



## 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://studyabroad.leeds.ac.uk">http://studyabroad.leeds.ac.uk</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>

<b>APPLICATION PROCEDURES</b>	
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>
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 four 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://studyabroad.leeds.ac.uk/incoming/applying/apply_now/">http://studyabroad.leeds.ac.uk/incoming/applying/apply_now/</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://studyabroad.leeds.ac.uk/incoming/applying/supporting_documents/">http://studyabroad.leeds.ac.uk/incoming/applying/supporting_documents/</a></p>
Language Requirements	<p>If the student is a non-native speaker of English the minimum TOEFL iBT score of 87 or IELTS 6.0 is required if entering in the September or January semesters. There is also a minimum requirement for each individual language component. Please see our Language Requirements information sheet for details:</p> <p><a href="http://studyabroad.leeds.ac.uk/incoming/applying/language_requirements/">http://studyabroad.leeds.ac.uk/incoming/applying/language_requirements/</a></p> <p>Please be aware that some of our most popular teaching schools / departments have their own English language requirements which are higher than our standard entry requirements. Please see <a href="http://studyabroad.leeds.ac.uk/incoming/applying/language_requirements/">http://studyabroad.leeds.ac.uk/incoming/applying/language_requirements/</a> for further guidance.</p> <p>Students of the following nationalities are exempt from providing English language evidence: Antigua and Barbuda, Australia, The Bahamas, Barbados, Belize, Canada, Dominica, Grenada, Guyana, Jamaica, New Zealand, St Kitts and Nevis, St Lucia, St Vincent and the Grenadines, Trinidad and Tobago, United States of America.</p>

## Pre-sessional Language Courses

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

Name of Programme	Month of Entry	TOEFL (iBT)	IELTS
21-week English Language Programme (Terms 3 + 4a)	April	64 (Overall) 15 (L), 13 (R), 17 (S), 15 (W)	4.5 (Overall) 4.5 (L, R, S &W)
10-week English Language Programme (Term 4a)	July	72 (Overall) 17 (L & R), 19 (S), 18 (W)	5.0 (Overall) 5.0 (L, R, S & W)
6-week English Language Programme (Term 4b)	August	80 (Overall) 17 (L & R), 19 (S), 18 (W)	5.5 (Overall) 5.0 (L, R, S & W)
Direct entry into Semester 1 or 2	Sept/Jan	87 (Overall) 20 (L & R), 22 (S), 21 (W)	6.0 (Overall) 5.5 (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 and Dentistry 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 Guidance and Descriptions on our website:  <a href="http://studyabroad.leeds.ac.uk/incoming/applying/modules/">http://studyabroad.leeds.ac.uk/incoming/applying/modules/</a></li> </ul>
Course/Module Catalogue	<a href="http://webprod1.leeds.ac.uk/banner/modulesearch.asp?T=S&amp;L=UG">http://webprod1.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. You may have to submit your application based on previous year's catalogue and it may not be possible to guarantee all modules shown for the previous year will be running in your year of study.</p> <p><a href="http://www.leeds.ac.uk/timetable/timetables.html">http://www.leeds.ac.uk/timetable/timetables.html</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 2012/13**

<b>Semester 1</b>	
Recommended Date of Arrival	10 <sup>th</sup> – 12 <sup>th</sup> September 2012
Meet and Greet Service	8 <sup>th</sup> – 15 <sup>th</sup> September 2012
International Welcome Week	10 <sup>th</sup> – 14 <sup>th</sup> September 2012
Compulsory Orientation Sessions	13 <sup>th</sup> – 14 <sup>th</sup> September 2012
Intro Week (for all new students)	17 <sup>th</sup> – 23 <sup>rd</sup> September 2012
Start of Teaching	24 <sup>th</sup> September 2012
End of Teaching	7 <sup>th</sup> December 2012
Christmas Holiday	8 <sup>th</sup> December 2012 – 6 <sup>th</sup> January 2013
Examinations Period*	7 <sup>th</sup> – 18 <sup>th</sup> January 2013
End of Semester 1	18 <sup>th</sup> January 2013
<b>Semester 2</b>	
Recommended Date of Arrival	16 <sup>th</sup> – 17 <sup>th</sup> January 2013
Welcome Programme	17 <sup>th</sup> – 18 <sup>th</sup> January 2013
Compulsory Orientation Meeting	18 <sup>th</sup> January 2013
Start of Teaching	21 <sup>st</sup> January 2013
Easter Holiday	16 <sup>th</sup> March – 14 <sup>th</sup> April 2013
Teaching Ends	3 <sup>rd</sup> May 2013
Examinations Period*	13 <sup>th</sup> May – 31 <sup>st</sup> May 2013
End of Semester 2**	14 <sup>th</sup> June 2013

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

\*\*Exam results will be externally moderated between 31<sup>st</sup> May – 14<sup>th</sup> June. Students are advised to remain within travelling distance during this time in case of any anomalies relation to their exams.

**ACADEMIC CALENDAR 2013/14**

<b>Semester 1</b>	
Recommended Date of Arrival	16 <sup>th</sup> – 18 <sup>th</sup> September 2013
Meet and Greet Service	14 <sup>th</sup> – 21 <sup>st</sup> September 2013
International Welcome Week	16 <sup>th</sup> – 20 <sup>th</sup> September 2013
Compulsory Orientation Sessions	19 <sup>th</sup> – 20 <sup>th</sup> September 2013
Intro Week (for all new students)	23 <sup>rd</sup> – 27 <sup>th</sup> September 2013
Start of Teaching	30 <sup>th</sup> September 2013
End of Teaching	13 <sup>th</sup> December 2013
Christmas Holiday	14 <sup>th</sup> December 2013 – 12 <sup>th</sup> January 2014
Examinations Period*	13 <sup>th</sup> – 24 <sup>th</sup> January 2014
End of Semester 1	24 <sup>th</sup> January 2014
<b>Semester 2</b>	
Recommended Date of Arrival	<i>To be confirmed</i>
Welcome Programme	<i>To be confirmed</i>
Compulsory Orientation Meeting	<i>To be confirmed</i>
Start of Teaching	27 <sup>th</sup> January 2014
Easter Holiday	29 <sup>th</sup> March – 27 <sup>th</sup> April 2014
Teaching Ends	9 <sup>th</sup> May 2014
Examinations Period*	19 <sup>th</sup> May – 6 <sup>th</sup> June 2014
End of Semester 2**	20 <sup>th</sup> June 2014

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

\*\*Exam results will be externally moderated between 6<sup>th</sup> June – 20<sup>th</sup> June. Students are advised to remain within travelling distance during this time in case of any anomalies in relation to their exams.

<b>ACCOMMODATION</b>	
University Accommodation	<p>Accommodation is guaranteed to all Study Abroad and Exchange students who apply before the deadline.</p> <p>Students can choose from dormitories and flats, catered or non-catered &amp; 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.</p>
Non-university Accommodation	<p>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.leeds.ac.uk/leeds/">http://www.unipol.leeds.ac.uk/leeds/</a></p>
Accommodation Deadlines	Semester 1 start: 1 <sup>st</sup> July, Semester 2 start: 1 <sup>st</sup> December
Application	<p>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:</p> <p><a href="http://accommodation.leeds.ac.uk/info/100001/prospective_students">http://accommodation.leeds.ac.uk/info/100001/prospective_students</a></p>

<b>ESTIMATED EXPENSES PER SEMESTER</b>	
General	<p>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:</p>
Living Expenses	<a href="http://www.leedsuniversityunion.org.uk/helpandadvice/money/costofliving/">http://www.leedsuniversityunion.org.uk/helpandadvice/money/costofliving/</a>
Transportation	<p>Monthly bus pass for students = £55 (correct at January 2012)</p> <p>Depending on where the chosen accommodation is located, students could walk/cycle to the University or to the city.</p>

<b>FEES AND OTHER</b>	
Other Fees	There are no additional administration fees for students to pay on arrival.
Meet and Greet Service	<p>Leeds provides a 'Meet &amp; 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.</p> <p><a href="http://www.internationalstudentsupport.leeds.ac.uk/travel_and_arrival/">http://www.internationalstudentsupport.leeds.ac.uk/travel_and_arrival/</a></p>
Welcome Programme	<a href="http://www.internationalstudentsupport.leeds.ac.uk/useful_links/information_leaflets/">http://www.internationalstudentsupport.leeds.ac.uk/useful_links/information_leaflets/</a>
Travel & Arrival	<a href="http://www.internationalstudentsupport.leeds.ac.uk/travel_and_arrival/">http://www.internationalstudentsupport.leeds.ac.uk/travel_and_arrival/</a>

<b>HEALTH INFORMATION</b>	
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</p>

	<p>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 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 Leeds University Health and Welfare Services site <a href="http://www.wellbeing.leeds.ac.uk/for-students/">http://www.wellbeing.leeds.ac.uk/for-students/</a> or read this UKCISA information sheet: <a href="http://www.ukcisa.org.uk/student/info_sheets/keeping_healthy.php">http://www.ukcisa.org.uk/student/info_sheets/keeping_healthy.php</a></p>
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CONTACT INFORMATION			
<b>Main contact details</b>	<b>Study Abroad Office</b> <b>University of Leeds</b> <b>Leeds, LS2 9JT, UK</b> <b>Email: <a href="mailto:studyabroad@leeds.ac.uk">studyabroad@leeds.ac.uk</a></b> <b>Tel: +44 (0)113 3437900 / Fax: +44 (0)113 3434968</b> <i>Campus Security Services (24/7) for emergencies only: +44 (0)113 3432222</i>		
<b>Acting Head of Study Abroad</b>	Dr Clive Souter	Email: <a href="mailto:d.c.souter@leeds.ac.uk">d.c.souter@leeds.ac.uk</a>	Tel: +44 (0)113 3431734
<b>Responsibilities</b>	Strategic developments, good practice, contract negotiation.		
<b>Study Abroad Manager</b>	Mrs Liz Simpson	Email: <a href="mailto:e.simpson@adm.leeds.ac.uk">e.simpson@adm.leeds.ac.uk</a>	Tel: +44 (0)113 3434354
<b>Responsibilities</b>	Day-to-day management of the office, inc. managing the Erasmus programme.		
<b>Study Abroad and LISS Manager</b>	Ms Clare Shortall	Email: <a href="mailto:c.shortall@leeds.ac.uk">c.shortall@leeds.ac.uk</a>	Tel: +44 (0)113 3436886
<b>Responsibilities</b>	Day-to-day management of the office, inc. managing worldwide exchange balances. Marketing and international student recruitment for the Leeds International Summer School.		
<b>LISS Assistant</b>	Ms Gill Porter	Email: <a href="mailto:g.porter@adm.leeds.ac.uk">g.porter@adm.leeds.ac.uk</a>	Tel: +44 (0)113 3437359
<b>Responsibilities</b>	Assisting with marketing and international student recruitment for the Leeds International Summer School Monday-Wednesday.		
<b>Study Abroad Adviser</b>	Ms Hazel Smoczynska	Email: <a href="mailto:h.smoczynska@adm.leeds.ac.uk">h.smoczynska@adm.leeds.ac.uk</a>	Tel: +44 (0)113 3437591
<b>Responsibilities</b>	Advising outgoing exchange students from Leeds to the USA, Canada, Ghana, South Africa, Hong Kong, Taiwan and Europe.		
<b>Study Abroad Adviser</b>	Ms Alison Hughes	Email: <a href="mailto:a.hughes@adm.leeds.ac.uk">a.hughes@adm.leeds.ac.uk</a>	Tel: +44 (0)113 3434046
<b>Responsibilities</b>	Advising outgoing exchange students from Leeds to Latin America, Australia, New Zealand, Singapore, Japan and Europe.		
<b>Incoming Student Adviser</b>	Ms Ellie Foster	Email: <a href="mailto:e.s.foster@adm.leeds.ac.uk">e.s.foster@adm.leeds.ac.uk</a>	Tel: +44 (0)113 3433184
<b>Responsibilities</b>	Advising incoming exchange and study abroad students to Leeds.		
<b>Incoming Student Assistant</b>	Mrs Ashleigh Walsh	Email: <a href="mailto:a.d.walsh@adm.leeds.ac.uk">a.d.walsh@adm.leeds.ac.uk</a>	Tel: +44 (0)113 3436880
<b>Responsibilities</b>	Advising incoming exchange and study abroad students to Leeds.		
<b>Study Abroad Assistant</b>	Ms Maria Gardner	Email: <a href="mailto:m.e.gardner@adm.leeds.ac.uk">m.e.gardner@adm.leeds.ac.uk</a>	Tel: +44 (0)113 3437900
<b>Responsibilities</b>	Providing administrative support Monday-Tuesday.		
<b>Study Abroad Assistant</b>	Ms Sophie Hollins	Email: <a href="mailto:s.hollins@adm.leeds.ac.uk">s.hollins@adm.leeds.ac.uk</a>	Tel: +44 (0)113 3437900
<b>Responsibilities</b>	Providing administrative support Wednesday-Friday.		