



Overview of the Year Abroad

**For Stage 2 Students preparing
for a Year Abroad via the
School of Modern Languages**

2016-17



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INTRODUCTION

This handbook is designed as an introduction for Modern Languages students who are undertaking a Year Abroad as part of their degree programme at Newcastle University as well as their parents and guardians. The handbook has been put together by the School of Modern Languages and the International Office.

The aim of this handbook is to inform students, parents and guardians of the issues surrounding the compulsory Year Abroad for language students. Subjects covered include: how the year abroad operates; what options are available for students; the regulations relating to the Erasmus Programme and related finance issues; tuition fees; insurance cover and what the responsibilities of those students participating in the Year Abroad are.

The staff involved in the running and administration of the Year Abroad and the student exchange programmes receive many questions from parents and guardians relating to these programmes. This guide will hopefully answer many of the most frequently asked questions.

Contact information is available on pages 3-4, and whilst parents and guardians are free to contact the programme administrators, please be aware that we must abide by the laws governing data protection, and thus are unable to discuss or disclose information relating to an individual student without their written permission.



Year Abroad: a leap of faith
Photo by Katie Chase,
Winner of the Year Abroad Photo Competition 2015-16

I. Introduction to the School of Modern Languages Year Abroad

All students registered for degrees in the School of Modern Languages are required to complete a Year Abroad between Stage 2 and Stage 4.

The Year Abroad is a unique and very valuable experience and one of the most attractive aspects of a degree in Modern Languages, for students and employers alike. Not only will the experience of living abroad improve your language skills immeasurably, it will also do wonders for your personal and social confidence and give you a much broader outlook on the world. If you are still unsure about the value of the year abroad, let the following web pages convince you:

http://www.lse.ac.uk/study/generalCourse/PDF/the_benefits_of_a_year_abroad.pdf

<http://www.thirdyearabroad.com/when-youre-back/careers/item/1188.html>

<http://www.thirdyearabroad.com/home/item/1068.html>

<http://www.thirdyearabroad.com/home/item/1485-why-do-we-do-a-year-abroad.html>

<http://www.thirdyearabroad.com/quick-questions/why-take-a-year-abroad.html>

<http://studentblogs.lse.ac.uk/law/2012/05/30/pros-and-cons-of-a-year-abroad/>

Living in a foreign country is not always easy. However, you will probably find that most of the difficulties you experience on your Year Abroad are encountered – and overcome! - in the first few weeks. With this in mind, we have put together the following information to ensure your transition to life abroad goes as smoothly as possible. All staff and all final-year students in the School of Modern Languages have spent time living abroad and we have brought together our experience in this handbook so that you can learn from our mistakes!

a. Eligibility

Students must have successfully completed Stage 2 of their degree programme in order to be eligible to go on a Year Abroad. Students who fail to pass Stage 2 either in June or the August/September resit period will not be allowed to embark on their Year Abroad because the Year Abroad is a degree programme stage in its own right (Stage 3). This also means that you need to complete the Year Abroad/ Stage 3 successfully before you can proceed to the final stage (Stage 4) of your degree programme.

b. Options available

(1) **Students of European Languages** (French, German, Spanish & Portuguese) may choose to:

- study at one of our partner universities for one or two semesters
- work as an English Language Teaching Assistant
- arrange a work placement, either paid or voluntary
- do a combination of the above (ensuring that they do not overlap)

They can do so as part of the Erasmus+ scheme if their placement is within the European Union.

Students who are studying two or more languages may choose whether to spend the whole year in just one country or divide their time between countries. However, if they decide to spend their whole Year

Abroad (or the equivalent of 7-9 months) in one country, we would generally advise them to supplement this with a short language course or summer work placement in a country in which their other studied language is spoken.

(2) **Students of East Asian languages** (Chinese or Japanese) must spend the whole year studying at one of our partner academic institutions in China or Japan.

c. Preparation for the Year Abroad

During Stage 2 the SML organises a number of information briefings for second-year students. There are also various talks held by the International Office, Careers Service, Occupational Health & Safety Service (OHSS) and Insurance Service. It is vital that students attend these meetings in order to prepare adequately for their Year Abroad. Students are generally notified of dates/times and venues via email and on the School's virtual online community (Blackboard). Approximate content and timings for these meetings are as follows:

- **Week 1 or 2** – Stage 2 General Year Abroad Briefing
- **October** – General SML Erasmus+ Information meeting / SML Assistantships meeting / Meeting for Students of East Asian Languages.
- **November** – SML Work Placements meeting / Sectional (country-specific) University Study Placements meetings.
- **April / May** – SML meeting on Academic Requirements
- **May / June** – SML Country-specific meetings on Practical Matters / Pre-departure meetings including training on Safety Abroad and insurance / Assistants' Training Course.

The SML and the Modern Languages Society also organise several social events for Stage 2 students to meet with finalists who have just returned from their Year Abroad, as well as with incoming Erasmus students from our partner universities. We also encourage students to join the Modern Languages Society to meet with other students who can pass on their advice about the Year Abroad.

d. Support during the Year Abroad

All students on their Year Abroad have a personal tutor who monitors their wellbeing and contact them on a regular basis. They also benefit from a support network assisting them with all their problems and requirements. This network consists of (1) the University Student Mobility Team, (2) the School of Modern Languages' Year Abroad Administrative Officer, (3) Sectional Year Abroad Officers, (4) the Director of the Year Abroad, and the Insurance and Health and Safety teams. The roles and contact details of these different people are explained in the table below.

	Function	Contact email	Deals with...
Administrative Support Staff			
Dawn Pinkerton	SML Year Abroad Administrative Officer	dawn.pinkerton@ncl.ac.uk	General Year Abroad administrative matters

Tonia Cook / Laura Gessey	Student Mobility Team	tonia.cook@ncl.ac.uk ; Laura.gessey@ncl.ac.uk	Specific & non country- related Erasmus+ queries (admin forms; grants, etc.)
Marsha Leask / Lena stern	Student Mobility Team	marsha.leask@ncl.ac.uk Lena.stern@ncl.ac.uk	Specific & non country- related admin queries about non-EU exchanges (China/Japan/Latin America)
Craig Langstaff	Insurance Office	insurance@ncl.ac.uk or craig.langstaff@ncl.ac.uk	Specific insurance related queries
Andrew McKenna	Occupational Health & Safety Service	Please consult the relevant Year Abroad Officer in the first instance followed by ohss-safety@ncl.ac.uk or andrew.mckenna@ncl.ac.uk	General safety advice including questions relating to travel risk assessment.
Academic Support staff			
Dr Pauline Henry- Tierney (Semester 1)	Year Abroad Officer (French section)	pauline.henry- tierney@ncl.ac.uk	Academic and administrative queries specifically related to France and Francophone countries
Dr Damien Hall (Semester 2)		damien.hall@newcastle.ac.uk	
Dr Josep Cru	Year Abroad Officer (SPLAS section)	josep.cru@ncl.ac.uk	Academic and administrative queries specifically related to Spain and Portugal
Dr Patricia Oliart (Semester 1)	Year Abroad Officer (SPLAS section)	patricia.oliart@ncl.ac.uk	Academic and administrative queries specifically related to Latin America
Dr Philippa Page (Semester 2)		philippa.page@ncl.ac.uk	
Dr Carol Fehringer (Semester 1)	Year Abroad Officer (German section)	carol.fehringer@ncl.ac.uk	Academic and administrative queries specifically related to Germany
Dr Tom Smith (Semester 2)		tom.smith1@ncl.ac.uk	
Dr Jo Smith-Finley	Year Abroad Officer (East Asian section – Chinese)	j.smithfinley@ncl.ac.uk	Academic and administrative queries specifically related to China
Dr Shiro Yoshioka	Year Abroad Officer (East Asian Section – Japanese)	shiro.yoshioka@ncl.ac.uk	Academic and administrative queries specifically related to Japan

Dr Sandra Salin	Director of the Year Abroad	sandra.salin@ncl.ac.uk	All YA issues which could not be solved by any of the above-mentioned SML staff members.
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e. Tuition Fees during the Year Abroad

All students are responsible for paying tuition fees to Newcastle University. As the students in SML are participating in their Year Abroad, they should only be charged the 'intercalating fee' (£1000), which is much less than the normal tuition fees, and significantly lower than the intercalating fee charged by many other UK institutions.

Students going on a study placement should normally not have to pay any tuition fees to their host institution.

Registered UK students who are experiencing unexpected financial difficulties or who have a low income may be eligible to apply to the Newcastle University Hardship Fund (HF). This fund is made available by the University to provide selective help, on a discretionary basis, to students who are struggling to cover their living costs. All applicants must have accessed all other sources of funding available to them before applying for assistance. More detailed information about the fund can be found at:

<http://www.ncl.ac.uk/students/wellbeing/finance/funding/ukstudents/hardship/>.

Newcastle University also issue short-term emergency loans to registered students if they have completed exhausted their funds and are unable to cover basic costs such as food and travel to/from university. Unlike payday loans, the University does not charge interest, but the loans are administered on a discretionary basis and usually only a small sum will be offered. Further information can be obtained from our website:

www.ncl.ac.uk/students/wellbeing/finance/funding/ukstudents/hardship/emergencyloan.htm

II. Year Abroad Options for students of European Languages

a. Assistantships

Candidates must be native English speakers and must normally have completed all of their secondary education (age 11-18) and at least two years of higher education in the UK by the time they start work. Assistantships are organised via the British Council in London. Most assistantships last for seven or nine months, although it is possible to apply for shorter placements in some countries.

Students apply online. The School of Modern Languages organises a one day training session for prospective assistants at the end of Stage 2 (normally during the second or third week of June). Students do not require a TEFL (Teaching English as a Foreign Language) qualification or any teaching experience to apply for an assistantship.

You can also consult the British Council's Assistantships Website at:

<https://www.britishcouncil.org/language-assistants/become>

Other useful websites for those of you who are still unsure about becoming a Language Assistant at this stage:

<http://www.thirdyearabroad.com/work-abroad/teach-abroad.html>

<http://thewell-travelledpostcard.com/2012/10/31/third-year-abroad-pros-and-cons-of-teaching-english-abroad/>

Students taking part in the Assistantship scheme are eligible to apply for some Erasmus funding (see Appendix 1 – Erasmus+) provided that their teaching placement is located within the European Union.

b. University Study

Students can choose to spend part or all of their Year Abroad studying at a university. If they wish to study in Belgium, France, Germany, Spain or Portugal, they may choose to take part in the Erasmus+ exchange scheme (see Appendix 1 – Erasmus+).

Wherever they study, students must ensure that their programme of study is approved by the relevant YA officer and that the SML receives an official transcript of the marks achieved at the host University. They can either send it to us themselves or arrange for one to be sent to us by the university at which they are studying (for Erasmus exchanges, this is usually dealt with by the exchange partners directly).

Erasmus Exchange Partners

The School of Modern Languages has an agreed quota of students to be exchanged with a selection of partner institutions in other EU countries on the basis of a reciprocal exchange. Exchanges have been set up with the following universities¹:

- **Belgium:** Université Libre de Bruxelles, Faculté de Lettres, Communication et Traduction (T&I) ; École Pratique des Hautes Études Commerciales (Bruxelles)
- **France:** Université d'Angers, Université Catholique de l'Ouest (Angers), Université de Savoie (Chambéry), Université Grenoble-Alpes (Grenoble), Université de Lorraine (Nancy), Institut de management et de communication interculturels (ISIT, Paris – T&I), Université de Pau et des Pays de l'Adour, Université François-Rabelais (Tours), École Supérieure de Commerce de Troyes.
- **Germany:** Augsburg, Bochum, Halle (Saale), Oldenburg, Rostock, Tübingen, Graz (Austria, T&I)
- **Portugal:** Universidade de Coimbra; Universidade de Lisboa
- **Spain:** Pompeu Fabra (Barcelona); Universidad de Granada ; Universitat de Valencia; Universidad Autónoma de Madrid; Universidad de Murcia ; Universidad de Cádiz; Universidad de Salamanca (T&I); Universidad de Zaragoza.
To be confirmed: Universidad de Sevilla (Hispanic Studies).

¹ Please note that the list of exchange partners may vary throughout the year as our Year Abroad team works constantly on improving our offer to students. An up-to-date list of Partner Institutions will be provided to students during the country-specific briefings.

Please note that students who are not citizens of an EU country can still take part in the Erasmus programme as a full-time student of Newcastle University. However, depending on visa restrictions, options may be limited to University study.

c. Work Placements

Work placements are a good way to experience life in another country. The advantages of doing a work placement vary a lot depending on the kind of work students do, but any professional experience will be a great improvement to their CVs and may help them find openings for future employment.

Work placements must be **arranged by the students themselves**. The School of Modern Languages is **not able to actively help** students find work placements. However, guidance on how to go about identifying possible companies to work for will be provided:

- A briefing organised in association with the University's Careers Office focuses on helping students with their work placement search.
- The School also keeps an up-to-date listing of companies for which our students have worked in the past or which have sent us details of a placement opportunity (available in the Blackboard Year Abroad Community).

Although the SML tries to offer students as much flexibility as possible, all work placements should involve serious work experience and significant language contact. They must also satisfy our Health and Safety requirements and must be approved by the relevant YA Officer. The SML work placement contract must be signed to this effect. Employers are also required to complete a Health and Safety questionnaire. **Please see Appendix 2 for further information on how to apply for a Year Abroad Work Placement in Europe.**

Students choosing to do a work placement as part of their Year Abroad are eligible to take part in the Erasmus+ scheme as long as (a) their placement is at least 60 days in duration, (b) the placement company is located within the EU and (c) the placement abides by the Erasmus funding regulations (see Appendix 1 – Erasmus+).

d. Study Placement v Work Placement

If you are still not sure whether a Work placement or a Study placement may be more appropriate for you, the following website may help you decide:

<http://www.thirdyearabroad.com/advice-and-tips/uni-v-working-abroad.html>

III. Year Abroad Options in Latin America

a. Work Placements

Students studying Spanish or Portuguese can undertake a work placement in Argentina, Chile, Ecuador, Peru or Brazil, provided that their placement meets the following conditions:

- the placement is in a company (preferably a multinational company), that has ITS OWN LIABILITY INSURANCE in place.
- the company agrees to: 1) sign the Newcastle University work placement contract; 2) complete the Health and Safety questionnaire attached to the work placement contract; 3) provide supporting evidence of the Health and Safety measures in place in the company so that the H&S aspects of the placement can be assessed.
- the placement is in an area that is recognized as being safe for travel by the FCO (<https://www.gov.uk/foreign-travel-advice>)
- students select a study placement as a back-up plan in case their work placement is not approved.

Please note that these conditions are the same than those applied to any other SML Year Abroad Work Placement.

The **placements advertised in the Blackboard Year Abroad Community** have already been approved by the SML so students who are interested in one of these placements just need to select a back-up study placement – just in case – and contact the Year Abroad Officers for Latin America.

Students wishing to go on a work placement will need to submit all the necessary supporting documentation to the Year Abroad Administrative Officer, Dawn Pinkerton, and be expected to attend all the Latin America briefings organised by the SML, including those relating to Insurance and Health and Safety. The SML decision to approve the placement will be based on the examination of the supporting documents provided. Students may also be asked to make an appointment with the Director of the Year Abroad or one of the Year Abroad Officers for Latin America. Students will be allowed to undertake the placement only if it has been approved by the relevant Year Abroad Officer.

Please see Appendix 3 for further information on how to apply for a Year Abroad Work Placement in Latin America.

Please refer to the Health and Safety section for further information on Health and Safety issues to consider while planning your placement. A **compulsory Health and Safety Briefing will be organised on 10th May 2017** for students going to Latin America during their Year Abroad.

b. Study Placements

Students wishing to study in Latin America can undertake a study placement at one of the following Partner Universities. Further details will be given in the Latin-America specific briefing that will take place in November 2016.

- Argentina: Universidad General Sarmiento (TBC).
- Brazil: Pontificia Universidade Catolica de Rio de Janeiro ; Pontificia Universidade Catolica de Rio Grande do Sul; Universidade de Sao Paulo School of Arts and Communication (TBC)
- Peru: Pontificia Universidad Catolica del Peru and Universidad del Pacifico in Lima.

IV. Year Abroad for students of East Asian Languages

Students spending a year in China or Japan must undertake an intensive language programme within a structured learning environment at one of our partner academic institutions. This is to ensure the linguistic standard required to enter Stage 4 is reached. For this reason, students spending the Year Abroad in East Asia attend between 20-25 hours per week of language classes (usually in the mornings) throughout the year. While some 'content' classes in Chinese/Japanese society and culture (customs, painting, music, calligraphy) may also be offered to students, these are not compulsory and attract a fee over and above that covered in the exchange agreement.

Students taking Chinese or Japanese must spend 9 months (usually September 1-July 15 or July 31) studying at one of our partner institutions in China or Japan. Currently, these partner institutions are²:

- **China:** Beijing Language and Culture University; East China Normal University; Hainan University; Sichuan University.
- **Japan:** Aichi Prefectural University (Nagoya, Public) Akita International University (Akita, Private); Dokkyo University (Tokyo, Private); Fukuoka University (Fukuoka, Private); Hitotsubashi University (Tokyo, Private); Hokkaido University (Sapporo, State); Hosei University (Tokyo, Private); International Christian University (Tokyo, Private); Kobe City University of Foreign Studies (Kobe, Public); Kyoto University (Kyoto, State); Kyoto University of Foreign Studies (Kyoto, Private); Kyushu University (Fukuoka, State); Sophia University (Tokyo, Private); Waseda University (Tokyo, Private).

V. Health and Safety

The prime purpose of any placement is to provide a learning and development experience for you, the student. Health and safety needs to be an integral part, rather than a stand-alone part of the whole process and experience.

Students will be involved in carrying out a risk assessment for every Year abroad activity they will undertake so that they are aware of the hazards, risks and precautions needed to ensure so far as is reasonably practicable that every placement is safe. The purpose of a travel risk assessment is to plan and prepare for any foreseeable hazards and take simple, common sense precautions to ensure you or anyone else associated with the trip is not injured.

There is a misconception that because the University has a comprehensive insurance policy the risk assessment is of limited value which highlights a fundamental misunderstanding of the risk assessment process. If done properly a risk assessment should reduce the need for making an Insurance claim because you have taken proactive measures to protect your health and safety. Insurance claims can be expensive with the total for one foreign health related claim being £128,000. By the time that an insurance claim is initiated the individual can already have suffered life changing injuries or ill health that cannot be undone no matter how good the subsequent medical treatment is.

² Please note that the list of partner institutions can vary throughout the year as the Year Abroad team works constantly on improving our offer to students. An up-to-date list will be provided to students during the country-specific briefings.

Another common misconception is a perception in the media that health and safety advisers are responsible for banning all manner of activities. The reality bears no resemblance to this media portrayal. The University takes a sensible, realistic approach to its duty of care to keep you safe whilst on placement. Placements vary considerably and in response the University takes a risk based approach. The result is that each placement is considered individually and that requirements for lower risk placements are minimised whilst resources are concentrated on those placements likely to be higher risk.

Since a placement is an integral part of the students' course, Newcastle University has the right to refuse to approve a placement on health and safety grounds. Any placements to areas, regions or countries which are classified on the Foreign and Commonwealth Office (FCO) travel advice service as either 'advise against all travel' or 'advise against all but essential travel' will not be approved. Please note that advice can change at short notice and decisions to approve placements on travel are based on travel advice at the date of travel. Where advice against travel changes at short notice, support will be offered to the student to find an alternative placement.

Representatives from the Occupational Health & Safety Service (OHSS) provide pre-departure briefings to students organised by the Student Mobility Team and the School of Modern Languages. Attendance at these sessions is mandatory and will prepare you for your travel and provide you with the knowledge to complete your travel risk assessment. Your placement tutor will also be able to offer their support whilst you plan your placement.

We ask that for your part you carry out thorough research into your chosen travel destination (a list of useful links is provided below) and use this knowledge to inform a risk assessment that is detailed and specific to your trip. The Occupational Health and Safety Service (OHSS) have tried to assist you by providing example risk assessments but there is no excuse for wholesale copying of the example risk assessments which you will subsequently be asked to redo.

A list of websites that may be useful to students in risk assessing their placement are provided below:

- Newcastle University Travel Abroad webpages – provides for instance a Travel Abroad Guide blank and examples of completed risk assessment forms.

<http://www.ncl.ac.uk/ohss/safety/management/travel/>

- Foreign and Commonwealth Office

a. Foreign Travel Checklist & Gap Year Advice

<https://www.gov.uk/foreign-travel-checklist>

<https://www.gov.uk/gap-year-foreign-travel-advice>

b. Travel advice by country/territory – country specific travel advice

<https://www.gov.uk/foreign-travel-advice>

- Control Risks – subscription-only travel advice service available to Year Abroad Officers. Provides more specific and detailed travel advice than FCO. Ask your Year Abroad Officer about this service.
- National Travel Health Network and Centre (NaTHNaC) – health advice including important advice about vaccinations, first aid and healthcare abroad.

<http://www.nathnac.org/>

- Universities & Colleges Employers Association (UCEA)

- Health and Safety Guidance for the Placement of Higher Education Students
<http://www.ncl.ac.uk/ohss/assets/documents/ucea-hsguidanceplacementstudents.pdf>
- Guidance on Health and Safety in Fieldwork
<http://www.ncl.ac.uk/ohss/assets/documents/guidance-hsinfieldwork.pdf>

Your Responsibilities as a Student:

You are responsible for planning and preparing for your Year Abroad. You are responsible for:

- Attending all the relevant briefings (including the **Health & Safety and Insurance Pre-departure Briefing mentioned above**) and submitting all relevant documentation by the set deadlines.
- Completing and submitting a **Risk Assessment Form** for each Year Abroad activity prior to departure.
- **Providing essential contact information** when in country(ies) abroad (in particular: local address and local number).
- **Maintaining regular contact** with the School of Modern Languages (Personal Tutor and relevant Year Abroad Officer) whilst abroad, checking e-mails regularly and responding to e-mails promptly.

VI. Insurance Policy

Newcastle University Travel Insurance

We require all students on their Year Abroad to obtain the **free** Overseas Travel Insurance provided by Newcastle University for Undergraduates on degree programme-related placements. In order to be covered, students must simply print out a copy of the relevant documents, carry them in their hand luggage and keep them somewhere safe following their arrival. Students may also find it useful to leave copies with a parent or guardian. These forms can be downloaded from the following website:

<http://www.ncl.ac.uk/internal/finance/insurance/>

Please note that this policy only covers students during the placement component of their Year Abroad, i.e. those periods when they are abroad in order to engage in an approved Year Abroad activity. Therefore they are not covered by the policy during private holidays or when carrying out work experience that does not form part of their approved Year Abroad activities.

If you require additional private insurance cover (e.g. for a private holiday), you can take out insurance from any insurance company. Any such private cover must be **IN ADDITION TO** the Newcastle University free Overseas Travel Insurance.

Please also refer to the Foreign and Commonwealth Office Website and adhere to their guidance/recommendations:

<https://www.gov.uk/foreign-travel-advice>

<https://www.gov.uk/browse/abroad>

It is *very important* that participating students read all of the information contained on the above web pages and follow the instructions provided as failure to do so may result in a claim being declined.

Emergency assistance is provided by Chubb Assistance which can be contacted 24hrs a day 365 days a year. Further details are available at www.chubbassistance.com. Alternatively you can obtain a copy of their leaflet by contacting the insurance section.

Work Placements

Students undertaking an approved work placement are covered by the above University travel insurance and must follow the above guidelines. The University also requires these students to ensure that their placement company has subscribed to their own Public Liability Insurance to cover them, should they become injured whilst on their property through negligence (e.g. slipping on a wet floor, tripping over an uneven surface whilst on the work placement organisation's property). To that effect, students must ensure that their work placement company signs the School of Modern Languages work placement contract. They will obtain a copy of the SML contract once their placement has been approved by the relevant Year Abroad Officer. No work placement will be authorised by the SML unless the SML contract has been duly completed and signed by the three parties involved: the placement provider, the SML and the student. Employers are also asked to complete the Health and Safety questionnaire attached to the work placement contract.

European Health Insurance Card

Students who will be studying in a European Union country are also strongly advised to ensure that they are carrying a European Health Insurance Card (EHIC). Students can apply for it at: <http://www.ehic.org/>

Contact Details

If you have any questions about the University's insurance policy, or require clarification on any points please contact Insurance Section in the Finance Department on: insurance@ncl.ac.uk. You can also direct your query to:

Kelly Lovelock, Insurance Officer - Tel: 0191 208 6520 / e-mail kelly.lovelock@ncl.ac.uk, or
Craig Langstaff, Assistant Insurance Officer - Tel: 0191 208 3913 / e-mail craig.langstaff@ncl.ac.uk

VII. Practical Issues

There are a number of practical issues that students must consider either before they leave for their Year Abroad or during their time living abroad.

A. Visas

Depending on the student's nationality and the country/ies where they will be spending their Year Abroad, a visa may be required. Tourist visas do not permit students to work or study so they must apply for a student or working visa. Students should contact the Embassy of the country they wish to work or

study in for more information, including the costs involved. Be aware that visa applications may take several weeks or even months to process so visa applications must be organised well in advance.

B. Vaccinations

You don't always need vaccinations to travel abroad, but if you do, the type of travel jabs you need depends on which country you're visiting and what you're doing. In the UK, the childhood vaccination programme protects you against a number of diseases such as tetanus, but it does not cover most of the infectious diseases that are found overseas. If you're planning to travel outside the UK, you may need to be vaccinated against some of the serious diseases found in other parts of the world, such as [yellow fever](#), [typhoid](#) and [hepatitis A](#).

First, phone or visit your GP or practice nurse to find out whether your existing UK jabs are up-to-date (they can tell from your notes). They can give you a booster of your UK jabs if you need one.

Your GP or practice nurse may also be able to give you general advice about travel vaccinations and travel health, such as protecting yourself from malaria. They may be able to give you the travel jabs you need, either free on the NHS or for a charge. Not all vaccinations are available free on the NHS, even if they're recommended for travel to a certain area. Alternatively, you can visit a local private travel vaccination clinic for your UK boosters and other travel jabs.

You can find out which vaccinations are necessary or recommended for the areas you will be visiting on these two websites:

- NHS Fit for Travel: <http://www.fitfortravel.nhs.uk/home.aspx>
- National Travel Health Network and Centre (NaTHNaC): <http://www.nathnac.org/travel/index.htm>

Note that some vaccinations need to be done days, even weeks, before travel so do not leave them to the last minute.

C. Accommodation

It is **the students' responsibility** to organise accommodation for their Year Abroad. If they are studying at a University they may be able to book a place in Halls of residence, or seek help in finding private sector housing. Similarly, if they are working on a placement within a company or as an assistant, their employer may be able to help them find somewhere to live. However, this is not always the case.

Please note that Newcastle University cannot help students to find accommodation abroad. Depending on where they are going, we may be able to put them in touch with students who have been there in the past and who may be able to help.

Some fee-charging organisations specialise in helping students find accommodation abroad. They can also help them move and deal with administrative paperwork. One company offering this service is *Go Live it*. More information can be found at <http://istudentaccommodation.com/>

Please note that your accommodation must be in the same country as the country in which you undertake your placement, even if you live near a border, otherwise you will not be covered by the Newcastle University Travel Insurance.

Note: Students going to China will normally be provided with on-campus accommodation in Semester 1; they can then choose whether to remain in on-campus accommodation in Semester 2 OR move out into private accommodation. If the latter, then they become responsible for organising the accommodation and completing a risk assessment.

More country- specific information on accommodation and useful websites will be provided in the SML country-specific Guides and briefings.

Accommodation Fraud: Please be aware that some Newcastle University students reported accommodation fraud in the past, when they tried booking accommodation in various countries through internet sites. The sites were very convincing and also had their own Facebook fan pages. The offenders also tried to legitimise their business with the customers by producing passport copies as proof of their ID.

To protect yourself from accommodation fraud:

- The safest way to protect yourself from booking bogus accommodation is to book directly with an established hotel or through a reputable travel company.
- If using a travel company ensure they are a member of a trade body such as ABTA, the Travel Association or the Air Travel Organisers Licensing, (ATOL).
- If you decide to book independently you should exercise caution. Establish if you are dealing directly with the property owner or a letting agent.
- Research the property or hotel that you are booking - verify that the address exists through web searches and online maps. Do the images match those on the advert? Check whether there are any reviews for the accommodation from previous visitors.
- If dealing with the property owner ask them about the property and the area in detail. Can you confirm that what they tell you is accurate from your own research?
- Research any agent that you are dealing with via an online search engine. Are there any reviews of the website or agent? Ask what checks the agent makes on the properties that they are advertising and its owner? Does the website use the padlock symbol to indicate the site is secure?
- When paying for accommodation never pay by cash or use a Money Transfer Agent such as Western Union or Moneygram as these are not intended for commercial payments.
- If possible pay by credit card as this may protect your payment.
- Always check the terms and conditions to confirm exactly what you are being sold. Double check your booking before travel, particularly if there is a long gap between making the booking and arrival.
- Be aware that fraudulent adverts do exist. If you have any doubts do not book it!

Health and safety: Please refer to Appendix 4 for Fire safety advice. Students are expected to follow these instructions during their stay abroad.

D. Income tax for students working abroad

If you undertake a paid work placement abroad, it is your responsibility to check whether you will have to pay income tax in the UK for the relevant tax year. In most cases, students doing a work placement abroad will still be regarded as UK residents and expected to pay taxes **if their annual income – not just the income from abroad - exceeds the personal allowance** (£11 000 in September 2016). If you exceed this limit, you will have to complete a tax return for that year. If you were already taxed abroad, you may be able to apply for a tax refund. You are advised to notify HMRC and consider your UK tax situation (for example, whether you will be due a UK tax refund or need to complete a tax return) before going abroad.

Useful website: <http://www.taxguideforstudents.org.uk/going-abroad>

E. Travel

It is the students' responsibility to arrange travel to and from their destination. They should make sure that they arrive in good time to start their course or placement and that they have somewhere to stay when they get there. Many countries offer discounted travel for students or young persons and it might be as well to buy a discount travel card, especially if they will be spending the whole year in the same place.

Students who are undertaking overseas placements and who have applied for income assessed student finance may be eligible to receive a Travel Grant. It is important to keep evidence of travel costs incurred as well as evidence confirming the expenditure incurred on visas, medical insurance and vaccinations so this can be submitted to Student Finance, where eligible.

F. Student Loans whilst Abroad

You are still entitled to your normal student funding whilst you are on your Year Abroad. This means you will still be eligible to receive funding toward your maintenance and your tuition fees. You should apply for your funding to the Student Loan Company in the normal way, but remember to mention that you will be studying overseas as part of your course. Following your initial application the SLC will usually provide you with a 'Course Abroad' form which you will need to complete and have signed by a staff member. As you will be studying overseas you may be eligible to apply for an increased maintenance allowance, you will need to check with the SLC to find out if you are eligible.

G. Student with pre-existing medical conditions

Students with ongoing conditions who are being treated by a UK doctor are strongly advised to ask their GP to give them a note stating that they are fit to travel (for insurance purposes) and describing their condition, their treatment and any prescription needed. The note can be in English, but it may be useful to have it translated into the target language.

You should be able to get a note like this from any GP, no matter which doctor you are registered with. Just ask at their reception. You might be charged for this kind of note - £20 or

£25 would be typical. If you are with the Saville Medical Group in Newcastle, we've been told that you can contact Mandy Gilroy, the College Suite Manager, on 0191 242 8299.

H. Money

Students may find it difficult to keep track of their finances and may have a tendency to overspend, particularly in the first few weeks. Most UK banks will charge for the service of taking money out abroad although transactions can be monitored using internet banking.

Alternatively, students could open a bank account in the country in which they are staying, although this is harder to do in some countries than others and may not be worth it if they will only be living there for a short period of time.

I. Short language courses and reimbursement of tuition fees

In addition to your main Year Abroad activity(ies), you may choose to do an intensive language course abroad. Many universities and language schools offer these courses, usually during summer vacation periods. You can do a course either as preparation for your Year Abroad (summer prior to your YA) or as revision before you enter Stage 4 (summer after your YA); if you study more than one language you may find a short language course particularly useful. Students cannot do a language course which lasts for a full semester; students wishing to study for a full semester should do an official Study Placement with a partner University via the Erasmus or Non-EU Study Exchange.

Wherever you decide to study, it is your responsibility to select an institution and to complete the application forms, which are usually available over the internet. You should make sure that the language course you are intending to follow is suitable in terms of content, level and standard. If in doubt, you should consult the relevant Year Abroad Officer who will be able to advise you.

Generally you will be asked to take a placement test so that they can place you according to your level of proficiency in the target language, and you will have a variable number of hours per week according to the frequency and session length of the course of your choice. Usually, if your course is slightly longer than average, you can be promoted to a following level after a month or two, which allows for a lot of flexibility.

Some students may be eligible to have some or all of their language course tuition fees reimbursed by the SML and to be covered by the Newcastle University Insurance. Information about who is eligible and how to claim reimbursement is provided below.

Students who are not eligible for reimbursement (including those who study 1 language only) may still decide to do a short language course as an extra activity – in addition to their approved main year abroad activity(ies) – but they will not be covered by the Newcastle University Insurance and will have to arrange their own insurance cover while undertaking their language course, as well as fund it themselves.

Criteria for reimbursement of tuition fees and accommodation costs for Language Course

In some cases, students may be able to claim back from the SML, tuition fees paid to a foreign university or other comparable institution as well as accommodation costs. This is only available to certain students who are not able to participate in an exchange or must undertake additional courses in order to study the languages they are taking as part of their degree. In order to be eligible and to be covered by the Newcastle University Insurance, students must complete and sign a risk assessment form prior to departure. The SML can reimburse tuition fees and accommodation costs in the following cases:

- **RT47** – students on RT47 can claim up to £1200 for **1** language course in Latin America provided they are not doing a work or study placement in Latin America at any other time during their Year Abroad. Students wishing to undertake a language course in Latin America must undertake it in Argentina, Brazil, Chile, Ecuador or Peru to be eligible.
- **R9Q9** – Students on R9Q9 studying Chinese/Japanese[^] plus 1 European language can claim for **2** language courses in the same country in Europe, up to £1200 each.
- **Other SML degrees or Combined Honours:**
 - Students studying Chinese/Japanese[^] plus 1 European language can claim up to £1200 for **1** language course in their European Language.
 - Students studying Chinese/Japanese[^] plus 2 European languages can claim for **2** language courses (one for each language) provided they are in separate summers (one before and one after their time in East Asia), up to £1200 each.
 - Students studying 3 European languages who split their Year Abroad between three countries can claim up to £1200 for **1** language course in their third language.

Please note that all language courses must be undertaken abroad, in a country where the target language is spoken.

^Criteria for reimbursement of accommodation costs for Work Placement

Students who study Chinese/Japanese plus one or two European languages (and therefore wouldn't otherwise have the chance of doing a Work Placement on their Year Abroad) can claim up to £600 towards accommodation costs for **1** approved Work Placement, should they prefer to undertake this rather than a Short Language Course, provided they are not in receipt of an Erasmus grant for that placement. All attempts should be made by the student to register for an Erasmus grant, by completing an Erasmus Nomination Form and other placement documentation by the given deadlines. Students undertaking a Work Placement in the summer prior to their time in East Asia should have no problem meeting the Erasmus deadline.

If you are eligible you are required to complete and return the documents listed below, BEFORE YOU START YOUR COURSE / WORK PLACEMENT. If you do not complete these documents, you will NOT be reimbursed:

- Language Course Details or the Newcastle University Work Placement contract.
- Emergency Contact Details.
- Risk Assessment.

All the above documents are available on the Year Abroad Community on Blackboard in the relevant Short Language Courses or Work Placement section.

How to claim your reimbursement

Please note that the above criteria are the only cases in which tuition fees and/or accommodation costs will be reimbursed by the SML and that we do not make direct payment of fees to overseas educational establishments. Also, the SML cannot assist with living costs or travel expenses.

In order to claim back your tuition fees (if applicable) and accommodation costs you must send the following information to Dawn Pinkerton (dawn.pinkerton@ncl.ac.uk) in the SML School Office as well as the Director of the Year Abroad, Dr Sandra Salin (sandra.salin@ncl.ac.uk), for approval:

- Appropriate **full detailed and itemised receipts**.
- The currency in which you wish reimbursement to be made.
- The name of the payee as well as the full details (name of bank and address of branch, sort code number, account number) of an account to which the payment is to be credited.
- **For language courses:** A certificate of attendance issued by the host institution with details of the course attended (title of the course and dates) **or** a certificate of arrival and departure signed by the institution.
- **For languages courses:** A covering letter stating the name and address of the institution, the dates for the period of study and the nature of the study **or** a valid certificate issues by the host institution which includes this information.
- **For Work Placements:** A certificate of arrival and departure signed by the employer.

VIII. How is the Year Abroad Assessed?

The Year Abroad is a fully-accredited stage (a stage = a year of study). Like any other stage, it has 120 module credits associated with it which students must complete successfully in order for them to pass the stage and proceed to their final year.

All Year Abroad students must take the following modules:

- SML3004 – Year Abroad ePortfolio (YAeP) (100 credits). All students who are taking a Year Abroad with the School of Modern Languages are required to take this module. To do so they must keep a regular blog on their University ePortfolio and complete three “Tutor Posts” which they need to complete in November, March and May respectively. No mark is given for the YAeP, although all three tutor blog posts are read by the students’ Personal Tutors in the School of Modern Languages in order to monitor their progress and provide personalised feedback and guidance. Despite the fact that no overall mark is allocated for this module, students **must** submit all three blog posts by the given deadlines in order to pass the Year Abroad.

- One of two 20 credit modules depending on whether students are undertaking a work placement/assistantship (for one semester or for the whole year) or studying at a University (for one semester or for the whole year).

IX. Student Responsibilities

The Year Abroad provides students, not only with the necessary means to complete the academic requirements of their degree programme, but also the opportunity to enhance their own life management skills. Living in another country with a different culture to the one you are used to gives a person the chance to develop their personal abilities and skills in a much more active and direct manner than had they remained in the comfort of their home environment/country.

Students who return from their Year Abroad will often describe their experience as life changing, and that it has given them a different perspective of themselves and life generally. In many cases, students admit by the end of their year abroad they realise just how much they have grown up as people. A lot of this is because they have had to deal with the practicalities of day to day life in a far more independent manner than that which they were used to, even when living away from home on campus.

These practicalities include ensuring that they, themselves, manage all of the requirements, arrangements and documents necessary to their Year Abroad. These responsibilities begin before they undertake their Year Abroad. As students, they have the responsibility of liaising with University staff to ensure that they have met all the requirements – including attending all the necessary briefings - made all the necessary arrangements - including providing the Student Loan Company with the relevant information - and submitted all requested documentation - including their risk assessment form. Completing the Newcastle University Online Registration process is also required, if students do not do this, they will not be classed as registered at Newcastle for their Year Abroad, and again will encounter difficulties receiving their Student Loan.

Throughout the Year Abroad it is the students' responsibility to keep in touch with the University, and raise any issues they may have with the relevant staff immediately (their personal tutor, the Abroad Secretary, their Year Abroad Officer, the Director of the Year Abroad or the International Office). **Students must check their Newcastle University e-mail regularly not to miss any important information and be contactable at all times. They all need to ensure that the University has their local address, their local phone number and Skype details in case of an emergency.**



What is the ERASMUS+ Programme?

The Erasmus+ Programme offers a wide range of opportunities for European organisations to access EU funding in all areas of education and training. Its aim is to improve the quality of higher education and strengthen the European dimension by encouraging transnational cooperation and mobility of students and teachers. Newcastle University holds an Erasmus Charter, which allows the institution to fund students who undertake both work placements and study placements in Europe.

ERASMUS+ and Modern Language Students

(* Please note that the details concerning Erasmus+ funding are correct at the time of print in September 2016. The regulations surrounding Erasmus funding may change at any time)

Modern Language students who are in their 3rd year of study studying French, German, Portuguese or Spanish will have to undertake a period of their year abroad in the relevant countries. A majority of students going to these countries do so as part of the Erasmus+ Programme. Students can only receive a **maximum of 12 months funding** for Erasmus activities in one academic cycle. They can choose to do one of the following activities (students going to more than one country can do a mix of activities):

- Study Placement (for one semester or two)
- Work Placement
- British Council Teaching Assistantship

Study Placement – Students attend classes at a partner institution with whom we hold a Bilateral Agreement. Each study activity must be a minimum of three months (12 weeks) to be eligible for Erasmus funding. Participants undertaking a study placement are obliged to study 30 ECTS per semester. Students who participate in the Erasmus+ Programme do not pay tuition fees at the host institution if they choose to undertake a study placement.

Work Placement – Students undertake a work placement in a company or organisation. It is the student's *responsibility* to find the work placement, which must be suitable under the guidelines prescribed by SML. All work placements must be endorsed by SML. Under Erasmus+ regulations, placements at organisations deemed to be in the 'national interest' are not eligible for funding, for example IGOs and diplomatic missions. Each work placement activity must be a minimum of 60 days to be eligible for Erasmus funding.

British Council Teaching Assistantship – Students undertake a placement as a Teaching Assistant in a school or college. The application process for this programme is administered by the British Council. Participants receive a monthly stipend and are eligible to apply for some Erasmus funding (2 months).

For students who undertake more than one activity, payments for a following activity will not be made until all documentation for the previous activity has been received. Students are not able to undertake

more than 2 Erasmus activities as part of their Year Abroad, unless they study three European languages. Students must not leave more than 4 weeks between 2 Erasmus funded activities.

ERASMUS + Student Funding

Students participating in the Erasmus+ Programme are eligible to apply for an Erasmus Student Grant. At Newcastle University the Erasmus grants are administered by the Student Mobility Team.

It must be understood that the Erasmus grant is not a living allowance to cover all the living costs of the exchange period, but is an addition to the usual student finance and is aimed at assisting with the extra costs incurred such as travel to and from the host country. Students must rely on their usual source of student funding to cover their normal everyday living costs.

Students will be paid their grant in two instalments. Each activity is calculated and paid separately. The first instalment consisting of 70% of the payment will be paid on receipt of the relevant arrival documents. The second instalment consisting of the remaining 30% will be paid following completion of the placement and submission of the final documentation.

Students who are undertaking a study placement and are from households with an overall annual income of £25,000 or less are entitled to an Erasmus Widening Participation Supplement for participating in the programme. This supplement amounts to an extra €100 Euros per month on top of the monthly Erasmus grant. To be eligible for this supplement, students must be an undergraduate UK national who has applied for student finance through the Student Loans Company.

The Erasmus grant is not means tested. An individual's grant is calculated on the basis of the length of their placement; the type of activity which they are undertaking; as well as the country in which their placement is taking place:

- Group 1 countries (high cost of living): Austria, France.
- Group 2 countries (low cost of living): Belgium, Germany, Luxembourg, Portugal and Spain.

The Erasmus funding is paid in Sterling direct into a student's UK bank account only using the BACS system. The Euro currency is calculated into the Sterling currency using the exchange rate of the day on which the University receives the money into its bank account.

Erasmus Documentation

Students who participate in the Erasmus Programme must complete and submit a number of documents for each Erasmus Activity they undertake. Check lists of the documents to be completed and returned to the Mobility Team can be found on the SML Year Abroad Community on Blackboard.

Under Erasmus regulations, any student who has not completed and returned their documentation within 8 weeks of starting their Erasmus activity will be removed from the programme, and will not receive any of the financial support it offers.

Newcastle University retains the right to reclaim Erasmus funding from a student if they change their activity or activity periods from those indicated on their contract; if they do not return the required documentation or if they renege on their Erasmus Mobility Contract. Erasmus funding cannot be transferred from one activity to another. If an Erasmus grant is reclaimed, the individual concerned will receive an invoice from the University for the amount of money owed. If the invoice is not paid in the stated period of time (usually 14 days) then the individual's details will be forwarded onto an external debt collection agency for action.

APPENDIX 2: How to apply for a Year Abroad Work Placement / Internship in Europe

If you are applying for internships for one or both semesters of your Year Abroad (that is, not British Council assistantships or university study placements), there are a few steps to follow. You must follow them in this order.

1. **Find a job.** This is done in the same way as finding any other job. You can apply for the vacancies that SML advertises to you (via email and the Blackboard Year Abroad Support Community), or you can find your own.

In order to be approved as Year Abroad activities, internships must fulfil two main criteria:

- **The vast majority of your work must be in the official language (French in Francophone countries / German in Germany or Austria / Spanish (and/or Catalan, if pertinent) in Spain / Portuguese in Portugal).** In translation companies, this may not always be true, but in other companies it must be.
- **It must be a job which you would apply for if it was in English and in the UK.** In other words, it must be something you would be proud to put on your CV when looking for a graduate-level job, as you may be in eighteen months or so's time. For example, you can't be just a hotel receptionist – internships in hotels must also include some element of learning how the business is run. Bar work, *au pair* work and other work for which you don't usually need a degree will also not be approved.

In general, **an internship will not be approved if it does not meet both these criteria.**

2. **Send the job-description to the relevant Year Abroad Officer (Outgoing).** They will consider whether to approve the internship, and will let you know. In general, you can send them the job-description that you first saw, which attracted you to apply for the job. There are three things to note here too:
 - **The job-description must specifically say that the majority of your work will be done in the official language as outlined above.**
 - **Just because we have approved a student to work for a particular company in the past, does not mean we will automatically approve you to work for them in future.** It depends on the job you are applying for. Many companies that we deal with have more than one kind of internship, and not all the kinds are acceptable. That's why we need the job-description for your specific job before we can approve it.

Once the job is approved, you can accept it. Then:

3. **Fill in the relevant Work Placement Contract (French *Convention de Stage* / German *Praktikumsvertrag* / Spanish *Convenio de prácticas laborales* / Portuguese *Acordo de Estágio*)** This is the agreement about the internship between you, SML and your employer. This is how it's done:
 - Download the relevant language version (not English) from the Blackboard Year Abroad Support Community.
 - Fill in the front part, about yourself.

- Send it to your employer for them to fill in their parts and sign it. They should then send it back to you. Scanned is fine. (Some companies may insist on original copies of signatures, not scanned ones – but we don't.)
- Sign it yourself, so that one copy now has two signatures on it, and send it to your Year Abroad Officer (Outgoing), or give it in at the SML Office so that it can be given to your Year Abroad Officer.
- Your Year Abroad Officer will then sign it and send it back to Dawn Pinkerton in the SML Office. Dawn will file it and will send a scanned PDF copy of the three-signature version to you. You should forward a copy to your employer.

4. At this point, Dawn Pinkerton and the Newcastle Erasmus Office will take over the administration of your internship. But, just so you can be prepared, there are a number of other papers that you will need to fill in ahead of your departure. You should check which paperwork is required, and the deadline for each form, by looking at the relevant Paperwork Checklist on the Blackboard Year Abroad Support Community. If in doubt, Dawn will be happy to advise you.

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APPENDIX 3: How to apply for a Year Abroad Work Placement / Internship in Latin America

If you are applying for internships for one or both semesters of your Year Abroad (that is, not British Council assistantships or university study placements), there are a few steps to follow. You must follow them in this order.

1. **Find a job.** This is done in the same way as finding any other job. You can apply for the vacancies that SML advertises to you (via email and the Blackboard Year Abroad Support Community), or you can find your own.

In order to be approved as Year Abroad activities, internships must fulfil two main criteria:

- **The vast majority of your work must be in the official language (Spanish in Argentina, Chile or Peru / Portuguese in Brazil).** In translation companies, this may not always be true, but in other companies it must be.
- **It must be a job which you would apply for if it was in English and in the UK.** In other words, it must be something you would be proud to put on your CV when looking for a graduate-level job, as you may be in eighteen months or so's time. For example, you can't be just a hotel receptionist – internships in hotels must also include some element of learning how the business is run. Bar work, *au pair* work and other work for which you don't usually need a degree will also not be approved.

In general, **an internship will not be approved if it does not meet both these criteria.**

2. Get the job approved by the Outgoing YA Officer for Latin America.

- **Jobs which are listed on the Blackboard YA Support Community in the 'Placement opportunities in Latin America' folder have already been approved by the YA Officer,** and we have already obtained the necessary Health & Safety documentation from the company. You can apply directly to these companies and go straight to step 3.
- **For jobs which are not listed on Blackboard:**
 - The placement must be in a company (preferably a multinational company), that has **ITS OWN LIABILITY INSURANCE** in place.
 - **The company must agree to** 1) sign the Newcastle University work placement contract; 2) complete the Health and Safety questionnaire attached to the work placement contract; 3) provide supporting evidence of the Health and Safety measures in place in the company so that the H&S aspects of the placement can be assessed.
 - **The placement must be in an area that is recognized as being safe for travel by the FCO** (<https://www.gov.uk/foreign-travel-advice>)
- **In order to get a new placement approved, please send the YA Officer for Latin America the following:**
 - A copy of the **job description** (it must specifically say that the majority of your work will be done in the official language as outlined above)
 - The completed **Contract** and attached **H&S Questionnaire** (see step 3) along with the required **supporting evidence of the H&S measures** in place.

- **Just because we have approved a student to work for a particular company in the past, does not mean we will automatically approve you to work for them in future.** It depends on the job you are applying for. Many companies that we deal with have more than one kind of internship, and not all the kinds are acceptable. That's why we need the job-description for your specific job before we can approve it.

Once the job is approved, you can accept it.

3. How to fill in the relevant Work Placement Contract (Spanish *Convenio de prácticas laborales* / Portuguese *Acordo de Estágio*).

This is the agreement about the internship between you, SML and your employer. This is how it's done:

- Download the relevant language version (not English) from the Blackboard Year Abroad Support Community.
 - Fill in the front part, about yourself.
 - Send it to your employer for them to fill in their parts and sign it. They should then send it back to you. Scanned is fine. (Some companies may insist on original copies of signatures, not scanned ones – but we don't.)
 - Sign it yourself, so that one copy now has two signatures on it, and send it to your Year Abroad Officer (Outgoing), or give it in at the SML Office so that it can be given to your Year Abroad Officer.
 - Your Year Abroad Officer will then sign it and send it back to Dawn Pinkerton in the SML Office. Dawn will file it and will send a scanned PDF copy of the three-signature version to you. You should forward a copy to your employer.
4. At this point, Dawn Pinkerton will take over the administration of your internship. But, just so you can be prepared, there are a number of other papers that you will need to fill in ahead of your departure. You should check which paperwork is required, and the deadline for each form, by looking at the relevant Paperwork Checklist on the Blackboard Year Abroad Support Community. If in doubt, Dawn will be happy to advise you.

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APPENDIX 4: Fire Safety – information for students

Means of escape

- Identify and be aware of the potential fire risks within your accommodation.
- Know what to do in order to reduce or prevent these risks.
- Prepare an escape plan in case a fire does break out.
- Ensure you have working smoke alarms.
- Is there a means for summoning the fire service? What is the emergency telephone number? Cordless phones may fail if power fails.
- Establish where fire exits are.
- Familiarise yourself with escape route/s.
- Make sure exit doors are not locked.
- Count how many doors you may have to go through to reach a place of safety.
- If fitted, keep fire doors closed.
- Count how many steps from your room to nearest exit door to stairway or final exit, remembering that a smoke-filled corridor will cause confusion.
- Keep all exit routes clear of obstructions and any possible sources of ignition, including communal areas.
- Keep door/window keys where they may be found easily.
- Do not use lifts in the event of a fire alarm, take the stairs.

What to do in the event of a fire

- Keep calm, act quickly and get out as quickly as possible.
- If there is smoke, keep low where the air will be clearer.
- Before you open a door, check if it's warm with the back of your hand; do not open if it is warm, this means the fire is on the other side.
- Call the emergency number as soon as you are out of the building.

What to do if your escape is blocked

- Place bedding across the bottom of the door to prevent smoke from entering your room.
- Call the emergency services, open a window and shout HELP, FIRE!!
- If you're on the ground or first floor you may be able to climb out from a window.
- Use bedding to cushion your fall and lower yourself down carefully. Do not jump.
- If you can't open the window, break the glass at the bottom corner.
- Protect from jagged edges using blankets or towels.

If your clothes catch fire...STOP....DROP...AND ROLL in whatever materials are to hand, carpet, rugs blankets etc. Do not run around as you'll make the flames worse.

Cooking

- If you have to leave the kitchen, take pans off the heat or turn them down.
- Keep tea towels and clothes away from the cooker and hob.
- Ensure the cooker is turned off after you've finished cooking.
- If a pan catches fire don't take any risks.
- Turn off the heat if it is safe to do so.
- DO NOT THROW WATER ON BURNING FAT/OIL.

Electrics

- Keep leads and appliances away from water.
- Check toasters are clean and kept away from curtains and kitchen rolls.
- Keep the oven hob and grill clean, as a build-up of fat and grease can ignite a fire.
- Don't place anything metal in microwaves, if provided.
- Do not overload sockets – 1 plug to 1 socket!
- Ensure hair straighteners / hairdryers are turned off and unplugged.
- Do not dry clothes on heaters. If heaters are portable, ensure they are kept away from curtains and loose fabric materials.

Smoking

- Take care if you smoke. Never smoke in bed, always use ashtrays to stub cigarettes out, and dispose of them carefully.

Candles

- Make sure candles are secured in a proper holder and away from materials which can catch fire.
- When you leave the room, make sure candles are extinguished completely, particularly at night before you go to bed.