

Study Abroad Programme Application Guide (Erasmus)

The full application is a 3 part process:

Part 1: Complete the online application

Part 2: Provide supporting documentation if necessary

Part 3: Send scanned copies of to the Erasmus & Study Abroad Office (ESAO) via e-mail
studyabroad@Reading.ac.uk

Application deadline: Monday, 01 June 2015

Part 1: Online application

The online application process consists of **2 sections**:

Section 1: Application data (name, address, etc).

Section 2: Choosing modules / Learning Agreement

There are a number of pages per section. You can log out before completing the full application – the application should automatically re-open at the last incomplete page. Once you have completed a page you cannot go back to that page to amend the information.

All information you enter into the online application form will transfer directly to the RSIS Webportal (University's central record system) and will be used in the creation of any subsequent documents sent to you by the University of Reading.

Accessing the online application

Go to: <https://www.risisweb.reading.ac.uk>

- Your **Username** is the 8 digit Reading Student ID Number, indicated in the email.
- Your **Password** is your Date of Birth - written in the following format: DDMMYYYY. You can change your password at a later stage.

Please follow the on-screen instructions in the RISIS webportal to get to the application pages.

Section1: Application data

Click on the '**Apply to join the Study Abroad Programme**' hyperlink in the 'Application data' box and follow the instructions page by page.

Please do NOT click on the 'My applications' on the left side bar - this does NOT apply to Erasmus and Study Abroad applicants.

Check that the information in grey boxes provided to us by your home university / sponsor is correct. If not, email studyabroad@reading.ac.uk telling us what needs to be changed.

Expected Study Period: Erasmus students can opt for one of the following period of study:

- *Study Block 1:* Sunday 20 September 2015 - Friday 11 December 2015¹
- *Study Block 2:* Thursday 07 January 2016 - Friday 10 June 2016
- *Full Academic Year:* Sunday 20 September 2015- Friday 10 June 2016

You must remain in Reading and complete your studies for the whole period that you register for.

Section 2: Choosing modules (Learning Agreement):

You can only select modules noted in the online application which are the same as those listed on the Erasmus & Study Abroad (ESAO) website: www.reading.ac.uk/studyabroad/modules . Before you start selecting modules make sure you read and fully understand the academic system at Reading:

- [What You Can Study](#)
- [How We Teach You](#)
- [Credit System](#)

Also familiarise yourself with the module descriptions in order to make the appropriate module selections.

The maximum amount of credit you can study per Study Block is 30 ECTS, or 60 ECTS if registered for the full year. You can select more credit than these amounts at application stage in order to have reserve modules choices, however you will not be allowed to study more than the maximum amount of credit noted above.

Accessing module selection pages

The **'Select your modules'** link takes you to the Module choice page. You can select your modules from a drop down list, first by choosing the Subject and then the actual module(s).

In the **'Please choose an area of study from the drop-down list'** select the subject area which you are interested in and press the 'Continue' button. You will be presented with a list of all modules provisionally available for selection in that subject area. Use the drop down menu to select the module(s) you are interested in studying.

¹ If registering for Study Block 1 you will be set additional assignments / coursework at the end of the study period to replace the examinations that you will miss in the summer. The deadline for submission of the additional assignments / coursework is usually the first day of the subsequent term. Your official registration and access to University materials will be valid until then.

Please note that modules listed which are taught in Autumn AND Spring term are modules taught once over both terms. The module is one term in duration and taught twice, once in the Autumn term and once in the Spring term.

If you want to study more than one module in a subject area please select all modules before you press the **'Store and Continue'** button. If you make a mistake, amend it at this stage before you press the **'Store and Continue'** (the top of the drop down menu is a blank field if you want to remove the module).

Once you press the **'Store and Continue'** button the information is stored and cannot be removed.

After selecting and storing a module / modules from one subject area you will be asked **'Would you like to select more modules?'**.

- Tick **'Yes, I would like to make further selections'** if you want to select new modules from a different discipline.
- If you have finished making all of your module selections (and therefore have completed your provisional learning agreement), please select **'No, I have finished selecting modules'**.

Once you select **'No, I have finished selecting modules'** you will be unable to re-enter the Student Module Selection pages and update your study programme.

After you have completed the online application click on **'PRINT your application form and Learning Agreement'** You can return to the RISIS Webportal at a later stage in order to reprint your application however you cannot make any amendments to the application.

Please note that:

- All module choices at application stage are provisional – you can change them upon arrival at Reading, if needed. Applicants are not guaranteed places on the modules chosen.
- Each School / Department reserves the right to make amendments to any academic provision offered.
- You must ensure you have read the requirements / disclaimers regarding module availability on each School list of modules pages before you make your module selection.
- ESAO will communicate with you regarding your module choices after any offer of a place to study at Reading has been made, and in the period leading up to your arrival at Reading.
- Your Home University may require you to complete an additional version of the Learning Agreement. This document will not replace the online module selection which takes place as part of the application.

Part 2: Supporting documents

As part of your application you must provide:

- A Transcript of Studies, in English, confirming that you meet the entry requirement of a minimum cumulative GPA 3.0 (on a 4 point scale) or the equivalent of 60% in the UK system. We cannot accept Transcripts that are in another language.
- Levels of competence in reading, writing, speaking and comprehension of English (non-native English speakers only). Please see further information at: <http://www.reading.ac.uk/studyabroad/incomingstudents/Howtoapply/vso-erasmusapply.aspx>.

Part 3: What happens next?

After you complete the online application you must:

1. Print the application and gain the signature of the relevant authorities from your home university approving your application
2. Scan and e-mail a copy of your signed application, together with your supporting documents (if applicable) to studyabroad@reading.ac.uk. If you do not have access to a scanner we will accept a hard copy by post. It is in your interest to send this to us as soon as possible.
3. ESAO will acknowledge receipt of your full application once received and normally provide a decision within 15 working days, or notification if the application is incomplete.
4. If offered a place on the Study Abroad Programme the offer is sent electronically to email address provided to us in the application.

The deadline to have submitted all documentation to ESAO is **01 June 2015**.

Entry visa

If you are a non-EU citizen it is likely that you will need a visa to study in the UK.

Students studying at Reading and wishing to remain in country for less than 6 months can apply for a Student Visitor Visa. Students studying abroad at Reading for more than 6 months will need to apply for a Tier 4 visa in order to be able to study in the UK.

We strongly advise you to read the [Tier 4 policy guidance \[pdf\]](#) from the UKBA, which will give you detailed information about applying for your student visa. You can assess your personal visa status through the [UK Border Agency \(UKBA\) website: "Do I need a visa?"](#)

The International Student Advice pages have more information about [your duties and responsibilities](#) under the Points-Based System.

How to contact us?

By E-mail: studyabroad@reading.ac.uk

By Post: Erasmus & Study Abroad Office, University of Reading, Carrington Building, Whiteknights, Reading RG6 6AU, United Kingdom

By Telephone: + 44 (0) 118 378 8504 /8323