



## 1. Institutional Information

### 1.1. Institutional details

Name of the institution	University of Leeds
Erasmus Code	UK LEEDS01
Institution website	<a href="http://www.leeds.ac.uk">www.leeds.ac.uk</a>
Online course catalogue	<a href="http://webprod3.leeds.ac.uk/catalogue/modulesearch.asp?T=S&amp;L=UG">http://webprod3.leeds.ac.uk/catalogue/modulesearch.asp?T=S&amp;L=UG</a>

### 1.2. Main contacts

Contact person	Liz Simpson
Responsibility	Study Abroad Manager-Europe. Bilateral Agreement contact
Contact details	<a href="mailto:e.simpson@adm.leeds.ac.uk">e.simpson@adm.leeds.ac.uk</a> +44 113 343 4354

Contact person	Student contact
Responsibility	General enquiries
Contact details	<a href="mailto:studyabroad@leeds.ac.uk">studyabroad@leeds.ac.uk</a> +44 113 343 7900

## 2. Detailed requirements and additional information

### Recommended language skills

The sending institution, following agreement with our institution, is responsible for providing support to its nominated candidates so that they can have the recommended language skills at the start of the study or teaching period:

Type of mobility	Subject area	Language(s) of instruction	Recommended language of instruction level according to CEFR
Student Mobility for Studies	International Relations, European Studies, Area Studies	English	B2

### Additional requirements

#### 1. Level of applicants

The majority of Erasmus exchange agreements with UK LEEDS01 are at undergraduate level and therefore it is rare incoming students are allowed to take modules taught at PG level. It is at the discretion of the

teaching department at the University of Leeds to allow Erasmus students a place on a postgraduate module.

## 2. Accommodation

The University of Leeds will offer Study Abroad students a place in University student accommodation subject to the students applying before the application deadline of April 15<sup>th</sup>.

## 3. Disabled students

The University of Leeds has a Disabled Students' Assessment and Support team who can offer advice to incoming exchange students. Students should refer to the following website:

<http://www.equality.leeds.ac.uk/disabled-students/>

## 4. Orientation programme

Incoming exchange students will be entitled to attend an orientation program at UK LEEDS01 which will bring to the attention of Study Abroad students certain known risks e.g. health, personal safety and security, cultural sensitivities and emergency procedures including relevant contact telephone numbers. The orientation period will also include advice on academic matters such as academic integrity.

## Calendar

**Nomination Deadlines:** Applications/information on students nominated must reach our institution by:

<b>Autumn term (please specify)</b>	April 15 <sup>th</sup>
<b>Spring term (please specify)</b>	October 31st

- i. **Decision response** : As a receiving institution, UK LEEDS01 will send its decision within 12 weeks.
- ii. **Transcripts of Records** : A Transcript of Records will be issued in mid July. If a student has taken PG modules then transcripts will be released in mid November.  
Information regarding how and when exchange students receive their exams marks and transcripts can be viewed at:  
[http://studyabroad.leeds.ac.uk/incoming/what\\_you\\_need\\_to\\_know/transcripts/](http://studyabroad.leeds.ac.uk/incoming/what_you_need_to_know/transcripts/)
- iii. **Termination of Agreement** : Termination of this agreement or changes in the data set above can be amended annually, if communicated before December 1<sup>st</sup>. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

## Additional information

### Grading system :

A full-time workload at Leeds is **60 Leeds credits (30 ECTS) per semester**.

Details of the marking and grading systems used at UK LEEDS01 can be viewed at:

<http://www.leeds.ac.uk/ssc/uagsection3.htm#summary>

Information regarding how and when exchange students receive their exams marks and transcripts can be viewed at:

[http://studyabroad.leeds.ac.uk/incoming/what\\_you\\_need\\_to\\_know/transcripts/](http://studyabroad.leeds.ac.uk/incoming/what_you_need_to_know/transcripts/)

## Visa

Our institution will provide assistance, when required, in securing visas for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education. Information and assistance can be provided by the following contact points and information sources:

<b>Contact person</b>	International Student Office
<b>Responsibility</b>	Immigration Advice for non EU applicants
<b>Contact details</b>	<a href="mailto:internationalstudents@leeds.ac.uk">internationalstudents@leeds.ac.uk</a>
<b>Website</b>	<a href="http://studyabroad.leeds.ac.uk/incoming/what_you_need_to_know/visas/">http://studyabroad.leeds.ac.uk/incoming/what_you_need_to_know/visas/</a>

## Insurance

Our institutions will provide assistance in obtaining insurance for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education. [http://ec.europa.eu/education/lifelong-learning-policy/ects\\_en.htm](http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm)

We will inform incoming students/staff of cases in which insurance cover is not automatically provided. Information and assistance can be provided by the following contact points and information sources:

<b>Contact details</b>	<a href="mailto:insurance@leeds.ac.uk">insurance@leeds.ac.uk</a>
<b>Website</b>	<a href="http://www.leeds.ac.uk/insurance">www.leeds.ac.uk/insurance</a>

## Housing

Our institution will guide incoming student/staff in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education. Information and assistance can be provided by the following persons and information sources:

<b>Contact person</b>	The Accommodation Office
<b>Contact details</b>	<a href="mailto:accom@leeds.ac.uk">accom@leeds.ac.uk</a> / +44 113 343 7777
<b>Website</b>	<a href="http://studyabroad.leeds.ac.uk/incoming/what_you_need_to_know/accomodation/">http://studyabroad.leeds.ac.uk/incoming/what_you_need_to_know/accomodation/</a>

**September 2013**