Guide to completing the Study Abroad Online Application for Academic Year 2017/18

Thank you for considering to apply to Study Abroad as an optional part of your University of Reading degree. You cannot save the application and return to it at a later time or date. Therefore please ensure you have read this guide thoroughly before starting your online application.

Pre-Online Application Checklist

- Researched your Study Abroad options via www.reading.ac.uk/outgoing including www.reading.ac.uk/studyabroad/outgoingstudents/howtoapply/vso-thingstoconsider.aspx
- Made contact with your Study Abroad Coordinator regarding your application to Study Abroad
- Directed any questions you are unsure about to studyabroad@reading.ac.uk
- Decided on up to 4 Study Abroad Destination Preferences
- Written a statement (no more than 300 words) responding to the question “Why are you interested in studying abroad and how do you think it will benefit you?”
- Written a statement (no more than 300 words) responding to the question “Why do you want to study abroad at the institution(s) you have listed in this application?”

How do I complete my Online Application?

Access the Online Study Abroad Application via:
https://reading.onlinesurveys.ac.uk/online-application-to-study-abroad-in-201718

Introduction
Please read this thoroughly and ensure you have read through this guide completely before attempting to complete the Online Application.

Personal Details
Please fill in your personal details including First Name, Family Name, University of Reading Student Record Number (8 digits noted on your campus card), University e-mail address and degree programme title.

You must select the Primary Subject Area from the list provided. If you are a joint honours student, the first subject or department in your degree title is your main point of contact. All of your relevant subjects must approve including the timing of your mobility.
Eg. A student taking BA Art and Psychology, the main point of contact will be Art. Therefore an applicant must gain approval first from Art in order to go abroad in the autumn of Part 3 of their 4 year degree. Psychology must also support the study abroad placement including the timing of the mobility.

Please also indicate your level of study e.g. Undergraduate, Postgraduate or Doctoral and your current year of study.

Please indicate if you have a disability so we can liaise with the appropriate colleagues to ensure sufficient provisions are put in place to support you in your application and your Study Abroad placement.

If you are an International student who requires a Tier 4 Visa to study in the UK please indicate this in the application. We will liaise with the Immigration team to ensure the correct actions are taken to allow you to Study Abroad.

**Destination Preferences**

You are recommended to list up to four (4) Study Abroad Destinations from the lists available on your specific subject Study abroad pages listed here: [www.reading.ac.uk/outgoing](http://www.reading.ac.uk/outgoing)

Please do not include institutions where you would not consider studying in order to fill the 4 choices.

Please state the period you wish to study abroad for. The standard Study Abroad duration is stated on the specific subject Study Abroad pages as per the link above – anything else will require explicit permission from the subject area.

In the Preference boxes please state the Name of the Partner University followed by the name of the country e.g. University of Ottawa, Canada or Aarhus University, Denmark

**TOP TIP!**

If your department offers more than one Study Abroad destination, it is better for your application to put as many destinations as possible. This shows that you are flexible and if we are unable to offer you your first choice, we can allocate to your 2nd/3rd/4th preference more quickly!

**Why do you want to Study Abroad?**

You are required to answer the following questions as part of your application. Each answer should be no more than 300 words.

"Why are you interested in studying abroad and how do you think it will benefit you?"

"Why do you want to study abroad at the institution(s) you have listed in this application?"

Please write these statements before starting the online application so you can check for spelling errors etc. then paste into the online application. This will be used as part of the process to select and allocate places to partner universities.
You will also be asked to confirm that you have discussed your Study Abroad application with your relevant Department Study Abroad Coordinator to gain pre-approval. This will be verified with the relevant coordinator after the application deadline.

Data Protection
Please read this thoroughly and if you agree please continue with the rest of your online application. If you answer ‘No’ (i.e. you do not agree Reading to transfer data) then you cannot Study Abroad.

How did you find out about Studying Abroad?
This question is to help ESAO determine the best ways to make students aware of the opportunities to Study Abroad.

Student Declaration
Please ensure you read through the points carefully. You must agree to all the points stated in order to submit your completed online application. Please see Annex 01 at end of this document to see what the Terms and Conditions of applying to Study Abroad are. By submitting an application to Study Abroad, you are accepting the Terms and Conditions noted in the application.

When do I have to apply by?
The deadline to submit your completed online application is **23:59, Sunday 22 January 2017**. However you are advised to speak to your subject Study Abroad coordinator as soon as possible and let ESAO know if you have any questions or queries.

What Next?
After the application deadline 22 January 2017, the Erasmus & Study Abroad Office (ESAO) will liaise with the various department study abroad coordinators and allocate students as best as possible to places available and according to their destination preferences.

Students will normally be notified by email of any decision made no later than Monday 13 February 2017.

Once you have received a decision from ESAO you will be asked to confirm whether you accept or decline the partner institution to which you have been allocated. We will then be in touch regarding the next stages of the application to the Partner University.

Throughout the process ESAO will be able to support students providing information including funding available and putting you in touch with students that have been to the partner university.

Find Your Department Study Abroad Coordinator*

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<thead>
<tr>
<th>Department</th>
<th>Study Abroad Coordinator</th>
<th>Contact E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agriculture</td>
<td>Ms Rebecca Jerrome</td>
<td><a href="mailto:r.m.jerrome@reading.ac.uk">r.m.jerrome@reading.ac.uk</a></td>
</tr>
<tr>
<td>Archaeology</td>
<td>Dr Aleks Pluskowski</td>
<td><a href="mailto:a.g.pluskowski@reading.ac.uk">a.g.pluskowski@reading.ac.uk</a></td>
</tr>
</tbody>
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Last Updated November 2016
Annex 01 - Study Abroad Terms & Conditions

This is taken from the online application. Please read carefully before submitting your application:

By submitting an application to Study Abroad:

- I understand that this application form outlines the basis of a commitment to participate on an Exchange and if a subsequent offer of a place is made and accepted that it will be on the understanding that I will not withdraw from the Exchange except in the event of examination failure or other exceptional circumstances.
- I have discussed my Study Abroad options with my subject Study Abroad coordinator and, where appropriate, the Erasmus & Study Abroad Office.
- I have read and understood the relevant information provided on the Erasmus & Study Abroad website: www.reading.ac.uk/studyabroad/outgoing
- I will complete any necessary application materials provided and supply any additional information as requested by the Host institution as part of an application to the Host institution.
- I understand that any request to study abroad in the USA, Canada or Australia for a full academic year when their degree has a term / semester option available will receive a lower priority for places than students who choose the term / semester option.
- I understand that the final decision regarding acceptance onto the Study Abroad Programme, including registration onto modules at the Host institution, will be made by the Host institution.
- I understand and accept the impact Studying Abroad may have on my studies at Reading.
- I have researched and fully understand the financial costs and implications of Studying Abroad at the institutions I have selected. I confirm that I have access to sufficient funds in order to Study Abroad at the Institutions chosen.
I understand and accept that I am responsible for all costs related to travel to the Host institution and within country, accommodation at the Host institution, subsistence and living costs in the host country, insurance (where appropriate) and any other additional non-tuition fees levied by the Host institution.

I agree to carry out my studies/ work in accordance with the information provided by my School, as will be outlined in a learning agreement, to be agreed and formalised in conjunction with the Study Abroad coordinator when the formal application to the partner institution is being completed.

I understand that the Exchange is on the basis of subjects/ modules being available at the Host institution. In the event that the subjects/units/options of my choice not being available, for whatever reason, I understand and accept that I cannot hold the University of Reading responsible or liable for such non-availability.

I understand and accept that ability to Study Abroad is dependent on my continued successful academic performance within my degree programme, and that the University reserves the right to withdraw any application to Study Abroad if I do not meet the necessary requirements for participation.

I accept that if permitted to Study Abroad for one term / semester that it is not possible to extend the period studying at the partner institution to a full academic year.

I will inform my academic Department / School of any disability, learning difficulty or long term medical condition that might require additional support at the University of Reading and / or partner institution in order to be able to successfully complete my studies.

[1] Support Services can vary across each partner institution and not all institutions may be able to offer similar arrangements as are available to you at Reading. By informing your Study Abroad Coordinator at the earliest opportunity it will enable the University of Reading to liaise with the partner institution as early as possible regarding any requirements you may have.

By submitting an application to Study Abroad you can expect:

- Guidance and assistance from the relevant Study Abroad Coordinator in your subject area concerning academic matters related to any Study Abroad placement.
- Support regarding the selection of modules at the Host institution in order to create an appropriate Study Programme in accordance with the requirements of the Reading degree programme onto which the applicant is registered.
- Support from your School and the Erasmus & Study Abroad Office in the completion of any application to the partner institution, where appropriate.
- To be provided with a handbook and information regarding your Study Abroad placement from the University of Reading, including details regarding your placement, rights and responsibilities etc
- A pre-departure sessions organised by the Erasmus & Study Abroad Office (March 2017) and / or your your Department / School (to be confirmed).

Your academic Department / School will:

- Provide written confirmation regarding any academic requirements, in advance of the mobility, so that both parties know and understand what is expected of you in order to successfully complete the Study Abroad placement.
- Confirm the amount of credits expected to be completed at the Host institution, and explain how the credits and grades will transfer from the study placement back to the degree programme at Reading.
- To communicate to the participant any changes to curricula that could impact on the proposed Study placement.
- Monitor progress of participants and provide pastoral care and support (where applicable) at application stage, whilst abroad and upon return.
- Provide formal confirmation, upon return from placement, regarding how the credits and grades have transferred from the study placement back to your degree programme at Reading.