



# Year Abroad 2025/26 Application Form Guidance

If you are a ML student and wish to undertake an international placement in 2025/26 as part of your degree, you will need to submit an internal Year Abroad application form. 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 Year Abroad application.

***Important: If you are enrolled on the BA International Business & Modern Languages degree programme, you need to apply using the Business School Year Abroad application form (not the Modern Languages Study Abroad application form) and should refer to the guidance for Business School applicants.***

## **About the Year Abroad Application Form**

- It is an online Microsoft Form
- There will be several application forms listed – you will need to select the **Modern Languages Year 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 Year Abroad application form.
- **If you intend to split your Year Abroad over two placements, you must complete the application form TWICE.**
- The questions asked will change depending on whether you are applying to study or work abroad.
- The application deadline is **12:00 (midday) UK time on Friday 6<sup>th</sup> December 2024.**

## **Which language can I do my Year Abroad through?**

<b>If you...</b>	<b>Then you undertake your Year Abroad through...</b>	<b>Example</b>
study one Modern Language only	the relevant Modern Language you study	Single honours ML Chinese = Year Abroad through ML Chinese
are enrolled on a combined honours programme which includes a non-ML subject and a Modern Language (i.e., you have taken ML-coded modules in years 1 and 2)	the relevant Modern Language	Politics and German = Year Abroad through ML German
study <b>more than one</b> language post-A-level and <b>do not</b> study any languages <i>ab initio</i>	<ul style="list-style-type: none"> <li>• through just one language</li> <li>• <b>OR</b> split the year between two languages</li> </ul>	Studied Russian and German at A-Level and now study ML Russian and German at Exeter = <ul style="list-style-type: none"> <li>• YA through ML Russian</li> </ul>



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		<ul style="list-style-type: none"> <li>• <b>OR</b> YA through ML German</li> <li>• <b>OR</b> 1 semester through Russian, one semester through German</li> </ul>
Study <b>at least one</b> language <i>ab initio</i> (started studying the language in year 1 and continued studying it in year 2)	Your <i>ab initio</i> language	ML Spanish with <i>ab initio</i> Portuguese = YA through ML Portuguese

*Ab initio* students (i.e., those who started learning a new language in year 1 through the Modern Languages department) who have continued studying their *ab initio* language in year 2 and wish to continue studying it in final year **must** complete a year abroad (International Placement) in a country where that language is used.

### What can I do for my Year Abroad?

- **Year Abroad through ML French/ German/ Italian/ Spanish/ Portuguese**

You can study and/or work abroad for the year through ONE of the following pathways:

Study Abroad	Study abroad at <b>one</b> partner institution for the <b>full year</b>	You must complete the Study Abroad application form <b>once</b> .
	Undertake the Year Abroad through <b>one</b> language but study at <b>two</b> different partner institutions	You should complete the Study Abroad application form <b>twice (one per study placement)</b> . Ensure you select the right language and semester on each application form.
	Split the Year Abroad over <b>two</b> different languages and study abroad at <b>two</b> different partner institutions.	You must complete the Study Abroad application form <b>twice (one per study placement)</b> . Ensure you select right language and semester on each form.
Work Abroad	Work abroad for the <b>full year</b> (minimum of 24 weeks abroad) at <b>one placement</b> ( <u>British Council or independent work placement</u> )	Please complete the Year Abroad application form <b>once</b> . <b><i>Please note British Council is not available as an option for ML Portuguese in 2025/26.</i></b>
	Work abroad for <b>the full year</b> (minimum of 24 weeks abroad), <b>split over multiple placements (up to 3)</b>	Please complete the Year Abroad application form <b>twice</b> . <b><i>Please note you are only allowed to undertake one British Council</i></b>



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		<i>placement per year. This could be followed by an additional independent work placement if you wish.</i>
Split Study and Work Abroad	Undertake the Year Abroad through <b>one OR two</b> languages <b>and</b> spend <b>one semester studying abroad</b> and <b>one semester working abroad</b> (independent work placement)	You should only complete the Year Abroad application form <b>twice (one for a study placement, one for a work placement)</b> .  <i>Please note British Council is not an option for students doing splitting their Year Abroad between work and study.</i>

- **Year Abroad through ML Chinese**

You must **study abroad for the full year** at and **cannot split** your Year Abroad over two different study placements.

- **Year Abroad through ML Russian only**

You must **study abroad** and can:

- Spend the **full year at ONE partner institution**.
- **OR** split the year **and study at TWO different destinations** (e.g., Tallinn semester 1, Astana in semester 2). You only need to fill out **one** application form but will need to specify which partner you would like to study at in each semester.

**Note:** *Students who came to Exeter with an A-level in Russian and are studying another language alongside Russian (excluding Chinese), also post-A-level, can choose to complete a year abroad through just Russian or their other language, or split the year between the two languages. If you are in this position and would like to split your Year Abroad between your languages, you will need submit an additional application form for your non-ML Russian placement (either study or work abroad, but not British Council). You should also check that your placement dates do not overlap.*

### Step-by-Step Guidance

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



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Unlike other students, ML students do not need to meet a specific grade threshold in order to be eligible to study or work abroad, however ML students must **pass** first year at Exeter to be eligible to undertake a Year Abroad. You must also maintain above a pass rate throughout your second year.

## 2. Decide which language(s) you wish to undertake a Year Abroad through.

If you...	Then you can undertake your Year Abroad through...
study one Modern Language only <b>OR</b> are enrolled on a combined honours programme which includes a non-ML subject and a Modern Language (i.e., you have taken ML modules in years one and two)	the relevant Modern Language
study <b>more than one</b> language post-A-level and do not study any languages <i>ab initio</i>	through just one language <b>OR</b> split the year between two languages
Study at least one language <i>ab initio</i>	Your <i>ab initio</i> language

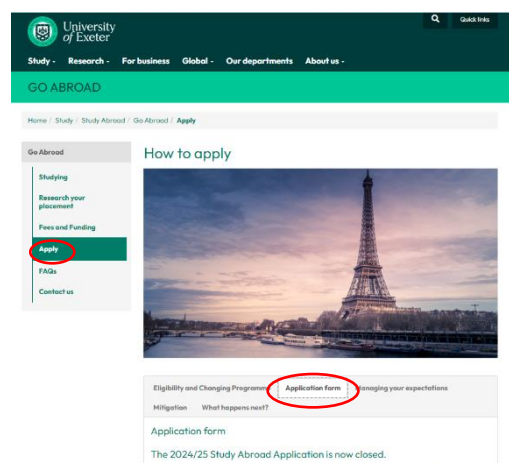
## 3. Decide which Year Abroad option you wish to follow. Please note the restrictions for each language under the **'What can I do for my Year Abroad?'** section above.

## 4. Head to the Outbound website and select the Apply heading from the dark green bar.

## 5. Scroll down the page, and click the Application Form tab.

## 6. Select the **Modern Languages Year Abroad 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.

## 7. Check you have opened the correct application form.





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8. Take some time to read through the introduction as it contains important information about the application (see example right).



## 9. About You

**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 (French and Politics)
- Which campus you normally study at (e.g. Penryn, Streatham)

## 10. Decide if you want to work and/or study abroad

With reference to the tables under **‘Which language do I do my Year Abroad through?’** and **‘What can I do for my Year Abroad?’** sections above, please indicate what you intend to do during your abroad:

10. For the Year Abroad I wish to \*

- study abroad for the full year at one institution
- work abroad for the full year at one work placement
- study abroad for the full year in two placements (Please note: you will need to complete an additional application form)
- study abroad for semester one only and work abroad for semester two (Please note: you will need to complete an additional application form)
- study abroad for semester two only and work abroad for semester one (Please note: you will need to complete an additional application form)
- work abroad for the full year at two different placements (Please note: you will need to complete an additional application form)

- study abroad for the full year at one institution
- work abroad for the full year at one work placement



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- study abroad for the full year, split over two 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\*
- work abroad for the full year, split over multiple different placements\*

***Important: If you intend to split your Year Abroad (options marked with an asterisk (\*) above), remember that you MUST complete a separate Year Abroad application form for each placement (unless you are applying for two ML Russian study placements).***

### 11. 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)
- a full year work placement
- a work placement for semester one (splitting year abroad and studying/working semester two)
- a work placement for semester two (splitting year abroad and studying/working semester one)

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

**\*\*\*If you are applying for a study placement, you will be redirected to Study Abroad section of the application form and should continue reading points 12 to 21 below.**

**If you are applying for a work placement, you will be redirected to the Work Abroad section of the application form and should skip forward to point 22 in this guide \*\*\***

### 12. Specify The Language

Select the language **relevant to the placement you are applying for in this form.**



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If you are splitting your Year Abroad between two languages and applying for two different study placements, **make sure the language selected matches the placement you are applying for** (i.e. if you only wish to study abroad through ML French in semester one, you should have selected 'a study placement for semester one' for the previous question and select 'French' for this question).

7. The language I will be studying during this placement is... \*

- Chinese
- French
- German
- Italian
- Portuguese
- Russian
- Spanish

If you selected any of the study abroad options when answering the previous question ('In this form, I will be applying for...'), then the next question will ask you to indicate your preferred destinations for this study abroad placement. **Check** your language selection before moving on to the next question as you will only be shown (and be able to choose from) partner institutions for that language.

### 13. 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 the relevant Modern Languages discipline here:

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

You should have thoroughly researched the partner universities **beforehand**.

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 (i.e. if we only have 5 partners, you will only be asked to list up to 5).

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.

Study Abroad destinations (Chinese)

In this section we ask you to rank institutions from 1-5 in order of preference (1 being first choice, 5 being last choice etc), to maximise the chance of you being offered a place. You can only select a host institution **ONCE**. If you select the same institution more than once, we will take your highest ranked selection.

We advise that you research a range of destinations when choosing where you would like to study abroad. Please see the current list of exchange partners here: <https://www.exeter.ac.uk/studyabroad/outbound/research/where/>. Please note that exchange partners listed on this website are subject to change and cannot be guaranteed. This is also the case for information relating to language requirements.

13. First choice (1) \* [?]

Select your answer

Peking University

14. Second choice (2) \* [?]

Select your answer

**ML Russian Students:** If you are applying to study abroad through ML Russian for the full year, you will have the option to select your preferred destination for each semester and



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do not need to submit an additional application form. If you wish to study abroad for the full year at one institution, please select the same institution for both semesters.

If you came to Exeter with an A-level in Russian and are studying another language alongside Russian, also post-A-level, and would like to split your year between your languages, then you will need submit an additional application form for your non-ML Russian placement (study or independent work placement).

14. You will be asked to estimate your current level of proficiency in the language you have chosen to study abroad under. If you are unsure, please consult your current language tutor for advice on which level you are currently working at.

It is important that you meet the language requirements set by each of your chosen partner universities and are confident that you will be working at the right level to attend and participate in classes. You are not required to provide any formal evidence of your language skills in the Year Abroad application but be aware that your host university may ask for this later.

15. 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 one of the following options:

- be entered into a second round (providing we have spaces left over)
- work abroad instead (note: this will not show as an option for ML Russian or Chinese)
- transfer to a three-year degree programme – **we strongly recommend that you consult with the Modern Languages department if you are considering this alternative option.**

***Important: If you select either the 'Work Abroad' or transfer option here, should we be unable to offer you a placement at any of your preferred destinations in the first round of applications, then your application to study abroad will be withdrawn. This means you will no longer be considered for a study abroad placement.***

### 16. 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).

You should check:





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- That there are sufficient modules available for you to take **a full course load in your chosen discipline**
- 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

## 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. Some institutions, particularly in European destinations, may require you to select modules from a particular department. Check with the Global Opportunities Team and your Study Abroad Coordinator if such restrictions apply **in advance** of completing your application.

17. 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. \*

I confirm

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 next academic year).

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

17. You are expected to have 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.

18. I confirm that I have researched and met 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. \*

I confirm

***Important: You should not rely solely 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.***

18. ***Important: If you choose to split your Year Abroad over two study placements and are completing your second application form, you can write N/A for all questions in the following two sections (Budget Plan and Visa Plan). You are not required to provide detailed answers for these sections if you have already submitted a study abroad***



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***application, however you should have thought about and researched the relevant immigration procedures and potential costs for both of your study placements.***

### 19. Budget Plan

In this section, you will be asked to demonstrate that you have researched and considered the potential costs associated with undertaking an international placement. Although this will not influence if or where you are offered a study placement, 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:

- 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.)

#### 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? \*

22. Exchange rate: £1 = \*

23. Cost of return travel: \*

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

- An estimated total of expenses for the duration of your placement (including a total of the above specific costs)
- An estimate of potential funds you could use to cover the above costs and support yourself financially whilst abroad, specifically:
  - Savings prior to departure
  - Family contribution



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- Student maintenance loan
- Scholarships and/or bursaries

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.

### 20. Visa Plan

In order to travel abroad, you will also 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 and checked if you are required to obtain a visa and/or permit in order to study at **any** of your chosen institutions.



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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 or permit. Developing a visa plan is an essential step in preparing to go abroad as the requirements vary for placement length and from country to country. **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 directing you to the team based at the University that will be able to provide that for you.

In this section you need to evidence that you have researched which visa/permit you would need to apply for as well as the visa application process. Although you only need provide information for **one** of your chosen destinations in this application form, as you could be offered any of your choices, you should have researched the specific visa application process for each of your potential host countries. 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.

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

103. 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 requirements on the FCDO website: <https://www.gov.uk/foreign-travel-advice>

- Yes  
 No

104. If your passport does not meet validity requirements, we suggest that you renew your passport as soon as possible. We strongly 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.

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

Enter your answer

106. How long does the visa/permit allow you to stay in the country? \*

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.

## 21. 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.

### Wellbeing and AccessAbility

116. A successful Year 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 or working 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 or employer **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

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



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for your placement abroad, if you do have an ILP, then it would be beneficial to share a copy with the Outbound team.

**\*\* The following points (points 22 – 28) are only relevant to students applying to work abroad. If you are applying for a study placement, please skip forward to point 29 in this guide (the ‘Consent to share information’ section of the application form). \*\***

### 22. Work Abroad

In this section, we ask you about your plans to work abroad. This information will be shared with Bryanna Kilroy, the Employability and Placements Adviser for Modern Languages, so she can support you with securing a work placement abroad. If you have any questions about Work Abroad, please contact [hass-placements@exeter.ac.uk](mailto:hass-placements@exeter.ac.uk).

### 23. Specify The Language

Select the language **relevant to the placement you are applying for in this form.**

If you are splitting your Year Abroad between two languages and applying for two different work placements, **make sure the language selected matches the placement you are applying for** (i.e. if you only wish to work abroad under ML French in semester one, you should have selected ‘a work placement for semester one’ for the previous question and select ‘ML French’ for this question).

7. The language I will be studying during this placement is... \*

- Chinese
- French
- German
- Italian
- Portuguese
- Russian
- Spanish

If you study multiple languages and are unsure which language you wish to work abroad under, please select one option here for now. If you change your mind later, please contact [hass-placements@exeter.ac.uk](mailto:hass-placements@exeter.ac.uk) so we can update our records.

### 24. Language Proficiency

You will be asked to confirm if you are studying the chosen language *ab initio* at Exeter. Remember if you study a language *ab initio* at Exeter, you should be working on this language during your Year Abroad.

You will be asked to estimate your current level of proficiency in the language you have chosen to work abroad under. If you are unsure, please consult your current language tutor for advice on which level you are currently working at.



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### 25. Preferences

To help support you with securing a work placement abroad, we need to know what type of work placement you are interested in:

- **British Council Assistantship** – A teaching placement in a school abroad organised by the British Council

***Important: Please note British Council (BC) is not an option for ML Russian, Chinese, or Portuguese, or those looking to split their year between work and study. British Council only offer one placement, so you cannot split your year abroad across two BC placements (e.g. one BC placement in France and one in Spain). However, you could undertake an additional independent work placement after you complete your BC placement if you wish.***

- **Independent work placement** – A work placement in a company or organisation which you arrange yourself with the support of the Placements Team. If you select this option, you also need to indicate which industries or sector(s) you are interested in working in (e.g. marketing). If you really are not sure which sector you want to work in, please put 'unsure.'

***Important: You do not need to have arranged a work/ British Council placement at this stage. This question is just to let the Placements Team know your intentions so they can better support you with securing a placement.***

26. You will also need to tell us where you would like to work abroad so the Placements Team can signpost you to relevant resources. We recommend indicating the country or countries you are interested in working in rather than specific cities at this stage.

### 27. Immigration Matters

In order to work abroad, you may require a visa and/or permit. It is essential that you research and obtain the appropriate visa or permit in advance of your placement abroad. Please read the statement regarding visas and permits and confirm you understand the information provided.

Please also let us know if you have a valid EU passport (i.e. a valid passport from an EU country). This will not affect your Year Abroad application but is useful for us to know as immigration procedures for destinations in the EU may be different for EU passport holders.

### 28. Terms and Conditions for Work Abroad Placements

It is essential that you are aware of and complete the correct approvals procedure and paperwork for your work placement and keep the relevant members of staff informed about your work placement plans.



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Please read the information provided carefully and confirm that you understand and agree to the terms and conditions.

**\*\*The remaining sections of this guide below apply to all students, regardless of whether you are applying to work or study abroad. \*\***

### 29. 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 student and sharing of 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 the same academic year and future outbound students.
- For the University/Global Opportunities Team or Placements 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.

### 30. 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 if studying abroad)

### 31. 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.

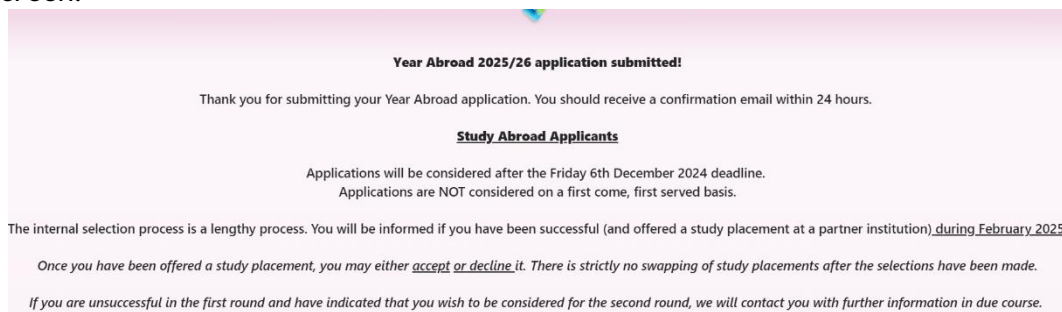
Once you are happy with your application, click 'Submit' to submit your application to study abroad. You can also request for a copy of your completed application form to be emailed to you.



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## 32. Confirmation

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



### Indicative Timeline

1 <sup>st</sup> November 2024	Application window opens
6 <sup>th</sup> December 2024	Application closes
December 2024 – January 2025	Review of applications received and internal selection process for Study Abroad
February 2025	Outcome of application released to students (including release of Study Abroad Offers)