



Study Abroad 2024/25

Application Form Guidance

If you are an ML student and wish to undertake a study or work placement abroad in 2024/25 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 will outline what you will be required to provide in each section of the application form in advance. Please read this guide through **before** starting your year abroad application.

Important: Unlike other students, ML students undertaking a Year Abroad do not need to meet a specific grade threshold in order to be eligible to study or work abroad (as it is a compulsory component of Modern Languages degree programmes at Exeter). You must pass your first and second year at Exeter but do not need to achieve or maintain a grade average above 60%.

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 **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), especially the sections discussed in steps 12-19 below.***
- **If you intend to split your Year Abroad over two study placements, you must complete the application form TWICE.**
- The application deadline is **12:00 (midday) UK time on Friday 8th December 2023.**

Which language can I do my Year Abroad through?

If you...	Then you undertake your Year Abroad through...	Example
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 more than one language post-A-level and do not study any languages <i>ab initio</i>	<ul style="list-style-type: none">• through just one language• OR split the year between two languages	Studied Russian and German at A-Level and now study ML Russian and German at Exeter = <ul style="list-style-type: none">• YA through ML Russian



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		<ul style="list-style-type: none"> • OR YA through ML German • OR 1 semester through Russian, 1 semester through German
Study at least one language <i>ab initio</i>	Your <i>ab initio</i> language	ML Spanish with <i>ab initio</i> Portuguese = YA through ML Portuguese

Beginners or *ab initio* students (i.e., those who started learning a new language through the ML department when they joined Exeter) who wish to continue studying their *ab initio* language in final year must complete a Year Abroad and spend the equivalent of an academic year 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 one partner institution for the full year	You must complete the Study Abroad application form once .
	Undertake the Year Abroad through one language but study at two different partner institutions	You should complete the Study Abroad application form twice (one per study placement) . Ensure you select the right language and semester on each application form.
	Split the Year Abroad over two different languages and study abroad at two different partner institutions.	You must complete the Study Abroad application form twice (one per study placement) . Ensure you select right language and semester on each form.
Work Abroad	Work abroad for the full year at one organisation	Please complete the Year Abroad application form once .
	Work abroad for the full year, split over two different organisations	Please complete the Year Abroad application form once .
Split Study and Work Abroad	Undertake the Year Abroad through one OR two languages and spend one semester studying abroad and one semester working abroad	You should only complete the Year Abroad application form once .



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- **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**

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) – please fill out a separate application form for each semester.

Important: If you are 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).

Step-by-Step Guidance

1. Check you are eligible to apply to study abroad. We do not ask ML students to meet a specific minimum grade average, however ML students must **pass** first year to be eligible to apply 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 OR 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 more than one language post-A-level and do not study any languages <i>ab initio</i>	through just one language OR split the year between two languages
Study at least one language <i>ab initio</i>	Your <i>ab initio</i> language



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- 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.

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

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

- Select the **Modern Languages form**. The link should send you to a Microsoft Form to complete.

- Check you have opened the correct application form.

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

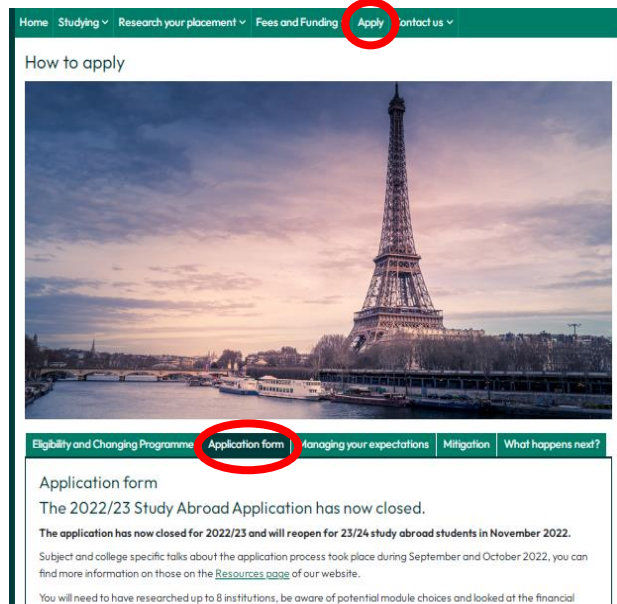
9. About You

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
- Your gender – you also have the option to indicate if your preferred gender is different to that stated in your passport



Application Form for Modern Languages Year Abroad 2023/24

APPLICATION DEADLINE: 12:00 (midday, UK time) on Friday 9th December 2022

Please note that 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.

It is not possible to partially save this form and return to complete it later on. For this reason, we recommend you collate your answers elsewhere in advance.

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

Students who came to Exeter via "Study Abroad" programme variants through UCAS will be given priority when allocating places at host universities. If you are not already on a "Study Abroad" programme variant, you may be able to transfer onto the programme afterwards, provided that there are places remaining once all students already on the programme have been allocated a place for the year abroad.

Please see the University of Exeter Data Protection Notice: <https://www.exeter.ac.uk/about/our-site/privacy/students/>

Please note: If you are studying for the full year in two placements, you will need to complete another application form to select your choices for the other period of study. You only need to complete sections 1, 2 and 3 in the additional form submission. You may write N/A in all other required question fields.



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- Your country of birth
- Your place or city of birth

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)
- Where you normally study (e.g. Penryn, Exeter)

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.

If you chose any of the study abroad options, you will then be asked to confirm what you will be applying for in this form (i.e. a full year or semester long study placement).

Important: If you intend to split your Year Abroad over two study placements, remember that you MUST complete another Year Abroad application form for your other placement, otherwise you will not be considered for another study placement and we will assume that you intend to work abroad. Late applications will NOT be considered.

11. 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 study placements, **make sure the language selected matches the placement you are applying for** (i.e. if you only wish study 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).

13. For the Year Abroad I wish to *

- study abroad for the full year at one institution
- 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
- study abroad for semester two only and work abroad for semester one
- work abroad for the full year (in one or more work placements)

14. You must complete **one application form for each study placement** you wish to undertake (i.e. if you are **splitting over two separate study placements, you must submit a separate form for each placement**).

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 one)

13. I will be completing a work placement for... * [1]

- ML French
- ML German
- ML Italian
- ML Portuguese
- ML Spanish

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

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



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If you selected any of the study abroad options when answering 'For my Year Abroad, I want to..', then the next question will ask you to indicate your preferred study abroad destinations for this placement. **Check** your 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.

If you selected the full year work abroad option when answering 'For my Year Abroad, I want to...', then you will skip forward to section 14 of form (see point 21 in this guide).

12. 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 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 (Psychology)

In this section we ask you to rank institutions from in order of preference, with twelve choices to maximise the opportunity of allocating you a place. We advise that you research a range of destinations when choosing where you would like to study abroad. Please only select each partner once.

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.

6. First choice

University of British Columbia - Okanagan

7. Second choice

University of Victoria

8. Third choice

University of Guelph

13. 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.



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As the Year Abroad is a compulsory element of your degree programme, you will need to choose one of the following two options (note: this will not show as an option for ML Russian):

- 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)

Important: If you select the 'Work Abroad' option here and are unallocated in the first round of allocations, your application to study abroad will be withdrawn and you will not be considered for a Study Abroad placement.

14. 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:

- 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.

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 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 2024/25).

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



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15. 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.

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. 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.

16. ***Important: If you choose to split your Year Abroad over two study placements and are completing your second application form, please 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 application, however you should have thought about visa and potential costs for both of your study placements.***

17. 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 a 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:



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- 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

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

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.

18. 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.

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



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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

You will need to have researched 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 allow you to stay in the country?
- Does the visa allow you to work during your course?
- Does the visa require you to provide evidence of language skills?
- Does the visa 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?
- Will you be required to attend an interview at the embassy or consulate in order to receive your visa?
- Will the embassy or consulate keep hold of your passport while processing your visa 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

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 visa regulations and application process for **all** of the countries where your chosen institutions are located.

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.



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19. 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

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

20. Individual Learning Plans

You will need to read the statement concerning Individual Learning Plans (ILP) and confirm you have read and understand the information provided.

You will be asked:

- If you have an ILP and are happy to be contacted by the Global Opportunities team to discuss reasonable adjustments during your time abroad
- If you are happy for Global Opportunities team to share your ILP with your host university

If you do not have an ILP in place at Exeter, you do not need to answer the above questions.

Although students are **not** required to submit a copy of their ILP as part of the application, to help the Wellbeing, Accessibility and Global Opportunities teams

Individual Learning Plan (ILP)

An Individual Learning Plan (ILP) is a document that informs faculties within the University of Exeter and at your host university the recommended reasonable adjustments that may be put in place once you have declared a disability.

To have an ILP put in place, you must have a health condition or disability which fits the criteria to be classified as a disability under the Equality Act 2010 (i.e. has or likely to last over a year).

How does a student get an ILP?

If you require an ILP, we ask that you contact Wellbeing Services and request an appointment. Following an assessment, an ILP will be set up and stored on the Student Record System.

Ahead of the meeting, if possible, it is important that you obtain medical evidence from a GP or an educational psychologist or specialist teacher report written after your sixteenth birthday for Specific Learning Difficulties. If helpful, you can ask a doctor or medical health professional to fill out our Medical Evidence form for this purpose.

When are ILPs set up or updated?

ILPs can be set up before arrival at the University or at any point throughout your academic studies. You can update or review your ILP at any stage by contacting Wellbeing Services to arrange a discussion.

What reasonable adjustments may be included within an ILP?

The reasonable adjustments within an ILP will be individualised to suit your requirements. Examples may include regular support meetings with your faculty, specific equipment requirements, deadline extensions, and exam arrangements.

Please see the Wellbeing website for further details relating to ILPs: <http://ex.ac.uk/dsF>



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support you with planning your placement abroad, if you do have an ILP, then it would be beneficial to share a copy of your ILP with the Global Opportunities team.

Important: How you answer this question will not influence if or where you are offered a study placement. Places are offered based on first year grade average only.

21. 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 2024/25 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.
- To participate in the Study and Work Abroad buddy scheme, where we try and match you with returning students.

22. 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
- To maintain a good academic performance in your second year and ensure you continue to meet eligibility requirements set by Exeter and your allocated host university.

23. 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.



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24. Confirmation

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

Thanks!

Study Abroad 2024/25 application submitted!

Thank you for submitting your Study Abroad application - please note you will not receive a confirmation email.

Applications will be considered after the Friday 8th December 2023 deadline. Applications are NOT considered on a first come, first served basis.

The allocation of study places is a lengthy process. You will be informed if you have been successful (and offered a study placement place at a partner institution) during February 2024.

Once you have been offered a study placement, you may either **accept or decline it**. There is strictly no swapping of study placements after the selections have been made.

If you are unsuccessful in the first round and have indicated that you wish to be considered for the second round, we will contact you with further information in due course.

Indicative Timeline

1 st November 2023	Application window opens
8 th December 2023	Application closes
December 2023 – January 2024	Review of applications received and internal selection process
February 2024	Outcome of application released to students