

Study Abroad

Pre-Departure & Arrival Guide

Study Abroad & Exchange team

GO ABROAD
GO FURTHER

Introduction

Dear Student

You've made a great choice to study abroad. The Study Abroad & Exchange team at Regent's is here to make your experience abroad as best and smooth as it can be, helping you make the most out of what can be a life changing experience. No two experiences are the same, so embrace the novelty of being in a new place, the challenge and of course, the fun. We realise the COVID-19 crisis has made studying abroad more complex, but it's more important than ever to keep international exchange and experiences alive.

This guide is gives you key information related to your time abroad, specifically for:

- The term before you go abroad (when you complete the application process to your host university and practical steps from visa to accommodation to module selection)
- What you need to know and do once you arrive
- What to do towards the end of your term abroad

If you have any questions at all, please contact us via email, MS Teams or WhatsApp. We'll be happy to help.

Ed, Ambra and Justyna

Regent's Study Abroad & Exchange team (Outbound)

STUDENTS WHO GO ABROAD ARE:

20%	10%	7%
LESS LIKELY TO BE OUT OF WORK	MORE LIKELY TO BE IN 'GRADUATE' JOBS	HIGHER AVERAGE WAGE EARNERS
	6 months after graduation	6 months after graduation

COMPARED TO THOSE WHO DON'T

“ I MET PEOPLE ABROAD WHO I CONSIDER FAMILY NOW ”

Sonny Williams, year abroad, USA

#GOINTL



Elsa Sjöborg, Study Abroad in Hawaii

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GO ABROAD
GO FURTHER

Study Abroad timeline

Study Abroad timeline (*check your host university's academic calendar!*)

START

- Attend orientation
- Complete and submit your **Arrival Certificate** WITHIN 2 WEEKS of arrival
- Complete and submit your **Learning Agreement** within 2 WEEKS of arrival
- Complete any immigration requirement(s)

DURING

- Attend all classes
- Take advantage of what your host university offers
- Contact us at studyabroad@regents.ac.uk or via Teams/ WhatsApp if you have questions, need help, or to talk

END

- Attend all exams
- Complete any local "check out" requirements
- If required, ensure you complete any steps to obtain your **transcript**
- Complete and submit your **Departure Certificate**
- Complete and submit the **Study Abroad Survey**

AFTER

- The Study Abroad Outbound Team will obtain your transcript of records in the following term, convert and record your results
- Your results will be confirmed at the next possible exam/progression board



Study Abroad timeline within overall degree

(Note that if you are an International Business student on the 4-year programme, you will have 2 terms of study abroad at stage 5 & 6 below, with an extra final year at Regent's)



Applying to your host university

Nominations

The Study Abroad & Exchange team nominates you to your host university at the beginning of the term before you go abroad.

Applications

The Study Abroad & Exchange team at Regent's OR the host university will provide application instructions to you to complete by a specified deadline in the term before you go abroad. These comprise of the following documents:

■ Application form

You will have to complete some kind of application form – via an online portal, a printed and hand-written form or a PDF fillable word.

PLEASE NOTE: Some host universities will require the ORIGINAL hard-copy form + supporting documents

You will have to submit your application form and any supporting documents **either** to the team at Regent's, **or** directly to your host university (via email or an online application portal, depending on where you are going).

IMPORTANT NOTES FOR THE APPLICATION FORM:

- Give your full name as it appears on your passport/national ID card
- Provide valid contact details which you use regularly, and which you will have access to abroad. The host university (and we) will mainly communicate to you via email, and it is important that we can all reach you
- Provide all information required by the application form. The Outbound team can help you if you need assistance/advice.
- If your application form also includes a module selection form please ensure that this is completed with approval of your Regent's course/subject leader

You'll need to provide some or all of the following supporting documents as part of your application:

■ Regent's Transcript of Records

This will be provided in PDF format to you by the Study Abroad & Exchange team.

■ Letter of Recommendation

If required, this will be provided in PDF format to you by the Study Abroad & Exchange team.

■ Copy of your passport

Scan of your passport (photo page, personal details like name, date of birth, etc.) Ensure this is valid for at least a year after the END of your time abroad (18 months if you're going to Russia).

■ Housing Form

You may need to complete a form by a specified deadline to be considered or accepted for on-campus accommodation.

■ Proof of Finances

Depending on your destination, proof that you can support yourself during your time abroad – usually a copy of a bank statement or bank letter confirming a specified sum of funds available to you (personal or via a family member).

■ Proof of medical cover/ health insurance

Depending on your destination, proof of adequate medical cover. Could be a mandatory host university-provided policy, or your own cover if it meets requirements. We recommend you also obtain a comprehensive Travel Insurance policy that covers events related to COVID-19 such as repatriation costs.

■ Proof of Immunizations

Some destinations may require proof of any immunizations you have received and if you don't meet the national requirements, that you obtain the relevant vaccinations/boosters.

■ CV/resume

■ Personal statement

■ JPEG photo

■ Other documents specific to the destination

Choosing modules

Selecting and obtaining approval for the modules you will study while abroad

It is essential to select and obtain approval for the modules you intend to study at Abroad before your departure, according to guidelines set out as part of your application instructions. After arrival, this will need to be reconfirmed. Some host universities will have a class add/drop period after arrival, others require the module selection to be finalized and confirmed as part of the application process. Please refer to the application instructions of your host university.

Workload requirements

You must study a fulltime workload abroad which is the **equivalent of 60 UK credits**. This translates to:

<i>Europe</i>	<i>N.America</i>	<i>Latin America</i>			<i>Australia</i>			<i>China</i>	<i>Japan</i>	
30 ECTS	15 credits	Around 300 hours	20 FGV credits (Brazil)	15 UAI credits (Chile)	24 UTS credit points	48 QUT credit points	4 Deakin credit points	10 Bond credits	20 credits	University-specific

You may take more than the equivalent of 60 UK credits but may be restricted by your host university regulations. Fewer than 60 UK credits can only be taken where there is genuine reason (i.e. host university restrictions on the number of credits exchange students can take, or in the instance that not enough modules are available). Except for those situations, must obtain at least 60 UK credits equivalent.

Completing your Learning Agreement

Your learning agreement is essentially a contract between you, Regent's University London and your host university confirming the modules you will be taking while abroad. It is binding and any modules you take that have not been approved on your learning agreement will not be counted as credit. There 2 types of learning agreement:

- **Erasmus Learning Agreement:** used for study abroad terms in the Erasmus+ network
- **Regent's Learning Agreement:** used for study abroad terms anywhere else in the world

The modules you wish to take abroad must be discussed and agreed with the relevant Study Abroad Academic Adviser, entered into the correct section of the learning agreement and then signed and dated by all three parties (1. Student; 2. Head of Programme at Regent's; 3. the host university).

General criteria for module selection are as follows:

- Must correspond with the appropriate level of study (so roughly year 2/level 5) and represent progression
- Must not be too similar to any content already studied at Regent's or that will be studied in the final year
- If you are studying a compulsory language as part of your degree (BA International Business only) then a language module at the appropriate level is mandatory (study abroad Academic Advisers to confirm level)
- Must be available to exchange students and not in any restricted faculty/school/programme

If there are any changes to these pre-approved modules (which would likely occur after you arrive, if at all) then any replacements must be communicated by you to the relevant Regent's academic prior to registering for them. A 'final' learning agreement is one that has been fully approved and lists the modules you have formally been enrolled for at your host university.

IMPORTANT POINTS TO REMEMBER REGARDING MODULE SELECTION

- Keep in mind that some modules will have **pre-requisites**, or be **completely restricted** for exchange students (module or subject area-specific). This will be noted in the *Partner Profiles* on Blackboard and most notably the host university's own material. You also may not be able to mix courses from different faculties or "tracks"
- Syllabi are available to read in the relevant course catalogues or online module list, dependent on your host university. If catalogues aren't yet published, the previous years' can be used as a guide
- You are responsible for ensuring the modules you register for are approved by your Course/Subject Leader and/or Head of Programme and entered correctly on the relevant Learning Agreement
- Some Regent's programmes have a set pre-approved list of study abroad modules at your host university

APPROXIMATE LEVEL OF STUDY EQUIVALENCIES

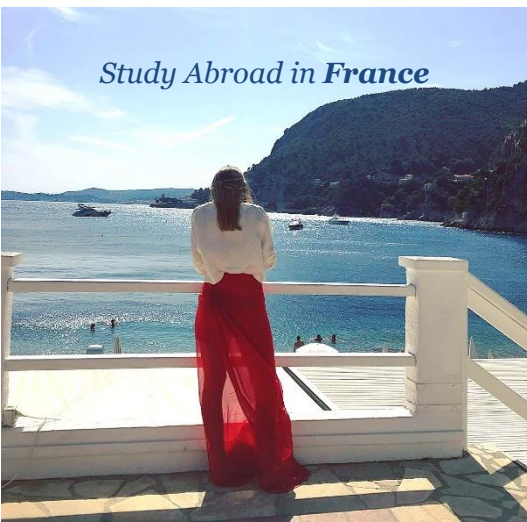
Level 3	Foundation level
Level 4	Year 1
Level 5	Year 2
Level 6	Year 3

Your host university will likely have its own way of indicating the level of modules they offer, which is usually also reflected in the module code, for example "PSYC204" is likely to be a psychology course at 2nd year level. However, there are some variations so you should refer closely to the material provided directly by your host university.

AVOIDING TIMETABLE CLASHES

- Timetabling systems at some host universities may well create some clashes in classes (meaning they run at the same time), while other classes may only run according to demand (i.e. if there are enough applicants). Many host universities will request a selection of "alternative" or backup modules to cover this possibility.
- It may be that after arrival, there are significant timetable issues that cause a delay in the finalization of your approved modules in your Learning Agreement. You can deal with these in liaison with us in the team, the relevant international office staff at your host university and the relevant academic staff here at Regent's.

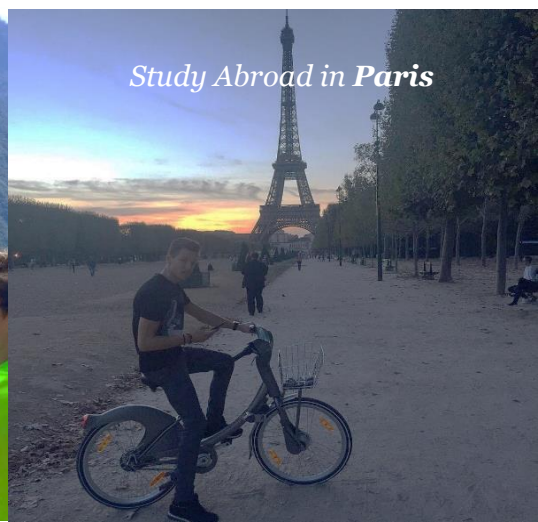
Study Abroad in **France**



Study Abroad in **Peru**



Study Abroad in **Paris**



Visa & Immigration information

You may need a visa depending on the country you are going to and your own nationality. Generally speaking, you won't need a visa for an EU country if you are an EU citizen, but there are other countries that may be exempt from visas too.

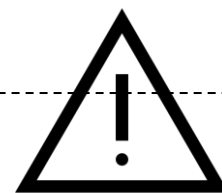
For information on applying for a visa, please see the relevant **consular services or immigration webpage of the country you will be going to**. Often your host university will include visa information as part of the information provided after you have been accepted.

PLEASE NOTE: You are responsible for ensuring that you apply for the correct visa and that you comply with the latest rules and regulations of the country you will be visiting. It is your responsibility to inform yourself in good time about necessary documents and the steps you need to undertake for the application. The Study Abroad team is not qualified to offer specific visa advice.

Visa tips

If you need a visa, below are some general tips (not necessarily specific to your situation)

- Ensure you are applying for a STUDENT visa and not a tourist visa
- If you require a visa, there will almost always be information on the process and any required forms provided by your host university, alongside an acceptance letter
- Apply as soon as you get your acceptance letter
- If you are a **UK national** and will be studying abroad in an EU country, you will no longer be an EU citizen after 31 December 2020 and so you should **ensure you have researched how this might affect your stay in your host country**.



RETURNING TO THE UK (POST-BREXIT)

If you are an EU/EEA/Swiss national

The end of freedom of movement for EU/EEA/Swiss nationals as part of the UK's exit from the EU will occur in two stages:

1) The freedom to enter the UK is revoked on 1 Jan 2021 2) The freedom to live and study in the UK is revoked on 1 Jul 2021

Any EU/EEA/Swiss national who is in the UK on or before 31 December 2020 has until 30 June 2021 to apply for the EU Settlement Scheme. Where an EU/EEA/Swiss national has previously and recently been in the UK, they are eligible to apply for the EU Settlement Scheme from outside the UK.

If you are an EU/EEA/Swiss national, we recommend applying for the EU Settlement Scheme before you leave for your study abroad term in autumn to avoid difficulty returning to the UK. From 01 January 2021 EU nationals will need either status under the EU Settlement Scheme or a visa under the UK's new immigration system in order to enter the UK. You should think carefully about this as this will affect your ability to live and study in the UK.

For further information, please see information about the scheme on the University's website or contact the Visas team at visas@regents.ac.uk

If you are an overseas (non-EU) student (Tier 4)

We are awaiting confirmation of what the new immigration system is going to be for non-EU students. It is possible that Tier 4 visa holders may be required to obtain a new one/renew it following 31 December 2020.

If you are a non-EU Tier 4 visa-holder who will be studying abroad in autumn 2020, please ensure you keep an eye out for communication to all students regarding immigration updates and refer here for more.

Continuing study abroad in spring 2021

If you are continuing to study abroad for a second term in spring 2021, then you may either travel directly to your second destination, or to your home country. If you do this and don't intend to return to the UK prior to the commencement of your second term abroad, then the above will still apply but at a later date, since you would return to the UK at a point after your exams abroad in spring 2021.

Be aware that we will be in touch with you during your FIRST term abroad in order to complete the application process for your second term.

Accommodation

Accommodation is a very important factor in your wellbeing while abroad, so don't underestimate the importance of preparing as much in advance as possible, and giving it some thought.

As an exchange student it is your responsibility to ensure you complete required steps to secure accommodation for your time abroad. Generally speaking, these are either on-campus options provided by your host university, or private accommodation that you source independently or via any suggestions provided by your host university.

On-campus accommodation

This is generally the most secure and easy option if it is offered and immerses you more into campus life. Some host universities have accommodation included, or prioritized for visiting international students; others automatically allocate you to their on-campus housing and others may involve a fee. In most cases you will have to complete some kind of additional "housing" or "accommodation" form by a given deadline. **Ensure you read through the application/acceptance material provided by your host university thoroughly.**

Private accommodation

Private accommodation is a great option if you want flexibility, freedom to choose and/or you want to be in the local environment more. It is also great if you share with other students going abroad but bear in mind it is usually more costly and by its nature is less secure/trustworthy. Also note that you may find it hard in some countries to find short term private rentals outside of specialized student accommodation.

Health Insurance

Having suitable health insurance for the duration of your term abroad is **compulsory**. It must meet the minimum requirements that your host university has communicated to you. It can be one of the following types depending on your nationality and your destination:

EHIC CARD (European Health Insurance Card)



This is available for any EU citizen to obtain and counts as valid cover for students studying in any member state.

If you don't have/can't get an EHIC card or are not travelling to the EU for your term abroad, then you will need to ensure you have suitable health insurance for the entire duration of your term abroad. "Suitable" means that it meets the requirements communicated to you by your host university. This can be either:

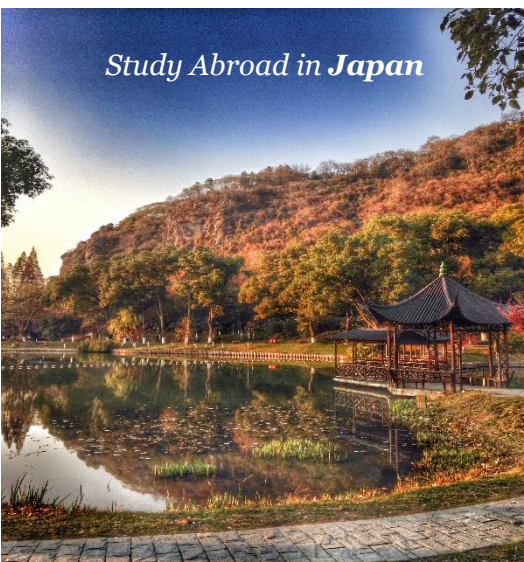
1. Insurance you are required to purchase by your host university regardless of any existing cover you may have in place.
2. Existing health insurance you may have (such as part of a worldwide family policy or similar) if your host university allows third-party insurance which meets their requirements. Your host university will usually require you to fill in a "waiver" form.

We recommend that you take extra care to ensure any health insurance you obtain is comprehensive and covers events specifically related to COVID-19, if possible.

Travel Insurance

We recommend that you get comprehensive travel insurance in place that does not exclude coverage of costs related to COVID-19 (such as repatriation for example) and fully covers any cancellation of travel and accommodation bookings.

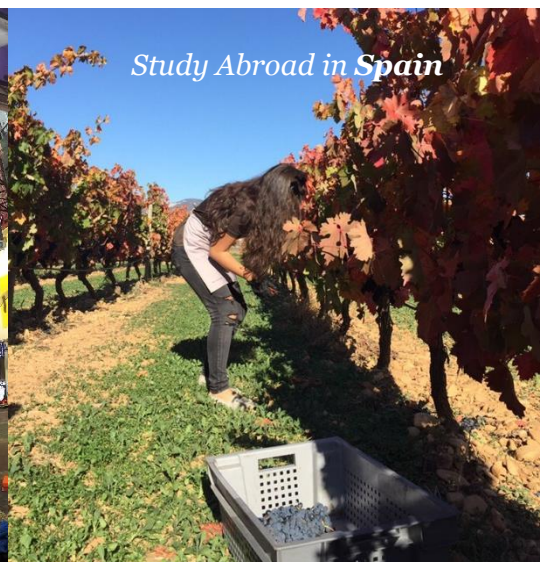
Study Abroad in **Japan**



Study Abroad in **China**



Study Abroad in **Spain**



Finance information

Tuition fees

You do not pay your host university any tuition fees as an exchange student. You should continue to pay your regular fees to Regent's and complete online enrolment as normal.

Costs abroad

Inevitably you will incur some costs while abroad on top of key areas like accommodation, visas, insurance and travel. These are likely to be one-off things such as but not limited to:

- Library fees
- ID card fee
- Course registration fees
- Meal plans
- Student union fees

Erasmus Funding



If you are going abroad to a country within the Erasmus+ network you can benefit from funding provided by the European Commission. You are eligible to receive an Erasmus grant if you meet certain criteria.

If you are eligible to receive an Erasmus grant, you will automatically be contacted by the Erasmus Officer in the Study Abroad team and sent the relevant documents. Alternatively you can contact erasmus@regents.ac.uk

Your Erasmus+ grant will not be affected by Brexit as the funding we have awarded is guaranteed until the end of the project which would cover your study abroad period.

UK Government travel grant

If you are in receipt of student finance and/or have a permanent UK home address you may be eligible to receive a travel grant to study abroad from the UK Government. Check the GOV.UK website for more info.

PLP information

If you are undertaking a PLP (Placement Learning Project) in place of a term of study abroad, then you are subject to the following:

- You will have to complete a Training Agreement instead of a Learning Agreement
- You will have to complete additional Health & Safety documentation (administered by CBR)
- You will need to secure a PLP placement through your own research, but the CBR (Careers & Business Relations) team can assist
- You will still need to submit an arrival and departure certificate, but you won't need to complete the Study Abroad Survey at the end



Arrival and during your Study Abroad

Orientation

Attending orientation is compulsory. Without it you will miss valuable practical information about your term abroad and the opportunity to have a soft landing and integrate. Don't underestimate the importance of orientation to your term abroad being fulfilling and enjoyable

Learning Agreement

As detailed previously in the pre study abroad section, you will be expected to confirm the pre-approved modules you will be taking while abroad in the form of a completed Erasmus or Regent's learning agreement. This must be submitted within 2 weeks of arrival. Note any class add/drop period carefully and ensure any changes in the courses you selected before you left have been approved by your Academic Adviser or Course/Subject Leader or Head of Programme here at Regent's.

Some host universities will finalise your modules BEFORE you arrive so you won't need to or be able to adjust your selection after you arrive (unless there is a clash or a class isn't running)

PDF templates are available on the Study Abroad Blackboard module.

Arrival Certificate

Alongside your Learning Agreement, you are expected to complete and submit your Arrival Certificate within 2 weeks of arrival.

Exams

You must attend all exams and assignments required for the modules you are studying while abroad. Any incomplete or missed exam will result in the credits for that module not being counted towards your progression.

If you fail an exam and the host university offers the chance to resit it during a feasible timescale (i.e. no clash with an additional term abroad or your next term at Regent's), you should do this. Otherwise you will be expected to repair any failed or missing credits upon your return to Regent's.

Transcript of records

In order for the team here at Regent's to process your results from abroad and for you to be able to progress academically, we will need to obtain your hard-copy Transcript of Records from your host university. Often this is sent to us automatically by your host university, but you may be sent a digital version of your results by your host university prior to this.

You may be required to complete a process by your host university to release your transcript – either by requesting it via a specified method and/or completing some kind of "exit" form. To know for sure, ensure you are familiar with your host university's processes and reach out to your host university's international staff.

Your results will be converted according the official Regent's Grade Conversion Table (available on the Regent's website) and processed accordingly at the next available exam/progression board. You will need to pass all of the modules you take abroad, totaling the equivalent of 60 UK credits. Anything you fail will need to be repaired.

Note that your study abroad results show on your Regent's profile later than for a regular term at Regent's, this is normal.

Departure Certificate

As with your arrival certificate, you will be expected to complete and submit a departure certificate to the team at the end of your studies. PDF templates are available on the Study Abroad Blackboard module.

Study Abroad Survey

It is compulsory for you to complete an online survey about your study abroad term which the team will send to you before your departure. Your transcript will not be processed unless you complete this survey, as it is a valuable resource we use to assist future students going abroad.

Checklists

Use the below checklists to help you keep on track

IMPORTANT NOTE: Your study abroad results will not be processed if the **bold** items below with an asterisk are not completed and submitted

Pre-departure checklist

- ☐ Application to host university
- ☐ Selected modules
- ☐ Modules pre-approved by Head of Programme / Academic Adviser / Course leader @Regent's
- ☐ **Completed Learning Agreement and submitted to the Study Abroad team at Regent's***
- ☐ Received acceptance letter
- ☐ Got visa (if applicable)
- ☐ Got health insurance
- ☐ Got travel insurance
- ☐ Accommodation & travel arranged
- ☐ **Completed any Erasmus+ documentation (if required)***
- ☐ Completed [Risk Assessment](#)

Arrival checklist

- ☐ Attend orientation
- ☐ **Confirmed Learning Agreement & submitted to the Study Abroad team at Regent's***
- ☐ **Submitted arrival certificate to the Study Abroad team at Regent's***
- ☐ **Completed any Erasmus+ documentation (if required)***

At the end of your term abroad you will be required to complete:

- ☐ **Submitted departure certificate to the Study Abroad team at Regent's***
- ☐ **Completed the Regent's Study Abroad Survey***

Risk Assessment

As part of our improved measures to secure your safety and wellbeing whilst abroad, we are asking all students going abroad in autumn 2020 to complete the below risk assessment before their departure.

Access it by clicking the below button. You will need to login with your Regent's username and password to complete the assessment.

Study Abroad & Exchange Risk Assessment

Keeping in contact

Remember to:

- Contact us for anything - no matter how "small" it seems
- Make the most of your host university's services & facilities
- Take loads of photos and videos
- Be a good ambassador for Regent's
- Stay safe, stay in touch & have fun!

Contact details



Email | studyabroad@regents.ac.uk

We try to respond to emails within 3 working days



WhatsApp | upon request

Reach out to us for more personal/private assistance



Facebook | [Go Abroad Regent's](#)

Join our closed Facebook group to learn from other students who have been on study abroad



Instagram | [goabroadregents](#)

Follow us on Instagram and share your photos of your study abroad experience [#goabroadregents](#)



Microsoft Teams
Hub for teamwork
Microsoft Corporation

Install the MS Teams app on your phone and login with your Regent's credentials to join your specific Study Abroad team!



[Outbound webpage](#) | [Study Abroad Blackboard module](#)