THE UNIVERSITY of EDINBURGH

Exchange
Application Policy
Subject-Specific Route
2019/20
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About the Subject-Specific 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 which can take to an exchange:

The University-wide Route: These exchanges are available to students from multiple Schools and Subject-Areas and places are managed centrally.

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 Erasmus+ Exchanges within Europe, and International Exchanges outside of Europe.

The purpose of this handbook is to guide you through a Subject-Specific Application Route, 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.

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

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

Is this programme available to me?

Subject-Specific Erasmus+ and International Exchanges are open to most students, though the availability of places varies and is limited by the number and type of agreements set up in specific subject areas. Our Exchange Destinations booklet will give you a broad overview of what options may be available for your degree:

http://www.ed.ac.uk/international-office/exchanges/where/search-exchanges

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
Direct Entry Students

If you entered directly into second year it may still be possible for you to apply for a Subject-Specific Exchange. 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. Students must check, before submitting an application via their main subject area, that the institution they plan to apply to offers courses in both of their degree subjects and that Exchange Coordinators in both 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 the agreement discipline, though most of our partner institutions are fairly flexible 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 on some degree programmes (e.g. Modern European Languages, Divinity, some ECA programmes) can apply for single semester exchange. Please check your options with your School Exchange Coordinator before applying.

Timeline

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

<table>
<thead>
<tr>
<th>October</th>
<th>Promotional events held including the annual Go Abroad Fair and Information Sessions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early November</td>
<td>Applications open</td>
</tr>
<tr>
<td>Late November</td>
<td>Applications close</td>
</tr>
<tr>
<td>Late December/Early January</td>
<td>Offers are issued</td>
</tr>
<tr>
<td>Late January</td>
<td>Deadline to accept or decline an offer</td>
</tr>
<tr>
<td>Late January to June</td>
<td>Applications made to partner institutions</td>
</tr>
<tr>
<td></td>
<td>Apply for visa</td>
</tr>
<tr>
<td></td>
<td>Apply for accommodation</td>
</tr>
<tr>
<td></td>
<td>Book flights</td>
</tr>
<tr>
<td></td>
<td>Attend compulsory pre-departure session</td>
</tr>
<tr>
<td></td>
<td>Complete learning agreement and other pre-departure documentation</td>
</tr>
<tr>
<td>June to October</td>
<td>Depart for your year abroad</td>
</tr>
</tbody>
</table>

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?

International Exchange

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, as per the information given below.

Erasmus+/Swiss

The Erasmus Exchange programme includes a grant scheme, funded by the European Commission. The grant is intended as a contribution to assist with the extra costs of studying abroad. It will not cover all the costs of your exchange. There is no ‘application’ as such - to qualify for an Erasmus grant,
you must first have a place on the Erasmus 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.

http://www.ed.ac.uk/international-office/exchanges/finances/erasmus-grant

Students going on exchange to Switzerland through the Swiss European Mobility Programme (SEMP) normally qualify for a grant which is paid directly by the host university. Please check with your host university what you need to do to apply for the grant.

Other sources of Funding

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

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 Go Abroad 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. Although Subject-Specific exchanges provide a degree of certainty, as you know your School has specifically established this link 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 and you should still check you are interested in the courses on offer and that you meet the 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 Destinations booklet will give you a broad overview of what options may be available for your degree:

http://www.ed.ac.uk/international-office/exchanges/where/search-exchanges

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

Who will Support me?

You!

Exchanges are amazing experiences, but they are not easy and require a large amount of self-guided research and organisation. To participate you must be prepared to take a proactive role fully engaging 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 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/international-office/exchanges/exchanges-at-edinburgh/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. This is available at the following address:

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:**

**Thursday 22 November 2018, 12pm (noon)**

**Application procedure**

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

**Data Concerning the Application**

- This section should be automatically populated for you, though it is worth double-checking that the academic year displayed is 2019/2020.

**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 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 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 list up to 5 partner institutions by order of preference (some Schools/Departments may only allow you to choose 3). Only the partner institutions with which we have a subject-specific agreement covering your area of study will appear in the list.
- Period of study: most degree programmes will only allow full year exchanges, only a limited selection of degree programmes (e.g. Modern European Languages, Divinity, 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 (motivational statement of no more than 3000 characters)
  - 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
  - What you feel you could contribute to your host university
- Why you would be a good ambassador for the University of Edinburgh

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, applications are reviewed by the appropriate School Exchange Coordinator. Selection is at the discretion of the School, usually taking into account academic record, motivational statement and foreign language skills. What follows is a broad overview and practices may vary between Schools.

Academic record

- 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

Motivational statement

- This section is more subjective and gives candidates the opportunity to explain why they are a good candidate.
- The motivational statement will not be sent to the host institution – it is 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) in the language of instruction.
- In the absence of proof, participants will be required to take a free language test at the Centre for Open Learning and to achieve at least Level B2 before taking up their exchange place. The Go Abroad Office will arrange testing.
- Students studying a language as a named part of their degree are exempt from these requirements.

Offers

- After applications close on 22 November, 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.
• All students have until the 25th of January 2019 to accept or decline their offer.
• If you do not accept your offer by the 25th 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 General 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 26th January 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 Go Abroad Office if you would like to negotiate more time to consider the offer.
• If you do not accept an offer by the deadline the 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 will be sent full information about how to apply to their host institution from February onwards.
- Students allocated a place on an Erasmus+ exchange will be nominated to their host institution by the Go Abroad Office but should check the host university website for information about applying. It is your responsibility to research the host application process and complete your application by any stated deadline. The Go Abroad Office will forward any applicable information to you, or the host institution will contact you directly.
- Some institutions have later deadlines than others so don’t panic if your friends receive information before you.
- For students allocated a place on an International Exchange the Go Abroad Office will order a copy of your academic transcript from Student Administration for use in your application. Students allocated a place on an Erasmus+ exchange can request a copy of your academic transcript from the Go Abroad Office if this is required as 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.
- 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 2018.
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 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 ‘Student Exchanges Handbook’.

Documents for your Exchange

To remain fully matriculated, students studying abroad are required to submit a number of documents throughout the exchange process. The following table 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.

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:

<table>
<thead>
<tr>
<th>Document</th>
<th>Deadline</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Risk Assessment</td>
<td>BEFORE Departure</td>
<td></td>
</tr>
<tr>
<td>2 Learning Agreement</td>
<td>At least one month BEFORE you depart for your exchange</td>
<td></td>
</tr>
<tr>
<td>3 Grant Contract</td>
<td>BEFORE Departure</td>
<td>Erasmus+ only</td>
</tr>
<tr>
<td>4 Online Linguistic Support Assessment</td>
<td>BEFORE Departure</td>
<td>Erasmus+ only</td>
</tr>
<tr>
<td></td>
<td>Final Check List</td>
<td>BEFORE Departure</td>
</tr>
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</tr>
<tr>
<td><strong>6</strong></td>
<td>Certificate of Arrival</td>
<td>Within 1 week of arriving at your host institution.</td>
</tr>
<tr>
<td><strong>7</strong></td>
<td>Post-Arrival Questionnaire</td>
<td>Within 3 weeks of arriving at your host institution.</td>
</tr>
<tr>
<td><strong>8</strong></td>
<td>Confirmation of Semester One Courses</td>
<td>At least one week before your host institution’s deadline for making course changes.</td>
</tr>
<tr>
<td><strong>9</strong></td>
<td>Changes to the original Learning Agreement (semester 1)</td>
<td>Within 4 weeks of the semester start at the host institution</td>
</tr>
<tr>
<td><strong>10</strong></td>
<td>Confirmation of Semester Two Courses</td>
<td>At least one week before your host institution’s deadline for making course changes.</td>
</tr>
<tr>
<td><strong>11</strong></td>
<td>Changes to the original Learning Agreement (semester 2)</td>
<td>Within 4 weeks of the semester start at the host institution</td>
</tr>
<tr>
<td><strong>12</strong></td>
<td>Certificate of Departure</td>
<td>Within one week of departure</td>
</tr>
<tr>
<td><strong>13</strong></td>
<td>Final Questionnaire</td>
<td>Within one month of departure</td>
</tr>
<tr>
<td><strong>14</strong></td>
<td>Erasmus Feedback Report</td>
<td>Within one week of receiving the link to the online questionnaire</td>
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</tbody>
</table>