

# Study Abroad and Exchange at the University of Southampton



**GUIDE FOR INCOMING EXCHANGE and STUDY ABROAD/VISITING STUDENTS**

## 1. INTRODUCTION

This information booklet is for students who want to study at the University of Southampton as part of their degree. It provides information about how to apply, how to find out about modules available, who to contact and practical information such as accommodation and living in the UK. If you are interested in visiting as a research student, please visit the [Visiting Student](#) website

If you have any questions, please contact the International Office or see our website [www.southampton.ac.uk/studyexchange](http://www.southampton.ac.uk/studyexchange) for the latest information.

We look forward to hearing from you.

## 2. APPLYING FOR A STUDY PLACEMENT

### Application deadlines

For full year (September to June)	<b>15 May</b>
Semester 1 (September to January)	<b>15 May</b>
Semester 2 (January to June)	<b>15 October</b>

**Please note that we may not be able to accept late applications**

### Am I eligible to study at the University of Southampton?

- **Exchange Students (Fee Waiver)**

The University of Southampton accepts applications from students who are studying at one of our partner institutions. Each link is established in a particular subject area. Please check with your own Exchange Co-ordinator or equivalent at your sending university whether we have a link with your institution **in the subject you wish to study** or see our website for a full list of our partners:

<http://www.southampton.ac.uk/uni-life/exchanges/exchange-partners.page>

To apply, you need to be nominated by your Exchange Co-ordinator or an appropriate member of staff at your sending university.

You will normally only be able to study the subject(s) covered by the formal Exchange agreement. If you would like to study a different subject, please contact the Southampton Exchange Co-ordinator in the Academic Unit where you will be studying to see if it will be possible for you to study other modules in a different department.

- **Study Abroad- Fee Paying Students**

If we do not have a link with your institution, you will still can come to study at the University of Southampton as a Study Abroad (fees payable) student. You will need to follow the same application process as an Exchange student, the only difference is that you will have to pay fees. Study Abroad students will get a 5%

reduction on their tuition fees. <https://www.southampton.ac.uk/uni-life/fees-funding/international-fees-funding.page#fees>

## How do I apply?

### Exchange Students and Study Abroad- Fee Paying Students

To apply you need to complete:

- Application Form which contains an Ethnic Origin form (this is standard University procedure for all applicants).
- For Winchester School of Art (WSA) students only, you will need to send an electronic portfolio of your work with your application form
- English language test results: **IELTS 6.5\* or equivalent** (please see [English language entry requirements](#)) – where applicable.
- University transcript of modules and grades (translated into English if necessary)

If your Exchange Co-ordinator in your sending institution has contacted the International Office at the University of Southampton with your details, we will send you copies of the application forms by email.

You can also download copies from our website:

[http://www.southampton.ac.uk/international/study\\_exchange/incoming/how\\_to\\_apply.html](http://www.southampton.ac.uk/international/study_exchange/incoming/how_to_apply.html) or you can request copies by email at [erasmus@southampton.ac.uk](mailto:erasmus@southampton.ac.uk) or [studyabroad@soton.ac.uk](mailto:studyabroad@soton.ac.uk) .

If you are applying to Winchester School of Art, **your electronic portfolio** should contain:

- your name
- your current level or year of study at your home institution
- six images of your current work (jpeg or pdf)
- a list of the six images with title, medium, scale, date made, and if the image is the whole piece of work or a detail.

### Choosing your modules

If your institution is one of our exchange partners your institution will have a link with a particular Faculty or Academic Unit at the University of Southampton. You will normally take the majority of your modules within that Faculty/Academic Unit. You will be able to take only one module per semester in a different Faculty/Academic Unit. We will not be able to accept applications which select modules outside of any current exchange agreement subject.

If your institution doesn't have a link with a particular Faculty of Academic Unit, as a fee paying study abroad student you will normally take the majority of your modules within a specific Faculty/Academic Unit. You will be able to take only one module per semester in a different Faculty/Academic Unit.

You will need to select modules in your current level (for example undergraduate or masters). If you are coming to study Law please be advised that all your module choices have to be made within the Law School.

Please select modules by following our website's course catalogue:

<http://www.southampton.ac.uk/courses.page>

### ECTS Credits

The European Credit Transfer System (ECTS) was developed to aid the recognition of study periods abroad for students from EU institutions. 60 ECTS credits represent a full academic year of study at undergraduate level, and 30 credits normally represents one semester.

At the University of Southampton we use a system of Credit Accumulation Transfer (CATS) points for accrediting courses. 120 CATS points are equivalent to a full academic year of study at undergraduate level. Not all Faculties / Academic Units describe their course in ECTS credits but they will be able to tell you the CATS value of their courses. Generally:

One semester	= 30 ECTS credits	= 60 University of Southampton CATS points
One academic year	= 60 ECTS credits	= 120 University of Southampton CATS points

Details on our University's marking system are available at

<http://www.calendar.soton.ac.uk/sectionIV/progression-regs.html>

It may not always be possible to take your preferred modules if they are full or if they do not fit with your timetable. We recommend incoming students select 6 possible module options on their application form, with 4 marked as first preference, the other 2 as reserves. If you are unable to take your first preferences, we will try to substitute it with one of your reserves.

Please return your application form and supporting documents to the International Office by email (we accept electronic signatures) before the deadlines.

Erasmus students – [erasmus@soton.ac.uk](mailto:erasmus@soton.ac.uk)

Non-EU/Study Abroad students – [studyabroad@soton.ac.uk](mailto:studyabroad@soton.ac.uk)

### After you have applied

Once your application has been processed, we will pass it to the Academic Unit within the Faculty where you will be studying. The Academic Unit will send you an **acceptance/offer letter or email (6-8 weeks after the receipt of your Application)**. This letter will include your student ID number which allows you to [subscribe](#) to our University and then [apply for your student ID card](#). **Please do not make any arrangements to come to Southampton until you have received this offer letter.**

### Students from Switzerland or outside the European Economic Area

If you come from Switzerland or a country outside the EEA (EU countries, Norway, Iceland and Liechtenstein) **you may require a visa to enter the UK**. To find out if you need a visa, see the British Government website for Visa Services <https://www.gov.uk/browse/visas-immigration>. If so, you will need to make your own arrangements to obtain a visa valid for your period of study with us.

If you have any queries related to your offer letter you should contact the Academic Unit's Exchange administrator or academic co-ordinator at Southampton directly. You can find their details on the [Contacts](#) page of our website.

Once you have received an offer and accepted it, further information about coming to Southampton will be sent to you.

Information is also available on the [Exchanges website](#).

### **Completion of Study**

Once you have completed your period of study here, our team will provide you with a digital transcript of record showing the modules you have taken and the grades you obtained. This will be sent to you via email. A paper copy of the transcript can be sent to your institution upon request.

## **3. ENGLISH LANGUAGE SUPPORT**

The University offers ways for you to improve your English language abilities during your studies.

### **English language support classes**

If you wish to take English language classes to improve your ability to use English for academic purposes, you may join the classes organised by the Centre for Language Study. These classes cover a variety of topics such as academic writing, academic speaking and critical thinking. You can usually choose up to 2 courses. These classes **do not carry academic credits** so you do not need to include them on your application form or your Learning Agreement. You can apply directly online. See [www.soton.ac.uk/cls/english/support.html](http://www.soton.ac.uk/cls/english/support.html) for more details.

### **Online support**

The University lets you practise your English **before you arrive in the UK** with a series of free English courses online. You will be able to practise your speaking, reading, writing or improve your grammar.

The *EAP Toolkit* ([http://www.elanguages.ac.uk/eap\\_toolkit.php](http://www.elanguages.ac.uk/eap_toolkit.php)) is a comprehensive set of interactive learning resources for developing the language and study skills of students whose first language is not English, for higher or further education.

*Get Ready for Southampton* ([http://www.elanguages.ac.uk/get\\_ready\\_for\\_southampton.php](http://www.elanguages.ac.uk/get_ready_for_southampton.php)) is our highly successful course preparing international students for living and studying at the University of Southampton in the UK. You will find the answers to many questions about life and study in Southampton, such as everyday life, the academic culture of a British university and what to expect when they begin their studies.

To find out more, please go to <http://www.elanguages.ac.uk/>.

## 4. ACCOMMODATION

### Accommodation Service:

**Email:** [accommodation@southampton.ac.uk](mailto:accommodation@southampton.ac.uk)

**Tel:** +44 (0)23 8059 3994

**Website:** <http://www.southampton.ac.uk/uni-life/accommodation.page>

**Location:** Student Services Centre (Building 37 George Thomas Building), Highfield campus

Office hours are normally 9.00 am to 5.00 pm

### Can I apply for University accommodation?

We are able to guarantee University accommodation (subject to yearly review) to International Exchange/Study Abroad students.

Erasmus exchange students are not guaranteed accommodation however you are invited to apply for accommodation once you have received and accepted your offer letter.

Please refer to the [accommodation website](#) for more information

If you have not been allocated a room, you will need to find your own private rented accommodation with the assistance of the Accommodation Service.

### Private Rented Accommodation

<http://www.southampton.ac.uk/uni-life/accommodation/private.page>

This means living in a shared flat or house, usually with other students. It is more difficult to find private rented accommodation for one semester or less than for a full year. The University does not arrange private rented accommodation for you.

### How do I find somewhere to live?

Our Accommodation Service will provide you with all the advice and assistance you need, but it is your responsibility to find somewhere to live. We recommend you look for a property through the Accommodation Service.

**We do not advise you to enter into any agreement with a landlord via the internet.** You will need to come to Southampton in person and make arrangements to visit any properties you are interested in. You may find that the minimum agreement length for most private accommodation is usually 6 months and you will probably need to pay a deposit when you sign the contract.

### When should I arrive?

It is not possible to reserve accommodation through the Accommodation Service in advance by phone or e-mail. We would recommend that you try and visit Southampton during the summer, or that you arrive a couple of weeks before the start of the semester. This will give you more time to find somewhere to live, and there is also likely to be a wider range of accommodation available.

You should arrange to stay in a guesthouse for your first few nights in Southampton as it is unlikely that you will be able to find permanent accommodation on the same day you arrive.

A list of hotels and guesthouses is available on the Accommodation Service website

<http://www.southampton.ac.uk/uni-life/accommodation/apply-currentyear.page>

Southampton City Council also provides information about where to stay on the Visit Southampton website (<http://www.discoversouthampton.co.uk/visit>).

**Please note** that the Southampton International Boat Show is held the third week of September. All guesthouses and hotels are likely to be heavily booked during this time.

## 5. ARRIVING IN THE UK

Once you have received and accepted your offer letter you will be sent further information about, airport pick up services, welcome events and any induction arrangements.

For more information please visit the [International Welcome website](#).

## 6. USEFUL CHECKLISTS

### Pre-departure

- Has your own University approved your exchange and your proposed courses of study?
- Have you completed and returned the University of Southampton's Application form and Ethnic Origin form?
- Have you received an acceptance letter / email from the Academic Unit where you will be studying?
- If you are not an EU/EEA national, have you applied for a visa to study in the UK?
- Do you know what kind of accommodation is available to you and how to apply?
- If you will be looking for private rented accommodation, have you arranged somewhere to stay for your first few nights when you arrive in Southampton? (*This is very important as in September there is an annual boat show and city accommodation is booked up very quickly in advance*)
- Have you completed the enrolment process in order to get your university computer and email account and ID card?
- If you are an EU/EEA national, have you obtained a European Health Insurance Card or equivalent issued in your own country?
- Have you obtained health and travel insurance?
- Do you have enough money to cover your expenses and living costs for the first few weeks until you receive any grants or funding?

### Your First Week

- Visit the Accommodation Service if you have not finalised where you are going to live.
- Attend the Welcome Events at the start of the semester

- Attend any registration/ induction meeting organised by your Academic Unit. Please contact them directly if you have not received any information about this.
- Collect your ID card during the registration event or the Student Services Desk in Building 37.
- Register for your courses.
- Register with a local doctor if you are staying for more than 6 months.
- Open a bank account (if required)
- Arrange insurance for any possessions (if required).

## 7. HEALTH CARE

### Health insurance

If you are from an EEA country (EU plus Iceland, Norway and Liechtenstein) or Switzerland you should apply for a **European Health Insurance Card** or equivalent issued in your own country before you leave. If your course in the UK lasts six months or more, you are entitled to free medical treatment under the National Health Service (NHS) but, like British nationals, you will have to pay for medical prescriptions, dental and optical treatment. If your course of study lasts less than six months, you may only be entitled to NHS treatment for conditions which arise during your stay in the UK. If you have any pre-existing conditions you should check with your own doctor how to arrange for any treatment you may need.

If your home country is not part of the EEA or is a Candidate country (e.g. Turkey) and your course of study lasts less than six months, you will not be entitled to free treatment and you should take out your own private health and medical insurance.

### Registering with a doctor

You are required to register with a General Practitioner (GP) doctor as soon as possible after arriving in the UK. There are two GP surgeries on the Highfield campus. If you need to see your doctor you can make an appointment by telephone or in person. [University of Southampton Health Service](#)

### Hospital treatment

The emergency telephone number to call the Police, Ambulance, Fire Brigade or Coastguard is **999**. If you need immediate hospital treatment, you should go to the Accident and Emergency Department (also known as Casualty) at the local hospital. If you are from the European Union, you will be expected to show an EHIC card in order to receive hospital treatment without charge. You may also be asked about how long you are staying in the UK in order to establish whether you are entitled to free treatment. For any international exchange students, you will need to take a copy of your health insurance.

### Dental treatment

If you are only in the UK for a few months it is usually best to visit your dentist at home before you come as it can be very difficult to get an appointment with a dentist in the UK as a visiting student. If you do need to see a dentist you should ask whether they can give you NHS treatment, as they may only provide private treatment, which is more expensive than NHS treatment.

## **8. LIVING IN THE UK**

### **British Culture**

The UK is a multicultural country and Southampton is a very ethnically diverse city. You will find evidence of multiculturalism everywhere, from types of restaurants and shops with world cuisine, to Afro-Caribbean hairdressers and Chinese New Year celebrations in the West Quay shopping mall. Don't worry about bringing too much food from your home country, as it's likely you'll also find it here!

Shops and services are usually open 9:00-17:00 and do not close for lunch Monday to Friday. They are usually also open on the weekend. Sometimes shops stay open longer, especially during holidays such as Christmas.

The weather can vary dramatically in the UK, sometimes people joke that we can experience all the seasons in one day, so wearing layers is key. In the winter the days are shorter with light between approximately 08:00- 16:30. People usually enjoy relaxing at home during this season or inside. People do however celebrate some traditions outside during this season, for example Halloween fancy dress and trick or treat on 31 October and Guy Fawkes and bonfire night on 5 November. We also enjoy some Christmas activities outside, such as carol signing and Christmas light turn on events (we have a big event on campus which is not to be missed!). In the warmer months, people enjoy making the most of the longer days and tend to do more outside activities in the evenings and weekends, for example having barbeques, going to beer or music festivals, going for walks and day trips to National Parks and cities. Easter is celebrated in the UK by Christians and other religions as a time to spend time with people in their lives. It is traditional to give chocolate eggs and you will see a large selection in supermarkets.

Universities in the UK have many opportunities for students to take part in activities they are interested in, from dance to sky diving, enjoying fine food to debating and exploring religions and cultures. As a student at the University of Southampton, you'll be able to join these clubs, which we call 'societies'. This is a great way to meet students from all over the world, including British and learn more about our culture.

You may from time to time feel 'culture shock' and notice the differences in comparison with your home country's culture. This is an essential part of the enriching experience of living in another culture. People are often happy to answer questions and it can help to talk to other students or your tutor at Southampton and in your sending university about your and their experience. Southampton has been classified as an International University so you will undoubtedly be able to find someone to explore this with further. The key to exploring culture is to have an open and flexible mind and the confidence to ask questions.

### **Working in the UK**

EEA nationals are free to take employment in the UK without having to obtain permission to work. Many of our students take part-time jobs during their studies. If you are from outside the EEA or Switzerland, the conditions of your visa may restrict you from working.

### **Money**

The basic unit of currency in Britain is the pound (£) which is divided into 100 pence. There are 1 penny, 2 pence, 5 pence, 10 pence, 20 pence, 50 pence, £1 and £2 coins and there are bank notes to the value of

£5, £10, £20, £50 and £100.

You are strongly advised not to carry large sums of money with you or store money in your room. If you will be studying in Southampton for a full year you may wish to open an account with one of the main banks or building societies, **you will need a letter from your Faculty to prove that you are a student at the University**. There are branches of main banks near the University at sites in Southampton and Winchester. However if you are only in the UK for a few months you may not be able to open a bank account so you will need to make arrangements with your bank at home.

## 9. USEFUL LINKS

[Life on Campus](#)

[Erasmus Society Network](#)

### **Practising your religion**

The Chaplaincy Centre welcomes students and staff of every faith. We provide space for private prayer and worship, including a chapel and Muslim prayer room with washing facilities at the Highfield Campus. Students also have access to a common room, library and coffee bar.

### **Life in the city and the region**

Find out more about the city and the region

[www.visit-hampshire.co.uk/site/visitor-information/map-of-hampshire](http://www.visit-hampshire.co.uk/site/visitor-information/map-of-hampshire)