



# UNIVERSITY OF LEEDS

## STUDY ABROAD/EXCHANGE INFORMATION

UNIVERSITY AND AREA	
University	University of Leeds
State or Private	State
Year founded	1904
City based in	Leeds, West Yorkshire
Strengths	<p>In the last national research review, 23 of our departments were rated nationally as being in the top ten in that subject area. This reinforced Leeds' place in the UK's top ten universities for research.</p> <p>The University is also acclaimed worldwide for the quality of its teaching at undergraduate and postgraduate level. Leeds staff have won prestigious national awards for quality and innovation in teaching. Strong academic areas include the Arts, Business, Biological Sciences, Engineering, Earth and the Environment, Health including Medicine and Dentistry, Mathematics and Physical Sciences, Performing Arts and the Social Sciences.</p> <p>The University's International Foundation Year has seen students from over 65 countries successfully progress on to 106 different undergraduate degree programmes.</p>
Total number of Teaching Staff	2,300
Total number of Students	Home: 25,000 International: 6,000
Setting	On one contained campus, 5 minutes' walk from large city
University Website	<a href="http://www.leeds.ac.uk">http://www.leeds.ac.uk</a>
Study Abroad Office Website	<a href="http://www.leeds.ac.uk/incomingstudyabroad">http://www.leeds.ac.uk/incomingstudyabroad</a>
International Summer School Website	<a href="http://www.leeds.ac.uk/summer">http://www.leeds.ac.uk/summer</a>  <i>Email <a href="mailto:summer@leeds.ac.uk">summer@leeds.ac.uk</a> for more information on the University of Leeds International Summer School.</i>

APPLICATION PROCEDURES	
Application Deadlines	<p>September (Semester 1) start:</p> <ul style="list-style-type: none"> <li>Worldwide exchange &amp; fee-paying study abroad students – <b>31<sup>st</sup> March</b></li> <li>Erasmus students – <b>15<sup>th</sup> April</b></li> </ul> <p>January (Semester 2) start:</p> <ul style="list-style-type: none"> <li>All students – <b>31<sup>st</sup> October</b></li> </ul> <p>Leeds International Summer School – <b>30<sup>th</sup> April</b></p> <p>Email <a href="mailto:summer@leeds.ac.uk">summer@leeds.ac.uk</a> for more information on the University of Leeds International Summer School.</p>
Nomination Deadline	We do not have a deadline for nominations but students should be nominated before they complete the application form. Contact <a href="mailto:studyabroad@leeds.ac.uk">studyabroad@leeds.ac.uk</a> if you require details of our nomination procedures.
Minimum GPA required	Minimum GPA of 3.0 (or 'credit', 'B', or above average results)
Application Procedure	<p>Students should complete our online application form.</p> <p>Supporting documents should then be uploaded as part of our online application form (see below).</p> <p>For applicants who meet our basic criteria, we aim to send an acceptance email and post an acceptance pack within six weeks of receiving the student's correct and complete supporting documentation. Module choices are forwarded onto Schools for consideration (see "Pre-enrolment onto Modules" below).</p>
Application Form	Online form to be found at: <a href="http://www.leeds.ac.uk/incomingstudyabroad">http://www.leeds.ac.uk/incomingstudyabroad</a>
Supporting Documents Required	<p>The following documents should be uploaded as part of the online application form:</p> <ul style="list-style-type: none"> <li>An official transcript of records from the student's home university.</li> <li>A copy of the information page in the passport the student will use to travel to Leeds.</li> <li>A copy of any English language certificates indicated by the student on the online application form.</li> </ul> <p>For further details please see the following webpage:</p> <p><a href="http://www.leeds.ac.uk/incomingstudyabroad">http://www.leeds.ac.uk/incomingstudyabroad</a></p>
Language Requirements	<p>English language requirements are subject to change, therefore please see the Language Requirements section of our website for up-to-date information:</p> <p><a href="http://www.leeds.ac.uk/incomingstudyabroad">http://www.leeds.ac.uk/incomingstudyabroad</a></p> <p>Please be aware that some of our most popular teaching schools/departments have their own English language requirements that are higher than our standard entry requirements. Students will need to meet the overall language score requirement as well as the individual language score requirements for each section (Listening, Reading, Writing and Speaking).</p> <p>Please see <a href="http://www.leeds.ac.uk/incomingstudyabroad">http://www.leeds.ac.uk/incomingstudyabroad</a> for further details and guidance.</p>

## Pre-sessional Language Courses

The Language Centre at the University of Leeds offers English Language courses that start in April, July, August and October in any given year. The programme a student should follow is dependant on their current IELTS score. Please see the table below for guidelines:

Name of Programme	Month of Entry	IELTS
21-week English Language Programme (Terms 3 + 4a)	April	4.5 (Overall) 4.5 (L, R, S & W)
10-week English Language Programme (Term 4a)	July or October	5.0 (Overall) 5.0 (L, R, S & W)
6-week English Language Programme (Term 4b)	August	5.5 (Overall) 5.0 (L, R, S & W)

All language tuition takes place at the Language Centre, which has modern language laboratories, excellent fully equipped classrooms, group TV/video areas and a laboratory for computer-based learning.

For further information about the English language courses, please visit:

[http://www.leeds.ac.uk/arts/info/125008/english\\_language](http://www.leeds.ac.uk/arts/info/125008/english_language)

Study areas <b>restricted</b> to Exchange students	<ul style="list-style-type: none"> <li>Medical courses are not available to exchange students.</li> <li>Early application is recommended if any students are wishing to take classes in the Schools of English, History, Politics, Business, Law, Sociology &amp; Social Policy and the Foreign Language Teaching Unit.</li> <li>There are a number of other module restrictions so it is advised that the search parameter 'Search by Incoming Study Abroad' is used to obtain an accurate list of what is available. We would also advise students to read the school-specific module guidance within the 'Modules' section of our website:</li> </ul> <p><a href="http://www.leeds.ac.uk/incomingstudyabroad">http://www.leeds.ac.uk/incomingstudyabroad</a></p>
Course/Module Catalogue	<a href="http://webprod3.leeds.ac.uk/banner/modulesearch.asp?T=S&amp;L=UG">http://webprod3.leeds.ac.uk/banner/modulesearch.asp?T=S&amp;L=UG</a>
Online Module Timetable	<p>The module timetable usually updates at the end of April/beginning of May for the upcoming year. Students may have to submit their application based on previous year's catalogue and it may not be possible to guarantee that all modules shown for the previous year will be running in their year of study.</p> <p><a href="http://ses.leeds.ac.uk/info/21630/timetabling">http://ses.leeds.ac.uk/info/21630/timetabling</a></p>
Full-time Academic Load	<p>60 credits per semester/120 credits for the full academic year.</p> <p>Students may take 50 credits per semester and still be considered to be a full-time student, but must have this agreed with their home university, and be sure that this does not affect their visa status.</p>
Student Time	A student is expected to put in 100 hours of work for each 10 credits they take, whether this is formal contact time or self-study.
Weeks per semester	10 / 11

Recommended Grade Conversions	Mark	Recommended US Grade	Mark	Recommended ECTS Grade
	70-100	A	70-100	A
	68-69	A-	60-69	B
	63-67	B+	50-59	C
	58-62	B	41-49	D
	53-57	B-	40	E
	50-52	C+	0-39	F
	45-49	C		
	40-44	C-		
	0-39	Fail		
	These grade conversion scales are guidelines, and are to be used at the discretion of the awarding institution. They are by way of recommendation only and do not represent official grading scales of the University of Leeds.			
	When are transcripts released?	Official transcripts are released in July. Marks from postgraduate modules will be available the following November.		
Following Electives	Students are allowed to attend courses offered by different schools if they satisfy all pre-requisites. Please see above for restrictions.			
Pre-enrolment onto Modules	<ul style="list-style-type: none"><li>• Students choose modules during their online application.</li><li>• Once supporting documents have been received, applications are forwarded to the relevant schools (from mid-May onwards) who will decide on the student's suitability onto the course.</li><li>• If students are not accepted for all their choices they will be given the opportunity to select new modules when they receive their 'Programme of Study Confirmation' from us.</li><li>• Module changes may not always be possible after the student has received their Programme of Study Confirmation email, and so choices should be made very carefully on application.</li></ul>			
Registration Process	Students are expected to register online prior to arrival (although facilities are available to do this upon arrival). Students will be sent registration instructions when the registration system goes live (August for Semester 1 start and December for Semester 2 start).			
Length of Stay	Minimum stay one semester; maximum stay one year.			

**ACADEMIC CALENDAR 2015/16**

<b>Semester 1</b>	
Recommended Date of Arrival	14 <sup>th</sup> – 16 <sup>th</sup> September 2015
Meet and Greet Service	12 <sup>th</sup> – 19 <sup>th</sup> September 2015
International Welcome Week	14 <sup>th</sup> – 18 <sup>th</sup> September 2015
Compulsory Orientation Sessions	17 <sup>th</sup> – 18 <sup>th</sup> September 2015
Intro Week (for all new students)	21 <sup>st</sup> – 25 <sup>th</sup> September 2015
Start of Teaching	28 <sup>th</sup> September 2015
End of Teaching	11 <sup>th</sup> December 2015
Christmas Holiday	12 <sup>th</sup> December 2015 – 10 <sup>th</sup> January 2016
Examinations Period*	11 <sup>th</sup> January – 22 <sup>nd</sup> January 2016
End of Semester 1	22 <sup>nd</sup> January 2016
<b>Semester 2</b>	
Recommended Date of Arrival	21 <sup>st</sup> January 2016
Welcome Programme	21 <sup>st</sup> January 2016
Compulsory Orientation Meeting	22 <sup>nd</sup> January 2016
Start of Teaching	25 <sup>th</sup> January 2016
Easter Holiday	19 <sup>th</sup> March – 17 <sup>th</sup> April 2016
Teaching Ends	6 <sup>th</sup> May 2016
Examinations Period*	16 <sup>th</sup> May – 3 <sup>rd</sup> June 2016
End of Semester 2**	17 <sup>th</sup> June 2016

\*All students are expected to attend their exams on the University of Leeds campus.

\*\* Exam results will be externally moderated between 4<sup>th</sup> June – 17<sup>th</sup> June. Students must remain contactable during this time in case of any anomalies in relation to their exams.

**ACADEMIC CALENDAR 2016/17 – TO BE CONFIRMED**

<b>Semester 1</b>	
Recommended Date of Arrival	12 <sup>th</sup> – 14 <sup>th</sup> September 2016 ( <i>tbc</i> )
Meet and Greet Service	10 <sup>th</sup> – 17 <sup>th</sup> September 2016 ( <i>tbc</i> )
International Welcome Week	12 <sup>th</sup> – 16 <sup>th</sup> September 2016 ( <i>tbc</i> )
Compulsory Orientation Sessions	15 <sup>th</sup> – 16 <sup>th</sup> September 2016 ( <i>tbc</i> )
Intro Week (for all new students)	19 <sup>th</sup> – 23 <sup>rd</sup> September 2016 ( <i>tbc</i> )
Start of Teaching	26 <sup>th</sup> September 2016 ( <i>tbc</i> )
End of Teaching	9 <sup>th</sup> December 2016 ( <i>tbc</i> )
Christmas Holiday	10 <sup>th</sup> December 2016 – 8 <sup>th</sup> January 2017 ( <i>tbc</i> )
Examinations Period*	9 <sup>th</sup> January – 20 <sup>th</sup> January 2017 ( <i>tbc</i> )
End of Semester 1	20 <sup>th</sup> January 2017 ( <i>tbc</i> )
<b>Semester 2</b>	
Recommended Date of Arrival	18 <sup>th</sup> January 2017 ( <i>tbc</i> )
Welcome Programme	18 <sup>th</sup> January 2017 ( <i>tbc</i> )
Compulsory Orientation Meeting	19 <sup>th</sup> January 2017 ( <i>tbc</i> )
Start of Teaching	23 <sup>rd</sup> January 2017 ( <i>tbc</i> )
Easter Holiday	25 <sup>th</sup> March – 23 <sup>rd</sup> April 2017 ( <i>tbc</i> )
Teaching Ends	5 <sup>th</sup> May 2017 ( <i>tbc</i> )
Examinations Period*	15 <sup>th</sup> May – 2 <sup>nd</sup> June 2017 ( <i>tbc</i> )
End of Semester 2**	16 <sup>th</sup> June 2017 ( <i>tbc</i> )

\*All students are expected to attend their exams on the University of Leeds campus.

\*\* Exam results will be externally moderated between 3<sup>rd</sup> June – 16<sup>th</sup> June. Students must remain contactable during this time in case of any anomalies in relation to their exams.

ACCOMMODATION	
University Accommodation	Accommodation is guaranteed to all Study Abroad and Exchange students who apply before the deadline. Students can choose from dormitories and flats, catered or non-catered & there is some limited opportunity for home stay. Please see: <a href="http://accommodation.leeds.ac.uk/">http://accommodation.leeds.ac.uk/</a> for further details.
Non-university Accommodation	There are also many off-campus opportunities, as Leeds has no shortage of private student accommodation. <b>Unipol</b> is one of the safest places to start looking, due to its affiliations with the University: <a href="http://www.unipol.org.uk/home">http://www.unipol.org.uk/home</a>
Accommodation Deadlines	Semester 1 start: 1 <sup>st</sup> July, Semester 2 start: 1 <sup>st</sup> December
Application	Students can apply for accommodation from mid-May, only after being formally accepted by the University to study here. They can apply online for accommodation at: <a href="http://accommodation.leeds.ac.uk/info/100001/prospective_students">http://accommodation.leeds.ac.uk/info/100001/prospective_students</a>

ESTIMATED EXPENSES PER SEMESTER	
General	Leeds has fairly low living costs compared to London and the South of England. Here follows some estimated costs to help you work out a budget:
Living Expenses	<a href="http://www.leedsuniversityunion.org.uk/helpandadvice/money/costofliving/">http://www.leedsuniversityunion.org.uk/helpandadvice/money/costofliving/</a>
Transportation	Monthly bus pass for students = £43 (correct at October 2015). Depending on where the chosen accommodation is located, students could walk/cycle to the University or to the city.

FEES AND OTHER	
Tuition Fees	2015/16 tuition fees for self-funded students from outside the EU are £10,800 for the academic year or £6,050 for one semester only. 2015/16 tuition fees for self-funded students from within the EU (not Erasmus+ students) are £9,000 for the academic year or £4,500 for one semester only.
Other Fees	There are no additional administration fees for students to pay on arrival.
Meet and Greet Service, Welcome Programme, Travel & Arrival	Leeds provides a 'Meet & Greet' service at Leeds/Bradford airport, Leeds train station and Leeds Coach and Bus Station for September arrivals. Staff will welcome new students, check their accommodation plans and ring ahead to their accommodation to check they will be able to collect keys and move in when they arrive. Leeds also provides a comprehensive welcome programme. See the following webpage for further information:  <a href="http://www.leeds.ac.uk/info/130117/exchange_and_study_abroad/148/preparation_and_arrival">http://www.leeds.ac.uk/info/130117/exchange_and_study_abroad/148/preparation_and_arrival</a>

HEALTH INFORMATION	
Health Insurance	Leeds has no compulsory health insurance policy. Private insurance is, however, recommended if students will be studying for less than 6 months.
National Health Service (NHS)	<p>The NHS is publicly funded and includes services provided by family doctors (general practitioners); specialists; hospitals; dentists; the ambulance service and opticians. Some NHS services are free to everyone, some are subsidised and there are some services for which you will have to pay the full cost.</p> <p>If you are going to do a course which lasts more than six months, the treatment for you under the NHS will be free or will be subsidised.</p> <p>If you are in the UK to do a course which lasts less than six months you need to obtain medical insurance for yourself unless your home country has a reciprocal health agreement with the UK. <b>We recommend this is done before coming to the UK.</b> The Welfare</p>

	<p>Services Office has a list of these countries. If you have not done so you should contact an insurance broker - you will find a list in the Yellow Pages Telephone Directory, after arrival.</p> <p><b>The following NHS treatments are free to everyone:</b></p> <ul style="list-style-type: none"> <li>• Treatment in accident and emergency departments (but not once patients are admitted to hospital, unless you are in a coma lasting longer than 6 months).</li> <li>• Diagnosis and treatment of some communicable diseases.</li> <li>• Compulsory psychiatric treatment.</li> <li>• Contraceptive Services.</li> <li>• Midwifery, district nursing and health visitor services.</li> <li>• Treatment for HIV/AIDS and other sexually transmitted diseases</li> </ul> <p>For more information please visit the UKCISA website:  <a href="http://www.ukcisa.org.uk/International-Students/Study-work--more/Health-and-healthcare/">http://www.ukcisa.org.uk/International-Students/Study-work--more/Health-and-healthcare/</a></p>
--	---

CONTACT INFORMATION		
Main contact details	<p><b>Study Abroad Team, University of Leeds, Leeds, LS2 9JT, UK</b>  <b>Email (for all members of staff): <a href="mailto:studyabroad@leeds.ac.uk">studyabroad@leeds.ac.uk</a></b>  <b>Tel: +44 (0)113 3437900</b>  <i>Campus Security Services (24/7) for emergencies only: +44 (0)113 3432222</i></p>	
Head of Study Abroad	Dr Clive Souter	Tel: +44 (0)113 3431734
Responsibilities	Strategic developments, good practice, contract negotiation.	
Study Abroad Manager	Mrs Liz Simpson	Tel: +44 (0)113 3434354
Responsibilities	Day-to-day management of the office, inc. student and staff Erasmus+ exchange programmes.	
Study Abroad Manager	Ms Vicky Greaves	Tel: +44 (0)113 3430046
Responsibilities	Day-to-day management of the office, inc. managing worldwide exchange balances.	
Study Abroad Adviser	Ms Alison Hughes	Tel: +44 (0)113 3434046
Responsibilities	Advising outgoing exchange students from Leeds.	
Study Abroad Adviser	Ms Megan Shelton	Tel: +44 (0)113 3437591
Responsibilities	Advising outgoing exchange students from Leeds.	
Incoming Student Adviser	Ms Katie Powers	Tel: +44 (0)113 3433184
Responsibilities	Advising incoming exchange and study abroad students to Leeds.	
Incoming Student Assistant	Ms Stephanie Binks	Tel: +44 (0)113 3436880
Responsibilities	Advising incoming exchange and study abroad students to Leeds.	
Study Abroad Assistant	Ms Amy Cifuentes-Platts	Tel: None
Responsibilities	Providing administrative support for incomer applications.	
Study Abroad Assistant	Ms Joana Ricardo	Tel: +44 (0)113 3437900
Responsibilities	Providing administrative support Monday-Tuesday.	
Study Abroad Assistant	Ms Sophie Hollins	Tel: +44 (0)113 3437900
Responsibilities	Providing administrative support Wednesday-Friday.	
Student Support Assistant	Mr Max Tso	Tel: None
Responsibilities	In-person reception desk support for study abroad, exchange and international students.	
Study Abroad Manager (inc. LISS and Short Programmes)	Ms Lisa Beare	Tel: +44 (0)113 3436886
Responsibilities	Marketing and international student recruitment for the Leeds International Summer School. Managing short programmes for outgoing students and developmental projects.	
LISS Adviser	Mrs Helen Stroud	Tel: +44 (0)113 3437359
Responsibilities	LISS admissions, marketing, and assisting the LISS and short programmes manager.	