

Key Data/Fact Sheet

General Information

Name of institution	Queen Mary University of London (Queen Mary)
Erasmus+ code	UK LONDON031
Contact details*	Global Opportunities Office Mile End Road London E1 4NS United Kingdom Wiebke Leugers, Erasmus+ Manager and E+ Institutional Coordinator +44 (0)20 7882 6511 w.leugers@qmul.ac.uk
Directory of modules	http://www.qmul.ac.uk/modules The directory is usually updated around mid-May for the following year. Students coming into our School of Law or School of Languages, Linguistics and Film will be provided with separate directories via email.
Information for Erasmus+ students	Website http://www.qmul.ac.uk Homepage http://www.qmul.ac.uk/international/global-opportunities/incoming-students Facebook https://www.facebook.com/QMULStudyAbroad Twitter https://twitter.com/qmulstudyabroad Youtube https://www.youtube.com/QMULOfficial Blogs QMUL Global Bloggers Instagram qmulgo

* For a list of Erasmus+ School Coordinators, see p.6 of present document

Required Language Skills

Language of instruction	English
Recommended language level	B2-C1 (unless specified in Inter-institutional agreement with partner!)
Language test	A language test is <u>required</u> at the indicated level from students: <ul style="list-style-type: none"> • Who apply to study in the Department of Law • Who apply to study in the School of Politics and International Relations (<u>only</u> students from Comillas Pontifical University) • Who need to apply for a Tier4 visa • Who hold Turkish nationality • from all Partner Countries (KA107) outside of Europe <p>English language requirements can be found at the link below; it remains the responsibility of the applicant to consult the website for accepted tests and equivalents, scores and minimum component requirements where applicable:</p> <p>http://www.qmul.ac.uk/international/international-students/englishlanguage/requirements/guidelines</p>

Additional Requirements

Incoming students will be treated as full members of Queen Mary and will be granted the same access as home students to Queen Mary facilities.

Queen Mary will make every effort to integrate incoming students into British student life by placing them in classes and small group tutorials with home students. **Incoming students at Queen Mary will be expected to take their modules within the School/Department owning the inter-institutional agreement. Undergraduate level students cannot take postgraduate taught modules and vice versa.**

Participants have access to the Disability and Dyslexia Service (DDS) (<http://www.dds.qmul.ac.uk>), which offers support for all persons at Queen Mary with disabilities, specific learning difficulties and mental health issues. Queen Mary is committed to ensuring that all of its facilities are fully accessible. (<http://www.disabledgo.com/organisations/queen-mary-university-of-london>).

Queen Mary is committed to equality and diversity in its student and staff bodies and welcomes participants without discrimination to ethnic background, religious affiliation or lack thereof, sexual orientation, gender, or disadvantage (<http://www.hr.qmul.ac.uk/equality>).

Calendar (Note: different to previous years!)

2019/2020

Semester 1 (autumn) 16 September – 13 December 2019 (teaching starts 23 September 2019)

Semester 2 (spring) 20 January – 9 April 2020 (teaching starts 20 January 2020)

Examination period for semester 1 modules* 6 January – 17 January 2020

(*This only applies to full year students. Assessment for autumn-only exchange students takes place in December, see information below.)

Examination period for semester 2 and full year modules 5 May – 29 May 2020

Late Summer Resit Period 3 August – 14 August 2020

The Queen Mary academic year is divided into two twelve-week semesters: autumn and spring. Students coming to study with us for the autumn only will be able to finish all assessments before Christmas. Students coming for the full year will have their autumn-module exams in January and their spring and full-year module exams in May. Students coming for the spring only will also have their exams taking place throughout May. The academic calendar is available here: <http://www.qmul.ac.uk/about/calendar>.

Orientation (mandatory)

Full year/autumn Orientation takes place the week before teaching starts (see calendar above).

Spring Orientation dates are yet to be confirmed. Tentatively the Friday before classes start.

Full Arrival and Welcome details and the Orientation schedule are available on our incoming student pages under “Pre-arrival information” at: <https://www.qmul.ac.uk/international/global-opportunities/incoming-students/erasmus-within-europe/pre-arrival-information/>

As incoming associate students, all Erasmus+ students are eligible for free airport transfer to Mile End campus if arriving at Heathrow Airport on one of the designated days, yet this must be booked in advance following the procedure online and spaces cannot be guaranteed. Students will be notified via email.

Countdown Pre-departure Newsletter provides all incoming associate students (including Erasmus+) with useful information about module selection arrival, orientation, and your time with us and in London.

Important: students studying with the School of Law and any postgraduate students should disregard the issues of Countdown addressing module registration because registration is done in a different way for them.

Application

1. After students have been nominated via email to erasmus@gmul.ac.uk by their home institution, application information will be sent by email to students directly. Students will have to fill out an online application form and upload the following supporting documents relevant to their status:

Required supporting documents to be uploaded	Students from institutions within Europe (KA103)	Students from institutions beyond Europe (KA107/ICM)
Official transcript(s) in English (or official transcript[s] + certified English translation[s])*	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Proof of English language qualifications (see “Required Language Skills” section of this document)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Official letter of academic reference in English (hand-signed with wet signature on letterhead paper and scanned)	Please upload a blank page that says “ <i>Not needed for Erasmus+ students from KA103 partner institutions.</i> ”	<input checked="" type="checkbox"/>
Valid passport (photo page) (<u>required validity</u> : at least 6 months after the end of the exchange)	n/a	<input checked="" type="checkbox"/>

* Applicants must upload their up-to-date, official academic transcript(s) of records in English) for all years of higher education, completed and current. As all transcripts must be in English, applicants must provide both official transcript[s] and certified English translation[s] if the relevant institution/s of higher education do/es not deliver in English.

Applications must be submitted by the following deadlines:

Duration of stay	Students from institutions within Europe (KA103)	Students from institutions beyond Europe (KA107)
Autumn term/full academic year (September entry)	1 June	1 May
Spring term (January entry)	1 November	1 October

2. Queen Mary tries processes complete applications within a weeks’ time (sometimes longer) and students will receive an offer letter if accepted on the Erasmus+ Exchange Programme at Queen Mary.

3. A Transcript of Records will be issued by Queen Mary after exam boards have met. Transcripts will be issued around mid-February for autumn students and around mid-July for full year/spring students.

4. Termination of the agreement: An inter-institutional agreement may be terminated by either party. In the event of unilateral termination, a notice of at least one academic year should be given. In the event of such notice being given, all existing commitments to staff or students will be fulfilled. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

Module selection & learning agreements

After application, students will be asked to pre-register for modules (late-May/mid-June). As outlined above under “Additional Requirements, students **cannot** mix Bachelor and Postgraduate taught modules due to different marking schemes. Students can select modules **only** offered by their academic school holding the inter-institutional agreement under which they were nominated and not by any other academic school.

Students can only send their Learning Agreements to the appropriate academic department at Queen Mary (see page 6) after their module pre-selection has been confirmed and finalised. The Global Opportunities Office does not provide, complete or sign this document for incoming Erasmus+ students.

Finalising module selection: students will be able to add/drop modules in the first two weeks of the start of each semester. Learning agreements can be amended accordingly.

- **For students with the exception of the below categories:** the Directory of Modules and guidelines can be found here: <http://www.qmul.ac.uk/modules>;
 - **For students following modules within the Department of Law:** these students receive separate module information directories via email (late-May/mid-June) corresponding to their length of stay (autumn/full year/spring), as the processes within this academic school is different. They should not refer to the online Directory of Modules at the link above and should not submit their module pre-selection via MySIS;
 - **For students following modules within the School of Languages, Linguistics and Film:** these students submit their module pre-selection via MySIS, however, they receive a separate module information directory via email (late-May/mid-June) and should only submit module pre-selection requests for modules listed in the appropriate directory;
 - **For postgraduate taught students (PGT):** students may consult the Directory of Modules at the link above for knowledge of level 7 modules that are open for Associate students. However, it may not be possible to pre-register for these modules online via MySIS, depending on the academic school (specific instructions can be given in advance of mobility period). Modules may also not be confirmed as running until the start of the academic year due to numbers of degree-seeking enrolled students;
- **For postgraduate research-only students (PGR):** students will be asked to complete a Learning Agreement after the research content of the mobility period has been agreed by both home and host institutions’ research supervisors.

Grading system

Information on the Queen Mary **undergraduate** and **postgraduate grading system** are available here: <http://www.arcs.qmul.ac.uk/students/graduation/understanding-your-transcript>

Visa

Queen Mary will provide assistance, when required, in securing visas for incoming mobile participants. Information and assistance can be provided by the following contact points and information sources:

Contact details	Advice and Counselling Service; http://www.welfare.qmul.ac.uk/contact
Website for information	http://www.welfare.qmul.ac.uk/international/immigration

Students who need to apply for a visa should allow sufficient time and send their application documents in time.

Insurance and health

Queen Mary will provide assistance in obtaining insurance for incoming mobile participants. All EU/EEA nationals should ensure they are in possession of a European Health Insurance Card (EHIC), obtained in advance of their mobility period. All students (EU/EEA and international) should also ensure that they are up to date with their MMR vaccinations as well as the

MenACWY vaccination in their home country before coming to the UK. Information and assistance can be provided by the following contact points and information sources:

Contact details	Global Opportunities Office; erasmus@qmul.ac.uk
Website for information	https://www.studenthealth.qmul.ac.uk/ https://www.welfare.qmul.ac.uk/international/accessing-healthcare https://www.qmul.ac.uk/newstudents/faqs/health/
Other resources	Please also consult the section “Staying Safe and Healthy” in the latest version of the Arrivals Guide for Associate Students available for download from the Pre-Arrival page: https://www.qmul.ac.uk/international/global-opportunities/incoming-students/erasmus-within-europe/pre-arrival-information/

On campus: Participants are covered by the University Public Liability policy after their arrival and only while on QMUL campuses or whilst engaged in Queen Mary business/activities for the duration of the mobility period.

Medical treatment: Participants should ensure that they understand the cost of medical treatment in England and, where appropriate, obtain suitable private medical insurance. Generally, students studying in the UK for more than six months will be able to access NHS services on the same basis as a UK citizen. Details of NHS treatment and who is entitled to that treatment can be found on the UK Council for International Student Affairs website¹. Moreover, all non-EEA nationals who apply to come to the UK **for more than 6 months** are required to pay an Immigration Health Surcharge². For students, the charge is £300 per year for each year of study. This charge has to be paid when making an immigration application. Additional information can be found on Queen Mary’s page Accessing Healthcare Advice³.

Travel insurance: It is the responsibility of the incoming participant to arrange for/purchase complementary private insurance that covers:

- Return travel (the return journey to and from Queen Mary from the partner country),
- Repatriation,
- Any additional activities, non-UK travel or leisure pursuits to be undertaken.

Housing

KA103 Programme Country partnerships:

Incoming Erasmus+ students from European partners are not eligible for Queen Mary accommodation.

KA107 Partner Country partnerships (ICM):

Due to the increased distance traveled, incoming Erasmus+ students from outside of Europe are eligible to apply for Queen Mary accommodation but are not guaranteed a place.

For all incoming students who are not eligible or not able to secure Queen Mary housing, incoming Queen Mary’s Residential Services and Support Team will guide incoming mobile participants in finding alternative accommodation. Information and assistance can be provided by the following persons and information sources:

Contact details	Residential Services and Support; residences@qmul.ac.uk
Website for information	http://www.residences.qmul.ac.uk http://www.residences.qmul.ac.uk/alternative
Alternative option (private)	International Students House: https://ish.org.uk/longstay/

¹ <http://www.ukcisa.org.uk/Information--Advice/Living-in-the-UK/Health-and-healthcare>

² <https://www.gov.uk/healthcare-immigration-application>

³ <https://www.welfare.qmul.ac.uk/international/accessing-healthcare>

Erasmus+ School Coordinators

School/Department	Coordinator	Email
Business & Management	Mr Salman Uddin	s.uddin@qmul.ac.uk
Economics & Finance	Dr Xavier Mateos-Planas	x.mateos-planas@qmul.ac.uk
Geography	Dr Olivia Sheringham	o.sheringham@qmul.ac.uk
History	Dr Matthew Walker	matthew.walker@qmul.ac.uk
Languages, Linguistics & Film	<i>SLLF Administration</i>	slf-yearabroad@qmul.ac.uk
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