

STUDY ABROAD APPLICATION GUIDE

(2021/2022)

We're really excited that you are considering applying to Study Abroad as part of your University of Reading degree. Please read this guide before you apply as it holds some useful information for your application.

Top Tip 1 - Read everything twice or thrice!

You cannot save the application and return to it at a later time or date so make sure you read and understand this document first. Use the Pre-Application Checklist to help you complete your application.

No Study Abroad placement is guaranteed. The places are competitive however we try and send as many students as possible. Applications to study abroad are competitive - we cannot guarantee any student the opportunity to study abroad, nor the ability to study abroad at any particular institution(s).

Pre-Application Checklist

- Research your Study Abroad options via <https://studyabroad.reading.ac.uk/outgoing/> including <https://studyabroad.reading.ac.uk/outgoing/apply/>
- Speak with your [Study Abroad Coordinator](#) regarding your application to Study Abroad
- Direct any questions you are unsure about to studyabroad@reading.ac.uk or make contact with the Erasmus & Study Abroad Office (ESAO)
- Decide on up to 5 Study Abroad Destination Preferences
- Research finances about the destinations including accommodation, food, Visa and medical insurance costs. Please use Annex 2 and [Funding and Costs](#) to plan how much each destination will cost.
- Write a statement (no more than 300 words) responding to the question "**Why are you interested in studying abroad and how do you think it will benefit you?**"
- Write a statement (no more than 300 words) responding to the question "**Why do you want to study abroad at the institution(s) you have listed in this application?**"

HOW DO I APPLY?

Access the Online Study Abroad Application via:

<https://reading.onlinesurveys.ac.uk/studyabroadapplication2021>

Application deadline

The application will open on **09:00 Tuesday 01 December 2020**.

The deadline to submit your completed online application is **23:59, Sunday 24 January 2021**.

Personal Details

Please complete all information requested. This includes:

- Names as they appear on your passport
- Date of Birth
- University of Reading Student Record Number (8 digits noted on your campus card)
- University email address (This **MUST** be your UoR email address)
- Degree programme title
- Level of study¹
- Current year of study
- Select the period you wish to study abroad for - the standard Study Abroad duration is stated on the specific subject Study Abroad pages as per the link above. Anything else will require explicit permission from the subject area².

Primary subject

A dropdown list is provided - select the appropriate option. If you are a joint honours student, the first subject or department in your degree title is normally your main point of contact. All of your relevant subjects must approve you going abroad, including the timing of your mobility.

For example: A student taking BA Art and Psychology, the main point of contact will be Art. Therefore an applicant must gain approval first and foremost from Art in order to study abroad in the autumn of Part 3 of their 4 year degree. Psychology must also support the study abroad placement, including the timing of when the mobility takes place.

Disabilities

Please complete this section as it is for your benefit so that, if needed, we can liaise with the appropriate colleagues at Reading and your potential host location to ensure that sufficient provisions are put in place to support you in your application and any future Study Abroad placement. More information about support for students with disabilities who want to study abroad can be found studyabroad.reading.ac.uk/outgoing/support

Tier 4/Student Route Visa

If you are an International student who requires a Tier 4 Visa to study in the UK please indicate this in the application. We will liaise with the Immigration team to ensure the correct actions are taken to allow you to Study Abroad.

¹ e.g. Undergraduate, Postgraduate or Doctoral

² If you were meant to have been abroad in 2020/21 and a now completing an 'inverted' year then you have received this permission.

Institution Preferences

You are strongly recommended to list five (5) Study Abroad institutions from the institutions listed on your specific subject Study Abroad pages listed here:

studyabroad.reading.ac.uk/outgoing/where/.

Selecting less than five institutions will not improve your chances of getting selected for the options you choose.

Please:

- Name institutions NOT countries.
- List in order of preference, 1 is your first choice to number 5 your second choice.
- **Do not** include institutions where you would not consider studying abroad just to fill the 5 choices.
- Ensure you only select institutions where you can study your subject.
- Please list institutions not countries.
- State in the Preference boxes the proper name of the partner university e.g. University of Ottawa (not Ottawa/ Ottawa University /uOttawa / Canada-Ottawa or some other variant)³.
- If applying to the University of Reading Malaysia only, you will be redirected away from the main application. The application to UoRM is not open yet however you can enter your details on this application to receive more information.
- If applying for Summer programmes, these have not been confirmed yet however you can enter your details on this application to receive more information.

This section will also cover when and how long you want to go abroad for. Make sure you check <https://studyabroad.reading.ac.uk/outgoing/where/> for when and how long you can go.

Top Tip 2 - If your subject offers more than one Study Abroad destination, it is better for your application to put as many destinations as possible. This shows that you are flexible and if we are unable to offer you your first choice, we can allocate to your 2nd/3rd/4th/5th preference more quickly!

Personal Statements

You are required to submit the following Personal Statements as part of your application. Each answer should be no more than 300 words.

- **"Why are you interested in studying abroad and how do you think it will benefit you?"**
- **"Why do you want to study abroad at the institution(s) you have listed in this application?"**

We recommend writing these before starting the online application so you can check for spelling errors etc. then paste your final edit into the online application. This will be used as part of the process to select and allocate places to partner universities.

Top Tip 3 – Make it about you! We know what Google thinks, we want to know what you think! If you have a story tell it. Think like any application, what will you get from this experience?

You will also be asked to confirm that you have discussed your Study Abroad application with your relevant subject Study Abroad Coordinator to gain pre-approval. This will be verified with the relevant coordinator after the application deadline.

³ If you do not enter the correct name this will have a negative impact on your application.

Data Protection

Please read this thoroughly and if you agree please continue with the rest of your online application. If you answer 'No' (i.e. you do not agree Reading to transfer data) then you cannot Study Abroad.

How did you find out about Studying Abroad?

This question is to help ESAO determine the best ways to make future students aware of the opportunities to Study Abroad.

Terms and Conditions

Please ensure you read through the points carefully. You must agree to all the points stated in order to submit your completed online application.⁴ By submitting an application to Study Abroad you are accepting the Terms and Conditions noted in the application.

Brexit

At the time of publication UK universities remain part of the Erasmus+ programme. If there are any changes to this situation applicants will be notified. We have been awarded funding to support student mobility to Europe through the Erasmus+ programme in academic year 2021/2. More information can be found [here](#).

Covid

The ability to study abroad will be dependent on how the global coronavirus pandemic situation develops in the future. The ability of partner institutions to offer places to Reading students to study abroad will be dependent on the local and national situation in that region and country, as well as national government policy. UK Government and institutional policy might also impact on student's ability to travel internationally.

The University of Reading will only allow students to study abroad if it is satisfied that it is safe to do so, and that students complete the necessary Health & Safety mitigations expected of them (ESAO will update all successful candidates of expectations as part of the pre-departure process).

Please contact us if you want more information.

WHAT NEXT?

After the application deadline the Erasmus & Study Abroad Office (ESAO) will liaise with the various subject Study Abroad coordinators and partner institutions in order to start the allocation process.

Students will normally be notified by email of the decision no later than **Friday 26 February 2021**, or informed in advance if there will be any delays.

1. If you are successful you will be informed of your allocation and will normally have 2-4⁵ days to accept the allocation of institution made in the offer. Once accepted ESAO will thereafter provide you with information regarding the next stages of the external application to the partner university and the support you will receive.
2. If you are placed on the Waiting List, you will have 2-4⁶ days to confirm if you are still interested in Studying Abroad, even if it is not at one of your chosen institutions – further details will be provided at the time.
3. If you are unsuccessful, you will be notified of the decision and provided with an explanation.

Please note the following:

1. We aim to inform all applicants of the decision by email, and at the same time – you will be notified in advance the proposed timing of the notification.

⁴ Please see Annex 01 at end of this document to see what the Terms and Conditions of applying to Study Abroad are

⁵ To be confirmed in the notification email

⁶ To be confirmed

2. Students will only be allocated a place at **one** institution. If you reject that allocation that place will be given to another student and you will be placed at the end of the Waiting List with no guarantee that you will be offered an alternative destination.
3. If you fail to accept the offer within the timeframe stipulated in the notification email you will lose that place, regardless of the reasons for the non-response. It is your responsibility to ensure that you respond within the timeframe indicated.
4. Students placed on the Waiting List at allocation stage are given preference for any places that become available subsequently.
5. The compulsory Pre-Departure workshops will take place 1400-1800 on Wednesday 10 March 2021 (subject to change). All students studying abroad are expected to attend in order to gain more information about processes and practicalities. You will also be able to meet with Reading students who have studied abroad and students from our partner institutions.

SUBJECT STUDY ABROAD COORDINATORS

Please check the list of Study Abroad Coordinators on the Study Abroad website to find out who your subject Coordinator is: <https://studyabroad.reading.ac.uk/outgoing/support/>

Top Tip 4 – we are upfront about the T&Cs so you are aware of what you are applying for. Read them carefully, and if you have any questions ask and we will try to answer!

Annex 01 - Study Abroad Terms & Conditions

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APPLICATIONS Terms and Conditions

The information below is taken from the online application and the Terms and Conditions that will be shared with any allocation offer that might be made.

By submitting an application to Study Abroad:

1. I understand that this application form outlines the basis of a commitment to participate on an Exchange and if a subsequent offer of a place is made and accepted that it will be on the understanding that I will not withdraw from the Exchange except in the event of examination failure or other exceptional circumstances.
2. I understand that the application process to Study Abroad is competitive and that submission of an application does not guarantee the opportunity to Study Abroad (regardless of destination).
3. I have discussed my Study Abroad options with my subject Study Abroad Coordinator and, where appropriate, the Erasmus & Study Abroad Office.
4. I have read and understood the relevant information provided on the Erasmus & Study Abroad website: studyabroad.reading.ac.uk/outgoing/

If you do not accept the above Terms and Conditions you will not be considered within the allocation process.

NOMINATION ACCEPTANCE Terms and Conditions

If offered a nomination to a partner university in order to study abroad, the Terms and Conditions that will accompany the email notification will be:

1. I understand that acceptance of the nomination offer outlines the basis of a commitment to participate on an Exchange and that I will not withdraw from the Exchange except in the event of

- examination failure, rejection by the partner institution or other exceptional or unforeseen circumstance.
2. I am responsible for and will complete any necessary application materials provided and supply any requested additional information as requested by the host institution as part of an application to the host institution to Study Abroad.
 3. I understand that the final decision regarding acceptance onto the Study Abroad Programme at the host institution will be made by the host institution, including registration onto modules. I understand that the University of Reading is not responsible or liable for their decision(s).
 4. I understand and accept the impact studying abroad may have on my studies at Reading and have discussed the impact with my Study Abroad Coordinator.
 5. I have researched and fully understand the financial costs and implications of studying abroad including but not limited to any cost implications applicable to me as a result of or relating to the COVID-19 pandemic and / or BREXIT. I confirm that I have access to sufficient funds in order to Study Abroad at the institution I have been allocated. I confirm I can provide evidence of such funds if asked by the host institution or to process my visa (if required).
 6. I understand and accept that I am responsible for all costs related to my study abroad participation, including but not limited to (this list is by no means exhaustive and there could be additional costs):
 - a. Travel to and from the host institution (including entry visa if required and related administrative costs) and travel within country;
 - b. Application charges (where applicable);
 - c. Required medical information/checks/vaccinations as part of any application process and any medical or related treatment or medications required whilst studying abroad;
 - d. Accommodation (including cost of utilities and related costs) and meal plans at the host institution or if I am required to self-isolate on entering or leaving the host institution for reason of COVID-19, any related costs in relation to such self-isolation;
 - e. Books, consumables or other materials needed to study at the host institution;
 - f. Subsistence and living costs in the host country;
 - g. Host institution insurance (where appropriate);
 - h. Production of transcripts (where applicable);
 - i. Any other additional non-tuition fees, charges or costs levied or charged by the host institution
 7. I agree to carry out my studies/work in accordance with the information provided by my School. I also agree for this to be formalised (in a learning agreement) with my Study Abroad Coordinator within the set timeframe.
 8. I understand that the Exchange is on the basis of appropriate subjects/ modules being available at the host institution. In the event that the subjects/units/options of my choice not being available, for whatever reason, I accept that I cannot hold the University of Reading responsible or liable for such non-availability.
 9. I understand and accept that ability to Study Abroad is dependent on my continued successful academic performance within my degree programme, and that the University reserves the right to withdraw any application to Study Abroad if I do not meet the necessary requirements for participation.⁷

⁷ Please note that if you fail any end of year modules and are required to undertake resits at Reading in August 2021, you may not be able to Study Abroad. Resit exam period dates will be made available here: <https://www.reading.ac.uk/internal/exams/student/exa-dates.aspx>

10. If my application to Study Aboard has been successful and I have accepted an offer to Study Aboard at a host institution, where I feel that disability related support or adjustments are needed for myself to Study Aboard, I:
- a. will inform the host institution's Study Aboard Office or equivalent in writing of any disability, specific learning difficulty or medical condition,⁸ so that the host institution is aware and can assist and ensure to the extent that the host institution is able to, that there is adequate support available at the host institution to enable a successful completion of my studies.
 - b. will inform the University of Reading Erasmus & Study Aboard Office (ESAO) in writing to discuss my needs;
 - c. will provide consent to the University of Reading's Disability Advisory Service (DAS) to verify with ESAO or the host institution (whichever is applicable) the nature of my disability and medical condition and any adjustments or support which I have received at The University of Reading;
 - d. hereby consent to the University of Reading (including Erasmus & Study Aboard Office (ESAO), Disability Advisory Service (DAS) and my academic department) sharing, if applicable, and if so requested by me, information with the host institution (if I have informed the University of Reading's Disability Advisory Service as per 10(b) above)
 - e. will share any information that I obtain per 10(c) above with the host institution as soon as it becomes available and I will reach out to the University of Reading if I would prefer for the University of Reading to make the initial contact with the host institution in relation to any disability support required;
 - f. understand that Support Services can vary across each partner institution and that the host institution might not be able to offer similar arrangements as are available at The University of Reading and that this could impact on my ability to Study Aboard.

Note: in writing shall mean in any written format, i.e. letter, email, application or otherwise.

11. I understand that by accepting the offer of nomination to the host institution that this will involve the processing, transfer and disclosure of my personal data (including where relevant sensitive personal data) to relevant third parties (including the University of Reading, the proposed study abroad host institution, and any related organisations,⁹ where there is legitimate need or obligation related to my participation in (or application to participate in) the Study Aboard programme, and for the purposes of assessing my application or managing my participation on the Study Aboard Programme (and any further purposes set out in the University's fair processing notice (<http://student.reading.ac.uk/essentials/the-important-stuff/values-and-behaviours/data-protection.aspx>)). I understand that my personal data may be transferred to overseas host institutions (and related organisations) where this is relevant to my application/participation in Study Aboard.

12. I understand and accept that by participating on an exchange I agree to:

- a. Act as an ambassador of the University of Reading by conducting myself in an appropriate and responsible manner.
- b. Respect the rules, regulations and obligations set by the host institution.

⁸ Doctors letter or diagnostic report and any adjustments received at The University of Reading, such as exam recommendations, information provided by you on your DAS questionnaire or on your Individual Learning Plan which DAS provide to your department

⁹ For example, Erasmus+ National Agency or Higher Education Student Statistics (HESA)

- c. Abide by the laws of the host country as well as my home country to the extent that they are applicable.
 - d. Complete the Student Risk Management Form in RISIS under "Actions" and research and keep up to date on relevant risks, security and safety concerns at the host institution and in the host country.
 - e. Undertake sufficient preparation to be aware of and understand potential risks and the cultural norms of the host country
 - f. Alert the University of Reading of any academic/ personal issues that might affect my placement.
 - g. Complete and submit any documentation required by the University of Reading before, during and after my placement abroad.
 - h. Settle all debts incurred at the host institution in accordance with their advertised deadlines and with any other party with whom you have incurred a debt within the host country.
13. I understand that I must attend the centrally organised Study Abroad Pre-departure information session taking place on the afternoon of **Wednesday 3 March 2021** (subject to change) in order that I can find out more information that will assist in my preparation to Study Abroad.
14. If studying abroad in Europe I will also attend an information session about the Erasmus+ programme grant, documentation and obligations, due to take place in the summer term. (dates to be confirmed). I acknowledge that the University cannot guarantee that Erasmus + grant funding will be available.
15. Upon completion of Study Abroad, I will complete an online report about my experiences abroad which will help the University monitor the success of partnerships and effectiveness of support services. This is in addition to any Erasmus+ requirements (if applicable).
16. Upon completion of Study Abroad, I will supply a copy of my transcript to my Study Abroad Coordinator and the Erasmus & Study Abroad Office.

If you are informed by the Erasmus & Study Abroad Office that you have been selected to be nominated to a partner institution you must accept the above Terms and Conditions otherwise you will forfeit the ability to study abroad.

ADDITIONAL INFORMATION

By submitting an application to Study Abroad you can expect:

- Guidance and assistance from the relevant Study Abroad Coordinator in your subject area concerning academic matters related to any Study Abroad placement.
- Support regarding the selection of modules at the host institution in order to create an appropriate Study Programme in accordance with the requirements of the Reading degree programme onto which the applicant is registered.
- Support from your School and the Erasmus & Study Abroad Office in the completion of any application to the partner institution, where appropriate.
- To be provided with a handbook and information regarding your Study Abroad placement from the University of Reading, including details regarding your placement, rights and responsibilities etc
- A pre-departure sessions organised by the Erasmus & Study Abroad Office (March 2021) and / or your Department / School (*details to be confirmed*).

Your academic Department / School will:

- Provide written confirmation regarding any academic requirements, in advance of the mobility, so that both parties know and understand what is expected of you in order to successfully complete the Study Abroad placement.
 - Confirm the amount of credits expected to be completed at the host institution, and explain how the credits and grades will transfer from the study placement back to the degree programme at Reading.
 - To communicate to the participant any changes to curricula that could impact on the proposed Study placement.
 - Monitor progress of participants and provide pastoral care and support (where applicable) at application stage, whilst abroad and upon return.
 - Provide formal confirmation, upon return from placement, regarding how the credits and grades have transferred from the study placement back to your degree programme at Reading.
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Annex 02 - Study Abroad Budget Checklist

Below is an indicative list of costs to consider when calculating the cost of studying abroad. Remember to consider potential fluctuations in the exchange rate (www.xe.com). You should also consider the length of placement when calculating total costs i.e. are expenses one-time, daily, weekly, month or every semester.

EXPENDITURE	COST ESTIMATE	FREQUENCY	COMMENTS
Application fee (if required)		One-off	
Passport		One-off	
Entry visa (if required)		One-off	
Local insurance policy		One-off	
Additional insurance (if needed)		One-off	
Immunizations / Medical		One-off	
Airfare (return, per journey)		One-off?	
Airport pick-up @ host		One-off?	
Local transport		Multiple	
Housing (include utilities, if required)		Semester	
Meal plan / Groceries		Semester	
'Set up' e.g. bed-linen, utensils etc		One-off	
Orientation programme		One-off	
Textbooks		Multiple	
Language courses (if required)		One-off	
Joining Clubs & Societies		One-off	
Trips & Excursions		Multiple	
Personal expenses (toiletries, laundry, etc.)		Weekly	
Mobile phone / communication		Monthly	
Shopping		Weekly	
Banking fees (monetary exchange, ATM)		Weekly	
Entertainment (Going out etc)		Weekly	
Other			
Contingency funds		One-off	

The cost of Study Abroad is dependent on a number of factors, including:

- Country and location

- Duration you are abroad
- Individual spending habits & lifestyle choices
- Amount of non-academic / travel activities undertaken etc..

However it costs to live in Reading. Therefore the additional costs might not be as significant as feared.

Websites such as www.numbeo.com and www.expatistan.com can give an indication of the cost of living at your host destination, although these are only a guide – shopping at ASDA is cheaper than Waitrose etc.

Regardless, it is better to have access to more money than needed than not enough. Hence it is recommended that you:

- Start to save at the earliest opportunity (i.e. now!)
- Become more aware of your spending habits
- Make adjustments to lifestyle (home and abroad) to keep the costs down
- Look for discounts / ways to reduce costs
- *'When in Rome do as the Romans do'* i.e. ask host students and advisors about ways to save money (transport, books, food etc.)

Remember that you will not spend money evenly throughout the time abroad. There will be more social activities at the start of your study placement than mid-term; if you plan to travel at the end of the placement you need to ensure that you have not spent all of your money during the semester etc... Think how you spend when in Reading – it will be similar (minus the tourist travel).

Plan in advance – make a bucket list of things you want to do when abroad before you go, giving you a chance to financially map out potential expenditures. When you arrive plans will change and you will need to factor in down-time and 'nothing weekends' where you can do something spontaneous or nothing at all. However plan what you will to do with your weekends / non-class time as soon as you can, and book in advance – this will keep costs down.

It is also worth remembering that not 'everything costs money' and, you don't have to only visit major cities / tourist attractions to have a great time – there will be fun to be had in your locality.

Talk to your bank and check websites to find ways to minimise or negate the cost of bank transactions. Whilst you might not be able / wish to open a bank account in your host country, there could be other ways of minimising paying banks to access your money, or ways to avoid it.

Also factor in any costs that you might have in Reading / UK whilst abroad e.g. rent for private housing; mobile phone package that you are not using etc.. Make sure that you investigate ways to minimise / neutralise these costs – the money is better in your pocket when abroad.

Finally, we strongly recommend that you make plans for a contingency fund in the case of an emergency e.g. scam, you lose your bank cards, you miscalculate exchange rates etc.

Top Tip 5 – Read all of the guide again! Including the Annex!