

LSE

THE LONDON SCHOOL
OF ECONOMICS AND
POLITICAL SCIENCE ■



Global Opportunities LSE

GO LSE Pre-departure Guide
2022/23

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Congratulations on your nomination

I'm delighted that you have been selected by the School to study abroad in 2022/23 – congratulations!

I'm sure you'll enjoy an experience that is both academically and personally rewarding, and the GO LSE team will be supporting you throughout to help ensure this is the case.

Between now and your departure, we will be contacting you with important information and advice that will help you prepare for your time overseas. We have produced this Guide to provide you with an overview of the things you need to consider before, during and after your year abroad.

If, at any time, you have questions about your year abroad please don't hesitate to contact the GO LSE team at ard.exchanges@lse.ac.uk.



Will Breare-Hall
Student Recruitment and
Study Abroad Manager

The GO LSE Student Code of Conduct

As an LSE student participating in the GO LSE programme you will be an ambassador for the School. You are required to adhere to the following standards of conduct and behaviour throughout your time studying at the host institution. You must email the GO LSE team at ard.exchanges@lse.ac.uk no later than 31 July 2022 to confirm your acceptance of the GO LSE Student Code of Conduct.

1. You will conduct yourself in an orderly, responsible, and sober manner at all times, and respect the rights and views of others.
2. You will not engage in any act that will, or is likely to, disrupt the teaching, study, research or administrative work of the host institution.
3. You will not cause, or threaten to cause, injury to, or endanger the safety of, a member of staff or student of the host institution, or a visitor to it.
4. You will not engage in dishonest behaviour and/or fraudulent actions, which include submitting incorrect or misleading information to the host institution.
5. You will not engage in any form of conduct or communication, including that on social media, that can reasonably be considered to be bullying or harassment of a member of staff, another student, or any other member of the host institution community.
6. You will not engage in any act that will, or is likely to, damage or deface property of the host institution.
7. You will not cause a health and safety concern, which includes failure to comply with host institution/country guidance.
8. You will not engage in any conduct or communication that will, or is likely to, bring either LSE or the host institution into disrepute or unjustifiably harm the reputation of a member of it.
9. You will not commit a criminal act, and/or a breach of discipline, which may or may not be punished in a court of law.
10. You will not use any of the host institution's facilities improperly and/or breach their conditions of use.
11. You will remain registered at the host institution for the full academic year.
12. You will be physically present at the host institution, studying in-person, for the full academic year, unless authorised to do otherwise by LSE.



Failure to comply with any of the above may, at LSE's discretion, lead to immediate cancellation of your place, your withdrawal from the GO LSE programme and the forfeiture of any funding you had been awarded.

Your responsibilities as a GO LSE study abroad student

In addition to adhering to the GO LSE Student Code of Conduct, as a participant in the GO LSE programme we require you to:

1. Regularly check your LSE email account before, during and after your period of study abroad and to maintain communication with the GO LSE team.
2. In the event of a public emergency and/or serious incident in the locality of your host institution, contact the GO LSE team at ard.exchanges@lse.ac.uk within 24 hours to confirm your safety or to request assistance, as may be required.
3. Complete GO LSE feedback surveys promptly throughout your period of study abroad.
4. Write a short report about your study abroad experience within a month of the end of your visit.



Summary of key actions

The following table outlines some of the most important things you should do before departing for your year abroad.

It is not an exhaustive list so please use it as a guide and develop it further as your situation requires.

Action	Date
Familiarise yourself with the visa requirements and application process of your destination country. (Page 7)	At the earliest opportunity
Create a budget, including extra money for travelling and socialising. (Page 15)	At the earliest opportunity
Discuss any disability or special dispensation requirements with your host institution. (Page 8)	At the earliest opportunity
Download and complete the Travel Risk Assessment and send it to Health and Safety. (Page 8)	At the earliest opportunity
Ensure that you are fit enough to undertake your period of study abroad. You may wish to arrange a consultation with your GP/doctor.	At the earliest opportunity
Ensure your passport is valid for the entirety of your period of study abroad, and renew it if necessary. (Page 7)	At the earliest opportunity
Research the average cost of living in your host country/ city and ensure you will have sufficient funds to support yourself for the full duration of your time studying abroad. (Page 12)	At the earliest opportunity

Action	Date
Review both the university and private housing options available to you whilst studying abroad and complete the relevant application process. (Page 13)	At the earliest opportunity
Book your flights after you have secured your visa and received your semester travel dates.	As soon as you know your travel dates and have obtained your visa
Complete the LSE Health and Safety online Notification of Travel form. (Page 8)	As soon as you know your travel dates
Ensure you'll be able to make international calls from your mobile whilst overseas and what the charges will be.	As soon as you know your travel dates
Inform your bank issuer to avoid your credit/debit card being blocked.	As soon as you know your travel dates
Research the insurance policy options available to you and ensure you arrange this before you depart. (Page 10)	As soon as you know your travel dates
Research and apply for any additional financial support available to you whilst studying abroad. (Page 10)	Ongoing
Inform the Student Loan company (SLC) about your study abroad year (if applicable). (Page 10)	May 2022
Attend all in-person/online GO LSE pre departure sessions.	May/June 2022
Review the GO LSE Student Code of Conduct (page 4) and email ard.exchanges@lse.ac.uk to confirm your acceptance.	By 31 July 2022
Sign and return the LSE Turing Scheme Student Bursary Terms and Conditions that will be emailed to you separately. (Page 11)	By 31 August 2022
Update your bank details on LSE's Finance Hub to ensure you receive any payment from the Turing Scheme you are eligible for.	By 30 October 2022

Visas and immigration requirements

Passport

Ensure that your passport is valid for the entirety of your period of study abroad.

Your passport should have an expiry date of at least six (6) months beyond the end of your period of study abroad. If it is near its expiry date, apply for a new one well in advance of applying for your visa. During peak times, processing applications for a new/renewed passport may take several weeks.

Visas – UK students

Allow plenty of time to organise your visa. Visit the relevant embassy website for your destination country for information on which visa to apply for and the application process. You should also read the relevant pages of your host institution's website.

Ensure that the visa you obtain is appropriate for the duration and purpose of your time in the host country. You should prioritise obtaining your visa, and bear in mind that this may require you to submit your passport with your application.

Immigration legislation can change frequently and without warning, so you must check the relevant embassy and immigration websites for the most up to date information.

Taking the necessary steps to acquire your visa is your own responsibility. The relevant immigration authorities reserve the right to refuse you entry to the country at their discretion. Where there are visa application fees, you will not be eligible for a refund if your visa is denied.

It is advisable not to book flights until you have received both the official offer letter/ admissions confirmation email from your host university and your visa.

Visas – overseas students

If you are not from the UK/don't have a British passport you should contact the relevant embassy to determine the correct visa and application process for your period of study abroad. Allow plenty of time to organise your visa.

You should also check whether your UK student visa status will be affected by your time abroad. Please contact LSE's [Student Advice and Engagement Team](#) to discuss this as early as possible.

Immigration legislation can change frequently and without warning, so you must check the relevant embassy and immigration websites for the most up to date information.

Taking the necessary steps to acquire your visa is your own responsibility. The relevant immigration authorities reserve the right to refuse you entry to the country at their discretion. Where there are visa application fees, you will not be eligible for a refund if your visa is denied.

It is advisable not to book flights until you have received both the official offer letter/ admissions confirmation email from your host university and your visa.

Your health and well-being

Support from LSE

LSE's [Health and Safety team](#) exist to help you stay safe whilst studying abroad. They require you to complete the School's online [Notification of Travel](#) form as soon as you know your travel dates. You must also download and complete a [Travel Risk Assessment](#) and send it to Health.And.Safety@lse.ac.uk.

You will not be able to commence your period of study abroad until you receive confirmation that your Travel Risk Assessment has been approved. You are strongly advised to avoid making any financial commitments until you receive written approval.

There are example risk assessments on the Health and Safety team's web pages, but if you need any help just send them an email and they'll be happy to talk you through the risk assessment process.

Both before and during your time studying abroad you should feel free to access the full range of support services available to you at LSE, including (but not limited to) the [Disability and Wellbeing Service](#); [Faith Centre](#); [LSE LIFE](#); [Student Counselling Service](#); [Students' Union Advice Service](#), and [Student Wellbeing Service](#).

Support at your host institution

If you have a disability and/or are likely to require support or special dispensation with your learning during your year abroad, it is your responsibility to raise and discuss this with your host institution.

Inform them of any special provisions that you receive at LSE and ask if there is any support they can offer. If you would like the GO LSE team to liaise with your host institution regarding your learning and wellbeing support you will need to provide us with written permission to do so.

If you receive financial disability support you should contact the [Disability and Wellbeing Service](#) prior to your departure to help you plan and prepare for your time abroad.

If appropriate, you should inform your health care provider/GP of your plan to study abroad and discuss with them any specific disability/health and support needs you have, including medication and strategies for managing your health whilst overseas.

Consider the support services you have in place in the UK and identify those you will need whilst you are abroad. Investigate whether they are the same as the ones in the UK and ensure that your health insurance will cover the costs of medical treatment, medication, therapy, or other health related needs.

Insurance

You are eligible to be covered by the School's comprehensive travel insurance policy while you are overseas but you will still be required to take out your own insurance during your period of study abroad.

Research the insurance policy options available to you and ensure you arrange this before you depart.

In most instances, your host institution will require you to take out their own health insurance, but this usually only covers you from the moment you arrive at your destination. Additional insurance for your journey will be required.

Insurance check list

- Ensure that you have adequate insurance cover for emergency medical expenses, personal accident, death and repatriation, cancellation, luggage, personal effects, money, and personal liability. This is especially important if you have any underlying health conditions.
- Check carefully the wording of any personal cover. If you do not there is a risk you will incur significant financial costs and could potentially become stuck in a location without appropriate insurance.
- Confirm any exclusions around delays, cancellations or incidents related to COVID-19.



Financial matters

LSE tuition fees

You will pay no tuition fee to your host institution. GO LSE is a reciprocal fee-waiver student exchange programme.

'Home' fee status undergraduates who study abroad will be charged 15% of the tuition fee for the year in which they started their programme of study, e.g., students who started in 2020/21 on a fee of £9,250 will be charged £1,387.50 for the year they are abroad.

'Overseas' fee status students will be charged 50% of the 'Home' undergraduate fee for the year in which they study abroad. In 2022/23 this is likely to be £4,625.

If you are in receipt of an LSE Bursary you will continue to receive this during your time studying abroad.

Travel grants

If you are a UK student, contact [Student Finance England](#), [Student Finance Wales](#) or the [Student Awards Agency Scotland](#) to check if you are eligible to apply for a travel grant and/or additional support whilst you are studying abroad. This can include funding for up to three return journeys between your home and your host institution, as well as costs relating to essential travel expenses (including medical insurance and visa applications).

The Turing Scheme

Launched in 2021, the [Turing Scheme](#) is a UK government programme that provides funding to students studying abroad. LSE bid successfully to the Scheme in 2021/22 and was able to award funding of up to £3,036 to GO LSE students. The Scheme awards additional funding to students from lower income backgrounds to help ensure study abroad is accessible to everyone.

LSE will be bidding for further funding in 2022/23, and should know the outcome of this in the summer. You don't need to apply separately for funding from the Turing Scheme; if the School's bid is successful we'll contact you directly with further information about the amount you are eligible for, and to obtain your agreement to the following Terms and Conditions.

LSE Turing Scheme Student Bursary Terms and Conditions

1. I agree that the bursary awarded to me is to be used exclusively to support my participation in an LSE Turing Scheme student mobility visit.
2. I will remain registered at LSE for the duration of my student mobility visit to the host institution. I understand that during the student mobility visit I am subject to the rules and regulations of both LSE and the host institution and that failure to abide by them could result in the immediate termination of my participation in the student mobility visit.
3. I will obtain, prior to departure, approval to travel from LSE's Health and Safety Team, including confirmation that I am covered by LSE's travel and personal accident insurance for the entire period, until I return to my home country.
4. I will regularly check my LSE email account before, during and after the student mobility visit to maintain communication with LSE. In the event of a public emergency and/or serious incident in the locality of my mobility visit I will contact the Global Opportunities LSE (GO LSE) team at ard.exchanges@lse.ac.uk within 24 hours to confirm my safety or to request assistance, as may be required.
5. I will make my own arrangements for accommodation and travel, and for obtaining any visas as may be necessary. I will also ensure that I have a passport that is valid for a minimum period of six months beyond the end date of my period of study abroad.
6. I agree to abide by the GO LSE Study Abroad Programme Student Code of Conduct.
7. I accept that any expenses incurred beyond the value of the bursary awarded to me shall under no circumstances whatsoever be the responsibility of LSE or the host institution.
8. I accept that I may be required to repay my bursary to LSE, either in full or in part, should I fail to complete my visit, if I fail to adhere to the GO LSE Study Abroad Programme Student Code of Conduct or if I am required to return early as a result of a decision made by LSE or by the host institution. I further accept that any decision about whether to require repayment shall be at the sole discretion of LSE.
9. I agree to write a short report about my period of study abroad, which will be sent to ard.exchanges@lse.ac.uk within a month of the end of my student mobility visit.
10. I consent to the disclosure by LSE of any personal information about me, including my academic record, if LSE believes the disclosure:
 - would assist any hospital or other medical providers;
 - would assist in satisfying immigration or visa requirements during the student mobility visit or otherwise facilitate my travel;
 - would assist in an emergency situation (as defined by LSE);
 - is required to enable or assist me to obtain funds; and
 - in any other circumstance in which LSE reasonably believes the disclosure of the personal information is warranted.
11. I understand that by participating in an LSE Turing Scheme mobility visit LSE will be required to provide CAPITA, as the Turing Scheme Administrator, my personal data, which may be passed to other third parties, companies or governmental agencies as required by CAPITA in order to deliver the Turing Scheme. I confirm I have read CAPITA's privacy policy at <https://www.turing-scheme.org.uk/privacy-policy/> and am content with it.

Santander Widening Participation Mobility Awards

Mobility scholarships are available to eligible GO LSE students thanks to [Santander Universities UK](#).

In 2022-23, Santander's funding will provide mobility awards of up to £1,944 to support GO LSE students from widening participation backgrounds. There is no restriction on what recipients may spend their award on but Santander hope they will "expand horizons, giving students lifelong membership of a global network while increasing their attractiveness to prospective employers".

Details of how to apply for a Santander Widening Participation Mobility Award will be emailed to eligible GO LSE students in the summer.

BUTEX Scholarships

[BUTEX](#) invites undergraduate students at UK universities to compete for a number of scholarships to support their time studying abroad. The value of each scholarship is £500 and will be paid once you have arrived and registered at your host institution. More information, including how to apply, can be found on the BUTEX website.

Financial matters check list

- Create a budget, including extra money for travelling and socialising.
- Research the best airfares.
- Investigate the cost of your visa (and passport renewal, if necessary).
- Inform your bank/credit card issuer that you're going away (to avoid your card being blocked whilst you're abroad).
- Check with your bank whether you'll be charged a fee for withdrawing cash overseas.
- Check whether you'll be able to make international calls from your mobile and what the charges will be. If you decide to take your UK mobile phone, ensure you have adequate insurance and call barring above a certain limit, just in case it's lost or stolen.



Accommodation

Guidance on securing accommodation for the duration of your period studying abroad will be provided by your host institution.

Please regularly visit your host institution's website for any updates relating to information on accommodation.



Do not enter into binding agreements before your travel and visa arrangements have been confirmed.



Academic matters

To participate in the GO LSE programme you are required to maintain the minimum average grade of 60% across all your courses at the end of your second year of study at LSE.

Your participation in the GO LSE programme and your studies at your host institution will not contribute to the final classification and award of your LSE degree.

Although the grades you achieve whilst studying abroad won't count toward your LSE degree it is important you maintain a good academic record. If you fail to meet the academic expectations of your host institution you risk being removed from the GO LSE programme, and grad schools and employers are likely to ask for a copy of your study abroad transcript.



Support from LSE whilst you are overseas

During your time studying abroad you will remain registered at LSE.

In addition to the staff at your host institution, the [GO LSE team](#) will be here to help you throughout your time overseas, signposting you to the most appropriate services to provide the support you need.

Whilst overseas you will continue to have remote access to a wide range of the School's student services, including:

- [Accommodation](#)
- [Disability and Wellbeing Service](#)
- [Faith Centre](#)
- [Financial Support](#)
- [LSE Careers](#)
- [LSE LIFE](#)
- [Student Counselling Service](#)
- [Student Wellbeing Service](#)
- [Students' Union Advice Service](#)



Returning to LSE

In September 2023 you will return to LSE to complete the final year of your degree studies.

After a year away, and with many of your former classmates having graduated, returning to LSE may feel a little strange. The GO LSE team will be on hand to deliver 'Welcome back' and re-orientation activities, designed to smooth your transition back into the LSE community.

You will be sent details of these activities toward the end of your time at your host institution.



Useful links

- BUTEX: <https://butex.ac.uk/>
- Disability and Wellbeing Service: <https://info.lse.ac.uk/current-students/student-wellbeing/disability-wellbeing/disability-and-wellbeing-service>
- Faith Centre: <https://info.lse.ac.uk/current-students/Faith-Centre>
- Financial Support: <https://info.lse.ac.uk/current-students/financial-support>
- Foreign and Commonwealth Office: <https://www.gov.uk/foreign-travel-advice>
- GO LSE: <https://www.lse.ac.uk/study-at-lse/study-abroad/go-lse/outbound/Outbound-Students>
- HM Passport office: <https://www.gov.uk/government/organisations/hm-passport-office>
- LSE Careers: <https://info.lse.ac.uk/current-students/careers>
- LSE Tuition Fees Policy: <https://info.lse.ac.uk/staff/divisions/Finance-Division/Fees-Income-and-Credit-Control/Debt-and-Credit-Management>
- LSE Health and Safety team: <https://info.lse.ac.uk/staff/divisions/Risk-and-Compliance-Unit/Health-and-Safety>
- LSE LIFE: <https://info.lse.ac.uk/current-students/lse-life>
- Student Awards Agency Scotland: <https://www.saas.gov.uk/>
- Student Counselling Service: <https://info.lse.ac.uk/current-students/student-wellbeing/student-counselling>
- Student Finance England: <https://www.gov.uk/student-finance>
- Student Finance Wales: <https://www.studentfinancewales.co.uk/>
- Student Wellbeing Service: <https://info.lse.ac.uk/current-students/student-wellbeing>
- Students' Union Advice Service: <https://www.lsesu.com/support/advice/>
- The Turing Scheme: <https://www.turing-scheme.org.uk/>



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