

INFORMATION SHEET FOR ERASMUS+ PARTNER UNIVERSITIES 2018/19

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| Full name of University | University of Portsmouth (UoP) | |
| ERASMUS code | UK PORTSMO01 | |
| Correspondence address | Exchanges and Study Abroad team, UoP Global, Nuffield Centre St. Michael's Road, Portsmouth, PO1 2ED, United Kingdom | |
| Websites | University's web address http://www.port.ac.uk Exchanges and Study Abroad Team website: http://www.port.ac.uk/studyabroad Faculty of Business and Law: http://www.port.ac.uk/portsmouth-business-school/erasmus+andexchangeprogramme/incoming-exchange-students/ Course catalogue: http://www.port.ac.uk/special/studyabroad/erasmus2014-2020/ | |
| Dates for Academic Year 2018/19 <i>*please note the Academic Year structure has changed</i> | International and EU Orientation Week: 11/09/2018 – 14/09/2018 Teaching Block 1: 17/09/2018 – 14/12/2018 Consolidation week: 29/10/2018 – 02/11/2018 Christmas Break: 17/12/2018 – 04/01/2019 Teaching Block 1 Assessment Period and Directed Activity: 07/01/2019 – 18/01/2019 <hr/> Teaching Block 2: 21/01/2019 – 10/05/2019 Consolidation Week: 04/03/2019 – 08/03/2019 Easter Break: 08/04/2019 – 26/04/2019 Teaching Block 2 Assessment Period: 13/05/2019 – 07/06/2019 Academic Year End Date: 07/06/2019 | |
| THE EXCHANGES AND STUDY ABROAD TEAM | | |
| ERASMUS+ Institutional point of contact and email address [INCOMING STUDENTS] |  | Joanna Rogasz , Exchanges and Study Abroad Adviser Exchanges and Study Abroad team, UoP Global, Nuffield Centre St. Michael's Road; Portsmouth, PO1 2ED, UK <i>UoP Exchange incoming students:</i> erasmus.incoming@port.ac.uk Tel: +44 (0)23 9284 3515 |
| ERASMUS+ Institutional point of contact and email address [OUTGOING STUDENTS] |  | Sarah Grearson , Exchanges and Study Abroad Adviser Exchanges and Study Abroad team, UoP Global, Nuffield Centre St. Michael's Road; Portsmouth, PO1 2ED, UK <i>UoP Exchange outgoing students:</i> erasmus.outgoing@port.ac.uk Tel: +44 (0)23 9284 5109 |
| ERASMUS+ Institutional point of contact and email address [STAFF MOBILITIES] |  | Dan Wightman , Exchanges and Study Abroad Officer Exchanges and Study Abroad team, UoP Global, St. Michael's Road, Nuffield Centre; Portsmouth, PO1 2ED, UK <i>UoP Exchange outgoing students:</i> erasmus.outgoing@port.ac.uk Tel: +44 (0)23 9284 3149 |
| ERASMUS+ Institutional Coordinator and email address |  | Chrissy Hadjipanteli , Exchanges and Study Abroad Manager and Erasmus+ Institutional Coordinator Exchanges and Study Abroad Team, UoP Global, St. Michael's Road, Nuffield Centre; Portsmouth, PO1 2ED, UK <i>Agreement enquiries:</i> erasmus.agreements@port.ac.uk <i>General enquiries:</i> erasmus@port.ac.uk |
| Departmental point of contact [STUDENTS] | Please contact the Exchanges and Study Abroad team (erasmus.incoming@port.ac.uk) if you do not already have this information. | |
| Exchanges and Study Abroad Team – Office opening hours | Monday to Friday, 10am – 3pm. | |

APPLICATION PROCESS

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| <p>Nomination deadlines*</p> <p><i>*please note that the dates of deadlines have changed</i></p> | <p>Autumn Term: 30 April Spring Term: 29 September</p> <p>All nominations must be sent to the Exchanges and Study Abroad Team: erasmus.incoming@port.ac.uk</p> |
| <p>Application deadlines*</p> <p><i>*please note that the dates of deadlines have changed</i></p> | <p>Autumn Term: 31 May Spring Term: 27 October</p> |
| <p>Application procedure</p> | <p>***This application process applies only to exchange students attending units for Spring Term – Teaching Block 2. Please note that students attending for thesis preparation/research project only need to complete a <u>different application form</u>. Please contact exchange-admissions@port.ac.uk to receive further guidance***</p> <p>The University of Portsmouth Exchange electronic application form <u>must</u> be used for Exchange student applications.</p> <p>Step 1: Go to the Online Application form: https://register.port.ac.uk/apex/f?p=UOP_COURSE_SELECTOR:4:::::APP_MODE:UG</p> <p>Step 2: Select as follows: *Subject area: EXCHANGE *Mode of study: FULL TIME *Course: EXCHANGE PROGRAMME IN THE FACULTY OF BUSINESS AND LAW *Point of entry: 1 *Location: University of Portsmouth *Start date: 21/01/2019</p> <p>Step 3: Start completing the Online Application form</p> <p>Step 4: Submit all supporting documents as a part of the Online Application form:</p> <ul style="list-style-type: none"> - Learning Agreement for Studies – signed by student and home Academic Coordinator - Transcript of recent grades obtained at the home university – stamped and signed - Copy of ID/passport - English language proficiency declaration form (if applicable)*** <p>*** <i>Non-EU/EEA nationals participating in Erasmus+ will need their home institution representative to complete and submit the English language minimum level requirements Verification Letter along with the application form. A copy of this letter will be attached to this Info Sheet</i> ***</p> <p>Step 5: Submit the Online Application form</p> <ul style="list-style-type: none"> - <u>Applications left in draft mode will not be processed.</u> <p>*If any of the supporting documents are missing from the Online Application form, they can be sent directly to exchange-admissions@port.ac.uk</p> <p>** It is advisable that students should apply at the earliest opportunity following nomination so they can also apply for accommodation as soon as possible.</p> <p>***Applications received after the given deadline will not be accepted.</p> |

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| Unit lists | Unit lists will be available on our website: http://www.port.ac.uk/special/studyabroad/erasmus2014-2020/ , however a copy of the applicable unit list can also be requested by email from the Exchanges and Study Abroad Team. |
| INFORMATION FOR ALL STUDENTS | |
| Welcome service | International and EU Orientation Week will take place during the first week of Teaching Block 2 (Spring term) *All information about the Orientation Week can be found at: http://www.port.ac.uk/international-students/arrival-information/ |
| Student Housing | http://www.port.ac.uk/why-portsmouth/accommodation/ A room can be offered in halls for all students, applying for full year or autumn term, who accept their offer to the University of Portsmouth and meet any accommodation deadlines. Accommodation in halls of residence for spring term is dependent upon availability. The Student Housing team can guarantee that students will find a place to live either in a Hall of Residence or a student house in the private sector. There is a good variety of accommodation in Portsmouth, with a range of price points and a vibrant private sector market in the city: they provide extensive support to ensure students find a suitable place. Accommodation application packs will be sent from November 2018 to students who have firmly accepted an offer to study here for the 2018/19 spring term. Places are allocated in order of receipt of the accommodation application in Student Housing. Applicants will be allocated to their highest available preference of accommodation, subject to availability. Students will be notified from December onwards of the outcome of their application. If allocated to halls, a £250 deposit will be required to secure the room. Students who choose to live in student houses in the city, are given a high level of support and help and advice on finding private rented accommodation through secure online resources and housing support events held throughout the summer. Email: eu.housing@port.ac.uk |
| Insurance | Anita Randell , University Insurance Officer Tel: +44 (0) 23 9284 3308, Email: insurancesupport@port.ac.uk Incoming students: EU nationals should apply and obtain the European Health Insurance Card (EHIC) for reduced cost or free medical treatment within the Eurozone. Non-EU/EEA nationals studying at Portsmouth for less than six months are not entitled to free non-emergency UK National Health Service (NHS) treatment under current UK law. All incoming students (EU and non-EU nationals) are encouraged to check they have adequate insurance cover and purchase their own medical and travel insurance prior to their arrival to the UK. The University of Portsmouth provides public liability insurance to cover student's legal liability to third parties for injury/property damage whilst participating in University of Portsmouth activities. |
| Facilities for disabilities | Additional Support and Disability Advice Centre (ASDAC) ASDAC can provide advice and discuss support for any applicant who discloses a disability or additional learning need. Website: http://www.port.ac.uk/additional-support-and-disability-advice-centre/ Email: asdac@port.ac.uk |
| Transcript of Records | A Transcript of Records will be sent by post after the assessment period has finished and after the Examination Board has reviewed the results. However, a letter can be requested with the results for interim use until the transcript is available. |

INFORMATION FOR NON EU/EEA NATIONALS

VISA

Full and up-to-date information about visa requirements should be taken from the UK Visa and Immigration website at: <https://www.gov.uk/check-uk-visa> . It is advisable to check Government website for the latest updates prior to applying for the relevant type of visa.

Students studying for six months or less can apply for the Short-term study visa.
For **Short-term study visa** a supporting letter will be issued prior submitting a visa application.

Students attending for more than six months can only apply for Tier 4 (General) student visa.
For **Tier 4 (General) student visa**, a *Confirmation of Acceptance for Studies (CAS)* will need to be requested prior to submitting a visa application.

For **Short-term study visa** a supporting letter will be issued prior submitting a visa application.
If a Tier 4 (General) student visa is required, all information and contacts for requesting this from the University of Portsmouth can be found at: <http://www.port.ac.uk/international-students/student-visas/>

Further support and guidance is provided to applicants at the point of visa application.

Please note that visa regulations can change at any point and applicants need to ensure they apply for the appropriate type of visa.

For any queries, please contact tier4-visa@port.ac.uk