

# STUDY ABROAD APPLICATION GUIDANCE 2021-22

**International Relations – Study Abroad Team**

**ALL MOBILITY IS SUBJECT TO THE CURRENT SITUATION WITH THE PANDEMIC & THE HOST DESTINATION BEING ABLE TO TEACH FACE TO FACE AND STUDENTS BEING PERMITTED SAFELY INTO THE DESTINATION COUNTRY**

## STUDENT APPLICATION GUIDELINES

* All application information, information session and submission of applications will be managed via Canvas Study Abroad module NCIR01 <https://canvas.ljmu.ac.uk/enroll/YFADBG>**. Student must self-enrol on the module**
* It is highly recommend that students who are interested in studying abroad attend an Information Session by the Study Abroad Team (SAT). The schedule can be found below
* Q&A Instagram sessions and Application Clinics will be facilitate by Global Champions who are students who have previously undertaken overseas activity. It is recommended that a student attends a SAT Information session prior to attending these sessions and clinics. Further details are provided below
* You **MUST** discuss the available host institutions and period for Study Abroad with your [International Mobility Coordinator (IMC)](https://www.ljmu.ac.uk/students/go-abroad/study-abroad/how-to-apply) and you will need them to approve your application before you submit it via the Study Abroad Canvas site
* Students can upload their applications to the Canvas Study Abroad module <https://canvas.ljmu.ac.uk/enroll/YFADBG> from 9th February, as we would prefer, if possible, that students attend one of the Briefing sessions prior to submission of the application
* Only applications submitted online via the Study Abroad Canvas site will be accepted
* Applications will not be accepted after the deadline of 26th February 23.59, unless there are mitigating circumstances and this must be submitted in writing
* Reasons given under question a) and b) can be academic, career- related, cultural or personal and the answer needs to cover more than one of these areas.
* Answers should relate to your 1st choice host University
* Students selected for a partner university outside of Europe will receive funds from the UK Government via the Turing scheme and further information will be given once LJMU receives further details from the UK government. Until information on Turing grant rates is received, students should use the Erasmus grant rate (see below) in their answer (be aware this will not be the final Turing grant rate)
* Students studying in Europe will be in receipt of the Erasmus + grant which will be as follows:

|  |  |
| --- | --- |
| COUNTRY | STUDENT STUDY MOBILITY |
| Standard monthly grant | Widening Participation monthly grant\* |
| Denmark, Finland, Iceland, Ireland, Luxembourg, Sweden, Liechtenstein, Norway | 350 | 120 |
| Austria, Belgium, Germany, France, Italy, Greece, Spain, Cyprus, Netherlands, Malta, Portugal, Bulgaria, Croatia, Czech Republic, Estonia, Latvia, Lithuania, Hungary, Poland, Romania, Slovakia, Slovenia, former Yugoslav republic of Macedonia, Turkey | 300 | 120 |

\*Students with a confirmed household income of less than £25k per year

Exchange rate is €1 to £1

* Where there are more successful applications than spaces at a partner, the applications receiving the highest score for question b) will be prioritised. Students will be offered either one of their other choice or an available alternative location
* You will be informed of the outcome of your application no later than 19th March 2021 and students must accept the offer by 26th March via Survey Monkey link sent in the acceptance letter
* General feedback will be given to unsuccessful students by SAT, no individual feedback will be given due to the high number of applications expected.
* We request information on any addition language skills, but this is for information and has no influence on the outcome of your application, as all partners teach in English. It is purely for information as students with language skills may be able to register on modules not taught in English
* The application must be completed in full & submitted via Canvas in the Study Abroad module. <https://canvas.ljmu.ac.uk/enroll/YFADBG>

## **APPLICATION AND NOMINATION PROCESS**

* A committee of LJMU staff will assess all completed applications submitted by the deadline of 26th February

* The assessment panel will allocate students to a host institution and confirm students’ nomination and the host institution’s suitability for the student’s programme of study at LJMU. The relevant IMC will be informed
* IMC’s and Programme Leaders will consider the student’s attendance record and academic standing when making their recommendation to SAT regarding a student’s nomination to study at a partner university
* Once a students allocation to a location is approved by the school representative, the student will be informed of the decision by email by 26th March 2021. Students will then be asked to confirm their acceptance via Survey Monkey whereby they commit to both the proposed study abroad destination and attendance at a series of compulsory pre-departure sessions. LJMU will give notice of all pre-departure sessions in advance, so students can arrange to attend
* Application and nomination outcomes are final and students cannot appeal
* Once nominated, students can only withdraw from the programme if there are mitigating circumstances and this must be confirmed in writing to both the specific IMC, Programme Leader and SAT. They may be required to attend a meeting to discuss it further
* If a host decides to reject or withdraw the acceptance of a LJMU students nomination, due to their own specific reasons, then this is beyond the control of LJMU. LJMU will endeavour to find a suitable alternative placement, but students must be aware that it may not be in the same location or country
* IMC’s and SAT will nominate students to hosts their specific deadline. Hosts will then contact students with their own process requirements or visa regulations and LJMU has no influence on when this will be done and over any requirements or deadlines.

## **STUDY PERIODS**

Study periods are dependent upon the validated study period for each programme and they will be as follows:

## **PARTNERS**

LJMU has over 150 partners worldwide, however, partnership are subject specific and are based upon their subject provision, modules delivered in English and contractual requirements. You can also find a list of partners on our [website](https://www.ljmu.ac.uk/students/go-abroad/study-abroad)

Please note that each partner does teach in English for the programmes included in our partnership, but if you do have language skills that can be proven (formal qualifications or can be tested prior to departure) then you will have more module options.

If you would like to discuss your options, then please speak to your IMC or come to an Information Session.

## **VIRTUAL TEACHING V FACE TO FACE**

All study placements must be completed at the host partners campus. No mobility will be virtual in the first instance, but if circumstances change once the semester beings then dispensation to be taught virtually from either the host country or from the UK will be considered by LJMU.

Please note, that if onsite teaching cannot be guaranteed initially by the host or the students cannot enter the host country, due to the pandemic or risk then the student will be instructed to return to LJMU to progress.

If mobility is cancelled due to the changing circumstances with the pandemic either in the UK or in the host country then this will be outside of LJMU’s control.

## **MORE INFORMATION**

Students can attend various types of sessions to gain further advice on Studying Abroad during 2021-22 and their type and arrangements are below:

### **Information sessions**

Opportunity for students to attend a session given by the Study Abroad Team and the agenda will include:

* Why study abroad and the benefits to students
* Study durations
* Partner introduction
* Funding availability and type
* Application advice and process
* Introduction to the Global Champions and the experiences they have had.

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| --- | --- | --- | --- |
| **DATE** | **TIME** | **LOCATION** | **PRESENTERS** |
| Wednesday 3rd February | 2pm | **Zoom link via CANVAS calendar** | Jayne Kerwin (Study Abroad Team) and Global Champions |
| 4pm |
| Tuesday 9th February | 2 pm |
| Thursday 11th February | 4pm |
| Wednesday 17th February | 4pm |

### **Study Abroad Q & A session**

An opportunity for students who have attended the Study Abroad Team Information session, to ask questions in an informal manner via Instagram. The Global Champions will answer questions and tell students about their own experiences

|  |  |  |  |
| --- | --- | --- | --- |
| **DATE** | **TIME** | **LOCATION** | **PRESENTERS** |
| Thursday 4th February | Tbc – see Instagram post | Via Instagram @LJMUGlobalopps | Global Champions |
| Friday 5th February | Tbc – see Instagram post |
| Wednesday 10th February | Tbc – see Instagram post |
| Monday 15th February | Tbc – see Instagram post |

### **Study Abroad Application clinics**

Students can meet individual Global Champions who will provide guidance and advice for students on their applications to study abroad. Due to the current restrictions, all sessions will be delivered virtually and if a they should email goabroad@ljmu.ac.uk. The Team will allocate students to specific Global Champions and arrangements to meet at the specified time will be made via the Global Champions and applicants.

**NB. Arrangements are not available outside of the times shown below**

|  |  |  |  |
| --- | --- | --- | --- |
| **DATE** | **TIME** | **LOCATION** | **FACILATATOR** |
| Friday 12th February | pm | Email goabroad@ljmu.ac.uk & an appointment will be arranged | Global Champions |
| Tuesday 16th February | pm |
| Thursday 18th February | pm |

NB. In addition to the sessions above students must make arrangements to meet their specific International Mobility Coordinator to discuss and approve their application.

Do you have questions?

** ** **GoAbroad@ljmu.ac.uk**

** 0151 904 6470**

 **Dm to @LJMUGlobalOpps**