

# Overseas Exchange Programmes

## Information for students



Adding value to your degree  
Improving your employability  
Enhancing your personal development  
Increasing your cultural awareness

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# Introduction to the Exchange Programmes

**Going on an Overseas Exchange for a semester or a year may change your life.** It will have an impact on your motivation to study, on your employability as a graduate in a global jobs market, on your development as a person and on your awareness of your own and other peoples' cultures.

With your tutors' help you will select modules from one of our many partner institutes which will complement and enhance your chosen degree. **By adapting to another educational culture, you will find that you become increasingly flexible in your approach to study and confident in the way you tackle assignments.** There is evidence to show that students returning from an overseas exchange obtain, on average, 5% better marks in their final year than expected, which may ultimately affect the class of their degree.

In an increasingly competitive jobs market, employers will look for qualities which will set apart one applicant from the others. **If you have been on an overseas exchange, you will be perceived as having useful transferable skills as well as broad horizons and an adaptable approach to life and work.**

The impact on your personal development will be difficult to quantify but **you will certainly become more self aware, self reliant and open minded in the face of new experiences.** You will develop social skills and sensitivity to your own and other peoples' cultures and may find that you see Worcester and, indeed, the UK from a completely different perspective.

If you haven't lived abroad before, you may find it uncomfortable to begin with. This does change very quickly, as you become familiar with the people and your surroundings. **Make the most of opportunities to meet people; join clubs and societies, strike up conversations with neighbours, be friendly and ask people to join you for days or evenings out.** A little effort at the start will ensure a successful and enjoyable stay.

The following pages will give you most of the information you will need to take up the opportunity of an overseas exchange at the University of Worcester. Please read them carefully and feel free to come and see us in the International Centre if you have any unanswered questions.

## Exchanges within Europe (Erasmus)

<b>What is Erasmus?</b>	The Erasmus programme is a European funded programme set up to encourage cooperation between EU Higher Education institutions. This co-operation includes student mobility and offers students an opportunity to undertake a period of study in another EU partner institution, and guarantees the recognition of that study as part of the student's degree.
<b>How do you qualify?</b>	You must have successfully completed your first year of study. You must be an EU or EEA (European Economic Area) national or possess a valid UK residence permit. You should be registered as a full-time student at University of Worcester on an award-bearing course.
<b>Funding and fees</b>	If you take part in an exchange under the Erasmus programme you will continue to pay tuition fees to the University of Worcester and will not be charged tuition fees at the European partner institution. You will continue to receive any student grant or loan to which you are normally entitled.
<b>Extra funding</b>	You may also receive a supplement in the form of an Erasmus grant. This is intended to help towards the extra costs of living and studying abroad. It is paid to the University of Worcester, which then distributes it to students. The amount is determined by the programme itself, not by the University of Worcester, and varies from year to year.
<b>Academic concerns</b>	A prerequisite for acceptance on the Erasmus exchange scheme is approval by your course and subject tutors at Worcester that the courses selected for study abroad are suitable and have an acceptable level of compatibility with UW requirements. This is vital in order that the period of study abroad will be acceptably coherent with the overall Worcester degree. ( <i>Students normally exchange in their second year so that it does not interfere with final year dissertations.</i> )  Courses studied on exchange earn European Credit Transfer System (ECTS) credits. Different courses earn different numbers of credits and students should be aiming to earn 30 credits for a semester ( <i>each ECTS credit is worth 2 CATS points</i> ).
<b>Learning agreement</b>	You will have a Learning Agreement endorsed by the University of Worcester and your exchange institution, to confirm the acceptability of your chosen courses and their eligibility for ECTS credit.
<b>Treatment of marks</b>	A student who passes a module as part of an agreed exchange whilst studying at another institution will be awarded an appropriate number of credits towards the award but no grade(s) will be recorded. <sup>1</sup>
<b>Language support</b>	You may not need to be fluent in a foreign language, as some of our European partners offer suitable modules in English. Because English is the global language of business, many EU universities attract students from all over the world onto their English speaking courses.  Even so, it would clearly be to your advantage socially and culturally, to be able to communicate even at a basic level in the language of the country you are visiting. You should certainly take up any opportunity to participate in a language course offered by your host university.  As soon as you decide you would like to go on a European exchange you should contact our Language Centre in Bredon to find out about the Modern Foreign Language modules and the self access facilities they offer so you can either begin a new language or improve on your existing skills.  You should also enquire at the International Centre whether there may be an <b>Erasmus funded</b> pre-sessional language course in the host country. These are generally available in languages other than French, German or Spanish.
<b>Accommodation</b>	You are responsible for organising and financing your own accommodation. Campus universities like the University of Worcester are not common in other parts of Europe. Instead, most European students live in various kinds of private accommodation and it is not uncommon to continue living at home with parents. Guidance on, and assistance with, accommodation is available from the International Offices of the respective host institutions. You must be prepared to use some initiative in making your own accommodation arrangements and to be adaptable.

<sup>1</sup> The Undergraduate and Postgraduate Regulatory Frameworks approved by Academic Board for 2007 entry onwards 8.6(URF) and 8.5(PRF)

# EUROPEAN (ERASMUS) Exchange partners

(Agreements renewed annually and so may be subject to some changes/additions but check with the International Centre for up-to-date list)

<b>CZECH REPUBLIC</b>	Palacky University, Olomouc	(Humanities)	<a href="http://www.upol.cz">www.upol.cz</a>
<b>FINLAND</b>	University of Turku, Turku	(Humanities)	<a href="http://www.utu.fi">www.utu.fi</a>
<b>FRANCE</b>	Avignon University	(Humanities)	<a href="http://www.univ-avignon.fr">www.univ-avignon.fr</a>
<b>GERMANY</b>	Fachhochschule Koblenz, Remagen University of Dortmund Fachhochschule fuer Oekonomie & Management gemeinnuetzige GmbH Private University of Applied Studies Gottingen	(Business) (Humanities) (Business) (Business)	<a href="http://www.rheinahrcampus.de">www.rheinahrcampus.de</a> <a href="http://www.udc.es">www.udc.es</a> <a href="http://www.fom.de">www.fom.de</a> <a href="http://www.pfh.de">www.pfh.de</a>
<b>HUNGARY</b>	Pazmany Peter Catholic University	(Humanities)	<a href="http://www.ppke.hu">www.ppke.hu</a>
<b>ITALY</b>	Free University of Bozen-Bolzano	(Business)	<a href="http://www.unibz.it">www.unibz.it</a>
<b>LITHUANIA</b>	Lithuanian Academy of Physical Education	(Sport)	<a href="http://www.lkka.lt">www.lkka.lt</a>
<b>NETHERLANDS</b>	Hogeschool van Arnhem en Nijmegen Hogeschool van Groningen N.L. The Hague University of Applied Sciences	(Education) (Sport) (Education)	<a href="http://www.han.nl">www.han.nl</a> <a href="http://www.hanze.nl">www.hanze.nl</a> <a href="http://www.hhs.nl">www.hhs.nl</a>
<b>NORWAY</b>	Hogskolen I Agder, Kristiansand	(Sport)	<a href="http://www.hia.no">www.hia.no</a>
<b>SLOVAKIA</b>	Comenius University of Bratislava	(Sport)	<a href="http://www.uniba.sk">www.uniba.sk</a>
<b>SLOVENIA</b>	University of Maribor	(Nursing)	<a href="http://www.uni-mb.si">www.uni-mb.si</a>
<b>SPAIN</b>	Universitat Ramon Llull IQS, Barcelona Universidad de a Coruna	(Business) (Humanities)	<a href="http://www.blanquerna.url.es">www.blanquerna.url.es</a> <a href="http://www.udc.es">www.udc.es</a>
<b>SWEDEN</b>	Högskolen Halmstad Malmo Hogskolan	(Business/Nursing/Sport) (Sport)	<a href="http://www.hh.se">www.hh.se</a> <a href="http://www.mah.se">www.mah.se</a>

## Exchanges outside Europe - REST OF THE WORLD

<b>How do these exchanges work?</b>	<p>The University of Worcester has a number of bi-lateral partnerships with institutions in the USA, Canada, Australia and New Zealand. The partnerships are institution wide so students from any school or faculty can take up the opportunity of a semester long exchange with the partner provided that they offer modules which are compatible with your degree.</p> <p>The Australian and New Zealand academic year is from February to November with Semester 1 running from February to July and Semester 2 from July to November, with the Summer vacation between December and February. Any student taking part in this exchange programme must take account of the difference in Semester dates so that all necessary arrangements are made in the UK, especially those to do with your on-going course at Worcester.</p>
<b>How do you qualify?</b>	<p>You must have successfully completed your first year of study.          You should be registered as a full-time student at the University of Worcester on an award-bearing course  <i>(Students normally exchange in their second year so that it does not interfere with final year dissertations)</i></p>
<b>Funding and fees</b>	<p>You will continue to pay tuition fees to the University of Worcester and will not be charged tuition fees at the partner institution.          Your existing grant/loan will continue unaffected but unlike the European exchanges, no extra funding or grants are available.</p>
<b>Accommodation</b>	<p>Accommodation in the USA and Canada will be in Halls of Residence. Accommodation costs for some of our US/Canadian partners are to be paid to the University of Worcester prior to your departure in a straight exchange where Worcester students will live in halls in the US/Canada paid for by US students and vice versa. However, in most cases the accommodation cost is paid directly to the host institution. (The International Centre will verify this for you once you have selected an institution). In most cases, students must provide their own bed linen and towels, either taking these or buying some on arrival in the host country. However, host institutions do sometimes provide bedding on request and will provide further details direct to the successful applicant. Sometimes shared accommodation is used on campuses in North America.</p>
<b>Visas</b>	<p>Visas are required for America, New Zealand and Australia but not for Canada for an exchange of less than 6 months. Successful exchange applicants will receive official documents both from the host institution and University of Worcester, which must accompany the visa application to the appropriate Embassy.</p> <p><u><b>N.B.</b> visa regulations are constantly changing and the individual student must check on requirements before travelling to the host country</u></p>
<b>Academic matters</b>	<p>During the semester, American/Canadian/Australian and New Zealand students will normally take four courses and University of Worcester students should do the same. These should be agreed in advance by your tutors at Worcester. They should be at level 2 or above, <b>not</b> first year level. Your Adviser/Course Leaders will advise you about fulfilling any mandatory or prerequisite requirements, which may fall in the semester of your exchange. Your course selection should be made as soon as possible and forwarded without delay to the host university. You will be required to attend for the full semester, fulfilling all local requirements including attendance, course assignments, and examinations. You will also have a Learning Agreement endorsed by the University of Worcester and your exchange institution, to confirm the acceptability of your chosen courses.</p>
<b>Learning agreement</b>	<p>You will have a Learning Agreement endorsed by the University of Worcester and your exchange institution, to confirm the acceptability of your chosen courses.</p>
<b>Insurance</b>	<p>Most American institutions have mandatory insurance requirements and this information will be sent directly to successful applicants by the host institution.</p>
<b>Treatment of marks</b>	<p>A student who passes a module as part of an agreed exchange whilst studying at another institution</p>

	will be awarded an appropriate number of credits towards the award but no grade(s) will be recorded. <sup>2</sup>
<b>Q.T.S. students</b>	In addition to the above, you will be expected to follow appropriate professionally-based classes which will enable you to fulfil the requirements of the Q.T.S programme in terms of experience of National Curriculum areas. Q.T.S students should discuss their proposed application with their Advisory/Course Leaders before submission.

## REST OF THE WORLD Exchange Partners (Outside Europe)

<b>AUSTRALIA</b>	University of South Australia, Adelaide University of Ballarat, Victoria	<a href="http://www.unisa.edu.au">www.unisa.edu.au</a> <a href="http://www.ballarat.edu.au">www.ballarat.edu.au</a>
<b>AMERICA</b>		
Indiana:	Ball State University, Muncie Indiana	<a href="http://www.bsu.edu">www.bsu.edu</a>
Pennsylvania:	Indiana University of Pennsylvania	<a href="http://www.iup.edu">www.iup.edu</a>
Massachusetts:	Worcester State College, Mass.	<a href="http://www.worcester.edu">www.worcester.edu</a>
New Jersey:	New Jersey City University,	<a href="http://www.njcu.edu">www.njcu.edu</a>
Tennessee:	Maryville College The University of Tennessee, Knoxville	<a href="http://www.maryvillecollege.edu">www.maryvillecollege.edu</a> <a href="http://www.utk.edu">www.utk.edu</a>
<b>CANADA</b>	Bishop's University, Lennoxville, Quebec Brock University. St Catharines, Ontario	<a href="http://www.ubishops.ca">www.ubishops.ca</a> <a href="http://www.brocku.ca">www.brocku.ca</a>
<b>NEW ZEALAND</b>	UNITEC International Auckland NZ (Sport)	<a href="http://www.unitec.ac.nz">www.unitec.ac.nz</a>

<sup>2</sup> The Undergraduate and Postgraduate Regulatory Frameworks approved by Academic Board for 2007 entry onwards 8.6(URF) and 8.5(PRF)

# A – Z of essential information

## Behaviour abroad

It is very important to remember that you are acting as an ambassador for the University of Worcester when you take part in an exchange programme and that you behave in a way which respects the customs and culture of your hosts and leaves a good impression behind you.

Just as many students have gone before you, so, many students will be following in your footsteps, and good relations between the partner institutions need to be maintained. You should be sensitive to cultural differences, which may make certain behaviour unacceptable. **Never forget that you are still a University of Worcester student and subject to University of Worcester regulations and possible disciplinary procedures.** In addition, host institutions retain the right, at any time, to decide that students are no longer welcome and ask them to leave.

## Insurance

Insurance cover is provided by the University. This cover only applies for the duration of the exchange and does not include cover for 'unusual activities', i.e. skiing, parachuting. If you decide to extend your stay beyond the host institution's semester dates, you must make sure that you take out insurance cover for yourself.

SUCCESSFUL APPLICANTS WILL RECEIVE DETAILS OF SPECIFIC MANDATORY INSURANCE REQUIREMENTS, IF ANY, DIRECTLY FROM THE HOST INSTITUTION.

## Medical

Europe – You will need an EHIC (European Health Insurance Card) which can be obtained on-line. This proves your EU citizenship and automatically entitles you to free/reduced cost medical treatment similar to that available to nationals of the country you are visiting.

USA - Students may not be allowed into school in the US without detailed proof of a thorough and recent chest x-ray, TB test, and proof of specific vaccinations. All Q.T.S students may need to take with them to the US a signed statement from a doctor indicating that they have had a recent chest x-ray and take the results of that x-ray with them. Any additional information in support of this would be helpful, for example, evidence and results of a recent Mantoux test.

***The majority of American States also requires students to have had two doses of MMR (mumps, measles and rubella) immunizations. Whilst these can sometimes be done in the U.S. for a charge, it is advisable to have them done before you leave this country and to take a note/certificate with you. Immunization requirements are liable to be changed and the host institution should advise you of requirements at the time of your exchange.***

## Money

You will probably want to take some currency with you: order this at least a week in advance from your bank. It is usually unnecessary to open an account abroad, as cash-point cards for British banks can usually be used in other countries to withdraw money. When withdrawing money from cash point machines, you will usually pay a standard charge per withdrawal, regardless of the amount, so it is best to only withdraw occasional large sums, rather than frequent small amounts. It is useful to check in the first few days of your stay at which banks your card can be used. This information could also be sought in advance of your visit by inquiring at your local branch. A credit card is very useful and widely accepted. Traveller's cheques can be used like cash in many shops in the US and are much safer than actually carrying around large sums of money, as travellers cheques.



## Return to UK

Whilst campus accommodation cannot be guaranteed, the University of Worcester will try to provide rooms in Halls, subject to availability, for students taking part in exchanges for the semester they are here at Worcester. **It will be the student's responsibility to submit a written request to the Accommodation Office at Worcester by 1st June prior to departure in the following academic year.**

## Rough guide to expenses involved

- Tuition: to be paid to Worcester in the usual way.
- Accommodation: European Exchanges: to be paid directly to the host.  
American Exchanges: for most exchanges paid to Worcester but some are paid directly to the host (specific details available from the International Office – Woodbury 13)  
Australian Exchanges: to be paid directly to the host.  
Canadian Exchanges: to be paid to Worcester.  
New Zealand Exchange: to be paid directly to the host.
- Meals: American and Canadian institutions usually operate a 'Meal Plan' system for students living in campus accommodation. Students are required to purchase a meal plan at the start of the semester to cover the exchange period. These vary considerably and advice and information will be sent to students by the host institution.
- Travel: To and from the host institution. You should also consider costs of additional travel that you may wish to do whilst staying in the host country.
- Visas: Immigrations regulations often change but at the time of writing this booklet student visas for one semester exchanges are required for America, Australia, and New Zealand. **N.B. visa regulations are constantly changing and the individual student must check on requirements before travelling to the host country**
- Insurance: Basic University of Worcester insurance is provided for students taking part in one of our official exchanges programmes. However, we strongly recommend that you take out additional insurance to cover activities and travel opportunities that may arise outside the normal study programme. Most students take advantage of the experience by including an amount of private travel which would not be covered under this policy.
- Some institutions/countries do have their own specific mandatory student insurance requirements and the host institution sends information on this when an application has been accepted.**
- Course Material: Some institutions work very closely to specific course books and you may be required to purchase these. Facilities may be available to purchase second hand copies and sell copies back at the end of the exchange.

## Security

Remember to take care of your possessions, particularly when travelling. Whilst the risks are usually no greater than at home, the excitement and novelty of being in a different country can be distracting and lead to carelessness. The general rule when travelling is to stow away your valuables on your person and make sure they are not visible.

## Travel

Students are responsible for booking and paying for their round trip travel. If you wish to rent a car in the USA, you will need to have a British Driving Licence and be over 21.

## List of Departmental International Coordinators

who can offer you academic guidance on selecting the most appropriate exchange destination.

Institute of Humanities and Creative Arts	<b>Paul Snookes</b>	<b>p.snookes@worc.ac.uk</b>
Institute of Science and the Environment	<b>Heather Barrett</b>	<b>h.barrett@worc.ac.uk</b>
Worcester Business School	<b>Helen Shaw</b>	<b>h.shaw@worc.ac.uk</b>
Institute of Education	<b>Hugh Somervell</b>	<b>hugh.somervell@worc.ac.uk</b>
Institute of Sport and Exercise Science	<b>Karen Van Berlo</b>	<b>k.van-berlo@worc.ac.uk</b>
Institute of Health, Social Care and Psychology	<b>Valerie Gorton</b>	<b>v.gorton@worc.ac.uk</b>

### Next Steps

- Contact your Personal Tutor. Let them know that you are thinking about going on an exchange and that you will require a reference from them to support your application.
- Speak to your module tutors or Departmental International Co-ordinator to find out which institutions they have experience of or, in the case of Europe, what courses are available to you. They will know where students have studied and where their particular subject links are strongest.
- If you are thinking of an exchange within Europe, visit the Language Unit in Bredon to find out about courses and self-access facilities for foreign languages.
- Find out from the International Centre if there are exchange students here from the institution you want to visit or students in the final year who went last year. They may be able to give you some insights into what life will be like or put you in touch with their friends.
- Collect an Outgoing Exchange Application Form from your Departmental International Coordinator, the International Office (Woodbury 13) or download it from the website
- Make an appointment with a Programme Advisor to discuss your proposed application before submitting it to the International Office. You will need signatures of approval from two academic tutors (one for Single Hons); one from each subject you are studying.
- **Submit your completed application to the International Office (Woodbury 13) by 30<sup>th</sup> March** (later applications are acceptable for semester 2 but please let the International office know as soon as possible if you are planning to submit an application)
- To make the most of your exchange experience, find out about the country and town before you go – there may be wonderful opportunities for travel and tourism while you are there.
- If you have any questions at all about exchanges please contact Lois Lewis in the International Office, Woodbury 13, e-mail: [l.lewis@worc.ac.uk](mailto:l.lewis@worc.ac.uk) **Tel: 01905 855146**