

GUIDANCE / INFORMATION FOR **EXCHANGE STUDENTS** (non-degree visiting students)
APPLYING TO IMPERIAL COLLEGE LONDON

Erasmus Study Exchange and other official student exchange programmes

Compiled by the Registry and **applies to admissions in the period 2020-21**

Key information is highlighted in **bold** and in **yellow**

Please ensure you read the entire document

If you are intending to apply for a study period during 2021-22 we advise you to await the guidance for 2021-22 (available January 2021)

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 2020-21. Please contact the relevant exchange programme co-ordinator at your home university/college for further advice.

Important Notice: 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.**

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

You can only be considered for selection by your home university/college as an exchange student to Imperial College if your home university/college has an active/valid bi-lateral student exchange agreement with Imperial College, in your subject area, for the academic year 2020-21.

You should also think carefully about your own suitability for an exchange in the United Kingdom; in London; at Imperial College.

Contact the relevant exchange programme co-ordinator or office at your home university/college for advice on being an exchange student, and the process for selection for any valid/relevant exchange link with Imperial College.

Only students who are selected by a student exchange partner (university/college) of Imperial College London may apply to Imperial College as an exchange student.

*Students applying within the framework of the European Union's Erasmus+ Programme should note that the ERASMUS institutional code for Imperial College is UKLONDON015. **IMPORTANT: the UK's departure from the EU on 31 January 2020 (nor the end of the transition period on 31 December 2020) does not impact on the UK's involvement in the Erasmus programme in 2020-21.***

Selection by your home university/college to study at Imperial College as an exchange student

You must be selected by a student exchange partner (university/college) of Imperial College London in order to apply to Imperial College as an exchange student.

NEXT STEP IF you have been selected: please ensure that you have READ **this guidance/information note** carefully; especially the section below entitled "planning a programme of study at Imperial College".

*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"](#), as Imperial College would not normally consider you for admission as an exchange student and will have a different method of hosting you.*

Partner universities/colleges will normally email the name of the selected student (and their email address) to either the Exchange Co-ordinator at Imperial College (Adrian Hawksworth) or the departmental exchange co-ordinator (see table below), and Imperial College will email the student to inform them "how to apply" (i.e. refer them to this document).

All students applying to Imperial College as an exchange student must attach a letter from their home university/college to their on-line study application confirming their selection ("nomination"). See *later section: How to submit a formal study application at Imperial College.*

Planning a programme of study (or study plan) at Imperial College

- You are advised to ask the exchange programme co-ordinator or office at your home university/college as to the normal composition (content) of a study plan for an exchange student - *in the relevant subject area - at Imperial College.*
- While Imperial College will help facilitate requests to take specific courses/modules (e.g. *those which your home university have indicated would match with a course/module at your home university/college*) we cannot guarantee access. Access to some courses/modules is also restricted for our own students.

What should you consider first?

- **You can only apply to one academic department.**
- **An exchange student is expected to be in full-time attendance at Imperial College (i.e. pursuing their study plan on a full-time basis).** The normal expectation is that an exchange student admitted

to Imperial College will undertake a study plan which equates to a full student “workload” (see later references to “credit”).

- **Imperial College does not operate a semester system. A trimester system (3 academic terms) is in use. See page 12 for Term Dates.**
 - 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. For example, a student attending to undertake a project will often attend for less than a full academic year.
 - Admission to both the Imperial College Business School and the Imperial College School of Medicine are for short periods, normally no greater than 6 months.
- **A study plan should focus heavily on the applicant’s major degree subject.** *The inclusion of minor subjects (e.g. humanities, languages, management) in a study plan should be strictly limited, and an exchange applicant should be guided by the exchange programme co-ordinator at their home university and the departmental exchange programme co-ordinator at Imperial College.*
 - see later section entitled “*Studying at Imperial: General Guidance (Curriculum, Credit & Timetables)*” for guidance on obtaining curriculum information and asking questions.
- If necessary, your exchange programme co-ordinator may contact his/her counterpart at Imperial College to discuss your proposed study plan:
 - see table below for a list of exchange co-ordinators in the Faculties of Engineering and Natural Sciences;
 - see further down for contacts in “other” departments at the College;
- If you are seeking to undertake a study plan which will (only) be a non-curriculum (*at Imperial*) research-based project (*i.e. an “independent” project*) then we would normally expect you to find a suitable project supervisor at Imperial College (*and to have their provisional approval to host you*) before applying on-line to study at Imperial College. *Please also note that Imperial College does not normally allocate ECTS credit points to successfully completed “independent” projects.*
- Please note the Imperial College Business School does not offer access to undergraduate-level courses/modules to exchange students, **unless** they are provided through a host (faculty of) engineering department or (faculty of) natural science department, and then **on a strictly limited basis**.

Departmental Contacts

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

Faculty	Department	Campus	Student Exchange Co-ordinator	Email
Engineering	Aeronautics	South Kensington	Dr Elnaz Naghibi (Study Plan : Academic Year)	e.naghibi@imperial.ac.uk
			Dr Errikos Levis (Projects)	errikos.levis03@imperial.ac.uk
Engineering	Bioengineering	South Kensington	Dr Amanda Foust	bg-studentoffice@imperial.ac.uk
Engineering	Chemical Engineering	South Kensington	Dr Andreas Kogelbauer	a.kogelbauer@imperial.ac.uk
Engineering	Civil and Environmental Engineering	South Kensington	Dr Christian Onof	c.onof@imperial.ac.uk
Engineering	Computing	South Kensington	Dr Sergio Maffei	sergio.maffei@imperial.ac.uk
Engineering	Earth Science and Engineering	South Kensington	Dr Sam Krevor	s.krevor@imperial.ac.uk

Engineering	Electrical and Electronic Engineering	South Kensington	Prof Alessandro Astolfi	a.astolfi@imperial.ac.uk
Engineering	Materials	South Kensington	Prof Jason Riley	jason.riley@imperial.ac.uk copy to: h.rajbans@imperial.ac.uk
Engineering	Mechanical Engineering	South Kensington	Dr Nicolas Cinosi	n.cinosi@imperial.ac.uk
Natural Sciences	Chemistry	South Kensington and White City	Dr Luke Delmas	chemugadmin@imperial.ac.uk
Natural Sciences	Life Sciences	South Kensington	Dr Dave Hartley (Biology)	d.hartley@imperial.ac.uk
		South Kensington	Dr Dave Hartley (Biochemistry/Biotechnology)	d.hartley@imperial.ac.uk
Natural Sciences	Mathematics	South Kensington	Prof Demetrios Papageorgiou	d.papageorgiou@imperial.ac.uk
			Dr Sheehan Olver (MIT exchange students only)	s.olver@imperial.ac.uk
Natural Sciences	Physics	South Kensington	Prof Gavin Davies	g.j.davies@imperial.ac.uk copy to: ph.exchanges@imperial.ac.uk

- **Imperial College Business School:** Prospective postgraduate applicants from approved student exchange partners should contact **Dr Sarah Wilsey, Programme Manager:** sarah.wilsey@imperial.ac.uk & <https://www.imperial.ac.uk/business-school/programmes/exchange-students/>
- **Imperial College School of Medicine:** please note that the School has only one exchange programme (undergraduate level with the Tokyo Medical and Dental University) and students selected to participate by TMDU will be provided with relevant contact details at Imperial College by the School of Medicine.
- **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.
- If you remain in doubt about whom the exchange programme co-ordinator is at Imperial College please email exchangestudents@imperial.ac.uk

Studying at Imperial: General Guidance (Curriculum, Credit & Timetables)

An exchange student must apply to one academic department. An exchange student cannot apply to more than one academic department.

- The curriculum (course structure and content) for a particular subject area at either undergraduate or postgraduate level is published on the website of the relevant academic department (i.e. there is **no** central catalogue of the College's entire curriculum). **More detail on how to make enquiries about course structure and content (courses/modules) is provided later in this section.**
- While Imperial College will help facilitate requests to take specific courses/modules (e.g. those which your home university have indicated would match with a course/module at your home university/college) we cannot guarantee access. Access to some courses/modules is also restricted for our own students.
- While most academic departments teach and assess a course/module (including project modules) over the period of a single term (a single tri-mester), some academic departments teach and assess course/modules across two or three terms. *For further information on the teaching methods used by Imperial College click [here](#).*

- Sometimes an exchange student might wish to undertake a course/module for which they do not have the pre-requisite prior to arrival at Imperial. This is only possible after consultation with the exchange programme co-ordinator at your home university and the departmental exchange programme co-ordinator at Imperial College. *For example, it might prove possible for a study plan to include the required course/module (in Term 1) which satisfies the pre-requisite for another course/module, but naturally the former would need to be completed and the outcome of the assessment known before the start of the other course/module (in Term 2), and that cannot always be guaranteed.*
- **Credit at Imperial College London (ECTS : European Credit Transfer System)**
 - The normal expectation is that an exchange student admitted to Imperial College will undertake a study plan which equals a full student “workload” (60 ECTS for a full academic year; pro-rata for shorter period).
 - If your home university/college requires you to indicate in your study plan (e.g. *your learning agreement*) the ECTS value for each course/module (*excepting “independent” projects which do not have ECTS allocated*) those ECTS values should appear in the curriculum document (course catalogue) available on the website of the academic department you wish to apply to (*see further down*).
 - Imperial College will also make appropriate reference to ECTS within a.) an exchange student’s study plan (e.g. *“Learning Agreements for Studies” for Erasmus students*) and b.) any transcript it issues to an exchange student upon completion of their study period which details the results of any formal assessments (e.g. exams). *See later section entitled “academic recognition”.*
- **VERY IMPORTANT:** Course/Module Timetables (for courses/modules in a single academic department) are normally published by the host academic department during September, and occasionally not until the beginning of the academic year; therefore a programme of study is often not confirmed until the exchange student has arrived at the College. Expect to have to make modifications to an initial study plan (e.g. *Learning Agreement for Studies for Erasmus students*) after arrival at the College.
- **Formal examinations** mostly take place in the third (summer) term. However, there are many exceptions and the host academic department will advise an exchange student prior to their arrival or as soon as possible thereafter. Exam timetables are normally published by the host academic department during the relevant academic year and not before.

Undergraduate Study Plans

- **School of Medicine:** undergraduate exchange applicants will be advised directly by the School of Medicine as to the content of their study plan.
- **The Undergraduate Curriculum in the Faculties of Engineering and Natural Sciences** provides detailed information on all courses/modules taught at bachelor and masters level (*BEng/BSc curricula and MEng/MSci curricula*).
 - **An undergraduate curriculum is provided for each academic department in the Faculties of Engineering and Natural Sciences but – very importantly - you will need to contact the academic department for an up-to-date document or weblink. Please review our curriculum portal for undergraduate exchange students’ enquiries.**
An undergraduate curriculum might also refer to courses/modules in languages, humanities and management which are available to undergraduate students studying in a particular engineering or science department. You can also explore such options that form part of our [Horizon’s Programme](#).
 - **A study plan should focus heavily on the exchange student’s (major) degree subject at their home university/college.** *The inclusion of non-major-degree courses/modules (e.g. humanities, languages, management) in a study plan should be strictly limited, and an exchange student should be guided by the exchange programme co-ordinator at their home university and the departmental exchange programme co-ordinator at Imperial College.*
 - **A study plan should be based on courses/modules taught by the host academic department at undergraduate level.**
 - **If you experience problems locating the ECTS value please review our curriculum portal for undergraduate exchange students’ enquiries for a suitable administrative contact or** contact the departmental exchange programme co-ordinator at Imperial College (see previous table).
 - While the host academic department will consider requests to take specific courses/modules (e.g. *those which your home university have indicated would match with a course/module at*

your home university/college), including courses/modules at postgraduate level (where such postgraduate courses/modules are not available as part of the undergraduate [MSci/MEng] curriculum) we cannot guarantee access, especially at postgraduate level.

- **Access to some courses/modules are also restricted for our own students, and our own undergraduates cannot take a course/module which is only provided as part of a postgraduate programme so do not be surprised nor disappointed if requests are refused.**
- **However, it is reasonable for an exchange student to request a study plan which incorporates courses/modules from different years of the relevant undergraduate curriculum at Imperial College** (with the possible exception of courses/modules offered to our students in Year 1), unless the host academic department advises otherwise. However, since our timetables are constructed (naturally) to deliver teaching for our fee-paying degree students there are likely to be timetable clashes if you were to select courses/modules from different years of the undergraduate curriculum. **Please try to select from a single year of the undergraduate curriculum as far as possible.**
- **Please do not seek to take courses/modules taught by “other” academic departments unless approval is obtained from the host academic department and your home university. Access to such courses/modules cannot be guaranteed.**
 - **To repeat:** it is very important that an exchange student does not approach other academic departments for access to courses/modules unless they have the approval of their host academic department. Therefore, such requests normally take place after an exchange student has arrived at Imperial College and has had an opportunity to discuss their study plan face to face with the host department’s exchange programme co-ordinator.
 - If it is agreed that an exchange student can explore the possibility of undertaking a course/module taught by another academic department (i.e. a course/module which is not available to a regular student of your host academic department) the host academic department will normally expect the exchange student to arrange such access themselves. The exchange student will need to be responsible for ensuring that they meet the needs/demands of the “other” academic department, including a.) fulfilling the attendance requirements for the course/module (for example, we cannot guarantee that you would not incur timetable clashes); b.) the coursework requirements of the course/module; and c.) being able to attend for examinations (for example, we cannot guarantee that you would not incur exam timetable clashes).
 - Exam results and results of other assessments for courses/modules taught by “other” academic departments (i.e. a course/module which is not available to a regular student of your host academic department) must be communicated by the “other” academic department to the exchange student’s “host” academic department for reporting to the College alongside their main exam results/assessments. **It would be the exchange student’s responsibility to ensure this happens.**
- **Very Important:** The majority of engineering and physical science students who are studying at their home university in engineering/physical sciences at masters level (including if you expect to be a masters level student by the time you plan to be studying at Imperial College as an exchange student) 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, Master year of study) of the relevant Undergraduate Curriculum. **This is the norm.**
- When an exchange student wishes to undertake a Horizons (languages, humanities) course (as referenced above) in addition to their formal study plan they are advised to think carefully about their overall workload before doing so.

Postgraduate Study Plans

- If you are a doctoral (PhD) student then the study period would 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, with no access to formal exams/assessments). Speak to your proposed supervisor at Imperial College if this is a concern.
- If you are a masters level student (including if you expect to be a masters level student by the time you plan to be studying at Imperial College as an exchange student) and have been instructed by your home university and by the relevant departmental exchange co-ordinator at Imperial College to base a study plan on attendance as a non-degree student on a postgraduate programme (MSc or MBA curriculum) then you can find the relevant curriculum information via the Postgraduate Prospectus at: <http://www.imperial.ac.uk/study/pg/>.

- Applicants to the Imperial College Business School should contact Dr Sarah Wilsey (see above for contact details).
- **An exchange student should not seek to take postgraduate courses/modules taught by other academic departments unless they gain the approval of the host academic dept and their home university. Access to such courses/modules cannot be guaranteed.**
 - **To repeat:** *it is very important that an exchange student does not approach another academic department(s) for access to courses/modules unless they have the approval of their host academic department. Normally an exchange student would undertake such actions after their arrival at Imperial College.*
 - If it is agreed that an exchange can explore the possibility of undertaking a course/module taught by another academic department (*i.e. a course/module which is not available to a regular student of the host academic department*) the host academic department will normally expect the exchange student to arrange such access themselves. The exchange student would need to be responsible for ensuring that they meet the needs/demands of the “other” academic department, including a.) fulfilling the attendance requirements for the course/module (*for example, we cannot guarantee that there would not be timetable clashes*); b.) the coursework requirements of the course/module; and c.) being able to attend for examinations (*e.g., we cannot guarantee there will be exam timetable clashes*).
 - Exam results and the results of other assessments for courses/modules taught by “other” academic departments (*i.e. a course/module which is not available to a regular student of the host academic department*) **must** be communicated by the “other” academic department to the “host” academic department for reporting to the College with the exchange student’s main exam results/assessments. **It would be the exchange student’s responsibility to ensure this happens.**
- Please note that the majority of engineering and physical science exchange students who are studying at their home university at master 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 Curriculum in the admitting department and not the postgraduate curriculum. Such exchange students would normally apply to study at Imperial College as an undergraduate.

Academic Recognition and Credit Transfer

- **Academic Recognition:** a student’s home university/college is responsible for deciding whether a study period at Imperial can be recognised as part of the exchange student’s degree.
- **Credit and Grade Transfer:**
 - It is also the responsibility of the exchange 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 who undertakes formal assessments/examinations will have a transcript sent by Imperial College (two hard copies) to their home university/college (no earlier than August). One of the copies is intended for the student.** The transcript will formally list the outcomes of any formal assessments/examinations the student has undertaken at Imperial College, including the ECTS credit awarded if a course/module has been passed. **ECTS is not awarded when a course/module is failed. The “pass” mark is 40%.**
 - However, please remember that “independent” projects (*i.e. projects which are not identified/listed on Imperial College’s curriculum*) will not be formally assessed by Imperial and will not appear on a transcript. Therefore, “independent” projects would normally be formally assessed by the home university/college (including the allocation of any credit).

Consult your own university/college for further guidance.

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

How to submit a formal study application to Imperial College

All exchange students 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 is accessed **via**:

- (Undergraduate) <http://www.imperial.ac.uk/study/ug/apply/how-to-apply/visiting/>
 - **Remember:** If you are a master level student you will normally apply as an undergraduate to Imperial College unless you are told otherwise. Please refer to previous sections if you are unsure.
- (Postgraduate) <http://www.imperial.ac.uk/study/pg/apply/how-to-apply/visiting/>

Application Deadlines:

- **Study Periods commencing at the start of the academic year at Imperial College:** Applications from students wishing to commence their programme of study on 3 October 2020 should be submitted on-line by **15 May 2020**:
 - **This is very important** if you are requesting admission for a full academic or full calendar year (from 3 October 2020).
 - 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.
 - The College will still process on-line study applications submitted after 15 May 2020. However, the accommodation guarantee for undergraduates will not apply if you are seeking admission for a full academic year. See Pages 13-16.
- **Study Periods commencing at other times during 2020-21:** 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 to 6 months in advance of a proposed start date especially if they know they will require a visa to enter the UK for the purpose of undertaking their study period.

Advice: completing the On-Line Application (using Imperial Gateway)

Get organized: The following guidance will be of use when completing the on-line application.

There are three stages to the application:

1. Creating an Imperial Gateway account.
2. Completing and Submitting an application
3. Attaching and submitting “supporting documents”.

Throughout the on-line application please ensure:

- You read any short guidance notes available under individual field titles.
- You answer the questions correctly/accurately 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 compilation/completion/submission.
- **Please note: you can only attach a supporting document after you have submitted the application.**

1. Creating an Imperial Gateway Account: <https://imperialuk.elluciancrmrecruit.com/Apply>

(if the link does not work; copy and paste into your browser)

When you create your account:

- Select **Visiting (Non-degree) Students** as your **Course Type**.
- Select the appropriate Entry Term as follows:
 - Autumn (2020/21) for placements starting 3 October 2020 and 18 December 2020
 - Spring (2020/21) for placements starting 9 Jan 2021 and 26 March 2021
 - Summer (2020/21) for placements starting 24 April 2021 and 25 June 2021
- **When selecting an Academic Programme please note:**
 - The programme titles do not always correlate to an academic department.
 - If you plan to be hosted as an **undergraduate exchange student** (e.g. BSc/BEng/MSci/MEng) select as follows:

Department (i.e. subject area)	Academic Programme
Aeronautics	Aeronautical Engineering (Occasional FT)
Bioengineering	Biomedical Engineering (Occasional FT)
Chemical Engineering	Chemical Engineering (Occasional FT)
Chemical Engineering (projects)	Chemical Engineering UG Research (Occasional FT)

Civil & Environmental Engineering	Civil Engineering (Occasional FT)
Computing	Computing (Occasional FT)
Earth Science & Engineering	Earth Science & Engineering – Earth Sciences (Occasional FT)
Electrical & Electronic Engineering	Electrical & Electronic Engineering (Occasional FT)
Materials	Materials Science & Engineering (Occasional FT)
Mechanical Engineering	Mechanical Engineering (Occasional FT)
Chemistry	Chemistry (Occasional FT)
Mathematics	Mathematics (Occasional FT)
Physics	Physics (Occasional FT)
Life Sciences (Biological Sciences)	Biology (Occasional FT)
Life Sciences (Biochemistry)	Biochemistry (Occasional FT)
Medicine	Medicine B Level Project (Occasional FT)

- If you are a **master level exchange student** and plan to be hosted at Imperial College London as a **postgraduate** (master level project for example; or a study period based solely on postgraduate curriculum) **select the Academic Programme for your subject area which includes the word “taught”**; except:

Department (i.e. subject area)	Academic Programme
Imperial College Business School (Exchange Students: MBA)	Business School Taught Programmes (MBA OCC)
Imperial College Business School (Exchange Students: Other MSc courses)	Business School Taught Programmes (Occasional)

- If you are a **doctoral level exchange student** and plan to be hosted for a period of research then **select the Academic Programme which includes the word “research”**.

When you have created your account an email will be sent to your mailbox requiring you to “activate” your Imperial Gateway account.

2. Completing and Submitting an application

Log back into your Imperial Gateway account and click on the subject that interested you in order to complete your application to study at Imperial College London as a visiting student.

You will be presented with three choices of application. **You should select “Short Courses and Visiting Student (Non-Degree)”**.

On page 1 of the application (“proposed studies and personal information”) select “Erasmus Exchange” or “Exchange (Non-Erasmus)” as the framework under which you are applying and be clear as to the proposed type of study plan.

The remainder of the application pages are straight forward, requesting the usual range of personal information, higher education history and evidence (where necessary) of English language ability.

When completing the section on English Language Ability you must follow the instructions in Note 1 below.

3. Attaching and submitting “supporting documents”.

Once you have submitted your application log back into your Imperial Gateway account, click on your application and you will discover that the “Supporting Documents and References” TAB at the top of your application is now populated with a list of required documents. You MUST attach all the documents in order for your application to be considered “complete”, and for your application to be considered by the department to which you seek admission.

The following are some **notes** regarding key elements of the application:

Note 1: English Language Proficiency

Guidance on completing the English Language Ability section of the application

- If your home university is in Australia, Canada or the United States of America, Imperial College will consider you to have met the College English Language requirement, so **when you are asked: "Do you hold an English Language qualification?" select NO.**
- For all other exchange applicants, when asked: "Do you hold an English Language qualification?" **select YES** as we would expect all exchange applicants to have achieved by the time of their application either:
 - a qualification or proficiency test listed (with at least the minimum grade stipulated) at: <https://www.imperial.ac.uk/study/ug/apply/requirements/english/>. **Important: If you know you require a visa to enter the UK to undertake the proposed study period then you must possess a qualification or proficiency test from this list.**
 - an English test at their university (equating their proficiency to at least level B2 of the Common European Framework of Reference for Languages).
 - an upper high-school leaving certificate dated in the last 3 years (equating their proficiency to at least level B2 of the Common European Framework of Reference for Languages)
- If you are referencing an English grade in your high-school leaving certificate and/or any English tests taken at your university then select "other accepted English qualification" from the relevant drop-down menu.
- If you have another English Qualification which is not listed or you have more than one qualification which you would like to present as evidence, then also select "other accepted English qualification" from the relevant drop-down menu.
- **Once you have submitted your study application you will be able to log back into your Imperial Gateway account in order to upload a document evidencing your English language ability.**

Guidance on attaching documents evidencing your English language ability to the "Supporting Documents" section, and what happens next:

- When attaching your English language supporting documents always attach as a single file.
- The College will consider the evidence provided.
- If the evidence is unacceptable to us but we wish to offer you admission the College will inform you as a condition of entry that you would be required to provide further evidence of English language proficiency.

Please note: The College is committed to supporting the English language needs of its students once they are enrolled. 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://www.imperial.ac.uk/academic-english>

Note 2

Other documents which an Exchange applicant will need to attach to the "Supporting Documents" section

Please note: you can only attach a document once you have submitted the application. You will receive an email reminding you to go back into your Imperial Gateway account to attach the following:

- A statement from your home university confirming your nomination to study as an exchange student (**Compulsory**).
- Your proposed study plan (**Compulsory**). For example, an Erasmus applicant would attach their "learning agreement for studies".
- (All Applicants: **Compulsory**) A **Transcript** of your current studies at your home university/college. 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. **If the document does not include the courses you are currently**

undertaking but have yet to be examined on please ensure you include a list of these courses so that the person reviewing your application is able to consider whether you have the necessary pre-requisites (although there is an onus on your own university to advise you on this matter also when discussing your proposed study plan with you.) Always attach documents as a single file

Note 3

Academic Reference

- An exchange student does **not** need to provide the details of a referee.
- If the College has concerns about your application the College will contact the relevant Exchange Co-ordinator at your home university.

Who will consider your application and when/how shall you hear the outcome?

- Once you have submitted your application and uploaded all relevant supporting documents, your application will be reviewed by the College Registry Admissions Team. If your application has been completed satisfactorily, Registry will at this point mark your application 'complete' and confirm this to you via email, along with your College ID number (CID), which will be your unique ID for your time at the College. It is helpful if you could include this in all correspondence with the College.
- Your application will be assessed by the Admissions Team who will then send your application to the relevant academic department. The academic department is responsible for making the decision as to whether an offer of admission can be made, which will include a.) whether the study plan which has been proposed is viable (subject to possible modification due to curriculum and timetable restraints) and b.) whether the applicant is academically prepared to undertake the proposed study plan (including their English language competence).
- If upon review of an on-line study application the College decides that it has all the information required to make a decision, the Admission Team would normally expect to communicate that decision to the applicant within **8 weeks** of receipt of a completed application. However, if the academic department to which the applicant seeks admission requires further information in order to make a decision on their admission, the 8 week period will not commence until they have received all required information. If additional information is required the academic department will request it from either the applicant or their home university/college.
- **The outcome of an application and any relevant conditions of an offer will be made available to applicants via their Imperial Gateway account, including a copy of their offer letter.** The decision will indicate whether the College considers the applicant to be an "undergraduate" or "postgraduate" student. If the exchange student plans to attend for the full academic year they should double-check that the dates offered for attendance are correct (see term dates below), and query them with the Admissions Team if necessary.
- If the College sets an applicant a "condition or conditions of entry" (e.g. a language "condition") then the applicant must have satisfied these "conditions of entry" before their admission can be confirmed as unconditional. *See also later sections on visas and accommodation.*
- If an applicant is offered admission by the College, they will need to reply to their offer via their Imperial Gateway account, accepting or declining the offer as appropriate.
- If, at any stage, an applicant wishes to withdraw their application they should email the Admissions Team responsible for their application (copying to exchangestudents@imperial.ac.uk)
 - Undergraduate: <https://www.imperial.ac.uk/study/ug/apply/contact/>
 - Postgraduate: <https://www.imperial.ac.uk/study/pg/apply/contact/>
- Exchange students enrolled at Imperial College are for **insurance** purposes covered by the College's employer and public liability insurance policy while on campus (and off-campus if part of their study plan, e.g. a site visit).

Students who require a Visa to enter the UK for study purposes

(also known as Entry Clearance)

Full Guidance on visas is provided by our College's International Student Support Team (which forms part of the College's Registry) at: <http://www.imperial.ac.uk/study/international-students/visas-and-immigration>

Specific questions concerning visas can be addressed to the International Student Support Team: international@imperial.ac.uk

The **type of visa** (which Imperial College will act as sponsor to) will normally depend on the length of the study period at Imperial College.

- **Student Visa for a period of studies lasting more than 6 months:** If an applicant is offered admission for more than 6 months and once they have met any conditions of entry (i.e. they have an unconditional offer of admission) the College's Admissions Team will send the applicant **Confirmation of their Acceptance for Studies (CAS) number** and details (for inclusion in their application for a Student Visa). A CAS number must be quoted in a Student Visa Application.
 - **VERY IMPORTANT: A Student Visa must have been obtained prior to a student travelling to the UK for the purposes of undertaking a study period at Imperial College.**
- **Short-Term Study Visa:** If an applicant is offered admission (on Imperial Gateway) for 6 months or less and once they have met any conditions of entry (i.e. they have an unconditional offer of admission) the College's Admissions Team will send the applicant an acceptance letter for inclusion in their short-term study visa application. Normally, a short-term study visa should be obtained prior to travelling to the UK for the purposes of undertaking the study period at Imperial College, although students with certain nationalities can obtain it upon entry to the UK (e.g. at the airport). **Check carefully.** Further information on short-term study visas from our International Student Support Team at: <http://www.imperial.ac.uk/study/international-students/visas-and-immigration/short-term-study-visa/>
- **ATAS (UK's Academic Technology Approval Scheme):** Certain applicants who require a short-term-study visa or a (6 months or more) full Student Visa to enter the UK to study certain subject areas at either undergraduate or postgraduate level will also need to meet ATAS requirements. **If this affects an applicant they will be notified as a condition of entry, i.e. that ATAS clearance is required.** ATAS certification is required before the College's Admission Team can issue a short-term-study-visa letter or CAS number and therefore before the applicant can submit their visa application.
 - **Further information on ATAS** from Imperial College's International Student Support Team: <http://www.imperial.ac.uk/study/international-students/visas-and-immigration/atas/>
 - External ATAS Website: www.gov.uk/academic-technology-approval-scheme

Term Dates (2020-21)

Term 1 (Autumn Term)

3 October 2020 to 18 December 2020

Term 2 (Spring Term)

9 January 2021 to 26 March 2021

Term 3 (Summer Term)

24 April 2021 to 25 June 2021

Approved attendance can also include part or all of the period of 26 June 2021 to 30 September 2021.

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 typically focuses on examinations and project work.
- Study periods which follow the whole of a particular postgraduate programme normally commence 3 October 2020 BUT continue normally until 30 September 2021. Some postgraduate programmes commence at other times.

ACCOMMODATION INFORMATION FOR EXCHANGE STUDENTS

Information is correct at the time of writing (January 2020)

As a starting point, carefully select the option below (1 – 4) which applies to you. This will inform you as to your eligibility for a room in an Imperial College hall of residence.

1.

- 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/> and about Private Housing (*including the specialist assistance provided by Imperial College Home Solutions*) at <http://www.imperial.ac.uk/study/campus-life/accommodation/private-accommodation/>

2.

- An Exchange student **who accepts admission to Imperial College as an undergraduate** (full-time) **for at least a full academic year** (3 October 2020 – 25 June 2021) will be **guaranteed** accommodation in an Imperial College hall of residence for the three terms from 3 October 2020 – 25 June 2021 **IF they have**:
 - submitted their on-line study applications by 15 May 2020 deadline (*important: this is an additional requirement to that listed at <http://www.imperial.ac.uk/study/campus-life/accommodation/prospective/ug/how-to-apply/accommodation-guarantee/>*);
 - been offered admission for the said period (at least a full academic year) as an undergraduate student on Imperial Gateway by 15 July 2020 (*important: this is an additional requirement to that listed at <http://www.imperial.ac.uk/study/campus-life/accommodation/prospective/ug/how-to-apply/accommodation-guarantee/>*);
 - subsequently submitted their accommodation application by Friday 31 July 2020.
 - and have met in full any conditions of entry (e.g. English language) and had that confirmed on Imperial Gateway by Friday 21 August 2020.
- Please note that an undergraduate exchange student will not be invited to apply for accommodation (*i.e. receive an email from our Student Hub, the unit at Imperial College who manage the College's undergraduate halls of residence*) until the College's Admission Team has offered them admission (with or without conditions of entry) on their Imperial Gateway account. If you are offered admission to study after 15 July please email the Student Hub (quoting your CID) to ensure you receive the invitation to apply.
- **Please be aware** that (*for those students who applied by 15 May 2020*) we may not offer you admission until as late as 15 July. However, if this affects you then please be rest assured that the Institutional Student Exchange Co-ordinator (Adrian Hawksworth) will ensure that all who wish to apply for accommodation are able to do so by the 31 July deadline.
- When you receive the email from our Student Hub inviting you to apply for accommodation please ensure that you complete and submit the application as soon as possible and no later than 31 July.

- Please note: a student will receive more detail as to the process when they are invited to apply for accommodation.
- Please also note that while we guarantee to offer an undergraduate exchange student (*who is due to be admitted for a full academic year and complies with all the aforementioned conditions and deadlines*) with a room in an undergraduate hall of residence we reserve the right to offer a place in a hall of residence and room type of our choosing. However, the College does work hard to try and place a student with due reference to the preferences they make in their accommodation application.

- **VERY IMPORTANT: An undergraduate exchange student will receive a decision on their accommodation application in either late August or early September. An exchange student will be asked to accept or decline the offer of accommodation. Please note that you are normally given only a few days to accept or decline so if you plan to be on holiday during the summer please ensure you check your email account every day so as to not miss out.**
- If you accept the offer of accommodation in a College hall of residence then you will be provided with on-line support prior to arrival (accommodation e-induction).
- Please note that if your proposed study period includes any part of the following period (26 June 2021 – 19 Sept 2021) that the Student Hub can advise you as to how and when to apply for “summer vacation undergraduate student accommodation”

3.

- An Exchange student who accepts admission to Imperial College as an undergraduate:
 - for at least a full academic year (**but** applied after the 15 May on-line study application deadline)
 - or
 - for less than a full academic year but still plans to commence their study period on 3 October 2020.

cannot be guaranteed accommodation in a College hall of residence. **However, you may still be invited to apply** as rooms occasionally (sometimes) become available.

- Please note that such an undergraduate exchange student will **not** be invited to apply for accommodation (i.e. receive an email from our Student Hub, who manage the College’s halls of residence) **until** the College’s Admissions Team has offered them admission (with or without conditions of entry) on their Imperial Gateway account. Communication from our Student Hub may happen at any time if your admission is for a full academic year, so keep an eye on your mailbox, **or** if you are planning to stay for less than a full academic year it will normally not happen until August. **Any communication from the Student Hub will indicate a method of application and a deadline.**
- If such an undergraduate student is offered a room in a College hall of residence they would also need to have met in full any conditions of entry (e.g. English language) **and** had that confirmed on their Imperial Gateway account by Friday 21 August 2020.
- The College’s Student Hub will do its utmost to assist you but can only allocate accommodation if it is available.
- **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/>
 - *If you have already arranged private accommodation by the time a room in a College hall of residence is offered by the Student Hub (see above) this may not be beneficial.*
 - Please note that if your proposed study period includes any part of the following period (26 June 2021 – 19 Sept 2021) that the Student Hub can advise you as to how and when to apply for “summer vacation undergraduate student accommodation”.

4.

- An Exchange student **who accepts admission to Imperial College as an undergraduate but plans to commence their study period at Imperial College on a date other than 3 October 2020 cannot** be guaranteed accommodation in a College hall of residence.
 - However, if you still wish to apply, then you should contact the Student Hub (typically no earlier than two months before your proposed start date).
 - To be considered the College's Admission Team needs to have confirmed your admission (having met any conditions of entry) on your Imperial Gateway account.
 - The College's Student Hub will do its utmost to assist you but can only allocate accommodation if it is available.
 - To help you, current vacancies are listed at (consult this 2 months prior to your planned start date): <http://www.imperial.ac.uk/study/campus-life/accommodation/current-residents/vacancies/>
- 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/>
 - Please note that if your proposed study period includes any part of the following period (26 June 2021 – 19 Sept 2021) that the Student Hub can advise you as to how and when to apply for “summer vacation undergraduate student accommodation”.

Please note (options 2 - 4): Undergraduate exchange students for whom applying for a room in an Imperial College hall of residence is an option (whether guaranteed or not) are not compelled to do so. **It is perfectly OK for an undergraduate exchange student to decide not to apply for a room in an Imperial College hall of residence, and to make their own arrangements in the private sector.**

IMPORTANT OTHER INFORMATION REGARDING ACCOMMODATION

All Exchange Students: When communicating with the Student Hub about accommodation

- It is in the interest of all students to reply swiftly to any correspondence received from the Student Hub, especially if you are offered a room in a hall of residence. 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 within 2 working days, so please do not expect to receive a response the same day: <http://www.imperial.ac.uk/study/campus-life/accommodation/>

All Exchange Students: Please note the following:

- Covid-19 updates concerning our accommodation: <https://www.imperial.ac.uk/study/campus-life/accommodation/>
- Imperial College halls of residence (for undergraduates only) are normally **self-catering** with some located within a reasonable walking distance of the South Kensington Campus and others a 30-45 minute distance away by tube/bus. **The specific halls of residence available to exchange students in 2020-21 have yet to be determined and this will be communicated when a student is invited to apply for accommodation. Therefore, when you are reading about our undergraduate halls of residence please take this into account.**
 - Click on: <http://www.imperial.ac.uk/study/campus-life/accommodation/>
 - *specifically* : <http://www.imperial.ac.uk/study/campus-life/accommodation/halls/ug/>
 - *and* <http://www.imperial.ac.uk/study/campus-life/accommodation/halls/compare/>
- Imperial College halls of residence (for undergraduates only) offer a variety of accommodation, and prices vary between the halls which are available. Usually you can save money by sharing with another student; however, this solution has to be considered carefully.

- If the College cannot provide accommodation in a hall of residence OR you decide to reject any offer of College accommodation OR you just prefer to do your own thing 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. 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/>
 - Be prepared to arrive before your study period commences in order to find a place to live.
 - The College can provide expert assistance with housing contracts (if you need advice).
- The College cannot accommodate the partners, dependants or children of exchange students.

Do you have a disability?

At any point during the study and accommodation application processes (and whilst registered/enrolled as a student of the College) exchange 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: <http://www.imperial.ac.uk/disability-advisory-service/>

What is a disability? A disability is any long-term condition that has a substantial impact on your ability to study effectively, such as:

- a specific learning difficulty, e.g. dyslexia, dysgraphia
- an enduring mental health condition, e.g. depression, OCD, generalised anxiety disorder
- a visual, hearing or other sensory impairment
- a long-term medical condition, e.g. IBS, ME, diabetes
- a social/communication difficulty, e.g. autistic spectrum/Asperger's syndrome
- a mobility or dexterity issue

Tuition Fees and other possible charges

- Exchange students do not pay tuition fees to Imperial College (up to a maximum period of 12 months). However, such students can expect to continue paying any tuition fees required of them by their home institution.
- The host academic department should indicate any compulsory miscellaneous financial charges that are applicable to an exchange student while they are a student in their department.
- The host academic department should indicate whether any of these miscellaneous financial charges (un-refundable; refundable) are associated with items an exchange student may already have as a student of that discipline at their home university/college, and therefore are possibly not relevant. A couple of random examples might be a requirement to have a hard safety helmet or a lab coat, items which you may already possess. Ask your host department in advance of arrival if this is not clear to you.
- Most departments provide a student with a photocopying allowance.

Cost of Living

- It is important to note that living in London can be expensive and an exchange student should consider seriously how they will fund their time in London.
 - Information and advice on living costs can be found at [managing your money \(UG\)](#) or [managing your money \(PG\)](#);
 - for an **independent** viewpoint see 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 an exchange student's home university/college to inform them as to their eligibility for any scholarships (e.g. Erasmus Study Grant).

- It is an exchange student's responsibility to ensure they have sufficient financial resources for their whole study period.
- Please note: Imperial College does not provide specific grants/scholarships for exchange students.

Imperial College Union (ICU) and the ICU Erasmus Student Network ERASMUS Club

- All registered students of Imperial College London are automatically members of the Imperial College Union. The Imperial College Union represents the student body, and its website, contains links to its many societies and clubs: www.imperialcollegeunion.org
- 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 time 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 pub evenings, club nights, excursions to other areas of the UK, parties and untraditional sightseeing events. The Club is affiliated to ESN (Erasmus Student Network).
- Exchange students starting on 3 October 2020 will receive information from the Club during September 2020. Their contact email address is erasmus@imperial.ac.uk. The College's "Orientation Information for Visiting Students" which an exchange student can expect to receive prior to their arrival also refers to the Erasmus Club and provides their contact details.

About our Orientation Information

For students whose admission to Imperial College is confirmed.

Our orientation information will address **covid-19**.

You should consult our orientation information prior to arrival at Imperial College

- A. Exchange students (non-degree) admitted to commence their studies at Imperial College on 3 October 2020. The Orientation Information is published in early September and will be emailed to students.
- B. Exchange students (non-degree) admitted to commence their studies at Imperial College at other times during the academic year. The Orientation Information is published in early October 2020, and will be available on the same webpage you obtained this guidance note.



(A) Exchange students (non-degree) admitted to start their studies at Imperial College on 3 October 2020

- The College provides orientation information for new exchange students. The orientation information for exchange students aims to help the new exchange student to better understand the College's web-based information for New Students who arrive at the start of the academic year (*i.e. the information for new undergraduate and postgraduate full-degree students available via <http://www.imperial.ac.uk/students/new-students/> from summer 2020*).
- You can view maps of the various campuses, including South Kensington where most students will study, and directions for finding Imperial College at: <http://www.imperial.ac.uk/visit/campuses/>
- The College's orientation information for visiting students will include topics such as:
 - Pre-arrival on-line enrolment with the College.
 - Accommodation Guidance if you are still searching for somewhere to live.
 - In-Person Registration (upon arrival) for all students who have entered the UK on a visa.
 - Access to IT accounts, student learning resources, library and sports facilities.
 - Accessing health care in the UK.
 - How to obtain discounts on London Transport.
 - How to open a bank account.
 - Having certificates of attendance/arrival and "learning agreements" signed & stamped.

- How to join the College's Erasmus Club which will normally have exchange student specific events on during the opening weeks of term
- How to engage with the Imperial College Union (Student Union) clubs and societies
- Over the summer an exchange student can continue their conversation with their host academic department regarding their proposed study plan (completing learning agreements, for example), and depending on how the host academic department operates some students may find that further actions, such as registering for individual courses/modules can be completed before they arrive. However, some academic departments will register an exchange student for courses/modules when they arrive (within the first 1-2 weeks).
- **The host academic department will contact a new exchange student by email during September with a welcome and induction timetable for the first 7 days** (including when and where to arrive on the first Monday; the time/venue of the "initial meeting" with the departmental exchange programme co-ordinator, often on the first Monday but perhaps later in that week; departmental registration; course registration mechanisms, and access to timetables, access to learning resources and other course information).
- Exchange students who commence at the beginning of the academic year are invited to a specific welcome event for new international students on Sunday 2 October 2020 and are greatly encouraged to take part in normal orientation events for new students during the first week of the academic year (Freshers Week), such as Faculty Welcomes; the Freshers Fair (clubs and societies); sports trials etc.
- **Queries to:** exchangestudents@imperial.ac.uk

(B) Exchange students admitted to commence their studies at Imperial College at other times

- The College provides orientation information for new exchange students. The orientation information for exchange students aims to help the new exchange student to better understand the College's web-based information for New Students who arrive during the academic year (*i.e. the information for new undergraduate and postgraduate full-degree students available via <http://www.imperial.ac.uk/students/new-students/>*).
- The College's orientation information for visiting students will include topics such as:
 - Pre-arrival on-line enrolment with the College.
 - Accommodation Guidance if you are still searching for somewhere to live.
 - In-Person Registration (upon arrival) for all students who have entered the UK on a visa.
 - Access to IT accounts, student learning resources, library and sports facilities.
 - Accessing health care in the UK.
 - How to obtain discounts on London Transport.
 - How to open a bank account.
 - Having certificates of attendance/arrival and "learning agreements" signed & stamped.
 - How to join the College's Erasmus Club.
 - How to engage with the Imperial College Union (Student Union) clubs and societies.
- **Queries to:** exchangestudents@imperial.ac.uk
- **VERY IMPORTANTLY: Your host academic department should contact you by email during the month prior to your arrival with a welcome and induction timetable for the first 5 days** (including when and where to arrive on the first Monday; the time/venue of the "initial meeting" with the departmental exchange programme co-ordinator or project supervisor (depending on the nature of the study plan); departmental registration; course registration mechanisms (if applicable), and access to timetables and other course information). Email: exchangestudents@imperial.ac.uk if no email is received by the week before your planned commencement date.

Do you have a question? Who to contact about information in this document?
Do you have a Covid-19 query?

Adrian Hawksworth,

Imperial College Student Exchange Co-ordinator

and EU Erasmus+ Key Action 1.03 Co-ordinator for the Mobility of HE Students

Registry (at the Student Hub), Level 3, Sheffield Building, South Kensington Campus

Imperial College London, London SW7 2AZ

Email: exchangestudents@imperial.ac.uk; Telephone: +44 (0)20 7594 8044

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