

POLIS

Study Abroad & Work Placements Guide 2012-13



For more info see the
POLIS Study Abroad and Work Placement Area
on the VLE!

1. Log on to the **VLE**
2. Click on '**Politics and International St**' under 'Organisations'
3. Click on '**Study Abroad and Work Placements**' in the left hand column

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Why Study Abroad or do a Work Placement?

A large proportion of POLIS students Study Abroad or do an Internship or Work Placement at some stage during their degree.

Studying Abroad is an excellent way to:

- Meet new people
- Experience new cultures
- Learn/develop language skills
- Experience a different learning environment
- Take modules in different disciplines
- Help to improve confidence and social skills
- Impress future employers



Similarly by doing a **Work Placement/Internship** you can greatly improve your graduate employability as you will develop key social and work-related competencies that future employers will be looking for such as organisational, communication, team-work and problem-solving skills.

Student Testimonials

***Jaimini Patel—studied abroad at the University of South Carolina**

“Without a shadow of a doubt I would recommend everyone who has the opportunity to study abroad to grab the chance with both hands. The experiences, friends and knowledge I gained from being out of my comfort zone were irreplaceable; I learnt so much more about everything and most importantly myself”

***Calum Inverarity—spent a semester studying abroad at the University of Ghana**

“To try and summarise six months in a sentence, I would recommend anyone to do just as I have done! My passion for studying and learning has been stoked from my time in Ghana”

***Charlotte Taylor—did a Work Placement year**

“I’d definitely recommend doing a placement to other students; it opens so many doors and allows you to meet contacts for the future”

>Read online student profiles on the POLIS and Study Abroad Office websites!

>Read feedback forms from previous students in the Study Abroad Office and on the VLE!

Summary of Options

*Two programmes have incorporated study abroad or internship elements:

BA International Development students can spend a semester studying in Ghana, Hong Kong or Turkey;

BA Politics and Parliamentary Studies students spend year three of the programme on a parliamentary internship—some students have the opportunity to intern in the US Congress or the Canadian Parliament.

*Students on **any 3 year degree** can opt to add an additional year to their programme to incorporate a year studying abroad or doing a work placement between levels 2 and 3. See below for options per programme of study:

What are my options?	ERASMUS Year Abroad	Worldwide Year Abroad	Semester Abroad in Ghana/Hong Kong/Turkey	Work Placement/ Industry Year	Parliamentary Internship Year
BA Politics	Yes	Yes	No	Yes	No
BA PPS	No	No	No	No	Yes
BA International Relations	Yes	Yes	No	Yes	No
BA International Development	Yes	Yes	Yes	Yes	No
BA Politics and Economics	Yes	Yes	No	Yes	No
BA Politics and Geography	Yes	Yes	No	Yes	No

Summary of Options cont.d

If you are a **Joint Honours Arts/Modern Languages student** you should check with your parent school regarding the options open to you in each of your teaching schools

***Interested in studying abroad/gaining work experience but don't want to commit to an entire semester or year away? Why not consider the following options?**

>**Study:** Summer Schools – advertised on the Study Abroad Office website http://studyabroad.leeds.ac.uk/outgoing/opportunities/short_programmes/ and by POLIS throughout the year

>**Work:** Summer work placements/internships/volunteering/ad hoc work experience – you can find guidance and info on the POLIS Careers pages/ Careers Centre website/VLE



International Development Semester Abroad

International Development students have the option to study abroad in semester two of their second year of study.

Locations: Students can choose the University of Ghana, Middle East Technical University in Turkey or Hong Kong Baptist University and will study mainly their second subject. Therefore, where you can go on the semester abroad depends on what your second subject is:

Where can I go with my second subject?			
Second Subject	University of Ghana, Accra	Hong Kong Baptist University	METU, Ankara, Turkey
East Asian Studies	no	yes	no
Economics	no	no	yes
European Studies	yes	yes	yes
Geography	yes	yes	no
International Relations	yes	yes	yes
Politics	yes	yes	yes
Sociology	yes	yes	yes
Theology and Religious	yes	yes	no

Eligibility: You need to achieve a 2:1 average at level 1. If you have achieved slightly below a 2:1 you will need to discuss your case with the POLIS Study Abroad Officer

Duration: Students typically spend Jan-May of year 2 abroad

Credits: For the semester abroad, students will be enrolled onto the 60 credit 'semester abroad' abroad module and will study modules at the host institution. Marks achieved from academic modules studied at the host institution are converted upon receipt of transcripts into a Leeds mark worth 60 credits. Therefore the semester abroad counts towards your degree.

Application procedure: Information meetings regarding the Semester Abroad are held in year 1 and at the very beginning of semester 1 of year 2. The application process takes place in the early part of semester 1 of year 2

Language: All three institutions teach in English therefore you do not need to speak a foreign language to take part in the semester abroad programme

PPS Parliamentary Internships

The Parliamentary Internship Year is an automatic element of the 4 year PPS Programme and takes place in year 3 of the programme

Locations and duration:

Each year some students have the opportunity to spend the first semester as an intern in the US Congress (through Catholic University of America, Washington DC) or the Canadian Parliament (through Carleton University, Ottawa). Many students spend the full year in Westminster or split between Westminster and a constituency office

Credits:

For the internship year, students are enrolled on the 120 credit PPS Placement year module which is a pass/fail module and includes a coursework element (a logbook and portfolio)

Application procedure:

The applications and preparations for the internship year take place in year 2 of the programme

Sarah Playfair—spent semester 1 of her internship year at the Canadian Parliament in Ottawa

“My time in Ottawa was unquestionably the best experience of my life. Ottawa is one of the most beautiful cities I have ever been to, and it was amazing to be able to live, work and have fun in such a wonderful place with such wonderful people.”



ERASMUS exchanges (Europe) and Worldwide Exchanges (outside Europe)

Locations: Links with **European** Universities operate on a departmental basis. POLIS currently has ERASMUS links with the following Universities:

ULB, Brussels	Belgium
Catholic University, Leuven*	Belgium
IEP, Rennes	France
Strasbourg	France
Maastricht	Netherlands
Bergen*	Norway
Tischner European University, Krakow*	Poland
ISCTE, Lisbon	Portugal
Complutense University, Madrid	Spain
Halmstad*	Sweden
METU, Ankara *	Turkey



The **Study Abroad Office** (18 Blenheim Terrace) has information folders on all partner Universities as well as feedback from previous students. You can also go to their website: <http://studyabroad.leeds.ac.uk/outgoing/opportunities/>

Links with **Worldwide** universities generally operate on a University-wide basis.

Leeds has links with many universities in:

Africa	Canada
Asia	Latin America
Australasia	USA



Go to the **POLIS VLE area** to read feedback from POLIS Students and to find out where POLIS students studied abroad last year!

ERASMUS and Worldwide exchanges cont.d

Language requirements:

- You don't necessarily need to speak a foreign language to do a Study Abroad year! The European Universities marked * often teach in English.
- The vast majority of Worldwide exchange partners teach in English.
- If you will be studying in a language other than English it is your responsibility to ensure that you have the necessary language skills.
- Some universities, such as those in Chile/Mexico require you to have a certain level. Check the Study Abroad Office website for details.

Duration and credits:

- The Study Abroad year is for a full academic year between levels 2 and 3 of your study at Leeds.
- Students are enrolled on a 120 credit 'Study Abroad module'.
- You study modules at the host institution and the academic requirements of the year abroad can be found in the POLIS Learning Contract on the VLE.
- Marks for the year abroad do not count towards your degree classification, however you need to 'pass' the year and your degree title will change to reflect your year abroad

Eligibility:

- Students are typically expected to achieve a 2:1 average at level 1 to be eligible to apply for the Study Abroad Programme and students should continue to perform at this level at level 2.
- Students with slightly lower than a 2:1 average should discuss their situation with the POLIS Study Abroad Officer. Approval decisions are made on a case-by-case basis. Please note places for many universities are competitive and decisions are often made based on first year marks

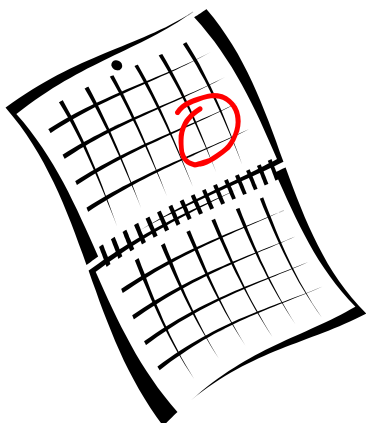
ERASMUS and Worldwide exchanges cont.d

Key Dates and Application Procedure:

- There will be a **POLIS Study Abroad Information Meeting** for all interested 2nd years at the beginning of semester 1.
- There will be a **drop in session** in the POLIS Common Room from 12.30pm-2.30pm on **Wednesday 19th October 2011** where a member of staff from the Study Abroad Office will be available to answer any questions
- **The Study Abroad Fair** will take place in Parkinson Court from 11am-3pm on **Wednesday 26th October 2011**
- You should discuss your intentions/options with the POLIS Study Abroad Assistant or Officer, or with staff in the Study Abroad Office
- All forms and the application procedure are available on the Study Abroad Office website:
http://studyabroad.leeds.ac.uk/outgoing/applying/apply_now/
Your application must be approved by the POLIS Study Abroad Officer and they will be the person to sign your Initial Permission form.
The deadline for completed Study Abroad Applications for the 2012-13 academic year to be with the Study Abroad Office will be **Friday 18th November 2011**.

Fees, Finances and costs

The Study Abroad Office website has lots of information regarding costs and finances relating to studying abroad, including info about **ERASMUS Grant** funding which is available to students studying in Europe



Work Placement/Industry year

Locations: You can do a Work Placement/Industry year in the UK, Europe, or even further afield! Have a look at the VLE to see where POLIS students have done work placements in recent years!

Eligibility/Application:

In order to have your placement year approved by the Academic Tutor for Work Placements, the requirements are that:

- You achieve a 2:1 average (or very near) at Level 1. You would also need to continue at a 2:1 standard at Level 2
- It is your responsibility to organise your placement, however POLIS will advertise placement opportunities that we are made aware of via the following methods: the fortnightly bulletin *Insight*, posts in the POLIS Careers Forum on the VLE, email and the POLIS website. Also see the POLIS website Careers pages for advice on finding placement opportunities: <http://www.polis.leeds.ac.uk/about/careers/internships/>
- You would need to provide the Academic Tutor with details about the nature of the placement. The placement provider would need to be able to offer you meaningful roles and support. The aim of the placement year is to gain experience in a structured way. The placement provider might also need to help you with visas etc. but there is no requirement for them to fund your placement



Duration: 9+ months is the expected timeframe (equivalent to an academic year). It may also be possible to combine 2 shorter placements (e.g. a 6 month and a 3 month placement)

Credits: If you are approved to do a placement year between levels 2 and 3, your degree title will change to reflect your placement year and you will be enrolled on the year long POLIS Work Placement Year module which is a pass/fail module and includes a coursework element (an activity log and a placement report)

ERASMUS Work Grant! If you do a Work Placement in Europe, depending on the nature of your placement you may be eligible for funding under the ERASMUS Work Grant programme! Find out more at:

<http://careerweb.leeds.ac.uk/students/work-experience/erasmus-work/index.asp>

Want to find out more?

Contact:

- POLIS Study Abroad Assistant (POLIS UG Office)
- POLIS Study Abroad Officer
- POLIS Academic Tutor for Work Placements
- POLIS Careers Consultant
- PPS Programme Director

Go to:

- POLIS Study Abroad and Work Placements Area on the VLE (details on front cover)
- Study Abroad Office, 18 Blenheim Terrace
- Careers Centre, 5-7 Cromer Terrace

Useful websites:

- <http://www.polis.leeds.ac.uk/undergraduates/studyabroad/>
- <http://studyabroad.leeds.ac.uk//>
- <http://www.polis.leeds.ac.uk/about/careers/internships/>
- <http://careerweb.leeds.ac.uk/students/work-experience/index.asp>

The information in this leaflet is correct at the time of going to print and may be subject to change