

Oxford Brookes Students Abroad

WHAT YOU CAN EXPECT FROM OXFORD BROOKES



Did you know that while you are studying or working abroad as part of your Oxford Brookes qualification, you are still an Oxford Brookes student and can use some of its services?

Also, as an Oxford Brookes student you have some responsibilities which you might not be aware of.

Do you need help or have a question about the following areas?

Academic questions about your course



Please ensure that you follow the instructions on the website

www.brookes.ac.uk/

[international/study-abroad-and-exchanges/going-from-brookes/exchanges/modules-and-credits/](http://www.brookes.ac.uk/international/study-abroad-and-exchanges/going-from-brookes/exchanges/modules-and-credits/)

You will need to have an up-to-date learning agreement in place and any changes to that document will need to be discussed with and confirmed by your faculty's exchange/subject coordinator/s.

Failure to seek approval and signature from the relevant staff members for any module changes will result in NO credit transfer.

Please add module U99996 "On Exchange" to your programme (if applicable) by completing the M100EX form. This will delete any existing modules for the semester(s) you are on exchange.

Please note that this cannot be done remotely on PIP but has to be done manually using the form.

Contacts

For any academic questions about study, please contact your Subject/Exchange Coordinator.

For any questions about the work placements, please find more information here:

<https://www.brookes.ac.uk/international/study-abroad-and-exchanges/going-from-brookes/european-work-placements/how-to-apply/>

For any questions about the application process, please contact the Oxford Brookes University Exchanges Team.

<https://www.brookes.ac.uk/international/study-abroad-and-exchanges/going-from-brookes/contact-us-outgoing/>

For Brookes Union Advice Service please contact

Email: suadvice@brookes.ac.uk

Tel: +44 (0)1865 484770

Student Central



Student Central is the hub for information and support during your time as an Oxford Brookes

student. As a student studying or working abroad for one or two semesters, Student Central is still your first point of contact for any programme related enquiries. Any questions about the modules you study abroad should be addressed to your host university. Student Central can help you with enquiries about mitigating

circumstances, registering for resits, and details about your academic programme after your exchange studies or work placement.

You can even set up a videochat over google hangouts.

Contacts

Web: www.brookes.ac.uk/students/support-services/student-central

Email: studentcentral@brookes.ac.uk

Videochat: <https://www.brookes.ac.uk/students/video-chat/>

Library and Learning Resources



Oxford Brookes has an extensive online library resource, so even when you are not physically near

the university campus, you can access a wealth of electronic resources including e-journals and e-books, electronic newspapers and other materials.

The library also offers online study guides, perfect to help you prepare for essay and dissertation writing and research for exam preparation.

Academic Liaison Librarians are also

available to give specialist help during your time at Oxford Brookes. To find your Academic Liaison Librarian and for subject help visit:

www.brookes.ac.uk/library/subject-help/

Your main source of information and help with your studies whilst abroad will be your host university's library.

Contacts

Web: www.brookes.ac.uk/library

Email: libraryenquiries@brookes.ac.uk

Live chat: <https://www.brookes.ac.uk/library/library-services/contact-us/>

Upgrade



Upgrade is the University's confidential study advice service for anyone who wants advice on study skills such as planning and writing essays, assignments and dissertations, maths and statistics.

Your host university will most likely have a service similar to Upgrade. Please contact

the host university exchanges team for more information.

Contacts

Email upgrade@brookes.ac.uk to book a 30 minute tutorial.

Frequently asked questions are at www.brookes.ac.uk/students/upgrade/faq/

Accommodation



Your host university will give you detailed information about accommodation arrangements as part of the application process. Please remember to keep all application deadlines and to follow the instructions given.

If you study or work abroad for one semester only, there might be some

options to live in Brookes halls of residence during the semester in Oxford. You will be/have been sent information about this in the beginning of the application process.

Contacts

If you need more guidance on accommodation options at Oxford Brookes, please contact the Accommodation Bureau:

Email: accomm@brookes.ac.uk

Student Union



Brookes Union is the Students' Union for Oxford Brookes students and is here to cover the 'real'

side of university life. The Union aims to help every student love their time with Oxford Brookes, whether they are based on the university campus, at a partner college or spending some of their course out on a placement.

The Brookes Union advice service provides assistance on a whole range of issues from housing advice to money advice. You can also contact the advice service for help with university and course related questions.

You should also join the Students' Union and societies at your host university.

Contacts

Web: www.brookesunion.org.uk

Email: su@brookes.ac.uk

Wellbeing



Brookes Wellbeing works to enhance the learning, emotional, physical and spiritual life of the Oxford Brookes community.

It includes Counselling, the

Disability and Dyslexia/SpLD services, and the Multifaith Chaplaincy. Brookes Wellbeing are happy to respond to enquiries from students, and to help if they can.

While you are away abroad, if you need help straight away it is usually better to

try to get help from your host university or company where your placement is based. They can respond more quickly and know how things work locally. However, remote support is available through Skype/Google Hangouts from Brookes Wellbeing if there are acute issues.

Contacts

Web:

www.brookes.ac.uk/students/wellbeing/

Email: wellbeing-recpt@brookes.ac.uk

Finance



As an Oxford Brookes student you may have concerns around finance. Most of these can be addressed by looking at the website below.

Please be aware that you should arrange payment of your tuition fees to Brookes before you leave. You may benefit from a reduction in your tuition fees depending on the duration of your placement. You will be responsible for all other costs such as accommodation, airfares, travel/ health insurance, and visas.

Your Student Finance England support will continue as usual, but depending on the country of your host institution and their semester dates, you might qualify for an early manual payment. In some cases you might also be able to receive your SFE support in one instalment. This might be the case if your host university expects you to pay accommodation cost in one instalment in the beginning of your study period, or if you need to confirm your financial status for visa purposes. Oxford Brookes Exchanges Team will ask you to fill out a form about this before you go on exchange. Oxford Brookes Student Finance Team will then liaise with Student Finance England accordingly.

Careers



Careers aims to support you develop your employability skills and ensure that you find the right job when you graduate. As a student studying at a partner university

you can easily access our extensive range of online resources that aim to develop your employability skills and provide advice on furthering your career as a graduate.

We also have an online vacancy service with a range of placement, graduate and

Some students qualify for a Travel Grant from Student Finance England (make sure you apply early enough), and some other scholarships and grants are also available.

For more information about all of these, please look at the link below, or contact the Exchanges team.

If you get financial support from another authority, please contact Oxford Brookes Student Finance team for further information and help with any paperwork related to that.

Contacts

Web:

www.brookes.ac.uk/international/study-abroad-and-exchanges/going-from-brookes/exchanges/money-matters/

Email/phone:

Student Finance
finance-fees@brookes.ac.uk
+44 (0)1865 483085

Financial Aid
finaid@brookes.ac.uk
+44 (0)1865 483850

Brookes Union Advice Service
suadvice@brookes.ac.uk
+44 (0)1865 484770

part time roles available in Oxfordshire and nationally.

You might be able to access careers services and job portals at your host university, too. Please check this, also in terms of your visa regulations if you study outside of Europe, with your host university.

Contacts

Web: www.brookes.ac.uk/careers
Email: careers@brookes.ac.uk

Your responsibilities as an Oxford Brookes student



To access many of our online services you will need to make sure you have your Oxford Brookes

student number and password to hand. Even when abroad you are still a Brookes student and have access to Google Mail, PIP, Moodle and other online facilities.

You can use your student number and password to access your personal information portal (PIP): a suite of web pages that enable you to enrol online, view and correct personal details, make various online change requests and view online messages, manage your programme

of study, view examination timetables and register for graduation. Make sure you log in to PIP regularly while on your placement to ensure your personal details are correct.

To find out more about your responsibilities and entitlements as a Brookes Student you should familiarise yourself with the Terms and Conditions of Enrolment and our Student Charter.

Please remember, that you are an Oxford Brookes Ambassador whilst abroad!



Erasmus+

www.brookes.ac.uk/exchange

Tel: +44 (0) 1865 484949

erasmus@brookes.ac.uk

(European Exchanges)

studyabroad@brookes.ac.uk

(International Exchanges)