



THE UNIVERSITY
of EDINBURGH

International Exchange Application Policy

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About the International Exchange Programme

Since 1978 the University of Edinburgh has been offering students the opportunity to spend a year of their degree abroad at one of our many International exchange partners.

The University now has around 40 International Exchange agreements with leading institutions across the world, from Australia to Singapore, Chile to the USA: there really is a whole world of opportunity available to you.

The purpose of this handbook is to guide you through your International Exchange application, from your first thoughts of where you might like to go, through to the application process both to the University of Edinburgh and, should your application be successful, to the partner institution as well.

Is this programme available to me?

The programme is open to most students in the Colleges of Humanities and Social Science, and Science and Engineering.

Please note that the application process for International Exchange is extremely competitive and that NO STUDENT is guaranteed a place.

Unfortunately students in the College of Medicine and Veterinary Medicine are not eligible, but there are different international opportunities available to students in this College, so please contact your College Office for more details.

Students taking degrees in Social Work, Primary Teaching or Architecture should consult their Personal Tutor or School to check whether they might participate.

Students of languages are able to participate, but they must ensure that they study in a country relevant to their degree.

Departmental Exchanges

The following subject areas also offer their own 'Departmental Exchanges'. These are subject-specific exchanges only available to students studying on a degree in that area. Students studying on degrees in the schools marked with an '*' are ONLY able to apply for Departmental Exchanges:

Business School

School of Chemistry

Edinburgh School of Architecture and Landscape Architecture*

Japanese Studies*

School of Art*

School of Design*
School of Divinity
School of Engineering
School of Law
School of Physics and Astrophysics

The information given in this guide relates entirely to the International Exchange Programme. For more information about any of the above Departmental or Erasmus + Exchanges please contact the relevant department directly.

Direct Entry Students

If you entered directly into second year it may still be possible for you to apply for an International Exchange, though the process is different depending on which College you study in. Please ensure that you read the information below carefully and provide any additional documents that are required.

College of Humanities and Social Science

The College of Humanities and Social Science will consider applications from students who transferred to Edinburgh having completed a full academic year at another UK university and who can provide a transcript to indicate their marks from that first year.

Unfortunately students who have entered directly into second year from High School cannot be considered for International Exchange.

College of Science and Engineering

The College of Science and Engineering will consider applications from direct entry students. Applicants will be required to provide a full transcript from their previous education establishment and any offer will be conditional on successful passes in the December exam diet.

Joint Honours

Students taking joint honours can apply for International Exchange; for clarification of any academic requirements or caveats, please double check with your School.

Exchange Coordinator

Every School has a dedicated Exchange Coordinator. This is a member of academic staff who will be a key contact for academic and pastoral support throughout your exchange.

Among other things your Exchange Coordinator will be responsible for approving your course choices at the partner institution and for signing your learning agreement.

A full list of all exchange coordinators can be viewed on the following website:

<http://www.ed.ac.uk/schools-departments/international-office/exchanges/exchangecoordinator>

Student Support Officer(s)

The Student Support Officer(s) within your School will remain a key source of pastoral support for you throughout your exchange.

Personal Tutor

You should also remain in contact with your Personal Tutor throughout your exchange and keep them updated on your progress.

How an International Exchange Works

In general you apply during your second year, study abroad during your third year and return to Edinburgh for your fourth year.

Timeline

The follow timeline shows the normal process for applying for an International exchange.

October	Promotional events held including the annual Exchanges Fair and Information Sessions
Early November	Applications open
Late November	Applications close
Late December / Early January	Offers are issued
Late January	Deadline to accept or decline an offer
Late January to June	Applications made to partner institutions
	Apply for visa
	Apply for accommodation
	Book flights
	Attend compulsory pre-departure session
	Complete learning agreement and final check list
June to October	Depart for your year abroad

Does it count towards my degree?

Yes, providing that you successfully complete your time abroad you will earn credit towards your degree. You have to pass the year abroad in order to progress to the fourth year at Edinburgh.

This means that if you successfully complete your approved studies overseas then the work that you have undertaken at the host institution will be credited towards your Edinburgh degree, but the grades you achieve will not be converted into Edinburgh equivalent marks.

You will proceed to your fourth year of study but your degree will normally be classified only on the basis of the work you complete in your fourth year at Edinburgh, unless you are undertaking a 5 year programme of study in which case it will be based on your 4th and 5th years.

If you are undertaking a study abroad period which is a compulsory part of your Edinburgh degree programme, other arrangements may apply, and you should check with your School.

What are the costs?

Tuition Fees

You will continue to pay tuition fees to the University of Edinburgh and will not be expected to pay any tuition fees to the partner institution.

For more information about tuition fees please view the following website:

<http://www.ed.ac.uk/schools-departments/student-funding/tuition-fees/undergraduate/year-abroad-continuing>

Other expenses

You will also need to cover other associated costs such as:

- Travel
- Visa fees
- Accommodation
- Insurance
- Vaccinations
- Personal expenses
- Administrative fees at the partner institution

It's also worth noting that some countries such as the USA or Canada require you to prove that you have sufficient funds for your year abroad in advance. The amount you need to show varies between institutions, but can be as high as \$25,000. Evidence can include things like copies of either your own or your parents'/guardians' bank account; a notification letter of a scholarship/grant, and proof of accessible savings/investments. It often excludes things like your parents' salary: it has to be funds you have readily available.

Is there funding available?

Unfortunately there is very little, if any, funding available for international exchanges. However, there may be other funding available to you based on your personal circumstances. There are two main places you can check this.

The first is the University of Edinburgh's Scholarships and Funding website which allows you to search based on your specific circumstances:

<http://www.ed.ac.uk/schools-departments/student-funding/search-scholarships>

There are also many more grants, scholarships and bursaries available than are displayed on the Scholarships and Student Funding Services website. Some of the publications which list these opportunities are shown on this website:

<http://www.ed.ac.uk/schools-departments/student-funding/about/publications>

In particular the 'Directory of Grant Making Trusts' is a good place to start. The Careers Service (based in the Main Library) have a copy that you can look through.

The International Office also keeps an eye out for new funding opportunities and will notify relevant students should any become available.

Courses

While you are abroad you are expected to take equivalent courses to those you would have taken had you remained in Edinburgh. Not all of our partners offer courses in all subject areas, so it is very important that you research the different options available to you through the information pages on our website.

It is your responsibility to ensure that you select institutions where appropriate courses are available.

All our partners' information pages clearly state in bold if a subject is unavailable at that institution. However, just because courses are available does not mean that there are many options available, or that they are appropriate for your degree, so it is vital that you research your choices carefully.

It is vital to be aware that our International Exchange agreements **DO NOT** guarantee you entry to any particular course, so it is important that you select a partner that can provide you with a number of different alternatives. This is especially important for students studying on degrees with very specific requirements for progression into fourth year.

Where can I go?

There really is a whole world of opportunity available to you. The following table shows some of our partner institutions and the typical number of places we have available each year.

University	Location	No. of places (approx)
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USA

American University	Washington DC	2
Barnard University (women only)	New York	2
University of California system	Various, California	15
University of Chicago	Illinois	2
University of Connecticut	New England	3
Georgetown University	Washington DC	4
The George Washington University	Washington DC	4
Haverford College	Philadelphia	2
University of Maryland	Maryland	4
University of Miami	Florida	4
University of Mississippi	Oxford	3
University of North Carolina	Chapel Hill	4
University of Pennsylvania	Philadelphia	5
University of Richmond	Virginia	5
The University of Texas at Austin	Austin	2
University of Virginia	Virginia	5
University of Washington	Seattle	4
Washington University St Louis	Missouri	4
<u>Science & Engineering Only</u>		
California Institute of Technology (Caltech)	Pasadena	2

Canada

University of British Columbia	Vancouver	14
Carleton University	Ottawa	6
McGill University	Montreal	15
Queen's University	Kingston	15
University of Toronto	Toronto	5

Latin America – Spanish/Portuguese speaking

Pontificia Universidad Católica de Chile (PUC)	Santiago	2
Universidad de San Andres	Buenos Aires	0
Universidade de Sao Paulo	Sao Paulo	2
Universidad de las Americas Puebla (UDLAP),	Puebla	2
Universidad Nacional Autonoma de Mexico (UNAM)	Mexico	2

Singapore/China/S Korea

Fudan University (Chinese Mandarin)	Shanghai	2
University of Hong Kong	Hong Kong	2
National University of Singapore	Singapore	9
Nanyang Technical University	Singapore	2
Korea University	Seoul	2
Yonsei University	Seoul	2

Australasia

University of Adelaide	Adelaide	0
Massey University, Auckland	Various	1
University of Auckland	Auckland	5
University of Melbourne	Melbourne	8
University of New South Wales	Sydney	8
University of Otago	Dunedin	2
University of Queensland	Brisbane	10
University of Sydney	Sydney	10

For full details on all these different options please view our website.

IMPORTANT

Studying abroad at an institution the University of Edinburgh does not have a formal agreement with is strictly prohibited and students are not able to create new exchange agreements.

How to apply

All applications should be made through our online application system, Mobility-Online. This is available at the following address:

https://www.service4mobility.com/europe/MobilitySearchServlet?identifier=EDINBUR01&kz_bew_art=OUT&kz_bew_pers=S&sprache=en&aust_prog=IntEx

The only fields you need to fill in on the search portal are the year, 2015/16; country, and/or partner institution.

Deadline for applications to be submitted online:

Friday, 28 November 2014, 5pm

Application procedure

The application form is very straightforward and contains the following sections:

Data Concerning the Application

- This section should be automatically populated for you, though it is worth double checking that the academic year displayed is 2015/2016.

Personal Data

- This is the basic personal information required for your application.
- It is very important that you provide up-to-date contact details so that we can contact you quickly if necessary.
- 'Can we Share your details with other exchange students': if you select 'yes' to this question your details will only be shared with applicants who have been nominated for the same University. Please note that it will not be possible to change your mind later if you select 'no'.

Language Skills

- Please provide details of any languages you can speak, even if you have only requested English speaking partners.

Study Details

- Please provide details of your current degree programme.
- Joint honours students should select the College, School and study field which appears first in their degree title and MUST ensure they record the full title of their degree programme in the 'Degree which you are currently studying for' field.

Requested host university/ies (in order of preference)

- You can list up to five partner institutions by order of preference.
- You MUST check that the institutions you select offer a full range of courses in your subject area(s).
- If you are thinking of applying to University of California only put 'California' down as ONE choice. The University of California have very specific pre-requisites which you must make sure you meet. For instance Engineering students may be required to have some background in Chemistry. You can check these prerequisites out on their website:

http://www.eap.ucop.edu/reciprocal_exchanges/undergraduate/Prerequisites.pdf

- Please only list institutions you would actually like to attend. If you are offered a place at any of your five choices and decline that offer, you will not be added to the waiting list and your application will be withdrawn.
- 'If your five choices are not available would you wish to be considered for an exchange place in...' this allows you to specify which regions you would be interested in if your first five choices are already full. You will only be offered institutions from the regions you select, and if you don't select any you will only be considered for your first five choices.

'Please explain in no more than 300 words your reasons for applying to go on International Exchange' and 'Please explain in no more than 500 words the qualities you have which would make you a good ambassador for the University of Edinburgh and how this opportunity would benefit you.'

- These two statements are your opportunity to explain why you should be given a place on an International Exchange.

- ‘Please explain in no more than 300 words your reasons for applying to go on International Exchange’: this statement should explain your motivations for wanting to study at your top institution.
 - This application will only be used by the University of Edinburgh so you can just focus on your top choice.
 - Keep in mind that this is an academic programme and your statement should reflect this.
- ‘Please explain in no more than 500 words the qualities you have which would make you a good ambassador for the University of Edinburgh and how studying abroad would make a difference for you.’: this should expand on two things;
 - Firstly the extra-curricular activities you engage in that demonstrate that you would be a good ambassador for the University of Edinburgh and an active member of the host institution’s community.
 - Secondly you should explain why this experience would make a difference to you.

Submit

- Once you have read and agreed to the terms and conditions you can submit your application.

Application Ranking

Following the deadline, applications are sent to the appropriate College Office to be ranked. The College Office’s will use the following weightings for ranking applications:

College of Humanities and Social Science

- | | | |
|-----|---|--|
| 50% | - | First year grades |
| 50% | - | Motivation and ambassadorial qualities |

College of Science and Engineering

- | | | |
|-----|---|--|
| 2/3 | - | First year grades |
| 1/3 | - | Motivation and ambassadorial qualities |

Academic record

- For participation in the International Exchange programme students should have no mark lower than a ‘C’ in any of their courses. As application takes place in Semester 1 of the second year, only first year results will be taken into consideration.

- Candidates with a mark lower than a 'C' will not be considered.
- Students who have achieved more than 120 credits in first year, will only have their highest marks to a total of 120 credits taken into account.
- Students who study Economics as a named part of their degree must have achieved a mark of 65% or higher in Economics 1A.

Motivation, ambassadorial qualities and added value

- This section is more subjective and gives candidates the opportunity to explain why they are a good candidate.
- Particular consideration will be given to applicants who may be expected to benefit most significantly from the opportunities provided by an exchange period, and who have not previously had access to similar opportunities.

Linguistic suitability

- For study at a host university where the language of instruction will not be English, participants should evidence at least one of the following:
 - minimum of Advanced Higher or A-level certificate in the language of instruction
 - experience of formal study in that language
 - minimum of one year's university level study (as a non-beginner)
- In the absence of at least one of the above requirements, participants will be required to take a language test at IALS and to achieve at least Level B2 (on the Council of Europe's Common European Framework) before taking up their exchange place. The International Office will arrange testing, however, there will be a charge for the test which the student is expected to cover.

Allocation of Places

Once both Colleges have ranked their students' applications, the lists are sent back to the International Office for allocation.

- Students are allocated exchange places in order, based on the score they received at College.
- Places are assigned to each College using a ratio based on the number of applicants from each. This usually means two places are allocated to the College of Humanities and Social Sciences for every one place allocated to the College of Science and Engineering.
- If you are offered an institution other than your first choice you will notice your first choice change in Mobility-Online – don't panic – we keep a clear record of all students' initial requests.
- If your choices are all full and you confirmed that you would consider other options, you will be offered another institution, should any be available.
- No more than a quarter of the places available at any partner will be allocated to students from any one subject area, and the International Office reserves the right to limit the number of places available to students from a particular subject area if there are known issues with access to courses in that area.
- Once you have been made an offer you will **not** be considered for any other places, even if a place becomes available at one of your preferred choices later on.
- All students have until the 31st of January to accept or decline their offer, with the exception of students offered a place at the University of California, who must accept by the 10th January.
- Any students who were approved by College but did not receive an allocation will be placed on a waiting list and notified.
- Students whose applications were declined at College level will be notified.
- You can receive an offer for both an International Exchange and an Erasmus Exchange, however **YOU CAN ONLY ACCEPT ONE OFFER**. Once you accept one offer, your other application will be cancelled.
- If you accept both an International and an Erasmus offer both applications will be cancelled.

Reallocation of Places

Once the deadline to accept or decline offers has passed, any places which have not been accepted or have been declined will be reallocated.

- If you have not accepted your offer by the 31st January deadline your place is automatically forfeited and you will not be placed on the waiting list.
- Any students declining a place at one of their five choices will not be placed on the waiting list.
- If you decline a place which was NOT one of your five choices you can opt to be placed on the waiting list for another allocation.
- Students placed on the waiting list cannot change their requested partner institutions or request to wait for a specific institution.
- Timescales for reallocating places can be very tight. It is essential that you keep a close eye on your emails during the period of late-January to late-March as we often require a decision within 48 hours.
- If you do not accept an offer by the deadline the place will be reallocated.
- All students still on the waiting list will be notified by early April at the very latest that allocations have finished and that they were unsuccessful.

What Happens Next

Application to the Host Institution

The next step is to apply to your host institution.

- Students who have been allocated to the University of California will be invited to an information session about how to apply in early January as the deadline for applications is in mid-February.
- All other students will be sent full information about how to apply to their host institution from February onwards.
- Some institutions have later deadlines than others so don't panic if your friends receive information before you.
- The International Office will order a copy of your academic transcript from Registry for use in your application.

What then?

- Between April and June you should expect to receive confirmation from your host institution that your application has been accepted. While it would be unusual for an exchange application to be declined, our partner institutions do reserve the right to turn down any applications they deem unsuitable, so you should not book flights etc. until you have received this confirmation.
- You will then need to arrange your
 - Flights
 - Visa
 - Insurance
 - Accommodation
 - **Courses – by the time you leave Edinburgh you should have completed a learning agreement and had it signed by your Exchange Coordinator. This learning agreement should show a full year's worth of courses even if they are still provisional.**

Because of the need to apply to your host institution and then make the necessary arrangements for your year abroad, we strongly advise against leaving the country until your year abroad is fully arranged. This could be as late as July 2015.

Second Year Courses

- To proceed with your exchange you must pass all your courses in second year at first sitting. Students who have not passed a full 240 credits of courses by June will not be permitted to proceed with their exchange.

Pre-Departure Sessions

All students who go on an International exchange MUST attend one of the compulsory pre-departure sessions which take place in late April / early May. Failure to attend one of these sessions could lead to your permission to participate in an exchange being withdrawn.

The pre-departure sessions are designed to fully prepare you for your year abroad and it is at this event that you will receive a copy of the 'Study Abroad Handbook'.

Learning Agreement and Final Checklist

Before you depart for your exchange you must have completed the following documents, both of which are available through your Mobility-Online account:

- 1) A learning agreement showing all the courses you plan to take during your year abroad. You can enter your courses choices into Mobility-Online, at which point you will be able to generate and print a PDF learning agreement. You should sign your learning agreement and then send it to your Exchange Coordinator for approval. It's important that you list courses for the full academic year, even if they are provisional when you complete your learning agreement, as this enables us to check that you are aware of the requirements for your year abroad.
- 2) The Final Checklist – This document ensures that you are aware of your responsibilities during your year abroad and that you have done everything needed to prepare for the experience.