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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.

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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 Service Agreement

Below is a copy of the Service Agreement you have entered into with the Study Abroad Office and your School at Leeds.

You will:
- 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

*Attendance at the relevant pre-departure conference/briefing is compulsory*

- 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 time abroad before departure.
- Inform the Study Abroad Office of any issues that may affect your application
- Obtain documents (i.e. visas etc.) necessary to travel to study in your host country
- Complete a pre-departure checklist by the deadline
- 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/end of Summer School paperwork as required by the Study Abroad Office
- Agree to pay a £100 administration fee if you withdraw after the stipulated withdrawal date

The Study Abroad Office will:
- 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 briefing sessions and orientations
- Provide practical support for you while you are abroad

Your School will (for year-long study abroad students only):
- Advise you on academic matters for your studies both prior to and during your period abroad
- Confirm your 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 time abroad will be assessed

*Pre-departure Conference Dates:

<table>
<thead>
<tr>
<th>Study Abroad Programme</th>
<th>Date</th>
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<tr>
<td>Summer Schools</td>
<td>20th April 2016</td>
</tr>
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<td>27th April 2016</td>
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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.
Know before you go

1. Airport Transfer

Have you booked 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

2. 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 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
   - 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 the VLE

You may well need to purchase basic equipment such as toasters, kettles or cutlery so be prepared to buy this on arrival if required.

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.
3. Phone & Skype

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

**If yes:**
- 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 where you can 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).

4. Essential contacts

**Have you got the following information?**

- **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.

- **Information about induction procedures at the host institution**
  Find out about any 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. These meetings are compulsory.

“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, 2013-14_

5. Have you completed final paperwork requirements?

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:

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<thead>
<tr>
<th>Study abroad programme</th>
<th>Paperwork required</th>
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<td>Year-long: Worldwide</td>
<td>Pre-departure checklist</td>
<td>19-20</td>
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<td>School learning contract</td>
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<td>Year-long: Europe</td>
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<td>(Erasmus+)</td>
<td>School learning contract</td>
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<tr>
<td></td>
<td>Risk awareness documents</td>
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6. Healthcare

**Doctors:**
- Visit your GP at least six weeks in advance to check if you need any vaccinations
- If you are on medication, make sure you have enough supplies to take with you and know what your medication is called in the host country. Check too that it is a legal substance in the country you are going to – for example Vicks inhalers are banned in Japan!
- Keep any medication in its original packaging, as passengers are sometimes asked to show this at airport customs
- If you’re studying abroad for a full year, remember to register with a local doctor as soon as possible on arrival

**Dentists:**
- Dental care isn’t normally covered by health insurance policies so it is strongly advised you try to eliminate the possibility of having issues overseas by getting dental work completed before you leave the UK

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

Students on all study abroad programmes departing from the UK will be automatically covered by the University travel insurance policy and you will *not* be charged for this.
- The policy provides comprehensive cover for medical expenses, personal belongings, personal accident 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 cover for most pre-existing medical conditions provided you are not travelling against the advice of a doctor
- There are no exclusions or conditions for sports or adventurous activities
- You should download the policy here (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 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

**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 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

You should download a copy of the University of Leeds travel insurance policy and carry it in your hand luggage.

8. Finances

Please consider the following questions before departure:

- Have you looked into how to do your banking overseas (e.g. online banking, travel money cards, does your bank have special arrangements for overseas banking)?
- Have you informed your bank you are going overseas, 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 an 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. 24) and Additional Financial Information for Erasmus+ Students (p. 26)

9. 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)
- 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 will 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 see if you can invest in some vacuum compression bags to create extra space
- If you’re planning on travelling 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) 2015-16

“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, 2015-16

“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, 2014-15

“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, 2014-15
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.

- **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 2016.

- **ISIC Card**
  You can get an International Student Identity Card (ISIC) online at: 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

- **EHIC (European Health Insurance Card)**
  If you are going to Europe, you should apply for this card online: www.nhs.uk/NHSEngland/Healthcareabroad/EHIC/Pages/about-the-ehic.aspx
  If you already have an EHIC card, check that it has not expired and will be valid for the entirety of your time abroad.

- **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 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 copied documents 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)**
  It is a good idea to get a letter from your doctor explaining any medication you plan to take with you in case you get stopped at customs. It’s also a good idea to get a doctor’s letter if you have a condition which requires special support such as dyslexia or depression.
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 you leave 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!

“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, 2014-15

“I have met so many people from across so many different countries globally, ranging from Central Europe and Scandinavia, to South America and Southeast Asia. The different perspectives on different aspects of life was very invigorating.”

Romail Robin, Minnesota, 2014-15
Arrival checklist

Once you’ve arrived at your accommodation be sure to work through the following checklist:

1. Confirm your safe arrival with your family and your School Study Abroad Coordinator at Leeds

2. If you’re studying abroad for a year, update your address and contact details on the Student Portal

3. Attend all induction and orientation programmes offered by the host institution

4. Check local safety and security advice

5. Register with the host institution
   - Ask for advice at the 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 in the UK and at Leeds.

6. 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.

7. Obtain approval of your final module choices from your School Study Abroad Coordinator in Leeds (year-long programmes only)
   - Students on year-long Erasmus+ exchanges should amend their Erasmus+ Learning Agreement, if changes to module choices are made on arrival, and return the updated version, signed by the School Study Abroad Coordinator, to the Study Abroad Office by email (outgoingstudyabroad@leeds.ac.uk)
   - Students on year-long worldwide exchanges should confirm module enrolment by email to your academic School Study Abroad Coordinator.

8. Complete Erasmus+ processes (Erasmus+ students only)
   - Don’t forget to enter bank details via the University of Leeds Student Portal and, if required, complete the Online Linguistic Assessment if you haven’t already done this. See pages 26-33 for further details.

9. Find out how to see a doctor (e.g. should you register now, will you need an appointment, and will you have to pay?) and how to call the emergency services. Note that you need to be registered with a local doctor to access the University of Leeds Online Counselling service, see: http://students.leeds.ac.uk/onlinecounselling.

10. 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:

- [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 will cope well with culture shock if you:

- Have prepared well for your journey
- Know how to sort out various practical problems on your arrival and who can help
- Make yourself aware of any obvious cultural differences
- Make use of the host university’s support system, i.e. Welfare Office, Student Counselling Services, Study Abroad Office
- Remember that University of Leeds support systems remain open to you while you’re abroad, including your personal tutor, School Study Abroad Coordinator, the Study Abroad Office, Leeds University Union [www.leedsuniversityunion.org.uk](http://www.leedsuniversityunion.org.uk) and the Student Counselling Centre [www.students.leeds.ac.uk/counselling](http://www.students.leeds.ac.uk/counselling)
Useful culture shock tips from students…

- Get involved in activities planned for exchange/international students at your university and join clubs and societies
- Don’t be too cool – you very likely will suffer culture shock to some extent!
- Don’t have specific expectations (although it’s actually quite difficult not having them), so as to avoid unwanted disappointments and frustrations
- 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

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

- The LeedsAbroad blog: [www.leedsabroad.wordpress.com](http://www.leedsabroad.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**
You will be contacted by the Study Abroad Office shortly after your arrival. Please let us know if you have any concerns during your time abroad, no matter how small they may seem to you: outgoingstudyabroad@leeds.ac.uk. 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: webmail.leeds.ac.uk. If you have any problems accessing this email account, please contact IT: Tel: +44 (0) 113 343 3333/ Email: 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 “Know Before You Go” section of the Foreign and Commonwealth Office (FCO) website https://www.gov.uk/knowbeforeyougo and a good guidebook 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 Pre-departure Conference).

**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 [www.thirdyearabroad.com](http://www.thirdyearabroad.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.

**Seek advice and support.** If you experience harassment or sexual harassment while abroad, we strongly encourage you to 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, [www.leedsuniversityunion.org.uk](http://www.leedsuniversityunion.org.uk) and the Student Counselling Centre [www.students.leeds.ac.uk/counselling](http://www.students.leeds.ac.uk/counselling)

Leeds University Union has a range of general advice about health and well-being which may be useful when preparing for your year abroad, see: [www.leedsuniversityunion.org.uk/helpandadvice/healthandwellbeing/harassmentandbullying](http://www.leedsuniversityunion.org.uk/helpandadvice/healthandwellbeing/harassmentandbullying)

This resource from the University of Kansas has practical tips on dealing with sexual harassment while studying abroad. Although the site is aimed at female students, much of the content is relevant to everyone. [www.studyabroad.ku.edu/WomenAbroad](http://www.studyabroad.ku.edu/WomenAbroad)
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

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+ 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 and following local authority instructions
- 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) about safe and no-go areas
- Seek help locally if you need it, from your host institution (accommodation, Study Abroad Office, Parent Department)
- Maintain regular contact with key people – your family, host university, Study Abroad Office at Leeds– and keep them informed of your whereabouts and movements. Now is not the time to save your texts!
- 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

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: www.gov.uk/fco
- Useful advice can be found at the relevant embassy website
- Keep the Study Abroad Emergency Contacts 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: [www.luu.org.uk/groups/interasoc/](http://www.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
In October 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+ & worldwide exchanges: introduction

Please read this information if you are studying abroad for a year in any destination.

Please proceed to page 34 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 the VLE, 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 ). You can register anytime from 1st August. Please note that failure to register will mean your Erasmus+ grant, where applicable, cannot be paid. Payment of your student loan is also dependent on registration.

Paperwork requirements
i. Pre-departure Checklist
Download a copy at: http://students.leeds.ac.uk/studyabroadhandbooks

All students (except those studying languages within the School of Languages, Cultures and Societies) are required to sign a Pre-departure Checklist. You will sign 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 15 of the Get Ready to Go Guide gives information about ‘Risk Management of Study Abroad Programmes’. Risk Awareness forms must be downloaded from the below web link, 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](wsh.leeds.ac.uk/info/193/study_abroad/115/study_abroad)

iv. **Erasmus+ paperwork (students studying in Europe only)**
   There are various Erasmus+ 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+ funding.

   See the Erasmus+ section of this handbook for further details: pages 26-33.
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 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.

Competitions
The Study Abroad Office runs an annual multimedia competition for outgoing students with prizes for the top five entries. The Study Abroad Office will send you reminders about this competition throughout the year and the prizes will be awarded in October at the Welcome Back Reception. More information, including essays and photos from previous winners, can be found at: 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 2013-14

“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 2012-13

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 in practice to Leeds
- If you fail to register at your host university you are likely to experience administrative problems throughout your time abroad
- 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 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+ 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](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**
- The UK Border Agency 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 have library fines/haven’t paid all your health centre bills/owe any money for accommodation, and so on.

Erasmus+ 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 **14th July 2017**. See pages 29-32 for more details on Erasmus+ paperwork requirements.

Returning to Leeds

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

Welcome Back Social
You will be invited to a celebratory social held in early October which is a chance to reflect on your experiences. Many students use it as an opportunity to meet other study abroad returnees and make friends at the start of their final year.

Register for final year modules
The registration process for students returning in 2017 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.
Financial Matters

Please note that you can request detailed factsheets regarding tuition fees, student loan applications and the travel grant by emailing the Student Funding Team at funding@leeds.ac.uk. Information can also be found on the Student Education Service website:
http://students.leeds.ac.uk/fundingandcosts

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. Tuition fees for a full year abroad have been set as follows:

- Home/EU students: £1350
- International students: £4000

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 or email funding@leeds.ac.uk.

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

Bursaries and scholarships
If you receive a scholarship from the University of Leeds, please contact the Educational Engagement Office 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. Please note that the ‘Leeds Financial Support’ package is not available during a study abroad year.

Student finance applications and maintenance & tuition fee loans

- Information about Student Finance applications and maintenance/tuition fee loans for students studying overseas can be found at:
  www.students.leeds.ac.uk/info/10325/funding_and_costs
- If you are transferring from a 3 year to a 4 year degree course: you will need to complete a Change of Programme form at your teaching school. If possible, it is best to do this before submitting your student loan application so that your loan provider can assess you correctly. You must complete your loan application using your new 4 year course code and end date.
- You can apply for both a maintenance loan and a tuition fee loan. It is very important to complete your student loan application correctly. Please visit the website above for student loan application guidance that is specifically for students who will be studying abroad.
- Online applications are available from Student Finance England from March 2016, SAAS (Scotland) from early April 2016 and both SFW (Wales) and SFNI (Northern Ireland) from March 2016. It is your responsibility to complete the student loan application for your year abroad as early as possible.
- It is possible for students who are studying across two semesters, rather than 3 terms, to request for their loan to be paid in 2 instalments rather than the standard 3 instalments. Students wanting to request this should contact Student Funding at funding@leeds.ac.uk

Student loan instalments for early starters
If you are due to start your year abroad on 28th August 2016 or earlier, the University will automatically request an early release of the first instalment of your student maintenance loan on your behalf. The decision to release the payment early lies with the loan provider so an early
payment cannot be guaranteed. Students with a start date of 29th August or later should expect to receive their funding on or just after 29th August 2016.

**Travel grants**

- Eligibility for a Student Finance Travel Grant depends on the household income assessment. You must be means tested in order for your loan provider to check for your eligibility to apply for the travel grant. If you are means tested but only receive the basic maintenance loan due to the level of your household income then you will not be eligible to apply for the travel grant.

- Eligible students will automatically be sent a **Course Abroad Form** which must be authorised by the University of Leeds. You should send your completed form to Student Funding for completion (and not the Study Abroad Office):

  Student Funding, Student Services Centre, University of Leeds
  Level 9, The Marjorie and Arnold Ziff Building, Leeds, LS2 9JT, United Kingdom

- **I’m eligible to receive a travel grant. What can I claim for?**
  - Up to three return journeys between the UK and the overseas institution during a full academic year abroad (students at institutions with 2 semesters may only be able to claim for 2 flights and should check with their loan provider)
  - The cost of a child/children’s fare between the UK and the overseas institution if you are a lone parent and will be taking them abroad with you
  - Mandatory medical insurance, visas and medical expenses for the purpose of studying abroad
  - Be aware that you will have to pay the first £303 of your claim for the year and may not receive the total amount of your claim

**Financial problems overseas**

Refer to the Student Advice Centre’s web pages at:

www.leedsuniversityunion.org.uk/helpandadvice/money

**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.

◇ **Useful tips from students…**

- Set up a ‘Professional Password’ giving consent for Student Finance England to share information with the Student Finance section at Leeds. This will make it a lot easier if you have questions about your loan while you are abroad as it will allow the Student Finance team to contact SFE on your behalf. You must ask for a Professional Password- not a Personal password- and give the following address: Student Funding, University of Leeds, Woodhouse Lane, Leeds LS2 9JT. Keep a note of the password and, if you have a problem with your funding, email the password to funding@leeds.ac.uk along with your name, student ID number, and details of the problem you are having. We will then be able to speak to SFE about this and help to resolve the issue.
Additional financial information for Erasmus+ students

Please read this additional information if you are studying abroad for a year in Europe.

What is the Erasmus+ Programme?

Every student taking part in an exchange within Europe will be doing so under the Erasmus+ Programme, so it is important that you understand how it works. Erasmus+ is the EU programme for education, training, youth and sport for the period 2014-2020. It has an overall aim of increasing student mobility across Europe and investing in knowledge, skills and competences which will benefit individuals, institutions, organisations and society as a whole by contributing to growth and ensuring prosperity and social inclusion in Europe and beyond. One of its main objectives is strengthening linguistic skills and the support of language learning.

The Erasmus+ programme is funded by the European Commission and there is generous funding involved. The British Council is the UK National Agency for the administration of the Erasmus+ scheme. The British Council in turn act on behalf of the European Commission, which is the underwriting agency for the Erasmus+ programme. Further information can be found on their website: https://erasmusplus.org.uk/

The Study Abroad Office administers the Erasmus+ study funding on behalf of the British Council. The Study Abroad Office is informed of updates and changes to Erasmus+ funding by the British Council and relevant information will be given to you in the Study Abroad Handbook, given to you in May 2016, and then subsequently forwarded to you via your Leeds email.

Erasmus+ funding 2016-17

There are strict criteria of what you must complete and provide to the Study Abroad Office in order to obtain the Erasmus+ funding. There are various documents you need to supply throughout the year in a timely manner and if deadlines aren’t met this will have an impact on your entitlement to Erasmus+ funding.

The Erasmus+ grant

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

Qualifying study abroad students in 2016-17 will receive €250 or €300 per calendar month, plus a €100 widening participation monthly supplement for students from an annual household income of £25,000 or less.

Country rates 2016-17:

Higher rate (€300 pcm study)

Austria, Denmark, Finland, France, Ireland, Italy, Liechtenstein, Norway, Sweden

Lower rate: (€250 pcm study)

Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Estonia, Germany, Greece, Hungary, Iceland, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Turkey, former Yugoslav Republic of Macedonia
**Guaranteed funding**

The University of Leeds will guarantee Erasmus+ funding for [a maximum of initially] 70% of the full certified duration of your study abroad placement period.

After your study placement has ended, normally in July 2017 or later, we will make a final payment of up to a further 30% depending on the level of funds made available by the British Council.

Any funding shortfall in Erasmus+ funding will be shared out proportionally among all students in receipt of the grant in their final payment. For example, if the shortfall in the allocation to the University is, say, 5%, each student would receive a 25% second payment rather than 30%.

The table below gives some examples of how students may be affected.

<table>
<thead>
<tr>
<th>Placement length</th>
<th>Country Rate</th>
<th>Guaranteed first instalment</th>
<th>Second payment if University is fully funded</th>
<th>Second payment if University has a shortfall in funds of 10%</th>
<th>Second payment if University has a shortfall of 15%</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 months</td>
<td>€250</td>
<td>€525</td>
<td>€225</td>
<td>€150</td>
<td>€112.50</td>
</tr>
<tr>
<td>3 months</td>
<td>€300</td>
<td>€630</td>
<td>€270</td>
<td>€180</td>
<td>€135</td>
</tr>
<tr>
<td>4 months</td>
<td>€250</td>
<td>€700</td>
<td>€300</td>
<td>€200</td>
<td>€150</td>
</tr>
<tr>
<td>4 months</td>
<td>€300</td>
<td>€840</td>
<td>€360</td>
<td>€240</td>
<td>€180</td>
</tr>
<tr>
<td>9 months</td>
<td>€250</td>
<td>€1575</td>
<td>€675</td>
<td>€450</td>
<td>€337.50</td>
</tr>
<tr>
<td>9 months</td>
<td>€300</td>
<td>€1890</td>
<td>€810</td>
<td>€540</td>
<td>€405</td>
</tr>
</tbody>
</table>

**Widening participation Erasmus+ funding**

In addition to the Erasmus+ grant, students from disadvantaged backgrounds will receive an additional €100 per month supplementary grant. This can be paid to students whose Student Finance Assessment shows their household income to be £25,000 or less. Students need to inform the Study Abroad Office of their eligibility for this allowance on a ‘Widening Participation Declaration’ document provided with your ‘Grant Agreement’ a few months prior to the start of the study placement.

In order for non-UK students to receive the Widening Participation allowance, they will need to provide evidence, written in English, from their home country that they are receiving extra financial support for being from a disadvantaged background.

Following checks with Student Finance, this additional funding is normally paid as a mid-placement payment so students away for the full academic year should expect to receive a second payment in February 2017. The Widening Participation allowance will be calculated proportionally based on potential shortfall in Erasmus+ funding.

**Multiple Erasmus+ placements**

Students are allowed to claim a grant for ‘multiple Erasmus+ periods’ up to a maximum of 12 months in total, so students learning two languages and participating on two Erasmus+ placements (work or study) may not be able to benefit from the grant for the duration of both periods abroad.

**How will the grant be paid?**

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 1st August 2016.

The exchange rates used to convert the Euro allocation to sterling is the daily rate used by the University of Leeds when converting the overall Euro allocation provided by the British Council. Therefore the rate is likely to change between the first and second allocation.

**When will the grant be paid?**

Due to the very strict requirements of the Erasmus+ scheme, it is crucial that you complete all requirements of the Erasmus+ programme both at the start and end of placement.

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.

**Full year or semester one abroad:**
- 1st payment - usually October or November of the year you’re abroad
- Widening Participation allowance (if eligible) – usually February
- 2nd payment – the summer of 2017

**Semester two abroad:**
- 1st payment - usually February of the year you’re abroad
- Widening Participation allowance (if eligible) – usually March
- 2nd payment – the summer of 2017

**Third term abroad:**
- 1st payment - usually April of the year you’re abroad
- Widening Participation allowance (if eligible) – usually April
- 2nd payment – the summer of 2017

**How is the grant calculated?**

The amount you receive will vary depending on your eventual length of study and the dates provided on a ‘Certificate of Attendance’ which is obtained at the end of your placement abroad.

Your first instalment is based on you being abroad for 9 months (if away for the full year), 4 months (if away for a semester) or 3 months (if away for the term abroad). You will receive 70% of the total based on the relevant country rate.

The second instalment will be adjusted proportionally so you receive the accurate weekly allowance depending on your eventual length of study and also taking into consideration any shortfall in overall funding provided to the University.

Towards the end of the year, usually in July, you will receive a personalised email outlining your total grant entitlement for the year (referred to as an ‘Amendment to your Grant Agreement’). You will be asked to acknowledge this email and then the final payment will be paid upon completion of final paperwork requirements.

**Switzerland**

Students going to Switzerland are not eligible to receive the Erasmus+ funding. Usually students going to a Swiss institution will receive comparable funding directly from their from their host institution. Further enquiries about the parallel Swiss programme should be made to the Study Abroad Office.
The Erasmus+ funding is generous however there are strict rules about what you must provide to the Study Abroad Office in order to obtain the funding.

There are various documents and processes you need to complete or supply to the Study Abroad Office (SAO) throughout the year in a timely manner. If deadlines aren’t met this will have an impact on your entitlement to the Erasmus+ funding.

Documents can be returned to the Study Abroad Office as scanned documents. Please email these scanned copies to: outgoingstudyabroad@leeds.ac.uk

Expectations before the 1st Erasmus+ grant payment is made:

<table>
<thead>
<tr>
<th>Document/Process</th>
<th>Action required</th>
<th>Deadline</th>
<th>Additional Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-departure checklist</td>
<td>Paperwork to complete and return to SAO</td>
<td>Before placement commences</td>
<td>To be returned by all students except those studying abroad via the School of Languages, Cultures and Societies.</td>
</tr>
<tr>
<td>Register with the University of Leeds for 2016-17</td>
<td>Via the University portal</td>
<td>After the 1st August 2016</td>
<td></td>
</tr>
<tr>
<td>Erasmus+ Grant Agreement</td>
<td>Paperwork to sign and return to SAO</td>
<td>Before placement commences</td>
<td>Your personalised Grant Agreement will be provided to you at least 2 months prior to your placement commencing – usually by post to your home address.</td>
</tr>
<tr>
<td>Erasmus+ Learning Agreement</td>
<td>Paperwork signed by both your host institution and your academic coordinator in Leeds, and then returned to SAO</td>
<td>No later than one calendar month after your placement commences</td>
<td>If the deadline of one month after your start date isn’t met you will lose your entitlement to the Erasmus+ funding.</td>
</tr>
</tbody>
</table>

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1 The Erasmus + Grant Agreement outlines the terms and conditions of the Erasmus+ funding arrangements. To comply with the rules and regulations of the Erasmus+ programme you must return this document to the Leeds Study Abroad Office prior to your placement starting otherwise you will lose your entitlement to the Erasmus+ funding. Grant Agreements are sent to your home address a couple of months prior to your placement starting.

2 The Erasmus+ Learning Agreement outlines the courses, and their credit load, you intend to take whilst overseas. The Learning Agreement is a tripartite agreement agreed and approved by you, your host institution and your parent school at the University of Leeds. To comply with the rules and regulations of the Erasmus+ programme you must return this document to the Leeds Study Abroad Office within one month of your placement starting otherwise you will lose your entitlement to the Erasmus+ funding.
<table>
<thead>
<tr>
<th>Document/ Process</th>
<th>Action required</th>
<th>Deadline</th>
<th>Additional Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online Language Assessment (OLA)</td>
<td>Via the EC’s Online Linguistic Support system</td>
<td>Before placement commences</td>
<td>Compulsory only for students studying in Czech, Danish, Dutch, French, German, Greek, Italian, Polish, Portuguese or Spanish.</td>
</tr>
<tr>
<td>Bank details on the Portal</td>
<td>Via the University portal</td>
<td>After the 1st August 2016</td>
<td>Your grant payment will be processed shortly after the steps above have been completed however your payment will sit on the dispatch system until you’ve entered bank details!</td>
</tr>
</tbody>
</table>

**Expectations before the 2nd Erasmus+ grant payment is made:**

Your Erasmus+ period will be deemed incomplete if the documents outlined below are not returned to the Study Abroad Office by the deadline given, and Erasmus+ funding previously received will need to be returned to the University of Leeds.

<table>
<thead>
<tr>
<th>Document/ Process</th>
<th>Action required</th>
<th>Deadline</th>
<th>Additional Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate of Attendance</td>
<td>Paperwork to complete and return to SAO</td>
<td>As close to the end of your placement as possible but no later than 14th July 2017</td>
<td>Your host institution will need to confirm your dates of attendance, including any formal orientation period, and sign and stamp the document before returning it to the Study Abroad Office.</td>
</tr>
<tr>
<td>Erasmus feedback</td>
<td>Via the EC’s Erasmus+ feedback system</td>
<td>As close to the end of your placement as possible but no later than the 31st August 2017</td>
<td>You will receive an automated email from the European Commission’s feedback software close to your expected date of completion at your host institution.</td>
</tr>
<tr>
<td>Transcript of Studies</td>
<td>Return a copy of your final transcript issued by the host institution to SAO</td>
<td>No later than the 31St August 2017</td>
<td>Students undertaking research projects overseas should submit a short report written by their supervisor.</td>
</tr>
<tr>
<td>Online Language Assessment</td>
<td>Via the EC’s Online Linguistic Support system</td>
<td>Towards the end of your placement</td>
<td>Compulsory for students studying in Czech, Danish, Dutch, French, German, Greek, Italian, Polish, Portuguese or Spanish or for students who have opted to take the assessment and online linguistic course. See page 40 for details.</td>
</tr>
</tbody>
</table>
Do I have to repay any of the grant if my situation abroad changes?

It is important that you understand the grant must be repaid if you return home early, although a pro-rata payment may be made if you have been studying at your host institution for longer than 90 days and return earlier than expected.

You should also be aware a pro-rata fee to Leeds will be charged, the Fees Office will be in touch with you directly about this should your circumstances change. This pro-rata fee will be based on the current year abroad fee rate.

If you are asked to repay part or all of your Erasmus+ study grant and you don’t do this before you return to Leeds for your final year, your debt will be placed on your university administrative account as a debt to the University of Leeds.

Changes to your original Learning Agreement.

If you make any changes to your modules or courses outlined on your original Learning Agreement 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
Erasmus+ Online Linguistic Support

The European Commission has two systems of online language support for students participating in the Erasmus+ programme:

1. Online Language Assessment

The Online Language Assessment (OLA) is compulsory for students studying in Czech, Danish, Dutch, French, German, Greek, Italian, Polish, Portuguese or Spanish and optional for students studying in English in a host country where one of these languages is the spoken language.

The OLA is an online language assessment, which takes approximately 40 to 50 minutes to complete. It consists of five sections (grammar, vocabulary, key communicative phrases, listening comprehension and reading comprehension), with a total of 70 questions. You will need to take one assessment before and one assessment after your Study Abroad placement.

The purpose of the assessment is for you to find out what your current level is in the language of teaching at your host university and to allow you to track your progression during your time abroad. The results of the assessment can be accessed by you, the Study Abroad Office at the University of Leeds and will also be used by the European Commission to measure the impact of the Erasmus+ programme. The results will be in line with the Common European Framework of Reference (CEFR – more information available here: www.coe.int/t/dg4/linguistic/cadre1_en.asp)

Taking the assessment

You need to complete your initial OLA before you start at your host institution. A few months before your expected start date you will receive an automated email to your University of Leeds email address from the European Commission giving you access with a password and a link to the OLS system. You will then be required to take a second OLA at the end of your placement abroad and again you will receive notification of this to your Leeds email. The completion of both assessments is a requirement for you to receive your Erasmus+ funding for your placement.

The results will not prevent you from taking part in your placement abroad. Completion of the assessment is, however, a compulsory pre-requisite for you to receive Erasmus+ funding, so it’s very important that you take the assessment before you start at your host institution and at the end of your placement.

Even if your first language is that of the host country you still need to take the assessment.

Non-compulsory assessments

The online language assessment is optional for students studying in English in a host country where one of the languages listed above is the spoken language. If you would like to take the assessment you need to contact the Study Abroad Office (outgoingstudyabroad@leeds.ac.uk) and a member of staff will arrange for you to be granted access to the OLS system. Completion of both assessments will then become a requirement of you obtaining Erasmus+ funding.

2. Online Language Course

The Online Language Course (OLC) is an optional interactive course for Erasmus+ students to take before and during their European placement. For 2016-17 OLC’s are offered in Czech, Danish, Dutch, French, German, Greek, Italian, Polish, Portuguese and Spanish.

The University of Leeds receives a number of licences each year to allocate to students. A simple application process will be announced by the University shortly after the number of licences for 16-
17 is known, although the University is generally awarded sufficient licences for the number of students who wish to take the online course. The OLC is an optional comprehensive and interactive online course with exercises and courses which students can follow in their own time and at their own rhythm at the relevant level (CEFR levels A1 – C1).

Students who wish to take the online course are required to have first taken the OLA. Students who obtain a result between CEFR levels A1 and B1 at their first OLA will automatically be allocated a language course licence.

More information can be found on the Erasmus+ website: [http://erasmusplusols.eu/](http://erasmusplusols.eu/)

**Logistics of taking the Assessment or Course**

You should take the OLA in a quiet room with a steady internet connection. As there is a listening comprehension section, you will also need headphones or a speaker when you take the test. The Study Abroad Office strongly recommends that you take the assessment in the Language Zone of the Language Centre. This is a quiet study area and already has headphones set up for you to use.
Summer Schools

Please read this additional information if you are going to 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 requirements

i. Summer Schools Pre-departure Checklist

All students are required to sign a Summer Schools Pre-Departure Checklist. You will be signing 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) clarifying the area you don’t feel you have been informed about. You will receive a Summer Schools Pre-Departure Checklist at the Summer Schools Pre-Departure Briefing on 20th April 2016. Please return the checklist before you leave Leeds and by Friday 3rd June 2016 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 20th April 2016. Please return the form before you leave Leeds and by Friday 3rd June 2016 at the latest.

Please note that if you are studying abroad for the 2016/17 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.
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.”

“It has been the best year of my life.”