Information for Students applying for Exchange

A. University		**Imperial College London** http://www.imperial.ac.uk/placements/student-exchanges/information-for-student-exchange-partner-universities/
B. Country		United Kingdom
C. Academics		
i)	**Module Mapping & Credits Transfer**	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. 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.
ii)	**Academic Calendar**	**Term 1:** Late September to mid-December **Term 2:** Early January to late March **Term 3:** Late April to late June http://www.imperial.ac.uk/admin-services/registry/term-dates/
iii)	**Exchange Duration**	**FULL-ACADEMIC-YEAR** exchange only
iv)	**Examination**	Modules (courses) are normally structured to run for a term or for the entire year. Examinations are mostly held at the end of each academic year only, although there are exceptions depending on the admitting department.
v)	**Curriculum Structure**	A full academic year of three terms accumulates to 60 ECTS units. This is the **maximum** number of credits students can take in one year at Imperial. Strictly no overloading on credits while on exchange at Imperial.

vi)	**Minimum Requirements to Apply**	You should:
		
		(a) Be registered as a full-time, degree-seeking undergraduate student of the NUS with:
		   i. a minimum 'B' average grade or 70% average marks or ranking in the top one-third of the class
		   ii. a minimum 'B' grade in the current/intended discipline/major;
		   iii. no grade below 'C'
		   iv. the equivalent of a Cumulative Average Point score of at least 3.5 out of 5.0; (Usually students with very high CAP will be selected by NUS for exchange at Imperial College London)

	(b) Have successfully completed at least:
	
	    i. one (1) semester of study at the NUS upon application for the Exchange Programme; and
	    ii. two (2) semesters of study upon admission to the Host Institution
	
	(c) On Coursework Exchange:
	
	    i. Propose an appropriate programme of study at the Host Institution
	
	(d) Shows the aptitude, motivation and maturity, to thrive in the environment at the host university

vii) Language Proficiency Requirements	Students are expected to provide evidence of English language proficiency based on UK Visa and Immigration requirements for the Student Visa application. Students nominated by NUS for exchange at Imperial College London have to follow the advice provided in the "*Guidance/Information Document for Nominated Exchange Students*". 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. The range of acceptable English test certificates can be found online at: http://www.imperial.ac.uk/study/ug/apply/requirements/english/. If you do not have any of the accepted supporting documents, please apply for the relevant English certificates before you submit an online application at Imperial's Imperial Gateway portal.
viii) Modules Compatibility	Only for students from FoE (refer to the "*list of departmental exchange co-ordinators and administrative contacts*"). • Mechanical Engineering (for the Departments of Aeronautics and Mechanical Engineering at Imperial College) • Electrical Engineering (for the Department of Electrical and Electronic Engineering at Imperial College) • Bioengineering (for the Department of Bioengineering at Imperial College) • Chemical Engineering (for the Department of Chemical Engineering at Imperial College)
ix) Faculties & Schools accepting exchange students	The following 5 departments ONLY: • Aeronautics Engineering • Bioengineering Engineering • Chemical Engineering

		• Electrical and Electronic Engineering • Mechanical Engineering
x)	**Module restrictions and pre-requisites**	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. 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 Electronic and Electrical Engineering. Imperial is also **unable** to offer study plans involving teaching from more than one department or from both the undergraduate curriculum (BEng/MEng/BSc/MSci) and postgraduate curriculum (MSc/MRes). <u>Course Catalogues:</u> **The most recent and relevant syllabus information** (electronic documents <u>or</u> departmental web links) **continue to be available from the relevant departmental student exchange co-ordinator responsible for individual exchange links** (check here for up-to-date contact details, including administrators: http://www.imperial.ac.uk/placements/student-exchanges/information-for-student-exchange-partner-universities/)

D. Application

i)	**Procedures**	All NUS students have to be nominated by NUS before they can apply via Imperial's online portal for the fee-waiver exchange at the host university. The application procedures and list of supporting documents needed by the host university can be found in the SharePoint. Please look for the SEP coordinator at your Dean's Office for the link to the SharePoint. **Advice on completing Imperial's On-Line Application** <u>is</u> provided in the "*Guidance/Information Document for Nominated Exchange Students*". Students have to scan and upload the following **compulsory** documents directly to the Imperial Gateway portal **on their own**: *1.* Supporting letter from NUS to verify that you are <u>nominated</u> for the fee-waiver exchange and NUS teaches in English – *Please approach Registrar's Office for this letter* 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 *using NUS FoE's template*

		3. <u>Latest NUS transcript</u> – *Please approach Registrar's Office for transcript* 4. <u>Provisional transcript</u> to show the modules you are taking in the semester when you apply to Imperial – *Please print from EduRec* 5. <u>Evidence of the English language proficiency</u> (Students should follow the advice provided in the "*Guidance/Information Document for Nominated Exchange Students*"). 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 6. Some undergraduate Engineering students from NUS need to obtain an Academic Technology Approval Scheme (ATAS) certificate (this would be a condition of entry, so await the outcome of your application) 7. Any other supporting documents required by ICL For detailed instruction on the submission of supporting documents, please **read** the "*Guidance/Information Document for Nominated Exchange Students*", **carefully**. All other supporting documents should be scanned and submitted to Imperial's online application portal by their deadline. 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. More information can be found <u>here</u>. Once Imperial has received your application, you will be able to track your application on your Imperial Gateway account. You will also be given a unique 8 digit reference number which you will retain throughout your time at Imperial College. Imperial does **not** send letters confirming admission unless you formally request for the document when you send email to <u>exchangestudents@imperial.ac.uk</u>. Any communication of decision can be expected (via your Imperial Gateway account) within <u>8 weeks</u> of receipt of the online study application. You should quote your CID number in all phone/email correspondences with Imperial.
ii)	**Deadlines**	All NUS students must abide by the internal application deadline set by their <u>home</u> 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.

	Failure to submit a formal application to the host university will result in your exchange being forfeited even if you have been selected by NUS for the exchange.
	NUS students must be nominated by FoE to NUS Registrar's Office before **1 March** and then they can proceed to apply to Imperial by **15 May.** *(Dates subject to change, please check the Imperial webpages for updates).*

E. Accommodations

i) University Accommodation	The "*Guidance/Information Document for Nominated Exchange Students*" also cover issues such as Accommodation and Orientation for when a student is successful with their application. **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</u> exchange students who accept admission <u>for a full academic year and who have met any conditions of entry which may apply (see guidance for full details)</u>.**
	Students can apply for Imperial's accommodation once they receive the conditional offer from Imperial via Student e-Service. A student will be invited by email to apply for accommodation in a College hall of residence.
	The accommodation will be guaranteed for the full academic year **if** students submit the online accommodation application form by Imperial's deadline <u>and</u> have met in full any conditions of entry (e.g. English language) <u>and</u> confirm their admission on Student e-Service by Imperials' deadline.
	Please note that Imperial issue the Confirmation of Acceptance for Studies (CAS) – for inclusion in a visa application - when appropriate and this might be after 23 August. The issuing of the CAS does not influence the accommodation application routine.

F. Visa

Consular/Visa Regulation	**UK Visa and Immigration updates their immigration policy regularly. It is the student's responsibility to check on the requirements via their website before they leave for the exchange.**
	https://www.gov.uk/government/organisations/uk-visas-and-immigration
	For latest information on border control please see:
	https://www.gov.uk/uk-border-control
	Students must obtain a Student Visa for a full year exchange in Imperial.

	To apply for Student Visa, please refer to "*Guidance/Information Document for Nominated Exchange Students"* for more information. Applicants should ensure that they are fully aware of what they will need to do in order to successfully apply for a Student Visa. The CAS statement will contain a number that allows student to apply for a Student Visa. The application for 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. Specific questions concerning visas can be addressed to the Imperial's International Student Support Team: international@imperial.ac.uk. More information can be found at http://www.imperial.ac.uk/study/international-students/visas-and-immigration/applying-for-a-student-visa-overseas/ **Your exchange at the host university depends on the clearance by the immigration of the host country.**

G. Safety, Health & Medical Insurance

i) **Health/Medical Insurance**	Students who are enrolled on a programme which will last for more than six months in UK are entitled to NHS treatment. Students must pay a fee to access the NHS when they apply for their visa. 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. All registered NUS students are covered under the group personal accident and medical insurance as well as the student travel insurance. For more information on the insurance coverage, please refer to https://myportal.nus.edu.sg/studentportal/student-insurance/all/. If the insurance coverage is not enough, students are advised to purchase additional health and/or travel insurance from their preferred agent.
ii) **Emergency Number at host university**	Emergency Security Office Number: +44 (0)20 7589 1000

H. Cost of Living

Estimated Living Expenses	Students can find information and advice on living costs at managing your money (UG) and details can also be found at http://www.imperial.ac.uk/study/ug/fees-and-funding/managing-your-money/living-costs/

I. Useful Links

International Student Support	http://www.imperial.ac.uk/study/international-students/

STUDENT EXCHANGE PROGRAMME (SEP)

Transcript Information	http://www.imperial.ac.uk/placements/student-exchanges/information-for-student-exchange-partner-universities/
COVID-19 Updates	http://www.imperial.ac.uk/about/covid-19/

Last updated: July 2021. Note: all information is subject to change.