



THE UNIVERSITY
of EDINBURGH

Application guide for University-wide exchanges

For students applying to **university-wide** exchanges
for the 2024-25 academic year



This guide explains the application route for University-wide student exchanges.

For information about applying for Subject-specific 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 stage 1 – Submit online application	9
Application stage 2 – Submit your personal statement	13
Application stage 3 – Peer Marking	14
Application deadlines	16
Application ranking	18
Academic record	18
Allocation of places	21
What happens next?	24
Summary of exchange application dates	27
Appendix 1	28





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, 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. The only exceptions are for some double languages or Fine Arts (MA) or MAFA students who could accept two places.

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 programme, you may be required to go on exchange in your fourth or fifth year. You can check with your School for details.

Most University-wide exchanges are for a full academic year.

Single semester exchanges aren't normally possible on University-wide exchange. The only permitted exceptions to this (for two single semesters at two different institutions abroad):

- 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 only is available for a single semester through the University-wide exchange route.



Eligibility to apply

University-wide exchanges are open to most students in the College of Arts, Humanities and Social Sciences (CAHSS), the College of Science and Engineering (CSE), and some programmes in the Deanery of Biomedical Sciences. 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 University-wide 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 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

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.

All our partners' information pages clearly state in bold if a subject is unavailable. However, even if courses are listed there can be additional barriers:

- Limited spaces
- Prerequisite requirements – if you don't meet them, you may not be able to access the course
- Closed to exchange students – certain courses only enrol home students
- Language – course may not be offered in English
- Course may not be appropriate for your degree

University-wide exchange agreements don't guarantee entry to any course, so you should select an institution that offers a wide range of courses that meet the requirements of your degree, with more than the minimum credit load in case some of your initial course selections are not available. This is especially important if you are on a degree programme with very specific requirements for progression into final year – your [School Exchange Coordinator](#) can advise on this.

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

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

There is a world of opportunity available to you. You can find more about your options available in our Exchange Destinations Guide:

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

In [Appendix 1](#) you can see a table of our partner institutions with the typical number of places available there each year.

The institutions and number of places they offer changes each year. You can check the up-to-date information for our partner institutions:

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

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

There are three stages to the University-wide application, explained in this guide:

1. Submit online exchange application (Mobility Online system)
2. Submit anonymised personal statement (PebblePad system)
3. Peer-mark five of your peers' personal statements (PebblePad system)

Your application will only be considered if you complete all three stages by the stated deadlines. The Subject-specific application process has slightly different stages. The Subject-Specific Application Guide is available on our 'Apply' page: www.ed.ac.uk/global/study-work-away/study-exchanges/application/apply

Summary of University-wide application process

- **Research** your university-wide exchange options in our Exchange Destinations Guide
- **Select** up to five host universities, taking care to ensure that your chosen destinations offer suitable courses (especially if you are a Joint Honours student)
- **Submit your application** on Mobility Online before the deadline of Wednesday 15 November 2023 (noon), ensuring you allow plenty of time to write your supporting statements and submit your application.
- **Submit your Personal Statement** on Pebblepad before the deadline of Monday 20 November 2023 (noon) and Complete Peer Marking on Pebblepad by Tuesday 28 November 2023 (noon).
- **Accept or decline** your exchange offer by Thursday 18 January 2024 (noon)
- If you don't get an offer in the first round, you might get an alternative exchange offer. Keep checking your university email and accept or decline any new offers by the deadline stated in the email.



Application stage 1 – Submit online application

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 applications. 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 any technical issues that could prevent you from submitting on time. You should aim to submit 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 in 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 exchanges 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 provide 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.

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. Please discuss your options with your Exchange Coordinator.

You MUST check that the institutions you select offer a full range of courses in your subject area(s), using the guidance notes on our website and the partner institution website.

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 offered an alternative destination and your application will be withdrawn.

A special note about the University of California

If you list 'University of California' as one of your choices, you must be prepared to study at any University of California campus (Davis, Irvine, Riverside, San Diego, etc). You can't select specific or multiple University of California campuses. If you are not willing to attend all of the campuses on offer, don't select this institution.

If you receive an offer from the University of California, you will be assigned to a specific campus after you have accepted the offer. They don't allow campus changes and the decision can't be influenced by University of Edinburgh staff.

The study options at the University of California system have very specific prerequisites which you must be able to meet. For example, Engineering students may be required to have some background in Chemistry. You can check prerequisites on their website:

reciprocity.uceap.universityofcalifornia.edu/plan-your-studies/uc-courses/major-preparation

Alternatives to your selected destinations

You'll be asked '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.

- If your first five choices are full, you will only be offered alternative institutions from the regions you select.
- If you do not select any regions, you will only be considered for your first five choices without any subsequent alternative options.

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 at the University of Edinburgh; your host institution will never see it.
- Your statement should reflect that an exchange is an academic programme.
- It will be marked anonymously by your peers. Avoid including any information which could be used to identify you, such as your name or student number.

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 stage 2 – Submit your personal statement

After the Mobility Online application deadline has passed on 15 November, we will email you with instructions on how to save your personal statement to PebblePad.

The personal statement you upload here should be identical to the one you submitted on Mobility Online.

Dates

Deadline to submit personal statement to Pebblepad:
Monday 20 November 2023 at 12.00 noon

If you feel that you can't participate in the peer-marking process, or that you must include your name or biodata in your statement, contact us before the deadline to explain your situation. Decisions on exemptions from peer-marking will be made on a case-by-case basis:

international.outgoing@ed.ac.uk



Application stage 3 – Peer Marking

You will be randomly allocated five anonymous personal statements which you will be able to access on PebblePad once the peer marking opens.

You need to read and score these statements before the deadline. **The deadline can't be extended because the overall process is time-sensitive.**

Dates

Peer marking opens:
Wednesday 22 November 2023 at 12.00 noon

Deadline for peer marking:
Tuesday 28 November 2023 at 12:00 noon

Peer marking guidance

There is no formal marking scheme. The aim is to capture your instinctive response. Before you're allocated the statements to score, you'll see examples of a high-scoring and low-scoring statement, along with further instructions about how PebblePad works.

You will be asked to rate five randomly allocated personal statements on a scale of 1 to 10 in response to these three questions (with 1 being the statement fails to answer the question and 10 being excellent):

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

You should not rate your own statement: only rate the five allocated statements.

Take note

Important: If you fail to mark all five of your allocated statements by Tuesday 28 November 2023 at 12:00 (noon), your own exchange application will be considered incomplete and will be withdrawn.

Peer marking moderation

The peer marking results are heavily moderated by SWAY, to ensure fairness and consistency. Moderation takes the following forms:

- Staff from SWAY score a randomly-selected set of personal statements, and check that those scores broadly match those being allocated by students.
- All scores given to each personal statement will be compared for consistency. Any anomalous marks will be investigated. Where marks are found to be anomalous, they will be excluded from the overall total for that personal statement.
- Anyone who has one or more of the scores they awarded excluded will have all of the scores they awarded investigated. If it is considered that they have not 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 scores. If suitable justification is not provided, their exchange application will be withdrawn.



Application deadlines

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 SWAY immediately:

international.outgoing@ed.ac.uk

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

1. You have contacted the 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.

Application ranking

Your exchange application is ranked using two criteria – the average of your first year grades and the score you receive from your peers for your personal statement.

Your scores are weighted:

50% Average of first year grades

50% Peer mark score

Academic record

Your academic score will be provided by your College Office. In response to the marking and assessment boycott (MAB), for 2024-25 applications the following criteria will be applied when considering your academic results:

- The weighted average of your year 1 marks, which are ratified and published in EUCLID as of Monday 27 November 2023. You may have been impacted by the MAB, so there is no minimum number of credits required for this initial calculation.
- Only numerical marks will be used to calculate your weighted average.
- If you have been allocated a PASS grade rather than a numerical mark, these will not be included in the calculation.
- Weighted averages will be based on your first attempt at the course, unless you have been granted a null sit due to special circumstances, in which case your second attempt will be counted.
- Your academic weighted average will count for 50% of the ranking. The other 50% comes from the score of your personal statement through peer marking.

Examples of academic scoring:

Student A has all 120 credits of numerical marks available

Course title	Credit value	Result
Course A	40	71
Course B	20	65
Course C	10	68
Course D	10	69
Course E	20	45
Course F	20	78
Weighted average		66.42

Courses taken into account
120 credits are used to calculate the weighted average.

Student B has less than 120 credits of numerical marks available

Course title	Credit value	Result
Course A	40	Pass
Course B	20	64
Course C	10	Pass
Course D	10	Missing mark
Course E	20	59
Course F	20	Missing mark
Weighted average		61.5

Courses taken into account
The credits available are used to calculate the weighted average.

Academic scores are provided by the Colleges, and SWAY can only accept the scores provided by them. It is your responsibility to inform your Personal Tutor or Student Support Officer of any issues that may have affected your studies, and to follow the University's Special Circumstances procedure. SWAY is unable to consider any appeals to grades outwith this procedure.

Where missing or delayed results are subsequently resolved as fails, students will be withdrawn from the exchange process. This aligns with normal practice where a student with an exchange place subsequently fails courses in Year 2 and has their application withdrawn.

Where missing or delayed results mean a student would have been eligible for a higher academic score, there may be some scope for reallocation during the February to April reallocation period. Students would only be eligible for reallocation if their original score meant they did not receive one of their top five preferences, and if they have not already accepted an exchange place. Reallocation is also contingent on places becoming available.

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, if you have no other supporting evidence such as a certificate, 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

Following the marking process, any applications that were declined at College level are withdrawn – if this affects you, you'll be notified. Applications approved at College level will be collated and ranked by SWAY, and put into the applicant pool to begin allocating places.

Places are allocated based on the following principals and procedures:

- Exchange places are allocated to the applicant pool in order, based on the overall ranking they received (made up of both the academic and personal statement score).
- Places are assigned to each College using a ratio based on the number of applicants from each. This usually means that three places are allocated to the College of Arts, Humanities and Social Sciences (CAHSS) for every two places allocated to the College of Science and Engineering (CSE) and Deanery of Biomedical Sciences.
- With the European institutions available under the University-wide route, preference will be given in the first instance to students from Schools which have either:
no or limited subject-specific European agreements, or
no or limited subject-specific European agreements with partners who teach in English.
- If you are offered a place at an institution other than your first choice, your first choice will 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. We keep a clear record of all students' original requests.
- If all of your choices are 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.
- We try to ensure that no more than 25% of the places available at any partner institution will be allocated to students from any one subject area. SWAY 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. Before applying please make sure to consult the partner notes of guidance, where many known subject compatibility issues have been highlighted.
- Once you have been made an offer for one of your preferred destination choices, you will not be considered for any other places, even if a place subsequently becomes available at one of your preferred choices (for example, if you are offered your second choice, you will not be considered for your first choice if a place there becomes available).

- As stated previously, if you are offered a place at one of your preferred destination choices and choose to reject it, your application will be withdrawn and you will not be offered the chance to go back into the applicant pool.
- If you are offered a place at a destination that was not one of your choices, you may reject the offer and go back into the applicant pool. You will be able to do this twice; if you choose to reject a third offer from an institution that wasn't one of your choices, your application will be withdrawn.
- 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 have received the offer by Thursday 18 January 2024, but you have not yet been allocated a subject-specific place by this deadline, you must choose whether to accept the University-wide offer and forfeit any subject-specific offer you may subsequently receive OR alternatively you must reject your University-wide offer in the hope you will receive a subject-specific offer at a later date.
- SWAY will contact students whose applications were approved but who were not initially allocated a place, informing them that they will remain in the applicant pool. These students will be considered for a place as part of the reallocation process.
- 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 or students of Fine Arts (MA) or MAFA can accept two offers too (one sub-spec Art and one sub-spec/uni-wide History of Art..
- 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 to students in the applicant pool. The same allocation principles apply, and the following additional procedures apply for reallocation:

- If you have not responded to your offer by the stated deadline, your place is automatically forfeited and you will be removed from the applicant pool.
- As outlined above, if you decline a place at one of your five choices, you will have your application cancelled and you 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.
- Any one applicant will be offered a maximum of three institutions not listed within their five choices.
- Students in the applicant pool cannot change their requested partner institutions or request to wait for a specific institution to become available.
- Timescales for reallocating places can be very tight. You should monitor your emails regularly between late-January and April as we often require a decision on whether you want to accept an offer within 48 hours.
- SWAY 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 institution's nomination or application deadline.
- If you do not respond to an offer by the stated deadline, the place will be reallocated and your offer withdrawn.
- Reallocations will close by late April at the very latest; all candidates still remaining in the applicant pool will be notified of this.

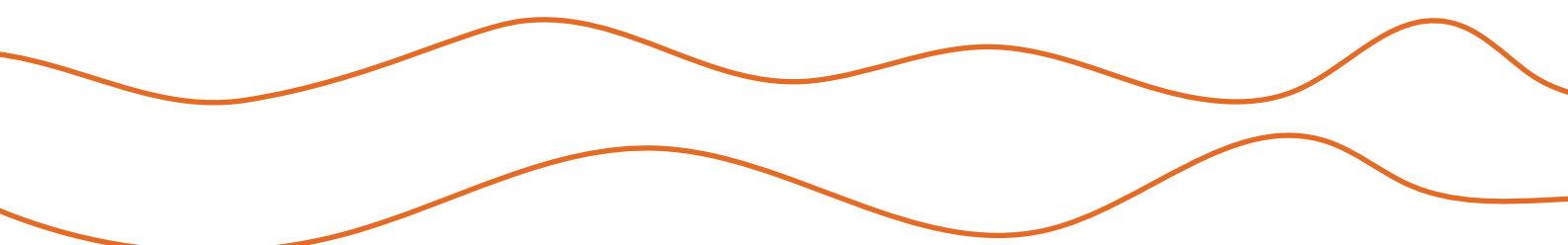
What happens next?

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 who have been allocated to the University of California will be invited to an information session about how to apply in early January. The deadline for applications is in late January.
- 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

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 (or 360 credits if 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

For exchanges in Australia and New Zealand: Due to the academic timetable of Australian and New Zealand semesters there can be a very short period between when you receive your year 2 progression decision and course marks. This usually will happen at the start of July and the start of the exchange academic year.

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 exchange 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 University-wide exchanges)	Wednesday 1 November (noon)	Exchange applications open
	Wednesday 15 November (noon)	Exchange application close
	Monday 20 November (noon)	Deadline to submit your personal statement to PebblePad
	Wednesday 22 November (noon)	Start your peer marking in PebblePad
	Tuesday 28 November (noon)	Deadline to complete your peer marking in PebblePad
	Late December – January	SWAY will issue offers of University-wide places via email
	Thursday 4 January (noon)	Deadline for you to be allocated a place at the University of California to accept/reject their offer*
	Thursday 18 January (noon)	Deadline to accept/reject your offer (except as above)
	February – April	Reallocations of released places and liaison with students in the applicant pool
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**

* Earlier deadline due to UC's very early application deadline. Students who accept an offer to UC by that deadline do not have until 18 January like other students to consider other places potentially offered through the subject-specific route.

** You can find your allocated host institution's nomination and application deadlines on their website or in our partner guidance notes. SWAY will contact you directly to advise on these steps - don't submit your application to your allocated university until you've been instructed to do so.

Appendix 1

Partner institutions and destinations

The institutions and number of places listed are indicative and may not reflect the exact exchange places available for the 2024-25 academic year.

For the most up-to-date information on your options:

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

Europe

University	Locations	Places available (indicative)
University of Helsinki	Finland	2
University College Dublin	Ireland	3
University of Amsterdam	The Netherlands	15
Lund University	Sweden	4
Uppsala University	Sweden	2
Sciences Po (Humanities + Social Sciences Only)	France	4
University of Copenhagen	Denmark	4
Denmark		

USA

University	Locations	Places available (indicative)
American University	Washington DC	3
Barnard College (women only)	New York, NY	1
Boston College	Boston, MA	4
Cornell University	Ithaca, NY	6
George Washington University	Washington DC	6

Georgetown University	Washington DC	6
University of California	Various campuses across California	45
University of Chicago	Chicago, IL	2
University of Connecticut	Storrs, CT	4
University of Maryland	College Park, MD	6
University of Miami	Miami, FL	2
University of Mississippi	Oxford, MS	4
University of North Carolina	Chapel Hill, NC	8
University of Pennsylvania	Philadelphia, PA	6
University of Richmond	Richmond, VA	6
The University of Texas at Austin	Austin, TX	10
University of Virginia	Charlottesville, VA	5
University of Washington	Seattle, WA	8
Washington University St Louis	St Louis, MO	4
California Institute of Technology (Caltech) (Science and Engineering only)	Pasadena, CA	3

Canada

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

Latin America (You must have Spanish/Portuguese language skills to be eligible)

University	Locations	Places available (indicative)
Universidad de San Andrés	Argentina	3
Universidad de São Paulo	Brazil	2
Pontificia Universidad Católica de Chile (PUC)	Chile	10
Universidad de las Américas Puebla (UDLAP)	Mexico	4
Universidad Nacional Autónoma de Mexico (UNAM)	Mexico	2

Asia

University	Locations	Places available (indicative)
Fudan University	Shanghai, China	2
University of Hong Kong	Hong Kong	10
Nanyang Technological University	Singapore	4
National University of Singapore	Singapore	10
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	Locations	Places available (indicative)
Australian National University	Canberra, Australia	2
University of Adelaide	Adelaide, Australia	5
University of Melbourne	Melbourne, Australia	12
University of New South Wales	Sydney, Australia	10
University of Queensland	Brisbane, Australia	10
University of Sydney	Sydney, Australia	40
Massey University	Various, New Zealand	2
University of Auckland	Auckland, New Zealand	7
University of Otago	Dunedin, New Zealand	4

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