

## Information for Students on Exchange

<b>A. University</b>	<b>Imperial College London</b>  <a href="http://www.imperial.ac.uk/placements/student-exchanges/information-for-student-exchange-partner-universities/">http://www.imperial.ac.uk/placements/student-exchanges/information-for-student-exchange-partner-universities/</a>
<b>B. Country</b>	United Kingdom
<b>C. Academics</b>	
<b>i) Module Mapping &amp; Credits Transfer</b>	<p>Please ensure that your Study Plan is approved by the academics at your home faculty before the exchange. You can check with the SEP Coordinator in the Dean's Office of your home faculty.</p> <p>Modules approved in the past might not be offered by the host university or approved by your faculty when it is time for your exchange. Please check the latest course offerings at the host universities while you are preparing your Study Plan.</p>
<b>ii) Academic Calendar</b>	<b>Semester 1:</b> Late September to mid-December <b>Semester 2:</b> Early January to late March <b>Semester 3:</b> Late April to late June
<b>iii) Exchange Duration</b>	<b>FULL-YEAR</b> exchange only
<b>iv) Examination</b>	Modules (courses) are structured to run for the entire year. Examinations are mostly held at the end of each academic year only.
<b>v) Curriculum Structure</b>	A full academic year of three terms accumulates to 60 ECTS units. This is the <b>maximum</b> number of credits students can take in one year at Imperial. Strictly no overloading on credits while on exchange at Imperial.
<b>vi) Minimum Requirements to Apply</b>	<p>You should:</p> <p>(a) Be registered as a full-time, degree-seeking undergraduate student of the NUS with:</p> <ol style="list-style-type: none"> <li>a minimum 'B' average grade or 70% average marks or ranking in the top one-third of the class</li> <li>a minimum 'B' grade in the current/intended discipline/major;</li> <li>do not have any grade below 'C'</li> <li>the equivalent of a Cumulative Average Point score of <u>at least</u> 3.5 out of 5.0; (Usually students with very high CAP will be selected by NUS for exchange at Imperial College London)</li> </ol>

	<p>(b) Has successfully completed at least:</p> <ul style="list-style-type: none"> <li>i. one (1) semester of study at the NUS upon application for the Exchange Programme; and</li> <li>ii. two (2) semesters of study upon admission to the Host Institution</li> </ul> <p>(c) On Coursework Exchange:</p> <ul style="list-style-type: none"> <li>i. Proposes an appropriate programme of study at the Host Institution</li> </ul> <p>(d) Shows the aptitude, motivation and maturity, to thrive in the environment at the host university</p>
<b>vii) Language Proficiency Requirements</b>	<p>Students are expected to provide evidence of English language proficiency based on UK Visa and Immigration requirements for Tier 4 Visa application.</p> <p>Students nominated by NUS for exchange at Imperial College London have to follow the advice provided on page 9 of the "<a href="#"><i>Guidance for Prospective Exchange Students</i></a>". Imperial College reserves the right to ask for further evidence of a student's English language proficiency if that which is included in their on-line study application is considered insufficient.</p> <p>The range of acceptable English test certificates can be found online at: <a href="http://www.imperial.ac.uk/study/ug/apply/requirements/english/">http://www.imperial.ac.uk/study/ug/apply/requirements/english/</a>. If you did not have any of the accepted supporting documents, please apply for the relevant English certificates before you submit an online application at Imperial's Student e-Service portal.</p> <p>Students may certify the photocopies of their GCE "O" and "A" level certificates at MOE Customer Service Centre when they bring along the original certificates. The address is as follow:</p> <p><b>Customer Service Centre</b> Ministry of Education, Singapore 1 North Buona Vista Drive Singapore 138675</p> <p>MOE Customer Service Centre opening hours are from 8.30am - 5.30pm on weekdays and 8.30am - 12.30pm on Saturday.</p>
<b>viii) Modules Compatibility</b>	<p>Suitable for students from FoE:</p> <ul style="list-style-type: none"> <li>• 1 student from <b>Mechanical Engineering</b> – Dr Stelios Rigopoulos (<a href="mailto:s.rigopoulos@imperial.ac.uk">s.rigopoulos@imperial.ac.uk</a>) Or: 1 student from Aeronautics - Dr Siti Ros Shamsuddin (<a href="mailto:s.shamsuddin07@imperial.ac.uk">s.shamsuddin07@imperial.ac.uk</a>)</li> </ul>

	<ul style="list-style-type: none"> <li>1 student from <b>Electrical Engineering</b> - Prof Alessandro Astolfi (<a href="mailto:a.astolfi@imperial.ac.uk">a.astolfi@imperial.ac.uk</a>)</li> <li>1 student from <b>Bioengineering</b> – Dr Chiu Fan Lee (<a href="mailto:c.lee@imperial.ac.uk">c.lee@imperial.ac.uk</a>)</li> <li>Max. 2 students from <b>Chemical Engineering</b> - Dr Andreas Kogelbauer (<a href="mailto:a.kogelbauer@imperial.ac.uk">a.kogelbauer@imperial.ac.uk</a>)</li> </ul>
<b>ix) Module restrictions and pre-requisites</b>	<p>At Imperial, the timetables for classes are often not approved until September. Therefore, it is not possible to confirm any programme of study until you have arrived at the College.</p> <p>Students are <u>encouraged to take courses offered by the same department at the same level to avoid potential clash of time table</u>. For example, it is recommended that you take all year 2 courses at Department of Electrical Engineering.</p> <p>Imperial is also <b>unable</b> to offer placements involving teaching from more than one department or from both the undergraduate curriculum (BEng/MEng/BSc/MSci) and postgraduate curriculum (MSc/MRes).</p> <p><u>Course Catalogues:</u> <b>The most recent and relevant syllabus information</b> (electronic documents <u>or</u> departmental web links) <b>continue to be available from the relevant departmental student exchange co-ordinator responsible for individual exchange links</b> (check here for up-to-date contact details, including administrators: <a href="http://www.imperial.ac.uk/placements/student-exchanges/information-for-student-exchange-partner-universities/">http://www.imperial.ac.uk/placements/student-exchanges/information-for-student-exchange-partner-universities/</a> )</p>
<b>D. Application</b>	
<b>i) Procedures</b>	<p>All NUS student has to be nominated by NUS before they can apply via Imperial's online portal for fee-waiver exchange at the host university.</p> <p>The application procedures and list of supporting documents needed by the host university can be found in the SharePoint.</p> <p>Please look for the SEP coordinator at your Dean's Office for the link to the SharePoint.</p> <p><b><u>Advice on completing Imperial's On-Line Application</u></b></p> <p>You should:</p> <ol style="list-style-type: none"> <li>1. Select "Exchange"</li> <li>2. Select <u>one</u> host department</li> <li>3. Select undergraduate level</li> <li>4. Answer "self-funded" to question on "who is paying your tuition"</li> </ol>

	<p>fee?"</p> <p>Students have to scan and upload the following <b>compulsory</b> documents directly to Imperial's Student e-Service portal <b>on their own</b>:</p> <ol style="list-style-type: none"> <li>1. Supporting letter from NUS to verify that you are <u>nominated</u> for fee-waiver exchange and NUS teaches in English – <i>Please approach Registrar's Office for this letter</i></li> <li>2. A learning agreement/ <u>Study Plan</u> or similar document detailing the proposed programme of study – projects, courses, etc.- you wish to be considered for <i>using NUS FoE's template</i></li> <li>3. <u>Latest NUS transcript</u> – <i>Please approach Registrar's Office for transcript</i></li> <li>4. <u>Provisional transcript</u> to show the modules you are taking in the semester when you apply to Imperial – <i>Please print from myISIS</i></li> <li>5. <u>Evidence of the English language proficiency</u> (Students should follow the advice provided on page 9 of the "<a href="#">Guidance for Prospective Exchange Students</a>"). Imperial College reserves the right to ask for further evidence of a student's English language proficiency if that which they include in their on-line study application is considered insufficient</li> <li>6. Some undergraduate Engineering students from NUS would need to obtain an Academic Technology Approval Scheme (ATAS) certificate (this would be a condition of entry)</li> <li>7. Any other supporting documents are mentioned <a href="#">here</a></li> </ol> <p>For detailed instruction on the submission of supporting documents, please read the <a href="#">information guide for exchange students</a> <b>carefully</b>.</p> <p>All other supporting documents should be scanned and submitted to Imperial's online application portal by <b>15 May</b>. You do not need to send any hardcopy supporting documents to Imperial however, you <u>have to bring</u> along the original/certified supporting documents to UK so that Imperial can check their authenticity when you register at Imperial officially.</p> <p>More information can be found <a href="#">here</a>.</p> <p>Once Imperial received your application, you will be given an eight-digit college number. The college number (CID) can be used to check application status via the Student e-Service. Imperial does <b>not</b> send letters confirming admission unless you formally request for the document and quote the CID number when you send email to <a href="mailto:exchangestudents@imperial.ac.uk">exchangestudents@imperial.ac.uk</a>.</p>
--	--

	Any communication of decision can be expected within <u>8 weeks</u> of receipt of the online study application via Student e-Service. You should quote your CID number in all phone/email correspondences with Imperial.
<b>ii) Deadlines</b>	<p>All NUS student must abide by the internal application deadline set by their home faculty for exchange participation in the following academic year. After clearing the internal application and selection process, students have to take note of the application deadline set by the host university</p> <p>Failure to submit a formal application to the host university will result your exchange being forfeited even if you have been selected by NUS for the exchange.</p> <p>NUS students must be nominated by FoE to NUS Registrar's Office before <b>1 March</b> and then they can proceed to apply to Imperial by <b>15 May</b>.</p>
<b>E. Accommodations</b>	
<b>i) University Accommodation</b>	<p>The "<a href="#"><i>Guidance for Prospective Exchange Students</i></a>" also cover issues such as Accommodation and Orientation for when a student is successful with their application. <b>Please note that the Imperial College London is normally only able to guarantee the offer of a room in a College hall of residence to <u>undergraduate exchange students who accept admission for a full academic year and has met any conditions of entry which may apply (see guidance for full details)</u>.</b></p> <p><b>Students can apply for Imperial's accommodation once they received the conditional offer from Imperial via Student e-Service.</b></p> <p>The accommodation will be guaranteed for the full academic year <b>if</b> students submitted the online accommodation application form by <b>27 July</b> <u>and</u> have met in full any conditions of entry (e.g. English language) <u>and</u> had confirmed their admission on Student e-Service by <b>24 August</b>.</p> <p>Please note that Imperial issue the Confirmation of Acceptance for Studies (CAS) when appropriate and this might be after 24 August. The issuing of the CAS does not influence the accommodation application routine.</p>
<b>F. Visa</b>	
<b>Consular/Visa Regulation</b>	<p>Student must obtain a Tier 4 Student Visa for a full year exchange in UK.</p> <p>To apply for Tier 4 Student Visa, please refer to <a href="#"><u>information guide for exchange students</u></a> for more information. Applicants should ensure that they are fully aware of what they will need to do in order to successfully apply for</p>

	<p>a Tier 4 Student Visa. The CAS statement will contain a number that allows student to apply for a Tier 4 Student Visa. The application for Tier 4 Student Visa can take up to three months and students are advised to apply for the visa in advance of their intended date of travel to the UK.</p> <p>Specific questions concerning visas can be addressed to the Imperial's International Student Support Team: <a href="mailto:international@imperial.ac.uk">international@imperial.ac.uk</a>. More information can be found at <a href="http://www.imperial.ac.uk/study/international-students/visas-and-immigration/information-sheets/">http://www.imperial.ac.uk/study/international-students/visas-and-immigration/information-sheets/</a></p> <p><b>Your exchange at the host university depends on the clearance by the immigration of the host country.</b></p>
<b>G. Safety, Health &amp; Medical Insurance</b>	
<b>i) Health/Medical Insurance</b>	<p>Students who are enrolled on a programme which will last for more than six months in UK are entitled to <a href="#">NHS</a> treatment. In addition, students are advised to purchase travel insurance to cover loss of personal items, delayed baggage as well as road accidents since they might be travelling to more than one country while on exchange.</p> <p>All registered NUS students are covered under the university health insurance and the blanket travel insurance. For more information on the university health insurance coverage, please refer to <a href="http://www.nus.edu.sg/uhc/services/billing-insurance/insurance-matters.html">http://www.nus.edu.sg/uhc/services/billing-insurance/insurance-matters.html</a>.</p> <p>For more information on the blanket travel insurance, please refer to <a href="http://www.nus.edu.sg/finance/InsuranceCoverforOfficialNUSTrips.html">http://www.nus.edu.sg/finance/InsuranceCoverforOfficialNUSTrips.html</a></p> <p>If the insurance coverage is not enough, students are advised to purchase additional health and/or travel insurance from their preferred agent.</p>
<b>ii) Emergency Number at host university</b>	Emergency Security Office Number: +44 (0)20 7589 1000
<b>H. Cost of Living</b>	
<b>Estimated Living Expenses</b>	<p>It is important to note that living in London can be expensive and a student should consider seriously how they will fund their time in London. A student can find information and advice on living costs at managing <a href="#">your money (UG)</a> and details can also be found at <a href="http://www.imperial.ac.uk/study/ug/fees-and-funding/managing-your-money/living-costs/">http://www.imperial.ac.uk/study/ug/fees-and-funding/managing-your-money/living-costs/</a></p>

**I. Useful Reference**

International Student Support:

<http://www.imperial.ac.uk/study/international-students/>

Transcript production is covered here:

<http://www.imperial.ac.uk/placements/student-exchanges/information-for-student-exchange-partner-universities/>