GET READY TO GO
Preparing for your Erasmus+ Exchange
2017-18

students.leeds.ac.uk/studyabroad
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Why Study Abroad?

The Study Abroad Programme allows you to be more than just a traveller, offering a rare opportunity to genuinely immerse yourself in another culture. It can provide you with not only unforgettable experiences, but also transferrable skills and personal contacts to benefit you for years to come. The University of Leeds is committed to internationalising the experience of its students and recognises the benefits of Study Abroad for its graduates, both on a personal and a professional level. If you choose to study abroad, the University continues to offer the support and assistance you may require throughout your time away from Leeds.

The decision to study abroad is a significant one, not least because of the increased financial burden of adding an extra year of study to your undergraduate degree. It is important to have a clear idea of what the benefits will be to you personally, as every student will have different priorities. For instance, you might particularly value the opportunity to study your subject in a different academic environment, or to develop a language and interact with students of different nationalities.

Whatever their motivation, most students return from a year abroad as more mature, focused individuals and evidence suggests that they go on to have greater success in their studies. Students also have the opportunity to develop their ‘global competencies’ – they become more aware, curious and interested in learning about the world and how it works, and more valuable to employers as a result. Most students will have recognition of their participation in the Study Abroad Programme reflected in their degree title, such as BSc Biochemistry (European), which further enhances their CV and employability.

Student feedback

“It is worth every penny and all the hard work to get here. DO IT! This is one of the best decisions I have ever made and the benefits are endless.”
Holly Cufflin (Communications): McMaster, Canada

“I have loved it! I feel as though I have made the most of it, and I have taken part in everything ‘Mines’ has to offer. I strongly recommend other people to study abroad as you will definitely have a fantastic time.”
Jason Fletcher (Earth Sciences): Colorado School of Mines, USA

“I found studying abroad has been really good for my confidence and made me a lot more independent. I’ve had so much fun and I’m so glad I came. I honestly can’t think of anything negative to say about the experience as a whole. I just wish I could spend another year here!”
Ailsa Manktelow (Music): Université de Montréal, Canada

“I think that every student should take the opportunity for studying abroad… it is an opportunity not to be missed. From the new learning advantages to the people and places you see, it makes your overall university experience complete… and one to remember!”
David Redfern (Theology and Religious Studies): Charles University Prague, Czech Republic

“It is an excellent opportunity and one that contains more benefits than may be obvious at first. It can develop a person and give them skills and awareness that can be used a long time into their future.”
Ceris O’Neill (Italian and Linguistics): Udine, Italy

“Would recommend it to anyone. Life changing experience, feel like you can take on the world.”
Annie Padwick (German): Leipzig, Germany
Study Abroad Office Contacts

The Study Abroad Office supports over 600 outgoing exchange students, as well as working with over 1200 incoming exchange students applying to the University of Leeds. The university has over 400 exchange partnerships across the world.

Web: students.leeds.ac.uk/studyabroad
Email: outgoingstudyabroad@leeds.ac.uk
Tel: 0113 343 7900

Location: Level 11, Marjorie and Arnold Ziff Building, University of Leeds, Leeds, LS2 9JT
Opening Hours: 11am – 3pm

The Study Abroad Office will:

- Advise you about the application process to your host university
- Provide practical country-specific advice
- Help you find out more detailed information about your host university and host country
- Hold pre-departure briefings and orientations
- Provide support for you while you are abroad

Academic Advice

The Study Abroad Office is not able to offer academic advice about your studies overseas. All academic advice is provided by your School Study Abroad Coordinator who is there to support you and will be happy to hear from you at any point during the year. Discuss with them:

- Approval for module choices
- Advice on how many credits you need to pass during the year
- Any problems you encounter during the year that might affect your academic performance
- How and when your study abroad year will be assessed
- Signing of Learning Agreements on behalf of Leeds (for Erasmus+ exchanges)

A current list of coordinators is here: students.leeds.ac.uk/studyabroadcoordinators

Further advice on academic matters can be found on page 27.

Data Protection Act

All personal information received by the Study Abroad Office will be processed in accordance with the University of Leeds’ Code of Practice. Your personal data will be processed by the Study Abroad Office for assessment of your application and this information, including health information, may be shared with your host institution.
Between Application and Departure
(dates given are for applicants going abroad for the first semester or full year)

December 2016
Study Abroad Office confirms host destination with student and supplies information to assist with preparations

Last Friday in February 2017
Students must formally reject their offer of a study place if they do not want it. Withdrawal after this date will incur a £100 administrative fee

Worldwide Country Briefings: 8th Feb 2017
European Country Briefings: 15th Feb 2017

Study Abroad Office to email student when application forms for host institution are available.
Worldwide destinations: Jan - Apr 2017
European destinations: Mar - Jun 2017

Study Abroad Office to send all application paperwork to the host university

Worldwide destinations: Mar - Jun 2017
European destinations: May - Aug 2017

Host university to confirm acceptance by contacting:

Student to complete and return application to the Study Abroad Office by the given date. If questions arise about the application form, students should speak to:

Academic queries:
School Study Abroad Coordinator

Practical queries:
Staff in the Study Abroad Office

Study Abroad Office
Study Abroad Office will confirm acceptance with student

The student
Student must inform Study Abroad Office if they have received confirmation directly from host institution

Before May 2017
Study Abroad Office to inform Fees Office about University of Leeds students studying abroad. Student Services to inform Student Finance

From May 2017– Departure
- Student to return completed Pre-Departure Checklist to Study Abroad Office
- Student to return completed Risk Awareness form to their Parent School
- Student to complete Change of Programme form with their Parent School (if relevant)
- Student to contact School Study Abroad Coordinator if unsure of academic requirements or Study Abroad Office if unsure of practical aspects of period overseas
- Student to apply for visa (if applicable) and make travel arrangements once formal acceptance is received from host university
- Erasmus+ students July/August 2017 Study Abroad Office to contact students with Erasmus+ paperwork requirements
- Erasmus+ students Before departure. Student to register with University of Leeds and return Erasmus+ Grant Contract and Learning Agreement so grant payments can be made
Between Application and Departure

Over the next few months you will be responsible for organising various important aspects of your period abroad, and the Study Abroad Office is here to assist with the preparations.

After reading the information provided in this booklet, if you are still not sure what you need to do to prepare for your time abroad please drop into the Study Abroad Office and we will run through the application process with you.

Turn off Clutter in your student email account

Please turn off the Clutter feature in the Outlook Web App. There is an explanation of how to do this with helpful illustrations on the Microsoft Office website: http://tinyurl.com/zj8z8hb

This is important as both the University of Leeds and your host institution will at times email many students at once who are applying for the same exchange programme. Outlook often treats these emails as clutter, meaning you can miss vital paperwork deadlines if you do not check your Clutter and Junk folders daily. We recommend you turn off the Clutter feature to make it less likely you will miss any important communication.

Application Forms for the ‘Host Institution’

The Study Abroad Office will contact you in the next few months via your University of Leeds email account to let you know about the formal application procedure for your host institution. Some host institutions expect students to apply early in the calendar year while others won’t expect applications until much later in the year. Application procedures can vary from year to year. As soon as we have this information we will contact students, working in order of host institution application deadlines.

Application forms for host institutions are essential documents which all students preparing for a period overseas must complete. The forms can vary considerably: some are extremely complicated while others are very simple; some are on-line while others are paper-based. The Study Abroad Office will provide students with the appropriate level of support.

Final acceptance is still dependent on the host institution approving your application. While the majority of students should automatically be accepted, you may not be able to enrol on your preferred modules. If you cannot demonstrate first year results of 60+, if your subject area is restricted at the host institution or if further application material is required such as portfolios or audition recordings, then the host institution will need to assess your full application file before they can guarantee you a place and this process may take some time.

We will let you know the deadline by which you should complete and return your host institution application form to the University of Leeds Study Abroad Office. Study Abroad Advisers will check the forms to make sure all supporting documents are attached before forwarding them to the relevant admissions office at the host institution. Do not send any formal application documents directly to your host institution.

Enrolling for Modules

Host institutions have different module enrolment procedures. Some will expect you to list your preferred modules (sometimes referred to as classes, courses or papers) during the application process. Others will send you details about module enrolment together with your acceptance package. Others still will have a manual enrolment system and you will not be able to register until you are physically at the host institution.

Some institutions will not publish the module catalogue until a few weeks prior to the start of the academic year, although you can generally check their website to see which modules were offered the previous year.
You should research which modules you would like to follow while abroad and consult your School Study Abroad Coordinator for academic advice about what is expected of you by both your host institution and your Parent School here at Leeds.

For further academic advice please refer to the information on page 27.

Notification of your Acceptance

You should expect to receive a letter or email of acceptance from the host institution by the time you leave Leeds in June (if studying abroad for the full year or first semester). Note that students going to some destinations in Europe with later application deadlines may still be completing applications during this time. Please be patient while waiting for your acceptance and check your Leeds email account regularly for updates on your application status. If your host institution sends your acceptance documents to the Study Abroad Office, we will email you to ask you to come and collect them.

If you receive notification directly to your email account or to your home/ temporary address, it is important that you inform the Study Abroad Office of your acceptance so we can update our records accordingly.

Applying for your visa or study permit (if applicable)

Getting your student visa is your responsibility and can take longer than you think. Apply as soon as you've been accepted by your host institution, so your arrival isn’t delayed. If you're an EU passport holder you won't need a visa to study in Europe, but you almost certainly will need a student visa to study elsewhere. If you’re a non-EU national you need to check requirements for your country with the embassy (based in your home country) of the country you will be going to. Students studying in Turkey will require a student visa.

Detailed information about visa applications can be found on page 17.

Compulsory Pre-Departure Conferences – 26th April 2017 (Worldwide destinations) and 3rd May 2017 (European destinations)

Compulsory pre-departure conferences for all students going to study abroad in European or Worldwide destinations will be held as follows:

- Students going to Worldwide destinations (outside of Europe): Wednesday 26th April 2017
- Students going to European destinations: Wednesday 3rd May 2017

All students studying abroad for the full academic year or the first semester of 2017-18 must attend this meeting as you will be given important information on topics such as insurance, visas, financial issues and health and safety.

Important! Failure to attend a pre-departure conference may result in your nomination to study abroad being withdrawn.

Completing a ‘Change of Programme’ form

Most students will need to complete paperwork which will allow your Parent School at Leeds to change your degree programme to one which incorporates the period abroad.

Important: you must complete a Change of Programme form which you can get from your Parent School or the Student Services Centre. This is a simple procedure but necessary for you to remain registered at the University of Leeds and receive Student Finance funding, including your Maintenance Loan, for your time away from Leeds.

If you are already registered on a four year degree which incorporates a year abroad, you will not need to complete this document. If you’re not sure whether this applies to you, please check with your School Study Abroad Coordinator.
Complete the ‘Pre-Departure Checklist’

Available at: students.leeds.ac.uk/studyabroadhandbooks

All students are required to sign a Pre-Departure Checklist before they depart for their studies overseas. You will sign this document to confirm that you have received advice and information 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.

Complete the ‘Risk Awareness’ form

Your Parent School will ask you to complete a compulsory Risk Awareness form prior to departure. You should submit this to your School, not to the Study Abroad Office. This is an opportunity to consider a range of issues you may face whilst living and studying abroad. By considering these before you set off on your studies, we hope you will be able to find answers to important questions while you still have easy access to resources here at the University of Leeds. For further guidance on completing this form, please see page 14.

Important! Failure to submit a completed Risk Awareness form to your School may result in your nomination to study abroad being withdrawn.

Booking flights

The Study Abroad Office does not recommend that you book your flight until you have received official acceptance from your host institution and secured your visa (if required). However, if you do decide to take the risk (for example, to secure a cheap deal), you are advised to find out if your airline allows you to cancel or alter departure dates and how much this will cost you. Past study abroad students have been known to miss original flight bookings due to delays with their visa applications.

If you plan to buy a ticket valid for twelve months, do not do so before July as it may expire before the end of your studies or you may be limited in how long you can travel after you complete your studies. The Study Abroad Office cannot recommend any particular travel agencies or airlines. As well as doing some online research, you may find it useful to ask returning study abroad students for advice.

Register with University of Leeds for 2017–18

You must complete University of Leeds registration (available from August 1st) because you remain a Leeds student throughout your period abroad. Student Finance and grant payments will not be paid until you have completed online registration. For more information on registration, go to:

students.leeds.ac.uk/info/10102/registration
Get Networking

The University of Leeds Study Abroad Facebook page and the student feedback pages on the Study Abroad Organisation on the VLE are great ways of getting in touch with past study abroad students who have been to your future host institution. These resources will also help you network with current incoming exchange students at the University of Leeds who can offer useful insights into your host institution, city and country.

Facebook – University of Leeds Study Abroad

Visit us on Facebook to see posts from the Study Abroad Office and groups specifically for cohorts of outgoing students: https://www.facebook.com/leedsuniabroad/

Erasmus and International Exchange Society

You can join the Erasmus and International Exchange Society (IntEraSoc) where you will be able to meet students with an interest in studying abroad.

Email: luu.intsoc@leeds.ac.uk
Web: luu.org.uk/groups/interasoc
Facebook: www.facebook.com/groups/LEEDSESN/

Global Community website

For UK and international students, the Global Community website connects you to intercultural activities that can bring you a world of different friends, ideas and experiences right here in Leeds.

Email: globalcommunity@leeds.ac.uk
Web: www.globalcommunity.leeds.ac.uk

Organised Events for Outgoing Students

Country Briefings

Worldwide – 8th February 2017; European – 15th February 2017

The Study Abroad Office will organise country-specific briefing sessions in the New Year, giving you the chance to meet other students going to your destination country, as well as incoming exchange students and Leeds students who have returned from their time abroad. More details will be circulated nearer the time so please keep checking your Leeds email for details.

Compulsory Pre-Departure Conferences

Worldwide – 26th April 2017; European – 3rd May 2017

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- Students going to European destinations: Wednesday 3rd May 2017

All students studying abroad for the full academic year or the first semester of 2017-18 must attend this meeting as you will be given important information on topics such as insurance, visas, financial issues and health and safety.

Important! Failure to attend the relevant pre-departure conference may result in your nomination to study abroad being withdrawn. Please put the date in your diary now, and keep it free.
Finding Out About Your Host Institution

Research your destination

The more you know about what to expect at your host institution/country before you go, the easier you will find it to settle in, and the less likely you will be to suffer from culture shock when you get there.

- Read all information you are given by both Leeds and your host institution
- Look at your host university’s folder under Exchange Partner Information on the Study Abroad Organisation on the VLE - this will be updated throughout Semester 2 with your host university’s website links on course selection, accommodation, term dates and other information for exchange students
- Look at other websites – not just for the host institution, but for the town/region in which it is situated
- Buy or borrow a guidebook, e.g. Lonely Planet or Rough Guide
- Read the feedback forms on the Study Abroad Organisation on the VLE – these give invaluable hints, tips and feedback from previous study abroad students
- Contact any other students who are going to the same institution or area as you – meet up before you go, arrange to travel together, help each other with paperwork
- Contact current study abroad students – emails available via the feedback forms on the VLE
- Contact current incoming exchange students in Leeds from your host institution or city

Host institution accommodation

The Study Abroad office can't directly help you find accommodation and doesn't monitor the housing situation in the many international destinations where Leeds students study. You are responsible for all your accommodation arrangements and costs, as explained in the study abroad agreement (see: students.leeds.ac.uk/studyabroadagreement).

We recommend that you carefully read the advice at students.leeds.ac.uk/studyabroadaccommodation and consider the following resources to help you find somewhere to live abroad:

Host university accommodation

You may be able to apply for university-owned accommodation at your host university, such as a room in university residences. The host university’s website can normally tell you what's on offer.

Host university housing advice on private accommodation

Most host universities will be able to provide you with some guidance on private housing in the area, but their levels of assistance will vary. You should also be able to find information on any services the host university provides on their website – look for the accommodation or housing office.

Study abroad feedback forms

Each student who studies abroad is asked to complete a mid-year feedback questionnaire, which includes information about where they are living and how they found their accommodation. This is a good first point of reference if you’re trying to decide between university and private housing.

Past and present outgoing study abroad students

Students who are currently living in your future destination or who spent the previous year at your host institution are an excellent source of information about housing. They will be able to tell you about their accommodation, which areas to focus on and how long it takes to find a room. You can contact them via VLE feedback forms.

Current incoming exchange students

The Study Abroad Office can also try to put you in touch with students from your future host university who are currently at Leeds who will have valuable first-hand knowledge of your destination.
Health, Mental Health and Disability Information

Why do we need to know this information?

The University of Leeds wishes to help students with mental health or other health conditions, disabilities or learning support needs to access support while studying abroad. So, we ask everyone to let us know of any issues that might have an impact on their time abroad. It is important that you give us this information so that we can talk to you about any support arrangements you might need.

You may already have disclosed this information as part of your online application to study abroad. If so, the Study Abroad Office will get in touch with you and your School Study Abroad Coordinator and School Disability Contact to make arrangements for your time abroad – if you have given your consent.

You need to consider your time abroad as a whole, not just the studying that is the main reason for going. The points below give you an idea of what you should be thinking about.

1. **What about the social/residential aspects of your time abroad?**
2. **How do you think living in a different country will impact on your disability or health condition? Think about how you will cope:**
   - With a different culture
   - With a different language
   - With unexpected issues that may cause increased anxiety
   - Without your usual support network of friends and family
   - If access to public transport is not as easily available as it is in Leeds/the UK
   - Without ongoing access to your GP/prescribing doctor. The NHS usually only issues a 3 month supply of prescription medication, with a doctor’s note. Will you be able to get any necessary medication abroad?
   - If you have accessible accommodation needs
3. **Do you have health insurance which covers you for any pre-existing medical conditions?**
4. **How do you think studying at a different University, in a different country, will impact on your disability or health condition? Think about how you will cope, for example:**
   - With larger classes where lectures may not be recorded, and notes are not provided in advance
   - If there are different expectations relating to deadlines, extensions and access to tutors
   - If you cannot get regular access to counselling or mental health support

All of the information you give us will be shared only with appropriate persons at Leeds and with your host organisation, on a need-to-know basis and in accordance with the Data Protection Act. Examples of the people in Leeds who might be informed are the Study Abroad Office, Disabled Students Assessment & Support (DSAS), Study Abroad Coordinators and School Disability Contacts.

If you are undecided about disclosing information and the impact this may have on studying abroad, you may talk in confidence to a member of the Student Counselling Centre, the Mental Health Team, or a member of the Disability Team (contact through DSAS).

Study abroad host institutions may not be able to accommodate all reported individual needs or circumstances, but it will be easier to put a support network in place if you let us know in advance of any disability or health condition. Also, we may be able to provide remote support from Leeds.

We will work with you, your department and other parts of the University, such as the DSAS Disability Coordinator Team, to make sure you’re well prepared for going abroad.
Things you need to do
If you have very specific support needs because of your disability or health condition, such as accessible accommodation and personal assistance support, it is your responsibility to let us know. This is so that we can start to put support in place as soon as possible, which can take up to a year in some cases.

Who should you talk to?

Your School or Department
Students applying to study abroad through the Study Abroad Office should contact their School Study Abroad Coordinator – see a list at: students.leeds.ac.uk/studyabroadcoordinators and/or their School Disability Contact (different to a DSAS Disability Coordinator): students.leeds.ac.uk/disabilitycontacts.

Disabled Students Assessment and Support (DSAS)
If you currently receive support through the Disability Team in DSAS, please speak to your Disability Coordinator about your plans to study abroad, so that we can discuss how you can get support and can also liaise with your department.

If you don’t currently receive support from DSAS, but would like to discuss how they can help with your study abroad, see the contact details below. There are regular drop-in sessions in DSAS, between 12.30-1.30 every day during term time.

The Mental Health Team can also be contacted through DSAS. There are regular Mental Health drop-in sessions in DSAS, from 11.00-12.00 daily.

- Chemistry West Building (building 55a on the campus map)
  Tel: +44 (0)113 343 3927 (Calls from RNID Typetalk are welcome)
  Email: disability@leeds.ac.uk
  Web: students.leeds.ac.uk/supportandwellbeing

The Student Counselling Centre
If you have any concerns about your emotional, psychological or mental health or have any particular personal problems, the Student Counselling Centre can provide a range of services to help you prepare for your time abroad before you go. There are also useful services to access while you are away, including on-line self-help and online counselling using confidential chat room technology.

- 19 Clarendon Place
  Tel: +44 (0)113 343 4107
  Email: scc@leeds.ac.uk
  Web: students.leeds.ac.uk/counselling

Study Abroad Office
The Study Abroad Office can give general advice about how to access support while abroad and – if available - contact details of student services at host institutions, such as disability support services, or counselling centres.

  Tel: +44 (0)113 343 7900
  Email: studyabroad@leeds.ac.uk
  Web: students.leeds.ac.uk/studyabroad
Disability Related Funding

Disabled Students’ Allowances (DSA)

If you are in receipt of DSA, this funding will usually continue during your period of study abroad. However, if you are in receipt of the maximum allowance, and your study period exceeds the length of a Leeds academic year, you may need to find additional sources of funding to cover that extra period.

If you have specific questions about disability support funding you should address these to the University of Leeds Disabled Assessment and Support Service located in Chemistry West Block. You can phone DSAS on +44 (0)113 343 3927 or email them on disability@leeds.ac.uk

Erasmus+ Funding

If you have a complex disability or exceptional special needs then you may be entitled to extra Erasmus+ funding to cover associated costs on your Erasmus+ placement in Europe. A formal application has to be made for this funding and strict eligibility criteria apply. You should also be aware that you may not receive any payment until part way through your placement. In previous years, Leeds students have been successful in gaining funds towards the costs of travel, accommodation and salary for support assistants. Please contact the Study Abroad Office as early as possible if you think you may be eligible for this additional funding.

Other sources of funding

Disability Rights UK (www.disabilityrightsuk.org) has information and advice on their website, including a factsheet which contains useful information for students. They also have a Freephone number and email address helpline service: 0800 328 5050 or email students@disabilityrightsuk.org
Health Advice

The relevant embassy (see Annex 1) will have the most up-to-date information on health advice for the country where you are going. In addition, the Foreign & Commonwealth Office website (www.fco.gov.uk) has travel health advice for UK travellers.

Immunisations

It is very important to check which immunisations are required by your destination country as some countries refuse entry if you do not meet their immunisation standards. Note that some host institutions (particularly in North America) have their own immunisation requirements, based on local legislation. Details of required immunisations are usually included in acceptance materials, giving you sufficient time to obtain the required documentation or shots before your start date. Your host institution may refuse to let you register, charge you a fine, or both if you do not adhere to their requirements.

You should seek medical advice on immunisation as soon as you can, as some vaccinations need an initial shot followed by a booster. You may also need to leave several weeks between different immunisations.

If you plan to travel during or after your studies abroad, you should also obtain any necessary vaccinations for the countries you plan to travel to during the holidays. Speak to your doctor’s surgery about the requirements for your destination(s).

General check-ups at the Doctor, Dentist and Optician

We recommend that you see your GP, dentist and optician over the next few months before you travel to check your general health. It is much easier to get necessary health care in the UK where you know the system.

If you wear glasses or contact lenses, it is advised that you have a check-up at your opticians for an up-to-date prescription.

If you take any prescription medicine (including the contraceptive pill), speak to your doctor about whether your medication is available in your host country, and how you can access it. Note that you cannot take more than 15 days’ medication overseas without a doctor’s letter outlining your condition and treatment regime. With a doctor’s letter, you can take up to 3 months’ worth of medication. It’s always advisable to ask your doctor to prepare a letter for you, as this will support the transition to your new doctor abroad.

Bear in mind that dental care isn’t normally covered by health insurance policies and you are going to be away for a significant length of time. Make sure you have a check-up at your dentist before you leave the country and get any work done so you try to eliminate the possibility of having problems overseas.

Health checks required by host institutions

Some host institutions or embassies require exchange students to undertake health examinations, such as a chest x-ray, or obtain additional immunisations such as the MMR vaccine. It is your responsibility to find out whether these requirements are applicable to you. Your host institution may refuse to let you register, charge you a fine, or both if you do not adhere to their requirements.

You may have to pay for these checks or vaccines, which are normally available at the Leeds Student Medical Practice.
Risk Management of Study Abroad Programmes

The University of Leeds has a Health and Safety policy to support you before and during your Study Abroad programme.

Further information can be found at: wsh.leeds.ac.uk/info/193/study_abroad/115/study_abroad

In particular you should familiarise yourself with the ‘Risk Awareness’ form and download the document ‘Study Abroad – Guidance Notes for Students’ which has been devised to help you:

- Work out how much time you will need to plan all aspects of your trip pre-departure to ensure you make the most of your time abroad.
- Identify in advance any problems you may have with your period abroad relating to the academic setting you will be in and your day-to-day life.
- Consider ways of reducing the potential for these problems by using the information and resources available here at the University before you leave.

Compulsory Risk Awareness Form

Risk Awareness forms must be downloaded from the above web link, completed and returned to your Parent School prior to departure. Some Schools arrange ‘School-specific’ pre-departure meetings where the forms and guidance will be discussed. You should speak to your School Study Abroad Coordinator about any School-specific pre-departure events and deadlines set for returning the Risk Awareness forms.

Important! Failure to complete and submit a Risk Awareness form to your School may result in your nomination to study abroad being withdrawn.
Insurance Requirements

Travel and Medical Insurance

All students undertaking a study abroad year as part of their degree will be covered by the University of Leeds’ travel insurance policy at no additional charge. However, you may wish to consider purchasing extra insurance because the Leeds policy has some exclusions, including small electronic gadgets, dental work, and travel outside the geographical region of your placement. It is your responsibility to arrange appropriate insurance.

A summary of the Leeds policy can be found at: www.leeds.ac.uk/insurance/travel and any questions should be addressed to insurance@leeds.ac.uk

EHIC (European Health Insurance Card)

All students who are normally resident in the UK but plan to study in another EEA country should also obtain a European Health Insurance Card (EHIC). An EHIC is free and it could save you a lot of money – and hassle – if you need medical help while you’re away. Some institutions will also want to see proof of this card when you are registering. The EHIC entitles you to the same emergency health care provision as a national of the particular country you are in. If you do not have the necessary documentation you will be asked to pay for all medical costs and then make a claim to receive some of the costs incurred – this process can be lengthy and complicated!

Do not rely on the EHIC to cover all your medical expenses. We recommend that you familiarise yourself with the University of Leeds insurance policy to fill any gaps in cover provided by the European Card.

The NHS have confirmed that any UK, EEA or Swiss National who usually lives in the UK permanently and who studies abroad in the EU as part of a course at a UK university must apply for an EHIC card on paper with an accompanying letter, and not online. You will then be issued a specific EHIC card for the duration of your studies.

You must apply for a student EHIC as soon as possible, even if you already hold a valid one that you obtained via the online application for personal/touristic use:

1) Complete the paper application form, which you can download here: http://www.nhs.uk/NHSEngland/Healthcareabroad/EHIC/Documents/EHIC-application-form.pdf
2) Write a covering letter explaining the following:
   a. Name and address of the UK university
   b. Name and address of the institution you will study at overseas
   c. The length of study (start and end dates at your host institution)
   d. Details of the qualification you are studying for at Leeds. If you are on an optional year abroad, don’t forget the ‘international’ or alternative that now follows your new degree title, e.g. BA History (International)
3) Post your form and cover letter to NHS Business Services Authority, the address of which can be found at the bottom right corner of page 3 of the EHIC application form

You should then receive your new EHIC card by post.

Please Note:
If you are planning to be abroad for longer than your term dates, you must also take your personal EHIC abroad with you, as this will cover you for travel before and after your study dates.

If you are due to travel very soon and are worried you will not receive your new EHIC in time, please arrange to have it forwarded to you abroad by someone at home. In the meantime, don’t forget you have emergency medical cover via the University of Leeds travel insurance policy: www.insurance.leeds.ac.uk

You may also want to note the following points, made by NHS customer services in response to enquiries as to whether this process was necessary:
• Students must do this even if they already hold a valid EHIC that they have previously obtained for personal travel.
• It is possible to hold two EHICs and it is not necessary to surrender the existing EHIC for the new one to be issued.
• The standard EHIC does not adequately cover students on a period of study/work abroad.
• No form of supporting evidence of the host university address, duration dates etc. is required. Students simply provide a note along with their application form outlining all of the requested information.
• There is no minimum duration of study/work abroad to obtain the non-standard EHIC - the card is issued based on the duration dates of the course of study/placement.
• Where students have a combination of activities (e.g. one semester exchange + one semester work placement), only one EHIC is needed provided that students outline full details of their arrangements in the application.
• The standard EHIC covers any personal travel that occurs outside of the exchange/placement dates.
Visas and Immigration

It is your responsibility to take the necessary steps to acquire your student visa and you should do this as soon as you have been accepted by your host institution so that your arrival is not delayed.

The Study Abroad Office is not qualified to offer detailed visa advice. Immigration legislation changes frequently, so please check the relevant embassy/consulate websites for the most up to date information. Any student who is not travelling on a British passport must make their own enquiries about the visa regulations and procedures for citizens of their home country.

It is advisable to inform the Study Abroad Office as early as possible of anything which may affect your visa application. For example, if you have a criminal record (even if it is for minor offences) this may affect or delay your application considerably.

Visa Application Guides

Students going to the following countries should download and carefully read the relevant Visa Application Guidance (taking note of the date of publication) from the Study Abroad website: students.leeds.ac.uk/studyabroadvisas

- Argentina
- Australia
- Brazil
- Canada
- Chile
- China
- Hong Kong
- Israel
- Japan
- Mexico
- Morocco
- New Zealand
- Singapore
- South Africa
- South Korea
- Taiwan
- Thailand
- Turkey
- USA

These guides are just a starting point for your research. You will need to get up-to-date visa information from the relevant embassy or consulate websites as immigration legislation changes frequently and without warning. Always treat the embassy or consulate websites as the accurate source if the information on their website differs from that given here. Consular web addresses can be found in Annex 1.

European Placements

For most European countries, European students do not require visas to enter or to live in the country. Please note some countries will require students to register with the local authorities. If this is the case, you will be briefed on arrival at the host university. You may also be required to officially register with authorities if you decide you want to work part-time in the host country. We recommend you take a photocopy of your birth certificate in case this is required in addition to your passport.

Non-European students applying to study outside of the UK will almost certainly require a visa. Students should check with the embassy of the host country if a visa is required and how to apply for the correct type of visa.
**Additional Information about Applying for a Visa (if applicable)**

**Mailing your passport**

You should never send your passport via ordinary mail. If the embassy you are applying to requires your original passport (rather than a photocopy), then be sure to use Special Delivery envelopes which can be bought at the Post Office. You will need one Special Delivery envelope to mail your passport there, and a second self-addressed one so that the embassy can return your passport to you securely.

**Passing through Immigration Control**

Make sure you carry your passport, all your immigration paperwork, your letter of acceptance from your host institution, and any bank letters, etc., that you have as evidence of your ability to fund your year abroad in your hand luggage when passing through immigration to your host country. You are guaranteed to be delayed in the airport if you forget to take them with you!

**One-way tickets**

Please contact the embassy of the country you are going to in order to check any restrictions on one-way tickets. Consular web addresses can be found in Annex 1.
Financial Matters

A study abroad year will usually be more expensive than a year at Leeds but the costs will differ depending on your personal lifestyle and the cost of living in your host country. While you will not need to pay tuition fees to your host university, there are a number of other costs to consider. This information is designed to give you an idea of the associated costs of a study abroad year but may not be an exhaustive list. Please read it carefully and begin to plan how you will fund your study abroad year as early as possible. Further information on all the topics below is available at: students.leeds.ac.uk/fundingandcosts

Costs to Consider

Visa Application
Visa applications vary in cost up to £500. Students going to some countries will also have to show evidence that they have the funds to support themselves financially while abroad as part of the visa application process. Students selected for the USA, Japan and Hong Kong should be prepared to provide this evidence at the point of formal application to the host university (as early as February). Read more at students.leeds.ac.uk/studyabroadvisas and students.leeds.ac.uk/financialevidence

Travel and Health Insurance
All students taking a study abroad year as part of their degree will be covered by the University of Leeds’ travel insurance policy at no additional charge. The Leeds policy offers relatively comprehensive personal property and emergency health cover. However, some countries/universities also have their own mandatory health insurance policies for international students costing anywhere from £50 - £2000. Please see students.leeds.ac.uk/studyabroadinsurance for more details.

Travel Expenses
Factor the cost of return travel to your study abroad destination into your budget for the year, and consider whether you will want to visit home during the holidays. A study abroad year is a fantastic opportunity to explore a new region of the world, so also think about how you might fund travelling and excursions before, during and after your period abroad. The Study Abroad Office advises you not to book any flights until you have received formal confirmation of your acceptance from your host university and you have obtained your visa (where applicable). For many students, this means it will not be possible to take advantage of cheaper advanced flight bookings.

Living and Accommodation
Feedback forms completed by previous study abroad students and partner university websites will give you an idea of the cost of living in the host country. This will vary greatly depending on both country and city. Accommodation costs are the student’s responsibility and are not covered by the exchange agreement. Please see students.leeds.ac.uk/studyabroadaccommodation for more details.

Ad-Hoc Institutional and Study Related Costs
Host universities may charge a variety of standard ad-hoc fees for services such as orientation events, use of campus healthcare and gym facilities, IT facilities, etc. These charges will vary depending on your host university and students are responsible for all non-tuition institutional charges. Previous study abroad students (particularly in the USA and Canada) have also reported that they have been expected to purchase their own textbooks at considerable cost, and have been unable to rely on borrowing books from the library.

Language Courses
If your host university teaches in another language, you may wish to take a pre-sessional language course over the summer to prepare yourself. Some language courses are offered at a reduced rate for exchange students. The Study Abroad Office is sometimes able to offer financial assistance for pre-sessional language courses but this does vary from year to year. If applicable, further information will be released in the spring prior to your study abroad year. Please see students.leeds.ac.uk/studyabroadlanguages for further details.
We strongly recommend that you read through the full information available from the Funding Team. This is available on their website at: http://students.leeds.ac.uk/finance

**Tuition Fees**

If you take a study abroad year, 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: £1,350
- International Students: £4,000

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 please see students.leeds.ac.uk/studyabroadcosts and 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

**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: http://students.leeds.ac.uk/info/21518/study_abroad_and_work_placements

If you are required to transfer from a three year to a four year programme 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 you 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 4 year programme** you will need to **change the title of the course and change the end date of your course** to include the additional year. The application system for 2016-17 student finance was available from February 2016 so we expect the system to be available for 2017-18 applications from a similar date – our advice is complete your application as early as possible so your loans and grants are in place by the time you leave the UK.
Completing the application for your student loan:

1. 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 four year 'International' or 'European' programme variant you have changed onto, for example, from BA History to BA History (INT).

2. You should make it clear if your period abroad is via the Erasmus+ programme (European exchanges) or not (Worldwide exchanges).

3. Student Finance England students on a study abroad year will receive their funding 25 working days earlier than the standard payment date (around 21st August 2017). 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.

4. For all students going to Russia 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. Currently SFE pay this as a 33%/67% split, but we have been advised that they hope to make this a 50%/50% split for 2017/18. Students with other loan providers will need to check with them regarding their instalment arrangements.

Once you loan provider has approved your loan application and prior to your period abroad you will be sent a Declaration form outlining your financial notification which you must sign and return immediately. Your loan provider will not release your funding until you have returned your Declaration. You must also register online with the University of Leeds.

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:

Email: 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. The amount of loan you can receive can also be affected by your household income. 65% of the Maintenance Loan is not means-tested and it is available to all eligible students. The remaining 35% may be available for those students who are means-tested. The funding for a study abroad year tends to be slightly higher than a standard year.

Maintenance Grant from SFE

There is also a Maintenance Grant available to students who fall into the eligible household income category and if you apply to be means tested then you are automatically assessed for the maintenance grant.
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 if you are eligible. Find out more about Travel Grants at: https://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
University of Leeds
The 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

Please ensure you include any breaks for public holidays (e.g. Christmas and Easter) when providing your term dates. 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 include breaks.

The Course Abroad Form is automatically to students who are eligible, but if you don’t receive it and feel 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
Student Support Agency Scotland (SAAS): www.saas.gov.uk
Student Finance Northern Ireland (SFNI): www.studentfinanceni.co.uk

**Help Resolving Funding Issues**

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: Funding Advisor
- 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. We can then contact Student Finance and discuss your account.

**Other Sources of Funding**

**University of Leeds Scholarships**
If you receive a scholarship from the University of Leeds, please contact the scholarship administrator 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: [students.leeds.ac.uk/info/10325/funding_and_costs/727/scholarships](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. The ‘Visa Guidelines’ documents on our website may contain information about permission to work, where we have it: [students.leeds.ac.uk/studyabroadvisas](students.leeds.ac.uk/studyabroadvisas)

**Erasmus+ funding**
Please read the detailed information provided in the section about the Erasmus+ programme.
Money Management

This is a very important area that will require some research. Don't leave it to the last minute! Here are some aspects of financial preparation you should think about:

- **UK bankcards/credit cards:** Check the expiry date of all your bankcards. They don’t take long to renew, but it would be more difficult to do it from abroad.
- **Internet banking:** A good way to control your money from anywhere in the world. Contact your local branch to arrange it with them.
- **Use a UK account:** Several UK banks and building societies offer accounts where overseas transactions are free of charge if you use one of their ATM machines (although the ATM provider may charge a fee for using their facility). It is recommended students shop around to find which banks offer this service and open one of these accounts if they intend to continue using their UK account whilst abroad. It may also be a good idea to look at pre-loaded cards like the Travelex card where money can be pre-paid onto the card and then used like a debit card, but without fees. Remember that Travelex or similar cards may not be accepted everywhere so make sure to have a back-up option as well, particularly for smaller day to day purchases.
- **Banking overseas:** It is often useful to ask previous students which banks they would recommend. Not all banks will accept you as a customer and you are unlikely to be offered an overdraft on a non-UK bank account. Host institutions can also offer you with advice at orientation sessions.
- **Letter of introduction:** Ask your UK bank to provide you with a letter recommending you as an account holder. This is a standard letter which most banks will provide to their customers, except in the case of a particularly poor banking history.
- **Partnerships:** Ask your bank if they have partnerships with banks overseas which would make opening an account more straightforward for their customers.

Useful documents to take with you, which may be needed for opening a bank account, are:

- Birth certificate
- Copies of your passport
- Passport photos
- A secondary form of photo ID (e.g. driving licence)
Subsidised Summer Language Programmes

The Study Abroad Office is able to offer several subsidised summer language programmes. Applications will open after the January exam period and the deadline for applications will be approximately three weeks later. Programmes of three to four weeks in duration are usually offered in Spain, France, Italy and Germany. There are usually partial and full fee waivers available for all successful applicants to the programmes. Please see our website for more details: students.leeds.ac.uk/shortprogrammes

Language Courses provided by the host institution

You are strongly encouraged to take advantage of the language courses that many institutions offer before the start of session. These are often free of charge to exchange students and provide an excellent opportunity to acquire important language skills, familiarise yourself with your host country and meet fellow exchange students from across the world.

In addition to pre-sessional courses, some institutions offer in-session language courses for exchange students although there may be small charges for language courses which run throughout the academic year. If these courses are credited you may be able to use the credits towards your overall workload - you should check with your School Study Abroad Coordinator.

The Study Abroad Office keeps some literature on language courses provided by partner institutions and private organisations, and their websites will provide further details. We advise you to also do independent research about courses on offer outside your host institution.
Improving your language skills before you go with Tandem at Leeds

What is the Tandem at Leeds pilot?

Tandem at Leeds is a language exchange project which will run in Semester 2, 2017. It involves 2 students who are learning each others’ language to help each other improve their language skills and develop a better understanding of each other’s culture. For example, if your native language is German or you are a competent speaker of German and you want to improve your Spanish, and another student speaks Spanish and wants to improve their German, this is a Tandem match. To be a success, it requires both Tandem partners to take responsibility for the partnership.

Who can take part?

You must be a University of Leeds student in Semester 2, 2017, and you must have at least GCSE/CEFR B1 in the language you want to improve. Tandem is not suitable for beginners.

How does it work?

Tandem at Leeds requires participants to have 10 meetings over the semester and to submit an individual reflective diary. You agree to meet on a weekly basis e.g. for an hour twice a week, focussing on one language in the first meeting and the other in the second meeting. You each decide what you want to focus on and what you wish to improve.

Your reflective diary includes your language learning goals, evidence of each meeting and evidence of your learning both in terms of the language and your cultural awareness. This can include audio, video and/or written evidence of learning. It is assessed on a pass/fail basis. Tandem participants who submit a reflective diary which meets the assessment requirements will receive a certificate of successful completion.

The Tandem pilot relies on being able to find a suitable match. If it is not possible to find a suitable match, you will be informed.

How do I get involved?

If you are interested in taking part, send an email to Caroline Campbell c.campbell@leeds.ac.uk stating:

1. The language you speak as a native speaker or to a very high level
2. The language that you want to improve and your current level
3. Why you would like to be selected to take part.
Academic Matters

All questions relating to academic matters should be directed to the School Study Abroad Coordinator in your Parent School, rather than the Study Abroad Office.

It is important you understand that it is your Parent School at Leeds that assesses your overall studies overseas. Your School will use the marks you obtain while abroad to make this assessment.

It is vital you have a clear idea of the types of modules you should be taking and the number of credits required to pass the year before you go abroad and we recommend that you obtain this information in writing so you can refer to it later if necessary. Different Schools at Leeds have different requirements for their students so it is essential that you understand the requirements for your own School. Do not assume that the requirements for other Leeds students will necessarily apply to you.

Feedback from past study abroad students has shown that the academic requirements can be one of the most confusing aspects of a study abroad year. The practical arrangements for moving overseas can often take up considerable time, so understanding the academic requirements is an area which can be overlooked. You are strongly encouraged to fully understand what is expected of you and if you have any doubts or queries speak to your School Study Abroad Coordinator before you leave Leeds.

School meetings

Many School Study Abroad Coordinators will arrange a time to meet students who will be studying overseas the following year in order to provide academic advice. Your School will contact you directly about these meetings. Note that School meetings are in addition to the compulsory Study Abroad Office Pre-Departure Conference.

If you are the only student from your School, or if there are very few students going abroad, you should arrange to meet your School Study Abroad Coordinator individually to discuss the period overseas.

How study abroad counts towards your degree

If you are not sure how your period abroad counts towards your degree, you should speak to your School Study Abroad Coordinator who will be able to advise you. It is normally one of the following:

Pass/fail period abroad:

- You will be expected to pass the period overseas and your School will set the requirements of passing. These requirements may vary depending on factors such as the language of tuition.
- Your marks from overseas will not count towards your final degree classification, although they may be used in certain cases where, for example, a student is borderline between two degree classifications. Good results from a period studying overseas can influence the decision.
- If you pass the year you will obtain a 'European' or 'International' enhanced degree title, e.g. BA History (International). If you were to fail the year overseas, it is normally possible to revert to a three year degree programme. However, a failed year abroad will still show on your final Leeds transcript.

Mark conversion:

- The marks you obtain overseas will count towards your degree classification.
- Schools which use mark conversion have rigorous conversion practices so the marks you obtain overseas can be converted to the mark system used at Leeds. You should be aware that your grades will be translated on your return as different marking scales are used.
- Schools which use mark conversion normally have links with specific institutions where mark conversions have been in place for a number of years. Your School may convert your grades differently to another School at Leeds, so make sure you know before you leave how your School will assess your studies abroad.
- Mark conversion takes place typically only for students on an Integrated Masters programme in science, such as MGeol, MChem, MMath and MPhys, when the year abroad is an integral year (year 3) of the four year programme. MEng programmes now assess the year abroad on a pass/fail basis.

Research placements:
Students going overseas to undertake research should obtain a clear idea from their School Study Abroad Coordinator of what is expected.

Module Selection

Some host institutions require students to apply for modules at application stage; others expect you to select modules on arrival. You will be advised by the Study Abroad Office at application stage what has been common practice in the past for your host institution. Module selection is very different at every institution so it is vital you do your own research about the modules available and the pre-requisites required.

You should be aware that some modules taught at the host institution may be unavailable to exchange students. These are generally in more practical subjects such as Art, Design, Communications or where there is a professional qualification gained at the end of the degree such as Law, Medicine, Dentistry, etc. However, some institutions simply have restrictions on high demand subject areas. Information related to restrictions will normally be clearly listed on the Incoming Exchange section of the institution’s website or within their application/module selection guidance. Bear in mind that published restrictions are not normally flexible and should be taken seriously.

Module selection at application stage:

If you are expected to provide a list of modules you wish to follow at application stage (January – April for Worldwide destinations; March – June for European destinations), you should seek advice from your School Study Abroad Coordinator about the academic requirements expected for your degree programme.

It may be possible to drop/add modules on arrival, although it is often easier to think about module selection carefully at application stage so you can be pre-enrolled on modules (if this is the practice at your host university) and you don’t have too many changes to make when you first arrive*.

*see ‘Differences to Expect at your Host institution’ on page 31.

Module selection after application, but before arrival:

Some institutions will send you module information (and possibly additional module selection forms to complete) together with your official acceptance. By the time you receive this information, you will almost certainly have obtained academic advice from your School Study Abroad Coordinator. Following this advice you can put together a list of modules you wish to study at the host institution.

You will not be reminded by the Study Abroad Office to return any information which the host university request after acceptance so you need to ensure you read your acceptance letter / pack carefully. If host universities request a list of modules, send these as soon as you can as places on modules will almost certainly be given to exchange students on a first come, first served basis.
Module selection on arrival:
It can be frustrating not to know what you will study whilst overseas but some institutions will expect you to select modules on arrival. It may be possible to attend several modules and see which ones you think you would like to continue with. You can use module catalogues from previous years or semesters to get an idea of the modules that will likely be available to you but bear in mind that module availability is subject to change and have some back-up options ready.

Ensure you have understood the academic requirements for your period abroad so you are able to select the correct number of modules when you arrive. Arrival in a host country and at a host university can be a very daunting time. With this in mind, it is advisable to fully understand what is expected of you by your School at Leeds before you arrive to avoid additional uncertainty at what can already be a stressful time.

Erasmus+ Learning Agreement (requirement of the Erasmus+ programme)

A requirement of obtaining the Erasmus+ funding is that you complete a Learning Agreement. You must submit a ‘provisional’ Learning Agreement to the Study Abroad Office when you hand in your application form for your host university. This will be sent to the host university with a request that they check your module choices and return a signed copy to the Study Abroad Office as soon as possible. If for any reason, we have not received a signed copy back from the host university before you leave for your year abroad, it is your responsibility to ensure a signed copy is returned to Leeds within a month of your studies commencing. **Failure to return a signed Learning Agreement by the required date means that you will not be able to receive your Erasmus+ funding.**

On the Learning Agreement, you need to list the modules and number of credits you wish to take at the host institution and obtain approval from your School Study Abroad Coordinator at Leeds. A template Learning Agreement can be downloaded from the Study Abroad website. If there are any issues with your proposed list of modules either the Study Abroad Office or your School Study Abroad Coordinator will contact you via email.

Credit Load

Partner institutions will use different credit systems than the University of Leeds. Institutions in the same country may also use varying systems. The Study Abroad Office may be able to tell you how many credits past study abroad students have taken at your host institution although you must check this fulfils the academic requirements of your School. Students studying in a foreign language are sometimes allowed to take a reduced credit load.

**ECTS – European Credit Transfer System**

Most institutions within Europe use ECTS. 1 ECTS credit is equivalent to 2 Leeds credits. For example, a 20 credit Leeds module is equivalent to 10 ECTS. Students studying in a foreign language are normally expected to take between 45 – 60 ECTS credits across the full academic year although you should obtain accurate advice from your School Study Abroad Coordinator.

Research projects/ Work placements

If you are intending to undertake a research project or a work placement which forms part of your studies overseas this may mean you can reduce the amount of credits you take. Research projects or work placements must be agreed in advance by your School Study Abroad Coordinator.

School Learning Contract

Some Schools outline the academic requirements of the year abroad within a ‘Learning Contract’. You will be expected to sign this document prior to your departure and you should take a copy overseas with you. You are normally given this Learning Contract in the meeting which your School Study Abroad Coordinator will organise
before the semester ends. If you are not sure if your School requires you to sign a Learning Contract, please check with your School Study Abroad Coordinator.

**Consequences of failing the year abroad**

Failure to pass the year abroad will usually result in your study year being discounted from the degree and you will normally revert back to a three-year degree programme. However, a fail grade on the year abroad module will remain on your transcript. In the case of some four-year degrees, e.g. an Integrated Masters degree or a language degree, a failed Study Abroad year could have a serious effect on your ability to graduate the following year, and you may be required to transfer to a BSc programme to complete your degree. You should be aware of the consequences by discussing the possibility in advance with your School Study Abroad Coordinator.

**International Students and Attendance Monitoring**

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 a student’s Study Abroad programme at a host institution. If you hold a Tier 4 General Student Visa, towards the end of each term at the host institution you will be required to write a brief report of your academic activities and have this verified by a member of staff at the host institution before returning it to your Study Abroad Coordinator at the University of Leeds. Further information about the continued attendance monitoring by the University of Leeds will be provided to you and your Parent School towards the start of your studies overseas.

If you hold a Tier 4 visa and are due to do a study abroad year, it is likely that you will need to apply for further time on your visa. See full details on how to apply for your extension here: students.leeds.ac.uk/info/21506/your_visa/1009/work_placements_and_extending_your_tier_4_visa
Differences to Expect at your Host Institution

One of the reasons many students decide to study abroad is to experience a different culture and academic learning environment. Many students spend a considerable amount of time preparing for their studies overseas, although this is often spent on the practical arrangements and academic and institutional differences can be overlooked.

Feedback from past study abroad students has shown the difference in university systems and academic teaching is an area where they felt least prepared, so we recommend that you consider some of the differences you may experience before you move overseas so it is less of a shock when you arrive.

The University of Leeds has over 400 exchange partnerships so the staff in the Study Abroad Office and your School Study Abroad Coordinator cannot be expected to have detailed knowledge of the systems used by all institutions. We aim to cover many of the differences you may face briefly in your country-specific briefing but you should be prepared to do some further research as well. It is a good idea to seek advice from past study abroad students or current exchange students in Leeds (from your host institution) about the way things work.

Below are just a few of the areas which may differ considerably from the University of Leeds.

**Registration procedures**

Registration procedures at host institutions vary widely. Some will have a similar online system to Leeds which you can complete prior to departure, while at other institutions you will be expected on arrival to queue up (sometimes for hours) with the home students at the admission/registration office. Some institutions will have a two (or more) part process that involves both online and in-person procedures.

Registration at your host institution is an important procedure which you must undertake so spend some time before you leave finding out how this works.

**Module enrolment / exam registration:**

Modules may be called courses, units or classes at the host institution. Some host institutions do not need you to officially enrol onto modules, others will need you to add/drop modules by a certain date in a similar way to Leeds. Try to find out about the system used at your host institution before you go or very early on during the arrival period.

At some institutions **you may be required to register for exams 2- 4 weeks prior to the exam date.** This is a very different process to the one at Leeds and not a system you would automatically be told about. As you can imagine, there could be serious consequences of not registering for an exam and not obtaining a mark for a module you had followed for a semester or a year. You should enquire about this during the orientation period at your host institution. In some institutions, failing to attend your classes on a regular basis can lead to you being barred from taking the formal examination, so familiarise yourself with attendance policy at your host university.

**Teaching style**

Teaching styles vary considerably across host institutions. In some cases, especially in Europe, students will be expected to direct their own studies even more so than at Leeds. Most teaching will be done in large lectures with less opportunity for interaction with the academic staff. In contrast, there is a strong culture of continuous assessment in North America and you will be expected to hand in assignments and take tests on a more regular basis. In North America, attendance at lectures is usually required to pass a module and active participation during lectures/seminars is counted towards your overall mark. You will also encounter different study cultures among both home and other international students when studying abroad.

It is strongly advised that you network with study abroad students from or at your host institution to find out more about these differences.
The Erasmus+ programme

What is the Erasmus+ Programme?

Students taking part in an exchange within Europe are expected to do 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/

Following sector-wide concern about the result of the EU referendum on Membership of the European Union and how this would impact the Erasmus+ programme, the Department of Business, Innovation & Skills (BIS) has advised UK universities to continue promoting and marketing Erasmus+ in the usual way for 2017-18.

The Study Abroad Office administers the Erasmus+ study funding on behalf of the British Council. At the time of this guide going to print funding details for the 2017-18 academic year haven’t been released so further information will be provided in the Study Abroad Handbook, given to you in May 2017, and an Erasmus+ information pack sent to your home address in July 2017.

Erasmus+ funding 2017-18

The following information is based on the funding available to Erasmus+ study students abroad during the 2016-17 academic year.

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 received €280 or €330 per calendar month, plus a possible €100 widening participation monthly supplement which is available to students from an annual household income of £25,000 or less. Monthly rates can change from year to year.
Country rates 2016-17:

**Higher rate (€330 pcm study)**
Austria, Denmark, Finland, France, Ireland, Italy, Liechtenstein, Norway, Sweden

**Lower rate: (€280 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
As of 2015-16 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 2018 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 if there is any shortfall in funding.

<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>€280</td>
<td>€588</td>
<td>€252</td>
<td>€168</td>
<td>€126</td>
</tr>
<tr>
<td>3 months</td>
<td>€330</td>
<td>€693</td>
<td>€297</td>
<td>€198</td>
<td>€148.50</td>
</tr>
<tr>
<td>4 months</td>
<td>€280</td>
<td>€784</td>
<td>€336</td>
<td>€224</td>
<td>€168</td>
</tr>
<tr>
<td>4 months</td>
<td>€330</td>
<td>€924</td>
<td>€396</td>
<td>€264</td>
<td>€198</td>
</tr>
<tr>
<td>9 months</td>
<td>€280</td>
<td>€1764</td>
<td>€756</td>
<td>€504</td>
<td>€378</td>
</tr>
<tr>
<td>9 months</td>
<td>€330</td>
<td>€2079</td>
<td>€891</td>
<td>€594</td>
<td>€445.50</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 2018. 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 2017.

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 2018

**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 2018

**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 2018

**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**

At the time of going to print students going to Switzerland are not eligible to receive the Erasmus+ funding. However, usually students going to a Swiss institution will receive comparable funding directly from their host institution. Further enquiries about the parallel Swiss programme should be made to the Study Abroad Office.

**Erasmus+ requirements**

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 2017-18</td>
<td>Via the University portal</td>
<td>After the 1st August 2017</td>
<td></td>
</tr>
<tr>
<td>Erasmus+ Grant Agreement¹</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 Agreement²</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><strong>If the deadline of one month after your start date isn’t met you will lose your entitlement to the Erasmus+ funding.</strong></td>
</tr>
<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 2017</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>

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.
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 31st July 2018</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 2018</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 2018</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 39 for details.</td>
</tr>
<tr>
<td>Grant Amendment</td>
<td>Acknowledge receipt of your Grant Amendment (via email to SAO)</td>
<td>As soon as you receive the Grant Amendment email in July 2018</td>
<td>A personalised email will be sent to you from SAO in July 2017 outlining the total grant you will receive for your Erasmus+ placement based on the confirmed dates of attendance</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.
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](http://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 interactive course for Erasmus+ students to take before and during their European placement. During the 2016-17 academic year, OLC’s are offered in **Czech, Danish, Dutch, French, German, Greek, Italian, Polish, Portuguese and Spanish**.

The Study Abroad Office will automatically allocate a licence to all of you who have taken the assessment although it is optional for you to undertake the course. The OLC is an 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. You are encouraged to take up this opportunity to improve the native language of the country you’re going to.

CEFR levels A1 to C1 for Dutch, French, German, Italian and Spanish.
CEFR levels A1 to B2 in Portuguese
CEFR level A1 in Czech, Danish, Greek and Polish

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.
The Study Abroad Agreement

This agreement explains the actions and responsibilities you, your school and the Study Abroad office agree to. Make sure you understand, and are happy to do, everything in it. The agreement applies to students going abroad on an exchange organised by the Study Abroad office.

Student Responsibilities
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 - attendance at the pre-departure conference 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 year 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, and 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 paperwork as required by the Study Abroad office
- agree to pay a £100 administration fee if you withdraw after the specified withdrawal deadline.

Study Abroad Office Responsibilities
We 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 briefing sessions and orientations
- provide practical support for you while you are abroad.

School Responsibilities
Your school will:

- 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.
Checklist

☐ EMAIL ADDRESS
Check your Leeds email account regularly as the Study Abroad Office will use this to contact you.

☐ CHECK PASSPORT VALIDITY
Your passport should be valid for at least six months after the end of your period abroad. If you need to renew it, do this as soon as possible as it can take at least 4 weeks to process here in the UK.

☐ DISCLOSED DISABILITY AND/OR HEALTH OR MENTAL HEALTH CONDITION
Disclosing any medical conditions means the University of Leeds can assist you in any preparations required for your time abroad. Also make a note of important contact details, such as the disability or counselling service at your host institution.

☐ VISAS (if necessary)
Ensure you apply for your visa as soon as you can (normally after you have received official acceptance notification from the host institution). Applying for visas can be quite a lengthy process.

☐ CHANGE OF PROGRAMME
Have you changed your University of Leeds degree programme to a 4 year variant (if applicable)?

☐ RISK AWARENESS FORM
Have you completed this document and provided a copy to your Parent School? Download from: wsh.leeds.ac.uk/info/193/study_abroad/115/study_abroad

☐ PRE-DEPARTURE CHECKLIST
Have you completed the Pre-Departure Checklist and returned it to the Study Abroad Office? Download from: students.leeds.ac.uk/studyabroadhandbooks

☐ HEALTHCARE
Have you had a dentist/optician check-up? Have you had all necessary vaccinations? Do you know how to access prescription medication while abroad? Do you have a doctor’s letter outlining your condition and prescriptions?

☐ INSURANCE
Health, travel and property insurance is your responsibility. Have you familiarised yourself with the University of Leeds Student Travel Insurance policy and understood the cover exclusions? Have you checked the requirements of your host country/university and arranged extra cover where necessary?

☐ STUDENT FINANCE
Have you completed application forms for Student Finance and informed them of your changed programme and early start date (if applicable)?

☐ ACADEMIC EXPECTATIONS
Talk to your School Study Abroad Coordinator before you go. Are you clear about how the year abroad will count towards your degree at Leeds? Do you know what you should study and how many credits to take?

☐ COPIES OF DOCUMENTATION
Have you made copies of your passport/birth-certificate / driving licence (for ID purposes)? Do you have several spare passport photos ready to take with you?

☐ RETURNED ERASMUS+ DOCUMENTATION (if studying in Europe)
Have you returned your Grant Agreement and Learning Agreement to the Study Abroad Office?
Annex 1:

Foreign Embassy websites (within the UK)

### Worldwide

<table>
<thead>
<tr>
<th>Country</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Argentina</td>
<td><a href="http://www.argentine-embassy-uk.org">www.argentine-embassy-uk.org</a></td>
</tr>
<tr>
<td>Australia</td>
<td><a href="http://uk.embassy.gov.au">http://uk.embassy.gov.au</a></td>
</tr>
<tr>
<td>Canada</td>
<td><a href="http://www.canada.org.uk">www.canada.org.uk</a></td>
</tr>
<tr>
<td>Chile</td>
<td><a href="http://chile.gob.cl/reino-unido/en/">http://chile.gob.cl/reino-unido/en/</a></td>
</tr>
<tr>
<td>China</td>
<td><a href="http://www.chinese-embassy.org.uk/eng/visa/">www.chinese-embassy.org.uk/eng/visa/</a></td>
</tr>
<tr>
<td>Ghana</td>
<td><a href="http://www.ghanahighcommissionuk.com">www.ghanahighcommissionuk.com</a></td>
</tr>
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<td>Hong Kong</td>
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### Europe

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# UK Embassies Abroad

## Worldwide

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