International Exchange Programme

Outgoing IEP Handbook Academic Year 2018-19
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Choosing to work or study abroad as part of your degree programme is an exciting and challenging experience, and this guide has been prepared in order to help you negotiate the preparations and the initial stages of a placement abroad. The booklet comprises general information relevant to all students spending time abroad.

Please read this booklet carefully and retain it for future reference. Should you have any questions before you go or while you are away, please contact the Go Abroad Office at studyabroad@abdn.ac.uk or on +44 (0) 1224 27202626.

**STAYING IN TOUCH**

While you are abroad, do remember that staff at the University of Aberdeen will be very pleased to hear how you are getting on. Should you have any non-academic queries, you are welcome to contact the Go Abroad Office. Your Go Abroad Tutor will be able to offer academic advice.

**Registration**
During your period of residence abroad, you will remain registered as a student at the University of Aberdeen. You will not be required to attend a registration appointment or a meeting with your Personal Tutor in Aberdeen. You will, however, need to complete electronic registration. This allows you to:

- Check and confirm your personal data
- Check and propose corrections to your Entrance Qualifications and Academic Record
- Check and confirm details of your tuition fees and make payments (self payers)
- Register or re-register for a computer account

You can complete e-registration from August onwards from the following website: www.abdn.ac.uk/ereg

**University of Aberdeen email account**
During your period of residence abroad, the University, including your academic department and the Go Abroad Office, will use your University of Aberdeen email account to communicate with you. It is essential, therefore, that you check your University email account regularly or arrange for it to be forwarded to a personal email account which you use frequently.

**Changing your mind**
You may have applied for an exchange place, then find that you have had a change in your intentions and no longer wish to go abroad. If this is the case, it is essential that you inform the Go Abroad Office as soon as possible. If you have already applied directly to the host institution, you should also let them know of your withdrawal. It is particularly important that you inform the host institution’s accommodation office as soon as possible or you may find yourself liable for accommodation fees.

The Go Abroad Office is responsible for providing details for funding authorities about all students who are abroad as part of their degree programme, therefore it is crucial that we have the most up to date information regarding your intentions. It may be necessary to arrange a Registry appointment for you and the fact that you have chosen not to go abroad may require you to re-think your degree intention in consultation with the Registry team and your academic department. For all of these reasons, your cooperation in liaising with the Go Abroad Office should your intentions change is essential.
### UNIVERSITY OF ABERDEEN CONTACTS

The list of contacts below may be of help to you if you have any queries or need advice while abroad. Please note that the University’s support services are still there for you while you are away.

**Go Abroad Office**
Tel: +44 (0) 1224 272026  
Email: studyabroad@abdn.ac.uk  
Website: www.abdn.ac.uk/go-abroad

**Student Advice and Support Office/Disability Advisers**
Tel: +44 1224 273935  
Fax: +44 1224 273569  
Email: student.support@abdn.ac.uk or student.disability@abdn.ac.uk  
Website: http://www.abdn.ac.uk/infohub/support/advice-and-support-office-606.php

**24 hour Emergency/Crisis Telephone Line**
In the event of a serious crisis situation where you need to contact someone at the University, you may call +44 (0)1224 273027.

The number is intended for use in a serious crisis situation only. In the first instance, please always seek assistance from the local emergency services. The telephone answering service is available 24 hours. Calls may be made reverse charge. When a call is received you will be asked for your contact details and a brief outline of the crisis. Your details will be given to our Response Team who will call you back as soon as possible. This service will operate during office hours and out of hours, and is manned on a voluntary basis by members of the University’s Student Support Staff (Student Support Officer, Chaplain, Wardens etc).

**University of Aberdeen Students’ Association**
Tel: +44 1224 272965  
Email: ausa@abdn.ac.uk  
Website: www.ausa.org.uk

A full list of useful contacts can be found in the [Undergraduate Student Help Guide](#).

### ACCOMMODATION

A period of residence abroad is a unique opportunity to learn about a different culture. To gain the greatest benefit you should try to integrate into the host culture. Thus, you will probably gain much more from the experience if you choose to share accommodation with local students if this is an option for you.

Students going abroad on exchange placements will most often be offered accommodation in the host university’s residences. It is your responsibility to complete any application forms sent to you by the host university by the stipulated deadline. Please note that some institutions have very limited accommodation available.

As at the University of Aberdeen, residences at the host universities have rules and regulations by which you are required to abide. Make sure that you are familiar with them and that you respect them. Failure to do so may well bring financial penalties which you will have to meet, e.g. it is important to read and check any inventory so that you are not held responsible for damage which may not have been your fault. Please note that all
accommodation fees are your individual responsibility. There have been instances in the past when students have failed to respect this principle. Not only does this cause many problems, it also means that, until the debt is met, the University of Aberdeen cannot allow the student to graduate.

If you obtain private accommodation, again you will be personally responsible and you should ensure that you are properly informed before signing leases and other legal documents. The University of Aberdeen cannot accept responsibility for finding or acting as guarantor for privately rented accommodation.

If you are unsure about how to go about finding accommodation abroad, you should seek advice from your host institution in the first instance. It is sometimes possible to speak to a student who has been to that country before. The Go Abroad Office will share contact details of previous students who are happy to answer your questions so please feel free to contact them. Please note that it will not be possible to arrange accommodation on your behalf as this is your individual responsibility.

### TUITION FEES

**Tuition Fees and Student Loans**
If you are abroad as part of your degree programme, and are otherwise eligible, you will continue to be entitled to assistance from public funds towards tuition fees and a student loan. The Go Abroad Office will confirm to the SAAS or Student Finance England, Wales or Northern Ireland that you are abroad under the aegis of a University-organised programme.

*International Exchange Programme students do not pay tuition fees to the host institution.*

**Scottish and EU Students (Supported by SAAS)**
SAAS will cover your tuition fees as normal.

**RUK students (funded by Student Finance England/Wales/N. Ireland)**
Full Year Exchange – your fee waiver will be switched from your final year to your year abroad
Part Year Exchange – standard fee applies

**International Student**
Full Year Exchange – international undergraduate scholarship switched from final year to year abroad (in most cases)
Part Year Exchange – standard fee applies
For further information on the 4th year scholarship and to check eligibility see [http://www.abdn.ac.uk/study/international/international-undergraduate-scholarship-972.php](http://www.abdn.ac.uk/study/international/international-undergraduate-scholarship-972.php)

**Student Loans (UK students only)**
Please contact your loan provider to determine the loan amount to which you are entitled whilst abroad.

You should submit an application in the normal way if you want to be assessed for any student loans.

*Please note that the above information is for guidance only; please contact your funding provider for specific details relating to your case.*

**Scholarships**
If you receive a scholarship – either from the University of Aberdeen or another provider – please read the terms and conditions of your scholarship. Although many scholarships can be used on exchange, some do not apply when you are studying outside of the University of Aberdeen. As such, please carefully review the terms and conditions of your scholarship before completing your application and financial documentation forms.
Prior to departure you should give some thought as to how you will handle your finances while you are abroad. Time abroad will inevitably involve some extra expense, particularly in the first few weeks. It will be necessary to pay for travel and food as well as deposits for accommodation and the initial rent payment. You may also find that the cost of living is higher in the country you are visiting.

You may wish to contact Student Advice and Support for financial advice.

**Your UK bank**
For expert advice regarding your finances, it is best to contact your bank and explain that you are going to study abroad. They will be able to provide you with information about the bank charges you may incur. It is a good idea to check if there is a bank better suited to your needs, for example some banks will not charge commission when changing money or selling traveller’s cheques. Some students find that Internet banking is a useful means of keeping track of your finances while abroad. You may wish to ask you bank about this option, while bearing in mind the importance of security. It is possible to transfer money from a UK bank account to one you may open in the host country, however, you should be aware that this usual involves fees normally only worthwhile for large sums. Check with you bank for details and costs.

**Cash**
You should obtain some foreign currency to get you by when you first arrive. It is not advisable, however, to carry large amounts.

**Opening an Account in the Host Country**
It will depend on your personal circumstances and choice whether you want to open a bank account in the host country. You will usually need your passport, host university student card, proof of residence, a substantial sum of money to deposit or proof of income and a UK bank statement or a letter from your parents confirming that they will support you. Please note that in some countries it is an offence to be overdrawn.

**Visa debit**
You may be able to use a debit card (e.g., Visa debit card) at cash dispensers and in shops. Shops which accept debit cards may display a sign to this effect. Each time you make a withdrawal or a payment with your card, your bank may charge a commission fee. Check with your bank how much this will be. You may also have to spend a minimum amount before a debit card will be accepted.

**Credit Cards**
As in this country, shops, travel agents, hotels etc. usually take credit cards. Banks and Bureaux de Change will exchange money with the card plus a passport. You can withdraw local currency (normally up to £200 per day) and the amount is converted and debited from your account. Check with your bank or credit card company to find out their handling charge for such transactions. You should not assume that you will be able to pay for everything with a credit or debit card. Check in advance to avoid difficulties.

**Security**
Remember to take very good care of your bank cards - note the emergency number in case your card is lost or stolen and never keep your pin number with your card. For your own safety, it is best not to take out money late at night or when you are on your own. If your card is lost or stolen, telephone your bank’s emergency number immediately. Any delay gives someone else more opportunity to use your card(s).

It may be a good idea to keep a bank card for a different account in a safe place at your place of residence. This will mean that, if your normal card is lost, you will still have access to money. If you do not have this, there may be a long delay between losing your card and obtaining a new one.
WORKING ABROAD

Although you may be permitted to work while you are studying abroad, any income generated while abroad should be considered solely supplementary. You will be required to show proof of finances prior to arriving in your host country, and must be able to demonstrate the ability to finance your time abroad without reliance upon employment in the host country.

UNITED STATES OF AMERICA
As a full-time study abroad student, you are usually permitted to work on-campus for up to 20 hours per week. You must receive approval for your employment from the International Office at your exchange institution and obtain their signature on the required forms. Please contact your specific exchange institution for further details.

CANADA
As a full-time study abroad student, you will be permitted to work either on or off-campus. More details can be found on the following website: www.cic.gc.ca/english/study/work.asp.

MEXICO:
As a full-time study abroad student, you are not permitted to work or undertake any paid work during your time in Mexico. Please speak to your host university for further information.

HONG KONG
As a full-time study abroad student, you are not permitted to work or undertake any work during your time in Hong Kong. More details can be found on the following website (especially see point 20): http://www.immd.gov.hk/pdforms/ID(E)996.pdf

JAPAN
International students are allowed to work in Japan with a work permit, for which the students apply at the immigration office in Japan (the application can only be made in-country). Students need to submit documentation of approval from their host university along with the application, this should be provided along with instructions on the application. There is no cost involved in applying for the work permit. The types of work that international students are usually engaged in are language tutoring (not as an instructor at private language schools, but a tutor for individuals); assistance in projects/events of cultural exchanges in local schools or with town people; and student assistance for professors on campus. Occasionally, students with high Japanese language skills may work at shops in the mall. Please contact your host university for further details.

CHINA
Under current law foreign students with visa of type X or F are not permitted to undertake part-time work.

SINGAPORE
Non-graduating students holding a Student’s Pass are not eligible for employment.

INSURANCE

You must take out University of Aberdeen Insurance, which will insure you at no cost for the period of your study abroad. You may also want to arrange private insurance cover.

In order to obtain University insurance cover, before leaving the UK, you must complete the Travel Cover Application Form. This will provide the Insurance Section of University Office with the information they require about where you are going, the duration of your stay, your degree course, details of any health problems and your permanent home address in order that a travel policy may be issued.

Obtaining University Insurance will cost you nothing. The Travel Policy will give you details of whom you should contact in the event that you need to make a claim. It should not be handed over to medical staff in hospitals as
they will not know what to do with it. Should you need to contact the Insurance Section, you should email: insurance@abdn.ac.uk.

You must read the details of the Scope of Cover very carefully and decide whether it is adequate for your purposes. Please note that University Insurance will provide cover only while you are in the country which you have elected as your main place of residence. You will not be insured should you travel to another country. You may wish to take out private insurance in addition to or in place of the insurance offered by the University. This is your decision. Any insurance policy you choose should cover the following:

- Adequate medical expenses
- Travel insurance, not only in the country in which you will be resident but in any other country you may visit during your time abroad
- Personal belongings (against theft, fire, flooding etc.) while they are in your accommodation as well as while you are travelling. Expensive items such as laptops may have to be insured separately

Host Institution Insurance
Some host institutions require students to take out the insurance offered by the host institution. This requirement may be waived upon providing evidence of prior insurance (e.g. through the University of Aberdeen or privately). Contact your host university if you have any queries about this.

Accidents and Emergencies
Your time spent abroad is intended to be stimulating, enjoyable and rewarding. If you plan ahead and take sensible precautions the chances are that you will have a great time. Unfortunately accidents can happen and things may go wrong. In such circumstances keep a cool head and do as much as you can to manage the situation locally.

- Remember to always carry identity documents, as these are obligatory in many countries. Make sure that you have photocopies of all important documents such as your passport and insurance paperwork. See the Further Documents section at the end of this booklet for further information.

- In the case of an accident or emergency, you should normally contact the local police/relevant emergency services. Make sure that you identify the appropriate telephone numbers before or as soon as you arrive abroad. You may also need to contact the Embassy or Consular Office so it is a good idea to find out where your nearest Embassy or Consular Office is before or when you arrive. Staff at the host institutions can all also assist you with getting in touch with appropriate emergency services.

PLEASE NOTE THAT IT IS YOUR RESPONSIBILITY TO ORGANISE APPROPRIATE AND ADEQUATE INSURANCE COVER FOR YOUR PERIOD OF RESIDENCE ABROAD.

HEALTH AND DISABILITIES

Advance Preparation
Before leaving on any overseas trip, some preparation is necessary to ensure your good health while abroad and after your return. Some consideration must be given to more serious conditions and diseases which could occur in the host country.

Some countries require an International Certificate of Vaccination as a condition of entry. The need for such, and other vaccinations, is constantly changing. You may wish to look into the Travel Clinic offered at Old Aberdeen Medical Practice.

If you have a medical condition, or have a prescribed medication regime to follow, discuss the matter in advance with your GP.
It is never too early to discuss your proposed trip and your medical requirements with your GP or the doctors and nurses at the Old Aberdeen Medical Practice. Some courses of immunisations may involve injections six months apart. Seek advice sooner rather than later. The contact details for the Old Aberdeen Medical Practice are as follows:

Old Aberdeen Medical Practice
12 Sunnybank Road
Old Aberdeen, AB24 3NG
Tel: 01224 486702

Things to remember:
- Depending on length of journey and destination it is advisable to have a dental check-up before travelling
- It is advisable to have a vision exam before you depart, and to bring an additional pair of glasses and/or contact lenses
- Ensure vaccinations are up to date
- Ensure all vaccinations are documented on an international vaccination certificate (this is particularly important if you require evidence of a yellow fever vaccination). You should bring this documentation with you.
- Ensure you have a note of any medication you are allergic to (it is also sensible to have this translated to the language of the country of destination)
- Bring first aid kit (including e.g., paracetamol, ibuprofen, plasters, antiseptic cream, insect repellent, bite cream, etc.)
- Consider if you should bring any prescription drugs you require during your stay, and related documentation from your GP
- Know your blood group
- Ensure that any medication or drugs are actually allowed in a given country, for example, codeine-based drugs are NOT allowed in Gulf countries.

Disabilities
A disability or medical condition should not be a barrier to your study abroad; but it may require extra planning to ensure a successful and problem-free experience.

If you have a disability, the Student Support Officer/Senior Disability Adviser and the team will assist with your planning and can provide you with a checklist of tips on good practice.

SAFETY

Although you are probably used to assessing and judging a particular situation or location instinctively, remember that when you go abroad you will be less familiar with the social habits of the country, and less able to judge the safety of particular areas or patterns of behaviour. This is true for both men and women. Always err on the side of caution and try to anticipate any trouble. This is not intended to scare you off going abroad, simply to make you more aware to allow you to be better prepared to deal with any unpleasant situations which may arise. Travelling abroad is an experience which should be very positive and some forethought and awareness of your surroundings will help ensure that you avoid potential difficulties and get the most out of your time.

Arrival in your new destination
As soon as you arrive at your destination abroad, you should try to find out from the local people (students, residence wardens, etc.) if there are any districts/streets/spots that are troublesome and should be avoided, particularly at night.

Is it late yet?
In cities, try to avoid travelling alone in the underground and walking in deserted or badly-lit streets late at night whether you are male or female. It is always best to plan to travel in a group or at least with one friend and try to keep to main thoroughfares. If you go out for an evening with friends, enjoy yourself but be aware of the behaviour of the local residents.

**Theft**
Theft is probably the most common problem experienced by students abroad. Avoid carrying large amounts of money and always keep it in a secure place. Be aware that pickpockets operate all over the world, especially in busy metro areas. Always keep handbags etc. safe and carry only what is really necessary. Where possible, carry photocopies of important documents rather than the originals. If you must carry the original document, you should ensure that you have photocopies in your place of residence and at home. Before departing, please leave a copy of your passport with a family member or other contact person in your home country. Also, you may wish to scan of the identity page of your passport to your email account. Having of a readily available copy of your passport will expedite its replacement should you lose it whilst abroad.

In the event that you lose or have your handbag/wallet stolen, contact your bank/mobile telephone network provider etc. immediately to ensure that these items will be cancelled. Report the incident to the local police and ensure that you obtain the equivalent of a crime reference number. This will be important if you want to check on the progress of the case or make an insurance claim at a later stage.

**UK Consulates**
Should you find yourself in serious difficulty while you are abroad, bear in mind that UK consulates have a mandate to help UK citizens abroad. They will be able to offer advice and, if appropriate, refer you to the relevant authorities. A consulate can issue an emergency passport or contact friends and relatives if necessary. It is recommended that you contact a consulate only if absolutely necessary, remember that consular staff are there to help in a genuine emergency.

If you are not a UK citizen, similar services are likely available in your home country. It is advisable to check with your own consulate for advice pre-departure.

Students should ensure they are aware of and understand the local security situation of their host university. Please consult the FCO’s travel advice website prior to departing for your exchange, and for any out-of-country travel during your time abroad.

On the whole, safety and security are matters of common sense. If you are aware of your surroundings and do not take unnecessary risks that you would not take at home you should have no problems and will be able to enjoy your time abroad safely.

**APPLICATIONS: WHAT HAPPENS NEXT?**

It is your responsibility to complete all application materials for your host institution and submit them in a timely manner. The host institution will be invited to contact you directly with further information and any further forms which they require you to complete. The procedures will vary between institutions: some will send you application forms for courses, accommodation, language tuition etc. Others will require you to complete online applications. The host institution may contact you at any point between the submission of your application and your arrival in the country concerned. It is for this reason that it is important that the postal and email addresses which you provide in your application will be current throughout this time period. Should your contact details change at any point, it is important that you inform the host institution.

It is essential that you complete any forms sent to you by the host institution as soon as you receive them. Pay close attention to deadlines as these must be respected. Please read any emails or documentation sent to you extremely carefully and retain them for future reference in one file.
Most of the information you require will be available on the host institution website. You may have to be imaginative in searching for the information you require, for example, semester dates may be found under ‘University Calendar’.

In brief:

a. Read all documentation sent to you by Aberdeen University or by your host institution extremely carefully and retain it in one file for future reference
b. Complete all forms sent to you and return them promptly
c. If anything is unclear, re-read the documentation you have received and consult the host institution website. If you still have questions, contact the Go Abroad Office or your host university.
d. If you do not receive confirmation of your acceptance from your host institution, inform the Go Abroad Office.

### ACADEMIC REQUIREMENTS

The formal position regarding studying abroad is as follows:

Undergraduate students planning a period of study abroad must have support of their academic department and must also meet the academic requirements set by the Go Abroad Office.

Please note that if you have any re-sit exams and/or have achieved fewer credits than expected, you will be permitted to go abroad only if the relevant Head(s) of School/Discipline make a recommendation to the Go Abroad Office. Such a recommendation will be made only in exceptional circumstances. If you find yourself in this position, you must contact the Go Abroad Office to clarify your position as a matter of urgency.

If your application does not have the support of your academic department, or you have not satisfied the specified academic criteria and you still choose to go abroad, please note that you will automatically be deemed to have withdrawn from the University of Aberdeen. The host institution concerned will be informed that your intended period of study there does not have the support of the University of Aberdeen; therefore, you will be unable to register as an exchange student at that institution.

### Choice of Curriculum

It is your responsibility to work with your Go Abroad Tutor to ensure that the courses you take at your exchange institution will be accepted for credit by your School at the University of Aberdeen and will allow you to progress as normal upon your return. You are required to complete a Curriculum Approval form as part of the application process. This must be signed by your Go Abroad Tutor(s), who will provide guidance on courses you should study while abroad. If you change courses while abroad, you should notify your Go Abroad Tutor(s) immediately and seek his/her approval for any changes. You may seek the approval by email. Should you make changes to your choice of curriculum without seeking the approval of the University of Aberdeen, the credits gained may not be recognised when you return if deemed inappropriate for your degree programme.

### Academic Requirements While Abroad

All students studying abroad as part of the International Exchange Programme must:

(a) register for the number of credits considered to be a full-time load at the host institution
(b) attend classes and submit written work as required by the host institution
(c) participate in assessments for all courses for which registered as required by the host institution
(d) successfully complete (pass) all courses

If you have agreed your programme of study in advance and pass all required assessments at the host institution, the credits you gain will count towards the total number of credits required for your degree in the University of Aberdeen. For students in Honours, marks obtained abroad will not count towards the degree classification. You should ensure that you check this with your subject area before going abroad.

If you do not pass all the required assessments in the host institution, you will be subject to the progress requirements of the University of Aberdeen.
You may make up the shortfall of credits by resitting the assessment at the host institution, if this is an option offered by the department (it is not possible for a student to resit the exam of another institution at Aberdeen). If you do not pass the necessary resit exam(s) or are unable to take these, you will be required to take extra credits in the following year when you resume your studies in Aberdeen. In extreme cases, students in this position may be required to repeat the academic year when they return to Aberdeen. You should note that students repeating the year would normally not be eligible to receive tuition fee support from the SAAS/Student Finance for this repeat year.

**IMMIGRATION AND VISA REQUIREMENTS**

It is your responsibility to obtain the necessary immigration paperwork required by the host country. You will not be able to initiate the visa application process until you receive your acceptance paperwork from your exchange institution. Your exchange institution will also provide you with guidance on how to make the visa application. Please read and follow their instructions carefully, making sure to turn in all paperwork by the published deadlines. Failure to do so may result in the delay of your visa.

Students who possess non-UK passports should consult with the relevant consulates in their home countries as to proper application procedures.

**TIER 4 STUDENTS**

If you are studying at the University of Aberdeen on a Tier 4 visa, the Go Abroad team will inform the University’s Tier 4 monitoring team that you will be away from the University for part of your studies. Nevertheless, you should also contact the Tier 4 monitoring team at tier4@abdn.ac.uk and inform them of your places. As the Home Office will need to know that you will be out of the UK for part of your studies, your Tier 4 status could be jeopardised if the University’s Tier 4 team does not know that you are studying abroad.

**ATTENDING UNIVERSITY ABROAD: WHAT TO EXPECT**

There is a great deal of variety in the procedures in universities across the world and the first few weeks in another institution can be alienating for students from UK universities. The vast majority of our students have a very positive experience during their time abroad but the initial stages can be difficult if you do not know what to expect.

**Classes**

You will likely find that a great deal more attendance in classes is expected than in UK universities where there is a focus on the importance of ‘private study’. You may find that academic staff may not be as approachable as you are used to and many will not be in their offices when they are not teaching. However, the co-ordinator of your exchange programme should be more accessible and will be a good person to approach if you have any queries.

**Academic Year**

The academic year at your host institution may be different from what you are used to. Many institutions begin their academic year in August and finish in May. It is important that you are aware of the semester dates prior to your arrival and that you make arrangements accordingly.

**Social Life**

You may find that the wide range of evening and weekend activities you are used to may be different. It will be possible for you to have a busy social life once you have settled in and made friends but you may need to make more of an effort than usual to make this happen. Also, please be aware of and respect the laws governing alcohol consumption in your host country.
Don’t forget that adapting to the way of life in another country is part of the experience of a period of study abroad. Returning students are extremely positive about their experience. Be open-minded and if you are up for the challenge, you will have an immensely rewarding and enjoyable time.

Please also bear in mind that you are serving as an ambassador for the University of Aberdeen whilst you are abroad, and that your behaviour outside the University reflects upon both the institution and the reputation of all its students. As such, we ask you to act with due consideration for the students and staff at your host institution, and to respect local customs.

**APPENDIX: IMPORTANT DOCUMENTS**

Below is a list of the essential documents which you should ensure you take with you when you go abroad. Please note that in some countries you are required to carry identification documents at all times.

**Check list**

- Passport (check that it is current for the full period of your residence/travel abroad)
- Visa/Entry clearance
- Driving Licence (necessary for any car hire)
- Insurance Policy Documents
- Evidence of ability to meet financial requirements at host institution (e.g. copy of bank statement)
- Copies of grant letters (if applicable)
- Student Loan number and details (if applicable)
- Bank cards
- Foreign currency
- First Aid box
- Vaccination documentation (if required)
- Paper copy of trip schedule
- Key contact numbers (both Aberdeen Study Abroad Office and host university)
- Printed copy of insurance numbers
- Mobile Phone / Charger
- ISIC Card*

You may also wish to take photocopies of important documents (e.g. passport) and keep them in a separate place from the originals. Also leave a set of copies in an accessible place at home.

**ISIC (International Student Identity Card)**
The ISIC is a very useful student ID Card. It costs approximately £12 and is available from STA Travel, Upper Kirkgate, Aberdeen. You will need proof of full-time student status, and age and a passport photograph. The ISIC can be used to gain travel concessions and cheap entry into cinemas, galleries, museums and other places of interest. See [http://www.statravel.co.uk/ISIC-card.htm](http://www.statravel.co.uk/ISIC-card.htm) for further details.