

Dear Partners,

We hope you are well!

This is just a reminder about our nomination and application deadlines for students who wish to study in Leeds from September 2013:

- **Worldwide Exchange Students - 31<sup>st</sup> March 2013**
  
- **Erasmus Exchange Students – 15<sup>th</sup> April 2013**

Please email us with your list of nominated students as soon as possible. Without your nomination, we cannot go ahead and process an application. We have included our application procedures below for those of you who may not have received them previously.

Thanks to all of you who have already contacted us with a list of your nominated students for 2013/14.

If you have any questions, please do not hesitate to get in touch.

Best wishes,

Ellie & Ashleigh

**\*APPLICATION PROCEDURES SENT TO PARTNERS FEBRUARY 2013\***

Dear Partners,

Greetings from the University of Leeds Study Abroad Office! We hope this email finds you well and that 2013 has got off to a good start. We have had a very successful January orientation (in spite of the snow!) and enjoyed welcoming your students to Leeds.

We are contacting you with our application procedures for the next academic year, commencing in September 2013. Please read the information below and communicate it to your new applicants in due course. As always, please don't hesitate to get in touch should you or your students have any questions!

**Nominations for 2013/14**

Please email [studyabroad@leeds.ac.uk](mailto:studyabroad@leeds.ac.uk) with the following information for each of your nominated students:

- full name
- email address
- field of academic study
- length of study period (i.e. Semester 1, Semester 2, or full academic year)

Please do not send us nominations by post.

We will reply to your nomination email with application instructions for you to forward on to your nominated students. We will not email students directly with these instructions.

### **Online Application Form**

All students must apply using our online application form, which is accessed from our website:

[http://studyabroad.leeds.ac.uk/incoming/applying/apply\\_now/](http://studyabroad.leeds.ac.uk/incoming/applying/apply_now/)

Applicants must upload all supporting documents as part of the online application form; we cannot accept supporting documents by post, email or fax. We have specific requirements about the format of the documents that are uploaded, and expect to receive one PDF document per student.

For full guidance and a list of the documents we require, please read the following webpage:

[http://studyabroad.leeds.ac.uk/incoming/applying/supporting\\_documents/](http://studyabroad.leeds.ac.uk/incoming/applying/supporting_documents/)

### **New Application Deadlines**

Please note that we have changed our application deadlines for the 2013/14 academic year in an effort to better manage our busy admissions period in April and May. If you have any concerns regarding these deadlines, please let us know.

#### **Semester 1 (September 2013 start)**

- For Worldwide Exchange and self-funded Study Abroad students: **31<sup>st</sup> March 2013**
- For Erasmus students: **15<sup>th</sup> April 2013** (we are aware that European institutions tend to follow a later selection process than our Worldwide partners)

#### **Semester 2 (January 2014 start)**

- For all students: **31<sup>st</sup> October 2013**

### **Integrated English Language and Study Abroad Programme**

The University of Leeds offers an 'Integrated English Language and Study Abroad' programme for students who wish to study abroad, but do not meet the minimum language requirements for direct entry to the study abroad programme itself, or to particular teaching schools. These students can apply to take a pre-sessional English Language course before progressing to study abroad.

Please check our language requirements for entry to study abroad:

[http://studyabroad.leeds.ac.uk/incoming/applying/language\\_requirements/](http://studyabroad.leeds.ac.uk/incoming/applying/language_requirements/)

If your students are interested in taking a pre-sessional English Language course then please check the deadlines on our website: <http://studyabroad.leeds.ac.uk/incoming/applying/>

### **Module Guidance**

Please direct your students to the 'Modules' page of our website and ask them to read it carefully before submitting an application. We hope that pointing this information out to students early on will save time, effort and stress later on in the process.

The guidance on module levels, number of credits and School-specific restrictions should be particularly helpful:

<http://studyabroad.leeds.ac.uk/incoming/applying/modules/>

With the online application process, it is essential that applicants select the most realistic list of modules they can from the outset, as we won't be able to accept ad hoc module changes from them by email after they've applied (at least not until much later on in the admissions process). If students fail to select any modules at all, then we will not be able to accept their application and will have to ask them to submit a new online application including their module choices.

### **Number of Credits**

The standard workload for a full-time student at the University of Leeds is 60 credits per semester or 120 credits per year. In appropriate circumstances, we will allow students to take a minimum of 50 credits per semester with the written support of their home university (email is fine!) although not all academic schools will allow this, so it is something worth checking early. Students parented by the Business School, for example, must be enrolled in 60 credits and no fewer. For immigration reasons, it is important that all exchange students maintain full-time status and we will strictly enforce this minimum of 50 credits.

Students are not normally permitted to take more than 60 credits per semester.

Modules at the University of Leeds have varying credit values, with some modules being worth as few as 10 credits and others as many as 40 credits. Thus, students are not expected to enrol in a particular number of modules, but rather to build a timetable worth a total of 60 credits per semester.

### **Transcripts**

We cannot issue any official transcripts until mid-July as all marks, for both semesters, remain provisional until then. If your students are enrolled in any postgraduate level modules while at Leeds, they will not receive their official transcript for those modules until November.

Students here for Semester 1 only will be sent their provisional grades by email at the end of February. Transcripts for Worldwide exchange students will be emailed to their home university; transcripts for Erasmus students or fee-paying study abroad students will be emailed directly to the students.

Full-year students will be emailed instructions on how to download their provisional grades from the Portal at the end of February.

All students will be sent one copy of their official, final transcript in mid-July. For Worldwide exchange students, this copy will be sent by post to their home university; for Erasmus students or fee-paying study abroad students, this copy will be sent by post directly to the students.

Full details can be found on our website:

[http://studyabroad.leeds.ac.uk/incoming/what\\_you\\_need\\_to\\_know/transcripts/](http://studyabroad.leeds.ac.uk/incoming/what_you_need_to_know/transcripts/)

### **Applying to Take January Exams Overseas**

In certain circumstances, students are permitted to take their Semester 1 exams at their home universities in January. The requirements for this are strictly as follows and no exceptions can be made:

- The start-date of Semester Two at your university must clash with our January exam session
- You must provide written evidence for your student to confirm the overlap of dates
- Your student must contact the Teaching School for each of their modules to check the assessment can be taken away from Leeds and obtain a signature and a stamp to confirm this. Some formats of assessment cannot be taken away from Leeds.

If your students meet the criteria above they must submit their request to Leeds by the end of Week 3 teaching in Semester 1, which will be the 18<sup>th</sup> October 2013.

For further information and to download the application form please visit our Student Services website:  
<http://www.leeds.ac.uk/ssc/examabroad.htm>

#### **Session Dates for 2013/14**

Please see the following page on our website:

[http://studyabroad.leeds.ac.uk/incoming/what\\_you\\_need\\_to\\_know/costs/](http://studyabroad.leeds.ac.uk/incoming/what_you_need_to_know/costs/)

We are not yet able to confirm our recommended date of arrival and orientation period for Semester 2 (January 2014), but will update you on this as soon as possible.

For Erasmus students, please note that Semester 1 is only four months long. Many students are under the impression that their Erasmus grant will be paid for five months of study, but for Semester 1 this will not be the case.

We hope this information is helpful to you, and we look forward to working with you this year!

Best wishes,

Ellie and Ashleigh

**Ellie Foster | Incoming Study Abroad Adviser**  
**Ashleigh Walsh | Incoming Study Abroad Assistant**

Study Abroad Office | University of Leeds  
Level 11 | The Marjorie and Arnold Ziff Building  
Leeds | LS2 9JT | United Kingdom

T: +44 (0)113 343 7900 | F: +44 (0)113 343 4968  
<http://studyabroad.leeds.ac.uk>

If you are a student with a query, please include your University of Leeds Student ID number within your message. If you wish to speak to an adviser in person, the Study Abroad Office opening hours are **Monday-Friday, 12-3pm**. However, our Resource Library is open **Monday-Friday, 9-5pm**. Alternatively, please refer to the FAQ pages of our website.

For more information about the **Leeds International Summer School**, check our website:

[www.leeds.ac.uk/summer](http://www.leeds.ac.uk/summer)  