



The
University
Of
Sheffield.

Study Abroad & Exchange Factsheet
(Departmental Exchange)
2023-24

University name	The University of Sheffield
Erasmus+ code	UK SHEFFIE01

CONTACT DETAILS

Address	Global Opportunities The University of Sheffield Level 7, The Arts Tower Western Bank Sheffield S10 2TN UK
General e-mail address	globalopps@sheffield.ac.uk
Website	www.sheffield.ac.uk/globalopps/inbound
Inbound Coordinator Contact	Elizabeth Rounding Email: globalopps@sheffield.ac.uk Phone: +44 (0) 114 215 7620
Agreements Coordinator Contact	Mrs Katherine Barrott Email: agreements-globalopps@sheffield.ac.uk Phone: +44 (0) 114 222 9817
Departmental contacts	Each department has a departmental tutor for academic advice: www.sheffield.ac.uk/globalopps/departmental-contacts

EXCHANGE PROGRAMME INFORMATION

Semester dates	<p>Autumn: 25/09/2023 - 03/02/2024 Spring: 05/02/2024 - 08/06/2024</p> <p>Students arriving in the Autumn semester must arrive for Intro Week, when most registration tasks take place: 18/09/2023 - 23/09/2023</p> <p>www.sheffield.ac.uk/about/dates/current-and-future-semester</p> <p>December finish: Where the second semester at the sending institution starts in January, December finish may be an option. Partner universities must select the December finish option in the nomination form. All other students are required to stay until the end of the semester in early February. Not all departments offer a December finish.</p> <p>https://www.sheffield.ac.uk/globalopps/inbound/apply/year-structure</p>
-----------------------	--

Directory of Modules	<p>A list modules which may be available to select from can be found in the Directory of Modules. Not all modules are open to exchange students, and some may have prerequisites for students to join. Full details of modules on offer are provided in the application form:</p> <p>www.sheffield.ac.uk/new-students/registration</p>
Module restrictions and selection	<p>With the exception of students coming to Sheffield via a Modern Languages exchange agreement (those hosted by the School of Languages and Cultures), students coming through a departmental exchange can only choose modules from their host academic department in the application system.</p> <p>Students are expected to select 120 Sheffield credits (60 ECTS) for a full academic year or 60 Sheffield credits (30 ECTS) for one semester.</p> <p>Students will be able to view modules as part of their online application but modules will not be confirmed until closer to the start of the semester.</p> <p>www.sheffield.ac.uk/globalopps/inbound/apply/what</p> <p>https://www-online.shef.ac.uk/pls/live/web_cal.cal3_dept_form?p_year=23</p>
Grading system	<p>www.sheffield.ac.uk/post-study-support/certificates-verification/transcripts/definitions</p>
Orientation	<p>Orientation is an optional additional period before the start of term, but highly recommended for students who want more time to settle into Sheffield and life in the UK. Events are run by Global Campus to introduce students to Sheffield, offer advice on living in the UK, and introduce students to other international students.</p> <p>www.sheffield.ac.uk/new-students/orientation</p>
English Language courses	<p>Our English Language Teaching Centre (ELTC) offers modules to help students improve their English language skills whilst in Sheffield. Selected modules are credit bearing, designed for exchange students.</p> <p>www.sheffield.ac.uk/eltc/modules/erasmus-and-study-abroad</p>
English Language requirements	<p>All students studying at the University of Sheffield are required to provide evidence of their English language proficiency in their application. If a student is from a majority English speaking country and/or English is their first language, they are able to submit their high school transcript as evidence. This includes students who will be studying for a single semester.</p> <p>Students coming from a European partner for a single semester only where a Student Visa is not required can provide a letter from their home university confirming their English language proficiency.</p> <p>Students will need to meet the departmental requirements. If students are studying within multiple departments, they will need to meet the English language requirements of all departments.</p> <p>A list of departmental requirements, and links to lists of accepted qualifications can be found on our webpage:</p>

	www.sheffield.ac.uk/globalopps/inbound/apply/entry-requirements
Nomination deadlines	Full Year and Autumn semester entry: 01 May 2023 Spring semester entry: 01 October 2023
Student application deadlines	Full Year and Autumn semester entry: 01 May 2023 Spring semester entry: 01 October 2023
Extending stay	<p>If a student wishes to extend their Autumn semester to the full academic year, they must apply to Global Opportunities by email by 01 November 2023, with permission from their home university.</p> <p>We will assess the current exchange balance and advise them if the extension has been approved. Extensions can't be granted by the host department.</p> <p>Students will be required to apply for a Student Visa if they wish to extend to a full academic year, and must ensure they understand the requirements for a new visa before applying to extend their stay.</p>
Application process	<ol style="list-style-type: none"> 1. Students to be nominated by their home university via our online form: we do not accept email nominations. As the nomination and application deadlines are the same, partners are asked to nominate students within enough time for students to submit their application. If partners require an extension they are asked to confirm this well in advance of the deadline. 2. If the nomination is in line with our exchange agreement, students receive a link to the online application form along with instructions on how to complete it. Students must provide an up to date copy of their transcript, translated into English, and their English language qualification (high school transcript if English is the first language) as part of their application. Architecture students will be required to submit a portfolio. 3. Students can be issued with a Conditional offer if they do not fulfil all the requirements for a full offer. Once they have met the conditions of their Conditional offer, they will be issued with an Unconditional offer. 4. Once students have accepted their Unconditional offer, they receive an email confirmation containing their applicant number. The applicant number allows students to apply for University accommodation and complete pre-registration steps.
Housing information	<p>Students can apply online for University owned accommodation once they have received their applicant number. University housing is only guaranteed for students studying in Sheffield for the full academic year.</p> <p>Students can also apply for private sector housing if they prefer.</p> <p>www.sheffield.ac.uk/accommodation</p> <p>Email: accommodationoffice@sheffield.ac.uk</p> <p>Tel: +44 114 222 4488</p>

Visas	<p>Students who require a visa to enter the UK can be supported by the International Student Support team. There is information about visas and requirements on our webpages:</p> <p>www.sheffield.ac.uk/new-students/immigration https://www.sheffield.ac.uk/new-students/immigration/student-visa-application/visitor-short-term-student-visas</p>
Insurance	<p>Students are required to obtain their own comprehensive insurance policy during their study in Sheffield. They may also need to arrange their own medical insurance, if they do not pay the NHS surcharge for their visa.</p> <p>https://www.sheffield.ac.uk/new-students/immigration/student-visa-application/immigration-health-surcharge</p>
Students with disabilities	<p>If a student has any specific additional learning needs we request that they self-identify their support requirements in their application so adjustments can be made as soon as possible for them.</p> <p>Our Disability & Dyslexia Support Service (DDSS) is a supportive service for all disabled students:</p> <p>www.sheffield.ac.uk/new-students/disability</p> <p>Students can also find academic skill support through 301: Academic Skills Centre:</p> <p>www.sheffield.ac.uk/ssid/301</p>