

GO GLOBAL HANDBOOK

For students completing a year abroad in 2024/25

Contents

Who can go abroad?	2
Academic requirements.....	2
Applying for a year abroad.....	2
Alternatives to study abroad	3
After you have submitted your application	4
Waiting List	4
Applying to your host university.....	4
Receiving acceptance from your host university or organisation	5
Booking accommodation	5
Funding and Finance	5
Visas and International Travel Approval.....	6
After Year 2 exam results.....	7
Arriving at your host university or organisation	7
Keeping in touch during year abroad.....	8
At the end of your placement, before you leave.....	8
Awarding Swansea University marks for the year abroad.....	9
Redemption of failure of the Year Abroad	9
Degree Classification.....	9

Who can go abroad?

Planning for a year abroad begins in Year 1. Students enrolled on a programme with a year abroad will be invited to information sessions during Year 1.

Law and Psychology offer the Year Abroad as an option to all of their students, with successful students transferring to the year abroad version of their degree at the end of their second year.

Please note, not all degree programmes include a year abroad option. Where the year abroad is an option, students who are not enrolled in a programme with a year abroad will have the opportunity to join the Year Abroad waiting list (further details below).

Available destinations may be limited by external factors, such as travel restrictions and capacity at partner universities. Associated costs of the year abroad (such as travel, visas, host university charges and cost of living abroad in the host country) will vary. Funding may be available.

Academic requirements

Enrolment on a programme with a year abroad does not guarantee you a year abroad placement, with the exception of Modern Languages programmes with a compulsory year abroad. Exchange places are limited and subject to a competitive application process.

In addition, the University has a minimum academic threshold in place which you will be required to meet (*currently under review*). For information on the University's Year Abroad Study placement Regulations, visit: <https://myuni.swansea.ac.uk/academic-life/academic-regulations/assessment-and-progress/guidelines-on-mobility-opportunities/>

Students submit an application to study abroad during Semester 1 of Year 2. Year 1 academic performance and a personal statement are reviewed as part of the application.

Applicants are ranked across their subject area, faculty and the university as part of the competitive application process.

In the event you do not secure a year abroad placement, you will be transferred to the standard variant of your degree scheme without a year abroad.

Swansea University assessment regulations require students to have passed their second year before they begin the year abroad. Therefore, students with supplementary or deferred examinations in the Year 2 August assessment period are not able to participate in the year abroad if results of assessments are not known and confirmed before the start of term at the Host University. This would primarily affect students planning to study abroad in Canada, USA, Australia, Hong Kong, South Korea, Singapore and some European universities. Further information is detailed on specific partner university webpages: <https://www.swansea.ac.uk/goglobal/outbound/partner-universities/>

Applying for a year abroad

Students enrolled on a year abroad programme will receive details about how to submit an application for an exchange place at one of Swansea University's partner Universities. Students will need to select 10 potential host universities and should research all available options, establishing the costs and financial commitments involved such as visas, vaccinations and health insurance.

Things to consider when applying for a study abroad placement

- Only use the link provided to you to view your year abroad options, these are specific to your subject areas
- Research your options carefully
- Review the country pages on the Go Global website for more information on studying in each country
- Review the partner pages on the Go Global website for information about specific partners e.g living costs, requirements, etc
- Be realistic about living costs and your budget
- Review the Funding Page on the Go Global website for information on your student loan and bursaries which may be available
- Don't forget to factor in travel, visa, and host university charges (such as compulsory health insurance in some countries)
- Check suitability for your subject area by reviewing the course/module catalogues and checking for any restrictions - you may need to look outside your subject area for relevant modules
- Consider accommodation options - on-campus accommodation can be limited or not available at all

The application deadline is usually early December of Year 2. Details of the specific application process and available options are published annually on our website at the start of Year 2: <https://www.swansea.ac.uk/goglobal/outbound/year-and-semester-abroad-opportunities/>.

Additional information about preparing for a year abroad is available via <https://www.swansea.ac.uk/goglobal/outbound/get-ready/>

Additional requirements

If you are registered with the Disability and/or Wellbeing Service at Swansea University, you are encouraged to contact them as early as possible if you are applying to study or work abroad. This is so that they can assist you with any additional requirements you may have, and they can (with your permission) liaise with the Go Global team to discuss the most suitable study abroad destination. If your application to study abroad is successful, you will be given the opportunity to complete a questionnaire which can be shared with your host university for them to confirm if similar or additional requirements can be met during your time abroad.

Alternatives to study abroad

If you are planning to complete a Year in Industry abroad, you must contact your Faculty Employability team during Year 1. You will be expected to source and secure a placement independently, with support from your Faculty team. The Go Global team does not source international work placements for students.

If you study Modern Languages and are planning to complete a British Council Teaching Assistantship, your department will provide you with application information. Once you have been allocated a specific school placement, please notify the Go Global team via studyabroad@swansea.ac.uk

After you have submitted your application

The Go Global team will notify you if you have been successful and have been assigned a host university for the year abroad.

You will be provided with a *Participation Agreement* and *Learning Plan* to complete. The Learning Plan will outline the minimum academic requirements you will need to achieve on the year abroad, including the number of credits you are required to enrol on and pass in order for you to pass the year abroad.

If you are completing a work placement, you will be provided with a *Participation Agreement*, *Training Plan* and *Training Agreement* to complete. For work placements, the plan will outline minimum requirements you will need to achieve on the year abroad, including the number of hours you are expected to work per week, in order for you to pass the year abroad.

Waiting List

Students who are not enrolled on a degree with a year abroad programme but have previously requested to join the waiting list will also be notified of any unused places at host universities in January of Year 2.

Students have the option to reject and forfeit their offer of a host university place and join the year abroad waiting list. The waiting list allows students to submit an application for a defined list of unused places at suitable host universities. You are not guaranteed a new host university via the waiting list process and cannot revert to your original, forfeited host university place.

The year abroad waiting list process remains competitive and students will be asked to submit their choices, ranked in order of preference.

Applying to your host university

The Go Global team will nominate you to your host university so that you can begin their application process. Your host university will provide you with guidance on completing this application. Additional support is available from the Go Global team, with in-person or online meetings available to book via Calendly (<https://calendly.com/swansea-goglobal>). You will usually complete an online application form and you should be prepared to upload supporting documents, such as a copy of your passport, financial evidence for a visa and details of the modules/classes you plan to study.

Application requirements and deadlines will vary depending on your host university. For example, European application deadlines tend to be much later in the semester than US or Canadian application deadlines.

An important part of your application to your host university will be selecting the modules/classes you will study there. You will need to review the online module catalogue for your host university.

Please note that your host university may restrict access to some classes/modules. The modules you select must be approved by your Swansea University Study Abroad Tutor and recorded on a *Learning Agreement*, which will be sent to you by the Go Global team. Once completed, the Learning Agreement must be signed by you and your Swansea University Study Abroad Tutor, this should be done at the same time as you apply to your host university.

For work placements, a *Training Agreement* will outline the number of hours you will work and the responsibilities and tasks you will be required to complete during your placement. If you are completing a year in industry abroad, you will also need to complete documents required by your Faculty, for example a Tripartite Agreement.

A list of Faculty contacts and Study Abroad Tutors is available on our website:

<https://www.swansea.ac.uk/goglobal/outbound/year-and-semester-abroad-opportunities/faculty-contacts/>

Receiving acceptance from your host university or organisation

Your host university will review your application and issue your formal acceptance either via email or post. Your formal acceptance will usually contain information about how to apply for a visa, along with any documentation you require to apply for a visa or study permit and accommodation.

You are likely to be required to make financial commitments, such as paying for a visa application or accommodation deposit, before you have received full travel approval from your Faculty and/or the formal results of the July progression boards. Swansea University is unable to accept responsibility for any costs incurred by you in anticipation of your travel approval and progression results.

Booking accommodation

You are responsible for your own accommodation arrangements for your time abroad. If studying abroad, accommodation information and guidance will be provided by your host university. Read any contracts regarding accommodation carefully and make sure you understand them before you sign them. Remember that any financial commitments you make are at your own risk.

Funding and Finance

Funding for your time abroad

All students taking part in a year abroad programme can apply for any available funding. Funding availability varies annually, and details of available bursaries will be shared with students as soon as information becomes available. The Go Global team aims to fund as many students as budgets allow, with additional funding typically available for students from a disadvantaged background. Further details are available on our webpage: <https://www.swansea.ac.uk/goglobal/outbound/funding-and-finance/>

Upload your bank information while on campus

In order to receive any funding for the year abroad, you will need to have uploaded your UK bank details to your Swansea University student intranet account. You must be on campus when you do this. We recommend that you do this as early as possible in Year 2. Use the link here:

<https://intranet.swan.ac.uk/StudentProfile/ProfileFinanceDetails.aspx?GUID=a8184808-b4bb-49ee->

[b28c-692e9860360f](#). In the “Financial Transactions” tab, scroll down and enter your account details. Failure to upload your bank details will prevent any payments from being processed.

Tuition Fees

Your tuition fees to Swansea are payable as normal upon enrolment at Swansea. You will typically pay a reduced fee for the year abroad which is 15% of your standard annual tuition fees (subject to change) – this percentage is the same for home and international students. Your fees are payable to Swansea University at the point you enrol at Swansea University for the new academic year. No tuition fees are paid to your exchange institution although you may be required to pay some registration fees. You must check with your host university about any additional fees.

Applying for Student Finance

It is important that you apply for your student finance by the normal deadlines and through the relevant Student Loan Company. It is important that you are enrolled on the correct degree scheme which reflects your year abroad, and that you inform your Student Loan Company that you are going abroad. You may be asked to submit a course abroad form, which the Go Global team can sign and stamp for you.

If you have general queries regarding finances and budgeting, Money@CampusLife can be contacted via money.campuslife@swansea.ac.uk or by calling 01792 606699.

Visas and International Travel Approval

Applying for Swansea University Travel Approval

You must have full travel approval to participate. Students CANNOT begin the year abroad until travel has been approved – you will not be eligible for funding or insurance cover without it. Students will be provided with support through this process. Full details available online: <https://myuni.swansea.ac.uk/living-in-swansea/health-and-safety/undergraduates/policies-and-procedures/#international-travel-is-expanded>. Your placement abroad is not confirmed until all forms have been completed and travel approval has been given by the Faculty. Due to circumstances beyond our control (for example, as was the case during the Covid-19 pandemic), some partner universities may cancel exchange programmes for Swansea University students. If this happens, we will not be able to offer students alternative options. Useful sources of information include:

- FCDO guidance (<https://www.gov.uk/foreign-travel-advice>)
- Drum Cussac- (<https://www.drum-cussac.net/>)
- Download the Safezone app and register for an account (<https://www.swansea.ac.uk/life-on-campus/security-and-safezone/>)

Applying for a visa

You are responsible for applying for a visa/study/residence permit as required for your host destination. Your host university/organisation will provide you with details about what type of visa or permit you must apply for and how you should submit an application. You cannot apply for a visa

until you have received formal acceptance from your partner university. If you are studying in Swansea on a Student Route visa should seek advice from International@Campuslife about any impact a period abroad may have on your UK visa (<https://www.swansea.ac.uk/international-campuslife/>)

You are likely to be required to make financial commitments, such as paying for a visa application, before you have received full travel approval from your Faculty and/or the formal results of the July progression boards. Swansea University is unable to accept responsibility for any costs incurred by you in anticipation of your travel approval and progression results.

After Year 2 exam results

Following the formal release of confirmed exam results and progression decisions, and if international travel approval has been granted, you will receive a year abroad pack from Go Global. This is emailed to your Swansea University email address. This will include details of any funding that you are eligible for, as well as other documentation and information relating to your placement abroad.

You may want to wait until your progression is confirmed before booking travel.

For students studying in Australia, your progression will need to be confirmed by your Faculty prior to the formal release of exam results and progression decisions due to the Australian term dates.

Arriving at your host university or organisation

Your host university or organisation will let you know when you need to arrive and provide details of any compulsory orientation events.

Confirming your arrival

Follow guidance from your host university about how to enrol. Request that the study abroad team or your work placement supervisor sign off your Confirmation of Start form. Return the signed copy by email to studyabroad@swansea.ac.uk within your **first week**. The dates on this form will be used to calculate your grant eligibility and the initial allocation of any funding you may have been allocated.

Checking your modules

When you enrol at your host university, refer back to your Learning Plan to check you are enrolled on the correct number of credits. You must enrol on credits equivalent to no less than 80% of a full course load of 120 Swansea credits.

If you make any changes to the modules previously agreed and signed off by your Swansea Study Abroad Tutor on your Learning Agreement, you must get approval for these changes and complete page 2 of your Learning Agreement. Return a fully signed copy to the Go Global Team.

If you have only included Semester 1 modules on your Learning Agreement, you will need to submit another Learning Agreement before the start of Semester 2, with approval of your semester 2 module choices.

Updating your Swansea records at the start of the year abroad

It is important that you remember to enrol online at Swansea University also as soon as the new

academic year begins. Follow the instructions to enrol online at the start of the new academic year - these will be sent to you in an e-mail. Failure to enrol will affect your participation, void your insurance and prevent any payments from being processed.

You should also update your Swansea University intranet account term time address to show your new term time address abroad along with your contact details.

While on a year abroad programme, you will be required to enrol on a year abroad module at Swansea. This should be pre-loaded to your student account. If you encounter issues please let the Go Global team know as soon as possible.

Keeping in touch during year abroad

In line with Academic Regulations, as a student abroad you are required to maintain contact with your department during your placement. Students on a Student Route visa are subject to additional requirements. For more information, you can refer to the Attendance Monitoring Policy online: <https://myuni.swansea.ac.uk/academic-life/academic-regulations/aqs-policies/engagement-monitoring-policy-for-taught/>

Your Study Abroad Tutor or Faculty may require additional contact points with you and will advise further. For a full list of Faculty contacts, visit <https://www.swansea.ac.uk/goglobal/outbound/year-and-semester-abroad-opportunities/faculty-contacts/>

You can access support from Swansea's Student Support Services during your year abroad, should you require it. More information is available via <https://www.swansea.ac.uk/student-support-services/>

The Go Global team can be contacted via studyabroad@swansea.ac.uk with any queries.

You will only be contacted via your Swansea University student email address and so it is important you ensure you maintain access to this inbox and the Microsoft Authenticator App.

At the end of your placement, before you leave

- Request an Academic transcript from your home university in advance of your departure. A copy must be sent to the Go Global team (studyabroad@swansea.ac.uk). This will be required to allocate you either a grade or a pass/fail mark for your time abroad and for you to be able to continue your studies at Swansea.
- Pay all fees and clear all debts before leaving your host university. Failure to do so may result in your academic transcript being withheld. If on work placement, request completion of the transcript of work by your supervisor.
- Ask your host university/organisation to sign off your 'Certificate of Attendance' and return it to the Go Global team
- Complete the online feedback survey. A link will be sent to you via your Swansea email address.

Once you have completed all the required steps, we will be able to process any outstanding funding.

Awarding Swansea University marks for the year abroad

Study placements: The academic transcript provided by your host university at the end of your studies is used by Swansea University to assess whether you have achieved the expected aims of your year abroad (as outlined in the learning plan and reviewed against your approved Learning Agreement). The transcript is used along with the host University's grade conversion charts and Swansea University's conversion charts to allocate a mark for your year abroad. To view Swansea University's conversion tables, visit:

<https://myuni.swansea.ac.uk/academic-life/academic-regulations/assessment-and-progress/guidelines-on-mobility-opportunities/>

Work placements: You will need to return a completed copy of the Transcript of Work. This will be reviewed to assess whether you have achieved the expected aims of your year abroad (as outlined in the Training Plan, Training Agreement and Tripartite Agreement where applicable).

Students who fail the year abroad will be transferred back on to the three-year degree scheme upon their return to Swansea, with the exception of Modern Languages and Translation students for whom the year abroad is compulsory. They will be invited to sit a year abroad viva which is organised by the faculty.

Redemption of failure of the Year Abroad

Swansea University does not normally offer a supplementary opportunity for students who fail a module(s) during a year-long placement. However, some partner institutions may offer supplementary opportunities as standard practice during the normal study mobility period. In this case you are advised to avail yourself of this opportunity to redeem any failures.

In cases where your experience was adversely affected by extenuating circumstances or other circumstances beyond your control, a supplementary opportunity may be offered by your Faculty. Such requests will be considered on a case-by-case basis by the relevant Student Cases Committee.

Degree Classification

You can check the guidelines for how your period abroad may affect your degree classification in the online academic guide: <https://myuni.swansea.ac.uk/academic-life/academic-regulations/undergraduate-award-regulations/ug-assessment-regs/ug-assessment-regs-section-3/>