



THE UNIVERSITY
of EDINBURGH

Exchange Application Policy

University-wide Route

2020/21

Contents

About Our Exchange Programmes	3
Is this programme available to me?	3
Direct Entry Students	4
Joint Honours	4
How the University-wide Route Works	5
Timeline	5
Does it count towards my degree?	5
What are the costs?	6
Tuition Fees	6
Other expenses	6
Is there funding available?	6
Courses	7
Where can I go?	8
Who will support me?	10
You!	10
Exchange Coordinator	10
http://www.ed.ac.uk/global/exchanges/exchanges-at-edinburgh/exchange-coordinators Error! Bookmark not defined.	
Student Support Officer(s)	10
Personal Tutor	10
How to apply	11
Application Procedure Part One – Complete your online application through Mobility-Online	11
Application Procedure Part Two – Upload your personal statement to Pebblepad	13
Application Procedure Part Three – Complete your peer marking	13
Peer Marking Moderation	14
Application Ranking	14
Academic record	14
Linguistic suitability	15
Allocation of Places	15
Reallocation of Places	16
What Happens Next	18
Application to the Host Institution	18
What then?	18
Second Year Courses	19
Pre-Departure Sessions	19
Documents for your Exchange	19

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 partners.

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.

The Subject-Specific Route: These agreements 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 University-wide 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.

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 Subject-Specific Route please view the 'Exchange Application Policy, Subject-Specific Route' or talk to your School directly.

Is this programme available to me?

The programme is open to most students in the Colleges of Arts, Humanities and Social Sciences, and Science and Engineering, as well as some programmes in the Deanery of Biomedical Sciences.

Please note that the application process through the University-wide Route is extremely competitive and that NO STUDENT is guaranteed a place.

Unfortunately, students in the College of Medicine and Veterinary Medicine are not eligible, with the exception of students studying in the Deanery of Biomedical Sciences who can spend one year of their undergraduate studies at a University abroad.

Biomedical Sciences students studying on one of the below named programmes* can apply for one of the University's University-wide Exchanges. (*Anatomy and Development, Biomedical Sciences, Neuroscience, Pharmacology, Physiology, Reproductive Biology, Infectious Diseases). For more information, please view the following website:

www.ed.ac.uk/biomedical-sciences/bmto/student-exchanges

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

Students studying in Art, Design or Edinburgh School of Architecture and Landscape Architecture can only apply through the Subject-Specific Route.

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

Direct Entry Students

If you entered directly into second year it may still be possible for you to apply through the University-wide Route, 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 Arts, Humanities and Social Sciences

The College of Arts, Humanities and Social Sciences will consider applications from direct entry students on a case-by-case basis.

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 through the University-wide Route; for clarification of any academic requirements or caveats, please double check with your School(s).

How the University-wide Route Works

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

Please note all Exchanges offered through the University-wide Route are for a FULL ACADEMIC YEAR only, single-semester exchange is not permitted.

Timeline

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

October	Promotional events held including the annual Go Abroad Fair and Information Sessions
Early November	Applications open
Late November	Applications close
Late November / Early December	Peer Marking
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 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:

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.

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.

www.ed.ac.uk/global/exchanges/finances/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.

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:

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:

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. 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,

that they are appropriate for your degree or available in English, so it is vital that you research your choices carefully.

It is vital to be aware that our University-wide European and 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. **Please note:** the institutions and number of places are subject to change without notice.

IMPORTANT

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

University	Location	No. of places (approx)
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Europe

University of Helsinki	Finland	2
University College Dublin	Ireland	3
University of Amsterdam	The Netherlands	15
Lund University	Sweden	4
Uppsala University	Sweden	2
<u>Humanities and Social Sciences Only</u>		
Sciences Po	France	4
<u>Humanities Only</u>		
University of Copenhagen	Denmark	4

USA

American University	Washington DC	3
Barnard University (women only)	New York	1
University of California system	Various, California	45
University of Connecticut	New England	4
Georgetown University	Washington DC	6
The George Washington University	Washington DC	6

Haverford College	Philadelphia	2
University of Maryland	Maryland	6
University of Mississippi	Oxford	4
University of North Carolina	Chapel Hill	8
University of Pennsylvania	Philadelphia	6
University of Richmond	Virginia	6
The University of Texas at Austin	Austin	10
University of Virginia	Virginia	5
University of Washington	Seattle	8
Washington University St Louis	Missouri	4

Science & Engineering Only		
California Institute of Technology (Caltech)	Pasadena	3

Canada

University of British Columbia	Vancouver	16
Carleton University	Ottawa	5
McGill University	Montreal	18
Queen's University	Kingston	17
University of Toronto – St George Campus	Toronto	9
University of Toronto – Mississauga Campus	Mississauga	6
University of Toronto – Scarborough Campus	Scarborough	

Latin America – Spanish/Portuguese speaking

Pontificia Universidad Católica de Chile (PUC)	Chile	10
Universidad de San Andres	Argentina	3
Universidad de Sao Paulo	Brazil	2
Universidad de las Americas Puebla (UDLAP)	Mexico	4
Universidad Nacional Autonoma de Mexico (UNAM)	Mexico	2

Singapore/China/South Korea

Fudan University	Shanghai, China	2
University of Hong Kong	Hong Kong	10
National University of Singapore	Singapore	10
Nanyang Technical University	Singapore	4
Singapore Management University	Singapore	2
Korea University	South Korea	3
Seoul National University	South Korea	2
Yonsei University	South Korea	2

Australia / New Zealand

University of Adelaide	Adelaide	5
Massey University, Auckland	Various, New Zealand	2
University of Auckland	Auckland	7
University of Melbourne	Melbourne	12
University of New South Wales	Sydney	10
University of Otago	Dunedin	4
University of Queensland	Brisbane	10
University of Sydney	Sydney	40

**For full details on all these different options please view our website:
www.ed.ac.uk/global/exchanges/where/partner-guidance**

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:

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

There are three distinct stages to our application:

- 1) Apply online through our Mobility Online System
- 2) Upload your anonymised personal statement to our peer-marking course
- 3) Peer mark 5 of your peers' personal statements.

Your application will only be considered if you complete all three stages by the stated deadlines.

Application Procedure Part One – Complete your online application through Mobility Online

All applications should be made through our online application system, Mobility-Online.

Applications for 2020/21 exchanges are now closed

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

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 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 to the same country as you.

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 various campuses of the University of California system have very specific prerequisites, which you must make sure you meet. For instance, Engineering students may be required to have some background in Chemistry. You can check out these prerequisites 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 applicant pool 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 write a personal statement of no more than 5000 characters addressing the following three points:

- 1) Focusing on your first choice of institution please explain your academic motivations for applying for an Exchange*
- 2) Please elaborate on the qualities you have which would make you a good representative for the University of Edinburgh citing examples from your extracurricular activities*

3) Please explain how this opportunity would benefit you from a personal perspective

You should give equal weighting to each point.

- This statement is your opportunity to explain why you should be given a place on Exchange.
- 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.
- Think of this as your pitch to your fellow students detailing why they should select you.
- As this will be marked anonymously by your peers, you should avoid the use of names or any other personally identifying information.
- Once you have submitted your application via Mobility Online, you will be required to submit the exact same activity description to pebble pad, through which the peer-marking will take place. Detailed information will be provided upon confirmation of application.
- If for whatever reason you feel that you cannot participate in the peer-marking portion, or you feel that you must include personally identifying information in your application, you should email international.outgoing@ed.ac.uk to explain your situation, and a decision will be made individually.

Submit

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

Application Procedure Part Two – Upload your personal statement to Pebblepad

Deadline: Friday 29 November, 12pm (noon)

Once your Mobility Online application has been successfully completed you will receive an email inviting you to upload a copy of your personal statement to Pebblepad. Full instructions will be provided.

Application Procedure Part Three – Complete your peer marking

Deadline: Monday 9th December 12pm (noon)

You will then be allocated 5 randomly assigned personal statements within Pebblepad which you will be able to access from Monday 2 December. You will then have until Monday 9 December, 12pm (noon) to read and mark these statements. Anyone who does not complete their peer marking by 12pm (noon) on Monday 9 December will have their application withdrawn.

You will be asked to respond to three questions for each statement, rating that statement on a scale of 1-10 for each, with 1 being the statement fails to answer the question and 10 being excellent. The questions are:

- 1) How well do you feel the applicant has articulated the overall academic value of the proposed exchange?
- 2) How would you rate the possible personal benefit of the proposed exchange to the applicant?
- 3) How would you rate the applicant's ability to represent the University of Edinburgh abroad?

There is no formal marking scheme for this; we want to capture your instinctive response. However, an example of a good and a bad statement will be provided along with further instructions about how Pebblepad works prior to the peer marking.

If you fail to complete your portion of the peer marking then your application will not be considered.

Peer Marking Moderation

The peer marking results will be heavily moderated; this will take two forms:

- 1) Staff from the Study and Work Away Service will score a randomly selected set of personal statements and check that the scores being allocated broadly match.
- 2) All scores allocated to each statement will be compared for consistency, with any anomalous marks being investigated. Where marks are found to be anomalous they will be excluded from the overall total for that paper.

Anyone who has one or more of the marks they awarded disallowed will have all their marks investigated. If it is felt that they may not have engaged fully with the peer marking process, for instance giving all statements very low marks, they will be asked to provide written justification of their marks. If suitable justification is not provided their application will be withdrawn.

Application Ranking

Applications are ranked using two key criteria: your first year grades and the score you receive from your peers for your personal statement.

The following weightings for these components are used:

- | | | |
|-----|---|-------------------|
| 2/3 | - | First year grades |
| 1/3 | - | Peer mark score |

Academic record

The academic score is created as a simple total using the following criteria. 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.

Grade	A	B	C	D	E-H (Fail)
Score	4	3	2	1	0

Grades/scores achieved are weighted in accordance with the credit value of individual courses:

Credits	40	20	10
Weighting	2	1	0.5

Academic scores are provided by the Colleges. It is the student's responsibility to inform your Personal Tutor or Student Support Officer of any issues that may impact upon your studies and to follow the University's Special Circumstances procedure. The Study and Work Away Service is unable to consider any appeals to grades outwith this procedure.

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 the Study and Work Away Service will arrange testing; this normally takes place in March/April.

Allocation of Places

Once all marks have been collated and applications ranked, the Study and Work Away Service proceeds with the allocation. Places are allocated based on the following principals and procedures:

- Following marking, approved applications form the 'Applicant Pool' while applications that were declined at College level are withdrawn and the candidates notified.
- Exchange places are allocated to the applicant pool in order, based on the score they received.
- Places are assigned to each College using a ratio based on the number of applicants from each. This usually means three places are allocated to the College of Arts, Humanities and Social Sciences for every two places allocated to the College of Science and Engineering.

- With the 7 European institutions, preference will be given in the first instance to students from Schools which either have no or limited subject-specific Erasmus+ agreements or who have no or limited subject-specific Erasmus+ agreements with partners who teach in English.
- If you are offered an institution other than your first choice you will notice your first choice change in Mobility Online. This is a quirk of the system which only allows us to issue an offer for the institution listed as an applicant's first choice. 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, based on the regions you indicated.

Please note that while we do our best to ensure that institutions allocated in this way are appropriate for your subject area, this is not guaranteed and you do need to double check course availability before accepting.

- No more than a quarter of the places available at any partner will be allocated to students from any one subject area, and the Study and Work Away Service 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 **24 January 2020** to accept or decline their offer, with the exception of students offered a place at the University of California, who must accept by **9am on the 7 January 2020**.
- Any students who were approved but did not receive an allocation will remain in the applicant pool and will be notified.
- You can receive an offer for exchange from both the University-wide and Subject-Specific Routes, however **YOU CAN ONLY ACCEPT ONE OFFER**. Once you accept one offer, you should decline the other offer and choose to end that application. The only exception to this rule are students studying two languages who must undertake two separate exchange periods to meet their degree requirements.
- If you accept an offer for both a University-wide Exchange and a Subject-Specific Exchange 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. As well as the policies outlined above, the following additional procedures apply to reallocation:

- If you have not accepted your offer by the stated deadline your place is automatically forfeited and you will be removed from the applicant pool.
- Any students declining a place at one of their five choices will have their application cancelled and will be removed from the applicant pool.
- If you decline a place which was NOT one of your five choices you can opt to remain in the applicant pool for another allocation.
- Students in the applicant pool cannot change their requested partner institutions or request to wait for a specific institution.
- Any one applicant will be offered a maximum of three institutions not listed within their five choices after which they will only be considered for their five choices.
- 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.
- The Study and Work Away Service reserves the right to reallocate places on a first come first served basis to the 20 highest ranking appropriate candidates in the applicant pool if there is less than two weeks until the partner institutions nomination or application deadline.
- If you do not respond to an offer by the deadline the place will be reallocated and your application withdrawn.
- Reallocations will close by late April at the very latest and all candidates still remaining in the applicant pool will be notified.

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 at the end of January.
- 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 a European exchange will be nominated to their host institution by the Study and Work Away Service 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 Study and Work Away Service 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 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 request a copy of your academic transcript from the Study and Work Away Service 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.
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- 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 2020.

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 after this event you will receive access to 'My Journey', an online resource designed to fully prepare you for your exchange.

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:

	Document	Deadline	Notes
1	Risk Assessment	BEFORE Departure	
2	Learning Agreement	30 July 2020 or BEFORE you depart for your exchange, whichever is earlier.	
3	Grant Contract (if applicable)	BEFORE Departure	Erasmus+ only

4	Online Linguistic Support Assessment (if applicable)	BEFORE Departure	Erasmus+ only
5	Final Checklist	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 month of receiving the link to the online questionnaire	Erasmus+ only

