



# Study Abroad 2024/25 Application Form Guidance

If you wish to study abroad in 2024/25 as part of your degree, you will need to submit an internal Study 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 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 fill out the **relevant** application form for the discipline or subject you wish to study abroad under
- 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 7-14 below.***
- The application deadline is **12:00 (midday) UK time on Friday 8<sup>th</sup> December 2023.**

## Step-by-Step Guidance

1. Check you are eligible to apply to study abroad
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 **relevant form for the discipline you wish to study abroad under**. The link should send you to a Microsoft Form to complete.
5. Check you have opened the correct application form.

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### How to apply

Eligibility and Changing Programme **Application form** Managing your expectations Mitigation What happens next?

#### Application form

The 2022/23 Study Abroad Application has now closed.

The application has now closed for 2022/23 and will reopen for 23/24 study abroad students in November 2022.

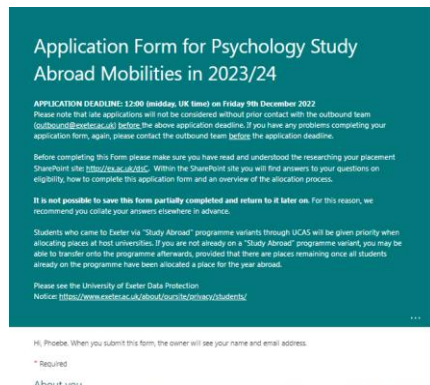
Subject and college specific talks about the application process took place during September and October 2022, you can find more information on those on the [Resources page](#) of our website.

You will need to have researched up to 8 institutions, be aware of potential module choices and looked at the financial



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



## 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
- Your gender – you also have the option to indicate if your preferred gender is different to that stated in your passport
- 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 (Geography and Politics)
- The subject or discipline you intend to study abroad under (if using the Humanities, Modern Languages, or SPSPA application forms)
- Where you normally study (e.g. Penryn, Exeter)



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## 8. 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.

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

### 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

## 9. 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



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**10.** As we have limited spaces available at each partner institution and places are allocated according to first year grade average, we may not be able to accommodate any of your choices.

You will need to confirm if you would like to be entered into a second round (providing we have spaces left over), if we are unable to allocate you anywhere after the first round of allocations.

18. If you are not allocated to one of your top 12 universities in the first round of allocations, would you like to be entered into the second round? This will include all institutions with study places left over from the first round. \*

Yes

No - Please be aware that by answering "No", you are confirming that you understand that you will be removed from the Study Abroad allocation process and no longer considered for a Study Abroad placement

***Important: If you select 'No' 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 not be considered for a Study Abroad placement.***

## 11. 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 four modules per semester at non-European partners)
- 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 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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12. 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. Failure to adequately research language requirements is not a valid reason for you to be offered an alternative placement.***

## 13. 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 allocated, 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:



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- 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 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.

## 14. 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.

***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.***

### 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

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



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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? \*

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

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

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.



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## 15. 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

## 16. 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 Study Abroad application, to help the Wellbeing, Accessability and Global Opportunities teams support you with planning your placement abroad if you do have an ILP, 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 allocated. Places are awarded based on first year grade average only.***

### 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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## 17. 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.

## 18. 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.

## 19. 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.

## 20. 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.*



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## Indicative Timeline

1 <sup>st</sup> November 2023	Application window opens
8 <sup>th</sup> December 2023	Application closes
December 2023 – January 2024	Review of applications received and internal selection process
February 2024	Outcome of the first round of applications released to students