

Guidelines for completing the Business School Year Abroad Application Form

If you are a Business School student and wish to study abroad in 2025/26, then you must complete the internal [Business School Study Abroad Application Form](#) and also submit a video presentation.

This guide is designed to help you prepare your application and outlines what you will be required to provide in each section of the application form. Please read this guide through **before** starting your Study Abroad application.

About the Study Abroad Application Form

- It is an online Microsoft Form.
- There will be several application forms listed – you will need to select the **Business School Study Abroad Application Form**.
- You **cannot save the application form partway through** or **edit it after submission**. We strongly encourage you to draft your application separately (with reference to this guide) in advance of completing the actual application form.
- **If you intend to split your year abroad over two semester long study placements, you must complete the application form TWICE.**
- **You will be required to record a presentation as part of your application**, and this may take some time to upload. You should ensure you leave plenty of time before the application deadline to submit your online application.
- The application deadline is **12:00 (midday) UK time on Friday 6th December 2024.**

Step-by-Step Guidance

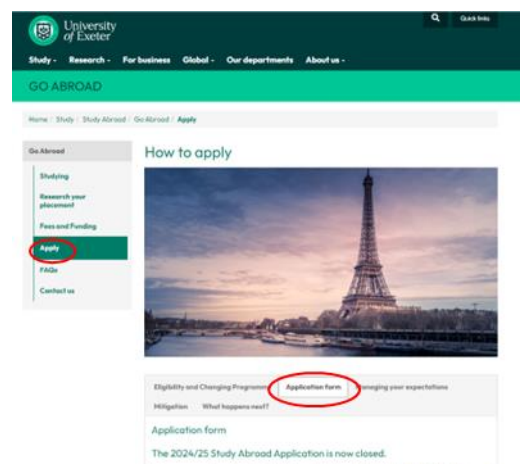
1. Check you are eligible to apply to study abroad.

Remember you need a first year grade average of at least 50% to apply for European destinations or 60% for destinations outside of Europe.

2. Head to the [Outbound website](#) and select the [Apply](#) heading from the dark green bar.

3. Scroll down the page, and click the Application Form tab.

4. Select the '**Business School (All disciplines) Study Abroad Application Form**'. The link should send you to a Microsoft Form to complete. You may need to sign into your Exeter IT account to access the form.



5. Check you have opened the correct application form.
6. Take some time to read through the introduction as it contains important information about the application (see example right).

TEMPLATE Application Form for Business School Study Abroad 2025/26

APPLICATION DEADLINE: 12:00 (midday, UK time) on Friday 6th December 2024

Please read the information below before starting your application.

Before completing this Form please make sure you have read and understood the researching your placement SharePoint site: <http://ex.ac.uk/dsC>. Within the SharePoint site you will find answers to your questions on eligibility, how to complete this application form and an overview of the internal selection process.

It is not possible to save this Form partially completed and return to it later on. For this reason, we recommend you collate your answers elsewhere in advance. Please see the **Guidance booklet** for further instructions on what to research and prepare beforehand on the Business School - With Year Abroad (WYA) programme ELE page.

Late applications will not be considered without prior contact with the Outbound Team (outbound@exeter.ac.uk) before the above application deadline. If you have any problems completing your application form, again, please contact the Outbound Team before the application deadline. Once the application form is submitted, you cannot make any changes or amendments.

Students who came to Exeter via "Year/ Study Abroad" programme variants through UCAS will be given priority when allocating places at host universities. If you are not currently on a "Study/ Year Abroad" programme variant and your application is successful, you will then be required to transfer onto the appropriate programme variant. We will inform you when you need to submit a Change of Programme request, please do not submit a Change of Programme to transfer onto the 'with Study/Year Abroad' variant before this point.

7. About You

In this first section, you will need to input some personal information about yourself and your studies at Exeter.

Check you have a valid passport as you will need to input some passport details. It is important that this information is accurate as it will be sent to your host university when we nominate you.

Important: If you do not hold a valid passport, we strongly suggest that you renew your passport as soon as possible. We recommend that you take a colour scan of the ID page of your current passport before you send it off for renewal, so you have a copy of the important details if required.

You will need to provide the following information **exactly as stated in the passport you intend to travel with:**

- Your first/ given name(s), including any middle names
- Your last/ family name
- Your nationality - please choose the relevant option from the drop down menu
- Your gender - you also have the option to indicate if your preferred gender is different to that stated in your passport

You will also be asked to input:

- Your Exeter student ID number - **double check this is correct**
- The degree programme you are currently enrolled on - if you are on a combined honours programme, please specify the subjects you study as part of your degree in brackets, e.g. Flexible Combined Honours (Geography and Economics)
- Which campus you normally study at (e.g. Penryn, Streatham)
- What you intend to do during your Year Abroad:
 - study abroad for the full year at one placement
 - study abroad for the full year at two different placements (note: a few partner institutions may not be suitable for split study/study Year Abroad, please check this [webpage](#))
 - study abroad for semester one only and work abroad for semester two
 - study abroad for semester two only and work abroad for semester one

Important: If you intend to split your year abroad over multiple study placements, remember that you MUST complete a separate Study Abroad application form for each placement.

8. Placement Type

You need to tell us what kind of placement you are applying for in the current application form:

- a full year study placement at one institution
- a study placement for semester one (splitting year abroad and studying/working semester two)
- a study placement for semester two (splitting year abroad and studying/working semester one)

11. You must complete **one application form for each study placement** you wish to undertake.

Remember: If you are **splitting your Year Abroad over two study placements**, you must submit a separate form for each placement. Please ensure you only select eligible partners and check that the term dates do not overlap.

In this form I will be applying for:

- a full year study placement at one institution
- a study placement for semester one (splitting year abroad and studying/working semester two)
- a study placement for semester two (splitting year abroad and studying/working semester two)

Important: Remember if you are splitting over two study placements, you must submit a separate form for each placement. It is also your responsibility to check that the dates of your proposed placements do not overlap.

9. Study Abroad Destinations

In the next section, you need to tell us which of our partner institutions you would like to study at. You will only be able to select from partners listed under 'Business School – All Discipline' here:

<https://www.exeter.ac.uk/studyabroad/outbound/research/where/>

You will be asked to list up to **12 choices OR** as many partners as listed under your chosen discipline on the '[Where Can I Study?](#)' page. You should have thoroughly researched the partner universities **beforehand**.

A number of destinations are **only suitable** for students enrolled on the BA International Business & Modern Languages (IBML) programme – these are clearly marked.

IBML Students: If you are enrolled on the BA International Business & Modern Languages (IBML) programme, then you must go to a country where the target language is widely used. You do not need to list IBML marked placements only but you can include these if you wish to be taught in the target language (e.g. International Business and Modern Languages Spanish students could list IE University and Pompeu Fabra University as choices).

We will consider all of the choices you provide so you should **only list institutions you would be happy to study at**.

You should **rank your chosen institutions from 1 to 12 (or the maximum) according to preference** (i.e., top destination = first choice). The ranking **cannot be changed once you have submitted** your application form.

To input a choice, select the relevant partner university from the drop-down menu.

If you do not wish to select any further choices, please choose the 'No further choices' option.

Please check that you are happy with your rankings before moving on to the next question.

10. First choice (1) *

Select your answer

11. Edith Cowan University (ECU)

Technical University of Denmark (DTU)

Maastricht University

Radboud University

VU Amsterdam (VU)

Nanyang Technological University (NTU)

12. University of South Florida (USF)

Select your answer

10. You are expected to have independently researched the eligibility criteria for applying to undertake an exchange at each of your chosen partner universities and will be asked to confirm that you have met any such criteria.

25. I confirm that I have researched and meet the eligibility requirements for exchange set by **each** of my nominated partner institutions. *

I confirm

Important: If your application is successful and you are offered a Study Abroad placement, you will be expected to meet the eligibility and entry criteria set by your host university and the University of Exeter.

11. As we have limited spaces available at each partner institution and places are offered according to first year grade average, we may not be able to accommodate any of your choices. You will need to tell us what you wish to do in this scenario. You will need to choose from one of the following three options:

- if you would like to be entered into a second round (providing we have spaces left over)
- if you would prefer to work abroad instead
- if you wish to revert to/ remain on the standard 3-year degree programme (i.e., head into final year in 2025/26 and not complete a Year Abroad)

Important: If you select either of the last two options and do not receive a Study Abroad offer in the first round of applications, your application to study abroad will be withdrawn and you will no longer be considered for a Study Abroad placement.

12. Video Presentation

This is for students applying to study abroad for the year or semester. **Students who are working abroad for the year do not need to complete this.**

You will be asked to upload a 5-minute video presentation. This video presentation should be used explain the motivation for your first choice and how it fits your aspirations. We want to see your rationale for choosing the particular institution and evidence that you have done your research. Details on how to complete the video can be found on the Business School - With Year Abroad (WYA) programme ELE page.

Your video should be uploaded to the [supplementary video upload form](#). You can only upload one PowerPoint or video file (up to 1GB in size). MP4 format is recommended.

Business School 2025/26 Study Abroad Application - Video Upload Form

Use this form to upload a 5-minute video presentation to support your Study Abroad application. Please note this is **only required for students applying to study abroad** for all or part of their Year Abroad.

This is a supplementary form - you **must** still complete the main Business School Study Abroad 2025/26 application form:

Important: You can only upload one PowerPoint or video file (up to 1GB in size). MP4 format is recommended. Please note it can take some time for files to upload properly.

You should allow plenty of time before the application deadline as it can take some time for video files to upload. If you experience issues, then please email the video file to outbound@exeter.ac.uk before the application deadline.

Don't forget to return to the main Business School Year Abroad application form to complete the rest of your application.

Important: If you do not submit both a video and the Business School Study Abroad application form before the application deadline, we will be unable to consider you for a study placement abroad.

13. Module Choices

In this section, you need to confirm that you have researched into the modules available at **each** of your chosen partners (listed in the previous section).

Module choices

An institution may be in a desirable location but may not offer you modules that are relevant to your degree or are of particular interest to you. For this reason, it is imperative that you **research thoroughly the modules currently available at each of your nominated institutions**, to ensure that you will be able to build comprehensive study plan, including with reserve modules, for your time abroad.

19. I confirm that I have researched modules currently available at **each** of my nominated institutions, ensuring that I will be able to build a comprehensive study plan, including reserve modules, for my time abroad. *



You should check:

- That there are sufficient modules available for you to take **a full course load in your chosen discipline** (typically 30 ECTS per semester at European partners or the equivalent at non-European partners, please refer to the Business School - With Year Abroad (WYA) programme ELE page for partner-specific information)
- If there are any restrictions on the modules incoming exchange students are allowed to take
- If there are any **pre-requisites or language requirements** that might prevent you from being able to take certain modules

You should also have an idea of reserve modules you could take in case you are unable to enrol on your preferred modules (e.g., due to timetable clashes or if the module is not offered in 2025/26).

Failure to adequately research into modules is not a valid reason for you to be offered an alternative placement.

14. You are expected to have independently researched any language proficiency requirements at **each** of your chosen partner universities and will be asked to confirm that you have checked and meet any such requirements.

20. I confirm that I have researched and meet the language requirements at each of my nominated institutions, ensuring that I can access sufficient modules to take a full study load at any of my chosen institutions. *

Important: You should not rely on the information indicated on the Outbound website regarding language levels and English-taught modules and should conduct your own independent research, especially as language requirements at partner universities may vary across departments, disciplines, and modules.

You are not required to provide any formal evidence of your language skills in this application but be aware that if your host university may ask for this later. Some partners require a formal language certificate so please check what language certificates your chosen partner universities will accept.

Failure to adequately research language requirements is not a valid reason for you to be offered an alternative placement.

15. ***Important: If you are studying for the full year in two placements, you will need to complete another application form to select your 12 choices for the other period of study. You ONLY need to complete the About You, Study Abroad Destinations, Video Presentation, and Module Choices sections in the additional form submission. You may write N/A in all other required question fields.***

16. Budget Plan

In this section, you will be asked to demonstrate that you have researched and considered the potential costs associated with undertaking a placement abroad. Although this will not influence if or where you are offered, it is a crucial step when preparing to undertake a placement abroad.

For the budget plan, you need to pick **one** of your chosen institutions and input:

- The current exchange rate between pounds sterling and the local currency
- An estimate of the potential costs, specifically:
 - The current exchange rate
 - Cost of return travel

- Cost of visa (including administration fees and travel costs to and from the embassy or consulate)
- Cost of travel and medical insurance
- Cost of accommodation for the duration of your placement
- Cost of food (e.g., meal plans, groceries)
- Cost of transport to and from university
- Cost of textbooks and supplies
- Personal expenses (e.g., personal travel, society memberships, extra-curricular activities, etc.)
- An estimated total of expenses for the duration of your placement (including a total of the above specific costs)
- An estimate of potential funding sources you could use to cover the above costs and support yourself financially whilst abroad, specifically:
 - Savings prior to departure
 - Family contribution
 - Student maintenance loan
 - Scholarships and/or bursaries

Budget plan

Developing a budget plan is an essential step in preparing to go abroad. In this section, you need to research and evidence potential expenses and living costs as an example, for one of your destination choices. Please note that this section is to evidence that you have researched the costs associated with your time abroad and will not affect your allocation.

Your estimated expenses should be for the full time you are abroad.

You should not rely on anticipated bursaries or scholarships when budgeting. Funding such as the Turing Scheme is subject to annual budget reviews by the UK Government and may be subject to change at short notice.

Whilst you are not required to provide evidence to back up your financial statement to the University of Exeter, you may be required to show that you have access to this money when you submit your host university or visa application.

21. Which institution have you used for your example budget plan? *

Enter your answer

22. Exchange rate: £1 = *

Enter your answer

23. Cost of return travel: *

Enter your answer

24. Cost of visa (including administration fees and travel costs to and from the embassy or

You will also be asked how you plan to cover the difference if your estimated expenses exceed the funds available.

Your estimated expenses should be for the full time you are abroad. The amounts can be stated in pounds sterling or the local currency but please be clear and consistent.

Although you will only be asked to provide a budget plan for **one** of your chosen partners, it is essential that you have researched and thought about how you will budget for your time abroad if you were offered a placement at **any of your chosen institutions** and you will be asked to confirm this.

17. Visa Plan

In order to travel abroad, you will need to comply with the passport validity rules for entry into the host country. You can check this by consulting the Foreign and Commonwealth Development Office's travel advice webpages.

You will be asked to confirm if your current passport/identity document meets the validity requirements for entry into the countries in which your chosen partner institutions are located.

46. Does your passport meet the validity requirements for all of the destinations where each of your chosen partner institutions are located? *

You can check passport validity requirement on the FCDO website: <https://www.gov.uk/foreign-travel-advice>

Yes

No

Important: If you need to renew your passport/identity document in order to have adequate validity left on it to meet entry requirements for you chosen destinations, we encourage you to renew your passport as soon as possible. We recommend that you take a colour scan of the ID page of your current passport before you send it off for renewal, so you have a copy of the important details if required.

You will need to have researched the relevant immigration procedures and checked if you are required to obtain a visa and/or study permit in order to study at **any** of your chosen institutions.

To demonstrate this, you need to pick **one** of your chosen institutions and answer the following questions:

- How long does the visa/permit allow you to stay in the country?
- Does the visa/permit allow you to work during your course?
- Does the visa/permit require you to provide evidence of language skills?
- Does the visa/permit require you to take out specific health insurance?
- Does the visa/permit application require you to prove you have access to sufficient funds to support yourself financially whilst abroad? If so, how much?
- What are the current processing times for the visa/permit?
- Will you be required to attend an interview at the embassy or consulate in order to receive your visa/permit?
- Will the embassy or consulate keep hold of your passport while processing your visa/permit application?

Visa plan

You may require a visa to travel abroad. Developing a visa plan is an essential step in preparing to go abroad as the requirements vary depending on placement length and destination. **Please note that the Global Opportunities team are not permitted to provide detailed visa support.** The team will signpost you to the embassies based in the UK that will issue you with your visa, and can help by either providing supporting documentation or suggesting where you could obtain this.

You need to evidence in this section that you have researched which visa you will need to apply for and list some of the documentation you will need to provide as evidence for one of your destination choices.

Please note that if you are successful in securing a study place, you will need to check the updated visa information and timescales again, at the time your placement is confirmed, as information is subject to change. Please also bear in mind that some host universities (including all American universities) will require you to show that you have access to certain funds when you submit your host university or visa application.

39. Which country have you used for your example visa plan? *

Enter your answer

40. How long does the visa allow you to stay in the country? *

Enter your answer

41. Does the visa allow you to work during your course? *

Enter your answer

If you do not require a visa or permit to study in the chosen country, you may write 'N/A' in response to the questions about visa requirements.

As you may be offered a placement at any of your chosen institutions, you will be asked to confirm that you have researched into the immigration regulations and procedures for **all** of the countries where your chosen institutions are located.

18. Wellbeing & AccessAbility

You will need to read the statement concerning wellbeing and accessibility and confirm you have read and understood the information provided.

We would also encourage you to look into student support provision when researching partner universities as the level and type of support can vary greatly and may be very different to the support you currently receive at Exeter.

Students are **not** required to submit a copy of their ILP as part of the application. To help the Wellbeing, Accessability, and Global Opportunities teams support you with planning for your placement abroad, if you do have an ILP, then it would be beneficial to share a copy with the Outbound team.

Wellbeing and AccessAbility

48. A successful study abroad experience where you can access the same level of learning that you do at home will depend largely on making preparations and planning ahead so that your health/disability-related support needs can be taken into account when you are abroad.

If you have a disability, an Individual Learning Plan and/or are likely to require particular support or reasonable adjustments with your learning whilst abroad it is your responsibility to engage with the relevant Wellbeing Services (AccessAbility or mental health pathway) at the University of Exeter and within your host university **BEFORE** your placement begins.

If you have a previously diagnosed mental health difficulty or are experiencing a range of symptoms listed on the Wellbeing Services website we would strongly encourage you to contact the Wellbeing Services Mental Health pathway to discuss your placement abroad so your health and support needs can be considered: <https://www.exeter.ac.uk/students/wellbeing/>

The more you can prepare and find out about support provision in advance and the better your support networks are informed ahead of your placement the easier it may feel to settle in and engage with your placement abroad.

Please be aware that the level of support varies quite considerably across different countries and institutions, and there is no guarantee that your host university will be able to provide the same level of support you receive currently.

Please read the above statement and tick to confirm: *

I confirm that I have read the above statement relating to Wellbeing and AccessAbility

19. Permissions and Consent to Share Information

You have the right to give your consent, or refuse, to the sharing of your Exeter email address with other Exeter students, and information about your study abroad placement with your guardian(s)/parent(s).

You will be asked to confirm if you are happy:

- For your Exeter email address to be shared with other Exeter students, including other students heading abroad in 2025/26 and future Study Abroad students.
- For the University/Global Opportunities Team to share information about your placement abroad with your guardian(s)/parents(s) to facilitate effective support prior to and during your placement abroad.

20. Terms and Conditions

In the final section, you will be asked to agree to several terms and conditions governing your placement abroad, specifically:

- To allow the University to process your personal data in accordance with the University Data Protection Notice and share it with relevant teams at the University of Exeter, your host organisation, and other relevant organisations as required to facilitate the organisation of your placement(s) abroad.
- To maintain a good academic performance in your second year and ensure you continue to meet eligibility requirements set by Exeter and your assigned host university

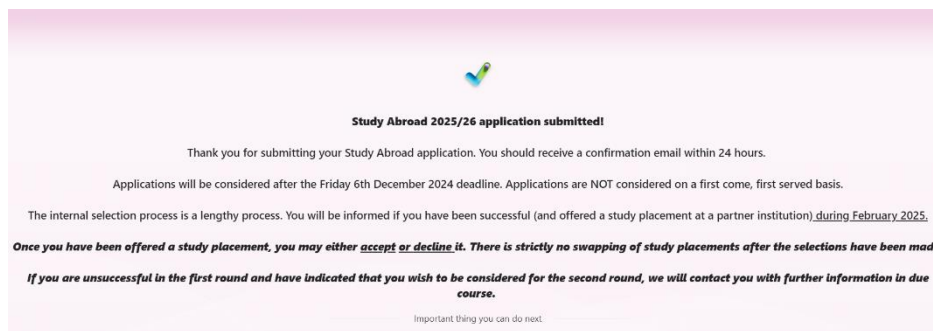
21. Submission

Before submitting your application, we would encourage you to look back through the previous pages of the application form and check you have filled out everything correctly.

Once you are happy with your application, click 'Submit' to submit your application to study abroad. You can also request for a copy of your application form to be emailed to you.

22. Confirmation

Once your application has been submitted, you should see the following confirmation screen.



Indicative Timeline

1 st November 2024	Application window opens
6 th December 2024	Application closes
December 2024– January 2025	Review of applications received and internal selection process
February 2025	Outcome of the first round of applications released to students