<table>
<thead>
<tr>
<th>Full Legal Name of the Institution</th>
<th>The University of Sheffield</th>
</tr>
</thead>
<tbody>
<tr>
<td>ERASMUS code of the Institution</td>
<td>UK SHEFFIE01</td>
</tr>
<tr>
<td>Erasmus Charter Number</td>
<td>28686</td>
</tr>
</tbody>
</table>

**CONTACT DETAILS**

| Address                                      | Global Opportunities & Exchanges  
The University of Sheffield  
Level 7, The Arts Tower  
Western Bank  
Sheffield  
S10 2TN  
UK |
<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>Phone</td>
<td>+44 (0) 114 222 9871</td>
</tr>
<tr>
<td>General E-mail address</td>
<td><a href="mailto:globalopps@sheffield.ac.uk">globalopps@sheffield.ac.uk</a></td>
</tr>
<tr>
<td>Website</td>
<td><a href="http://www.sheffield.ac.uk/erasmus/incoming">www.sheffield.ac.uk/erasmus/incoming</a></td>
</tr>
</tbody>
</table>
| Head of Global Opportunities & Exchanges      | Mrs Dörte Stevenson  
E-mail: d.stevenson@sheffield.ac.uk  
Phone: +44 (0) 114 222 1230 |
| Erasmus+ Coordinator (Incoming/Outgoing/agreements) | Miss Fiona Dukalskis  
Email: f.dukalskis@sheffield.ac.uk  
Phone: +44 (0) 114 222 1253 |
| Administrative Contact (Incoming/Outgoing)    | Miss Madelaine Corr  
E-mail: globalopps@sheffield.ac.uk  
Phone: +44 (0) 114 222 9871 |

**EXCHANGE PROGRAMME INFORMATION**

| Semester dates                      | Autumn: 23/09/2019 – 08/02/2020  
Spring: 10/02/2020 – 13/06/2020  
www.shef.ac.uk/about/dates |
|------------------------------------|-----------------------------------------------------------------------------------|
| Directory of Modules               | Please download from:  
www.shef.ac.uk/ssid/course |
| Module restrictions                | www.shef.ac.uk/erasmus/incoming/before/registration-autumn |
|                                   | With the exception of those coming to Sheffield via a Modern Languages exchange  
agreement, students can only choose modules from their host academic department in the  
application system.  
Students must select 120 Sheffield credits (60 ECTS) for a full academic year or 60 Sheffield |
<table>
<thead>
<tr>
<th><strong>Grading system</strong></th>
<th><a href="http://www.shef.ac.uk/erasmus/incoming/arrive/grades-autumn">www.shef.ac.uk/erasmus/incoming/arrive/grades-autumn</a></th>
</tr>
</thead>
</table>
| **Orientation programme (optional)** | 16-20 September 2019 (Autumn arrivals)  
06-08 February 2020 (Spring arrivals)  
[www.sheffield.ac.uk/ssid/newstudents/orientation-week](http://www.sheffield.ac.uk/ssid/newstudents/orientation-week) |
| **English Language courses** | [www.shef.ac.uk/eltc](http://www.shef.ac.uk/eltc)  
Credit bearing modules for incoming exchange students: [www.shef.ac.uk/eltc/credit/erasmus](http://www.shef.ac.uk/eltc/credit/erasmus) |
| **English Language requirements** | Students from the EU/EEA area do not need to provide proof of their English language, however we do expect them to observe the departmental language requirements for all other exchange students:  
[www.sheffield.ac.uk/erasmus/incoming/applications/language](http://www.sheffield.ac.uk/erasmus/incoming/applications/language)  
Students not from the EU/EEA area will need to provide proof of their English language at application stage. A list of accepted tests can be found on the below webpage:  
[www.sheffield.ac.uk/erasmus/incoming/applications/language](http://www.sheffield.ac.uk/erasmus/incoming/applications/language) |
| **Nomination deadlines** | Autumn entry: 01 June 2019  
Spring entry: 01 October 2019 |
| **Student application deadlines** | Autumn entry: 28 June 2019  
Spring entry: 25 October 2019 |
| **Application process** | 1. Students must be nominated by their home university via our online form. We do not accept email nominations.  
2. If the nomination is in line with our exchange agreement, students then receive a link to the online application form.  
3. Once students are accepted, they receive an email confirmation containing their applicant number. The applicant number allows students to apply for University accommodation and complete pre-registration steps |
| **Housing information** | Students can apply online for University owned accommodation once they have received their applicant number. University housing can only be guaranteed for students coming to study in Sheffield for a full academic year.  
Student can also apply for private sector housing if they prefer.  
[www.shef.ac.uk/erasmus/incoming/before/accommodation-info](http://www.shef.ac.uk/erasmus/incoming/before/accommodation-info)  
Email: accommodationoffice@sheffield.ac.uk  
Tel: +44 114 222 4488 |
<table>
<thead>
<tr>
<th>Category</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Visas</strong></td>
<td>Students who require a visa to enter the UK should consult the following webpages as early as possible: <a href="http://www.sheffield.ac.uk/ssid/international/immigration">www.sheffield.ac.uk/ssid/international/immigration</a></td>
</tr>
<tr>
<td></td>
<td>Email: <a href="http://www.sheffield.ac.uk/ssid/international/email">www.sheffield.ac.uk/ssid/international/email</a> Tel: +44 114 222 9679</td>
</tr>
<tr>
<td><strong>Insurance</strong></td>
<td>Students are required to obtain their own insurance policy privately. Please see the Study Abroad &amp; Erasmus+ Handbook for further information: <a href="http://www.sheffield.ac.uk/erasmus/incoming/before">www.sheffield.ac.uk/erasmus/incoming/before</a></td>
</tr>
<tr>
<td><strong>Students with disabilities</strong></td>
<td>Where students have severe disabilities such as mobility problems, please mention this at nomination stage. There is a dedicated Disability &amp; Dyslexia Support Service. Students are automatically referred provided they declare their disability in the application. <a href="http://www.sheffield.ac.uk/ssid/disability/contacts">www.sheffield.ac.uk/ssid/disability/contacts</a></td>
</tr>
<tr>
<td><strong>Living expenses</strong></td>
<td>Students are recommended to use the Money Planner to calculate their living costs. They do not need to include tuition fees in these living costs: <a href="http://www.sheffield.ac.uk/undergraduate/fees-funding/tools">www.sheffield.ac.uk/undergraduate/fees-funding/tools</a></td>
</tr>
</tbody>
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