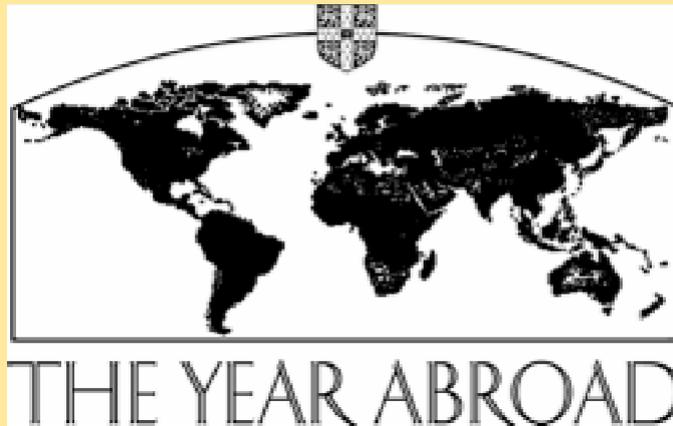


FACULTY OF MODERN & MEDIEVAL LANGUAGES



2019/2020

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:

- ω 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?
- ω How can I best gain practical experience of the foreign language and culture?
- ω How can I gain in personal development? Which of the options would be best suited to me? Studying, teaching, or gaining work experience?
- ω How might I gain useful experience for my future career?

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 Rebecca Reich
Director of Year Abroad Studies
October 2018

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, and documentation for Erasmus Placements

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:

- ω As a teaching assistant or lector
- ω Studying
- ω 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 an Erasmus study place, or are planning to be an assistant with the British Council, the **deadline** for submission of form YA.PLAN is 5pm **Friday 18 January 2019.**

For all other students, the deadline for submission of form YA.PLAN is **Friday 1 March 2019.**

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.

BREXIT

At the time of printing, Year Abroad arrangements remained the same for 2018-19. The UK National Agency for Erasmus has advised that in principle participation in the Erasmus+ programme will continue in 2019/20. However, negotiations regarding the UK's withdrawal from the EU are on-going at the time of writing and therefore the final agreement is not yet confirmed and could be subject to change.

OPTIONS

i) Assistant/Lector

ii) Studying

iii) Employment

Your Director of Studies, who knows you and your academic abilities and preferences, may be the 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 Erasmus 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.

British Council assistants within the EU are eligible for the Erasmus student mobility programme. Please see pages 7-8 for more information on Erasmus Traineeships.

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 that the British Council 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 the problems of teaching English as a foreign language and about the country for which you have applied (especially in Latin America). If you have been allocated an Erasmus 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 an Erasmus 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.

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 Erasmus partner universities place restrictions on the choice of subject.

Please read carefully the finance section on pp. 10-11.

Studying under Erasmus (see also page 7-8)

Cambridge University participates in the Erasmus student mobility scheme. A list of the current Erasmus links 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 under the terms of the Erasmus agreement. Most of the Faculty's Erasmus+ exchanges are with faculties of language and literature; there are, however,

some exchanges with faculties of history in France, Germany, Spain and Austria for which HML students have first priority.

The financial benefit of studying under Erasmus is the payment of a small monthly grant. Because of the popularity of Erasmus places, there is a prescribed procedure for their fair allocation. Registration of Cambridge students at Erasmus partner universities is handled by the International Student Office here. Once you have been allocated a place you need do nothing more than wait for instructions from them in the Lent Term. The Erasmus student mobility programme is funded by the European Commission.

Students applying for an Erasmus study place for a full academic year must accumulate not less 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 on Erasmus for one semester only, or who split the year between two universities, must also achieve at least 15 ECTS points per semester. Failure to achieve the required number of points may invalidate your Erasmus status and lead to you forfeiting your grant. See also page 8.

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 are expected to work a minimum of 25 hours per week.

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* or waitressing work 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.

Students going on approved traineeships (work placements) in EU countries can benefit from the advantages of the EU **Erasmus student mobility programme**. An Erasmus Learning Agreement for Traineeships must be completed and signed by the university and participating employer before the start of your placement. Work placements can range from 2 to 12 months and benefit from the payment of a small monthly grant. In order to fulfil the requirements of the MML Tripos Year Abroad you must engage in an approved activity for a minimum of 8 months. The Erasmus student mobility programme is funded by the European Commission and we are obliged to administer it according to the rules they lay down.

GENERAL INFORMATION ABOUT ERASMUS+

- 1) Students of all nationalities** are eligible for Erasmus work and study places, and can receive the Erasmus grant. (Please also see page 10)
- 2) You must advise the Year Abroad Office** of the number of months you wish to study and/or work on Erasmus, and in which country or countries, by **14 June 2019**, so that the correct amount of grant funding can be budgeted. This is required even if you do not have confirmed placements.
- 3) Erasmus study students** may have to pay their host university for matriculation and incidentals, and these items are not refundable by the Year Abroad Office.
- 4) Students who receive the Cambridge Bursary** may continue to receive it even if they have an Erasmus grant, though the grant must be declared as ‘other income’.
- 5) The Online Linguistic Support (OLS)** is an online platform designed to improve the knowledge of the language in which an Erasmus+ participant will work, study or volunteer, before and during their stay abroad. Where applicable, language courses are offered to any student participating in an Erasmus+ mobility activity with a duration in excess of two months.
- 6) All students** are required to complete a mandatory OLS language assessment at both the beginning and the end of each Erasmus placement.

7) Disability grants are offered by the Erasmus scheme. If you think you might be eligible for such a grant, please contact the Year Abroad Office as soon as possible. Applications must be made at least one month before you start your Year Abroad.

8) Widening participation grants are available to students who come from households with incomes under £25,000 pa. Additionally, **hardship grants** are also available.

9) Time off for illness of more than a few days must be reported to the Year Abroad Office. It may be necessary to make a medical case to the British Council to minimise any loss of Erasmus benefit.

10) Failure to complete all the Erasmus paperwork promptly before, during and after your YA, as required by ISO, may result in you having to repay all the Erasmus money you have received.

<http://www.iso.admin.cam.ac.uk/erasmus-plus/current-cambridge-students/paperwork>

If you do not complete your Erasmus placement, or meet the agreed conditions, you will automatically cease to be eligible for the benefits of Erasmus and you will have to repay any money that you have received.

For students who study under Erasmus, the agreed conditions include the requirement to gain at least 15 ECTS points per semester by means of course attendance and examinations. Failure to achieve the required number of points per semester will mean you are obliged to repay the grant you have received.

If you enter into an Agreement with an employer or university under Erasmus, you should expect to fulfil the terms of your contract.

If you are planning a UK summer internship, please think carefully how this will fit into the Erasmus terms and conditions, and your Year Abroad Project work.

APPROVAL OF YEAR ABROAD PLANS

You must register your initial plans for approval by the Faculty Board by **Friday, 18 January 2019** for Erasmus study placements and British Council assistantships, and by **Friday 1 March 2019** for all other placements. You will find form YA.PLAN in your Year Abroad folder. **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 necessary MML forms are on the Year Abroad website and on Moodle. The forms include:

- ω 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.
- ω The **Registration Form** (YA.PLAN) to gain approval from the Faculty Board for your Year Abroad plans. This must be returned to the Year Abroad Office by **Friday 1 March 2019 whether or not your plans are finalised by that stage. The deadline is Friday 18 January 2019 for Erasmus study and British Council assistant applicants (see page 3).**
- ω All students must submit an online **Risk Assessment** form for each approved placement. Risk Assessment forms for all approved placements are due by Friday 14 June 2019. Risk Assessment forms for any placements that are approved following 14 June 2019 must be submitted by the end of the calendar month in which approval was granted. Failure to submit the Risk Assessment form by the designated deadline may result in the placement not counting towards your Year Abroad. See page 12.
- ω 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.**
- ω An **Attendance Form** (YA.ATT) to be signed & 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 2020** (Not required if you are submitting an Erasmus certificate).
- ω 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.
- ω 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.

- ω Also included in your folder is a **Refund Application Form** for those studying outside of the EU without Erasmus funding. See page 11.

Claims for reimbursement will not be considered after 30 April 2020.

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.

Erasmus Grant

The timing of your first allocation payment is dependent on the University receiving the funding from the British Council. We recommend that you do not rely on receiving the grant before you start your placement, and ensure you have other funds in place in case of any delays.

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 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 a university with which the Faculty has an Erasmus exchange agreement.

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 either to 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 2019-20 will not be considered after 30 April 2020.

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, 14 June 2019**. Risk Assessment forms for placements that are approved following 14 June 2019 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 it 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 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, 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.