



UNIVERSITY OF LEEDS

STUDY ABROAD/EXCHANGE INFORMATION

UNIVERSITY AND AREA	
University	University of Leeds
State or Private	State
Year founded	1904
City based in	Leeds, West Yorkshire
Strengths	<p>In the last national research review, 23 of our departments were rated nationally as being in the top ten in that subject area. This reinforced Leeds' place in the UK's top ten universities for research.</p> <p>The University is also acclaimed worldwide for the quality of its teaching at undergraduate and postgraduate level. Leeds staff have won prestigious national awards for quality and innovation in teaching. Strong academic areas include the Arts, Business, Biological Sciences, Engineering, Earth and the Environment, Health including Medicine and Dentistry, Mathematics and Physical Sciences, Performing Arts and the Social Sciences.</p> <p>The University's International Foundation Year has seen students from over 65 countries successfully progress on to 106 different undergraduate degree programmes.</p>
Total number of Teaching Staff	2,300
Total number of Students	Home: 33,000 International: 5,000
Setting	On one contained campus, 5 minutes' walk from large city
University Website	www.leeds.ac.uk
Study Abroad Office Website	www.leeds.ac.uk/studyabroad

APPLICATION PROCEDURES	
Application Deadlines	Semester One start: 30 th April Semester Two start: 31 st October
Minimum GPA required	Minimum GPA of 3.0 (or 'credit', 'B', or above average results)
Application Procedure	<ul style="list-style-type: none"> • Students should complete our online application. • Once completed, the 2-page application summary should be printed out and signed by the Study Abroad/Exchange representative from the home university. • This should then be sent along with the student's supporting documents. • Applicants who meet our basic criteria will be sent an offer letter within two weeks, with module choices being forwarded onto schools for consideration (see 'pre-enrolment onto modules' below).
Application Form	Online form to be found at: http://www.leeds.ac.uk/studyabroad/incomers/apply.htm
Supporting Documents Required	<ul style="list-style-type: none"> • An official transcript of records from the student's home university • A copy of the information page in the passport the student will use to travel to Leeds • A copy of any English language certificates indicated by the student on the online application form
Language Requirements	<p>If the student is a non-native speaker of English the minimum TOEFL score of 220 or IELTS 6.0 is required if entering in the September or January semesters.</p> <p>Please be aware that some schools have their own English language requirements which are higher than our standard entry requirements. Please download our Language Requirements document http://www.leeds.ac.uk/studyabroad/incomers/downloads.htm for further guidance.</p>

Pre-sessional Language Courses

The Language Centre at the University of Leeds offers English Language courses that start in April, July and August in any given year. The programme a student should follow is dependant on their current TOEFL/IELTS score. Please see the table below for guidelines:

Name of Programme	Month of Entry	TOEFL (Paper)	TOEFL (Computer)	TOEFL (iBT)	IELTS
20 week English Language Programme	April	483 (Overall)	160 (Overall)	56 (Overall) 13 (L,R,W & S)	4.5 (Overall)
10 week English Language Programme	July	507 (Overall) 3.5 (TWE)	180 (Overall) 3.5 (Essay Rating)	69 (Overall) 15 (L) 17 (R,W & S)	5.0 (Overall)
6 week English Language Programme	August	520 (Overall) 3.5 (TWE)	200 (Overall) 3.5 (Essay Rating)	72(Overall) 16 (L) 18 (R,W & S)	5.5 (Overall)
Direct entry into Semester 1 or 2	Sept/Jan	557 (Overall) 4 (TWE)	220 (Overall) 4 (Essay Rating)	83 (Overall) 18 (L), 20 (R & S) 21 (W)	6.0 (Overall) 5.5 (L & R) 5 (S & W)

All language tuition takes place at the Language Centre, which has modern language laboratories, excellent fully equipped classrooms, group TV/video areas and a laboratory for computer-based learning.

For further information about the English language courses, please visit: http://www.leeds.ac.uk/languages/courses/el/el_cours.html																																									
Study areas restricted to Exchange students	<ul style="list-style-type: none"> • Medical and Dentistry Courses are not available to exchange students. • Early application is recommended if any students are wishing to take classes in the Schools of English, History, Politics and Law. • There are a number of other module restrictions so it is advised that the search parameter 'Search by Incoming Study Abroad' is used to obtain an accurate list of what is available. 																																								
Course/Module Catalogue	http://webprod1.leeds.ac.uk/banner/modulesearch.asp?T=S&L=UG																																								
Online Module Timetable	The module timetable usually updates at the end of April/beginning of May for the upcoming year. Please be aware that if you wish to apply early it might not always be possible to guarantee all modules shown for the previous year will be running. http://www.leeds.ac.uk/timetable/timetables.html																																								
Full-time Academic Load	60 credits per semester/120 credits for the full academic year. Students may take 50 credits per semester and still be considered to be a full-time student, but must have this agreed with their home university, and be sure that this does not affect their visa status.																																								
Student Time	A student is expected to put in 100 hours of work for each 10 credits they take, whether this is formal contact time or self-study.																																								
Weeks per semester	10 / 11																																								
Recommended Grade Conversions	<table border="1"> <thead> <tr> <th>Mark</th> <th>Recommended US Grade</th> <th>Mark</th> <th>Recommended ECTS Grade</th> </tr> </thead> <tbody> <tr> <td>70-100</td> <td>A</td> <td>70-100</td> <td>A</td> </tr> <tr> <td>68-69</td> <td>A-</td> <td>60-69</td> <td>B</td> </tr> <tr> <td>63-67</td> <td>B+</td> <td>50-59</td> <td>C</td> </tr> <tr> <td>58-62</td> <td>B</td> <td>41-49</td> <td>D</td> </tr> <tr> <td>53-57</td> <td>B-</td> <td>40</td> <td>E</td> </tr> <tr> <td>50-52</td> <td>C+</td> <td>0-39</td> <td>F</td> </tr> <tr> <td>45-49</td> <td>C</td> <td></td> <td></td> </tr> <tr> <td>40-44</td> <td>C-</td> <td></td> <td></td> </tr> <tr> <td>0-39</td> <td>Fail</td> <td></td> <td></td> </tr> </tbody> </table>	Mark	Recommended US Grade	Mark	Recommended ECTS Grade	70-100	A	70-100	A	68-69	A-	60-69	B	63-67	B+	50-59	C	58-62	B	41-49	D	53-57	B-	40	E	50-52	C+	0-39	F	45-49	C			40-44	C-			0-39	Fail		
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These grade conversion scales are guidelines, and are to be used at the discretion of the awarding institution. They are by way of recommendation only and do not represent official grading scales of the University of Leeds.																																									
When are transcripts released?	Official transcripts are released in July; provisional transcripts can be issued after January at request. Marks from postgraduate modules will be available the following November.																																								
Following Electives	Students are allowed to attend courses offered by different schools, if they satisfy all pre-requisites. Please see above for restrictions.																																								
Pre-enrolment onto Modules	<ul style="list-style-type: none"> • Students choose modules during their online application. • Once supporting documents have been received, applications are forwarded to the 																																								

	<p>relevant schools who will decide on the student's suitability onto the course.</p> <ul style="list-style-type: none"> • If students are not accepted for all their choices they will be given the opportunity to select new modules. • Module changes may not always be possible after the student has received their programme of study confirmation email, and so choices should be made very carefully on application.
Registration Process	Students are expected to register on-line prior to arrival (although facilities are available to do this upon arrival). Students will be sent registration instructions a few weeks prior to the registration system going live (July or November).
Length of Stay	Minimum stay one semester; maximum stay one year.

ACADEMIC CALENDAR 2009/10

11 - 20 September	University 'Meet & Greet' service.
14 - 21 September	International Welcome & Orientation Events.
16 September	Most university accommodation contracts start.
21 - 25 September	Intro Week Activities for ALL new students, including Registration and Societies Fair.
28 September	Classes begin (Semester 1)
31 October	Normal deadline for receipt of applications for Semester 2 entry.
30 November	Last date for consideration of late applications for entry to Semester 2.
11 December	Classes end (Semester 1).
11 December - 11 January	Christmas vacation (including Revision Week Semester 1).
11 - 22 January	Examinations and assessment (Semester 1).
25 January	Classes begin (Semester 2).
19 March - 19 April	Easter vacation.
7 May	Classes end (Semester 2).
10 - 14 May	Revision Week (Semester 2).
17 May - 4 June	Examinations and assessment (Semester 2).
18 June	End of Session 2009/10.

ACCOMMODATION	
University Accommodation	<p>Accommodation is guaranteed to all Study Abroad and Exchange students who apply before the deadline.</p> <p>Students can choose from dormitories and flats, catered or non-catered & there is some limited opportunity for home stay. Please see: www.leeds.ac.uk/accommodation for further details.</p>
Non-university Accommodation	<p>There are also many off-campus opportunities, as Leeds has no shortage of private student accommodation. Unipol is one of the safest places to start looking, due to its affiliations with the University: http://www.unipol.leeds.ac.uk/leeds/</p>
Accommodation Deadlines	<p>Semester 1 start: 1st July</p> <p>Semester 2 start: 1st December</p>
Application	<p>Once a student has received their Student ID (which will be contained on their acceptance letter) they can apply online for accommodation at:</p> <p>http://www.leeds.ac.uk/accommodation/apply.htm</p>

ESTIMATED EXPENSES PER SEMESTER	
General	<p>Leeds has fairly low living costs compared to London and the South of England. Here follows some estimated costs to help you work out a budget:</p>
Living Expenses	<p>http://www.leeds.ac.uk/international/planning_your_finances.htm</p>
Transportation	<p>Monthly bus pass = £55 (correct at September 2009)</p> <p>Depending on where the chosen accommodation is located, students could walk/cycle to the University or to the city.</p>

FEES AND OTHER	
Other Fees	<p>There are no additional administration fees for students to pay on arrival.</p>
Pick-up Service	<p>Leeds provides a 'Meet & Greet' service from Leeds/Bradford airport, Leeds train station and Leeds Coach and Bus Station.</p> <p>http://www.leeds.ac.uk/international/travel.htm</p>
Welcome Programme	<p>http://www.leeds.ac.uk/international/welcome_programme.htm</p>
Travel & Arrival	<p>http://www.leeds.ac.uk/international/travel.htm</p>

INSURANCE INFORMATION	
Health Insurance	Leeds has no compulsory health insurance policy. Private insurance is, however, recommended if students will be studying for less than 6 months.
NHS	<p>The NHS is publicly funded and includes services provided by family doctors (general practitioners); specialists; hospitals; dentists; the ambulance service and opticians. Some NHS services are free to everyone, some are subsidised and there are some services for which you will have to pay the full cost.</p> <p>If you are going to do a course which lasts more than six months, the treatment for you under the NHS will be free or will be subsidised.</p> <p>If you are in the UK to do a course which lasts less than six months you need to obtain medical insurance for yourself unless your home country has a reciprocal health agreement with the UK. We recommend this is done before coming to the UK. The Welfare Services Office has a list of these countries. If you have not done so you should contact an insurance broker - you will find a list in the Yellow Pages Telephone Directory, after arrival.</p> <p>The following NHS treatments are free to everyone:</p> <ul style="list-style-type: none"> • Treatment in accident and emergency departments (but not once patients are admitted to hospital, unless you are in a coma lasting longer than 6 months). • Diagnosis and treatment of some communicable diseases. • Compulsory psychiatric treatment. • Contraceptive Services. • Midwifery, district nursing and health visitor services. • Treatment for HIV/AIDS and other sexually transmitted diseases <p>For more information please visit the Leeds University Health and Welfare Services site http://www.leeds.ac.uk/students/health.htm</p>

CONTACT INFORMATION			
Head of Study Abroad Office	Ms Elizabeth Harris		
Responsibilities	Strategic developments, good practice, contract negotiation.		
Phone	+44 (0)113 3437900	Fax	+44 (0)113 3434968
Study Abroad Officer	Mrs Helen Burdette		
Responsibilities	Day-to-day management of the office and all student-related activities.		
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Study Abroad Adviser	Ms Hazel Smoczynska		
Responsibilities	Advising outgoing study abroad students from Leeds.		
Phone	+44 (0)113 3435791	Fax	+44 (0)113 3434968
Study Abroad Adviser	Mr Tom Kyle		
Responsibilities	Advising outgoing study abroad students from Leeds.		
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Study Abroad Adviser	Ms Alison Hughes		
Responsibilities	Advising incoming study abroad students to Leeds.		
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Email Address	studyabroad@leeds.ac.uk		