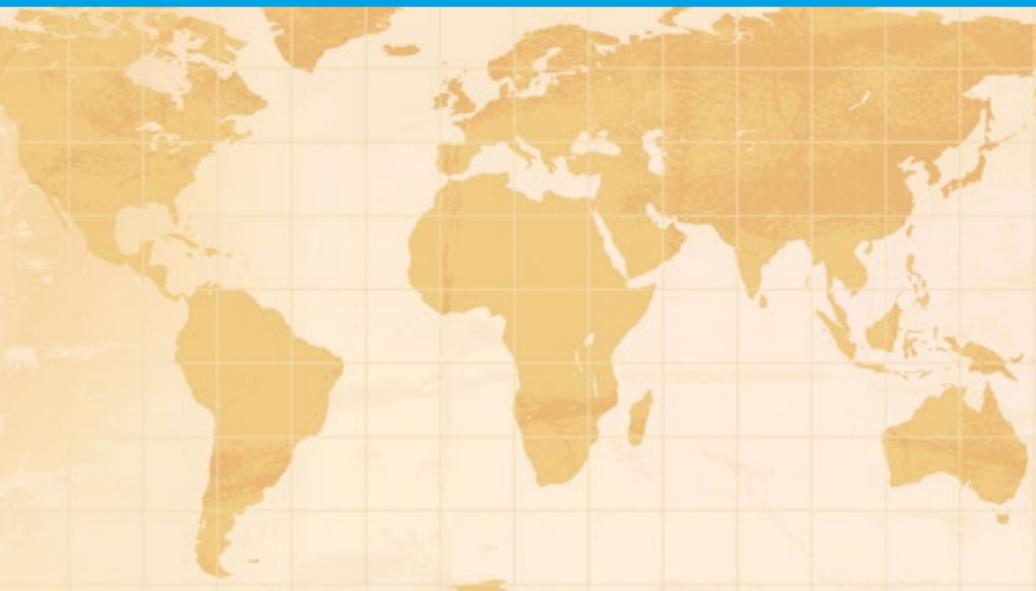


Travel guide

Helping you to prepare
for your travel abroad



Contents

Pre-trip checklist	3
Useful websites and currency	4
Important things to consider	5
Pre travel research	7
Different cultures	11
Case studies	12
Support from past students	13
Troubleshooting	14
Contact numbers	15
Emergency information	17

Pre-trip checklist

- Correct travel documents
(passport in date + 6 months, visa, e-ticket, travel insurance)

- Correct currency

- Check which costs are not covered

- Phrase book

- Appropriate clothes/equipment

- The essentials (toothbrush, adaptors, medical supplies)

- Inform hosts about special arrangements or dietary requirements

- Contact details supplied to relatives/contacts

- Contact relevant education authorities about tuition fees whilst studying abroad

- Inform trip coordinator of any medical conditions

- Notify banks for use of cards/charges abroad

- Notify mobile phone company of travel/extra charges abroad

Useful websites and currency

Foreign and Commonwealth Office (FCO)

For country specific information and up-to-date travel advice: www.fco.org

BBC language website

Includes lessons, phrases and audio downloads for various languages: www.bbc.co.uk/languages

British Council's Erasmus pages

www.britishcouncil.org/erasmus

Currency

Can you buy it in the UK (some can only be bought in country of origin)? How much currency are you legally able to take into the country you are travelling to? What is the best currency to take? Should it be pounds sterling or American dollars?

Will your card work abroad

Do you need to let your bank know?

Important things to consider

Packing

Is the area I'm travelling to...

Coastal? Mountainous? Urban? Rural?

Is the climate...

Polar? Temperate? Tropical?

Do I need to pack specific items?

- Waterproofs
- Thermals
- Mosquito repellent
- Walking boots
- Suncream
- Hat/sunglasses
- Gloves/warm hat/scarf
- Waterproof bags/luggage
- Sleeping bag

You may be able to borrow equipment from a university mountaineering club or buy it from an outdoors shop/outlet.

Don't forget to take an ISIC student discount card:
www.statravel.co.uk/ISIC-card.htm

Many societies and cultures have different dress norms so check that you pack accordingly.



Important things to consider

Air travel advice

Ensure you have correct documentation

Some airline companies (e.g. Easyjet) require you to print out a boarding card. You will be charged if you don't. Check!

Is your passport valid?

Some countries require at least 3–6 months of validity extending beyond your stay. Check or you may be refused entry!

Check your baggage allowance

20kg in hold baggage is often the max. On BA flights your carry-on bag should not exceed 22"x18"x10". Other airlines vary. Check!

Other points

Check online for restricted items on air travel, and research what you cannot bring into the country (certain foods, alcohol).

Arrive at airport at least 2–3hrs before departure and make sure you find your way to the correct terminal and boarding gate (depending on your group arrangements).

If you have a connecting flight you may have to collect your baggage and check it in again. Ask at the information desk if you are in doubt.

Check Visa guidelines or you may not be able to enter the country.



Pre-travel research

Insurance and health

Have you read the risk assessment for your trip?

These vary, so familiarise yourself with it.

Have you organised insurance for your trip?

Your organisation/University might be able to provide travel insurance cover for you – check with your team leader/lecturer.

Consider a European Health Insurance Card as it gives very good cover for all European travel. Also make sure existing cards are in date: www.ehic.org.uk

Do you require any vaccinations for your trip?

Check for sure at: www.nhs.uk/conditions/travel-immunisation/pages/introduction.aspx

Check out the health and insurance websites of Lonely Planet: www.lonelyplanet.com/travel-insurance and the Rough Guide: www.roughguides.com/travel-insurance if you need further guidance.

Pre-travel research

Diet

- What is the staple food source of your destination?
- Do I have any special requirements that I should tell my host about?
- What is the catering package and how do I need to supplement this?
- Do I have the correct currency to purchase things in shops?
- Are there any local customs or practices I should know about?
- Is the local water source safe to drink?

Case study: Iceland and lamb

Due to the polar conditions, geographical remoteness and a short growing season, vegetables are non-staples in Icelandic cuisine. Meat, especially lamb, is eaten widely. Be aware of this and let your hosts/lecturers know if this is an issue, so that appropriate arrangements can be made and so things run smoothly for everyone.



Pre-travel research

Accommodation



- Is accommodation included in the cost of the trip?
- Do I need to find my own accommodation?
- Will I have my own room? Will I be sharing?
- If yes, can I meet them prior to the trip?
- Do I need to take towels/bed linen?
- Do I need to take a tent/sleeping bag?
- Are catering facilities available?
- What transport links are there from my accommodation to where I will be working?

Y	N
<input type="checkbox"/>	<input type="checkbox"/>

Accommodation details:

Pre-travel research

Language

What is the main language?

Fill in and learn some basic phrases...

Phrase	Translated
Hello	
Goodbye	
Thank you	
Nice to meet you	
Where is there...	
What is the time?	
Do you speak English?	

Different cultures



Do your own research and realise that people can and might behave differently to you based on what you wear and how you act. Just remember that everyone, no matter what background they have will always have different habits, opinions and ways of life.

Behavioural norms

Be aware that some cultures have different traditions and norms. Please be respectful towards these. Being unaware of the cultural norms can cause unnecessary difficulties for you while you are away. It may cause friction with people in the host country. At worst, you may end up in legal trouble! Research and be aware of the norms of the country before you leave the UK.

Dress norms

Some cultures require females to cover their shoulders, knees and head. All clothing should be country and climate dependant. Check!

For more information, try a reputable guidebook such as the *Rough Guide* or *Lonely Planet*; *Intercultures Magazine*; The Foreign Travel Office Advice; or speak to your course leader about identifying cultural informants.

Case studies

Trekking above the Arctic Circle: Are you fit enough?

'We went for a 5 day trip into the northern wilds of Svalbard. The midnight sun made me completely lose track of time but [thankfully] I had taken a sleeping mask to catch some shut-eye. With all the hiking and physical exertion I was glad for the chance to get some good rest wrapped up in my cosy thermals. Now all I had to worry about were the polar bears!'

One of our students in Svalbard



Turkey and all its delights

'I went on an archaeological trip to Istanbul for 6 months. I managed to visit quite a few amazing historical sites. I had quite a few problems with my visa. I should really have found out more about student visas before I left. While most of the university staff were helpful ... I had issues with a few of the local [customs].'

One of our students in Turkey



Support from past students

- 1 Find out contacts of students who have been on prior placements/trips who would be willing to give guidance on costs, what to pack, and so on.

Name:

Contact:

Past destination:

Other feedback:

- 2 Make use of a forum where previous students who have travelled can answer specific questions.

Web address of forum (Facebook group, Blackboard, The Student Room etc):

Troubleshooting

Your smartphone is accumulating expense...

Before you leave, turn data roaming off so it won't automatically connect. You can manually check for emails – check costs with your phone company before you go.

You're given a food you can't eat...

If for example you're vegetarian, let your hosts know before you go. If you just don't like the look of it, give it a go – or politely say you've already eaten... then find food elsewhere!

You don't know anyone else going on the trip...

Ask your course leader who is going and perhaps arrange a social to break the ice before you go. And remember that meeting new people is also part of the experience.

Your bank card doesn't work...

Before you leave, notify the bank that you are travelling.

What to do with important documents...

Give a photocopy of your passport to a family member in case it is lost or stolen. Keep important documents in a safe and secure place whilst you are away.



Contact numbers

Contact	Telephone number
Course leader name/number	
Contact of host university	
Accommodation contact	
Insurance contact	
Medical emergency in-country	
Local authorities e.g. 122 in EU	
Others	

Please note

This travel guide is designed to help you start researching for your trip. However, it is not a full guide, and you should conduct your own research – you may need more trip-specific information. Please check!

Remember: when you travel you are
an ambassador for your organisation/
University and your country.

The research, content and design of this booklet derives from work done at the University of Reading using funding from The Higher Education Academy.





Emergency information Please tear off and give to trip supervisor

Name:	
Address:	
Mobile number:	
Name in passport:	
Passport number:	_____ _____
Date of issue:	_____
Expiry date:	_____
Office of issue:	_____
In case of emergency:	
Next of kin address:	
Next of kin telephone:	



Emergency information Please tear off and give to trip supervisor

I have the following medical condition(s) relevant to the field course:

I have the following medical condition(s) that may require emergency drugs:

If so, I agree to carry any emergency drugs and confirm that they will be within their use by date for the duration of the field course. Yes No

I agree to ensure that I have adequate supplies of medication to cover my requirements for the duration of the field course. I agree to carry them at all times and I accept responsibility if I fail to do so. Yes No

I have the following special dietary requirements: