



**QUEEN'S
UNIVERSITY
BELFAST**

2023-24

GUIDANCE NOTES ON

STUDY EXCHANGE

FOR STUDENTS OF

QUEEN'S UNIVERSITY BELFAST

Updated June 2023



QUEEN'S UNIVERSITY BELFAST

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INTRODUCTION



What is a student exchange programme?

Student exchange programmes enable Queen's students to spend a semester or year studying at a university in another country, as part of their degree. Queen's has student exchange agreements with over 150 universities across the world, normally in specific subject areas. Exchange programmes are open to the majority of academic disciplines at Queen's, but opportunities will depend on the agreements your School has established and the degree programme you are on.

Why undertake a student exchange?

Taking part in a study exchange is a great opportunity to spend between 3 and 12 months in another country, and have it count towards your degree. You can make new friends while experiencing another culture and new ways of looking at your subject.

There will be a range of personal benefits including increased self-reliance and self-assurance which come from trying something new; increased cultural awareness; new friendships; learning another language.

Exchange students also find benefits for their specific degree course: a fresh range of specialisms in the host university; a fresh angle on the subject; and different methods of teaching, learning and assessment.

A study exchange should also enhance your employment prospects. Employers put a high value on initiative, self-reliance and maturity of outlook. They are also keenly aware of the need for staff who can work confidently and efficiently in an international context.

Where can I go?

The study exchange options for your subject area can be found through the [Global Opportunities search tool](#) or [Faculty links](#) on our website. You can take part only if your Queen's School has established Student Exchange Agreements with specific partner universities covering students on your degree course.

Study exchanges are normally available for a maximum of one academic year and must be undertaken on a full-time basis. Depending on your degree programme and the course requirements, your School might only permit you to undertake a study exchange for one semester.

Students of any nationality, as long as they are enrolled on a full-time degree programme, are eligible to participate.

If you are not sure whether your School has a Student Exchange Agreement for which you would be eligible, you can contact the Global Opportunities Team (Careers, Employability and Skills) – email goglobal@qub.ac.uk or Tel: 028 9097 5255.

Will my study exchange be through the Erasmus Programme?

The UK left the European Union on 31 January 2020 and the transition period ended on 31 December 2020. As a result, its participation in the Erasmus programme ended on 31 May 2023. However, Queen's has signed new Student Exchange Agreements with most of its existing Erasmus partner universities, so there are still many options to undertake a study exchange programme in a European country or beyond.

If you are going on an exchange programme in Europe in 2023-24, you may find that your host university still refers to you as an Erasmus student! Please be aware, however, that Erasmus funding is no longer available to students at UK universities. More information on alternative funding can be found on page 6.

The University is continuing to monitor the situation in relation to COVID-19, including regarding student international travel. Student safety and wellbeing is the University's first priority. Current government guidance regarding travel can be found on the [Foreign, Commonwealth and Development Office \(FCDO\)](#) website.

For the 2023-24 academic year, the University is permitting compulsory and optional international placements, subject to completion of a risk assessment process. All students who wish to undertake an international placement will be required to complete an online risk assessment form which will go forward to the International Student Travel Working Group for approval. Further details on this process have already been sent out by your School. The Risk Assessment form can be found [here](#).

You must not travel before receiving formal approval from the University to do so.

We recommend that you hold off making any financial commitments in relation to your international placement until approval has been granted.



ACADEMIC ASPECTS



Organisation Study Placements

Each Student Exchange Agreement at Queen's is looked after by a member of academic staff - the **International Exchange Adviser** - who is the key figure in the administration of the Agreement. This person is responsible for identifying the course units which Queen's students could take at the host university, arranging the selection of students, discussing the practical aspects of the scheme with our partners, informing the Global Opportunities Team (Careers, Employability and Skills) of names of the selected students, etc. Your International Exchange Adviser will be your first point of contact for all questions and difficulties you may have. You can find the name of the International Exchange Adviser for your School/subject area by following the Faculty links below.

- [Faculty of Arts, Humanities and Social Sciences](#)
- [Faculty of Engineering and Physical Sciences](#)
- [Faculty of Medicine, Health and Life Sciences](#)

Each of our partner universities has a corresponding member of academic staff to act as International Exchange Adviser for that university, and that person should also be able to help you with your Study Exchange.

Permission

As a first step, you should discuss your Study Exchange options with the International Exchange Adviser in your School/subject area. He or she will be able to advise you on all academic matters, from choice of host university to selection of courses and duration of placements. Your Study Exchange must be approved by the International Exchange Adviser in your School/subject area.

Formal Recognition

Under current rules, it is an essential part of the arrangements that your period of study at the host university should be fully recognised as part of your study for your degree at Queen's. This may take either of two forms: your Queen's degree may incorporate a required year of study abroad; or your period of study abroad will replace a semester or year of study at Queen's and the marks that you achieve on placement will contribute towards your degree at Queen's. The duration of your degree programme will **not** normally be lengthened due to participation in a Study Exchange.

It follows from this that you have to be very clear about what is going to be required of you while you are at your host university, in terms of choice of courses, attendance requirements, submission of written or practical work and passing of examinations. The arrangements made will differ from one Study Exchange to another; in some cases, a year's satisfactory attendance will have been agreed as standing in lieu of the work at Queen's; in other cases you will need to pass a number of formal written or oral examinations in order for your period abroad to be accepted.

The procedure for formal recognition involves two stages: the **Learning Agreement** and the **Transcript**.

i) Learning Agreement

It is your responsibility to discuss with your Queen's International Exchange Adviser the courses you will take and the assessment procedures to be used for outgoing students at the **host** university before your departure and to include these details in the Learning Agreement. Learning Agreement forms are available from your International Exchange Adviser and the [Global Opportunities Team website](#).

Students are required to complete a Learning Agreement prior to their departure from Belfast. This form must be countersigned by your Queen's International Exchange Adviser and the equivalent person at your host university, and returned to the Global Opportunities Team.

You should ensure that you enrol for the correct number of credits at your host university. Most European universities use ECTS (European Credit Transfer System) and a full-time workload for one semester is 30 ECTS credits. If you are studying in Canada, you will normally enrol for 12 credits per semester. If you are studying in Australia, you will normally enrol for 30 units per semester.

ii) Transcript

International Exchange Advisers will receive from the host university a transcript of the courses undertaken and marks attained by each of his/her students. The transcript will then be forwarded to the Board of Examiners in your Queen's School who will determine how the marks obtained are incorporated into your degree programme.

Grade Conversion

Unofficial grade conversion tables are available on our website for most [European countries](#), [Canada](#) and [Australia](#). **Please note that these tables are not definitive and should only be used for guidance by students in determining equivalent marks.**

Future Ready Award

Students who undertake a Study Exchange are eligible to apply for the placement to be considered towards the Queen's Future Ready award. The award provides official recognition by the University of the non-academic benefits of a Study Exchange, such as improved employability skills, global and cultural awareness and increased self-confidence and motivation. See the Future Ready Award website for more information at www.qub.ac.uk/directorates/future-ready-award/.

Duration of Placement

The minimum period for a Study Exchange is one semester and the maximum is one academic year. You will have to bear in mind that methods of teaching, learning and examining may differ in a number of ways at the host university from those you are familiar with. Before you go abroad you should have gained a clear idea of what these differences will be (for example, essays to be written in the language of the host university).

Language Proficiency

Some of Queen's partner universities will teach in the medium of English (for example in The Netherlands and Scandinavia), however for many host universities you will have to be fluent in the language of the host country, at least by the time you come to take examinations.

Unless you are studying a language as part of your degree programme or are already fluent in another language, it is unlikely that you will be proficient enough to undertake a study programme completely taught and examined in a foreign language. It is important to bear this fact in mind when selecting a destination.

Even if teaching will be delivered in English at your host university, it is recommended that you enrol on the Language Centre classes available in the McClay Library in advance of your study placement. The Language Centre classes can help you improve your language skills for use in a social context. Information on available courses can be found at:

www.qub.ac.uk/directorates/InformationServices/LanguageCentre/



HOW TO APPLY FOR A STUDY EXCHANGE



Select a destination

Using the [Faculty links](#) tables, find out which universities Queen's has Student Exchange Agreements with in your subject area. Then investigate the university you are interested in. Try to find out as much as possible about the university in advance of meeting with your International Exchange Adviser. It pays to be well-informed. Most universities have web pages dedicated to incoming Exchange Students. *You should especially look for information on admission procedures and how to apply for accommodation.*

Consult the Queen's International Exchange Adviser

You should then contact the International Exchange Adviser for your School to find out about the application/selection process. The member of Queen's staff responsible for each subject area is listed in the [Faculty links](#). If there is competition for a limited number of places, the International Exchange Adviser may decide to interview interested candidates. Final decisions may be based on applicants' past academic performance and apparent commitment to the opportunity of studying abroad.

Nomination to Host University

The International Exchange Adviser will notify the Global Opportunities Team of the students selected to attend each partner university on a Study Exchange. You will then be nominated to your host university.

Your host university should send you an application form for admission to that university and guidance about accommodation, or give you a link to this form and information online. Chase this up if there seems to be a delay. **Note that host universities may have a deadline for the receipt of applications and it is very important to adhere to those deadlines.**

Although most nominated students are accepted by our partner universities, the host university will make the final decision on this and notify you about your acceptance.



Submit Grant Application Form

Please read the information on our website [here](#) about funding to support Study Exchanges in 2023-24.

When your School notifies the Global Opportunities Team that you have been selected for a Study Exchange, the Team will email you and invite you to apply for an International Student Mobility Grant via an online form.

International Student Mobility Grant

While you are abroad you should continue to receive in full the normal funding (eg student loan or maintenance grant) that you would have received if you had been spending that period in Belfast. In addition, you should be eligible for an International Student Mobility Grant, which will be paid to you by the Global Opportunities Team at Queen's.

Please note that the International Student Mobility Grant is only supposed to be a top-up to the source of funding which you are already living on at Queen's. It should in no way be seen as a lucrative scholarship. It is just a contribution towards additional costs, eg travel, higher cost of living in your host country, etc.

The level of funding will depend on:

- your host country and the cost of living there in relation to the UK;
- the length of your placement;
- whether you meet specific widening participation criteria;
- the amount of funding awarded to Queen's for all of its students;
- the number of participating students.

International Student Mobility Grant - How much, when and how?

The UK's participation in the Erasmus programme came to an end on 31 May 2023. This is due to the UK government's decision not to associate to the new Erasmus programme following Brexit. As a result, Queen's will be unable to offer Erasmus mobility grants to its students in 2023-24.

The UK government has introduced the Turing Scheme, a new national funding scheme to support international study and work placements. Funding is limited and is awarded to UK universities on an annual basis, following a competitive application process. Universities are normally notified of the outcome of their application in late summer.

Based on its applications in the first two years of the Turing Scheme, the University anticipates that it will have a limited amount of Turing funding available for students in 2023-24. However, the University Management Board has made a commitment to provide Turing or equivalent funding to all students undertaking an international study exchange at a partner university in 2023-24, provided they meet any eligibility criteria. Your International Student Mobility Grant for 2023-24 may therefore be funded through the Turing Scheme or by Queen's University Belfast. In either case, it will be distributed by the Global Opportunities Team at Queen's.

The International Student Mobility Grant rates for 2023-24 are detailed below. They vary depending on the country in which your host university is based. Funding is only available for activity during the period 1 September 2023 to 31 August 2024.

Country	Maximum Monthly Grant Rate
Group 1 countries (high cost of living): Full list available here but includes: Australia, Canada, New Zealand, Switzerland, USA	£380
Group 2 and Group 3 countries (medium and lower cost of living): Full list available here but includes: All EU countries, Brazil, Iceland, Norway, Turkey	£335

Students who meet the widening participation criteria below may be eligible for an enhanced grant amount.

- from a household with an annual income of up to £25,000 (to determine your household income, the University will use the information submitted in your application to the Education Authority / Student Finance for student loans and other financial support);
- care experienced – students who have been in the care of a Health and Social Care Trust or Local Authority for three months or more at any time.

The enhanced grant for students who meet this criteria is:

Additional monthly allowance	£110
Travel award based on distance to your host country/university	10 to 99km = £20 100 to 499km = £165 500 to 1999km = £250 2,000 to 2,999km = £325 3,000 to 3,999km = £480 4,000 to 7,999km = £745 8,000 to 12,000km = £905 12,000km+ = £1,360
Visa (if required)	Actual cost based on receipt

Additional funding may also be available for Students with Special Educational Needs, if your School has made us aware of this. This could include, for example, funding to support additional costs for students with physical disabilities, medical conditions or learning difficulties. Please email the Global Opportunities Team for further guidance at goglobal@gub.ac.uk.

Below are examples of International Student Mobility Grant Amounts:

Example A: Student on 5-month study exchange in France

Total Grant of 5 x £335 = £1675 (maximum)
First Instalment of 80% = £1340
Second Instalment of 20% = £335

Example B: Widening Participation Student on 5-month study exchange in France

Total Grant of 5 x (£335+110) = £2225 (maximum)
+£250 travel award
+actual visa cost
=£2475 + actual visa cost
First Instalment of 80% = £1980
Second Instalment of 20% = £495

Your International Student Mobility Grant will be calculated based on your **exact** dates of attendance at your host university. The Global Opportunities Team will send you a Confirmation of Attendance Form. When you arrive at your host university, you will need to get the form completed by the Exchange Office there and return it to the Global Opportunities Team at Queen's.

Please note that International Student Mobility Grants are:

- only available for an in-person study exchange in your host country (ie virtual placements are not eligible);
- not available for students undertaking a study exchange in their home country;
- only available if the study exchange is a recognised part of your degree programme and you continue to be an enrolled Queen's student (ie not on a leave of absence).

Although your grant is calculated on a monthly rate, based on your dates of attendance at your host university, it will be paid to you in two instalments. You will receive 80% of your grant in the first instalment and the remaining 20% in the second instalment.

First instalments are paid after you have arrived at your host university and after you have returned your Confirmation of Attendance form, Contract and Learning Agreement. (All of these documents will be sent to you by the Global Opportunities Team.) The timing of the payment is also dependent on when the first instalment funds are received from the funding agency and this is normally in September.

Second payments are normally made after completion of your placement and submission of your final Confirmation of Attendance Form and Report Form. The timing of the second payment is also dependent on when the second instalment funds are received from funding agency and this is normally not earlier than late July (2024). You will receive the final 20% of your grant in the second instalment.

Your grant will be deposited into your nominated UK or Irish bank account via a bank transfer in £ sterling. You must complete and return all sections of the Bank Account Details Form, which will be sent to you by the Global Opportunities Team as part of your Grant Contract.

It is up to you to arrange how you will access these funds whilst overseas. You may wish to draw on the funds using your ATM card in your host country or you may wish to open a bank account there. We recommend that you contact your local bank in the UK or Ireland to seek advice and guidance.

IT IS VERY IMPORTANT TO NOTE that under the funding regulations, you will be required to repay the whole grant if you return early from your placement (ie before at least one month) without good reason. The only reasons normally accepted are those on medical grounds.

Student Loans

Students undertaking a period of study abroad are entitled to receive their normal student loan. Some students may be eligible to apply for a higher rate of loan and some may also be eligible for travel grants within the UK student support arrangements.

When applying for your loan, you should notify your Education Authority / Student Finance that you will be undertaking a period of study abroad. They will normally ask you to complete an additional Course Abroad form, to confirm the details of your placement. If you receive this form, you may send it to the Global Opportunities Team at Queen's. The Global Opportunities Team will complete, sign it, and return it to you for forwarding to Student Finance. We recommend that you keep a copy of the signed form.

Tuition Fees

Exchange students are not required to pay tuition fees to their host university. However, charges may be made for orientation programmes or language courses.

Students who spend **part of the year** on a Study Exchange will be liable to pay the full year's tuition fee to Queen's in the normal manner.

In previous years, NI/GB/ROI students who were on a **full-year** international study or work placement paid no tuition fee to Queen's and the University was reimbursed by the Department for the Economy (NI government). This was a NI government incentive to try increase the number of students participating in international mobility programmes. **As at 1 June 2023, the University is awaiting confirmation from the Department for the Economy of the availability of this tuition fee waiver for students undertaking full-year international study or work placements in 2023-24.** We will advise students once this information becomes available.

Note that the tuition fee waiver, if confirmed, is only applicable to students who apply for a full-year study placement in the first instance. Students who extend their placement mid-year will not be eligible for a tuition fee waiver.

International students who normally pay the overseas tuition fee rate to Queen's, and who do not normally qualify for UK student support/loans, will be liable to pay the full year's tuition fee to Queen's in the normal manner.



PRACTICAL MATTERS



Admission and Accommodation

As mentioned above, the Global Opportunities Team will forward the names of selected students to the Exchange/International office at the partner university. We request that they send each student information about admission to the university and about accommodation. However, **it is your responsibility to ensure that you have completed any required application forms in time.** Please check the website of the destination university for information/application forms and/or a contact email, and ask your Queen's International Exchange Advisor for advice if necessary.

Accommodation

This is the area which is likely to give you the most concern.

NOTE: Queen's University **does not** organise accommodation on behalf of outgoing Study Exchange students. Each student is responsible for his/her own application. Please check the website of the destination university for information/application forms and/or a contact email.

Your host university may own no student accommodation whatsoever. There may be purpose-built student accommodation which is owned and administered by a quite separate body. Your International Exchange Director may have discussed these matters with colleagues in the host university, but in the end it is your responsibility to be satisfied that you will be able to find acceptable accommodation at a price you can afford.

The Exchange/International Office at your host university should be able to advise you about housing options for exchange students. Another useful source of information is the Queen's students who went to your host university in previous years.

If you are living in Queen's University accommodation, you must discuss with the Queen's Accommodation office if you wish to leave your accommodation to undertake an overseas placement. Unless a replacement can be found for the room, you may be liable for the cost of accommodation during your absence.

Living in your Host Country, Immigration, Health and Travel Insurance

The UK left the European Union on 31 January 2020 and the transition period ended on 31 December 2020. New rules on entry to the EU came into effect from 1 January 2021 for UK nationals. Living, studying and working in an EU country depends on the rules in that country. You may need to apply for a visa or residency, especially if your visit will be for a duration of more than 90 days. You should also check the validity of your passport, as it should normally be valid for 6 months beyond your planned return date.

General information on the immigration requirements for UK nationals for your host country are available on the Foreign, Commonwealth and Development Office (FCDO) website in their [detailed information for each country](#). Information about healthcare is also available there.

For specific guidance on applying for a visa for your host country, you should consult the website of the Consulate or Embassy of your host country in the UK, for example the [French Consulate \(London\)](#) or the [Spanish Consulate \(Edinburgh\)](#). You should be aware that, for some countries, your visa application must be made in person at an application centre in Scotland or England, or you may be required to attend an interview or biometric testing as part of the application process. There may also be the requirement to submit supporting documents which are translated into the language of your host country.

Nationals of other non-EU countries may also require a visa to live, study or work in the EU and should refer to the Consulate of your host country.

Holders of an Irish or other EU passport may continue to move and reside freely within the European Union, without requiring a visa.

Global Health Insurance Card (GHIC)

Students are advised to obtain a **Student Global Health Insurance Card (GHIC)**. This is the UK's replacement for the European Health Insurance Card (EHIC). The GHIC entitles the bearer to receive aid in case of urgent medical necessity in the EU. You are normally eligible to obtain a UK GHIC if you are ordinarily resident in the UK. The GHIC is free of charge. Further information is available on the NHS

website at: www.nhs.uk/using-the-nhs/healthcare-abroad/apply-for-a-free-uk-global-health-insurance-card-ghic/. Please note that students need to apply for a Student GHIC which is time limited to the length of their course or placement. The application process is outlined on the above website. Once you submit the online application for your Student GHIC, you will be asked to submit a letter from Queen's confirming the details of your Study Exchange. The Global Opportunities Team at Queen's can provide this letter. To request this, please email us at goglobal@qub.ac.uk.

Queen's Emergency Medical and Travel Cover

Before planning any international travel, please check the [Foreign and Commonwealth Office website](#) (FCO), as travel advice is subject to regular change.

The University holds a travel insurance policy which provides worldwide cover for staff and students travelling on authorised University activity. The University's insurance provider, UMAL, has confirmed that Travel and Emergency Medical cover will apply to University-authorised travel. However as Covid-19 is an ongoing event, while Medical cover will be provided, there will be ***no cover for any Covid-related cancellation or disruption***. The full list of benefits and limits is available on the [Queen's Insurance website](#).

***** To be covered under the Queen's Emergency Medical and Travel Cover, you must complete the Queen's online [Travel Notification Form](#), providing details of your Study Exchange. It is very important that you do so. If you need to contact the Insurance Section at Queen's you can email insurance@qub.ac.uk. *****

You should note that the Queen's policy:

- normally covers travel of up to 7 days within your host country at the beginning, end or during your study placement. It does not cover travel for longer periods within your host country or travel of any duration to a third country.
- does not include cover for personal activities such as extreme sports, etc.
- has an exclusion on personal mobile phone claims.
- has an excess which varies within the policy, which means that you will be liable for a certain amount of any claim/loss.

Further details can be found in the [Travel Cover Summary](#). We recommend that you review and keep a copy of this with you whilst travelling. The policy details and emergency contact numbers are included.

Public Liability: As a full-time registered student of Queen's, during your Study Exchange you will be covered by the University's Public Liability insurance. This insurance protects the student on placement for loss, damage or injury caused to the host university if found to be legally liable. However, it will not indemnify students for the consequences of any deliberate malicious or irresponsible acts on their part.

Other Insurance Policies

You may want to consider taking out additional health and travel insurance, where the policy has a lower excess and/or covers any personal activities you plan to undertake whilst abroad. We are unable to recommend alternative insurer providers.

If your host university asks you for a translation of your birth certificate in French (some host universities do not require this), they will want an official translation, which has been officially stamped - French and English with four copies of each. The certificate must be the long version with the names of both your parents and your mother's maiden name. This costs quite a lot of money in France and it is advisable to get this done before departure.

You can try the French Consulate in London or Alliance Francaise in Manchester. Contact details are below. Please contact them by email or telephone in the first instance for guidance on the process and the fee payable.

French Consulate

Address:	Mme Anne Rassindrame Service Culturel, Ambassade de France 23 Cromwell Road London SW7 2EL	Tel: 020 7073 1300 Fax: 020 7073 1356 Email: anne.rassindrame@diplomatie.gouv.fr Website: https://uk.ambafrance.org/
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Alliance Francaise Manchester

Address:	Alliance Française de Manchester Bridgewater House, 58 Whitworth Street, Manchester, M1 6LS	Tel: 0161 236 7117 Fax: 0161 236 7997 Email: info@alliancefrancaisemanchester.org Website: www.afmanchester.org/
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They may ask you to translate your birth certificate yourself in the first instance and then send the translation for certification. A form for this purpose can be found on the final page of this booklet.

In France *taxe d'habitation* (equivalent to UK Council tax) is due from an individual who on 1 January is registered as officially renting a flat (furnished or unfurnished) or living in a property that they own. The liability for the *taxe d'habitation* is not related to the amount a person earns or to whether he/she pays income tax. This means that overseas students are liable as much as any French citizen in France.

NB the French authorities are often late in issuing the demand notice which may reach you after your return to the UK, even a year later. The French authorities issue bills for the *taxe d'habitation* in October. To avoid the possibility of being charged interest, you are strongly advised to settle the account before you leave France. Should you rely on the tax office to bill you after your departure, you must ensure that you pay promptly, or you will be charged 10% interest on each subsequent bill. If you delay payment, you run the risk of court action or ending up on an international credit blacklist.

Sources of Advice

Before you go, you should use all the sources of information which are open to you. The key sources of information at Queen's are the **International Exchange Adviser** for your subject - see the [Faculty links](#) – and the Global Opportunities Team. There will be similar contacts at your host university.

Other sources include:

- (i) The website of the university you wish to attend – most have pages for Exchange Students.
- (ii) Students of your host university who are currently studying at Queen's. If there are none in your own School, the Global Opportunities Team can put you in contact with students from other Schools.
- (iii) Queen's students who have previously spent a period at your intended host university. Again, if there are none in your own School, contact the Global Opportunities Team at goglobal@qub.ac.uk.
- (vi) The Foreign, Commonwealth and Development Office (FCDO) website on:
[Foreign Travel Advice](#)
- (vii) UK Government advice on BREXIT: www.gov.uk/transition
- (viii) Study in Europe website at www.studyineurope.eu
- (v) Erasmus Student Network website: <https://esn.org/>
- (x) Articles by students who have previously studied or worked abroad: globalgraduates.com
- (ix) Information for students going to France: www.campusfrance.org/fr/



CHECKLIST OF THINGS TO DO BEFORE DEPARTURE



Admission and Accommodation

- Apply in good time for both admission AND accommodation
- How to Apply - check host university's website
- Ensure you have somewhere to stay for the first few days in case there is a waiting list
- Location - distance from university & entertainment, means of transport
- Cost, deposits, advance payments, etc, period of stay
- Facilities available
- What you have to bring (eg bedding)

Funding

- Apply for your International Student Mobility Grant – online application to the Global Opportunities Team
- Complete and return your Grant Contract (including Bank Details form) to the Global Opportunities Team
- Notify your Education Authority or Student Finance NI of your intended Study Exchange
- What additional sums may be available – contact Education Authority / Student Finance to apply for enhanced student loan if available

Registration at the Host University

- Find out where and when
- What documents, photographs, etc, are needed, eg birth certificate translation

Immigration

- Check immigration rules for country you are visiting
- Passport
- Letter of acceptance from host university
- Proof of financial support
- Any requirement to register with authorities, eg police
- Students in the UK on a Student Visa should inform Immigration Support Service at Queen's

Health & Insurance

- Student GHIC Card
- Queen's Emergency Medical and Travel insurance
- Private insurance
- Taxe d'habitation – make arrangements to pay before leaving France at end of placement

Climate

- What kind of clothing to take

Cost of living

- Public transport, saver tickets
- Cheap places to eat/buy food
- Student concessions generally

Academic

- Learning Agreement - essential - complete before departure or soon after arrival at host university
- What choice of courses are available: content and level
- How teaching year is organised: start and end dates for terms/semesters
- Attendance and work requirements
- Methods of assessment
- Grading schemes and issue of transcripts

ATTENTION: C'est un délit de falsifier un certificate ou de faire ou d'utiliser un faux certificate ou une copie d'un faux certificat sciemment dans l'intention de le faire passer pour conforme au détriment d'autrui ou de détenir un certificat tout en sachant qu'il est faux sans autorité légale.

EXTRAIT CERTIFIÉ
CONFORME A LA LOI D'ENREGISTREMENT DES NAISSANCES ET DES DÉCES DE 1953

No. d'immatriculation à la Sécurité Sociale	NAISSANCE	No. d'inscription
District d'enregistrement		Région administrative
Circonscription régionale		
1 Date et lieu de naissance	ENFANT	
2 Nom et prénom(s)	3 Sexe	
4 Nom et prénom(s)	PERE	
5 Lieu de naissance		
6 Profession		
7 Nom et prénom(s)	MERE	
8 Lieu de naissance		
9 (a) Nom de jeune fille	(b) Nom lors du mariage si différent du nom de jeune fille	
10 Domicile habituel (si différent du lieu de naissance de l'enfant)		
11 Nom et prénom(s) (si ce n'est pas la mère ou le père)		12 Qualité
13 Domicile habituel (si différent de 10 ci-dessus)		
14 Je certifie que les détails indiqués ci-dessus sont authentiques autant que je sache. _____ Signature du (de la) déclarant(e)		
15 Date d'enregistrement	16 Signature de l'officier d'état civil	
17 * Prénom donné après l'inscription, et nom		

* Voir remarque au verso

Extrait certifié conforme à l'inscription au register don't j'ai légalement la charge.

_____ Officier d'état civil
_____ Date