

Schedule to Bilateral Agreement

General Conditions for the Organisation of Student Mobility
under the ERASMUS Programme**1. Academic Prerequisites and Selection of Candidates**

- 1.1 The participating institutions agree to exchange current information on the structure, content, assessment requirements and, where appropriate, the credit value of their programmes of study.
- 1.2 The selection of students for exchange will be the responsibility of the home institution, having regard to the students' academic, personal and language skills and their general ability to benefit from the exchange programme.
- 1.3 The host institution will ordinarily accept the selection of the home institution, but reserves the right not to accept a student if it has good cause.

2. Registration and Admission Procedures

- 2.1 The arrangements for student exchanges will be co-ordinated by the participating academic department, International Relations Office or other designated body, as appropriate.
- 2.2 Exchange students will use the registration form and procedures of the host institution as required by that institution.
- 2.3 The announcement of students to be exchanged will be made by each institution, **prior to** the deadline for each semester. For the University of Surrey the application deadlines will be:
 - **31st May** for 1st Semester enrolment and
 - **31st October** for 2nd Semester enrolment.
- 2.4 Nominations and application forms for admission to the University of Surrey will be sent to the International Relations Office.
- 2.5 Application, on the documents provided by each partner, will be submitted by the specified deadline. In the event that this is not possible, the partners will inform each other of a date by which the forms will be available.
- 2.6 The duration of any single exchange will be between 3 and 12 months. The exchange for students attending courses will normally begin at the start of the relevant term or semester, but for project students may begin at any time during the academic year with the agreement of both institutions, although this may affect eligibility for accommodation.
- 2.7 The host department or faculty will appoint a person to counsel and advise each exchange student during his/her period of study with the host institution.
- 2.8 The host department or faculty will arrange a suitable programme of introduction to the institution, to the department and to the programme of study.
- 2.9 The host institution will ensure that exchange students receive the same benefits available to other registered students (e.g. health care, access to libraries, to sports and leisure facilities, Students' Union/Association membership, as appropriate).
- 2.10 The partners agree to make reasonable adjustments to enable students with disabilities to participate fully in the exchange. The host institution will be informed at the time of application if the student has needs that might affect their period of study. The host institution may request evidence from an appropriately qualified professional, with any necessary translation. The purpose of this exercise will be to integrate the student into the academic community. It follows from this that information should be provided as soon as possible so that effective support can be offered. Such information will be confidential and forwarded only to those individuals directly concerned.

3. Accommodation

The host institution will assist students to find suitable accommodation. Every effort will be made to place students in University accommodation. Where this is not possible, the institution will assist students to find suitable private accommodation nearby.

4. Fees and other Payments

- 4.1 The host institution will waive tuition fees and similar charges for students who attend the institution as recognised ERASMUS students in accordance with the Bilateral Agreement.
- 4.2 The cost of board and lodging, travel expenses, books and other additional expenses will be borne by each exchange student, unless grants are provided by a third party.
- 4.3 The cost of intensive language courses prior to the beginning of an academic year will be borne by the exchange student, unless grants are provided by a third party or other arrangements are agreed separately between the institutions.

5. Recognition of Study Abroad

- 5.1 Both institutions guarantee the recognition of study and the award of credit at the host institution.
- 5.2 Both institutions will undertake to confirm the duration of and content of the programme of study taken, the results and, where appropriate, the award of credit for each student.

UNIVERSITY OF SURREY

DATA SHEET

Erasmus I.D. Code	UK GUILDFO01
Address for correspondence	International Relations Office Senate House (B3) Guildford Surrey, GU2 7XH U K
Head of International Relations Office	Professor Vincent Emery Pro Vice Chancellor (International Relations)
E-mail	v.emery@surrey.ac.uk
Erasmus Institutional Coordinator	Dr Annette Kratz Head Europe and International Mobility
E-mail	a.kratz@surrey.ac.uk
First point of contact	Mrs Zoe Stevenson Incoming Exchanges Administrator z.stevenson@surrey.ac.uk
Nomination deadline – 1 st semester	30 th April
2 nd semester	30 th September
Application deadline – 1 st semester	31 st May
2 nd semester	31 st October
Web address	http://www2.surrey.ac.uk/exchanges/incoming/index.htm

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SEMESTER DATES

<p><u>2012 – 2013</u></p> <p>Induction</p> <p>Autumn Semester</p> <p>Spring Semester</p> <p>Vacations: Christmas Spring Summer</p>	<p>24th – 28th September 2012</p> <p>1st October 2012 – 1st February 2013</p> <p>4th February - 14th June 2013</p> <p>17th December 2012 - 4th January 2013 25th March - 19th April 2013 17th June to 27th September 2013</p>
<p><u>2013 – 2014</u></p> <p>Induction</p> <p>Autumn Semester</p> <p>Spring Semester</p> <p>Vacations: Christmas Spring Summer</p>	<p>30th September 2013 - 4th October 2013</p> <p>7th October 2013 – 7th February 2014</p> <p>10th February – 20th June 2014</p> <p>23rd December 2013 – 10th January 2014 7th April - 2nd May 2014 23rd June – 26th September 2014</p>
<p><u>2014 – 2015</u></p> <p>Induction</p> <p>Autumn Semester</p> <p>Spring Semester</p> <p>Vacations: Christmas Spring Summer</p>	<p>29th September – 3rd October 2014</p> <p>6th October 2014 – 6th February 2015</p> <p>9th February - 19th June 2015</p> <p>22nd December 2014 - 6th January 2015 23rd March – 21st April 2015 22nd June – 25th September 2015</p>

Lifelong Learning Programme ERASMUS

Co-ordinators and Contacts Study Placements

Unless otherwise labelled, each Co-ordinator is responsible only for the subject area shown

<i>Faculties and Departments</i>	<i>Co-ordinator</i>	<i>Details</i>
UNIVERSITY ERASMUS CO-ORDINATOR International Relations Office First point of contact for all incoming students	Dr Annette Kratz Institutional Co-ordinator Mrs Zoe Stevenson Administrator	a.kratz@surrey.ac.uk Tel: +44 1483 684023 Fax: +44 1483 689043 z.stevenson@surrey.ac.uk Tel: +44 1483 683152 Fax: +44 1483 689043
FACULTY OF ARTS AND HUMAN SCIENCES School of Arts: Dance Film & Theatre Music & Sound Recording School of English & Languages: English)) Languages) First point of contact for English School of Politics, Psychology & Sociology: Politics First point of contact for Politics	Dr Melissa Blanco Borelli Co-ordinator Dr Helen Hughes Co-ordinator Dr Tom Armstrong Co-ordinator Mr Eric Urvoy Co-ordinator Mrs Nita Walker Administrator Dr Laura Chappell Co-ordinator Mrs Trisha Atalla Administrator	m.blanco.borelli@surrey.ac.uk Tel: +44 1483 686513 Fax: +44 1483 686171 h.hughes@surrey.ac.uk Tel: +44 1483 682837 Fax: +44 1483 686171 t.armstrong@surrey.ac.uk Tel: +44 1483 683052 e.urvoy@surrey.ac.uk Tel: +44 1483 682866 Fax: +44 1483 686201 n.walker@surrey.ac.uk Tel: +44 1483 689759 Fax: +44 1483 686231 l.chappell@surrey.ac.uk Tel: +44 1483 683170 Fax: +44 1483 686231 p.atalla@surrey.ac.uk Tel: +44 1483 683151 Fax: +44 1483 68

Faculties and Departments	Co-ordinator	Details
Psychology First point of contact for Psychology	Dr Birgitta Gatersleben Co-ordinator Ms Judy Bridgeman Administrator	b.gatersleben@surrey.ac.uk Tel: +44 1483 689306 Fax: +44 1483 689553 j.bridgeman@surrey.ac.uk Tel: +44 1483 682902
Sociology	Dr Rob Meadows Co-ordinator	r.meadows@surrey.ac.uk Tel: +44 1483 686984 Fax: +44 1483 689551
FACULTY OF BUSINESS, ECONOMICS & LAW		
The Surrey Business School)) School of Hospitality & Tourism) Management) First point of contact:	Dr Margaret Lumbers Co-ordinator Mrs Deborah Edwards Administrator	m.lumbers@surrey.ac.uk Tel: +44 1483 686379 Fax: +44 1483 689387 d.edwards@surrey.ac.uk Tel: +44 1483 686187 Fax: +44 1483 686346
School of Economics First point of contact for Economics	Dr Jo Lindley Co-ordinator Ms Diana Corbin Administrator	j.lindley@surrey.ac.uk Tel: +44 1483 686952 Fax: +44 1483 689548 d.corbin@surrey.ac.uk Tel: +44 1483 689171 Fax: +44 1483 68
School of Law First point of contact for Law	Miss Noreen O'Meara Co-ordinator Mrs Deborah Edwards Administrator	n.o'meara@surrey.ac.uk Tel: +44 1483 683162 Fax: +44 1483 686346 d.edwards@surrey.ac.uk Tel: +44 1483 686187 Fax: +44 1483 686346
FACULTY OF ENGINEERING & PHYSICAL SCIENCES		
Civil, Chemical and Environmental) Engineering) Department of Mechanical Engineering) Sciences) Centre for Environmental Strategy)	Dr Mark Whiting Co-ordinator	m.whiting@surrey.ac.uk Tel: +44 1483 689611 Fax: +44 1483 686039

Faculties and Departments	Co-ordinator	Details
Chemistry	Dr Melanie Bailey Co-ordinator	m.bailey@surrey.ac.uk Tel: +44 1483 682593 Fax: +44 1483 876401
Computing	Dr Bogdan Vrusias Co-ordinator	b.vrusias@surrey.ac.uk Tel: +44 1483 682261 Fax: +44 1483 686051
Electronic & Electrical Engineering	Dr Tim Brown Co-ordinator	t.brown@surrey.ac.uk Tel: +44 1483 689810 Fax: +44 1483 684139
Mathematics	Dr Anne Skeldon Co-ordinator	a.skeldon@surrey.ac.uk Tel: +44 1483 682634 Fax: +44 1483 686071
Physics	Dr Annika Lohstrah Co-ordinator	a.lohstrah@surrey.ac.uk Tel: +44 1483 689419 Fax: +44 1483 686781
First point of contact for Physics	Mrs Cressida Briggs Administrator	c.briggs@surrey.ac.uk Tel: 44 1483 689307 Fax: +44 1483 686781
FACULTY OF HEALTH AND MEDICAL SCIENCES		
Institute of Biosciences and Medicine		
Biochemistry and Physiology)	Dr Glyn Steventon	g.steventon@surrey.ac.uk
Microbial and Cellular Sciences)	Co-ordinator	Tel: +44 1483 688664
Nutrition and Metabolism)		
First point of contact for Biosciences and Medicine	Mrs Marta Jenner Administrator	m.jenner@surrey.ac.uk Tel: +44 1483 686745 Fax: +44 1483 68
Health and Social Care	Dr Khim Horton Co-ordinator	k.horton@surrey.ac.uk Tel: +44 1483 684555 Fax: +44 1483 686711

UNIVERSITY OF SURREY

ACCOMMODATION INFORMATION FOR INCOMING ERASMUS STUDENTS

A student is eligible to apply for university accommodation as soon as they receive confirmation of acceptance, but places are not guaranteed and are subject to availability.

If they wish to apply, please advise them to first take a look at our website to see the different accommodation we offer as they will be asked for their order of preference:
<http://www.surrey.ac.uk/accommodation/>

Then, they should go to our online application form:
<http://www.surrey.ac.uk/accommodation/applicants/applying/index.htm>

To apply online, they will need to log in with their University of Surrey Student Number.

The Accommodation Office will contact them by email to let them know whether they have been allocated a room on campus.

If they are not allocated a room and they wish to come to Surrey before their course starts to look for a room in the local area, they may rent a room on campus from Saturday 1st to 8th September, at a charge of £65 for the week. Students who are allocated a room on campus are not eligible to apply for this and should plan to arrive on Saturday 28th or Sunday 29th September. Rental charges off-campus are around £85 to £95 a week. It will generally be easier to find a room in a family home. Staff in the Accommodation Office are able to advise and help students with finding accommodation off-campus.

For accommodation queries or to book a temporary room from 7th to 14th September, please email: accommodation_enq@surrey.ac.uk