

**STUDY ABROAD 2018/19**

**Application Process and Guidelines**

1. **STUDENT APPLICATION GUIDELINES**
* It is highly recommend that students who are interested in studying abroad attend an Information Session by the Study Abroad Team. The schedule can be found below and at: <https://www.ljmu.ac.uk/students/go-abroad/study-or-work-abroad>
* You should discuss the available host institutions and period for Study Abroad with your International Mobility Coordinator (IMC) (list attached).
* Only electronic submissions of the application form will be accepted. Students should only submit the application form itself (p.4 onwards of this Document).
* You are expected to have researched the host institution(s) and related costs before completing your application. Information can be found at: <https://www.ljmu.ac.uk/students/go-abroad/study-or-work-abroad>
* Reasons given under question 4 a) and b) can be academic, career- related, cultural or personal.
* Where there are more successful applications than spaces for any one host, the application receiving the highest score for question 4b) will be prioritised.
* Applications will not be accepted after the deadline unless there are mitigating circumstances why you could not complete the application on time.
* You will be informed of the outcome of your application no later than March 31st 2018.
* Unsuccessful applicants will be offered general feedback on their application by SAT, but individual feedback cannot be given due to high number of applications expected.
1. **APPLICATION AND NOMINATION PROCESS**
* The application requires approval by your School’s IMC. Please note that electronic signatures are accepted.
* All completed applications submitted by deadline will be assessed by a committee comprising academic and professional members of staff.
* The assessment panel will allocate students to a host institution and confirm students’ nomination and the host institution’s suitability with the student’s programme of study at LJMU.
* IMCs 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 abroad.
* Once nominated, the student will be informed and asked to return an acceptance letter whereby they commit to both the proposed study abroad opportunity and attendance at compulsory pre-departure sessions.
* Nomination outcomes are final and cannot be appealed by students.

**3)** **MORE INFORMATION**

Study Abroad Information Sessions by the Study Abroad Team:

|  |  |  |
| --- | --- | --- |
| **Date** | **Time** | **Location** |
| 24/01/2018 | 2pm | Redmonds, RB 101 |
| 31/01/2018 | 2pm | Tithebarn, TB 215 |
| 05/02/2018 | 5pm  | IM Marsh, IM B123 |
| 06/02/2018 | 5pm | Byrom Street, Peter Jost Lower LTh |
| 07/02/2018 | 5pm  | Redmonds, RB Lecture Theatre 1 |

Study Abroad Drop-In Stand (during teaching weeks only)

Come to see us in the Student Union Zones at the following times and locations:

* Tuesdays 10-1 Byrom Street
* Thursdays 2-4 Redmonds
* Fridays 10-12 IM Marsh

**For further information email** **GoAbroadTeam@ljmu.ac.uk**

**Or call: 0151 904 6470**

**4) INTERNATIONAL MOBILITY COORDINATOR CONTACT LIST FOR ACADEMIC APPROVAL**

|  |  |  |  |
| --- | --- | --- | --- |
| **Faculty** | **School** | **Coordinator** | **Email** |
| **Arts, Professional and Social Studies** | Art and Design  | Emma Roberts | [E.E.Roberts@ljmu.ac.uk](file:///%5C%5Cjt2%5CStudyAbroad%5COUTGOING%20STUDENTS%5C2018-19%5CE.E.Roberts%40ljmu.ac.uk) |
| Screen School  | Paula Baines  | [P.Baines@ljmu.ac.uk](file:///%5C%5Cjt2%5CStudyAbroad%5COUTGOING%20STUDENTS%5C2018-19%5CP.Baines%40ljmu.ac.uk) |
| Humanities and Social Science  | Filippo Menozzi  | [F.Menozzi@ljmu.ac.uk](file:///%5C%5Cjt2%5CStudyAbroad%5COUTGOING%20STUDENTS%5C2018-19%5CF.Menozzi%40ljmu.ac.uk) |
| Law  | Alison Lui  | A.Lui@ljmu.ac.uk  |
| LCAPS | Adrian James | A.D.James@ljmu.ac.uk  |
| **Education, Health and Community**  | Education | Andrew Kennedy | A.J.Kennedy@ljmu.ac.uk  |
| Public Health Institute  | Conan Leavy | C.Leavey@ljmu.ac.uk  |
| Nursing and Allied Health  | Sean Mackay | S.C.Mackay@ljmu.ac.uk  |
| Sports Studies, Leisure and Community  | Nicholas Wise | N.A.Wise@ljmu.ac.uk  |
| **Engineering and Technology** | Applied Mathematics  | Sandra Ortega Martorell | S.OrtegaMartorell@ljmu.ac.uk  |
| Built Environment | Vida Maliene | V.Maliene@ljmu.ac.uk  |
| Civil Engineering  | Iacopo Carnacina | I.Carnacina@ljmu.ac.uk  |
| Computer Science  | Thar Baker Shamsa | T.M.Shamsa@ljmu.ac.uk  |
| Electronics and Electronic Engineering  | Kevin Johnston and Colin Wright | K.M.Johnston@ljmu.ac.uk C.Wright@ljmu.ac.uk  |
| Maritime and Mechanical Engineering  | Dan Stancioiu | D.Stancioiu@ljmu.ac.uk  |
| **LBS**  | Liverpool Business School | Brigitte Hordern | B.G.Hordern@ljmu.ac.uk  |
| **Faculty of Science**  | Pharmacy and Biomolecular Sciences  | Amanda Boddis | A.Boddis@ljmu.ac.uk  |
| Natural Sciences and Psychology  | Michael Richter | M.Richter@ljmu.ac.uk  |
| Sport and Exercise Sciences  | Dominic Doran | D.A.Doran@ljmu.ac.uk  |



# APPLICATION FORM

# STUDY ABROAD during 2018/19

Please read the guidelines before completing this application form.

This application is not complete without academic approval (section 6).

The application should be typed and emailed to: GoAbroadTeam@ljmu.ac.uk

**Application Deadline: February 21st 2018 (midnight)**

Students will be informed of the result of their application no later than March 31st 2018.

Sections 1-5 and 7 to be completed by the student.

# PERSONAL INFORMATION

|  |  |  |  |
| --- | --- | --- | --- |
| Last name |  | First name (s): |  |
| Student number |  | Date of birth |  |
| Nationality |  |  |  |
| Gender |  | English Language Proficiency | *Mother tongue* [ ]  |
| *Level\**  |
| Term timeaddress |  | Permanent address (if different) |  |
| LJMUEmail address |  |
| Contact telephone number |  |

# CURRENT LJMU PROGRAMME DETAILS

|  |  |
| --- | --- |
| School/Department of study |  |
| Programme of study |  |
| Level of Study |  |
| International Mobility Coordinator  |  |

# 3. STUDY ABROAD DETAILS

|  |  |
| --- | --- |
| **Period of Study\*** | **Semester 1 (September 2018)** [ ]  |
| **Semester 2 (January 2019)** [ ]  |
| **Full Academic Year (September 2018 – June 2019)** [ ]  |

\*Students should only apply for the period/level at which study abroad has been approved for their Programme of Study.

|  |
| --- |
| **1st Preferred host institution** |
| Name of University |  |
| City and country |  |
| **2nd Choice host institution** |
| Name of University |  |
| City and country |  |
| **3rd Choice host institution** |
| Name of University |  |
| City and country |  |

*If I cannot be placed at any of the institutions listed above, then I am willing to be considered for other destinations please tick here.* [ ]

# 4) PLEASE ANSWER EACH OF THE QUESTIONS BELOW

|  |
| --- |
|  **A) Why do you wish to study abroad? (*word limit* 250)***Your answer needs to demonstrate your interest and motivations to study abroad. You should consider using academic, career related and cultural/personal reasons in your response.*  |
|  |
| **B) Why do you wish to study at your preferred host university? (*word limit* 250)***Your answer to this question needs to demonstrate your suitability and interest to study at your preferred choice university and location. You should consider using academic, career related and cultural/personal reasons in your response.* |
|  |
| **C) What would make you a good ambassador for LJMU? (*word limit* 250)***Your answer needs to demonstrate how you will represent LJMU while abroad and how you will promote study abroad to other students when you return. You should consider using examples of personal skills, and relevant ambassadorial or customer focused experience.* |
|  |

# 5) FINANCIAL PLANNING

NB: Students should relate this answer to their preferred host institution.

|  |
| --- |
| **A) Estimated Costs (with total) for period abroad (including flights/insurances/** **accommodation/living expenses***Students are advised to list estimated costs (and total) not forgetting any personal costs such as hobbies or intention to travel. The purpose of this question is not to check accuracy of costing, but rather to ensure that students have some awareness of financial implications relating to their study abroad period.*  |
|  |
| **B) How will you fund your time abroad?**Students are advised to note relevant funding sources, for example Student Loans Company, Erasmus+, LJMU specific funding or personal savings. Students should consider the relevant cost of their time abroad compared to studying at LJMU, not forgetting loss of earnings if currently working and employment is not available at host.  |
|  |

# 6) ACADEMIC APPROVAL (To be completed by the student’s International Mobility Coordinator)

|  |  |
| --- | --- |
|  **School/Programme** |  |
| *We confirm that the proposed study abroad term and host has been approved.*  |
| Date and Signature (Electronic signature accepted) |  |

# 7) STUDENT DECLARATION

|  |
| --- |
| * [ ]  *I have read the application guidelines.*

[ ]  *I understand that places for Study Abroad places are not guaranteed and that I may not be offered a place at my preferred institution.*[ ]  *I am aware that my attendance records and academic standing will be considered as part of the nomination process to study abroad.*[ ]  *I hereby declare that the information I have given within this form is correct.* |
| Full name: |  |
| Date and Signature:(Electronic signature accepted) |  |

***Please note that applications will not be accepted without the signature of the International Mobility Coordinator (section 6).***