

Study Abroad Application Guide 2024/25

Key information to help students complete the online application

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Before you apply

1. Please ensure you have read our Pre-Application Checklist ([Annex 1](#)), together with information listed on the [Study Abroad website](#). Below are also a few additional matters that the Study Abroad Office (SAO) recommends that you consider before submitting your application.

Guarantee

2. We cannot guarantee any student the opportunity to voluntarily study abroad, nor the ability to study abroad at a particular institution or country, or for a desired duration.

Availability

3. Final numbers of semester places available to the University of Reading at our partner institutions will not be known until after the application deadline. The number of semester places will be, in part, dependent on the number of students that the partner has sent to the University of Reading and plans to send next year.
4. Unfortunately, it is therefore possible that after negotiations with a partner we might not be able to send any students in the 2024/25 academic year to an institution listed on the website.

Funding

5. It is understood that the Turing Scheme will be operational in 2024/25 (the last year of its planned existence). The University of Reading will apply for funds to support all students studying abroad in 2024/25, but the outcome of our application will not be known until summer 2024. It is probable that there will be insufficient funds to provide Turing grants to all students studying and or working abroad.
6. Turing funds must be distributed in accordance with the terms and conditions set by Turing Scheme Delivery Partner and UK Government. It is likely that students from low-income households will be prioritised for any funds available, but that does not guarantee a student from a low-income household will receive funds.
7. We recommend that you read the [Funding webpage](#), and use the Budget Calculator ([Annex 4](#)) to aid your decision-making process.

How to apply

8. The online application form is accessible via:
<https://reading.onlinesurveys.ac.uk/study-abroad-application-202425>
9. Applications open: **Monday 08 January 2024** (10:00 UK Time)
10. Applications close: **Thursday 18 January 2024** (15:00 UK Time)
11. Information regarding the content of the application form can be found in Annex 2.
12. Please note the following:
 - a. Applications are **not** assessed on a first come, first served basis.
 - b. It is not possible to change your application once it has been submitted – you will need to re-apply.
 - c. If for any reason multiple applications are received, SAO will only consider your most recent application submission.
 - d. We recommend that you download a copy of your application for your records upon submission.
 - e. Late applications will not be considered.

Selection criteria for Study Abroad (semester and or year abroad)

13. For subject-owned partnerships, the selection criteria will be set by the academic School/Department.
14. For university-wide partnerships, the selection criteria can be found under '3. Selection & Notification of Decision' on the Study Abroad website (via: <https://studyabroad.reading.ac.uk/outgoing/apply/>).
15. Important: Please remember that your application will not be considered if you do not meet the minimum academic threshold of an average of 55% at point of application:
 - a. Part 1 applicants: Based on grades in RISIS for coursework submitted at close of applications
 - b. Part 2 applicants: Based on Part 1 average grades
16. Applicants also have to meet the partner institution academic requirement threshold, also (this is non-negotiable).

Selection criteria for Summer Schools

17. For summer schools, the following factors will be considered, especially if there are more applicants than places:
 - a. Students who have not previously participated (or are not due to participate) in study abroad or Summer Schools will be prioritised.
 - b. Students from subject areas where Study Abroad is not available will be prioritised.

- c. Strength of written statements will be taken into consideration.
- d. A number of places will be allocated to students, which includes those who:
 - i. Are from low-income backgrounds
 - ii. Are registered as an ethnic minority student
 - iii. Have a recognised disability
 - iv. Are care givers, care-leavers or care-experienced
 - v. Are from areas under-represented in Higher Education
- e. A fair spread of participants across subject areas.

After you apply

- 18. The Study Abroad Office (SAO) will only begin processing applications after the application deadline has passed.
- 19. Applications will be passed onto subject Study Abroad Coordinators for comment, and decision regarding participation.
 - a. For joint degree students, this will be the Study Abroad Coordinator of the primary subject in your degree programme (typically the one that comes first in your degree title). All of your relevant subjects must approve your study abroad application, including the timing of your mobility.
- 20. Students will typically be notified by email of the outcome of their application in late February, or informed in advance if outcomes will be delayed. There are three possible outcomes:
 - f. **Successful:** You will be informed by email of your destination allocation, and will normally have 3-4 days to accept the offer.¹ Once accepted, SAO will thereafter provide you with further information regarding next steps.
 - g. **Waiting List:** You will have to confirm whether 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.
 - h. **Unsuccessful:** You will be notified of the decision and provided with an explanation.

Important notes

- 21. We aim to inform all applicants of the decision by email at the same time – you will be notified in advance:
 - a. The time and date of notification
 - b. If there will be delays

¹ Specific timeframes will be confirmed in the notification email.

22. If offered a place to study abroad, students will only be allocated a place at one institution.
- If you accept the offer it is **not** possible to be nominated to that institution and be placed on a waiting-list for another institution.
 - If you reject your allocation in the hope of going to another institution, the offered place will be given to another student and you will be placed at the end of the Waiting List. There is no guarantee that you will be offered an alternative destination.
 - If you fail to accept the offer within the timeframe stipulated in the notification email, you will lose the offer, regardless of the reasons for non-response. It is your responsibility to ensure that you respond within the timeframe indicated.
23. **Waiting List:** For any places that subsequently become available, preference is given to students placed on the Waiting List at allocation stage (those placed on the Waiting List because they rejected their initial allocation will be a lower priority).
24. Successful students will need to apply to the partner institution. Information on how to do so will either be supplied directly by the partner institution, or via the Study Abroad Office.
- Application dates depend on the institution, and range between March and June.
 - Each institution has different application processes and deadlines. Students are responsible for completing the application and supplying any information requested by the deadline set by the partner institution.

The Study Abroad Office can assist, where needed, but the onus is on students to collect and submit whatever the partner institution requests.

25. A pre-departure workshop is planned to take place in early March 2024 (date to be confirmed). Further details will follow upon acceptance of your study abroad allocation. All students studying abroad are expected to attend in order to learn more about important processes and practicalities.

Contact

If you have any questions about the application process, please contact the Study Abroad Office (SAO) in the first instance.

- Email:** studyabroad@reading.ac.uk
- Booking:** [Schedule an Outgoing Student appointment.](#) (in person and online)
- Website:** <https://studyabroad.reading.ac.uk/outgoing/>

Annex 1: Pre-Application Checklist


- 1 Research your study abroad options via the [Study Abroad website](#).
- 2 Read the [Things to Consider Before You Apply](#) section of our website.
- 3 Speak with your [Study Abroad Coordinator](#) regarding your options.
- 4 Research your destination including:
 - Finances (Use [Annex 4](#) and the [Funding webpage](#) to assist)
 - Module offering
 - Accommodation options
- 5 Decide on five (5) partner universities (in order of preference).
- 6 Plan your written application statements (max 400 words, per question):
 - Why are you interested in studying abroad and/or Summer Schools?
How do you think it will benefit you?
 - Why have you chosen the institutions (or countries) listed in this application?

Annex 2: Application Form

The online application form is structured as follows:

1. Start Page
2. Instructions
3. Data Protection
4. Personal Details – Section 1
5. Personal Details – Section 2
6. Personal Details – Section 3
7. Activity Preferences
8. Preferred Universities - Summer Schools
You will be able to skip this section if you only wish to apply for semester or full-year study abroad.
9. Preferences - Study Abroad
You will be able to skip this section if you only wish to apply for Summer Schools.
10. Supporting Statements
11. How did you find out about studying abroad?
12. Terms and Conditions
13. What you can expect from the University of Reading
14. Final Submission Page
15. End of Application

Additional Guidance

- Review this guide in full, as well as the [Application Guidance](#) webpage.
- Certain questions on the application form will have  buttons underneath or next to them. Make sure you click them and read the guidance provided in full.
- **Data Protection:** Please read this thoroughly. You must agree to this statement in order to proceed with your application.
- **Primary Subject Area:** Select your subject area from the dropdown list provided. Joint degree students should select their home department – this is typically the department/subject stated first in your official degree title.
- **Disabilities:** If you are registered with the Disability Advisory Service at the University of Reading, please complete this section – do not leave it blank. It enables the Study Abroad Office to liaise with appropriate colleagues at UoR and your potential host location to ensure that sufficient provisions are put in place to support you. More information about support for students with disabilities who wish to study abroad can be found at:
<https://studyabroad.reading.ac.uk/outgoing/support/disability-support/>.
- **Other Characteristics:** As part of your application, you will be asked to indicate whether you belong to any specific socioeconomic or underrepresented groups

within a given list. We request this information for equality monitoring purposes, and to identify your eligibility for widening participation and support activities.

- **Student Route:** If you are an international student who requires a Student Route or Tier 4 visa to study in the UK, please indicate this in your application form. This is needed so that we can help you comply with UKVI monitoring requirements while abroad, should your application be successful.
- **University of Reading Malaysia (UoRM):** There is a separate process for those wishing to apply to study abroad at the University's campus in Malaysia. If you are applying to study abroad at:
 - **UoRM only**
You only need to submit an application via the UoRM Expression of Interest Tool on RISIS.
 - **A worldwide partner and UoRM**
You need to submit an Application to Study Abroad in 2024/25 and an application via the UoRM Expression of Interest Tool on RISIS.
 - **A worldwide partner only**
You only need to submit an Application to Study Abroad in 2024/25.

Annex 3: Terms and Conditions

Terms and Conditions for Application to Study Abroad

In order to submit an application to study abroad, you will be required to read, understand and agree to the terms and conditions below.

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 understand that opportunities abroad might be limited, are not guaranteed, and subject to change.
4. I have discussed my Study Abroad options with my subject Study Abroad Coordinator and, where appropriate, the Study Abroad Office.
5. I have read and understood the relevant information provided on the Study Abroad website: studyabroad.reading.ac.uk/outgoing/.

Terms and Conditions for Study Abroad Participation 2024/25

If offered a study abroad allocation, you will be required to accept and agree to the [Terms and Conditions for Study Abroad Participation 2024-25](#).

While you **do not** have to accept these terms and conditions in order to submit your application, you **do** have to confirm that:

- You have read and understood them.
- You understand that you will need to agree to them at a later stage, should your application be successful and you are allocated a place to study abroad

Annex 4: Study Abroad Budget Calculator

The Study Abroad Budget Calculator provides an indicative list of costs to consider with regard to study abroad. It is designed to give you an idea of possible expenses and help you budget accordingly – it is by no means an exhaustive list.

[Click here to access the Study Abroad Budget Calculator.](#)

Note: You will need Microsoft Excel or equivalent software capable of opening .xlsx files.

General guidance

The cost of study abroad is dependent on a several factors, including but not limited to:

- Country and location
- Duration abroad
- Individual spending habits and lifestyle choices
- Amount of non-academic / travel activities undertaken
- Currency conversion

Sometimes the cost of studying abroad is similar to that of studying in Reading, and any additional expenses might not be as significant as feared. However, it is better to have access to more money than needed than not enough! 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 your lifestyle (home and abroad) to keep 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)

Cost of living estimations

Websites such as www.numbeo.com and www.expatistan.com can give an indication of the cost of living in your destination country and/or city, although do remember that these are only a guide.

Exchange rates

Remember to consider potential fluctuations in the exchange rate when calculating your budget. You can use websites like www.xe.com and [HMRC](#) to assist you.