

GUIDANCE/INFORMATION FOR **EXCHANGE STUDENTS** APPLYING TO IMPERIAL COLLEGE LONDON (Erasmus and other official student exchange programmes)

This information has been compiled by the Registry (Student Placement Section) and applies to 2009-2010.

This information is relevant to you should Imperial College have a relevant bi-lateral student exchange agreement with your university/college in your subject area for the period 2009-10. Please contact the exchange programme co-ordinator in your faculty/department or your institution's Student Exchange Office/co-ordinator for further advice.

Only students who are selected/nominated to apply to Imperial College by your university/college can be considered by Imperial College as exchange students.

Please note that ERASMUS institutional code for Imperial College is UK LONDON015

## Considering the options available at Imperial College London:

First of all you should ensure that you have READ carefully:

- **this guidance/information note**, especially the section below entitled "planning a programme of study"
- &
- **the following webpage** (which is the portal to the on-line application site for visiting students (non-degree), and from which you would normally have obtained this guidance/information note): [www.imperial.ac.uk/registry/admission/studentplacementoffice/visitingstudents](http://www.imperial.ac.uk/registry/admission/studentplacementoffice/visitingstudents)

Supposing you are to be selected/nominated to apply to Imperial College London by your university/college within the framework of a valid student exchange agreement then prior to applying on-line, the following will be of immediate interest:

### Planning a programme of study at Imperial College

What should you do first?:

- Advice as to what normally constitutes a programme of study - in a given subject area at Imperial College - for an exchange student from your home university/college should be obtained in the first instance from your own exchange programme co-ordinator at your home university/college.
- If required, your exchange programme co-ordinator can contact his/her counterpart at Imperial College.
- If you are in any doubt about who the exchange programme co-ordinator is at Imperial College please email [exchangestudents@imperial.ac.uk](mailto:exchangestudents@imperial.ac.uk).
- If you are seeking a research-based project placement then we would normally expect you to find a suitable project supervisor before applying on-line.
- Credit Transfer: it is the responsibility of your home university/institution to consider if and how to give you academic recognition for any study undertaken at Imperial College. If this is relevant to you: consult your own university/institution as to how this will be achieved.

Special Note concerning ECTS for Erasmus students plus exchange students from Switzerland: If your home university/college requires you to use the European Credit Transfer System (ECTS) to plan your programme of study please note that while Imperial College is introducing ECTS we do not for the moment quote ECTS credits in our syllabuses. If you are required to use ECTS please make sure that your own exchange co-ordinator speaks to his/her counterpart at Imperial College about ECTS. We will still process "ECTS Learning Agreements" even if we are unable to quote ECTS credits.

Current syllabuses and other useful links:

- The Undergraduate Syllabuses provide detailed information on courses at bachelor and masters level (BEng/BSc & MEng/MSci). A syllabus is provided for each academic department. They are located at: <http://www3.imperial.ac.uk/courses/undergraduatesyllabuses>

- **Please note that most bachelor & masters level exchange students will be instructed by either the exchange programme co-ordinator at their home university or the exchange programme co-ordinator at Imperial College to select from the Undergraduate Syllabuses**
- If you are directed to plan a study programme from the masters level courses (MSc/MRes) then you can find the relevant information via the Postgraduate Prospectus at: [www3.imperial.ac.uk/pgprospectus](http://www3.imperial.ac.uk/pgprospectus)
- Links to the college's departments and centres can be found at: [http://www3.imperial.ac.uk/a\\_to\\_z](http://www3.imperial.ac.uk/a_to_z)

#### **How to apply:**

ALL exchange visiting students who are nominated to study at Imperial College London should apply using the on-line application site, except students from the Tokyo Medical & Dental University who should first email [a.hawksworth@imperial.ac.uk](mailto:a.hawksworth@imperial.ac.uk) . The on-line application website can be accessed via [www.imperial.ac.uk/registry/admission/studentplacementoffice/visitingstudents](http://www.imperial.ac.uk/registry/admission/studentplacementoffice/visitingstudents)

**Application Deadline (1):** Applications from students wishing to commence their programme of study on 3 October 2009 should be submitted by **15 May 2009**. **This is very important if you are requesting admission for a full academic or full calendar year. If you do not apply by 15 May it may affect your eligibility for accommodation (see Page 5).**

**Application Deadline (2):** Please note that the College will still process on-line study applications submitted after 15 May 2009, however, the accommodation guarantee will not apply if you are seeking admission for a full academic or full calendar year. See Page 5.

#### **Advice on completing the On-Line Application:**

Detailed instructions for completing the on-line application are available on the on-line application website.

If you have been given a "paper" application form by anyone other than the Registry at Imperial College London **PLEASE ignore and apply on-line**.

#### **The On-line Application:**

Get organized: Be ready to complete the On-Line Application!

The following guidance will be of use when completing the on-line application.

#### Note 1:

##### Selecting a Placement Type

When completing the on-line application you will be required to select **one** of the following Placement Types. Select the one which best describes the study programme you propose to undertake:

- Option 1 : Bachelor Level: Study plan (with or without a project) [composed from the Imperial College Undergraduate Syllabus]
- Option 2 : Masters Level: Study plan (with or without a project) [composed from the Imperial College Undergraduate Syllabus]
- Option 3 : Masters Level: Study plan [composed from the Imperial College Postgraduate MSc/MRes courses]
- Option 4 : Bachelor Level: Individual project only
- Option 5 : Masters Level: Individual project only
- Option 6 : Doctoral Level Placement

Prospective exchange students considering applying under Option 1, 2 or 3 should **also** note that:

- Imperial College **DOES NOT** normally allow study placements which require contributions of formal teaching from **more than one** academic department and/or from both the undergraduate syllabus (BEng/MEng/BSc/MSci) and postgraduate syllabus (MSc/MRes) **unless** that formal teaching is normally available to full-degree students of the admitting academic department **or** you are an Erasmus or other exchange student **and** you have been advised by the exchange programme co-ordinator at your home university or the exchange programme co-ordinator at Imperial College that such access can be arranged.
- Imperial College does not operate a semester system. Admission is normally for a full academic year unless you are advised otherwise by the exchange programme co-ordinator at your home university or the exchange programme co-ordinator at Imperial College that such access can be arranged

- Timetables are not agreed upon (decided) until September, therefore it is not normally possible to confirm any programme of study until you have arrived/registered with the College.
- Regarding Option 3: Prior permission from a Course Organiser is required if admission is sought for admission under Option 3 above. Please note that **most** MSc/MRes Course Organizers do not allow this, although there are some notable exceptions such as the Dept of Civil Engineering. The [Departmental] exchange programme co-ordinator at Imperial College will be able to advise.

#### Note 2

##### Documents you will need to attach:

Please note that you will be asked to attach four documents to your on-line application:

- Document 1: A letter/statement from your home university confirming your nomination to study as an exchange student (**Compulsory**)
- Document 2: Your learning agreement or similar document (detailing the proposed programme of study – projects, courses etc - you wish to be considered for) (**Compulsory**)
- Document 3: A Transcript of your current studies (this is not compulsory, but those wishing to take courses are best advised to obtain this document and attach it). A transcript is an official document produced by your home university/college listing the courses attended, examinations/assessments taken and results/grades achieved.
- Document 4: a.) a self-prepared list of courses/projects you are currently undertaking and b.) (if relevant) a self-prepared list of courses and/or projects you plan to take when you return to your home university/college (Compulsory) (# see below)

#### Note 3

##### Academic Reference:

The on-line application will request that you provide us with the name and (university/college) email address of a professor/academic tutor who is able to comment confidentially on your academic performance to date (i.e. provide an academic reference/testimony).

#### Note 4

(#) you can, if you wish, also add an “open” (i.e. non-confidential) academic reference/testimony to Document 4. Likewise, if you have an English Language qualification which you wish to submit you can add it to Document 4. **Document 4 must be one single pdf document.**

#### **Who will consider my application and when/how shall I hear the outcome?**

- Your study application will be considered by the academic department/division in which you wish to study. The academic department/division is responsible for making a decision as to whether you are academically prepared to undertake the type of programme of study which you are proposing (i.e. the programme of study you propose and attach as Document 2 of the on-line application).
- Failure to complete the on-line study application fully or to provide supporting documentation may delay consideration of your application.
- The College will confirm (by email) receipt of your on-line study application. This email will quote a CID Number (College Identifier Number).
- Should the College have all the information required to make a decision the College expects to communicate a decision within 8 weeks of receipt of your application.
- You will be able to track your on-line application on **The Registry E-Service**: you will receive a separate email providing a logon and password.
- The decision of the academic department/division will be communicated to you on E-Service.
- You should quote your CID number in any phone/email/fax correspondence with the College.

**Orientation Information** (for those who are subsequently offered admission):

#### **To be consulted prior to arrival at Imperial College**

Please also see Page 5 of this document concerning accommodation.

(A) Visiting students (non-degree) admitted to start their studies at Imperial College on 3 October 2009.

(B) Visiting students admitted to start their studies at Imperial College at other times



(A) Visiting students (non-degree) admitted to start their studies at Imperial College on 3 October 2009.

All new exchange students will receive up to date orientation information regarding the 2009-10 academic year during September. The orientation information is specific for new exchange students, and helps the new exchange student to better understand the College's general Student Handbook (available on-line at [www3.imperial.ac.uk/studenthandbook](http://www3.imperial.ac.uk/studenthandbook): to be updated in summer 09). Our orientation information will explain how exchange students can:

- o register with the College;
- o how to find Imperial;
- o access health care;
- o obtain discounts on London Transport;
- o open a bank account;
- o how to get your Erasmus/Exchange certificates of attendance/arrival and "learning agreements" signed and stamped;
- o access College services, such as IT accounts, student learning resources, library facilities and sports facilities
- o **and much much more!**

You will normally be able to register with the College in advance of arrival (should the College have fully approved your admission on E-Service), so no queuing when you arrive!!!

Exchange students are invited to a specific orientation event for new international students on Sunday 4 October, and are encouraged to take part in normal orientation events for new and continuing students during the first week of the academic year.

(B) Visiting students admitted to start their studies at Imperial College at other times  
(i.e. dates other than 3 October)

Such students can obtain orientation information from the Student Placement Section website:  
[www.imperial.ac.uk/registry/admission/studentplacementoffice/visitingstudents/orientationinfo](http://www.imperial.ac.uk/registry/admission/studentplacementoffice/visitingstudents/orientationinfo)

**Any queries by email to:** [exchangestudents@imperial.ac.uk](mailto:exchangestudents@imperial.ac.uk)

#### Other Useful Information

##### **Term Dates: 2009-2010**

###### Autumn term

Saturday 3 October 2009 – Friday 18 December 2009

###### Spring term

Thursday 9 January 2010 – Friday 26 March 2010

###### Summer term

Saturday 24 April 2010 – Friday 25 June 2010

**Important:** Study periods for students who are admitted to undertake projects tend not to conform to term-dates.

##### **Financial issues**

Tuition fees: Exchange students do not pay tuition fees to Imperial College. However, such students can expect to continue paying any tuition fees required of them by their home institution.

Cost of Living: It is important to note that living in London is expensive and you should consider how you will fund your time in London. You can find information on living and accommodation expenses at the web site of The London Conference on Overseas Students (LCOS) at [www.lcos.org.uk/](http://www.lcos.org.uk/) It is the responsibility of your own university/college to inform you as to your eligibility for any scholarships (e.g. Erasmus "study" grants). It is your responsibility to ensure you have sufficient financial resources for your whole study period.

Please note that Imperial College does not provide any specific grants/scholarships for exchange students.

## ACCOMMODATION INFORMATION FOR Exchange VISITING STUDENTS

Information is correct at the time of writing (February 2009)

1.

An Exchange student who is requesting admission for **at least a full academic year (3 October 2009 – 25 June 2010) or a full calendar year (3 October 2009 – 30 September 2010)** will be **guaranteed** accommodation in an Imperial College hall of residence **IF**:

- **they have (1) submitted their on-line study applications by 15 May 2009 deadline, (2) whose admission for the said period (either a full academic year or full calendar year) is subsequently confirmed by Imperial College on E-Service by 15 July 2009 & (3) the student subsequently submits their on-line accommodation application form by Friday 31 July 2009.**
- **Please note that study applicants will not be invited to apply on-line for accommodation (i.e. receive an email from our Student Accommodation Centre) until we have confirmed your admission on E-Service.**
- **Please be aware that we may not confirm admission until as late as 15 July. However, if this effects you then please be reassured that the Institutional Student Exchange Co-ordinator (Adrian Hawksworth) will ensure that all who wish to apply for accommodation are able to do so by the 31 July deadline.** When you receive the email from our Student Accommodation Centre inviting you to apply on-line for accommodation please ensure that you complete the application form as soon as possible and no later than 31 July.

2.

An Exchange student who is requesting admission for:

- at least a full academic year (but missed the 15 May study application deadline)

or

- less than a full academic year and plan to commence their study period on 3 October 2009

**cannot** be guaranteed accommodation.

**Please note that study applicants will not be invited to apply on-line for accommodation (i.e. receive an email from our Student Accommodation Centre) until we have confirmed your admission on E-Service.**

- All students are advised to complete the on-line accommodation application form and (if at all possible) by the 31 July deadline just in case the College can assist.
- The College's Student Accommodation Centre will only allocate accommodation if it is available.
- Therefore, students are advised now to consider how to secure alternative accommodation in London prior to arrival or to arrive in advance of their study period in order to have sufficient time to look for suitable accommodation. For assistance review the information about Private Housing at [www.imperial.ac.uk/residences](http://www.imperial.ac.uk/residences).

**THEREFORE, IF YOU ARE APPLYING FOR A FULL ACADEMIC OR FULL CALENDAR YEAR: DON'T MISS THE 15 MAY ON-LINE STUDY APPLICATION DEADLINE IF YOU WANT TO BE GUARANTEED ACCOMMODATION.**

3.

An Exchange student who requests admission for **less than a full academic year but will commence on a date during the academic year** (i.e. a date other than 3 October 2009) **cannot** be guaranteed accommodation.

- Students should contact the Student Accommodation Centre no earlier than a month before there proposed start date. Vacancies (if there are any) are listed at: <http://www3.imperial.ac.uk/accommodation/usefulinformation/currentvacancies>
- The College's Student Accommodation Centre will only allocate accommodation if it is available. To be considered you the College needs to have confirmed your admission on E-Service.
- Therefore, students are advised now to consider how to secure alternative accommodation in London prior to arrival or to arrive in advance of their study period in order to have sufficient time to look for suitable accommodation. For assistance review the information about Private Housing

at [www.imperial.ac.uk/accommodation](http://www.imperial.ac.uk/accommodation). Please note that if your proposed placement includes any part of the following period (26 June 2010 – 19 Sept 2010) that the Student Accommodation Centre can advise you as to how and when to apply for “summer vacation student accommodation” (nb: do this after your arrival at College)..

Imperial College halls of residence are **self-catering** with the majority of the accommodation located within a reasonable walking distance of the South Kensington Campus. However, some halls of residence are located further afield.

Please note the following:

- Imperial College halls of residence offer a variety of accommodation and prices vary between halls. Usually you can save money by sharing with other students, however, this solution has to be considered carefully since unless you share with another exchange student, your co-occupant may be a fresher (i.e. 18 years of age). For further information about College accommodation click on [www.imperial.ac.uk/residences](http://www.imperial.ac.uk/residences).
- If the College can not provide accommodation in a hall of residence your option would be to look for a room in the private sector. In general, unlike in some European countries, to rent a flat in London can be a very expensive option. Again, you may need to share to keep costs down. For assistance review the information about Private Housing at [www.imperial.ac.uk/accommodation](http://www.imperial.ac.uk/accommodation) and be prepared to arrive before the beginning of term in order to find a place to live. The College is able to provide expert assistance with housing contracts (if you need advice).

#### VERY IMPORTANT

It is in all students interests to reply swiftly to any correspondence received from Imperial College. However, the College handles a large amount of correspondence from applicants and you must be patient in waiting for a response. The College aims to respond to emails as soon as possible, but please do not expect to receive a response the same day.

Further information for on accommodation can be found at: [www.imperial.ac.uk/accommodation](http://www.imperial.ac.uk/accommodation)

#### Visas and Entry Clearance

If you are offered admission (on E-Service) and once any conditions of entry have been satisfied, the College can (upon request) provide a letter confirming your admission (including the start and end dates) to assist with any application for a student visa or student visitor visa which you have to make prior to traveling to the UK to undertake your placement. For full advice on immigration matters please consult the following website: [www.ukvisas.gov.uk/](http://www.ukvisas.gov.uk/)

#### Language requirements

As an Exchange student you will not normally have to produce evidence of your English language skills (e.g. a qualification), especially if you are currently studying at a university/college which teaches in English. However, we expect that if your native language is not English that you will have been required by your home university/college to have undertaken English language tuition, and that you will have achieved an acceptable standard before your university/college nominate you to apply to Imperial College. Since it is very important that you are proficient with your English language skills (reading, listening, speaking and writing) so that you are able to benefit from your programme of study, the College reserves the right to request proof of your English language proficiency.

Imperial College's English Language Support Programme: Whilst you are at Imperial College, English language tuition [[www3.imperial.ac.uk/humanities/englishlanguagesupport](http://www3.imperial.ac.uk/humanities/englishlanguagesupport)] is available free of charge to all registered non-native English speaking students.

#### The ERASMUS Club

Imperial College has an ERASMUS Club - one of the Imperial College Union's many clubs and societies. The ERASMUS Club is run by Imperial College students and was established in 1998 to help exchange and other visiting students at Imperial College get the most out of their placement at the College and assist Imperial College students planning to go abroad. The ERASMUS Club is open to everybody and has a range of activities such as theatre trips, excursions to other areas of the UK, pub evenings, parties, untraditional sightseeing events and much more. Exchange students starting on 3 October will receive information from the Club during September. Orientation information makes reference to the Erasmus Club and provides their contact details.

Imperial College Union's website, containing links to its many societies and clubs is found at:  
[www.imperial.ac.uk/union](http://www.imperial.ac.uk/union)

### **Have you a disability?**

At any stage during the study and accommodation application processes and whilst registered as a student of the College, students who have a disability should be aware that the College's Disabilities Officer is available to discuss any matter concerning access and accommodation, as well as any general concerns an individual may have. The Disabilities Officer is normally available between 09:30 -17:30 hours, Monday to Friday in Room 445, Level 4, Sherfield Building, Tel +44 (0) 20 7594 8935 or email [disabilities@imperial.ac.uk](mailto:disabilities@imperial.ac.uk)

### **Orientation Information**

To repeat some earlier information:

- All students admitted to start their studies at Imperial College on 3 October 2009 will receive up to date orientation information regarding the 2009-2010 academic year during September. The orientation information is specific for new exchange students, and helps the new student to better understand the College's Student Handbook (available on-line at [www3.imperial.ac.uk/studenthandbook](http://www3.imperial.ac.uk/studenthandbook) : to be updated in summer 09). Our orientation information will explain how exchange students should register with the College; how to access health care; how to open a bank account; how to access College services, such as IT accounts, student learning resources, library facilities and sports facilities and much much more! Indeed you will normally be able to register with the College on-line within the two weeks prior to the start of the academic year, so no queuing when you arrive!!! Exchange students are invited to a specific orientation event for new international students on Sunday 4 October, and are encouraged to take part in normal orientation events for new and continuing students during the first week of the academic year. If you have any questions please feel free to email [exchangestudents@imperial.ac.uk](mailto:exchangestudents@imperial.ac.uk)
- All students admitted to start their studies at Imperial College at other times can obtain orientation information from the Student Placement Website (see last section of this document) .

### **Who to contact in the Central Administration (Registry)**

**Adrian Hawksworth**, Institutional Student Exchange Co-ordinator  
email: [exchangestudents@imperial.ac.uk](mailto:exchangestudents@imperial.ac.uk)  
Telephone: +44 (0)20 7594 8044 or Fax : +44 (0) 20 7594 8004

Student Placement Section  
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Student Hub  
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Fax : +44 (0) 20 7594 8004  
Email: [exchangestudents@imperial.ac.uk](mailto:exchangestudents@imperial.ac.uk)  
[www.imperial.ac.uk/registry/admission/studentplacementoffice](http://www.imperial.ac.uk/registry/admission/studentplacementoffice)