

**From:** Erasmus [mailto:erasmus@qub.ac.uk]

**Subject:** Erasmus Incoming Study Placement 2016-17

Dear Student

Information for incoming Erasmus students can be found on our website at:

<http://go.qub.ac.uk/erasmusprog>

Our website will answer many of the questions you may have about studying at Queen's University.

### **ADMISSION TO QUEEN'S UNIVERSITY**

Please complete and return the attached Erasmus Application Form as soon as possible to the Exchange and Study Abroad team at Queen's (contact details below). The form should be completed electronically (not in handwriting). Please ensure that Section 8 of the form is completed and signed by the Erasmus Departmental Coordinator at your university. Your application must be approved and endorsed by your university before it can be processed. Pages 3 and 6 should be printed and signed by both you and the Erasmus Coordinator(s) at your home university before you return the application form. You may return a scanned copy of the completed application by email or a hard copy by post – please do not do both.

**The closing date for the receipt of this form is 17 June 2016 for Semester 1 or Full Year applications and 21 October 2016 for Semester 2 applications.**

Please note that Erasmus students are normally accepted at Queen's for either a one-semester period or for a full academic year (see [dates of semesters](#) on our website).

### **COSTS**

Under the framework of Erasmus, you will be exempt from paying tuition fees, but you will be expected to meet all other expenses, including accommodation costs.

### **UNIVERSITY ACCOMMODATION**

Queen's has a range of self-catering student accommodation in a number of University residences. Residences are located within easy walking distance of the University in pleasant residential areas.

To apply for University accommodation, you will need your Queen's student number. We will send this to you by email in mid-July for Semester 1 students and in mid-November for Semester 2 students. You can then submit an online application for University accommodation on the Queen's Accommodation and Hospitality website at [www.stayatqueens.com](http://www.stayatqueens.com). Please follow the 'How to apply' section of the website and it will guide you through the process. **The closing dates for accommodation applications are 1 August 2016 for accommodation for Semester 1 or the full year and 30 November 2016 for accommodation for Semester 2.**

Please note that a **deposit of £300** is payable when you receive an offer of a room from the Accommodation Office.

Students who apply for University accommodation will be notified by email of their room allocation in late August/early September for Semester 1 and in late December for Semester 2. Further information on the University residences and accommodation fees can be found at [www.stayatqueens.com](http://www.stayatqueens.com). Specific queries should be directed to the student accommodation team at [accommodation@qub.ac.uk](mailto:accommodation@qub.ac.uk) or by telephone on +44-28-9097 4403.

There is a limited number of rooms available for students attending for just one semester, therefore, you are advised to submit your application as early as possible.

Students who are assigned to University accommodation will be charged for a minimum period of one semester even if the duration of their placement is less than one semester.

### **ACCOMMODATION IN THE PRIVATE SECTOR**

Students seeking accommodation in the private sector (outside the University) may apply for temporary University accommodation prior to the beginning of the first semester by emailing [accommodation@qub.ac.uk](mailto:accommodation@qub.ac.uk). Temporary accommodation is normally available only until 31 August 2016. This option is not available prior to the second semester.

Please note that the University cannot find private sector accommodation for you. Some guidance is available at

[www.qub.ac.uk/sites/StayAtQueens/ApplyforAccommodation/Information/PrivateSectorRentalAdvice/](http://www.qub.ac.uk/sites/StayAtQueens/ApplyforAccommodation/Information/PrivateSectorRentalAdvice/)

### **WELCOME AND ORIENTATION PROGRAMME**

A **compulsory** Welcome and Orientation Programme for new International Students is held prior to the commencement of each semester. The Welcome and Orientation Programme, co-ordinated by the International Student Support team, covers academic and practical matters such as enrolment for courses, registering for email and living in Belfast. It also includes tours of the library, sports centre and other University facilities.

The first semester Orientation Programme will run from **Wednesday 14 – Sunday 18 September 2016**. University accommodation will normally be available from Saturday 10 September, so you should plan to arrive at Queen's on either Monday 12 or Tuesday 13 September. A welcome team from Queen's will be based at both Belfast airports on Monday 12 and Tuesday 13 September to meet you at arrivals and give you a warm welcome. The team will be there to provide you with important information and to assist you in booking a taxi or getting a bus to Queen's. Further details and online registration for the Orientation Programme will be available from July onwards on the International Student Support website at [www.qub.ac.uk/isso](http://www.qub.ac.uk/isso).

In September, the International Welcome and Orientation Programme will be followed by a Welcome Week of activities for all new students, both national and international. This will provide you with an opportunity to get to know Queen's students from Northern Ireland and the rest of the British Isles.

The second semester Orientation Programme will run from **Thursday 26 – Sunday 29 January 2017**. University accommodation will normally be available from Wednesday 25 January, and students should try to arrive on this date if possible. A welcome team from Queen's will be based at both Belfast airports on Wednesday 25 January to meet you at arrivals and assist you in booking a taxi or getting a bus to Queen's. Further details and online registration for the Orientation Programme and Meet and Greet Service will be available from November onwards on the International Student Support website at [www.qub.ac.uk/isso](http://www.qub.ac.uk/isso).

If you have any questions concerning the practical details of your stay, please contact the Exchange and Study Abroad team at [erasmus@qub.ac.uk](mailto:erasmus@qub.ac.uk). If you have questions about available courses or academic matters, you can email your academic Erasmus Programme Director, whose name and

email address can be found at  
[www.qub.ac.uk/home/StudyatQueens/InternationalStudents/ExchangesandStudyAbroad/Erasmusprogramme/PartnerInstitutions/](http://www.qub.ac.uk/home/StudyatQueens/InternationalStudents/ExchangesandStudyAbroad/Erasmusprogramme/PartnerInstitutions/).

Best wishes  
Exchange and Study Abroad Team

\*\*\*\*\*

Exchange and Study Abroad  
Careers, Employability and Skills  
Queen's University Belfast  
BELFAST BT7 1NN  
Northern Ireland, United Kingdom  
Email: [erasmus@qub.ac.uk](mailto:erasmus@qub.ac.uk)  
Tel: +44-28-9097 5255  
URL: <http://go.qub.ac.uk/erasmusprog>

\*\*\*\*\*