<table>
<thead>
<tr>
<th>Study Abroad Team Staff</th>
<th>Responsibilities</th>
</tr>
</thead>
</table>
| **Sarah Husain**  
**Head of Study Abroad**  
Tel: 0044-151-794-6729  
Email: sabowers@liverpool.ac.uk | Institutional lead for Study Abroad  
Strategy and policy for Study Abroad  
Erasmus+ Institutional Co-ordinator |
| **Rich Dunning**  
**Deputy Head of Study Abroad**  
Tel: 0044-151-795-4025  
Email: rdunning@liverpool.ac.uk | Operational management of Study Abroad  
Special project development, Partner relations, balance enquiries / semester negotiations |
| **Jo Heaps**  
**Study Abroad Development Manager**  
Tel: 0044-151-795-5510  
Email: saagree@liverpool.ac.uk | Partnership agreements and renewals |
| **Katherine Ford**  
**Study Abroad Manager (Inbound)**  
Tel: 0044-151-795-1159  
Email: Katherine.Ford@liverpool.ac.uk | Management of inbound study abroad programme |
| **Aimee Neill**  
**Study Abroad Co-ordinator (Inbound)**  
Tel: 0044-151-794-6982  
Email: erasmus@liverpool.ac.uk | Administration of inbound study abroad programme & main student contact |
| **Niall O’Donnell**  
**Study Abroad Co-ordinator (Events & Marketing)**  
Tel: 0044-151-794-9513,  
Email: Niall.O-Donnell@liverpool.ac.uk | Marketing and social media for the Study Abroad Team |
| **Nia Evans**  
**Study Abroad Manager (Outbound)**  
Tel: 0044-151-795-7359  
Email: nevans@liverpool.ac.uk | Management of outbound study abroad programme |
| **Josh Evans**  
**Study Abroad Co-ordinator (Outbound)**  
Tel: 0044-151-794-3039  
Email: goabroad@liverpool.ac.uk | Administration of outbound study abroad programme & main student contact |
Application procedure

1. Partner to nominate student individually online via: https://www.service4mobility.com/europe/BewerbungServlet?identifier=LIVERPO01&kz_bew_art=IN&kz_bew_pers=S&aust_prog=NOM&sprache=en

2. ALL NOMINATIONS/APPLICATIONS MUST BE SUBMITTED THROUGH OUR ONLINE SYSTEM

3. Student to complete initial online application form, followed by steps in Mobility-Online. Full details at: http://www.liv.ac.uk/study/international/incomingexchange/incoming-applying/

4. Student should complete module choices after consulting the Guide to Choosing Modules on our website.

5. Study Abroad Team send student’s module choices to Academic Department for review (please note that this can take up to 6 weeks)

6. Study Abroad Team inform student of the outcome of their application and issue offer letter.

7. Students should apply for the period they wish to stay before arriving, as we cannot accept requests for extension once students are in Liverpool.

Deadlines

Semester 1 and Full Year Nominations: **open in March, deadline 1st May.**
Students to complete application up to module selection stage by: **15th May**

Semester 2 Nominations: **open in October, deadline 1st November**
Semester 2 Applications: **15th November**
<table>
<thead>
<tr>
<th>Required Supporting Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Copy of passport information page or, for EU students only, a copy of the National Identity Card</td>
</tr>
<tr>
<td>2. Proof of English language ability (if not a native English speaker, see table overleaf)</td>
</tr>
<tr>
<td>3. Official Transcripts in English:</td>
</tr>
<tr>
<td>a. Non-EU citizens coming for one semester only and/or students from Erasmus+ Partners may have their transcript translated by their Home University</td>
</tr>
<tr>
<td>b. Students who are not EU-citizens and who will be studying in Liverpool for the full year must provide transcripts translated by an official, notarized translator</td>
</tr>
</tbody>
</table>

All information is, to the best of our knowledge, correct at the time of going to print (Version 2019-20)
### English Language Requirements

All students who are not native English speakers must show that they have a minimum level of English. We accept (amongst others) the following qualifications (any qualification may not be more than 2 years old):

<table>
<thead>
<tr>
<th></th>
<th>Science and Engineering</th>
<th>Humanities and Social Sciences</th>
<th>Medicine and Health Sciences</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>IELTS</strong></td>
<td>6.0</td>
<td>6.5 (no other element lower than 5.5)</td>
<td>7.0 (no other element lower than 5.5)</td>
</tr>
<tr>
<td><strong>Cambridge ESOL level Advanced/Proficiency</strong></td>
<td>B/C</td>
<td>AB/C</td>
<td>B/C</td>
</tr>
<tr>
<td><strong>TOEFL iBT</strong></td>
<td>88 with minimum scores in components as follows: Listening and writing: 21, Reading: 22 and Speaking: 23</td>
<td>88 - 89 with minimum scores: Listening and writing: 21, Reading: 22 and Speaking: 23</td>
<td>90 - 100 with minimum 24 in speaking and 22 in writing, reading and listening</td>
</tr>
<tr>
<td><strong>EU students only: A letter from your University confirming your ability under the Common European Framework (CEF)</strong></td>
<td>B2</td>
<td>B2</td>
<td>C1</td>
</tr>
<tr>
<td><strong>Pearson Test of English Academic (PTE Academic)</strong></td>
<td>55 with minimum score of 51 in any component</td>
<td>62 with minimum scores of 51 in each component</td>
<td>62 with minimum scores of 51 in each component (not valid for Medicine)</td>
</tr>
</tbody>
</table>

**IMPORTANT NOTE:**

Students who are not native English speakers but are studying at exchange partners in the **USA, Australia or New Zealand** and have completed a full year of studies at the partner university at the **time of application** may, in lieu of a formal qualification, provide a satisfactory signed reference on **official university letter headed paper** from their Home University which comments on the ability of the student **across the 4 components** of English Language.
### Academic Year (2019-20)

<table>
<thead>
<tr>
<th>FROM</th>
<th>TO</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Welcome Week inc. Semester 1 Orientation</strong></td>
<td>Monday 16 September to Friday 20 September 2019</td>
</tr>
<tr>
<td>Monday 23 September 2019</td>
<td>Friday 13 December 2019</td>
</tr>
<tr>
<td>Monday 16 December 2019</td>
<td>Friday 3 January 2020</td>
</tr>
<tr>
<td>Monday 6 January 2020</td>
<td>Friday 24 January 2020</td>
</tr>
<tr>
<td><strong>Semester 2 Orientation</strong></td>
<td>Sunday 26 January 2020</td>
</tr>
<tr>
<td>Monday 27 January 2020</td>
<td>Friday 27 March 2020</td>
</tr>
<tr>
<td>Monday 30 March 2020</td>
<td>Friday 17 April 2020</td>
</tr>
<tr>
<td>Monday 20 April 2020</td>
<td>Friday 8 May 2020</td>
</tr>
<tr>
<td>Monday 11 May 2020</td>
<td>Friday 29 May 2020</td>
</tr>
</tbody>
</table>

**Important Note**

Students from the US, Canada, Hong Kong and Singapore who are studying in Liverpool for Semester 1 only may sit these exams at their home campus. All other students must be present in Liverpool. ALL students are required to sit Semester 2 exams in Liverpool.

**Visa requirements for international students (Non-EU)**

Non-EU students who will be studying at the University of Liverpool for 6 months or less will require a Short-Term Study Visa in order to enter the UK and study.

Non-EU students who will study at the University of Liverpool for a Full Academic Year or who will undertake clinical rotations will require a Tier 4 Visa.

Offer Letters and Tier 4 CAS Statements are produced by the Study Abroad Team and sent directly to the students’ email address.

---

All information is, to the best of our knowledge, correct at the time of going to print (Version 2019-20)
Travel Insurance

Students are expected to arrange their Travel Insurance and Health insurance in their own country.

EU students must bring a valid European Health Insurance Card with them.

Students with Disabilities

The Study Abroad Team and Disability Advice and Guidance (DAG) work closely together to make sure that Disabled Erasmus+/International Exchange Students are supported within their academic studies. Please declare your disability on your Study Abroad application form so that the University can make reasonable adjustments to allow you to concentrate on your studies and support your independence.

Please visit the DAG website: http://www.liv.ac.uk/studentsupport/disability/index.htm

The Liverpool Grading System

Credits are awarded when a course has been fully completed and any required examinations have been successfully taken and/or coursework submitted.

<table>
<thead>
<tr>
<th>University of Liverpool grade</th>
<th>Classification in British Universities</th>
</tr>
</thead>
<tbody>
<tr>
<td>70 - 100</td>
<td>First Class degree</td>
</tr>
<tr>
<td>60 - 69</td>
<td>2.1 – Upper Second Class</td>
</tr>
<tr>
<td>50 - 59</td>
<td>2.2 – Lower Second Class</td>
</tr>
<tr>
<td>45 - 49</td>
<td>Third Class</td>
</tr>
<tr>
<td>40 - 44</td>
<td>Pass Degree*</td>
</tr>
<tr>
<td>0 - 39</td>
<td>Fail</td>
</tr>
</tbody>
</table>

*Passed the minimum for graduation but did not achieve honours
### Accommodation

**Semester 1 only students**

Students staying in Liverpool for Semester 1 only can apply for a self-catered, single study bedroom in our Study Abroad Village, located in Melville Grove and Tudor Close. Around 350 rooms are available and are shared between inbound and outbound students, creating a truly international atmosphere.

Accommodation in the Study Abroad Village is not guaranteed and rooms are allocated on a first-come-first-serve basis. **Students staying for Semester 1 only should note that the contract and cost for the University halls of residence will cover the whole semester, even if the student returns home before the end of January.**

**Full year students/Semester 2 Students:**

Students staying for a full year or Semester 2 only will be guaranteed accommodation in University Residences. Full Year students may apply for a room in any of our Halls of Residence. Semester 2 only students will be allocated an available on-campus room (where possible this will be in the Study Abroad Village).

**Students should not come to Liverpool without somewhere to stay. There are hotels and hostels near the campus. Please note that any deposit made is not refundable.**

**Please advise students not to contact the Accommodation Office directly. Accommodation information and deadlines for applying will be sent to students whose applications have been accepted.**

### Finance

Living expenses in Liverpool are low compared to many other UK cities. Students are advised to budget between £6,000 and £7,000 to live in Liverpool **for a year.** This includes accommodation, food and local travel.

### Buddy Scheme

SAT organises a “Buddy Scheme” to help students to integrate faster to the exchange programme. Students will receive information in due course.

**For further details of the Study Abroad Programme please advise students to read our Handbook for Incoming Study Abroad Students, Guide to Choosing Modules etc.**

These can be found at: [http://www.liv.ac.uk/study/international/incomingexchange/incoming-applying/](http://www.liv.ac.uk/study/international/incomingexchange/incoming-applying/)