

# University of Reading

## Study Abroad Programme

### Exchange Partner Information Sheet 2022/23

#### 1. Institutional Information

##### 1.1. Institutional Details:

Name of the Institution	University of Reading Whiteknights, PO Box 217, Reading, Berkshire, RG6 6AH, United Kingdom
Department responsible for student mobility	Erasmus & Study Abroad Office (ESAO) Edith Morley Building, Shinfield Road, Whiteknights, Reading, RG6 6EL, United Kingdom Please note: any post for ESAO should be directed to this address and marked for the attention of the relevant institutional contact (see 1.2.)
Website	<a href="https://studyabroad.reading.ac.uk/incoming/">https://studyabroad.reading.ac.uk/incoming/</a>

##### 1.2. Main Institutional Contacts:

Erasmus & Study Abroad Manager	Marcus Dowse Tel: +44 (0) 118 378 8322 Email: <a href="mailto:m.a.dowse@reading.ac.uk">m.a.dowse@reading.ac.uk</a>
Incoming Students (to Reading)	Chris Bonham & Sorch Kennedy Tel: +44 (0) 118 378 7220 / 4566 Email: <a href="mailto:studyabroad@reading.ac.uk">studyabroad@reading.ac.uk</a> Please note: all enquiries regarding any aspect of studying abroad at the University of Reading should be directed to <a href="mailto:studyabroad@reading.ac.uk">studyabroad@reading.ac.uk</a>
Outgoing Students (from Reading)	Melissa Danvers & Sorch Kennedy Tel: +44 (0) 118 378 4531 / 4566 Email: <a href="mailto:studyabroad@reading.ac.uk">studyabroad@reading.ac.uk</a> Please note: all enquiries regarding any aspect of studying abroad from the University of Reading should be directed to <a href="mailto:studyabroad@reading.ac.uk">studyabroad@reading.ac.uk</a>

## 2. Detailed Requirements & Additional Information

### 2.1. Language Skills:

Exchange partners, following agreement with our institution, are responsible for providing support to their nominated students so that they have the language skills at the start of the study period:

Type of Mobility	Subject Area	Language(s) of Instruction	Recommended Language Level
Student Mobility	Any	English	Dependent on the duration of the mobility and visa requirements. Please see: <a href="https://studyabroad.reading.ac.uk/incoming/apply/exchange-students/">https://studyabroad.reading.ac.uk/incoming/apply/exchange-students/</a> for full requirements.

### 2.2. Enrolment Options, Nomination & Application:

2.2.1. Information: <https://studyabroad.reading.ac.uk/incoming/study/>

2.2.2. Students can study at Reading for one of the following Study Abroad Programme enrolment periods:

Enrolment Option	Dates
Study Block 1	Monday 19 September 2022 – Friday 9 December 2022 Please note: <ul style="list-style-type: none"><li>- Students must be able to enrol at Reading by Sunday 18 September 2022 to attend mandatory Welcome activities from Monday 19 September 2022.</li><li>- University Accommodation will be open to allow students to arrive from 16 September, dependent on where students will be living.</li></ul>
Study Block 2	Wednesday 4 January 2023 – Friday 9 June 2023 Please note: <ul style="list-style-type: none"><li>- Students must be able to enrol at Reading on Wednesday 4 January 2023 to attend mandatory Welcome activities from Thursday 5 January 2023.</li><li>- University Accommodation will be open to allow students to arrive from 3 January, dependent on where students will be living.</li></ul>
Full Academic Year	Monday 19 September 2022 – Friday 9 June 2023 Please note: <ul style="list-style-type: none"><li>- Students must be able to enrol at Reading by Sunday 18 September 2022 to attend mandatory Welcome activities from Monday 19 September 2022.</li><li>- University Accommodation will be open to allow students to arrive from 16 September, dependent on where students will be living.</li></ul>

### 2.2.3. Nomination & Application Deadlines:

	Partner Nomination Deadline	Student Application Deadline
September 2022 Entry (Study Block 1 & Full Academic Year)	1 May 2022	1 June 2022
January 2023 Entry (Study Block 2)	1 October 2022	1 November 2022

### 2.3. Nomination & Application Process

- 2.3.1. Exchange partner advisers must nominate students via ESAO's RISIS Nomination Portal. Advisers will be sent a link to the Nomination Portal in good time prior to nomination deadlines. The link will usually be sent in March and again in August. Nominations will not be accepted by other means, except by agreement with ESAO in the event of exceptional circumstances.
- 2.3.1.1. Exchange partner advisers may nominate students to join us for Study Block 1, the Full Academic Year, and Study Block 2 (see 2.2.2.) prior to 1 May 2022 (see 2.2.3.).
- 2.3.1.2. Exchange partner advisers may nominate students to join us for Study Block 2 (see 2.2.2.) prior to 1 November 2022 (see 2.2.3.). If a Study Block 2 student has already been nominated prior to 1 May 2022, they do not need to be nominated again, as student details will be safely stored in the University's RISIS system.
- 2.3.1.3. The Nomination Portal will ask for the following information about each student. Personal information provided should be as it appears in the student's passport; a home university email address is preferred:
- Family name
  - First and other names
  - Date of birth (in the DD/MM/YYYY format)
  - Gender
  - Email address
- 2.3.1.4. Once a student is nominated, the Nomination Portal will issue a receipt by email to the exchange partner adviser. This will include the student's 8 digit University of Reading student ID number, which will begin with a 2 or a 3. Please do not give the ID number to the nominated student, as ESAO will give it to them with their application instructions.
- 2.3.1.5. Exchange partner advisers must nominate each student separately. The Nomination Portal does not allow multiple nominations in one session. Please do not click back at any point while using the Nomination Portal. Please follow instructions to close windows if asked.
- 2.3.1.6. Once nominations have been checked and accepted by ESAO, ESAO will send students application instructions (see 2.3.2.).
- 2.3.2. Exchange students can only submit applications online through the University's RISIS Student Portal. Nominated students (see 2.3.2.) will be sent application instructions by email direct by ESAO.
- 2.3.3. Applicant information:  
<https://studyabroad.reading.ac.uk/incoming/apply/exchange-students/>
- 2.3.4. Exchange partner adviser information:  
<https://studyabroad.reading.ac.uk/exchange-partners/>
- 2.3.4.1. Study Block 1 and Full Academic Year applicants will be invited to apply from April onward, prior to their 1 June application deadline (see 2.2.3.).
- 2.3.4.2. Study Block 2 applicants will be invited to apply from August onward, prior to their 1 November application deadline (see 2.2.3.). It is normal that they will not receive instructions prior to this, as RISIS systems need to be updated after

- receiving and processing applications for applicants joining us for Study Block 1 and the Full Academic Year.
- 2.3.4.3. Application steps:
- Applicants complete the online application, confirming personal details supplied by the exchange partner adviser, adding additional personal details, and submitting provisional module choices (see 2.4.).
  - Applicants must have their completed application form checked and signed by the exchange partner adviser. Digital and wet signatures accepted.
  - Applicants must obtain a digital copy of their most recent exchange partner transcript, which must be in English.
  - Applicants may need to supply English language certification, dependent on the enrolment option they are applying for. See 2.1. for link to full requirements.
  - All application materials must be sent as PDF copies by email to [studyabroad@reading.ac.uk](mailto:studyabroad@reading.ac.uk). Physical documents must be clearly scanned with a scanner, rather than photographed with a smartphone or camera.
- 2.3.4.4. Upon receipt, ESAO will check each application, acknowledge receipt, identify and inform applicants of missing materials (if needed), and begin processing of the application.
- 2.3.4.5. Applicants will receive a decision on their application from ESAO, normally within 4 weeks of them submitting their application.
- 2.3.5. If accepted to join us, applicants will receive more information from ESAO about preparing to join us and Welcome activities in the period prior to them joining us.
- 2.4. Module Information:
- 2.4.1. Information on how to choose modules:  
<https://studyabroad.reading.ac.uk/incoming/study/>
- 2.4.2. Module catalogue: <http://www.reading.ac.uk/studyabroad/incomingstudents/vso-modules.aspx>
- 2.4.3. Module provision is subject to change and availability. The University of Reading reserves the right to amend its academic provision and cannot guarantee access to particular modules or combinations of modules.
- 2.4.4. Unless the University of Reading has an agreement, which limits the subject areas which can be selected, applicants will be permitted to choose modules from the list providing that they have the necessary pre-requisite knowledge.
- 2.4.5. The final decisions regarding acceptance onto modules will be made by the Academic Departments / Schools at Reading. Students will have the chance to amend and finalise their modules once they arrive at Reading.
- 2.4.6. Students are expected to undertake a full workload while they are studying at the University of Reading. They can gain up to 30 ECTS per Study Block with no less than 20 ECTS (unless written permission from their home institution is given and sent to [studyabroad@reading.ac.uk](mailto:studyabroad@reading.ac.uk)).
- 2.4.7. Modules listed as being taught for Autumn & Spring, or Autumn, Spring & Summer are taught once across the two / three terms (i.e. teaching commences in September and ends in March), not once in Autumn and again in Spring.
- 2.4.8. Students joining us for Study Block 1 (see 2.2.2.) only can select modules that are taught over the Autumn & Spring terms, or the Autumn, Spring & Summer terms. They will normally receive half the credit value listed in the module catalogue (i.e. a 10 ECTS full year module is worth 5 ECTS for a student joining us for Study Block 1 only).
- 2.4.9. Students joining us for Study Block 2 (see 2.2.2.) only cannot apply for modules that are taught over the Autumn & Spring terms, or the Autumn, Spring & Summer terms. They can only apply for modules listed as starting their tuition in the Spring term.

- 2.4.10. Modules in the School of Law cannot be joined in Study Block 2 (see 2.2.2.) under any circumstances. Requests for Law modules for students seeking to join us in Study Block 2 will be declined.
- 2.4.11. Students applying for modules in the Reading School of Art, and / or the Department of Typography & Graphic Communication, must supply a small digital portfolio (c. 15 images) of their most recent work as part of their application materials.
- 2.4.12. Each School / Department at the University of Reading sets its own form of assessment which is reviewed and approved annually by the relevant academic authorities at the University. Assessment methods for each module are included in their module catalogue listings (see 2.4.2.).
- 2.4.13. Examination assessment takes place during the Summer Term (April – June) only. Assessment at other times of the year will be by other methods.
- Study Block 1 (see 2.2.2) only students who are not enrolled for the Summer Term will be set an additional piece of coursework assessment to replace the examination assessment element of any Autumn taught module which includes an examination as part of its assessment pattern.
- 2.4.14. Students are not permitted to request adjustment to University of Reading assessments to meet exchange partner requirements, for example by asking for extended / reduced word counts, or asking for a different assessment weighting or ECTS credit amount to that stipulated in the module catalogue listing.

2.5. Grading System:

- 2.5.1. Details can be found at: <https://studyabroad.reading.ac.uk/incoming/grade-system/>

2.6. Preparation & Support:

Preparatory & Support Measures	Contact Details	Website for Information & Arrangements
Accommodation	Erasmus & Study Abroad Office Tel: +44 (0) 118 378 7220 Email: <a href="mailto:studyabroad@reading.ac.uk">studyabroad@reading.ac.uk</a> Website: <a href="https://studyabroad.reading.ac.uk/incoming/">https://studyabroad.reading.ac.uk/incoming/</a>	<a href="https://studyabroad.reading.ac.uk/incoming/accommodation/">https://studyabroad.reading.ac.uk/incoming/accommodation/</a> <ul style="list-style-type: none"> <li>- Students can apply for University Accommodation once they have received and accepted the offer of a place on the Study Abroad Programme.</li> <li>- Whilst every effort is made to provide University Accommodation to all students joining us on the Study Abroad Programme, ESAO and the University are unable to guarantee places or specific types of accommodation.</li> <li>- University Accommodation application deadlines are 1 August for the September intake, and 1 December for the January intake (see 2.2.2.)</li> </ul>
Language Support		Language Support Modules: <a href="https://studyabroad.reading.ac.uk/incoming/our-community/">https://studyabroad.reading.ac.uk/incoming/our-community/</a> Self-Access Centre for Language Learning (SACLL): <a href="https://www.reading.ac.uk/sacll/">https://www.reading.ac.uk/sacll/</a>

		Institution Wide Language Programme (IWLP): <a href="https://www.reading.ac.uk/iwlp/">https://www.reading.ac.uk/iwlp/</a>
Visa		<p>"Visa Requirements" information from: <a href="https://studyabroad.reading.ac.uk/incoming/apply/exchange-students/">https://studyabroad.reading.ac.uk/incoming/apply/exchange-students/</a></p> <ul style="list-style-type: none"> <li>- Students nominated for 6 months or less can enter the UK on a Visitor visa.</li> <li>- Students nominated for more than 6 months will be required to apply for a Student Route visa.</li> </ul>
Insurance		<a href="https://www.reading.ac.uk/essentials/Money_matters/Insurance">https://www.reading.ac.uk/essentials/Money_matters/Insurance</a>
Inclusion of Participants with Fewer Opportunities		<p><a href="https://www.reading.ac.uk/essentials/Support-And-Wellbeing/Disability/Disability-Advisory-Service">https://www.reading.ac.uk/essentials/Support-And-Wellbeing/Disability/Disability-Advisory-Service</a></p> <p>Please contact the Erasmus &amp; Study Abroad Office if further information is required. See also: <a href="https://studyabroad.reading.ac.uk/incoming/our-community/">https://studyabroad.reading.ac.uk/incoming/our-community/</a></p>
Mentoring		<a href="https://studyabroad.reading.ac.uk/incoming/our-community/">https://studyabroad.reading.ac.uk/incoming/our-community/</a>
Alumni Information		<p><a href="https://www.reading.ac.uk/AlumniAndSupporters/">https://www.reading.ac.uk/AlumniAndSupporters/</a></p> <p>The Erasmus &amp; Study Abroad Office also operates an Erasmus &amp; Study Abroad Alumni LinkedIn group</p>

## 2.7. Student Testimonials:

- 2.7.1. Please see <https://studyabroad.reading.ac.uk/incoming/student-experiences/> for testimonials written by past Study Abroad Programme students.

## 2.8. ESAO Social Media:

- 2.8.1. Facebook: <https://www.facebook.com/studyabroadreading/>
- 2.8.2. Instagram: <https://www.instagram.com/readingabroad/>
- 2.8.3. Twitter: <https://twitter.com/ReadingAbroad>
- 2.8.4. YouTube: [https://www.youtube.com/playlist?list=PLZWYaq\\_mWwsHp\\_zKxj7KH16GcFIL-DT1q](https://www.youtube.com/playlist?list=PLZWYaq_mWwsHp_zKxj7KH16GcFIL-DT1q)

## 3. Green Mobility

### 3.1. Green Mobility:

- 3.1.1. The [University of Reading's Institutional Strategy \(2020-26\)](#) states that it is our: *"...long-term ambition to be the greenest university in the UK, [and] that we will lead by example and commit to genuine carbon neutrality by 2030..."*
- 3.1.2. As part of this institutional commitment, the Erasmus & Study Abroad Office will make a financial contribution of £5 for each student joining the Study Abroad Programme. This will be used to either offset or inset the CO<sub>2</sub> emissions on a project that meets [Gold Standard Verified Emission Reduction \(VER\)](#) standard (project details to be agreed). We are doing the same with outgoing mobility also.
- 3.1.3. To begin with this contribution will be for incoming mobilities joining our Study Abroad Programme taking place in the 2021/22 and 2022/23 academic years.

- However, it is planned to be reviewed and renewed thereafter. We acknowledge that this will not be sufficient to cover the full CO<sub>2</sub> emissions generated, but it is a start.
- 3.1.4. We encourage both our partner institutions, and students joining our Study Abroad Programme, to offset (or inset) their own travel CO<sub>2</sub> carbon emissions in addition, so that collectively we can work towards making Study Abroad as carbon neutral an activity as we can.

Erasmus & Study Abroad Office, April 2022