare copies of all your documents with you in your host country, it is advisable to leave another set of copies at home with your family.

### ▪ **Letters covering health condition/medication details (if necessary)**

If you have a health condition and/or are taking medication, it is a good idea to get a doctor's letter to explain this, in case you need to access treatment or support abroad. Remember that you cannot take more than 15 days' worth of medication abroad without a doctor's letter. With a doctor's letter, you can take up to 3 months' worth of medication.

### ▪ **Module list**

If you have not been asked to submit module choices to your host institution (normally at application stage), you should familiarise yourself with the course catalogue/class listings, and prepare a list of classes you would be interested in taking. It is advisable to have these choices approved by your School Study Abroad Coordinator at Leeds before leaving the UK.

### 👉 **Useful document tips from students...**

- Don't forget to take your driving licence if you think you might hire a car during the holidays
- Leave a photocopy of your passport with a family member in the UK in case it gets lost – it's much easier to replace a passport if you have a copy of the original!



### Arrival checklist

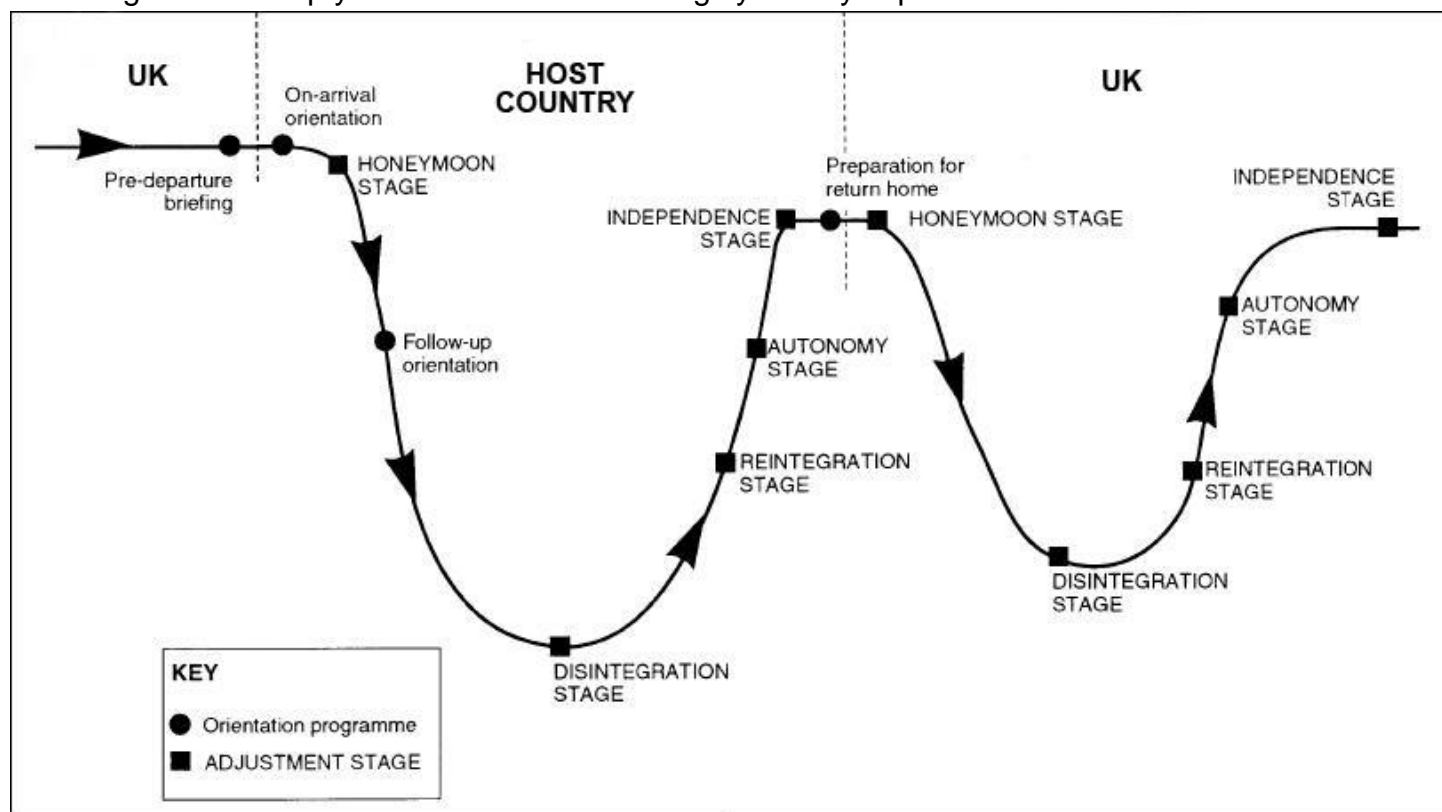
- **Confirm your safe arrival with your family and your School Study Abroad Coordinator at Leeds**
- **If you're studying abroad for a year or semester, update your address and contact details on the University of Leeds Student Portal**
- **Attend all induction and orientation programmes offered by the host institution**
- **Check local safety and security advice**
- **Register with the host institution**  
Ask for advice at the host university International Office or ask the designated adviser for international students in your academic department or faculty. Ask for help if you don't understand what to do and be patient but persistent! Expect differences to the way things work at Leeds.
- **Enrol for modules (if necessary)**  
Find out local procedures, e.g. do you have to enrol for exams separately from module enrolment? Ask if it's possible to attend several classes to start with. Find out about add/drop schedules.
- **Obtain approval of your final module choices from your School Study Abroad Coordinator in Leeds (year/semester programmes only)**
  - Students on year-long Erasmus+/ European exchanges should amend their Erasmus+ Learning Agreement, if changes to module choices are made on arrival, and return the updated version, signed by their School Study Abroad Coordinator, to the Study Abroad Office by email ([outgoingstudyabroad@leeds.ac.uk](mailto:outgoingstudyabroad@leeds.ac.uk))
  - Students on year-long worldwide exchanges should confirm module enrolment by email to their academic School Study Abroad Coordinator.
- **Complete Erasmus+/ European exchange processes**  
If you are expecting to receive funding via the Erasmus+/European exchange programme don't forget to enter bank details via the University of Leeds Student Portal as well as completing the paperwork requirements. See pages 30-37 for further details.
- **Find out how to see a doctor**  
Should you register now, will you need an appointment, and will you have to pay? Find out how to call the emergency services and store the number in your phone. Note that you must be registered with a local doctor to access the University of Leeds Online Counselling service, see: [students.leeds.ac.uk/onlinecounselling](https://students.leeds.ac.uk/onlinecounselling).
- **Get involved and enjoy the experience!**  
Join societies and clubs and go to events and trips put on for new international students
  - Ask the International Office or Faculty advisers if they need any help to promote the University of Leeds to home students



## Adapting to a new culture

Even if you are going to a country with fairly similar values, systems and standards of living as the UK, you will find certain things about the society different and this can result in feelings of 'culture shock'. Culture shock is essentially about difference and dealing with values, beliefs and systems which are unfamiliar to you, and this experience can be mildly or profoundly unsettling. You should be aware of the possible effects of culture shock and appreciate that they can affect anyone, including seasoned travellers.

This diagram can help you understand the feelings you may experience while abroad:



These external websites have further useful information about culture shock:

<https://globalgraduates.com/culture-shock>

[www.gooverseas.com/blog/how-to-deal-with-culture-shock-while-studying-abroad](http://www.gooverseas.com/blog/how-to-deal-with-culture-shock-while-studying-abroad)

[www.thegryphon.co.uk/2016/03/postcards-from-abroad-the-5-different-stages-of-culture-shock/](http://www.thegryphon.co.uk/2016/03/postcards-from-abroad-the-5-different-stages-of-culture-shock/)

### You can help yourself cope with culture shock if you:

- Have prepared well for your journey and know how to sort out various practical problems on your arrival and who can help
- Make yourself aware of any obvious cultural differences. Research these online, meet with international students currently studying in Leeds, ask friends who have lived in the country where you'll study. The more understanding you have at the outset the more prepared you will feel when you experience differences
- Make use of the host university's support system such as Student Counselling Services, Study Abroad Office, Welfare Office
- Remember that University of Leeds support systems remain open to you. This includes your access to personal tutor, School Study Abroad Coordinator, the Study Abroad Office, LUU, Support and Wellbeing services, and these sites [www.students.leeds.ac.uk](http://www.students.leeds.ac.uk) and [www.leedsuniversityunion.org.uk](http://www.leedsuniversityunion.org.uk)

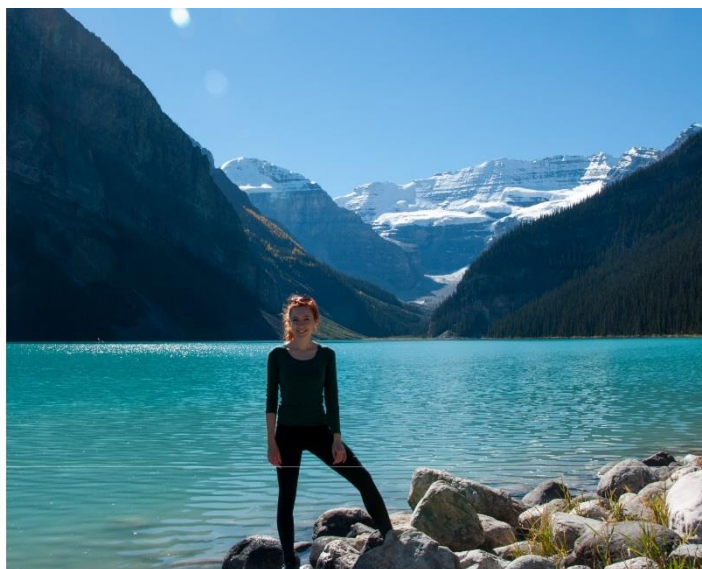
### 👉 Useful culture shock tips from students...

- Get involved in activities planned for exchange/international students at your university and join clubs and societies
- Be open-minded as much as possible
- Don't compare! You will be in a different place, a different country, a different environment, a different culture - so you'll need to adapt
- Remember that getting through challenges such as culture shock will make you stronger, resilient and adaptable in the future
- Don't be too cool – you very likely *will* suffer culture shock to some extent!
- Don't have specific expectations, so as to avoid unwanted disappointments and frustrations

### Student blogs

Why not set up your own blog to document and reflect on your year abroad and share your experience with friends, family and fellow students? Or you could contribute to an existing blog, for example:

- The LeedsUniAbroad blog: <https://leedsuniabroad.wordpress.com> (please email your contributions to [outgoingstudyabroad@leeds.ac.uk](mailto:outgoingstudyabroad@leeds.ac.uk))
- The Gryphon: [www.leedsuniversityunion.org.uk/groups/LeedsStudent](http://www.leedsuniversityunion.org.uk/groups/LeedsStudent)
- The Top Universities blog: [www.topuniversities.com/blog/we-need-bloggers](http://www.topuniversities.com/blog/we-need-bloggers)





## Practical points to consider overseas

### Keeping in touch

Your Leeds parent school will keep in touch with you throughout your year or semester abroad. Please let your Study Abroad Coordinator or the Study Abroad Office know if you have any concerns during your time abroad, no matter how small they may seem to you. If the University is kept informed of issues during your placement these can be taken into consideration during assessment.

### Email accounts

You should check your Leeds email as regularly as you can as this is how staff from the University of Leeds will contact you if necessary. You can access your email remotely here: [office365.leeds.ac.uk](https://office365.leeds.ac.uk). If you have any problems accessing your email account, please contact IT: Tel: +44 (0) 113 343 3333/ Email: [helpdesk@leeds.ac.uk](mailto:helpdesk@leeds.ac.uk)

### Local laws

All exchange students are subject to the laws of the host country and should familiarise themselves with these as early as possible. The “Travel Advice” section of the Foreign and Commonwealth Office (FCO) website <https://www.gov.uk/foreign-travel-advice> will give you an insight into legal matters in the host country. A couple of points to consider:

- Drinking ages may differ
- Laws on drug use or drug trafficking may be very different to those in the UK and the punishment or sentence you receive could have *much* higher consequences



## What to do if you have any problems abroad

If you run into any difficulties registering for classes, finding suitable housing, with security issues or dealing with culture shock etc., you can find help from a variety of sources. It is better to start with the help provided locally on the campus where you are studying (e.g. personal tutor, local Study Abroad Office, Welfare Office, Accommodation Office, residential staff, etc.) so that you can receive help in person. If that fails, you should make use of the many services available to you at Leeds. Things to consider:

### Safety

- Most students experience no safety issues in the host country. It's still important that you attend and pay careful attention to any safety briefings organised by your host university.
- Discuss safety precautions with local students and always remember that it is better to be over-cautious at first as you adapt to a new environment. Ensure that your new accommodation is secure and ask your landlord to fit new locks if existing ones are inadequate.
- Be aware of emergency numbers (equivalent of the UK's 999) in your host country (see the back of the Emergency Contact card handed out at the Study Abroad Essentials briefing).

### Harassment and sexual harassment

Harassment (unwanted conduct that creates an intimidating or hostile environment) and sexual harassment (unwanted verbal, visual or physical conduct of a sexual nature) can happen to anyone anywhere in the world, and are never the fault of the victim.

*Cultural sensitivity does not mean that you have to tolerate behaviour that makes you feel unsafe or encroaches upon your personal boundaries. **Trust your instinct** and always **prioritise your safety**.*

**Research the 'unseen' culture of your host country.** To be as prepared as possible for your time abroad, it's a good idea to familiarise yourself with the cultural and societal differences of your host country, for example, attitudes towards gender. You should consider the challenges these differences might pose, understand how to deal with potentially difficult situations and know where to go if you need help and support. Useful resources are <https://globalgraduates.com>, [www.gooverseas.com](http://www.gooverseas.com) and guidebooks such as the Lonely Planet.

*If you feel uncomfortable in a situation, remove yourself from it as soon as you can and seek advice and support.*

**Seek advice and support.** If you experience harassment or sexual harassment while abroad, we strongly encourage you to *report it* and *make use of the support services* available to you. You can talk, in confidence, to the following people/contacts:

- The local study abroad/international office or welfare office at your host institution
- Your personal tutor, School Study Abroad Coordinator and/or the Study Abroad Office at Leeds
- University of Leeds support services which offer free, independent and confidential help from professional advisors, and remain open to you throughout your time abroad. These include the LUU Student Advice Centre, <https://www.luu.org.uk/> and the Student Counselling Centre [www.students.leeds.ac.uk/counselling](http://www.students.leeds.ac.uk/counselling)

The University has a range of general advice about health and well-being which may be useful when preparing for your year abroad, see: [www.students.leeds.ac.uk/supportandwellbeing](http://www.students.leeds.ac.uk/supportandwellbeing)

### **Travel health advice**

This website run by the UK Department of Health provides up-to-date advice so you can check what you need to stay healthy while travelling, including any vaccinations:

<http://travelhealthpro.org.uk/>

### **Local laws**

All exchange students are subject to the laws of the host country and should familiarise themselves with these as early as possible. If you're arrested for, or accused of, breaking the law while abroad, you should contact the British Embassy in your host country as soon as you can, giving them as much information as possible about your situation. There is a directory of British Embassies on the FCO website at [www.gov.uk/fco](http://www.gov.uk/fco)

### **24 hour contact with Leeds**

If you have an **emergency** overseas and need to contact the University of Leeds out of normal working hours, you can contact the Security Office on: +44 113 343 2222.

### **Notice of withdrawal**

If you decide to withdraw from the period abroad once you have arrived at your host university, you must contact your School Study Abroad Coordinator for advice. If you are studying abroad for a year and decide to withdraw after just a couple of weeks at your host university it may be possible for you to slot back into your final year at Leeds\*.

However, if you withdraw later on in your placement then you need to seek advice about your options. School Study Abroad Coordinators should be contacted about academic matters and the Study Abroad Office should be contacted about practical matters such as possible repayment of your Erasmus+/ European exchange grant, etc.

*\*This will be significantly different for students on a compulsory year abroad as part of their four year degree (e.g. language students). Immediate advice must be obtained from your School Study Abroad Coordinator.*

### **Complaints procedure**

If you feel that you have grounds for complaint arising from any aspect of your period abroad you should, in the first instance and as early as possible, bring any issues to the attention of the Study Abroad Office at Leeds.

## Emergency situations checklist

In the unlikely event of emergency situations arising such as natural disaster, war, civic unrest or threats to your personal security:

### Immediately after a situation arises

- Ensure the safety of you and those around you, by raising the alarm, calling appropriate emergency service(s) and following local authority instructions
- Maintain regular contact with key people - your host university, the Study Abroad office at Leeds and your family, and keep them informed of your whereabouts and movements. Now is not the time to save your texts!
- Register with the British Embassy in your host country, informing them of your whereabouts and contact details, and follow advice on the FCO website ([www.gov.uk/foreign-travel-advice](http://www.gov.uk/foreign-travel-advice) ) about safe and no-go areas
- Seek help locally if you need it, from your host institution (accommodation, Study Abroad Office, Parent Department)
- Check your emails regularly – the University of Leeds will make contact using your Leeds email. If you have a mobile phone, inform the Study Abroad Office of your number and store the Study Abroad Office number in your phone (+44 113 343 7900). Out of UK office hours, call University Security's emergency number on +44 113 343 2222
- The University of Leeds travel and medical insurance policy includes emergency response and support. For contact numbers, see here: [www.leeds.ac.uk/insurance/travel.htm](http://www.leeds.ac.uk/insurance/travel.htm)
- Keep a low profile and be cautious.
- If possible, avoid travelling alone.

### Planning a response

- Make a decision in collaboration with embassy representatives, on-site coordinators and the Study Abroad Office at Leeds
- Communicate all decisions to key people (family, Study Abroad Office at Leeds and your host university)
- If possible, keep everybody informed of your whereabouts, including your arrival at a safe location

### Contact details

- Latest travel advice and government warnings can be found on the Foreign and Commonwealth Office website: <https://www.gov.uk/foreign-travel-advice>
- Useful advice can be found at the British embassy website for the country you are in. See page 42
- Keep the Study Abroad Emergency Contact card in your wallet/purse



## Returning to Leeds

### **We want your feedback!**

We value this highly as it gives us great insight into your experience and helps us to advise future outgoing students.

### **Keep in touch with other students**

Previous study abroad students have made a big success of the International and Erasmus Society, running language exchange schemes, film nights, trips, etc. Visit their page on the Union website for more details: <https://classic.luu.org.uk/groups/interasoc/> or email [luu.intsoc@leeds.ac.uk](mailto:luu.intsoc@leeds.ac.uk) to get involved.

### **Support incoming exchange students**

You can help incoming students from our partner institutions settle into life at Leeds by joining the Facebook Buddy Group or by volunteering at welcome events.

### **Employability and skills articulation workshops**

On your return the Study Abroad Office, in partnership with the Careers Centre, will invite you to workshops designed to help you articulate the skills you have gained during your time abroad. This will also help you to enhance your future studies, employability, CV and career prospects.

### **The Study Abroad Fair and networking events**

The Study Abroad Office always needs help from returned study abroad students to assist with promotion of the programme, and your advice is much appreciated by the next cohort of students. Various events are organised throughout the year and you will be contacted via email about them.

### **Work in the Leeds Study Abroad Office**

Every summer we recruit returning study abroad students as paid part-time Student Assistants in the Study Abroad Office, to start work in early September. Tasks include providing clerical support to the office, helping promote the study abroad programme and advising students on paperwork and application processes. For information, please email [outgoingstudyabroad@leeds.ac.uk](mailto:outgoingstudyabroad@leeds.ac.uk).



## Erasmus+/ European & worldwide exchanges: introduction

*Please read this information if you are studying abroad for a year or semester.*

*Please proceed to page 32 if you are going to a summer school.*

### Studying abroad

Studying abroad is not a 'year out' but an integral part of your overall Leeds experience and something that the University of Leeds values highly. It is your responsibility to read the advice in this guide and familiarise yourself with all of the essential information you have received from various sources including the Study Abroad Office, your academic school or department at Leeds and your host institution. Please ensure you've read the 'Get Ready to Go Guide' provided by the Study Abroad Office earlier in the application process (available electronically from the Study Abroad Organisation on Minerva, and on the [Study Abroad website](#)).

### Your responsibilities overseas

You should be aware that you are an ambassador for the University of Leeds whilst overseas and you should conduct yourself in a responsible manner appropriate to the host university and host country including abiding by the local laws. Should you have any difficulties that might prevent the satisfactory completion of the programme, you should inform both the Leeds Study Abroad Office and your host institution as soon as possible.

## Annual registration at the University of Leeds

All students going overseas as part of their Leeds degree programme **must** remain registered at the University of Leeds (see: [www.leedsportal.leeds.ac.uk](http://www.leedsportal.leeds.ac.uk)). You can register anytime from 1st August. Please note that failure to register will mean your Erasmus+/European exchange grant cannot be paid. Payment of your student loan is also dependent on registration.

## Paperwork requirements

### i. Pre-departure Checklist

Complete this online via the link emailed to you by the Study Abroad Office in May 2019.

All students are required to complete a Pre-departure Checklist. You will submit this document to confirm that you have received information and advice about the important aspects of your time abroad. This is a compulsory checklist and you should spend time reading and considering each section carefully. If you do not think that you have been fully advised on any of the points, do not tick that particular section. It is then **your responsibility to seek further advice** from the Study Abroad Office and/or your School Study Abroad Coordinator until you are able to tick every box on the checklist.

**Important! Failure to submit a completed Pre-departure Checklist may result in your nomination to study abroad being withdrawn.**

## ii. School Learning Contract

Many schools and departments across the university provide a document which outlines the academic structure and content of your period abroad. You should take a copy of this document when you travel overseas so you know how many credits you are expected to take in your particular subject area(s) and how many elective credits you have available. If you require a copy of your Learning Contract send an email request to your School Study Abroad Coordinator.

## iii. Risk Awareness Documents

Completing the Risk Awareness Form is a compulsory part of the year abroad and failure to do so falls under the 'disciplinary' section of the Ordinances and Regulations of the University. Page 23/24 of the Get Ready to Go Guide gives information about 'Risk Management of Study Abroad Programmes'. Risk Awareness forms must be downloaded from the web link below, completed and returned to your **Parent School, not to the Study Abroad Office** prior to departure. [wsh.leeds.ac.uk/info/193/study\\_abroad/115/study\\_abroad](http://wsh.leeds.ac.uk/info/193/study_abroad/115/study_abroad)

## iv. Erasmus+/ European exchange paperwork (*students studying in Europe only*)

There are various Erasmus+/ European exchange documents and processes you must complete throughout the year in a timely manner and if deadlines aren't met this will have an impact on your entitlement to the Erasmus+/ European exchange funding.

See the Erasmus+/ European exchange section of this handbook for further details: page 31.





## While you're abroad

### Contact details

Once you have moved into your study abroad accommodation, you must update your new address and contact details on the Leeds Student Portal.

### Feedback forms

Throughout your time overseas, the Study Abroad Office will send you feedback forms to complete. These feedback forms give the Study Abroad Office, School Study Abroad Coordinators and future students an invaluable insight into studying abroad. You may also be asked to complete feedback forms/questionnaires by your School Study Abroad Coordinator.

### The Leeds ambassador programme

Our Leeds Study Abroad Ambassador Programme is seeking enthusiastic student volunteers who will represent and promote the University of Leeds to prospective exchange students while on their Study Abroad year. The more 'inbound' exchange students we recruit to study at Leeds, the more places we will have at our partner institutions for future Leeds 'outbound' students and we'd like your help while you're abroad!

We ask Ambassadors to volunteer for a minimum of three activities across the academic year. Examples of activities include a Study Abroad Fair, question and answer session with prospective students or a social media campaign to promote the University of Leeds.

On successful completion, your contribution to the programme will be recognised as a Leeds for Life activity on your Higher Education Achievement Record (HEAR). You will also gain invaluable skills to include on your CV and talk about in future job interviews.

If you think you're a suitable candidate and would like to be a part of the Ambassador Programme, please email [studyabroad@leeds.ac.uk](mailto:studyabroad@leeds.ac.uk) for more information.

### Competitions

The Study Abroad Office run various social media/ multimedia competitions for outgoing students with prizes for the top entries. The Study Abroad Office will send you reminders about these competitions throughout the year. More information, including essays and photos from previous winners, can be found at: [www.students.leeds.ac.uk/studyabroadcompetition](http://www.students.leeds.ac.uk/studyabroadcompetition)

*"I can only speak from personal experience, but my year abroad has confirmed to me that when you find out what it is you love to do, you should find a way to do that."*

**Hannah Woodhead, competition winner**

*"This year I lived and studied in Valencia and was lucky enough to take part in Escena Erasmus, a theatre company made up of a mixture of native and Erasmus students. My experience began with a terrifying audition and ended with a tour of nine small towns in the province of Valencia. I've gained friends from all over Europe and plan to set up a similar project back in Leeds."*

**Hannah Douglass, competition winner**

## **Academic points to consider overseas**

### **Registration at the host university**

- Registration and enrolment differs at every university; you will need to establish what the process is as soon as you can after arrival, and be prepared for differences to Leeds
- If you fail to register at your host university you are likely to experience administrative problems throughout your time abroad and in some countries it may affect your visa status
- If you experience any significant problems with registering and choosing modules (for example, if you are still having difficulties registering after week two), you must contact the Study Abroad/International Office at your host university for help. If they cannot help, contact the Study Abroad Office at Leeds.

### **Enrolling for modules**

- You may find that some modules you want to take are full, or there are restrictions on the number of exchange students who can take a particular module. It is often worth going to talk to someone in the department in person to see if they can fit you in or not
- Have some backup choices approved by your School Study Abroad Coordinator at Leeds in case you cannot get your first choice of modules
- Many institutions (usually in Europe) allow you to attend classes for lots of different modules for a few weeks prior to registering; this is often a useful way to see if you think you will enjoy learning the subject and can understand the lecturer!

### **Number of credits/academic content of studies abroad**

- If you don't have a clear idea of how many credits/modules you should take, refer back to your school Learning Contract provided by your school at Leeds (if applicable)
- If you are still unclear of the academic requirements set by Leeds, contact your School Study Abroad Coordinator as soon as you can to ask what the credit/module requirement is
- Leeds students from different schools/departments may be expected to take fewer/more credits than you, so make sure you know your own academic requirements

### **Making changes to your programme of study**

- Whether you have chosen modules at application stage or you have to do it on arrival, there is usually an opportunity to drop/add courses early on. Please inform your School Study Abroad Coordinator of any changes. If you are studying outside of Europe you can communicate changes by email.
- If you are an Erasmus+/ European exchange student you should complete a 'changes to Learning Agreement' document, ask your host institution to approve and sign the document and then email it to your School Study Abroad Coordinator in Leeds for final approval. Download the Changes to Learning Agreement document:  
<http://students.leeds.ac.uk/studyabroadhandbooks>

### **Keeping academic records**

- You are responsible for keeping a complete academic record of what you have studied at the host institution, including copies of all written work and any feedback you receive from tutors regarding your academic progress
- You may need to submit these to your school on your return to Leeds

### **Academic difficulties**

- Should you have any academic difficulties that might prevent the satisfactory completion of the placement, you should inform your School Study Abroad Coordinator and the Study Abroad Office **as soon as possible**
- What constitutes a full workload varies from institution to institution and country to country. If you feel that your proposed workload is not appropriate (whether too much or too little), make sure that you contact your School Study Abroad Coordinator at Leeds to discuss this

### **Mark conversion**

- If your marks from overseas count towards your final degree classification, please find out from your School Study Abroad Coordinator how your marks will be converted to the system used by the University of Leeds

### **Attendance monitoring for international students**

- UK Visas and Immigration (UKVI) requires universities in the UK to monitor the attendance of students holding Tier 4 General Student visas and this must continue during your Study Abroad programme at the host institution
- Towards the end of each term at the host institution you will be required to write a brief report of the academic activities you have undertaken and have this verified by a member of staff at the host institution before returning it to your School Study Abroad Coordinator (or designated school contact) at the University of Leeds
- You will be given further instructions via your Leeds University email account prior to your period of study abroad starting at your host institution



## Leaving your host institution

### Transcripts and paperwork

- All students spending a period abroad as part of their Leeds degree programme **MUST** obtain transcripts showing the modules followed and marks obtained at the host institution
- The Study Abroad Office requires you to provide one copy of your transcript as quickly as you can after you have completed your studies abroad
- For students doing research overseas, you should obtain a short summary from your research supervisor outlining the work you have completed
- Transcripts are provided in various different forms; some institutions will sign a document for each individual exam taken, whereas other institutions will provide a final transcript at the end of the year, outlining the modules you have followed and the exam marks you obtained for each.
- Some institutions will automatically send a copy of your transcript to Leeds after your period of study abroad. However, other institutions require you to **order transcripts** and will mail them directly to you rather than to the University of Leeds.

### Pay any outstanding debts

Please ensure that you have paid all outstanding debts to the host institution; it is unlikely your transcript will be released if you, for example, have library fines, haven't paid your health centre bills or owe any money for accommodation.

### Erasmus+ / European exchange paperwork

Those of you studying in Europe will need to obtain a Certificate of Attendance before leaving your host institution. The deadline for the Study Abroad Office to receive this document is **31<sup>st</sup> July 2020**. See page 31 for more details on Erasmus+ paperwork requirements.

## Returning to Leeds

### Register for final year modules

The registration process for students returning in 2019 will be online and is straightforward to complete from overseas. Around Easter your parent school will inform you how to register for final year modules. If you don't hear from them by the end of April, contact your School Study Abroad Coordinator.

### Returners' programme

The Study Abroad Office runs a range of activities and workshops which returning study abroad students can get involved in after their time studying abroad. We'll send you details just before you leave your host university.

### Contact details

On your return to Leeds, please update your contact details and address on the student portal.

## Financial Matters

Please note that you can request detailed factsheets regarding the student loan applications and the travel grant by emailing the Student Funding Team at [funding@leeds.ac.uk](mailto:funding@leeds.ac.uk). Information can also be found on the Student Education Service website:

[https://students.leeds.ac.uk/info/21518/study\\_abroad\\_and\\_work\\_placements](https://students.leeds.ac.uk/info/21518/study_abroad_and_work_placements)

### Tuition fees

Exchange students are exempt from paying tuition fees to the host institution.

You will pay a significantly reduced tuition fee to the University of Leeds for the year spent abroad. If you're a UK or EU student paying the £9,250 tuition fee, the reduced study abroad fee will be £1,385. For students paying the £9,000 tuition fee, the reduced fee will be £1,350.

If you're an international student, this amount will depend on your year of entry.

2016 entry: £5,100

2017 entry: £5,300

2018 entry: £5,850

You should make arrangements to pay your tuition fees with the Fees Team before you move overseas. See the following webpage for further information: [www.students.leeds.ac.uk/tuitionfees](http://www.students.leeds.ac.uk/tuitionfees) or email [ugfees@leeds.ac.uk](mailto:ugfees@leeds.ac.uk).

If you study abroad for **less than one academic year**, you will continue to pay your usual tuition fee to the University of Leeds.

You do not pay a tuition fee to the host university. However, there may be occasional other fees (such as student union membership, sports membership, insurance, travel passes, etc.). Some of these will be optional, some mandatory. For further details see

<https://students.leeds.ac.uk/studyabroadcosts> and

<https://students.leeds.ac.uk/studyabroadinsurance>. You should make arrangements to pay your tuition fee with the Fees Office before you move overseas. The easiest way to make payment is by using the online payment facility: [students.leeds.ac.uk/feescharges](http://students.leeds.ac.uk/feescharges)

### Fee to be paid if you leave your Study Abroad placement

Please refer to:

[www.students.leeds.ac.uk/info/10210/paying\\_fees\\_and\\_charges/608/leaving\\_the\\_university\\_early](http://www.students.leeds.ac.uk/info/10210/paying_fees_and_charges/608/leaving_the_university_early)

## Student Finance Applications (UK Students)

The Student Funding section of the Student Services Centre website provides detailed information about funding and finance for your year abroad:

[https://students.leeds.ac.uk/info/21518/study\\_abroad\\_and\\_work\\_placements](https://students.leeds.ac.uk/info/21518/study_abroad_and_work_placements)

If you are required to transfer onto a new course to include a year abroad, you will need to complete a Change of Programme form with your school or department so that your university administrative record can be updated. This ensures that your degree certificate and transcript show that you undertook a placement year abroad. The Change of Programme form only updates your student record at the University and does not change your funding. In addition to the Change of Programme, **you will also need to apply for your student loan and indicate on your application that you have transferred course.**

It is your responsibility and extremely important to complete the student finance application for your year abroad as early as possible and state that Study Abroad is a compulsory part of your degree. **If you have transferred onto a new course** you will need to **change the title of the course** and you may need to **change the end date of your course** if your new course has an additional year. The application system for 2018-9 student finance is available from February 2018. Our advice is to complete your application as early as possible so your loan is in place by the time you leave the UK.

### Completing the application for your student loan:

- i. When completing your application for student finance it is very important to enter the degree description applicable to your year abroad, for example your standard language degree or integrated masters that already includes a year abroad, or, the 'International' or 'European' programme variant you have changed onto, for example, from BA History to BA History (INT).
- ii. You should make it clear if your period abroad is via the Erasmus+ programme (European exchanges) or not (Worldwide exchanges).
- iii. Student Finance England students on a study abroad year will receive their funding 25 working days earlier than the standard payment date (i.e. around 26<sup>th</sup> August 2018). For all students who start a year abroad before this date, the Funding Team at the University will confirm your 'early start' with your loan provider and request a release of funds to coincide with this. SFE students should receive an early payment. Students with other loan providers will need to check with them regarding their early payment arrangements. The SFE Portal will continue to show the payment schedule for University of Leeds term dates, but SFE will email you to confirm the actual payment date.
- iv. For all students going to Russia, China, or Japan, Funding will contact your loan provider to request that you receive your loan in 1 instalment. For all students going to Canada, USA, Australia, or New Zealand, Funding will request that you receive your loan in 2 instalments – 50% at the start of the year and 50% in January. Students with other loan providers will need to check with them regarding their instalment arrangements.



As part of the online application process, you will be asked to confirm that you accept the Terms & Conditions of the loan. Please ensure that you click on this as your loan provider will not release your funding unless you have accepted the T&Cs. You must also **register online with the University of Leeds**. Registration opens on 1<sup>st</sup> August.

In exceptional circumstances your loan provider may ask you to provide a letter from the University of Leeds which confirms your study abroad details. If you receive a letter or email asking for this, you should forward the email or a scan of the letter to the Funding Team and include your University of Leeds student ID number in the email:

**Email:** [funding@leeds.ac.uk](mailto:funding@leeds.ac.uk)      **Tel:** 0113 343 2007

### **Maintenance Loan and Tuition Fee Loans from Student Finance England (SFE)**

Study Abroad students are still entitled to apply for a maintenance loan and a reduced tuition fee loan. Remember to ask for the reduced fee amount (see 'Tuition Fees' section above).

The amount of Maintenance Loan you are eligible for depends on your individual situation. All UK students can apply for the non-means-tested loan. Students can also apply to be means-tested and have your household income taken into account, so may receive a higher loan depending on their household income. The study abroad rate of loan is slightly higher than the rate for a year studying in the UK.

### **Travel Grants from SFE**

You may also be eligible to apply for reimbursement of some travel costs through SFE if you are a means-tested student. You will be automatically sent a **Course Abroad Form** and **Travel Grant Claim Form** if you are eligible. Find out more about Travel Grants at: [www.gov.uk/travel-grants-students-england](http://www.gov.uk/travel-grants-students-england)

You should complete page 1 of the Course Abroad Form with **details of where you will be and the dates**, and send it to the following address to be stamped and signed on page 2:

Student Funding Team, Student Services Centre

University of Leeds

Level 9, Marjorie and Arnold Ziff Building

Leeds

LS2 9JT

Alternatively, once you have completed page 1, you can scan both pages of the form and email this to [funding@leeds.ac.uk](mailto:funding@leeds.ac.uk)

Please ensure you complete the form with the term dates of your host institution, taking account of breaks for public holidays (e.g. Christmas and Easter). You may potentially receive 'Long Course' funding if your course is longer than 30 weeks and 3 days, but SFE will only assess you for this if you provide terms dates that show breaks through the year.



We will complete the form and post it to SFE for you. We will email you a scan of the form for your records.

Please ensure you keep receipts for all expenses you intend to claim. SFE will not reimburse any costs where you cannot evidence these. We advise that you keep copies of everything that you send to SFE when claiming reimbursement.

The Course Abroad Form is automatically sent to students who are eligible, but if you don't receive it and think you are eligible please contact the SFE Helpline on 0300 100 0607

### **Welsh, Scottish, and Northern Ireland Student Finance providers:**

Students funded by SFW, SAAS, or SFNI should contact their loan provider for information about loans and grants.

Student Finance Wales (SFW): [www.studentfinancewales.co.uk](http://www.studentfinancewales.co.uk)

Student Support Agency Scotland (SAAS): [www.saas.gov.uk](http://www.saas.gov.uk)

Student Finance Northern Ireland (SFNI): [www.studentfinancenir.co.uk](http://www.studentfinancenir.co.uk)

### **Help Resolving Funding Issue**

If you have problems with your funding whilst you're away, you may need the University to speak to Student Finance to help resolve this. We can only do this if you have set up a **Professional Password** for someone from the University to speak to them on your behalf. Although you may not need to use it, you should set this up before you go abroad.

- Call your student loan provider and ask to set up a 'professional password'.
- You will be asked to state the relationship between you and the person who will be speaking to Student Finance on your behalf. Give this as: University.
- You will be asked for the University name and address. This is: University of Leeds, Woodhouse Lane, Leeds, LS2 9JT
- Give your student loan provider a password and keep a note of this for yourself.

If you do have problems with your funding, phone or email the Funding Team, explain the issue and give us your password and Student ID Number. We can then contact Student Finance and discuss your account.

### **Other Sources of Funding**

#### **University of Leeds Scholarships**

If you receive an Educational Engagement scholarship from the University of Leeds, please email [EducationalEngagement@Leeds.ac.uk](mailto:EducationalEngagement@Leeds.ac.uk) to find out whether you will be entitled to receive the scholarship during your year abroad. Not all scholarships will be applicable to a year abroad.

## Leeds Financial Support

Please note that the 'Leeds Financial Support' package is not available during a study abroad year.

## External Scholarships

There are a limited number of scholarships available to students studying outside of Europe. These are all funded by organisations unattached to the University of Leeds on an application basis and should not be relied upon as a guaranteed source of funding. Further details are available at: [https://students.leeds.ac.uk/info/10325/funding\\_and\\_costs/727/scholarships](https://students.leeds.ac.uk/info/10325/funding_and_costs/727/scholarships)

## Working Abroad

Many students work while they are abroad but you should not depend on this as a source of funding. Seek advice from your host institution and from past students about the availability of student jobs. If you require a visa to study in your host country, you must also check the conditions of your visa to clarify whether or not you have permission to work. If you cannot find clear information about permission to work on a student visa on the relevant embassy website, contact your host university for further guidance.

## Financial problems overseas

If you experience financial difficulties when abroad and you are a UK student in receipt of the student loan, you may be eligible to apply to the Leeds Hardship Fund. For more information on eligibility and how to apply, please contact [funding@leeds.ac.uk](mailto:funding@leeds.ac.uk) and see the LHF webpages at: [https://students.leeds.ac.uk/info/10231/leeds\\_hardship\\_fund](https://students.leeds.ac.uk/info/10231/leeds_hardship_fund)

For other help and support, and if you are not eligible for the LHF, please refer to the Leeds University Union Advice Centre's web pages at: <https://www.luu.org.uk/student-help-support/>

## Debts at the host institution

Ensure you make all outstanding payments to the host institution. Transcripts will not be released until outstanding payments are made. It can also damage the reputation of the University of Leeds if students leave partner institutions owing money.



## Additional information for Erasmus+/ European exchange students

Further information about Erasmus+ funding, requirements of the programme and Brexit implications can be found at: <http://students.leeds.ac.uk/erasmusgrant>

### The Erasmus+ grant

All students, regardless of their nationality, studying as Erasmus+ exchange students for 90 days or more, and who comply with relevant paperwork requirements, are currently eligible for the non-repayable grant. Once your application to your host institution has been made to the Study Abroad Office your grant will be arranged for you.

Students studying abroad for the full academic year usually receive an Erasmus paperwork pack in July. In early July the Study Abroad Office will be running a webinar for you to join which will cover all aspects of the Erasmus+ grant and required paperwork for 2019-20. Students studying abroad in semester two, or for the term abroad after Easter, will receive their Erasmus paperwork packs approximately two months prior to their placement commencing.

Once requirements have been met students usually receive their grant as follows however the University is not able to make grant payments until the initial allocation of funds has been received from the British Council, or until you have completed the paperwork requirements. You will be kept informed of dates of payment via your University email. Approximate payment dates are below:

| Placement duration                | 1 <sup>st</sup> payment     | Widening Participation if eligible | Top-up payment |
|-----------------------------------|-----------------------------|------------------------------------|----------------|
| Full year or semester one abroad: | Usually October or November | Usually February                   | Summer of 2020 |
| Semester two abroad:              | Usually February            | Usually March                      | Summer of 2020 |
| Third term abroad:                | Usually April               | Usually April                      | Summer of 2020 |

The grant is paid in sterling and will be paid directly into your British bank account that is registered on the student portal. It is not possible to pay the grant in Euros or to a foreign bank account. You are responsible for uploading your bank details via the portal after the 1<sup>st</sup> August 2019.

N.B. If you are overpaid for any reason, eg due to miscalculation, misleading or incorrect information or because of any errors made by payment staff, then you are required to repay the relevant amount of grant money. This is because the grant is provided to assist students in both studying and working abroad each year and must be distributed in a consistent, fair and transparent way. Any grant money incorrectly retained by one student prevents that grant money from being given to another student.

### Switzerland and GE3 destinations

Students going to Switzerland, and students going to European universities via the Global E3 Exchange Consortium (GE3) are not eligible to receive the Erasmus+/European exchange funding. However, usually students going to a Swiss institution will receive comparable funding directly from their host institution. Further enquiries about the parallel Swiss exchange programme should be made to the Study Abroad Office. There is no parallel scheme for GE3 students.

### **Additional information for summer school students**

*Please read this additional information if you are studying at a summer school.*

#### **Your responsibilities overseas**

You should be aware that you are an ambassador for the University of Leeds whilst overseas and you should conduct yourself in a responsible manner appropriate to the host university and host country including abiding by the local laws. Should you have any difficulties that might prevent the satisfactory completion of the programme, you should inform both the Leeds Study Abroad Office and your host institution as soon as possible.



#### **Paperwork requirement**

##### **i. Summer Schools Pre-departure Checklist**

Complete this online via the link emailed to you by the Study Abroad Office in May 2019.

All students are required to complete a Pre-departure Checklist. You will submit this document to say you have been informed and advised on the various aspects of your period abroad. If you do not think that you have been fully advised on any of the points, seek further advice from the Study Abroad Office ([outgoingstudyabroad@leeds.ac.uk](mailto:outgoingstudyabroad@leeds.ac.uk)) clarifying the area you don't feel you have been informed about. Please return the checklist by **Friday 17 May 2019** at the latest.

##### **ii. Risk Awareness Documents**

Completing the Risk Awareness Form is a compulsory part of the time abroad and failure to do so falls under the 'disciplinary' section of the Ordinances and Regulations of the University. You will receive a Risk Awareness Document at the Summer Schools Pre-Departure Briefing on 1 May 2019. Please return the form by **Friday 17 May 2019** at the latest.

*Please note that if you are studying abroad for the 2019/20 academic year in the same country as your summer school you may submit the same form for your summer school as for your year abroad. Students going to a Summer School before their year abroad must attend the Summer*



Schools Pre-Departure Briefing **and** the relevant Worldwide/Erasmus+ Pre-Departure Conference.

## **Leaving your host institution & returning to Leeds**

### **Pay any outstanding debts**

Please ensure that you have paid all outstanding debts to the host institution as it is unlikely your transcript will be released if you have library fines/haven't paid all your health centre bills/owe any money for accommodation, and so on.

### **Give us your Feedback:**

After your time abroad, you will be asked to provide the Study Abroad Office with feedback. Your place on the summer programme was given on the condition that you provide feedback. Your feedback is valued highly, as it gives us an invaluable insight into your study abroad experience, helps us to advise future outgoing students and make improvements wherever feasible.

### **Attend Next Year's Mini Fair and Pre-Departure Briefing:**

You will be invited to attend the following year's summer schools mini fair and pre-departure meeting so that you can provide next year's students with invaluable hints and tips on their time abroad.



## UK Embassies Abroad

### Europe

[Austria](#)  
[Finland](#)  
[Hungary](#)  
[Norway](#)  
[Sweden](#)

[Belgium](#)  
[France](#)  
[Iceland](#)  
[Poland](#)  
[Switzerland](#)

[Czech Republic](#)  
[Germany](#)  
[Italy](#)  
[Portugal](#)  
[Turkey](#)

[Denmark](#)  
[Greece](#)  
[Netherlands](#)  
[Spain](#)

### Outside of Europe

[Argentina](#)  
[China](#)  
[Japan](#)  
[New Zealand](#)  
[Switzerland](#)  
[Vietnam](#)

[Australia](#)  
[Hong Kong](#)  
[Malaysia](#)  
[Singapore](#)  
[Taiwan](#)

[Canada](#)  
[Indonesia](#)  
[Mexico](#)  
[South Africa](#)  
[Thailand](#)

[Chile](#)  
[Israel](#)  
[Morocco](#)  
[South Korea](#)  
[USA](#)