

STUDY AND WORK ABROAD

HANDBOOK 2015/2016



Details for the University's International Programmes Office

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International Programmes Office
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United Kingdom

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Institutional Erasmus+ Code: UK MANCHES01
EUC (Erasmus+ University Charter) Number: 28432

Emergency contact information

(see also Chapter 10: Emergency Situations)

Please remember that in almost all emergency situations local advice will be the most relevant / valuable to you.

For worldwide medical or security assistance contact Capita Health and Wellbeing
tel +44 (0)208 763 3155

24 Hour Emergency Helpline

tel +44 (0)161 306 9966

This number connects you to the Security Office at The University of Manchester.

You should only use this number in an emergency situation where you need the urgent help or advice of a member of University of Manchester staff and appropriate advice is not available locally. Situations where it might be appropriate to use this number would include natural disasters or terrorist attack. Having lost the keys to your apartment would not warrant the use of this number!

Every effort has been made to ensure that the information in this handbook is accurate at the time of going to press, but neither The University of Manchester nor any individual employees thereof can take responsibility for any errors or omissions. Views, where expressed, are those of the contributors, and are not necessarily those of the University.

Please send comments or suggestions to:
goabroad@manchester.ac.uk

January 2015

Dear Student,

A period of study or work abroad is probably one of the most challenging opportunities that a student undertakes during their university life. It is also one of the most rewarding. You will be one of more than 1,000 undergraduate students from The University of Manchester who will be studying or working abroad as part of your degree in 2015/2016. From Australia to Argentina, China to Chile, Italy to Israel, and South Korea to Switzerland, Manchester students are destined for countries all over the globe.

Many employers view a period of study or work abroad favourably, as it demonstrates that a candidate is not afraid of challenges, is adaptable, and is able to build relationships with people from a wide variety of cultural backgrounds. Your time abroad will be an opportunity for you to develop your intercultural competences, build an understanding of the political, cultural and historical background of your host country, and increase your confidence. For many students, it will be an important opportunity to develop your language skills through immersion in a native speaker environment. It will challenge your views and perhaps make you reassess certain values. It will almost certainly expose you to new approaches to your discipline. Of course, it will also be an opportunity to make new friends from around the world, participate in a new way of life, and to travel and explore new environments.

This handbook aims to provide you with the information and guidance that you need to prepare for your time overseas and to make the most of your experience once you are abroad. Although it does not contain specific information about the country in which you will be studying, it provides you with much of the essential information that you will need and signposts you to other useful resources.

Your time abroad will be at some points exciting, at other times terrifying, exhausting, inspiring, challenging... It will certainly be life-changing. The key to getting the most out of the experience will be to travel with an open mind!

Safe travels,

Caroline

Dr Caroline Whitehand
Manager of International Programmes

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Roles, responsibilities and contact details

Who can help me with my question?

	Academic issues	Non-academic issues	Erasmus+ funding queries Erasmus+ grant, EILC applications and language course refunds)
Languages students, SALC (School of Arts, Languages and Cultures)	Academic Exchange Adviser – See Appendix 1 for contact details	Residence Abroad Coordinator email residenceabroad@manchester.ac.uk tel +44 (0)161 275 8123 fax +44 (0)161 275 3031	email erasmus@manchester.ac.uk tel +44 (0)161 275 4979 fax +44 (0)161 275 2058
MBS students	Academic Exchange Adviser – See Appendix 1 for contact details	Sue Fidalgo International Coordinator email susan.fidalgo@mbs.ac.uk tel +44 (0)161 306 3515 fax +44 (0)161 306 4494	email erasmus@manchester.ac.uk tel +44 (0)161 275 4979 fax +44 (0)161 275 2058
Life Sciences Erasmus+ students	Academic Exchange Adviser – See Appendix 1 for contact details	Placement Office email placementoffice.fls@manchester.ac.uk tel +44 (0)161 275 1540 fax +44 (0)161 275 1488	email erasmus@manchester.ac.uk tel +44 (0)161 275 4979 fax +44 (0)161 275 2058
All other Erasmus+ students	Academic Exchange Adviser – See Appendix 1 for contact details		email erasmus@manchester.ac.uk tel +44 (0)161 275 4979 fax +44 (0)161 275 2058
All other Worldwide Exchange students	Academic Exchange Adviser – See Appendix 1 for contact details	Sarah Street (USA, Australia and New Zealand) International Programmes Administrator email sarah.street@manchester.ac.uk tel +44 (0)161 275 3053 Shemsah Farooq (Canada) Until November 2015 International Officer email shemsah.farooq@manchester.ac.uk tel +44 (0)161 306 3775 Melanie O'Brien (Canada) From November 2015 International Programmes Officer email melanie.o'brien@manchester.ac.uk tel +44 (0)161 275 4979 Guro Buchanan (Hong Kong, Singapore, South Korea and Mexico) International Programmes Administrator email guro.buchanan@manchester.ac.uk tel +44 (0)161 275 8768	Not applicable

Other useful contacts

Manager International Programmes Office

Dr Caroline Whitehand

tel +44 (0)161 275 3041
fax +44 (0)161 275 2058
email caroline.whitehand@manchester.ac.uk

Contact for:
Any concerns or queries that you feel unable to discuss with any of the key contacts provided

IT Services Helpdesk

Contact for: problems gaining access to the Student System (password problems, problems with University email account, etc)

tel +44 (0)161 306 5544
email it-servicedesk@manchester.ac.uk or log your problem via Knowledge Base:
www.itservices.manchester.ac.uk/contacts

Staff directory

Any member of University staff can be contacted via the Staff Directory:

<http://directory.manchester.ac.uk>
You can search by surname or forename

Student Information Advice and Guidance Team

Contact for:
• Advice on money management
• Health, wellbeing and welfare issues

tel +44 (0)161 275 3033/3781
email atriumadvice@manchester.ac.uk

Disability Support Office

Contact for:
• Disability support

tel +44 (0)161 275 7512
fax +44 (0)161 275 7018
text +44 (0)7899 663 512
email dso@manchester.ac.uk

Student Services Centre

Contact for
• Tuition fees enquiries
• Registration
• Official documents

tel +44 (0)161 275 5000
fax +44 (0)161 275 7860 / 7100
email ssc@manchester.ac.uk
www.studentnet.manchester.ac.uk/crucial-guide

Insurance office

Contact for: insurance claims and any queries about coverage / completing insurance waivers for partner universities etc

tel +44 (0)161 275 2243 / 2207
email insurance@manchester.ac.uk

NB For worldwide medical or security assistance contact Capita: +44 (0)208 763 3155

The world is a book, and those who do not travel read only a page.

ST AUGUSTINE

Chapter 1

Researching your destination

One of the aspects of spending a period abroad that tends to make people most nervous is taking that initial step into the unknown. Once students actually arrive abroad, these nerves will normally quickly disappear.

However, the more research you do about your host country and culture in advance, the less nervous you are likely to feel before your departure abroad, and the easier you are likely to find it to settle in upon arrival, as you will have a reasonable idea what to expect beforehand.

That said, don't fret if you don't know every last detail about your host country before you go – you'll learn an immense amount once you are there, and exploring and discovering for yourself is all part of the adventure!

Resources available to you:

Internet – an invaluable resource! Type some key words into a search engine and get exploring!

In particular, spend some time exploring the website of your host institution / organisation, especially any pages set up specifically for exchange students:

- Download any handbooks for exchange / international students that you can find, or introductory information for new employees.
- Familiarise yourself with the course offerings of the University/structure of the company.
- Look into things like sports facilities, any medical facilities, accommodation provision, health & safety guidelines etc.

Some partners / organisations will have much better websites than others, so you may need some patience when navigating through the information!

Other sites worth looking at include:

www.thirdyearabroad.com – an independent website written by students for students about the study/work abroad experience.

www.viveras.com – a forum created by returned study and work abroad students that allows current and returned Erasmus+ students to share information about the places they have been to.

University of Manchester Careers Service website – country profiles and useful links, especially for work opportunities and vacation activities
www.careers.manchester.ac.uk/findjobs/where/overseas

Useful country specific information can also be found at:
www.studyabroad.manchester.ac.uk/destinations/country-information

International Programmes Library – based in The Atrium, 1st Floor University Place. Open 9am – 5pm weekdays (including during vacations, with the exception of the Christmas Eve – New Year's Day period and Bank Holidays):

- Global Guidance Ambassadors are returned study and work abroad students who work in the Atrium and are there to help you research possible destinations and also tell you a little bit about their experiences abroad – a valuable resource not to be missed!
- Brochures and other literature supplied by our partner universities
- Travel Guides (Lonely Planets) available for every exchange destination (Worldwide Exchange and Erasmus+)
- Information folders for the majority of our Worldwide Exchange and Erasmus+ partners containing:
 - A copy of the Partner Information sheet (explains the application process, gives term dates, accommodation advice, contact details of previous outgoers etc)
 - Details of the courses taken by previous Manchester students who have been on exchange to that Partner University
 - Evaluation forms completed by previous study abroad students
- Students studying Languages, within the School of Arts, Languages and Cultures (SALC), should visit the SALC Residence Abroad Office in S3.6, Samuel Alexander Building (open from 9am – 5pm, Monday to Friday, throughout the year.) The Residence Abroad Office has a small collection of books about working and studying abroad, information about partner institutions and employers, all available for short-term loan from the Residence Abroad Coordinator.
NOTE: Languages students should note that if you are undertaking 2 placements you must ensure your placement/semester dates do not overlap.
- Students from the Faculty of Life Sciences can also access information about host institutions / organisations in the Placements Office, Stopford Building (open 9:30am – 5pm weekdays).

International Programmes Online Resources

We have so many ways of keeping up-to-date with everything 'Study and Work Abroad'.

The first place to point your browser is www.studyabroad.manchester.ac.uk – through this site you can access all the general Study Abroad information that you might need as well as the emails of specific staff members. Also, there are some handy links to our social media sites!



Like us on Facebook at www.facebook.com/TheUniversityOfManchesterStudyAbroad and receive all our updates and important information on your News Feed (useful for those frequent Facebook checks!) as well as send us messages and discuss any issues or questions in our forum with other Study and Work Abroad students.



Follow us on Twitter at https://twitter.com/UoM_StudyAbroad and get the latest information from the IPO: pictures, links and more!



Did you know we have a blog? Well, actually, you have a blog! Manchester On The Road (manchesterontheroad.wordpress.com) is the place to go to see what your fellow Study Abroaders are up to (not to mention give you the bug for more travelling!)



Finally, are you a Pinner? While away the hours browsing through and repinning interesting articles, useful websites and stunning photos galore on our Pinterest: www.pinterest.com/studyabroaduom

Don't forget, you can email us at any time at goabroad@manchester.ac.uk with any questions or queries you might have and we will respond to you as quickly as possible.

Other Study / Work Abroad Students

Students who have previously participated in an exchange or worked abroad are usually more than happy to give you advice and tips. Make the most of this resource! They'll be able to answer all sorts of questions that International Programmes Office staff and websites cannot help you with.

The highlight of my period abroad was definitely living with Israelis. It allowed me to fully immerse myself in the language and culture, helping me to vastly improve my fluency in Hebrew.

Adam Rossano
Philosophy and Hebrew
/ Hebrew University in Jerusalem, Israel

Remember that foreign students also come to Manchester on exchange each semester, so they are a good source of information and local knowledge.

Unless students have given their permission for us to do so, we cannot disclose their contact details to you. However, contact details are usually supplied by students in their Evaluation Form / Erasmus+ Report (see 'International Programmes Library' above). Failing that, we are more than happy to forward on a message from you to the relevant group of students so that you can make contact.

Facebook groups are a good way to share information with other students. If you want to advertise a Facebook group that you have set up for your particular destination (country, institution, British Council placements, work placements etc), then please just let the International Programmes Office know, and we can advertise it to the relevant group of students for you.

Travel Guides

(Lonely Planet, Rough Guide etc)

Invest in a guidebook or borrow one from the library – we also have reference copies of Lonely Planet Guides in the International Programmes Library. They provide useful background reading and advice on climate, food, transport within the country, what to visit, cheap hostels to stay in upon arrival (if necessary) etc.

International Society

This is not just for international students! The International Society welcomes all students who are interested in different countries and cultures, and in meeting new people from different backgrounds, and they are more than happy to have UK members too. It's a great way to meet students from the country to which you will be going, as well as other like-minded international people.

The society has over 3,000 members from over 150 different countries and offers over 40 different classes each week (including foreign language classes, belly-dancing, tai chi, juggling) as well as organising over 100 different social events throughout the year, including trips, quiz nights, theatre visits, cultural nights etc.

For further information see: www.internationalsociety.org.uk or call into the International Society, 327 Oxford Road (opposite the Student Union and next door to Kro Bar).

Linguistic research

See Chapter 5: Language Courses & Language Support

Cultural research

See Chapter 11: Culture & Integration

Chapter 2

Academic matters

This chapter is relevant to all students who are studying abroad for a semester, a year or a summer course.

2.1 Registration with Manchester

www.studentnet.manchester.ac.uk/crucial-guide/academic-life/registration

Even though you will not physically be in attendance at The University of Manchester, in order to remain a registered student of the University, you **MUST** re-register at the beginning of the academic year. You can do this by logging onto the University's online registration system between 1 - 30 September. There are ten steps to the online registration process, and you must complete **ALL** ten steps. Add your overseas address / contact details as soon as you have them and update them during the year if you move / change contact details etc.

The final step of the registration process is financial registration. If you are paying your own fees and did so last year, you will need to supply your bank details again so that your tuition fee instalment payments can be taken. Once payment has been verified or processed, you will be a fully-registered student at Manchester for the forthcoming academic year. Please note that you must complete all ten steps of the online registration wizard, regardless of whether or not you are due to pay fees.

Students going abroad for the semester may have to register for courses for both semesters here at Manchester even though you will be abroad for one of them. This varies by School so make sure you inform yourself about the procedure for your own School.

If you have problems registering online, or do not have internet access, you will need to call the Registration Helpline (+44 (0)161 306 5544) in order to register over the telephone (open 1 - 30 September).

Please note that failure to complete registration by the end of September at the beginning of the relevant academic year will mean that you cease to be a registered student of The University of Manchester. This will also have implications for your student loan. A late registration charge of up to £200 will also be added to your account.

For further advice / assistance contact:

Student Services Centre
email ssc@manchester.ac.uk*
Registration Helpline: +44 (0)161 306 5544

** NB Because Student Services Centre staff will be located in the Whitworth Hall at Manchester for much of the registration period, they will not be able to check their email accounts as frequently as normal, so response times are likely to be delayed. If possible, please contact staff via the Helpline rather than sending an email.*

2.2 The University of Manchester Network Access

If you are taking a laptop abroad, it is worth downloading the University VPN software. This will allow you to access the same resources that you would normally use whilst on campus, such as some library provided electronic resources, faculty intranets and datasets. For full details see: www.itservices.manchester.ac.uk/vpn

“
My year abroad was life-changing.
I loved it so much – the only
drawback is returning to
Manchester! Deeply inspiring with
many opportunities to develop,
learn, explore and have fun, I can't
wait to return! Best year of my life.

Amy Jefferies
Geography with International Study
/ The University of British Columbia, Canada
”

2.3 Course selection and credit load

'Course Units' (the Manchester terminology) may be referred to as modules, units, classes or courses at the Partner University. As at Manchester, you will need to research and select the course units you wish to take during your semester / year abroad. In order to do this you need to do the following:

- Discuss with your Academic Exchange Adviser the requirements for your semester / year abroad. Are there any Manchester courses for which you need to find a direct replacement at the host university? Are there any core courses that you will have to take via distance learning? Are there any courses that you will need to take in order to have the necessary background for certain final year course units? If you are studying a language, are there core language courses at the Partner University that your Academic Exchange Adviser has already identified on which you must enrol? Are you able to take 'breadth' courses from outside of your discipline?
- Research the course units available at the Partner University. Most universities will have some form of online catalogue listing the course units that are available. You may find that you have to base your course selections on the course information that is published for the year preceding your period of study abroad and then make adjustments when up-to-date information is available. You will need to make sure that you understand the course-coding system that is employed so that you select courses that are at the appropriate level and offered in the appropriate semester, and the credit system / standard workload that is employed so that you select the correct number of credits (see Appendix 2: Credit Systems).

Courses for your discipline area may be available under a number of different subject headings, so make sure that you consider this during your course search. For example:

Drama or drama-related courses may be listed under 'Communications', 'Media', 'Film Studies', 'Theatre', 'Literature' etc.

Geography or geography-related courses may be listed under 'Environmental Studies', 'Geology', 'Earth Sciences', 'Human and Natural Resources', 'Planning', 'Development Studies' etc.

Politics courses may be listed under 'Government' or 'International Relations' rather than 'Politics'.

American Studies may not be listed as a specific discipline area but appropriate courses could be found in History, Literature, Film, Politics, Sociology, Geography etc.

Search thoroughly to find the most suitable combination of classes to match your course requirements and personal interests. Some universities will also have courses on 'Australian Studies', 'Afro-American Studies' etc that may be of interest to Humanities students in particular, giving a local focus to your studies.

If you need to take course units that directly cover material that you would have covered in Manchester, (typically this will be the case in Economics and in many Science and Engineering disciplines), then you may need to request the full course syllabi from the Partner University to be certain that a particular unit really does cover the material that you need. Do NOT rely simply on a very brief course description.

You will **normally** be expected to take the equivalent of 60 Manchester credits per semester during your period abroad (ie a full course load). If you are taking any Manchester course units via distance learning, the number of courses / credits at the Partner University will need to be adjusted accordingly. You should be aware that many universities will have a minimum number of credits for which you will be required to register – often this will be tied to immigration requirements and your status as a 'full-time' student in the host country.

DO NOT get confused by the number of course units / credits that are being taken by exchange students from other universities. You need to follow the requirements specified by The University of Manchester.

2.4 Course approval, course changes and learning agreements

You **MUST** make sure that you receive approval in writing/email from your Academic Exchange Adviser for the course units that you plan to take during your period abroad, and that you obtain written approval for any subsequent changes that you need to make once you are abroad. A standard Learning Agreement template can be downloaded from:

www.studyabroad.manchester.ac.uk/keeping-informed/documents



“
Everyday for the first two months, you'll wake up and menial organisational matters hit you in the face before you even have a chance to consider finishing that assignment for university. However, once you find your flow, everyday has the potential for adventure. If you do things right, squeezing the most you can into your time abroad, you'll come back and think it was all a dream.”

Amy Win
BA(Econ): Economics and Politics
/ University of Sydney, Australia

2.5 Course registration

Some Partner Universities will require you to indicate the course units you wish to take as part of your initial application, whereas others will expect you to select course units on arrival. Of those Partner Universities that require you to indicate course units at the application stage, some will then pre-register you for those courses before you arrive, whilst others will only use that information to determine your eligibility to study at the University. **DO NOT** assume that because you have provided a list of the course units that you wish to take, you are actually registered for those course units. Some universities will send you further information about course unit selection and registration with your official acceptance documents – **make sure that you read this information carefully**. When course unit information is requested by the Partner University, provide it as quickly as possible as places on course units will normally be allocated in the order in which they are received. At whatever stage course unit information is requested, make sure that you research your course unit choices carefully and discuss them with your Academic Exchange Adviser in detail. Remember that making changes later causes work for everyone and will not be popular (unless the need for the change was completely unforeseen).

Some universities will operate an online course-registration process and this may take place within a very short designated time-slot (eg a 24-hour period). It is your responsibility to make sure that you take note of any key dates and deadlines and don't miss them.

Some universities will expect you to register for course units on arrival. This can often be quite stressful as the regular students at the Partner University have already completed course registration and spaces on course units are quite limited. Advisers at the Partner University will explain what you need to do, and often through negotiation you will find that you can obtain places on the courses that you need. In some cases a 'waiting list' system will operate and you may be permitted to 'audit' a course whilst you wait to see if a place becomes available. You'll need to be determined, pro-active and patient! Again, if any changes need to be made from those originally approved by your Academic Exchange Adviser, **MAKE SURE THAT YOU SEEK APPROVAL BY EMAIL AND COMPLETE THE 'CHANGES TO LEARNING AGREEMENT' SECTION OF YOUR LEARNING AGREEMENT**.

Many universities, in common with Manchester, will have an 'Add/Drop' period at the beginning of the semester during which you can 'Add' or 'Drop' course units. Advisers at the host university will be able to explain how this works. However, remember that the chance of obtaining a place on a popular course at this stage is relatively slim.

Don't forget to take an up-to-date Academic Transcript with you so that you can demonstrate the courses that you have completed to date. The Undergraduate Office in your School should be able to produce this for you or simply print a copy from the Student System.

2.6 Alternative assessment arrangements

If you are studying abroad for just one semester, and this is the 2nd semester of the Manchester academic year (ie. January/February to June), you may find that the semester dates of your Partner University and The University of Manchester examination period conflict. For example, many U.S. universities commence their 2nd semester in early January during the examination period at Manchester. If there is a conflict in dates then you must talk to your Undergraduate Office as early as possible to clarify the alternative assessment arrangements that will be put in place. You should start arranging this at the **BEGINNING** of the semester preceding your semester abroad.

Alternative Assessment arrangements will normally consist of one of the following:

- Essays as an alternative to formal examinations
- Sitting the examinations during the summer re-sit period, on return from abroad, as a first attempt

2.7 Differences in academic systems / environment

Academic cultures and systems vary from country to country and from university to university. Do not assume that things will be the same as in Manchester. Make sure that you research and understand how the various aspects of academic life will be different. This will include:

- Teaching Styles (eg teacher-centred or student-centred, formal or informal)
- Staff-Student relations (eg open door policy or formal appointments, use of first names vs. formal titles)
- Assessment (eg examination paper formats, referencing styles, anonymous marking, bell-curve marking etc.)
- Access to, and quality of, IT facilities, library facilities etc

Talk to students who have studied abroad previously about the differences they have encountered, and talk to local students once you arrive abroad. Don't be afraid to ask your lecturers / tutors if you are uncertain; most faculty will be supportive of the adjustment you are making to a new academic environment (although you should not expect that to translate into making allowances!).

Don't forget that term dates and public holidays will also be different!

2.8 Attendance

You are expected to attend all of the classes associated with the courses for which you register at the Partner University. If you have any extended periods of illness or there is any reason that you are unable to attend classes for a prolonged period of time, then you **MUST** inform the Partner University, your Academic Exchange Adviser and the International Programmes Office at Manchester.

“
A journey is best measured in friends, rather than miles.”

TIM CAHILL

Students participating in the Erasmus+ Programme are required to complete a formal Certificate of Arrival and Certificate of Attendance, at the beginning and at the end of the semester / year at the Partner University. These must be signed and certified by the Partner University and submitted to the International Programmes Office at Manchester.

2.9 Assessment

In most cases you will be assessed in some way for your period abroad. Make sure that you understand how the work you do abroad, and marks you achieve, will contribute to your University of Manchester degree classification. Your Academic Exchange Adviser will be able to explain this to you.

2.10 Applying for Mitigating Circumstances

If you encounter any difficult personal or medical circumstances during your time abroad you should apply for mitigating circumstances. In the first instance you should contact the Administrator or Coordinator at your host institution to ask whether there are any local processes for mitigation (it may be termed something different); some overseas institutions will have processes to take mitigating circumstances into consideration when marking your assessments, others may not. Secondly, you should also contact your Programme Administrator and Academic Exchange Adviser at The University of Manchester to discuss the process of applying for mitigating circumstances at Manchester. Wherever possible please contact the Programme Administrator before assessments or examinations have taken place as it is often difficult to approve mitigating circumstances applications retrospectively. Please also be aware that you will need to submit supplementary documentation/evidence, for example a doctor's note, to support your application. When you apply to The University of Manchester you should outline how your circumstances have or have not been taken into consideration at the overseas host university.

If you are applying for mitigating circumstances you should also always inform your contact within the International Programme Office.

2.11 Consequences of failing

Failing course units taken abroad could have serious implications for progression to subsequent years of study and / or your ability to graduate. Make sure that you discuss the consequences in advance with your Academic Exchange Adviser. Failing the period abroad can have serious financial consequences for students on the Erasmus+ Programme, who will be required to re-pay in full any Erasmus+ grant money or normally other associated financial benefits associated with their placement.

2.12 Portfolios and academic records

Regardless of the way in which the period abroad counts toward your degree, it is **CRUCIAL** that you keep a complete record of the work that you have undertaken at the Partner University. For each course unit you should keep a copy of the following:

- Course Syllabus
- Essays / Project Work / Presentations etc (marked copies where possible)
- Examination Question Papers (where the university will release them)
- Examination Scripts (where the university will release them)

Some subject areas will require you to submit a portfolio of work on return to be used as part of the process of translating your grades; other subject areas will ask to reference the portfolio as part of the external examining process or if you wish to appeal against the final grades that you receive.

2.13 Transcripts

In order for your period abroad to be recognised as part of your University of Manchester degree, it is imperative that the University receives a formal academic transcript from the Partner University detailing the course units that you have taken and the grades that you have received.

Some universities will automatically issue an academic transcript whilst others will require you to order a copy. Check with the Study Abroad Office at your Partner University as to the process you should follow. NOTE that if you have left **ANY** debts at the Partner University they will not release your transcript and this will jeopardise your progression on return to The University of Manchester.

School of Arts, Languages and Cultures (SALC) – Languages students enrolled in degree programmes in SALC should arrange for an academic transcript to be sent directly to the Residence Abroad Coordinator.

MBS International Management – Students on these programmes, IM and IMABS, should arrange for an academic transcript to be sent directly to Susan Fidalgo, International Coordinator for MBS.

All other students should arrange for an academic transcript to be sent directly to the International Programmes Office at Manchester.

2.14 Credit transfer and grade conversion (not applicable to SALC languages / MBS students)

Students studying abroad on credit-bearing study abroad programmes should understand these principles of credit transfer and grade conversion:

A Course units must

- Be at the appropriate level for the student's year of study;
- Not have substantial academic overlap with course units undertaken in the student's prior semesters;
- Not have substantial academic overlap with course units to be undertaken following the period abroad;
- Meet pre-requisites for course units to be undertaken following the period abroad;
- Not be audited, unless both the Partner University and the Academic Exchange Adviser (AEA) give approval, and only then in exceptional circumstances.

B Conversion conventions may be different within Subject Areas and are not necessarily comparable. Information about relevant Subject Area-specific conventions will be available from the AEA.

C Converting grades involves the conversion of an overseas grade into a grade on the UoM grade scale. The conversion of grades will be achieved with reference to:

- (i) Contextual information relating to the Partner University's credit and grading system;
- (ii) Course Unit information, including the mean and/or median grade for the course unit and the student's position within the class (provided on the Grade Conversion Supplement Form);
- (iii) the level and ambition of the course unit;
- (iv) the AEA may take into account disabilities not recognised in the host country/by the Partner University and thus requiring consideration in the grade conversion process.

The following additional information may be referenced (usually in the case of fail grades):

- (i) Syllabus information and course description re. level of difficulty and contents;
- (ii) Portfolio of coursework and examination scripts (where available).

D Undertaking a period of study abroad is challenging. UoM's underlying principle of grade conversion recognises this challenge.

E Student Responsibilities with regard to Credit Transfer and Grade Conversion

Pre-departure:

It is the student's responsibility to do the following:

- have up-to-date knowledge of their degree requirements and how course work undertaken abroad will relate to their overall degree programme;
- complete a Learning Agreement in a timely manner in discussion with the AEA;
- thoroughly research course availability, course pre-requisites and course syllabus information at the Partner University.

Whilst abroad:

- discuss and seek written approval for all changes to courses from the AEA;
- communicate with the AEA about significant situations that may impact academic progress and performance in a specific course during the semester as a whole. These can be both personal problems as well as difficulties in dealing with some part of the curriculum or gaining access to facilities etc.
- adhere to the requirement of compiling a portfolio comprising of syllabus information, coursework and examination scripts;
- ensure that a transcript is ordered and sent to the relevant office at The University of Manchester;
- obtain a completed 'Grade Conversion Supplement Form' for each course unit undertaken (wherever possible). This can be downloaded from www.studyabroad.manchester.ac.uk/keeping-informed/documents/

On return to Manchester:

- make available, as necessary, the portfolio of work for each course unit completed at the Partner University;
- submit completed 'Grade Conversion Supplement Forms' for each course unit to the AEA (wherever possible).

The complete Framework for Credit Transfer and Grade Conversion for Study Abroad can be found online at:

www.studyabroad.manchester.ac.uk/returning/grade-conversion

Specific Partner University credit and grading information can be accessed via the 'Grade Conversion' link under the relevant country listing at:

www.studyabroad.manchester.ac.uk/destinations/country-information

F Publication of Converted Grades

Converted grades must first pass through an External Exam Board before they can be published and released to students.

External Exam Boards will take place in June (for students who undertake a semester 1 exchange) and September (for students who undertake a semester 2 full year exchange). You should not expect to see any marks on the Manchester system prior to then.

NOTE: Grade conversion is different for each discipline. Students should not compare Grade Conversion results from different Partners or across disciplines at the same Partner.



“There were two main academic benefits – I raised my second year average and I came back knowing what I wanted to write my dissertation on. It a great way to experience a new learning environment and have more freedom to choose what your interested in studying.

Annabelle Thomson

PPE / The University of Hong Kong, Hong Kong”

Chapter 3

Working abroad

This chapter is relevant to all students who are working abroad.

3.1 Registration with Manchester

www.studentnet.manchester.ac.uk/crucial-guide/academic-life/registration/

Even though you will not physically be in attendance at The University of Manchester, in order to remain a registered student of the University, you **MUST** re-register at the beginning of the academic year. You can do this by logging onto the University's online registration system between 1 – 30 September. There are ten steps to the online registration process, and you must complete ALL ten steps. Add your overseas address / contact details as soon as you have them and update them during the year if you move / change contact details etc.

The final step of the registration process is financial registration. If you are paying your own fees and did so last year, you will need to supply your bank details again so that your tuition fee instalment payments can be taken. Once payment has been verified or processed, you will be a fully-registered student at Manchester for the forthcoming academic year. Please note that you must complete all ten steps of the online registration wizard, regardless of whether or not you are due to pay fees.

If you have problems registering online, or do not have internet access, you will need to call the Registration Helpline (+44 (0)161 306 5544) in order to register over the telephone (open 1 – 30 September).

Please note that failure to complete registration by the end of September at the beginning of the relevant academic year will mean that you cease to be a registered student of The University of Manchester. This will have implications for your student loan. A late registration charge of up to £200 will also be added to your account.

For further advice / assistance contact:
Student Services Centre
email ssc@manchester.ac.uk *
Registration Helpline: +44 (0) 161 306 5544

** NB Because Student Services Centre staff will be located in the Whitworth Hall at Manchester for much of the registration period, they will not be able to check their email accounts as frequently as normal, so response times are likely to be delayed. If possible, please contact staff via the Helpline rather than sending an email.*

3.2 The University of Manchester network access

If you are taking a laptop abroad, it is worth downloading the University VPN software. This will allow you to access the same resources that you would normally use whilst on campus, such as some library provided electronic resources, faculty intranets and datasets. For full details see: www.itservices.manchester.ac.uk/vpn

3.3 International work placements

Work placements are generally more difficult to arrange than study placements abroad, but the rewards for your marketability after graduation may also be greater. Work abroad can be looked upon extremely favourably by employers (especially if it is relevant to the career you want to pursue later). A positive work placement experience will further develop your language skills, your general communication skills, intercultural awareness, employability, commercial awareness and provide you with contacts for the future. However, you must be prepared for the fact that you will not usually have access to many of the benefits of student life (access to clubs, societies, sports facilities and support services, flexibility etc.).

Manchester students have previously completed international work placements in most sectors. Placements range from office-based marketing roles in European cities for large multinationals to working with street children in Latin America for small voluntary organisations.

It is your responsibility to check the suitability of any potential placements. Ask questions at every stage of the application process so that you understand exactly what will be expected of you. You probably wouldn't gain much from spending six months filing. Equally, you wouldn't want to feel completely out of your depth! You must be convinced that your employer has a clear plan for your training and development and that you are provided with a detailed job description before you accept a placement offer.

It is likely that you will be employed, at least to some extent, for your knowledge of English. This isn't necessarily a major problem, provided that, where relevant, you are satisfied that you will be exposed to enough of the target language through your work (check on the language you would be expected to use with your colleagues and clients) and activities outside work.

You must ensure that you are provided with clear information about your **terms of employment** (leave entitlement, working hours, wages, public liability insurance etc.) **before you accept an offer**. Unfortunately, work placements tend to be very poorly paid, and in some cases they are completely unpaid, so you need to check very carefully what your potential employer is offering and whether you can afford to support yourself during this time.

3.4 Finding work

(Please note this section is not applicable to Life Sciences students)

Unfortunately, in most cases, the University is not in a position to be able to allocate you to a guaranteed international work placement. However, it does actively work to foster positive relationships with employers.

Overseas vacancies are advertised via the University's Careers Service. The Careers Service also:

- advise on the completion of application forms
- advise on writing suitable CVs and covering letters
- have useful reference materials including country-specific files, directories of employers, 'work abroad' reference books (eg Global Resumes which provides sample CVs for each language), booklets and leaflets to take away etc.
- have a CV / covering letter / application checking service (English language only!)
- have a presentations and workshops programme
- offer practice interviews
- provide a list of links to websites where vacancies are routinely listed in each country

A good Careers Service starting point is:

www.careers.manchester.ac.uk/findjobs/workwhilestudy/internationalplacements

or simply drop in and check out the resources available in The Atrium, 1st Floor University Place (the same place as the International Programmes Office).

For Languages students within the School of Arts, Languages and Cultures (SALC), the SALC Residence Abroad Coordinator advises interested students of job opportunities and employer presentations via the SALC

Residence Abroad Blackboard site. If you are looking for a work placement use the email sign up link available via the SALC Residence Abroad Blackboard site to receive regular updates and alerts. Please note that vacancies are circulated for information only – they aren't necessarily endorsed or approved, but vacancies from employers about whom negative feedback has been received will not be circulated.

The SALC Residence Abroad Coordinator will make a database of organisations and companies that have previously employed and / or advertised to Manchester students available via the SALC Residence Abroad Blackboard site for the purposes of speculative applications. The database will also include the addresses of websites where vacancies are routinely listed.

Languages students should also:

- check the SALC Residence Abroad Blackboard site for further country-specific job-hunting hints, tips and details of current and previous work placement advertisements.
- visit the SALC Residence Abroad Office (Samuel Alexander S3.7) where reference books such as 'Work Your Way Around The World' are available for short loan from the SALC Residence Abroad Coordinator - set up an email alert on CareersLink which will then alert you to any international opportunities that are posted by employers (or Careers Service staff). If you choose not to set up an alert, you should regularly check CareersLink at www.careers.manchester.ac.uk/careerslink

3.4.1 Tips for a successful placement hunt

Research will be a key factor if you are to be successful in securing an international work placement. Don't limit yourself to applying for the opportunities circulated by the University – they are a great starting point, and give you an idea of the kind of placement work that might be available to you, but there are lots of other vacancies out there.

You should make an **early start** as most employers plan quite far in advance. Bear in mind that you may have to apply for lots of positions before you are successful (do ask for feedback when you are rejected). In some cases you won't receive a response to your application. A reasonable period of time within which to expect a response is around two weeks. At this point, you may wish to make a polite enquiry via email or telephone as to whether your application was received.

Apply for jobs that appeal to you, and to companies for which you would wish to work, but don't reject other opportunities out of hand. Note that it can be more difficult to find shorter placements as most employers prefer to take placement students on for at least six months.

You will normally be expected to apply for placements using your CV and a covering letter but some companies expect you to complete formal application forms instead. Prepare versions of your CV and covering letter in both English and the target language. Generally, the employer will prefer to read your application in their own language (if you are unsure, it is a good idea to send it in both).

Attention to detail is very important when you complete your application (first impressions count!) so make sure that you:

- get CVs, covering letters and application forms in English checked by the Careers Service
- get CVs, covering letters and application forms in the target language checked by your Language Tutor or a native speaker. Sample CVs and covering letters in the relevant language can normally be found in bilingual dictionaries.
- check and double check spelling and grammar in both languages
- tailor your application to the companies that you are applying to (it is important that you show that you understand the company and the role)

Most employers won't offer you a position until you have been through an interview process of some kind. Interviews tend to be telephone-based or through Skype but occasionally employers are willing to pay travel expenses for you to visit them, or they could ask that you come and see them when they are visiting the UK. Don't forget that the Careers Service can help with practice interviews.

When you are offered a job, you should provide as swift a response as possible. You should also keep your potential employer fully informed if your plans change in any way.

3.4.2 Where to look for work opportunities

The internet

The internet is often a good place to find vacancies – check the websites of recruitment agencies and companies for which you would like to work. It is also a good tool for **speculative applications** as it allows you to research, and find contact details for, potential employers (eg if you would like to find work at a hotel in Paris, check hotel booking websites or Lonely Planet for contact details). The key is to think about how a customer would find these businesses.

Personal Contacts

A sizeable minority of the students who have found placements in previous years have done so through their **network of contacts** – make sure that you ask your family, tutors, friends and work colleagues whether they

know of any opportunities in the country in which you want to work. Do you have a part-time job in Manchester? Your current employer could well have offices or contacts abroad (this is particularly true of large multinational companies) – make use of them.

International Placement Organisations

Some students choose to take part in work abroad programmes organised by International Placement Organisations. Most charge a fee for their services. It hasn't previously been necessary for Manchester students to do this and the University isn't in a position to offer recommendations of any kind, but they are easily found via an internet search. Any fee-paying arrangement which you might choose to enter into would be entirely at your own risk.

English Language Assistantships

Many Languages students choose to apply to be English Language Assistants (ELAs) in countries where their languages of study are spoken.

It is potentially quite a demanding job, and students should be aware of the responsibilities they will be taking on. By making the application and signing up for a post as an ELA, you make a clear commitment to carry out the duties conscientiously. Individual experiences can be very different, depending on the type of school, the locality (city / rural), relationships with other staff etc. Over the years, the vast majority of students who have been ELAs have had very positive experiences and gained a great deal, in terms of both linguistic and personal development.

It is possible to apply directly to certain schools but the vast majority of students apply through the **British Council English Language Assistants** scheme.

Further information and application forms can be downloaded from the British Council's website: www.britishcouncil.org/languageassistants-ela.htm

Completed forms should be submitted to the SALC Residence Abroad Coordinator. SALC students may not apply for a British Council Assistantship independently and must closely follow instructions provided by the British Council and the SALC Residence Abroad Coordinator. Please note that applicants won't find out whether their application has been successful until the Spring. Also, successful applicants must typically wait until the summer preceding their placement before they receive final confirmation of the region and school in which they will be working. British Council ELAs are eligible for Erasmus+ Work funding where the host school is in a European Union country.

Comenius scheme – This is an alternative English Language Assistant option, which covers the countries of the European Union and offers more flexibility in terms

of placement duration. Comenius ELAs are not eligible for Erasmus+ Work funding. However, they do receive a reasonable Comenius grant. Further information can be found at:

www.britishcouncil.org/comenius-becoming-a-comenius-assistant.htm

Volunteering

Many students opt to complete a period of international voluntary work. It is relatively easy to secure voluntary work by paying a fee to one of the myriad of third party companies and non-profit making organisations. These companies, in theory, provide a placement service, support, advice and back up in case of problems. However, it certainly isn't essential to 'pay to volunteer'. Previously, most students have secured voluntary placements through direct contact with organisations for which they would wish to work.

Youth in Action is a fee-free scheme, offering young people the opportunity to volunteer in another European country, for a period of two to twelve months. A wide variety of placements can be found in the social, cultural, environmental and sports sectors. Most placements last from six to twelve months and priority is given to longer term placements. Youth in Action placements are eligible for Erasmus+ Work funding.

Further information can be found at:

www.britishcouncil.org/society/youth-in-action

Various additional useful international volunteering links can be found at:

www.careers.manchester.ac.uk/students/findingwork/workexperience/internationalworkexperience

3.5 Work placement approval

3.5.1 Work placement approval for languages students in the School of Arts, Languages and Cultures

Work placements must be fully confirmed and approved by the relevant Residence Abroad Tutor (see appendix 1) by 30 April 2015. Your Residence Abroad Tutor will need to see a completed Work Placement Approval form together with an offer letter and / or contract detailing your role and responsibilities before they can give their approval (this does not apply to the British Council ELA scheme which is a pre-approved activity). You will find the Work Placement Approval form via the Blackboard Residence Abroad site.

A 'Training Agreement' must normally be established between the employer, the University and the student. Once you have your Residence Abroad Tutor's approval you should visit the Blackboard Residence Abroad site to download Erasmus+ and / or non-Erasmus+ versions of this document and full instructions.

3.5.2 Work Placement Approval for the Faculty of Life Sciences Students

The Life Sciences Placement Office check the suitability of vacancies for students, and then manage the application process from start to finish. Students are not allowed to apply independently, as Life Sciences must be satisfied that companies can provide a suitable research topic for students to work on. Section 3.4 – 'Finding Work' does not therefore apply to Life Sciences students.

3.6 Erasmus+ work funding

3.6.1 Eligibility

The Erasmus+ Work scheme is a European Commission initiative intended to promote student mobility through work placements in European Union countries.

Erasmus+ Work students receive a monthly grant so it is obviously in your interests to ensure that your placement is eligible.

In order to be eligible for Erasmus+ Work funding you must be:

- formally registered as a student at The University of Manchester

Your placement must:

- be at least 2 months in duration (maximum 12 months)
- start after 1 June 2015 and before 30 June 2016 and end before 30 September 2016
- be full-time work (a minimum of 30 hours per week)
- be based in a European Union country

Ineligible Employers:

- European institutions ie. European Commission
- organisations managing European programmes

3.6.2
Securing Erasmus+ Funding

In order to secure Erasmus+ funding you must:

- attend the International Programmes Office's 'Erasmus+ Explained' meeting, where you will be required to complete an Erasmus+ Student Grant/Mobility Agreement. This document MUST be completed and signed before you begin your placement. If you don't hand it in before your placement starts, you will not be eligible to receive any Erasmus+ funding.
- submit a completed Erasmus+ Learning Agreement for Traineeships. This document is a contract between the University of Manchester, the employer and the student.

Your employer will need to sign up to the Erasmus+ programme but this isn't an obstacle since the scheme won't cost them a Euro. Upon departure, your employer will be required to complete an Erasmus+ Transcript of Work (similar to a reference).

You will be required to submit a Certificate of Arrival and Certificate of Attendance, on arrival and at departure, alongside the completion of the Erasmus+ online report, at the end of your placement.

3.7
Part-time work

Those students completing a period of study abroad may wish to find **part-time work** for financial reasons and / or as a way to meet locals. It is essential that you ensure that this is legal under the terms of your visa (not applicable to EU students working in other EU countries) and that your part-time work doesn't have a negative impact on your studies. Previously, students have been able to secure part-time work teaching English, working in bars / restaurants, retail etc. Contact previous students for their advice on the type of work available in your future host city.

If you are studying abroad, then your host university's Careers Office will normally be a good starting point for researching your options for part-time work.

3.8
Summer vacation work

Those students seeking work over the summer vacation period are likely to find that traditional, office-based placements are few and far between. Work can more easily be found in the travel and hospitality sectors (hotels, restaurants etc.). A good starting point is 'Summer Jobs Worldwide' (copies available from Careers and the SALC Residence Abroad Office).

If you are studying abroad, then your host university's Careers Office is also usually a good starting point for researching your options for summer work.

3.9
Working visas and red tape

European Union citizens have the right to work anywhere within the EU without the need for a visa or similar. However, there will still be bureaucratic hoops to jump through. You will almost certainly be required to register with the local authorities (generally for tax and social security reasons). For further advice on this, contact the embassy of the country in which you plan to work.

In non-European Union countries it will generally be necessary for you to apply for a special visa for which you will need to be 'sponsored' by your host company. **Contact the relevant embassy or consulate for their written advice on this at the earliest possible opportunity.**

3.10
Work place / public liability insurance

Before you commit to a work placement make sure that you understand the insurance in place.

Does your proposed employer have insurance in place to meet any liability they may have to you in the event that you were injured or suffered a serious loss as a result of the employer's negligence?

Does your proposed employer have insurance in place to meet any claim made against you whilst acting in the course of your duties or under the employer's supervision?

If you are not covered by the proposed employer's insurance you are unlikely to receive any compensation from your employer if you suffer an injury at work, or to be covered against legal action if someone is accidentally injured by you or if you damage someone else's property during the course of your work.

“
Take the chance – if you're afraid don't worry, there are plenty of support services available. It's an opportunity that really can't be missed in terms of experiencing a different teaching style and culture.
Anton Potter
Politics and IR
/ University of Massachusetts, USA
”

3.11
Making the most of your placement

Preparation is very important if you are to make a good start to your placement. Get informed about potential differences in working culture by contacting previous placement students for their advice. Then give some thought to some key questions:

- Why are you doing this placement?
- What do you want to gain from it?
- What skills / experience can you develop?
- How could this help your career? What kind of work / industry would you like to work in when you graduate? Visit www.prospects.ac.uk/types_of_jobs.htm for an idea of the skills you might need in the future.

Employers aren't expecting the 'finished article' but they will expect you to pick up new knowledge and skills, and improve on your existing skills during your placement.

Skills you could be developing:

Action	Skill
Serving customers	Communication
Serving "difficult" customers	Assertiveness / Influencing
Covering for the manager	Prioritising / Responsibility
Dividing jobs between the team	Team work
Dealing with very busy shifts	Working under pressure
Spotting ways to improve service	Initiative
Sharing these ideas with team	Communication / influencing

You should do all you can to improve on your existing knowledge and skills before the placement begins (brush up on your knowledge of software such as Microsoft Office, research the company for which you will be working and the relevant sector etc.). Give some thought to your strengths and weaknesses (take advice from family and friends) and think about how your placement might enable you to improve. Set yourself some objectives and look for / negotiate opportunities to fulfil them.

Make contact with your employer before your start date to check on their expectations in terms of dress code. Most employers place a high value on punctuality so always allow yourself plenty of time to get there.

Completing an international work placement is normally

a rewarding experience but sometimes you will face challenges and problems (eg the work isn't what you were expecting, your manager doesn't have time to explain things, you make a mistake). The key to dealing with these issues tends to be **communication**. Speak to your manager and colleagues to resolve problems and suggest positive action to improve a situation. Don't let setbacks drag you down! Remember that your School will be happy to help and support you.

It is a good idea to keep a written record of the tasks you have performed and the knowledge and skills you have used and developed during the course of your placement, with a view to highlighting them to potential future employers. The University's Careers Service will be happy to provide you with practical help and advice with this.

3.12
Placement health and safety

The University has a duty of care for your health and safety, but during the course of your placement initial responsibility lies with your employer who should provide you with a full health and safety induction. A checklist is provided in Appendix 3.

Ultimately, however, **you are responsible for your health and safety**. It is your responsibility to conduct a risk assessment of your placement.

You must notify the University of any concerns / problems: For workplace issues, notify your placement supervisor. For general safety concerns, notify the International Programmes Office.

3.13
Applying for mitigating circumstances

If you encounter any difficult personal or medical circumstances during your time abroad you should apply for mitigating circumstances. In the first instance you should notify your line manager/supervisor at your host company so that they are aware of your situation and how it may impact on your work. Secondly, you should also contact your Programme Administrator and Placement Coordinator at The University of Manchester to discuss the process of applying for mitigating circumstances at Manchester. Wherever possible please contact the Programme Administrator before assessments or examinations have taken place as it is often difficult to approve mitigating circumstances applications retrospectively. Please also be aware that you will need to submit supplementary documentation/ evidence, for example a doctor's note, to support your application.

Chapter 4

Changing your study / work abroad plans

4.1 Withdrawing

The decision to withdraw either before or during your time abroad should be given careful thought. If you are having second thoughts prior to departure, consider what has caused this and contact the International Programmes Office who will be able to advise you.

If you decide to withdraw once your period abroad has begun, you may be able to return to classes in Manchester if the semester has only just started. However, this is not normally possible for students undertaking a compulsory period abroad, who should seek advice / excusal from their Academic Exchange Adviser and the office who coordinate your overseas placement (see appendix 1). If you withdraw later into your placement, you will need to take advice from your Academic Exchange Adviser about your options. You **MUST** discuss your options with relevant contacts before acting on any decisions, as this can have implications for the completion of your degree programme and could affect any funding that you have received for your time overseas.

Erasmus+ students who withdraw may be required to repay all, or part of, the Erasmus+ grant they have received. Please note that, the minimum periods eligible for Erasmus+ funding are two months for work placements and three months for study placements. Shorter stays will not be eligible for funding. You will be invoiced by the International Programmes Office for any funds owing; this may be later on in the year, once your second instalment entitlement has been established.

Any students withdrawing / seeking excusal on medical or personal grounds will normally need to provide documentary evidence to support their case.



“
Do It! It will be the best decision you have ever made. The year far exceeded my expectations and I have gained so much from it. The diverse cultures, new experiences and great people; what more could you want?

Ashley Lewis

Geography with International study (BSc)
/ University of California, Santa Barbara, USA

”

4.2 Changing placements

Any changes to your approved plans need to be agreed in advance with your Academic Exchange Adviser or Placement Coordinator.

Languages students should follow the guidance set out in the Residence Abroad Handbook which can be accessed via the Residence Abroad Blackboard site (LALC31110).

For changes to agreed modules on your Learning Agreement, please consult the advice in Chapter 2: Academic Matters.

Students wishing to extend their period of study abroad should note that such requests are not ordinarily possible to accommodate. This particularly applies to the Worldwide Exchange Programme, where student numbers and balances of incoming and outgoing students have to be carefully maintained.

Extending a period of work abroad is normally less problematic. However, additional Erasmus+ funding cannot be guaranteed. It is very important that work placement students keep the University informed of changes to start and end dates.



“
A journey of a thousand miles begins with a single step!

LAO TZU

”



“
The best experience of study abroad was a three week travelling trip around the South Island of New Zealand, meeting lots of people from different countries and participating in a lot of activities like glacier hiking and bungee jumping.

Ben Dolman

MEng Chemical Engineering
/ University of Auckland, New Zealand

”

Chapter 5

Language courses and language support

Whether your period abroad aims to improve your language competencies or not, it can be a great opportunity to pick up a new skill. Knowledge of a second language is highly valued by many international employers. Even if you are going to a university that will be teaching in English, it is a good idea to pick up the basics of the host language, both from a social point of view and also for your own personal development.

5.1 Language Support in Manchester

The Open Learning Facilities at the University Language Centre (ULC), Samuel Alexander Building include satellite television, a library of foreign language films, a suite of dedicated multimedia PCs for computer-aided language learning etc. and are available free of charge to all Manchester students.

The open learning facilities are located on the lower ground floor of the Samuel Alexander Building (use the south wing entrance), near the Jubilee Café and the Leamington Room PC cluster.

Opening hours

- Semester: Monday to Thursday 9:30am - 7pm / Friday 9:30am - 5pm
- Vacation: Monday to Friday 9:30am - 1pm / 2pm - 5pm

University-Wide Language Courses can form part of your credit load through LEAP (Language Experience for All Programmes) at the Language Centre. If you have 20 credits available for an optional course, consider taking a formal language class for credit with the Language Centre. Languages from across the world are offered. Full details are available at: www.ulc.manchester.ac.uk/languages/leap

Most classes are scheduled to run over the full academic year, but the Language Centre is willing to consider allowing students onto the course for one semester only. This will be considered on a case-by-case basis. Please contact LEAP Support Officer: Andrés Lozoya, tel 0161 275 8306, email andres.lozoya@manchester.ac.uk.

If you don't have any credit available, you can pay to join these language classes.

The highlight of my period abroad was working at such a great football club in Sevilla FC. I very much enjoyed the job itself as well as going to all the matches with my press pass, learning from the wonderful people there and meeting all the players.
Charles Brooke
 Combined Studies
 (Languages and Social Sciences)
 / Sevilla Futbol Club S.A.D, Spain



Tandem classes at ULC

If you have 10 credits available for an optional course and would prefer a different way of learning a language other than class-based, but which will also focus on grammar, written ability etc., then a Tandem class could be for you. It focuses more on verbal communication skills and interaction with someone from another culture. You can take the course for either one (10 credits) or two (20 credits) semesters.

- Native English speakers are paired with a French/German/Italian/Spanish student.
- French/German/Italian/Spanish students are paired with a native English speaker.
- You meet with him/her for 2 hours per week to complete a number of specially-designed learning tasks.

Other language tuition providers include:

Alliance Francaise (French)

3rd floor, 55 Portland Street, Manchester M1 3HP
 tel 0161 236 7117
 email info@afmanchester.org
www.alliancefrancaisemanchester.org

Instituto Cervantes (Spanish)

326/330 Deansgate, Manchester, M3 4FN.
 tel 0161 661 4200
 email cenman@cervantes.es
<http://manchester.cervantes.es>

Confucius Institute (Chinese)

Samuel Alexander Building, 3rd floor South Wing, The University of Manchester.
 tel 0161 275 8667
 email confuciusinstitute@manchester.ac.uk
www.confuciusinstitute.manchester.ac.uk

Salford School of Languages

Maxwell Building, University of Salford, Greater Manchester, M5 4WT.
 tel 0161 295 5990
 email languages-forall@salford.ac.uk
www.languages.salford.ac.uk/courses/lfa.php

Languages taught include: French, German, Italian, Spanish, Mandarin and Arabic. Classes begin early in October and run initially for 10 weeks, and then continue for a further 10 weeks in February (subject to demand).

International Society

327 Oxford Road (next door to Kro, opposite the Student Union),
 Manchester, M13 9PG.
 tel 0161 275 4959
 email info@internationalsociety.org.uk
www.internationalsociety.org.uk

International Society classes are informal and in small groups of ten. French and Spanish classes tend to be over-subscribed, so book your place early. To sign up for classes, you need to first become a member of the International Society.

Often students feel that it is their spoken language skills that are the weakest. The best way to overcome this is to find a native speaker with whom you can practice. If they are also wanting to improve their spoken English, you will be able to meet up and 'exchange' languages for free.

To look for a language exchange partner:

- Go to the International Society, next door to Kro and opposite the Student Union on Oxford Road. They have a notice-board where people looking for a language partner can advertise.
- Contact the Language Centre reception staff to register your interest in their Face-to-Face scheme. They have a notice-board where people looking for a language partner can advertise.

Other places to look for language classes include local colleges and FE/HE institutions.

I would say the highlight was meeting new people and visiting all of the major cities around Spain.

Chris Hunt
 Modern Language and Business
 and Management (Spanish)
 / Universidad Autonoma de Madrid, Spain

5.2

Language tuition in your host country

You may wish to arrive at your destination before the start of semester to undertake a language course. This can be a great way to ease you into life in your host country.

Many Erasmus+ students are able to apply for funding to support their language learning. There are two main sources of funding:

5.2.1

Erasmus+ OLS Language Assessments and Free Online Language Support Courses

The Erasmus+ OLS Language Assessments are taken at the beginning and the end of your study or work placement and are mandatory for those students studying or working in a language in which they are not fluent, i.e. is not their mother tongue. They are, however, available to all students, on a first come first served basis.

The results of your Language Assessments do not affect your eligibility to take part in the Erasmus+ mobility, or have any bearing on your degree. The European Commission uses the data, from the language assessment results, purely for statistical purposes.

Any students who complete the Language Assessments are then able to gain access to the Free Online Language Support Courses. These courses are designed specifically for Erasmus+ students to study the language of the host country during their Erasmus+ study period or work placement. These courses are open to all students, on a first come first served basis, but can only be completed alongside the OLS Language Assessment. The Support Courses are available in Spanish, French, German, Italian and Dutch.

5.2.2

Language tuition refunds

Language course tuition fee refunds for Erasmus+ students are available from the International Programmes Office, EXCEPT for students whose degree subject is French, German, Italian, Portuguese or Spanish, or for students studying a joint languages degree which includes one of these languages. Grants are available on a **first come first served basis** in both semesters. Students are required to pay the fees directly to the provider and will be reimbursed by the International Programmes Office upon receipt of a Certificate of Attendance and a tuition fee payment receipt.

The language course could take place prior to your semester / placement or during your course.

Eligible students may like to research the courses being run either by your host institution, a private language school or another university within the host country.

Language courses in Manchester taken prior to your departure are also eligible for fee refunds. Please note that this does NOT apply to language courses taken by medical students as a compulsory part of their degree.

We will be able to refund you up to a maximum of £250 for your tuition fees. If you choose a course which exceeds £250 you will need to meet the additional costs yourself.

If a student withdraws from the Erasmus+ programme after commencing an International Programmes Office-funded language course, then that funding will no longer be available, except where exceptional circumstances force a student's withdrawal from Erasmus+.

Please note that the following conditions apply:

- You need to email the Erasmus+ Coordinator in the International Programmes Office (erasmus@manchester.ac.uk) the details of the course (cost, start and finish dates, name of provider and brief summary of course) prior to going abroad and/or prior to registration for the course, so that we can budget for your expenditure and confirm eligibility for funding.
- We cannot cover any accommodation or living costs for your period of language training – this will be your responsibility.
- All supporting evidence must be submitted to the Erasmus+ Coordinator (email address above) before the deadline (1 January 2016 for Semester 1 outgoers, 30 June 2016 for Semester 2 outgoers). No reimbursements will be made without the Certificate of Attendance and the tuition payment receipt.

“

One's destination is never a place, but a new way of seeing things.

HENRY MILLER

”



“

Best and most action packed year of my life; no doubt about it. It was an incredible opportunity to gain an all new level of independence, to consolidate my Spanish, to meet new people and to travel to some of the most scenic and crazy places in the world.

Chris Peatfield

Spanish, Portuguese and Latin American Studies / Pontificia Universidad Católica, Chile

”

“

I was scared about leaving my friends and family behind but I'm glad I took the leap. I visited lots of places I never dreamed I'd see and I've made friends for life from this experience.

Christina Hirst

BA English Literature and American Studies / Arizona State University, USA

”

Chapter 6

Finance matters

You are responsible for funding your time abroad, and you should take the time to research the costs carefully and calculate a budget for your stay. Typically, students report spending slightly more money abroad compared to their average expenditure in Manchester, mainly due to the fact that they are experiencing a new exciting environment and culture. You should take this into account when budgeting for your time abroad, especially if you are planning on further travel, either during or following your time at your host institution.

6.1 Tuition Fees

You will continue to pay tuition fees to Manchester for the duration of your time abroad. This means that you remain registered as a Manchester student throughout your period abroad, which entitles you to the following benefits:

- Your time abroad is recognised as part of your Manchester degree programme.
- Your School and the International Programmes Office will be in touch with you throughout your time abroad, and will be working with you to ensure your time abroad runs smoothly.
- As a registered Manchester student, you will be eligible to receive a student loan (providing that you meet all the other criteria set out by Student Finance).

For students studying abroad through an exchange programme, the tuition fees you pay here in Manchester are used to teach the foreign exchange student who comes to Manchester in your place, just as their fees to your host institution will be used to teach you. All UK exchange agreements are managed in this way. There is no option to pay your tuition fees to the host institution instead of Manchester.

Home and EU students please see the table opposite for details of tuition fees you will pay to The University of Manchester (p27).

International Students who are:

- **Studying Abroad for a full academic year** are required to pay 50% of the appropriate tuition fee due.
- **Working Abroad for a full academic year** are required to pay 50% of the appropriate tuition fee due.
- **Studying or Working Abroad for part of the year** (but spending 10 weeks or more at The University of Manchester) are required to pay the tuition fee in full.

For further information on fees, contact the Student Services Centre:
email ssc@manchester.ac.uk
tel +44 (0)161 275 5000 (option 4)

6.2 Student Finance (Home/EU students only)

There are various sources of funding entitlement available through Student Finance. Please ensure you understand what your funding entitlement will be for your time abroad, as last year there were incidences of students receiving an incorrect allocation.

6.2.1 Fees, Bursaries and Student Finance Loans and Grants

The tuition fees applicable depend on the length of time for which you study abroad. Students who spend a full year abroad receive a significant discount on tuition. NO tuition fees are payable to the overseas partner university.

For home students, your assessed household income may affect the maintenance loans and grants available to you and you may also be eligible for a waiver on the fee for a full year abroad.

Please see the information opposite for more details.

STUDY/WORK ABROAD IN 2015/2016

Support package for study abroad semester (Erasmus+ or non-Erasmus+)

Applicable tuition fees and bursaries do not change as a consequence of participation in a semester-long study abroad programme. Students are eligible for a higher rate of Student Finance maintenance loan for the period abroad (although this is not exactly pro-rata), and eligibility for the Student Finance maintenance grant and the level of grant are unaffected.

Support package for study abroad year (Erasmus+ or non-Erasmus+)

Household Income	Fee	Fee discount (Home students only)	University bursary (Home students only)
Up to £25,000 p.a.	£1,350	£1,350 fee waiver	£1,500 cash
Between £25,000 and £42,620 p.a.	£1,350	£675 fee discount	£1,000 cash
Over £42,620 p.a.	£1,350	N/A	N/A

Support package for year-long Erasmus+ work placement

Household Income	Fee	Fee discount (Home students only)	University bursary (Home students only)
Up to £25,000 p.a.	£1,350	£1,350 fee waiver	N/A
Between £25,000 and £42,620 p.a.	£1,350	£675 fee discount	N/A
Over £42,620 p.a.	£1,350	N/A	N/A

Support package for year-long non-Erasmus+ work placement

Household Income	Fee	Fee discount (Home students only)	University bursary (Home students only)
Up to £25,000 p.a.	£1,800	£1,800 fee waiver	N/A
Between £25,000 and £42,620 p.a.	£1,800	£900 fee discount	N/A
Over £42,620 p.a.	£1,800	N/A	N/A

Support package from Student Finance (Erasmus+ or non-Erasmus+)

- Up to £3,387 maintenance grant available for Study (Erasmus+ or non-Erasmus+) and Erasmus+ work. No maintenance grant available for non-Erasmus+ work placements.
- Up to £6,820 overseas loan for Study and Erasmus+ work placements (the standard maximum non-overseas rate of loan is £5,740).
- Students undertaking non-Erasmus+ work placements can only qualify for a reduced rate, non means tested maintenance loan of £2,900.

6.2.2 Old Rate of Fee Students (Pre 2012-13 Academic Year)

Students who started their course at The University of Manchester before the 2012-13 academic year and are studying under the 'old rate of fee' should contact the International Programmes Office for information specific to their situation.

6.2.3 Income-Assessed Travel Grants

Income-assessed travel grants are available from Student Finance. These are assessed on a case-by-case basis with the first £303 of any claim being disregarded. These travel grants will often cover flights and associated travel costs as well as medical insurance, visas etc.

6.2.4 The Manchester Bursary

The Manchester Bursary is available to any student who is registered on an eligible* undergraduate degree course at The University of Manchester and who has had a full financial assessment carried out by Student Finance. This bursary is additional to the government package of maintenance grants. Students who spend a year studying abroad and are in receipt of the bursary can expect to be considered for the cash element at 50% of the standard rate.

* Some students on NHS-funded programmes will not be able to access this award due to their eligibility for NHS support. Students who hold a previous undergraduate degree will be considered for the Manchester Bursary in the same way as students undertaking a degree for the first time.

6.2.5 Notification / verification of your placement abroad

When completing your loan application form for 2015-16, please be sure to indicate that you will be abroad for term 1 (semester 1) and / or term 2 and 3 (semester 2). Only indicate that you are an Erasmus+ student if you are going to Europe and meet the Erasmus+ eligibility requirements. Placements outside of Europe are NOT Erasmus+ placements.

Make sure you complete your loan application correctly and promptly! If your form is submitted after the deadline, or you fail to indicate on your form that you will be abroad, your loan payment will be delayed/incorrect. Student Finance will not chase you if your paperwork is not correct – you just won't receive the money!

The Student Funding Team within the Student Services Centre will automatically send electronic notification regarding all student placements abroad to Student Finance England (or the equivalent bodies in Scotland, Wales and Northern Ireland) in early July (location / placement start and end dates / whether or not your placement is through Erasmus+ etc). Student Finance typically take 3-4 weeks to process any information received. They should then be able to confirm your loan allowance for the coming year.

If any student needs additional notification sending (e.g. if Student Finance claim that they haven't received our confirmation sent in July), please contact the Student Funding Team at Manchester on funding@manchester.ac.uk. Please quote your student ID number in your email.

Equally, if Student Finance have any questions or forms that they need The University of Manchester to fill in, these should go directly to the Student Funding Team (and NOT the International Programmes Office):

**Student Funding Team,
Student Services Centre,
The University of Manchester,
Burlington Street,
Oxford Road,
Manchester,
M13 9PL.**

Email: funding@manchester.ac.uk
Tel: +44 (0)161 275 5000

I would highly recommend this experience, as it was by far the best experience of my life so far. It's the perfect opportunity to build confidence, independence and meet people from all around the world, learning about different cultures and languages.
Holly Turberfield
Spanish and Portuguese
(Joint honours BA) / Gran Canaria, Spain

6.3 Scholarships

The International Programmes Office will keep you informed of any scholarship schemes that we hear about that may be relevant to you, but it is worth looking around yourself for additional sources of funding which may help towards the additional expenses you will incur during your period abroad.

Careful and patient research may yield some organisations which are prepared to give you financial assistance. These could be in the form of a grant from a professional association in your field (for example, the Institute of Civil Engineers), or there may be travel funds available from an organisation local to your home town or city to support students' studies (eg the Rotary Club). If you are involved in any organisations such as the Territorial Army, Guides etc, or have long-standing work commitments with a particular company (ie if you have worked for the same company every summer and plan to work there upon graduation), then it is also worth asking them if they have any funding schemes to which you could apply.

BUTEX Scholarship

The BUTEX scholarship is worth £500 and is open to any student going to study on the Worldwide Exchange Programme for at least one semester.

Further information, and a downloadable application form, can be found at: www.butex.ac.uk

6.4 Sydney Chaffers Scholarship (income assessed)

Students on the Worldwide Exchange Programme, who have a household income of less than £25,000 per annum, will be eligible for a scholarship of £1,000 from the International Programmes Office at the point of acceptance onto the Programme. (This is only available to those students who are income assessed by Student Finance). The International Programmes Office will identify all eligible students.

If the status of your household income changes before you go abroad (e.g. if a parent loses their job) then please notify the International Programmes Office so that we can assess whether you have become eligible for the Sydney Chaffers Scholarship.

Just go for it! Whilst you may be nervous now, your year abroad will be without doubt the best year of your life. Why wait until you are old to see the world!?
Jack Porter
Japanese Studies
/ Waseda University, Japan

6.5 Country-specific scholarships

There are various scholarship opportunities available for specific destination countries, and you will receive more information about these at individual briefing sessions. Some examples of possible scholarships include:

- **Hong Kong:** The **Scholarships for Excellence** are available to British passport-holders going to Hong Kong. The value is between £2,000 and £4,000 and the application form can be downloaded from www.britishcouncil.org/hongkong-education-scholarships-excellence.htm
- **Hong Kong:** **CC Chang International Scholarship.** Available to one or two students per year going to Hong Kong through the Worldwide Exchange programme. The scholarships are worth between £2,000 and £4,000. Eligible students will automatically be considered.
- **Japan:** **JASSO (Japan Student Services Organization)** offers the Student Exchange Support Program (Scholarship for Short-term Study in Japan) for those accepted by Japanese universities under student exchange agreements with their home universities. These scholarships are worth around £600 per month. Further information can be downloaded at: www.jasso.go.jp/scholarship/short_term_e.html
- **Singapore:** The **DUO Fellowship Award** is €4,000. Further details can be obtained from the International Programmes Office.
- **USA:** **UNC – Chapel Hill**
One student per year going to UNC-Chapel Hill on exchange will be awarded a scholarship worth approximately \$250. Eligible students will automatically be considered.

Current scholarship holders

If you are currently receiving a scholarship to study at The University of Manchester, you will need to check with your funding administrator to see whether this will be affected by your time overseas. For UoM scholarships, such as the Manchester Bursary, your funding administrator will usually be the Student Services Centre: email christopher.strafford@manchester.ac.uk tel +44 (0)161 275 5000

If you receive a bursary from the University please make sure you provide your UK bank details via the Student System to ensure your payments are not delayed.

6.6

The Erasmus+ grant

- The Erasmus+ grant is paid by the European Commission to students who are undertaking an eligible work or study placement in another EU country, or in a candidate country such as Turkey and Croatia. Placements in EEA countries such as Iceland and Norway are also eligible.
- An eligible placement is one which:
 - is at least 2 months in duration, for work placements, and is at least 3 months in duration, for study placements, (maximum 12 months)
 - starts after 1 June 2015 and before 30 June 2016 and ends before 30 September 2016
 - is approved and recognised by The University of Manchester as counting in some way towards your Manchester degree
 - for work placements, is a full-time position (a minimum of 30 hours per week).
- Students are eligible to receive a total of 12 months worth of Erasmus+ funding during their higher education career.
- Students can carry out one study and one work placement in the same or different years OR two study periods in the same or different years OR two work periods in the same or different years.
- The Erasmus+ grant is a CONTRIBUTION to the costs of the period abroad and is NOT intended by any means to fully support a student during their time abroad - Students participating in exchange to Switzerland are not currently eligible for Erasmus+ funding. However, Swiss Higher Education institutions apply for Swiss funding to support incoming students. Please note that students are not guaranteed to receive this funding.



Value of Your Erasmus+ grant

- The value of your grant is determined by the number of months spent abroad and whether you are completing a work or study placement.
- We will not know the exact amount until much nearer the time of your departure and we will contact you by email to let you know.
- Additional funding is often available for students who are registered disabled in order to help with any extra support needs you may have, so please make sure you notify us should you have any such disability or medical condition.



ERASMUS+ DOCUMENTATION CHECKLIST:

Document name	When should the document be completed?	Who is responsible for completing the document?	Where should the document be sent?	Checklist (tick off when completed)
Erasmus+ Student Grant/Mobility Agreement	Before the start of your placement (failure to complete and return this BEFORE commencing your placement will leave you ineligible for any Erasmus+ funding)	All Students (Work and Study)	All Students: International Programmes Office	
Erasmus+ Learning Agreement for Traineeships (forms part of the Student Mobility Agreement)	BEFORE the start of your work period	Work Students and employers together	Languages Students: SALC Residence Abroad Coordinator Other Students: International Programmes Office (Students and employers should also retain a copy)	
Erasmus+ Learning Agreement for Studies (forms part of the Student Mobility Agreement)	BEFORE the start of your study period (Any later changes to your course choices must be recorded and signed off on your Learning Agreement). NB The transcript at the end of the semester must reflect exactly the same information as given on your Learning Agreement.	Study Students in consultation with Academic Exchange Adviser in your School at Manchester and your receiving institution.	Languages Students: SALC Residence Abroad Coordinator MBS International Management Students: International Coordinator for MBS Other Students: International Programmes Office	
Certificate of Arrival	No later than 30 days after the start of your placement (the Certificate of Arrival cannot be accepted if signed before the start date of your placement)			
Certificate of Attendance	No later than 30 days after completion of placement (The Certificate of Attendance cannot be accepted if signed more than 7 days before the official end date of your placement)	All Students (Work and Study) to obtain from host institution/employer	All Students: International Programmes Office	
ECTS Transcript	No later than 30 days after completion of placement	Study Students to obtain from host institution	Languages Students: SALC Residence Abroad Coordinator MBS International Management Students: International Coordinator for MBS Other Students: International Programmes Office	
Transcript of Work	No later than 30 days after completion of placement	Work Students to obtain from employer	Languages Students: SALC Residence Abroad Coordinator Other Students: International Programmes Office	
Erasmus+ Evaluation Survey	No later than 30 days after completion of placement	All Students (Work and Study)	On-line form (link will be emailed to students upon completion of placement, directly from our UK National Agency)	

Receiving Your Erasmus+ Grant

Once your Erasmus+ placement has been confirmed, the International Programmes Office will issue you with a MasterCard Cash Passport for use during your time abroad. Your Erasmus+ grant will be loaded onto the card in euros. You should look after this card as you would your own debit/credit cards, as replacing the card can take up to three weeks once you are abroad.

- The grant will *normally* be paid in 2 or 3 instalments. For full year students these will usually be by the end of October and between April and June. For Semester 1 students by the end of October and on completion of your placement, and for Semester 2 students by the end of January and between April and June. Students undertaking more than one placement will not be treated as full year students for the purposes of grant payments. The first instalment is usually much larger than the second instalment and normally accounts for around 70-80% of your total grant. However, it is possible that students will receive only one instalment and you should not therefore rely on the receipt of a second instalment.
- The grant payment dates are largely out of the hands of the International Programmes Office, as we must wait to receive the funds into our account from the Erasmus National Agency. The International Programmes Office commits to pay funds within a maximum of 30 days of receiving the cleared funds into our account. It is for this reason we cannot give specific payment dates and also why your payment dates may be different from students at other universities. You will be notified by email when the payments are ready, so that you know when to expect the funds into your account.

Paperwork required for Erasmus+ Grant

To receive your Erasmus+ Grant, you are obliged to complete and return the paperwork outlined, and payments can be withheld (or must be paid back) if the paperwork is not complete. If you do not submit the Student Grant/Mobility Agreement before you start your placement then you will not be eligible for Erasmus+ funding at all. Always retain a copy of all documentation you submit. Use the grid provided on page 31 to keep track of the paperwork you need to return in order to be eligible for your grant payments.

Erasmus+ Partner University Codes

For a list of our Partner University Erasmus+ codes please see www.manchester.ac.uk/study/undergraduate/expanding-study/study-abroad/destinations/european-partners

MBS students should visit <http://mbs.ac.uk/programmes/undergraduate/international-exchange/exchange-partners.aspx> for details of their partners.

The Erasmus+ code for The University of Manchester is: UK MANCHES01 The EUC number is: 28432

6.7

School of Arts, Languages and Cultures vacation grant

Languages students within SALC who undertake a compulsory 8 week summer vacation period abroad are entitled to apply for an initial grant of up to £600 from the School to help cover the cost of their approved activity.

The SALC Residence Abroad Coordinator will circulate the Vacation Residence Abroad Form (the application form for the vacation grant) by March 2015 for summer 2015, and by March 2016 for summer 2016. The deadline for submission of this form is 30 April 2015 for summer 2015 and 30 April 2016 for summer 2016.

Students who expect to derive no income from their chosen residence abroad activity (eg those on unpaid work placements or taking a language course) will normally be awarded the full £600.

Students on paid work placements are expected to provide evidence of their income (both wages and other grants such as Erasmus+ Work) for the period abroad, and the initial grant will make up the difference between this income (including payment in kind) and the maximum amount of £600. Students on paid work placements who fail to submit evidence of their expected income by the deadline stated on the application form will not receive a grant.

6.8

SSC travel awards

There are two Travel Awards administered by the Student Services Centre at Manchester, which may be available for students travelling abroad:

- Zochonis special enterprise awards are available to students planning projects or special study which demonstrate enterprise or originality of thought in their planning or execution. These projects / studies need not necessarily relate to your degree programme.
- H.E. David travelling scholarships and bursaries are available to students planning to travel and study abroad. Preference is given to European-based placements / projects.

For further information on these awards, and to download the application form, please visit the Crucial Guide webpages at: www.studentnet.manchester.ac.uk/crucial-guide/financial-life/funding/ and click on the link to Travel Awards.

6.9

Emergency funding

The University has dedicated hardship funds to help students who may face unforeseen financial problems during the course of their degree.

The funds are administered by the Student Services Centre, and do not have to be repaid.

For further details, and application information, please visit: www.studentnet.manchester.ac.uk/crucial-guide/financial-life/funding/financial-support-funds

6.10

Widening participation grant (Erasmus+ only)

UK students on an Erasmus+ study placement, whose household income has been assessed by Student Finance and is below £25,000 per year, will be eligible for some additional funding.

You will be identified automatically when we review your application, so there is no need to apply separately for this grant.

If your circumstances change before you go abroad, please contact Student Finance to be reassessed and let us know once you have done so.

Travel and change of place impart new vigour to the mind

SENECA THE YOUNGER

6.11

Benefit entitlements

If you are currently receiving any form of benefit, then you need to inform the Job Centre or Department of Work & Pensions that you will be studying/working and ask them how this will affect you.

If you are a student with children or dependents, you should consult the Department for Business, Innovation, & Skills (BIS) website for details of additional help which may be available for you:

www.gov.uk/browse/education/student-finance

For any further advice on Funding matters please contact the Student Union Advice Centre advice.su@manchester.ac.uk tel: +44 (0)161 275 2952, or the Student Money Adviser studentmoneyadviser@manchester.ac.uk tel: +44 (0)161 275 2035.

“My experience of studying abroad this year has been an incredible one. It has changed me fundamentally. My highlights were the weather, the amazing nature and scenery, and the brilliant people.”

John Crewe

Physics / University of California, Santa Cruz, USA

“If you're considering it, definitely apply for the exchange programme. No matter if it's going to be easy or difficult, it's going to be an amazing experience.”

Katheriin Liibert

BSocSci Social Anthropology / National University of Singapore, Singapore

6.12

Managing your money whilst abroad

There are many things to think about in terms of managing your finances during your time abroad. Make sure you research and plan ahead before you go.

6.12.1

Talk to your UK bank

- **Tell your bank** before you leave that you will be spending the next academic semester / year abroad – if your bank sees lots of overseas transactions that they are not expecting they are likely to freeze your account.
- **Check the expiry dates** of all your current bank cards, as they will be much easier to renew at home than abroad.
- Ask your bank for advice on **services they offer** that will help you manage your finances abroad.
- We highly recommend that you set up **online banking** for your account. It is not usually possible to view your account balance at overseas ATM machines, so online banking makes it much easier to keep a track of your finances (NB Be aware of so-called 'phishing' emails – do not reply to any emails requesting passwords / pin or user numbers or to validate / verify your account details. Your bank will never ask you to reveal this information).
- Check what **charges** your bank makes for using your card abroad – they can be considerable. Useful guidance can be found at: www.moneysavingexpert.com/travel/cheap-travel-money
- Your bank may have branches in your destination country, or **links with foreign banks** where it would be straightforward for you to open an account.

Other banking issues to consider:

- **What is your Plan B?** Every year students lose their bank cards / have their wallet or purse stolen / snap their cards in an ATM machine etc. If you only have one account and one card, what will you then do to access your money? Think about perhaps applying for a credit card or opening a second bank account 'for emergencies only'. That second, emergency-use card should always be kept separately from your main card.
- **Third Party Warranty** enables you to allow a trusted family member or friend access to your bank account while you are away (to write cheques on your behalf etc). This can be very useful and save you having to make expensive international telephone calls to your UK bank at 3am in Australia – speak to your UK bank to arrange this.
- An **International Money Order (IMO)** or 'money-draft' is a pre-signed cheque available in US dollars, sterling or euros, up to the value of £10,000, that can then be cashed at any bank in the country of the currency. You can pay by cash or cheque, or if ordered through your own bank, the amount can be debited from your account – you will usually need ID to both buy and cash a money order.
- A **Bank Transfer** will enable you to transfer funds between banks. Once you have opened an overseas account, you will need to know the IBAN and / or SWIFT code number of your new account abroad, so that money can be transferred to you. Ask your UK bank for details as to how many days this would take and how much they charge for the service.
- For more urgent transfers, or if you do not have a bank account in your host country, a **Money Transfer** service, such as Western Union or the Post Office's MoneyGram, allows money to be sent instantaneously, without the need for a local bank account. Check www.westernunion.co.uk or www.postoffice.co.uk for further details.

I would say apply without a doubt! It has easily been the best year of my life – meeting new people and experiencing so many different things that just wouldn't have been within reach if I'd stayed in Manchester for a year.

Harriet Kia Macfee
Modern Language and Business and Management (Spanish) / KPMG, Spain



6.12.2

Planning for initial expenditure

You will probably need access to large sums of money during your first few weeks abroad (for things such as deposits on accommodation, administrative costs, travel passes, books etc.). In some cases, you will need to pay the full accommodation fees for the semester upon arrival (i.e. there may not be an option to pay in instalments), so you will need to budget for that.

Remember that if your placement abroad starts before the beginning of term in Manchester, then your Student Loan funding may not be available to you when you first arrive abroad.

It is important to choose safe options rather than carrying a lot of cash with you:

- Your **UK Credit / Debit card** will be accepted in most places, but may incur additional charges for use abroad – check with your bank before you travel. UK debit cards may be less widely accepted overseas.
- **Pre-paid currency cards** Prepaid currency cards look just like a credit or debit card and work in a similar way. They are typically linked to the Mastercard or Visa network and are protected, like bank cards, by a chip and pin system. But, unlike bank cards, they are not connected to your bank account or credit card account. So, if lost or stolen, fraudsters cannot get access to your money beyond that loaded on the card. They tend to be issued by specialist money changing companies and allow you to preload money from your bank account on to the card, fixed at that day's exchange rate.

Getting hold of a card is easy for anyone with a UK bank account. You normally apply online, choose the currency in which you would like your card denominated, load it with funds from your current account and wait for it to arrive in the post: typically five to seven days later. You can top up and check your balance online, by phone or, in some cases, by text. Students from previous years have recommended the following:

www.postoffice.co.uk/travel-money/card
www.statravel.co.uk/cashcard.htm
www.caxtonfx.com/currency-cards

6.12.3

Opening a bank account overseas

Many students choose to open an account overseas for convenience, as most accounts will include a cash card for use at cash-machines (ATMs) and many shops. You may even be required to open an account abroad if, for example, your landlord requires that you pay your rent by direct debit, or your employer needs to pay your salary into a bank account.

- **Shop around for the best deal** – ask previous students which banks they would recommend, and check the details of any bank / transaction charges, any overdraft facilities and associated charges, and any notice period for closing the account when you leave. Be aware that many overseas banks will charge a monthly fee for you to have an account with them. As an international student you are unlikely to be offered an overdraft facility, and if you accidentally become overdrawn then the charges can be very high. Some banks will charge you to use any ATMs that belong to other banks outside of their 'group'. When closing your account, some banks will require you to return to the branch where you first opened your account, which could be problematic if you intend to spend the summer following your placement travelling around.
- Make sure that you know the **opening times** of your local branch, as well as the ATMs you will be using, as they may not be available 24 hours a day.
- **Useful documents** you will probably need in order to open an overseas account include:
 - Passport (original and photocopies)
 - Student Visa or Letter of Acceptance
 - Birth Certificate
 - Passport Photos

Safety tip – Using ATMs abroad:

When using cash points overseas, bear in mind that you are a potential target for thieves.

Try and take money out during the day rather than at night. Be extra aware of your surroundings and who may be watching you. Use the cash machine inside the bank rather than outside if at all possible. If withdrawing a large amount of money at once, take someone else along with you.

6.12.4 Debts

Students should ensure that they have settled all fees at the Partner University before they leave (eg accommodation fees, library fines, printing fees, etc). Leaving debts, even accidentally, can be damaging for The University of Manchester's relationship with our Partner Universities. It will also mean your transcript of results will not be released until you've paid the outstanding charges (which will prevent you progressing into the next semester of studies at The University of Manchester).



Chapter 7

Accommodation

7.1

Your accommodation in Manchester

If you are only going abroad for one semester, you will need to consider what will happen to your room in Manchester for that semester. Can you afford to pay rent for the full year when you will only be there for half the year? If you are renting privately you may wish to either look for a room for one semester only, or take a full year lease and then advertise your room. If you wish to do the latter, you will need to first discuss this with your housemates and landlord in case they have any objections. There is also an option to go back into halls and request a semester only contract. Please note that this is possible for those students studying abroad in semester two, however this could be difficult to secure for those students on exchange in semester one.

A useful site to both look for and advertise a room is the Manchester Student Homes website: www.manchesterstudenthomes.com/MessageBoard where many single semester rooms are advertised. Gumtree and Facebook are also worth a try, but should be used with caution.

If you wish to advertise your room to incoming Erasmus+ (European) exchange students, you should first discuss this with your housemates in case they have any objections. Since Erasmus+ students are not guaranteed a room at Manchester, they will often be looking for short-term private accommodation. You can advertise your room through the International Programmes Office. Please forward the details of your room to SAU@manchester.ac.uk so that we can pass them on to any interested students. Please note that the deadlines for Erasmus+ incomers to apply to Manchester are:

- 1 June for semester 1 incomers
- 1 November for semester 2 incomers

We will therefore only have a limited number of incoming students' details on our database prior to those dates.

7.1.1

Writing a housing advert

- Remember that students from Europe will not know what 'Sainsburys' is, or where 'Fallowfield' or 'Withington' is in relation to the university, so please make this explicit in your advert. Is your house near a bus stop / shops / bars / internet cafés etc? How long will it take a student to get into the university walking / on the bus? Also be sure to mention exactly who they would be sharing with (male/female, smokers etc).
- It is also helpful to mention if any of your flatmates speak any foreign languages themselves, as a French student may feel happier sharing with someone else who can speak their language.
- If you have any photos of either the interior or exterior of your house, then feel free to include those in your advert, as it will help 'sell' your room more effectively.

7.1.2

Arranging a contract

- You will need to speak to your landlord regarding payment arrangements, to see whether s/he is happy to change the name on the housing contract for the second semester and receive payment directly from the foreign student.
- Alternatively, your landlord may want you to be responsible for collecting payment from the foreign student, in which case it would be a good idea to have the foreign student sign a written agreement with you. You can buy standard rental contracts from places like WHSmith, or seek advice in the Student Union, to ensure that you are legally covered should the foreign student cause any damage to the house / leave unpaid bills etc.
- The Student Union is open for advice from Monday to Friday, 10am to 4pm, term-time and vacation. No appointment is needed – just call in. If you do want to make an appointment, you can do so by telephoning **0161 275 8066/8077**.
- Manchester Student Homes offers a free contract checking service to any student from any landlord. You may want to consult Manchester Student Homes if you are changing the name on your housing contract. Telephone number **0161 275 7680**.

7.2

Accommodation whilst abroad

Finding accommodation abroad won't necessarily be easy. In fact, it will probably be time-consuming and challenging – many students describe it as the most difficult aspect of their period abroad.

The information below is intended to provide you with links, tips and general support to help you with your search for accommodation whilst abroad. However, you must remember that, as in Manchester, finding accommodation is **your responsibility**. You should read country guides, city / region tips sheets, and contact Manchester students who have previously lived in your new home city / region.

7.2.1

Where to look for accommodation

Previously, students have found accommodation:

- in advance, with the help of their host university (many exchange partner universities outside Europe provide housing – you should note that if you are studying at a university for only one semester you may be required to pay residence hall fees IN FULL at the beginning of the semester; make sure you budget accordingly) / employer / language school
- in advance, via an agency / website
- on arrival, via an agency / website / adverts on university notice-boards / in local listings, newspapers, having spent the first few nights in temporary accommodation (a hostel / staying with a friend etc.)
- in advance, by visiting the relevant city / region a month or two before the start of the placement and putting a deposit down on something appropriate
- in advance, by taking up a previous Manchester student's room when they have left

7.2.2

General tips

- It is preferable to view accommodation, and meet your prospective flatmates and see exactly where you will be living before you put a deposit down. We do not advise you to sign up to any accommodation you have not seen in person unless it has been recommended to you by a previous student / your host university / employer.
- Dodgy landlords / agencies are a worldwide phenomenon, so you should be as cautious as you would be in Manchester. You should always sign a tenancy agreement so you have some kind of legal protection.

- Check whether the rent includes utilities etc. before you sign.
- Check the notice period / minimum term before you sign.
- How much is the deposit? Are you likely to get 100% of this back?
- Do your research on good and bad areas to live in by consulting with students who have lived there previously and your university / employer – remember the importance of balancing cheap accommodation with safe accommodation.
- University Halls of Residence tend to be rather different from halls in the UK. In some countries, local students stay in halls Monday to Friday and return to the family home over the weekend, so halls tend to be pretty much deserted on Saturdays and Sundays. It is also possible that you will be accommodated exclusively with other international students. You may also be expected to share a room. Rules and regulations may be much stricter in terms of not having visitors after a certain time / no visitors of the opposite sex / having to sign in and out of the building / no alcohol being permitted. Research this with the relevant university or get advice from students who have studied in the city previously.
- When it comes to signing rental agreements, try and get a native speaker to look over contracts with you where applicable.
- In some cities it can be difficult to find accommodation for a single semester. Consult with students who lived there previously / your host university / employer.
- Avoid paying agencies for lists of accommodation (this is often a waste of time).

“
One of the best decisions I've ever made. Unforgettable. Life-changing. All of the cliché's are true. Great people, the chance to travel and academically beneficial. Everyone really does love a Brit, so everyone finds you charming! There are no cons.

Kimberly McIntosh
History / University of Toronto, Canada

”

7.2.3 Potentially useful links for house hunting

This list certainly isn't exhaustive – a simple internet search will uncover other websites. In some cities / countries, the University notice-board / local newspaper-classifieds remain your best source of accommodation leads.

NB Links are provided for information only. Please note that while University of Manchester students have previously used some of the accommodation websites / agencies listed below, The University of Manchester does not endorse or recommend them. Any arrangement that you might enter into is wholly at your own risk. Please be aware that some of the agencies / websites listed below charge a fee.

General websites for accommodation hunting

www.accommodationengine.co.uk
www.goliveit.net
<http://uk.easyroommate.com>
www.casaswap.com
www.angloinfo.com
www.place2stay.net
www.stay4free.com
<http://i-hotels.iagora.com/en>
www.housinganywhere.com
www.craigslist.com

Accommodation websites: America/Canada

www.roommates.com
www.roomster.com

Accommodation websites: Argentina

www.compartodepto.com
www.tulugarenargentina.com

Accommodation websites: Australia

<http://australia.accommodationforstudents.com>
www.domain.com.au
www.realestateview.com.au

Accommodation websites: Austria

<http://easyWG.at>
www.studentenwohnungen.at
www.freeimmo.at

Accommodation websites: Belgium

www.immoweb.be
www.vlan.be
www.appartager.be

Accommodation websites: Brazil

www.easyape.com.br

Accommodation websites: Chile

www.compartodepto.cl
www.homechile.cl

Accommodation websites: China

It is recommended that all students take up the offer of University accommodation.

Accommodation websites: Denmark

www.boligportal.dk

Accommodation websites: France

www.paruvendu.fr
www.leboncoin.fr
www.pagesjaunes.fr
www.recherche-colocation.com
www.colocation.fr
www.appartager.com
www.pap.fr
www.immostreet.com
www.estudines.com
www.studelites.fr
www.le-splus.com
www.leclubetudiant.com

The highlight of my year abroad was learning about a new culture by living it, getting by in a different environment and building on my language skills. I feel much more confident and mature as a person and as a student and learnt a lot, and not just in the classroom. I would sum it up as amazing and out of this world, a great experience to have and something everyone should look into doing. I would tell them to go for it, that they would love it as it builds on experience and character so much.

Kimia Etemadi
 English Literature
 / Paris-Sorbonne IV, France

Accommodation websites: Germany

www.easyWG.de
www.WGgesucht.de
www.immonet.de
www.wohnung24.de
www.studenten-wohnung.de
www.studenten-wg.de

Accommodation websites: Italy

www.cercoetrovo.it
www.affitto.it
www.easystanza.it

Accommodation websites: Mexico

www.compartodepa.com.mx

Accommodation websites: New Zealand

www.nzflatmates.co.nz

Accommodation websites: Singapore

www.share-accommodation.sg

Accommodation websites: Spain

www.loquo.com
www.segundamano.es
www.olx.es
www.pisocompartido.com
www.easypiso.com
www.habitatgejove.com
www.idealista.com

Accommodation websites: Switzerland

www.easywg.ch
www.ImmoScout24.ch
www.students.ch/wohnungen



I think everyone is worried that it's going to be their study abroad that flops – I certainly was. But I've now met people from all over the world who've studied abroad and agree with me that it's one of the best big decisions of my life so far.

Leo Mercer
 Theology and Religious Studies
 / Rutgers University, USA

Chapter 8

Travel practicalities

8.1 Passport

In order to travel overseas, you will of course need a valid passport from the country of your nationality. Many countries require that your passport is valid for at least 6 months beyond the date that your study / work abroad finishes. **Check your passport expiry date now!**

Renewing an existing passport

If you find your passport is due to expire whilst you are abroad / before you go abroad, you will need to renew it.

- You can renew your passport whenever you want and do not have to wait till your passport has expired to renew it.
- However, the Passport Office can add no more than nine months unexpired time from the old passport to the new one.

Applying for your first full adult UK passport

- You will be required to attend a mandatory interview at the Passport Office as part of the application process.
- If you already have a child passport and need to change it to a full adult passport, you won't need to attend an interview.

When renewing / applying for a passport

- Allow AT LEAST 6 WEEKS before you are due to travel (it could take longer in the busy summer months), or AT LEAST 12 WEEKS if you also need to obtain a visa.

For more information on British passports see: www.passport.gov.uk

International students should seek advice from their own Consulate.

8.2 Travel arrangements

8.2.1 Travel plans

- Shop around! Compare online prices with prices from high street travel agents, especially STA who specialise in student travel. To get the cheapest deals you will generally need to fly mid-week (Tuesday – Thursday) and book well in advance.
- For students undertaking long-haul flights, bear in mind the effects of jet-lag and allow yourself time to recover before classes start. Students taking the gruelling trip to Australia and New Zealand may want to investigate tickets that allow a few days rest in Thailand, Hong Kong or Singapore en-route.
- Check baggage limitations – airlines (budget airlines in particular) have strict limits as to the amount of baggage you can take with you. You will need to check with your airline to find out what the weight limit is for hand and hold luggage – and be warned that charges for excess baggage are very high!

8.2.2 When can I book my flights?

Bear in mind that you are required to achieve the necessary grade average in your first / second year of your degree programme in order to progress to study abroad.

It is also advised that, if you are studying abroad, you wait until you are in possession of at least the official offer letter / admissions confirmation email from your host university, and ideally the relevant visa (where applicable), before booking any flights.

If you wish to go ahead and book a flight before you have received all the necessary paperwork, then please ensure you check with the travel agent what will happen if you need to cancel the flight, or change the date/s of your flight/s. Such changes are permitted with some types of tickets, but often the cheapest flights are very inflexible, and you may risk losing all your money if for some reason you are eventually unable to go abroad or your departure is delayed due to a hold up with your visa application.

8.2.3 ISIC card

It is worth investing in an International Student Identity Card (£9), which is internationally recognised, to guarantee you cheap fares wherever you are. With an ISIC card you can purchase discounted flights and train tickets from STA Travel, as well as obtaining discounts around the world and 70% discounted international calls.

You can buy the ISIC card from STA Travel. There are two branches of STA in Manchester – Oxford Road (near Oxford Street train station) and 55 Deansgate in the city centre.

See www.statravel.co.uk for more information.

For more information, including specific details of what discounts you can obtain in each country/city abroad, please see the ISIC website at: www.isic.org and www.isiccard.com.

8.2.4 Useful travel websites

MoneySavingExpert:
www.moneysavingexpert.com/travel/cheap-flights
www.skyscanner.net

European budget airlines:

Air Berlin www.airberlin.com

BMI Baby www.bmibaby.com

Easy Jet www.easyjet.com

FlyBe www.flybe.com

Jet2 www.jet2.com

Monarch www.monarch.com

My Travel www.mytravel.com
- also fly to 7 destinations in Canada

Ryan Air www.ryanair.com

Thomson Fly www.thomsonfly.com
- also fly worldwide

German Wings www.germanwings.com

HLX www.hlx.com

Other transport (Europe):

Eurostar www.eurostar.com
worth investigating for France and Belgium

Eurolines www.eurolines.com
cheap coach travel across Europe

Ferries.co.uk www.ferries.co.uk
ferries to France, Germany, Spain, Italy, Scandinavia, Greece, Eastern Europe

8.2.5 Onward travel upon arrival

Guidebooks such as the Rough Guide and Lonely Planet have useful sections about onward transport within your host country.

Always consider what you will do should your flight be delayed – this may mean a missed onward connection, or arriving at your host campus at 3am when all residences are locked. Be prepared to make alternative plans (eg by booking a night's hotel accommodation) should your original travel plans fall through.

Airport pick-up services

Some host institutions, especially those outside of Europe, operate Airport Pick-Up Services or a Meet and Greet service specifically for new and / or international students arriving at the airport prior to registration. If your institution is running such a service, you will normally be able to pre-book a place. Check the website of your host institution to see whether such a service is available, or contact the International Office there which will be able to provide you with more details.

“
The highlight was meeting
so many people from
around the world. I have
learned so much from so
many different opinions,
outlooks, wisdoms, learned
that it's amazing that
everyone is so different and
I really think it helped me
mature, at least a little.
Olga Shipunova
Japanese Studies / Japan
”

8.3

Packing and freight

- **Pack light!** Cheap items (toiletries, household items) are not worth packing, they are much better bought when you get there. Remember you are likely to want to bring back lots of souvenirs from your time abroad, so leave room for them in your luggage!
- **Clothing.** Have you researched properly what the local climate is like? In very cold climates it is sometimes best to buy additions to your winter wardrobe upon arrival, as warm clothes are bulky to pack, and you will probably find better designed winter-wear in your host country. If working, check what the office dress code is before arriving to avoid packing three suits when in fact staff all dress casually for work. In some countries, especially in Asia, 'formal dinners' may require formal evening wear.
- **Bedding** – Usually easier to buy on arrival. Bed sizes are not always the same abroad as in the UK, so your sheets from home might not even fit your bed abroad. If you have a light-weight sleeping bag, this could be a good option to take with you for your first couple of nights to avoid having to go and shop for bedding right away. If you are staying in University-owned accommodation, your room may or may not be provided with bed-linen. Check before you get there if it's possible to hire bedding and / or towels.
- **Electrical items** – Electrical items may run on a different voltage in your host country, and almost certainly will have a different plug (Hong Kong and Singapore are exceptions). You will therefore need adapters, and also possibly a transformer, in order to use any electrical goods abroad.
- You may want / need to take a laptop with you (check with your airline whether they will count this as an extra item of hand luggage or not), but beyond that it's generally not worth the effort of taking heavy and expensive electrical equipment with you.
- **Mementos** from home – It is nice to take some pictures of friends and family with you to decorate your room and share with new friends.
- Any **medication** should be carried in your hand luggage in case of delay or theft, it is important that your medication is labelled correctly and is kept in the original packaging. If you are carrying a large quantity of medication, it may be wise to ask your doctor for a note confirming it is for your own personal use. We recommend that you take a note of the generic names of your medication rather than just the trade names in case you need to explain the medication you take to a doctor in your host country.

- It is also worth taking a basic first-aid kit containing pain killers, plasters, antiseptic cream, diarrhoea tablets etc. with you, as they will usually be much cheaper in the UK than abroad. Students heading to more far-flung destinations may need to take items such as tampons, insect repellent, deodorant, sun-screen and British kite-marked condoms with them.

8.3.1

Mailing / freighting extra goods overseas

If, after being ruthless, you still need to have belongings sent over, there are two main ways – the first method is simply by post, the second is by freight either through an airline or international parcel service:

Large parcels by post

These should be carefully padded and packed and then taken to a main post office to be sent away. Please ensure you get a "tracking number" from the post office. Try to avoid sending breakables or valuables, as these services are really best for transporting books and other heavy but durable items. The maximum weight per parcel is 30kg. Further information can be found by contacting Parcelforce +44 (0)844 800 4466 or www.parcelforce.com.

www.sendmybag.com – Budget luggage shipping service that Manchester students have used in the past (Europe and Worldwide). Door to door service.

NB Some companies treat "personal effects" as a different category with different rates.

Large package freight by plane

This can be arranged with any air company. Check the Yellow Pages for Airfreight or freight forwarding companies.

“It was the most incredible, exciting, adventurous experience I have ever undertaken (by miles) and was highly enjoyable. I made many new friends from all over, saw 10 countries despite limited funds and ventured into the unknown: epic!”

Oliver Reynolds
Geography with International Study (BA)
/ National University of Singapore, Singapore

8.4

Visas and immigration procedures

- For holders of a full British passport, Poland, Russia, Turkey, and most countries outside of Europe require you to have a student visa in order to study there / work visa in order to work there. British passport holders will not need a visa for other European destinations.
- All overseas students will need to contact the embassy or consulate of the country you will be visiting in order to inform yourself about the visa requirements. Embassies usually prefer overseas students to apply for their visa from their home country rather than in the UK. However, it is possible in most cases to make your application at the consulate in London / Manchester as long as you can demonstrate sufficiently strong ties to the UK.
- If you are abroad for the full year, and your second semester placement requires you to obtain a visa, please be aware that you may not be able to obtain this visa from your semester 1 country of residence – you may need to return to the UK to make your application.
- The International Programmes Office is not an approved immigration advice service and staff are not legally qualified to give detailed immigration advice to students. Because immigration legislation is complex and constantly changing you should **ALWAYS** obtain visa advice directly from the relevant Consulate or Embassy.
- Contact details for all Embassies can be found at: www.embassyworld.com
- The type of visa you apply for may depend on:
 - o Your nationality
 - o Whether you will be in the country for one or two semesters
 - o Whether you will be working or studying. Please note that if you enter the host country on eg a student visa, there may be specific conditions attached to that, which may include a minimum number of courses that you must undertake at your host university, a prohibition on working, or restrictions on where you can work / how many hours of part-time work you can undertake.

- For study visas, you cannot make your visa application until you have your official offer letter from your host university.
- Do not forget to verify that all the details in your offer letter / visa documentation from the host university are correct (the period of time you will be studying there, your date of birth, the spelling of your name etc) – if you spot an error you will need to request a new copy from the host university before you can apply for your visa.
- It is **your responsibility** to ensure you have the correct visa for the country you are entering, and for you to be aware of when your visa is valid to and from.

Important notes

Even though you may have an offer letter from your host university, and you submit all relevant visa application documentation, the immigration authorities still reserve the right to refuse you entry to the country. Where there are visa application fees, you will not be eligible for a refund if your visa is denied.

Immigration procedures upon entering the host country

When you make your initial entry into your host country, you will need to progress through immigration and customs before you are permitted to travel further. Even if you have a connecting internal flight, you will still normally need to disembark, proceed through immigration and customs and then check in once again, so make sure that you leave plenty of time in your travel arrangements for what could be a lengthy process.

Remember that you will need some additional documents with you for immigration purposes, so you should keep these with you in your hand-baggage and remember NOT to pack these in the luggage you will check in as hold luggage on the plane.

These documents are likely to include:

- Your passport
- Any offer letter / acceptance documentation from your host university / employer
- Any documentation issued to you by the Embassy in connection with your visa application
- Evidence of financial means
- Evidence of where you will be staying

Chapter 9

Staying safe and well overseas

Please note that your health whilst abroad is ultimately your responsibility. It is unrealistic to expect The University of Manchester to be able to provide you with information on support for every pre-existing health condition, in every country. However, we will make every effort to provide you with any support and guidance you might require.

The importance and value of staying safe and well for the duration of your time overseas cannot be emphasised enough. Early planning, appropriate advice and sensible precautions should ensure a successful placement.

It is critical that you are well prepared as the healthcare provision in your host country will most likely be different from what you are used to in the UK. It is vital that the travel health advice and management you receive is based on your individual risk assessment, taking into account your medical history and the nature of your placement.

Further to these safety guidelines, some students may also wish to read: 'Footloose and Fancy Free in the Third World, A Backpackers World Travel Handbook' by Randy Johnson. The complete version is at: ease.com/~randyj/secure1.htm

9.1 Before you travel

Itinerary

Have a clearly planned itinerary. Give copies to your family / emergency contact in the UK. Include contact addresses, phone, fax and email details at your destination (include any stopovers). The information should include:

- Name, telephone number and email address of your contact person at The University of Manchester (e.g. IPO contact, placement coordinator) and contact details for an academic
- Name, address, telephone and email of emergency contact in UK.
- Date and time of departure, including flight number
- Insurance Policy details

- Date and time of return home, including flight details.
- If possible, the name, telephone number and/or email of a contact person at your destination.
- If any part of your time abroad is to be taken as holiday, include the details of your destination, dates and a contact address, telephone and email.

9.1.1 Medical checks

Arrange check-up appointments with your GP and make sure you get any prescription medicines you may need for your time abroad before you go. Any medication should be carried in your hand luggage ideally, or split between two bags in case of delay or theft. It is also important that your medication is labelled correctly and is kept in the original packaging. If you are carrying a large quantity of medication it may be wise to ask your doctor for a note confirming it is for your own personal use. You should also be aware that some medications prescribed in the UK will be illegal in other countries – make the relevant checks in advance. We recommend you take a note of the generic names of your medication rather than just the trade names in case you need to explain to a doctor in your host country the medication you take. It is also well worth investing in the basics: aspirin, plasters, antiseptic cream, etc. (which are in general much cheaper in this country than abroad). You are also strongly advised to have a dental check-up before travel, and to see your optician and ensure that you have adequate supplies of products eg for contact lenses.

It is useful to know your blood group and keep a note of this in case you have an accident whilst abroad. You can find out your blood group either by giving blood or by asking your GP, who may have this on your records. If you suffer from migraines, epilepsy, asthma, sickle cell anaemia, angina, diabetes, haemophilia or any chronic disease, it is also advisable to keep a written note with you at all times.

9.1.2 Travel health and vaccinations

You can obtain up-to-date individualised travel and vaccination advice relating to your specific placement and destination from the **Occupational Health Services**, Waterloo Place, 182 / 4 Oxford Road, Manchester, M13 9GP (Tel: 0161 275 2858). Alternative sources of advice/information include your GP and private travel clinics. It is advisable to try and do this as early as possible before your departure, as you may not be able to get all of the vaccinations that you need in one visit, and some may comprise an initial shot followed by a booster.

To assist you in assessing whether you need medical advice, complete the **Self-Assessment Guide for Study / Work Placements UK and Abroad in Appendix 4**. You should complete this as soon as possible following confirmation of the location of your placement and should refer back to this if there is any change in your health prior to departure.

Following this initial self assessment it may become clear that you require further medical advice. If so, please print off and complete the 'Travel Self-Assessment Form', available at: www.studentnet.manchester.ac.uk/occupational-health/forms-and-guidance

Having done this, contact Occupational Health Services (Tel: 0161 275 2858) and arrange an appointment with the nurses. Please bring the completed form with you. It will be useful to have details of your planned destination, work activities and dates of previous vaccinations (if available), in order to ensure that the advice provided is appropriate for your needs. Travel packs are also available from Occupational Health Services.

In some cases, your host university may also require you to complete a medical exam, or a medical / vaccination history report. This is more common in non-European destinations. Your host university may not allow you to register for classes until you have provided this information.

Additional health information

Deep Vein Thrombosis (DVT)

It is believed that there is an association between long haul flights and a risk of DVT, even though the incidence is low. It is possible that aircraft conditions and sitting still for long periods of time may contribute to this risk (eg reduced oxygen levels and dehydration). Listed below is advice on how to reduce the risk of DVT:

- Discuss your medical history with an Occupational Health Adviser if you have a family history of DVT
- Wear compression stockings (below the knee and measured to fit correctly)
- Avoid sleeping tablets
- Exercise your legs and calf muscles during the flight
- Avoid dehydration (drink lots of water / fluids but avoid alcohol)

Symptoms of DVT often include tenderness, pain, swelling and skin discolouration and are often confined to one leg/calf muscle. If symptoms develop, seek medical attention as soon as possible.

Travel and altitude sickness

Travellers who arrive at high-altitude airports and those who climb mountains above 2400 metres are at risk of developing:

- Acute Altitude Sickness (AMS)
- High Altitude Pulmonary Oedema (HAPE)
- High Altitude Cerebral Oedema (HACE)

This is due to the reduction in oxygen pressure at high altitude. If you are concerned that this may apply to you, please discuss with the Occupational Health Adviser.

Acclimatisation: Allow time in your schedule for the physiological changes required to cope with the potentially fatal effects of low oxygen.

Sexually Transmitted Infection (STI)

Unprotected sexual activity carries a high risk of contracting an STI. Remember that the incidence of STIs such as HIV is higher in many countries than it is in the UK. Condoms provide significant protection against HIV and other sexually transmitted infections. Kite-marked condoms are not available in all destination countries, so if you are heading to a more 'exotic' destination research this before you depart and take a supply with you. Supplies can be obtained from Occupational Health Services free of charge.

Travellers' diarrhoea

This is the most common ailment to affect travellers, especially in hot countries. It can largely be avoided by taking basic hygiene precautions (washing hands before handling food and after going to the toilet). Cholera, Typhoid and Hepatitis A can be caught from contaminated food and water. Use bottled or sterilized water. Fluid replacement sachets are very useful (eg Dioralyte, Rehydrate) in the event of diarrhoea.

Water

Local water in some locations may be contaminated. Check, and if this is the case use bottled water for drinking and cleaning teeth. Canned and bottled drinks and hot beverages are often safer.

Sun

Never underestimate how ill careless exposure to the sun can make you. Wear a hat with a brim, long loose clothing, sunglasses and sunblock. Avoid the mid-day sun. You can become dehydrated and lose up to 500mls of body fluid per hour, especially if exercising. Heat cramps, exhaustion and heat stroke can also be caused by over-exposure to the sun.

Mental and emotional health

The pressure of planning a placement in addition to the challenges of a new environment, can potentially have an impact on your mental / emotional health. If you experience any difficulties it is advisable to inform your School and placement-provider as this will reduce the pressure on you to have to cope on your own. A useful resource if you are struggling whilst abroad is an online self-help tool provided through the University's Counselling Service:

www.studentnet.manchester.ac.uk/counselling/self-help

9.1.3 Disabilities and medical conditions

We require that you declare any disability or medical condition so that we can ensure that you receive any additional support available for the duration of your time abroad.

This includes:

- Specific learning difficulties (eg dyslexia, dyspraxia)
- Chronic pain / chronic fatigue
- Chronic medical conditions (eg diabetes, epilepsy, asthma)
- A mental health difficulty (eg depression, anxiety, panic attacks, an eating disorder, self-harming, etc)
- Asperger's Syndrome and other autism spectrum disorders
- A sensory (visual / hearing) impairment
- A mobility impairment
- A dexterity impairment
- Any other condition which has a long-term and adverse effect on study

If you have a disability or medical condition as defined above, and aren't already registered with the Disability Support Office (DSO), you should contact either your School's Disability Coordinator or the central Disability Support Office at Manchester by email dso@manchester.ac.uk in order to register.

Likewise, to discuss a medical condition or disability in relation to your period abroad, you should contact either your School's Disability Coordinator or the central Disability Support Office at Manchester by email dso@manchester.ac.uk. You may be referred to Occupational Health Services depending on the nature of your condition.

The International Programmes Office and the Disability Support Office can assist you in identifying the support available to you abroad, and any additional funding to which you may be entitled. If there are concerns that a medical condition may have implications for your placement abroad, then the Occupational Health Services will need to meet with you to assess your fitness to travel.

You should be aware of the fact that both attitudes to, and support for, disability vary from country to country. The level of support offered in your host country may not necessarily be equivalent to the level of support offered in Manchester.

If you are currently in receipt of specialist disability-related funding, such as a Disabled Students Allowance (DSA) or social services funding, then you are encouraged to inform your funding provider of your planned trip as soon as possible, in order to confirm the details of your funding for your time abroad and to check if you are entitled to any extra allowance.

The University Disability Support Office (DSO):
2nd Floor, University Place
The University of Manchester
tel **0161 275 7512/8518**
Text **07899 663 512**
Minicom **0161 275 2794**
email dso@manchester.ac.uk
www.dso.manchester.ac.uk

Useful websites:
Disabled People's International:
www.dpi.org

International Dyslexia Association
www.interdys.org

The European Agency for Development
in Special Needs Education:
www.european-agency.org

My year in New Zealand was the most amazing year of my life – full of fun, laughter, and meeting people from all around the world. I wish I could turn back the clock and experience it all over again.

Rachael Albrighton
Geography with International
Study (BSc) / University of
Auckland, New Zealand

9.2 Insurance

Make sure that you have appropriate valid insurance cover for the duration of your travels, and that you understand the details of what you are covered for, as well as how the policy operates should you need to make a claim.

9.2.1 The University of Manchester Insurance Policy

Royal and Sun Alliance plc Policy Number: **RTT260294**

www.staffnet.manchester.ac.uk/services/insurance/travel/study-abroad-travel-insurance/

You will be covered free of charge by the University's Travel Insurance policy, which provides cover for all University of Manchester students undertaking study or work placements abroad arranged through the University as part of an award-bearing course. This travel cover is worldwide with no geographical limitations. Cover is automatic for most students, but if you are going abroad for more than one year, or if you are aged 75 or over, then you must obtain prior clearance from the Insurance Office.

Cover

Our insurance policy provides free emergency assistance and advice, together with insurance cover for emergency medical and repatriation expenses, search and rescue expenses, loss of personal belongings and money, cancellation and curtailment costs, personal liability, legal expenses and emergency evacuation expenses.

Duration

The cover will be valid for the duration of your study / work placement, and up to two weeks either side. If you plan to stay abroad beyond your placement make sure you take out your own insurance policy to cover your needs, ideally before you leave the UK, since most insurance companies will not allow you to purchase a policy once you are already abroad. One company that may allow you to purchase travel insurance from overseas is World Nomads (www.worldnomads.com). This company has been mentioned by past study abroad students, but please note that it has not been in any way 'vetted' or approved by The University of Manchester as a recommended insurance provider. You should do your own research and shop around for the best deal to suit your own needs.

Health

The medical expenses cover included in the policy is not full health insurance – it only covers emergency treatment and associated expenses. Routine, preventative or other elective treatments are not covered. If you are travelling to your normal country of domicile, medical cover is limited to the first 30 days. However, if you are a student from abroad attending a full-time, credit-bearing course at The University of Manchester you will be treated as domiciled in the UK for the period of your course.

Pre-existing medical conditions are only covered if travel is being undertaken in line with medical advice. Medicines or other treatments needed to manage your condition will not be covered, but any unexpected consequences of the condition will be covered.

You should complete the 'Self Assessment Health & Safety Checklist, (see Appendix 4) as soon as possible once you know that you are going abroad and where appropriate refer yourself to the University's Occupational Health Service. If the self-assessment does not indicate that you need to make an appointment with Occupational Health, you are confident of your fitness to travel and you have no pre-existing medical conditions you are still advised to see your own doctor before going abroad for a general check-up so that your doctor can 'record' your fitness to travel. In the event that you become ill whilst abroad the insurance company will normally request written confirmation that you were fit to travel and it is far simpler to obtain this if you discussed this with your doctor prior to departure.

Treatment relating to normal pregnancy and childbirth is not covered, although emergency treatment relating to pregnancy or childbirth will be covered, except within four weeks of the expected date of childbirth. Cover is not provided for restorative dental treatment (although emergency dental treatment is covered).

Personal accident

Medical expenses cover is provided for reimbursement of actual expenditure incurred. There is no personal accident cover providing automatic compensation in the event of an accident.

Recreational activities / holidays and trips whilst away

Cover extends to holiday and recreational activities that are incidental to your placement (including winter sports, bungee jumping, diving etc.), provided the time spent in holidays and recreational activities does not exceed half of the total period of absence.

This cover includes holidays taken during the outward or return journeys extending up to two weeks either side of the study or work placement period, provided that you do not return home or to the University between the holiday and the period of study or work placement.

NB The University's Travel Insurance policy includes cover for travel to potentially dangerous parts of the world and also covers hazardous activities. However, this should not be taken to mean that the University condones the taking of unnecessary risks. You must ensure that you have an up-to-date assessment of any health and safety risks to which your trip may expose you and you should not engage in any activities where your experience or skill levels fall below those reasonably required for participation in those activities.

Emergencies
For medical or security assistance call *Capita Health and Wellbeing (Formerly known as First Assist)* on +44 (0)208 763 3155.

You will be provided with a credit-card style contact card bearing the 24 hour Worldwide Medical and Security Assistance helpline number run by *Capita*. Please keep this in your wallet at all times – you may not be conscious at the moment that you arrive at hospital needing treatment.

Making an insurance claim
If you incur additional expenditure or suffer a loss you may make an insurance claim by contacting the Insurance Office at Manchester who will email you the appropriate claim form.

Medical claims
Give the hospital the details of your insurance policy. *Capita Health and Wellbeing* will organise payment of your treatment for you.

For less serious medical claims (eg penicillin to treat tonsillitis), make sure you keep the receipt evidencing what you paid for your treatment.

Routine dental treatment is NOT covered by the policy, but emergency dental treatment is.

Please note that unless a medical professional has advised you that you need to travel back to the UK for further medical treatment, you cannot claim for flights back home in connection with a medical problem. Seek clearance from *Capita* first. If you do need to return to the UK they will arrange your flights for you.

Claims for theft
If claiming for theft, you will need to produce a police report, so ensure you have reported the incident to local authorities. You will need evidence of how much your item/s were worth, so make sure you have receipts / instruction booklets etc for your most valuable items in particular (laptops, iPods, cameras, etc).

Cancelled flight / delayed flight / lost baggage
Obtain an official letter from the airline confirming the circumstances of your claim.

Further policy details and claim forms can be found at: www.staffnet.manchester.ac.uk/services/insurance/travel

Contact details for Manchester's Insurance Office:
email insurance@manchester.ac.uk
tel +44 (0)161 275 2243 / 2207

9.2.2 Compulsory health insurance at your host university / organisation

Many Partner Universities will accept Manchester's Insurance policy, however some (such as all Australian universities, and several of the North American partners) have their own compulsory insurance policy that you are required to take out. Make sure that you check this with your Partner University.

Where Partner Universities have their own mandatory health insurance policy you will not be allowed to register at these universities unless you take out their policy. However, you should be aware of the fact that these policies are not absolutely comprehensive and you should read the small print carefully so that you understand for what you will and won't be covered (eg you may still have to pay a contribution towards the cost of GP visits, dental treatment, etc).

For work abroad students, you should check whether or not you are covered by your proposed employer's insurance:

- 1) in the event that you were injured or suffered a serious loss as a result of the employer's negligence;
- 2) in the event that a claim were made against you whilst you were acting in the course of your duties or under the employer's supervision.

If your employer is not covering you, then please be aware that if you suffer any injury at work, or if someone is accidentally injured by you / you damage someone else's property during the course of your work, you are unlikely to receive any compensation/ financial assistance.

“
After my experience abroad I feel I have no boundaries and that I could go anywhere. I am planning many trips and holidays to visit friends and their countries. Job-wise I cannot see myself settling for something near home.
Riccardo Monfardini
Physics / University of California
San Diego, USA
”

9.2.3 European Health Insurance Card (EHIC)

If you are ordinarily resident in the UK but are travelling to another EEA country or Switzerland for your time abroad, then you will need a **European Health Insurance Card (EHIC)**. This entitles you to access the same state-provided healthcare as a resident of the country you are visiting. Be aware that each country's healthcare system is slightly different, so your EHIC might not cover everything that would be free through the NHS.

The EHIC must be used ahead of your University of Manchester Travel Insurance policy wherever possible. The University of Manchester policy can then be used to fill any gaps eg medical repatriation, mountain rescue in ski resorts etc.

Applying for an EHIC
There are three possible ways to apply. Details of all three can be found at: www.nhs.uk/NHSEngland/Healthcareabroad/EHIC/pages/about-the-ehic.aspx

In all cases, make sure you have your National Insurance number or NHS number handy:

- **Apply online** – via the above link. This is the quickest method – your card will be delivered within 7 days
- **By phone** – call 0300 330 1350. When your application is complete, your card will be delivered within about 10 days
- **By post** – If you will be studying abroad and are a non-EEA national, then you can only apply by post as you will need to provide further documentation that supports your application.

For further information, including a downloadable application form and postal address, see the website above.

Replacing a lost or stolen EHIC
If your EHIC is lost or stolen while you are abroad, you (or someone on your behalf) should apply for a Provisional Replacement Certificate (PRC), which will provide you with the same cover as an EHIC until you return home. To do so, call the Overseas Healthcare Team (Newcastle) on +44 (0)191 218 1999 (Monday – Friday, 8am – 5pm GMT).

Claiming refunds on your EHIC
Some European health systems expect you to pay your bill when you are treated and then claim a refund using your EHIC. Try to apply for your refund before you return to the UK. Find out how to do this in the country-by-country guide at www.nhs.uk/NHSEngland/Healthcareabroad/countryguide/Pages/EEACountries.aspx

If you need to make a claim once you return to the UK, call the Overseas Healthcare Team on 0191 218 1999 (Monday to Friday, 8am–5pm). You will need your National Insurance number and UK bank or building society details to hand.

Remember to keep all receipts and any paperwork (make copies if necessary).

If you have any healthcare costs that EHIC won't refund, you will be able to submit a claim through the Manchester insurance policy for those charges.

9.3 Keeping safe overseas

On arrival in your host country, give yourself time to adjust. You should expect to experience jetlag, but you will quickly get used to a new schedule by drinking plenty of non-alcoholic fluids, eating nutritious food, exercising and resting. Following your arrival, if you have read the advice below and exercise a bit of common sense, you will settle in to your new surroundings in no time.

9.3.1 Healthcare facilities


Make sure that you locate the nearest healthcare facility to your place of residence and register if appropriate. Do NOT wait until you are ill to identify the local healthcare provision. Note down the contact details here, and save the number in your phone:

address _____

tel _____

9.3.2
Your local British Embassy and FCO office

The Foreign Commonwealth Office offer a service that allows you register to receive updates about any country you will be going to/ travelling through/in during your period abroad. That way you'll receive an email if any of their security advice changes (eg if there is any kind of natural disaster, illness epidemic, terrorist threat, transport problems etc). We recommend you sign up for this at: <https://public.govdelivery.com/accounts/UKGOVUK/subscriber/new>

 You can also follow the FCO Twitter account which will also provide any security advice updates [@FCOtravel](#)

Students who are not British Citizens should check with relevant government offices in their home country to see if an equivalent service is available. You can find your local Consulate office by checking this website: <http://embassy.goabroad.com/>

British Consulate:
Look up their contact details at www.gov.uk/government/world/organisations and record them here:

Country one

address

tel

email

website

Country two

address

tel

email

website

- British Embassies/Consulates can provide the following services to British nationals:
- Issue emergency passports
 - Contact relatives and friends and ask them to help you with money or tickets
 - Advise you how to transfer funds
 - Provide an advance against a sterling cheque for £50 supported by a banker's card
 - Provide a list of local lawyers and doctors
 - Give some guidance on organisations experienced in tracing missing persons

If you are arrested for a serious offence, insist on the British Consulate being informed. You will be contacted as soon as possible by a Consular Officer who can advise on the local procedures.

If you lose your money, passport or anything else abroad, report it first to the local police and obtain a statement about the loss. Then contact the Consulate if you still need help. Should you lose any documents, the police will provide a temporary form which will cover you whilst you obtain new papers, which you should do via the nearest British Consulate. If you are not a British Citizen you should contact the relevant Consulate office, you can find their details using the Go Abroad website mentioned earlier.

9.3.3
Security and safe socialising

Just as when you socialise in the UK, it is important to remember a few general guidelines to ensure that you remain safe and well. Be aware that cultural differences and communication difficulties may make it harder for you to assess potential dangers in a situation.

- At night or in an unfamiliar area, travel in a group or arrange to meet someone. Know which unsafe areas to avoid, and don't walk alone after dark.
- When using public transport, ensure you have enough money and know where you need to get on and off.
- Hold on tightly to your bags, especially in a crowd, keep your valuables close to your body and not on display, and do not agree to carry bags or additional goods for anyone. Innocently helping a stranger with their luggage could result in your being arrested for possession of illegal substances / drugs.
- Young people in most countries do not drink to get drunk – look to your local peer group for guidelines on appropriate behaviour and dress code in bars and cafés. Remember that alcohol significantly reduces your ability to assess danger and can make you more vulnerable to attack.
- Be on your guard to avoid theft – don't carry large amounts of cash with you, keep documents and money on your person rather than in a bag that can be snatched, and be aware that pickpockets often target groups of foreigners.

9.3.4
Local transport

Transport safety standards and road conditions vary considerably from country to country. It is worth being aware that two Manchester students have died, and one student has been seriously injured in recent years as the result of traffic accidents during their period abroad.

In many countries you should consider the following precautions:

- avoid travelling at night
- always use seat belts where available
- don't compromise your safety by travelling with a transport company that may be cheaper but which has poor standards of maintenance / safety
- refer to the FCO website for specific travel risks for your country

9.3.5
Eating and drinking

Trying new foods, and enjoying a region's must-try dishes, is all part of the exciting process of adjusting to life in a new country. Be adventurous, and try things that are new and different, but stay sensible, and know what you're eating. Balance exploring with being careful.

In certain countries it may be sensible to avoid ice-cream, ice in the drinks, unpasteurised milk, fruit that you can't peel or salad that may have been washed in contaminated water. Food sold from street-vendors often carries greater health risks.

If you have special dietary requirements, research your destination carefully, as you may find it difficult to eat the way you do at home. Learn what will be available that is suitable for you, so that you are able to experience the food of your new culture.

9.3.6
Keeping in touch

Throughout your time abroad we will keep in touch with you via your University email account, so make sure that you check this frequently. We would also love to hear how you are getting on, so feel free to get in touch with the International Programmes Office during your trip.

You **MUST** update your contact details on the Student Services Centre portal (www.studentnet.manchester.ac.uk) as soon as your accommodation / contact information is confirmed overseas, so that we can reach you if we need to. This information is crucial if an emergency situation arises.

Always remember to leave a clear outline of your plans and contact information with a family member or reliable friend if you go away for a weekend whilst in your host country and / or if you undertake an extended period of travel before or after your period of study / work abroad.



9.3.7
Coping with homesickness

It is very normal to experience a feeling of homesickness while you are away. You will no doubt miss your friends and family, as well as Manchester itself. Talk to your friends in your host country about how you are feeling, as they will no doubt be going through the same thing. And feel free to contact staff here in Manchester – we in the International Programmes Office and our colleagues in Schools who are responsible for international study / work are familiar with students feeling homesick, and we are only ever a phone-call or email away.

Refer to Chapter 11 'Culture and Integration' for more advice on settling in to your host country.

“
Apply. Go and don't worry! It will be the best thing you do without a shadow of a doubt. The only problem is: you can only go once!
Sam Weeks
Physics with Astrophysics
/ University of California Davis, USA
”

Chapter 10

Emergency situations

Hopefully your period abroad will pass without incident. However, emergency situations do occasionally arise. This could be the result of a natural disaster (earthquake, forest/bush fires), civil unrest (riots, protests), threats to your personal safety, the outbreak of war etc.

Should an incident occur whilst you are abroad which affects your personal security / safety, you must notify one or more of the following people (as appropriate) as soon as possible:

- The local emergency services (see 10.2)
- Your placement manager / supervisor (if it relates to your employer or work environment)
- Your Exchange Coordinator at your host institution and here at Manchester
- The University of Manchester (24 hour number) – tel +44 (0)161 306 9966 (out of hours)
- The British Embassy in your host country

10.1 Planning an Emergency Response

- Check and follow the Foreign and Commonwealth Office advice (www.fco.gov.uk).
- Make a decision as to your next steps in collaboration with embassy staff, on-site coordinators and the International Programmes Office at Manchester. The International Programmes Office will communicate with you via email / any mobile numbers you have entered into the Manchester Student System.
- Communicate all decisions to key people (see section above) once action is decided upon
- Keep a low profile and be cautious. Avoid travelling alone if possible.
- Keep everyone informed of your whereabouts as far as possible, and confirm to them your arrival at a safe location.

At the time of publication, The University of Manchester does not have study abroad arrangements with institutions in countries currently considered to be unsafe by the Foreign and Commonwealth Office. However, it does have study abroad arrangements in countries where certain regions are considered to be unsafe and the situation in any country can change quickly, particularly in relation to natural disasters or pandemics.

It is essential that you visit the FCO website for further detail: www.fco.gov.uk/travel. If you plan to travel, or have organised your own placement, you should also ensure that you visit the FCO website prior to your departure to check that your destination is considered to be safe. You should check this site regularly depending on your location / travel plans as the FCO updates advice on a regular basis and changes could be made at any time.

As part of your preparations for your time abroad you should be taking an interest in your host country, particularly the development of any social or political problems. That way you will be well-informed and better prepared for any potential problems that do arise.

10.2 Emergency Numbers Around the World

In most European countries dialling 112 will connect you to the emergency services.

Emergency numbers for other key countries can be found below.

If your country isn't listed visit: http://en.wikipedia.org/wiki/Emergency_telephone_number and make a note of the information given there.

Country	Police	Ambulance	Fire
Argentina	101	107	100
Australia	000	000	000
Brazil	190	192	193
Canada	911	911	911
Chile	133	131	132
China	110	120	119
Cuba	No emergency numbers are in use		
Egypt	122	123	180
Europe	112	112	112
Hong Kong	999	999	999
India	100	102	101
Israel	100	101	102
Japan	110	119	119
Jordan	911 or 112		
Korea (South)	112	119	119
Mexico	066, 065 or 080		
New Zealand	111	111	111
Russia	112	112	112
Singapore	999	995	995
Uruguay	911	911	911
USA	911	911	911

- You are expected to act in the spirit of the instructions. There is no substitute for common sense. The most important consideration at all times is **human safety**.
- Remember: if you become a casualty someone must rescue you, possibly at personal risk to themselves.
- Act quietly and methodically. You should not rush or attempt to pass others when leaving the scene of an emergency.
- The senior person present should assume control of the situation ensuring the safe evacuation of all persons present, and be prepared to warn the emergency services etc of specific known hazards.
- If you have to telephone for assistance, the following information must always be given as clearly and as simply as you can:
 - Who you are
 - Where you are
 - The nature of the emergency and what services are required
 - The exact location where assistance is required
- Ensure the message is repeated back to you and is understood, and ensure you know the correct vocabulary for such a situation in the language of the host country where appropriate.
- Do not attempt to use fire extinguishers unless you have received appropriate instruction and it is safe to do so.

10.3 Preparing for an Emergency in Advance

Don't wait until you are in the middle of an emergency situation to think about what you need to do – plan your emergency 'survival' plan in advance.

- Make sure you have entered your emergency contact details onto the Student System before you leave, and keep them updated if anything changes
- Ensure you commit to memory the standing orders for emergency action. You will have no time to read them in an emergency. Depending on which country you are in an alarm sounding could mean a variety of things – earthquake, tornado, fire. Do you know how to react?
- Programme the relevant emergency numbers (see 10.2) into your mobile.

I'm in disbelief at the number of amazing people I met, the amount of working experience I've gained, and the diverse academic skills I learnt. Facing the "unknown" all by yourself is tough, but it's definitely a challenge worth taking up.

Sara Tullo
Archaeology
/ Australia National University, Australia

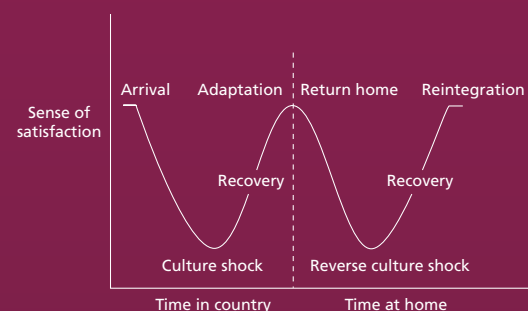
Chapter 11

Culture and integration

11.1 Cultural adaptation

Whilst some students adjust to being abroad without much difficulty, many students do, to a greater or lesser extent, experience a variety of different physical and emotional symptoms, as they adjust to a new lifestyle, new values, etc. So don't be surprised if you feel a bit impatient, confused, or anxious, or if you hit emotional highs and lows as you adjust – this is perfectly normal. Other natural and common symptoms you may experience include headaches, upset stomach, loss of appetite, irritation, fatigue, loneliness, feelings of inadequacy, loss of control, insecurity and panic. Such symptoms can be immediate or take several weeks to kick in. Symptoms are often worst during times of particular stress eg after your initial arrival abroad, or during exam periods.

The pattern of highs and lows associated with culture shock are highlighted in this diagram, the W-Curve. Do note that this is a model only- not all students will necessarily follow this same pattern. Some students may skip whole stages, some may repeat some of the highs and lows several times before they feel settled abroad, and most students will have good and bad days within any particular phase. However, the W-Curve is helpful in understanding the sorts of phases you might go through as you adjust to being abroad, and also once you return home again.



Arrival – The first few weeks can be viewed as a 'honeymoon period' where everything is new and exciting, with new places to discover, people to meet, and it seems like one big holiday.

Culture Shock – This is often followed by the period of real adjustment as you settle into your new routine. At times cultural differences may make you feel tired, frustrated or isolated. This is often a point at which you may feel homesick or at least crave familiar surroundings and practices.

Adaptation – You will gradually adapt to your 'new life', establishing new friends and developing an understanding of the way this 'new world' works. Ultimately you may well find that you don't want to leave!

Reverse culture shock – Re-adjusting to life back in the UK can be just as difficult, and sometimes more so, than the adjustment process you go through whilst abroad. Day-to-day life may not be as exciting and stimulating as it was in a foreign country and your friends from Manchester may not be able to understand or be interested in your experiences abroad.

11.1.1 Adjusting to life abroad

The following suggestions may help you with the challenges of cultural adaptation you may experience during your time abroad:

- **Familiarise yourself.** Getting to know your way around your new home, and making new friends will help you settle in, and stop you withdrawing or isolating yourself.
- **Immerse yourself** in the local society and the cultures within it. Meeting and interacting with local people, and reading and speaking the local language will help you join in with the local way of life.
- **Remember that you are not alone.** Everyone involved in a period abroad will be going through similar experiences, and talking to fellow students abroad will help you deal with your own cultural transition.

11.2 Intercultural Communication

Some resources and possible reading that you might find useful in preparing yourself culturally for your time abroad include:

- **'Understanding Ways'** by Kerry O'Sullivan. If you only read one book to prepare you for your time abroad, make it this one! An invaluable insight into cultural adaptation.
- The film **'Cold Water'** by Noriko Ogami is about cross-cultural adaptation and the culture shock that 12 foreign students experience when travelling to the U.S. As they share their experiences and explore their sense of disorientation in a new environment, insights from both sides of the cultural divide come to light.
- **Alan Cornes'** book entitled **'Culture From the Inside Out: Travel and Meet Yourself'** guides you through a personal journey of considering how your own characteristics will affect your integration in a new environment.
- Watch **'Cold Fever'**. An Icelandic English-language film that follows a young Japanese man on his travels across Iceland, as he struggles with the language barrier and to make sense of the 'strange' people he meets along the way. It was jokingly promoted as the best Icelandic-Japanese road movie of 1995!
- **'The Exchange Student Survival Kit'** by Bettina Hansel. Aimed at US students undertaking homestays abroad, but contains some good tips that will be relevant to you
- **Craig Storti** has written several engaging and accessible books designed to prepare readers for the effects of culture shock, such as **'The Art of Crossing Cultures and Cross-Cultural Dialogues: 74 Brief Encounters with Cultural Difference'**, and **'Figuring Foreigners Out'**.
- For a more academic exploration of cultural difference, the following books may be of interest:
 - **Basic Concepts of Intercultural Communication** by Milton J. Bennet
 - **Intercultural Communication** – an advanced resource book by Holliday, Kullman & Hyde
 - **Studying Abroad / Learning Abroad** by J. Daniel Hess
- **Stephen Clarke's** series of semi-autobiographical books about his relocation to Paris (**A Year in the Merde**, **Merde Actually** and **Merde Happens**) take a light-hearted look at cultural adaptation ideal for someone travelling to France, but are suitable for anyone moving to a new country.
- Watching films and reading novels set in your destination country will give you a flavour of the culture you are about to become a part of, particularly if this involves immersing yourself in a different language.

11.3 Cultural Diversity

Cultural attitudes can differ vastly from country to country (and indeed these attitudes will not be uniform even within one country) – it's all part of what makes the world such a naturally interesting and diverse place. Being introduced to new customs and traditions will be an exciting part of your time abroad.

However, bear in mind that the UK is a comparatively liberal society, and that you may encounter attitudes abroad that are more conservative than you are used to.

Think about your own outlook and habits, and consider how they might be met in your host country. For example:

- **Alcohol** – do you know the legal drinking age for your host country, and the regulations for consuming alcohol in public places?
- **Smoking** – if you are a smoker, do you know the details of any smoking bans in operation in your host country?
- **Race** – Remember that by the very nature of being a foreigner, you are automatically a minority in your host country. This is likely to attract the attention of local residents, and will predominantly be a reflection of friendly and good-natured interest. However, it is best to avoid being overly conspicuous and to steer clear of any confrontational situations.
- **Religion** – As an example, since 2004, French law states that 'conspicuous signs' of religious belonging are banned in state schools, which goes for pupils and staff alike, as well as at university. Many support networks exist, including the 'Etudiants Musulmans de France' (EMF) and the 'Ligue Nationale des Musulmans de France' (LNMF), who help bring mutual understanding and awareness of more traditional Muslim practices in Higher Education.

“Being able to study abroad has broadened my mind academically. I have had the chance to tackle a more difficult system and thankfully, I have benefited from it in terms of grades and technique.”

Shaurna Cameron
American Studies / University of California Los Angeles, USA

- **Gender** – take into account local attitudes towards dress and behaviour, perhaps particularly so if you are female. Be sensible and realistic about whether you should walk anywhere alone at night, or how it will be perceived if you wear a short skirt, or have bare shoulders.
- **Sexuality** – expressing your sexuality in an unfamiliar society requires sensitivity and an awareness that Western attitudes are not necessarily acceptable everywhere. Take your cue from the behaviour of local residents, and consider the following examples:
 - How would public displays of affection, such as kissing or holding hands, be perceived in your host country?
 - Are there any laws affecting sexual activity in any of the countries to which you are travelling? Singapore, for example, criminalises consensual private adult homosexual acts, as well as some heterosexual sex.
 - Is the attitude towards homosexuality any different than in the UK? It may be useful to check www.qrd.org/qrd/orgs/glb.campus.worldwide for an international listing of student LGB organisations, and www.fridae.asia is a specific LGBT portal for the whole of East Asia.

It is wise to observe the manners and behaviour of local residents, be sensitive to local customs, and express yourself appropriately and respectfully. Make sure that you investigate and abide by any relevant laws and legislation for your destination country.

In previous years incidents were reported by students of discrimination on the grounds of ethnicity whilst in France, Italy and Mexico, but you should be aware that such incidents could potentially occur in any country.

For a country by country directory of organisations fighting discrimination of ALL kinds you should visit: www.magenta.nl/crosspoint

Many of these organisations have excellent websites with lots of helpful information and advice.

11.4 Tips for Integration

The feedback we receive from former study and work abroad students indicates that it is much more rewarding, both academically and personally, to integrate into local society and this should be your aim. Integration won't necessarily be easy but it is a realistic and achievable goal.

In certain cities it is very easy to form a circle of friends made up entirely of international students and English-speaking expatriates. You could go down this route and have a great time but the common language is nearly always English so development of your foreign language skills will be severely limited. Also, you will probably find that you get to know the culture of Ireland better than the culture of your host country (Irish pubs are a typical meeting place!).

It is, however, natural that many of the early friendships you form will be with other international newcomers to your city as you will immediately have things in common (adapting to a new country and culture, setting yourself up with accommodation, figuring out the transport system, struggling with the language etc.). Also, they will probably be more open to forming new friendships.

Study abroad students should take part in the welcome events, trips and social programmes organised by their host university and international student societies such as **AEGEE** (the National Union of Students in Europe), **ESIB** (the European Union of Students in Europe) and **ESN** (Erasmus+ Students Network). These societies are intended to help students to come to terms with their local culture and to familiarise them with the country in which they have come to live. However, note that international societies generally attract very few local students so regular social events can end up leading to further English-speaking friendships!

The key to your success in integrating is likely to be striking up friendships with locals with whom you share a common interest. You will almost certainly have to be more 'active' in making friends than perhaps you would be at home as most locals will already have established friendship groups. Wherever possible, you should live with locals (sometimes this is made more difficult by the fact that certain universities choose to house international students in the same halls and flats).

“
Studying abroad is more than a life-changing experience; it is a person-changing experience. The world is so big and so important, the least we can do is spend a little time exploring and learning from it.
Sophie Ramm
Middle Eastern Studies with a European Language (French)
/ The University of Jordan, Jordan
”

Get involved in social activities outside your study or work placement. Try and go to activities on your own or maybe with one person that you already know. Do it soon after you have arrived as friendships are often formed in the first few weeks of an activity or group.

Previously, Manchester students studying and working abroad have met local people by:

- joining a sports club
- taking up some local part-time work or volunteering
- enrolling on an adult education class at a local college
- joining a dance class
- joining a choir
- joining a film discussion group
- joining a university club or society
- getting involved with political groups
- advertising for a conversation or language exchange partner (many universities have special schemes which help you with this but you can also advertise on university noticeboards. Be careful to arrange to meet up with that person in a busy public place such as a café, rather than your house / their house! A useful website, polyglotclub.com, facilitates large group meetings of individuals keen to exchange languages).

If you are working, you might find it more difficult to find out about clubs, societies and social groups. One possible way around this problem is to buy a copy of the local listings magazine or newspaper where they often advertise. Your employer may also be able to help.

It is absolutely normal to feel uncomfortable when you are in a situation outside of your usual country and culture and meeting lots of new people, but remember, if you are friendly and smiley and chatty, people will generally warm to you (and those that don't are probably not worth knowing anyway!). Don't worry too much about making mistakes in your new language, or getting it wrong, or people not understanding you – all of that is BOUND to happen until you find your feet. The ability to laugh at yourself and not take yourself too seriously is invaluable in these circumstances! If you remain quiet, then people might think you come across as unfriendly or uninterested, so might not even make the effort. Do make the effort to talk to a coursemate during a break or to ask your workmate about their weekend when you have a spare moment – a good tip is to focus on asking the other person lots of questions about themselves. Most people enjoy the opportunity to talk about themselves to an interested audience, and that takes the pressure off you a bit as well!

Don't place all of the emphasis on making new friends. Little things like being recognised by the checkout assistant in your local supermarket can help you feel as though you belong, so make the effort to smile and make polite conversation. You might even want to let acquaintances know that you are new to the city.

Explore your host city – visit the museums and galleries, or take a book or magazine and go and sit and have a coffee in a nice café. Sometimes you'll find that people are friendlier towards someone if they see you are on your own (do beware of attracting the wrong kind of attention with this suggestion though! Definitely do this in cafés during the day rather than bars at night!).

Integration is an ongoing process, so don't limit your attempts at it to the first month following your arrival, and make every effort to avoid the English-speaking international student trap!

¹ Lidstone, A. and Rueckert, C. (2007), *The Study Abroad Handbook*, p.179

² Lidstone, A. and Rueckert, C. (2007), *The Study Abroad Handbook*, p.178

“
Amazing... couldn't recommend it enough to anybody! It's a daunting prospect if you haven't done something this independently before, but you soon find everything's a lot easier than it seemed once you're there – not to mention a whole lot more worthwhile! You see amazing places, get to know people from all over the world and learn more important things than you ever will in a classroom. Go for it, and make the most of it – you'll make some of the best friends and memories ever!
Shavonne Roberts
Modern Language and Business and Management (Spanish) / Spain
”

Chapter 12

Returning to Manchester

12.1 Documentation required by Manchester

Section 2.12 of this Handbook outlines the documentation that students who study abroad must return in connection with the grade conversion process (not applicable to Languages students or MBS students).

The table on page 31 outlines the documentation that students undertaking an Erasmus+ placement (work or study) must return to Manchester.

In all cases the paperwork needs to be returned as soon as possible once your placement has finished.

Your School may also have their own additional end-of-placement requirements, such as Learning Logs, written reports etc. Please verify with your particular School.

12.2 Course unit selection

You will usually make course choices for your final year in the summer preceding your return to Manchester. Your School should keep you up to date on when course selection goes live for your School but if you haven't heard from your School Office by the end of June, it is recommended that you contact them to request the time-frame for course selection. You should not find yourself at a disadvantage compared to students who remain in Manchester.

12.3 Evaluations and debriefings

Attendance at country-specific debriefings is compulsory for students who participated in the Worldwide Exchange Programme. You will be contacted by the International Programmes Office to inform you of the time / location shortly before your return to Manchester.

MBS students have their own separate 'Reintegration Meeting' in the first week back in semester one – you will be contacted by email with full details.

Evaluations help us to improve the advice we give to students and act as a useful reference tool for future students researching potential destinations. The International Programmes Office or your School will contact you towards the end of your period abroad regarding completing an evaluation document. For Erasmus+ students, the Erasmus+ Student / Work Report is one of your contractual requirements and this must be completed online within 30 days of the end of your placement.

12.4 Reverse culture shock

Students can find they feel a little down when returning to 'normal life' after their period abroad. This is a quite normal part of the W-Curve described in Chapter 11. Manchester may seem mundane in comparison to the amazing experiences you've had abroad. These feelings generally do not persist and simply require a period of adjustment much in the same way as when you first arrived in your host country. Students are able to access the Counselling Service, and a number of online support mechanisms can be found such as the following websites from the BBC:

www.bbc.co.uk/dna/h2g2/A2848359

You may also want to remain engaged with your host culture and the experience you've had through such means as:

- Membership of the International Society
- Maintaining your language skills
- Being involved with the next cohort of students planning to study or work abroad

“Going abroad at uni is the best decision I've ever made. I was able to travel extensively, meet fantastic people while improving my language skills and job prospects in the process.”

Susannah Jones
English Language and Chinese/ China

12.5 Mentor scheme

The International Programmes Office recruits Manchester students who have been on a period of study abroad themselves, to act as mentors to incoming study abroad students to provide them with advice, information and friendship. MBS also have a parallel scheme in the Business School.

Mentors help their mentees with a range of practical issues, including giving information on facilities at The University of Manchester (eg library, support services etc), information on the city of Manchester (where to go, what to see etc), but mostly to provide a friendly face for the incoming student.

As you will know from your own experience, study abroad students often have lots of questions about the city and institution in which they are studying! If you would like to build on the skills and knowledge you gained whilst studying abroad to help answer some of these questions, and be a friendly point of contact for students coming to Manchester, you can apply to take part in the Global Friends programme, a mentoring scheme that aims to put Manchester students who have studied abroad in the past in touch with new incoming study abroad students. A big part of this programme is e-mail or social media contact before arrival. The International Programmes Office tries to match you with a small group of incoming students (usually 2-3) who, where possible, would come from the country where you studied abroad, study the same subject as you, or have similar interests and hobbies. At the end of the semester, we would ask you to submit evidence of your e-mail or online contact before and shortly after your mentees' arrival to Manchester, so that your participation in the programme can be verified and acknowledged on your academic record when you graduate.

12.6 Volunteering

The International Programmes Office organise many events which you will have no doubt attended in the run up to your period abroad, such as the Study Abroad Fair, Open Days and Pre-departure meetings. We often ask for student helpers at these events to help us spread the word about the great opportunities to study and work abroad. These events are usually good fun and you can add your involvement as a promotional ambassador to your CV.

Erasmus+ students can also apply to become a member of the National Erasmus+ Student Committee promoting the programme in schools and sixth form colleges. Details of this scheme will be forwarded onto you towards the end of your period abroad.

12.7 International Society

The International Society (www.internationalsociety.org.uk) provides a great opportunity to stay engaged with all things international once you're back in Manchester. They run trips, language classes and have members from all corners of the world.

12.8 Careers and postgraduate opportunities abroad

The Careers Service (www.careers.manchester.ac.uk/students) has a range of information to help you exploit the skills you have developed during your period abroad. They also have information on postgraduate opportunities overseas and advertise overseas vacancies.

They also produce a number of helpful 'Starting Point' guides that you may wish to download, including:

- 'Postgraduate Study Overseas'
- 'A guide to taking 'time out' after your degree'
- 'Working Overseas'
- 'International/Overseas Development Work'
- 'Volunteering Overseas'
- 'Careers Using Languages'

In connection with the Careers Service, the International Programmes Office organise workshops for returning students in October and February each year. These workshops are specifically tailored to your particular needs and skills set. Due to high demand, places are offered on a first come first served basis. See:

www.studentnet.manchester.ac.uk/studyabroad/returning-home/careers-workshop/

for further information. For Languages students SALC organise School-based workshops of a similar nature.

12.9 Competitions

Both the International Programmes Office and the Erasmus National Agency run competitions.

The International Programmes Office's **Photo Competition** (for Worldwide Exchange students only) has prizes of £50 for the winner, £35 for second place and £15 for third place.

The past entries have been great and we often use images submitted for our website and our promotional material and brochures.

Images should clearly show that you are not in the UK, include one University of Manchester student and the images must be suitable for use in an official publication (so no drunken party shots please!). It would be great to have some shots that give a flavour of campus life abroad, of your travels whilst abroad, the local culture, etc.

The deadline for entries is usually end of August. You will receive more information and an entry form via email from the International Programmes Office.

The **British Council Erasmus+ Student Prize Photo and Essay competitions** are open to all Erasmus+ students. Past themes have included 'Home or Away?' and ErasMUST-Why More Students/Staff Should Take Part. Students may enter both of these competitions if they wish.

The deadline for entries is usually mid-October.

Full details of the competition and its prizes can be found on the British Council website:

www.britishcouncil.org/erasmus-events-2.htm

Checklists

Risk Assessment Checklist for Foreign Travel

Before you leave the UK, give some thought to the following points. Not all of them may apply to you, but those that do deserve your full attention and, usually, some forward planning.

- Relevant travel advice from the Foreign & Commonwealth Office.
- Medical advice eg from the Student Occupational Health Service and Department of Health, on vaccinations, immunisations, first aid etc.
- Advice on appropriate items for first aid kits is available from the University's Occupational Health Service and General Practitioners. Some chemists and specialist travel shops sell kits suitable for tropical countries.
- Climatic extremes, cultural and local information as appropriate.
- Contact with animals (wild or domestic) – allergies, asthma, bites, rabies etc.
- Contact with insects – bites/stings, yellow fever, malaria, Lyme disease.
- Contact with reptiles – snakes/scorpions. Availability of antidotes / medical backup.
- Contaminated drinking water – purification tablets.
- Electricity – compatibility of equipment and supply etc.
- Emergencies (including fire) – arrangements and procedures, first aid provision, help numbers etc.
- Legal differences – local codes / guidance (local standards, local statute).
- Natural phenomena – avalanche, earthquake, volcanoes etc.
- Transportation – competent drivers, hazardous terrain, maintenance of vehicles etc.

Documents Checklist

Make sure you have all of the following documents, as well as extra copies of the most important (passport, insurance docs etc):

- ☐ **Passport** (valid through the duration of your stay, and for some countries, 3-6 months after you leave) and a **valid visa** (if applicable).
- ☐ **Travel insurance** (with emergency numbers)
- ☐ **ISIC card** (for discounts on travel, galleries, museums etc)

- ☐ **Birth certificate** (check whether your host institution requires this)
- ☐ **Proof that you have sufficient income** to support yourself while abroad (evidence that you receive a student loan/grant **OR** a letter from your parents stating that they will support you financially during the year **OR** a recent bank statement)
- ☐ **This handbook** (and any guidance provided by your home School!)
- ☐ **Transcript** showing exam results of previous study at Manchester (your school will be able to produce this or print a copy from the Student System)

In addition, for Worldwide Exchange students:

- ☐ Copy of your **completed Learning Agreement** (detailing the courses you plan to take and the credits they are worth) signed by the Academic Exchange Adviser in your school
- ☐ **Acceptance / offer letter** from the Partner University
- ☐ **Contact details** for the International Programmes Office in Manchester and at your Partner University

In addition, for Erasmus+ Students:

- ☐ **EHIC card**
- ☐ Recent **passport photographs** (about 8)
- ☐ **Confirmation letter (Out-status letter)** to prove that you are a Manchester student on an Erasmus+ exchange (SALC languages students should collect this from the Residence Abroad Co-ordinator from May onwards) other students can obtain this from the IPO or relevant placement office
- ☐ Copy of your **completed Learning Agreement for Study or Traineeships** (detailing the courses you plan to take & the credits they are worth or your work placement responsibilities) / signed by the Academic Exchange Adviser or Coordinator in your school
- ☐ **Contact details** for the Academic Exchange Adviser or Coordinator in Manchester and at your Partner University / your mentor or line manager/host organisation

Prior to departure

- ☐ **Research your destination** university / region / country – use guidebooks, the International Programmes library, websites, and speak to past Study or Work Abroad students
- ☐ **Research your accommodation** options – Will you need to pay a deposit prior to arrival? What facilities are provided, and what will you need to bring?
- ☐ If you are arranging **private accommodation** on arrival, make sure you book a local hotel / hostel for the first few nights.
- ☐ Know how and when you will be **registering at your host university**, and the details of any Orientation.
- ☐ Complete paperwork to **inform Student Finance** that you will be going abroad, and confirm your term / contract dates.
- ☐ Complete the **Risk Assessment exercise**
- ☐ If applicable, meet with **Occupational Health** to discuss your fitness to travel.
- ☐ **Inform your bank** that you are going on a year abroad, and ask for their help arranging currency / traveller's cheques / online banking etc.
- ☐ Sort out **travel arrangements** and book tickets.
- ☐ **Visit your doctor / dentist / optician** for check-ups – ensure you have adequate supplies of any prescription medication for your time abroad.
- ☐ **Leave your itinerary** & copies of your important documents with an emergency contact. **Scan your documents** and email a secure/encrypted copy to yourself so that you can access them from anywhere via the internet.
- ☐ Ensure that you understand any **academic requirements** and how you will be assessed at your Partner University / work-place.
- ☐ Update the details of your **Emergency Contact** via the Student System.
- ☐ Enter your bank details via the Student System (full-year bursary students only)

On arrival

- ☐ Register with any authorities (eg police) as required – this will usually be explained at your Orientation if relevant.
- ☐ Email the International Programmes Office and your Academic Exchange Adviser here in Manchester to confirm your safe arrival.
- ☐ Sign up for FCO Updates <https://public.govdelivery.com/accounts/UKGOVUK/subscriber/new>
- ☐ Update your term-time address and contact details on the Student Services Centre Portal (at www.studentnet.manchester.ac.uk).
- ☐ Seek approval from your Academic Exchange Adviser for any courses you wish to take that have not already been pre-approved on your Learning Agreement.
- ☐ Open a bank account (optional).
- ☐ Make a note of the following important telephone numbers, and save them in your phone:

Your placement employer /partner university

Your accommodation

Your placement tutor / Academic Exchange Adviser

Capita Health & WellBeing Insurance
+44 (0) 208 763 3155

Emergency services

Local doctor / health centre

A local recommended taxi company

Number to cancel debit / credit cards

Nearest British embassy

- ☐ Complete a **health and safety induction** in your work place and/or if you are studying/researching in science/engineering laboratories.

Leaving your placement abroad

- ☐ **Pay all outstanding debts** (phone bills, library fines, accommodation charges etc).
- ☐ **Close your bank account**, if applicable.
- ☐ **Return your Evaluation form** (Online Student Report form for Erasmus+ students) to the International Programmes Office or relevant School office evaluating your experience.
- ☐ **Order a transcript** (certificate of exam results) to be sent to Manchester.

Languages students (SALC) – students enrolled in a language based degree programme in SALC should arrange for an academic transcript to be sent directly to the Residence Abroad Coordinator.

MBS International Management – Students on this programme should arrange for an academic transcript to be sent directly to Susan Fidalgo, International Coordinator for MBS.

All other students should arrange for an academic transcript to be sent directly to the International Programmes Office at Manchester. Check with the Study Abroad Office at your Partner University whether this is issued automatically or whether you need to formally request one.

- ☐ **Obtain a transcript of work** from your Employer.
- ☐ Arrange for course instructors to complete a 'Grade Conversion – Supplementary Information Form' for each course you have undertaken found at this link www.studyabroad.manchester.ac.uk/returning/grade-conversion.

In addition, for Erasmus+ students

- ☐ Obtain a **Certificate of Attendance** stamped and signed by your Academic Exchange Adviser or your line manager / placement supervisor. This should be returned to the International Programmes Office within 30 days of the end of your study or work placement.



The highlights of my period abroad were the numerous road trips that I went on – they include a long weekend trip to Canada, Thanksgiving in Utah, and Spring Break to Southern California and Vegas.

Yan Yin Tse
Physics / University of California
Berkeley, USA

Appendix 1 Academic Exchange Adviser / Placement coordinator contact details

Subject area	Exchange Adviser	Location on campus	Telephone number	Email
Accounting & Finance	Dr Olga Kolokolova	Crawford House 2.6	0161 306 2081	olga.kolokolova@mbs.ac.uk
Arabic - also see 'Middle Eastern Studies'	Dr Ron Buckley	Samuel Alexander Building SG11	0161 306 3071	ronald.p.buckley@manchester.ac.uk
Archaeology	Dr Chantal Conneller	Mansfield Cooper Building 4.14	0161 275 7750	chantal.conneller@manchester.ac.uk
Architecture	Dr Lukasz Stanek	Humanities Bridgeford Street 1.8	0161 275 0257	lukasz.stanek@manchester.ac.uk
Art History & Visual Studies	Dr Edward Wouk	Mansfield Cooper 3.20		edward.wouk@manchester.ac.uk
BAEcon (General Coordinator)	Mr Paul Smith	Arthur Lewis G.0001a	0161 275 4767	paul.v.smith@manchester.ac.uk
Business Studies (BA Econ)	Dr Mario Pezzino	Arthur Lewis 2.013	0161 275 1383	mario.pezzino@manchester.ac.uk
Business and Management (undergraduate - IM & IMABS only)	Mrs Susan Fidalgo	D18 MBS East	0161 306 3515	susan.fidalgo@mbs.ac.uk
Business and Management (undergraduate - IM & IMABS only)	Dr Anthony Potter	3.54 MBS West	0161 275 6466	antony.potter@mbs.ac.uk
Chemical Engineering	Dr Paola Carbone	The Mill, C42	0161 306 4367	Paola.Carbone@manchester.ac.uk
Chemistry	Dr Peter Quayle	Chemistry Building 4.02C	0161 275 4619	peter.quayle@manchester.ac.uk
Chemistry with Industrial Experience	Dr Andrew Horn	Chemistry Building 4.02G	0161 275 4634	andrew.b.horn@manchester.ac.uk
Chinese Studies	Dr Christopher Payne	Samuel Alexander W3.15	0161 275 3125	christopher.payne@manchester.ac.uk
Classics & Ancient History	Dr Andrew Fear	Samuel Alexander W2.11	0161 275 3122	Andrew.Fear@manchester.ac.uk
Computer Science with Industrial Experience	Miss Mabel Yau	Kilburn Room LF.26	0161 275 0140	mabel.yau@manchester.ac.uk
Criminology - see Law				
Development Studies	Mr Nick Weaver	Arthur Lewis Room 3.014	0161 275 4835	nicholas.j.weaver@manchester.ac.uk
Drama	Dr Johannes Sjoberg	Martin Harris SL18	0161 306 1660	johannes.sjoberg@manchester.ac.uk
Earth Sciences	Dr Sam Shaw	Williamson 1.66	0161 275 3826	sam.shaw@manchester.ac.uk
Economics	Dr Prasenjit Banerjee	Arthur Lewis 2.009	0161 306 6916	prasenjit.banerjee@manchester.ac.uk
Electrical and Electronic Engineering with Industrial Experience	Ms Sheila Knowles	Sackville Street B21g	0161 306 4711	sheila.knowles@manchester.ac.uk
Engineering - MACE (Industrial Experience)	Mrs Karen Baylis	George Begg B15	0161 275 4387	karen.baylis@manchester.ac.uk
Engineering - MACE (Worldwide Exchanges)	Dr Adrian Bell	Pariser Building, B11	0161 306 4593	adrian.bell@manchester.ac.uk

Subject area	Exchange Adviser	Location on campus	Telephone number	Email
English & American Studies (Worldwide Exchanges)	Dr Douglas Field	Samuel Alexander N1.08	0161 306 1618	douglas.field@manchester.ac.uk
English Literature (Erasmus+ Exchanges)	Dr Hal Gladfelder	Samuel Alexander S1.17	0161 275 3169	hal.gladfelder@manchester.ac.uk
European Studies	Dr Gabriel Siles-Brugge	Arthur Lewis Building 4.065	0161 306 6945	gabriel.siles-brugge@manchester.ac.uk
French Studies (Erasmus+ exchanges and ELAs)	Dr Catherine Franc	Samuel Alexander S4.24	0161 275 3242	C.Franc@manchester.ac.uk
French Studies (Work Placements)	Dr Peter Cooke	Samuel Alexander S4.11	0161 275 3203	peter.d.cooke@manchester.ac.uk
Geography (Lead)	Mr Chris Perkins	Arthur Lewis 1.035	0161 275 3651	chris.perkins@manchester.ac.uk
Geography	Dr Claire Goulsbra	Arthur Lewis Building 1.061	0161 275 6875	claire.goulsbra@manchester.ac.uk
Geography	Dr Jamie Doucette	Arthur Lewis 1.045	0161 275 3645	jamie.doucette@manchester.ac.uk
German Studies	Mrs Eva-Maria Broomer	Samuel Alexander S3.27	0161 275 3175	eva-maria.broomer@manchester.ac.uk
Hebrew	Mrs Sophie Garside	Samuel Alexander SG21	0161 275 3067	sophie.garside@manchester.ac.uk
History	Dr Leif Jerram	Samuel Alexander W.2.07	0161 275 3112	l.jerram@manchester.ac.uk
Italian Studies	Dr Caterina Sinibaldi	Samuel Alexander W3.05	0161 306 3354	caterina.sinibaldi@manchester.ac.uk
Japanese Studies	Dr Erica Baffelli	Samuel Alexander N1.14	0161 275 3158	erica.baffelli@manchester.ac.uk
Law	Dr Gillian Ulph	Williamson Building 3.71	0161 306 6544	gillian.ulph@manchester.ac.uk
Life Sciences (Worldwide Exchanges)	Dr Nicola High (Nicky)	Stopford G554	0161 275 5749	nicky.high@manchester.ac.uk
Life Sciences (Erasmus+ Exchanges)	Dr Geoff Robson	Michael Smith Building C1248a	0161 275 5048	geoff.robson@manchester.ac.uk
Linguistics & English Language	Dr Laurel MacKenzie	Samuel Alexander N1.1	0161 275 3152	laurel.mackenzie@manchester.ac.uk
Mathematics (Worldwide Exchanges)	Dr Carolyn Dean	Alan Turing Building, 2.208	0161 306 3663	carolyn.dean@manchester.ac.uk
Mathematics (Erasmus+ Exchanges)	Dr Oliver Dorn	Alan Turing Building, Room 1.110	0161 306 3217	oliver.dorn@manchester.ac.uk
Medicine (with European Studies)	Ms Mirka Tandyrak	Stopford Building, G.011	0161 306 0464	medicine.europeanstudies@manchester.ac.uk
Medicine (with European Studies)	Ms Emma Hamilton	Stopford Building G.011	0161 604 0464	medicine.europeanstudies@manchester.ac.uk
Medicine (StEPs) Medical Student Elective	Mr Paddy McGlaughlin	Stopford Building, G.019	0161 275 5407	paddy.mclaughlin@manchester.ac.uk
Middle Eastern Studies - overall Residence Abroad Tutor for MES	Dr Moshe Behar	Samuel Alexander WG15	0161 275 3069	Moshe.Behar@manchester.ac.uk

Subject area	Exchange Adviser	Location on campus	Telephone number	Email
Modern Languages	Mr Daniel Taylor	Samuel Alexander S3.7	0161 275 8123	residenceabroad@manchester.ac.uk
Music	Kevin Malone	Martin Harris Centre for Music and Drama, SU.13	0161 275 3289	kevin.malone@manchester.ac.uk
Persian - also see 'Middle Eastern Studies'	Dr Siavash Rafiee Rad	Samuel Alexander SG.17	0161 275 8595	siavash.rafieerad@manchester.ac.uk
Pharmacology	Dr Richard Prince Stopford Building,	G554	0161 275 5469	richard.prince@manchester.ac.uk
Physics (Worldwide Exchanges)	Prof George Lafferty	Schuster Room 6.23	0161 275 4199	george.lafferty@manchester.ac.uk
Physics (Erasmus+ Exchanges)	Dr Tobias Galla	Schuster Building, 7.16	0161 275 4264	tobias.galla@manchester.ac.uk
Philosophy	Dr Phillip Meadows	Arthur Lewis 4.032	0161 275 1760	phillip.meadows@manchester.ac.uk
Planning & Landscape	Dr Anna Gilchrist	Humanities Bridgeford Street 1.44	0161 275 2808	Anna.Gilchrist@manchester.ac.uk
Politics and International Studies	Dr Elena Barabantseva	Arthur Lewis 4.005	0161 275 2505	e.v.barabantseva@manchester.ac.uk
Portuguese	Prof Hilary Owen	Samuel Alexander N3.1	0161 275 3687	hilary.owen@manchester.ac.uk
Psychology	Dr Matt Farr	Zochonis Building 110d	0161 306 0283	matthew.farr@manchester.ac.uk
Religions & Theology	Dr Michael Hoelzl	Samuel Alexander WG.14	0161 306 1663	Michael.Hoelzl@manchester.ac.uk
Russian	Dr Lynn Attwood	Samuel Alexander W4.08	0161 275 3133	lynne.attwood@manchester.ac.uk
Social Anthropology	Dr Petra Tjitske Kalshoven	Athur Lewis 2.054	0161 275 3488	petratjitske.kalshoven@manchester.ac.uk
Sociology	Dr Elisa Bellotti	Arthur Lewis 3.041	0161 275 2921	elisa.bellotti@manchester.ac.uk
Spanish (Erasmus+ / Latin American exchanges, ELAs and work placements)	Dr David Jimenez Torres	Samuel Alexander N3.13	0161 275 8047	david.jimeneztorres@manchester.ac.uk
Textiles	Ms Barbara Walters	Sackville Street B45a	0161 306 2272	barbara.walters@manchester.ac.uk
Turkish - also see 'Middle Eastern Studies'	Mrs Tuggen Collard	Samuel Alexander Building, SG 5	0161 306 0391	tuggen.collard@manchester.ac.uk

NOTE: If there is no Exchange Adviser listed for your subject area, please contact the International Programmes Office, Tel. 0161 275 3053 / Email: goabroad@manchester.ac.uk

Appendix 2

Credit systems

Australia

When researching courses in Australia remember that Semester 1 in the UK is Semester 2 in Australia and vice versa! Please note that level 100 courses (first year courses in Australian universities) are very general courses, more equivalent to A-Levels than degree work and are not going to be suitable for you (unless you are taking an introductory course outside of your degree subject as a 'free choice' option). Students in their second year at The University of Manchester should typically take Level 2/200 and 3/300 courses at Australian universities.

NAME OF INSTITUTION	CREDIT SYSTEM/STANDARD WORKLOAD (AND COURSE CATALOGUE LINKS)	RESTRICTIONS
The Australian National University	A normal full time load at ANU is four courses or 24 units per semester (each course carries 6 units). Course Catalogues: http://info.anu.edu.au/studyat Course Timetables: http://timetable.anu.edu.au	Law courses are only for students enrolled in an LLB.
The University of Melbourne	A normal full time load at the University of Melbourne is 4 courses per semester, making a total of 50 credits (each course carries 12.5 units). Course Catalogue: http://coursesearch.unimelb.edu.au/ Course Timetable: https://sis.unimelb.edu.au/cgi-bin/subjects.pl	
University of Queensland	A standard fulltime workload is eight units (usually equates to four courses) per semester. A full list of courses available for exchange students can be found by going to: www.uq.edu.au/study and typing your search under the second search field – 'search courses'.	
University of Sydney	A normal full time load at the University of Sydney is four courses or 24 units per semester (each course normally carries 6 units). Course Catalogue: www.usyd.edu.au/courses	Some highly sought after units in the following areas do have enrolment restrictions: <ul style="list-style-type: none"> • Architecture • Art Workshops • Media and Communications • Music
University of Western Australia	A normal full time load at UWA is four courses or 24 units per semester (each course normally carries six units). Course catalogue: www.studyat.uwa.edu.au/study-abroad-and-exchange/courses	

Canada

'Fall semester' = semester 1 'Winter' or 'Spring semester' = semester 2. Please note that level 100 courses (first year Courses in Canadian universities) are very general courses, more equivalent to A-Levels than degree work and are not going to be suitable for you (unless you are taking an introductory course outside of your degree subject as a 'free choice' option). Students in their second year at The University of Manchester should typically take Level 3/300 courses at Canadian universities, with the exception of the University of Calgary where students should take Level 4/400 courses.

University of British Columbia	A normal full time load at UBC is 12 credits per semester Course listings are available via the 'course schedule': https://courses.students.ubc.ca/cs/main Please refer to www.students.ubc.ca/global/coming-to-ubc/academics/choosing-courses/ for advice on choosing courses.	Preference given to Geographers
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NAME OF INSTITUTION	CREDIT SYSTEM/STANDARD WORKLOAD (AND COURSE CATALOGUE LINKS)	RESTRICTIONS
McGill University	A normal full time course load for an exchange student at McGill is 12 credits per term (normally 4 courses). Course Catalogue & Schedule: www.mcgill.ca/courses	
Queen's University	Exchange students should take a minimum of 12 credits per term (usually 4 courses) Courses can be found on individual departmental websites. See www.queensu.ca/calendars/artsci/ and from the left hand-side menu choose "Departments, Programs and Courses". Course Schedule: www.queensu.ca/registrar/	
Simon Fraser University	A normal full time course load for an exchange student at SFU is 12 credits per term (normally 4 courses). Course Catalogue & Schedule: www.sfu.ca/students/calendar/2015/spring.html	
University of Calgary	A normal full time course load for an exchange student at Calgary is 12 credits per term (normally 4 courses). Note that students should be taking courses mainly at the 400 level (Calgary courses units begin at the 200 rather than the 100 level for first year students) Course Catalogue & Schedule: http://ucalgary.ca/pubs/calendar/current/index.html	
University of Toronto	A normal full time load in most Faculties at Toronto is 4 courses or 2 credits per semester (classes are normally worth 0.5 credits each)/ We recommend that students attending for a semester in their second year should consider 200 and 300 level course only. 400 level courses are intended to be very challenging for Toronto's own fourth-year undergraduates and are not recommended for second year Manchester students. Please see: http://cie.utoronto.ca/Exchange-Programs/Students-From-Abroad/Course-Enrolment.htm for further information.	Exchange is not possible for Biochemistry, Business or Management. Practical courses in Visual Studies and Drama are not generally available (although taking theoretical classes is possible). Chemistry courses with a laboratory component are extremely limited.
University of Toronto (Faculty of Law)	Students in Toronto Faculty of Law normally take a minimum of 13 and a maximum of 16 credits per semester. Courses are worth between 1 and 4 credits which relates to the number of teaching hours per week. Manchester students usually take 13 credits made up of 200 and 300 level courses. Please see: www.law.utoronto.ca/academic-programs/course-calendar for the course catalogue	

Europe

ALL Universities	Most European Universities operate the European Credit Transfer System (ECTS). If they do not formally operate this system they will normally at least list the ECTS credit value of courses alongside their own credit system. A normal full time workload is 30 ECTS per semester.
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Hong Kong

Please note that Level 1 courses (1st year courses in Hong Kong universities) are very general courses and are not going to be suitable for you (unless you decide to take an introductory course outside of your degree subject as an elective course). Second year students at The University of Manchester would typically be expected to take Level 2 and Level 3 courses. Third year students at The University of Manchester are able to apply for Level 4 courses, but you would need to meet prerequisites.

NAME OF INSTITUTION	CREDIT SYSTEM/STANDARD WORKLOAD (AND COURSE CATALOGUE LINKS)	RESTRICTIONS
University of Hong Kong	A normal full time load at HKU is 5 courses or 30 credits per semester (each course carries 6 units). Within each semester's full load of 30 credits, half of them must come from a single faculty. That means you should pick three courses from one faculty while the remaining can be chosen from other faculties. Course Catalogue: www.als.hku.hk/admission/exchange/incoming/incoming-student-programme-offered	All courses are taught in English, except those offered by the Department of Chinese Architecture: course access is extremely restricted and not available at all at postgraduate level. Past students have warned that the level of courses in economics, finance, and mathematics is very high in Hong Kong and may prove very challenging for a typical UK student.
Chinese University of Hong Kong	A normal full time load at CUHK is 5 courses or 15 credits per semester (most courses carry 3 units). Please refer to: www.cuhk.edu.hk/oal/study_at_cuhk/intending_students/courseeg.htm for advice on courses	Only open to Humanities students. Past students have warned that the level of courses in economics, finance, and mathematics is very high in Hong Kong and may prove very challenging for a typical UK student.
Hong Kong Polytechnic University	A normal full time load at HKPolyU is 5 courses or 15 credits per semester (most courses carry 3 units). Course Catalogue: www.polyu.edu.hk/iao/study-se-programmes.php Students of the University of Manchester going on exchange in their third year are expected to choose year 2 and year 3 courses in the new 4-year curriculum. Students can apply for year 4 courses, but approval of them will be subject to meeting the prerequisites. www.polyu.edu.hk/iao/pdf/ITC.pdf (subject list for fashion & Textiles)	Preference given to Textiles students.

New Zealand

When researching courses in NZ remember that Semester 1 in the UK is Semester 2 in NZ and vice versa! Students in their second year at The University of Manchester should typically take Level 2/200 and 3/300 courses at New Zealand universities.

University of Auckland	A normal full time load at the University of Auckland is four courses per semester, making a total of 60 credits (each course carries 15 credits or 'points'). Refer to: www.studentservices.auckland.ac.nz/uoa/home/student-services-online/sso-course-adviceinformation/sso-course-catalogue – for advice on choosing courses
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Singapore

Students in their second year at The University of Manchester should typically take a combination of Level 2 and Level 3 courses at Singaporean universities. Law students often take a combination of Level 3 and Level 4 modules.

Nanyang Technological University	A normal full time load at NTU is four to six courses or 16-20 units per semester. Each course carries a prescribed number of units (AU) which corresponds to the amount of contact hours required for that course. 1 hour of lecture or 3 hours of fieldwork/lab work per week is equivalent to 1 AU. Course Catalogue: https://wis.ntu.edu.sg/webexe/owa/aus_subj_cont.main	All courses are taught in English.
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NAME OF INSTITUTION	CREDIT SYSTEM/STANDARD WORKLOAD (AND COURSE CATALOGUE LINKS)	RESTRICTIONS
National University of Singapore	A normal full time load for exchange students at NUS is 16 credits per semester (most courses are worth 4 credits – or MCs- each). Info on selecting courses can be found at: www.nus.edu.sg/registrar/edu/ng.html#academic Course catalogue: www.nus.edu.sg/registrar/nusbulletin/modulesearch.html	All courses are taught in English. The Music department is not open to exchange students. Business School classes are theoretically open to exchange students, but are often over-subscribed (this includes, Economics, Finance, Accounting etc). Module codes with prefix BMC, BME and BMU are NOT open to exchange students. Past students have warned that the level of mathematics required in economics, finance and engineering courses is very high in Singapore and is likely to prove very challenging for a typical UK student.
Singapore Management University	A normal full time load of courses at SMU is 4 credits per semester (most courses are worth 1 credit each). You can view courses at: http://info.smu.edu.sg/courses/ by clicking on 'Online Search' under 'Course Catalogue'. Please note that this list includes ALL undergraduate courses. There are a small number of classes which are not available to exchange students. A list of the courses available to exchange students will be released prior to the online-registration period.	Only open to Law students.

South Korea

When researching courses in South Korea please note that semester 1 runs from March to June (UK semester 2) and semester 2 runs from September to December (UK semester 1). Also, a second year student at The University of Manchester should enrol on Level 2 / Level 3 courses in South Korean universities.

Ewha Womans University	The standard full time load of courses at Ewha is a minimum of 9 credits and a maximum of 18 credits per semester. The typical workload for a Manchester student will be 12 credits (normally equating to 4 courses). For up-to-date course details refer to the course guide on the Ewha Womans University website: www.ewha.ac.kr/mbs/ewhaen/subview.jsp?id=ewhaen_031103000000 http://cms.ewha.ac.kr/user.oga <ul style="list-style-type: none"> Click for course information English taught courses In addition to core courses required for your degree programme, students studying on exchange at Ewha may take other introductory courses such as: <ul style="list-style-type: none"> 100 or 200 level courses taught in English offered by Ewha including Art & Design, Art History, Asian Studies, Business, Economics, Geography, Ideology and Culture, International Studies, Korean Studies, Literature, Media Studies, Music, Politics, Psychology, Religion, Social Welfare, Sociology, Women's Studies, and many more. Graduate courses offered in English by the Graduate School of International Studies and the School of Business (with permission from the respective professors) Regular Ewha courses taught in Korean (where you have the language background required) Korean language courses offered by the Ewha Language Centre 	Subject Areas/Degree Programmes at The University of Manchester for which Ewha is likely to be a strong fit (and in which a range of courses are taught in English) are: BASS (the following pathways: <ul style="list-style-type: none"> Politics, Sociology and Philosophy) English Literature Politics Politics and International Relations PPE (but not suitable for students wishing to pursue an Economics specialism)
Seoul National University	The maximum full time load of courses at SNU is 17 credits per semester. This breaks down into 5 courses carrying 3 credits each plus 2 courses carrying 1 credit each (most advanced courses carry 3 credits). For up-to-date course details refer to the course guide on the Office of International Affairs' website: www.useaoul.edu/undergraduate-programs	Korean normally required, very limited course offerings in English.

USA

'Fall semester' = semester 1, 'Spring semester' = semester 2. Please note that level 100 and 200 courses (first and second year courses) in US universities are very general courses, more equivalent to A-levels than degree level work, and are not going to be suitable for you unless you are taking an introductory course outside of your degree subject as a 'free choice' option. Second year students at The University of Manchester should typically take Level 3/300 courses at American universities.

NAME OF INSTITUTION	CREDIT SYSTEM/STANDARD WORKLOAD (AND COURSE CATALOGUE LINKS)	RESTRICTIONS
Arizona State University, Tempe	Manchester students normally take 12 credits (4 courses worth 3 units each) in a semester. For info on selecting courses go to: https://studyabroad.asu.edu/ – on left of screen, select 'International Students', then select 'Learn About Courses at ASU' Note: Each semester at ASU is structured into sessions – Sessions A and B (7.5 weeks in duration) and Session C (15 weeks in duration). When selecting courses you need to pay attention to the semester AND session in which a course is taught; for example, selecting four courses all offered in session A would not result in a manageable workload.	Seats are extremely limited in Engineering, Business and Exercise Science.
University of California (All campuses except Berkeley)	A normal full time load at UC campuses is 14-17 credits worth of undergraduate courses per quarter. Students must take a minimum of 12 credits per quarter. Many academic courses are worth 3 or 4 credits. Thus, students would normally need to take 3-5 courses per quarter. Unlike most other universities, which are divided into two semesters, UC campuses (except Berkeley below) work on a quarter system. The courses are numbered 1-99 are introductory in nature. From 100-199 are 'Upper Division' courses. These 'Upper Division' courses are the most appropriate for your (aimed at students in the final two years of Undergraduate study) Course Catalogues: http://eap.ucop.edu/ReciprocalExchanges/Pages/Discover-UC.aspx (Use course catalog and schedule of classes links).	Only open to students who are permitted to spend a full academic year abroad i.e. American Studies, Chemistry, Earth Sciences, Geography, Physics, Psychology and Social Anthropology students only (California will not accept semester-only students).
University of California (Berkeley)	A normal full time load at UC Berkeley is 14 -17 credits worth of undergraduate courses per semester. Students must take a minimum of 13 credits per semester at Berkeley. Many academic courses are worth 3 or 4 credits. Thus, students would normally need to take 3 - 5 courses per term. Unlike other UC campuses, which are divided into quarters, Berkeley runs on two semesters. The courses numbered 1 – 99 are introductory in nature. From 100 - 199 are 'Upper Division' courses. These 'Upper Division' courses are the most appropriate for you (aimed at students in the final two years of Undergraduate study). Course Catalogues: http://eap.ucop.edu/ReciprocalExchanges/Pages/Discover-UC.aspx (Use course catalog and schedule of classes links).	Only open to students who are permitted to spend a full academic year abroad i.e. American Studies, Chemistry, Earth Sciences, Geography, Physics, Psychology and Social Anthropology students only (California will not accept semester-only students).
Case Western Reserve University	Manchester students normally take 12 credits (4 courses worth 3 units each) in a semester. Course catalogue: www.cwru.edu/courses/catalog/	
University of Illinois – Urbana/ Champaign	Manchester students normally take 12 credits (4 courses worth 3 units each) in a semester. Course Information: To select courses, go to http://courses.illinois.edu/cis/index.html and click on 'Class Schedule'. Manchester students in the past have said UIUC have advised taking 2 x 200-level units and 2 x 300-level courses and have not allowed students to take all 300-level courses or any 400-level courses.	NOT available: <ul style="list-style-type: none"> Accountancy; Business Admin, Finance Studio classes in Architecture and Landscape Architecture Advertising and Journalism in the College of Communications Limited space in Architecture and Landscape Architecture, Economics (particularly tricky esp. Intermediate Macro and Micro), English, History, Mechanical Engineering, Political Science, Psychology (lower level classes most problematic, level 3000-4000 normally okay), Sociology. Portfolio required for admission to Architecture and Music.

NAME OF INSTITUTION	CREDIT SYSTEM/STANDARD WORKLOAD (AND COURSE CATALOGUE LINKS)	RESTRICTIONS
University of Maryland – College Park	Manchester students normally take 12 credits (4 courses worth 3 units each) in a semester. Course Catalogue: www.umd.edu/catalog/	Government and Politics courses are always oversubscribed. Students may be able to get into 1 or 2 GVPT classes per semester if they are lucky, but no more than this.
University of Massachusetts at Amherst	Manchester students normally take 12 credits (4 courses worth 3 units each) in a semester. Course Catalogue: http://spire.umass.edu/ Once on the Spire website, you do not need to logon to the system- simply click on the 'Search Schedule/Browse Catalog' link in the top right corner.	The Stockbridge School of Turfgrass Management is the only area completely closed to exchange students. There are some courses restricted only to members of the department.
University of Missouri at Columbia	Manchester students normally take 12 credits (4 courses worth 3 units each) in a semester. Course Catalogue: https://myzou.missouri.edu/ Once on the Myzou website, you do not need to logon to the system- simply click on the 'Catalog and Schedule of Classes' link on the left hand side of the page.	Journalism courses are not open to exchange students.
North Carolina State University, Raleigh	Manchester students normally take 12 credits (4 courses worth 3 units each) in a semester. Course Catalogue: www2.acs.ncsu.edu/reg_records/crs_cat/directory.html	Preference for Textiles
University of North Carolina at Chapel Hill	A normal full time load at UNC is 12 credits worth of courses (minimum 9 credits – maximum 16 credits) per semester. Many academic courses are worth 3 credits. Thus, students would normally need to take 3 - 4 courses. For advice on researching courses, and the link to the course catalogue see: http://studyabroad.unc.edu/incoming/courses.cfm	Exchange students can only take classes in the College of Arts & Sciences and the School of Law.
Rutgers, The State University of New Jersey	A typical class load for one semester at Rutgers is 4 or 5 classes at 3 credits per class (12 – 15 credits total). You must not take less than 12 credits. Course Catalogue: Go to the New Brunswick RU Home page (http://nb.rutgers.edu/) and click on Schedule of Classes.	
SUNY – Stonybrook University, State University of New York	Manchester students normally take 12 credits (4 courses worth 3 units each) in a semester. Course Catalogue: http://ws.cc.stonybrook.edu/registrar/	Life Sciences students only
University of Tennessee at Knoxville	Manchester students normally take 12 credits (4 courses worth 3 units each) in a semester. Course Catalogue: http://catalog.utk.edu/	
Wellesley College	Manchester students normally take 12 credits (3 courses worth 4 units each) in a semester. Course Catalogues: http://new.wellesley.edu/academics/catalog Course Timetables: https://courses.wellesley.edu	All female

Appendix 3
Student induction checklist

your name
start date
employer

The following items should be included in your induction into the organisation, preferably on your first day. Please check off the items below when they occur and inform your placement tutor of any items not covered within a week of starting work. This list is not exhaustive and other topics may be covered, which you may note if you wish:

Table with 2 columns: Task, Date. Rows include: Introduction to key members of staff and their roles explained, Location of services: kitchens, toilets and other facilities, Times for lunch and tea/coffee breaks, Place of work, layout of building, Dress code, Work space/desk, Telephone procedures, how to answer/ put through calls, Post arrangements, Access to workplace, keys or swipe card (if relevant).

Table with 2 columns: Health and safety issues, Date. Rows include: Emergency procedures & evacuation routes, Appropriate safety information given, Location of first aid box, and first aid arrangements, Fire procedures and location of fire extinguishers, Accident reporting and location of accident book, Using a computer display screen (if relevant), Setting up your desk/work station (if relevant), Manual handling procedures (lifting/carrying), Protective clothing arrangements (if relevant), Instructions on any equipment or substances you will be using, Other issues:

Appendix 4
Self assessment health and safety checklist

Health and Safety: Study/Work Placements Abroad

This self assessment checklist is a prompt for YOU to consider whether you need to seek additional medical advice. You do NOT need to return the form to your department or any other office but should simply use it to consider whether you need to seek further advice in relation to any particular issue.

The University of Manchester is concerned for your health, safety and welfare and also has a legal responsibility to ensure (as far as reasonably practicable) your health and safety not only whilst attending university but also when you are undertaking courses of study and/or work in the UK and abroad.

You are strongly recommended to complete the following self assessment checklist.

The Nature of the Visit/Situation etc

- Will you be working/studying/travelling in an area which is NOT within reasonable access (eg 6-12 hours) of specialist medical help? Yes No
- Does the work/study/travel require a high standard of physical fitness or exposure to specific hazards eg altitude? Yes No
- Is it possible that further additional vaccinations will be required beyond standard UK vaccinations as listed below: BCG, Polio Tetanus and Diphtheria, Measles Mumps and Rubella, Meningitis C? Yes No

For your safety it is important that you are up to date with this schedule and you will be able to check this with your General Practitioner. www.fitfortravel.nhs.uk is a valuable source of advice on vaccination requirements for each country.

Your Health

- Do you need to take regular medication to control a medical condition eg epilepsy, diabetes or other? Yes No
- Do you suffer from any serious allergic condition? Yes No
- Have you a past history or do you indeed currently suffer from a mental health problem? Yes No

- Have you suffered from any medical condition requiring specialist opinion/hospital admission/surgery within the last six months? Yes No

If having completed the questionnaire you have answered 'yes' to any of the questions then you should seek further advice (which may include general medical information, vaccinations, supply of a travel medicine pack etc). Please make an appointment with Occupational Health as soon as possible (and no later than 8 weeks before your departure date). Occupational Health is based in Waterloo Place, 182/184 Oxford Road, Manchester M13 9GP, tel: 0161 275 2858 or for North Campus, Occupational Health based at B22 The Mill, Sackville Street, Manchester M60 1QD, tel: 0161 306 5806. Please print off and complete the 'Travel Self-Assessment Form' document available on The University Health and Safety web site (see below for access details) and bring the completed form together with the self assessment checklist with you to your appointment. It will also be useful to have details of your planned destination, work activities and dates and details of previous vaccinations (if available) in order to ensure that the advice provided is appropriate to your needs.

PLEASE NOTE: Sometimes it can take longer than you might anticipate to get the appropriate appointment or test required for travel, for this reason you MUST make arrangements with Occupational Health as early as possible. Failure to make these arrangements in good time can have implications for participation in study/work abroad programme.

The University of Manchester: Travel Information, Forms etc

- Travel Self-Assessment Form www.occhealth.manchester.ac.uk/travel
- Travel Advice for Staff and Students (Hard copies available) http://documents.manchester.ac.uk/display.aspx?DocID=9778

Useful Websites

www.fitfortravel.nhs.uk – public access website provided by the NHS with general information for those travelling abroad from the UK. Provides information on vaccinations etc. www.fco.gov.uk/en/travelling-and-living-overseas/travel-advice-by-country – Foreign & Commonwealth Office travel advice. A key reference. Includes a section on 'Staying safe and healthy abroad'.

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'Changing Lives. Opening Minds'

This project has been funded with support from the European Commission. This publication [communication] reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

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Royal Charter Number RC000797
KD162 04.15

