



## Key Data – European Exchanges

### General information

Name of institution	<b>Queen Mary University of London (Queen Mary)</b>
Erasmus code	UK LONDON031
Contact details*	<p>Global Opportunities Office Mile End Road London E1 4NS United Kingdom</p> <p>Contact for bilateral agreements: Wiebke Leugers, Erasmus+ Manager and <i>E+ Institutional Coordinator</i> <a href="mailto:w.leugers@qmul.ac.uk">w.leugers@qmul.ac.uk</a></p> <p>Contact for incoming student queries: <a href="mailto:study-abroad@qmul.ac.uk">study-abroad@qmul.ac.uk</a></p>
Directory of modules	<p><a href="http://www.qmul.ac.uk/modules">http://www.qmul.ac.uk/modules</a></p> <p>The directory is usually updated around mid-May for the following year. Students coming into our <i>School of Languages, Linguistics and Film</i> or our <i>School of Law</i> will be provided with separate directories via email.</p>
Website and social media	<p>Main <a href="http://www.qmul.ac.uk">http://www.qmul.ac.uk</a></p> <p>Exchanges <a href="http://www.qmul.ac.uk/international/global-opportunities/incoming-students">http://www.qmul.ac.uk/international/global-opportunities/incoming-students</a></p> <p>Facebook <a href="https://www.facebook.com/QMULStudyAbroad">https://www.facebook.com/QMULStudyAbroad</a></p> <p>Twitter <a href="https://twitter.com/qmulstudyabroad">https://twitter.com/qmulstudyabroad</a></p> <p>Youtube <a href="https://www.youtube.com/QMULOfficial">https://www.youtube.com/QMULOfficial</a></p> <p>Blogs <a href="#">QMUL Global Bloggers</a></p> <p>Instagram <a href="#">qmulgo</a></p>

\* For a list of School/Departmental contacts, see last page of this document

### Calendar

The Queen Mary academic year is divided into two twelve-week semesters: autumn and spring. Students coming to study with us for the autumn only are able to finish all assessments before Christmas. Students coming for the full year will have their autumn module exams in January and their spring and full-year module exams in May/June. Students coming for the spring only will also have their exams taking place throughout May/June.

The academic calendar is available here: <http://www.qmul.ac.uk/about/calendar>.

#### Research students

Please note that dates for students coming for a research period are different. Start dates are only available for September, January or May.



## Orientation (mandatory)

<b>Full year/autumn</b>	Orientation takes place the week before teaching starts.
<b>Spring</b>	Orientation takes place the Wednesday-Friday before classes start

Full arrival details and the Orientation schedule are available on our incoming student pages under “Pre-arrival information” during the weeks before the semester starts at: <https://www.qmul.ac.uk/international/global-opportunities/incoming-students/erasmus-within-europe/pre-arrival-information/>

Our pre-departure Countdown Newsletter provides all incoming associate students with useful information about module selection, arrival, orientation and your time with us in London.

Please note that students coming for research will have their own induction in the department where they are hosted and are not expected to attend the orientation above.

## Required language skills

Language of instruction	English
Recommended language level	B2-C1 (unless specified in Inter-institutional agreement with partner!)
Language test	<p><b>A language test is required for all students:</b></p> <ul style="list-style-type: none"> <li>Who need to apply for <a href="#">Student Immigration Permission</a></li> <li>Who apply to study in the Department of Law</li> <li>Who apply to study in the School of Politics and International Relations (<u>only</u> students from Comillas Pontifical University)</li> <li>Who hold Turkish nationality</li> <li>All students coming for a research period</li> </ul> <p>English language requirements can be found at the link below; it remains the responsibility of the applicant to consult the website for accepted tests and equivalents, scores and minimum component requirements where applicable: <a href="http://www.qmul.ac.uk/international/international-students/englishlanguage requirements">http://www.qmul.ac.uk/international/international-students/englishlanguage requirements</a></p>

## Application

### Bachelor and Master students

1. After students have been nominated via email to [study-abroad@qmul.ac.uk](mailto:study-abroad@qmul.ac.uk) by their home institution, application information will be sent by email to students directly. Students will have to fill out an online application form and upload the following supporting documents relevant to their status:

Required supporting documents to be uploaded	Check
Official transcript(s) in English (or official transcript[s] + certified English translation[s])*	<input type="checkbox"/>
Proof of English language qualifications (see “Required Language Skills” section of this document)	<input type="checkbox"/>
Official letter of academic reference in English (hand-signed with wet signature on letterhead paper and scanned)	Please upload a blank page that says “ <i>Not needed for European exchange students.</i> ”
Valid passport (photo page) ( <u>required validity</u> : at least 6 months after the end of the exchange)	n/a



\* Applicants must upload their up-to-date, official academic transcript(s) of records in English) for all years of higher education, completed and current. As all transcripts must be in English, applicants must provide both official transcript[s] and certified English translation[s] if the relevant institution/s of higher education do/es not deliver in English.

Applications must be submitted by the following deadlines:

Start month	Deadline
September	<b>1 June</b>
January	<b>1 November</b>

2. Queen Mary tries processes complete applications within a weeks' time (sometimes longer) and students will receive an offer letter if accepted as an associate student at Queen Mary.

3. A Transcript of Records will be issued by Queen Mary after exam boards have met. Transcripts will be issued around the end of February for autumn students and around mid-July for full year/spring students.

4. Termination of the agreement: An inter-institutional agreement may be terminated by either party. In the event of unilateral termination, a notice of at least one academic year should be given. In the event of such notice being given, all existing commitments to staff or students will be fulfilled. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

#### Research students

Research students have to follow application procedures as outlined on our web pages:

<https://www.qmul.ac.uk/postgraduate/associate/>

## Immigration

The UK has left the EU and nationals of the EU, EEA and Switzerland (but **not** Republic of Ireland nationals) moving to the UK will now need to have immigration permission in the same way as students from the rest of the world. Students can enter the UK as [a Visitor](#) to study for up to six months. The current requirements are explained [here](#). This includes needing evidence of your studies and having enough money to live in the UK for the duration of your stay, and you must intend to leave the UK at the end of your studies. As long as students have a biometric symbol on the cover of their passport, they will be able to [enter the UK through the e-gates](#) and will not need to meet a Border Force Officer.

Alternatively, students can apply for [Student immigration permission](#). There are additional requirements than the Visitor route, including applying for a CAS (Confirmation of Acceptance for Studies) from Queen Mary. This option is more expensive than Standard Visitor but it has some advantages for example allowing you to work up to 20 hours per week during term-time. You can read [our guidance about applying for Student immigration permission](#). All full year students have to apply for [Student immigration permission](#). Students coming for one semester only can come to the UK as [Visitor](#) or with [Student immigration permission](#).

Contact details	Advice and Counselling Service; <a href="http://www.welfare.qmul.ac.uk/contact">http://www.welfare.qmul.ac.uk/contact</a>
Website for information	<a href="https://www.welfare.qmul.ac.uk/international">https://www.welfare.qmul.ac.uk/international</a>

Students who need to apply for a visa should allow sufficient time and send their application documents in time.



## Module selection & learning agreements

Only after submitting an application, students will be asked to pre-register for modules (late-May/mid-June). Students at Queen Mary will be expected to take their modules within the School/Department owning the inter-institutional agreement. Undergraduate level students cannot take postgraduate taught modules and vice versa (due to different marking schemes). Students can only take modules from the level they have been nominated for.

Finalising module selection: students will be able to add/drop modules in the first two weeks of the start of each semester. Learning agreements can be amended accordingly.

- **For students with the exception of the below categories:** the Directory of Modules and guidelines can be found here: <http://www.qmul.ac.uk/modules>;
  - **For students following modules within the Department of Law:** these students receive separate module information directories via email (late-May/mid-June) corresponding to their length of stay (autumn/full year/spring), as the processes within this academic school is different. They should not refer to the online Directory of Modules at the link above and should not submit their module pre-selection via MySIS;
  - **For students following modules within the School of Languages, Linguistics and Film:** these students submit their module pre-selection via MySIS, however, they receive a separate module information directory via email (late-May/mid-June) and should only submit module pre-selection requests for modules listed in the appropriate directory;
  - **For postgraduate taught students (PGT):** students may consult the Directory of Modules at the link above for knowledge of level 7 modules that are open for Associate students. However, it may not be possible to pre-register for these modules online via MySIS, depending on the academic school (specific instructions can be given in advance of mobility period). Modules may also not be confirmed as running until the start of the academic year due to numbers of degree-seeking enrolled students;

### Credit load

Students coming through the Visitor Route are allowed to take less than 60 Queen Mary credits (30 ECTS), with the permission from their home university. Students coming through the Student Immigration Route have to take a full course load (60 Queen Mary credits / 30 ECTS per semester).

### Learning Agreement

Students can only send their Learning Agreements to the appropriate academic department at Queen Mary (for contacts see last page of this document) after their module pre-selection has been confirmed. The Global Opportunities Office does not provide, complete or sign this document for exchange students.

**Research students** will be asked to complete a Learning Agreement after the research content of the mobility period has been agreed by both home and host institutions' research supervisors.

## Grading system and credits

Information on the Queen Mary **undergraduate** and **postgraduate grading system** are available here:

<http://www.arcs.qmul.ac.uk/students/graduation/understanding-your-transcript>

Queen Mary does not award ECTS credits. In our credit system, 15 Queen Mary credits are equal to 7.5 ECTS. Students would be requested to register for 60 Queen Mary credits (30 ECTS) per semester. A module is typically worth 15 credits, however there are some 30 credits modules. All modules are assessed. You can find more [academic information online](#).





## Housing

Students from European partners are generally not eligible for Queen Mary campus accommodation. Queen Mary's Residential Services and Support Team will provide guidance to participants in finding alternative accommodation. Information and assistance can be provided by the following persons and information sources:

Contact details	Residential Services and Support; <a href="mailto:residences@qmul.ac.uk">residences@qmul.ac.uk</a>
Website for information	<a href="http://www.residences.qmul.ac.uk">http://www.residences.qmul.ac.uk</a> <a href="http://www.residences.qmul.ac.uk/alternative">http://www.residences.qmul.ac.uk/alternative</a>
Alternative option (private)	International Students House: <a href="https://ish.org.uk/longstay/">https://ish.org.uk/longstay/</a>

## Additional information

Incoming students will be treated as full members of Queen Mary and will be granted the same access as home students to Queen Mary facilities. Queen Mary will make every effort to integrate incoming students into British student life by placing them in classes and small group tutorials with home students.

Students have access to the Disability and Dyslexia Service (DDS) (<http://www.dds.qmul.ac.uk>), which offers support for all students at Queen Mary with disabilities, specific learning difficulties and mental health issues. Queen Mary is committed to ensuring that all of its facilities are fully accessible. (<http://www.disabledgo.com/organisations/queen-mary-university-of-london>).

Queen Mary is committed to equality and diversity in its student and staff bodies and welcomes participants without discrimination to ethnic background, religious affiliation or lack thereof, sexual orientation, gender, or disadvantage (<http://www.hr.qmul.ac.uk/equality>).

The Advice and Counselling Service at Queen Mary provides specialist, professional and confidential services to support students with financial, welfare, legal, emotional and psychological issues. All their services are open to incoming students and more information can be found on their website: <https://www.welfare.qmul.ac.uk>.





## Health care and insurance

Website for information	<a href="https://www.studenthealth.qmul.ac.uk/">https://www.studenthealth.qmul.ac.uk/</a> <a href="https://www.welfare.qmul.ac.uk/international/accessing-healthcare">https://www.welfare.qmul.ac.uk/international/accessing-healthcare</a> <a href="https://www.qmul.ac.uk/newstudents/faqs/health/">https://www.qmul.ac.uk/newstudents/faqs/health/</a> <a href="https://www.qmul.ac.uk/international/global-opportunities/incoming-students/erasmus-within-europe/health-and-safety/">https://www.qmul.ac.uk/international/global-opportunities/incoming-students/erasmus-within-europe/health-and-safety/</a>
Other resources	Please also consult the section “Staying Safe and Healthy” in the latest version of the Arrivals Guide for Associate Students available for download from the Pre-Arrival page: <a href="https://www.qmul.ac.uk/international/global-opportunities/incoming-students/erasmus-within-europe/pre-arrival-information/">https://www.qmul.ac.uk/international/global-opportunities/incoming-students/erasmus-within-europe/pre-arrival-information/</a>

### **Medical treatment**

The National Health Service (NHS) is the UK’s state healthcare system providing a wide range of health care services including appointments with a doctor, hospital treatment and dental care.

**Students coming for less than 6 months** (either as Visitor or with Student Immigration Permission) are advised to take out medical insurance as you will be liable for NHS charges for the treatment you receive in the UK except for in a medical emergency and this is limited. Some countries have a reciprocal agreement with the UK which may entitle you to some free healthcare on the NHS but you should seek advice from the health authorities in your home country about what treatment will be covered. EEA nationals should obtain a European Health Insurance Card (EHIC), but this may not be valid in the UK after 31 December 2020. Please seek advice from the health authorities in your home country.

**Students coming for the full year** will be required to pay an immigration health surcharge (IHS) as part of their Student Immigration Permission application fee. This will entitle students to access NHS care in the UK at no additional cost in the same way as a permanent UK resident. This includes at the Doctor's surgery (known as General Practitioner or GP), a Healthcare Centre or in a hospital. You may need to pay for dental and optical treatment as well as medicine prescribed by the doctor and collected from a pharmacy.

### **University Public Liability**

Participants are covered by the University Public Liability policy after their arrival and only while on Queen Mary campuses or whilst engaged in Queen Mary business/activities and only for the duration of the mobility period.

### **Travel insurance**

It is the responsibility of each student to arrange for insurance that covers:

- Return travel (the return journey to and from Queen Mary from the partner country),
- Repatriation,
- Any additional activities, non-UK travel or leisure pursuits to be undertaken.

## Coronavirus

The latest information is available on our website: <https://www.qmul.ac.uk/coronavirus/>

Students should familiarise themselves with our Covid Code: <https://www.qmul.ac.uk/coronavirus/guidance-for-staff/5-essential-steps-for-staff-returning-to-campus/queen-mary-covid-code/>

Students can find information and resources on Covid-19 and wellbeing on the [Student Health website](#).

The [Advice and Counselling Service](#) has information about [emotional support during coronavirus](#). Their website also contains practical advice about issues like money and immigration.



## School/Departmental contacts

School/Department	Coordinator	Email
Biological and Chemical Sciences	Dr Greg Szulgit	<a href="mailto:g.szulgit@qmul.ac.uk">g.szulgit@qmul.ac.uk</a>
Psychology only	Dr Evi Argyriou	<a href="mailto:p.argyriou@qmul.ac.uk">p.argyriou@qmul.ac.uk</a>
Business & Management	Ms Anisa Islam	<a href="mailto:sbm-ugjoint@qmul.ac.uk">sbm-ugjoint@qmul.ac.uk</a>
Economics & Finance	Prof Xavier Mateos-Planas Emanuela Nova	<a href="mailto:x.mateos-planas@qmul.ac.uk">x.mateos-planas@qmul.ac.uk</a> <a href="mailto:e.nova@qmul.ac.uk">e.nova@qmul.ac.uk</a>
Electronic Eng. & Computer Sciences	Dr Paula Fonseca Dr Pengwei Hao	<a href="mailto:eeecs-studyabroad@qmul.ac.uk">eeecs-studyabroad@qmul.ac.uk</a>
Engineering & Materials Science	Dr Adrian Briggs	<a href="mailto:a.briggs@qmul.ac.uk">a.briggs@qmul.ac.uk</a>
English (School of English and Drama)	Dr James Vigus	<a href="mailto:j.vigus@qmul.ac.uk">j.vigus@qmul.ac.uk</a>
Drama (School of English and Drama)	Dr Swati Arora	<a href="mailto:swati.arora@qmul.ac.uk">swati.arora@qmul.ac.uk</a>
Geography	Dr Marcia Vera Espinoza Dr Giuditta Trinci	<a href="mailto:m.vera-espinoza@qmul.ac.uk">m.vera-espinoza@qmul.ac.uk</a> <a href="mailto:giuditta.trinci@qmul.ac.uk">giuditta.trinci@qmul.ac.uk</a>
History	Dr Matt Jacobsen	<a href="mailto:m.j.jacobsen@qmul.ac.uk">m.j.jacobsen@qmul.ac.uk</a>
Languages, Linguistics & Film		
Comparative Literature	Dr Kasia Mika	<a href="mailto:k.mika@qmul.ac.uk">k.mika@qmul.ac.uk</a>
Linguistics	Dr Adam Chong	<a href="mailto:a.chong@qmul.ac.uk">a.chong@qmul.ac.uk</a>
Modern Languages	Programme Admin Team	<a href="mailto:slf-yearabroad@qmul.ac.uk">slf-yearabroad@qmul.ac.uk</a>
Law	Mrs Sheila Shirley	<a href="mailto:s.shirley@qmul.ac.uk">s.shirley@qmul.ac.uk</a>
Mathematical Sciences	Dr Ilya Goldsheid	<a href="mailto:i.goldsheid@qmul.ac.uk">i.goldsheid@qmul.ac.uk</a>
Physics & Astronomy	Dr Matthew Buican	<a href="mailto:m.buican@qmul.ac.uk">m.buican@qmul.ac.uk</a>
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