GUIDANCE / INFORMATION FOR EXCHANGE STUDENTS APPLYING TO IMPERIAL COLLEGE LONDON (Erasmus and other official student exchange programmes)

This information has been compiled by the Registry and applies to 2016-2017.

If you are intending to apply for a study period on or after 1 September 2017 we advise you to await the guidance for 2017-18

This information is relevant should Imperial College have a bi-lateral student exchange agreement with your university/college, in your subject area, for the academic year 2016-17. Please contact the relevant exchange programme co-ordinator at your home university/college for further advice.

Only students who are subsequently selected by their university/college may apply to Imperial College as an exchange student.

Students applying within the framework of the European Commission’s Erasmus+ Programme should note that ERASMUS institutional code for Imperial College is UK LONDON015.

Is Imperial College London the right study abroad option for you?

Contact the relevant exchange programme co-ordinator at your home university/college for advice.

Then you should ensure that you have READ carefully:

- **this guidance/information note**, especially the section below entitled “planning a programme of study at Imperial College”

  "

- **one of the following webpages**, as appropriate

  - (UG) [http://www.imperial.ac.uk/study/ug/apply/how-to-apply/visiting/](http://www.imperial.ac.uk/study/ug/apply/how-to-apply/visiting/)
  - (PG) [http://www.imperial.ac.uk/study/pg/apply/how-to-apply/visiting/](http://www.imperial.ac.uk/study/pg/apply/how-to-apply/visiting/)

  These webpages are the portals to the College’s on-line application website for visiting students (non-degree), and from which you would normally have obtained this guidance/information note.

  **However, if you are a student planning to undertake a project as an Erasmus “traineeship” student (which is normally a non-reciprocal/non-exchange activity), please ensure you read the information on Erasmus “traineeships” on the above website first, as the College would not normally consider you for admission as an exchange student and may have a different method of hosting you.**

Planning a programme of study at Imperial College

What should you do first?

- Obtain advice from the relevant exchange programme co-ordinator at your home university/college as to what normally constitutes a programme of study for an exchange student - *in a given subject area* - at Imperial College.

- If necessary, your exchange programme co-ordinator may contact his/her counterpart at Imperial College to discuss your proposed programme of study (see table below for a list of exchange co-ordinators in the Faculties of Engineering and Natural Sciences, and further down for contacts in “other” departments at the College). See also the section entitled “syllabuses” below.

- If you remain in doubt about whom the exchange programme co-ordinator is at Imperial College please email [exchangestudents@imperial.ac.uk](mailto:exchangestudents@imperial.ac.uk)

- **As an exchange student you must apply to one academic department.**

- **ECTS**: If your home university/college requires you to use the European Credit Transfer System (ECTS) to plan your programme of study please note that while Imperial College uses ECTS it
does not always quote ECTS credits in departmental syllabuses. If you are required to use ECTS then you should seek advice from the departmental exchange co-ordinator (see table below). Imperial College will make reference to ECTS within your “Learning Agreements for Studies” for Erasmus students and in the transcripts it issues. See also section entitled “academic recognition” below.

- If you are seeking to undertake a study period which will (only) be a research-based project then we would normally expect you to find a suitable project supervisor at Imperial College (and to have their provisional agreement to host you) before applying on-line.

- Further guidance: http://www.imperial.ac.uk/placements/student-exchanges/information-for-student-exchange-partner-universities/

**Departmental Contacts**

- Departmental co-ordinators for the Faculty of Engineering and Faculty of Natural Sciences are listed below:

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Department</th>
<th>Campus</th>
<th>Student Exchange Co-ordinator</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engineering</td>
<td>Aeronautics</td>
<td>South Kensington</td>
<td>Dr Kevin Gouder (Year Abroad)</td>
<td><a href="mailto:kevin.gouder04@imperial.ac.uk">kevin.gouder04@imperial.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Dr Errikos Levis (Projects)</td>
<td><a href="mailto:errikos.levis03@imperial.ac.uk">errikos.levis03@imperial.ac.uk</a></td>
</tr>
<tr>
<td>Engineering</td>
<td>Bioengineering</td>
<td>South Kensington</td>
<td>Dr Chiu Fan Lee</td>
<td><a href="mailto:c.lee@imperial.ac.uk">c.lee@imperial.ac.uk</a></td>
</tr>
<tr>
<td>Engineering</td>
<td>Chemical Engineering</td>
<td>South Kensington</td>
<td>Dr Andreas Kogelbauer</td>
<td><a href="mailto:a.kogelbauer@imperial.ac.uk">a.kogelbauer@imperial.ac.uk</a></td>
</tr>
<tr>
<td>Engineering</td>
<td>Civil and Environmental Engineering</td>
<td>South Kensington</td>
<td>Dr Christian Onof</td>
<td><a href="mailto:c.onof@imperial.ac.uk">c.onof@imperial.ac.uk</a></td>
</tr>
<tr>
<td>Engineering</td>
<td>Computing</td>
<td>South Kensington</td>
<td>Dr Sergio Maffeis</td>
<td><a href="mailto:sergio.maffeis@imperial.ac.uk">sergio.maffeis@imperial.ac.uk</a></td>
</tr>
<tr>
<td>Engineering</td>
<td>Earth Science and Engineering</td>
<td>South Kensington</td>
<td>Dr Lorraine Craig</td>
<td><a href="mailto:l.craig@imperial.ac.uk">l.craig@imperial.ac.uk</a></td>
</tr>
<tr>
<td>Engineering</td>
<td>Electrical and Electronic Engineering</td>
<td>South Kensington</td>
<td>Prof Alessandro Astolfi</td>
<td><a href="mailto:a.astolfi@imperial.ac.uk">a.astolfi@imperial.ac.uk</a></td>
</tr>
<tr>
<td>Engineering</td>
<td>Materials</td>
<td>South Kensington</td>
<td>Dr Mark Wenman</td>
<td><a href="mailto:m.wenman@imperial.ac.uk">m.wenman@imperial.ac.uk</a></td>
</tr>
<tr>
<td>Engineering</td>
<td>Mechanical Engineering</td>
<td>South Kensington</td>
<td>Dr Stelios Rigopoulos</td>
<td><a href="mailto:s.rigopoulos@imperial.ac.uk">s.rigopoulos@imperial.ac.uk</a></td>
</tr>
<tr>
<td>Natural Sciences</td>
<td>Chemistry</td>
<td>South Kensington</td>
<td>Mrs Jo Rimmer</td>
<td><a href="mailto:j.rimmer@imperial.ac.uk">j.rimmer@imperial.ac.uk</a></td>
</tr>
<tr>
<td>Natural Sciences</td>
<td>Life Sciences</td>
<td>South Kensington &amp; Silwood Park</td>
<td>Dr David Hartley (Biology)</td>
<td><a href="mailto:d.hartley@imperial.ac.uk">d.hartley@imperial.ac.uk</a></td>
</tr>
<tr>
<td>Natural Sciences</td>
<td>Mathematics</td>
<td>South Kensington</td>
<td>Dr Robert Nurnberg</td>
<td><a href="mailto:robert.nurnberg@imperial.ac.uk">robert.nurnberg@imperial.ac.uk</a></td>
</tr>
<tr>
<td>Natural Sciences</td>
<td>Physics</td>
<td>South Kensington</td>
<td>Dr Ingo Mueller-Wodarg</td>
<td><a href="mailto:i.mueller-wodarg@imperial.ac.uk">i.mueller-wodarg@imperial.ac.uk</a></td>
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<td></td>
<td>copy to:</td>
<td><a href="mailto:ph.exchanges@imperial.ac.uk">ph.exchanges@imperial.ac.uk</a></td>
</tr>
</tbody>
</table>
- Imperial College Business School: Prospective applicants from approved student exchange partners should contact Dr Sarah Wilsey, Programme Manager: sarah.wilsey@imperial.ac.uk
  W: www.imperial.ac.uk/business-school

- Imperial College School of Medicine: please note that the School has only two exchange programmes (with Tokyo Medical and Dental University and McGill University) and students selected to participate from either of these universities will be provided with relevant contact details at Imperial College.

- Global Innovation Design (GID): Students attending the GID programme as exchange students from relevant partner universities will apply to the Royal College of Art, and not to Imperial College. However, the host department at Imperial College is the Dyson School of Design Engineering. There is no requirement to read the remainder of this guidance document if you are applying for a non-degree exchange place on the GID programme.

- Important: If you happen to be a nominated exchange student seeking admission to any other department within the College you are advised to contact exchangestudents@imperial.ac.uk for relevant contact details.

- Links to the college's academic departments and centres can be found at: http://www.imperial.ac.uk/faculties-and-departments/

**Syllabuses & Timetables**

As an exchange student you must apply to one academic department. See also guidance below in section entitled “how to submit a formal study application at Imperial”.

- Imperial College does not operate a semester system.
  - Admission to the Faculty of Engineering and the Faculty of Natural Sciences is normally for a full academic year unless you are advised otherwise by the exchange programme co-ordinator at your home university and the departmental exchange programme co-ordinator at Imperial College.
  - Admission to both the Imperial College School of Business and the Imperial College School of Medicine are for short periods, normally no greater than 6 months.

- Timetables (for classes) are often not confirmed until September; therefore it is not normally possible to confirm any programme of study until you have arrived at the College.

**Undergraduate Study**

- Undergraduate Syllabuses provide detailed information on courses at bachelor and masters level (BEng/BSc curricula and MEng/MSc curricula in the Faculties of Engineering and Natural Sciences).
  - A syllabus is provided for each academic department and can be found on the departmental website.
  - A syllabus will also refer to “minor” courses (co-curricular studies, management) which are available to undergraduate students studying in a particular engineering or science dept.
  - However, you are also advised to contact the departmental exchange programme co-ordinator at Imperial College for current undergraduate syllabuses (see the above table).

- Please note: most masters level exchange applicants to the Faculties of Engineering and Natural Sciences will be instructed by either the exchange programme co-ordinator at their home university or the exchange programme co-ordinator at Imperial College to select from an Undergraduate syllabus.

- Please note that undergraduate exchange applicants to the School of Medicine will be advised directly by the School of Medicine as to the content of their study plan.

- Please note that the Imperial College School of Business does not offer access to undergraduate-level courses to exchange students, unless they are provided through a host engineering or natural science department, and then on a strictly limited basis.
Postgraduate Study

- If you are a **masters level student** and have been instructed by your home university and by the relevant departmental co-ordinator at Imperial College to plan a study programme based on attendance as a non-degree student on a postgraduate course (MSc or MBA curriculum) then you can find the relevant information via the Postgraduate Prospectus at: [http://www.imperial.ac.uk/study/pg/](http://www.imperial.ac.uk/study/pg/).
  - Applicants to the Imperial College Business School should contact Dr Wilsey (see above for contact details).
  - Please note that the majority of engineering and physical science students who are studying at their home university in engineering/physical sciences at masters level will be instructed by either the exchange programme co-ordinator at their home university or the exchange programme co-ordinator at Imperial College to select from the final year (Year 4) of the relevant Undergraduate Syllabus. This is the norm.

- If you are a **doctoral level (PhD) student** then your study period will normally be research-focused.
  - Access to postgraduate courses is **not** normally allowed as part of a research-focused study period, unless agreed to by the relevant academic staff (and if agreed, then it is normally restricted to attendance at lectures). Speak to your proposed supervisor at Imperial College if this is a concern.

- Links to the college’s departments and centres can be found at: [http://www.imperial.ac.uk/faculties-and-departments/](http://www.imperial.ac.uk/faculties-and-departments/)

### Academic Recognition and Credit Transfer

- **Academic Recognition**: It is the responsibility of a student’s home university/college to consider whether a study period at Imperial can be recognised as part of a student’s home degree programme.

- **Credit Transfer**:
  - It is the responsibility of a student’s home university/college to consider how academic workload (i.e. time spent studying at Imperial College) and any grades/marks (i.e. official outcomes of any formal assessments/examinations a student undertakes at Imperial College) are transferred from the Imperial system to the system of the home university/college.
  - A student will receive a transcript (no earlier than August) from Imperial College. The transcript will formally list the outcomes of any formal assessments/examinations the student has undertaken at Imperial College. However, please remember that not all “projects” undertaken at Imperial will be assessed by Imperial (often they are formally assessed by the home university).
  - **Consult your own university/college for further guidance**.


### How to submit a formal study application at Imperial College

All exchange students who are nominated to study at Imperial College London should apply using the on-line application site (for visiting non-degree students). The on-line application website can be accessed via:

- **(UG)** [http://www.imperial.ac.uk/study/ug/apply/how-to-apply/visiting/](http://www.imperial.ac.uk/study/ug/apply/how-to-apply/visiting/)
  - If your study plan is majority undergraduate apply as a UG.
- **(PG)** [http://www.imperial.ac.uk/study/pg/apply/how-to-apply/visiting/](http://www.imperial.ac.uk/study/pg/apply/how-to-apply/visiting/)

**Application Deadlines**:

- **Study Periods commencing at the start of the academic year**: Applications from students wishing to commence their programme of study on 1 October 2016 should be submitted on-line by **15 May 2016**:
  - **This is very important** if you are requesting admission for a full academic or full calendar year (from 1 October 2016).
If you are applying for undergraduate study and you have not submitted your on-line application by 15 May it may affect your eligibility for accommodation (see Page 9).
Please note that the College will still process on-line study applications submitted after 15 May 2016. However, the accommodation guarantee for undergraduates may not apply if you are seeking admission for a full academic or full calendar year. See Page 9.

- Study Periods commencing at other times during 2016-17: There is no application deadline for students wishing to commence a study period at other times, although students are greatly encouraged to apply at least 4 months in advance of a proposed start date.

Advice on completing the On-Line Application

Get organized: Be ready to complete the On-Line Application!
The following guidance (“notes”) will be of use when completing the on-line application.

You will first need to create an account for the on-line application: (the direct link is) https://apply.imperial.ac.uk/
Please ignore the instructions on the main landing page.
Go straight to the TAB entitled Visiting (Non-degree) Students and follow the instructions provided.

Throughout the on-line application please ensure:
- you read the short guidance notes available on the right hand side of the screen under field titles.
- you answer the questions correctly as they influence what further questions are asked and what documents you need to attach.
- You remember that you can save and exit the application at any time, and then go back and resume completion.
- Within 5 days of having submitted your application you will receive an email acknowledgement from Imperial College (quoting an 8 digit reference number).

Note 1: Selecting a Programme Title (TAB 2 of the application: entitled “Personal”)
- The drop down menu is sorted by level of study (undergraduate; postgraduate masters; doctoral) plus the academic departments for which admission can be applied.
  - Important: Please remember that “undergraduate” will apply if you are a masters level student at your home university (who is studying an engineering or physical science subject) but who has been advised by either their home university or Imperial College to select from the MEng/MSci Undergraduate Syllabus.
- You may only select one Programme Title, i.e. one host department (see previous section on syllabuses).

Note 2: Are you an Exchange Student or a non-Exchange Student? (TAB 2 of the application: entitled “Personal”)
- You are asked a Question about your status (Exchange or Non-Exchange). Please ensure you complete this question precisely as it may alter the subsequent fields to be completed.

Note 3: Documents which an Exchange applicant will need to attach to TAB 2: Personal/Proposed Studies
- (Exchange applicants ONLY): A statement from your home university confirming your nomination to study as an exchange student (Compulsory)
- (All applicants): Your proposed study plan (detailing the proposed programme of study – projects, courses etc - you wish to be considered for), which for an Erasmus applicant would be their learning agreement (Compulsory)

Important:
Imperial College DOES NOT normally allow study placements which require contributions of formal teaching from a.) more than one academic department and/or b.) from both the undergraduate syllabus (BEng/MEng/BSc/MSci) and postgraduate syllabus (MSc/MRes) unless:

1) that formal teaching is normally available to full-degree students of the admitting academic department,

or

2) you are an Erasmus or other exchange student and you have been advised by the exchange programme co-ordinator at your home university and the relevant departmental exchange programme co-ordinator at Imperial College that such access can be arranged.
Note 4: Documents which an Exchange applicant will need to attach to TAB 4 (English Language Ability section)
  o (All Applicants) Please insert appropriate information about any existing English language qualifications/test scores and attach a copy of a document evidencing this. The College will consider the evidence provided.

**Important: READ Note 7 below**

Note 5: Documents which an Exchange applicant will need to attach to TAB 5 (Additional Supporting Documents section)
  o (All Applicants: Optional) A Transcript of your current studies. A transcript is an official document produced by your home university/college listing the courses attended, examinations/assessments taken and results/grades achieved. Please attach a version in English if at all possible. While attaching a transcript is not compulsory, it is strongly recommended that those wishing to take modules/courses are best advised to obtain this document and attach it.
  o (All Applicants: Optional) an “open” (i.e. non-confidential) academic reference/testimony
  o (All Applicants: Compulsory for Exchange) a self-prepared list of courses/projects you are currently undertaking
  o (All Applicants: Compulsory for Exchange) a self-prepared list of courses and/or projects you plan to take when you return to your home university/college

Note 6: Academic Reference
  o On TAB 3 the application will request that you provide us with the name and (university/college) email address of a professor/academic tutor (a “referee”) who is able to comment confidentially on your academic performance to date (i.e. provide an academic reference/testimony). Your “referee” will be contacted by the academic department considering your study application only if required.

Note 7: Language requirements (with reference to Note 4 above)
  o It is very important that your English language skills (reading, listening, speaking and writing) are sufficient for you to study successfully at Imperial College. **Therefore, the College requires all students to produce acceptable evidence of their English language proficiency, for example, this might include your English grade in your school leaving certificate plus any English tests taken at your university or independently.**
    • However, if your home university (the partner university) is in a country which has English as an official language *(in 2016-17 the relevant countries with exchange partners are: Australia, Canada, United States of America)* the College will consider you to have met the College English Language requirements based on your current study.
  o If the College has concerns about your English proficiency this will be discussed with your home university. As part of any offer of admission you may be required to achieve a particular grade in an approved English test.
  o **Please note:** The College is committed to supporting the English language needs of its students once they are with us. Please note that Imperial College’s Centre for Academic English is available **free of charge** (subject to assessment and certain conditions) to all registered/enrolled non-native English speaking students: [http://www3.imperial.ac.uk/academic-english](http://www3.imperial.ac.uk/academic-english)

**Who will consider your application and when/how shall you hear the outcome?**
  o The College will confirm by email the receipt of your on-line study application. This email will quote an 8 digit CID Number (College Identifier Number). At the same time you will also be advised by email how to access the College’s **Student e-Service**, where you will be able to track your on-line study application and view any decision made by the College;
  o Your study application will be considered by the academic department in which you wish to study. The academic department is responsible for making a decision as to whether you are academically prepared to undertake the type of programme of study which you are proposing in the online application (Tab 2);
  o Failure to complete the on-line study application fully or to provide supporting documentation may delay consideration of your application;
- Should the College have all the information required to make a decision, the College would normally expect to communicate a decision to you within 8 weeks of receipt of your on-line study application;

- The decision of the academic department will be communicated to you on our Student e-Service facility.
  - Please note that the College does not send letters confirming admission unless you formally request such a document by email (see later section on Visas);
  - The decision will indicate whether the College considers you an “undergraduate” or “postgraduate” student.

- If the College sets you a “condition of entry" (e.g. a language “condition”) then you must have satisfied this “condition” of entry before your admission can be confirmed. See also later section on accommodation.

- If you hold an offer of admission the College may ask you to formally accept or decline the offer. However, this is normally just for those applicants who need a visa to enter the UK, since the College normally assumes that nominated exchange students who do not need a visa to enter the UK are planning to attend.

- If you “accept” your offer of admission then you will also be asked on e-Service “who is paying your tuition fee?” Of course, students admitted to the College as exchange students do not pay any tuition fee to Imperial College. Therefore, you should answer “self-funded” to this question.

- You should quote your CID number in all phone/email correspondence with the College.

### Students who require a Visa to enter the UK for study purposes (also known as Entry Clearance)

The type of visa (which Imperial College will sponsor you for) will normally depend on the length of your study period at Imperial College.

- **TIER 4 Student Visa:** If you are offered admission (on Student e-Service) **for more than 6 months** and once you have met any conditions of entry *(i.e. you have an unconditional offer of admission)* the College will send you an email notification that your CAS number and details *(for inclusion in your application for a TIER 4 Student Visa)* are available on Student e-Service. A CAS number must be quoted in a TIER 4 Student Visa Application. A TIER 4 visa must have been obtained prior to travelling to the UK for the purposes of undertaking the study placement
  - **ATAS:** Certain applicants who require a TIER 4 Student Visa to enter the UK to study certain subject areas at either undergraduate or postgraduate level will also need to meet the requirements of the UK’s Academic Technology Approval Scheme (ATAS). If this affects an applicant they will be notified on e-Service as a condition of entry, i.e. that ATAS certification is required. ATAS certification is required before Imperial College can issue a CAS number and before the applicant can submit their visa applications can be made.
  - External Website: [www.gov.uk/academic-technology-approval-scheme](http://www.gov.uk/academic-technology-approval-scheme)
  - **Further information** from Imperial College’s International Student Support Team: http://www.imperial.ac.uk/study/international-students/visas-and-immigration/atas/

- **Short Term Study Visa:** If you are offered admission (on Student e-Service) **for 6 months or less** and once you have met any conditions of entry *(i.e. you have an unconditional offer of admission)* you should contact Admissions and request a letter for inclusion in your student visitor visa application. Normally, a short term study visa should be obtained prior to travelling to the UK for the purposes of undertaking the study placement, **although** there are certain nationalities who can obtain it upon entry to the UK. Check carefully.
  - Further information from our International Student Support Team at: http://www.imperial.ac.uk/study/international-students/visas-and-immigration/short-term-study-visa/

For full external advice on immigration matters please consult the following external website: [www.ukvisas.gov.uk](http://www.ukvisas.gov.uk/)

Specific questions concerning visas can be addressed to the College’s International Student Support Team (which forms part of the College Academic Registry): international@imperial.ac.uk
You should consult the orientation information prior to arrival at Imperial College
Please also see Page 9 of this document concerning accommodation.

A. Visiting students (non-degree) admitted to start their studies at Imperial College on 1 October 2016.

B. Visiting students admitted to start their studies at Imperial College at other times

(A) Visiting students (non-degree) admitted to start their studies at Imperial College on 1 October 2016.

- All new exchange students will receive up to date orientation information regarding the 2016-17 academic year during September 2016. The College provides bespoke orientation information for new exchange students. The orientation information aims to help the new exchange student to better understand the College’s web-based information for New Students (available via www.imperial.ac.uk/students from late summer 2016).

- The orientation information for visiting students will include:
  - enrolment/registration with the College (this is an on-line process via the e-Service facility which you can normally achieve prior to arrival);
  - how to find Imperial;
  - access to College services, such as IT accounts, student learning resources, library facilities and sports facilities
  - accessing health care;
  - how to obtain discounts on London Transport;
  - how to open a bank account;
  - how to get any certificates of attendance/arrival and “learning agreements” signed and stamped;
  - how to join the College’s Erasmus Club;

- You will normally be able to register/enroll with the College in advance of arrival (should the College have fully approved your admission on Student e-Service), so no queuing when you arrive!!!

- Exchange students who commence at the beginning of October are invited to a specific welcome event for new international students on Sunday 2 October, 2016 and are encouraged to take part in normal orientation events for new students during the first week of the academic year.

- Queries to: exchangestudents@imperial.ac.uk

(B) Visiting students admitted to start their studies at Imperial College at other times
(i.e. dates other than 1 October 2016)

- Such students can obtain orientation information from the Registry website (after 1 October 2016: http://www.imperial.ac.uk/study/ug/apply/how-to-apply/visiting/)

- Queries to: exchangestudents@imperial.ac.uk
ACCOMMODATION INFORMATION FOR EXCHANGE STUDENTS

Information is correct at the time of writing (January 2016)

Carefully select the option below (1 – 4) which applies to you.

1. An Exchange student **who is admitted as an undergraduate** for a full academic year (1 October 2016 – 30 June 2017) or a full calendar year (1 October 2016 – 30 September 2017) will be **guaranteed** accommodation in an Imperial College hall of residence for at least the three terms between 1 October 2016 and 30 June 2017. If they have:
   - submitted their on-line study applications by 15 May 2016 deadline;
   - been offered admission for the said period (either a full academic year or full calendar year) as an undergraduate student on Student e-Service by 15 July 2016;
   - subsequently submitted their on-line accommodation application form by Friday 29 July 2016;
   - and have met in full any conditions of entry (e.g. English language) and had that confirmed on Student e-Service by Friday 19 August 2016.

2. Please note that applicants will not be invited to apply on-line for accommodation (i.e. receive an email from our Student Hub, who manage the College’s halls of residence) until the College has offered admission (with or without conditions of entry) on Student e-Service.

3. All students are advised to complete the on-line accommodation application form and (if at all possible) by the 29 July deadline just in case the College can assist. Students will also need to remember to meet any conditions of entry in full by Friday 19 August.

4. The College’s Student Hub will only allocate accommodation if it is available.

Therefore, students are **advised now** to consider how to secure alternative accommodation in London prior to arrival or to arrive in advance of their study period in order to have sufficient time to look for suitable accommodation. For assistance please first review the information about Private Housing at [http://www.imperial.ac.uk/study/campus-life/accommodation/private-accommodation/](http://www.imperial.ac.uk/study/campus-life/accommodation/private-accommodation/).
Any Undergraduate Exchange student who requests admission for less than a full academic year and will commence on a date during the academic year (i.e. a date other than 1 October 2016) cannot be guaranteed accommodation in a College hall of residence.

However, those admitted as an undergraduate may make enquiries:

- An undergraduate should contact the Student Hub (typically no earlier than two months before your proposed start date). Vacancies (if there are any) are listed at: [http://www.imperial.ac.uk/study/campus-life/accommodation/current-residents/vacancies/](http://www.imperial.ac.uk/study/campus-life/accommodation/current-residents/vacancies/)
- The College’s Student Hub will only allocate accommodation (in a hall of residence) if it is available. To be considered the College needs to have confirmed your admission (having met any conditions of entry) on Student e-Service.

Therefore, you are advised now to consider how to secure alternative accommodation in London prior to arrival or to arrive in advance of your study period in order to have sufficient time to look for suitable accommodation.

- For assistance please first review the information about Private Housing at [http://www.imperial.ac.uk/study/campus-life/accommodation/private-accommodation/](http://www.imperial.ac.uk/study/campus-life/accommodation/private-accommodation/)
- Please note that if your proposed placement includes any part of the following period (1 July 2017 – 23 Sept 2017) that the Student Hub can advise you as to how and when to apply for “summer vacation student accommodation”.

Any student who is admitted to the College as a postgraduate for any period cannot apply for accommodation in a College hall of residence.

Therefore, students are advised now to consider how to secure alternative accommodation in London prior to arrival or to arrive in advance of their study period in order to have sufficient time to look for suitable accommodation. For assistance please first review the information at [http://www.imperial.ac.uk/study/campus-life/accommodation/prospective/pg/](http://www.imperial.ac.uk/study/campus-life/accommodation/prospective/pg/) and about Private Housing at [http://www.imperial.ac.uk/study/campus-life/accommodation/private-accommodation/](http://www.imperial.ac.uk/study/campus-life/accommodation/private-accommodation/)

**IMPORTANT**
All Students: Communicating with the Student Hub about accommodation and other information

- It is in the interest of all students to reply swiftly to any correspondence received from the Student Hub. However, the College handles a large amount of correspondence from applicants and you must be patient in waiting for a response. The Student Hub aims to respond to emails as soon as possible, but please do not expect to receive a response the same day: [www.imperial.ac.uk/accommodation](http://www.imperial.ac.uk/accommodation)

Please note the following:

- Imperial College halls of residence (for undergraduates only) are self-catering with the majority of the accommodation located within a reasonable walking distance of the South Kensington Campus. However, some halls of residence are located further away.

- Imperial College halls of residence (for undergraduates only) offer a variety of accommodation, and prices vary between halls. Usually you can save money by sharing with other students; however, this solution has to be considered carefully since unless you share with another exchange student, your co-occupant may be a fresher (i.e. 18 years of age). For further information about College accommodation click on [http://www.imperial.ac.uk/study/campus-life/accommodation/](http://www.imperial.ac.uk/study/campus-life/accommodation/)

- If the College can not provide accommodation in a hall of residence your option would be to look for a room in the private sector. In general, unlike in some European countries, to rent a flat in London can be an expensive option. Again, you may need to share to keep costs down. For assistance you are strongly advised to first review the information about Private Housing at: [http://www.imperial.ac.uk/study/campus-life/accommodation/private-accommodation/](http://www.imperial.ac.uk/study/campus-life/accommodation/private-accommodation/) and be prepared to arrive before the beginning of your study period in order to find a place to live. The College is able to provide expert assistance with housing contracts (if you need advice).
Other Useful Information

Term Dates: 2016-2017
- Autumn term
  Saturday 1 October 2016 – Friday 16 December 2016
- Spring term
  Saturday 7 January 2017 – Friday 24 March 2017
- Summer term
  Saturday 29 April 2017 – Friday 30 June 2017

Important notes regarding the College’s Term Dates:
- The College does not operate a semester system.
- Study periods for students who are admitted to undertake projects tend not to mirror/match term dates. Dates of attendance are normally decided after consultation with the host supervisor.
- The summer term is typically focused on examinations and project work.
- Study periods which follow the whole of a particular postgraduate programme normally commence 1 October 2016 BUT continue normally until 30 September 2017. Some postgraduate programmes commence at other times.

Financial issues

Tuition fees
- Exchange students do not pay tuition fees to Imperial College. However, such students can expect to continue paying any tuition fees required of them by their home institution.

Cost of Living
- It is important to note that living in London can be expensive and you should consider seriously how you will fund your time in London. You can find information and advice on living costs at managing your money (UG) or managing your money (pg) and for an independent viewpoint at the web site of Study London http://www.studylondon.ac.uk/application-advice/cost-of-studying-in-london (Please note that the Study London website is for all types of students applying to London universities and covers all sorts of issues/topics, so please do not get distracted by the “application” pages etc!!).  
  - It is the responsibility of your own university/college to inform you as to your eligibility for any scholarships (e.g. Erasmus Study Grant).
  - It is your responsibility to ensure you have sufficient financial resources for your whole study period.
  - Please note that Imperial College does not provide any specific grants/scholarships for exchange students.

Imperial College Union: ERASMUS Club
- Imperial College has an ERASMUS Club - one of the Imperial College Students’ Union’s many clubs and societies. The ERASMUS Club is run by Imperial College students and was established in 1998 to help exchange and other visiting students at Imperial College get the most out of their placement at the College and assist Imperial College students planning to go abroad. The ERASMUS Club is open to everybody and has a range of activities such as club nights, excursions...
to other areas of the UK, pub evenings, parties, untraditional sightseeing events and much more. The Club is affiliated to ESN (Erasmus Student Network).

- Exchange students starting on 1 October 2016 will receive information from the Club during September 2016. The College’s Orientation information for Visiting Students makes reference to the Erasmus Club and provides their contact details.

- Imperial College Union’s website, containing links to its many societies and clubs is found at: www.imperialcollegeunion.org

**Have you a disability?**

- At any point during the study and accommodation application processes (and whilst registered/enrolled as a student of the College) students who have a disability should be aware that the College’s Disabilities Advisory Service is available to discuss any matter concerning access and accommodation, as well as any general concerns an individual may have. The Disabilities Advisory Service has a comprehensive website at: www.imperial.ac.uk/disabilityadvisoryservice

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**General Questions about the content of this document can be addressed to:**

**Adrian Hawksworth**, Imperial College Student Exchange Co-ordinator (Erasmus+ Key Action 1 Co-ordinator for the Mobility of HE Staff and Students)

Email: exchangestudents@imperial.ac.uk
Telephone: +44 (0)20 7594 8044
Registry (at the Student Hub), Level 3, Sherfield Building, South Kensington Campus
Imperial College London, London SW7 2AZ
http://www.imperial.ac.uk/placements/