

LEEDS BECKETT UNIVERSITY

# OUTBOUND EXCHANGE APPLICATION GUIDELINES

2016 / 2017

[www.leedsbeckett.ac.uk/studyabroad](http://www.leedsbeckett.ac.uk/studyabroad)



LEEDS  
BECKETT  
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## Overview

The Study Abroad & Exchange Programme offer an exciting and challenging opportunity that allows you to relocate your learning to another country and experience a different culture. We have over 150 partner universities around the world that allows you to study at a new university and new destination for one or two semesters. It's something that not only looks fantastic on your CV and makes you stand out from the crowd, but can enhance your learning and degree here in Leeds and open new doors and possibilities for you both during your degree and after you've graduated. With careful planning, studying abroad doesn't have to add extra time to your studies, so you'll be able to graduate on time but with an extended international perspective to your degree.

As a potential exchange student, you will be a representative of Leeds Beckett University and as such we expect you to conduct yourself in a professional manner throughout the process.

**Please note:** Students are advised to restrain from applying for exchange to USA and/or Canada if they have formal exams during the second and third week of January, as the semester in most American and Canadian universities starts from the first Monday of January.

### **IMPORTANT**

Please note that the application process for Outbound Exchange is extremely competitive and no student is guaranteed a place.

This handbook has been put together to guide you through the application process from start to finish and explain how it works every step of the way. Read on to find out how it works and how to apply for an experience of a lifetime.

*The Study Abroad Team x*

# Type of Exchange Programme

We offer 2 different types of exchange at Leeds Beckett University:

## International Exchange

The International Exchange programme is the exchange programme with Universities that are located outside of Europe. It is not course specific meaning that it is a very flexible programme allowing you the freedom to choose where you would like to study. As long as the University you're interested in offers a similar course and modules to what you're doing in Leeds, you can apply to study there

## Erasmus+ Exchange

The Erasmus + Exchange programme is the course specific exchange programme with Universities located within Europe. Your Leeds Beckett course will be linked with similar courses at Universities within the EU allowing you to choose from a list of partner universities associated with your course.

# Academic Criteria

To be eligible to apply, you must have met the following requirements:

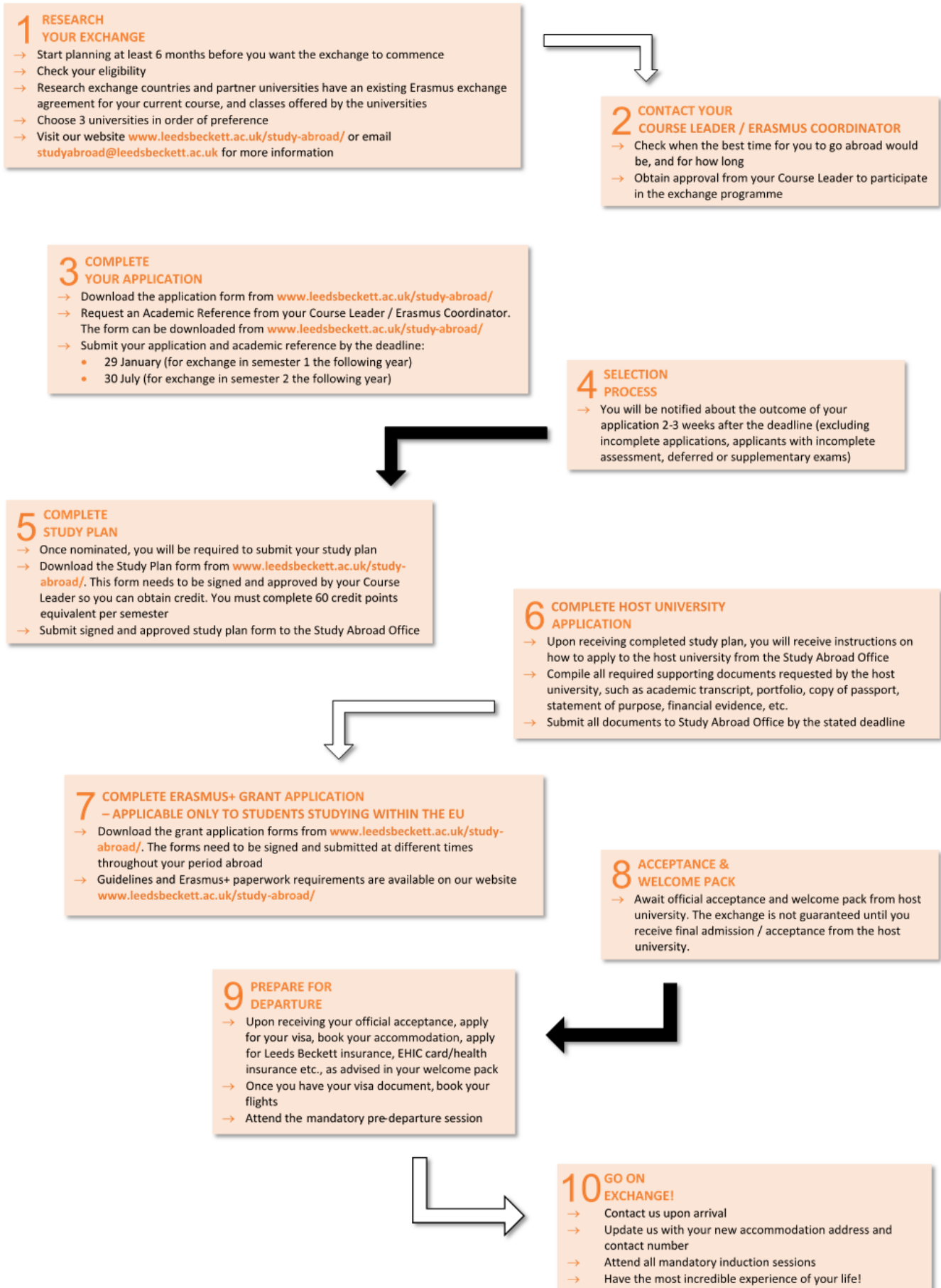
- have achieved at least an average grade of 50% or higher in your 1st year of full-time study
- have successfully passed your 1st year of full-time study (120 credit points), and do not carry any failed modules
- meet the specific course requirements set by your School and/or Faculty (check with Course Leader and/or Erasmus Coordinator)

You must pass all your modules and end of year exams as final approval to proceed with your exchange from Leeds Beckett is contingent upon appropriate progression of your degree.

The Exchanges, Study Abroad and Volunteering Office reserves the right at any stage to reverse any decision regarding nomination and/or acceptance made if you fail to meet any of the above requirements.

# Application Process

This flowchart provides a general overview of how the process works.



# Application Form

When completing the application form, please ensure that you provide the following:

## Personal Details

This is your personal information required for your application. Please always use your student email address.

## Course Details

Details of your current degree programme at Leeds Beckett University.

## Duration & Type of Exchange Programme

Detail of the type of exchange programme you are applying for, duration of the exchange, and when do you plan to go abroad. You can apply for both programmes (International and Erasmus+).

## Host University Preference

- You **MUST** select three partner universities and order them by preference. Please only list universities that you have researched on and would like to attend.
- You **MUST** check that the universities you select offer a full range of modules in your subject area

## Academic Reference

You need to request for **ONE** academic reference to support your application. Your referee should be your course leader, personal tutor or level leader at Leeds Beckett University. The form can be downloaded [here](#).

## Selection Criteria / Personal Statement

This is the section of the application form that will be reviewed and scored by the selection panel according to the Assessment Criteria (p.8). Please ensure that you spend time on this section and give clear answers to explain your reasons for studying abroad. For guidance on what the selection panel will look for when scoring your application, please see the table below (100-200 words):

<b>Aim</b> Explain what you would like to have achieved at the end of your exchange in terms of how you think it will affect your personal attributes, your course at Leeds Beckett and your future career. Explain how to will achieve these goals.
<b>Chosen partner university and destination (Research)</b> Explain the reasons you have chosen the universities and destinations. You should demonstrate that you have researched your chosen universities and that they are suitable for your course here at Leeds Beckett and explain the ways in which studying there will enhance and link to your degree. You can also mention personal interests and extra-curricular activities on offer and the other opportunities studying at these destinations offer.
<b>Cultural Awareness</b> Explain what you understand by the term 'Cultural awareness' and its importance within the context of studying abroad.
<b>Independence, Resilience and Adaptability</b> For these 3 questions, we are looking for you to provide examples of when you have demonstrated independence, resilience and adaptability and how previous experiences will help you prepare for studying abroad.  You should explain what happened, what you did to overcome the challenge and the result of your actions.

**Disabilities**

Please give further information and provide evidence as necessary to ensure that you receive the support you require from the partner university whilst you are studying abroad.

**Application checklist**

Please make sure you have completed all sections of the application form and have requested for your referee to submit a supporting reference to [studyabroad@leedsbeckett.ac.uk](mailto:studyabroad@leedsbeckett.ac.uk) before you submit your finished application.

**Declaration**

By submitting the application form, you declare that the information and supporting documentation provided is true and complete. You acknowledge that the Study Abroad Office reserves the right at any stage to vary and reverse any decision regarding admission or enrolment made on the basis of incorrect or incomplete information.

## Assessment Criteria

Once you have submitted your application, your application will be reviewed and scored by a selection panel from the Study Abroad Office and/or International Office according to the following criteria.

Question	Ideal (4 points)	Good (3 points)	Limited (2 points)	Very limited (1 point)	No evidence (0 points)
Aim	Clearly identifies a range of realistic academic and personal goals to be achieved by the end of the programme, with an explanation of how this will be evidenced	Identifies a range of goals to be achieved by the end of the programme, with an explanation of how this will be evidenced	Identifies limited goals to be achieved at the end of the programme, with limited explanation of how this will be evidenced	Identifies very limited goals to be achieved at the end of the programme, with little or no explanation of how this will be evidenced	Unclear goals with no explanation of how this will be evidenced
Research	Demonstrates that thorough research was undertaken through a clearly articulated explanation of why partners and destination countries were chosen, how this relates to the goals and how the research was undertaken.	Demonstrates that sufficient research was undertaken through a clearly articulated explanation of why partners and destination countries were chosen, and how this relates to the goals and how the research was undertaken.	Demonstrates that limited research was undertaken with a limited explanation of why partners and destination countries were chosen, and some explanation of how this relates to the goals and how the research was undertaken.	Very limited evidence of research was undertaken with a limited explanation of why partners and destination countries were chosen, and limited or no explanation of how this relates to the goals and how the research was undertaken.	No evidence of research undertaken even if some explanation of why partners were chosen is included.
Cultural Awareness	Excellent explanation of the term 'Cultural Awareness' with clear reference to any issues within the context of the programme	Good explanation of the term 'Cultural Awareness' with reference to any issues within the context of the programme	Limited explanation of the term 'Cultural Awareness' with limited reference to any issues within the context of the programme	Very limited explanation of the term 'Cultural Awareness' with no reference to any issues within the context of the programme	No evidence of the term 'Cultural Awareness' with no reference to any issues within the context of the programme
Independence	Clearly demonstrates a high level of independence through excellent explanation of an example or situation including a description of the challenges faced, actions taken and end results	Demonstrates sufficient independence through good explanation of an example or situation including a description of the challenge faced, actions taken and end results.	Demonstrates limited independence through limited explanation of an example or situation including a description of the challenge faced and actions taken.	Demonstrates very limited independence through very limited explanation of an example or situation including a description of the challenge faced and actions taken.	Demonstrates little or no independence either through a poor example or because there is no reference to challenge faced, actions taken and end results.
Resilience	Clearly demonstrates a high level of resilience through excellent explanation of an example or situation including a description of the challenges faced, actions taken and end results	Demonstrates sufficient resilience through good explanation of an example or situation including a description of the challenge faced, actions taken and end results.	Demonstrates limited resilience through limited explanation of an example or situation including a description of the challenge faced and actions taken.	Demonstrates very limited resilience through very limited explanation of an example or situation including a description of the challenge faced and actions taken.	Demonstrates little or no resilience either through a poor example or because there is no reference to challenge faced, actions taken and end results.
Adaptability	Clearly demonstrates a high level of adaptability through excellent	Demonstrates sufficient adaptability through good explanation of	Demonstrates limited adaptability through limited explanation of an	Demonstrates very limited adaptability through very limited explanation of an	Demonstrates little or no adaptability either through a poor example or



	explanation of an example or situation including a description of the challenges faced, actions taken and end results	an example or situation including a description of the challenge faced, actions taken and end results.	example or situation including a description of the challenge faced and actions taken.	example or situation including a description of the challenge faced and actions taken.	because there is no reference to challenge faced, actions taken and end results.
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**Please note:** Students professional conduct when dealing with the Study Abroad Office and partner institutions will be taken into account during the selection and allocation process of the programme.

## Allocation of Exchange Places

Each application is scored and ranked by the Study Abroad Officers. When all applications are scored and ranked, the Officers will allocate exchange places to the highest scoring application. If an application scored below the 50% benchmark, the application would not be allocated a place.

Students, who have been successful, will receive an email when allocations are complete which will offer them a place at a partner institution. This will usually take place about 2 weeks after the published deadline, and student will have a few days to accept or decline the nomination.

If students are not nominated for any of partner choices, but have confirmed during nomination communications that they would consider other options, they will be offered a place at another institution, should any places be or become available.

**Please note:** Once you have been made an offer you will not be considered for any other places, even if a place becomes available at one of your choices later on.

Student whose applications were declined will be notified.

## What Happens Next?

### Overseas Nomination Email

Providing you accept this nomination and wish to proceed with your application, the Study Abroad Office will then contact the partner university directly to formally nominate you to study with them.

### Study Plan

While you are abroad you are expected to take modules equivalent to those you would have taken had you remained in Leeds. You will need to work with your Course Leader to research and find suitable modules at the partner university that are good matches for those you are missing here (the Study Abroad Office will confirm the number of modules and credits that you will need to take). Your study plan needs to be checked and approved by your Course Leader and sent to the Study Abroad Office before you can be sent the official application forms to apply to your partner university.

## Application Overseas

Once you have submitted an approved study plan, you then apply directly to the partner institution and will be sent full information and instructions about how to do this by the Study Abroad Office. You will be required to complete their official application form and provide the requested supporting documents to the Study Abroad Office by the deadline you are given. The application deadline will depend on the country and university you're applying to study at, so don't worry if your friend receives their application instructions before you. The deadline will dictate when you can expect to hear back about your acceptance and welcome packs.

### IMPORTANT

To secure the overseas classes you need and accommodation (there will be competition for both) **APPLY AS EARLY AS POSSIBLE**, ideally as soon as you receive instructions. We strongly advise you do not wait until the overseas deadline.

- Late applications will not be accepted overseas
- Incomplete applications to the partner institution means there will be a delay in your application consideration which may have knock on effects class and accommodation allocation
- Please note that nomination does not equal acceptance. You are not accepted by the partner until you have received a formal acceptance confirmation from them

## Overseas Partner Acceptance

The date that you will receive your acceptance letter and welcome pack will depend on the processing time of each of our partner universities, but you can normally expect to hear back within a few weeks. Once they have processed your application, you will receive an acceptance letter and welcome pack that will include information on how to apply for accommodation and visas where necessary. While it would be unusual for an exchange application to be declined (the partners are aware of the rigorous selection process to join the programme), they do reserve the right to turn down any applications they deem unsuitable, and so you should not make any further arrangements until you have received this confirmation.

You will then need to arrange the following:

- Visa
- Accommodation
- Insurance
- Flights

**Please note:** the Study Abroad Office cannot advise on any visa related matters and recommend students to contact the relevant Embassy/Consulates.

If you have Tier 4 status to study at Leeds Beckett, your Tier 4 General Student Visa will remain valid during your period abroad. Therefore, Leeds Beckett University is required by the UKVI to continue to monitor your attendance at partner institution, ensuring you are enrolled and attending all classes.

## **Final Approval Check at the end of the academic year**

To proceed with your Exchange you must pass all your modules and end of year exams as final approval to proceed with your exchange is conditional upon appropriate progression of your degree.

The Study Abroad Office will conduct a final progression check after all scheduled assessment and Board of Examiners. We would strongly advise you against making any final travel/accommodation arrangements until you have clear confirmation of your progression.

If the Study Abroad Office finds that you are not a good representative of Leeds Beckett University, your application and participation of the programme would be withdrawn.

## **Pre-Departure Event**

All students participating in the Exchange Programme **MUST** attend one of the Compulsory Pre-Departure Session which takes place in May and November. You will be informed of the time and date after you have received your acceptance from the partner University.

The Pre-Departure Session is designed to fully prepare you for your period abroad and will give you the opportunity to meet other Leeds Beckett students studying abroad and to meet inbound exchange students from the University you're going to study at. It is also at this event that you will receive a copy of the Pre-Departure Handbook, which includes information on the free Leeds Beckett insurance cover, funding (Erasmus+ Exchange Programme only), health and safety abroad, what's expected of you, etc.