

STUDY ABROAD OFFICE

HANDBOOK FOR ERASMUS &
INTERNATIONAL EXCHANGE PARTNERS

ACADEMIC YEAR 2009-10

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General Information on the University of Birmingham

Contact Details	
Address	Study Abroad Office International Relations The University of Birmingham Edgbaston Birmingham B15 2TT
Address for courier	Study Abroad Office International Relations, The Dome Aston Webb C Block The University of Birmingham Edgbaston Birmingham B15 2TT
Telephone	+44 121 4147696
Fax	+44 121 4143850
Email	studyabroad@bham.ac.uk
Websites	www.bham.ac.uk www.international.bham.ac.uk/studyabr.htm
Erasmus Code	UK BIRMINGO2
Head of Institution	Professor David Eastwood Vice Chancellor and Principal
24 hour emergency contact	Security Control Room +44 121 414 3000

Contact Persons	
Ms Rachel King, Head of Mobility r.m.h.king@bham.ac.uk	Head of Department
tbc Study Abroad Assistant	Responsible for Fee-paying Study Abroad programme
tbc Exchanges Assistant	Administration for Erasmus and Exchanges
Mrs Jennie Milford, Study Abroad Project Office j.m.milford@bham.ac.uk	Projects relating to study abroad and exchanges
Mrs Beena Bhargal, Student Mobility Coordinator	Currently on maternity leave

Key Facts

- Total student population of 26,000 comprising 60% undergraduates, 40% postgraduates
- 4,300 international students from over 150 different countries
- Over 600 Erasmus students and 150 international exchange students accepted each year
- Research-intensive university and member of the *Universitas 21* network and the Russell Group
- Offers nearly 500 undergraduate programmes and more than 320 postgraduate taught programmes
- Self contained campus just a few kilometres from the city centre offering a safe, green environment complete with all of the services you would expect from a small town
- Guild of students offering a vibrant social scene and over 160 different student societies
- Sports centre on campus providing a wide variety of activities including a gym, swimming pool, tennis, badminton and squash courts, all weather pitches, running track and more.

The City of Birmingham

Birmingham has undergone massive rejuvenation in recent years, and is now a prime example of successful city development. With all kinds of entertainment, shopping centres, art galleries and live music on offer, Birmingham caters for all tastes and interests.

Canal developments like Brindley Place, with its many restaurants and bars, retail developments such as the new Bullring and the Mailbox, its ideal location close to the countryside of Warwickshire, Derbyshire and the Cotswolds and a thriving business sector, make Birmingham a great place to live, study and work.

Just 1 ½ hours from London by train and 15 minutes from the international airport, Birmingham has excellent access to the UK's road and rail network. The Edgbaston campus is also within easy reach of the city's highlights as the University has its own train station served by frequent trains only 7 minutes from the centre. Buses run every few minutes from the main road and black cabs and private hire cars are freely available.

And if you fancy a break from the hustle and bustle of the city, the open countryside of Warwickshire, Staffordshire and Derbyshire or Stratford-upon-Avon are only a stones throw away. The Royal Shakespeare Company Warwick and Kenilworth Castles and for those who like the great outdoors, Coombe Park and the expanses of Cannock Chase are all easily accessible. Additionally, the beautiful towns of the Cotswolds are ideal for day trips, as are Bath and Cheltenham and smaller villages like Painswick, Biddestone, Winchcombe or Woodstock have unspoilt walks and small independent shops.

Campuses/Directions	
Edgbaston Campus (Main campus)	http://www.location.bham.ac.uk/edgbaston.pdf
Selly Oak Campus, Birmingham (Department of Education)	http://www.location.bham.ac.uk/sellyoak.pdf
Shakespeare Institute, Stratford-upon-Avon	http://www.shakespeare.bham.ac.uk
Directions to The University of Birmingham	http://www.location.bham.ac.uk/directions.pdf

Campus Facilities

- Most departmental buildings now have computer rooms with free internet access. Students can also access computers in the library computer clusters and in the Learning Centre which is open 7am-1pm Mon to Fri, Sat 9am-7pm, Sun 10am-6pm
- The University has many libraries, with the main one situated in the centre of campus. For more information on Library and IT Services, please visit <http://www.is.bham.ac.uk/>
- There are over 160 student groups based in the Guild of Students. During Welcome Week students can attend the Societies Fair to learn about these societies. Alternatively they can just visit the Basement Counter in the Guild of Students. There is also a massive programme of events that run throughout the year in addition to a range of catering outlets, shops and communal areas. For further information on what the Guild of Students offers please visit www.guildofstudents.com
- The University has its own Leisure Centre – The Munrow Centre. Here students can join a variety of fitness classes, go swimming, use the gym, hire courts and join University Sports teams. There are also running tracks, Astroturf and rugby/football fields. Visit www.sport.bham.ac.uk for further information.

Four types of non-degree taking International Students

1. *Erasmus Students* – students from a university within the European Union with whom we have a Bilateral Erasmus agreement

We have Erasmus agreements with institutions in the following countries:

- | | |
|----------------------|-----------------------|
| • Austria (2) | • Italy (22) |
| • Belgium (3) | • Latvia (1) |
| • Switzerland (3) | • The Netherlands (5) |
| • Czech Republic (4) | • Portugal (7) |
| • Germany (28) | • Poland (5) |
| • Denmark (1) | • Sweden (3) |
| • Spain (26) | • Finland (5) |
| • France (52) | • Slovenia (1) |
| • Greece (4) | • Hungary (1) |
| • Slovakia (1) | • Turkey (1) |
| • Ireland (1) | |

The number of students we can accept from each institution is stated in the Bilateral Agreement.

2. *International Exchange Students (including U21)* – students from outside European Union with whom we have an International Exchange agreement

We have International Exchange agreements with institutions in the following countries:

- | | |
|-----------------|---------------------------------|
| • Australia (5) | • Japan (6) |
| • Argentina (1) | • Korea (1) |
| • Brazil (2) | • Mexico (5) |
| • Canada (7) | • New Zealand (1) |
| • Chile (1) | • Singapore (1) |
| • China (3) | • United States of America (13) |
| • Ecuador (1) | |

The number of students we can accept from each institution is stated in the Exchange Agreement.

Universitas 21 (www.universitas21.com) is an international network of leading research-intensive universities. Its purpose is to facilitate collaboration and cooperation between the member universities and to create entrepreneurial opportunities for them on a scale that none of them would be able to achieve operating independently or through traditional bilateral alliances. To date one of the most successful and visible elements of the *Universitas 21* network has been a substantial increase in student mobility between the member institutions.

3. *Occasional Students* – fee-paying students from Europe from a university with whom we do not have a Bilateral Erasmus agreement. These students are not administered by the Study Abroad and Exchanges Office.
4. *Study Abroad Students* – fee-paying students from outside Europe from a university with whom we do not have an International Exchange agreement. Hilary Steer, Study Abroad Officer is the contact for these students h.l.steer@bham.ac.uk

Academic Information

Academic calendar

Autumn Term (Learning Period 1): September/October – December

Spring Term (Learning Period 2): January – March/April

Summer Term (Revision and Exam period): April – June

Academic calendar 2008-09

Autumn Term	29 September 2008 - 12 December 2008
Spring Term	12 January 2009 - 27 March 2009
Summer Term	27 April 2009 - 19 June 2009

For future term dates, please see <http://www.bham.ac.uk/about/term/>

University Holidays for Students

Christmas: December-January (4 weeks)

Easter: March/April (4 weeks)

Summer: July-September (12 weeks)

Public Holidays 2008-09

Boxing Day	26 December 2008
New Years Day	1 January 2009
Good Friday	10 April 2009
Easter Monday	13 April 2009
May Bank Holiday	4 May 2009
Spring Bank Holiday	25 May 2009
August Bank Holiday	31 August 2009

The best time of year to arrive in Birmingham

- Students are strongly recommended to arrive in Birmingham to start classes in September/October. Most modules are year-long, beginning in September/October and ending in June. Students will have significantly less modules to choose from if they arrive in January. The University of Birmingham does not follow the semester system that many other universities have adopted.
- Most university exams take place at the end of the academic year, during the summer term, and it is not usually possible for the University of Birmingham to provide alternative modes of assessment at other times of the year, except in the rare cases where this has been specifically negotiated with the home institution.

Language of instruction

English

English Language Requirements

Some students do not need to provide official evidence of English Language proficiency. These include:

- native speakers of English
- students who have completed both secondary and university education in English
- Erasmus students (who are not usually required to provide an official test of English language due to specific agreements with their institutions)

Those students who do need to provide official evidence of English Language proficiency include:

- All International Exchange students who are non-native speakers of English
- All Occasional students who are non-native speakers of English
- All Study Abroad students who are non-native speakers of English
- Erasmus students who are registering for the Certificate in English Law in the School of Law

These students must provide us with an official English Language certificate.

Minimum English language requirements:

School	IELTS	TOEFL		
		Paper-based test (PBT)	Computer-based test (CBT)	Internet-based test (IBT)
Sciences and Engineering	6.0 with no less than 5.5 in any band	550 plus TWE 4.0	213 plus TWE 4.0	80 overall with no less than 17 in any band
Business, Education, Social Sciences, Humanities, Historical Studies and Health Sciences	6.5 with no less than 6.0 in any band	580 plus TWE 4.0	237 plus TWE 4.0	93 overall with no less than 20 in any band
Dentistry and Law	7.0 with no less than 6.5 in any band	600 plus TWE 4.5	250 plus TWE 4.5	100 overall with no less than 23 in any band

In order to find out which School a particular department is in, please see the list of Schools on page 8.

For further information, please see <http://www.international.bham.ac.uk/english-language-reqs.htm>

If the student does not hold official evidence of English Language Proficiency at the time of their application, it is possible to send this proof through at a later date. If the application is complete apart from this information, we will issue the student with a 'conditional' acceptance letter. This means that the student will be able to come to Birmingham only if they provide the evidence of English Language Proficiency before the start of term.

All students should note that:

- **All** students studying at the University of Birmingham are required to have a good working knowledge of English before beginning their studies.
- We do not provide English Language support for beginners in English.
- Students may be required to return home if they cannot manage the academic work for which they have registered due to their level of English.

Number of credits

Students registered at the University of Birmingham, including Erasmus and Exchange Students, are expected to take a maximum of 120 credits for a full academic year or 60 credits for half the academic year. Students can however take less credits in agreement with their home university.

ECTS

120 University of Birmingham credits is equivalent to 60 ECTS credits.

60 University of Birmingham credits is equivalent to 30 ECTS.

University Of Birmingham Mark Scheme

<u>Letter</u>	<u>Numerical grade</u>	<u>Honours class</u>	<u>American letter grade</u>
A- to A AB	72 and above 70 - 71	First [I]	A A
BA B++ B+?+ B+	68 - 69 66 - 67 63 - 66 60 - 62	Upper Second [II(i)]	A A- A- B+
B?+ B B- B= BC	58 - 59 56 - 57 54 - 55 52 - 53 50 - 51	Lower Second [II(ii)]	B+ B B B- B-
CB C+ C C-	49 47 - 48 46 44 - 45	Third [III]	C+ C+ C C-
D D-	42 - 43 40 - 43	Pass	D D
E	39	Borderline	D-
F	0 - 38	Fail	F

Degree titles in the UK

Degrees in the UK are divided into various titles:

BA – Bachelor of Arts

BSc – Bachelor of Sciences

BPhil – Bachelor of Philosophy

BCom – Bachelor of Commerce

BMus – Bachelor of Music

LLB – Bachelor of Laws

BEng – Bachelor of Engineering

MbChB – Bachelor of Medicine

BDS – Bachelor of Dental Surgery

(Hons) – with Honours

Bachelor of Arts and Bachelor of Sciences are the most common.

Degrees titles are written like this:

BCom International Commerce

BA (Hons) German Studies and French Studies

BSc Psychology

You will see these terms used on UK university websites and in prospectuses and other promotional literature.

English Language Support

Pre-Sessional English Courses in Business English and English for Academic Purposes

- These are fee-paying, intensive courses which are designed to improve a student's level of academic and general English before they start their studies.
- The pre-sessional courses commence in April (20 weeks), June (15 weeks), July (10 weeks) or August (6 weeks).
- International Exchange and Erasmus students can apply for a pre-sessional English course.
- For further information please see the website www.eisu.bham.ac.uk or email Gail Horton at EISU at p.g.Horton@bham.ac.uk

English for International Students Unit (EISU)

- EISU provides a range of services to support English Language learning free of charge during the academic year.
- These include lunchtime English classes, and one-to-one consultations to assist with essay writing problems/ specific grammatical issues.
- We strongly recommend that all Erasmus, International Exchange and Study Abroad students who are non-native speakers of English take advantage of these excellent facilities.

You can collect a current timetable for the English classes from EISU at the start of each term.

Choosing modules at the University of Birmingham

The College System

The University of Birmingham is currently undergoing an organisational restructure and from August 2008 will be composed of five Colleges. Each College will consist of a number of academic units. Final decisions have not yet been made on which departments will make up each of the five colleges but it is likely to be as follows:

- ❖ Dentistry, Health Sciences and Medicine (Cancer Studies, Immunity and Infection, Medical Sciences, Neuroscience, Primary Care, Public and Occupational Health, Reproductive and Child Health, Centre for the History of Medicine, Dentistry, Health Sciences)
- ❖ Life and Environmental Sciences (Biosciences, Geography, Earth and Environmental Sciences, Psychology, Sport and Exercise Sciences)
- ❖ Engineering and Physical Sciences (Chemical Engineering, Chemistry, Civil Engineering, Computer Science, Electronic, Electrical and Computer Engineering, Mathematics, Mechanical and Manufacturing Engineering, Metallurgy and Materials, Physics and Astronomy)
- ❖ Arts and Law (Historical Studies, Humanities, Law)
- ❖ Social Sciences (Business, Education, Public Policy, Social Sciences)

A Home Department

- Academic life in the UK is different to many other countries in that students study only one subject at university. Erasmus and International Exchange students usually 'belong' to one academic department and will take the majority of their modules there.
- For this reason, students should choose the majority of their modules from one department as this will help to give them a better 'identity' during their time at Birmingham.
- The Study Abroad & Exchanges Office will give all students a 'host department' on the basis of their module choices on their application form.
- Erasmus students must take the majority of their modules in the department with which their home university has established an exchange. See <http://www.international.bham.ac.uk/exchanges/programme.htm> "Special Information for Erasmus students".
- Erasmus students studying English will usually be allocated to their home language department (i.e. a student from Spain will be allocated to the Department of Hispanic Studies)

Flexibility

- Students should bear in mind that it may not always be possible to find exactly the same modules as those taught at their home universities.
- Module choices cannot always be guaranteed. Erasmus and International Exchange students are not registered on a specific degree programme at Birmingham and can take classes from a number of departments besides their home department. For this reason the student's programme of study will only be finalised on arrival in Birmingham.
- Module choices are provisional. Although we will make every effort to give students the courses they have chosen, we cannot be held responsible for cancelled modules, timetable clashes, students not being accepted onto modules due to classes being full, students not meeting the academic requirements.
- Departments are usually able to offer most modules to International Students, but this depends on the student's timetable and the number of home students already registered in the class. We cannot be held responsible if students are not admitted into classes for these reasons.
- Dissertation modules are not normally available for Erasmus and International Exchange students.

- Modules with prerequisite requirements are not normally available for International Students.
- All students will have the opportunity to register for 'elective' modules when they arrive in Birmingham. These modules are run principally to give Science students the opportunity to study some subjects outside their specific degree area. They carry a credit value and are assessed in the same way as other modules. Erasmus and International Exchange students will be eligible to register for these courses. Students can usually register for these modules on arrival in September.
- The English for International Students Unit (EISU) run free academic English courses during term time for students whose first language is not English. See www.eisu.bham.ac.uk for details.

Restrictions

The University of Birmingham is not semesterised. We do not have assessments in December; all exams are in June. Many modules last all year, from October to June. A minority of departments will consider applications for one semester but we do prefer that students apply to Birmingham for a full academic year if at all possible.

Students cannot usually take Masters level modules unless they are on a specific postgraduate agreement.

Departmental Restrictions:

American and Canadian Studies	Students can take modules from the first or second year only. Final year modules must be agreed with the individual tutor.
Business School	Students must take modules identified in the Business School's exchange brochure which is available on request from the School. There are very few Accounting and Finance modules available, and modules that are self directed learning (for example dissertation, research skills), or requiring specialist equipment and lecturers which may limit class size (e.g. media skills, internal and external and external communications) are not available. Students from outside the Business School are only permitted to take 1 business module per semester. Please do not look at the module choices available on the University website. In the past this has caused some confusion as to level and availability
Centre of West African Studies	In principle students can take any of our courses if they are registered within the department. More details are available on the website http://www.cwas.bham.ac.uk
Humanities	Including English, French Studies, Hispanic Studies, Italian Studies German Studies, Music and Drama The Department of English will only accept exchange applications from students who are majoring in English at their home institution. Students can apply for a maximum of 40 credits in the Department of English. See http://www.erasmus-hums.bham.ac.uk/modules/ for available modules in the School of Humanities.
Geography	Students are not allowed to take the following modules: Field Studies, Dissertation or Restoration of Freshwater Ecosystems.
Earth Sciences	Students are not able to undertake Advanced Projects, Mapping (year 3) or similar 30 credit project work involving an independent fieldwork aspect. However there is some flexibility with fieldtrips depending on the area and module leader.

Law	Students on the Erasmus scheme will do a specific programme called the 'Certificate of English Law', which is for a full academic year. Modules outside this certificate are not available. For full information please see http://www.law.bham.ac.uk/prospectus/international/cert-english-law.htm International Exchange students are not permitted to take any 3 rd year modules. The School of Law will only accept exchange applications from students who are majoring in Law at their home institution.
Medieval and Modern History	Students can only take the following modules: Historical Outlines (Medieval A & B); Historical Outlines (Modern A & B); A History of Modern Britain .
Social Work	The Institute of Social Policy and Social Work can unfortunately not accept any incoming students in 2008-9

Research Projects

Some students will not want to register for the full amount of credits mentioned above if they plan to undertake an *independent* research project. We will allow you to do this at Birmingham but you must provide details of this project in the application form.

Students who wish to undertake *supervised* research at Birmingham may only do so with the prior written agreement of a Birmingham tutor in the relevant department. A copy of this confirmation must be sent with the application form.

Please note that we cannot provide supervised research or independent research projects unless this has been specifically negotiated between the University of Birmingham and your home institution.

Programme and Module Information

For up to date information on the modules that are available then you should visit the individual departments' websites.

For information on arts and humanities modules please go to www.erasmus-hums.bham.ac.uk

English Language Modules

Non-native English speakers can also take advantage of the English Language modules, which are run by the English for International Students Unit (EISU). These modules are free of charge and are designed to support students in specific areas such as pronunciation, vocabulary and grammar. More information, together with a timetable of classes, will be provided at the start of the academic year. These are non-credit, non-compulsory classes. See www.eisu.bham.ac.uk for more details.

The Application Process

1. Fill in the application form

The application form is available on our website:

www.international.bham.ac.uk/studyabr.htm

This should be printed off and completed by hand. The application form must be signed off by the Institutional Coordinator or the equivalent at the student's home University.

Please see page 16 for Application Guidelines about how to fill in the Exchange and Occasional Student Application form.

Please note that we cannot consider applications from students unless they have completed a University Of Birmingham application form.

The Study Abroad application form is not the correct application form for Erasmus or International Exchange students.

An email of nomination is not sufficient!

2. Return the Application form to the Study Abroad and Exchanges Office

Deadlines:

For Autumn 2008 Entry: **May 31st 2007**

For Spring 2009 Entry: **November 1st 2007**

Priority will be given to students who meet these deadlines.

3. Acceptance of student

If the student's application is successful, the Study Abroad & Exchanges Office will send out an Offer letter and Welcome pack to the student. For Autumn 2008 entry, these will be sent out over the summer. For Spring 2009 entry, these will be sent out before the Christmas holiday.

Offer letter – this is an official document offering a place at The University of Birmingham to the student.

Welcome pack – this contains information about the University of Birmingham, including a Welcome Brochure, information on orientation programmes, a map of the campus and a Housing Application form.

For International Exchange students, this information will be sent to the home university. For Erasmus students, this information will be sent to the student's home address, as specified on the application form.

4. Filling in the Application form - Guidelines for Erasmus and International Exchange Students

Programme Information

(a) Students should select the programme through which they are applying to study at the University of Birmingham:

- Erasmus Exchange Programme –European exchange programme.
- International Exchange Programme – Exchange Programme with universities outside Europe (including U21). Students should check with their home universities to see if any academic restrictions apply.
- **NB** - Study Abroad Programme – This is the fee-paying programme for Non-EU students who are not eligible for the International Exchange Programme. Students should not complete this application form but the Study Abroad application form.

(b) Students should write the full name of their home institution clearly. The name should not be translated into English. Erasmus students should also write the Erasmus code of their home institution.

Personal Information

Please ensure that this section is written clearly and in BLOCK CAPITALS as the details provided here will be used to create the student record.

Nationality: Please note that it is the student's responsibility to check whether they will require a visa for entrance to the UK.

Address

Please ensure that this information is written clearly and in BLOCK CAPITALS. Students must provide an email address which is checked regularly as we might need to contact you urgently. Please write this very clearly. Please note that our primary method of communication with students during the application process is by email. Students should make every effort to provide us with a fully functioning email address which they will check regularly over the summer period.

Academic Background

The information required in this section is about the studies the student is currently undertaking at their home university.

(a) the name of the degree and the level of study

(b) the main subject(s) the student is studying

Erasmus Exchange Students must send us an official copy of their academic transcript or a list of the main courses and grades the student has attained.

International Exchange Students must send an official copy of their academic transcript.

Application forms which do not contain this information will not be processed.

Proficiency in English

The information required in this section refers to English Language level. All students studying at the University of Birmingham are required to have a good working knowledge of English before commencing their studies. We do not provide English Language support for beginners in English and students may be required to return home if, for linguistic reasons, they cannot manage the academic work for which they have registered.

Students who do not need to provide official evidence of English Language proficiency:

- native speakers of English
- students who have completed both secondary and university education in the English Language medium
- Erasmus students are not usually required to provide an official test of English language due to specific agreements with their institutions

If the student falls into one of the above categories, they should tick 'no' and then use the blank line in this section to give us some more details. Although we do not require an official test result we do require the student to give us information about their English level.

Students who do need to provide official evidence of English Language proficiency:

- All International Exchange students who are non-native speakers of English
- All Occasional Programme students who are non-native speakers of English
- Erasmus students who are registering for the Certificate in English Law in the School of Law

If the student falls into one of the above categories, they must provide us with an official English Language certificate. For minimum requirements, see page 8 above.

If the student does not hold official evidence of English Language proficiency at the time of the application it is possible to send this proof at a later date. If the application is otherwise complete, we will be able to issue a 'conditional' acceptance letter which means that the student will be able to come to Birmingham so long as they provide proof of their English Language level before the start of the study period.

Proposed Study Period at Birmingham

Please tick the relevant box. If the proposed study period falls outside these options, please write this alongside.

Proposed Programme of Study

Before completing this section the student must refer to the 'Programme of Study' section on the University of Birmingham Study Abroad & Exchanges Office web-pages. This can be located at: www.international.bham.ac.uk/exchanges/programme.htm

Here you will find a link to the official University of Birmingham Module Handbook, instructions on how to use the handbook to make your module selections and some additional links to department web-pages which have specific information for exchange and occasional students.

Important Notes

Number of credits

- Students registered at the University of Birmingham are expected to take a maximum of 120 credits for a full academic year. Students will not be allowed to take more than 120 credits.
- Students coming to Birmingham for the full academic year normally take 120 University of Birmingham credits (equivalent to 60 ECTS).
- Students coming to Birmingham for one learning period only normally take 60 University of Birmingham credits (equivalent to 30 ECTS).
- Students might not want to register for the full amount of credits if they wish to undertake an independent research project. We will allow students to do this at the University of Birmingham but they must provide details in this section of the application form.
- Please note that we cannot provide supervised research or independent research projects unless this has been specifically negotiated between the University of Birmingham and your home institution.

Choice of modules

- Erasmus students must choose the majority of their modules from the Department with which we have the Erasmus agreement.
- All students should apply for the majority of their modules (at least 60 for a full year and 30 for one semester) from one department.
- It is not possible to apply to lots of different departments.
- For very popular subject areas such as English and Business we advise students to list some 'reserve modules' in the space provided on the application form.
- Please note that we cannot agree to specific modules in advance. Modules are only confirmed once students actually arrive in Birmingham.

Statement of Purpose

This is an important section of the application form. It is essential that students take time to consider their reasons for studying at the University of Birmingham. Students should ensure that as far as possible, it is the right choice for them both academically and personally. In this section students can include information about their studies, how they will benefit from studying in Birmingham and any other information which they feel may be relevant to the application. Students should write approximately 150 – 250 words.

Please note: we will not process applications if this section is not completed according to these instructions.

Disability Statement

Note: Students only need to complete this section if they will require special disability support during their study period at the University of Birmingham. Full details of any

disability should be entered so that this can be assessed by the University Disability Coordinator. If students do not have a disability they should leave this section blank.

Student Declaration

The form must be signed and dated by the student.

Exchange Coordinator Validation

This section must be completed for all Erasmus and International Exchange students.

Application Checklist

This section is to help students ensure they have included all that they need to in their application.

Accommodation

In the UK most students live away from home, although some students attend a university in their home city and live with their families. The majority of Birmingham students live in university accommodation or in privately rented accommodation, shared with other students. Information on accommodation can be found on Housing Services' website: www.housing.bham.ac.uk

University Accommodation

- Catered and self-catering accommodation is available for Erasmus and International Exchange students close to the University campus.
- Please note that we are unable to guarantee a place in University accommodation for Erasmus and International Exchange students, unless we have specifically negotiated this with the partner university.
- However, there is a specific allocation of rooms in University accommodation for both International Exchange and Erasmus students, which will be allocated on a first come, first served basis.
- Please see the Housing website for a full description of the types and locations of University accommodation. www.housing.bham.ac.uk

University Accommodation Application Procedure

1. Students will be sent the Housing Application Form with their offer letter, once they have been accepted to study at the University of Birmingham.
2. Students should complete and return the Housing Application Form to the Study Abroad and Exchanges Office by the deadline of July 21st 2008. (If students miss the deadline for returning the Housing Application form, they are unlikely to secure University accommodation).
3. If students return the form after the deadline, they can be put on a waiting list for University accommodation or will receive assistance to find accommodation in the private sector.
4. If a student is allocated a place in University accommodation, Housing Services will contact the student directly by email, with instructions on how to proceed.

University Accommodation during the holidays

Some halls have 42 or 50 week contracts which enable the student to stay in their residence during the holidays. For residences with shorter contracts, students will need to leave their rooms, as well as removing all their belongings, during the Christmas and Easter holidays.

Private Sector Accommodation

Many students decide to share a house near the University campus in Selly Oak, Harborne or Edgbaston. Houses are normally for 4 students. Residents will share a bathroom and kitchen facilities and are responsible for paying bills for electricity and gas.

- When students arrive in Birmingham, they can ask at Housing Services for an information pack on finding accommodation in the private sector.
- Housing Services keep lists of private sector accommodation and information on University-owned houses, besides providing advice on signing contracts and safety issues. Available accommodation is also advertised on University notice boards.
- We advise that students arrive at least two weeks before term starts in order to find accommodation.
- For more information on housing in the private sector and the housing contract, students should see Housing Services website www.housing.bham.ac.uk
- Also see www.birminghamstudentpad.co.uk for an online student accommodation service.

Temporary Accommodation

- Information on Guest Houses, Hotels and Bed and Breakfast (B&B) accommodation will be sent to students with their offer letter.
- Unless students have accommodation with friends or family, we recommend that all students arrange temporary accommodation for 2 nights when they arrive in Birmingham, to give them time to arrange their permanent accommodation.

House Hunting Event (dates to be confirmed)

This event is to help students who wish to find accommodation in the private sector. Temporary accommodation will be provided on campus. Students will receive information about the House Hunting Event with their offer letter.

The Housing Contract

Please notify your students that when they sign a contract with University accommodation or with a private landlord that they are legally bound by the terms of the contract. Students should carefully check dates and rent before signing a contract. We have had problems in the past with exchange students wishing to be released from their University accommodation contract, which is rarely possible.

Contact Details – Housing Services

Undergraduate Accommodation Enquiries

Tel: +44 (0) 121 414 8000

Email: ugradaccom@bham.ac.uk

Postgraduate Accommodation Enquiries

Tel: +44 (0) 121 414 8000

Email: pgradaccom@bham.ac.uk

Family Accommodation/Private Sector Accommodation Enquiries

Tel: +44 (0) 121 414 8000

Email: birminghamstudentpad@contacts.bham.ac.uk

Postal address: Housing Services, The University of Birmingham, Edgbaston, Birmingham, B15 2TT

Arrival at the University of Birmingham

- We do not arrange airport pick-ups for our Erasmus and International Exchange students (unless they are attending Welcome Week, see below).
- Detailed travel information will be sent to the students with their offer letter. For directions to the University, please see <http://www.location.bham.ac.uk/directions.pdf>
- Temporary accommodation information will also be included.
- If students are attending classes, they must arrive in Birmingham for the start of term (October or January). It is not acceptable for students to arrive after the start of term.

Welcome Week (International)

Monday 22nd September – Friday 25th September

- Erasmus and International Exchange Students can choose to attend the Welcome Week (International), an orientation programme which takes place before the first week of teaching.
- Accommodation is not provided during the Welcome Week. Students should already move into their permanent accommodation for this week.
- The programme begins with airport pick-ups on the Saturday 20th, Sunday 21st and Monday 22nd September.
- Students will receive information about the Welcome Week (International) with their offer letter.

Registration

Once students have arrived at the University, they need to register in order to get a University ID card and be entered onto the University's system. The Study Abroad and Exchanges Office will direct students to Academic and Student Administration, where students will receive a registration pack containing instructions on how to register online. Students should bring a copy of their Offer Letter with them when they come to Birmingham.

Living Costs

Most students living in the UK need about £650 a month to live on. This will cover accommodation, food, clothes and basic needs. However, this will vary depending upon the chosen type of accommodation and lifestyle.

Estimated Living Costs 2007-08

Meals – Students in halls of residence: Lunch and snack* – Students in self- catering accommodation and private accommodation	All meals from £120–£150 per month From £75 per month
Gas, electricity, (landline) telephone line rental and local calls	£90 per month (per student/adult)
Bedding (duvet, sheets, pillows, pillowcases)	From £30
Kitchen utensils, plates, cutlery, saucepans	From £45
Warm clothes – outdoor coat/jacket – waterproof shoes – trousers – jumper – scarf – gloves – hat	From £50 From £45 From £30 From £15 From £8 From £8 From £8
Insurance for personal belongings per year in non-	From approximately £53

University accommodation	
Laundry (using a laundrette)	£4 to £8 per load to wash and dry
Course-related costs – books – stationery – printing – photocopying – binding – special clothing for clinical programmes	£450 – non-clinical programmes £750 – clinical programmes
Basic computer	From £500
Subscriptions to journals/magazines	Up to £42 per year
Bus pass	From £260 per year
Combined bus, metro and train pass (Centro card)	From £585 per year
Television	£100
Television licence (obligatory if you own a TV)	£135.50
Mobile telephone	£30 per month
International telephone card	£5 for approximately 30 minutes' talk time
Prescribed medicines	£6.85 per item (however, by completing form HC1, you may be entitled to free or discounted prescribed medicines)
Membership of a student society, such as the International Students' Society	£6–£10 per year
Membership of University Sports Centre for courses and specific facilities	£57 basic membership + £12–£266 fees
Social activity costs	£45 per month

*In catered halls of residence, breakfast and evening meals are provided on Monday to Friday during term-time only. Lunch and any snacks are not included in the accommodation fee.

Please note: costs will vary considerably depending on where you shop and the quality of goods.

Insurance

Students must have adequate Property Insurance and Health Insurance. Further information on this will be sent to students with their offer letter.

Students are not obliged to purchase a compulsory medical insurance plan.

Visas

Students are responsible for making sure they have the correct Visa if they come from outside the European Economic Area EEA. Information on this will be sent to students with their offer letter.

Student Support

ISAS – International Student Advisory Service

International Office, Aston Webb Building www.international.bham.ac.uk

The Team:	Claire O’Leary - Head of ISAS Yvonne Haines - International Student Advisor Jugjit Cheema - International Student Advisor Lisa Field – International Student Advisor Dr Pat Odber De Baubeta – Academic Adviser Sue Newbury – International Student Administrator Catherine Taylor - International Relations Receptionist
Contact:	Monday to Thursday - 9.00am to 5.00pm Friday – 9.00am to 4.30pm Tel: 0121 414 8464 Email: ISAS@contacts.bham.ac.uk

ISAS offers confidential advice by appointment throughout the year on the following issues:

Immigration	<ul style="list-style-type: none"> • Police Registration • Visa application procedures for dependants and friends wishing to come to the UK • Entry Clearance Correction Scheme • Extension of leave to remain - Home Office Batch Scheme • General Immigration queries
Support for dependents	<ul style="list-style-type: none"> • Advice on bringing your family to the UK • Schools for children aged 5-16, appeals • Pre-school care for children • Advice on spouse’s rights to work • Advice on council tax
Financial Advice	<ul style="list-style-type: none"> • Advice for students whose sponsorship has been withdrawn • Emergency loans • Advice on applying to external trusts and charities • Liaison with Student Tuition Fees team in the Finance Office
Academic	<ul style="list-style-type: none"> • Mitigations, Appeals, Plagiarism, Discipline Complaints
	Dr Pat Odber De Baubeta – Academic Adviser <ul style="list-style-type: none"> • Practical advice relating to academic issues • Advice and for students having difficulties with their supervisors • Consultation hours – Tuesday and Thursday afternoons • Contact the International Office for an appointment
Housing	<ul style="list-style-type: none"> • Problems with University Accommodation • Checking Housing Contract • Problems with repairs • Problems with your landlord/agent • Deposits • Council Tax

Employment	<ul style="list-style-type: none"> • Working in the UK during your studies • National Insurance • Tax • Basic advice if you have problems with your employer • Working in the UK after your studies
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Support on Campus

- Personal/Welfare Tutor. Every student will be allocated a personal tutor in their home Department who can help with academic and other issues. To find out how to contact your Dept Welfare Tutor, speak to your Department.
- Disability, Learning Support, Counselling and Guidance Service. You can contact the service for any of the following: Disability Support (e.g. dyslexia, equipment); Counselling (depression, personal issues); Learning support (e.g. study skills workshops); Stress and anxiety; Alcohol and drugs; Health (e.g. eating disorders). <http://www.as.bham.ac.uk/study/support/sscs/>
- Student Mentors. If you are living in University accommodation, then you can make the most of the Student Mentor scheme. The scheme aims to provide a friendly face to help students deal with their problems and enjoy their University experience. Mentors are students, both undergraduates and postgraduates, from the UK and abroad, who live in University residences to help their fellow students to cope with any welfare problems they might experience. You will be allocated a student mentor who is available to talk to you if you would like to. <http://www.guildofstudents.com/studentmentors>
- The University Multi-Faith Chaplaincy. Situated beside the Guild, St Francis Hall is the University Chaplaincy, which offers a place where staff and students of all faiths can meet for worship and social events. See <http://www.chaplaincy.bham.ac.uk/> for further information and a list of chaplains.

Support and Information in the Guild of Students

- The Advice and Representation Centre (ARC). The aim of the ARC is to offer free, impartial and confidential information, advice and representation on a wide range of issues to all students of the University of Birmingham. Whatever your question or difficulty the ARC will be able to help or tell you who to contact within and outside the Guild or University. <http://www.guildofstudents.com/thearc>
- Jobzone. The Jobzone offers part-time and temporary employment to students in the Birmingham area. Come along to the **Jobsfair** in the Underground (Guild of Students) to meet local employers recruiting for part-time and vacation work as well as meeting National organisations who offer summer opportunities for work experience. The local Job Centreplus branch will also be offering advice and support. <http://www.guildofstudents.com/jobzone>
- Niteline. Birmingham Niteline is a confidential telephone and e-mail listening and information service run by fully trained students for students and operates every night (including weekends) of term. You can contact Niteline about anything. If there is something bothering you that you want to talk through, then Niteline can help. <http://students.bugs.bham.ac.uk/niteline/>

Useful Websites

Study Abroad

Study Abroad and Exchanges <http://www.international.bham.ac.uk/studyabr.htm>

Contact Details of Study Abroad and Exchanges Office
<http://www.international.bham.ac.uk/sao-contact.htm>

International Relations <http://www.international.bham.ac.uk/>

Academic Information

University Term Dates <http://www.general.bham.ac.uk/terms.htm>

Housing Services <http://www.housing.bham.ac.uk/>

English for International Students Unit (EISU) <http://www.eisu.bham.ac.uk/>

Information Services <http://www.is.bham.ac.uk>

Student Life

Birmingham University Guild of Students (Student Union)
<http://www.guildofstudents.com>

Advice and Representation Centre (ARC) <http://www.guildofstudents.com/thearc>

Jobzone <http://www.guildofstudents.com/jobzone>

University of Birmingham Sports Centre <http://www.sport.bham.ac.uk/>

University Chaplaincy <http://www.bham.ac.uk/chaplaincy>

The city of Birmingham <http://www.birmingham.org.uk> <http://www.birmingham.gov.uk>

Health and Safety

Personal Health and Safety Information <http://www.hsu.bham.ac.uk/intindex.htm>

Student Support Services <http://www.student.bham.ac.uk/support.htm>

University Medical Practice <http://www.theump.co.uk/>

University Dental Practice <http://www.udp.org.uk/>