The information provided in this handbook is for guidance only. All information is, to the best of our knowledge, correct at the time of going to print.
Congratulations on being chosen to study abroad! By participating in the University of Liverpool’s Study Abroad programme, you are embarking on an amazing cultural, academic and personal journey.

This brief handbook is designed to help you through the initial application process. If you have any questions concerning the information here, or any suggestions, please contact the Study Abroad Team (SAT) via email at goabroad@liv.ac.uk.

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1. **Academic Matters**

1.1 **Choosing Your Modules**

Before choosing any of your modules, you must discuss your choices with the Academic Study Abroad Co-ordinator (ASAC) in your department. The list of ASACs can be found here: [http://www.liv.ac.uk/study/undergraduate/goabroad/departments/](http://www.liv.ac.uk/study/undergraduate/goabroad/departments/). Students going to the EU will need to get their ASAC to sign their Erasmus+ Learning Agreement, indicating that they approve of the module choice. Students going outside of the EU will need to get their ASAC to sign their Course Approval form. Both these forms are compulsory to return along with your applications to the Host University.

It’s always helpful to have spare modules approved by your ASAC, in case, upon arrival, classes are full or there are timetable clashes. Remember, at many partners, the list of initial modules you submit are not actually those for which you will be registered, they are merely an indication of what you would like to study.

You should not choose modules that are marked on a pass/fail basis. There are also a set number of modules that you should take at each partner university. Please see the attached annex for the number of modules you will need to sign up to at your destination.

If your course is professionally accredited, the modules you take at the partner must have the same learning outcomes as those you would have taken at home. Please ensure that you discuss this with the ASAC in your department.

1.2 **Re-sits**

Many of our partner universities have very limited or no opportunities for re-sits (this is true for their own students as well as exchange students). It is important that you understand this before you leave for your exchange. Re-sit opportunities will be covered in your Academic Pre-Departure Briefings (see 1.5)

1.3 **Grade Conversion**

For partner universities that can be accessed by more than one department, the grade conversions are set centrally by Collaborative Provision Sub-Committee. You can access these grade conversions on the study abroad web pages. For partners whom are exclusive to a single department, these grade conversions are set by the relevant department. Grade conversion will be further discussed with you during the Academic Pre-Departure Briefing (see 1.5)

1.4 **Students with a Disability**

Disabled Students, i.e. those with a medical condition, mental health condition or physical disability should inform SAT at the earliest possible moment. We’ll need you to sign a Consent Form that allows us to share information with the Disability Support Team at UoL, as well as with your host university. This means that we can arrange appropriate support as necessary. If you have any further questions about this, please email SAT.

1.5 **Pre-Departure Briefings**

Before students go abroad they must receive two Pre-Departure Briefings. One of these will be organised by SAT (May for full year and semester 1 exchange students, December for semester 2 exchange students), which will prepare you for the practical side of studying abroad. The other will
be an Academic Pre-Departure briefing with your ASAC. This will cover, amongst other things; grade conversion, re-sits and what happens if you withdraw from the exchange. Both briefings are compulsory and extremely important.

1.6 Final Approval

Your exchange is still subject to final approval (i.e. maintaining the prescribed grade average in your Semester 2 exams). Therefore you must not pay for visas and flights before the release of the Semester 2 exam results and you have received final approval from your ASAC. Students going to Hong Kong will need to pay for their visa as part of their application, which is, unfortunately, non-refundable.

1.7 Documents

Any documents that you need to fill in were given to you at the Pre-Application Briefing. Should you lose any of these, you can find these at the Go Abroad website: www.liv.ac.uk/goabroad. Just click on ‘Forms and handbooks’.
2. **Your Application**

2.1 **Nomination**

SAT will nominate you to the host university. You should not do this yourself. Once you have been nominated, the university will contact you with application information, usually via email.

2.2 **Check your Checklist!**

If you host university has supplied you with a checklist, please use this to make sure you have all the necessary documents. If in doubt, please contact SAT and/or the co-ordinator at the host university.

Students often forget to submit passport-sized photos with their applications. Don’t be one of them!

2.3 **Your UoL transcript**

SAT will request a copy of your transcript for you, so that you don’t have to pay.

2.4 **Sending your Application**

If it is required that you post your application, SAT will DHL your application to the host university on your behalf. Do not post it yourself (this saves you the postage costs)! Due to the numbers who go on Erasmus+, Medical Students will need to post their own applications.

2.5 **Planning for your Visa**

**Ensuring that you have the correct visa is always the responsibility of the student.**

Any student going on an exchange outside of the EU, or international students (i.e. non-EU) going to any destination will need to apply for a visa for their host country. With many of these you will need to submit proof of finances (often this will also need to be submitted with your initial application). SAT cannot advise on individual visas, however, the following is usually true:

- UK Citizens usually don’t need a visa to be in Canada for six months
- Evidence used cannot be more than 6 months old
- Internet bank statements are not accepted
- Finances can be from multiple sources (e.g. your savings and family savings)
- Student Loan letters are not acceptable (as they apply to the previous year)
- Overdrafts cannot be used (as this is borrowed money)
- Letters from banks are acceptable, if on headed-paper, with a stamp and authorised signature

International students will need to meet with the International Support Team to discuss any implications of studying abroad on their UK visa. Visit [http://www.liv.ac.uk/admin/studentsupport/ist/](http://www.liv.ac.uk/admin/studentsupport/ist/).
3. **Accommodation**

Where you’ll be living during your time abroad is often an important issue for students. Remember, ultimately, accommodation is your responsibility and the University cannot be held liable for any problems you may have. However, when we can, we will do our best to help you, should you experience any difficulties.

3.1 **Accommodation in Liverpool**

When advising students in regards to housing, the follow options are most common:

1. Let a room in the Study Abroad Village! This is the only UoL Hall where you can live for just one semester, and it is reserved specifically for incoming and outgoing exchange students. It is a truly Global themed hall.
2. Rent a house in Liverpool for the full year and pay the cost of a full year
3. Rent a house in Liverpool for the full year but sublet your room for the semester you are away. This requires your landlord’s permission (otherwise it’s illegal) and your housemates’ permission. You should have this written into your contract
4. Rent a house for only the semester that you will be in Liverpool
5. You can investigate the possibility of staying in private or university Halls of Residence for one semester only

Remember, you must consider your options carefully as you are responsible for your own accommodation.

3.2 **Staying in UoL Halls of Residence**

In collaboration with the SAT, the Accommodation Office has developed a Study Abroad Village which is a living community reserved for study abroad participants and current exchange students in Liverpool. This self-catered hall features single rooms and shared bathrooms. Additionally, all residents will be in years two or three of their degree programmes, changing the vibe a bit from the first year halls. Unlike other halls, you will be allowed to sign a one semester contract to live in this community and we encourage you to think about living in the hall before or after you study abroad. If interested in a one semester let in the Study Abroad Village, email saenq@liverpool.ac.uk

**Accommodation in your Host Country**

Many universities will have various options for students who will be studying with them. Some may offer spaces in Halls of Residence (similar to Liverpool), others may help you find accommodation in the private sector. However, remember that finding accommodation is your responsibility.

In many host cities, accommodation, whether in halls or private, can be limited and/or competitive. Apply early- do not leave it until the last minute! Therefore you must follow application instructions given to you by your host university very carefully. Check your email regularly, and don’t forget that some universities will only message you through online-application accounts.

3.3 **Accommodation on returning to Liverpool**

When returning to Liverpool, the same rules apply as in 3.1 above. We also suggest looking at private halls and University of Liverpool residences in the city, if you are unsure about renting private accommodation.
4. Things to Think About Now

4.1 Vaccinations

Check with your local doctor whether vaccinations are necessary for travelling to your host country. Remember that some vaccinations require an initial dosage, followed by a second dosage (sometimes up to 6 months later), so it is important you investigate this early. Visit www.nathnac.org for more information. You are also encouraged to research if the immigration requirements for your host country require a physical examination or specific vaccination in order for you to secure your visa.

4.2 Finding Out About your Host Country

Finding out about your Host Country is essential in understanding cultural differences, staying safe and settling in. So make sure you buy a good guide book, such as Lonely Planet or Rough Guides, use the internet and speak to returning students. If you email SAT, we can pass your student email address on to returned students so that they can contact you.

4.3 Passport

You will need a valid passport to travel anywhere! More importantly, many countries, for visa purposes, will require a passport that is valid until at least 6 months after the end of your exchange. So check the expiry date now, and if necessary, get a new one! It can take up to 6 weeks to get a new passport, so it’s essential that you apply early.

If you apply for a new passport after you apply for a visa, it can cause significant problems, as you will need to change the information held on you. This is not always possible, and may require you buying a new visa, which can be expensive!

4.4 Language

For many students, the national or regional language of your host country will not be English. It is a good idea to learn the most common words in the local language, as using these words are often a useful way of receiving a more friendly response or diffusing a difficult situation. It’s also advisable to buy a phrase book and/or bilingual dictionary, so that you can show people what you want to say, if you are unable to do so out-loud. Learning some of the local language can also help with settling in.

Before leaving, you can also visit the Sydney Jones Library or the MLC library, both of which have materials for language learning, encompassing a range of languages, from Arabic to Welsh. Materials from the Sydney Jones Library can be borrowed by any student. Materials in the MLC library can only be borrowed by MLC students, other students can use the materials on site. See http://www.liv.ac.uk/ulc/index.htm (MLC library) and http://www.liv.ac.uk/library/ (Main University Libraries).

4.5 Funding Your Exchange

Student Finance/Student Loans Companies may be able to provide you with additional funding for your time abroad (for example towards flights). It’s your responsibility to check whether this is the case and note that it is usually means-tested. SAT and Student Administration and Support will forward your Study Abroad details on to Student Finance automatically, before the start of your exchange.
The regulations regarding Student Finance and Study Abroad depend on your home country and can differ between the England, Scotland and Northern Ireland. In our experience, most English students receive your normal rate of loan, and may be eligible for a higher rate of loan, as well as contributions towards the costs of flights. Make sure that you mark on your Student Finance application form that you will be spending time abroad.

**It is recommended that you apply for your 2015/16 Student Finance in March, and include information regarding your anticipated semester abroad.**

It is important to start thinking about how you will budget for your exchange now, rather than later.

### 4.6 Scholarships

There are a number of funding opportunities available to you, both from The University and outside agencies:

- **Liverpool Travel Award Grants**  
  Alumni funded grant, with amounts based on region, not means-tested and non-repayable:  
  - South America: £500  
  - Asia: £500  
  - North America: £600  
  - Australia: £750  
  - New Zealand: £750 (tentative amount to be confirmed)

- **USA**  
  The University of Liverpool in America Inc., the company representing The University in the USA, has provided a generous scholarship of £1000 for up to three students, who are in receipt of the Liverpool Bursary. All eligible students will be contacted with further information in due course.

- **Santander Scholarships**  
  Santander have provided a generous scholarship of £1000 for up to five students, who are in receipt of the Liverpool Bursary. All eligible students will be contacted with further information in due course. The grants are not country specific, but can only be used for exchanges outside of Europe.

- **All European Exchanges**  
  All exchanges to Europe fall under the Erasmus+ Programme, funded by the European Commission. Students bound for Europe are eligible to receive Erasmus+ grant funding for their semester abroad. The grant amount is recalculated each academic year and it is projected that 2015/16 students will receive between €100-150 of funding per month, but this may change. Details will be provided at the May Pre-Departure Briefing.

- **Hong Kong**  
  British Council’s Hong Kong Scholarship for Excellence [www.britishcouncil.org/hongkong-education-scholarships-excellence.htm](http://www.britishcouncil.org/hongkong-education-scholarships-excellence.htm).

The Erasmus Grant, University of Liverpool in America Inc. Scholarship and the Alumni funded grants will be discussed in more detail at your Pre-Departure Briefing.

We also encourage you to do your own research, as many charities and organisations will provide sponsorship for time spent abroad.
4.7 Important information for current UoL Scholarship/Bursary Holders

If you receive a scholarship or bursary from your department, you need to check with the department which pays the bursary what will happen whilst you study abroad. With some you will be entitled to the full amount whilst abroad, with others you may receive a reduced amount. Make sure you check before you go!

Bursaries that are administered centrally by The University will be paid at the full amount if your Study Abroad period is only one semester. Students on a Full Year Abroad will receive 50%.

“I think having to find your feet in a new city teaches you skills which are useful throughout life – it forces you to interact with people from cultures different from your own, both in university and out; to deal with unexpected circumstances and travel independently. I think everything about the experience was useful.

A semester abroad gives us the opportunity to experience a new city, a new culture, maybe even a new language. To see how things are done in another university, to take MLCses, join clubs & play sports that aren’t available here (Quidditch, for example), and most importantly to meet new people. People to visit and be visited by! So, so worthwhile!”

Hannah Armstrong, BA (Hons) Comparative American Studies, studied at McGill University, Montreal, Canada
5. **Insurance**

Hopefully you won’t need to use any insurance policies during your exchange. However, things can go wrong. So it is very important that you have adequate cover for your period of study abroad.

5.1 **University of Liverpool Travel Insurance**

The University offers a world-wide travel insurance policy (free of charge) for undergraduates on exchanges or a Year Abroad. It cannot be used for holidays (unless the main purpose of the journey is for University business), and cover must be taken out each time the person travels abroad.

To apply for the University travel insurance cover, complete the Insurance Form that will be given to you at your Pre-Application Briefing. The insurance form will be signed by the Head of Study Abroad. The University travel policy covers up to 2 weeks before the course start date and 2 weeks after the course finishes. In addition, if you are going on a Year Abroad, the policy will include incidental travel to adjacent countries for brief between-semester holidays, visa renewal etc. These should be noted on your travel application form. The University of Liverpool insurance policy does not cover routine prescriptions or check-ups.

Some partner universities will require you to take out compulsory insurance policies (e.g. OSHC in Australia). If this is the case, then you must get this insurance too. Remember, however, that this is likely to be basic medical cover only, and that you will more than likely also need travel insurance.

UK/EU students should also apply for the European Health Insurance Card, before travel.

5.2 **Liability Insurance for Medical Students**

All medical students must ensure they have adequate medical indemnity/Medical Malpractice insurance cover prior to departure. UoL does not hold this type of cover, so you must obtain this yourself or ask the host institution to provide it. You should also ensure you are registered with one of the medical defence companies and check that you are covered on your Erasmus placement.

5.3 **Liability Insurance - All Students**

The University's Public Liability insurance covers legal liability only. If during your placement you are acting under the direct control or supervision of the host organisation, and your actions result in loss, damage or injury, any resulting legal liability would attach to the host organisation. To clarify this with the host organisation, however, it is necessary to ask them to confirm that their own liability insurance will indemnify you if loss, damage or injury is caused by or to you when you are acting under their supervision or control, and this will be undertaken by the University.

5.4 **Carrying Insurance Details with you**

You should carry emergency contact numbers provided by your insurer with you in case you are injured and need local medical cover.
This information is provided as a guide only; you must read all the information regarding module choice and registration provided on your host university’s website as part of the application procedure, and check all your course registrations at your partner university with your departmental exchange co-ordinator at The University of Liverpool.

<table>
<thead>
<tr>
<th>University Name</th>
<th>Minimum No. of modules to be taken per semester</th>
<th>Additional comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boston College</td>
<td>4</td>
<td>The minimum course load is at least 12 credits (usually four courses worth 3 credits each)</td>
</tr>
<tr>
<td>Dalhousie University</td>
<td>4</td>
<td>Dalhousie students take 4 courses per term. Each term-long course is worth 0.5 credits (or 3 credit hours), so 4 courses would total 2.0 credits (12 credit hours) per term</td>
</tr>
<tr>
<td>Carleton University</td>
<td>4</td>
<td>The standard course load is 4 modules, worth .5 credits each.</td>
</tr>
<tr>
<td>University of Georgia, Athens</td>
<td>4</td>
<td>You must maintain at least 12 credit hours to maintain your full time status. Usually this is four three-credit-hour classes.</td>
</tr>
<tr>
<td>University of Hong Kong</td>
<td>4</td>
<td>A normal load is 30 credits for one semester (usually 5 courses worth 6 credits each)</td>
</tr>
<tr>
<td>City University of Hong Kong</td>
<td>4</td>
<td>The minimum load is 12 credit units per semester (usually 4 courses worth 3 credit units each)</td>
</tr>
<tr>
<td>University of Illinois at Urbana-Champaign</td>
<td>4</td>
<td>The standard load is 12 credit hours per semester (usually 4 units worth 3 credits each hour). Students are discouraged from having more than three classes at the 300- and 400-levels, and from having more than 3 classes in their major (this applies particularly to the hard sciences and engineering)</td>
</tr>
<tr>
<td>University of Ottawa</td>
<td>4</td>
<td>A normal full time load is 12 credit points per semester (generally 4 courses worth 3 credits each)</td>
</tr>
<tr>
<td>University of Maryland</td>
<td>4</td>
<td>A normal full time load is 12 credit points per semester (generally 4 courses worth 3 credits each)</td>
</tr>
<tr>
<td>Monash University/Monash Malaysia</td>
<td>4</td>
<td>A normal full time load is 24 credit points per semester (usually 4 units worth 6 points each). Students must chose courses offered during Monash Semester 1</td>
</tr>
<tr>
<td>McGill University</td>
<td>4</td>
<td>The minimum load is 12 credit hours per semester (usually 4 courses worth 3 credits each)</td>
</tr>
<tr>
<td>University of Newcastle</td>
<td>4</td>
<td>The standard course load is 40 credits per semester (usually 4 courses worth 10 credits each). Students must chose courses offered during Newcastle Semester 1.</td>
</tr>
<tr>
<td>University of Texas, Dallas</td>
<td>4</td>
<td>A normal full time load is 12 credit points per semester (generally 4 courses worth 3 credits each)</td>
</tr>
<tr>
<td>University of Toronto</td>
<td>4</td>
<td>The maximum permitted work load for undergraduate-level students is five courses per academic term. The minimum work load to be considered a &quot;full-time student&quot; is three courses for undergraduate-level exchange students.</td>
</tr>
<tr>
<td>University of Waterloo</td>
<td>4</td>
<td>The full-time course load is 4 courses per term (each course is generally worth .5 credits)</td>
</tr>
<tr>
<td>Victoria University of Wellington</td>
<td>3 or 4</td>
<td>The full-time course load is 45 points per trimester, normally three or four courses. Students must choose modules available in Trimester 1.</td>
</tr>
<tr>
<td>Any EU University</td>
<td>30 ECTS credits</td>
<td></td>
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</tbody>
</table>