

YEAR ABROAD GUIDELINES 2011-12



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The information contained in this Guide is correct at 18th October 2010

YEAR ABROAD GUIDELINES - GENERAL

These guidelines are for students reading French and Spanish at Honours level, i.e. those on a 4-year programme and those on a 3-year 'fast-track' programme that includes a compulsory period of residence abroad.

You have three options for your year abroad:

- being an English-language teaching assistant in a school (subject to confirmation for 2011/12);
- being a student on an Erasmus (or non-Erasmus in the case of Latin America) exchange at one of the universities with which we have an exchange agreement; or studying at a university of your choice outside the Erasmus scheme. NOTE: students on the 3-year programme must study at an Erasmus partner university;
- taking a work or volunteer placement.

Timetable

There are two meetings at which **attendance is compulsory**:

- in mid-October when we talk through the options and you can meet returning students;
- in April when we tell you about the academic and accreditation requirements and give you the necessary documentation (not relevant for students on the 3-year programme), and have country specific briefings.

Teaching Assistantships: The application process begins from mid October and must be completed by 19 November 2010 for application forms to be at the British Council by 1 December.

Studying: The application process for students applying to an exchange university begins in March/April, and students searching for a work placement need to look for a back-up place at this time as well.

Work placements: You should start looking for a work placement as soon as you can. In Arts 0.50 there are details of some of the work placements that have been offered and you can consult these files. We may hold a meeting with returned final year students who worked abroad so that you can talk to them about their experiences. Some opportunities are also displayed on the Year Abroad Blackboard module.

There is a more detailed timetable for each option in the sections below.

Year/semester abroad folder

We strongly recommend you start a folder marked **YEAR/SEMESTER ABROAD** and put these guidelines and all other information into it.

Please have a look at the options now and do some research on the different regions of the country/countries you are interested in so that you are in a better position to make the choice you are happy with. There is information in the Study Abroad Office, Arts 0.50, on the Year Abroad Blackboard module and of course partner university websites.

Note that it is your responsibility to ensure that all the arrangements for your Year/Semester Abroad are in place.

Study Abroad Office - (Arts 0.50)

This is a key element in the organisation of the year abroad. There is some information about university courses in France and Spain but the best place to look is on the website of the universities that you are interested in. There is also feedback information from former students on their year abroad. The key person is Jane Setford who can help with enquiries - please keep her informed of progress, changes of plan and details of offers.

2010/1: Year Abroad (LCS-2X0Y-10) Blackboard Module

Although this is the Year Abroad module, all LCS second years have been enrolled on it so they can make use of the resource, which includes Year Abroad preparation documents, employment opportunities, useful links to external websites, a forum for discussions and advice, and contact information. The Year Abroad newsletter can also be found here from about November, and takes the form of a blog.

To access this module, log onto e:Vision and it can be found under the Academic tab in the top left corner, along with any other Blackboard modules you are enrolled on.

Who's who

Jane Setford (j.setford@uea.ac.uk), Study Abroad Office, Arts 0.50, ext 2742, (Tuesday, Thursday and Friday, 9am – 5pm). Study Abroad Office opening hours Mon – Fri 9am – 5pm.

French:

Ms Ilse van der Velden (I.Van-Der-Velden@uea.ac.uk), Year Abroad Organiser for French (4-year programme)

Ms Claudine Tourniaire (c.tourniaire@uea.ac.uk), 3-year programme Erasmus semester

Spanish:

Mrs Cristina Alonso Punter (c.punter@uea.ac.uk) (Spain)

Ms Hazel Marsh (hazel.marsh@uea.ac.uk) (Latin America)

UEA Recruitment Office:

Clementine Jones, Erasmus Co-ordinator, Congregation Hall, erasmus@uea.ac.uk

UEA International Office:

Sally Ward, Study Abroad Adviser (Latin American Exchanges), Congregation Hall, sally.ward@uea.ac.uk

GUIDELINES FOR STUDENTS OF FRENCH HONOURS

These guidelines are for students reading French at Honours level, i.e. those on a 4-year programme and those on a 3-year 'fast-track' programme that includes a compulsory period of residence abroad.

Requirements

The 4-year programme: if French is your only Honours language, you must spend a minimum of 30 weeks in France or a French-speaking country between your second and final year.

The 3-year 'fast-track' programme: you spend the spring semester of your second year at a French university

Double Honours students: if you are a double honours student and are taking French and Spanish from A level, you will normally split the year between two countries where those languages are spoken. Students who are taking either French or Spanish from below A level spend the year abroad in the country of the weaker language. Here students should follow at least some courses in the stronger language. It is strongly recommended that they spend the summer in the country of the other language. We can provide advice on this.

Options for your year abroad:

We strongly recommend that you study at one of our partner universities. From our experience the academic experience is more beneficial to your studies here. Our partner universities are Clermont Ferrand, Corte (Corsica), ISIT Paris, Montpellier III, Nancy II, Nice, Pau, Toulouse II, Tours and Geneva (see information below):

University	Subject area	Website
Clermont Ferrand	Comparative Literature, Applied Languages	www.univ-bpclermont.fr
Corte, Corsica	Interpreting/Translation, Modern Languages	www.univ-corse.fr
ISIT Paris	Interpreting/Translation, Modern Languages	www.isit-paris.fr
Montpellier III	Modern Languages	www.univ-montp3.fr
Nancy 2	Modern Languages	www.univ-nancy2.fr
Nice	Modern Languages	portail.unice.fr
Pau	Interpreting/Translation, Modern Languages	www.univ-pau.fr
Toulouse II	Applied Languages	www.univ-tlse2.fr
Tours	Interpreting/Translation, Modern Languages	www.univ-tours.fr
Geneva	Interpreting/Translation	www.unige.ch

The advantages of an exchange place are:

- if you are an Erasmus exchange student for the whole year, you may be eligible for a fee waiver
- you receive an Erasmus grant (from the EU, administered by UEA's Recruitment Office)
- if you apply early enough you could be allocated student accommodation
- you will have named contacts at the university you intend to go to
- you may be able to meet the exchange student currently at UEA

(These details are correct at time of publication.)

Erasmus application forms will be distributed at the briefing meeting held by the Recruitment Office, usually in March. They consist of an application form, a Learning Agreement Form and a form for you to apply for the grant. You will be informed of the deadline for return of these forms at the meeting. The first instalment of the grant is paid out from the Recruitment Office in late October/early November of your year abroad.

You can also be an English-language teaching assistant in schools or you can find a work placement. If you wish to be a teaching assistant, forms have to be filled in October/November. You should speak to Jane Setford as soon as possible about this. If you decide to work or be a teaching assistant, you will still qualify for Erasmus status and will receive an Erasmus grant and a fee waiver, if this is approved by the British Council.

You should contact the Student Loans Company to check what your loan entitlement would be if you are working abroad as it may mean your loan amount may change.

Studying at a university in France or a French-speaking country

Applications to French universities and Geneva are handled by Jane Setford, but applications to universities outside France (eg Belgium) are not and you would have to make that application yourself.

Fees to UEA for non-Erasmus exchange students

At present if you attend a non-exchange French university for the whole year you will pay half the annual fee to UEA. In some cases there is also a registration fee to a French university.

GUIDELINES FOR STUDENTS OF SPANISH HONOURS

These guidelines are for students reading Spanish at Honours level, i.e. those on a 4-year programme and those on a 3-year 'fast-track' programme that includes a compulsory period of residence abroad.

Requirements

The 4-year programme: if Spanish is your only Honours language, you must spend a minimum of 30 weeks in Spain or a Spanish speaking country between your second and final year.

The 3-year 'fast-track' programme: you spend the spring semester of your second year at a Spanish university.

Double Honours students: if you are a double honours student and are taking French and Spanish from A level, you will normally split the year between two countries where those languages are spoken. Students who are taking either French or Spanish from below A level spend the year abroad in the country of the weaker language. Here students should follow at least some courses in the stronger language. It is strongly recommended that they spend the summer in the country of the other language. We can provide advice on this.

Options for your year abroad:

We strongly recommend that you study at one of our partner universities. From our experience the academic experience is more beneficial to your studies here. Our partner universities in Spain are Alicante, Alcalá de Henares, Autónoma de Madrid, Ciudad Real, Complutense (Aranjuez Campus), Granada, Nebrija, Salamanca, Pablo de Olavide, Seville, Toledo and Zaragoza, in Mexico Universidad de las Americas, Puebla, and Universidad de Guadalajara (see information below) and a new exchange in Chile, Universidad Católica de la Santísima Concepción.

University	Subject area	Website
Alicante	Interpreting/Translation	www.ua.es
Alcalá de Henares	Spanish Language and Culture	www.uah.es
Autónoma de Madrid	Interpreting/Translation, Modern Languages	www.uam.es
Castilla La Mancha (Ciudad Real)	Spanish Language and Culture	www.uclm.es
Complutense (Aranjuez Campus)	Interpreting/Translation	www.ucm.es
Granada	Modern Languages	www.ugr.es
Salamanca	Interpreting/Translation	www.usal.es
Antonio de Nebrija, Madrid	Spanish Language and Culture/Interpreting/Translation	www.nebrija.com
Universidad Pablo de Olavide, Sevilla	Interpreting/Translation	www.upo.es
Castilla La Mancha (Toledo)	Art	www.uclm.es
Zaragoza	Politics/Business Studies	www.unizar.es
Universidad de las Americas, Puebla	Development Studies	www.udlap.mx
Universidad de Guadalajara	Development Studies	www.udg.mx
Universidad Católica de la Santísima Concepción, Chile	Development Studies	www.ucsc.cl

The advantages of an exchange place are:

- if you are a Erasmus exchange student for the whole year, you may be eligible for a fee waiver
- you receive an Erasmus grant (from the EU, administered by UEA's International Office)
- if you apply early enough you could be allocated student accommodation
- you will have named contacts at the university you intend to go to
- you may be able to meet the exchange student currently at UEA

(These details are correct at time of publication.)

Erasmus application forms will be distributed at the briefing meeting held by the Recruitment Office, usually in March. They consist of an application form, a Learning Agreement Form and a form for you to apply for the grant. You will be informed of the deadline for return of these forms at the meeting. The first instalment of the grant is paid out from the Recruitment Office in late October/early November of your year abroad.

You can also be an English-language teaching assistant in schools or you can find a work placement. If you wish to be a teaching assistant, forms have to be filled in October/November. You should speak to Jane Setford as soon as possible about this. If you decide to work or be a teaching assistant, you will still qualify for Erasmus status and will receive an Erasmus grant and a fee waiver, if this is approved by the British Council.

You should contact your Student Loans Company to check what your loan entitlement would be if you are working abroad as it may mean your loan amount may change.

Studying in Latin America

If you choose to apply to one of our partner universities in Latin America your application will be handled by the International Office by Sally Ward (Study Abroad and Exchange Advisor sally.ward@uea.ac.uk). At present if you attend a university in Latin America, you will pay half the annual fee to UEA and will not receive the Erasmus grant.

ENGLISH-LANGUAGE TEACHING ASSISTANTSHIPS

Assistants are appointed through the British Council on our recommendation. Students who have been assistants have found it challenging and enjoyable and it is invaluable experience if you are considering teaching as a career. You are advised to find out more on the website www.britishcouncil.org/languageassistants and if you wish to make an application for an assistantship you will need to make up your mind **early** as you must let Jane Setford, Study Abroad Office, (Arts 0.50) know by the end of October.

The application process is started online, from mid October, and this will generate an email sent to the student with all the relevant forms as follows:

- A PDF of the data you have already submitted electronically;
- A 3-page application form (Word document);
- A reference form to be completed by the tutor who knows you best;

The forms must be returned to the Study Abroad Office, Arts 0.50, by 19 November as they have to be graded and sent to the British Council by 1 December.

The timetable for the whole process of applying to be a teaching assistant is:

What happens?	When?
Forms to be completed and brought to Jane Setford in A0.50	19 November
Forms to arrive at British Council	by 1 December
Confirmation of receipt from British Council to Jane Setford who informs you	January
One or two people may be called to London for interview	February/early March
You find out if your application is successful (France, Spain)	March/early April
(France) notification of <i>académie</i>	April
(Spain) you are sent the location of your post	Mid May
(France) you hear from the <i>académie</i> regarding location of your post	June – September (any time)
Further information including country notes and an English teaching resource book sent to you. The British Council website (see above) has lots of useful information including help with planning lessons and a forum for language assistants.	June - August

FRANCE

Most placements are in France but a few are available in *France d'outre-mer* and in other francophone countries.

- there are at least 1500 posts at primary and secondary level in France and *d'outre-mer*
- you earn around €940 per month gross, approx €770 net (17% social security deduction) for a 12-hour working week
- you receive an Erasmus grant and a fee waiver, if this is approved by the British Council.

- you should be under 35
- if you do not hold a British passport, you must have received your entire secondary education (from age 11 on) in the UK

SPAIN

- around 400 posts in secondary schools, primary schools and state language schools
- you earn a net monthly salary of €631 for a 12-hour week
- you receive an Erasmus grant and a fee waiver, if this is approved by the British Council.
- you must be under 30 and hold a UK or Irish passport
- the year is 1 October – 31 May except for primary schools: 1 October to 30 June
- there is a 2-day induction course in Madrid in late September

LATIN AMERICA

The British Council also organise language assistantships in Latin America so if this is something that interests you it could be a possibility. However competition for places is very strong so you may find it difficult to secure a post.

Accommodation

You may be offered accommodation in or near the school for which there may or may not be a charge. You may be invited to stay with one of the teachers initially before moving somewhere else.

Finally ...

If you apply to be a teaching assistant, please read the guidelines carefully. Make your appointment soon with your Adviser for a reference. Medical references will not be required, instead you will be required to sign a statement on the application form itself. Several of the partner countries or the employing schools may well require a medical certificate before the assistants can take up their duties so it is important that the statement on the application form does not conflict with any subsequent information provided.

Read the feedback forms in the Study Abroad Office, Arts 0.50, talk to students who were teaching assistants during the previous year, and/or see Jane Setford.

WORK PLACEMENTS

You may prefer to spend the whole or part of your year abroad on a work placement. This is especially desirable if you are taking Management or Business Studies. Students who spent their time abroad working say they gained a wide range of skills and useful experience.

The main responsibility for finding a work placement lies with you so you need to be proactive. We have some employers (e.g. Alcatel, ESIEE, AFPA) offering placements where LCS students have been placed, mainly in leisure/tourism and business but many students have found their own work placement.

If you wish to pursue a particular line of interest, the message is: start now, using whatever contacts you have -- friends, family, students already in the placement, twinning associations, chambers of commerce. Be prepared for disappointments and be persistent.

Ilse van der Velden is responsible for work placements for France and Cristina Alonso Punter for Spain, and the final agreement is subject to the Head of School's approval. The School requires a *convention de stage* or contract for any work placement. This is prepared by Jane Setford in the Study Abroad Office and signed by the Head of School. When negotiating a work placement, you should make sure that you will be working in a French- or Spanish-speaking environment and that you will be doing meaningful work. We can always speak to the employer to clarify any points you are concerned about. Jane Setford has up-to-date information about specific employers in her office (Arts 0.50).

Some students have spent their year abroad on volunteering placements in Latin America and you should consult with Hazel Marsh when doing your research – she is responsible for placements in Latin America.

Before signing anything, you must bring the following information to Jane Setford:

- the exact name, address and telephone number of the company/organisation
- the name and title of the person responsible for your placement and their phone number and email
- the start and finish dates of your contract
- the number of hours you will work per week
- what you will be doing – please get some specific tasks (e.g. correspondence with clients, translating)
- the net salary per month
- any other benefits, e.g. accommodation (free or subsidised), travel (all or part)

All students seeking a work placement must make a back-up application to a non-partner university in case they are unable to find a placement or it falls through at the last minute.

Online applications to the university of your choice should be made by end January and evidence of this should be sent to Jane Setford, as this application is a School requirement. If you are unable to find a work placement and wish to apply as an Erasmus student this should be possible until the end of May, so long as spaces are available.

You will probably need:

Birth certificate:

- **for those born in Britain:** you need the **original long version** (A4 size) of your birth certificate – if you only have a small square version, please apply for the long version (which has the names of both of your parents) soon as this will save us all an immense amount of time later. For applications to French universities, a translation of your birth certificate has to be validated by the French Consulate in London before it is sent with your application. Jane Setford can send these off to the French Consulate.
- **for those born in other EU or EEA countries:** you will need EITHER a multilingual birth certificate as is issued, for example, in Germany, OR a version that has been translated if necessary (Greek for example) and validated by your Consulate in London – if you are in any doubt, please contact Jane Setford in TPO.

- **for those born in all other countries:** if your birth certificate is not in English, you will need to obtain a translation, validated by your Consulate in London
- your **original** GCSE and A-Level education certificates (or your school-leaving certificates) – please make sure you have them in Norwich. You will eventually have to translate them yourselves and they will be signed and stamped by Jane Setford in TPO.
- a printout of your UEA marks for your first year and for the first semester of your second year – the latter are available in February

In previous years the application was made in writing to a central office but the system has now changed and most French Universities no longer accept this method and have their own online application system, so the paperwork they require may vary. More information and advice on applying is available at www.campusfrance.org/en/a-etudier/etudes04-1.htm but please note that the 'mandatory online procedure' is only applicable to students from outside the EU.

Calendar for action

Friday 30 October	Deadline for returning your option form to Jane Setford, Arts 0.50 or HUM/TPO Reception		
Option	What happens next	By when	What happens
Teaching assistant	Start application process online and forms will be emailed to you from the British Council	Completed forms to be with Jane Setford by 19 November	<ul style="list-style-type: none"> • Student takes reference form to adviser and arranges interview for reference • Advisers to send completed references to HUM-TPO • Applications ranked and sent to British Council
Work placements	<ol style="list-style-type: none"> 1. Start looking for a work placement now. 2. It is a School requirement that you make a back-up application to a French university – start this end Dec – early Jan 	Mid January 2011 - meeting on work placements, you will be expected to show the progress made in your job search	<ol style="list-style-type: none"> 1. use contacts, website, our list of placements, some files in A0.50 2. explore French university websites, <u>make sure you have an A4-size birth certificate and bring the ORIGINAL and your ORIGINAL GCSE and A level certificates back with you after Christmas</u>
Studying as an Erasmus exchange student at one of our partner universities	Start researching the universities you are interested in – you will need to choose 3 on your option form	March - meeting with International Officer; application forms distributed end March / April - completed forms to be returned to Jane Setford	Consult with your tutors regarding choice of university (list on noticeboard; see websites and some prospectuses in A0.50)

There are some resources and files in Arts 0.50, including feedback forms from returned students. You are very welcome to consult them any time during Study Abroad Office hours Mon – Fri 9am – 5pm. Do not hesitate to ask for advice. Other information on noticeboard outside 0.43A.

Please remember that it is your responsibility to ensure that all the arrangements for your year abroad are in place.

2010/11 YEAR ABROAD STUDENTS (CURRENTLY ABROAD)

UNIVERSITY	NAME	E-MAIL
FRANCE		
Université Blaise Pascal, Clermont Ferrand	Jamie-Anne Harkin Thomas Armstrong Caroline Green (AS)	j.harkin@uea.ac.uk thomas.armstrong@uea.ac.uk caroline.green@uea.ac.uk
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Universidad de Castilla la Mancha (Ciudad Real)	Suzanne Elman Laura Ironside	s.elman@uea.ac.uk l.ironside@uea.ac.uk
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Universidad de Zaragoza	George Ankers Kirsten Currie Christopher Holmes Louise Savill (SS) Laura Taylor (SS)	g.ankers@uea.ac.uk k.currie@uea.ac.uk c.holmes@uea.ac.uk l.savill@uea.ac.uk l.taylor1@uea.ac.uk
MEXICO		
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LANGUAGE ASSISTANTS		
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WORK PLACEMENTS		
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SPAIN / LATIN AMERICA	Gabriela Martinez (SS)	c.martinez@uea.ac.uk

Key: AS – Autumn semester
SS – Spring semester