



THE UNIVERSITY
of EDINBURGH

Exchange Application Policy

Subject-Specific Route

2020/21

Contents

About Our Exchange Programmes.....	3
Is this programme available to me?.....	3
Direct Entry Students	4
Joint Honours	4
How a Subject-Specific Exchange Works	5
Timeline.....	5
Does it count towards my degree?	6
What are the costs?	6
Tuition Fees	6
Other expenses	6
Is there funding available?	7
Courses.....	8
Where can I go?	8
Who will Support me?	8
You!	9
Exchange Coordinator.....	9
Student Support Officer(s)	9
Personal Tutor	9
How to apply	9
Application procedure	10
Selection.....	11
Academic record	11
Motivational statement	11
Linguistic suitability.....	11
Offers	12
Reallocation of places	12
What Happens Next	12
Application to the Host Institution	12
What then?	13
Second Year Courses.....	13
Pre-Departure Sessions.....	14
Documents for your Exchange	14

About Our Exchange Programmes

Since 1976 the University of Edinburgh has been offering students the opportunity to spend a year of their degree abroad at one of our many exchange partner institutions.

The University now has hundreds of exchange agreements with leading institutions across the world, from Australia to Singapore, Sweden to the USA: there really is a whole world of opportunity available to you.

There are two application routes you can pursue for an exchange:

The University-wide Route: These exchanges are available to students from multiple Schools and Subject-Areas and places are managed centrally by the Study and Work Away Service (SWAY).

The Subject-specific Route: These exchanges are restricted to students from just one School or Subject Area and places are managed at School level.

Each of these routes can lead you to both **European Exchanges** and **International Exchanges** outside of Europe.

The purpose of this handbook is to guide you through the **Subject-Specific Application Route**: from your first thoughts of where you might like to go, through to the application process. You will potentially go through two application processes – an initial application to the University of Edinburgh, and, if you are selected for exchange, another application which will need to be submitted directly to your host institution after you have been offered and have accepted an exchange place by the University of Edinburgh.

You can simultaneously apply through both the University-wide and Subject-Specific routes, but you can only accept one place!

For further details about applying through the University-wide Route please view the [‘Exchange Application Policy, University-wide Route’](#).

Is this programme available to me?

Subject-Specific European and International exchanges are open to most students, however the availability of places can vary year on year, and is limited by the number and type of agreements set up in specific subject areas. Our Exchange Destination booklet will give you a broad overview of what options may be available for your degree:

https://www.ed.ac.uk/files/atoms/files/19_05_exchange_destinations_web.pdf

You should also check with your School Exchange Coordinator for more details about your School's Subject-Specific Exchanges:

<https://www.ed.ac.uk/global/exchanges/exchanges-at-edinburgh/exchange-coordinators>

Please note that the application process through the Subject-Specific Route can be very competitive and that NO STUDENT is guaranteed a place.

Direct Entry Students

If you entered directly into second year at the University of Edinburgh, it may still be possible for you to apply through the Subject-Specific Route. Selection for Subject-Specific exchanges is a School level decision, and it would be at the discretion of the relevant School Exchange Coordinator as to whether a direct entry student would qualify for a place.

Joint Honours

Students taking joint honours can normally apply for a Subject-Specific Exchange, and should apply for exchanges listed under their main subject area (i.e. the subject area who owns their degree). Students must check before submitting an application that the institution(s) they are applying to offer enough suitable courses in both of their degree subjects, and that the Exchange Coordinators from both of their subject areas would support their application.

Due to the format of Subject-Specific Exchange agreements, we cannot guarantee access to courses at the host institution outside of the discipline of the exchange agreement, however most of our partner institutions offer at least some flexibility in this regard. **It is your responsibility to research the course options at prospective host universities to ensure that you can satisfy your academic requirements for both subject areas.**

How a Subject-Specific Exchange Works

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

Please note most subject-specific Exchanges are for a FULL ACADEMIC YEAR. Only students applying for exchange at one of our European destinations and who are studying on one of the following degree programmes may be able to apply for single semester exchange:

- Modern European Languages
- Divinity
- Economics
- History, Classics and Archaeology
- Biological Sciences
- Linguistics
- English Language
- Some ECA programmes

Please check your options with your School Exchange Coordinator before applying. With the exception of Modern European Languages students, students are not normally able to split their exchange year between two destinations.

Timeline

The follow timeline shows the normal process for applying for a Subject-Specific exchange.

October	Promotional events, including the Go Abroad Fair and Pre-Application 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 other pre-departure documentation
June to October	Depart for your year abroad

Does an exchange count towards my degree?

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

This means that if you successfully complete your approved studies overseas, then you will gain credits for the work that you have undertaken at the host institution and these will be transferred back to your Edinburgh degree. However in most cases, the grades you achieve whilst on exchange will not be converted into Edinburgh equivalent marks (with the exception of students on Modern European Languages programmes - please see yellow box below).

This means that if you go on exchange for a full academic year, your degree classification will normally be based only on the fourth year grades you achieve in Edinburgh (unless you are undertaking a five year programme of study in which case it will be based on your fourth and fifth 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 see the following section of the University website:

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

Other expenses

As part of your exchange, 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 in advance that you have sufficient funds for your year abroad. The amount you may 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?

International Exchange

Unfortunately there is very little - if any - funding available for international exchanges (i.e. exchanges outside of Europe). However, there may be other funding available to you based on your personal circumstances, as per the information given below.

European Exchange

Erasmus+

The UK is currently participating in the Erasmus+ programme which includes a grant scheme, funded by the European Commission. The UK's continued participation in the Erasmus+ programme in 2020/21 will depend on the outcome of Brexit negotiations between the UK and the EU. If the UK continues to participate in Erasmus+ in 2020/21, students going on European exchange (excluding Switzerland) will be eligible for an Erasmus+ grant. The grant is intended as a contribution to assist with the extra costs of studying abroad. There is no 'application' as such - to qualify for an Erasmus+ grant, you must first have a place on the European Exchange programme and complete all required paperwork by the specified deadlines. For further information about the Erasmus+ grants please check the information at the following page, keeping in mind that grant amounts, timelines, and requirements are subject to change:

<https://www.ed.ac.uk/global/exchanges/funding/erasmus-grant>

In the event of the UK not participating in the Erasmus+ programme in 2020/21, students on degree programmes with a mandatory period of study abroad in Europe will be eligible for funding equivalent to current Erasmus+ grants through the University's funding guarantee. This includes students studying Modern European Languages, International Business, Law with a Language, Chemistry with a Year Abroad and Physics with a Year Abroad.

Swiss-European Mobility Programme (SEMP)

Students selected to go on exchange to Switzerland in 2020/21 will be eligible for an SEMP grant, paid by the Swiss government. For further information about the SEMP please check the information at the following page, keeping in mind that grant amounts, timelines, and requirements are subject to change:

<https://www.ed.ac.uk/global/exchanges/funding/swiss-european-mobility>

Other sources of Funding

There are two main places you can check for other sources of funding:

- **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>

- **Funding publications** - there are a number of funding publications which list many more grants, scholarships and bursaries available than are displayed on the Scholarships and Student Funding Services website. You can find a list of these publications here: <http://www.ed.ac.uk/schools-departments/student-funding/about/publications>

The Study and Work Away Service 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. Subject-Specific exchanges provide a degree of certainty with regards to availability of courses in your subject area, as each School has specifically established these exchanges and you should therefore be able to enrol in sufficient courses to meet your academic requirements. However, course offerings vary from institution to institution and from year to year, so before applying, you should do some research to check you are interested in the courses on offer and that you meet any pre-requisites, including language skills. Your Exchange Coordinator will be your key academic advisor and approver of your exchange courses.

Where can I go?

Where you can go depends on the subject area of your Edinburgh degree. Our Exchange Destination booklet will give you a broad overview of what options may be available for your degree:

<https://www.ed.ac.uk/global/exchanges/where>

You should also check with your School Exchange Coordinator for more details about your School's Subject-Specific Exchanges.

IMPORTANT

Studying abroad at an institution with which the University of Edinburgh does not have a formal agreement is strictly prohibited, and it is not possible for students to create new exchange agreements.

Who will Support me?

You!

Going on exchange is an amazing experience, but it is not always easy and it requires a large amount of self-guided research and organisation. To participate, you must be prepared to take a proactive role and to fully engage in the process.

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 your host institution and for signing your learning agreement (a document that lists all the courses you plan to take whilst on exchange).

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

<https://www.ed.ac.uk/global/exchanges/contacts-support/exchange-coordinators>

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 to apply

All applications should be made through our online application system, Mobility-Online. You can access the application using the following link:

2020/21 exchange applications can be submitted from:

Monday 04 November, 12pm (noon)

Using the following link:

https://www.service4mobility.com/europe/BewerbungServlet?identifier=EDINBUR01&sprache=en&kz_bew_art=OUT&kz_bew_pers=S&aust_prog=SLE&trans_roll_id=8&from

Deadline for applications to be submitted online:

Monday 25 November 2019, 12pm (noon)

Please give yourself plenty of time to apply in case you experience technical difficulties. Late applications will not be accepted.

Application procedure

The online application is very straightforward and requires the following information:

Data Concerning the Application

- This section should be automatically populated for you, although it is worth double-checking that the academic year displayed is 2020/2021

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 you will be included in an email providing the name and email addresses for all exchange students going on exchange to the same country as you

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.

Skills and Experiences

- Language background - please include details of all of your foreign language skills, regardless of the institutions to which you are applying
- Please provide details of previous studies/work experience abroad

Host University

- You can select up to five partner institutions, by order of preference (although some Schools/Departments may only allow you to choose three). You will only be able to see and select from the partner institutions with which we have a subject-specific agreement covering your area of study
- Period of study: most degree programmes will only allow full year exchanges, so most students should select this option. Only a limited selection of degree programmes (e.g. Modern European Languages, Divinity, History Classics and Archaeology, Economics, Linguistics, English Language and some ECA programmes) will allow single semester exchanges. Please check with your School Exchange Coordinator if in doubt.

Contact person in case of emergencies

- Please let us know who we should contact in case of emergencies

Other Information

- Your reasons for applying for exchange (no more than 3000 characters)
 - Particular reasons why you have chosen to study at your selected institutions, focusing on your first choice
 - Why you wish to participate in the programme from both an academic and personal perspective
 - Benefits you would get from an exchange, both educational and cultural
- Why you would be a good ambassador for the University of Edinburgh and what you feel you could contribute to your host university (no more than 3000 characters)

It is highly recommended that applicants complete the motivational statement in a Word document before starting the application, then copy and paste the text into the application.

Selection

Following the deadline, your application will be reviewed by your School Exchange Coordinator. Selection is at the discretion of the School, usually taking into account the following (although please note this is a broad overview and practices may vary between Schools):

Academic record

- First year grades are normally taken into account
- Candidates carrying fails will not be considered
- Schools take into account the demand for places and overall suitability when assessing applications, and therefore there is not necessarily a minimum grade requirement. Some Schools have additional criteria so it is advised that applicants check with their School before applying

Motivational and ambassadorial qualities statements

- This section is more subjective and gives candidates the opportunity to explain their motivation for applying for exchange and to outline why they believe they would be a good candidate
- The motivational statement and the ambassadorial statement are separate and each have a 3000 character limit. These will not be sent to the host institution – they are for internal selection use only

Linguistic suitability

- For study at a host university where the language of instruction will not be English, participants should evidence the equivalent of a B2 level on the Council of Europe's [Common European Framework of Reference for Languages \(CEFR\)](#) in the language of instruction.
- Upon selection for an exchange not taught in English, students will be asked to provide evidence of having the required language level (e.g. certificate). In the absence of this, you will be required to take a free, in-person language level assessment through our Centre for

Open Learning (the Study and Work Away Service will arrange this). You must achieve at least B2 level in the assessment in order to take up your exchange place

- Students studying a language as a named part of their degree are exempt from providing evidence of language level and from taking the assessment

Offers

- After applications close on 25 November 2019, your School Exchange Coordinator will assess applications
- Selected students will receive an email by mid-January detailing the institution to which they have been allocated an exchange place
- All students have until **24 January 2020** to accept or decline their offer
- If you do not accept your offer by 24 January, your offer will be rescinded and your application for exchange will be cancelled, with no further opportunity for selection
- You can receive an offer from both a University-wide and a Subject-Specific application, however **YOU CAN ONLY ACCEPT ONE OFFER**. Once you accept one offer, you should decline your other offer. The only exception to this rule is students studying two languages who are required to spend a semester in two different locations to satisfy their degree requirements
- If you accept both a University-wide and a Subject-Specific 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 did not receive an offer, you may be considered for any suitable Subject-Specific places within your subject area, *should space become available*.

- If you have not accepted your offer by the 24 January 2020 deadline your place is automatically forfeit and you will not be placed in the applicant pool.
- If you decline an offer you will not be put on a waiting list
- 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 April as we often require a decision within 48 hours.
- You will be informed of the deadline for accepting/declining your offer in the offer email. You **MUST** contact the Study and Work Away Service if you would like to negotiate more time to consider the offer.
- If you do not accept an offer by the deadline, your offer will be withdrawn

What Happens Next

Application to the Host Institution

The next step is to apply to your host institution.

- Students allocated a place on an International exchange (i.e. outside of Europe) will be sent full information about how to apply to their host institution from February onwards
- Students allocated a place on a European exchange will be nominated to their host institution by the Study and Work Away Service, and will be contacted directly by the host with information about how and when they should apply. You should check the host university website, as well as your emails (including junk folder) for information about applying. It is your responsibility to research the host's application process and complete your application by any stated deadline
- Some institutions have later deadlines than others, and will send out information later than others, so please don't panic if your friends receive information before you
- For students allocated a place on an International Exchange, the Study and Work Away Service will order a copy of your academic transcript from Student Administration for use in your application. Students allocated a place on a European exchange can download copy of your academic transcript via MyEd if this is required for 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 from them
- 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.**

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.

We strongly advise against making travel and accommodation arrangements for your exchange until you have received confirmation of the following:

- **That your host institution has accepted your application**
- **That you have passed all your second year courses and are in possession of a full 240 credits**

Pre-Departure Sessions

All students who go on an exchange **MUST** attend one of the compulsory pre-departure sessions which take place in late April / early May, and which are designed to fully prepare you for your time abroad. Failure to attend one of these sessions could lead to your permission to participate in an exchange being withdrawn.

Following the pre-departure sessions, you will receive access to 'My Journey', an online toolkit designed to guide you through everything you need to know before, during and after your exchange. You will be able to access My Journey through MyEd.

Documents for your Exchange

To remain fully matriculated, students going abroad are required to submit a number of documents throughout the exchange process. The table below lists all required documents with provisional deadlines.

Full details about what you need to do, along with the deadlines, will be provided at the compulsory pre-departure sessions and on My Journey.

Any documents marked 'Erasmus+ only' are only required for students participating in the Erasmus+ programme and any documents marked as 'International only' are only required for students participating in an International Exchange programme:

	Document	Deadline	Notes
1	Risk Assessment	BEFORE Departure	
2	Learning Agreement	At least one month BEFORE you depart for your exchange	
3	Grant Contract (if applicable)	BEFORE Departure	Erasmus+ only
4	Online Linguistic Support Assessment (if applicable)	BEFORE Departure	Erasmus+ only

5	Final Check List	BEFORE Departure	
6	Certificate of Arrival	Within 1 week of arriving at your host institution.	
7	Post-Arrival Questionnaire	Within 3 weeks of arriving at your host institution.	
8	Confirmation of Semester One Courses	At least one week before your host institution's deadline for making course changes.	International only
9	Changes to the original Learning Agreement (semester 1)	Within 4 weeks of the semester start at the host institution	Erasmus+ only
10	Confirmation of Semester Two Courses	At least one week before your host institution's deadline for making course changes.	International only
11	Changes to the original Learning Agreement (semester 2)	Within 4 weeks of the semester start at the host institution	Erasmus+ only
12	Certificate of Departure	Within one week of departure	
13	Final Questionnaire	Within one month of departure	
14	Erasmus Feedback Report (if applicable)	Within one week of receiving the link to the online questionnaire	Erasmus+ only