

Incoming Exchange & Study Abroad Guide 2020-21

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Please note, we send a number of **important emails** from the following address noreply@surrey.moveon4.com. Do not send emails to this address (it is a no-reply email address). Please **frequently check your junk/spam folders**, as emails from this address and other Surrey departments sometimes end up in these folders.

Academic Calendar 2020-21		Note: Nursing/Project students follow alternative dates See our Key Dates webpage for public holidays and university closure dates
Autumn/1st Semester (Sep-Jan)	Arrival and airport Meet & Greet: Exchange Orientation (obligatory): Welcome Week: Teaching: Winter Vacation: Revision Week: Exams: Depart: Results Release Date:	Wednesday 16 September 2020 17-18 September 21-25 September 28 September – 11 December 12 December – 3 January 4-8 January 2021 (some classes) 11-29 January, including Saturdays* 30/31 January Around 9 March
Vacation Week for full-year students:		1-5 February 2021
Spring/2nd Semester (Feb-Jun)	Arrival and airport Meet & Greet: Exchange Orientation (obligatory): Teaching: Spring Vacation: Revision Week: Exams: Depart: Results Release Date:	Wednesday 3 February 2021 4-5 February 8 February – 14 May 30 March – 18 April 17-21 May 24 May - 11 June* 12/13 June Around 15 July (around 6 July for 3 rd year modules) – dates to be confirmed
Reassessment Period (if a module is failed)	Exam Reassessment Period: Coursework Deadline: Results Release Date:	Around 23 August – 3 September 2021 (TBC) Fixed date during exam reassessment period Around 24 September – date to be confirmed

***Students must remain at Surrey to complete their exams.** Students taking coursework-only modules may leave earlier as coursework is submitted online. Some students will need to get approval from their home institution to return late in January and catch up with missed classes.

Four great things about studying at the University of Surrey

- Great location: 34 minutes to the centre of London (by train); 40-minute drive to Heathrow and Gatwick airports
- Friendly, leafy campus set in the vibrant town of Guildford
- One of the most culturally diverse universities in the UK, with over 140 nationalities and 30% international students
- All exchange students are eligible to apply for university accommodation

Entry Requirements

- Currently a full-time student at a higher education institution and **willing to commit to the full academic course load at Surrey** (usually equivalent to 4 modules/30 ECTS credits per semester)
- A minimum cumulative **GPA of 3.0** in the 4.0-point system or 5.0 in the 7.0-point system, or the equivalent
- For non-native speakers of English, a **minimum English language level of IELTS 6.5, with 6.0 in each sub-skill** (reading, writing, listening, speaking) / TOEFL 92, with 20 in each sub-skill / at least CEFR B2 and ideally C1, evidenced by a formal assessment of all four skills by the institution's languages department, or the equivalent.
- For student nurses doing hospital placements, IELTS 7.0, with 7.0 in each sub-skill / TOEFL 100, with 25 in each sub-skill, or the equivalent.
- Able to **attend for the full semester** including the exam period, unless taking all coursework-only modules.

Sources of Information & Deadlines

	Nomination Deadlines	Application Deadlines
For Autumn semester (semester 1 / late September entry):	15 April	15 May
For Spring semester (semester 2 / early February entry):	15 September	15 October

Main exchange/study abroad website & brochure: <https://www.surrey.ac.uk/student-exchanges/incoming-students>

Accommodation: We offer all exchange students accommodation, except in years of high demand, where a small number may need to find a room or shared house to rent off-campus and will be given guidance on how to do this

<https://www.surrey.ac.uk/accommodation>

Modules on Offer

Faculties	Departments offering modules to exchange students
Arts and Social Sciences (FASS)	Politics; Sociology (incl. Media and Criminology); Economics; Music (limited); Hospitality & Tourism Management; Law; Literature and Languages (French, German, Spanish); Surrey Business School
Health and Medical Sciences (FHMS)	Biosciences and Medicine – Biochemical Sciences, Microbial Sciences, Nutritional Sciences (incl. Sport & Exercise Sciences); Psychology
Engineering and Physical Sciences (FEPS)	Chemical & Process Engineering; Chemistry (limited); Civil & Environmental Engineering; Computer Science (limited); Electrical & Electronic Engineering; Mathematics; Mechanical Engineering Sciences; Physics

Degree Programmes – please refer to programme details for teaching structure and modules taught:

Undergraduate <https://www.surrey.ac.uk/undergraduate> **Postgraduate** <http://www.surrey.ac.uk/postgraduate>

Searchable **Programme/Module Catalogue:** <https://catalogue.surrey.ac.uk/2020-1> (please ensure you always search within the correct academic year)

- You must take no more and no less than **30 ECTS credits per semester** (typically 4 modules – 7.5 ECTS credits each)
- We strongly recommend you **pick modules from an existing degree programme structure and year** to reduce timetable clashes (especially for students in FEPS/FHMS subjects, where timetables are very complex).
 - We **require additional module alternatives** in case top module choices are not approved, modules are full, etc. If you pick modules from more than one degree programme and/or year, you will need to have more flexibility and provide more alternatives, as you will be less likely to be able to take your preferred combination due to timetable clashes.
- The modules you choose must be **running in the semester of your stay** (NB. our semester 1 is semester 2 in Australia)
- **Prerequisites / Co-requisites section** indicates capped modules, module requirements and exchange restrictions
- You can only **pick modules from departments that are included in our agreement** with your university
 - If required for your degree and allowable within our exchange/study abroad agreement, students can take **elective modules** (outside your main subject area) - normally 1st year modules - but these will be subject to timetabling restrictions and students must provide alternative choices
- Students are required to submit our **Surrey learning agreement** (contract listing approved module choices).

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The 4 Types of Incoming Exchange and Study Abroad Students at Surrey

- **Erasmus+ Exchange Students and International Exchange Students**

These students are on exchange at the University of Surrey for one or two semesters under an existing exchange agreement between Surrey and their home institution. They do not pay tuition fees to Surrey as Surrey sends students to the partner university in exchange. Our Erasmus+ exchange students are generally from a partner university in the EU, whilst most International exchange students are from a partner university outside the EU.

- **Occasional (Fee-Paying) Students**

These are students from a non-UK higher education institution who pay tuition fees to the University of Surrey to study here for one or two semesters. There are two types:

- **Study Abroad Agreement Students**

A fee-paying student undertaking one or two semesters at the University of Surrey, where Surrey has an existing formal, incoming-only, short-term study abroad agreement with their home institution

- **Independent Study Abroad Students**

A fee-paying student undertaking one or two semesters at the University of Surrey where there is no formal study abroad agreement in place with their home institution.

Tuition Fees (Occasional students only)

- Study Abroad Agreement students will be charged tuition fees in accordance to the terms set out in the agreement between the University of Surrey and the partner university.
- Independent study abroad students will be charged fees based on the faculty that their programme of interest belongs to and will be charged at half the full-year rate if attending for 1 semester. Tuition fees can be found here (<https://www.surrey.ac.uk/global-engagement/international-students/short-term-incoming-occasional-students>).

Nominations

Exchange and Study Abroad Agreement Students

Exchange partners are asked to email nominations to the IEO team email: geo.incoming@surrey.ac.uk. We will confirm acceptance of your nominations by email. Nominations should include:

- full name of student
- email address
- subject area at Surrey (if taking electives, main subject area in which student will take at least 2 modules)
- subject area at home institution
- level of study at Surrey (Bachelor's, Master's, Doctoral)
- period of stay (semester 1, semester 2, full year, approximate placement/project dates).

We recommend that students only come for our academic year (September-June) unless they have lots of flexibility in their exchange.

Nomination Deadlines – See [deadlines section](#) above

Independent Study Abroad Students Only

For independent students, the nomination stage is replaced by an initial enquiry phase. If your initial enquiry is deemed acceptable, this is considered the equivalent of you having been nominated.

Applications

Once we have approved your nominations, we will email your office and your students with

- application instructions and a link to our autumn/spring online application form
- our learning agreement form - please only use ours
- contact details for our Departmental Exchange Coordinators and Administrators in case your students need advice or have any queries about module content or pre-requisites/co-requisites.

Application Deadlines – See [deadlines section](#) above

Supporting documents to be submitted with online application:

- Surrey Learning Agreement form - completed electronically, and signed and dated by student and home coordinator (pdf)
- Official transcript of records (pdf, in English)

- List of current/recent modules, for which you don't yet have results (pdf, in English)
- Photocopy of passport photo page
- Evidence of English language proficiency (non-native speakers only) e.g. English language certificate, OR university transcript with English language results in conjunction with a formal letter certifying equivalent CEFR level from home institution OR formal university language assessment of the 4 skills (reading, writing, listening, speaking). Students who will need a Tier 4 visa must upload a current IELTS certificate from a [UK Visas and Immigration-approved test centre](#), with a minimum of 6.5 overall and 6.0 in each of the four subskills or, for nurse placements, a minimum of 7.0 overall, with 7.0 in each subskill (pdf).
- Police check certificate – required only for nurse placements (pdf)
- Letter of recommendation from an academic (independent study abroad students only)

We do not require hard copies of any documents. We can only consider applications that are complete. If students are awaiting documents, eg. passport or English test certificate, they should upload a note with their application giving the expected date of receipt.

Receipt acknowledgement: Students will receive a receipt acknowledgement by email within a few minutes of submitting their application.

Confirmation of Acceptance

We aim to send acceptance emails to students a month after the application deadline, unless there are outstanding issues with their study programme or missing documents.

Sources of Exchange/Study Abroad Information for Applicants

Incoming Exchange/Study abroad website: www.surrey.ac.uk/student-exchanges/incoming-students

Students are encouraged to take a look at the following pages of this website:

- **How to Apply** – our application procedure
- **Frequently Asked Questions** – includes information about semester dates, visas, accommodation, module selection, English language requirements, exams, transcripts, etc.
- **Preparing for your Exchange/Study Abroad** – information about visas, health care and insurance, finances, what to pack, airport meet & greet, orientation, buddy scheme.

Timings for Nursing/Project Students

Nursing Students

- If following a module-based nursing programme, the nursing year begins at the standard exchange orientation and runs to approximately early July.
- If following a hospital-based placement programme, you will need to agree your placement dates with your home institution and Surrey.

Project Students

- The timings of your project may vary and must be discussed with your home institution and your Surrey supervisor.

Accommodation

University accommodation

We have university accommodation blocks on 3 main sites in Guildford (the main Stag Hill campus, Manor Park and Hazel Farm). We offer different types of rooms to suit different budgets, ranging from around **GB£72 per week for a shared room or £74.50 for a budget single with shared bathroom and kitchen to £231 for a self-contained studio flat**. Most students share kitchens and there are various food retail outlets and a supermarket on campus – **meal plans are not available**.

For location maps, room prices, residents' guide, room descriptions and virtual tours, please visit: <https://www.surrey.ac.uk/accommodation>.

Accommodation enquiries: accommodation@surrey.ac.uk

Tel: +44 1483 682466

Exchange/Study abroad students are eligible to apply for university accommodation and all or most will be allocated a room, but it is not guaranteed and in years of high demand some students may need to find a room in a student house or a family home nearby.

Applying For University Accommodation – Applicants will be emailed their Surrey Student Number as part of their acceptance email approx. mid-June for autumn entry / mid-November for spring entry so they can apply for a university room using our online application form <https://www.surrey.ac.uk/accommodation/applying>. Students will need to give their price band order of preference on the form. Our Accommodation Office will do its best to give students one of their top price band preferences. Exchange and study abroad students will be placed at each of the 3 sites.

Accommodation Application Deadlines: typically 25 July for late September entry / 29 November for end January entry.

University Room Allocations: emailed to students **after mid-August / in early December.**

Students with mobility difficulties

As much of the main university campus is situated on a hillside, *motorized* wheelchairs or mobility scooters are advisable. Students with mobility difficulties should contact the Disability and Neurodiversity Service disability@surrey.ac.uk to discuss their needs well in advance of their stay. Students should also state their needs clearly on the accommodation application form to ensure they are allocated a ground floor room with wheelchair access and no steps (some ground floor rooms have several steps!). Dedicated disabled flats are usually available at our Manor Park site, a short bus-ride away. Buses in Guildford have lowered steps and drivers will assist disabled users if required. Standard ground floor rooms at Twyford Court and International House on the main campus are suitable for students with some mobility and a smaller, fold-up wheelchair.

Private-sector student housing

We will also send students links to our online student housing search facility, [StudentPad](#), and our [university lettings agents' facebook page](#), where rooms in nearby student houses or family homes are advertised. Both sites require a Surrey student number for access, which will be sent in our acceptance email.

If you wish to stay in private-sector accommodation, it is advisable to start looking as early as possible. Shared house or flat rentals are for a minimum of 6 months by law. By ensuring you only rent a house with other students, you will avoid having to pay the local Council Tax, which can be hundreds of pounds per resident even if there is only one non-student in the house.

Lodging in a room in a family home or the landlord's home or at the central Guildford YMCA (10 minutes' walk away from the main campus) can be for a shorter duration. The YMCA sometimes has availability and offers a room deal which includes breakfast and dinner in their restaurant.

Subjects and Module Codes Available to Exchange and Study Abroad Students

PLEASE READ THE SUBJECT-SPECIFIC NOTES BELOW AND THE FOLLOWING SECTION ABOUT CHOOSING MODULES VERY CAREFULLY TO AVOID HAVING TO MAKE CHANGES TO YOUR SELECTIONS LATER

Faculties	Module Codes Available (restrictions may apply)
Arts and Social Sciences (FASS)	MAN; ECO; ELI; MFC; FRE; GER; SPA; LAN; LIN; TRA; LAW; MUS; POL; SOC
Health and Medical Sciences (FHMS)	BMS; NUR; PSY
Engineering and Physical Sciences (FEPS)	ENG; CHE; COM; EEE; MAT; PHY

Faculty of Engineering and Physical Sciences (FEPS)

Subject Areas Available to Exchange and Study Abroad Students	Module Catalogue Code
<p>NOTE: Since the module code ENG is used for a number of our Engineering programmes*, please choose your modules from the Undergraduate/Postgraduate programmes section (not the Modules section) of the catalogue to ensure you are selecting from just one Engineering programme and so avoiding timetable clashes.</p> <p>Many FEPS modules have pre-requisite modules that are detailed in the module description - please ensure you meet any previous study requirements and, to speed up approval, upload with your transcript detailed descriptions of any relevant modules you have taken.</p> <p>Our engineering and chemistry timetables are very complex due to periods of intensive laboratory sessions, and often vary from week to week. Therefore, to avoid timetable clashes and delays in accepting your application, students should aim to select modules from one degree programme and one year, and choose the prescribed mix of compulsory/core and optional modules (this is indicated in the module lists within each degree programme description on the catalogue).</p>	
Chemical and Process Engineering*	ENG
Chemistry Limited spaces available in classes	CHE
Civil and Environmental Engineering* Note: The 2nd semester module, ENG1075 ENGINEERING GEOLOGY AND GEOMECHANICS includes a compulsory 5-day field trip around the Easter break, the cost of which is around GBE300. Applicants should not book travel in March/April until the field trip dates have been confirmed.	ENG
Computer Science Note: Computer Science places may be limited, particularly on our compulsory modules, due to the size of our computer labs. Computer Science degree students will therefore be given priority.	COM
Electrical and Electronic Engineering	EEE
Mathematics	MAT
Mechanical Engineering Sciences*	ENG
Physics	PHY

Faculty of Health and Medical Sciences (FHMS)

Subject Areas Available to Exchange and Study Abroad Students	Module Catalogue Code
<p>NOTE: Since we have multiple programmes with module codes starting BMS and NUR, please check out the module offerings for each degree programme from within the relevant Undergraduate/Postgraduate programme description (rather than the Modules section) on the catalogue.</p> <p>Our Veterinary Medicine & Science modules (VMS) are <u>not</u> available to exchange students.</p> <p>Our biological sciences (BMS) timetables are extremely complex due to intensive laboratory sessions and seminar/tutorial group schedules that change weekly, so students should select modules from one degree programme and one year (ie. either BMS1 or BMS2 or BMS3) and choose the prescribed mix of compulsory/core and optional modules to avoid timetable clashes – we are unlikely to be able to meet your requirements or accept your application otherwise.</p>	
Biochemistry, Biological Sciences, Biomedical Science, Microbiology, Veterinary Biosciences (School of Biosciences and Medicine)	BMS
Nutrition, Food Science & Nutrition, Nutrition & Dietetics (School of Biosciences and Medicine)	BMS
Sport & Exercise Science (School of Biosciences and Medicine)	BMS
Psychology (School of Biosciences and Medicine) Note: Third year Psychology modules (PSY3) are on a rolling programme so students will be sent a list of those available for the coming year. Many have capped numbers and places cannot be guaranteed, so please provide alternatives, in preference order, for each of your top 4 choices.	PSY
Nursing Studies, Midwifery, Paramedic Science (School of Health Sciences)	NUR

Faculty of Arts and Social Sciences (FASS)

Subject Areas Available to Exchange and Study Abroad Students	Module Catalogue Code
<p>addition. GGA modules are worth 7.5 ECTS credits, which will appear on your Surrey transcript.</p> <p>Note: Only one general languages module is available to exchange students studying Languages (LAN1001). The module LAN2003 LANGUAGES AND LITERATURE IN EDUCATION is not available. Note: We only offer one undergraduate Linguistics modules (LIN2005). Note: Only undergraduate Translation modules (TRA) are available to undergraduates (TRAM are not available)</p>	<p>LAN LIN TRA</p>
<p>Hospitality and Tourism Management</p> <p>Note: As the Management (MAN) module code is used by both the Surrey Business School and School of Hospitality & Tourism, please make sure you only choose modules from your own department and ideally from one degree programme to avoid timetable clashes. We recommend you select modules from a Degree Programme description. You can use https://www.surrey.ac.uk/subjects/hospitality-events-tourism-and-transport as a starting point to find programmes in the hospitality department. Please then refer to the programme/module catalogue catalogue.surrey.ac.uk/, selecting the correct year and ensuring the module provider is Surrey Business School.</p> <p>Masters SHTM students: You must pick modules ideally exclusively or at least predominantly from one degree programme. If you do not, there will be timetable clashes, especially as some programmes e.g. MSc Air Transport Management are block taught</p>	<p>MAN</p>
<p>Law (School of Law)</p> <p>Note: Students choosing Law modules should be particularly mindful of pre-requisites/co-requisites. You may need to provide evidence of previous relevant study. We only offer one Master's-level degree programme (International Commercial Law LLM) for Master's degree students.</p>	<p>LAW</p>
<p>Music</p> <p>Note: Some Music modules ie. Creative Music Technology, Sound Recording (codes: CMT, FVP, TON) are <u>not</u> available to exchange students. Students choosing music Performance modules must submit a 5-minute YouTube recording. For Composition modules, sample scores or recordings are required. Please email music samples/links to geo.incoming@surrey.ac.uk. For music theory modules, please upload evidence of proficiency, eg. music theory certificates, with your university transcript as part of your application.</p>	<p>MUS</p>
<p>Politics</p> <p>Note: Erasmus+ Political Science students must take Politics modules at Surrey and will not be allowed to take Sociology modules unless there is a pre-agreed arrangement with their home institution.</p>	<p>POL</p>
<p>Sociology, Criminology, Media & Communication</p>	<p>SOC</p>
<p>Please note: Due to differences in semester dates, Guildford School of Acting (GSA) modules are <u>not</u> available to exchange students.</p>	<p>Not available: ACT; AMT; MUT; PRO; TDL; THE; DAN</p>

Identifying a Study Programme

Programme and module catalogue

We strongly recommend choosing modules from one degree programme and one study level (year) to avoid timetable clashes - ie. where the first four characters of the module code are the same, eg. SOC2. Students taking taught modules (course units) or Surrey project modules are advised to select them from the 'Course Structure' tab in our degree programme descriptions:

Undergraduate degrees: www.surrey.ac.uk/undergraduate

Postgraduate degrees: www.surrey.ac.uk/postgraduate

The modules are listed by level (year) and semester, and it is indicated whether they are compulsory or optional for our home students. Click on each module title to see a full module description.

Alternatively, our online **Programme / Module Catalogue** <https://catalogue.surrey.ac.uk/2020-1> provides interactive searchable listings of all our

- Undergraduate programmes
- Postgraduate programmes
- Modules. Search by module code or title. The first 3 letters of the code denote the subject area, followed by 1, 2, 3 or M indicating the level of study – 1, 2, and 3 denote 1st, 2nd and 3rd year undergraduate modules respectively (eg. PHY2064 is a 2nd year Physics module) and M denotes a postgraduate level module (eg. POLM015 is a Master's-level Politics module).

NB. Please ensure you are in the correct catalogue for the academic year of your stay – the year drop-down is in the top right-hand corner of the screen.

Choosing modules

Students should select modules at an appropriate level and in discussion with their home department or exchange/study abroad office to ensure the credits will transfer back to their home degree.

We recommend you choose modules from one degree programme and level (year) as much as possible to reduce timetable clashes. If you choose modules outside of one degree programme & level, your timetable could clash, which is why we request additional module options.

Please note, our **compulsory/core modules** can be optional modules for exchange students. However, we recommend you follow the prescribed programme as much as possible (ie. taking the compulsory/core modules and the prescribed number of optional modules from one study year) to reduce the chance of timetable issues.

How many credits are modules worth?

Surrey modules are typically worth **15 Surrey credits / 7.5 ECTS credits** (equivalent to 3 USA credits). Full-year project modules are worth 15 ECTS (only available to full-year students).

How many modules must I take?

All students must undertake full-time study at Surrey, which is 30 ECTS credits per semester – normally 4 modules. Students may NOT take more or less than the normal workload.

How many modules must I list on my learning agreement?

To allow for modules not being approved, not running or being oversubscribed, and timetable clashes, we recommend you list:

- at least **6 module options per semester** if the modules are from one degree programme and level (year). NB. Students taking biological sciences or engineering modules that involve laboratory work should only select from one degree programme and level to avoid multiple timetable clashes!
- at least **8 module options per semester** if they are from one degree programme but different levels (years)
- at least **10 module options per semester** if your list includes modules from different degree programmes and levels (years).

Can I take electives – modules in departments that differ to my main degree subject(s)?

Elective modules are only permitted if this is part of the exchange agreement (typically a university-wide agreement) with your University & a requirement for your degree.

Erasmus+ students may NOT take electives as Erasmus+ agreements are subject-specific. Other exchange or study abroad students who wish to take all or some electives must take **at least 2 modules in one main department** (listed in their first 4 choices) and provide at least 8 choices in any other subject areas to allow for timetable clashes.

- Students wishing to take electives **SHOULD ONLY SELECT 1ST YEAR MODULES as you are unlikely to have enough background to take higher level modules and these will be declined.** Bear in mind that our home Surrey students cannot take electives – they take all 8 modules per year in the subject of their degree so will have more background knowledge. Students usually take electives in Sociology (including Media & Communication), but also in English Literature, Film Studies, Politics, Psychology or Business.
- Students wishing to take **2nd year electives or 1st year electives in more technical subjects e.g. science or in a language** are required to have a strong grounding in the subject and will need to provide evidence of this with their application – **please upload any high school exam certificates, language certificates, music certificates, etc with your university transcript.** NB. Languages should be at least at CEFR level B2, and students will be tested in their first week at Surrey to identify the appropriate level for them.
E.g. For American students considering 1st year science electives, you will need to have done the equivalent of:
 - Relevant university general education modules
 - OR at least 3 Advanced Placement classes in that science, another science and one further course, achieving a 4, 4, 4. In addition, you must provide a written statement detailing any topics covered that relate to your elective module choice.
 - These will then be considered on a case by case basis by relevant academics.

Which module level should I choose?

- **UNDERGRADUATE students usually take 2nd or 3rd year modules-** e.g. on the Module Catalogue, modules with codes starting ENG2 and ENG3 are 2nd and 3rd year Engineering modules respectively. However, the appropriate level depends on the student's home educational system, the sending institution's requirements, whether students need to match specific modules, and their previous study. **Students from educational systems with foundation years (eg. USA), electives or major/minor degrees (eg. USA, Australia) are likely to be more suited to modules a year below their current level (ie. 1st year modules at Surrey if in their 2nd year, or 2nd year modules if in their 3rd year).** **Undergraduates may NOT take postgraduate modules.**
- **STUDENTS TAKING ELECTIVES will only normally be allowed to take 1st year modules** (e.g. SOC1 are 1st year Sociology modules) **since they won't have the necessary background to take higher level modules** – bear in mind, Surrey students can't take electives, so at the start of their 2nd and 3rd years, they will have taken 8 and 16 modules respectively in their chosen subject.
- **POSTGRADUATE taught (Master's) students** should select modules from the Postgraduate degree listings or level-M modules in the Modules listings on the Catalogue, eg. PSYM... are Master's-level Psychology modules.

Are the same modules offered in both semesters?

Each module only runs once a year either in the 1st or 2nd semester so students should take care to only select modules that are running in the semester in which they will be at Surrey. The semester is given on each module description and each degree programme description. Students should also check the **modules are running in the correct year** as new programmes may not yet be running their 2nd and 3rd year modules.

- **Semester 1 (autumn)** : late September - end January
- **Semester 2 (spring)** : early February - mid/late June.

Note: There are just 2 exceptions in the Surrey Business School, where the module is taught in both semesters: Management Information Systems (MAN2092) and Human Resource Management (MAN2133)

How can I indicate essential modules?

Modules that are essential for students to progress or graduate on time should be preceded by an asterisk (*) on the learning agreement, so that we can prioritise these and let you know early on if there is likely to be a problem. Please *do not* asterisk them if they are just your top preferences – **we will assume you have listed your modules in order of priority** anyway and will endeavour to offer you your top choices as far as possible. Please note, the more you deviate from one Surrey programme, the greater the chances of timetable clashes.

What are prerequisites/co-requisites?

Each module description on the catalogue indicates if there are particular Surrey or equivalent modules that students must have studied previously (prerequisite), or a second module that students must take at the same time (co-requisite). Please be aware however that relevant prior learning is assumed for most modules as they build on knowledge and skills acquired in the previous semester or year/s of study. Students coming for 1 semester, should be particularly mindful of pre-requisites. **When you upload your transcript to your application, please upload with it any module descriptions that show you meet a given pre-requisite.**

Are particular modules not available to exchange students?

The **Prerequisites/Co-Requisites** entry is also used to indicate if modules are not available to exchange students or have limited places available, so please check this on the catalogue description. Where places are limited, priority will be given to students doing a relevant degree. The International Engagement Office team geo.incoming@surrey.ac.uk will be able to let you know about availability on capped modules a month or two before the start of the semester.

Do you offer integrated Master's degrees?

We have a number of these degrees, eg. MMaths, MEng, MChem, so if students are advanced-level undergraduates in their home system, we may be able to consider them for certain M-level modules. Students should consult their Surrey Departmental Exchange Coordinator before listing these on their learning agreement. Students must have a subject-specific cumulative GPA of 3.0 in the 4-point system or the equivalent and a minimum of 3 years of subject-specific study.

Research projects

Some Erasmus+ exchange agreements are for projects only – please check this with your home exchange office. Students will NOT be allowed to take taught modules as well.

Students may either do:

- **a Surrey project module of 1- or 2-semester duration if there is one in their subject area** (see the module catalogue). Surrey will mark and award credits for this, and issue students with an official Surrey transcript. However, students should be aware that they may be required to do a viva after the end of the semester, so they would either need to stay on in Surrey or return during the summer break. Students should enter the module code and title in Table A of the learning agreement.

or

- **a project that will be marked and awarded by their home institution**, particularly if the number of credits required is different to that of the Surrey project modules. Students should identify an appropriate supervisor at Surrey with the assistance of their home department or the relevant Exchange Coordinator at Surrey and must agree a project with them before completing their learning agreement. Students should **enter the agreed project title and the name of their Surrey supervisor in Table A of Surrey's learning agreement**. At the end of their stay and before they leave Surrey, Erasmus+ students should ask their Surrey supervisor for a letter confirming satisfactory completion of the project (or Table D of the learning agreement) in order to get the final instalment of their Erasmus+ grant.

Learning Agreements and Changes to Module Choices

Completing the learning agreement

Exchange partners and applicants will be emailed our Learning Agreement form, along with the link to our autumn or spring Exchange Application Form.

The first section of the learning agreement - '**Before the Mobility**' - must be completed electronically and signed and dated by the student and by their home exchange coordinator before being uploaded with their application. A Surrey signature is not required at this stage – this will be done by the Departmental Exchange Coordinator once they are happy with the module choices that have been provided/upon arrival.

Table A – Students should list their Surrey module choices in Table A of the learning agreement in order of priority and grouped by semester. Please enter the module code, module title, the (UK) semester in which it runs and how many ECTS credits it is worth (the 'Total ECTS to be Awarded' should not be more than 30 per semester).

Table B – Students should also complete Table B with the modules from their home institution that they are trying to match or else indicate that they are taking electives at Surrey. Some institutions have an "exchange/mobility window" module.

Learning agreement checklist

All relevant fields completed correctly? Common mistakes include:

- i. **Commitment Section Incorrect (Note: Surrey Departmental Exchange Coordinator does not need to sign for application stage)**
- ii. **Typed signatures / Not Signed**
- iii. **Names and email address not filled in**
- iv. **Commitment section copied and pasted at bottom of agreement – must be one pdf scan.**
- b. **Table B** has not been filled in
- c. **Study cycle** is filled in incorrectly (for Bachelor's or equivalent enter 'EQF level 6'; for Master's enter 'EQF level 7')
- d. Level of **language competence** has not been ticked (under Table A)
- e. **Surrey (Table A) credit total** incorrect – should be 30 ECTS per semester (usually 7.5 per module)
- f. **Planned period of mobility** not filled in above Table A
- g. **Student name** not filled in in top right corner

Module Checklist

- Listed **at least 6-10 modules per semester** [as appropriate](#) (if capped, please provide additional choices)
- Picked modules from one Surrey degree programme and year relevant to my home institution degree as a starting point, added in other modules as required for grade transfer
- Read the relevant notes for the subjects I am interested in
- Module is in the correct semester
- Module pre-requisites met (I have supplied a short module description with my transcript as evidence)
- Module available to exchange students (see Pre-requisites section on module catalogue)
- At least two of my top 4 module choices are within one department
- Modules are listed in priority order and only modules *essential* to my progression are asterisked
- I have not chosen electives unless this is part of the agreement with my home University.
- The electives I have chosen are appropriate 1st year modules (unless evidence of suitable previous study provided)
- Module choices are appropriate for my experience level (Master's modules only for Master's degree students and are 4 letters ending in an M E.g. MANM000; 3rd year modules – have 2 years of subject specific experience; 2nd year modules – have 1 year of subject specific experience)
- Correct module names and codes (match those on University of Surrey Module Catalogue)
- Save Learning Agreement** - as both an unsigned Word document and signed pdf file and store somewhere safe – you will need the Word document if you need to amend your choices before your arrival and the signed pdf after your arrival.

Approval of study programme and changes to module choices before arrival

The student's module choices will be considered by their Surrey Departmental Exchange Coordinator. If not enough modules can be approved, students will be asked to email further module choices to geo.incoming@surrey.ac.uk before their place at Surrey can be confirmed. If there are a lot of changes, please email a new, signed 'Before the Mobility' section with your new approved module choices.

Further changes following release of timetables or after arrival

Study timetables are not available until a month before the start of teaching, so if there are found to be timetable clashes, students may make any necessary changes to their module choices before their arrival or up to 2 weeks after the start of teaching at Surrey. In early-September/January, students will be sent a link to their online timetable to check for timetable clashes and if necessary send alternative module choices – these MUST FIRST BE APPROVED BY THEIR HOME INSTITUTION.

Students will meet with their Departmental Exchange Coordinator in their first week at Surrey to finalise their learning agreement and may need to complete the middle, '**During the Mobility**' (ie. Changes) section of the learning agreement with the original module selections that they are not taking (ie. 'Delete' checkbox) and any new modules they are adding (ie. 'Add' checkbox). Any module changes should be made in consultation with the student's home department.

Students will be asked to email a fully signed copy of both their 'Before the Mobility' and 'During the Mobility' form to their home institution by the middle of the second week of teaching. Fully signed copies of both forms should be returned to the International Engagement Office geo.incoming@surrey.ac.uk for our records by the end of the 2nd week of teaching.

Visas

Students with a current passport/national identity card from a European Economic Area (EEA) country (an EU member state, Norway, Liechtenstein, Iceland) or Switzerland, do not need a visa to study in the UK. However, we recommend that students now travel with a passport rather than a national identity card as national identity cards may no longer be accepted at UK borders after 31 December 2020. For post-Brexit updates, see <https://www.gov.uk/guidance/visiting-the-uk-after-brexit>.

All other students will need either a:

- **Short-term Study Visa**. This is for students who will be **studying in the UK for less than 6 months and not working as well** (paid / unpaid / voluntary / internship).
 - **Visa nationals** (eg. citizens of mainland China (not HKSAR), Thailand, Turkey) must apply online for the Short-term Study Visa before travelling to the UK – for a full list of visa national countries, see Appendix 2 of <https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-v-visitor-rules>. Supporting documents, including a visa support letter from the International Engagement Office at Surrey, must be submitted with the application. You will need to arrange an appointment at your nearest UK visa application centre to have your photo and fingerprints taken. The visa fee is currently **GB£97**. This is a multi-entry visa so you can use it to re-enter the UK as many times as you want during your exchange, without the need for supporting documents.
 - **Non-visa nationals** (eg. citizens of Australia, Brazil, Canada, Hong Kong Special Administrative Region, Japan, Malaysia, New Zealand, Singapore, South Korea, USA) can either
 - apply for the multi-entry Short-Term Study Visa before travelling to the UK (see above) or
 - request one-off entry clearance as a Short-Term Study Visitor at passport control as you enter the UK, on presentation of the visa support letter and the other supporting documents. There is no fee, but it gives single-entry clearance only. If you wish to travel outside the UK during your exchange, you will need to request entry clearance as a Short-Term Study Visitor and show the supporting documents at passport control each time you re-enter the UK during your exchange (no fee).

or

- **Tier 4 (General) Student Visa**. This is for students who will be either **studying in the UK for more than 6 months and/or working as well as studying** (paid / unpaid / voluntary / internship). Current cost: **GB£348**. You will need to arrange an appointment at your nearest visa application centre to have your photo and fingerprints taken. Non-native English speakers must submit a current IELTS certificate from a [UKVI-approved test centre](#) (minimum IELTS 6.5, with at least 6.0 in each sub-skill or, for student nurses, IELTS 7.0 with 7.0 in each sub-skill). Most Tier 4 students will need to pay a [healthcare surcharge](#) of **GB£300** (NB. Students studying at Surrey for semester 2 and then semester 1 (Feb-Jan) may need to pay **GB£450**, as your leave to remain will overrun 12 months). Please check the [UK Government website](#) for changes to the Tier 4 visa or healthcare surcharge information.

Students can apply for a visa up to 3 months before they travel to the UK. Visa processing times are usually 2-3 weeks but due to the COVID-19 situation and the closure of many visa application centres globally, they are likely to be longer.

For more information, see: <https://www.gov.uk/browse/visas-immigration/student-visas> or <http://www.ukcisa.org.uk/Information--Advice/Visas-and-Immigration/Student-immigration-the-basics>.

For visa advice, please contact our International Student Support team: international@surrey.ac.uk Tel: +44 (0)1483 686868.

Dyslexia, Special Needs and Disabilities

We aim to create an environment which welcomes disabled, special needs and dyslexic students, enabling you to participate fully in university life. Applicants with a special need such as dyslexia, a medical or mental health condition or a physical disability should tick the Special Needs checkbox on the exchange application form. The IEO will contact students in advance of their arrival for brief details. If appropriate, we will request a medical report and/or details of any support, resources or adjustments provided by the sending institution. Students will be put in touch with our **Centre for Wellbeing**, which has trained counsellors, mental health nurses and nurse advisors, or the **Disability and Neurodiversity team** in the Library to identify any support, resources or adjustments that they are likely to need for their studies or accommodation at Surrey and to assess whether Surrey is able to meet those. For further information, see:

Disability and Neurodiversity Service <https://study.surrey.ac.uk/study-support/disability-and-neurodiversity>
Centre for Wellbeing <https://wellbeing.surrey.ac.uk/centre-for-wellbeing>
Accessibility information <https://www.surrey.ac.uk/visit-university/accessibility-information>

Exams and Transcripts

Pass Marks: 40% for undergraduates; 50% for postgraduate taught students.

Exams: See exam dates on page 1. Students must be able to stay at Surrey to the end of the semester as they may have exams on the last day. Earlier outward flights should not be booked until students know the date of their last exam – the exam timetables are available a month before the start of the exam period. If the home university's term starts before the end of the Surrey exam period, students are advised to select assignment-based modules, since assignments can be submitted earlier and electronically. Otherwise, students will need to get approval for them to remain at Surrey to finish their exams and then catch up with any missed classes at their home institution on their return. **It is University policy that students are not allowed to take Surrey exams early or at their home institution.**

Transcripts: We aim to email each student an official Surrey transcript within 5 weeks of the end of the semester, copied to their exchange office, as soon as possible after official marks release day. An original hard copy will only be posted to the sending institution's exchange office if specifically required by the institution. Transcripts include the % mark and ECTS credits awarded for each module taken and the average for each level (year) of study. We do not currently provide a GPA score.

Extenuating circumstances: Requests for the recognition of certain extenuating circumstances will be considered, as long as requests are submitted by the relevant deadline and accompanied by recent supporting evidence from an appropriate practitioner or professional.

Failed modules: Under the University of Surrey's regulations, students who have failed one or more modules will be offered the opportunity to resit failed exams or, for modules assessed by coursework, to submit new assignments in the mid-late August resit period at Surrey. Coursework may be submitted remotely using our electronic submission system, but under normal circumstances resit exams must be taken at Surrey. Students must be available for the whole reassessment period – exams can be scheduled at any point in these weeks and the final timetable is released approximately 2 weeks after result release day.

You must inform our office and your Surrey Faculty if you do not wish to resit, as otherwise we will not provide your transcript until reassessment result release day.

Reassessment Results (failed modules only): These are usually published around the end of the third week of September

Compensation: We do not provide incoming exchange/study abroad students with compensation for failed modules. It is up to your home institution to provide compensation if you are eligible under their university regulations.

Travel and Tourist Information

RailAir coach from Heathrow airport – Guildford train station: <https://www.firstgroup.com/railair/railair-2-guildford-daily-service>

Trains from Gatwick airport – Guildford train station: <https://www.thetrainline.com/train-times/gatwick-airport-to-guildford>

UK-wide **train** times, prices and tickets: <http://www.nationalrail.co.uk/>

UK-wide **coach** routes, times, prices and tickets: <https://www.checkmybus.co.uk/bus-providers>

Local Buses: Route 1 (Guildford town centre–University of Surrey–Manor Park–Hospital) and Route 2 (Town centre–Hazel Farm)
<https://www.stagecoachbus.com/promos-and-offers/south/routes-1-and--2-uni-of-surrey>

Guildford Tourist Information: <https://www.guildford.gov.uk/visitguildford/touristinformationcentre>

Surrey Tourist Information: <https://www.visitsurrey.com/>

London Tourist Information: <https://www.visitlondon.com/>

Britain Tourist Information: <https://www.visitbritain.com/gb/en#dvsj1VcrEhA53f47.97>