Study Abroad Team
Office for Global Engagement
<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Contact Information</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head of Global Study Abroad</td>
<td>Helen JOHNSON</td>
<td>00 44 (0)24 7657 5598</td>
<td>Ben MEERING</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:Erasmusplus-region1@warwick.ac.uk">Erasmusplus-region1@warwick.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>00 44 (0) 24 7657 4229</td>
</tr>
<tr>
<td>Study Abroad Manager</td>
<td>Amanda OSBORNE</td>
<td>00 44 (0) 24 7652 3705</td>
<td>Tarla PATEL</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:Erasmusplus-region2@warwick.ac.uk">Erasmusplus-region2@warwick.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>00 44 (0) 24 7657 5567</td>
</tr>
<tr>
<td>Senior Study Abroad Co-ordinator</td>
<td>Rachel CUDDIHY</td>
<td>00 44 (0) 24 7615 1943</td>
<td>Giorgia PIGATO</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:worldwide@warwick.ac.uk">worldwide@warwick.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>00 44 (0) 24 7652 4133</td>
</tr>
</tbody>
</table>
Planning Your Study Abroad

Contacts
- In country Warwick Staff

Your Responsibilities
- Represent Warwick (talks, info sessions etc)
- Keeping in Touch
- Networking

Study Abroad Website
- The Study Abroad website
- Warwick Partners

Where to find Support
- Welfare support @ Warwick
  - Student Support Services
  - Study Abroad Team
  - Your department
- Welfare Team @ your host
- Keeping Safe

Compliance
- Forms and administration
- Europe and Erasmus+

Information
- Insurance
- Things to think about
  - Accommodation
  - Travel
  - Medical
- Are you on a Tier 4 visa/will you need a visa

Finance

Language Skills

What next
- Timeline
**China**

T: +86 10 5737 2620; E: china@warwick.ac.uk  
F. 86 10 5737 2627  
UK Warwick Learning Limited Beijing Representative Office  
15F/1522 Regus Serviced Office, China World Tower 3  
No. 1 Jianguomenwai Ave, Chaoyang District  
Beijing 100004 P. R. China

**India**

www.warwick.in  
T: +91 11 2669 2059; F: +91 11 2669 3551  
E: delhioffice@warwick.ac.uk  
72 Navjivan Vihar Basement  
Near Aurobindo College  
New Delhi, India, 110 017

**Hong Kong (inc South China)**

F: +852 2845 3003 E: info@warwick.com.hk  
University of Warwick (Hong Kong)  
Suite 908, 9/F, Great Eagle Centre  
23 Harbour Road  
Wanchai, Hong Kong

**Singapore**

T: (+65) 6294 0898 F: +65 6294 0898  
E: sgoffice@warwick.ac.uk  
University of Warwick  
600 North Bridge Road #01-01  
Parkview Square, Singapore 188778

**Venice**

Chiara Farnea Croff  
Venice Programme Coordinator  
Palazzo Pesaro Papafava  
Cannaregio 3764  
30121 Venezia  
+39 0415203806 E: Venice@warwick.ac.uk

**Russia**

www.warwick.ac.ru  
T: +7 921 995 9584; E: n.golenischeva@warwick.ac.ru  
Nadia Golenischeva represents Warwick in Russia and Kazakhstan  
The office is in downtown St Petersburg

**Pakistan**

T: +92 (0)42 3588 8029; E: warwick.pakistan@gmail.com

**IN COUNTRY CONTACTS**
• 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
  available from the start of the Summer Term

• 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/257752047693787/
• 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
http://www2.warwick.ac.uk/study/studyabroad/partners/
Student Support: the first place to start looking for your support network is at your host

<table>
<thead>
<tr>
<th>STUDY</th>
<th>WORK</th>
</tr>
</thead>
<tbody>
<tr>
<td>• The relevant Study Abroad Team</td>
<td>• Human Resources</td>
</tr>
<tr>
<td>International Office</td>
<td>School Office</td>
</tr>
<tr>
<td>Study Abroad Office</td>
<td>Regional Education Authority</td>
</tr>
<tr>
<td>Erasmus+ Office</td>
<td>Personnel Department</td>
</tr>
<tr>
<td>or equivalent</td>
<td></td>
</tr>
<tr>
<td>• Academic department</td>
<td>• Professional Departmental mentor</td>
</tr>
<tr>
<td>your allocated personal tutor/mentor</td>
<td></td>
</tr>
<tr>
<td>• Student Support Team</td>
<td>• Staff Support Network</td>
</tr>
<tr>
<td>• Student led bodies</td>
<td>• Payroll section</td>
</tr>
<tr>
<td>Student Union</td>
<td></td>
</tr>
<tr>
<td>Student Societies</td>
<td></td>
</tr>
</tbody>
</table>
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: in an emergency

**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](tel:+44%20(0)24%207652%202083)

**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](tel:find%20your%20local%20British%20Embassy,%20High%20Commission%20or%20Consulate)

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 recognised scheme.
Student Support

- **FCO country websites**
  - Entry requirements
  - Terrorism
  - Local laws and customs
  - Natural disasters
  - Travel advice
  - Safety and security
  - Health
  - 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
There are a number of study abroad forms which must be completed. This is one of your responsibilities as a study abroad student.

They vary depending on what you are doing on your placement (study, work, language assistant) and where your host is (in or out of Europe).
• Regardless of this all forms must completed and uploaded to your unique folder
• Your Unique Study Abroad folder is where all your important documents should be stored for both you and your co-ordinator to see
• Your co-ordinator will email you on your Warwick email address to chase for missing forms
• Remember: 2 placements = two sets of forms
Your unique folder will be available after Easter
This is your plan for your placement so think carefully about what your plans are. Remember there is one for work and one for study

You should upload:

i) your correct checklist

ii) your completed protocol

iii) your application paperwork

iv) start looking at the Higher Education Placement Plan: 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. We have drafted a form which you might wish to use to help with your financial planning. This form has been designed for personal use of University of Warwick students to help with financial planning for Study Abroad. It is not exhaustive and the Study Abroad Team may not be held liable for any costs not included. Please click here to download the form.

2. Use the checklist provided below as an illustration of what MUST be uploaded to your unique Study Abroad folder. Click here for more information on how to upload your documents to your unique Study Abroad folder. Let us know when you have done this by filling in the online unique folder submission notification form here. If you need to update a form and have a revised copy to save to your file please do not delete the original, just change the name of it by adding (OLD VERSION HAS NOW BEEN REPLACED) this will allow the team to make sure that there are no issues with your paperwork.

3. We have provided an example of each form that can be opened by clicking on the named text box. There is a blank template for you to submit your details and an example of a correct and an incorrect form submission to assist you in completing your information.

**Forms Checklist**
to be used to ensure compliance

**Student Protocol**
to be submitted prior to the start of your placement

**Higher Education Placement Plan (Learning Agreement) for Study: Arrival**
To be submitted within 1 month of arrival at placement

**Higher Education Placement Plan (Learning Agreement) for Study: Mid placement**
to be submitted half way through your placement

**Higher Education Placement Plan (Learning Agreement) for Study: Completion**
to be signed and submitted NO EARLIER than 5 working days prior to the completion of your placement
You may be given a different placement plan by your host as part of your application, please follow your hosts instructions and complete it.

The form off the Study Abroad website must also be submitted on your arrival (not before) and **absolutely** no later than 1 month after your arrival date. This form is vital as it provides us with your actual start date.
FORMS SUBMISSIONS:

February to April

- Forms Checklist Protocol

April to July

- Study Abroad Application
- Draft Higher Education Placement Plan (Part 1)

April onwards

- Higher Education Placement Plan (Part 3: on completion, no earlier than 5 days before your completion date)

July to October

- Higher Education Placement Plan (Part 1: on arrival, no later than 1 month after arrival date)

January - February

- Higher Education Placement Plan (Part 2) Not required if doing 2 placements

You may need a transcript for your host application – you need to ask your department for a ‘statement of achievement’
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>Country</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></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Austria, Denmark, Finland, France, Ireland, Italy, Lichtenstein, Norway, Sweden</td>
<td>€300</td>
<td>€400</td>
<td>€400</td>
</tr>
<tr>
<td><strong>Group 2: lower cost of living countries</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>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>€250</td>
<td>€350</td>
<td>€350</td>
</tr>
</tbody>
</table>

Bank details go directly to Student Finance Team, see Study Abroad forms sections

**IMPORTANT INFORMATION:** German Language Assistants are no longer eligible for Erasmus+ funding
FORMS SUBMISSIONS:

February to April
- Forms Checklist Protocol
- Erasmus+ Student Grant Agreement
- Higher Education Placement Plan (Part 3: on completion, no earlier than 5 days before your completion date)

April to July
- Study Abroad Application
- Draft Higher Education Placement Plan (Part 1)
- OLS if required
- Higher Education Placement Plan (Part 1: on arrival, no later than 1 month after arrival date)

April onwards
- Erasmus+ Grant Receipt 30%
- Erasmus+ final online report

July to October
- Erasmus+ Grant Receipt 70%

January - February
Blog 1 – Arriving at Monash
By Samuel King in Study Abroad - Monash, Australia
10:47, Sun 21 Feb 2016
G'day.

Upon arriving at Monash I remember feeling excited, tired (the jetlag will take a good couple of weeks to fully go), slightly

A Squeaky Beach and a visit from my parents
By Catherine Fox in Study Abroad - Monash, Australia
12:18, Sat 06 Feb 2016
This week I have been extremely lucky to have my parents fly over and join me for part of my travels. Not only has this seen
Business Travel Insurance

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
  • EHIC Card covers standard medical treatment only
    www.nhs.uk/NHSEngland/Healthcareabroad/EHIC/Pages/about-the-ehic.aspx

• 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
Do you need to apply for a visa to enter your destination country? How to proceed...

- 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](http://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
## Fees for Year abroad students for 2015/16

The following fees will apply for students who will be away from the University on a period of study abroad during the 2015/16 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>

[http://www2.warwick.ac.uk/services/academicoffice/finance/policies/tuitionfees/](http://www2.warwick.ac.uk/services/academicoffice/finance/policies/tuitionfees/)
https://www.gov.uk/studentfinancesteps

http://www.studentfinancewales.co.uk/

http://www.studentfinance.ie/

http://www.saas.gov.uk/
• 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
Some useful web links:


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

PDF copy of sfe – funding for Study Abroad
http://www2.warwick.ac.uk/study/studyabroad/outbound/presentationsandinformation/sfe_-_study_abroad_funing.pdf
**Section 3 About your course and university or college**

- **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 there 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.
### Section 3: About your course and university or college

**g1.** In academic year 2015/16, are you eligible to apply for a bursary, excluding social work bursary from any of the following? **Yes [ ] No [ ]**
- National Health Service (NHS)
- Department of Health, Social Services and Public Safety (DHSSPS)
- Student Awards Agency for Scotland (SAAS)

**g2.** If "Yes", is this bursary or award income assessed or non-income assessed? **Income assessed [ ] Non-income assessed [ ]**

**h.** Term details

<table>
<thead>
<tr>
<th>Term</th>
<th>Living with parent(s)</th>
<th>Elsewhere or own home</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Term 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Term 3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**i.** Where will you spend most of your time in the academic year 2015/16? **University or college [ ] Work placement [ ]**

**j.** Have you been accepted onto the Erasmus exchange scheme? **Yes [ ] No [ ]**

**k.** Where will your placement be?

- Abroad [ ]
- UK [ ]
- Don't know [ ]

**Placement name and address, if known**

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**Language Assistants and Internship students must tick these boxes**

- Tick if you are studying or working in Europe

**Most placements undertaken will be paid but please do tick the correct boxes**

- Paid [ ] Unpaid [ ]

If "Unpaid", please tick which type:

- a hospital, Public Health Service Laboratory or with Clinical Commissioning group in the UK;
- a Special Health Authority, the National Health Service Commissioning Board, the National Institute for Health and Care Excellence, the Health and Social Care Information Centre, Local Health Board, Health Board, Special Health Board or Health and Social Services Board in the UK;
- a Local Authority carrying out its duties relating to health, welfare or caring for children and young people, a voluntary organisation providing facilities or carrying out similar activities or a Local Authority acting in the exercise of public health functions in the UK;
- the prison or probation sector or after-care services in the UK;
- unpaid research in a UK or overseas institution; or
- an unpaid placement in the Houses of Parliament;
- an unpaid placement that is not listed above.
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 such things 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 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.

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

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

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

**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

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

**REMEMBER** it is expected that all Study Abroad students are at 2:1 standard prior to departure
Thank you for Listening

- Make sure you have signed in
- MOODLE – pilot
- Any Questions
An interactive course, delivered through workshops and online media
To help you:
Prepare for your year abroad,
Make the most of it through reflective tools
Then articulate your intercultural skills to employers.