



**QUEEN'S  
UNIVERSITY  
BELFAST**

# Study Exchange Programme

## Pre-departure briefing 2024-25



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

## Careers Marketing

## Queen's Disability & Wellbeing Services

## Queen's Careers, Employability & Skills



# Student Exchange Programme

# Points of Contact

- **International Exchange Adviser**  
(academic aspects of the exchange)
- **Another point of contact is your Adviser of Studies**

- **Global Opportunities Team**  
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)
- One-to-one appointments via MyFuture
- (support, connection to past participants, information events, funding)

# Application to host university

**You have been nominated to your host university**



**Receive contact from your host university**  
(If you are yet to hear from your host university drop us an email at [goglobal@qub.ac.uk](mailto:goglobal@qub.ac.uk))



**Make application (and follow the deadlines set)**



**If unsure on the process, reach out to your host university (or Global Opportunities)**



**Receive confirmation you have successfully applied and that you don't need to take further actions – do not make an assumption!**



## Plan ahead

**University  
Services**

Counselling

Disability  
Services

Student  
Wellbeing

Gym

Health  
Centre

Additional  
support  
needs?

Careers  
Service

Clubs and  
Societies



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# Information resources

## FCDO information

[www.gov.uk/foreign-travel-advice](https://www.gov.uk/foreign-travel-advice)

## UUKi – Introduction to visa/permit guidance

<https://new.express.adobe.com/webpage/s3rbk6P8GXyAt>

## Erasmus Student Network

[www.esn.org](https://www.esn.org)

## Social Media



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# Accommodation

## It's your responsibility to secure accommodation in your host country

- University accommodation (not always guaranteed)
- Housing associations
- Private sector

### ***“How do I arrange my accommodation?”***

- Receive guidance from your host university
- Link up with past participants who have gone to your university



# Student GHIC (Global Health Insurance Card)

GHIC card has replaced the EHIC for travel to EU countries



Right 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/)**

NB: not an alternative to travel insurance (not cover private medical healthcare costs or loss of 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.**

# Travel Risk Assessment Form



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## Student International Travel Risk Assessment

Please complete and submit this form if you wish to undertake an international study or work placement as part of your degree programme during the 2024-25 academic year. You must not travel before receiving formal approval from the University to do so.

**If you are a PGR or PGT student seeking approval to attend an international conference or complete research outside of the Common Travel Area, you do not need to complete this form. However, you should contact your School or Faculty for the appropriate risk assessment form. On receiving the form, it should be completed and submitted to your School/Faculty for approval.**

Please note that it is not possible to save this form and return to it at a later point. You should, therefore, ensure that you set aside sufficient time to complete all questions in one go. We estimate that it will take between 30 and 60 minutes to complete the form. You will be asked questions about the following, so we recommend that you research the answers before starting to complete the form:

- Travel guidance for your host country – please see the website of the Foreign, Commonwealth and Development Office (FCDO) at <http://www.gov.uk/foreign-travel-advice>
- Visa requirements for your host country – please see the FCDO website at <http://www.gov.uk/foreign-travel-advice>. You may also need to refer to the website of the consulate or embassy of your host country in the UK.
- Contact details of the nearest relevant embassy/consulate to your host city, e.g British Embassy/Consulate if you are a UK citizen, Canadian embassy if you are a Canadian citizen, etc.
- Contact details of the nearest/recommended doctor/healthcare centre in your host city.
- Procedure you must follow to cancel and replace lost bank cards, e.g number you should call.

If you have any queries about completion of the form, please contact the Global Opportunities Team at [goglobal@qub.ac.uk](mailto:goglobal@qub.ac.uk)

- 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

**It's your responsibility to organise your visa or study permit**

***“Do I need a visa/study permit?” / “How do I organise my visa/study permit?”***

- Follow the guidance sent to you by your host university
- General guidance available on the FCDO website (good starting point)
- Detailed guidance on website of Embassy/Consulate in the UK of your host country

**Note: Visa/Study Permit depends on:**

- length of study placement
- your nationality/passport
- check your passport expiry date!

# Visas – European Union

## Irish/EU passport holders

Irish/EU passport holders may continue to move and reside freely within the European Union, without needing a visa

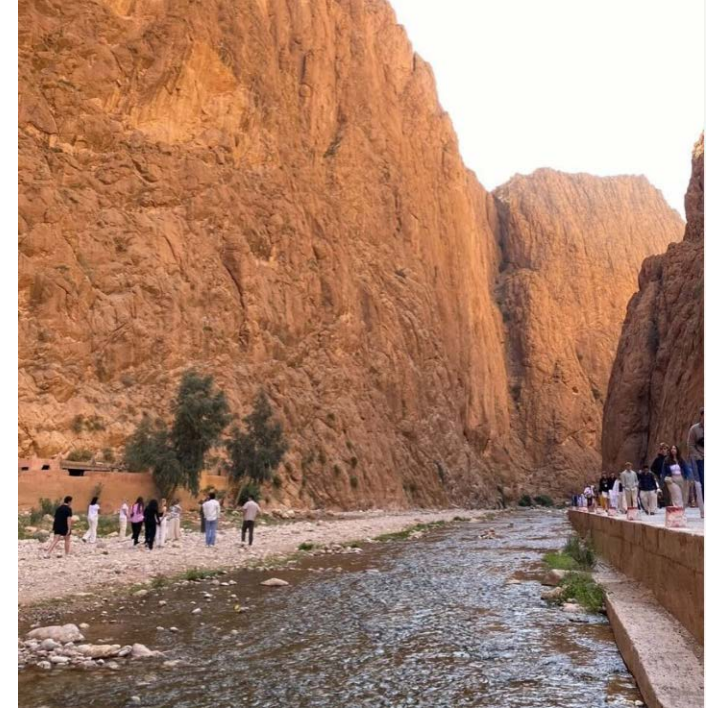
## UK and non-EU passport holders

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

- **Key points:**
- **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
- 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)

# Travel Arrangements

- Only book flights/trains once you know exactly when you have to arrive
- Arrive in time for orientation events
- Check if host university has a meet and greet service
- Are other Queen's students going too?
- Check cancellation/early termination policies
- Only book when travel approved



# Finance



# Student Loan

- Eligible to apply for student loan or maintenance grant 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
- Please do not 'tick' that you will receive Turing funding as this has not yet been confirmed. Once we know the outcome of our Turing funding bid (later in the summer) we will let you know, and you will be able to update your Student Finance Authority.
- May be eligible for higher rate of loan and travel grant



# Tuition Fees

No tuition fees payable to your host university  
(may be costs associated with orientation or language courses)

Single semester exchange = full tuition fee payable to Queen's

Full year exchange + NI/GB/ROI fee paying student + International Mobility Grant (Turing funding) = no tuition fee payable to Queen's  
\*\*not yet confirmed for 2024/25\*\*

Full year exchange + international fee paying student = full tuition fee payable to Queen's

## The International Mobility Grant

Your international mobility grant may be funded by the UK Government (Turing Scheme), the Irish Government or the University.

Whilst we can confirm now that you will receive a grant, we can't confirm the funding source, and this won't be known until late July.

Your International Mobility Grant will be paid to you by the Global Opportunities Team at Queen's.

Some students may receive funding from a different source e.g. Clinton Scholarship, O 'Dwyer Scholarship and therefore they would not receive the International Mobility Grant.

# The International Mobility Grant Contribution

- 2024-25 rates (*per month*).

Approx **£360 or £420\*** depending on country. (Grouped by cost of living)

| Group 1 (high cost of living) (£14 per day)           | Group 2 (medium / low cost of living) (£12 per day) |
|---|---|
| Australia, Canada, Norway, Switzerland, United States | All other countries                                 |

- Total grant paid in two instalments
- First instalment (80% of total) paid following arrival and on submission of 4 documents.
- Second instalment (remaining 20%) paid after placement finishes.
- Be prepared to cover some costs up front.
- Additional funding available for students from a Widening Participation background.
  - Once a student's Widening Participation status has been confirmed we can provide the travel grant amount before travel.

**Grant is not meant to cover all costs, it is to provide some extra help towards additional costs.**



\*based on a 30-day month and placement between 57 – 365 days

# Funding examples

## Example 1 (year-long placement)

- Student going to Germany on a 250-day placement (*Group 2 country/Low cost of living*)  
= £12 per day x 250 days = **£3,000**
- Student going to Germany on a 250-day placement from a disadvantaged background  
= £16 per day x 250 days = £4,000 + travel costs of up to £250 + visa costs = **£4,250**

## Example 2 (semester long placement)

- Student going to Australia on a 100-day placement (*Group 1 country/High cost of living*)  
= £14 per day x 100 days = **£1,450**
- Student going to Australia on a 100-day placement from a disadvantaged background  
= £18 per day x 100 days = £1,800 + travel costs of up to £1,360 + visa costs = **£3,160**

# Funding Paperwork (to be sent during the summer)

## The Four Steps to receiving your first instalment of funding (80%)

- ✓ Return a completed **Learning Agreement**
  - ✓ This document details the modules you will take and is signed off by QUB and your host university
- ✓ Return a completed **International Mobility Grant Contract** (including bank details form)
  - ✓ This document details your grant amount and conditions
- ✓ Return a completed **Confirmation of Attendance Form**
  - ✓ This document is signed off by your host university and confirms your dates of attendance
- ✓ Provide **Evidence of Relocation**
  - ✓ Often this is details of your flight booking, including dates, location and name

## The Two Steps to receiving your second instalment of funding (20%)

- ✓ Return a completed **Confirmation of Attendance Form**
  - ✓ This document is signed off by your host university and confirms the dates which you attended the organisation
- ✓ Submit a **Student Survey**
  - ✓ Often the last and easiest step at the end of your placement, submit a very short survey of your experience

# Enrolment at host university

- ✓ **Check whether registration and enrolment in classes is before or after arrival**
- ✓ **Make contact with academic Exchange Co-Ordinator at host university**
  - ✓ **Enrol for the correct number of credits**
    - ✓ Normally 30 ECTS per semester for Europe
    - ✓ Normally 12 credits per semester for Canada
    - ✓ Normally 30 units per semester for Australia
- ✓ **Check attendance and assessment requirements (especially if you are on a semester 1 exchange)**
- ✓ **Check with International Exchange Adviser at Queen's if:**
  - ✓ You want to change a module
  - ✓ You have a query in relation to credit or grade transfer arrangements
- ✓ *Ask Global Opportunities if you are unsure!*

## Enrolment at Queen's

Check Queen's emails regularly

Complete registration with QUB as if you were a student – same process via Qsis

If you miss the deadlines you may be withdrawn/face a readmittance fee (can also cause issues with tuition fees and delay in loans/grants)

*If in doubt, reach out to your School or Student Registry to ensure you aren't required to take any action*



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# Your role as an Exchange Student

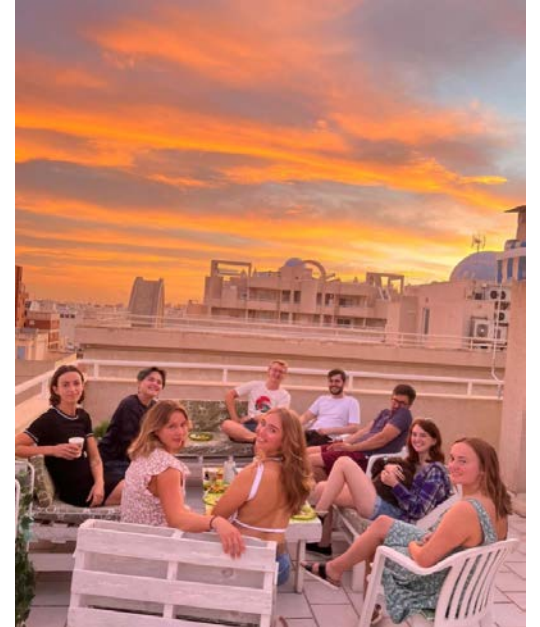
We Expect you to...

Be an ambassador for Queen's

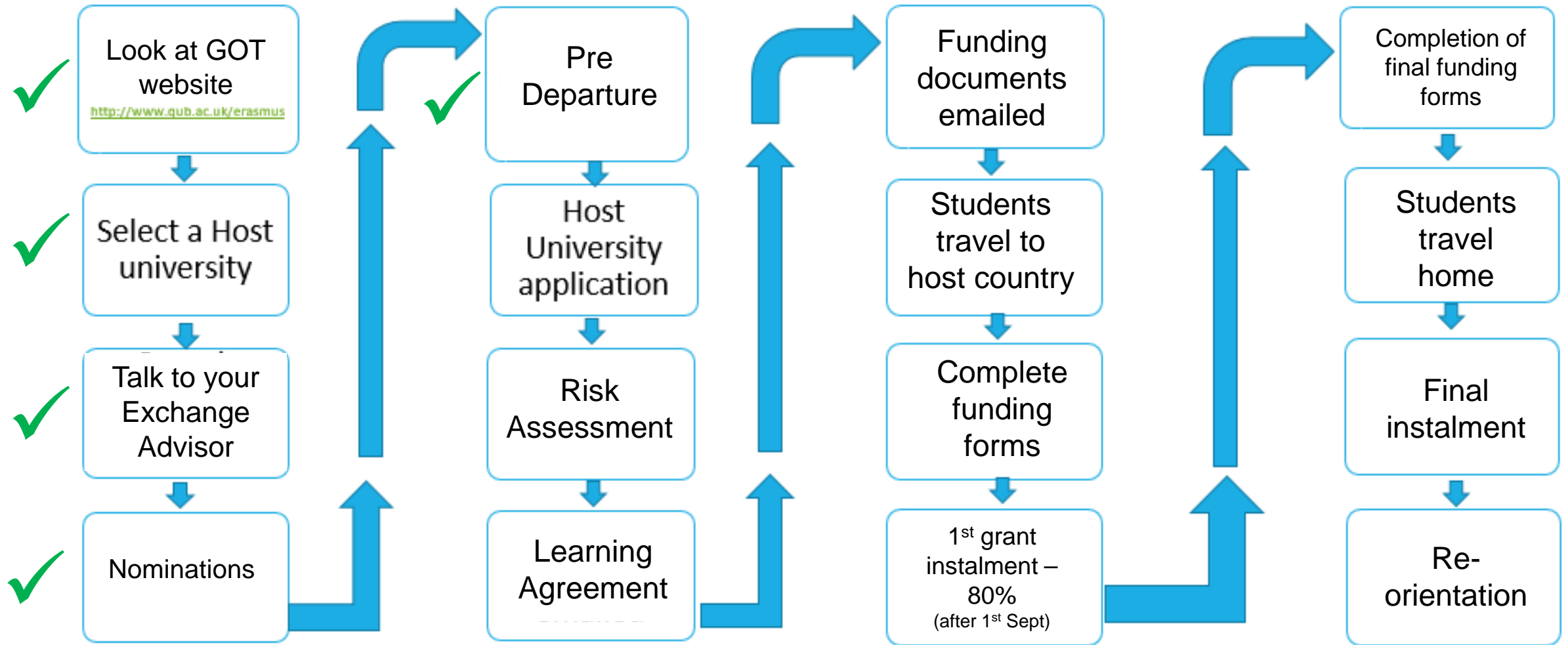
Put your academic studies first

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



# 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?





## 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.



# QUESTIONS?





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DISABILITY  
AND WELLBEING

IT ALL  
STARTS  
HERE

WELLBEING SUPPORTS





**0808 800 0016**





STUDENTS' UNION

ONE ELMWOOD

ONE ELMWOOD

STUDENT CENTRE





YOUR UNIC  
LIFE START  
HERE



QUEEN'S  
STUDENTS'  
UNION

RECEPTION



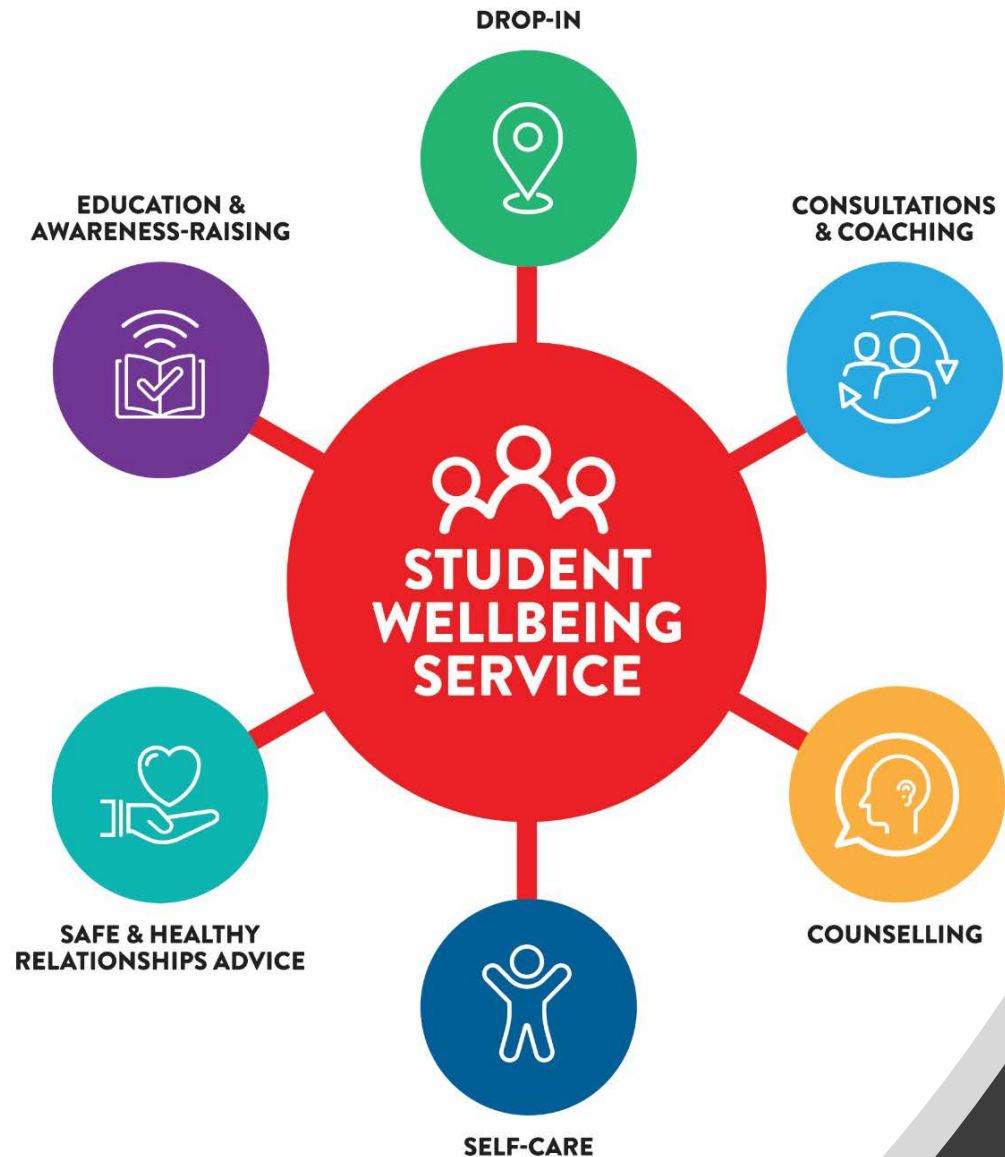


**STUDENT  
INFORMATION  
POINT**









# What are we about?



# Pre-Departure: Looking After Your Wellbeing



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STUDENT  
WELLBEING



CONNECT



KEEP  
LEARNING



BE ACTIVE



TAKE NOTICE



GIVE

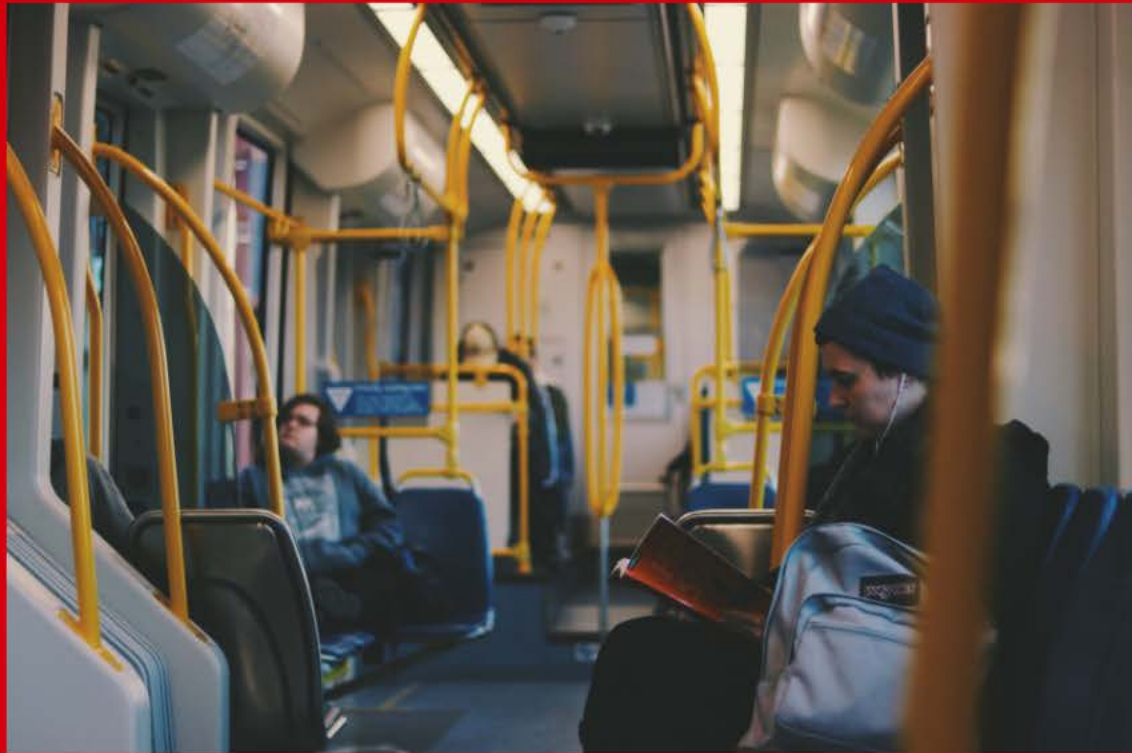


# Make the most of the experience





# 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





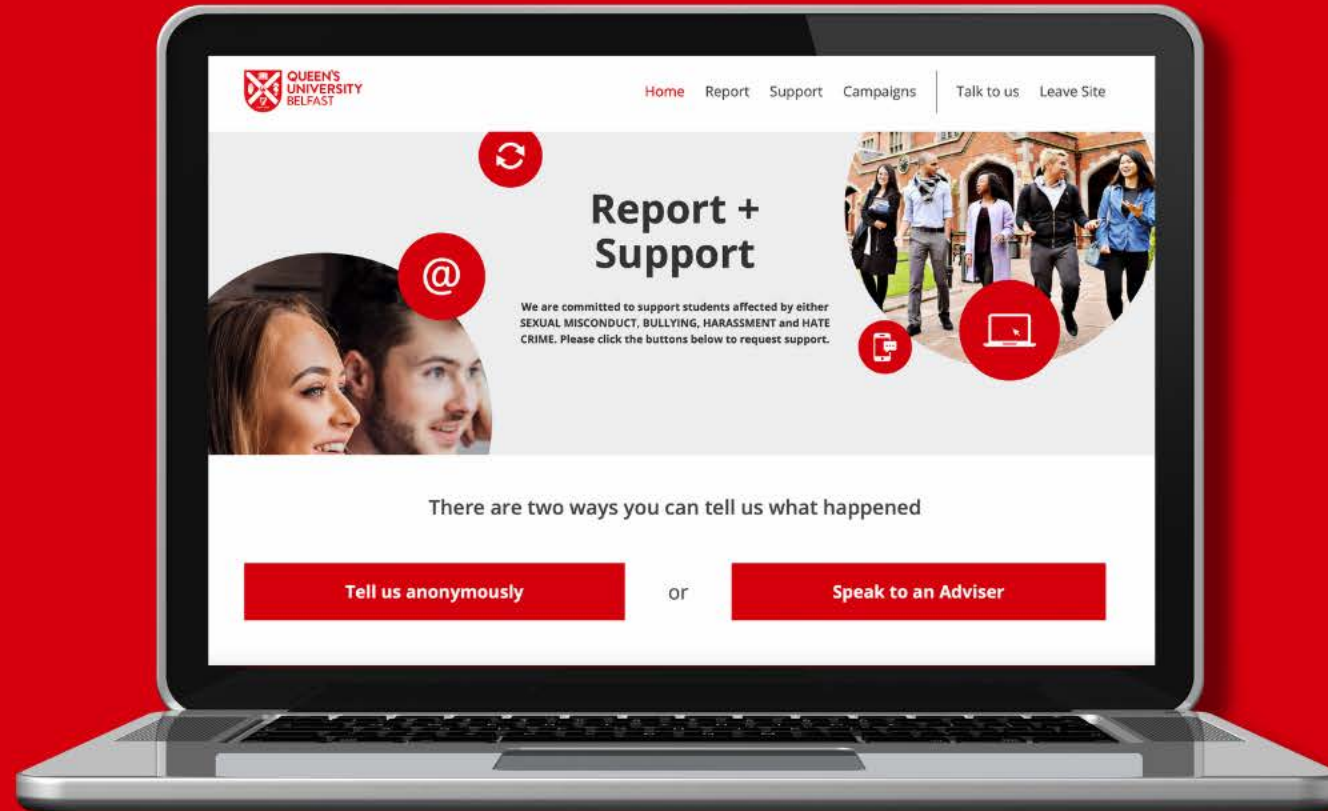
# Safety when out and about

- 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*





## Student Wellbeing Service

UNIVERSITY DIRECTORATES / STUDENT CENTRE / STUDENT WELLBEING SERVICE

Information for Students

Information for Staff

Events

Policies & Procedures

Connect With Us

Quick Links

Mind Your Mood

**DAILY DROP-IN: MON TO FRI, 11AM - 3PM**

**VISIT US: LEVEL 1, ONE ELMWOOD STUDENT CENTRE  
OR CALL US: 07387546123**

If you have a query or need support, our Drop-In can be your first point of contact.

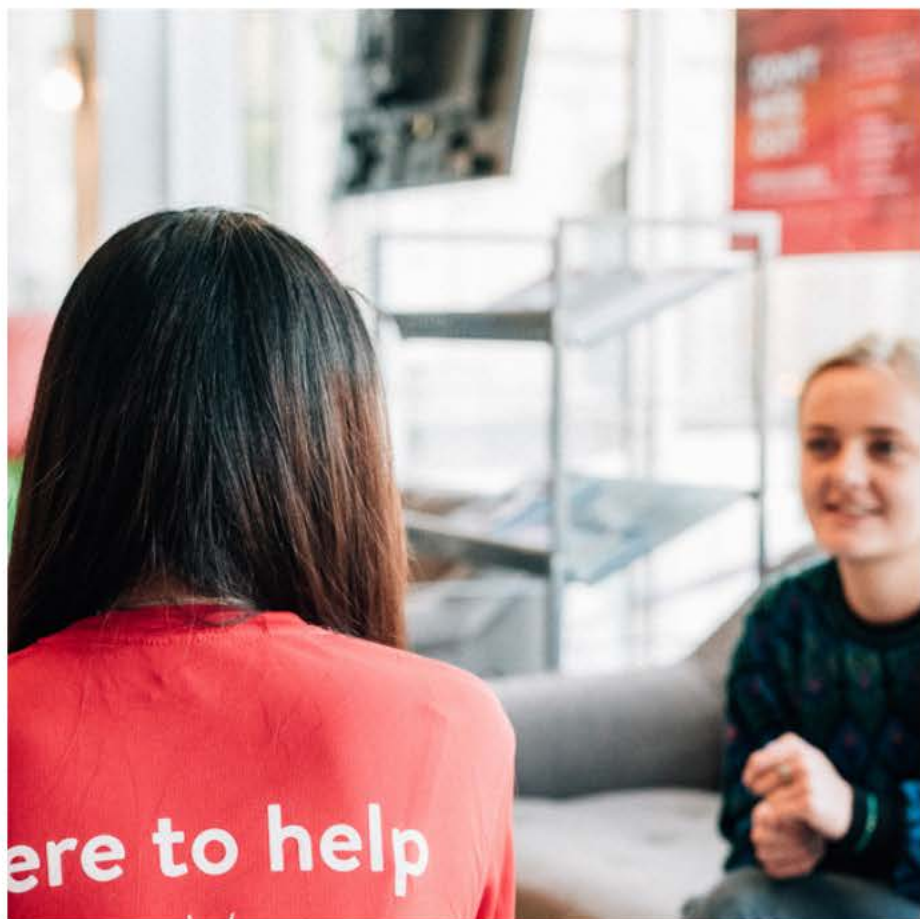


We recognise that being a student isn't always easy. As you progress through your journey here at Queen's, the changes and challenges you experience can affect you differently, and that's OK.

We have a highly trained and dedicated team of Disability and Wellbeing Advisors who can offer a range of support to students at any stage, in a safe, confidential, and non-judgemental space. We will work alongside you to empower you to realise your potential; and to equip you with the tools you will need to look after your own physical, mental, and emotional wellbeing as you progress through life.

You can contact our Student Wellbeing team at any time throughout the academic year, and no registration is necessary. All our support services are free of charge and open to all Queen's students at all levels.





# 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, One Elmwood

## 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](http://www.inspiresupporthub.org/students)  
Pin: QUB2019!

## 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)

## 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)





# THANK YOU



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# **MAKING THE MOST OF YOUR INTERNATIONAL EXPERIENCE – A CAREER PERSPECTIVE**



**Carmel Colton**

**Karen McCann**

**Ludovica Piccinini**

**Careers Consultants**

**May 2024**

# Why Have an International Experience?

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

5% higher wage  
after graduation

More likely to have  
managerial jobs 10  
years after  
graduation



# Employers want cultural awareness and language skills

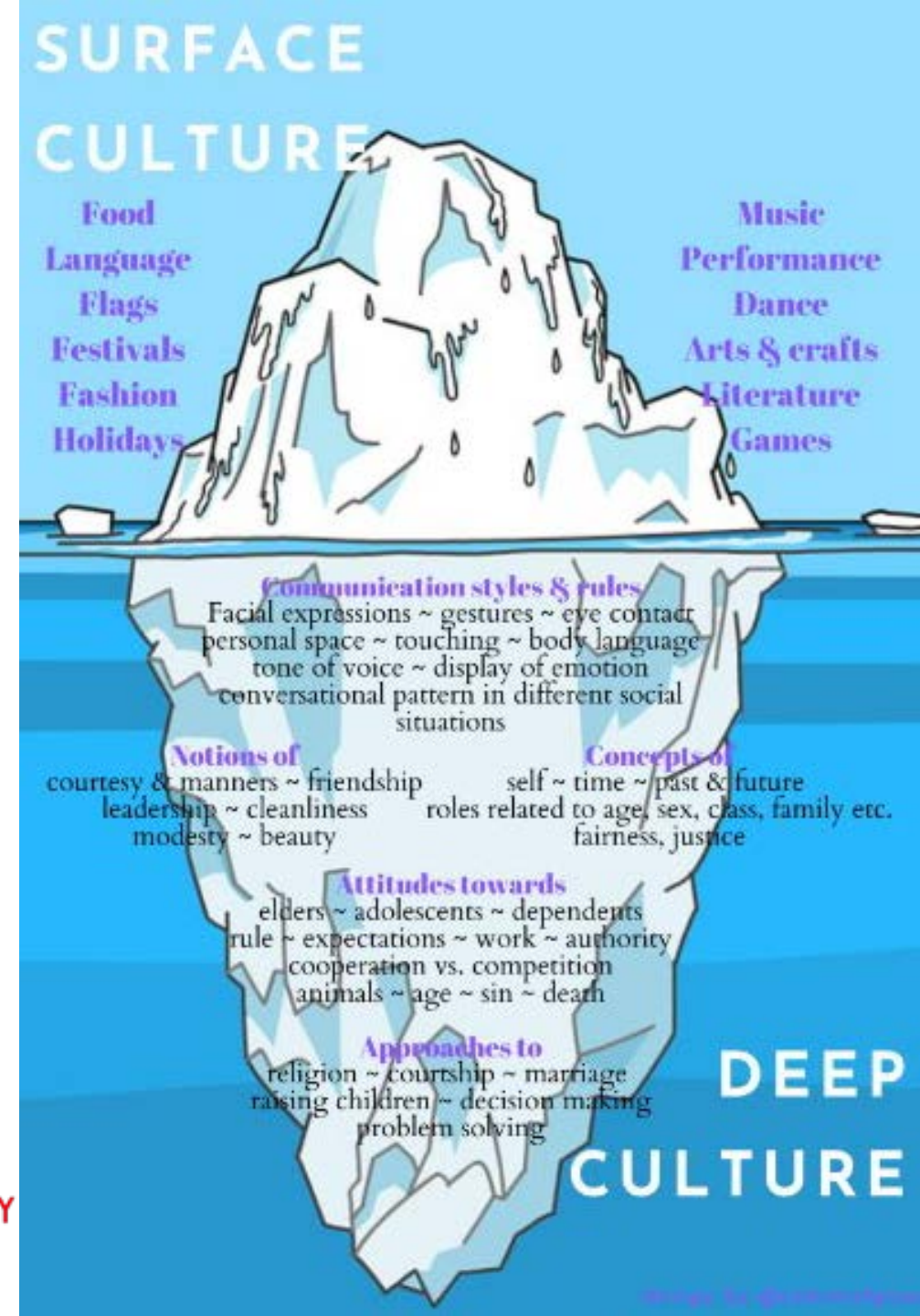
- 39% of employers were dissatisfied with graduates' **cultural awareness** → Understanding and respecting how others operate based on their cultural backgrounds.
- 47% were dissatisfied with graduates' **language skills**.
- 70% of small-medium businesses believe future executives at their company would need language skills and international experience.

(CBI/Pearson, 2022)



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# Showcasing language and language-related skills

**If you're (at any level) bilingual, remember that you're a standout candidate!**

**Mention your language(s) on your CV**, even if you don't consider yourself fully fluent, because...

- Only 35% of Europeans speak 2+ languages
- 11%-35% of Europeans receive higher salaries due to languages

**In an interview/application**, you can emphasise skills that are scientifically linked with multilingualism:

- Open-mindedness
- Creativity and inventiveness
- Problem-solving expertise
- Skill in different modes of communication
- Or any other benefits (each person's experience is different!)



[The huge benefits of working in your second language - BBC Worklife](#)

[A second language can increase your employability \(accaglobal.com\)](#)

EU Commission Skills website, 2023



# Other Top Skills: Networking

Learning and growing from putting yourself “out there.”

- Being in an international environment will allow you to make **lifelong friends and connections** from many different backgrounds.
- You get to create a **global network of contacts** who will go on to work in a wealth of different international industries = a worldwide contact base
- You could end up **working with** some of the people you meet, or you can find yourself **calling on their unique skills** at some point in your career. You could even end up partnering up and **going into business together**.
- A great way to **help achieve your long-term career goals** while also getting to **experience a range of cultures** and customs.



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# Other Top Skills: Problem-solving and Organisational Skills

- Studying abroad will allow you to **identify work-related problems** and **strengthen your independence**.
- You will make independent decisions by **using your instincts** and experiences to overcome obstacles.
- Your ability to view a problem from an **international perspective and experience** will be a great advantage when seeking the root of an issue before moving towards **problem-solving**.
- Learning to navigate new surroundings (transport, currency, phone contracts...) and organise your time will help you develop the ability to **plan logically and think critically** - key skills of project management that employers typically look out for!



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# Other Transferable Skills You Could Develop...

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

*...But how can I make sure I develop them?*



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# GOALS

Specific

Measurable

Achievable

Realistic

Time Based

## How-to: Set Clear Goals

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



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# How-to: Don't Forget to Record Your Achievements!

- Keep a journal (or portfolio)
- Document your experience through multimedia
- Records are valuable resources for updating your CV or preparing for interviews—your memory won't always suffice!



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# How-to: Leverage References and Connections

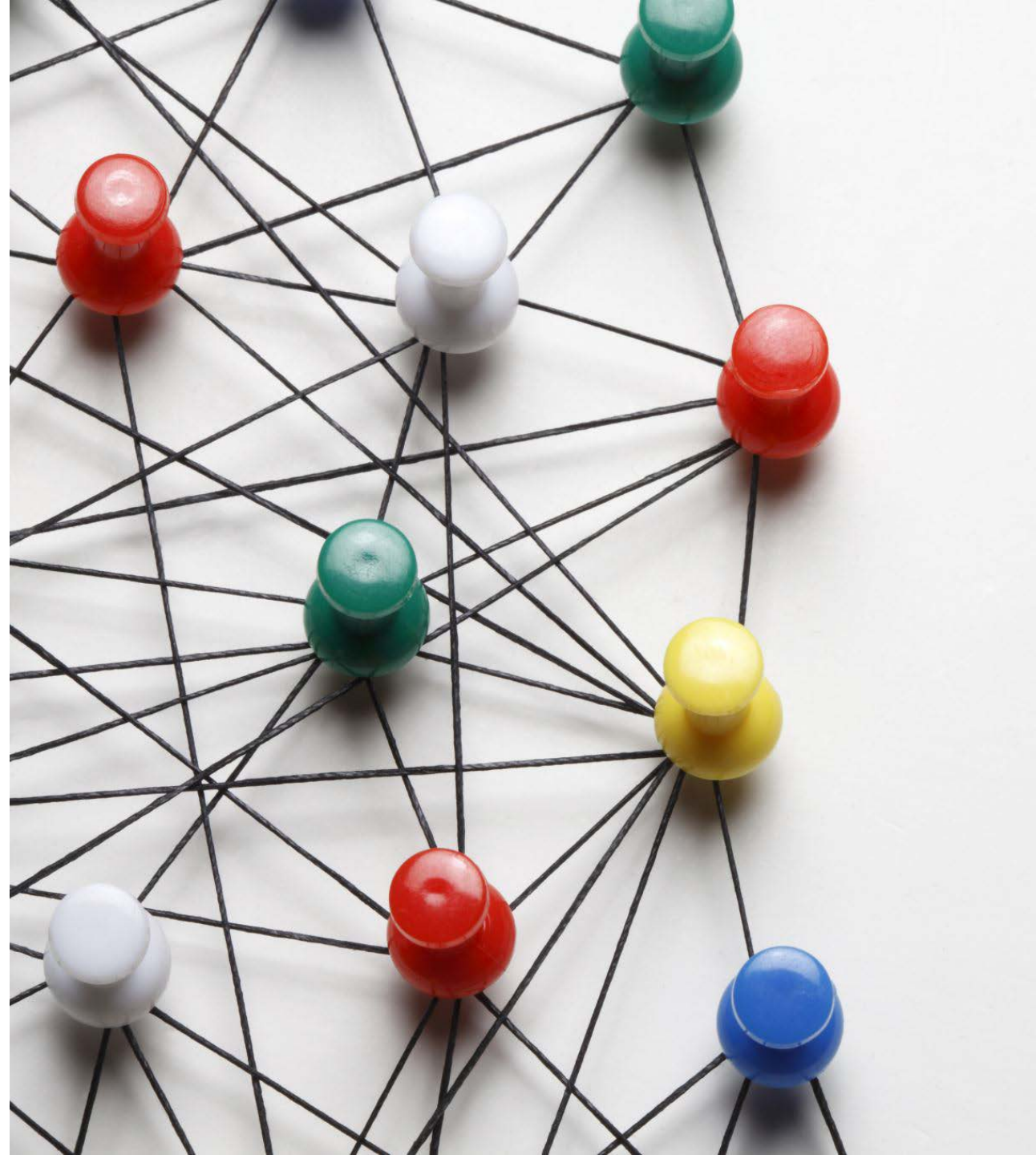
Utilise the connections you made during your experience!

- Impressive **references** or LinkedIn **endorsements**
- Enhance your **credibility** & chances of securing future opportunities



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# How-to: Improve your CV and Cover Letter

When applying for opportunities, highlight the **experience** and **cultural competencies** gained abroad.

Don't forget your new **transferable skills**:

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







# How-to: Articulate Your Experiences Effectively

- Practice talking about your experience at interviews in a compelling way
- Use **specific examples** → **STAR Method**
- Highlight the new **skills and qualities** that make you a valuable candidate
- Explain how your international experience **sets you apart** from others



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# Don't wait for the right opportunity: create it.

George Bernard Shaw

It doesn't stop here:  
Seek Further Opportunities

Internships

Part-time jobs

Volunteer opportunities



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## WHAT TYPE OF CAREERS CONSULTATION DO I NEED?

Appointments are available online  
or in person in One Elmwood.



**I want to  
explore my  
options**

**Book a 30-minute  
chat**

We'll help you explore  
options available to  
graduates with your  
degree.

Prep by checking out  
our self-help resources:  
[GO.QUB.AC.UK/  
CAREEROPTIONS](https://go.qub.ac.uk/careeroptions)



**I'm prepping  
for an  
interview**

**Book a 30-minute  
chat**

We'll talk you through the  
type of questions you  
might be asked and how  
best to structure your  
answers.

Prep by checking out  
our self-help resources:  
[GO.QUB.AC.UK/  
INTERVIEWTIPS](https://go.qub.ac.uk/interviewtips)



**I'm  
applying  
for a job**

**Book a 15-minute  
CV check**

We'll provide  
recommendations to  
help your application  
stand out.

Prep by using our free  
automated CV checker:  
[VMOCK.COM/QUB](https://vmock.com/qub)  
(or access with single  
sign on via MyFuture)



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assessment  
centre**

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and prepare for the  
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**BOOK VIA MYFUTURE**  
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