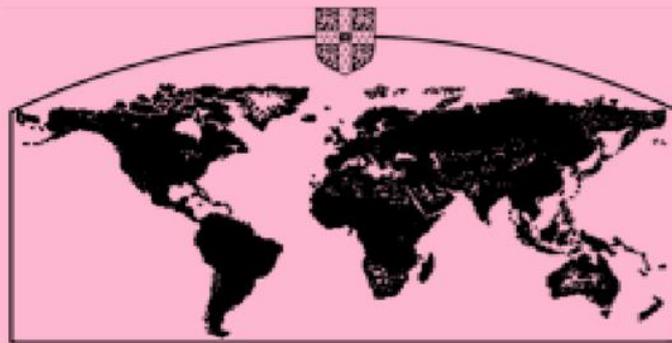


FACULTY OF MODERN & MEDIEVAL LANGUAGES



THE YEAR ABROAD

2020/2021

Year Abroad Office
Faculty of Modern & Medieval Languages
Sidgwick Avenue
Cambridge CB3 9DA

UNIVERSITY OF CAMBRIDGE

**This booklet contains important information – please read it
carefully *now* and make sure you take it abroad with you**

www.mml.cam.ac.uk/ya

INTRODUCTION

Your Year Abroad is an integral part of your Cambridge Modern Languages course. You should be prepared to devote quite a lot of time and effort to planning it during your second year so that it fulfils your expectations and requirements: as a general rule, the more thorough your preparation, the more successful and satisfying your year will be.

In making your plans you should bear the following in mind:

- How will my Year Abroad contribute to my Part II course, especially to my Year Abroad Project and the Part II oral and to the development of my written foreign language skills?
- How can I best gain practical experience of the foreign language and culture?
- How can I gain in personal development? Which of the options would be best suited to me? Studying, teaching, or gaining work experience?

The information in this booklet applies equally to MML and HML students.

The Faculty Year Abroad Office is here to help you, so please do not hesitate to consult our records and ask for advice. We want the year to be a positive and rewarding experience for you all.

Dr Timothy Chesters
Director of Year Abroad Studies
October 2019

WHO DOES WHAT?

COLLEGE

Director of Studies or Tutor

- gives preliminary advice on Year Abroad plans
- confirms to the Year Abroad Office that they support your plans
- gives ongoing pastoral support
- keeps students' personal files
- deals with Local Education Authority and Student Loan Company
- can supply you with personal references for applications

FACULTY

Year Abroad Office

- offers general advice and help (along with Advisors in Departments and Departmental Offices)
- administers formal University permission and Risk Assessment
- processes student claims and reimburses foreign university fees
- keeps records of all Year Abroad experiences and maintains databases of students and employers
- operates an email list for quick dissemination of up-to-date information on the Year Abroad, especially as regards employment and accommodation
- maintains a web page containing essential information, advice and useful links
- has a small reference section of travel guides and guides to living and working abroad
- can supply you with general letters of recommendation, academic transcripts and *conventions de stage* (see Employment) in the appropriate language

The Faculty does not make travel arrangements or find jobs or accommodation!

BASIC RULES

You will normally spend your Year Abroad in one of the following ways:

- As a teaching assistant or lector
- Studying
- In employment

You must remain abroad in an approved activity for not less than **8 months** in total and not less than 3 months in any one country, unless you spend time consecutively in another country speaking the same language. The approved period of residence abroad shall normally coincide with the academic year in Cambridge, and must begin no later than October. **You must inform us if your approved Year Abroad activity has not started by November, so that we can advise on alternatives.**

If you wish to apply for a study place in Europe, or are planning to be an assistant with the British Council, the **deadline** for submission of form YA.PLAN is 5pm **Friday 17 January 2020.**

For all other students, the deadline for submission of form YA.PLAN is **Friday 28 February 2020.**

After this date, please keep the Year Abroad Office informed of any changes. It is a University requirement that all your plans are approved by the Faculty Board before you begin your Year Abroad.

Please note that if you are planning to change Tripos after Part IB you will not normally take a year abroad under MML regulations, since you will not be a candidate for Part II of the MML Tripos. You should speak to your College Tutor or Director of Studies if there is any possibility of your changing subject. If you do decide to change Tripos, please make sure you inform the Year Abroad Office.

OPTIONS

i) Assistant/Lector

ii) Studying

iii) Employment

Your Director of Studies, who knows you and your academic abilities and preferences, may be best-suited to advise you in the first instance on which option to follow. The Year Abroad Office keeps extensive records of all our students' experiences, and consultation of these should be your first priority.

Splitting the Year Abroad

It is possible to split the Year Abroad between two countries (see 'Basic Rules' above). You can normally register for a university course halfway through the year. Internships or *stages* (see 'Employment' below) can run for a variable length of time, so you can arrange one internship in one country and one in another.

If you apply for one semester only (first or second), make sure that the dates fit in with the rest of your Year Abroad plans, particularly if you are studying in two different countries. Semester dates are not the same everywhere and you must fulfil your attendance dates at each institution.

Some European universities will only allow study for the whole year.

i) Assistant/Lector

This will normally be arranged by the BRITISH COUNCIL. Application is made online through the British Council website, and you will receive full details about this from the Year Abroad Office during Michaelmas Term.

Assistantships are an excellent way of improving your foreign language skills and genuinely integrating into a new environment. The British Council normally offers a place to everyone who applies, except in those places where demand exceeds supply (for example Italy and Latin America). Remember when making your application that the British Council itself is primarily interested in the contribution you will make as a teacher rather than the experience you will gain by being in a foreign environment.

If you are invited to take part in a further assessment stage, it would be wise to have informed yourself in advance about teaching English as a foreign language and about the country for which you have applied (especially in Latin America). If you have been allocated a study place, you may not also apply for the British Council. A British Council assistantship is not a backup.

Assistantships in French schools which run for 7 months are acceptable to the Faculty Board as the equivalent of 8 months.

If you find it necessary to withdraw your application at any stage, please be courteous in your dealings with the British Council: we rely heavily on their goodwill and support. Please also keep the Year Abroad Office informed.

ii) Studying

Many students consider studying abroad. If you are planning to be in an EU country and you wish to study, you must take up a study place at one of our partner universities. If you are planning to spend all or part of your YA in Latin America or Russia, or some other non-EU destination, you must choose from a list of institutions approved by the Faculty Board. Fees for approved courses outside of the EU will be paid in full by the Faculty. Please read carefully the finance section on pp.8-9.

Bear in mind that universities in other countries are not as protective as British universities and do not go out of their way to ease the admissions process, so your experience of gaining access will not be at all like applying through UCAS here. Be prepared for a lot of red tape and be patient! Please consult university websites for information about courses and application procedures. It can be a good idea to enlist the help of fourth-year students or students who are currently abroad studying – the Year Abroad Office can put you in touch.

The Faculty will approve courses in a wide range of subjects, provided the medium of instruction is the foreign language.

You should take steps to find out about suitable courses **as early as possible**. Please note that some of our partner universities place restrictions on the choice of subject.

Studying at a partner university in Europe

A list of the current university partner institutions is provided in your YA pack. The Faculty does not require you to study Modern Languages, but you should check with the foreign university what courses you may take. Most of the exchange arrangements are with faculties of language and literature; there are, however, some exchanges with faculties of history in France, Germany, Spain and Austria.

Students applying for a European study place for a full academic year must accumulate not fewer than 30 ECTS points (at least 15 ECTS points per semester) to prove that they have attended courses and taken relevant exams. ECTS points are credits awarded by European universities in respect of the courses that they offer. Students who study for one semester only, or who split the year between two universities, must also achieve at least 15 ECTS points per semester.

iii) Employment

It is your responsibility to organise employment; the Faculty does not operate placement schemes, though it has close relations with certain employers. If you are interested in this option, you should start looking for a job **as soon as possible** and visit the Year Abroad Office to ask for advice. You must work a minimum of 25 hours per week and your job must not take you outside of the town / city in which it is based.

The Year Abroad Office maintains records of previous employers who have either employed, or offered to employ, our students. You will be given more information about how to access these during Michaelmas Term. Firms interested in employing Year Abroad students usually make their first contact with the Year Abroad Office and we disseminate information via our email list – they often ask for applications to be submitted at very short notice and during University vacations, so it is worth checking your email regularly.

We exchange information with the University Careers Service, who will also be able to offer you general advice, and of course they have information on all manner of general employment possibilities.

You must submit to the Year Abroad Office proof from your prospective employer that you have a firm offer of employment before your application can be finally approved (this can be some time **after** the submission of your YA.PLAN form). You must also provide us with brief details and the exact dates of your employment. The Faculty will approve a wide range of employments, provided that (a) you will be working principally within the medium of the foreign language and (b) there is some intellectual challenge or professional skill involved. Please note that the Faculty does not consider nannying, *au pair* work or waiting tables as a suitable employment for the Year Abroad.

For employment in France, the Year Abroad Office can supply you with an approved form of contract, known as a *convention de stage*, and the Director of Year Abroad Studies acts as the University representative for the purposes of this contract.

APPROVAL OF YEAR ABROAD PLANS

You must register your initial plans for approval by the Faculty Board by **Friday, 17 January 2020** for a study placement in Europe and for British Council assistantships, and by **Friday 28 February 2020** for all other placements. The YA.PLAN form is submitted online, and you will be given more details on how to access this during Michaelmas Term. **We are aware that not all plans may have been finalised by this stage, but it is essential that you keep the Faculty Board (through the Director of Year Abroad Studies) and your Director of Studies informed of any change of plans.**

Forms & Documents

All other necessary MML forms are on the Year Abroad website and on Moodle. The forms include:

- The **Email Permission Form** (YA.EMAIL) giving agreement for your email address to be disclosed to fellow students for the exchange of YA advice, and to allow your YA reports to be made available online to future students.
- All students must submit an online **Risk Assessment** form for each approved placement. Risk Assessment forms for all approved placements are due by Friday 12 June 2020. Risk Assessment forms for any placements that are approved following 12 June 2020 must be submitted by the end of the calendar month in which approval was granted. Failure to submit a thoroughly completed Risk Assessment form by the designated deadline may result in the placement not counting towards your Year Abroad. See page 10.
- An **Address Form** (YA.ADD). This should give BOTH the address of the employer, university or school AND your private address while abroad. This should be returned as soon as you have moved into your new accommodation abroad. **Alternatively, you can submit the same information by email. You must also ensure that your contact details on CamSIS are kept up to date throughout the year.**
- An **Attendance Form** (YA.ATT) to be signed and stamped by your university, employer or school at the end of your year abroad and to be returned by the **second Friday of the full Michaelmas Term 2021.**
- A **Report Form** (YA.ASST, YA.STUDY or YA.WORK) to be submitted immediately after each placement during your Year Abroad, according to your activity. It will be made available (unless you request that it be confidential) for consultation by those going abroad in the future.
- A **Final Report Form** (YA.REP) giving a short evaluation of your Year Abroad, and your advice for future students.

The submission of these forms is a formal course requirement, but more importantly they help us to help you – please return them promptly.

- Also included in your folder is a **Refund Application Form** for those studying outside of the EU. See page 8.

Claims for reimbursement will not be considered after 30 April 2021.

FINANCE

All students will remain personally responsible for all travel and living expenses during their Year Abroad, regardless of whether they are studying, volunteering or undertaking work placements.

University Fees

Year Abroad students pay 15% of the University Composition Fee via their College. (This policy is determined by central government and is beyond the control of the University.) Overseas MML students are required to pay fees at 50% of the overseas rate during their Year Abroad.

Student Loans

Depending on personal circumstances, Year Abroad students are normally eligible for a Student Loan and it may also be possible to apply for an additional loan. Eligible students can apply for funding support from Student Finance <https://www.gov.uk/apply-online-for-student-finance>. Remember to keep all your Year Abroad receipts in case you are eligible to apply for a Student Finance Travel Grant.

Reimbursement of University Fees Abroad

Students are not expected to meet the foreign tuition fees that arise from approved educational arrangements outside Europe during their study abroad. This means that students who study outside of the EU will be able to claim reimbursement of full tuition costs incurred during the Year Abroad.

Students may have to pay their host university for matriculation and incidentals, and these items are not refundable by the Year Abroad Office.

Students affected will primarily be students of Russian and students of Portuguese and Spanish who undertake a Year Abroad outside the EU. Students who study outside of the EU must choose from the list of approved educational institutions distributed by the Faculty. Students who undertake a Year Abroad within the EU and who wish to study must do so at one of the Faculty's partner universities.

The Faculty expects students who study outside of the EU to follow a full-time university course designed for home students, and the level of reimbursement reflects this.

Grants

Vacation courses will not be funded (a vacation course is defined as a course which takes place outside the minimum 8-month Year Abroad residence period); students wishing to undertake a vacation course at the end of their second year or before the beginning of their fourth year should apply to their Tutor or Director of Studies.

Using the YA.FEE refund application form

Please read the instructions on the **YA.FEE refund application form** carefully. You must pay all fees **in advance** and then claim reimbursement, by sending a completed claim form to the Year Abroad Office accompanied by a copy of the **receipted invoice(s)**. The refund form must show the exact date of payment. Claims will not be considered without a copy of the invoices.

You may submit more than one claim form (e.g. if you are paying for a university course on a termly basis). Payments can be made to either you or a nominee (e.g. a parent); claims are paid in the form of a cheque and posted to an address of your choice.

Reimbursement will be made at the exchange rate current on the date fees were paid, regardless of when the claim form is submitted to the Year Abroad Office.

Claims arising from the Year Abroad 2020-21 will not be considered after 30 April 2021.

The Faculty cannot help with normal travelling expenses, living expenses, health or travel insurance. You may be able to claim extra loan in respect of travel and living expenses if you spend your Year Abroad outside Europe.

Please remember that in case of emergency or dire need while you are abroad you should contact the Year Abroad Office straight away. We will be able to advise you and may be able to assist in such circumstances.

Health and Safety, and Insurance

All students must follow British Foreign and Commonwealth Office travel advice (and additionally the advice of their own government if you are not a British citizen).

www.gov.uk/foreign-travel-advice

Install any recommended apps (such as SAIP for students in France) to your phone to ensure you have up to date information regarding security.

All students must complete an online Risk Assessment for each approved placement by **Friday, 12 June 2020**. Risk Assessment forms for placements that are approved following 12 June 2020 must be submitted by the end of the calendar month in which approval was granted. *The completion of this form is a formal requirement; failure to submit a sufficiently detailed Risk Assessment form by the designated deadline may result in the placement not counting towards your Year Abroad.* Students are also required to reply promptly to requests for contact from the Year Abroad Office (the Office will routinely contact you in the case of any major risk-related event in the country you are visiting and will expect you to reply immediately).

All students must take out personal health and other insurance cover for their Year Abroad. This insurance should be appropriate cover for studying or working abroad for the whole year. Standard travel insurance is generally limited to 90 days and does not cover study or employment. It is your own personal responsibility to ensure that you have the kind of cover that you need for your Year Abroad.

Students intending to spend their Year Abroad in Europe must obtain a European Health Insurance Card before they leave England. Further information may be obtained at www.ehic.org.uk. Even if you already have a current EHIC, it is necessary to apply again specifically for your Year Abroad. You can only apply by post, not online, and proof of your placements will be required. The YA Office can provide this proof on request.

You are advised to check well in advance any visa requirements for the country or countries you will be visiting, and whether a residency permit is required. These requirements may also include Europe following the current Brexit negotiations.

You are advised to take a photocopy of your passport and keep a separate note of your passport/visa number. Enter two ICE (in case of emergency) numbers on your phone: one for a family member back home, the other for a local contact such as your landlord/landlady, flatmate or work mentor. Also take with you the emergency number to report loss of credit or debit cards.

For advice on all aspects of the Year Abroad, please go to:

www.mml.cam.ac.uk/ya

COMMUNICATING WITH THE YEAR ABROAD OFFICE

While you are in Cambridge

The Year Abroad Office is on the first floor of the Raised Faculty Building. When the Administrator is there you may consult the files and other materials available. Office hours are clearly posted on the web (www.mml.cam.ac.uk/ya) and on the office door. We send out circulars and other information by email, and we encourage you to communicate with us by email as well (yearabroad@mml.cam.ac.uk).

While you are away

Year Abroad students are still members of Cambridge University and therefore should bear in mind that their actions can have repercussions for the University and for future students going on their Year Abroad.

Don't forget that while you are abroad we are still available to help in case of need or difficulty. Keep in regular contact with your DoS or Tutor throughout your time abroad. Be sure to take this handbook with you as it contains all our contact details, which are as follows:

Telephone: +44 (0) 1223 335008 or 335048

Faculty Office: 335000

(You should enter these numbers on your phone).

Email: yearabroad@mml.cam.ac.uk

You can also access our web pages, which are updated regularly:

Home page: www.mml.cam.ac.uk/ya

You can still use your Cambridge email account while abroad – all you have to do is connect to webmail.hermes.cam.ac.uk.

Please check your email regularly during your Year Abroad – we will always use your Cambridge email address to keep in touch with you. The Faculty will send you information relating to your Year Abroad Project and your paper choices for Part II by email during the year.

Erasmus programme

The Erasmus programme is funded by the European Commission and administered at the University by the International Student Office (ISO).

At the time of printing, the UK's continued participation in the Erasmus programme in 2020/21 is uncertain owing to the ongoing Brexit negotiations.

If the UK is unable to continue to participate, the University will not be eligible to apply for funding and students will be unable to receive an Erasmus grant.

If the UK's participation continues as currently, students undertaking work or a study placement at a partner university in Europe will be eligible for an Erasmus grant as a contribution towards the costs during a year abroad. The following conditions would apply:

- You must advise the Year Abroad Office of the number of months you wish to study and/or work by 12 June 2020. This is required even if you do not have a confirmed place.
- Students who receive a Cambridge Bursary are eligible for Erasmus funding but the grant should be declared as 'other income'.
- Failure to complete all Erasmus paperwork and the Online Linguistic Support (OLS) language assessment as required by ISO may result in you having to repay your Erasmus grant.
- Time off for illness of more than a few days must be reported to the Year Abroad Office. The grant amount may be reduced for this period, unless a medical case can be made.
- Failure to gain at least 15 ECTS per semester by means of course attendance and examinations will mean you are obliged to repay the grant you have received.
- Timing of the Erasmus grant is dependent on when the University receives the funding. Students do not usually receive a grant payment until late summer.
- Only once funding has been approved can the exact amount students will receive be confirmed. Erasmus funding is limited which means students may not receive a grant to cover every month of their placement.

Further information on Erasmus, including details of the documentation that would need to be completed and the administration of the programme at Cambridge, is outlined on the University's webpages: <https://www.iso.admin.cam.ac.uk/information-current-cambridge-students-1>