# UNIVERSITY OF LIVERPOOL – PARTNER INFORMATION FOR 2017-18

| Study Abroad Team Staff | Responsibilities |
|---|---|
| **Sarah Husain**<br>**Head of Study Abroad**<br>Tel: 0044-151-794-6729<br>Email: sabowers@liverpool.ac.uk | Institutional lead for Study Abroad<br>Strategy and policy for Study Abroad<br>Erasmus+ Institutional Co-ordinator |
| **Rich Dunning**<br>**Deputy Head of Study Abroad**<br>Tel: 0044-151-795-4025<br>Email : rdunning@liverpool.ac.uk | Operational management of Study Abroad<br>Special project development<br>Balance enquiries / semester negotiations |
| **Luisa Lovering**<br>**International Partnerships Officer**<br>Tel: 0044-151-795-3138<br>Email: saagree@liverpool.ac.uk | Partnership agreements and renewals |
| **Sally Gascoigne**<br>**Study Abroad Manager (Inbound)**<br>Tel: 0044-151-795-8155<br>Email: sga@liverpool.ac.uk | Management of inbound study abroad programme |
| **Aimee Campbell**<br>**Study Abroad Co-ordinator (Inbound)**<br>Tel: 0044-151-794-6982<br>Email : erasmus@liverpool.ac.uk | Administration of inbound study abroad programme |
| **Nia Evans**<br>**Study Abroad Manager (Outbound)**<br>Tel: 0044-151-795-7359<br>Email: nevans@liverpool.ac.uk | Management of outbound study abroad programme |
| **Rachael Mooney**<br>**Study Abroad Co-ordinator (Outbound)**<br>Tel: 0044-151-794-3039<br>Email: goabroad@liverpool.ac.uk | Administration of outbound study abroad programme |
| **Hannah Lewis**<br>**Study Abroad Assistant**<br>Tel: 0044-151-795-5508<br>Email: saenq@liverpool.ac.uk | General administration for the Study Abroad Team |

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| **Ben Bose**<br>**Graduate Intern – Social Media & Web**<br>Tel: 0044-151-795-5508<br>Email: benbose@liverpool.ac.uk | Social media, web development, general assistance to Study Abroad Team |
| Study Abroad Team (SAT)<br>Marketing and Communication Department<br>Foundation Building<br>Brownlow Hill, Liverpool<br>L69 7ZX<br>United Kingdom | Main website: http://www.liv.ac.uk<br>Inbound Students webpage:<br>http://www.liv.ac.uk/incomingexchange<br>Facebook:<br>www.facebook.com/uolstudyabroad<br>Twitter: www.twitter.com/livuniandabroad |




From left to right: Aimee, Sally, Hannah, Sarah, Rich, Nia, Rachael and Ben

**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 at: https://www.liverpool.ac.uk/media/livacuk/study/international/study-abroad/Guide,to,Choosing,Modules,1718.pdf

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: **1st May (open March)**
Semester 1 and Full Year Applications: **15th May**

Semester 2 Nominations: **1st November (open October)**
Semester 2 Applications: **15th November**

**Required Supporting Documents**

1. Copy of passport information page or, for EU students only, a copy of the National Identity Card

2. Proof of English language ability (if not a native English speaker, see table overleaf)

3. Official Transcripts **in English**:
    a. Non-EU citizens coming for one semester only and/or students from Erasmus+ Partners may have their transcript translated by their Home University
    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

**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):

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

**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 (2017-18)**

| FROM | TO | |
|---|---|---|
| **Welcome Week inc. Semester 1 Orientation** | **Monday 18 September to Friday 22 September** | |
| Monday 25 September 2017 | Friday 15 December 2017 | 12 weeks teaching |
| Monday 18 December 2017 | Friday 5 January 2017 | 3 weeks break |
| Monday 8 January 2018 | Friday 26 January 2017 | 3 week assessment period – |
| **Semester 2 Orientation** | **Sunday 28 January 2018** | |
| Monday 29 January 2018 | Friday 16 March 2017 | 7 weeks teaching |
| Monday 19 March 2018 | Friday 6 April 2017 | 3 weeks break |
| Monday 9 April 2018 | Friday 11 May 2017 | 5 weeks teaching |
| Monday 14 May 2018 | Friday 1 June 2017 | 3 week assessment period |

**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.

**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 DST 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.

| University of Liverpool grade | Classification in British Universities |
|---|---|
| 70 - 100 | First Class degree |
| 60 - 69 | 2.1 – Upper Second Class |
| 50 - 59 | 2.2 – Lower Second Class |
| 45 - 49 | Third Class |
| 40- 44 | Pass Degree* |
| 0- 39 | Fail |

*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/