



UNIVERSITY OF CAMBRIDGE

Faculty of Modern and Medieval
Languages and Linguistics



2023/2024

Year Abroad Office

Faculty of Modern & Medieval Languages and Linguistics

Sidgwick Avenue

Cambridge CB3 9DA

UNIVERSITY OF CAMBRIDGE

This booklet contains important information.

**Please read it carefully *now* and
save a handy copy in your personal device.**

WELCOME

Your Year Abroad is an integral part of your Cambridge Modern Languages course. It is in other words an academic year, which will be assessed academically and should be planned with academic goals foremost in mind. The key to success on your Year Abroad is immersion in your foreign language(s) and environment(s). Most students find their Year Abroad invigorating, horizon-expanding and an invaluable source of life experience and wisdom. The fundamental question you need to ask yourself when planning your Year Abroad is: how much closer will this experience bring me to the language and culture that I study for my degree?

You should be prepared to devote some time and effort planning your Year Abroad in the first term of your second year, and during the Christmas holidays in particular. As a general rule, the more thorough your preparation, the more successful your year abroad will be. That said, it is important to be realistic about your expectations of the Year Abroad, especially in the age of Brexit, (post?) Covid-19 and the war in Ukraine. Be careful not to allow the quest for a perfect year to become a source of anxiety or stress. Many students now on their Year Abroad are having a successful time despite the current difficulties, and despite (in some cases) not having landed their first-choice placement.

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?
- Which of the options would be best suited to me? Studying, teaching, or a work placement?
- Which combination of placements and destinations will be suited to me in terms of logistics (visas, costs) and wellbeing?

The information in this booklet applies equally to MMLL and HML students. Speaking to PII students, your DoS, Section YA advisors and Language Lecturers, then with YAO/Director if need be, will help you plan a rewarding Year Abroad, and avoid running into difficulties.

The Faculty Year Abroad administrators are here to help, so please consult our records and ask for advice.

I would also like to share some advice and tips given by a previous student, which convey the spirit of the Year Abroad. Here they are, to be mulled over during the planning of your Year abroad and when you'll finally be living it.

"Looking back, my Year Abroad was really crucial to fostering the confidence to live and build a career. These working roles I had during my YA offered a deep immersion in culture and language. They were also a real boost to my professional horizons, contacts, and experience. It's a unique chance to learn more about your working self - your potential and priorities - while also learning your languages.

So, scope out possibilities and contacts online. Explore international organisations, that operate across a rich network of locations. Don't be afraid of making direct enquiries, well ahead of time. And a few other pieces of advice:

1) Keep a contact list – analogue or digital. Wherever you're working or studying, whoever you meet, people you hear or read about, keep note of who you come into contact with, and keep a record of names and details. You never know when a distant encounter may come in helpful;

2) Networking became a far more agreeable concept and practice to me when I focused on the people I genuinely liked and admired, and could imagine working with or learning from. Uphold your integrity and values. Build relationships with relatable mentors. Follow spark and rapport. Embrace the challenges that feel lifting and expansive, not the ones that contort your stomach;

3) Be aware of commercial realities. Undergrad life hones an ability to process information quickly and deliver to tight deadlines. But Cambridge is very insulated from the realities of daily business. The YA will provide you with these soft and hard skills that are so vital in the workplace! Be braced for these kinds of bumps down to earth;

4) Be patient. Balance ambition with realism. Know that early professional life is hard and messy graft and you may well end up in situations that don't align with abstract notions you had of your "career". Hang on in there. Be curious. Challenge yourself to learn as much as you can;

5) But also - be proud! You have chosen a degree that opens up so many opportunities both on an individual and societal level, and you have a skill set that the world needs, urgently. You are ambassadors of dialogue, pluralism and tolerance. I really believe in you. And I'm so excited to see what you will do."

Eliza Apperly (2012, writer and journalist)

Whether studying or working, you'll be fully part of the country you live in, not as a tourist, but as the person you wanted to be, as a linguist who cherishes and enriches the diverse cultures of the world.

Hugues Azérad

Director of the Year Abroad

October 2023

TABLE OF CONTENTS

WELCOME	2
TABLE OF CONTENTS	4
THE YEAR ABROAD FAQ	6
<i>YA in General</i>	6
<i>How to Choose?</i>	7
<i>Whom to Ask for Advice</i>	8
THE YEAR ABROAD OFFICE (YAO)	9
<i>What We Do</i>	9
<i>What We Don't Do</i>	9
YEAR ABROAD OVERVIEW	11
<i>(IB) Preparation</i>	12
1. Planning	12
2. Finalising	12
3. Predeparture	13
<i>On the Year Abroad</i>	13
<i>After Your Year Abroad</i>	14
YEAR ABROAD ACTIVITIES IN DETAIL	15
<i>Study</i>	15
Partner Universities In Europe	16
College Exchange	17
Approved institutions for Spanish/Portuguese/Slavonic studies.	17
Where to Get Information	17
How to Apply	18
<i>Work</i>	18
Paid/Unpaid Placements	19
Finding and Applying to Jobs Abroad	19
Safe Job Hunting	20
Work as a British Council English Language Assistant (ELA)	21
HOW TO HAVE YOUR YA PLAN AND YA ACTIVITIES APPROVED?	22
1. <i>Submission of Initial YA Plans</i>	22
2. <i>Confirmation of Plans</i>	22
FORMS AND DOCUMENTS	24
<i>Before mobility</i>	24
<i>During mobility</i>	24
<i>After mobility:</i>	24
<i>Optional Form</i>	25

COSTS	26
<i>University Fees</i>	26
<i>Tuition Fees at Host University/Institute</i>	26
FINANCE	27
<i>Student Loans</i>	27
<i>The Turing Scheme</i>	27
<i>College Grants</i>	28
<i>Tuition Fees Reimbursement</i>	28
<i>Undergraduate and YA Special Hardship</i>	28
SAFETY, RISK ASSESSMENT, INSURANCE AND HEALTH	29
<i>Safety</i>	29
<i>Risk Assessment</i>	29
<i>University's Travel Insurance</i>	29
<i>UK GHIC Card</i>	30
<i>Prescriptions and Routine Health Treatments Abroad</i>	30
<i>Your Mental Wellbeing While Abroad</i>	30
KEY DEADLINES FOR YOUR 23/24 YEAR ABROAD IN 2022-23	31

THE YEAR ABROAD FAQ

In this section, we will briefly describe what the Year Abroad is and the activities available to students. In the following sections, we will explain the application and selection process, the different funding opportunities, and the role that the Year Abroad Office (YAO) plays in this process.

YA in General

- ***What is the Year Abroad?***

The Year Abroad is a compulsory academic component of the MMLL and HML tripos. It takes part during the third academic year, during which students must spend at least eight months studying or working in countries where the languages they studied during their first two years are spoken.

- ***What is the main objective of the year abroad?***

In the context of the MMLL/HML tripos, the main objective of the year abroad is **academic**. It helps students to develop the language skills relevant for their career, by giving them the opportunity to be fully immersed in the social and cultural context where their target languages are spoken. By the end of their year abroad, students are expected to have gained confidence and proficiency in the use of their target languages in the preparation for their final year of studies. Additionally, students can take this opportunity to gain valuable life experiences, as well as professional skills and networks that could benefit their future career.

- ***Who takes part in the year abroad?***

Participation in the year abroad with MMLL is **mandatory** for all MMLL and HML students, and **optional** for students of the Faculty of Asian and Middle Eastern Studies (AMES).

Please note that if you are planning to change Tripos after Part IB you will not normally take a year abroad under MMLL 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 or intermit, please make sure you inform the Year Abroad Office.

- ***When does the year abroad take place?***

The year abroad takes place during the third year of the MMLL /HML degree.

- ***How long is the year abroad?***

Students must spend at least **eight months** abroad, with no less than **three consecutive months** using the same target language.

- ***Where can students go during their year abroad?***

Students are expected to spend their year abroad only in countries where the languages studied during the first two years are spoken.

- ***What activities are available during the year abroad?***

Broadly speaking, during their year abroad, students can study (at a partner European university or an approved institution abroad), or work (in paid or unpaid placements).

- ***How many activities can be done during the year abroad?***

Students are advised to engage in no more than **two** activities¹. Students can choose the type, length, and location of their activities, making sure they meet the requirements set by the Faculty.

- ***What should I pay during the year abroad?***

During the year abroad, students remain personally responsible for covering all costs related to visa applications, travel, and living expenses, regardless of whether they are studying, volunteering, or undertaking paid work placements. Additionally, year abroad students pay 15% of the University composition fee via their college, or 50%, in the case of overseas students.

- ***What financial supports are available for the year abroad?***

While students remain eligible to apply for student loan in the usual way to cover University fees and maintenance costs for their year abroad, other sources of funding might be possible. This includes 1) college's hardship fund, 2) Turing Scheme funding (provided the University is successful in the next bidding and 3) Travel Grants via SFE/SAAS/SFW/SFNI.

- ***Where can I get more information about the year abroad?***

You will find detailed information about the year abroad in the following sections of this handbook. Therefore, it is important that you **read it** and **keep a copy** of it for future reference. Additionally, you can find more information in the [YAO website](#) and [Moodle](#) (requires Raven password). You can also email your queries directly to the Year Abroad Office (yearabroad@mml.cam.ac.uk).

How to Choose?

When choosing how to spend your year abroad, please keep in mind that the main objective or the experience is to give you the opportunity to improve your language skills. Therefore, you should prioritise activities conducted in the foreign language. Activities conducted only or mostly in English will not qualify towards your year abroad.

When planning your year abroad, you should bear the following in mind:

- How can my Year Abroad contribute to my Part II course, especially to my Year Abroad project (YAP) and the Part II oral?
- How can I best gain practical experience of the foreign language and culture, or learn new subjects?
- How can I gain in personal development?
- How can I gain professional experience for my future career?
- Which of the activities would be best suited to me?
- What funding alternatives do I have to cover the cost of my year abroad?
- What visa requirements should I meet to travel abroad?
- Which activity do I really want to undertake, bearing in mind personal wellbeing and possible risks?

¹ Students might be authorised to engage in up to three activities only under extraordinary circumstances. However the 3rd activity will not be eligible for any financial support.

Whom to Ask for Advice

Although what you will do during your year abroad is ultimately a personal decision, there are several sources of information you can contact before making this decision. Some of these include:

- **Director of Studies:** Your DoS knows you and your academic abilities and preferences and will be best suited to provide advice and guidance to tailor your year abroad. You should take the time to meet and discuss your academic options, as well as your funding alternatives. The sooner you have these discussions, the sooner you will be able to decide your year abroad plans.
- **Previous year abroad students:** At the end of their year abroad, students provide a brief report with valuable feedback about their activities. The reports provide practical and updated first-hand information regarding different study and work placements, countries, and languages. In most cases, the reports include the name and email of MMLLers who will be happy to share more specific information about their year abroad. Consultation of these reports (available in the YAO's Moodle [website](#)) should be a high priority. Take a look at the YA Padlet as well. Do talk to incoming Erasmus students as well.
- **Year abroad section advisors:** The MMLL Sections have a nominated member of staff as Year Abroad Adviser, who has detailed knowledge of the country or countries concerned and can offer important advice, especially on University courses. The current section advisors are:

French	Dr Hugues Azérad (YA Director)	ha205@cam.ac.uk
German	Dr Martin A. Ruehl	mar23@cam.ac.uk
Italian	Dott. Claudia Domenici	cd502@cam.ac.uk
Portuguese	Prof. Maria Manuel Lisboa	mmgl100@cam.ac.uk
Russian	Dr Ksenia Zanon	kz292@cam.ac.uk
Spanish	Dr Ángeles Carreres	ac289@cam.ac.uk
Spanish	Dr María Noriega-Sánchez	mn316@cam.ac.uk
Ukrainian	Dr Andrii Smytsniuk	as3020@cam.ac.uk

THE YEAR ABROAD OFFICE (YAO)

What We Do

The Year Abroad Office (YAO) at the MMLL provides administrative support to students preparing to or already taking part in the year abroad. Broadly speaking, the main objective of the YAO is to help students organise their year abroad, making sure they meet all the necessary administrative and academic requirements. To this end, the YAO holds information sessions with students and answers various enquiries related to the Faculty's requirement. A few examples of common YAO's responsibilities include issuing certificates, processing reimbursement applications, and providing supporting documents for admission application to host universities.

The MMLL Year Abroad Team has three members: Dr Hugues Azérad, the Year Abroad Director, and Jill Lin and Paola Contreras, the Year Abroad Administrators. The YA Director approves work placements and risk assessments for Year Abroad activities, while supporting students in other decisions related to academic progression (except those related to the Year Abroad Project, which is the responsibility of the Part II Senior Examiner). The YA Director can also provide direct support in urgent situations, either at preparatory stage or during the YA, in conjunction with relevant colleagues. The YA administrators offer administrative support.

The YAO (room 118, Raised Faculty Building) is open from Monday to Friday, between 9.00 and 16.30 (except on weekends, public and bank holidays). The Year Abroad team works now on hybrid mode and would strongly recommend students to contact us by email at yearabroad@mml.cam.ac.uk. We will always use your Cambridge email address to keep in touch with you. Therefore, it is important that you check your email regularly before and during your year abroad.

The YAO works in close contact with other departments within the University, mainly the International Student Office (ISO) and the colleges. ISO's main role regarding to year abroad is to coordinate the application process for the Turing Scheme Funding. The colleges, on the other hand, provide pastoral and academic advice to their students before and during their time abroad.

What We Don't Do

Although the YAO, ISO and the colleges provide guidance along the way, the main decisions and actions related to the year abroad remain the personal responsibility of each student. Therefore, there are areas in which the YAO is not involved. These include:

- **Visa application:** Applying to visas is a *strictly personal matter*. The YAO is not authorised to provide specific guidance regarding visa applications, requirements, or processing times. Students must always check the official information provided by the relevant embassy/consulate.
- **Travel arrangements:** Students' own responsibility, depending on their personal circumstances and preferences.

- **Accommodation:** Students' own responsibility, depending on their personal circumstances and preferences.
- **Securing work placements:** Students' own responsibility. Although the YAO maintains an employment archive on Moodle, students apply to work placements independently and directly to the employer. Once secured a work offer, students must contact the YAO to seek for formal approval.
- **Application to student loans:** Students' own responsibility, with support for their Colleges, if needed. The YAO has no access students' financial details and can only provide documentation to demonstrate the student's participation in the year abroad.
- **Travel insurance:** The University of Cambridge's [travel insurance](#) provider is Allianz Insurance Plc. All enquiries should be therefore addressed to them directly (insurance@admin.cam.ac.uk).
- **Pastoral support during the year abroad:** During your year abroad, your enrolment at the University of Cambridge remains active. Therefore, you should continue in close contact with your College Tutor and Director of Studies to receive pastoral and academic support.
- **Emotional support and mental wellbeing:** Apart from the pastoral support that you will continue receive from your college, you will also continue having access to the support provided by the [Counselling Service](#) up to 4 sessions.
- **Year Abroad Project (YAP):** The YAP is coordinated by the Faculty Office and the Chair of MMLL Part II. Enquiries about the YAP should therefore be addressed to the Faculty Office (facultyoffice@mml.cam.ac.uk), your DoS and YAP supervisor. You can find further details in the YAP Handbook which will be sent to you from Faculty Office in Easter term.

The Year Abroad Office will do its utmost to reply to your queries, but we apply a mutual respect code of conduct, and will not accept emails that are aggressive or could come across as such. If you feel your needs are not met or if you are in need of extra support, always reach out to your DoS/ Tutor First, or to the YAO, explaining your grievances or difficulties, but always in a respectful manner.

YEAR ABROAD OVERVIEW

Your year abroad journey begins long before you leave the UK. Although your Year Abroad takes place during your third academic year, you need to actively engage in preparing for this experience during your second year.

(IB) Preparation		On the Year Abroad	
Oct 22 To Jan 23	Michaelmas - planning Research YA options and: <ul style="list-style-type: none"> • Consider visa requirements when planning on splitting YA into different placement type and countries; • Consider finance situation and seek for relevant funding opportunity or student loans; • Evaluate possible academic outcome and requirements for YAP and your final year of studies with DoS on; • Register YA Plans. 	Sep 23 To Dec 23 (or longer)	Activity 1 <ul style="list-style-type: none"> • Submit Certificate of Arrival. • Register with local authority for residence permit if needed. • Conduct placement. • Apply for admission and visa for Activity 2* (if needed). • Submit YA Report and Certificate of Attendance for Activity 1 upon completion. • Submit other documentation (if relevant). • Travel to Activity 2*.
Jan 23 To Apr 23	Lent – Finalising YA plans <ul style="list-style-type: none"> • Apply for study placement via YAO, College or independently. • Apply for British Council Assistantship. • Apply for internship independently. • Obtain formal approval/confirmation from YAO. 	Jan 24 (or later) To May/June/July 24 (or later)	Activity 2 <ul style="list-style-type: none"> • Submit Certificate of Arrival. • Register with local authority for residence permit if needed. • Conduct placement. • Submit YA Report and Certificate of Attendance for Activity 2 upon completion. • Submit other documentation (if relevant). • Return to Cambridge and submit YAP in Oct 2024.
Apr 23 To Jun 23 and summer	Easer – Predeparture <ul style="list-style-type: none"> • Apply for admission via host institutions. • Apply for visa, student loan and GHIC when placement is confirmed. • Signing relevant learning agreement. • Finalise travel and accommodation arrangements. • Risk Assessment approval by 16 June 2023. 	Reminders if splitting YA <ol style="list-style-type: none"> 1. Allow sufficient time to apply for visa for your 2nd activity. You would most likely need to return to the UK to apply for it. 2. Allow sufficient time to arrange accommodation. It has proven more difficult and expensive to rent for shorter periods. 3. If your 1st YA activity would fulfil the minimum 8-month requirement, then your 2nd activity would be optional and unfunded. 	

Table 1 : YA planning and YA time line.

Planning your Year Abroad is exciting, yet the preparation could be intimidating. It is normal to feel overwhelmed during this process so it's important to start planning as early as possible and ask for help whenever needed. Holding off YA planning will miss important timing including applying for study/work placements and funding opportunities.

Planning and making important decisions about your year abroad is an integral part of your second year academic journey. Not planning in advance would have a negative impact on your year abroad.

Similarly, trying to fit too much in just eight months, might also result in unnecessary stress and difficulties. Although you might be able to engage in more than one activity during your time abroad, please keep in mind that doing so has its own academic, emotional, and economic challenges. The best way to avoid this and other difficulties to be determined is to act proactively, taking one step at a time, to make sure you are fully prepared for your stay abroad and aware of its challenges.

(1B) Preparation

Broadly speaking, the preparation process during your 1B can be divided into three stages: planning, finalising, and predeparture .

1. Planning

At the beginning of Michaelmas term 22, students are invited to attend a general information session with the YAO Team. This year, the information session will be held in person on Wednesday 19 October 2022, between 2 and 4 pm, at Lady Mitchell Hall. In this, students will receive information about the different alternatives available for the year abroad, academic requirements, funding opportunities, and other relevant details. Following this meeting, students are expected to work individually and with their Directors of Studies (DoS) to determine which activities meet their personal, academic, and professional objectives. Each student can choose the number, type, length, and location of the year abroad activities they will conduct, making sure they meet the requirements set by the Faculty.

Students should also consider the visa requirements for each of the countries they might want to visit. Although at this stage you are not expected to be fully familiar with each visa application, the YAO encourages students to find out at least if they will need a visa to enter any of the countries they plan to visit, as well as the associated costs and processing times.

For instance, if you choose to conduct activities in different countries, you might have to apply to visas for each destination. In some cases, applications must be done from your country of residence (UK or elsewhere). In other words, after finishing your first activity abroad, you might have to return to the UK to apply to the visa for your second destination, and then travel to that country.

The YAO is not authorised to provide guidance or support in this process, nor does it keep updated detailed information about visa applications. Therefore, it is your responsibility to understand the process for each of your destinations, and to plan accordingly, making sure you have enough time and financial resources to meet these legal requirements.

2. Finalising

By the 1st Friday of the Lent term (20/01/2023), students must inform the YAO which activities they plan to conduct during their year abroad via the [YA Plan Registration Form](#). The steps to follow by each student will depend on the type of activity they have chosen.

During Lent Term, students who wish to study in European partner universities will be allocated study places based on 1A academic result. Once the allocation results are announced, students will have 1 week time to renounce their offer which would be released to other students in need. YAO will then

nominate students to European partner universities by the end of Lent Term 17 March 2023 and will not approve withdrawals.

Students who plan to conduct study placement on Spanish, Portuguese and Slavonic studies in Faculty's approved institutions in Latin America, Estonia, Georgia, Kazakhstan, Kyrgyzstan and Latvia will have to finalise their placement destination and duration. If details changed since their original submission of YA Plan after 20 January 2023, students must inform YAO via email so that we can make sure sufficient tuition fees are budgeted.

For work placements (including those with the British Council) and college exchange, the application process is conducted individually by each student or with their college. Students might not have confirmed offer by 17 March 2023, but are expected to be committed towards their placement type.

Student should continue gathering information among finalising their YA plans to successfully complete their year abroad, including visa, accommodation, travel, and funding opportunities. Crucially, during this stage, students must be fully familiar with the visa requirements for each of the countries they will visit, including the documentation they will need to submit, costs, location of the application, and the processing times. In most cases, students will need to surrender their passports while their visa applications are being processed; it is therefore essential that students fully understand the process to avoid last minute surprises (especially if you are considering travelling outside the UK before starting your year abroad).

3. Predeparture

During Easter term, students shall expect to receive official confirmation about their study placements applications. Similarly, regardless of the type of activity, all students must continue working to finalise all academic, administrative, and legal procedures to start their year abroad. This includes booking visa appointments, finalising accommodation arrangement and submit student loan applications.

Before they leave the UK, all students must submit a [Risk assessment](#) (one per activity abroad) which will allow students to apply the university's international health insurance. After this, students are ready to start their year abroad.

Be mindful of the 1B exams schedules and prepare relevant documents for visa application beforehand. You can usually make a visa appointment 30-60 days in advance and it would be risky start booking visa appointment after 1B exams which followed by several end of year celebration. Ideally, Visa applications should be sent by the end of July in preparation of holiday season in August which could cause major delays.

On the Year Abroad

Most students begin their year abroad before the beginning of their third academic year. The actual date will vary depending on their placements. For instance, study placements in universities in South America would normally start in July, while work placements with the British Council in Europe might start by late September. Regardless of the start, students are expected to spend no less than eight months abroad (that is, a whole academic year), with no less than three consecutive months using the same language. If for any reason you are not able to start your year abroad by October, you must inform the YAO to receive further guidance and alternatives.

Students are expected to get fully immersed in the activities they have chosen for their specific year abroad, while engaging in a safe and respectful manner with local customs and culture. Ultimately, the experience abroad should allow students to improve their language skills and acquire a deeper understanding of the cultures. Similarly, students should comply with local immigration regulations. These might include, among others, meeting health and vaccination requirements and applying for residence permits, if necessary. While most participants in study placements might receive guidance

on these matters from their host universities, students in work placements might need to act proactively and ask their employers for guidance, or gather the information themselves.

During the year abroad, students' enrolment at the University of Cambridge remains active. Therefore, students should bear in mind that their actions can have repercussions for the University and for future students taking part in the Year Abroad. Students should continue in close contact with College Tutor and Director of studies to receive pastoral and academic support. Students would also continue having access to university services available online, including library, email account, and support from the University's [Counselling Service](#), if needed. You will also continue working on your Year Abroad Project throughout the year. Students must also keep in contact with the YAO to confirm the beginning and end of their activities abroad should the mobility duration changes.

Various documents updates will be required when students are on their year abroad, which includes submitting updated learning agreements and risk assessments. Certificate of Attendance and year abroad reports should be submitted at the end of the placements.

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. Remember that to maintain confidentiality, the YAO will not discuss any issues related to your year with a parent, legal guardian, or friend unless you had given written permission for us to do so.

The year abroad is considered finished once students have completed eight months abroad. At this point, they might choose to return to the UK or conduct other activities abroad. The latter will not be eligible for funding and will not count towards the year abroad requirements.

After Your Year Abroad

Students will continue to receive reminders from YAO if there are outstanding documents to be submitted, including transcript, certificate of attendance and YA reports. Please note that these are considered mandatory procedures for you to proceed to the 4th year.

YEAR ABROAD ACTIVITIES IN DETAIL

There are several routes you can take during the year abroad. While some students might choose to spend one or two semesters studying at a partner university overseas, others might prefer to engage in paid or unpaid internships. **Figure 2** summarises the different year abroad activities available to your cohort. You can find a detailed explanation of each activity below.

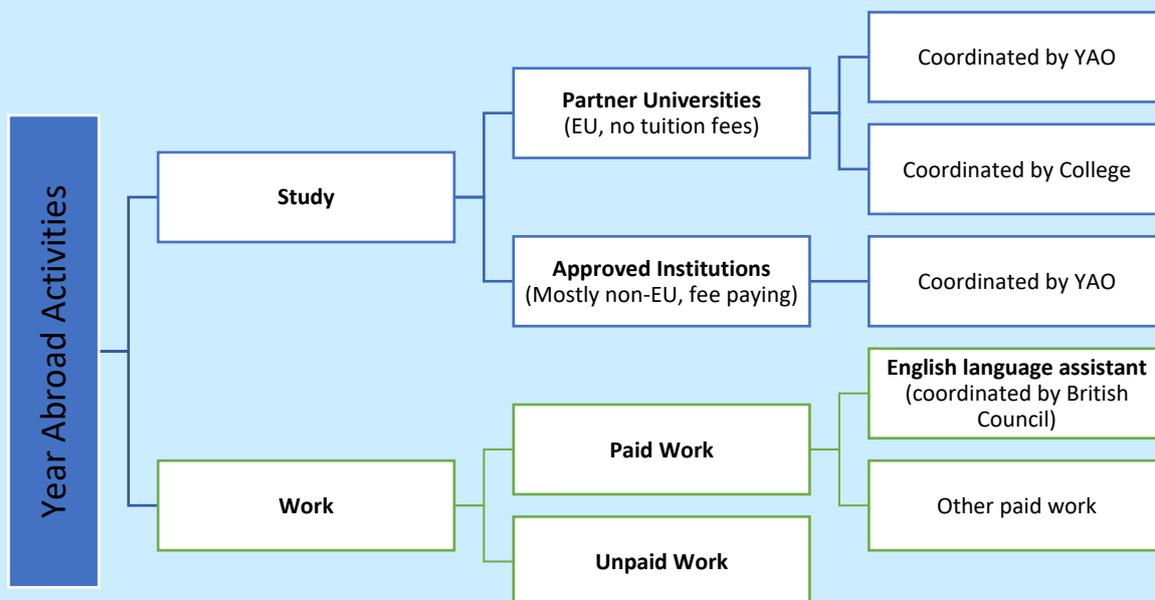


Figure 2: Year Abroad Activities available to MMLL Students (Year Abroad 23/24 Cohort)

Students can choose the type, length, and location of their activities, making sure they meet the requirements set by the Faculty. For instance, a student could spend a whole academic year (8-9 months) at an EU partner university, or one semester (4 months) at a Latin American university, followed by four months of a work placement.

Although it is possible to spend the Year Abroad in two different countries, you should carefully consider the benefits of doing so against the extra costs and planning it will require, as well as the inevitable disruption involved in setting yourself up in a new environment mid-way through the year: the complications surrounding visa applications post-Brexit is another important factor to consider.

Study

Studying at a foreign university can be wonderfully enriching. It will give you the chance to experience different intellectual traditions and teaching styles, all in the target language. If you put the effort in, you may establish lifelong friendships with foreign students.

Students spend one or two semesters² studying at an institution overseas. The Faculty does not require you to study modern languages at the host institution; students can enrol in courses in a wide range of subjects, provided the medium of instruction is the foreign language. Some universities might

² Contrary to the U. of Cambridge, most universities abroad organise their academic year into two sessions: Autumn and Spring or Winter and Summer semester.

have a limited number of courses or areas of study available to international students. To find out more, students must check the course catalogues provided by the host universities in their websites. The YAO does not keep lists of courses available at host universities.

If you choose to study abroad, you must be prepared to engage in a different academic and administrative environment. Normally, our partner universities don't have a collegiate system; you will have to learn to navigate a new academic environment to make the most of your experience. This might take some time, but you shall be guided by your host university.

Although some universities will only accept applications for a whole academic year, most would welcome students to join from and for their second semester, however this might lead to courses you wish to take are unavailable as they require participation from the 1st semester.

If you apply to study 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 as this would affect how you arrange your visa applications. Additionally, semester dates vary from country to country, and from one institution to another, even if they are in the same country. You must fulfil your attendance dates at each institution. For example, if you wish to study in a partner university in Germany first, then you will not be able to study in most of other countries for the second semester as the semester dates in Germany are later. As a rule of thumb, international students are advised to arrive at their host universities at least one week before the first day of classes. This will give you the opportunity to confirm your accommodation arrangements, find your way around your new city, and attend any orientation sessions organised by your host university.

Study placements can be conducted at partner universities in Europe (coordinated by the YAO or exchange arrangement under colleges), or an approved institution abroad. It does come with some risks. Only rarely will you be the only anglophone student in that environment, and when far from home it can be tempting to fall back on anglophone company, so do make sure to ask PII students about their experience, and read the reports on relevant study placements when available.

Partner Universities In Europe

If you are planning to be in a European country and you wish to study, you can take up a study place at one of our partner universities. (see [list of EU partners](#)) Please note that the Faculty will not under any circumstances approve applications to study at non-partner institutions. Since Cambridge and some of its colleges have established academic exchange agreements with these universities, students in this route are not required to pay tuition fees at the host institution, though administrative semester fees are applied in most of German universities and some Spanish universities and students are responsible for those costs. The number of places available at each institution is limited and places will be allocated based on students' 1A results.

Although most of the exchange arrangements are with faculties of language and literature, there are some exchanges with History faculties in France, Germany, Spain, and Austria. Students can apply for one or two semesters and enrol in any courses available to international students.

Students might apply to spend one or two semesters at a partner university, either two semesters in one university, or two semesters in two universities in different countries to cover your 1st and 2nd language subjects. However, students should avoid studying in 2 different universities in the same country as this would complicate visa and accommodation arrangement.

To meet the requirements of the year abroad, students must **ACHIEVE** at least 15 ECTS³ credits each semester at their host university. ECTS points indicate the workload associated with a course; they do not indicate a grade and the grades will not be considered into your Cambridge academic results.

Please be mindful that ECTS shortfall might result in YA incompleteness and grant repayment.

Students must take exams if that's the only way to be awarded ECTS. You should check with your host department if there's an alternative way to be assessed if you don't wish to take exams. If the exams are scheduled more than 4 weeks after the last day of lecture and taking exams remotely is not possible, you should contact your DoS and YAO to seek for further advice.

The Faculty relies on good working relationships with its partner institutions and trusts its students to act in good faith when dealing with them. For this reason, study placements at partner universities, as well as assistantship placements with the [British Council Assistantship Scheme](#), should never be used as back-up plans while students look and wait for internship opportunity as this would not be fair on our partner institutions and would also deny another student either from Cambridge or another UK university a valuable opportunity to study. The Faculty will not approve alternative arrangements in these circumstances.

College Exchange

College exchanges are arranged by colleges. Students should contact their DoSs and College Tutor to explore what options are available. College exchange arrangements usually cover students' accommodation and would not be eligible to apply for Turing funding.

Approved institutions for Spanish/Portuguese/Slavonic studies.

If you are planning to spend all or part of your YA in Latin America or a Russian-speaking country, you must choose from a [list of institutions approved](#) by the Faculty Board. The majority of these institutions are universities. However, due to the current difficulties, some language schools have been specifically approved for Slavonic studies. Please note that institutions not included in this list are deemed **unsuitable** destinations for the year abroad. Please see information on Moodle.

- **Approved Spanish and Portuguese Institutions 2023-24**
- **Approved Slavonic Studies Institutions 2023-24**

Since Cambridge has no formal exchange agreement with these institutions, students must apply as a fee-paying free-mover/visiting student. Tuition fees (and in some cases, application and administration costs) are fully reimbursed by the Faculty. As with other study abroad alternatives, students at partner universities must obtain at least 15 ECTS credits equivalent per semester. Although most of the approved institutions do not use the ECTS credit system, they provide guidelines to convert their local credits into ECTS credits. You will find more information on this in the university's course catalogue or their handbook for international students.

Where to Get Information

To learn more about a university, and to make sure you have updated information, you should always check its website. Additionally, most universities have a dedicated website for international students,

³ The European Credit Transfer and Accumulation System (ECTS) is a points system used by European universities to ease comparisons across borders.

with information about courses and credits, semester dates, application procedures and deadlines, housing arrangements, location, visa requirements, updated costs of living, and other practical details.

Admittedly, it might take you some time to find your way around some university websites. However, this is time well spent. It will give you a better idea of what the university has to offer, how it is organised, and what you can expect from your time with them, while giving you the chance to practice the local language even before you start your year abroad.

It can be a good idea to enlist the help of fourth-year students or students who are currently abroad studying – the Year Abroad Administrators can put you in touch with them.

How to Apply

Once you have confirmed your YA plan, the YAO (or your college) will provide further information about the specific requirements and dates to apply to that institution (these vary from one university to another.) For studying in European partner universities, students will be nominated by YAO and receive instruction directly from host university. It will be students' responsibility to comply with deadlines and complete follow-up applications. For studying in non-partner institutions in the approved list, students will have to apply independently as there's no place limitation. Students should contact YAO to provide supporting letter if needed.

Once you have submitted your application, it will be assessed by your potential host university. To avoid any unnecessary delays, always make sure to submit all supporting documents on time (and avoid August for doing this as most University Offices are closed in the EU). Late applications might be automatically rejected.

On rare occasions, an application might not be successful, despite having been submitted on time. In these cases, the host university will inform YAO (or the College) the reasons why the application was rejected and provide guidance to make any necessary amendments or submit any missing documents. The host university might choose to contact you directly about your application; be ready to answer any communications promptly and share any developments with the YAO.

During this stage, it is important to be patient and stay positive; host university's processing times might take three months or longer. If your application is successful, the host institution would issue a formal acceptance letter (normally a digital document sent by email). This document plays a key role in your visa application. Please email the YAO as soon as you receive it. This will help us maintain updated records of your year abroad plans.

If your study placement is due to begin in two months or less and you have not received your acceptance letter yet, you might need to contact the host institutions to find out the status of your application. If the situation persists or the host university does not answer your message, you must inform the YAO. Do not wait too long, though! The sooner you receive your formal acceptance, the sooner you can apply for a visa (if needed) and finalise other important arrangements of your year abroad.

Work

If you choose to gain work experience during your time abroad, you must find the activity that best meets your personal and academic circumstances and apply independently. The Faculty does not operate placement schemes, though it keeps a [database](#) of former employers. If you are interested in this option, you should start looking for a work placement as soon as possible.

Paid/Unpaid Placements

Work placements can be paid (the student receives monetary compensation for their work / services, often with some other form of support, like discount vouchers for restaurants or bus tickets) or unpaid (the student receives no monetary compensation for their work / services at the company/organisation but may receive small perks). The length of the work placements is agreed between the student and the employer. Regardless of the length, work placements must meet the following requirements:

- A minimum of 25 hours of work per week
- The activities related to the work placement must not take you outside of the town / city where your office is based.
- At least 60% of the language spoken in your job must be in the foreign language (though, given the aims of the Year Abroad, you should really aim for as high a proportion as possible)

The Faculty will approve a wide range of employment, 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 normally consider nannying, au pair work or waiting tables as a suitable employment for the Year Abroad.

It is your responsibility to make sure you meet any legal requirements to engage in work abroad. Similarly, you must check that your prospective employer is aware of the legal requirements for hiring foreign students. Most countries do expect students to apply for an internship/student trainee visa before engaging in work. In these cases, your employer might have to provide specific documentation or apply to resident permits or other documents needed for your visa application (which you should start applying from Easter term), and you should not travel for your placements without obtaining relevant visas. This might depend on your nationality, the length and nature of the job, or any other circumstances determined by each country. Please remember that the YAO does not provide support for visa applications. Therefore, make sure to familiarise yourself with the process, and to discuss any concerns with your prospective employer during the job interview.

Once you have been offered a job, you must contact the YAO to get formal approval. To do this, please send an email with the following details:

- Proof of the offer from your employer, including their name and address (a forwarded email containing this information would be fine.)
- Confirmation from your employer that you will **not** be required to travel outside of the town or city where you are based
- Specific start and end dates of the placement
- A brief description of the job you will carry out, in English
- The number of hours you will work per week (at least 25 hours per week)
- Confirmation of how often you will use the target language in your work (not less than 60%)
- Confirmation of the payment you will receive (or if it is unpaid)

Upon receipt of this information, we will let you know if your work placement has been approved as a valid part of your year abroad and what the next steps are.

Finding and Applying to Jobs Abroad

The YAO maintain records of previous employers who have either employed or offered to employ our students. You have been given access to this information, but more reports and opportunities will come in during Michaelmas Term, so do check the YA Moodle page regularly. Many available

internships were created by students themselves, so do not hesitate to apply to other companies in the sectors you are interested in. Ask your DoS for advice on your cover letters. Do contact the YA Director for advice if really stuck.

Some companies and organisation interested in employing Year Abroad students might choose to contact first the YAO. 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.

Additionally, all students are encouraged to explore regularly the opportunities listed by the University's [Careers Service](#). Some of their useful tools include:

- **Handshake:** <https://cam.joinhandshake.co.uk/stu>



Activate your **Handshake** account to make the most of the Careers Service. You can use it to explore career options, book an appointment, find jobs and [internships](#), connect with employers, and enhance your network.

- **Alumni Careers Connect:** <https://www.cambridgecareers.aluminate.net/>



A network for University of Cambridge students, researchers, and alumni. It can be used to view the career paths of hundreds of Cambridge alumni all around the world and get in touch with them to ask for career-related advice. This is a great way to find a knowledgeable mentor who can pass on their practical experience.

- **Career Essentials:** <https://www.careers.cam.ac.uk/career-essentials>



Careers Essentials is a programme made up of recorded resources available on the Cambridge Careers Service YouTube Channel. You can find valuable information on how to write a [successful CV](#), how to prepare for [work interviews](#), how to conduct a smart job search, and how to find an internship, among many others.

- **GoinGlobal:** <https://online.goinglobal.com/>



GoinGlobal lists job vacancies around the world. Select the country/city you want to work in to find advice on how CV/resume styles differ internationally, general information on work permit/visa regulations, and costs of living and accommodation.

Safe Job Hunting

Please note that for safety reasons you should always contact employers via email only and avoid sharing personal data or contact details unconnected to the advertised role. Any attempts by employers to establish contact via other channels (eg. WhatsApp groups, social media accounts) should be regarded with suspicion, and students should notify the YAO before proceeding further.

The Year Abroad administrators also keep a [blacklist of unsuitable employers](#), which you are advised to check carefully when applying for placements not advertised through the Faculty. When searching for work opportunities, you should be vigilant and use your common sense. Trust your instincts: if a

job opportunity seems too good to be true, you should avoid applying for it. You can find further [tips on this subject](#) on the Careers Service website.

For employment in France and Spain, the Year Abroad Office can supply you with an approved form of contract, known as a convention de stage and Convenio, and the Director of the Year Abroad acts as the University representative for the purposes of this contract. Please send it to the Year Abroad Administrators Office when completed, which will add the Director's signature and Faculty's stamp. This document will need to be validated locally by the French DIRECTTE or the Spanish authority via your employer in order for you to apply for a visa.

Work as a British Council English Language Assistant (ELA)

[British Council's English language Assistantships](#) are considered paid work placements. It's organised by the British Council and has its own deadlines. Please refer to their website. There's no need to provide the placement details for approval but please forward us the confirmation once you have been shortlisted and when you have been allocated.

Joining the British Council's English language assistant (ELA) programme is an excellent way to improve your foreign language skills and genuinely integrate into a new environment. It offers students the opportunity to teach English in a school overseas on a paid six-month or one-year placement. Assistantships are comparatively well paid without being too demanding in terms of hours: you will have time to make friends, visit the region, and engage in other immersive activities. British Council will also be able to provide some supports towards visa applications.

The ELA programme is coordinated entirely by the British Council. Students interested in taking part in the ELA programme must submit their application through the British Council website. The YAO will forward full details about this programme during Michaelmas Term. When making your application, remember that the British Council itself is primarily interested in the contribution that you will make as a teacher rather than in the experience you will gain by being in a foreign environment.

Host schools are generally well set up to receive you and - while they are under no formal obligation to do so - can sometimes help with securing nearby accommodation (often passed on year on year from assistant to assistant). Even if you do not intend eventually to go into teaching, assistantships provide excellent work experience and everything that goes with it: dealing with employers, operating in a team, managing your schedule, taking responsibility etc. These transferable skills will make you attractive to employers in a wide range of professions.

Assistantships in French schools which run for 7 months are acceptable to the Faculty Board as the equivalent of 8 months. You should also make sure the start and end dates of the assistantship fit in the rest of your YA plan as each country has its fixed length and terms.

A British Council assistantship is not to be used as a backup plan. The Faculty will not approve any last-minute attempt to switch to another Year Abroad activity. If you plan to apply to the ELA programme, you may not apply for a study place for the same period of time. If serious extenuating circumstances make it necessary to withdraw your application at any stage, please be courteous in your dealings with the British Council: the Faculty relies on their goodwill and support. Please also keep the Year Abroad Administrators informed.

HOW TO HAVE YOUR YA PLAN AND YA ACTIVITIES APPROVED?

1. Submission of Initial YA Plans

Following the 19 October 2022 information session, students will be invited to submit their initial year abroad plans online [HERE](#). More specifically, students must inform the YAO if they would like to engage in work placements (paid⁴ or unpaid), or study placements. These placement types are explained in detail below.

Following the information session of mid-October, students are expected to work individually and with their Directors of Studies (DoS) to determine which year abroad activities meet their personal, academic, and professional objectives. Each student can choose the number, type, length, and location of the activity or activities they will conduct, making sure they meet the requirements set by the Faculty.

The deadline to submit their initial plans for the year abroad is **5pm on Friday 20 January 2023**.

After this deadline, YAO will

- i. Allocate study placements in European partner universities based on students' 1A results. Requests submitted after the 20 January deadline to apply to EU universities will be considered only for the second round of allocation, provided there are still study places available.
- ii. Review students' plan and raise concerns if found.
- iii. Gather students' plan and prepare budget to cover tuition fees for study placement in approved institutes in Latin America, Estonia, Georgia, Kyrgyzstan, Kazakhstan and Latvia.
- iv. Gather students' plan and support ISO to prepare for Turing funding bidding.

Although the specific dates and the name of the company/organisation where you will work might be tentative at this stage, we do expect students to provide **definitive** information regarding the type, length (months), country, and number of activities they plan to conduct during their year abroad. In other words, the information you provide in this form represents **a firm commitment from your part**. Without this, the University will not be able to budget adequately for the YA cohort.

2. Confirmation of Plans

Following the submission of the initial plans, and the allocation of the EU study placements, students must provide formal confirmation and acceptance of the year abroad activities for which they have received approval. In March 2023, YAO will send you an email to confirm the placement type and duration which should be considered a formal confirmation of your plans. Students will need to inform YAO for any changes by 17 March 2023, and changes made after this deadline may affect relevant financial support you are eligible to apply for.

3. Provisional and Full Approval

All study placements and British Council Assistantship placements are **provisionally** approved after plans are confirmed (step 2). Full approval will only be granted upon risk assessment or/and elevated risk assessments are approved.

Work placements (paid/unpaid) approvals are requested via email. Students will have to provide relevant details for provisional approval, and full approval will be granted upon risk assessment is completed.

FORMS AND DOCUMENTS

All necessary MMLL forms are on the Year Abroad website and on Moodle.

The **compulsory** forms include:

Before mobility

- 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 on intranet (Moodle) to future students.
- [YA Plan registration form](#). Registration form is now opened and will be closed on 5pm 20 January 2023. YA Office will host another info session to demonstrate how students should register their plans.
- All students must submit an online [Risk Assessment form](#) for each approved placement via Moodle. Risk Assessment forms for all approved placements are due by Friday 16 June 2023. Risk Assessment forms for any placements that are approved following 16 June 2023 must be submitted by the end of the calendar month in which approval was granted or by your departure date whichever occurs earlier. Failure to submit a thoroughly completed Risk Assessment form by the designated deadline may result in the placement not counting towards your Year Abroad, and invalidate your University insurance.
- Students travel to higher risk countries are required to submit Elevated Risk Assessment form which will be reviewed by the Faculty as well as the [University's Study Away Risk Assessment Committee](#).

During mobility

- A YA Whereabout Form ([YA.WHEREABOUT](#)). This should give BOTH the address of the employer/university/school AND your private address while abroad. This should be returned as soon as you have moved into your new accommodation abroad. You must also ensure that your contact details on CamSIS are kept up to date throughout the year.
- Relevant sections on agreement if applicable.

After mobility:

(one report/certificate per placement, please do not combine activities into the same submission)

- A Certificate of Attendance ([YA.ATT](#)) to be signed and stamped by your host organisation at the end of your year abroad and to be returned by the second Friday of the full Michaelmas Term 2024.
 - A Report Form ([YA.ASST](#)) for British Council Assistantships.
 - A Report Form ([YA.STUDY](#)) for study placements.
 - A Report Form ([YA.WORK](#)) for paid/unpaid work placements
- Reports are 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.

Optional Form

- [Refund Application Form](#) are to be used for tuition refunds at approved study placements. Students are advised to pay upfront and file reimbursement.
- [Advance Fund Application](#) are to be used by students who are unable to pay for tuition fees upfront.

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

COSTS

During the year abroad, enrolment at the University of Cambridge remains active. Therefore, students should continue paying the University composition fee via their College. Additionally, all students will remain personally responsible for all travel, visa and living expenses during their Year Abroad, regardless of whether they are studying, volunteering, or undertaking work placements.

University Fees

Since the year abroad is part of the MMLL/HML tripos, the tuition fee paid for that year is different. Currently, the fee for students on a full year abroad are as follows⁵:

- Home Student (First UG degree): 15% of the full fee
- Home Student (Second UG degree): £5,835
- International Student: 50% of the full fee

Remember that university fees are determined by the central government and that, as such, they are beyond the control of the University. Always check the [undergraduate tuition fees documents](#), for the most recent figures.

Tuition Fees at Host University/Institute

[Study placement at partner universities](#) and college exchange will incur no tuition fees. However students might be asked to pay for administration or semester fees which are not to be refunded by the Faculty as these usually include travel pass which are considered personal cost. Students on those study placements should be eligible to apply for Turing funding.

Study placement at non partner institutions in the approved list will be fee-paying basis. Tuition fees and administrative fees are to be refunded by the Faculty.

Please see the list of

- **[Approved Spanish and Portuguese Institutions 2023-24](#)**
- **[Approved Slavonic Studies Institutions 2023-24](#)**

⁵ **Source:** *Undergraduate Tuition Fees 2023-24*, Version 2022-1, p. 2 (PDF file available [here](#))

FINANCE

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.

The Turing Scheme

In March 2021 the Department of Education announced the Turing Scheme. Having applied successfully for the 2022-23 scheme, the University can support its students to pursue the following in 2022-23 cohort:

(i) study placements (including S. America or Russian-speaking countries)

or

(ii) voluntary (i.e. unpaid) work placements in Europe, S. America or Russian-speaking countries)

Please note:

- Institutions are required to bid for Turing Scheme funding for specific activities. **Students cannot apply directly for funding themselves.** Eligible Cambridge students will be informed by YAO if they will be receiving funding under the Turing Scheme. Students will then have to complete follow up application with [Cambridge's International Student Office \(ISO\)](#). Missing deadline in providing information to ISO will forfeit funding access.
- The Delivery Partner for the Turing Scheme is Capita, working on behalf of the Department for Education. The overall national budget is limited and **funding is not guaranteed.**
- Students studying at a university as part of a College Exchange are not eligible to apply for Turing funding in 2022-23.
- Pursuing paid work placements, including British Council assistantships, will not be eligible to apply for the Turing mobility grant in 2022-23.
- Optional YA activities will not be eligible for any financial support, including tuition fees and Turing funding.
- Turing funding is unable to fund any 3rd activity in 2022-23.
- Turing funding starts from 1 September and finishes 31 August the following year. Should eligible placements started earlier than 1 September or finishes after 31 August, those days will not be funded.
- Eligible students must comply all relevant deadlines in submitting essential forms and paperwork to access the funding.

Please check the [University's International Student Office](#) for 23-24 cohort updates and contact them if have questions regarding to Turing Funding: exchanges@admin.cam.ac.uk

College 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 college grants if available via College Tutor or Director of Studies.

Tuition Fees Reimbursement

Please read the instructions on the [YA 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.

(Students who are unable to pay upfront may be eligible to apply for advanced fund. Please see [Advance Fund Application](#) and contact YAO if you wish to submit an application.)

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).

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 2023-24 will not be considered after 30 April 2024.

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

Please remember that in case of emergency or dire need while you are abroad you should contact your DoS and College tutor straight away to apply for relevant hardship or contingency funds. Should your college be unable to help, the Faculty will consider issuing a zero-interest EMERGENCY LOAN. Please be mindful that the emergency loan should only be applied in genuine difficult circumstances that are also unexpected, unforeseeable and unavoidable.

Undergraduate and YA Special Hardship

University hardship funds should be a last resort after Government, Funding Sponsor, College and Department resources have been exhausted. Students should take advantage of the maximum Government educational loan that might be available for their studies (eg UK UG and PG loans, US and Canadian educational loans). Instructions and details please visit:

- [Undergraduate Hardship Funding](#)
- [Special Hardship Fund](#)

SAFETY, RISK ASSESSMENT, INSURANCE AND HEALTH

Safety

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

www.gov.uk/foreign-travel-advice

Install any recommended apps (such as [Healix Sentinel Travel Oracle App](#) that gives your real-time alerts on breaking news related to travel safety and a button to press for emergency support, as well as SAIP for students in France) to your phone to ensure you have up to date information regarding security. The YAO will routinely contact students in the case of any major risk-related event in the country you are visiting and will expect you to reply immediately.

A YA safety training will be provided to YA students in Easter term. Students are also invited to start safety self-training via available resources provided by the University's Study Away Risk Assessment Committee (SARAC).

Please see - Risk Assessment Training Video and [Useful documents and links](#).

Risk Assessment

All students must complete an online Risk Assessment for each approved placement by Friday, 16 June 2023. Currently, students travel to Russian speaking countries, e.g. Estonia, Georgia, Kazakhstan, Kyrgyzstan and Latvia are required to submit elevated risk assessment.

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 and would invalidate your eligibility to apply for University's Travel Insurance, as well as forfeit relevant financial supports you are entitled to.

University's Travel Insurance

University's travel insurance via Allianz is now offered to students on Year Abroad free of charge, and apply for University's travel insurance is mandatory before departure. However, University's travel insurance should not be considered as a healthcare insurance as it only covers emergency medical expenses. Further details can be found at [Travel Insurance](#) website and make sure to read [Benefits and Exclusions](#) carefully. (Raven log in required)

It is students' own responsibility to ensure having the coverages needed for their Year Abroad, especially for students have particular medical needs. Students must take out personal healthcare insurance or other insurance privately if they find the University's Travel Insurance isn't suffice for their Year Abroad.

Students should reach out Allianz as the first port of call for medical resources and emergency support. Contact details can be found at <https://www.insurance.admin.cam.ac.uk/insurance-guidance/travel-insurance/making-claim>. Please note that neither YAO of University's Insurance team can contact Allianz or file insurance claims on your behalf as the insurer can only discuss case directly with their insureds. We would advise you to keep relevant evidence, e.g. receipts, booking reference and police

reports in case you are eligible to make a claim of your loss. This means reporting street crimes (e.g. theft and robbery) to local authority, such as a police station, would be essential.

UK GHIC Card

All students in Europe should carry a UK Global Health Insurance Card (GHIC). A UK Global Health Insurance Card (GHIC) gives you the right to access state-provided healthcare during a temporary stay in the European Union (EU). If you have an existing EHIC card, it will remain valid until the expiry date on the card. You can apply for a new card up to 6 months before your current card expires⁶. The UK GHIC is free of charge. Beware of unofficial websites, they may charge you a fee to apply. Please see further guidance on the GHIC official [website](#).

Once placements details are confirmed, students can use [template letter](#) and send it to YAO for validation to support GHIC application.

Prescriptions and Routine Health Treatments Abroad

If you need to buy medicine on prescription while you are abroad, you might have to pay the full cost up front, even if you don't normally do at home. Please note that routine medical examinations (including vaccinations), routine eye, ear, and dental treatments, as well as repeat prescription medication are not covered by the university travel insurance. Similarly, you will not be covered if your doctor has advised you not to travel. For a full list of exclusions, please read the [Benefits and Exclusions](#).

Your Mental Wellbeing While Abroad

Your mental health and wellbeing should be prioritised when you are abroad. It's never too early to start identifying what challenges you might face and bring negative impact on your wellbeing. A mental health session will be provided to your cohort after Easter term, however students are encouraged to view the recording from our previous workshop and identify possible crises as well as ensure needed support and resources are available while abroad.

Please watch the recording and access presentation materials [HERE](#).

[University Counselling services](#) offer up to 4 online mental support sessions for YA students if they contact them via their website. In case of harassment experienced abroad, students can contact [University Sexual Harassment and Violence Advisor \(SHVA\)](#) and arrange appointment for general advice, but SHVA will not be able to offer regular online sessions for students on their YA.

Additionally, the Counselling Service provides a series of practical self-help guidelines to help students coping with several issues, some of which might be especially relevant for year abroad participants:

- Adjustment and Transitions [[here](#)]
- Homesickness [[here](#)]
- Loneliness [[here](#)]
- Transition to university [[here](#)]
- Asserting yourself [[here](#)]

⁶ At the moment of writing (October 2022), the NHS provides the following warning about processing times for the UK GHIC card: "It's currently taking **longer than usual** to process new UK EHIC and GHIC applications due to high demand." Avoid waiting until you are just about to start your year abroad to apply. Applications can be done through the year.

KEY DEADLINES FOR YOUR 23/24 YEAR ABROAD IN 2022-23

YA Meetings

- 1B First YA 23/24 meeting (Information for planning your year abroad)
2-4 pm, 19th October (Wednesday) 2022 (Lady Mitchell Hall)
- 1B Second YA 23/24 meeting (Information for safety, YAP and library resources)
11am, 8th March 2023 (Wednesday) (Lady Mitchell Hall)
- (TBC) YA Safety Training – April or May
- (TBC) YA Mental Health Workshop – July or August

Friday, 20 January 2023 (First Friday of Lent Term)

- Deadline for submitting [Year Abroad Plan](#)
(Info session on how to register your YA plan will be provided in late October or early November)

Friday, 17 March 2023 (Last day of Lent Term)

- Deadline for placement type adjusting (No confirmed offer would be fine)

Friday, 16 June 2023 (Last day of Easter Term)

- Deadline for 1st Activity being approved (All details required)
- Deadline for submitting 1st and approved placements [Risk Assessment Form](#)

Helpful Sources

1. Year Abroad Office:
<https://www.mml.cam.ac.uk/undergraduates/current-undergraduates/year-abroad>
2. YA Moodle Page: <https://www.vle.cam.ac.uk/course/view.php?id=77361>
3. YA Employment Archive:
<https://www.vle.cam.ac.uk/course/view.php?id=77361§ionid=1185861>
4. YA Reports:
<https://www.vle.cam.ac.uk/course/view.php?id=77361§ionid=2499052>
5. Visa useful links:
<https://www.vle.cam.ac.uk/course/view.php?id=77361§ionid=1185951#section-16>
6. University 's Travel Insurance:
<https://www.insurance.admin.cam.ac.uk/insurance-guidance/travel-insurance>
7. British Council: <https://www.britishcouncil.org/study-work-abroad/outside-uk/english-language-assistants>
8. International Student Office: <https://www.iso.admin.cam.ac.uk/turing-scheme>
9. Turing Scheme: <https://www.turing-scheme.org.uk/>
10. Career Services: <https://www.careers.cam.ac.uk/>
11. University Counselling Service: <http://www.counselling.cam.ac.uk>