



University name	The University of Sheffield
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CONTACT DETAILS

Address	Global Opportunities The University of Sheffield Level 7, The Arts Tower Western Bank Sheffield S10 2TN United Kingdom
General e-mail address	globalopps@sheffield.ac.uk
Website	www.sheffield.ac.uk/globalopps/inbound
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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 (dd/mm/yyyy)	<p>Autumn: 23/09/2024 - 08/02/2025 Spring: 10/02/2025 - 14/06/2025</p> <p>Students arriving in the autumn semester must arrive for Intro Week, when most registration tasks take place: 23/09/2024 - 28/09/2024</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>
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Directory of Modules	<p>A list of modules which may be available to select from can be found in the Directory of Modules. Please ensure that students are aware that not all modules are open to exchange students, and some may have prerequisites for students to join. Nominated students will be provided with a module catalogue when they apply.</p> <p>Directory of Modules: https://apex-live.shef.ac.uk/cies/web_cal.cal3_dept_form?p_year=23</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 coming to Sheffield via a Faculty wide or multi-department agreement can study within the agreed Faculty or departments listed in the agreement only.</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. Students can take no more than 60 credits per semester or 120 credits for the full academic year. Students can take fewer than 60 credits or 120 credits but must take a minimum of 40 credits for one semester or 100 credits for the academic year.</p> <p>Students will be able to select provisional modules as part of their online application, which will be reviewed by academic departments. Modules will be confirmed at registration at the start of the semester and may not be available due to time table clashes, modules no longer running or another reason.</p> <p>Please note that some departments do have restrictions on what students can study and at which level. For example, Level 3 modules are not available to study abroad/exchange students in Politics, as well as other departments. Information about what students can study can be found here:</p> <p>www.sheffield.ac.uk/globalopps/inbound/apply/what</p> <p>At the beginning of both semesters there is a period of 'Add/Drop' where students can make changes to their modules. These modules must still be ones that are available to exchange students and that the students meet the requirements for. This is also an opportunity to change modules if there is a timetable clash or a module is no longer running.</p>
Grading system	<p>www.sheffield.ac.uk/post-study-support/certificates-verification/transcripts/definitions</p>
Orientation and Welcome	<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>

	<p>Intro week is the first week of the semester during which Global Opportunities will hold a Welcome and Induction event for study abroad and exchange students. This is a chance to meet other exchange students, learn important information and also to get documents signed (arrival forms, learning agreements).</p> <p>Global Opportunities also run a drop in throughout the semesters open to inbound students.</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, regardless of their first language, will need to provide proof of English language level as part of their application.</p> <p>If the student's first language is English and they are from a country considered by the UKVI to be majority English speaking (https://www.sheffield.ac.uk/international/english-speaking-countries), then students will need to upload their high school qualification (e.g. high school transcript, diploma, GCSE/O level, IB).</p> <p>If English is not your student's first language, please make sure they meet, or will meet in time, the English language requirements of all the departments they wish to study in.</p> <p>Students coming from a European partner for a single semester only where a Student Visa is not required can ask their home university to complete the University of Sheffield's English Language Confirmation template letter to confirm their English language proficiency. If you would like to receive a template of this letter to complete for your student(s) please indicate that in the nomination form.</p> <p>Students will need to meet the departmental English language 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> <p>Departmental English Requirements: https://www.sheffield.ac.uk/globalopps/inbound/apply/entry-requirements/english-language</p> <p>Accepted English Language Tests: https://www.sheffield.ac.uk/undergraduate/apply/english-language</p>
Nomination deadlines	<p>Full Year and Autumn semester entry: 1 May 2024 Spring semester entry: 1 October 2024</p>
Student application deadlines	<p>Full Year and Autumn semester entry: 31 May 2024 Spring semester entry: 31 October 2024</p>

<p>Extending stay</p>	<p>If a student wishes to extend their autumn semester to the full academic year, they must apply to Global Opportunities by email by 1 November 2024, 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 cannot 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>
<p>Application process</p>	<ol style="list-style-type: none"> 1. Students must be nominated by their home university via our online form: we do not accept email nominations. 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.
<p>Housing information</p>	<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 but applications are encouraged from students staying for one semester only.</p> <p>https://www.sheffield.ac.uk/accommodation/prospective/study-abroad-exchange-students</p> <p>Email: accommodationoffice@sheffield.ac.uk</p> <p>Tel: +44 114 222 4488</p> <p>Students can also apply for private sector housing if they prefer.</p> <p>Smartmove Sheffield can also provide university approved housing options.</p> <p>https://www.smartmovesheffield.com/Accommodation</p>
<p>Visas</p>	<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</p>

	https://www.sheffield.ac.uk/new-students/immigration/student-visa-application/visitor-short-term-student-visas
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>