INTRODUCTION

Congratulations on obtaining a place on the Study Abroad Programme. We are confident that your year abroad will be one of the best you’ll experience and many students have said that it has changed their lives.

Study Abroad is not all work! You will gain as much personally from the social aspects of this period as from the academic content. A thorough investigation into your host university, city and country before you leave the UK will ensure that you are well-prepared for the culture you will find there and that you are ready to participate in all aspects of being abroad.

Your Study Abroad Programme is something that you will need to think about and prepare for. It will require flexibility, new skills and considerable perseverance. You will learn to see your own culture in a new perspective and to look at problems in a new light. You will gain the confidence to handle new and challenging situations.

We hope that you will find the following information helpful. Of course, it does not tell you everything you need to know to make your Study Abroad Programme a success. Not all of it may sound important or relevant at the moment, but taking note of the advice you are given and thinking seriously now about what you are going to do while you are away from Sheffield, can make your life much easier and more rewarding during this important time.

Wishing you an enjoyable and rewarding time abroad!

All at Global Opportunities & Exchanges
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A. BEFORE YOU LEAVE

Upcoming meetings
Drop in sessions (optional attendance)
Wednesdays 14:00 - 15:00
From 20th February to 3rd April
Information Commons IC4.02

Pre-departure Meetings (compulsory to attend for your destination)
Wednesday 8th May, 14:00 - 16:00, 38 Mappin St Workroom 3 -
Asia, Australia & New Zealand
Wednesday 15th May, 14:00 - 16:00, 38 Mappin St Workroom 3 - US & Canada

1. Your Responsibilities – Academic matters

- The work that you do at your host university forms an integral part of your Sheffield degree.
- Make sure that you have a clear understanding of what specific modules you are required to take during your year abroad.
- Obtain a list of the courses you would have taken at Sheffield and ensure that these are approved by your departmental study abroad adviser.
- You will need to refer to the course or module directory at the host university and you should obtain course outlines/information. You will use this to ensure that you cover the essential subjects areas required for your degree programme. It is also advisable to make a list of back up choices in case there are any issues later in the process.
- You must successfully complete your current year at Sheffield before being allowed to go abroad. You will have a specific academic requirement to meet (for example 60% average over the academic year).
- Although you will be abroad, you still need to re-register online for your degree at Sheffield. We will primarily contact you on your University of Sheffield email address so remember to check it regularly and keep your department informed of your academic progress. We also recommend keeping copies of your coursework, especially if this is assessed.

Course/Module registration overseas

- Academic terminology may differ, modules may be called ‘courses’ or ‘classes’ at the host university. Some will let you pre-register for modules, but for others you may have to do this when you arrive. Please ensure you are clear on what you need to do by reading the host university web pages or pre-departure guides.
Before you leave

Priority may be given to students studying a full degree at the host university, meaning that exchange students may not get their first choice and you may have to wait for modules to become available. You may need to speak directly with a course leader to obtain a place or seek help from the International Office overseas. Don’t worry about this, but ensure that any changes to your agreed courses are communicated to and approved by your department in Sheffield.

**Grade conversion**

Your department is entirely responsible for any grade conversion that happens once your final transcript is received by the University of Sheffield. Please contact your study abroad adviser if you have any questions or concerns about this process.

**Level and workload of courses**

We expect you to study the equivalent of a full time workload for an undergraduate student (i.e. the equivalent of 120 Sheffield credits). Please note that you may be taking classes from different levels of study and they may not match exactly with the level of study you would expect. If you are unsure, please speak to your departmental study abroad adviser.

Many institutions offer a maximum and minimum course load, as their students have the option of taking four years to complete a three-year degree. For example, in the US students can take 18 credits per semester, but you will likely take 12 - 15. You are required to study at least the minimum course load, and to agree the total number of credits with your departmental study abroad adviser.
2. Funding & Finances

Tuition Fees

Host University tuition fees
As a Study Abroad Programme student, you are not required to pay any tuition fees to the host university that you will be attending.

Please be aware that some universities charge additional non-tuition fees which all students are required to pay. These can include: health and counselling services, student union, student ID card and department fees (e.g. labs). This will be outlined to you by the host university and you are required to pay these fees. If you have any queries about any potential fees, please check with the host university.

University of Sheffield tuition fees

- Tuition fees for UK/EU students spending a year abroad in 2018/19 are currently £1,385. Please note that this amount can be subject to change in policy.
- International students will pay reduced fees whilst abroad. Please contact the fees office for the exact amount – studentfees@sheffield.ac.uk

UK Student Loans

- If you normally apply for a UK Student Loan, you should still do so for the year you are abroad.
- Although you will remain a registered University of Sheffield student, you are required to indicate on the loan application form that you will be spending the year abroad and include the destination. It is your responsibility to supply full information of your period abroad to your Student Finance provider when completing loan forms. This information will be used to ensure that the correct tuition fee and loan amount is applied.
- Your year abroad will start earlier than it would at the University of Sheffield. For example, Australian universities start in July and US universities start in August. If you indicate on your Student Finance England application that you are studying abroad, you are automatically paid the first instalment 25 working days before the 'standard' course start date. In 2018/19 this was 24th September, so 25 working days before would have been 20th August.

However, if your study placement starts earlier (e.g. if you are starting in Australia or New Zealand in July) Global Opportunities coordinate with Student Administration Services so you should receive the first instalment of your Maintenance Loan on the first day of your study placement.

The standard is for you to receive your loan in three instalments, however Student Finance England offers the option of payment in two instalments by request. This is not automatically applied, so you must contact Student Administration at studentadmin@sheffield.ac.uk, as this will be easier for you than contacting Student Finance directly.
Students studying abroad in China, Japan or Russia can get the whole loan in one instalment. This is always requested for students going to these countries.

**Travel Grant**

You may be able to claim a retrospective travel grant from Student Finance England. The travel grant is income-assessed and can cover travel, visa and medical insurance related costs as decided by Student Finance.

In order to apply for the travel grant, you must confirm your period abroad either in your original Student Loan application or via telephone: 0300 100 0607.

**More information:**

https://www.gov.uk/travel-grants-students-england
https://www.studentfinancewales.co.uk/undergraduate-students/continuing-students/what-financial-support-is-available/travel-grant.aspx
https://www.studentfinanceni.co.uk/types-of-finance/undergraduate/full-time/northern-ireland-student/extra-help/travel-grant/what-is-it/
https://www.saas.gov.uk/

If you do this, you will be sent a Course Abroad Form, which you should send to SSiD in the Student Union for signature: ssid@sheffield.ac.uk

Once the form has been returned by SSiD and processed by Student Finance, you will be sent a form to claim back costs with receipts. Please, therefore, make sure you keep all your travel receipts and any medical receipts.

**Problems with your Student Finance provider**

If you are having difficulty with Student Finance, or need any advice, please contact the Student Advice Centre in the Students’ Union who will be able to help. Their email address is: advice@sheffield.ac.uk

**University Financial Support**

If you normally receive a University of Sheffield bursary, you are eligible to receive the bursary during your year abroad.

You may apply for Financial Support from the University if you are facing financial hardship due to exceptional/emergency circumstances or unforeseeable expenses.

For further details on financial support at the University of Sheffield, please email: financialhelp@sheffield.ac.uk

If you think you may struggle financially, please see the SSiD ‘Funding your Study’ web pages: www.shef.ac.uk/ssid/finance/money

**University of Sheffield Study Abroad Scholarships**

There are competitive scholarships worth £1,000 and £3,000 each. In order to be considered for the scholarships, you must be in receipt of a University of Sheffield Bursary.
External funding information:
We would highly recommend that you apply for the scholarships you are eligible for:

**BUTEX Scholarship** – £500 – Any country

**The DUO-Singapore Exchange Fellowship Award** – National University of Singapore and Nanyang Technological University - 4,000 Euros

More Information:
www.sheffield.ac.uk/studyabroad/sheffield/prospective/scholarships

3. Cash, Banking & Credit Cards

Some general advice

- Tell your bank of your intention to study overseas and ask if they have reciprocal agreements with other banks where you are going.
- Set up a bank account before or on arrival in your host country.
- Check the costs and ease of transferring money from your UK account to the overseas one. Remember that withdrawing money from cash machines usually carries a small charge.
- Take a credit card – obtain this well in advance if you don’t already have one.
- Investigate a pre-paid currency card – there are many different ones available, so do some web research to work out the best one for you.
- Take cash for the first few days and varying note amounts if possible.

4. Travel Arrangements

- You are responsible for making your own travel arrangements. You should not make any bookings until you have been accepted by the host university, know when you are required to arrive (always check with the university the actual date that you are supposed to be there by) and received your visa.
- You may want to investigate a one way ticket, or book a changeable-date return ticket, although fees are often charged to change the date.
- Remember, you must successfully pass your current year, so ensure that you are clear about the cancellation policy if you need to use it.

Some general advice...

- Please read the host university’s pre-departure advice, which is usually sent by email, available on their website or in a downloadable guide.
- Find out if other Sheffield students are going to the same destination and if possible, contact them as early as possible to make joint arrangements.
- Try to arrive during business hours so that staff might be available to help if you need it.
• Download the address of your accommodation and some directions or a map, and ensure you have a printed copy of these too. Remember you may not be able to access the internet immediately upon landing and your phone battery may run out!

• Find out if the host university offers a “meet and greet” service that you can use.

• If you have pre-arranged your accommodation, make sure that you know exactly when and where to collect the keys. Again a map or a printed letter may be useful.

• Can’t carry everything you want to take? Make enquiries with your travel agent about sending unaccompanied luggage (which can be costly) or check whether supplies are available locally. Can you order an accommodation starter pack?

• An International Student Travel Card (ISIC) can help you get cheap flights/train fares (and can also be used as photo ID).

**Visas**

You can only apply for a visa when you have received the official immigration document and offer letter from your host institution. Please ensure that you begin your application as soon as possible after you have received the official paperwork as it takes time for a visa to be issued.

The Global Opportunities & Exchanges team are not qualified to give visa advice. You must contact the host university and the relevant Embassy for comprehensive advice. All information we give is a guide only. It’s your responsibility to get it right.

**More Information:**
www.sheffield.ac.uk/studyabroad/sheffield/accepted/visa

**5. Insurance**

All students that complete a travel insurance form are covered by the University’s travel insurance when they are being sent abroad by the University for a study exchange, work, teaching placement or a summer school period. Travel and personal accident cover is available for study related travel for a period of up to one year which involves an overnight stay, a flight or rail travel.

The policy covers student exchanges and placements that last up to 12 months.

More information about travel insurance information can be found here:
www.sheffield.ac.uk/studyabroad/sheffield/accepted/travel
Before you leave

This includes information on the cover provided and details of any excesses in the event of a claim. For example, this policy covers emergency medical expenses only; it is not health insurance. Mobile phones and travel delays are not covered by the policy.

**Before you go abroad**, you must complete a short on-line form for insurance to be in place, providing details of the country/countries you are planning to visit and the dates of your stay.

The form can be accessed through the insurance webpages: [www.shef.ac.uk/finance/staff-information/help/insurance/travel](http://www.shef.ac.uk/finance/staff-information/help/insurance/travel)

We should run this wording by the insurance team

**Email:** internationalhealthcare@healix.com

There is no charge for the travel insurance outlined above.

**Please note:** Some host universities require you to take out their own insurance or one which is offered at a national level. Some universities will allow their policy to be waived if you can prove that you have sufficient cover but this is not guaranteed. Check that any policy that you are required to take out by the host university provides sufficient cover for all aspects and take out the University of Sheffield’s insurance in addition.

6. Immunisation and Health

**Some general advice...**

- When you are abroad, carry copies of medical insurance documents with you at all times.
- Check with your doctor/GP practice or travel clinic in case you require any immunisations for your destination. Your host institution may also require evidence of these in some circumstances.
- If you have an unusual medical condition, take copies of medical records. Also take with you prescriptions for medications and a GP/hospital letter confirming your condition.
- If you wear glasses/contact lenses, take spares of these as well as a prescription in case you need to obtain replacements.
- If you take regular medication, you may not be able to take a year’s supply. Some medicines may not be available overseas or be very costly. One example is the female contraceptive pill. It is NOT free in other countries and can be costly. Please speak with your GP about your travel plans.
- Dental care is not generally covered and can be very expensive so it is advisable to get all known dental work completed prior to departure.
Before you leave

- If you have a long term medical condition and/or a disability (including a learning disability) you must discuss this with the University of Sheffield disability team, your GP and if appropriate the Study Abroad Adviser in your department. It is also very important that you disclose this to your host university so that they can provide any necessary support or help. Please do not wait until your arrival to make enquiries.

7. Accommodation

You are responsible for organising and paying for your accommodation. This is not always easy. But remember that this is part of the challenge of going to live abroad!

Be aware that accommodation is not like for like:

- You may have to share a room
- The quality may differ from what you’ve experienced at Sheffield
- You may be tied into a meal plan
- The rules may seem very strict or arbitrary. Remember you are in a different country with a different culture.
- Nevertheless, you may find it’s much better than Sheffield! Be open minded.

- You can use your maintenance loan to assist you with paying for this
- Check the web pages of your host university to find out your options. Information may or may not be sent automatically
- If you are asked to pay a deposit/processing fee, please ensure you do and by the given deadline
- If you do apply for university owned housing, submit your application well in advance of the deadline and chase up confirmation if you do not receive a response
- Do not expect that you will automatically be given accommodation, it is not guaranteed in some places; be prepared to look for private sector housing
- Read your contract thoroughly before signing

Finding Private Housing Abroad

Some general advice...

- Thoroughly research the accommodation options and try to have something booked before you depart
- If this is impossible, arrive a few weeks early to start your search
- Book hotel, hostel or B&B accommodation for your first few nights, it may take a while to find something suitable
- Try to use private providers recommended by your host university, but if this is not possible use estate agents, the internet, local magazines and newspapers.
Before you leave

- Seek advice from returning/inbound students
- Be aware of your personal safety – try not to go for viewings on your own and insist that you meet up with owners and agents in the daytime
- Check your contract thoroughly before signing. Beware of scams, avoid paying advance rent or large deposits for any property you have not viewed. Ensure that any links you are sent to property websites or payment portals are official.

8. Registration at Sheffield

You must register with the University of Sheffield before you leave the UK.

Instructions on how to do this will be sent to you by Registry Services over the summer vacation. You should complete your registration as soon as possible and indicate where appropriate that you will be spending the academic year studying abroad.

Do not register for Sheffield taught modules as you won’t be in Sheffield. Your department may register you on study abroad modules with null codes. If you are unsure, please contact your study abroad adviser.

9. Keeping in Touch

Once you know your new postal address, please ensure that you inform the relevant people e.g. University Health Service or doctor, bank, family, friends etc. You should update the term-time address on your University record here: www.sheffield.ac.uk/ssid/record/pin

10. Global Opportunities Ambassadors – Peer to Peer Support

- We have 32 Ambassadors who are available to offer you support during your Study Abroad application and up until your departure
- They have first-hand experience of spending time abroad
- They run events which you will be invited to attend
- They are available for you to email or arrange to meet up with
- You can ask them about anything! Courses, academic life, housing, social activities, hints and tips etc
- To find out information about them and their contact details please see: www.sheffield.ac.uk/globalopps/seap

IMPORTANT:
You must register with the University of Sheffield. Otherwise your record will be changed to ‘temporarily registered’ and subsequently ‘withdrawn from the University’. You will also be blocked from receiving any loans, grants or bursaries.

IMPORTANT:
You must keep checking your University of Sheffield email account during the summer vacation and throughout your period abroad. Your academic department(s) and Global Opportunities & Exchanges will contact you via this account.
B. WHILE YOU’RE AWAY

1. Settling In
It may take time to settle into a new environment and cultural differences can seem very different at first – this is very normal. Considering the following observations before you go abroad should help you to maintain a balanced perspective during that initial phase of adjustment:

- Registration and general bureaucratic procedures may seem arduous and frustrating. Be prepared to devote considerable time and energy to these matters.
- Teaching styles and the number of study hours may be very different in your host country.
- Academic and support staff may be around less than in Sheffield.
- Be prepared to carry around and show your ID/passport, this will certainly be necessary in the USA and Canada.
- Making new friends can take time. Try to get involved in any activities put on for exchange students and make an effort to get to know your classmates/colleagues. Joining an established club or a gym can be an excellent way of socialising.
- Be adaptable and remember that one of the reasons you are spending time abroad is to gain experience of life in another culture.
- If none of the above are working for you and you are feeling very down, remember that there is a great deal of support for you at the University of Sheffield and your host university. You can also access Nightline and the Big White Wall.

2. Academic Matters
- If you have any queries or problems of an academic nature whilst you are abroad, your first point of contact should be your Sheffield departmental Study Abroad Adviser. Make sure you have a note of their contact details before you go.
- During busy times or vacation periods, an instant response may not always be possible. Try not to wait until the issue becomes very urgent before getting in touch.
- If you have trouble getting on to a course, speak with the module leader or, if appropriate, the International Office or Study Abroad Office at the host institution. You may not be able to enrol on all your chosen modules so be prepared with backup options just in case.
- It’s recommended that you enrol into more courses than you need to study so that you can try out the classes and ensure they are the correct level and content. It is easier to add/drop this way.
• You should keep a portfolio of your work to bring back to Sheffield, do not discard your work whilst you are away.
• Remember to get your module choices approved by Sheffield to ensure that they will transfer back to your Sheffield degree.

3. Personal Safety & Emergency Situations

Personal Safety
Much of this comes down to common sense, and being alert to local circumstances, especially when they differ from what you are used to. However, below are some guidelines to help you to avoid finding yourself in a difficult situation:

• Check the Foreign Office advice on their website (see back of the booklet) and keep up to date with any events or incidents that may cause local disruption
• Keep away from political demonstrations or protests
• Ensure you are familiar with details of your host institutions emergency contacts, accommodation and/or local emergency services
• Socially acceptable behaviour, especially relating to alcohol, may be very different in your destination country.
• Common attitudes to issues such as race, gender or sexuality may differ from those you have experienced in the UK. Do your research on what to expect, or speak to returned students, and avoid confrontational situations if you encounter viewpoints that conflict with your own.
• Be aware of different local laws. Rules on smoking, drinking, driving, drugs and other activities may differ from the UK.
• Ensure you keep valuables concealed or locked in your accommodation. Don’t have your mobile phone, passport or wallet on display in public.
• Don’t hitch a ride with anyone you don’t know, or get into a car with some who appears to be under the influence of any alcohol or drugs
• Arrange to meet people in public places (bars, cafés) until you know them, and only go back to someone’s flat or house if you feel absolutely safe with them
• When you go out alone, let someone know where you’ve gone, and who with
• Also make sure you know how to identify officially registered taxis or public transport. Don’t get in a taxi unless you can verify that it is official.
• Pay attention to any advice issued by your host institution or local authorities, it will be given for a reason.
• If anything does happen while you are abroad, please note that we are not automatically informed. If you require any personal support please contact your academic department or Global Opportunities & Exchanges
Emergency Situations

The majority of students experience a smooth and enjoyable period abroad and it is important not to be overly worried about potential dangers such as natural disasters, civil unrest or terrorist attacks. That said it is sensible to prepare yourself in case you do find yourself in an emergency situation.

The advice below does not cover all potential scenarios but should be followed as general guidance for critical situations:

- Consult the Foreign & Commonwealth Office (FCO) travel and safety advice either online or via social media channels: [www.gov.uk/foreign-travel-advice](http://www.gov.uk/foreign-travel-advice)
- Set up email alerts so that you are automatically notified when the FCO advice on your host country is updated
- Follow any instructions issued by the local authorities and/or your host university/workplace
- Do not get involved in public protests or enter public spaces where there is evidence of civil unrest
- As soon as you are able to, and so long as it is safe to do so, let your immediate family know that you are safe. Memorise at least one of your closest relatives’ phone numbers
- Enter an ICE (In Case of Emergency) contact in your mobile phone or keep one in your wallet. Check social media channels to see if there are any “check in pages”. A post on social media is also a quick way of letting your family and friends know you are safe.
- In the case of major incidents, a member of staff from the University of Sheffield will normally contact you to check on your welfare or an incident management web page may be set up, please check the website regularly. You must reply to any emails of this nature as quickly as possible so we know you are safe
- Should you need to contact the University of Sheffield urgently during evenings or weekends, please call our emergency number 00 44 114 222 4085
- Find out and make a note of your host country’s emergency services number(s) before you go abroad. Put it into your mobile phone for easy access
- If you are out of the country in question at the time of the emergency and have concerns about returning, please consult the FCO web pages in the first instance. If the delay has a significant impact on your period abroad, then you must notify your academic department as soon as possible

Remember that in emergency situations, the local authorities and the Foreign & Commonwealth Office should be your first points of contact.
4. **Promoting the University of Sheffield**

Our exchanges are intended to be balanced, with equal numbers of incoming and outgoing students. If students from our partner universities don’t choose to come to Sheffield, Sheffield students can’t go there. It’s simple: whilst you are abroad, you need to encourage the host university students to think about coming to study abroad in Sheffield.

If you are asked to go to promotional fairs or talks, please try your best to go along. You don’t need to be an expert, just talk about your home university and University City!

You can find information for incoming students at:

- [www.shef.ac.uk/studyabroad/overseas](http://www.shef.ac.uk/studyabroad/overseas)
- [www.shef.ac.uk/studyabroad/sheffield/abroad/promoting](http://www.shef.ac.uk/studyabroad/sheffield/abroad/promoting)
C. RETURNING TO SHEFFIELD

You may find returning to Sheffield quite strange to begin with. You will have immersed yourself in a different culture and you may find Sheffield is quite different from what you got used to whilst abroad. You may find that your friends from Sheffield are no longer around as they may have finished their courses and there could be more pressure on you as it is your final year. Consider getting in touch with other returned students or international students in Sheffield who may be feeling the same way. There’s no need for concern: reverse culture shock is not unusual and you will get used to studying in Sheffield again!

1. Housing on your Return

If you wish to apply for University housing for your final year, you should contact Accommodation and Commercial Services in November. The allocation of accommodation will take place in around mid-February, so try to submit your application as early as possible. Return housing is not guaranteed for students returning from a year abroad.

If you are not successful or you do not wish to apply for University accommodation, you will need to sort out private accommodation locally. The most common solution for many students is to agree with their Sheffield friends to sort out a room for them to come back to, relying on them to make the arrangements.

Further information can be found at:
www.sheffield.ac.uk/accommodation

2. Registering for your next year in Sheffield

Once your academic department has made any necessary grade conversions and organised for the marks to be entered on your University record, you will be able to see them in MUSE.

Registry Services will be in touch in the summer with instructions on how to register for September 2020.

You can either organise the module sign-up with your academic department(s) whilst you are abroad or wait until you are back in Sheffield, taking a risk that some modules will be full. Academic departments have different systems in place for managing this, so make sure you know how it works in yours before you go abroad.

3. Become a Global Opportunities Ambassador

The Global Opportunities Ambassador Programme has been created to establish a cohort of Ambassadors in academic departments that have participated in the Erasmus+ or Study Abroad programmes. You will be invited to apply to be an ambassador in the summer before your return to Sheffield. To find out more about this exciting and rewarding opportunity, please see:
www.sheffield.ac.uk/globalopps/seap
## D. USEFUL ADDRESSESS

### 1. Websites

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<td>University of Sheffield web pages</td>
<td><a href="http://www.shef.ac.uk/studyabroad/sheffield">www.shef.ac.uk/studyabroad/sheffield</a></td>
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<tr>
<td>Study Abroad Info</td>
<td><a href="http://www.shef.ac.uk/ssid/sos">www.shef.ac.uk/ssid/sos</a></td>
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<td>Support Information</td>
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<tr>
<td>Fees Office</td>
<td><a href="http://www.shef.ac.uk/ssid/fees">www.shef.ac.uk/ssid/fees</a></td>
</tr>
<tr>
<td>Registry Services</td>
<td><a href="http://www.shef.ac.uk/ssid/fees">www.shef.ac.uk/ssid/fees</a></td>
</tr>
<tr>
<td>Student Administration Service</td>
<td><a href="http://www.shef.ac.uk/sss/sas/home">www.shef.ac.uk/sss/sas/home</a></td>
</tr>
<tr>
<td>Accommodation Office</td>
<td><a href="http://www.shef.ac.uk/accommodation">www.shef.ac.uk/accommodation</a></td>
</tr>
<tr>
<td>Student Services Information Desk (SSiD)</td>
<td><a href="http://www.shef.ac.uk/ssid/">www.shef.ac.uk/ssid/</a></td>
</tr>
<tr>
<td><strong>External web pages</strong></td>
<td></td>
</tr>
<tr>
<td>International Student Identity Card</td>
<td><a href="http://www.isic.org">www.isic.org</a></td>
</tr>
<tr>
<td>Student Finance England</td>
<td><a href="http://www.gov.uk/student-finance">www.gov.uk/student-finance</a></td>
</tr>
<tr>
<td>Government Travel Advice</td>
<td><a href="http://www.gov.uk/foreign-travel-advice">www.gov.uk/foreign-travel-advice</a></td>
</tr>
<tr>
<td>International Association for Medical Assistance to Travellers</td>
<td><a href="http://www.iamat.org/elibrary">www.iamat.org/elibrary</a></td>
</tr>
</tbody>
</table>

### 2. Global Opportunities & Exchanges

**Contact Details**

**Contact**
Global Opportunities & Exchanges  
**T:** 00 44 (0) 114 222 6269  
**E:** globalopps@sheffield.ac.uk  
**W:** www.shef.ac.uk/studyabroad/sheffield

**24/7 Out-of-hours emergency:**
**T:** 00 44 (0) 114 222 4085

**IMPORTANT:**
Global Opportunities & Exchanges only operates student drop-ins on specific dates (see pg. 5). If you wish to speak with us face to face try to attend a drop in or contact us by telephone or email.
ACADEMIC CHECKLIST

Before your departure:
- Have up-to-date knowledge of your degree requirements and how your studies overseas will impact upon your overall degree programme;
- Thoroughly research course availability, course pre-requisites and course syllabus information at the partner university;
- Gain approval for the modules you propose to take at the partner university from your departmental study abroad adviser.

Whilst abroad:
- Obtain permission for any module changes from your departmental study abroad adviser;
- Keep your contact details up to date in MUSE;
- Keep in regular contact with your departmental study abroad adviser and to let them know of any significant situations that may impact your academic progress or performance during the year abroad. This can include personal problems as well as ones related to your studies;
- Make sure a transcript from your host institution is ordered and sent to Global Opportunities & Exchanges, who will share it with your department.

On return to Sheffield:
- Participate in any departmental reinduction activities and promote study abroad when asked, depending on your availability;
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