



UNIVERSITY OF LEEDS

GET READY TO GO

Preparing for your European Exchange
2019-20

students.leeds.ac.uk/studyabroad

Contents

<u>Contact Details</u>	1
<u>Study Abroad Service Agreement</u>	2
<u>Between Application and Departure</u>	3
<u>Formally apply to your Host University</u>	4
<u>Academic Matters</u>	7
<u>Travel Arrangements</u>	10
<u>Finding Out About Your Host Institution</u>	12
<u>Language Preparation</u>	14
<u>Differences to Expect at your Host Institution</u>	15
<u>Get Networking</u>	16
<u>Compulsory Events and Documents</u>	17
<u>Health, Mental Health and Disability Information</u>	19
<u>Health and Safety Advice</u>	22
<u>Financial Matters</u>	24
<u>Student Finance</u>	25
<u>The Erasmus+ Programme</u>	28
<u>Before you Go Checklist</u>	36
<u>Annex 1: Foreign Embassies in the UK/ UK Embassies Abroad</u>	37

Congratulations on your decision to study abroad!

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.

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 will provide you with not only unforgettable experiences, but also transferrable skills and personal contacts to benefit you for years to come. On our [Why Study Abroad?](#) page you can read more about how spending a year abroad can contribute to shaping your future.

This document has the purpose of guiding you through some of the aspects to consider, next stages to follow and documentation to be submitted before embarking on your upcoming study abroad experience - however, this is **not** a substitute for your own research about your host country!

Please make sure you keep [researching your destination](#) before you go in order to prepare yourself for the exciting months ahead.

Please make sure that you read the whole booklet carefully and take the time to personalise it to reflect your own needs.

- The Study Abroad Office

Contact Details

▪ Study Abroad Office

The Study Abroad Office supports over 700 outgoing exchange students, as well as working with over 1300 incoming exchange students applying to the University of Leeds. The university has over 400 exchange partnerships across the world.

Take a look at our [website](#) for more information on your study abroad journey or drop in at one of our advising sessions to speak to a member of the [Study Abroad Office](#) team!

Our office is open Monday to Friday from 11am to 3pm.

▪ Study Abroad School Coordinators Contacts

Speak to your [School Study Abroad Coordinator](#) if you have any questions on credit workload, the suitability of your module choices and the assessment of your year abroad.

Click [here](#) to read more about the academic side of your year abroad.

General Data Protection Regulation

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.

Study Abroad Service Agreement

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

You will:

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

The Study Abroad Office will:

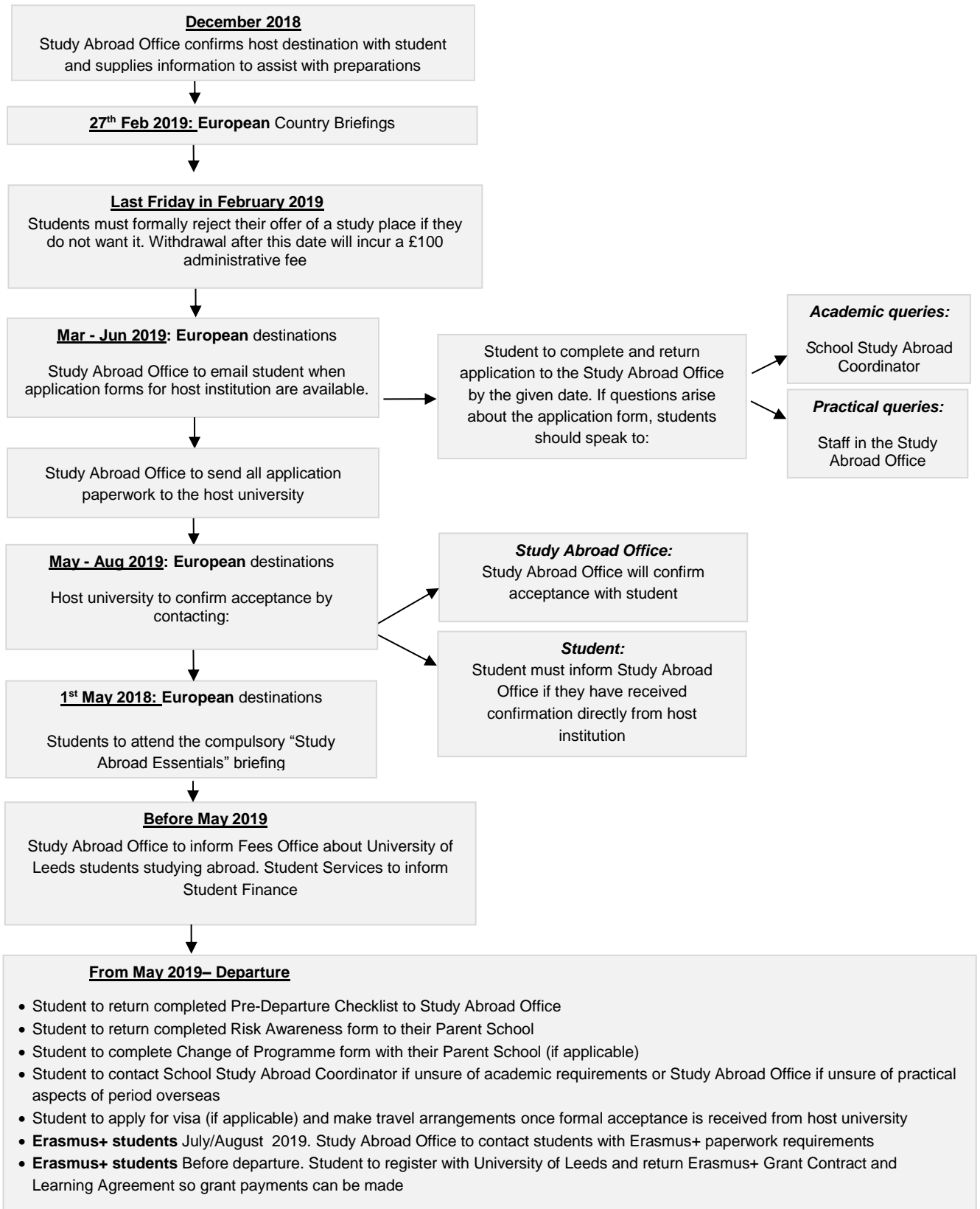
- communicate with you via your University of Leeds email address
- provide you with general advice about the application process for your host university
- provide you with relevant information about your host university
- provide practical country-specific advice
- provide general advice on how to find accommodation overseas
- enable you to find out more detailed information about your host university and host country
- hold briefing sessions and orientations pre-departure briefing sessions
- provide practical support for you while you are abroad
- process your personal information in accordance with the [University's Data Protection Code of Practice](#)

Your School will (for year-long study abroad students only):

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

Between Application and Departure

(dates given are for applicants going abroad for the first semester or full year)



Email correspondence

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.

All emails concerning your study abroad year will be sent to your Leeds email account. It is important that you check your account regularly and respond to all requests promptly.

Please turn off the Clutter feature in the Outlook Web App. 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. Follow the instructions on the [Microsoft Office website](#) to turn off the Clutter feature on your laptop.

Formally Apply to your Host University

Our '**Next Steps**' briefing has been designed to give you more information on some of the documents that you may be asked to provide during the application process.

Download the Pre-Departure programme from our [Study Abroad Events](#) web page and check this page regularly for more information on the location of the events.

When do I need to apply?

All students are required to formally apply to their host university. Host university deadlines vary significantly. Some host institutions expect students to apply early in the calendar year while others won't expect applications until much later in the year so don't be concerned if you are not completing your formal application at the same time as friends.

The [Study Abroad Office](#) will contact you as soon as the application process opens via your University of Leeds email account and provide you with a personalised '*Study Abroad Application Checklist and Guidelines*' document detailing:

- The deadline for submission of your application – please note deadlines are strictly enforced
- A list of supporting documents you need to provide (if required) as part of the application process and information on how to retrieve them

How do I apply?

Application forms and procedures vary depending on the host institution. Some host institutions ask students to submit documents in hard copy while others ask students to upload documents online. The '*Study Abroad Application Checklist and Guidelines*' that you will receive by email from the Study Abroad Office will have more information on what procedures you need to follow.

You may also be contacted by your host university with more information on how to apply. If so, follow your host university instructions in the first instance and use the paperwork provided in the '*Study Abroad Application Checklist and Guidelines*' to help you along the way.

To finalise your application, you will be asked to complete and sign a checklist confirming that you have submitted all the required documents needed to process your application.

Enrolling for Modules at your Host University

When do I apply 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.

For more information, see [Academic Matters](#).

What modules can I take abroad?

You should research which modules you would like to follow while abroad by consulting the host institution course catalogue. 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 academic year.

Remember to talk to your [School Study Abroad Coordinator](#) for academic advice and credit workload. It is important that you know what is expected of you by both your host institution and your Parent School here at Leeds.

Notification of your Acceptance

When should I hear from my host university?

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).

Some destinations in Europe may ask you to apply after June, which means that you may receive your acceptance very close to your departure date. Please be patient while waiting for your acceptance and check your Leeds email account regularly for updates on your application status.

Please be reassured that as a pre-selected and nominated exchange student from the University of Leeds it is highly unlikely that your application would not be accepted, provided that you have followed all application procedures promptly and responded to any follow-up correspondence. However, if you are concerned about the status of your application please get in touch with the [Study Abroad Office](#).

How will I be notified of my acceptance?

Acceptance documents may be sent to you directly.

- If you receive notification directly to your email account or to your home/temporary address, it is important that you forward any information regarding your acceptance to the [Study Abroad Office](#) so we can update our records accordingly.

Acceptance documents may be sent to the Study Abroad Office either by email or by post.

- If your host institution sends your acceptance documents to the [Study Abroad Office](#) by post, we will email you and ask you to come and collect them from our office during opening hours.
- If we receive notification of your acceptance by email, we will forward any information to your Leeds email account.

Your acceptance documents will also include information on any orientation meetings organised by your host university as well as pre-sessional language courses and term dates.

Make sure you read all information carefully and that you make a note of any important deadlines. It is also a good idea to make a note of who your contact at the host university is, in case you need this information once you arrive at your host destination.

Academic Matters

It is important you understand that it is your Parent School at Leeds that assesses your overall studies overseas. If you have any questions about the academic side of your year abroad, speak to your [School Study Abroad Coordinator](#) in your Parent School.

- **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.** Your [School Study Abroad Coordinator](#) in your Leeds Parent School will advise you on the suitability of your module choices and the number of credits required to pass the study abroad year.
- **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.

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.

Credit Load

Partner institutions will use different credit systems than the University of Leeds. Institutions in the same country may also use varying systems.

Most institutions within Europe use the European Credit Transfer and Accumulation System (ECTS). According to this system, 1 ECTS credit is equivalent to 2 Leeds credits. A normal workload at a European university is 30 ECTS credits per semester or 60 ECTS credits per academic year.

It is important that you are aware of the minimum number of credits that all exchange students must take at your host institution and check that this fulfils the academic requirements of your School.

Module Selection

Some host institutions require students to apply for modules at application stage, others expect you to provide a provisional list of modules you would like to select before arrival. Depending on the institution, you may be asked to select modules through the host university system or by providing a completed [Erasmus+ Learning Agreement](#) detailing the modules you wish to take abroad.

Module selection is very different at every institution so it is vital you do your own research about the modules available and whether you need to show you have the required pre-requisites. You should also be aware that

some modules taught at the host institution may be unavailable to exchange students. Information related to restrictions will normally be clearly listed on the institution's website, under the 'Incoming Exchange students' section.

Module selection at application stage

If you are asked to provide an initial list of modules as part of the application process, it is important that you keep this information since you will need to refer to this later in the year. Choices submitted at this stage are provisional and 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.

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 and complete the [Erasmus+ Learning Agreement](#) accordingly.

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.

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 (European)'. 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.

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](#).

Research placements

Students going overseas to undertake research should obtain a clear idea from their [School Study Abroad Coordinator](#) and/or Research Supervisor of what is expected.

Attendance Monitoring of Non-EU/EEA Students

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.

Click on [Extending your Tier 4](#) for full details on how to apply for your extension.

Travel arrangements

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.

As well as doing some online research, you may find it useful to ask returning study abroad students for advice. The Study Abroad Office cannot recommend any particular travel agencies or airlines.

It is good to research travel costs early on and include them in your budget for the year. Factor the cost of return travel to your host country 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.

Passports

Every student going on study abroad must have a valid passport to travel. This should have at least 6 months left before expiry from the date that you return to the UK. If you need to apply for a passport or renew one, make sure you leave sufficient time to do this.

Visa Requirements (if applicable)

▪ UK and EU/EEA Nationals

For most European countries, UK and European students do not require visas to enter or to live in the country. However, students studying in Turkey will require a student visa.

▪ Non-EU/EEA Nationals

Your UK visa

You may need to extend your existing Tier 4 visa for the time spent at your host university so that you have immigration permission to return to the UK during your study abroad placement. As of the summer of 2018, this Tier 4 visa extension can be completed within the UK rather than returning to your home country. Any enquiries about this process should be addressed to immigration advisers in the [International Student Office](#).

Visa for your host university

Non-EU/EEA students applying to study outside of the UK or EU/EEA and UK students applying to study in Turkey will almost certainly require a visa. Please note that the Study Abroad Office is not qualified to offer visa advice.

Students should [check with the embassy of the host country](#) if a visa is required and obtain the most up-to-date information on how to apply for the correct type of visa for studying in the host country. Non-EU/EEA students should also check any restrictions on one-way tickets before purchasing any flights. They should also consider that they may be asked to [show financial evidence](#) that they have the funds to support themselves while abroad. If you don't hold a British passport, you may not be able to apply for your visa through a UK-based consulate and you may need to return to your country of citizenship to apply for your visa. It is your responsibility to check the requirements for your nationality as early as possible in the application process.

UK Visas and Immigration 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.

Other documentation

Some countries require all students, whether or not you are an EU national, to apply for a residence permit once they arrive in the country. Please check whether this is a requirement set by your host country.

Your host university or the [relevant embassy](#) should be able to advise you on whether you need to apply for a residence permit and how to obtain it.

Visa considerations for working abroad

Many students do paid work while they are studying abroad, but we don't recommend that you depend on this as a source of funding. Get advice from your host university, [embassy website](#) about permission to work abroad and contact past students to ask about availability of student jobs.

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.

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 'Partner University Information Library' on the Study Abroad organisation on Minerva. 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 Minerva – 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 Minerva
- Contact current incoming exchange students in Leeds from your host institution or city
- Read the advice given by the [Foreign & Commonwealth Office](#)

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](#).

We recommend that you carefully read the advice given on Minerva and on our [accommodation](#) page on the Study Abroad website and consider the below options 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 the accommodation or housing office section of their website.

Useful Resources

Study Abroad Minerva Organisation

The housing situation at some of our partner institutions' cities is increasingly more competitive, especially at the 'budget' end of the market. Information on whether your host destination may be affected by any housing shortages can be found on the [Study Abroad Minerva Organisation](#). Please note that the information provided by the Study Abroad Office is subject to change, as the housing situation can fluctuate from year to year.

We recommend that you carefully read and follow any advice your host university provides about local accommodation, particularly if they suggest that students might struggle to find private housing.

Study Abroad feedback forms

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.

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 are trying to decide between university and private housing.

You can view all of our returners' feedback forms in the relevant host university folder on the Study Abroad Minerva organisation.

All of our returning students are more than happy to share useful tips with other Leeds students preparing to go abroad. You can make contact via the email address detailed on the feedback form.

Current incoming and outgoing 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 or any Leeds students currently abroad who will have valuable first-hand knowledge of your destination. They will be able to tell you about their accommodation, which areas to focus on and how long it takes to find a room.

Please [email the Study Abroad Office](#) to request being put in touch with our current incoming or outgoing students.

Language Preparation

Whether you are studying in another language and want to build up your confidence and academic vocabulary, or will be taught in English but want to learn the basics, there are various ways for you to improve your language skills in advance of your study abroad year. See below some top tips on language courses, programmes and informal international groups you could join to improve or practice a language:

- Enrol on a [discovery module](#)
- Use the resources available at the [Language Zone](#)
- Join [language exchanges](#) and [language groups](#)
- Join the [Leeds Erasmus and International Exchange Society](#)
- Download the [Rosetta Stone software](#)
- Attend [Global Café](#)
- Sign up to attend a pre-sessional language course at your host institution
- Sign up to a private language course before you leave the UK
- Apply for the subsidised [Summer Schools Programme](#) through the Study Abroad Office

See more information on the [Languages](#) page on the Study Abroad website.

Subsidised Summer Language Programmes

The Study Abroad Office is able to offer several [subsidised summer school](#) opportunities for University of Leeds students, including some language learning programmes in Spain, France, Italy and Germany.

To take part in one of these programmes you must apply separately to the Study Abroad Office. Applications will open after the January exam period and the deadline for applications will be approximately three weeks later.

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.

To help you prepare for your studies overseas we will be holding *Country Briefings* sessions aiming to cover some of the academic differences you may face while abroad. These presentations are usually delivered by our returning and incoming students but you should be prepared to do some further research as well.

Download the Pre-Departure programme from our [Study Abroad Events](#) web page and check this page regularly for more information on the location of the events.

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. Below are a few of the areas which may differ considerably from the University of Leeds and that you may want to consider for your research.

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. 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. It is strongly advised that you network with study abroad students from or at your host institution to find out more about these differences or come to the [country-specific briefing session](#) organised for students going to the same host country.

Get Networking

These resources will 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.

- **Returns' feedback forms**

Get in touch with past study abroad students who have been to your future host institution. You will find their email address on the on the last page of the feedback forms stored on our [Study Abroad Organisation on Minerva](#).

- **Facebook – University of Leeds Study Abroad**

Hit 'Like' our [University of Leeds Study Abroad](#) page to see posts from the Study Abroad Office and groups specifically for outgoing students.

- **University of Leeds Study Abroad Blog**

Read our students' stories on life abroad on our [LeedsUniAbroad](#) blog.

- **Erasmus and International Exchange Society**

Join the [Erasmus and International Exchange Society \(IntEraSoc\)](#) where you will be able to meet students with an interest in studying abroad or [email ESN Leeds](#) to find out more about event around campus.

- **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. Want to find out more? [Email Global Community!](#)

- **Leeds Ambassador Programme**

Our Leeds Study Abroad Ambassador Programme was launched in 2016/17. As part of this exciting programme, we are looking for enthusiastic student volunteers who will represent and promote the University of Leeds to prospective exchange students while on their Study Abroad year.

Ambassadors will be asked to volunteer for a minimum of three activities across the academic year. Examples of activities you may want to participate in include a Study Abroad Fair, question and answer session to prospective students or a social media campaign to promote the University of Leeds.

On successful completion, your contribution to the programme will be recognised as a Leeds for Life activity on your Higher Education Achievement Record (HEAR).

[Email the Study Abroad Office](#) if you would like to be one of our University of Leeds Ambassadors or want to find out more about the programme.

Compulsory Events and Documents

All students undertaking a period abroad are required to complete and return the below documents and attend all compulsory events before departure. Failure to attend the Pre-Departure Conference or submit the following compulsory documents may result in you being withdrawn from Study Abroad.

Study Abroad Essentials

All students studying abroad for the full academic year or the first semester of 2019/20 must attend this meeting as you will be given important information on topics such as insurance, financial issues and health and safety.

The compulsory Study Abroad Essentials briefing for all students going to study abroad in European destinations will be held on **Wednesday 1st May 2019**.

Download the Pre-Departure programme from our [Study Abroad Events](#) web page and check this page regularly for more information on the location of this event.

Application Checklist Please complete and return this form to the Study Abroad Office

The application process to your host university will be considered as completed only once you submit a signed and dated copy of your [Application Checklist](#).

Pre-Departure Checklist Please complete and return this form to the Study Abroad Office

All students are required to sign a Pre-Departure Checklist before they depart for their studies overseas. You will receive this checklist at the **Study Abroad Essentials briefing on Wednesday 1st May 2019**.

You will sign this document to confirm that you have received advice and information about the important aspects of your time abroad. 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.

A template of this form can also be downloaded from [Study Abroad Handbooks and Documents](#).

Risk Awareness form Please complete and return this form to your Parent School

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 [Risk Management of Study Abroad](#).

Change of Programme form Please complete and return this form to your Parent School

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 and receive Student Finance funding, including your Maintenance Loan, for your time away from Leeds.

For more information, please see '[Student Finance Applications](#)'.

2019/20 Pre-Departure Briefings

The Study Abroad Office has organised a series of briefing sessions to help you prepare for your year abroad.

The sessions will cover topics such as Erasmus+ requirements, finding accommodation, how to apply to your host destination, how to apply for your student loan or become one of our Leeds Ambassadors abroad. These sessions are optional but we recommend you attend them so that you feel prepared for the year ahead.

However, remember that the [Study Abroad Essentials](#) session is compulsory and you will be required to attend this.

Download the Pre-Departure programme from our [Study Abroad Events](#) web page and check this page regularly for more information on the location of the events.

School meetings

Many [School Study Abroad Coordinators](#) will arrange a time to meet students who will be studying abroad 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

For more information on school-specific requirements, please see '[Academic Matters](#)'.

Erasmus documentation

The Erasmus+ funding is generous but there are strict rules about compulsory documentation to be submitted to the Study Abroad Office to obtain the funding.

You can find more information on deadlines and documents related to the on the programme on the [Erasmus+ programme](#) section in this guide.

Health, Mental Health and Disability Information

Why do we need to know this information?

The University of Leeds wishes to ensure you are well supported and safe whilst on placement or study abroad, so we ask everyone to let us know of any health, mental health or disability related issues that might have an impact on their time abroad. It is important that you tell us this information as early as possible, so that we can talk to you about any support arrangements you might need.

You may have already disclosed this information as part of your online application to study abroad. If so, the Study Abroad Office will get in touch with you, your [School Study Abroad Coordinator](#) and your School Disability Contact to assist you when making 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 aspect 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?
- Without ongoing access to a clinician such as a regular counsellor or mental health adviser
- With accommodation if you have accessible accommodation needs

3. Be aware that whilst the University's travel insurance provides cover for pre-existing conditions, if you are on regular medication or need routine check-ups, these costs will not be covered.

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 the appropriate persons at the University of Leeds and your host organisation, on a need-to-know basis and in accordance with the General Data Protection Regulation. Examples of the people at Leeds who might be informed are the Study Abroad Office, Disability Services, Study Abroad Coordinators, School Disability Contacts and School Student Support Officers.

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 [Student Counselling & Wellbeing](#) or a member of the [Disability Services Team](#).

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 as far in advance as possible of any disability or health condition. We may also be able to provide [remote support from Leeds](#).

We will work with you, your department and other parts of the University, such as Disability Services, 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 or 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](#) and/or their School Disability Contact.

Student Education teams in each School can confirm who the Disability Contact is within each School.

Disability Services

If you currently receive support through the [Disability Services](#) Team, please speak to your Disability Coordinator about your plans to study abroad, so that we can discuss how you can get support and liaise with your department.

If you don't currently receive support from Disability Services, but would like to discuss how they can help you with your study abroad. There are regular drop-in sessions every day during term time.

Student Counselling & Wellbeing

If you have any concerns about your emotional, psychological or mental health, have a mental health related diagnosis or have any particular personal problems, [Student Counselling & Wellbeing](#) 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, such as [Big White Wall 24/7 and online support](#).

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.

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 [Disability Services](#) Team.

Erasmus+ Special Needs 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, counselling sessions at the host institution 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](#) has information and advice on their website, including a factsheet which contains useful information for students.

Health and Safety Advice

Immunisations

UK and EU/EEA students studying in Europe don't generally need any additional immunisations. However, if you are a non-EU student, it is very important you check if immunisations are required by your destination country as some countries refuse entry if you do not meet their immunisation standards.

[The relevant embassy](#) 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 has travel health advice for UK travellers.

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.

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. Bear in mind that the [University travel insurance policy](#) only covers treatment for the relief of pain so fillings, extractions, crowns etc will not be covered.

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 is always advisable to ask your doctor to prepare a letter for you, as this will support the transition to your new doctor abroad.

Check the [National Travel Health Network and Centre \(NaTHNaC\)](#) and [NHS Choices](#) advice about travelling with medicines and contact the embassy, high commission or consulate of the country you are travelling to if you need more information.

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 electronic gadgets, dental work, and travel outside the geographical region of your placement. It is your responsibility to arrange appropriate insurance.

EHIC (European Health Insurance Card)

Currently, 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, or look into supplementary private insurance if that is more appropriate to your situation.

Currently NHS requirements state that if you are going to on a study or work placement abroad within the European Economic Area or Switzerland which will last more than six weeks, you must apply for a special Student EHIC. If you have a regular EHIC, it will not be valid for your placement abroad.

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.

Your Parent School will ask you to complete and return a [Risk Awareness](#) prior to departure. Some Schools arrange 'School-specific' pre-departure meetings, in addition to the compulsory event organised by the Study Abroad Office, 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.

You should familiarise with the [Study Abroad – Guidance Notes for Students](#) document 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.

Financial Matters

Things to Consider

A study abroad year may 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. Our [Calculating the Costs of Study Abroad](#) page is designed to give you an idea of the financial considerations of a study abroad year but is not an exhaustive list.

- Reduced 2019/20 University of Leeds tuition fees
- Visas and financial evidence
- Travel and health insurance (if applicable)
- Travel expenses
- Living and accommodation
- Ad-hoc institutional and study-related costs
- Language courses
- Paid student work whilst studying abroad
- Banking and opening a bank account abroad
- Arrival costs

Useful Resources

Leeds Budgeting Abroad Tool

As well as understanding the costs associated with a study abroad year, it is important to think about funding sources and budgeting. Our budgeting tool has been designed to help you project the costs of your year abroad.

[Download the Leeds Budgeting Abroad Tool.](#)

University of Leeds Study Abroad Blog

Read our current outgoing students' blog entries for their tips on [financing your year abroad](#) and [budgeting](#).

Guide to financing your life abroad

If you are thinking of opening a bank account abroad, your host university will be able to advise on what document you may need to provide or what the process to follow is in your host country.

You may also want to read the [Go Overseas guide on financing your year abroad](#) for information on things to consider before you go abroad such as purchasing a pre-paid currency card, avoiding scams, living abroad on a budget and so on.

Student Finance

The [Student Funding](#) section of the Student Services Centre website provides detailed information about funding and finance for your year abroad.

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 in 2019/20 were set as follows and it is anticipated students studying abroad in 2019/20 will pay the same (*updated in November 2017*).

- EU/EEA Students: £1,385
- Non-EU/EEA Students: [contact the Fees Team](#)

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

While you do not pay a tuition fee to your host university, some institutions may charge additional fees for student facilities such as membership of the Students' Union.

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](#).

Student Finance Applications

Change of Programme

If you are required to transfer onto a different course from the one you initially enrolled on, you will need to complete a Change of Programme form so that your university administrative record can be updated to include a year abroad. This form does not change your funding but only ensures that your degree certificate and transcript show that you undertook a placement year abroad.

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](#).

Student Loan Application

It is your responsibility and extremely important to complete the student finance application for your year or semester abroad as early as possible and state that Study Abroad is a compulsory part of your degree. The application system for 2019/20 student finance should be available from February 2019.

[Download a step-by-step Study Abroad - Loan Application Guide](#) to help you complete your application.

Come along to our **Finance & Funding** briefing, which has been designed to give you more information on budgeting and applying for your student loan.

Download the Pre-Departure programme from our [Study Abroad Events](#) web page and check this page regularly for more information on the location of the events.

Register with University of Leeds for 2019/20

You still need to register with the University of Leeds. You can register online through Minerva from 1st August. Student Finance and grant payments will not be paid until you have completed online registration and you will not be covered by the University insurance policy.

Set up a Professional Password

If you have problems with your funding whilst you are away, you may need the University to speak to Student Finance to help resolve this.

The Funding Team 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, it is important that you 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 them your password. We can then contact Student Finance and discuss your account.

Other Sources of Funding

Travel Grants from SFE

Full-time students who are receiving student finance that depends on their household income (means-tested) may 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. If you don't receive it and feel you are eligible please contact the SFE Helpline on 0300 100 0607.

[Find out more about Travel Grants.](#)

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.

Working Abroad

There are no restrictions applied to UK and EU/EEA students to work abroad. However, we encourage all students thinking of working while abroad to double check any country-specific requirements with their host university beforehand.

If you are a Non-EU/EEA student considering working while you are abroad please read our 'Visa Requirements' section on page 10.

Erasmus+ funding

Please read the detailed information provided in the section about the Erasmus+ programme on page 28.

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.

Following sector-wide concern about the result of the EU referendum on the UK's Membership of the European Union and how this would impact the Erasmus+ programme, the UK Governments draft withdrawal agreement indicates it will underwrite the Erasmus funding for participation in the Erasmus scheme for those going abroad in 2019/20 academic year. In the event of a 'no deal' Brexit there may be some disruption to EU-based study and work placements. Our staff are already working hard with our EU partners to secure places and avoid potential problems.

We will update [this page](#) with further information when it is available. Please also see the [Erasmus website](#) and [this government statement](#) for more information.

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 2019/20 academic year haven't been released so further information will be provided in the Study Abroad Handbook, given to you in May 2019 and an Erasmus+ information pack sent to your home address in July 2019 (or later in the year if you're going abroad for semester two).

Further information can be found on the [Erasmus+ website](#).

Erasmus+ funding 2019/20

The following information is based on the funding available to Erasmus+ study students abroad during the 2018/19 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 [Erasmus+ 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

In previous years 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 2018/19 received €300 or €350 per calendar month, plus a possible €120 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 (2019/20 rates haven't been confirmed):

- **Higher rate (€350 pcm study in 2018/19)**
Austria, Denmark, Finland, Ireland, Liechtenstein, Norway, Sweden
- **Lower rate: (€300 pcm study in 2018/19)**
Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Estonia, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Turkey, former Yugoslav Republic of Macedonia

Guaranteed funding

In previous years the University of Leeds has been able to guarantee Erasmus+ funding for [a maximum of initially] 70% of the full certified duration of a study abroad placement period. After the study placement has ended we have been able to 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.

Placement length	Country Rate	Guaranteed first instalment	Second payment if University is fully funded	Second payment if University has a shortfall in funds of 10%	Second payment if University has a shortfall of 15%
3 months	€300	€630	€270	€180	€135
3 months	€350	€735	€315	€210	€157.50
4 months	€300	€840	€360	€240	€180
4 months	€350	€980	€420	€280	€210
9 months	€300	€1890	€810	€540	€405
9 months	€350	€2205	€945	€630	€472.5

Widening participation Erasmus+ funding

In addition to the Erasmus+ grant, students from disadvantaged backgrounds will receive an additional €120 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 2019. 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 2019.

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:

1 st payment	usually October or November of the year you're abroad
Widening Participation allowance (if eligible)	usually February
2 nd payment	the summer of 2019

Semester two abroad:

1 st payment	usually February of the year you're abroad
Widening Participation allowance (if eligible)	usually March
2 nd payment	the summer of 2019

Third term abroad:

1 st payment	usually April of the year you're abroad
Widening Participation allowance (if eligible)	usually April
2 nd payment	the summer of 2019

How is the grant calculated?

The amount you receive will vary depending on your eventual length of study and the dates provided on a [Certificate of Attendance](#), which is obtained at the end of your placement abroad.

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

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

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

Switzerland

Students going to Switzerland are not eligible to receive the Erasmus+ funding. However, students going to a Swiss institution will usually receive comparable funding directly from their host institution. Further enquiries about the parallel Swiss programme should be made to your host institution directly.

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 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

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

Completing the [Erasmus+ Learning Agreement](#) not only allows you to enrol on courses at certain destinations but it also a compulsory document you need to complete in order to receive the Erasmus+ Grant. It must also be signed by you, the [School Study Abroad Coordinator](#) in your Parent School and the Exchange Coordinator at your host university within 4 weeks from the start of your study placement.

On the Erasmus+ 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. It is important that you obtain your School Study Abroad Coordinator's signature before you leave the UK and that you take a copy of this document with you to your host destination so that you can get it signed upon your arrival in the country.

[Download the Erasmus+ Learning Agreement – step-by-step guide](#) to help you fill in this document.

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.

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

Document/ Process	Action required	Deadline	Additional Comments
Pre-departure checklist	Paperwork to complete and return to SAO	Before placement commences	To be returned by all students except those studying abroad via the School of Languages, Cultures and Societies.
Register with the University of Leeds for 2019/20	Via the University portal	After the 1 st August 2019	
Erasmus+ Grant Agreement ¹	Paperwork to sign and return to SAO	Before placement commences	Your personalised Grant Agreement will be provided to you at least 2 months prior to your

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**

			placement commencing – usually by post to your home address.
Erasmus+ Learning Agreement ²	Paperwork signed by both your host institution and your academic coordinator in Leeds, and then returned to SAO	No later than one calendar month after your placement commences	If the deadline of one month after your start date isn't met you will lose your entitlement to the Erasmus+ funding.
Online Language Assessment (OLA)	Via the EC's Online Linguistic Support system	Before placement commences	Compulsory only for students studying in Czech, Danish, Dutch, French, German, Greek, Italian, Polish, Portuguese or Spanish.
Bank details on the Portal	Via the University portal	After the 1 st August 2019	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!

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 repaid to the University of Leeds.

Document/ Process	Action required	Deadline	Additional Comments
Certificate of Attendance	Paperwork to complete and return to SAO	As close to the end of your placement as possible but no later than 31 st July 2019	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.
Erasmus feedback	Via the EC's Erasmus+ feedback system	As close to the end of your placement as possible but no later than the 31 st August 2019	You will receive an automated email from the European Commission's feedback software close to your expected date of completion at your host institution.

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.

Transcript of Studies	Return a copy of your final transcript issued by the host institution to SAO	No later than the 31 st August 2019	Students undertaking research projects overseas should submit a short report written by their supervisor.
Online Language Assessment	Via the EC's Online Linguistic Support system	Towards the end of your placement	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 34 for details.
Grant Amendment	Acknowledge receipt of your Grant Amendment (via email to SAO)	As soon as you receive the Grant Amendment email in July 2019	A personalised email will be sent to you from SAO in July 2019 outlining the total grant you will receive for your Erasmus+ placement based on the confirmed dates of attendance

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 \(CEFR\)](#).

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](#) 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 2018/19 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 a 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](#).

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.

Before you Go Checklist

- Re-read the “**Consider the costs of Study Abroad**” page on the Study Abroad website
- Check if there are any **housing shortages** in your host country and researched accommodation
- Formally apply** to your host institution (semester 2)
- Attend Country Briefing and Study Abroad Essentials briefing (compulsory event)**
- Apply for student finance**
- Register** with University of Leeds for 2019/20
- Check your passport is valid** for your period abroad and at least six months after
- Apply for your visa (if applicable)**
- Apply for an **EHIC** card or for further insurance (if applicable) and complete check-ups at the **Doctor, Dentist and Optician**
- Read the **University of Leeds Travel Insurance Summary**
- Tell your **bank** you are leaving the UK for a year
- Write down **useful numbers** for your Study Abroad Adviser at your host institution
- Print** an extra copy of the **Erasmus+ Learning Agreement** (you need to take this with you abroad)

“I have received an acceptance letter from my host university” - Congratulations! Did you remember to:

- Forward your **acceptance to the Study Abroad Office**
- Get the **Erasmus+ Learning Agreement** approved and signed by your **School Study Abroad Coordinator**
- Research** private accommodation/**apply for university housing**
- Make a note of **orientation meetings, language courses** (if applicable) and **term dates**
- Plan your trip from the **airport** to the **host university/accommodation (if applicable)**

I have completed the following paperwork and returned it to the relevant office/school:

- | | |
|--|---|
| <input type="checkbox"/> Application Checklist
(and any supporting documents, if applicable) | Returned to the Study Abroad Office by the deadline specified in the personalised “Application Guidelines and Checklist document” |
| <input type="checkbox"/> Risk Awareness Form | Returned to my Parent School |
| <input type="checkbox"/> Change of Programme Form | Returned to my Parent School |
| <input type="checkbox"/> Course Abroad Form | Returned to the Funding Team, Level 9, The Marjorie and Arnold Ziff Building |
| <input type="checkbox"/> Pre-departure Checklist | Returned to the Study Abroad Office |
| <input type="checkbox"/> Erasmus+ Grant Agreement | Study Abroad Office |
| <input type="checkbox"/> Erasmus+ Widening Participation
(if applicable) | Study Abroad Office |
| <input type="checkbox"/> Erasmus+ OLA
(if applicable) | To be completed online before departure. The Study Abroad Office will contact you with more information in due time |

Before you go

Annex 1

Foreign Embassy websites (within the UK)

[Austria](#)

[Belgium](#)

[Czech Republic](#)

[Denmark](#)

[Finland](#)

[France](#)

[Germany](#)

[Greece](#)

[Hungary](#)

[Iceland](#)

[Italy](#)

[Netherlands](#)

[Norway](#)

[Poland](#)

[Portugal](#)

[Spain](#)

[Sweden](#)

[Switzerland](#)

[Turkey](#)

UK Embassies Abroad

[Austria](#)

[Belgium](#)

[Czech Republic](#)

[Denmark](#)

[Finland](#)

[France](#)

[Germany](#)

[Greece](#)

[Hungary](#)

[Iceland](#)

[Italy](#)

[Netherlands](#)

[Norway](#)

[Poland](#)

[Portugal](#)

[Spain](#)

[Sweden](#)

[Switzerland](#)

[Turkey](#)