



THE UNIVERSITY
of EDINBURGH

Application guide for Subject-specific exchanges

For students applying to **subject-specific** exchanges
for the 2024-25 academic year



This guide explains the application route for Subject-specific student exchanges.

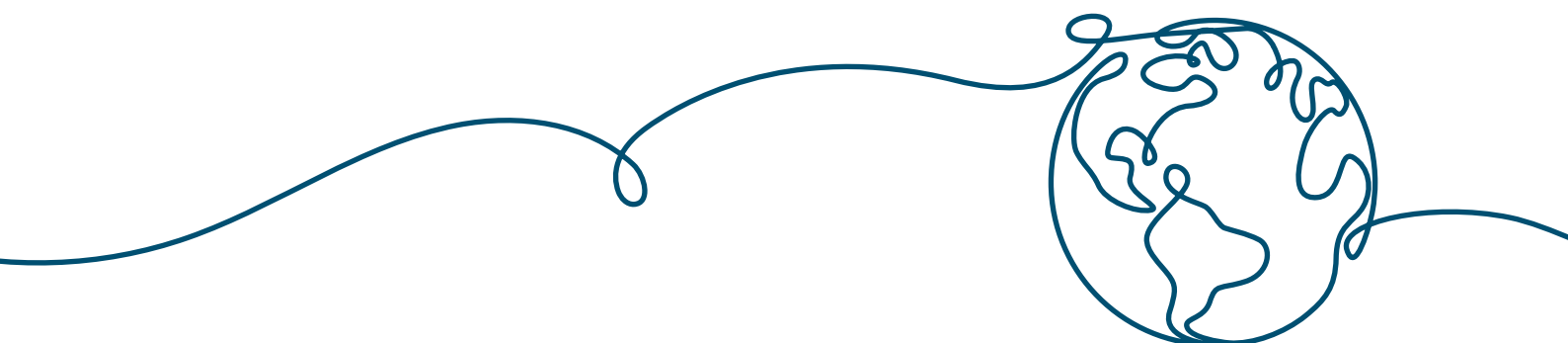
For information about applying for University-wide student exchanges you can read the relevant Application Guide or talk to your School directly:

www.ed.ac.uk/global/study-work-away/study-exchanges/application/apply

If you require this document in an alternative format please email international.outgoing@ed.ac.uk or phone 0131 650 4621

Contents

Exchange programme opportunities	2
How an exchange works	3
Eligibility to apply	4
Course selections	5
Cost of exchange	6
Exchange destinations	7
How to apply	8
Application deadlines	12
Allocation of places	14
What happens next?	16
Summary of application dates	19
Summary of application process	20





Exchange programme opportunities

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 has hundreds of exchange agreements with leading institutions across the world. From Australia to Singapore, Sweden to the USA: there is a world of opportunity available to you.

There are two application routes available for student exchanges.

- University-wide route: University-wide exchanges are available to students from most Schools and subject-areas, and places are managed centrally by the Study and Work Away Service (SWAY).
- Subject-specific route: Subject-specific exchanges are restricted to students from just one School or subject area, and places are managed at School level.

The Subject-Specific Application Guide is available on our 'How to apply' page: www.ed.ac.uk/global/study-work-away/study-exchanges/application/apply

Both the routes include destinations for European exchange and international exchange (outside of Europe).

Both routes have a two-stage process.

1. Apply for an exchange place through the University of Edinburgh.
2. If you are allocated an exchange place by the University of Edinburgh, you then apply to your host institution.

You can apply for an exchange on both the University-wide and Subject-specific routes, but you can only accept one place.

How an exchange works

There is a typical process for exchanges for most students.

- Apply during your second year
- Study abroad during your third year
- Return to the University of Edinburgh for your fourth year to complete your degree
- An exchange won't mean adding an additional year on to your degree programme

For students on five-year degree programmes, you may be required to go on exchange in your fourth or fifth year. You can check with your School for details.

Most Subject-specific exchanges are for a full academic year.

Single semester exchanges may be possible if you are applying for an exchange at a European partner institution, and are studying on specific degree programmes:

- Divinity
- Economics
- History, Classics and Archaeology
- Linguistics
- English Language
- Some ECA programmes

Full year or two single semester (at two different institutions) exchanges may be possible:

- If you are studying two languages and must complete two separate exchange periods to meet your degree requirements.
- If you are a MA Fine Arts student - where History of Art is only available for a single semester through the University-wide exchange route.

Eligibility to apply

Subject-specific exchanges are open to most students in the College of Arts, Humanities and Social Sciences (CAHSS) and the College of Science and Engineering (CSE). However, the places available vary each year, and are limited by the number and type of agreement with each partner.

To find out which subjects do not offer exchanges or where there are limitations, check out our eligibility page. You can also find information on direct entry, joint honours, and for those with disabilities or specific learning needs:

www.ed.ac.uk/global/study-work-away/study-exchanges/eligibility

The Subject-specific application route is very popular. Unfortunately, there is no guarantee that you will be offered an exchange place.

Academic requirements

As stated in the Undergraduate Degree Programme Regulations, you must have achieved 240 credits before participating on exchange in your third year (if your year abroad is in your fourth or fifth year you must have 360 or 480 credits).

Exceptions can't be made to this regulation - you must have the credits.

You can find out how an exchange counts towards your degree, selecting the right courses, how your requirements may vary according to your degree programme, and credit transfer:

www.ed.ac.uk/global/study-work-away/study-exchanges/academic-matters

Take note

For 2024/25 applications, your credits might have been impacted by industrial action. You can contact your school for more information on the academic requirements.

Course selections

When considering your exchange destination, you need to be sure that all of these conditions apply:

- There are sufficient courses available at your preferred host institution for you to take a full-time third year course load in your subject area.

Most European institutions use the European Credit Transfer System (ECTS). A standard annual course load is 60 ECTS credits – this equates to 120 Edinburgh credits.

For international institutions (outside of Europe), check the [Academic Credit Requirements](#) which confirm the exact number of credits at each specific host institution.

- The courses will count towards your Edinburgh degree.
- These courses will issue you with a letter grade – courses which issue a Pass/Fail are not allowed.
- **For Joint honours students** – you must check that the institutions you select offer a full credit load of courses for both your subject areas.

You are expected to take equivalent courses to those you would have taken in Edinburgh. This will allow you to meet the outcomes of your degree programme. Not all partner institutions offer courses in all subject areas, and some limit the courses which are open to exchange students.

It is your responsibility to select institutions where appropriate courses are available. You should research your choices carefully before applying. It is vital that you know the credit load and course requirements of your degree programme. Your [School Exchange Coordinator](#) can help you with this.



Cost of exchange

You won't have to pay tuition fees to your host institution, but there are other costs and fees related to your exchange.

- **Visas** - Some countries require you provide bank statements proving you will be able to support yourself financially while abroad. You may have to demonstrate that you have access to a specified sum of money.
- **Health insurance** - Some countries and host institutions require you purchase specific local health insurance.
- **Travel costs** - Your transport to and from your destination such as flights and ground transportation.
- **Accommodation** - You will need to pay for housing and associated costs.
- **Academic fees** - There may be lab fees, or course-specific fees.
- **Student services** - Some host institutions may charge fees for certain student activities.
- **Local transport** - You might need to pay for buses, tram, or trains.
- **Personal items** - You might need to pay for a phone contract, electronic devices, extra furniture and household appliances, a television license, clothing, or luggage fees.

You can find more information on fees and funding so you know what you need to consider before applying:

www.ed.ac.uk/global/study-work-away/funding/fees-and-funding

Exchange destinations

Where you can apply for an exchange depends on the subject area of your Edinburgh degree programme. You can find more about your available options in our Exchange Destinations Guide:

www.ed.ac.uk/global/study-work-away/study-exchanges/where-can-i-go

You can also check with your School Exchange Coordinator about additional or alternative exchanges available within your School.

Take note

Important: Studying abroad at an institution with which the University of Edinburgh does not have a formal exchange agreement is strictly prohibited. New exchange agreements cannot be created for individual students, and students are not permitted to create exchange agreements themselves.



How to apply

You make your application through an online application system called Mobility Online.

If you need assistance with the application form or require it in another format, please contact SWAY:

For European exchanges - europa.outgoing@ed.ac.uk

For International exchanges (outside of Europe) - international.outgoing@ed.ac.uk

Dates

Applications open:
Wednesday 1 November 2023 at 12.00 noon

Deadline for submissions:
Wednesday 15 November 2023 at 12:00 noon

Avoid using the same laptop as someone else to submit your application. This can result in both your applications being submitted using just one of your UUNs.

Plan to submit your application well within the deadline to avoid technical issues that could prevent you from submitting it on time. You should aim to submit your application as soon as you can rather than close to the deadline.

Late applications won't be accepted. If you've made a 'Special Circumstances' submission to your School, this won't be automatically considered. There's more information about late applications and special circumstances in this guide.

Mobility Online application form

The application form on Mobility Online is straightforward. You need to complete these sections:

Data Concerning the Application

This section will be automatically populated for you. You just need to check that the correct academic year shows.

Personal Data

This is the basic personal information required for your application. Provide up-to-date contact details so that we can contact you if necessary.

You'll be asked to confirm if we can share your details with other exchange students – this is to include you in a mailing list with other students going to the same country as you to connect as a group before your exchange. We can't share your contact details without your permission – you can opt in by answering 'YES', or opt out by answering 'NO'.

It is important that you are able to receive relevant support if you need it while on exchange. After your application, SWAY will contact you to ask for your permission to disclose any additional support requirements to the host institution.

If you are allocated an exchange place, your host institution may require official medical proof of any disabilities or learning differences. Equally, the support you have access to at the University of Edinburgh may not be the same at your host institution if you are allocated an exchange place.

Study Details

In this section you should select the details of your current degree programme. If you are a joint honours student, select the College, School and study field which appears first in your degree title (your lead subject area).

You should write the full title of your degree programme in the 'Degree which you are currently studying for' field.

Requested host institution(s) (in order of preference)


You can list up to five partner institutions by order of preference. Some Schools may have fewer than five options to choose from, so you won't be required to list five institutions.

For joint honours students, you will only be able to see and select from partner institutions where there is an exchange agreement in place for your lead area of study. However, you must check that the institutions you select offer a full range of courses in both your subject areas.

Please discuss your options with your Exchange Coordinator.

Period of study

Most students should select full-year exchanges. Only a limited selection of degree programmes allow a single semester exchange. See guidance on [How an Exchange works](#).



Personal statement

This statement is your opportunity to explain why you believe you should be allocated a place on exchange. When you write it you should consider the following:

- Focus on your first-choice destination – your statement will only be seen by the University of Edinburgh; your host institution will never see it.
- Your statement should reflect that an exchange is an academic programme.

You need to write a personal statement of 750 words (with a limit of 5,000 characters including spaces) which must address the following points:

1. Focusing on your first choice of institution, explain your academic motivations for applying for an exchange.
2. 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. Explain how this opportunity would benefit you from a personal perspective.

You should give equal weighting to each point. Personal statements which exceed the character limit will be deducted points.

Submit your application

Once you have completed all of the sections, you should read and agree to the terms and conditions. You can then submit your application.

Application deadlines

Dates

Applications open:
Wednesday 1 November 2023 at 12.00 noon

Deadline for submissions:
Wednesday 15 November 2023 at 12:00 noon

Applications have a set deadline. You can view a detailed timeline for the application process, and read further guidance:

www.ed.ac.uk/global/study-work-away/study-exchanges/application/apply

You are strongly recommended to submit your application early in case you experience technical difficulties.

If you miss the application deadline, the Mobility Online application link will no longer work and you will not be able to apply.

Exceptions

Exceptions can only be made for late applications if you can provide evidence that:

- you tried to apply before the official application deadline and were not able to do so for technical reasons, OR;
- you were unable to apply due to exceptional unforeseen circumstances (for example, illness).

If this happens to you, contact the relevant team immediately:

For European exchanges - europe.outgoing@ed.ac.uk

For International exchanges (outside of Europe) - international.outgoing@ed.ac.uk

You may be able to get an extension if you meet **all** of these criteria:

1. You have contacted SWAY no later than 12 hours after the application deadline has passed. After this time, your application can no longer be considered.
2. You have provided details about the unforeseen circumstances which prevented you from applying before the deadline and are able to confirm your reasons with third-party evidence (for example: a medical certificate; or a screenshot showing the issue at the point of failed submission, including the exact date and time)
3. You have sent your personal statement by email to SWAY within 12 hours of the application deadline.

If you are granted an extension, we will contact you with instructions for your next steps - you will need to submit your application in an allocated time slot. Failure to submit during that time will mean your application won't be accepted.



Special circumstances

SWAY will not be automatically made aware of any current special circumstances submissions you may have submitted to your School. If you believe your current personal circumstances impact upon your ability to complete the application and to a level which reflects your ability, contact us by email before the application deadline.

Selection

After the deadline your application will be reviewed by your School Exchange Coordinator. Selection is based on your academic record, personal statement, and linguistic suitability, and is at the discretion of the School:

www.ed.ac.uk/global/study-work-away/study-exchanges/application/selection-criteria

For specific information about your School's selection practice, please contact your School Exchange Coordinator.

Language level

To study at a host university where the language of instruction will not be English you must have reached B2 level language proficiency on the Council of Europe's Common European Framework of Reference for Languages (CEFR) in the language of instruction at the time of application:

www.coe.int/en/web/common-european-framework-reference-languages/level-descriptions

To ensure that you have a minimum B2 level language proficiency you will be required to take a free language test at the Centre for Open Learning (COL) in March or April. This will be arranged by SWAY, who will contact you directly. Students on Modern European Languages programmes applying for exchange won't be required to undertake the language test.

You must achieve at least B2 level in the test to be able to take up your exchange place. If you don't achieve B2 level at the time of testing you won't be able to proceed with your exchange.

Check the language level at your chosen institutions, and only apply for those for which you have the required language skills.



Allocation of places

After the applications close, your School Exchange Coordinator will assess the applications.

- Selected students will receive an email on Thursday 11 January 2024 advising if your application has been successful, and the institution to which you have been allocated an exchange place .
- You have until Thursday 18 January 2024 at 12.00 noon to accept or decline your offer (with the exception of students offered a place at the University of California, who must accept by 12.00 noon on Thursday 4 January 2024).
- If you don't respond to the offer by Thursday 18 January 2024, your offer will be rescinded and your application for exchange will be cancelled.
- You may 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

If you received an offer but want to decline it

- You must decline the offer by 18 January 2024 so that your place can be reallocated to another student.
- You may receive an alternative offer during the reallocation stage, this is not guaranteed.
- Declining your offer means that you might lose the opportunity to study abroad on exchange.
- Please speak to your School Exchange Coordinator if you have any concerns about the academic implications of declining your offer.

If you have not received an offer

- You may be considered for re-allocation if a suitable space is available after the initial 18 January deadline.
- Timescales for reallocating places can be very tight. It is essential that you monitor your University emails during February because you may need to make a decision within 48 hours if you get an offer.
- You will be told the deadline for accepting or declining in the email about your offer. You must contact SWAY if you need to negotiate more time to consider the offer.
- If you do not respond to an offer by the deadline, your offer will be withdrawn.

What happens next?

Once you've accepted your exchange place there are processes and practicalities to consider.

Application to your host institution

Once you have been allocated an exchange place and accepted your allocation, the team in SWAY will nominate you to your host institution. You will receive an email confirming this has been done, and SWAY will then provide instructions on how to apply directly to your host institution:

- Students allocated a place at an international (non-European) exchange destination will be sent full information about how to apply to their host institution by SWAY. This will happen from February onwards.
- Students allocated a place at a European exchange destination will normally receive information about the application process directly from the host institution. You will be informed once your nomination has been completed and should check your emails regularly (including your junk folder) for application instructions. This will happen from March onwards. It is your responsibility to follow your host institutions application instructions, ensure you meet the host institution eligibility criteria, and complete your application by any stated deadline.
- Some institutions have later deadlines than others, so don't panic if your friends receive information before you.
- If you are allocated a place at an international exchange destination, SWAY will order a copy of your academic transcript from Student Administration for use in your host application.
- If you are allocated a place at a European exchange destination and your host institution requires a transcript as part of your application, then you will be able to download your Higher Education Achievement Report (HEAR). This provides a single comprehensive record of your achievements to date at the University of Edinburgh. You can view and download your HEAR from MyEd portal via the Electronic Document Service:
www.ed.ac.uk/student-administration/electronic-document-service

Acceptance from the host institution

Between April and June, you can expect to receive confirmation from your host institution that your application has been accepted.

It's unusual for an exchange application to be declined by the host, but our partner institutions reserve the right to turn down any applications they consider unsuitable. This may be because they don't meet the entry requirements, or (in the case of Art and Design students) due to a lack of studio space.

Take note

Important: You should avoid costs related to your exchange (e.g. booking flights, accommodation, etc.) until you have received confirmation of acceptance from your host institution and your Risk Assessment has been approved by SWAY.

Making practical arrangements

Once you have received your acceptance from your host institution, you will need to begin making practical arrangements for your exchange.

Because you 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 2023.

Check the things you need to do before you go:

www.ed.ac.uk/global/study-work-away/before-you-go

Passing your second year courses

Take note

For 2024/25 applications, marking and assessment might have been impacted by industrial action. You can contact your school for more information on the academic requirements.

To proceed with your exchange, you must pass all your second year courses at first sitting. Students who have not passed a full 240 credits of courses (or 360 credits if the year abroad is in year 4 of a 5 year programme) will not be permitted to proceed with their exchange.

You should only make travel and accommodation arrangements for your exchange after you have received confirmation of the following:

- Your host institution has accepted your application.
- Your Risk Assessment has been approved by SWAY.
- You have passed all your second year courses and are in possession of a full 240 credit load

Pre-departure sessions

All students who go on an exchange must attend one of the compulsory pre-departure sessions, usually held in April. These are designed to fully prepare you for your period abroad. You can check details of pre-departure sessions:

www.ed.ac.uk/global/study-work-away/before-you-go/pre-departure

Summary of application dates

The table below outlines key deadlines and indicative dates in the process of applying for and securing a place at one of our University-wide partner institutions.

	Dates (2023 - 2024)	Event
The University of Edinburgh's internal exchange application process (for Subject-specific exchanges)	Wednesday 1 November (noon)	Exchange applications open
	Wednesday 15 November (noon)	Exchange applications close
	Thursday 11 January (noon)	Exchange Coordinators allocate offers
	Thursday 18 January (noon)	Deadline to accept or decline your offer
	Ongoing from January to February (timeline managed by your School)	Reallocation of unused or declined exchange places. Accept or decline your offer as soon as possible.
	Thursday 22 February	Exchange Coordinators deadline for reallocations
Your host institution's application process	Various (SWAY will coordinate and advise by email)	Nominations (if applicable - done by SWAY) and subsequent applications (done by you) to your host institution**



Summary of application process

1. Research your exchange options in our Exchange Destinations Guide.
2. Select up to five host institutions, making sure that your choices offer suitable courses for your area of study (especially if you are a Joint Honours student).
3. Apply by Tuesday 15 November (noon), ensuring you allow plenty of time to write your supporting statements and submit the application.
4. Accept or decline your exchange offer by Thursday 19 January (noon).
5. If you have not received an offer in the first round, or you declined an offer, you may receive an alternative offer. Check your email regularly and accept or decline any new offers by the deadline stated.

This publication was produced by the Study and Work Away Service (SWAY) at the University of Edinburgh. Published 25 September 2023.

The University of Edinburgh is a charitable body, registered in Scotland, with registration number SC005336.

