Considerations checklist 2019/20 - Global You starts here

When you are deciding where to go abroad and what to do, there are lots of considerations you should make. This document is designed to help you start to think about some of these issues and you should also research other sources of information thoroughly.

For example, have you checked:
- Information your Department provides on “year abroad” degree programmes? Yes/no
- Information from the partner university or host organisation? Yes/no
- External sources of information, e.g. Global Graduates, gov.uk Foreign Travel Advice webpages? Yes/no

Have you spoken to:
- The Centre for Global Programmes? Yes/no
- Your Departmental Erasmus Co-ordinator/Supervisor? Yes/no
- Other York students who have been abroad and any Visiting Students who are at York? Yes/no

If you would like to be put in contact with students who have been abroad, email the Centre for Global Programmes’ Peer Advisors at global-peer-advisors@york.ac.uk

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1. Personal considerations

The University of York encourages all its students to research local laws, customs and attitudes of those places you are likely to be staying in or visiting during your exchange programme. In particular, you should consider the differing attitudes that exist in some countries towards such issues as age, gender, disability and long term health conditions including mental health, religion and belief/non-belief along with sexual orientation.

Before applying for an exchange you should visit the gov.uk Foreign Travel Advice webpages as a starting point. These pages provide information regarding local laws and customs which may highlight differences compared to the UK.

The University’s Equality and Diversity and Inclusion webpages provide information about the Equality Act 2010 and guidance for LGBT+ staff and students travelling abroad.

Have you visited the gov.uk Foreign Travel Advice webpages? Yes/no

Disability

If you have a disability or long-term health condition we encourage you to disclose this in your application. If you are applying to work abroad then you may be asked to disclose your disability or any health conditions to the host organisation.

Through the Erasmus+ programme there is also the potential to apply for additional funding for special needs where participation in eligible European placements would not be possible without extra financial support.

You should be aware that services may differ at host destinations and you should at least consider and research the following:
- Support services at the host institution/organisation. Disability Services at York can make contact with the relevant office if required.
- Private support which may be available in the host country. You are responsible for organising this.
- Accommodation. See section 5 of this document.
- Reasonable adjustments for academic study. A declaration of a disability will not affect your application but, with your permission, will enable the Centre for Global Programmes to liaise with Disability Services at York and the partner university to explore appropriate levels of academic support whilst on your exchange.

Medicine

The following sources on information may be of use if you need to take medicine abroad:

Travelling with medicine: https://travelhealthpro.org.uk/factsheet/43/travelling-with-medicines
Travelling with a medicine containing a controlled drug: https://www.gov.uk/travelling-controlled-drugs
Can I take my medicine abroad? https://www.nhs.uk/chq/Pages/1074.aspx?CategoryID=70
Can I take controlled medicines abroad? https://www.nhs.uk/chq/Pages/2593.aspx
Diet/allergies
Research what the local cuisine is like and consider how compatible it is with any dietary requirements (e.g. vegan, vegetarian, gluten free) you have. For example, this might mean getting an allergy card that translates what you can’t eat into the local language, or selecting accommodation with cooking facilities so that you can cook for yourself. Check your destination if you have any specific dietary requirements, as different cultures may not provide for specific needs.

2. Academic considerations

Academic standing
In order to go abroad you must check and meet any academic requirements specified by your Department and the exchange partner. This tends to require an average of at least 60% in your studies at York.

- Do you understand that if you do not meet the academic requirements set by your Department and the host destination (e.g. an average of 60% or above in your studies at the University of York) that you will be withdrawn from your programme abroad? Yes/no

References
A reference will be requested from your Supervisor as part of the application process for Worldwide exchange, Summer Schools, International Study Centres and Travel Awards.

- Have you spoken to your Supervisor about your application? Yes/no
If you have not spoken to your Supervisor you should speak to them about your application and their reference as soon as possible.

For European exchange your Department will make a decision on your application.

- Have you spoken to your Departmental Erasmus Co-ordinator about your application?
If you have not spoken to your Departmental Erasmus Co-ordinator you should speak to them about your application and their reference as soon as possible.

Qualifications
You may need to submit A-level/language certificates as part of your exchange application to the partner university/institution.

- Do you know where your A-level(or equivalent)/language certificates are? Yes/no
If you do not know where they are, you should start finding them.

Languages
Whilst many of our partner universities teach in English, some do not and you will therefore need to speak another language to go to some destinations.

- Does the partner university teach in English/will your work at the host institution be carried out in English? Yes/no
- If you need to speak another language, do you have the correct entry requirement for this language? Yes/no
- Have you registered for a free Languages for International Mobility course to help you prepare linguistically and culturally? Yes/no

**Replacement or additional credit?**
It may be possible to go abroad for replacement or additional credit: [www.york.ac.uk/students/study-abroad/accepted/](www.york.ac.uk/students/study-abroad/accepted/)#tab-6
Replacement credit = your grades for modules passed at the partner university will be converted back to credit at York using a University of York Grade Conversion Table. Integrated, 3+1, also sometimes referred to as an “additional year” = a four-year degree programme where your degree title specifically references the year abroad (or year in industry).

- Will you be studying or working abroad? Studying/working
- Will your time abroad count for replacement or additional credit? Replacement/additional
- Does the host university have the correct modules for you to be able to study there? Yes/no

**Methods of teaching and assessment**
The way you will be taught and assessed by partner universities will be different to how this happens at York. If you are on a work placement you should know how this will be assessed by your Department at York.

- Have you looked into the methods of teaching? Yes/no
- How will you be assessed by the host university/organisation? (200 words maximum)

**Grade conversion/academic recognition**
Before you leave York, you must understand how your Department will give you academic recognition for your time abroad. This may be through a grade conversion process if you are on a study placement or academic recognition for work placements. If you are offered a study/work placement you will be given a grade conversion/academic recognition checklist before you leave York. Please note that International Study Centres, Summer Schools and Travel Awards cannot be taken for York credit.

- Have you started to look into how you will receive academic recognition for your time abroad? Yes/no

**3. Passport and visas**

**Passports**
In order to obtain a visa for some destinations your passport should be valid for at least 6 months after you return to the UK from your placement. The [Foreign Travel Advice webpages](https://www.fco.gov.uk) have information about passport validity requirements in the “entry requirements” section.
There is additional advice for UK passport-holders planning to travel to Europe after Brexit on the [Gov.uk webpages](https://www.gov.uk), which also include a [passport checking tool](https://www.gov.uk).

- Do you have a valid passport? Yes/no

**Tier 4 visas**
Students at York who currently hold a Tier 4 visa may apply for programmes abroad. However, this may affect your Tier 4 visa and you should speak to the Immigration Advice Service in the Student Hub at the University of York first: 01904 324140 or immigration@york.ac.uk

  - Do you hold a Tier 4 visa? Yes/no
  - If you hold a Tier 4 visa, have you spoken to the Immigration Advice Service? Yes/no

**Dual citizenship**
If you have dual citizenship, you may be asked to renounce your non-UK citizenship if you are studying/working in the non-UK country.

  - Does this apply to you? Yes/no

**Visas**
Some host countries may require students to obtain a visa in order to study or work for a summer, semester/term or year. You are responsible for applying for any visas that are required to go to the host destination in a timely manner and should consult embassy/consulate websites and information provided by the host institution. The visa requirements may vary from destination to destination; you may need to provide medical certificates or proof of finances (certified bank statements). If you need a visa you should budget for this accordingly; you may need to pay for certificates and for return travel/accommodation in order to go to an embassy appointment. You may also need to consider whether other overseas trips you have planned may affect your visa application time.

  - Will you need a visa for your destination? Yes/no
  - If you need a visa, what medical evidence will you need to provide (or not) for the visa?
  - If you need a visa, what financial evidence will you need to provide (or not) for the visa?

**4. Finances and funding**

**Finances**
You’ll need to do some research about your financial position and the cost of your destination of choice to work out if you can afford to do the programme you’re interested in. As a budget starting point, you should factor in the cost of tuition fees, insurance, visa, flights, accommodation, college/admin fees, as well as food, local transport and social events. You may be required to pay for materials for your course (including books). You may
be required to pay initial deposits and costs before receiving your grants, so you must ensure that you have sufficient funds in your bank account to cover these.

- Have you looked into the cost of your destination and ensured that it is an affordable choice for you? Yes/no

**Student Finance**
You may be eligible to receive funding from your student finance provider towards expenses including travel to your overseas institution, visas and insurance. Please check your student finance provider's web pages for full information:

- Student Finance Wales: [https://www.studentfinancewales.co.uk/practitioners/undergraduate-students/full-time/other-funding/funding-for-study-abroad.aspx](https://www.studentfinancewales.co.uk/practitioners/undergraduate-students/full-time/other-funding/funding-for-study-abroad.aspx)
- Student Finance Scotland: [http://www.saas.gov.uk/forms_and_guides/full_time.htm](http://www.saas.gov.uk/forms_and_guides/full_time.htm)
- Student Finance Northern Ireland: [www.studentfinanceni.co.uk/portal/page?_pageid=54,1266570&_dad=portal&_schema=PORTAL](http://www.studentfinanceni.co.uk/portal/page?_pageid=54,1266570&_dad=portal&_schema=PORTAL)

- Have you checked with Student Finance what funding you may be eligible for? Yes/no

Please note that once accepted on a programme, you are responsible for informing Student Finance that you are studying and/or working abroad as part of your degree. You can also contact Student Advisers in the [Student Hub](http://www.saas.gov.uk/forms_and_guides/full_time.htm) for more information about student finance.

**Funding**
There may be additional funding available you can apply for which can help towards the cost of your time abroad. For further information, visit the Centre for Global Programmes' webpage: [www.york.ac.uk/students/study-abroad/finances/](http://www.york.ac.uk/students/study-abroad/finances/)

- Do you need to apply for additional funding? Yes/no
- If yes, which funding will you apply for?
- If you do not receive this funding, will you still be able to go abroad? Yes/no

**5. Accommodation**

The cost and type of accommodation will vary from destination to destination and once selected on a programme, it is your responsibility to apply for your accommodation. If you apply for campus accommodation at the host university you must meet their deadlines and be aware that accommodation may not be guaranteed. Some students may need to arrive early to find accommodation in the private sector.

If you are applying to study or work abroad, do not get into a situation where you’re renting accommodation in York and abroad. If you book University accommodation for your next academic year and are successful in obtaining a placement to study or work abroad, you can be released from your University residence agreement if you inform Accommodation Services by the deadline date on your residence agreement. Last year the deadline date was in early July.
For the International Study Centres accommodation is likely to be on campus or in a hotel/hostel for the cultural visits and this will be included in the programme costs. Accommodation for Summer School can be applied for directly with the partner universities and you must pay these costs individually.

- Will you be applying for campus or private accommodation? Campus/private
- Have you started to research what you will need to do to apply for this accommodation? Yes/no

6. Travel considerations

You should start researching local travel information about where you will be studying or working abroad at an early stage. For travel safety information you can visit the gov.uk Foreign Travel Advice webpages. This link will take you to the main web page where you can then select the country you are going to and further information on a range of issues including safety and security, terrorism, health and natural disasters.

- Have you checked the latest travel advice information at the point of applying? Yes/no
- Do you know how large or small your host university/organisation is? Yes/no
- Do you know if your host university/organisation is in a large city or smaller town or village? Yes/no
- Do you know how you will travel to your destination and the methods of transport you may need to use when living there? Yes/no

7. Insurance

You will need to have valid insurance whilst you are abroad and must make sure that the requirements of your programme are met by the policy you take out. Information about the University of York’s Business Travel Insurance will be provided to successful applicants as part of the pre-departure workshops and information.

You may need to take out mandatory health insurance provided by the partner university at an additional cost. In particular this is likely to be applicable for students on Worldwide Exchange in the USA and the cost is listed in the scheme guidelines.

As well as travel insurance if you are on a work placement you will need to ensure that you are covered for accident and liability insurance in the workplace. Information about this is on the CGP website in the Things to consider section: Insurance information for Traineeships.

- Have you checked what insurance is required by your host university/organisation? Yes/no

8. Workplace safety culture

Safety cultures are likely to broadly differ internationally and you should start researching your host country and organisation as soon as possible.
For information on how to find a job abroad, visit Careers website: [www.york.ac.uk/students/work-volunteering-careers/look-for-work/international-work/](http://www.york.ac.uk/students/work-volunteering-careers/look-for-work/international-work/)

- Is the host organisation a reputable company with a registered VAT number or equivalent? Yes/no
- Does the host organisation have a Health and Safety Policy? Yes/no
If you have answered ‘no’ to either of these questions you should speak to your Placement Co-ordinator as soon as possible as the host organisation may not be a suitable placement provider.

9. Further questions?
The following people can be contacted with questions before, during or after your time abroad:

**Academic** - contact your Supervisor or Departmental International/Erasmus Co-ordinator  
**European Exchange** - erasmus@york.ac.uk  
**Worldwide Exchange and Summer Schools** - global-programmes@york.ac.uk  
**International Study Centres** - summer-abroad@york.ac.uk  
**Languages for International Mobility** - lfim@york.ac.uk  
**Equality and Diversity** - equality@york.ac.uk  
**Disability** - disabilityservices@york.ac.uk

10. Summary of consideration checklist

<table>
<thead>
<tr>
<th>Introduction</th>
<th>Question</th>
<th>Complete?</th>
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<td>Have you checked:</td>
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<td>Have you checked:</td>
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<td>- External sources of information, e.g. <a href="https://globalgraduates.gov.uk">Global Graduates</a>, <a href="https://www.gov.uk/foreign-travel-advice">Foreign Travel Advice webpages</a>? Yes/no</td>
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<td>Have you spoken to:</td>
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- **Equality and Diversity**
  [email](equality@york.ac.uk)
- **Disability Services**
  [email](disabilityservices@york.ac.uk)