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.

Contents

1. Academic Matters
2. Your Application
3. Accommodation
4. Things to Think About Now
5. Insurance
1. **Academic Matters**

1.1 **Choosing Your Modules**

Before listing any modules on your host university application, 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 upload on Mobility-Online.

Because your desired modules might have timetable clashes, you should list at least one back up module for each module you hope to take, and the entire list of modules needs to be approved by your ASAC. Consult the list on the last two pages of this document to see your required number of modules.

You should not choose modules that are marked on a pass/fail basis.

**Remember, at many partners, the list of initial modules you submit may not be exactly what you will register for upon arrival, due to timetable clashes or changes to the academic programme at the host.**

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**Have a look at what you would study in UoL to give you an idea & check pre-requisites for 3rd year modules you want to take**

**Think about your future plans (Masters, career-related) and think about modules that might help**

**Send your ASAC your list of choices along with links to the relevant syllabi and arrange to discuss.**

**Check out your Host University module catalogue and read the syllabi for modules you are interested in (bearing in mind the above)**

**Don’t forget to check the Host University pre-requisites!**
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

All grade conversions are set centrally through a consultation process between the Study Abroad Team, Study Abroad Working Group and Collaborative Provision Committee. You will have been sent a list of these grade conversions via email.

1.4 Students with a Disability

Disabled Students, i.e. those with a medical condition, mental health condition or physical disability are encouraged to inform the Study Abroad Team of their support needs. This is because we want to make sure that the host university will be able to offer you the right support to meet your needs. If you need to share your support needs, please contact the Study Abroad Team who will ask you to complete a consent form which will allow us to access your Disability Support plan/speak to the Disability Support Team about your needs, as well as communicate with your host university on your behalf.

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 it is not recommended that you 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

Many of your study abroad documents will be accessed via your Study Abroad Mobility Online Account (the system you applied through). Other forms will be distributed at the Pre-Application Briefing in May/December. If you have any queries about your forms please contact goabroad@liverpool.ac.uk
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!**

We have provided you with a detailed checklist of the application process for your Host University, so please check this through carefully. This is based on previous years’ experience and Host University webpage research.

If your Host University sends you their own checklist, then please make sure you read this thoroughly and remember that instructions from your Host University overrule anything we have written – things can change year on year!

2.3 **Your UoL transcript**

SAT will produce a copy of your transcript for you to submit with your host university application so that you do not have to pay. If you will submit your host university application online the Study Abroad Team will scan you a copy of the document as a PDF. If you need to post a hard copy of the document the SAT will add the copy to your application before it is sent.

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, as the SAT has to add a cover letter. We also want to save you from paying for international postage.

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. You should do a web search now to look into the student visa requirements for your host country, taking into consideration your nationality as indicated on your passport.

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 of funds cannot be more than 6 months old
- Hong Kong requires bank statements that show a minimum balance carried for three months
- 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 Advice and Guidance to discuss any implications of studying abroad on their UK visa. Visit https://www.liverpool.ac.uk/studentsupport/international/ to find out more.
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 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.
3. Rent a house for only the semester that you will be in Liverpool.
4. You can investigate the possibility of staying in private or university Halls of Residence for one semester only.
5. Rent a house in Liverpool for the full year and pay the cost of a full year.

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

3.3 **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.

3.4 **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 Check in with your GP

If you have an on-going medical condition or are visiting you doctor regularly, please discuss your travel plans with them. You will need to consider with your doctor or specialist team your plans for support whilst away.

If you are taking medication on a regular basis please discuss the medication you will require for your trip and how you will access it with your doctor. It is usually possible to give extended prescriptions (2-3 months) depending on medication and stability of condition - this can be discussed with your doctor. In certain countries medications are available with or without prescription but brands/drugs may be different and have different effects.

Ensure you seek advice at least 8 weeks before travel preferably about travel health and vaccinations. This advice is available at the Student Health Centre on campus.

4.2 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.

4.3 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 a 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.

4.4 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!

4.5 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).

4.6 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 2017/18 Student Finance in March, and include information regarding your anticipated semester or year abroad.

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

4.7 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, payable to Home and Islands student. These are not means-tested and non-repayable:
  
  - South America: £500
  - Asia: £500
  - North America: £600
  - Australia: £700
  - New Zealand: £800

- **USA**

  The University of Liverpool in America Inc has provided a generous scholarship of £1000 for up to five students, prioritizing those in receipt of the Liverpool Bursary. All eligible students will be contacted with further information in due course.
- **Santander Scholarships**

  Santander Bank has provided a generous scholarship of £1000 for up to five students, prioritizing those 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.

- **Fang-Saxby Scholarship (XJTLU academic study abroad only)**

  Professor Michael Fang and Sir Robin Saxby have generously provided funding to support up to two UoL students who will study their Year Two modules at XJTLU (semester or year). This scholarship covers the cost of XJTLU accommodation, pays the UoL tuition fee (£1350 for full academic year or £4500 semester) and offers spending money (£1500 for a full year or £750 for a semester at XJTLU).

- **Ede and Ravenscroft (Year in China Programme students only)**

  Ede and Ravenscroft, the oldest tailors in London, has offered up to 10 £1000 scholarships to support Year in China participants, prioritizing those who are in receipt of the Liverpool Bursary. All eligible students will be contacted with further information in due course.

- **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 the amount for 2017/18 will be provided at the May Pre-Departure Briefing.

- **Non European Destinations**

  University of Liverpool students studying abroad outside of Europe are able to apply for BUTEX scholarships in the amount of £500. [http://www.butex.ac.uk/scholarships/how-to-apply/](http://www.butex.ac.uk/scholarships/how-to-apply/)

  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.

  **4.8 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% of their normal Liverpool bursary.
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 study abroad exchanges. It cannot be used for holidays (unless the main purpose of the journey is for University business such as Study Abroad), and cover must be taken out each time the person travels abroad.

The University travel policy covers up to two weeks before the course start date and two weeks after the course finishes. It does not cover routine prescriptions or check-ups.

**Study Abroad Students** are strongly discouraged from visiting countries that are subject to international sanctions, such as Myanmar/Burma and North Korea, as the Liverpool travel insurance policy usually excludes travel to sanctioned countries. This means that if you were injured or required hospital treatment you would be liable to pay all up-front costs and there is no guarantee that you could be reimbursed. Additionally, it is not guaranteed that you would be able to receive assistance from the Foreign and Commonwealth Office when visiting a sanctioned country. **Please contact the Study Abroad Team and the Liverpool Insurance Manager if you have queries regarding your travel.**

To apply for the University travel insurance cover, complete the Insurance Form that will be given to you at your Pre-Departure Briefing.

Students are encouraged to carry the emergency contact numbers provided by the insurer in case you are injured and need local medical cover.

Students bound for European destinations are strongly encouraged to get a European Health Insurance Card (if eligible) via the NHS in order to access state-provided healthcare in the European Economic Area and Switzerland at a reduced or free cost. [http://www.nhs.uk/NHSEngland/Healthcareabroad/EHIC/Pages/about-the-ehic.aspx](http://www.nhs.uk/NHSEngland/Healthcareabroad/EHIC/Pages/about-the-ehic.aspx)

5.2 **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.

5.3 **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.
ANNEX: Number of Modules for each University

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 Academic Study Abroad 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>University of Calgary</td>
<td>4</td>
<td>The standard load for exchange students is 4 classes worth 3 credits each</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>Chinese University of Hong Kong</td>
<td>4</td>
<td>The minimum load for one semester is 9 credits and the maximum is 18 (each course is usually worth 3 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>Curtin University</td>
<td>4</td>
<td>The minimum load is 3 courses and the maximum is 4 course, each worth 25 credits</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>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>University of Georgia</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 Guelph</td>
<td>4</td>
<td>The minimum load is 4 courses with 0.5 credits 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 credit hours each). 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>Kansas State University</td>
<td>4</td>
<td>The standard load is 12 credit hours per semester (usually 4 units worth 3 credit hours each)</td>
</tr>
<tr>
<td>University of Manitoba</td>
<td>4</td>
<td>The minimum full time load is 3 courses and the maximum is 5</td>
</tr>
<tr>
<td>Macquarie University</td>
<td>4</td>
<td>The minimum full time load is 3 courses and the maximum is 4</td>
</tr>
<tr>
<td>University of Maryland, College Park</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 Australia/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>National University of Singapore</td>
<td>4</td>
<td>Liverpool exchange students at NUS should take 4 modules, most of which are worth 4 credits each.</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>Queensland University of Technology</td>
<td>4</td>
<td>Students must enrol for 24 points per semester, usually 4 courses of 6 points each</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>Seoul National University</td>
<td>4</td>
<td>Liverpool students should enrol in 4 Seoul modules</td>
</tr>
<tr>
<td>University of Sydney</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 “full-time student” is three courses for undergraduate-level exchange students.</td>
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<td>---------------------</td>
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<tr>
<td>University of Toronto</td>
<td>4</td>
<td>Liverpool exchange students should take four modules at WSU, worth a minimum of 15 credits.</td>
</tr>
<tr>
<td>University of Western Australia</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>University of Waterloo</td>
<td>4</td>
<td>Students must enrol for 24 points per semester, usually 4 courses of 6 points each</td>
</tr>
<tr>
<td>University of Wollongong</td>
<td>4</td>
<td>Students must enrol for 24 points per semester, usually 4 courses of 6 points each</td>
</tr>
<tr>
<td>Victoria University of Wellington</td>
<td>3 or 4</td>
<td>The full-time course load is 60 points (credits) per trimester, normally three 20 credits modules or four 15 credit modules depending on the subject. Students must choose modules available in Trimester 1.</td>
</tr>
<tr>
<td>Western University</td>
<td>4</td>
<td>Minimum course load is 4 and maximum is 5</td>
</tr>
<tr>
<td>XJTLU: Year 2 Modules</td>
<td>Depends on programme</td>
<td>Most University of Liverpool students take a similar module credit load while at XJTLU, with four or five modules taken per semester.</td>
</tr>
</tbody>
</table>
| XJTLU: Year in China | 4 | Liverpool students will take four modules per semester:  
1. Chinese Language Module  
2. China Studies Module or additional Chinese Language Module  
3. China Studies Module  
4. China Studies Module or Science and Engineering related module (depending on degree programme) |
| Most EU Universities | 30 ECTS credits | |
| Dessau | Approximately 15 ECTS | MArch students should endeavour to take 15 ECTS of Architecture modules in Dessau while maintaining enrolment in 30 Liverpool Dissertation credits. |

“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!”