



International OPPORTUNITIES

STUDENT PLANNING DOCUMENT

Think before you print! This document can be filled in and signed digitally.

Plan your time overseas and make sure you are aware of the research needed before you leave. We know how exciting it is to take part in an overseas study or work placement, and we want to make sure that you are well prepared for every eventuality during your stay.

Your name	
Your student ID number	
Programme and school at Salford	
Year of study	
Host organisation/institution	
Destination country	
Dates of your stay abroad (from dd/mm/yy to dd/mm/yy)	

This document is to support your planning. Once your study/work placement or short term opportunity has been confirmed, you will be required to complete a Pre-departure Booklet to confirm details of your time overseas (flight details, emergency contact info etc.) as well as a risk assessment and a Learning Agreement.

DECLARATION

Please tick each of the below

I confirm that:

I meet the criteria for a study/work placement abroad:

- / For study placements: my exchange will take place during the second year of my undergraduate programme (except in duly justified cases) or during a sandwich year between the second and final year of my undergraduate programme
- / For work placements: I am planning to undertake one of the following: voluntary summer work placement, work sandwich year (between second and final year of an undergraduate programme), second or third year work placement (part of the curriculum, only if allowed as part of the programme)
- / I must have passed my first year on my first attempt or have Personal Mitigating Circumstances approved (except in duly justified cases). This will be confirmed by my school/Exchange Coordinator or school as soon as my grades are finalised
- / My school/Exchange Coordinator (and Programme Leader if applicable) supports my plan to study/work abroad



I understand that:

I am responsible for submitting all necessary applications and supporting documents fully completed within the deadlines to both Salford and my host university or organisation

I am an ambassador to the University of Salford and my school and my conduct should reflect this

If I am taking part in the Erasmus+ programme and I do not obtain the required minimum amount of credits as agreed within my learning agreement and/or required by my school, there may be the requirement for a reimbursement of funds to Salford

If I am taking part in the Erasmus+ programme and return earlier than expected or without completing the minimum duration for my studies or traineeship, I will be required to reimburse funding either partially or in full. I will liaise with the International Opportunities Team to arrange this

I must keep in contact with the University of Salford and check my Salford emails regularly

I must inform my school and the International Opportunities Team if my contact details change while overseas

I must ensure that I am aware of when I am required to be present at my host institution/organisation (e.g. semester dates, orientation/welcome/induction induction, examination periods)

I must comply with the rules and regulations at the host institution/organisation (for study exchanges these also include any reassessments)

I must follow the ethics requirements of my host institution/organisation

I confirm that I have discussed my mobility with the Exchange Coordinator or relevant staff member in my school and that I have gained permission to go abroad

Signature:

Date:

SCHOOL/EXCHANGE COORDINATOR'S DECLARATION

School and Exchange Coordinators are only to sign this section if the student has signed above.

Please tick those that apply.

Traineeships for credit – I confirm that the school ensures that learning and teaching requirements will be met and a method of assessment is in place

Traineeships not for credit (i.e. voluntary summer placements) – I confirm that the school approves the traineeship (even if independently sourced by student)

In both the above cases, I confirm that the school has **completed the relevant due diligence around safety, security and pastoral support** as per guidance from the International Opportunities Team

I am aware that the International Opportunities Team does not manage traineeships, but provide funding only, based on approval from the relevant school

I am aware of the **responsibilities of my school**

I confirm that I give permission to this student to go abroad

Your name:

Date:



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GENERAL

Please tick each of the below. If a statement doesn't apply to you, please write N/A.

I confirm that I will research and plan my own study/work abroad based on the guidance below

Country specific information

I confirm that I am aware that it is my responsibility to be aware of local customs, safety, and security whilst overseas

If I am intending to travel anywhere other than my host destination while abroad, I will let both my school and the International Opportunities Team at the University of Salford know

I confirm that I will consult the Foreign, Commonwealth and Development Office (FCDO)'s [Living in Guides](#) for the most up to date information on immigration, visas, healthcare etc.

I confirm that to prepare for my time overseas, I will consult the following websites for further information:

- / [Crisis24](#), the University of Salford's travel advice provider
- / [Foreign, Commonwealth and Development Office](#) (FCDO) guidance
- / [Meteorological information](#) for weather updates and potential of exposure to different climates (or your own choice of weather application)
- / My host country's embassy

Support for British nationals overseas

I am aware of the [UK Government](#) website and will familiarise myself with the guidance available covering:

- / Safety and security
- / Healthcare and medications (and ensuring I have sufficient medication throughout the duration of my stay)
- / Finance

Immigration and Visa support

I confirm that I hold a passport which will be valid a minimum of six months following the end of my time abroad

I confirm that it is my responsibility to apply for a visa to my chosen destination (and transit visas if changing plane in different countries). I will contact the University of Salford's Home Office Compliance Team if I require additional support. I am aware that the International Opportunities team at Salford as well as my host university/organisation are on hand to support me but are not qualified to provide any official guidance

I confirm that I will forward details of my visa acquisition to the International Opportunities team if requested

I must follow all immigration regulations whether as a UK citizen or a Student Visa holder studying at Salford

If I have a Student Visa, I must contact the International Opportunities Team before I formally apply to make sure that my host can accommodate me in line with immigration regulations

I must inform the International Opportunities Team if I decide to travel to another country while on exchange

Please note: immigration rules, as well as working and studying regulations, are subject to change due to Brexit. For further information visit our [askUS site](#) and [UK Government advice](#)

The International Opportunities Team may be able to provide support with visa application costs for countries outside the UK. Please contact us for further information.



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Travel information

I confirm that I will let the International Opportunities Team know, as part of the pre-departure booklet, the details of my travel - departure and return travel dates as well as arrival airport or stations

Salford's sustainability and Green Awards

We are committed to [environmental sustainability](#). The International Opportunities Team is offering £25 to students who can confirm they have taken the most environmentally friendly form of transport to reach their destination.

I confirm that I will bear in mind sustainability and environmentally free travel when making my arrangements and that if I provide details, I will be eligible for additional funding

I confirm that I'm aware of different ways I can make sustainable choices, e.g. finding the lowest carbon flights, volunteer for the community when abroad, ban/reduce plastic, reduce amount of waste produced, reusing and recycling, walking and cycling instead of using private transport, car sharing, sustainable eating, understanding local climate issues etc

Insurance

I confirm that I understand that I am covered by the [University of Salford Travel Insurance policy](#)

Please note: pre-existing medical conditions are covered by the university's travel insurance as long as seeking treatment for the condition is not the reason for travelling. Also note that the university's insurance does not cover against pre-trip Covid-19 cancellations, therefore once arrangements are confirmed students are advised to obtain their own cancellation cover or look for travel arrangements that offer this type of cover as part of the travel arrangements. If you would like to purchase private insurance, we have put together a list of providers you may wish to consider:

- / [Staysure](#)
- / [Avanti](#)
- / [Trailfinders](#)

Don't forget to check what your bank can offer.

This travel cover is provided by UMAL and includes medical expenses, cancellation, baggage, money etc. This cover is worldwide.

I confirm that if I am taking part in International Exchange programme in USA or Canada, I will make arrangements for additional legal cover (the legal expenses policy is provided by Markel, through Hasilwood Management Services Ltd (HMSL), which is the FCA registered intermediary set up by UMAL. This covers legal costs to pursue a damage claim for personal injury suffered whilst on a journey, defence of a criminal prosecution of an offence occurring during a journey. This policy excludes USA/Canada)

I confirm that I am aware that the European Health Insurance Card may no longer be in use from 1 January 2021 for UK citizens and will refer to [UK Government](#) advice for further details

If I have pre-existing medical conditions, I understand that any additional costs will need to be covered by alternative insurance arrangements which I will be responsible for

I agree to share my insurance details with the International Opportunities Team in the pre-departure booklet

The International Opportunities Team passes details of all students taking part in either study or work overseas to the Insurance team. All students are automatically covered by the [University of Salford Travel Insurance Policy](#).



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Finance

I confirm that I understand that by taking part in study or work placement, I will continue to pay tuition fees to Salford as normal. I will not be expected to pay fees at the host organisation/institution unless my work placement is provided by a third-party company or provider

Note: The UK government has not yet confirmed if reductions will apply for home/EU students undertaking a full year study experience abroad in 2021/22. If this is the case, I will contact the International Opportunities Team to have my fees reduced.

If I decide to return home early, I am responsible for any costs incurred

If my Erasmus+ mobility does not meet minimum duration requirements (60 days for traineeship and 90 days for study mobilities) or I return home earlier than agreed, I will be required to reimburse the University of Salford's Erasmus+ funding

I confirm that I understand that any Erasmus+ funding I am awarded is complementary and is not designed to cover all costs of my mobility

I am aware that it is my responsibility to fund my overseas mobility and that the overall costs may be either lower or higher than the current costs I have at Salford

Budget calculator

Complete the table below to ensure you are aware of potential costs during your time abroad. Please calculate based on the following or use the [budget calculator](#) to help plan your spending.

Item	Cost
Travel to destination – include travel to airport, trains, flights etc	
Travel costs in country – i.e. weekly monthly travel cards	
Accommodation – cost per week/month	
Gas/electricity if applicable	
Weekly food spend based on:	
Bread	
Pasta/rice	
Fruit/vegetables	
Milk	
Beer/wine/soft drink	
Other supplies (insert as necessary)	
Total	
Mobile phone/Internet costs	
Socialising	
Gym costs	
Insert your own spend forecasts as necessary	
TOTAL	

I understand that I am responsible for my personal budget during my time abroad

I understand that if I am unable to complete my study or work placement or return to the UK earlier than expected, and have been in receipt of Erasmus+ funding, I will be required to return the funding either partially or in full, depending on whether I have met the requirements of my funding arrangements

I am responsible for liaising directly with Student Finance England and making them aware that I will be spending some time abroad and re-arranging my loan's allocation; in addition, there are some special provisions if studying for at least the majority of a term abroad:

- / The study abroad rate of maintenance loan
- / A travel grant

Find out more information on the [Student Finance England website](#).



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Students who:

- / Have a disability
- / Are from a disadvantaged background
- / Need a visa to study/work abroad
- / Need some language training before going abroad

might be entitled to additional financial support from the International Opportunities Team. This will be assessed on a case-by-case basis. Please contact the International Opportunities Team for further details

For information on further sources of financial support, please visit our website.

Accommodation

Many of our partner universities provide on-campus accommodation, however not all do. Information about accommodation can be found on partner university websites.

I am aware that it is my responsibility to source accommodation and that I can contact both the International Opportunities Team and my host university or organisation if I need further guidance.

You are strongly advised not to sign any contracts or make any payments for private accommodation sourced online. If you are wishing to live in private accommodation, you are strongly advised to book temporary accommodation (hotel, hostels etc.) and look for permanent accommodation once arrived in your host city.

I am also aware that it is my responsibility to source accommodation upon my return to Salford.

Health and safety

I confirm that I understand that I may be required to show proof of a COVID-19 vaccination depending on my destination and the requirements of my host university or organisation

I confirm that I understand that if I am currently taking medication, I will investigate availability in the host country and/or ensure that I have sufficient supplies to take out of the UK

I confirm that I will consult the [NHS advice](#) as guidance if I have any pre-existing medical conditions

I will also ensure that I gather up-to-date knowledge of intended destinations to increase my awareness of potential risks and enable myself to best prepare in advance of travel as per the [Travel Health Pro](#) website and other relevant sources of information

I confirm that I am aware of any cultural differences related to healthcare provision and dietary requirements. I understand that there may be different standards and acceptances of dietary regimes like vegetarianism/veganism and that certain foods may not be as widely available as in the UK

Sexual health risk

Research shows that a large number of sexually transmitted infections (STIs) occur as a result of unprotected sexual intercourse during international travel. This may be attributed to aspects of travel which encourage risk-taking behaviours such as freedom from usual social restraints, increased alcohol and/or drug use, increased opportunity, loneliness, and peer pressure.

I confirm that I am aware of sexual health risks and have consulted the [NHS website](#)

Mental health

We will continue to support students whether they are here in Salford, at one of our partner universities or traineeship providers. Please do not suffer in silence – we are here for you.

I understand that if I suffer from mental health issues, my mental health may be impacted during my time overseas and will consult the following websites where necessary:



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- / [askUS](#)
- / [No More Panic](#)
- / [MIND Support and Services](#)

For further information, visit [askUS](#).

Support for LGBTQ+ students and students identifying as transgender or non-binary

This section is only applicable if you would like further support. All responses provided are confidential.

We fully support international opportunities for LGBTQ+ students and recognises that different countries have different attitudes and legal approaches to sexuality and gender. If you would like further information on the situation in a particular country and cannot find the information online, please feel free to ask us for support.

I am aware that further information is available for LGBTQ+ travellers and that there may be different cultural norms in different countries

Information about travel safety and support for LGBTQ+ and students identifying as nonbinary is available online and useful starting points are:

- / [GoAbroad](#)
- / [Stonewall](#)
- / [Equaldex](#)
- / [Man About World](#)
- / [IGLTA](#)

Information for women travellers

Attitudes to women change by country and it's important that female students (and students identifying as female) are aware of local customs and standards so that they are prepared in advance of travel.

I am aware that information for women travellers is available online and some useful starting points are:

- / [Study Abroad](#)
- / [Gov.uk](#)
- / [Maiden Voyage](#)

Inclusivity and diversity

We are an inclusive and diverse community with respect for all students, regardless of background. We aim to partner only with universities and organisations who share our ethical values, however these partners and organisations may sometimes be located in countries or regions which only partially hold these values. We want to ensure our students are prepared in advance for all types of situations they might encounter.

[Diversity Abroad](#) covers support for the following categories of students:

- / [Women abroad](#)
- / [Students on a budget abroad](#)
- / [First Generation Students Traveling Abroad](#)
- / [LGBTQ+ Students Abroad](#)
- / [Students with Disabilities Abroad](#)
- / [Students of Colour abroad](#)
- / [Adult Students Abroad](#)
- / [Heritage Seekers Traveling Abroad](#)
- / [Religious & Spiritual Students Abroad](#)

There is nowhere in the world 100% free of ignorant people. Whatever happens, don't let the possibility of discrimination prevent you from experiencing the life changing benefits of



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living abroad. Prepare yourself in advance so you know what to expect.

Information for parents and families

The International Opportunities Team wants to ensure that all students are able to take part in overseas experiences. The process of relocating with a partner and/or children can be complex and we would need to liaise with our counterparts overseas based on your exact needs and to discuss arrangements like family accommodation, schooling, visa regulations etc. This will be done on a case by case basis. Contact the International Opportunities Team for further information.

Language

I am aware that although my classes may be taught in English or I may be working in an organisation that speaks English, I will need to be able to converse on a basic level in the language(s) of the country I am migrating to in order to be able to deal with, where necessary and applicable, local authorities, healthcare providers, utilities companies as well as local shops

I understand the importance of learning the local language to be able to converse with the local population in everyday activities like the supermarket, transport network, restaurants and bars

If taking part in the Erasmus+ programme, I will use the Erasmus+ Online Linguistic System (OLS), but am aware that there are other ways to learn languages either through the [University of Salford's University Wide Language Programme \(UWLP\)](#), local groups here in Salford or online via applications like, for example, Duolingo

Academic information

I must have a fully completed and signed Learning Agreement with details of my modules/tasks before going abroad

If I want to or need to make changes to my modules/tasks, I must seek approval from my Exchange Coordinator/school and my host and update my Learning Agreement

I understand that when I undertake a period of study, as part of a University approved programme, which is assessed by another education institution, the module mark(s) will be recorded as either pass or fail. There will be no transfer of marks or grades into my University of Salford award classification (unless I am on a programme where those modules are an integral part, i.e. if I am studying in North America at the University of Toledo)

I understand that the requirements for work placements will vary depending on my programme of study and I will refer to the specific programme's webpage

I am aware that information about assessment is available in the [Student Handbook](#) and understand that if I have any queries about how I will be assessed during your time away from the University, I need to ask my school/Exchange Coordinator before agreeing to take part in an exchange

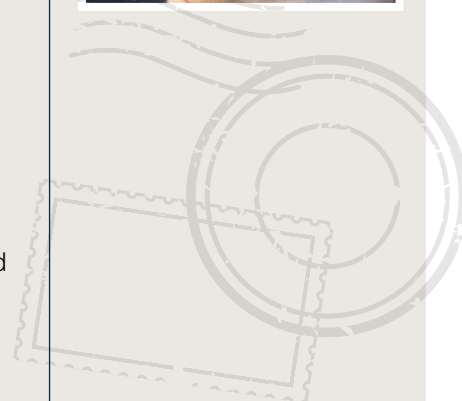
I understand that if I am unable to complete my study or work placement or return early, I may not be able to transfer the credits back to the University of Salford and this may affect my ability to graduate from my programme on time; I understand that I can only re-join my programme if I return within the first three weeks of a trimester, and if I do not, I will need to complete the trimester the following academic year. I understand that returning home does not give me grounds for PMC or academic appeal. I will discuss this with my school/Exchange Coordinator and the International Opportunities Team before deciding

I am aware that if I decide to return from my time abroad more than three weeks into the Salford trimester, I will not be able to re-join my course at Salford and most likely, I will have to repeat the trimester or year, later than my cohort does

I understand that, while abroad, I continue to be a University of Salford student (except for students on graduate traineeships) and it is my responsibility to register with the University for that specific academic year



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Pre-departure briefing

I confirm that I will attend the pre-departure briefing delivered by the International Opportunities Team

If under special circumstances, I cannot attend the briefing, I will let the International Opportunities Team know and read through the pre-departure presentation which will be sent to me. If I have any concerns, I will raise these prior to my departure date. I will also complete the pre-departure booklet

Emergencies

I understand that if an emergency occurs whilst I am abroad, I will contact my host university/organisation immediately as they will have local knowledge and expertise to support me. I will also contact my family and/or legal guardians

I understand that in the unlikely event I need to contact emergency services overseas, the contact details are:

- / Police:
- / Ambulance:
- / Fire Service:

(Insert relevant numbers)

I am aware that I can also contact the University's security emergency number – **0161 295 3333**

I understand that it is my responsibility to have the details of the local British (or applicable) consulate in the event of an emergency. See [Gov.uk](https://www.gov.uk) for British embassy information

I will provide details of my emergency contacts to the International Opportunities Team

I am aware that for medical emergencies I can contact Global Response:
+44 (0)2920 662425, UMAL@global-response.co.uk

(Quoting UMAL/47). Global Response has to be contacted before incurring any substantial medical expenses or being admitted as an in-patient at any hospital, clinic or nursing home. Do not arrange repatriation without the prior approval of Global Response. More info in on the **UMAL page**.

I am aware of the crisis support information on the [Student Hub](#)

I am aware of the **Safezone App**

Marketing and promotion

I confirm that I agree to complete the global report at the end of my mobility and that these details may be used by the International Opportunities Team for marketing and promotion purposes

FINAL DECLARATION

I have read and understood all the above

I am aware of all support services offered by the University of Salford's [AskUS](#)

I will visit the [International Opportunities website](#) for further information and before contacting the International Opportunities Team

I will provide the International Opportunities Team with a fully completed pre-departure booklet

Signature _____ Date _____



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