



Outbound
Study Abroad
Summer
Handbook

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1. INTRODUCTION

This is a guide to Summer School Study Abroad Programmes; it is intended to provide an overview of the Study Abroad application, allocation, and assessment process from an institutional perspective. Please note that although this handbook provides a useful reference, the most up-to-date information can be found on the International Exeter webpages:

<http://www.exeter.ac.uk/international/studyabroad/outbound/summerschoolsandshortprogrammes/>. Please check these pages frequently for information and important announcements.

Please note: all times, dates and locations included are accurate at time of publication.

2. TERMINOLOGY

The term 'Study Abroad' in this handbook can be understood to include the following activities:

- ↳ Participation in summer schools or other short-term study sessions provided (usually by a higher education institution) outside the UK (not usually credit bearing)

Not included within this handbook are the following activities:

- ↳ A year of study at a partner higher education institution outside the UK (credit bearing)
- ↳ A semester of study at a partner higher education institution outside the UK (credit bearing)

The International Office have identified a list of summer schools to consider offered by some of the world's top universities, however **students are not confined to participating in these summer schools.**

3. CHOOSING THE RIGHT SUMMER SCHOOL FOR YOU

There are many factors to consider when thinking about your choice of summer school or short programme. Just as you did when you decided to apply to Exeter you should think carefully about what kind of university might suit you, what you want to study and how it gives you some new options or adds value to your academic CV.

What kind of lifestyle suits you? How do you learn best? How does your placement abroad fit into your plan for life after university? How much do you want to challenge yourself culturally? Remember that you need to give yourself every chance to succeed as well as gaining experience that makes you stand out from the crowd.

Be aware of preconceptions you might have. College life in the USA may seem familiar from TV and films, and there is no apparent language barrier to contend with, but in fact North American culture can be vastly different from European culture, particularly university life. Would you be happy with extremely long class hours and weekly assessments? Finding cultural differences where you don't expect them can be more disorientating than travelling somewhere where you might expect contrast.

Please bear in mind that the study experience and university culture can differ widely between, and within, different countries and institutions. In addition, programmes can vary in their focus. For example, some might include cultural activities and excursions to surrounding cities, while others may focus on group work and company visits.

Where is the university located? Big cities may be attractive, however accommodation can be expensive and the university campus may not be centrally located. Would you be happy to live independently some distance from your academic department, or do you enjoy the Exeter experience of a campus university? A smaller town may offer a more authentic experience of local culture, and more opportunities to befriend local people. What about sport and social opportunities?

Support systems also vary. If you study with a partner in Japan or Turkey you may find yourself on an entirely English-speaking campus with a highly developed support network for study abroad exchange students. Closer to home at some universities in France or Spain you may be expected to manage your affairs as independently as a local student.

Special requirements or existing health concerns. If you have a disability, already have an Individual Learning Plan and/or are likely to require particular support or special dispensation with your learning during your year abroad, it is your responsibility to contact your host university and inform them of any special provisions that you receive here at Exeter and see if there is any additional support that they can offer.

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.

If there is any assistance that we here at Exeter can provide, please do let us know. Equally you may wish to discuss your year abroad with AccessAbility: <http://www.exeter.ac.uk/accessability/>

See Part 16: Researching your placement checklist

4. MODULE SELECTION

Finally, and most importantly, what will you be studying? What module options will you have? This is a chance to look at potential future career specialisms, subjects not offered at Exeter; or that your degree programme restricts you from trying, or even a completely different subject. **As long as you meet the eligibility requirements for the programme and the pre-requisites for the module, there are no restrictions in terms of what modules you may take abroad.**

One of the first things you should research should certainly be the course catalogue where you will be able to access information and guides as to what modules are available. Remember to look closely at the language of instruction for the modules you would like to take at your host university. Ensure that your proposed host university will be able to offer you the teaching at the level you require and appropriate to your language skills.

5. IMPORTANT DATES

Please note that these dates and deadlines are subject to change. Please check with your individual College/Discipline Coordinator and the Outbound Study Abroad website for updates.

| | |
|-----------------|---|
| LATE JANUARY | Summer School and Short Programme Information Fair |
| MID-FEBRUARY | Many early bird discount application deadlines fall around this time |
| FEBRUARY – JUNE | Students will complete their summer school applications. Please note that the application deadlines of each host university will vary, as part of your research you will be responsible for noting and abiding by the deadline of your host university. |
| MID-MAY | Summer Study Abroad pre-departure briefing organised by the Business School |
| LATE MAY | Deadline for Summer School Scholarship applications |
| ROLLING | The Study Abroad Office will process Summer School Scholarship applications |

6. APPLICATION PROCESS

Given the variety of the summer schools available, the application processes will vary drastically. You must first research the available programmes to find the best fit for you, keeping in mind eligibility requirements and dates of attendance. Once you have narrowed your options to your final choice, then the Study Abroad Team (outbound@exeter.ac.uk) will be able to inform you of the appropriate application procedure for your summer school.

Some programmes might require that we officially nominate you before you can begin your application, while others will let you apply directly. Should you choose to apply to several programmes, please be aware that some universities may charge an application fee. Please keep an eye out for deadlines, as there may be early bird discounts available if you apply early.

Once you have completed your application, you should receive an application letter with instructions regarding the next steps. Once you have received an offer for a summer school, then you may make a Summer School Scholarship application if you are eligible; see the section below for more details.

Although we will make every effort to support eligible students wishing to go abroad, we cannot guarantee that you will be accepted to a summer school.

7. FUNDING OPPORTUNITIES

The costs associated with summer school study abroad can be significant, but there are ways to reduce them. The following is a list of the common terms to describe financial support opportunities for summer schools:

Early bird discount: Programmes may charge lower fees if you apply early, often a few months before the final deadline for all applicants.

Partner discount: A university can choose to offer a discounted fee to students from a partner university. You can find the full list of the partners of the University of Exeter here:

<http://www.exeter.ac.uk/international/studyabroad/outbound/where/>

Tuition-fee waiver: Summer schools can waive a tuition fee for students of a partner university, which covers the academic costs of the programs, but they often also charge a programme fee, which can include accommodation, social activities, excursions and other miscellaneous expenses. Flights and living expenses are often not included with either fee.

Summer School and Short Programme Fund: You may be eligible to apply for scholarship funding of £500 through the University of Exeter, which will help significantly towards the costs of your chosen programme.

The main criteria for receiving this last award will be:

- ↳ Evidence that the activity is likely to add to your university experience
- ↳ That your participation is supported by your course leader/personal tutor
- ↳ That you are of good academic standing with a grade average of 2:2 or above
- ↳ **That you have not previously been on a Study Abroad experience** and are not on a degree programme which includes a period of study or work abroad.

In addition, the Study Abroad team will check all applications for eligibility. Please note that Summer School Scholarships are open to UK and international students, undergraduate and postgraduate of the University of Exeter, with the exception of:

- ↳ Undergraduates in their final year of study, where the intended period of summer school study takes place after the end of Summer Term;
- ↳ International students applying for a summer school in their home country;
- ↳ Students who have previously studied abroad, or who will study abroad as part of their degree programme at the University of Exeter.
- ↳ Summer School Scholarships are only available for summer school programmes of a minimum of three weeks duration.

In order to apply for the scholarship, you must hold an offer of a place on your chosen overseas summer school. To apply, please download and complete the application form “Summer School Scholarship Application Form 2017” here:

<http://www.exeter.ac.uk/international/studyabroad/outbound/summerschoolsandshortprogrammes/summerschoolscholarshipfund/>

For further information about any of these opportunities, please contact outbound@exeter.ac.uk.

8. STUDENT SUPPORT AND ACCESSABILITY

There are support services at both your host university and here at the University of Exeter. If you experience difficulties or issues during your year abroad, use your host university’s facilities, services and resources to try and solve these in the first instance.

If you are experiencing problems or issues that are not being resolved by your host university, or cannot be resolved by your host university, please let either your College/discipline Study Abroad Coordinator or the Outbound Study Abroad team know as soon as possible. We will try and help you as much as possible.

Special requirements and existing health conditions. If you have a disability, already have an Individual Learning Plan and/or are likely to require particular support or special dispensation with your learning during your year abroad, it is your responsibility to contact your host university and inform them of any special provisions that you receive here at Exeter and see if there is any additional support that they can offer.

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.

If there is any assistance that we here at Exeter can provide, please do let us know. Equally you may wish to discuss your year abroad with AccessAbility: <http://www.exeter.ac.uk/accessability/>

9. RESPONSIBILITY OF THE STUDENT

You must remember that you remain a student of the University of Exeter while you are on your placement abroad. You must act in accordance with University regulations, and should appreciate that you are a representative of the University. You must ensure that you do not do anything that might bring the University of Exeter into disrepute.

You must ensure that you follow all local laws, and that you follow the regulations and conventions of your host university.

You are expected to take all necessary steps to ensure that your safety and security, and that of fellow students, is not compromised. You will be expected to keep abreast of local current events, and register for regular country updates from the Foreign and Commonwealth Office (<https://www.gov.uk/foreign-travel-advice>) or your national governments equivalent.

You are expected to take out adequate travel and health insurance for the duration of your placement abroad. It is possible to join the University insurance scheme. Details can be found at:

<http://www.exeter.ac.uk/campuservices/insurance/insurancepolicies/travel/undergraduatetravelinsurance/>

In addition you should do the following:

- ↳ Regularly and frequently check your Exeter email address
- ↳ Keep your contact, address and next-of-kin details up-to-date on ExeHub
- ↳ Respond to communications from the Study Abroad Team and/or your Study Abroad Coordinator

10. VISA INFORMATION

If you will be studying outside of the European Union (including Turkey) you may be required to obtain the appropriate visa or permit to allow you to study as an international student. **Please note that the University of Exeter Study Abroad team is not qualified to offer visa advice.** The embassy website of your host country will form the basis of your visa research, please be aware that immigration legislation changes frequently and without warning so please check the relevant embassy and immigration website for the most up to date information.

You should be aware that taking the necessary steps to acquire your visa is your own responsibility and you may incur costs, for example; TB blood tests in order to obtain your visa.

If your visa is refused you will be responsible for any costs incurred.

11. GENERAL SAFETY

It seems obvious but remember that not all things are the same as at home. Before you leave you should attend any briefing sessions organised by your College and/or the Study Abroad team.

You can overcome most problems with flexibility and common sense. Making yourself aware of your immediate area when you arrive will help you. You should attend orientation sessions at your host university, which as well as providing you with important information are an excellent way to meet other new students.

12. SERIOUS ISSUES

If there is a serious issue with your placement, if you experience bullying or racism do not be afraid to raise with your mentor or a representative at your host university. In addition you can also contact the [Outbound Study Abroad team](#), a [University of Exeter Harassment Advisor](#) or you can contact the [Guild Advice Unit](#).

It is always better to try and resolve any issues of harassment and bullying informally if possible (although there may be some incidents which are so serious that it would not be appropriate to resolve things informally). If possible go and talk to the person concerned, tell them that their behaviour is causing offence and ask them to stop. Often speaking with the person about their behaviour can bring the situation to an end. Sometimes people do not realise that their behaviour is upsetting and explaining this to them can be enough to make them rethink their actions. It is best to approach the person at the earliest opportunity to prevent the behaviour escalating.

It may be helpful to have a note of incidents including times and dates so that you can give examples of the behaviour that may have caused offence.

13. BRITISH EMBASSY - WHAT THEY CAN AND CAN'T DO FOR YOU

The Foreign & Commonwealth Office work at home and overseas to safeguard Britain's national security and build Britain's prosperity, as well as support British citizens overseas.

When can they help you?

You should contact the British Embassy of the country you are staying in, particularly if you have been admitted to hospital or detained by the police. Your embassy may also be able to provide the following help:

In case of sickness or injury abroad:**WHAT THEY CAN DO:**

- ↳ Aim to contact you within 24 hours of being told that you have been admitted to hospital
- ↳ Contact your family and friends in the UK
- ↳ Liaise with your insurance company or medical evacuation company
- ↳ Visit you within 48 hours of being told you have gone into hospital if we feel that this is appropriate to your circumstances and there is an Embassy or consulate in the same city as the hospital you are in

WHAT THEY CAN'T DO:

- ↳ They cannot pay for your medical treatment or provide treatment themselves
- ↳ They won't usually contact or visit you if you have travelled specifically for medical treatment

In case of arrest or detention:**WHAT THEY CAN DO:**

- ↳ Provide general information about the relevant country, prison conditions and the local legal system, including whether local legal aid is available
- ↳ Provide a list of local lawyers and interpreters
- ↳ Make sure any medical or dental problems are brought to the attention of the police or prison doctor
- ↳ Take up any justified complaints about ill treatment, personal safety or discrimination with the police or prison authorities
- ↳ Send messages between prisoners and their families

WHAT THEY CAN'T DO:

- ↳ Get a British national out of prison or detention, or get them special treatment because they are British
- ↳ Offer legal advice, start legal proceedings or investigate a crime
- ↳ Pay for any costs incurred as a result of being arrested
- ↳ Forward prisoners parcels sent by family and friends
- ↳ Prevent the local authorities from deporting a British national upon release

If you are a victim of crime abroad:**WHAT THEY CAN DO:**

- ↳ Provide you with a list of local lawyers and interpreters
- ↳ Help you to contact a local doctor if you need medical treatment
- ↳ Contact your relatives and friends to let them know what has happened
- ↳ Provide information on how you can safely transfer money from relatives or friends
- ↳ In an emergency they can cash a sterling cheque up to £100, with a valid banker's card into local currency. There will be a charge for this service.

WHAT THEY CAN'T DO:

- ↳ Give you legal advice
- ↳ Collect evidence or investigate crimes, or influence the outcome of a trial
- ↳ Assist with travel costs if you are asked to attend a trial abroad as a victim or witness
- ↳ Provide general financial help, except in very exceptional circumstances

If you are a victim or sexual assault:

WHAT THEY CAN DO:

- ↳ Tell you about local police and legal procedures
- ↳ Accompany you to the local police station and where possible they can try to make sure you are interviewed by a female officer
- ↳ Provide a list of local lawyers and interpreters
- ↳ Help you to deal with the local authorities in arranging a medical examination where possible with a female doctor if that is what you would prefer
- ↳ Depending on local laws and customs they can also arrange for you to get advice on sexually transmitted infections, and on pregnancy and abortion
- ↳ Contact relatives or friends if you want them to
- ↳ Provide information on what professional help is available locally and back in the UK consult the police advisor who can consider using the services of a Sexual Offences Trained Officer from your local police force to advise and help you

The British Embassy can also offer advice and support for a number of other problems you might encounter whilst abroad.

For more information, please visit the FCO's information page: <http://www.fco.gov.uk/en/travel-and-living-abroad/when-things-go-wrong/>

14. CONTACT INFORMATION

| | | |
|------------------------------------|----------------------------|--|
| STUDY ABROAD TEAM | | Outbound@exeter.ac.uk |
| GLOBAL EMPLOYABILITY TEAM | | Live chat |
| BIOSCIENCES – EXETER CAMPUS | Dr Andrew Shaw | Bookable appointments |
| BIOSCIENCES – PENRYN CAMPUS | Dr Sarah Hodge | globaljobs@exeter.ac.uk |
| BUSINESS SCHOOL | | Bookable phone appointments |
| ENGINEERING | Dr Khurram Wadee | Andrew.M.Shaw@exeter.ac.uk |
| FLEXIBLE COMBINED HONOURS | Dr Mike Dobson | S.J.Hodge@exeter.ac.uk |
| GEOGRAPHY – EXETER CAMPUS | Dr Angela Gallego-Sala | Business-school-exchanges@exeter.ac.uk |
| GEOGRAPHY – PENRYN CAMPUS | Dr Sarah Hodge | M.K.Wadee@exeter.ac.uk |
| HUMANITIES | | M.J.Dobson@exeter.ac.uk |
| LAW | | A.Gallego-Sala@exeter.ac.uk |
| MATHEMATICS | Prof Pierre Friedlingstein | S.J.Hodge@exeter.ac.uk |
| PHYSICS | Dr Annette Plaut | Humanities-studyabroad@exeter.ac.uk |
| SOCIAL SCIENCES | | SSIS-studyabroad@exeter.ac.uk |
| SPORTS AND HEALTH SCIENCES | | P.Fredlingstein@exeter.ac.uk |
| GUILD ADVICE UNIT | 01392 723520 | A.S.Plaut@exeter.ac.uk |
| FXU ADVICE TEAM | 01326 255861 | SSIS-studyabroad@exeter.ac.uk |
| | | shs-office@exeter.ac.uk |
| | | advice@exeterguild.com |
| | | advice@FXU.org.uk |

15. RESOURCES

| RESOURCE | WEBLINK |
|---|---|
| University of Exeter Summer School study abroad pages | http://www.exeter.ac.uk/international/studyabroad/outbound/summerschoolsandshortprogrammes/ |
| Year Abroad Buddy Scheme | http://www.exeterguild.org/surveys/studyabroad/ |
| Year Abroad County Host Scheme | https://mycareerzone.exeter.ac.uk/students/login?ReturnUrl=%2fForm.aspx%3fid%3d406984 |
| Students' Guild Exeter | http://www.exeterguild.org/ |
| FXU Cornwall | http://www.fxu.org.uk/ |
| Students' Guild Wellbeing information Directory | http://wid.exeterguild.com/ |
| University of Exeter Wellbeing Services | http://www.exeter.ac.uk/wellbeing/ |
| Student Information Desk | http://www.exeter.ac.uk/students/services/ssc/ |
| FCO website | https://www.gov.uk/government/publications/support-for-british-nationals-abroad-a-guide |
| Summer School and Short Programme Scholarship Fund | http://www.exeter.ac.uk/international/studyabroad/outbound/summerschoolsandshortprogrammes/summerschoolscholarshipfund/ |
| University of Exeter Outbound Study Abroad Pinterest | https://uk.pinterest.com/exeteroutbound/ |
| Global Graduates | https://globalgraduates.com/ |

16. RESEARCHING YOUR SUMMER SCHOOL CHECKLIST

Where you go on your study placement is not simply about location, there are many factors to consider before deciding which institution you attend. This checklist will give you an overview of what to research before choosing which institutions to include on your application, if you think there are any additions to this list that will be useful to yourself and other students please email your suggestion to outbound@exeter.ac.uk

CHOOSING THE BEST UNIVERSITY FOR YOU

- Research the modules for several programmes
- Choose modules that you are interested in, you may wish to take modules that will help you with your dissertation research.

LOCATION

- Where is the university located? Is it in a city or a more rural location?
- What is the climate like? Are there extremes of temperature, humidity, pollution, allergens such as pollen?
- Look at Google Streetview to get an idea of what the area looks like
- Have you researched what leisure activities are available nearby, such as sports or arts?
- Talk to students who have returned from studying abroad and find out about their experience

ACCOMMODATION

- Does the summer school include accommodation?
- If so, are meals included?
- How much will it cost per month? Is the cost included in the program fee?
- If there is limited student accommodation, what private accommodation is available?
- What are the accommodation application deadlines?
- Factor accommodation costs into your budget

FINANCES

- Research the average cost of living at your host country/institution – if it is more than what you would pay in Exeter, will you have enough money for living costs as well as the additional travel costs involved with studying abroad?
- Are there early bird discounts, partner discounts, tuition fee waivers or scholarships available?
- Are you eligible for the Summer School and Short Programme Scholarship? If so, have you applied?
- Factor in the additional costs such as book supplies, mobile phone bills, administration fees and photocopying
- Budget for extra spending money for travelling and socialising
- How about working over winter or Easter break before the programme to boost your study abroad fund?

COSTS ASSOCIATED WITH STUDYING ABROAD

- Return air fare
- Visa (if you are studying outside of Europe, or if you are an International Student you will need a visa)
- Travel and Health Insurance (this is compulsory). The University of Exeter offers a comprehensive insurance policy.

STUDENT SUPPORT AND ACCESSABILITY

- Do you already have an Independent Learning Plan and/or are likely to require particular support or special dispensation with your learning abroad, does the host university offer the support you require?
- Are you currently or have you in the past experienced mental health concerns? Does the host university have facilities that you will be able to self-refer to if required?
-

- If you anticipate periods of anxiety or mental health concerns during your placement it would be beneficial to compile a personal action plan to include coping strategies, support networks of friends and family as well as emergency contact details for your host university and medical provision in country.
- Are you currently taking medication? If so speak to your GP to find out if the equivalent medication is available at your country of destination.
- If your medication is not available at your country of destination are you able to bring medication into the country with you? (Check the FCO website, check with your GP, and on the Embassy website of your country of destination as taking medication into country with you may impact a visa application)

LGBTQ+

- If you identify as LGBTQ+ we would recommend you research LGBTQ+ issues at your country of destination, for example (please note this is not an exhaustive list): homophobic violence, trans rights, gender recognition, and marriage laws. In some countries the law differs from state to state (e.g. the US or Australia), so do be aware of this when conducting your research.
- Does your host university have an LGBTQ+ society?
- Does the university have suitable support services available that you can self-refer to if required?

COMMUNICATION

- Do you need to take a language course before you study abroad?
- Check out the courses available through the Foreign Language Centre

CURRENT AFFAIRS

- Check out local and national news websites for the country you are visiting
- Find out about the culture of the country you want to visit

WHAT ELSE COULD YOU DO TO FIND OUT MORE?

- Check out the International Exeter website for further information on where you can study: <http://www.exeter.ac.uk/international/studyabroad/outbound/summerschoolsandshortprogrammes/>
- Look up other summer schools and short programmes if your intended destination country is not there or you would like to study a particular module
- Your College/Department will have a Study Abroad Co-ordinator – make an appointment to talk to them to find out more
- Visit <https://globalgraduates.com/>