<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Director Global Engagement Head of Study Abroad</td>
<td>Helen JOHNSON</td>
<td><a href="mailto:H.J.Johnson@warwick.ac.uk">H.J.Johnson@warwick.ac.uk</a></td>
<td>00 44 (0)24 7657 5598</td>
</tr>
<tr>
<td>Study Abroad Manager</td>
<td>Amanda OSBORNE</td>
<td><a href="mailto:A.Osborne@warwick.ac.uk">A.Osborne@warwick.ac.uk</a></td>
<td>00 44 (0) 24 7652 3705</td>
</tr>
<tr>
<td>Senior Programmes Co-ordinator (Worldwide: North America and Asia, plus Inbound Visiting Programme)</td>
<td>Lauren McEwan</td>
<td><a href="mailto:studyabroad@warwick.ac.uk">studyabroad@warwick.ac.uk</a></td>
<td>00 44 (0) 24 7617 4055</td>
</tr>
<tr>
<td>Study Abroad Co-ordinator (Europe: France[Martinique])</td>
<td>Ben MEERING</td>
<td><a href="mailto:Erasmusplus-region1@warwick.ac.uk">Erasmusplus-region1@warwick.ac.uk</a></td>
<td>00 44 (0) 24 7657 4429</td>
</tr>
<tr>
<td></td>
<td>Tarla PATEL</td>
<td><a href="mailto:Erasmusplus-region2@warwick.ac.uk">Erasmusplus-region2@warwick.ac.uk</a></td>
<td>00 44 (0) 24 7657 5567</td>
</tr>
<tr>
<td>Study Abroad Co-ordinator (Europe: excluding France[Martinique], Germany, Spain)</td>
<td>Anna KMIEC</td>
<td><a href="mailto:Erasmusplus-region3@warwick.ac.uk">Erasmusplus-region3@warwick.ac.uk</a></td>
<td>00 44 (0) 24 7615 1943</td>
</tr>
<tr>
<td></td>
<td>Giorgia PIGATO</td>
<td><a href="mailto:worldwide@warwick.ac.uk">worldwide@warwick.ac.uk</a></td>
<td>00 44 (0) 24 7652 4133</td>
</tr>
<tr>
<td>Country</td>
<td>Contact Information</td>
<td></td>
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<tr>
<td>------------------</td>
<td>--------------------------------------------------------------------------------------</td>
<td></td>
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</tr>
<tr>
<td>China</td>
<td>T: +86 10 5737 2620; E: <a href="mailto:china@warwick.ac.uk">china@warwick.ac.uk</a></td>
<td></td>
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<tr>
<td></td>
<td>F. 86 10 5737 2627</td>
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<tr>
<td></td>
<td>UK Warwick Learning Limited Beijing Representative Office</td>
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<tr>
<td></td>
<td>15F/1522 Regus Serviced Office, China World Tower 3</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>No. 1 Jianguomenwai Ave, Chaoyang District</td>
<td></td>
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<td></td>
<td>Beijing 100004 P. R. China</td>
<td></td>
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<tr>
<td>India</td>
<td>T: +91 11 2669 2059; F: +91 11 2669 3551</td>
<td></td>
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<tr>
<td></td>
<td>E: <a href="mailto:delhioffice@warwick.ac.uk">delhioffice@warwick.ac.uk</a></td>
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<tr>
<td></td>
<td>72 Navjivan Vihar Basement</td>
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<tr>
<td></td>
<td>Near Aurobindo College</td>
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<td></td>
<td>New Delhi, India, 110 017</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hong Kong (inc South China)</td>
<td>T: +852 2525 4604 <a href="http://www.warwick.com.hk">www.warwick.com.hk</a></td>
<td></td>
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<tr>
<td></td>
<td>F: +852 2845 3003 E: <a href="mailto:info@warwick.com.hk">info@warwick.com.hk</a></td>
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<tr>
<td></td>
<td>University of Warwick (Hong Kong)</td>
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<tr>
<td></td>
<td>Suite 908, 9/F, Great Eagle Centre</td>
<td></td>
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<tr>
<td></td>
<td>23 Harbour Road</td>
<td></td>
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<tr>
<td></td>
<td>Wanchai, Hong Kong</td>
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<tr>
<td>Venice</td>
<td>Chiara Farnea Croff</td>
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<tr>
<td></td>
<td>Venice Programme Coordinator</td>
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<tr>
<td></td>
<td>Palazzo Pesaro Papafava</td>
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<td>Cannaregio 3764</td>
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<td></td>
<td>30121 Venezia</td>
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<tr>
<td></td>
<td>+39 0415203806 E: <a href="mailto:Venice@warwick.ac.uk">Venice@warwick.ac.uk</a></td>
<td></td>
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</tr>
<tr>
<td>Singapore</td>
<td>T: (+65) 6294 0898 F: +65 6294 0898</td>
<td></td>
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<tr>
<td></td>
<td>E: <a href="mailto:sgoffice@warwick.ac.uk">sgoffice@warwick.ac.uk</a></td>
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<tr>
<td></td>
<td>University of Warwick</td>
<td></td>
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<tr>
<td></td>
<td>600 North Bridge Road #01-01</td>
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<tr>
<td></td>
<td>Parkview Square, Singapore 188778</td>
<td></td>
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</tr>
<tr>
<td>Russia</td>
<td>T: +7 921 995 9584; E: <a href="mailto:n.golenischeva@warwick.ac.ru">n.golenischeva@warwick.ac.ru</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Nadia Golenischeva represents Warwick in Russia and Kazakhstan</td>
<td></td>
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<tr>
<td></td>
<td>The office is in downtown St Petersburg</td>
<td></td>
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</tr>
<tr>
<td>Pakistan</td>
<td>connect on facebook</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>T: +92 (0)42 3588 8029; E: <a href="mailto:warwick.pakistan@gmail.com">warwick.pakistan@gmail.com</a></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
KEEPING IN TOUCH

• Make sure you have updated all of your personal information on my.Warwick – mobile phone

• Use your Warwick email address
  • Study Abroad information
  • Departmental Information – e.g. final year modules
  • Accommodation Information - for when you return to Warwick

• Unique Study Abroad Folder

• Study Abroad Website

• Drop in sessions – dates, venue and times available online @ http://www2.warwick.ac.uk/study/studyabroad/outbound/presentationsandinformation/

• Study Abroad Facebook Group  
  https://www.facebook.com/groups/warwickstudyabroad
• Study Abroad Fairs at your host university

• Tell us about your experiences. Your feedback gives us the background information we need about your host country. This provides invaluable support for next years cohort

• Photos
• Blog

• Profiles
• Videos
• Monthly photo competition
https://www2.warwick.ac.uk/study/studyabroad
Student Support: in an emergency

Emergency Contacts

Study Abroad Team

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

Helen Johnson
Head of Study Abroad
H.J.Johnson@warwick.ac.uk
Tel: +44 (0)24 7657 5598
Work Mobile: +44 (0)7824 541155

Amanda Osborne
Study Abroad Manager
A.Osborne@warwick.ac.uk
Tel: +44 (0)24 7652 3705
Work Mobile: +44 (0)7920 531113

Lauren McEwan
Senior Study Abroad Co-ordinator [Worldwide: North America and Asia, plus Inbound Visiting Programme]
studyabroad@warwick.ac.uk
Tel: +44 (0)24 7657 4055

Warwick Out of Office Emergency 24 Hour Contact

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

+44 (0)24 7652 2083

Local British Embassy, High Commission or Consulate

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

Find your local British Embassy, High Commission or Consulate

If you are not a British National, you can contact your local embassy to see what support they can offer you in an emergency.

Warwick’s Travel Insurance Policy

The University offers travel insurance for all current outbound students studying or working abroad within a recognised programme through a
Study Abroad students are covered by the University of Warwick Business travel insurance policy. This is not health insurance

For full details see: http://www2.warwick.ac.uk/services/finance/insurance
Warwick University recommends that you ensure that you have sufficient medical insurance cover for your travels.

You will need to apply for a time limited **European Health Insurance Card (EHIC).** Download the EHIC application and return it to the NHS Business Services Authority by **post.**

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

More info to be posted on our website.

Many universities require additional Health insurance costs vary. The USA, Canada, Australia and Turkey are countries where we are aware that additional cover will be compulsory. Other countries may apply this ruling.

To find out:
- Study Abroad website partnership pages
- talk to your Study Abroad co-ordinator
- the institution web pages

The cost of the additional insurance is the responsibility of each student.
VISA: DO YOU NEED ONE?

• You must have received your letter of acceptance from your host institution.

• Check your host institution website for visa information.

• Check visa information for specific countries.  
  www.gov.uk/foreign-travel-advice  

• What evidence do you need for your visa application?

• How long is the application process?

• Visa appointments will be held in London. Plan this into your preparation schedule – remember it could be during your exams.

• When is your appointment likely to be? - how long is the waiting list?

• Are you intending to travel over the summer?
Student Support: the first place to start looking for your support network is at your host

**STUDY**
- The relevant Study Abroad Team
  - International Office
  - Study Abroad Office
  - Erasmus+ Office
  - or equivalent
- Academic department
  - your allocated personal tutor/mentor
- Student Support Team
- Student led bodies
  - Student Union
  - Student Societies

**WORK**
- Human Resources
  - School Office
  - Regional Education Authority
  - Personnel Department
- Professional Departmental mentor
- Staff Support Network
- Payroll section
Student Support: you will still be a registered Warwick student, you are able to access all support whilst you are overseas.

- **Study Abroad Team**
  - general issues – placement duration; administration; forms completion/submission

- **Academic department (personal tutor/mentor)**
  - academic issues – modules; credit; subject area;

- **Student Support Team**
  - wellbeing; counselling; disability services
  
  [http://www2.warwick.ac.uk/services/student-support-services](http://www2.warwick.ac.uk/services/student-support-services)

- **Student Finance Team**
  - tuition/maintenance loans; tuition payments;

- **Student Union**
  - World@warwick Society
Student Support

• Foreign and Commonwealth Office (FCO) country websites
  - Entry requirements  travel advise
  - Terrorism  safety and security
  - local laws and customs  Health
  - natural disasters  overseas living in guides

• Local British Embassy, High Commission or Consulate
  - Students overseas should contact their local British Embassy, High Commission or Consulate in an emergency.
  Find your local British Embassy, High Commission or Consulate
Accommodation scams

“The second part of my erasmus takes place in Berlin. I arranged accommodation in advance of my arrival, through wg-gesucht, I transferred 350 Euros to secure a WG/ shared flat over here. Unfortunately upon arrival in Berlin, I found that the address was a fraud, that in fact the flat that I’d expected was an industrial site. I went to the local police on 07.02.17 and registered the incident with them.”
EVERY STUDENT MUST SUBMIT STUDY ABROAD FORMS. THEY WILL VARY DEPENDING ON YOUR PLACEMENT.
MORE ON FORMS

**Placement Plan for Study: Arrival**
*Study Abroad Students 2016/2017*
To be submitted within 1 month of arrival at placement

**Placement Plan for Study: Mid Placement**
*Study Abroad Students 2016/2017*
to be submitted half way through your placement

**Placement Plan for Study: Completion**
*Study Abroad Students 2016/2017*
to be signed and submitted NO EARLIER than 5 working days prior to completion of your placement

Please see the quick guide on what is required and when

**Placement Plan for Work: Arrival**
*Study Abroad Students 2016/2017*
submit within 1 month of arrival at placement

**Placement Plan for Work: Mid placement**
*Study Abroad Students 2016/2017*
submit half way through your placement

**Placement Plan for Work: Completion**
*Study Abroad Students 2016/2017*
to be signed and submitted NO EARLIER than 5 working days prior to completion of your placement

Transcript of
Transcript of Studies
ensure that your host University will provide this

Transcript of Work
your mentor should complete this for you

For Work Placements Only:

Job Description
send us a copy of your job contract or notification of your offer of placement

Departmental Authorisation
send us a copy of this

FOR ERASMUS+ STUDENTS ONLY (2016/2017 INFORMATION)

INFORMATION: For full details of the monthly grant allowances for Erasmus Study Abroad Students please CLICK HERE. The Erasmus grant will be received from the British Council in two payment instalments: 70% in the Autumn and 30% in the Summer. Payments will be made to Erasmus+ students in line with this (70% on arrival at your placement and 30% on completion of your placement). You are able to calculate how long your placement will be by using the British Council calculator, which will enable you to calculate how much grant you are eligible for. Remember that the University of Warwick will pay a maximum of 9 months grant allowance. You can view further information regarding the Erasmus+ grant from the British Council.

For Students on mobility placements in Europe:
FORMS: what to do next

- i) download your correct checklist - NOW
- ii) submit your completed protocol - NOW
- iii) placement plan for study or work: arrival – within 1 month of arrival
Please note that information and forms are annually renewed and revised to maintain compliance with regulatory bodies. We apologise if this requires you to complete an updated form after your original submission, however it is essential that we remain compliant

1. All forms can be downloaded from the Study Abroad website
   i. There are templates to help you complete the forms
      a. correct
      b. Incorrect
      c. Signatures required: yours, your host placement and sending institution (this is your Warwick Academic department)
      d. Signatures must be originals or pdf of original – not typed

1. There are helpful comments for each form to make sure that you are aware of the implications of
   i. late submission
   ii. Incorrect submission

2. Don’t forget 2 placements = 2 sets of forms
https://www.erasmusplus.org.uk/
Higher education Erasmus+ study or train abroad grants:

The grant is a contribution to the costs of studying or training/working abroad, to help as many students as possible to take part in the scheme and receive Erasmus+ funding, and to make the best use of the funding available from the European Commission.

https://www.erasmusplus.org.uk/frequently-asked-questions
## Erasmus+ Grant Rates 2016/2017

<table>
<thead>
<tr>
<th>ERASMUS+ GRANT RATES 2016/2017</th>
<th>Study: per month</th>
<th>Study Disadvantage: Per month</th>
<th>Traineeship: Per month</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Group 1: high cost of living countries</strong>&lt;br&gt;Austria, Denmark, Finland, France, Ireland, Italy, Lichtenstein, Norway, Sweden</td>
<td>€330</td>
<td>€430</td>
<td>€430</td>
</tr>
<tr>
<td><strong>Group 2: lower cost of living countries</strong>&lt;br&gt;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</td>
<td>€280</td>
<td>€380</td>
<td>€380</td>
</tr>
</tbody>
</table>

Bank details go directly to Student Finance Team, see Study Abroad forms sections
Forms for Erasmus students:

• Required by law to comply with regulatory bodies
• You need to submit forms for every placement
• The coordinators will be in touch to advise on when and how to submit the forms: please check Warwick email! Receipt of the grant will be affected if you don’t comply
### Fees for Year abroad students for 2017/2018

The following fees will apply for students who will be away from the University on a period of study abroad during the 2017/2018 academic year:

<table>
<thead>
<tr>
<th>Period abroad</th>
<th>Home/EU fees</th>
<th>Overseas Band 1 fees</th>
<th>Overseas Band 2 fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Erasmus programme</td>
<td>£1,350</td>
<td>£1,800</td>
<td>£1,800</td>
</tr>
<tr>
<td>Voluntary Year out – work experience</td>
<td>Nil fees</td>
<td>Nil fees</td>
<td>Nil fees</td>
</tr>
<tr>
<td>Study placement/Year in industry</td>
<td>£1,800</td>
<td>£1,800</td>
<td>£1,800</td>
</tr>
<tr>
<td>All Exchange programmes except below</td>
<td>£1,350</td>
<td>£1,800</td>
<td>£1,800</td>
</tr>
<tr>
<td>Exchange programmes where student is doing a substitute year out (ie: exchange programme within a 3 year course)</td>
<td>£1,350</td>
<td>£15,820</td>
<td>£20,180</td>
</tr>
</tbody>
</table>

Please note that there are exceptions to this such as Global Sustainable Development where the fee is the standard one. You should check the finance website to ensure that you know the correct fee for your specific degree programme.

[http://www2.warwick.ac.uk/services/academicoffice/finance/policies/tuitionfees/](http://www2.warwick.ac.uk/services/academicoffice/finance/policies/tuitionfees/)
FINANCE

• You retain your eligibility for grants and loans
• The Application cycle for student finance opens in January
• Get it started because you can change it anytime until the cycle closes
• Applications can take 6 – 8 weeks to process on average
• If you have completed your application by the deadline they guarantee payment by the start of term – Warwick term
• Please send your bank details to Student Finance England not to Study Abroad
If the student wants to study abroad as part of their course what funding can they get?
Some useful finance web links:

www.gov.uk/travel-grants-students-england/what-youll-get

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

http://www2.warwick.ac.uk/study/studyabroad/outbound/presentationsandinformation/sfe_-_study_abroad_funing.pdf
Is this Yes?
For the Majority this will be ‘No’ unless they are entering the final year of their course in the year of this application.

Should this be Warwick?
Yes Warwick’s details to go in here.

Should this be their degree details?
YES, it’s really important they get all these details correct, it’s these kind of details being incorrect or not matching that hold App’s up.
Most placements undertaken will be paid but please do tick the correct boxes

Language Assistants and Internship students must tick these boxes

Tick YES only if you are studying or working in Europe
Study Abroad student status letter will be produced by Study Abroad Team and will be uploaded to your Unique Study Abroad folder for the beginning of the Summer term. This can be used as evidence for things such as:

- Student Finance applications
- Housing
- Banking

Financial Planning template
http://www2.warwick.ac.uk/study/studyabroad/outbound/forms/planning_your_finance_for_study_abroad.pdf
It is expected that your language skills are at a B2 level for the native language of the country you will be living in.

Some host institutions will require evidence or request that you participate in some form of testing, for example an online test as part of their application process.

Language is another skill to add to your CV, as well being important in understanding the culture of your host country and helping with day-to-day activities.
• Language Centre
  Modules will be finishing this term but the Language Centre staff may have ideas of where you can find support

• world@Warwick Society
  Informal Language Café
  Student led tuition
  Buddy scheme

• Pre-sessional Courses at Partner Universities
Before and during your stay abroad, you have the opportunity to improve your language skills with the OLS in the following languages: German, English, Spanish, French, Italian and Dutch.

Take advantage of it!
The study abroad team will allocate you a licence using your Warwick email address. You will then be contacted by the online linguistic tool direct to complete your assessments and training.

The Erasmus+ OLS language assessment

The OLS language assessment is compulsory for Erasmus+ mobility participants with German, English, Spanish, French, Italian or Dutch as their main language of instruction, work or volunteering.¹

If you are a higher education student, taking the OLS language assessment is a prerequisite to your mobility.²

¹ with the exception of native speakers
² except in duly justified cases
**SPRING TERM**

- Study Abroad Pre-departure Briefings
- Departmental Meetings
- Study Abroad Drop-In Sessions
- Intercultural Training (optional)

  Study
  Nominations to host Universities (Study Abroad Team) – information from Host Universities on individual application processes

  British Council for Language Assistants
  Application process through the British Council

  Individual work placements
  Student managed applications

**SUMMER TERM**

- Study Abroad Drop-In Sessions

  1. Module or work plan
  2. Bank details (Erasmus+ only)
  3. Accommodation
  4. Travel plans
  5. Insurance
     a. Travel
     b. Medical
  6. Complete and submit your paperwork as required

**Administration:**

- Student Protocol
- Student Grant Agreement (Erasmus+ only)

**Opportunities:**

- Submit information to the Study Abroad Student Information Book
- Networking events (regional)

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**REMEMBER IT IS EXPECTED THAT ALL STUDY ABROAD STUDENTS ARE AT 2:1 STANDARD PRIOR TO DEPARTURE**

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Intercultural Training

Poonam Dave
Office for Global Engagement
Introductory video
What do you think?
Use your green/red vote

I agree more than disagree with this statement

I disagree more than I agree with this statement
“Getting to a meeting on time is more important than greeting a friend you meet on the way there”
Before you go abroad

Intercultural Awareness Workshop + 3 short, online modules

During your time abroad

Online reflective exercises to help you learn from your experiences

When you return

Workshop: Articulating your intercultural competency to employers
Global Graduates into Global Leaders (agr, CIHE, CFE 2011)
What next?

- Visit [www.warwick.ac.uk/interculturaltraining](http://www.warwick.ac.uk/interculturaltraining) to sign up for your workshop date
- Participate in the online modules
Thank you for Listening

- Make sure you have signed in
- Any Questions
Tea and coffee

Please join us for tea and coffee and for a chat!