

Information for Students on Exchange

A. University	University of Leeds (Leeds) http://www.leeds.ac.uk/info/130117/exchange_and_study_abroad/471/about_studying_abroad_at_leeds
B. Country	United Kingdom
C. Academics	
i) Module Mapping & Credits Transfer	<p>Please ensure that your Study Plan is approved by the academics at your home faculty before the exchange. You can check with the SEP Coordinator in the Dean's Office of your home faculty.</p> <p>Modules approved in the past might not be offered by the host university or approved by your faculty when it is time for your exchange. Please check the latest course offerings at the host universities while you are preparing your Study Plan.</p>
ii) Academic Calendar	<p>Semester 1: Late September to late January Semester 2: Late January to mid-June</p> <p>https://www.leeds.ac.uk/secretariat/almanac.html</p> <p>The arrival and orientation dates for study abroad, exchange and Erasmus+ students starting in September are the same as for international students. View key dates and the orientation programme</p>
iii) Exchange Duration	Semester 2 exchange is recommended
iv) Examination	<p>Students who choose to exchange at Leeds in semester 1 <u>have to</u> take the examinations at Leeds in late January before returning back to NUS.</p> <p>NUS Faculties and Schools might not be able to invigilate Leeds' examinations based on Leeds' requirements at NUS.</p> <p>Semester 1 early assessments given by Leeds are neither to be expected nor demanded.</p>
v) Curriculum Structure	The full credit load for one semester at Leeds is 60 credits (this can be typically be between 3 to 6 modules, as most modules are worth either 10 or 20 credits each)

	<p>When proposing your SEP Study Plan to University of Leeds, you have to abide by the minimum 50 and maximum 70 credits load per semester while making sure that you can earn enough NUS modular credits equivalents to fulfil your degree requirements. <u>Please engage your academics at your faculty/school when you do your Study Plan at NUS.</u></p> <p>A student is expected to put in 100 hours of work for each 10 credits they take while at Leeds, whether this is formal contact time or self-study. No overloading beyond 70 credits per semester is allowed.</p>
<p>vi) Minimum Requirements to Apply</p>	<p>(i) a minimum NUS CAP score of 3.75 out of 5.0 scale; or (ii) a minimum 'B' grade in the current/intended discipline/major; or 70% average marks or ranking in the top one-third of the class; (iii) no single grade below 'C';</p>
<p>vii) Language Proficiency Requirements</p>	<p>Even if you are taught in English, if you wish to apply for full-year exchange at Leeds, you still need a valid IELTS or TOEFL (iBT) certificate for the application of UK Tier 4 visa.</p> <p>Students who are on single semester exchange at Leeds should go to UK under the Short-Term Study Visa. NUS students who are Singaporean and have had their schooling and sat exams in Singapore, should submit the following qualifications as proof of English language proficiency (for exchange only):</p> <ul style="list-style-type: none"> • Singapore-Cambridge GCE Ordinary Level in English at Grade C or better; or • Singapore Integrated Programme Secondary 4 English Language or Language Arts at Grade C. <p>NUS students who hold alternative qualifications and wish to discuss eligibility for an exemption may contact Leeds' study abroad office directly. If the alternative qualification is not accepted, students are expected to submit valid IELTS or TOEFL (iBT) certificate.</p> <p>Leeds' language requirements can be found at: http://www.leeds.ac.uk/projectleeds/info/130117/exchange and study a broad/119/language requirements</p>

<p>viii) Modules Compatibility</p> <p>Students are reminded to review the online course list carefully as it contains important information which is often ignored. Please read so that you will save time, effort and have less stress in your application process.</p>	<ul style="list-style-type: none"> • Student should refer to Leeds’ online course catalogue: http://webprod3.leeds.ac.uk/catalogue/modulesearch.asp?T=S&L=UG and read the selection guidelines on module levels, number of credits as well as school specific restriction carefully. • It is important for students to select appropriate set of modules at the initial stage of application as no changes will be allowed to the selected modules once the Module Enrolment Reports have been issued. • If no module is selected at the initial application stage, Leeds will not process the exchange application. • The first number in the module code refers to the level at Leeds 1, 2 or 3. Degrees only last three years in England, so even if you will be in your third year of study while you are at Leeds, this does not mean you will automatically be accepted for level 3 classes. • 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. http://ses.leeds.ac.uk/info/21630/timetabling 		
<p>ix) Module restrictions</p> <p>Please read and seek updates from Leeds’ website before applying for exchange</p>	<ul style="list-style-type: none"> • Graduate modules are <u>not open</u> to undergraduate exchange students • Studio Art, Design and Music Performance modules may not be available to exchange students • For highly popular modules, early application is strongly recommended to avoid disappointment • Business and Law modules are excluded • 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. Leeds would also advise students to read the school-specific module guidance within the ‘Modules’ section of Leeds’ website: www.leeds.ac.uk/incomingstudy <table border="1" data-bbox="470 1624 1452 2098"> <tr> <td data-bbox="470 1624 813 2098"> <p>FASS</p> <p>While one semester SEP may be possible, this is often difficult for FASS students, who would do better with a full-year exchange at Leeds as most FASS modules at Leeds carry 20 credits.</p> </td> <td data-bbox="813 1624 1452 2098"> <ul style="list-style-type: none"> • Psychology - Students who take less than 50% of their credits in Psychology will be limited to modules that are electives at Leeds. • English Literature – Popular. Limited. • Politics – Popular. Limited. • Sociology – Popular. Limited. • Social Policy – Popular. Limited. • History – Popular. Limited. • Communication Studies - Popular. Limited. </td> </tr> </table>	<p>FASS</p> <p>While one semester SEP may be possible, this is often difficult for FASS students, who would do better with a full-year exchange at Leeds as most FASS modules at Leeds carry 20 credits.</p>	<ul style="list-style-type: none"> • Psychology - Students who take less than 50% of their credits in Psychology will be limited to modules that are electives at Leeds. • English Literature – Popular. Limited. • Politics – Popular. Limited. • Sociology – Popular. Limited. • Social Policy – Popular. Limited. • History – Popular. Limited. • Communication Studies - Popular. Limited.
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	<p>FoE</p> <p>All Engineering Disciplines are suitable for full-year exchange only</p>	<ul style="list-style-type: none"> • Mechanical Engineering – Full-year only. • Electrical Engineering – Full- year only. • Chemical Engineering – Full- year only
	<p>SoC</p>	<ul style="list-style-type: none"> • Computing – Full- year only
<p>D. Application</p>		
<p>i) Procedures</p>	<p>Students should be nominated by NUS to Leeds before they submit the online application form. Applicants must upload their supporting documents onto Leeds’ online application portal as University of Leeds no longer accept any supporting documents by post, email or fax.</p> <p>Successful students will received confirmation of their module enrolment and details of Leeds’ welcome and registration events directly via email and post from Leeds. Please check with your home faculty at NUS for the acceptance package one to two months prior to the semester start date at Leeds.</p> <p>Please follow the specific requirements about the format of the documents that are uploaded, and Leeds expect to receive one PDF document per student.</p> <p>Students should not submit any extra documents not requested by Leeds’ Study Abroad Office (please see the full list of documents and guidelines on Leeds’ website)</p> <p>The Application Guide and the list of supporting documents needed by Leeds can be found in the SharePoint. Please look for the SEP coordinator at your Dean’s Office for the link to the SharePoint</p>	
<p>ii) Deadlines</p>	<p>All NUS student must abide by the internal application deadline set by their home faculty for exchange participation in the following academic year. After clearing the internal application and selection process, students have to take note of the application deadline set by the host university</p> <p>Failure to submit a formal application to the host university will result your exchange being forfeited even if you have been selected by NUS for the exchange.</p> <p>The online application deadline at Leeds for semester 1 and full year exchange is 31 March and for semester 2 is 31 October.</p>	

E. Accommodations	
i) University Accommodation	<p>Information about university accommodation will be given in the acceptance email sent out by Leeds directly to selected students. Accommodation is guaranteed for all exchange students at the university provided that the application is received by the university's accommodation office before the given deadline. Students can apply for accommodation from mid-May after formally accepted by Leeds for the exchange.</p> <p>For details on the various housing options and rental, please refer here.</p>
F. Visa	
Consular/Visa Regulation	<p>UK Visa and Immigration updates their immigration policy regularly. It is the student's responsibility to check on the requirements via their website before they leave for the exchange.</p> <p>https://www.gov.uk/government/organisations/uk-visas-and-immigration</p> <p><u>Short-term Study Visa for Semester Exchange</u></p> <p>If you are a Singapore citizen or a citizen of another country on the UK non-visa nationals list, and if your course of studies is less than 6 months, you can apply for:</p> <p>(1) single-entry Short Term Study Visa to the UK at the port of entry (free) or;</p> <p>(2) multiple-entry Short Term Study Visa prior to leaving your home country (£93).</p> <p>The single-entry Short Term Study Visa is free but if you leave the UK during your home university registration period you will need to re-apply as a short-term student when you re-enter; for this reason you should always travel with your short-term study visa support letter.</p> <p>Alternatively if you think you are likely to leave and re-enter the UK during your course you should apply for a multiple entry short-term study visa in advance of travelling to the UK.</p> <p>Non-visa nationals who enter the UK on a short-term study visa are required to leave the UK after the course end date given on your Short-term Study visa support letter. If you wish to travel within the UK after your studies you will need to exit the UK and re-enter as a Standard Visitor which you can do at port of entry.</p> <p>Citizens from a country that needs a visa to enter the UK should apply for the multiple-entry Short Term Study Visa prior to leaving for your overseas</p>

	<p>exchange. You can contact the external visa office approved by UK Visa and Immigration to apply for multiple-entry Short Term Study Visa.</p> <p>Applying for a single-entry Short-Term Study Visa is usually an easier and cheaper process than applying for a Tier 4 Student Visa, if you <u>do not</u> need a Tier 4 Student Visa, please do not apply for it.</p> <p><u>Tier 4 Student Visa for Full-Year exchange</u></p> <p>For students who need Tier 4 Student Visa, please email Leeds studyabroad@leeds.ac.uk to request for the CAS statement. The CAS statement will contain a number that allows student to apply for a Tier 4 Student Visa. The statement will be issued to students no earlier than six months before the start date of their course, as long as students provided all the necessary information. Leeds will contact students if there are any missing information. The application for Tier 4 Student Visa can take up to three months and students are advised to apply for the visa in advance of their intended date of travel to the UK.</p> <p>Your exchange at the host university depends on the clearance by the immigration of the host country.</p>
<p>G. Safety, Health & Medical Insurance</p>	
<p>i) Health/Medical Insurance</p>	<p>Students who are on exchange in UK for less than six months are not entitled to NHS treatment. Therefore semester based exchange students are encouraged to purchase additional insurance to cover medical costs, hospitalisation expenses and emergency evacuation costs which might be incurred while they are on exchange. It is recommended to purchase the insurance package before going to UK.</p> <p>All registered NUS students are covered under the university health insurance and the blanket travel insurance. For more information on the university health insurance coverage, please refer to http://www.nus.edu.sg/uhc/services/billing-insurance/insurance-matters.html.</p> <p>For more information on the blanket travel insurance, please refer to http://www.nus.edu.sg/finance/InsuranceCoverforOfficialNUSTrips.html</p> <p>If the insurance coverage is not enough, students are advised to purchase additional health and/or travel insurance from their preferred agent.</p>
<p>ii) Emergency Number at host university</p>	<p>Tel : 0044 113 343 2222 (Emergency only)</p>

H. Cost of Living	
i) Estimated Monthly Living Expenses	Details can be found at http://students.leeds.ac.uk/info/21504/living_in_the_uk/842/budget_and_costs
I. Transcripts	
i) Delivery of official transcript	<p>Leeds cannot issue any official transcripts until mid-July as all marks, for both semesters, remain provisional until then.</p> <ul style="list-style-type: none"> • Students here for Semester 1 only will be issued with provisional grades at the end of February/beginning of March. These will be sent by email to NUS Registrar's Office and the student directly. • All students will be issued one copy of their official, final transcript in mid-July. This will be sent by post to NUS Registrar's Office rather than to the student directly.
J. Useful Links	
Exchange Information and Pre-arrival Guide	<p>Pre-arrival Guide: http://www.leeds.ac.uk/info/130117/exchange_and_study_abroad/148/preparation_and_arrival</p> <p>Students' blog: https://leedsunibound.wordpress.com/</p>