Pre-Application Briefing Europe

Lillian Read
Study Abroad Co-ordinator
First of All…

CONGRATULATIONS!
The Presentation

- Who Are You and Where are You Going?
- Your Conditional Offer
- Accepting your Offer
- The Handbook!
- What’s next?
- Applying to your Host University
- Choosing your Modules
- Who is my ASAC?
- Further Academic Considerations
- Sorting Out a Visa
- Study Abroad Drop In meetings
- Accommodation
- Bursaries/Scholarships
- Insurance
- Things to Think About Now
- Questions
Who are You? Where are you Going?

- Name:
- Degree Programme:
- Host University:
Your Conditional Offer

• Every study abroad offer is conditional, based on Semester 1 marks

• You must maintain a 60% academic average, with no fails for all of 2015/16

• Offers are confirmed after Semester 2 marks are released

• We do not recommend buying plane tickets or submitting your visa application until after your marks are released
How do I accept my offer?

- You need to log into your Mobility Online account (the system you submitted your application through)

- Login credentials are at the very bottom of the Confirmation Message you received after submitting your application

- If you do not have this message please email saenq@liverpool.ac.uk and the message will be re-sent to you
Pre-Application Briefing Handbook

Read your handbook before emailing questions
What happens next?

There’s still work ahead!

The Study Abroad process takes time and effort

In the course of this process **YOU** will:

- discuss modules with your Academic Study Abroad Co-ordinator
- complete a Host University Application
- submit your Host University Application and wait for acceptance
- provide even more forms/info to your host university after you are accepted
- sort out your accommodation abroad and in the UK
- attend the Pre-Departure Briefing May 18, 2016 (Sem 1), December (Sem 2)
- enjoy a Farewell Networking Reception on May 19, 2016 (Sem 1), December (Sem 2)
- see your Semester 2 Marks and receive a confirmed offer (July)
- submit your visa application and secure flights
- pack your bags

……. and then finally you will be abroad!
Applying to your Host University

• Consult your host university handout (it will be emailed to you too)

• Host University (HU) or UoL will contact you with application details

• Sometimes you have to send Application Form AND Visa Documents **TOGETHER**

• You **MUST** respect the INTERNAL (i.e. UoL) deadlines

• It rarely happens but Host Universities can refuse your application
Choosing your Modules
(Course Approval Form, access through Mobility Online)

1. Look at the modules you WOULD do here in Liverpool (especially compulsory and pre-requisites for year 3)

2. Compare with modules available at the Host University

3. Email a list of modules to your Academic Study Abroad Co-ordinator (ASAC) WITH module descriptions
   1. You should list extra (backup) modules
   2. Complete the Course Approval form and download it

4. Meet with the your ASAC to sign approval form

5. Upload the form to Mobility Online

6. Ultimately, ensuring that you choose the correct modules for your degree is your responsibility
Who is my Academic Study Abroad Co-ordinator (ASAC)?

https://www.liverpool.ac.uk/study/undergraduate/goabroad/departments/

• The ASAC will approve the modules you take abroad, ensuring that you will earn credit toward your degree

• Combined Honours/Honours Select students need to contact ASAC for both subjects
What is my the academic calendar at my host uni?

<table>
<thead>
<tr>
<th>University of Amsterdam</th>
<th>Early February to Late June</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charles University Prague</td>
<td>Early February to Late June</td>
</tr>
<tr>
<td>Copenhagen Business School</td>
<td>Late August to 3rd Week of December</td>
</tr>
<tr>
<td>Dessau</td>
<td>Early October to end of January</td>
</tr>
<tr>
<td>Leiden University</td>
<td>Early February to Late June</td>
</tr>
<tr>
<td>Lund University</td>
<td>Mid August to Mid January</td>
</tr>
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<td>National University of Ireland, Galway</td>
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<tr>
<td>University of Padova</td>
<td>Early March to 3rd Week of July</td>
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<td>University of Copenhagen</td>
<td>Late January to Mid June</td>
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</tbody>
</table>

These are approximate dates, consult your host university website for exact days after you receive the application materials. Pay attention to orientation session dates!
Further Academic Considerations

1. Your Host Uni might offer you pre-sessional language lessons - these do not count towards your academic credits, and you cannot receive Erasmus+ funding for these weeks.

2. Your exams will be taken abroad, at the end of your semester at the host university.

3. You will EARN MARKS for modules taken abroad which will be calculated into your Liverpool degree.
   - Some people you meet abroad will not earn credits.

4. Shortly you go abroad, you will have an Academic Pre-Departure Briefing to see the grade conversions.
   
   https://www.liverpool.ac.uk/media/livacuk/study/Grade.Conversion.Tables.for.Publishing.on.the.web.pdf
Sorting out your Visa (non-EU nationals)

• Usually have to send financial statements; either your own or those of a sponsor

• If you have a sponsor you must have a sponsor letter to accompany their statements/bank letter

• If your passport is not valid for at least after your exchange will finish, change it now!

• Read all instructions very carefully and plan ahead
The Erasmus+ Grant

- Not means tested
- You don’t need to pay it back
- Minimum of 90 days
- Fill in lots of forms!
- All forms will be in your Study Abroad Mobility Online account!
The Erasmus+ Grant Continued

- **Amount still being determined for 2016/17**
  - Will probably not be more than €300/month
  - Do not rely on it to budget for your expenses, think of it as a possible extra

- **Two Installments**
  - 70% (paid after the start of your programme)
  - 30% (released after your mobility)

- **Liverpool Bursary Student?**
  - Extra €100/month during mobility

- Your first payment can take about a month to get to you so make sure you can pay your bills without it
## The Erasmus+ required paperwork

<table>
<thead>
<tr>
<th>Document</th>
<th>When should it be completed?</th>
<th>Who needs to sign it/fill it in?</th>
<th>How do I return it?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Details Form</td>
<td>Before Departure</td>
<td>Student</td>
<td>Return to SA Team at the PDB or by email</td>
</tr>
<tr>
<td>Erasmus Learning Agreement*</td>
<td>Before Departure</td>
<td>Student, University of Liverpool, and Host University</td>
<td>Download from Mobility Online, complete form and then upload it</td>
</tr>
<tr>
<td>Erasmus Contract</td>
<td>Before Departure</td>
<td>Student and University of Liverpool</td>
<td>Download from Mobility online, complete form and then upload it</td>
</tr>
<tr>
<td>Liverpool Life Record</td>
<td>Upon Arrival</td>
<td>Student</td>
<td>N/A (completed Online)</td>
</tr>
<tr>
<td>Confirmation of Arrival Form</td>
<td>Upon Arrival (within 14 days of your programme start date)</td>
<td>Student, Host University, University of Liverpool</td>
<td>Download from Mobility Online, complete form and then upload it</td>
</tr>
<tr>
<td>Attendance Certificate</td>
<td>Upon completion of study experience</td>
<td>Student and Host University</td>
<td>Download from Mobility Online, complete form and then upload it</td>
</tr>
<tr>
<td>Student Report</td>
<td>Upon completion of study experience</td>
<td>Student</td>
<td>Submitted online</td>
</tr>
<tr>
<td>Transcript/PETA</td>
<td>Upon completion of study experience</td>
<td>Student to obtain from host university within five weeks of programme completion</td>
<td>Upload to Mobility Online</td>
</tr>
</tbody>
</table>
Study Abroad Drop In Meetings

- No appointment needed, first come first served
  - Located in Careers and Employability Service (Building number 502 on University Map)

- Tues, March 22: 2-3pm
- Weds, March 30: 1-2pm
- Weds, April 5: 1-2pm
- Tues, April 12: 2-3pm
- Weds, April 13: 1-2pm
- Tues, April 19: 2-3pm
- Tues, April 26: 2-3pm
- Weds, April 27: 1-2pm
- Tues, May 3: 2-3pm
- Weds, May 4: 1-2pm
- Tues, May 10: 2-3pm
- Weds, May 11: 1-2pm
- Weds, May 25: 1-2pm
- Weds, June 1: 1-2pm
- Weds, June 8: 1-2pm

Ring the Study Abroad Team if you have an urgent concern that cannot wait for Drop In (0151 794 3039)
Accommodation Abroad

- Accommodation is your responsibility, options depend on your Host Uni

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<tr>
<td>Charles University Prague</td>
<td>Offers shared accommodation for all Erasmus+ students</td>
</tr>
<tr>
<td>Copenhagen Business School</td>
<td>Apply for Uni Accommodation via Housing Department</td>
</tr>
<tr>
<td>Dessau</td>
<td>Apply for halls or find local accommodation</td>
</tr>
<tr>
<td>Leiden University</td>
<td>Apply for accommodation online after submitting host application</td>
</tr>
<tr>
<td>Lund University</td>
<td>Apply for LU managed accommodation (can be competitive)</td>
</tr>
<tr>
<td>National University of Ireland, Galway</td>
<td>Apply for halls or find local accommodation</td>
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<td>University of Padova</td>
<td>Apply for accommodation via Uni Accommodation Service</td>
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<td>Pforzheim University of Applied Sciences</td>
<td>Apply for Halls (city based) or find private apartment</td>
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<td>Toulouse Business School</td>
<td>Apply for Accommodation via Uni Accommodation Website</td>
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<td>TU Graz</td>
<td>Graz arranges accommodation for Erasmus+ students</td>
</tr>
<tr>
<td>University of Copenhagen</td>
<td>Find Off Campus Accommodation via Uni Housing Foundation</td>
</tr>
</tbody>
</table>

- Respect your Host University deadlines!

- Remember, a lot of universities will only offer shared rooms

- If you don’t get accommodation in their Halls, book accommodation in advance of Orientation (give yourself a few days to settle)
Accommodation in Liverpool

- Live in the Study Abroad Village!
  - Send your name to saenq@liverpool.ac.uk if interested in a place for one semester

- Tick the ‘Share my Email’ box on the register so we can circulate a list of those interested in swapping rooms

- Use Liverpool Student Homes website

- ALWAYS SPEAK TO YOUR LANDLORD AND HOUSEMATES!

- Get contracts to protect yourself

- Remember, accommodation is your responsibility
Student Finance and Bursaries

- Apply for your 2016/17 Student Finance
  - Tick a box to say you will be studying abroad for a semester during the next academic year
  - Student Finance may also ask you to complete a Course Abroad Form
    - Forward to the Study Abroad Team to complete and sign the form

- Should get normal Student Loan/Grants, as a minimum. Student Finance offer means tested support on sliding scale. Student to pay first £303.

- Liverpool Bursary students will still get bursary during semester abroad

- Remember, all grants (including Student Finance) are paid AFTER you’ve spent money, so plan accordingly.
Tuition Fees

• You will continue to pay tuition fees to UoL
  • Semester Abroad: Same tuition fee as normal

• Your host university may charge you fees for submitting your study abroad application, accommodation deposit, university administration fee or health services fee – read the fine print as soon as you get your host university web link
Insurance

• You will apply for UoL’s Travel Insurance (free) shortly before departure

• Some Host Universities will require you to purchase, or will give you the option to opt into, basic medical insurance with them, but you’ll still need travel insurance (e.g. for repatriation)

• Important exclusions from UoL Travel Insurance include routine check-ups/ prescriptions for pre-existing medical conditions.

• It will cover you for incidental travel during HU holidays/weekends to adjacent countries. It will not cover you if you choose to travel after your exchange has ended. It will also not cover you for travel to countries deemed dangerous by the FCO or economically sanctioned countries (North Korea)

• If you are ever in any doubt, check directly with the UoL Insurance Office (finsec2@liverpool.ac.uk)

• Application form at PDB in May (Semester 1 Abroad) of Dec (Semester 2 Abroad)
Things to Think About Now…

• Do I know when my Host Uni application is due?
  • Do I know the academic calendar at my host university?

• Do I know the student visa requirement in my host country?

• Have I informed Student Finance that I will study abroad next year?
More things to think about…

• Do I have any special needs or concerns?
  • Disability Support?

• Do I have any medical needs or allergies that might impact my time abroad?
  • Do I carry an epi pen in the event of an allergic reaction?

• What vaccinations might I need? (including if you plan to travel afterwards)

• Continue to research your host uni/city/country
  • Foreign and Commonwealth Office
  • Buy a guidebook/phrasebook/dictionary
Contact Details

- Lillian Read, Study Abroad Co-ordinator: goabroad@liverpool.ac.uk
- Aimee Campbell, Study Abroad Assistant: saenq@liverpool.ac.uk
- Website: www.liverpool.ac.uk/goabroad
- Twitter: www.twitter.com/livuniandabroad
- Facebook: www.facebook.com/uolstudyabroad
QUESTIONS about Europe?