

STUDENT EXCHANGE PROGRAMME (SEP)

Information for Students on Exchange

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| A. University | <p>The University of Sheffield</p> <p>https://www.sheffield.ac.uk/studyabroad/overseas</p> |
| B. Country | <p>United Kingdom</p> |
| 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: Mid-September to Early February Semester 2: Early February to Mid-June</p> <p>http://www.shef.ac.uk/about/dates</p> |
| iii) Exchange Duration | <p>Students are recommended to go for a full-year or Semester 2 exchange due to calendar overlap.</p> <p>Student who wish to go on exchange in Semester 1 have to seek prior permission from The University of Sheffield to have the final assessment in December. All semester 1 applications for December Finish have to be submitted by 1 May. If the permission for a “December Finish” is not given, please do not apply to go to The University of Sheffield in semester 1.</p> <p>The list of Sheffield’s departments which can accept December Finish applications can be found in NUS Registrar’s Office SharePoint. If you have been selected by your faculty to go to Sheffield for exchange, please approach your Dean’s office for the link to SharePoint.</p> |
| iv) Examination | <p>Students are expected to attend the mandatory examination from mid-January to early February if no alternative assessment is given for semester 1 exchange. All NUS Faculties and Schools exchange coordinators have been informed about this requirement.</p> |
| v) Curriculum Structure | <p>120 credits for a full year exchange or 60 credits for a semester exchange. Modules can be worth between 5 and 30 credits. The most common values are 10 or 20 credits. Strictly no overloading on credits.</p> |

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| <p>vi) Entry Requirements</p> | <p>You should:</p> <p>(a) Have successfully completed at least:</p> <ul style="list-style-type: none"> (i) one (1) semester of study at NUS upon application for the Exchange Programme; and (ii) two (2) semesters of study upon admission to the host university <p>(b) Be a student of good standing at NUS with:</p> <ul style="list-style-type: none"> (i) a minimum 'B' average grade or 65% - 70% average marks or ranking in the top one-third of the class; (ii) no single grade below 'C' for subjects related to major of studies <p>(c) Show the aptitude, motivation and maturity, to thrive in the environment at the host university</p> |
| <p>vii) Language Proficiency Requirements</p> | <p>If you were previously educated in a non-English speaking country and now study in an English medium university (for example Chinese national studying in NUS), you need to provide proof of English with your application to Sheffield.</p> <p>Other NUS students should include a scanned copy of GCE "O" level certificates with Grade C or better, or IB, or NUS High School Certificate with English of Grade C and above in their application to Sheffield.</p> <p>More information is available here.</p> |
| <p>viii) Modules Compatibility, restrictions and pre-requisites</p> <p>Students who do not follow the module restrictions to apply for the exchange have to risk not securing the exchange opportunity at Sheffield</p> | <p>Students have to read Sheffield's guidelines on choosing courses and module restrictions as the <u>list of modules available for exchange changes every year</u>.</p> <ul style="list-style-type: none"> • https://www.sheffield.ac.uk/studyabroad/overseas/prospective/choosing • https://www.sheffield.ac.uk/studyabroad/overseas/prospective/choosing/closed <p>All post-graduate modules with code 6xxx are NOT available to undergraduate students on exchange.</p> <p>Modules taught at Sheffield's International Faculty – City College based in Thessaloniki Greece are NOT open to exchange students.</p> |
| <p>D. Application</p> | |

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| <p>i) Procedures</p> | <p>All NUS students have to be nominated by NUS before they can apply as an “Exchange Student” for fee-waiver exchange at the host university.</p> <p>The application procedures and list of supporting documents needed by the host university 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><i>For approved December Finish applicants and semester 2 exchange applicants:</i></p> <p>Students must complete Sheffield’s online application form and submit the scanned version of all supporting documents before the deadline. Only electronic documents are accepted. Late applications will be rejected.</p> <p>Submit the following supporting documents in <u>one consolidated pdf file</u>:</p> <ul style="list-style-type: none"> • Latest transcript - Please get from NUS Registrar’s Office • Reasons for applying (outlining the reasons why you wish to study at the University of Sheffield. Max. 1000 words) • One academic reference (must be from someone who teaches you an academic subject) • English Language Proficiency certificate (TOEFL or IELTS) – if applicable. <p>More information can be found online at https://www.sheffield.ac.uk/studyabroad/overseas/prospective/applying#Exchange</p> |
| <p>ii) Deadlines</p> | <p>All NUS students 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 in your exchange being forfeited even if you have been selected by NUS for the exchange.</p> <p><i>For December Finish applicants:</i></p> <p>Nomination of December Finish students must be submitted to Sheffield before 1 May. After which applicants for December Finish should email their proposed Study Plan and latest transcript to Sheffield’s Global Opportunities & Exchange (GOE) team. <u>Students can only submit a formal application to Sheffield after GOE has sent the approval to December Finish applicants.</u></p> <p><i>For Architecture applicants:</i></p> <p>Applicants for modules in the School of Architecture must submit a portfolio to be considered for studio modules. The application deadlines are 1st April</p> |

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| | <p>for September entry and 1st September for February entry. Late applicants will not be offered studio based modules.</p> |
| | <p>NUS students should consider Sheffield for full-year or semester 2 exchange.</p> <p><i>For non- December Finish applicants and semester 2 exchange applicants:</i></p> <p>Students must complete Sheffield’s online application form and submit all scanned supporting documents one month before 1 October for Spring semester exchange.</p> |
| <p>E. Accommodations</p> | |
| <p>i) University Accommodation</p> | <p><i>For approved December Finish applicants:</i></p> <p>Sheffield’s Accommodation and Commercial Services liaise with Global Opportunities and Exchanges to offer short term contracts (i.e. less than a semester) to December Finish students.</p> <p>Normally “December Finish” students are housed together within University accommodation and full details of property and rent will be advised following application.</p> <p>If Accommodation and Commercial Services cannot offer a short term contract, students need to apply for and accept a semester contract and pay for the extra weeks. This cannot be waived. Alternatively, students can try and find accommodation in the private sector but you must let Sheffield know if you will do this.</p> <p><i>For non-December Finish students and students joining Sheffield in semester 2:</i></p> <p>A room at Sheffield’s university accommodation is guaranteed for the full duration of semester 2. However, the preferred room type cannot be guaranteed.</p> <p>Once students are accepted, they will be directed to the Accommodation Office. More information about accommodation can be found at: https://www.sheffield.ac.uk/accommodation</p> <p>You can also view the rent at http://360degreevirtualtours.group.shef.ac.uk/rent.</p> |
| <p>ii) Private Accommodation</p> | <p>December Finish applicants have to source for private accommodation on their own if they do not wish to pay for the extra weeks as stated in the university accommodation contract.</p> |

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F. Visa

Consular/Visa
Regulation

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.

<https://www.gov.uk/government/organisations/uk-visas-and-immigration>

Short-term Study Visa for Semester Exchange

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:

- (1) single-entry Short Term Study Visa to the UK at the port of entry (free) or;
- (2) multiple-entry Short Term Study Visa prior to leaving your home country.

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.

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.

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.

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 exchange. You can contact the external visa office approved by UK Visa and Immigration to apply for multiple-entry Short Term Study Visa.

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 do not need a Tier 4 Student Visa, please do not apply for it.

Tier 4 Student Visa for Full-Year exchange

If you are a citizen of a country not on the non-visa nationals list then you still must obtain a Tier 4 (General) Student Visa or a Short Term Study Visa before travelling to the UK.

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| | <p>Student Visitor application information: https://www.gov.uk/visas-immigration</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>The University of Sheffield does not have a mandatory health policy.</p> <p>For less than six months of exchange, students are not entitled to free NHS treatment and should arrange medical insurance before arriving at Sheffield.</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>Name : Emergency Control Room</p> <p>Tel : 44 114 222 4444</p> |
| <p>H. Cost of Living</p> | |
| <p>i) Estimated Living Expenses</p> | <p>Details can be found at https://www.sheffield.ac.uk/international/enquiry/money/costs</p> |
| <p>ii) Scholarship</p> | <p>http://www.shf.ac.uk/studyabroad/overseas/prospective/funding</p> |
| <p>I. Useful Links</p> | |
| <p>Arrival Guide</p> | <ul style="list-style-type: none"> • http://www.sheffield.ac.uk/ssid/newstudents • http://www.sheffield.ac.uk/studyabroad/overseas/postapplication/arrival |