

Erasmus Exchange Applications: 2011/12 General Information

Institution Name	University of Surrey
Webpage	www.surrey.ac.uk/exchanges
Address for applications	International Relations Office (IRO) – B3 BA Building University of Surrey Guildford Surrey GU2 7XH UK
Emails:	Incoming Exchanges Administrator, Mrs Zoe Stevenson: z.stevenson@surrey.ac.uk IRO team: studentexchange.iro@surrey.ac.uk
Tel:	Zoe Stevenson +44 1483 683152 Sandra Hedley-Boxall +44 1483 682052 Annette Strauss +44 1483 689042
Fax:	+44 1483 689043
Choosing Modules	<p>You will need to select modules that are in the subject area of the agreement between your home University and the University of Surrey. You will not be allowed to study in other departments. The modules are listed in the Module Catalogue.</p> <p>At present, some modules run for a full year and can only be taken by students visiting for a full year, whilst other modules run for one semester. Some modules only run in Semester 1 and others in Semester 2. Some require study of other modules (pre-requisites). You therefore need to check carefully and discuss your choices by email with the Exchange Coordinator in the department where you will be studying (see list provided), and with your home department.</p>
Module Catalogue	https://sits.surrey.ac.uk/live/search_provisional.asp The Provisional Module Catalogue lists all modules for the forthcoming

	<p>period and will be updated between now and the start of the semester. This is the most complete information available, but you will need to check nearer the date you are due to start that the modules are running. Faculties will add to/amend this list over the next few months. A revised Module Catalogue will be published at the end of August. Some departments produce lists of modules available to exchange students and these are available from the Exchange Coordinator.</p> <p>The University is currently switching to a structure of 15-credit (7.5 ECTS) modules of one semester duration. This transition is taking place over a two-year period with some programmes starting the new pattern from 2011-12 and others from 2012-13. Those that convert at the later date will still have modules taught over a full year and this will impact on your period of exchange and pattern of study. You need to check with the Academic Coordinator or with the Incoming Exchanges Administrator in the IRO for guidance before you apply.</p>
Application Procedure	<p>You will need to complete the following:</p> <ul style="list-style-type: none"> • Erasmus Application Form • Learning Agreement • Accommodation Application Form <p>Please also enclose:</p> <ul style="list-style-type: none"> • Transcript of results to date • Photocopy of your passport (photo page only) • 2 passport sized photographs <p>These documents should be sent to:</p> <p>Mrs Zoe Stevenson Incoming Exchanges Administrator International Relations Office – B3 University of Surrey Guildford Surrey GU2 7XH UK</p>
Nomination deadlines Semester 1 entry Semester 2 entry	<p>You <u>must</u> be nominated to us by your university. All nominations must be submitted to the Incoming Exchanges Administrator by the following deadlines:</p> <p>29 April 2011 30 September 2011</p>
Application deadlines: Semester 1 entry	<p>All applications must be submitted to the Incoming Exchanges Administrator by the following deadlines:</p> <p>31 May 2011 31 October 2011</p>

Semester 2 entry	
Timetable for applications For 31 May deadline For 31 October deadline	<p>Applications received by the deadline will be processed as follows:</p> <p>Forms received by the International Relations Office (IRO) are sent to the host Erasmus Departmental Coordinator on receipt. They will contact you if there are any problems with your Learning Agreement. Once your study programme is confirmed, the application is signed by the Coordinator and returned to the IRO. A letter of confirmation will be sent out to you in June (full academic year or Semester 1 students) or November (Semester 2 students).</p> <p>Decisions on applications will be made by 15 June and offer letters sent in June. The final date for receipt of accommodation requests is 15 July. Confirmation of room allocations, where made, will be issued in August and emailed to applicants by the Accommodation Office.</p> <p>Decisions on applications will be made by 15 November and offer letters sent in November. The latest date for receipt of accommodation requests is 30 November. Confirmation of room allocations will be emailed in December by the Accommodation Office.</p>
Teaching Periods 2011-12 Semester 1 Semester 2	<p>3 October 2011 – 3 February 2012 6 February 2012 – 15 June 2012</p>
Induction – Semester 1 and Full Year	<p>The International Student Office will be arranging 'Meet and Greets' at London Gatwick and London Heathrow airports during the weekend of 24-25th September 2011. If you would like to be met on one of these days, please complete the online booking form available on the International Student Office website from July onwards. If you are coming for Semester 1 or the full academic year you should aim to arrive on Saturday 24th September if possible, as your department may be running a departmental welcome on Sunday afternoon.</p> <p>Exchange students will be able to join the University's Welcome Programme for new students that will run from 26-30th September. Some specific exchange student sessions will be organised within the programme.</p>
Induction – Semester 2	<p>Exchange students coming for Semester 2 should aim to arrive on Thursday 2nd February 2012 for an orientation day on Friday 3rd February. There is currently no airport 'Meet and Greet' for Semester 2.</p>

Accommodation	<p>There is limited availability of University of Surrey accommodation and so not all exchange students will be allocated a room. All students are advised to apply early.</p> <p>Students here for the full academic year are usually allocated a University room.</p> <p>Students coming for Semester 1 only are <u>not</u> usually allocated a University room. However, you are still advised to fill out the accommodation form as there may be a small number of rooms available to Semester 1 students. Semester 1 students who are not allocated accommodation are eligible to apply for a temporary room on campus from Saturday 3rd September to Saturday 10th September 2011 at a cost of £60, to allow them to look for accommodation in the private sector.</p> <p>Semester 2 students are allocated University accommodation where possible. Semester 2 students who are not allocated a room on campus are offered university accommodation at a reduced rate for the week prior to the start of semester to provide them with a base from which to look for a room off-campus.</p> <p>You need to complete the Accommodation Application Form and send it with your Application Form to the International Relations Office.</p> <p>Please check the Accommodation Office website for updates: http://portal.surrey.ac.uk/accom/exchange</p>
Visas	<p>Students who are nationals of an EU Member State will not need a visa. If you come from another participating country then you should check the Home Office website at the address below to find out more, particularly as the rules may be changing. If you will require a visa please let us know so that we can send you the documentation you will need to apply.</p> <p>Currently, students can visit on a Student Visitor Visa or a Tier 4 Student Visa.</p> <p><u>Tier 4 Student Visa</u> - enables students to stay for longer and to work if they wish to. Students can also extend a Tier 4 visa if necessary. You can apply for this visa once you have your visa letter from the University of Surrey. Early application is advised.</p> <p><u>Student Visitor Visa</u> - enables students to visit for no more than 6 months, cannot be extended and only allow students to study.</p> <p>http://www.ukba.homeoffice.gov.uk</p>
Language of Instruction	<p>The language of instruction is English, except for courses taught in the Department of Languages and Translation, which include instruction</p>

	in the foreign language chosen.
Language level Language assessment	<p>Students are expected to have a command of the language suitable for the level of study, and the University reserves the right to deny admission into courses where the language level might impede progress for other students. We rely heavily on the partner institutions nominating students with the required level of competence. As a general guide, the standard entrance requirement for undergraduate degree students is IELTS 6.5.</p> <p><u>All</u> students are expected to sit a short language test in the first week of semester. This is designed to identify any language support that might be needed, and allows students with a good command of English to decide if there are advanced courses that they might choose to follow whilst they have access to native speakers.</p>
Learning and Teaching	<p>The approach to learning in the UK is "student-centred" and related to learning outcomes. You will find the module descriptions referring to Learning Outcomes and this is what you should be expected to achieve from studying the module and relates to how the assessment is arranged.</p> <p>Student-centred learning places the student at the heart of the learning process. You will be expected to participate and to enquire, often working in groups with your peers to find things out. The lecturers will guide and enhance this process, but you will be expected to take responsibility for your learning. As a result, you will find that the timetabled hours are fewer than at home, but you are expected to spend time in independent study between classes and this forms a central part of your study.</p>
Workload	<p>The UK uses the Credit Accumulation and Transfer System, commonly called CATS, and an undergraduate year is represented by 120 CATS credits. The European Credit Transfer System (ECTS) year is 60 credits, so the ECTS value is half the CATS value. Whilst the volume of credit is determined by your home degree, you are expected to study full-time during your stay with us. This means that your modules should represent 30 ECTS per semester. You will find the credit value of each module in the description in the Module Catalogue. There are references to both Credit and ECTS. A normal full-time workload for one semester in the 15-credit system is 4 modules. The timetable does not readily accommodate a higher volume of modules, so you need to clarify this prior to application. If you are doing a fast-track degree, please make us aware by ticking the box provided on the application form.</p> <p>The postgraduate year is a full calendar year, rather than an academic year, and carries 180 CATS credits. Modules are typically taught for the first two semesters, with a project or dissertation for the remaining part of the year.</p>

Terminology	<p><i>Programmes/courses</i> – Used to describe a full course leading to the award of a degree, typically lasting three years for an undergraduate.</p> <p><i>Modules</i> – these are units of study that carry credit. Typically they are 15 credits/7.5 ECTS credits and each semester requires 4 modules.</p>								
Changing your module choices	<p>We ask you to provide your initial module choice as part of your application, but timetabling clashes may arise, modules may be over-subscribed and modules will only run if there are enough students enrolled. For these reasons, you will have the opportunity to make changes to your module choices in the period leading up to or after your arrival, but this <u>must</u> be completed within 2 weeks of the start of your studies. You will be asked to finalise your Learning Agreement at this point and the modules selected will be those for which assessment entry is made and credit determined. We will return your final learning agreement to your home University.</p>								
Assessment	<p>Assessment may be by examination and/or by coursework. The module description in the Module Catalogue will give details, or you can contact your Exchange Coordinator for further information if needed.</p> <p>Exchange students are expected to be assessed at the same time and in the same way as other Surrey students. Some assessment for Semester 1 will take place after the Christmas break and so students are expected to attend until the end of semester (3rd February 2012).</p>								
Marking	<p>You will be given assessment criteria within your department once you start your study programme. The UK operates within a degree classification system at undergraduate level and the following are the classification boundaries:</p> <table> <tr> <td>First class Honours</td><td>70%</td></tr> <tr> <td>Second class Honours(Upper Division)</td><td>60%</td></tr> <tr> <td>Second class Honours(Lower Division)</td><td>50%</td></tr> <tr> <td>Third class Honours</td><td>40%</td></tr> </table> <p>Marking may cover the whole range from 0-100%.</p>	First class Honours	70%	Second class Honours(Upper Division)	60%	Second class Honours(Lower Division)	50%	Third class Honours	40%
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Programme Handbooks	<p>You will be given all relevant information by your host department on arrival.</p>								
How to get here	<p>The web links below enable you to download a campus map and instructions on how to get to the University:</p>								

	<p>http://www2.surrey.ac.uk/about/visitors/</p> <p>Campus map: http://www2.surrey.ac.uk/files/pdf/campusmap.pdf</p> <p>The nearest airports are London Heathrow and London Gatwick. London Stansted is home to Ryanair, which operates a number of cheap flights, but is difficult to reach from Guildford. It is on the opposite side of London and it is costly to transfer from Stansted to Guildford through the centre of London.</p> <p>Guildford is on the Portsmouth train line from London Waterloo station. You should note that the Eurostar terminal in London is now at St Pancras station and you will need to cross London to Waterloo station to catch the train to Guildford.</p> <p>National Rail Enquiries is a useful website for train information: http://www.nationalrail.co.uk/</p>
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