

## EXCHANGE PROGRAMME FACT SHEET

### ACADEMIC YEAR 2023-24

#### i. CONTACT INFORMATION

NAME OF UNIVERSITY	University of Central Lancashire
NAME OF DEPARTMENT	Study Abroad – External Relations
CONTACT PERSON(S)	Shirley Russo – Exchange & Study Abroad Coordinator Kelly Clark – Exchange & Study Abroad Coordinator Alex Lacey - Exchange & Study Abroad Coordinator Saadia Morse – Exchange & Study Abroad Coordinator Karen Crolla-Barker – International Partnerships Manager
MAILING ADDRESS	The Study Abroad Team, University of Central Lancashire, Student Centre, Preston, Lancashire, PR1 2HE, United Kingdom
TELEPHONE	0044 (0) 1772 895030/6365/5315/3120/4198
EMAIL ENQUIRIES	<a href="mailto:studyabroad@uclan.ac.uk">studyabroad@uclan.ac.uk</a>
WEB ADDRESS FOR EXCHANGE	<a href="http://www.uclan.ac.uk/international/study_abroad.php">http://www.uclan.ac.uk/international/study_abroad.php</a> <a href="https://www.uclan.ac.uk/study/work-or-study-abroad">https://www.uclan.ac.uk/study/work-or-study-abroad</a>

#### ii. ACADEMIC INFORMATION -

<https://msuclanac.sharepoint.com/sites/StudentHub/SitePages/Academic-dates.aspx>

MANDATORY WELCOME WEEK	25 <sup>th</sup> September 2023 – 29 <sup>th</sup> September 2023
SEMESTER 1	25 September 2023 – 19 January 2024
SEMESTER 2	22 January 2024 – 19 May 2024
FULL YEAR	25 September 2023 – 19 May 2024
STUDY OVERSEAS PROGRAMME	Minimum English Language Level: IELTS 4.0 equivalent (B1 CEFR level)

**Incoming exchange students must attend Welcome Week and are required to arrive at UCLan no later than Sunday 24th September (to be confirmed. Students MUST NOT purchase plane tickets / travel until placement has been confirmed by all parties and dates have been confirmed.**

APPLICATION DEADLINES	Semester 1 (Autumn) / Full Year – Nomination deadline 30 <sup>th</sup> March. Application deadline 30 April Semester 2 (Spring) – Nomination deadline 30 <sup>th</sup> September. Application deadline 31 October
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#### iii. ADMISSION REQUIREMENTS

*ENGLISH LANGUAGE PROFICIENCY REQUIREMENT	<p>IELTS Standard Academic – minimum score 6.0 with minimum 5.5 across subcomponents (reading, writing, speaking, listening). For <i>Study Overseas</i>, IELTS Standard Academic – minimum overall score 4.0. IELTS UKVI Academic would only be required if a student were not to meet the required English Language requirement for undergraduate study and were to apply for a joint CAS number to allow them to enrol onto an intensive Pre-Sessional English programme after which they would enrol directly onto a degree level programme. This would mean that after finishing the intensive English language programme the student would not need to return home to apply for a Student Visa TOEFL iBT – minimum overall score 80 with the minimum sub-score: Reading 10, Listening 10, Speaking 17, Writing 19</p>
Study Overseas Programme	<p>UCLan's Study Overseas programme allows international students to experience life and study in a UK university. We offer this to our incoming exchange students who have not managed to achieve the required English Language entry levels. The minimum overall IELTS score is 4.0. <a href="https://www.uclan.ac.uk/cpd/courses/study-overseas-programme-short-course">https://www.uclan.ac.uk/cpd/courses/study-overseas-programme-short-course</a> There is a fee waiver for Exchange Students</p>
OTHER ELIGIBILITY REQUIREMENTS	<p>Minimum one-year study at home institution at Undergraduate level education for all degree level programmes *</p> <p>For International Business Communication – minimum two years' study.</p> <p>*Available modules may depend on previous study</p>
REQUIRED DOCUMENTS	<p>Incoming Application Form</p> <p>Valid Passport</p> <p>Official University Academic Transcript (Must be in English)</p> <p>Proof of English Language Proficiency (if native language isn't English)</p>
EUROPEAN STUDENTS	<p>Following the UK's Departure from the EU, European Students are now considered as International Students and are required to apply for a student visa. European Students will also be required to demonstrate evidence of their English Language in accordance with the UKVI regulations which should be B2 level or above and should be evidenced by IELTS or TOEFL iBT as per the English Language Proficiency Requirement above* We are no longer allowed to accept letters from your English Language Departments or ERASMUS OLS Results</p> <p>UCLAN's English Language Academy offers an on-line E-TELL Test and to book a test you can contact the Academy at <a href="mailto:languageacademy@uclan.ac.uk">languageacademy@uclan.ac.uk</a></p>
CREDITS	<p>Students must take a maximum of 60 credits per semester (30 ECTS) and 120 credits (60 ECTS) per academic year.</p>
MODULES / COURSES	<p>Modules must be pre-approved BEFORE an application is submitted by your academic course leader and International Office. Module approval from UCLAN will be assessed on previous academic study.</p> <p>The Study Abroad Team will send students a list of modules for students to choose from. Once students have enrolled, they must check their timetables. Once teaching starts students will no longer be able to make changes to their timetables. The Study Abroad Team will provide a final date by which students will be able to make changes for both Full Year/Sem 1 and Sem 2 – changes will only be possible if there is a clash between modules.</p> <p>Semester 1 students must check if they have exams in January as they will need to stay in the UK to take these or arrange to take them remotely if possible.</p>

#### iv. FEES AND OTHER EXPENSES

TUITION FEES	Students participating in this exchange are required to pay tuition fees to their home institution but not to UCLAN.
ACCOMMODATION	<p>On campus accommodation prices start from (as of September 2023 subject to change in future years):</p> <p>Full Year 20/09/23 – 14/07/2024 - £3537.26  Sem 1 – 20/09/23 – 19/01/2024 - £1436.27  Sem 2 – 17/01/24 – 14/07/2024 - £2124.73</p> <p>Each hall is self-catering, and prices include all fuel and water bills.</p> <p><a href="https://www.uclan.ac.uk/accommodation/">https://www.uclan.ac.uk/accommodation/</a></p> <p>Private accommodation is available off campus with the average cost of a shared house £67.50 per student per week and contract lengths normally vary from 38 to 52 weeks. These details are only a guide, and you should check the cost and contract length with your landlord. For more information contact <a href="mailto:privateaccommodation@uclan.ac.uk">privateaccommodation@uclan.ac.uk</a></p> <p>If you upgrade your accommodation you will be responsible for these costs direct to our accommodation office.</p> <p>Accommodation contracts have fixed lengths and cannot be changed. They can differ from the academic calendar such as semester 1/ semester 2/ full year term dates.</p> <p>Please note that students applying for private off campus for semester accommodation may be liable to pay Council Tax – these are the rules for Students and Council Tax - <a href="#">Student discount - Preston City Council</a>  We advise students applying for a semester to stay in on-campus or UCLAN owned accommodation.</p>
ACCOMMODATION TYPES	<p>There are around 2200 accommodation places in University owned and leased halls of residence. On campus accommodation is allocated on a first-come, first-served basis.</p> <p>En-suite options are available to full year students only.</p> <p>Although we do not recommend this, it is possible for students to live off campus. Students wishing to live off campus in private accommodation are responsible for making their own arrangements with the Landlord.</p>
HEALTH INSURANCE	<p>Incoming exchange students must provide their own personal and travel insurance. International Exchange students may need private medical insurance for emergency care – this is their responsibility to check with insurers.</p> <p>All students can register with our Student Health Centre. It is free to see a doctor, but students must pay for medication. Prescription charges apply to all at the current price of £9.15 per item (as of Sept 2020).</p>
LIVING COSTS	<p>The approximate cost of living per month (including rent) is £1023. This is only an estimate according to the UK Home Office.</p> <p>As all accommodation is self-catering you will find very reasonably priced shops and food outlets on or close to the campus such as Aldi/Lidl and Tesco.</p>

VISA APPLICATION	<p>Student Visa - £348+ £470 Health Surcharge Fee (as of December 2021)</p> <p>Standard Visitor Visa - £95.00 (up to six months)  <a href="https://www.gov.uk/standard-visitor-visa">https://www.gov.uk/standard-visitor-visa</a></p> <p>Short Term Study (STSV) visa - £186.00 (up to 11 months for English Language courses only)</p> <p>Prices are approximate and will depend on the country from which the application is being made. Check UKVI Website for up-to-date information: <a href="https://www.gov.uk/browse/visas-immigration/student-visas">https://www.gov.uk/browse/visas-immigration/student-visas</a></p>
OTHER FEES	Class materials / books – depending on the course.

## v. ARRIVAL & ORIENTATION

ACCESSIBILITY	<p>Accessibility - we will make reasonable adjustments to make our services and accommodation accessible to all. The Universities facilities for students with disabilities are constantly improving. UCLan has several specially adapted rooms on campus and you will be given extra consideration if you have a disability or medical condition that requires you to live on Campus.</p>
APPLICATION	<p>For accommodation applications:  <a href="http://www.uclan.ac.uk/accommodation/how_to_apply.php">http://www.uclan.ac.uk/accommodation/how_to_apply.php</a></p> <p>General accommodation enquiries:  <a href="mailto:studentaccommodation@uclan.ac.uk">studentaccommodation@uclan.ac.uk</a></p>
AIRPORT COLLECTION	<p>The airport transfer service from Manchester Airport is free of charge for all international students and will run from 6am to 6pm daily on:</p> <p>(Dates to be confirmed)          Wednesday 20<sup>th</sup> September          Thursday 21<sup>st</sup> September          Friday 22<sup>nd</sup> September          Saturday 23<sup>rd</sup> September</p> <p>To book a place on the collection you will need to complete the booking form: <a href="http://www.uclan.ac.uk/international/airport-pickup-form.php">http://www.uclan.ac.uk/international/airport-pickup-form.php</a>          dates to be confirmed August 2022</p> <p>*Semester 2 dates will be confirmed in October 2023</p>
WELCOME WEEK	<p>During your first few weeks we will be running a Welcome Week programme to help all students settle into life at the University of Central Lancashire and in the UK. UCLan Welcome is a festival of activities and information sessions designed to help you get used to life at UCLan as well as life in the UK; along with a calendar of social events where you can meet other new students.</p> <p>Students will be issued with the International Arrival Guide before August, as well as a link to the Freshers' Week Programme of Events.</p> <p>Welcome Week is <u>mandatory</u> for all international students.</p> <p>The Study Abroad Team also hold a free getting to know you, welcome event in early October and early February, in which exchange students meet the team and other exchange students. We also arrange one UK based trip per semester for exchange students *small contribution required from exchange students to participate. **subject to COVID-19 Regulations</p>
DOCUMENTS REQUIRED ON ARRIVAL	<p>All students should provide their passport for proof of ID. Passports and visas will be checked during enrolment.</p> <p>Students are also advised to bring copies of their offer letter/CAS Letter and original academic transcript.</p>

<p>VISA REQUIREMENTS</p>	<p><u>Student Visa</u> - if you are coming to the UK to study here on a full-time programme of study for more than 6 months then you must apply for a Student Visa in your home country; you cannot apply when you arrive in the UK. It is very important that you prepare carefully before you apply for a Student Visa.</p> <p><u>Standard Visitor Visa</u> - if you are coming to the UK to study here for 6 months or less; for example, if you are an exchange student coming to study for a semester you do not need a visa however you can apply for a Standard Visitor visa if you are coming to the UK to study an English language programme, which lasts up to 11 months.</p> <p>If you only apply for semester 1 and wish to extend for a full year then you will have to return home to apply for a visa even if you are on a Student Visa.</p> <p>You should make sure that you apply for the right type of visa before you leave your home country; doing this is called 'entry clearance'.</p> <p>For more information on visa requirements and documents required to support your application: <a href="http://www.uclan.ac.uk/international/visa-advice.php">http://www.uclan.ac.uk/international/visa-advice.php</a></p> <p>Government Guidance:  Student Visa - <a href="https://www.gov.uk/student-visa/apply">https://www.gov.uk/student-visa/apply</a>  Standard Visitor Visa - <a href="https://www.gov.uk/standard-visitor/visit-to-study">https://www.gov.uk/standard-visitor/visit-to-study</a></p>
<p>eGATES</p>	<p>eGates</p> <p>eGates present a new, quicker and easier way of crossing the border and entering the UK. There are over 250 eGates in place at 15 air and rail ports in the UK to enable quicker travel into the UK. Please take a look at the The Gov.UK webpage <a href="#">Guide to faster travel through the UK border</a> which features a video showing how to use the eGates.</p> <p>Entering the UK via an eGate (Tier 4 Students)</p> <p>If you are a tier 4 student from one of the following countries: Australia, Canada, Japan, New Zealand, Singapore, South Korea, USA, then you can enter the UK via an eGate but this means that your visa will not be endorsed with an entry stamp by a member of the Border Force staff. If you chose to use an eGate it is very important that you keep evidence of your travel to the UK. This could be a boarding card, ticket or booking confirmation. You will be required to present your evidence of travel upon enrolment at UCLan in place of an entry stamp. This will provide evidence of your arrival in the UK.</p> <p>Entering the UK via an eGate (Short Term Study Visa Students)</p> <p>If you are entering the UK as a short-term student and you are from one of the following countries: Australia, Canada, Japan, New Zealand, Singapore, South Korea, USA, then you must <u>NOT</u> use the E-Gates at the airport as you will not receive a stamp in your passport. Instead, you should follow the sign for 'see an officer' so you can speak to a border force official and obtain your short-term student visa stamp. The UKVI have produced a document which you can print out and show on arrival to the UK to ensure that you are not directed to the eGates.</p>

## vii. OTHER INFORMATION

TRANSCRIPTS	<p>Transcripts will be sent directly to the home institution following Assessment Boards in April (Sem 1) and August (Sem 2 / full year).</p>
STUDENT SUPPORT	<p>Wiser provides academic support to all students and can help with adapting your study skills to a UK university</p> <p><a href="https://www.uclan.ac.uk/students/support/wiser/index.php">https://www.uclan.ac.uk/students/support/wiser/index.php</a></p> <p>Student health and wellbeing is very important to UCLan. We have various teams to support you during your time here, including a Counselling, Mental health and Wellbeing service and a medical centre.</p> <p><a href="https://www.uclan.ac.uk/students/support/wellbeing.php">https://www.uclan.ac.uk/students/support/wellbeing.php</a></p>
WORLDWISE LANGUAGE SUPPORT	<p>UCLan's Worldwide Learning Centre at the <a href="#">School of Humanities, Language and Global Studies</a> is dedicated to offering support, training and professional development opportunities to UCLan students, members of staff, the public and the business community of England's North West.</p> <p><b>Paid Worldwide Internships</b> Worldwise recruit Language Assistants in various languages including Arabic, French, German, Italian, Japanese, Korean, Russian and Spanish.</p> <p>The language assistants facilitate the Conversation classes, which support degree students as well as other language learners to practice their speaking skills.</p> <p>These paid, part-time internships are ideal for international students who want to gain valuable work experience before graduation.</p> <p><b>Language Exchange Scheme via MSTeams</b> We have a virtual language exchange programme hosted in our public MSTeams.</p> <p><b>What is it?</b> It is a great opportunity to meet other students from around the world and learn about their language and culture in exchange for sharing yours.</p> <p><b>Worldwise Languages with Rosetta Stone</b> The Worldwide Languages programme enables all UCLan students to learn a language for free. Workshops run weekly and more information can be found on the Student Support portal here. Languages on offer include Arabic, Chinese (Mandarin), French, German, Italian, Japanese, Korean, Spanish and many more! Contact us to find out how we can help you to get on track with learning a new language or brush up on your existing language skills.</p> <p><a href="https://www.uclan.ac.uk/worldwise/index.php">https://www.uclan.ac.uk/worldwise/index.php</a></p>

UNIVERSITY LOCATION	<p>Situated in the heart of the Northwest of England, the Guild City of Preston is vibrant, cultural and friendly with plenty of activities and events to keep you entertained. 30,000 students live in Preston, making the city a lively, diverse and contemporary place to study.</p> <p>Located a short distance from the coastline, the Lake District, and the larger cities of Manchester and Liverpool, both of which have international airports; Preston is also one of the most networked cities in the country. The railway station is just a 10-minute walk away from campus.</p>
SOCIAL MEDIA	<p>Instagram:  <a href="https://www.instagram.com/studyabroaduclan/">https://www.instagram.com/studyabroaduclan/</a></p> <p>Facebook:  <a href="https://www.facebook.com/InternationalOfficeUCLan/">https://www.facebook.com/InternationalOfficeUCLan/</a></p>

#### **viii ADDITIONAL INFORMATION**

Unfortunately, UCLan cannot guarantee in advance that students will be eligible for courses indicated in their application. In addition, we cannot guarantee that courses will be running after the student has enrolled. Students must check their timetable upon enrolment to ensure there are no timetable clashes