

# University of Reading

## Study Abroad Programme

### Exchange Partner Information Sheet 2024/25

#### I. Institutional Information

##### I.1. Institutional Details:

Name of the Institution	University of Reading Whiteknights, PO Box 217, Reading, Berkshire, RG6 6AH, United Kingdom
Department responsible for student mobility	Study Abroad Office (SAO) Edith Morley Building, Shinfield Road, Whiteknights, Reading, RG6 6EL, United Kingdom Please note: any post for SAO should be directed to this address and marked for the attention of the relevant institutional contact (see I.2.)
Website	<a href="https://studyabroad.reading.ac.uk/incoming/">https://studyabroad.reading.ac.uk/incoming/</a>

##### I.2. Main Institutional Contacts:

Head of Mobility	Marcus Dowse Tel: +44 (0) 118 378 8322 Email: <a href="mailto:m.a.dowse@reading.ac.uk">m.a.dowse@reading.ac.uk</a>
Incoming Students (to Reading)	Chris Bonham & Helen Davies Tel: +44 (0) 118 378 7220 / 8287 Email: <a href="mailto:studyabroad@reading.ac.uk">studyabroad@reading.ac.uk</a> Please note: all enquiries regarding any aspect of studying abroad at the University of Reading should be directed to <a href="mailto:studyabroad@reading.ac.uk">studyabroad@reading.ac.uk</a>
Outgoing Students (from Reading)	Henry Turner & Helen Davies Tel : +44 (0) 118 378 5943 / 8287 Email: <a href="mailto:studyabroad@reading.ac.uk">studyabroad@reading.ac.uk</a> Please note: all enquiries regarding any aspect of studying abroad from the University of Reading should be directed to <a href="mailto:studyabroad@reading.ac.uk">studyabroad@reading.ac.uk</a>

## 2. Application Information

### 2.1. Academic Requirements:

- a. Cumulative GPA: 3.0 on a 4.0 system, or the equivalent of 60% in the UK university grading system.
- b. Transcript: must be an official copy, in English, and produced by the home university. Transcripts translated by students themselves will not be accepted.
- c. Please see our exchange applicant information webpage for more information: <https://studyabroad.reading.ac.uk/incoming/apply/exchange-students/>

### 2.2. Enrolment Options, Nomination & Application Deadlines:

- a. Information: <https://studyabroad.reading.ac.uk/incoming/study/>
- b. Students can study at Reading for one of the following Study Abroad Programme enrolment periods:

Enrolment Option	Dates
Semester 1	<p>Monday 23 September 2024 – Wednesday 7 February 2025</p> <p>Please note:</p> <ul style="list-style-type: none"> <li>- Students must be able to enrol at Reading by Sunday 22 September 2024 to attend mandatory Welcome activities from Monday 23 September 2024.</li> <li>- University Accommodation will be open to allow students to arrive from 19 September, dependent on where students will be living. Please note that early arrival charges may apply if arriving in Accommodation prior to the contract start date.</li> <li>- Please contact the Study Abroad Office if remaining in Reading post-Christmas will be problematic for your students.</li> <li>- Students cannot extend their studies at Reading to the Full Academic Year if they have been applied and accepted to join us for Semester 1 only.</li> </ul>
Semester 2	<p>Monday 3 February 2025 – Friday 13 June 2025</p> <p>Please note:</p> <ul style="list-style-type: none"> <li>- Students must be able to arrive and enrol at Reading on Monday 3 February 2024 to attend mandatory Welcome Week activities for the remainder of that week.</li> <li>- University Accommodation should be open to allow students to arrive prior to 3 February, dependent on where</li> </ul>

	the student will be living. Please note that early arrival charges may apply if arriving in Accommodation prior to the contract start date.
Full Academic Year	Monday 23 September 2024 – Friday 13 June 2025 Please note: <ul style="list-style-type: none"> <li>- Students must be able to enrol at Reading by Sunday 22 September 2024 to attend mandatory Welcome activities from Monday 23 September 2024.</li> <li>- University Accommodation will be open to allow students to arrive from 15 September, dependent on where students will be living. Please note that early arrival charges may apply if arriving in Accommodation prior to the contract start date.</li> </ul>

c. Nomination & Application Deadlines:

	Partner Nomination Deadline	Student Application Deadline
September 2024 Intake (Semester 1 & Full Academic Year)	1 May 2024	1 June 2024
February 2025 Intake (Semester 2)	1 October 2024	1 November 2024

2.3. Language Skills:

Exchange partners, following agreement with our institution, are responsible for providing support to their nominated students so that they have the language skills at the start of the study period:

Type of Mobility	Subject Area	Language(s) of Instruction	Recommended Language Level
Student Mobility	Any	English	Dependent on the duration of the mobility and visa requirements. Please see: <a href="https://studyabroad.reading.ac.uk/incoming/apply/exchange-students/">https://studyabroad.reading.ac.uk/incoming/apply/exchange-students/</a> for full requirements. Please note: language requirements may be subject to change in future academic years

### 3. Nomination & Application Process

- a. Exchange partner advisers must nominate students via SAO's RISIS Nomination Portal. You can expect to receive the link to the Nomination Portal in:
- March, ahead of the September intake (Semester 1 and Full Academic Year)
  - August, ahead of the February intake (Semester 2)

- b. The Nomination Portal will ask for the following information about each student:
- Title (Miss, Mr, Mx, etc.)
  - First and middle names (as per passport)
  - Family name (as per passport)
  - Date of birth (in the DD/MM/YYYY format)
  - Home university email address
- c. Partner university colleagues are required to set a temporary password for each student nominated via the Nomination Portal. Please do not provide your student(s) with the temporary password: the RISIS system will reset it automatically prior to the Study Abroad Office providing your nominated student(s) with application instructions.
- d. Once a student is nominated, the Nomination Portal will issue an email receipt to the exchange partner adviser. This will include the student's 8 digit University of Reading student ID number, which will begin with a 3. SAO will give the ID number to the students with their application instructions: please do not give it to the students yourself.
- e. You can only nominate one student at a time in the Nomination Portal. Please do not click back at any point, and please follow instructions to close windows if asked.
- f. Once students have been nominated and SAO has assessed their nominations, SAO will issue application instructions from:
- i. April, for September intake students (Semester 1 and Full Academic Year)
  - ii. October, for February intake students (Semester 2)
- g. Application steps:
- i. Applicants complete the online application, confirming personal details supplied by the exchange partner adviser, adding additional personal details, and submitting provisional module choices.
  - ii. Applicants must have their completed application form checked and signed by the exchange partner adviser. Digital and wet signatures accepted.
  - iii. Applicants must obtain a digital copy of their most recent home university transcript, which must be in English.
  - iv. Applicants may need to supply English language certification, dependent on the enrolment option they are applying for and their visa requirements.
  - v. All application materials must be sent as PDF copies by email to [studyabroad@reading.ac.uk](mailto:studyabroad@reading.ac.uk). Physical documents must be clearly scanned with a scanner, rather than photographed with a smartphone or camera.
  - vi. Upon receipt, SAO will check each application, acknowledge receipt, identify and inform applicants of missing materials (if needed), and begin processing of the application.
  - vii. Applicants will receive a decision on their application from SAO, normally within 15 working days of them submitting their application.
  - viii. If accepted to join us, applicants will receive more information from SAO about preparing to join us and Welcome activities in the period prior to them joining us.

#### **4. Module Information:**

- a. Information on how to choose modules: <https://studyabroad.reading.ac.uk/incoming/study/>
  - i. It is strongly advised that you and your students read this information carefully.
- b. Module catalogue: <https://www.reading.ac.uk/study-abroad/modules>

- c. Module provision is subject to change and availability. The University of Reading reserves the right to amend its academic provision and cannot guarantee access to particular modules or combinations of modules.
- d. Modules are offered by the following Schools, subdivided into Departments (listed for clarity where necessary):
- Agriculture, Policy & Development
  - Archaeology, Geography & Environmental Science
  - Arts & Communication Design
    - Art
    - Film, Theatre & Television
    - Typography & Graphic Communication
  - Biological Sciences
  - Built Environment
  - Chemistry, Food & Pharmacy
  - Education
  - Henley Business School
  - Humanities
    - Classics
    - English Language
    - English Literature
    - History
    - Languages & Cultures (French, German, Italian, Spanish, Institution Wide Language Programme)
  - International Study & Language Institute
  - Law
  - Mathematical, Physical & Computational Sciences
    - Computer Science
    - Mathematics & Statistics
    - Meteorology
  - Philosophy, Politics & Economics
  - Psychology & Clinical Language Sciences

#### 4.1. Grading System:

Details can be found at: <https://studyabroad.reading.ac.uk/incoming/grade-system/>

## 5. Preparation & Support:

Please contact the Study Abroad Office for more information about any of the following.

Preparatory & Support Measures	Website for Information & Arrangements
Accommodation	<a href="https://studyabroad.reading.ac.uk/incoming/accommodation/">https://studyabroad.reading.ac.uk/incoming/accommodation/</a> 2 Students can apply for University Accommodation once they have received and accepted the offer of a place on the Study Abroad Programme from the Study Abroad Office.
Language Support	Language Support Modules: <a href="https://studyabroad.reading.ac.uk/incoming/our-community/">https://studyabroad.reading.ac.uk/incoming/our-community/</a>

	Global Study Lounge: <a href="https://www.reading.ac.uk/global-study-lounge/">https://www.reading.ac.uk/global-study-lounge/</a> Institution Wide Language Programme (IWLP): <a href="https://www.reading.ac.uk/iwlp/">https://www.reading.ac.uk/iwlp/</a>
Visa	<a href="https://www.reading.ac.uk/essentials/International/Visa-and-immigration">https://www.reading.ac.uk/essentials/International/Visa-and-immigration</a> 3 Students nominated for 6 months or less can enter the UK on a Standard Visitor visa. 4 Students nominated for more than 6 months will be required to apply for a Student visa.
Insurance	<a href="https://www.reading.ac.uk/essentials/Money_matters/Insurance">https://www.reading.ac.uk/essentials/Money_matters/Insurance</a>
Students with Special Educational Needs and Disabilities (SEND)	<a href="https://www.reading.ac.uk/essentials/Support-And-Wellbeing/Disability/Disability-Advisory-Service">https://www.reading.ac.uk/essentials/Support-And-Wellbeing/Disability/Disability-Advisory-Service</a> <a href="https://studyabroad.reading.ac.uk/incoming/our-community/">https://studyabroad.reading.ac.uk/incoming/our-community/</a>
Mentoring	<a href="https://studyabroad.reading.ac.uk/incoming/our-community/">https://studyabroad.reading.ac.uk/incoming/our-community/</a>
Alumni Information	<a href="https://www.reading.ac.uk/AlumniAndSupporters/">https://www.reading.ac.uk/AlumniAndSupporters/</a> The Study Abroad Office also operates a Study Abroad Alumni LinkedIn group

### 5.1. Student Testimonials:

- Please see <https://studyabroad.reading.ac.uk/incoming/student-experiences/> for testimonials written by past Study Abroad Programme students.
- Please see <https://studyabroad.reading.ac.uk/incoming/incoming-podcast/> for podcasts recorded with past Study Abroad Programme students.

### 5.2. SAO Social Media and Promotional Information:

- Facebook: <https://www.facebook.com/studyabroadreading/>
- Instagram: <https://www.instagram.com/readingabroad/>
- Twitter: <https://twitter.com/ReadingAbroad>
- YouTube: [https://www.youtube.com/playlist?list=PLZWYaq\\_mWwsHp\\_zKxj7KH16GcFIL-DT1q](https://www.youtube.com/playlist?list=PLZWYaq_mWwsHp_zKxj7KH16GcFIL-DT1q)
- Dropbox folder: containing images of our campuses and town, MP4 files of our promotional films, and other useful information:  
<https://www.dropbox.com/sh/mxkm6w38p4ds5uq/AABZUsn52dEw4e7-DKk0AmlMa?dl=0>

Study Abroad Office, February 2024