



**QUEEN'S  
UNIVERSITY  
BELFAST**

# Study Exchange Programme

## Pre-departure briefing 2023-24

Global Opportunities Team

# Agenda

## Introductions

## Student Exchange Programmes

- Accommodation
- GHIC
- Insurance
- Travel- Risk Assessments/ Visas/ Travel Arrangements

## Finance

- Student Loan
- Tuition Fees
- Mobility Grant inc. requirements and paperwork
- Enrolment

## Sources of support

## Queen's Disability & Wellbeing Services

## Queen's Careers, Employability & Skills

# Student Exchange Programmes at Queen's

## Points of Contact

- **Academic International Exchange Adviser in your School**
- **Global Opportunities Team**  
*Careers, Employability and Skills*  
*One Elmwood*
- **Email:** [goglobal@qub.ac.uk](mailto:goglobal@qub.ac.uk)
- **Telephone:** 028 9097 5255
- [go.qub.ac.uk/goglobal](http://go.qub.ac.uk/goglobal)

# Student Exchange Programme

## Application to host university

- You have already been nominated to your host university
- Your host university may have already contacted you about their application procedures.
  - If you have had no correspondence from your host institution please email [goglobal@qub.ac.uk](mailto:goglobal@qub.ac.uk)
- If unclear, email or call the Exchange Coordinator in your host university
- Ensure to meet any deadlines set by your host university
- Chase up confirmation of your acceptance
- Don't assume you don't have to do anything!

## Plan ahead

- Do your research: look at university services – student support, counselling, health etc. if you have any additional support needs.
- FCDO information about your host country  
[www.gov.uk/foreign-travel-advice](https://www.gov.uk/foreign-travel-advice)
- Global Graduates - <https://globalgraduates.com/search/erasmus>
- Erasmus Student Network [www.esn.org](https://www.esn.org)
- Use Social Media to connect with students going to your country
- Get excited by the opportunity!

# Accommodation

- It's your responsibility to secure accommodation in your host country.
- Some partner universities have university accommodation – not normally guaranteed.
- Housing Associations
- Private sector
- Resources:
  - Exchange Office at host university can provide guidance.
  - QUB past participants
  - [www.globalgraduates.com](http://www.globalgraduates.com)



**Check cancellation/early termination policies**



## **Student GHIC (Global Health Insurance Card)**

Global Health Insurance Cards (GHICs) have replaced the EHICs for travel to EU countries (not including Norway Liechtenstein, Iceland or Switzerland).

If you have an existing EHIC, it will remain valid until the expiry date on the card. Once your current card expires, you'll need to apply for a new card.

This will give you the rights to access state-provided healthcare during your stay. For full information, including how to apply for an GHIC, please go to :

**[www.nhs.uk/using-the-nhs/healthcare-abroad/apply-for-a-free-uk-global-health-insurance-card-ghic/](https://www.nhs.uk/using-the-nhs/healthcare-abroad/apply-for-a-free-uk-global-health-insurance-card-ghic/)**

Remember that the Student GHIC is not an alternative to travel insurance. It will not cover any private medical healthcare or costs, such as mountain rescue in ski resorts, being flown back to the UK, or lost or stolen property.

## Insurance

Make sure you are fully insured for your period abroad – travel, health and possessions

### Queen's Emergency Medical and Travel Cover

- Medical Cover will apply to University authorised travel.
- No cover will be provided for cancellations/curtailments that result from future COVID-19 restrictions.
- Be aware of £50 excess
- Does not cover some personal activities such as extreme sports
- Exclusion on personal mobile phone claims

Once Risk Assessment has been approved you will receive link to form

**To be covered under the Queen's Emergency Medical and Travel Cover, you must complete the Queen's online Travel Notification Form.**

**It is very important that you do so.**

## Travel Risk Assessment Form/Covid 19

- Completion of the risk assessment form still required for 2023-24
- You must not travel before receiving formal approval from the University to do so
- Required for each placement (even if two are in the same country)
- Asks questions about:
  - Travel guidance for your host country
  - Visa requirements for your host country
  - Details of nearest relevant embassy/consulate
  - 30-45 mins to complete satisfactorily
- Once submitted approval will be sought from School

## Visas/Immigration

- Follow the guidance sent to you by your home university
- Visa or Study Permit required will vary depending on:
  - Length of your study placement (one semester or full year)
  - Your nationality/passport
- General guidance and links on FCDO website
- Detailed guidance on website of Embassy/Consulate in the UK of your host country
- Check your passport expiry date

## Visas – European Union

- Irish/ EU passport holders may continue to move and reside freely within the European Union, without needing a visa
- **UK nationals** are eligible to stay in the EU for **no more than 90 days** in any 180-day period without a visa. If you intend to stay in the EU for more than 90 days, you will require a visa to stay in your host country.
- Check host country Embassy/Consulate in the UK
- Applications and biometric testing at an application centre in Scotland or England
- May be a requirement to submit supporting documents translated into the language of your host country
- Leaving your host country might affect their immigration status (and ability to return to their host country).
- Non-EU/UK passport holders – you may also require a visa and therefore you should refer to the relevant embassy/consulate here in the UK

## Travel Arrangements

- Only book flights/trains once you know exactly when you have to arrive: amendments to bookings can be expensive.
- Arrive in time for orientation events
- Check if host university has a meet and greet service
- If possible, try to travel with other Queen's students
- **Check cancellation/early termination policies**
- **Only book when travel approved**



# Finance

## Student Loan

- Eligible to apply as usual
- Indicate on the form that you'll be going abroad on a Student Exchange
- Student Finance may ask you to complete a 'Course Abroad form' – usually posted out but you can download it from the correspondence section in your online account and email to Global Opportunities Team for signature.
- May be eligible for higher rate of loan and travel grant.



## Tuition Fees

- One semester study exchange  
= Full tuition fees to Queen's for full year
- Full-year study exchange - students who normally pay NI/GB/ROI fees  
= No tuition fees to Queen's (Queen's reimbursed by NI government)\*\*  
**\*\*not yet confirmed for 2023/24\*\***
- Full-year study exchange - students who normally pay international fees  
= Full tuition fees to Queen's for full year
- No tuition fees payable to host university
  - may charge for orientation or language courses

# Student International Mobility Grant

- See [www.qub.ac.uk/directorates/sgc/careers/GlobalOpportunities/ErasmusPostBrexitUpdate/](http://www.qub.ac.uk/directorates/sgc/careers/GlobalOpportunities/ErasmusPostBrexitUpdate/)
- Contribution towards additional costs of a placement abroad - **not to cover all maintenance costs.**
- Funding may be from
  - UK government through the Turing Scheme.
  - or
  - Queen's University Belfast
- **Be aware when making your preparations that grant is paid after your placement starts.**



## Student International Mobility Grant

- Monthly rate based on host country
- From £335 to £380 per month
- Higher rate for widening participation / care-experienced/ special educational needs
- Calculated using your dates of orientation/study/exams (not travel dates)
- Only applicable for physical placements
- Paid in 2 instalments
- Normally within a month of arrival (80%) and after placement in July/August (20%)
- Paid directly into your account
- Payment dependent on return of funding paperwork



**Only available from 1 September 2023 to 31 August 2024**

## Funding Paperwork (to be sent during the summer)

- **Learning Agreement**
  - Details the modules you will take
  - Signed by QUB and by host university
- **International Mobility Grant Contract**
  - Details your grant and conditions
- **Bank Details Form**
  - UK or Irish bank account
- **Confirmation of Attendance Form**
  - Details your start and end date
  - Signed by host university
- **Student Report Form**
  - At end of your study exchange



## Enrolment at host university

- Check whether enrolment for classes is before or after arrival
- Make contact with academic Exchange Co-Ordinator at host uni
  - Enrol for correct number of credits
    - normally 30 ECTS per semester for Europe
    - 12 credits per semester for Canada
    - 30 units per semester for Australia
- Be clear about attendance and assessment requirements especially those who are on a semester 1 only placement.
- Ask for help if unsure!!
- Check with International Exchange Adviser at Queen's:
  - Any changes to modules
  - Credit and grade transfer arrangements

## Enrolment at Queen's

- You must still be registered with Queen's whilst abroad
- Complete Registration Portal
- Not registering in good time can lead to late enrolment fee, problems with tuition fees and delay in receipt of any loans or grants
- If unsure, check with your School
- Check your Queen's email regularly

# Your role as an Exchange Student

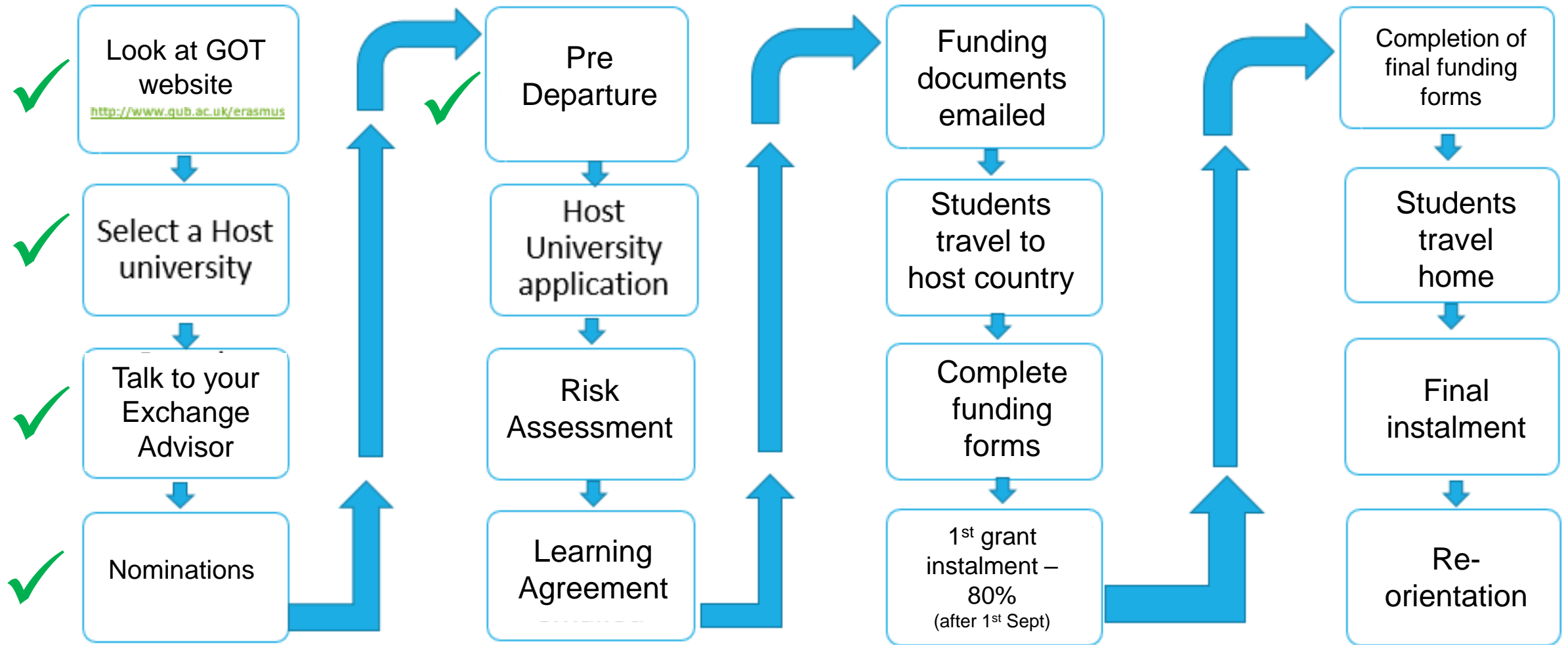
We Expect you to.....

- Be an ambassador for Queen's
- Put your academic studies first
- Have respect for your host country and host university
- Not bring yourself or Queen's into disrepute





# Study Exchange Timeline





## Sources of help

- Host university academic Exchange Co-ordinator and Exchange / International Office
- International Exchange Adviser in your Queen's School
- Global Opportunities Team at Queen's
- Other exchange students
- Queen's student wellbeing services
  - 24/7 Counselling Support
- Global Opportunities Website and Booklet w/c 5 June



# Language Proficiency

- Language Course offered by host university
- The Language Centre (McClay Library) is recommended for study prior to departure



# Global Opportunities Ambassadors

Would you like to help promote study exchange to other students?







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## MY GO GLOBAL ADVENTURE START YOUR JOURNEY

[go.qub.ac.uk/goglobalweek](http://go.qub.ac.uk/goglobalweek)



**GO GLOBAL WEEK**  
10-13 OCTOBER



ONE ELMWOOD



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ONE ELMWOOD



## Sharing your knowledge and experience on video is simple with StoryTagger

Have you been asked to record a video to share with your colleagues?

Don't worry. Even though most people aren't used to recording videos for work, the good news is StoryTagger makes the process simple, quick and secure. This short guide will show you what to do next.

Download 'StoryTagger' from your mobile app store.





# Pre-Departure: Looking After Your Wellbeing



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WELLBEING



CONNECT



KEEP  
LEARNING



BE ACTIVE



TAKE NOTICE



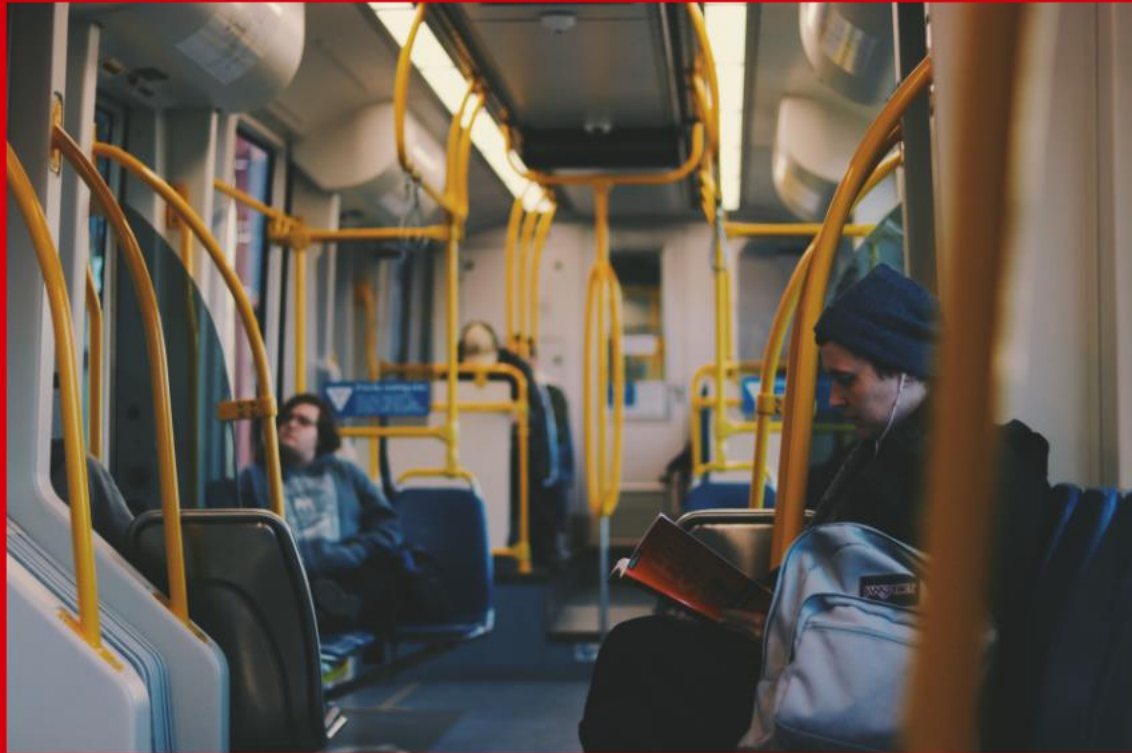
GIVE



# Make the most of the experience



# Adapting to change





# Accommodation



# Finances





# Tips for connecting and integrating

- Student clubs and societies
- Join a gym or enrol in classes
- Local culture, attractions and events
- Learn the language or join a language exchange



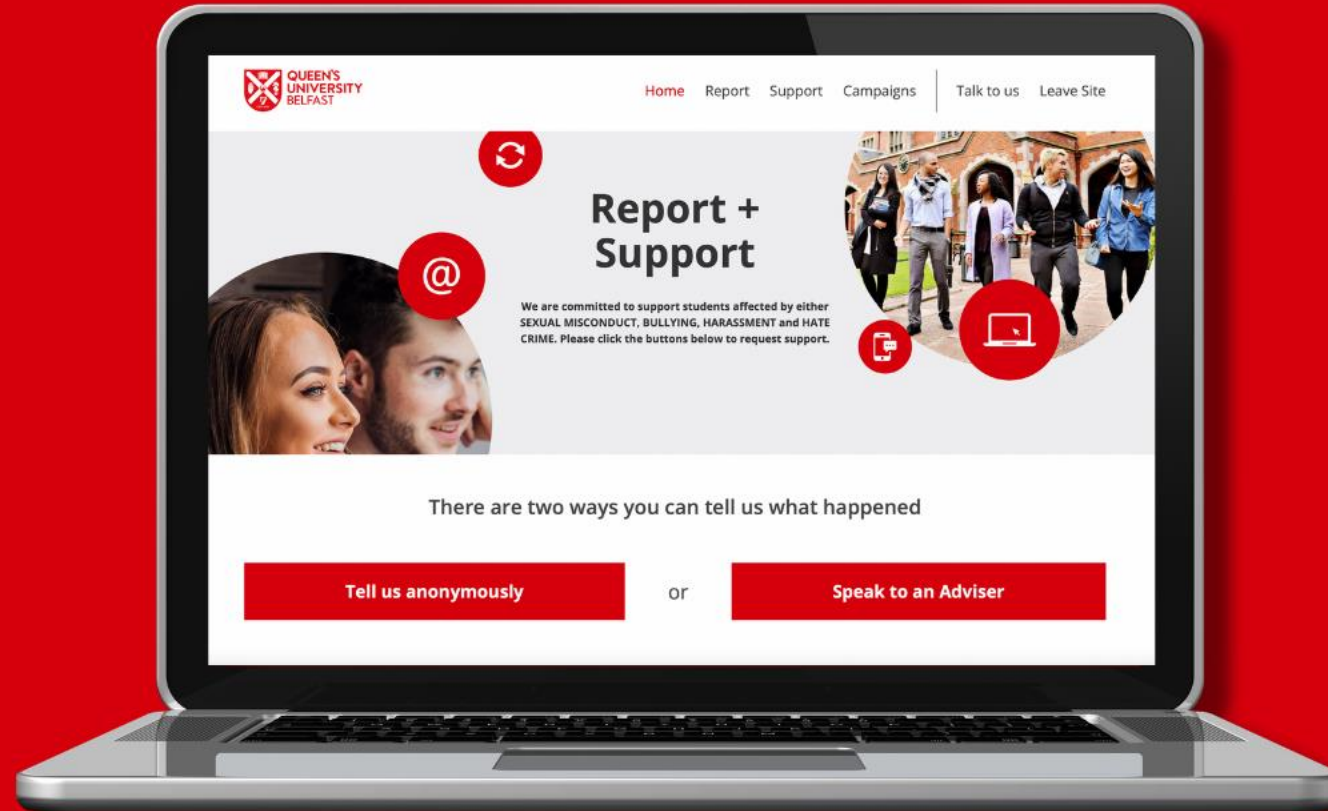
# Safety when out and about

- Be aware of your surroundings
- Personal safety alarm
- Stick to busy streets and stay near people
- Travel in groups
- Be aware of pickpockets



# Report and Support

[reportandsupport.qub.ac.uk](https://reportandsupport.qub.ac.uk)





# Take 5

## Steps to Wellbeing

Most of us know when we are mentally and physically well, but sometimes we need a little extra support to keep well. There are five simple steps to help maintain and improve your well-being. Try to build these into your daily life - think of them as your 'five a day' for wellbeing.



### CONNECT

Connect with the people around you: family, friends, colleagues and neighbours at home, work, school or in your local community. Think of these relationships as the cornerstones of your life and spend time developing them. Building these connections will support and enrich you.



### BE ACTIVE

Go for a walk or run, cycle, play a game, garden or dance. Exercising makes you feel good. Most importantly, discover a physical activity that you enjoy; one that suits your level of mobility and fitness.



### TAKE NOTICE

Stop, pause, or take a moment to look around you. What can you see, feel, smell or even taste? Look for beautiful, new, unusual or extraordinary things in your everyday life and think about how that makes you feel.



### KEEP LEARNING

Don't be afraid to try something new, rediscover an old hobby or sign up for a course. Take on a different responsibility, fix a bike, learn to play an instrument or how to cook your favourite food. Set a challenge you will enjoy. Learning new things will make you more confident, as well as being fun to do.



### GIVE

Do something nice for a friend or stranger, thank someone, smile, volunteer your time or consider joining a community group. Look out as well as in. Seeing yourself and your happiness linked to the wider community can be incredibly rewarding and will create connections with the people around you.

*The five ways to wellbeing were developed by the New Economics Foundation. This content has been taken from artwork designed by the Public Health Agency in association with Belfast Strategic Partnership.*

# My Wellness Tools



CONNECT



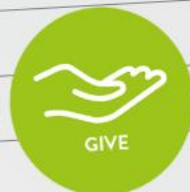
KEEP  
LEARNING



BE ACTIVE



TAKE NOTICE



GIVE

## What I am like when I am well



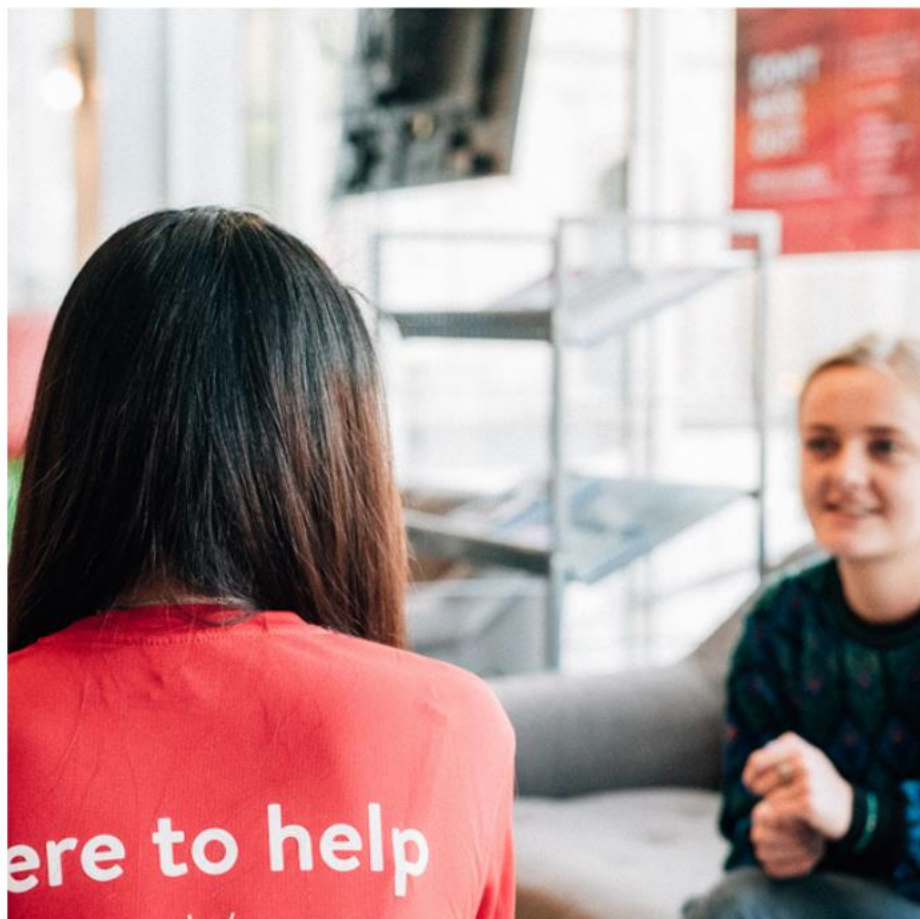
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**STUDENT  
WELLBEING**



**WELLNESS RECOVERY ACTION PLAN**  
*Your Wellness Your Way*





# Connect

## Student Wellbeing

We offer guidance on personal and academic related issues that are impacting on your wellbeing.



[go.qub.ac.uk/wellbeing](https://go.qub.ac.uk/wellbeing)



[studentwellbeing@qub.ac.uk](mailto:studentwellbeing@qub.ac.uk)



Drop-In Service:

Monday - Friday, 11am - 3pm

Level 1, Student Guidance Centre

or call 07387546123

## Advice SU

Advice & guidance on academic, finance, housing and a wide range of other issues.



[qubsu.org/AdviceSU/](https://qubsu.org/AdviceSU/)



[studentadvice@qub.ac.uk](mailto:studentadvice@qub.ac.uk)

## Inspire Counselling

The Psychological Therapies and Counselling Service is run in partnership with Inspire, a local counselling organisation.



[hello@inspirewellbeing.org](mailto:hello@inspirewellbeing.org)



0808 800 0016



Interactive Self-Help Resources

[www.inspiresupporthub.org/students](https://www.inspiresupporthub.org/students)

Pin: QUB2019!

## Learning Development Service

LDS provides academic skills support for UG students via workshops, 1:1 appointments and online resources.



[go.qub.ac.uk/lds](https://go.qub.ac.uk/lds)



[lds@qub.ac.uk](mailto:lds@qub.ac.uk)



# MAKING THE MOST OF YOUR INTERNATIONAL PLACEMENT/ EXPERIENCE

**Terry O' Hanlon, Phil McEwan –  
Careers Consultants**

Making the most of your international placement/ experience

May/June 2023



# Why its Good To Have an International Placement Opportunity?

- 9% more likely to achieve a 1<sup>st</sup> or 2:1 at graduation
- 24% less likely to be unemployed
- 9% more likely to be in a graduate job six months after graduation
- Have a 5% higher wage after graduation
- More likely to have managerial jobs 10 years after graduation

*UUKi's Gone International: Mobility Works and Research by the European Commission*



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# Employers actively searching for graduates who have awareness of other cultures.

- Research by found 39% of employers were dissatisfied with graduates' international cultural awareness
- 47% were dissatisfied with graduates' language skills.
- 70% of small-medium businesses believe future executives at their company would need foreign language skills and international experience.



CBi/Pearson 2022

# Language skills...Highlight them in the application process

- Being able to communicate in a language other than English makes you stand out from other applicants as only 35% of Europeans are bi/multilingual
- Languages are an increasing in-demand skill especially in legal, business and Engineering roles.
- Being bilingual boosts other skills such as Problem-solving, creativity and empathy

Higher salary- 11%-35% Europeans receive higher salaries due to additional languages

*European Commission skills website 2023*



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# Networking

The importance of networking is what you learn from putting yourself “out there.”

- Studying in an international environment will give you the opportunity to make lifelong friends and connections from an array of different backgrounds.
- You will meet students from across the world meaning you can create a global network of contacts.
- The opportunity to diversify and interact with students, who will go on to work in a wealth of different international industries, with a worldwide contact base
- You could end up working with some of the students you meet, or you can find yourself calling on their unique set of skills at some point in your career. You could even end up partnering up and going into business together.
- Maintaining connections with people from around the world can be a great way to help achieve your long-term career goals and you will also get to experience a range of cultures and customs.



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# Problem-solving and organisational Skills

- Studying abroad will allow you to identify work-related problems and strengthen your independence.
- You will have to make decisions on your own by using your own instinct and personal experiences to overcome certain obstacles.
- It is important to find the root cause of a problem before moving towards solutions. You will have an advantage because you have the knowledge of viewing a problem from an international perspective.
- You will become a confident problem solver by using skills and techniques experienced while abroad.
- The ability to plan and organise your time becomes even more important when in a new environment abroad.
- You will also be navigating new surrounding. You will be getting used to international transport, new currency, mobile phone contracts and your university network.
- This means you will develop the ability to plan logically and think critically - key skills of project management and key skills that employers typically look out for.



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# Build on your soft skills

- Adaptability
- Time management
- Positivity
- Organizational skills
- Critical thinking skills
- Listening skills
- Leadership skills
- Teamwork
- Communication skills
- Problem-solving skills
- Flexibility



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# Set Clear Goals

- Developing a specific skill
- Gaining industry knowledge
- Expanding your network
- Improving language proficiency
- Gaining a global perspective



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# Don't forget to Record it!

- Keep a journal
- Document your experience
- A journal or record is a valuable resource for updating your CV or preparing for interviews



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# Leverage References and Connections

- Utilise the connections you made during your experience
- The connections could make for impressive references or LinkedIn endorsements
- Positive references enhance your credibility
- Increase your chances of securing future opportunities



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# Customise your CV and Cover Letter

When applying for future opportunities highlight the skills, experience and cultural competencies gained while working and studying abroad, as well as specific transferable skills such as:

- Adaptability
- Cross-cultural communication
- Problem solving
- Global perspective



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# Articulate your experiences effectively

- Be prepared to talk about your experience at interview in a compelling way
- Use specific examples of how your time away contributed to your personal and professional growth
- Highlight the skills and qualities that make you a valuable candidate
- Explain how your international experience sets you apart from other candidates



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# Seek Professional development Opportunities

- Internships
- Part-time jobs
- Volunteer opportunities



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# Remember

International work placement and studying abroad can be a transformative opportunity, by being proactive, embracing new experiences and effectively communicating the value of your experience you can maximize the benefits and leverage them to your advantage in future applications and interviews.



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