**CONTACT DETAILS**

| **Address**       | Global Opportunities & Exchanges  
The University of Sheffield  
Level 3 The Arts Tower  
Western Bank  
Sheffield  
S10 2TN  
UK |
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<tr>
<td><strong>Phone</strong></td>
<td>+44 (0) 114 222 9871</td>
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<tr>
<td><strong>General E-mail Address</strong></td>
<td><a href="mailto:globalopps@sheffield.ac.uk">globalopps@sheffield.ac.uk</a></td>
</tr>
<tr>
<td><strong>Website</strong></td>
<td><a href="http://www.sheffield.ac.uk/erasmus/incoming">www.sheffield.ac.uk/erasmus/incoming</a></td>
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| **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](http://www.shef.ac.uk/about/dates) |
|--------------------|-----------------------------------------------------------------|
| **Directory of Modules** | Please download from:  
[www.shef.ac.uk/ssid/course](http://www.shef.ac.uk/ssid/course) |
| **Module Restrictions** | [www.shef.ac.uk/erasmus/incoming/before/registration-autumn](http://www.shef.ac.uk/erasmus/incoming/before/registration-autumn) |

With the exception of those coming to Sheffield via a Modern Languages exchange agreement, students are expected to choose 100% of their modules from the host academic department into to which they are nominated.
### Students

Students must select 120 Sheffield credits (60 ECTS) for a full academic year or 60 Sheffield credits (30 ECTS) for one semester.

Students will view all available modules in their online application.

#### Grading System

[www.shef.ac.uk/erasmus/incoming/arrive/grades-autumn](www.shef.ac.uk/erasmus/incoming/arrive/grades-autumn)

#### Orientation Programme (optional)

- **16 – 20 September 2019** (Autumn arrivals)
- **6 - 8 February 2020** (Spring arrivals)

[www.sheffield.ac.uk/ssid/newstudents/orientation-week](www.sheffield.ac.uk/ssid/newstudents/orientation-week)

#### English Language Courses

[www.shef.ac.uk/eltc](www.shef.ac.uk/eltc)

Credit bearing modules for incoming exchange students:
[www.shef.ac.uk/eltc/credit/erasmus](www.shef.ac.uk/eltc/credit/erasmus)

#### English Language Requirements

Students from the EU/EEA area will 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](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](www.sheffield.ac.uk/erasmus/incoming/applications/language)

#### Erasmus 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* (login details will be provided separately)

2. If the nomination is in line with our exchange agreement, the 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

* Note that our application process is electronic, we do not accept paper applications

#### 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](www.shef.ac.uk/erasmus/incoming/before/accommodation-info)

Email: [accommodationoffice@sheffield.ac.uk](mailto:accommodationoffice@sheffield.ac.uk)

Tel: +44 114 222 4488
| **Visas** | Students who require a visa to enter the UK should consult the following web pages as early as possible:  
  www.sheffield.ac.uk/ssid/international/immigration  
  Email: www.sheffield.ac.uk/ssid/international/email  
  Tel: +44 114 222 9679 |
| **Insurance** | Students are required to obtain their own insurance policy privately. Please see the Study Abroad & Erasmus+ Handbook for further information:  
  www.sheffield.ac.uk/erasmus/incoming/before |
| **Students with Disabilities** | Where students have severe disabilities such as mobility problems, please mention this at nomination stage.  
  There is a dedicated Disability & Dyslexia Support Service. Students are automatically referred provided they declare their disability in the application.  
  www.sheffield.ac.uk/ssid/disability/contacts |
| **Living Expenses** | 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:  
  ssid.sheffield.ac.uk/money-planner/ |