

STUDENT EXCHANGE PROGRAMME (SEP)

## Information for Students applying for Exchange

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| <p><b>A. University</b></p>                            | <p>The University of Sheffield</p> <p><a href="https://www.sheffield.ac.uk/studyabroad/overseas">https://www.sheffield.ac.uk/studyabroad/overseas</a></p>   |
| <p><b>B. Country</b></p>                               | <p>United Kingdom</p>   |
| <p><b>C. Academics</b></p>                             |   |
| <p><b>i) Module Mapping &amp; Credits Transfer</b></p> | <p>Please ensure that your Study Plan is approved by the academics at your home Faculty before the exchange. You can check with the SEP Coordinator in the Dean's Office of your home Faculty.</p> <p>Modules approved in the past might not be offered by the host university or approved by your Faculty when it is time for your exchange. Please check the latest course offerings at the host universities while you are preparing your Study Plan.</p>  |
| <p><b>ii) Academic Calendar</b></p>                    | <p><b>Semester 1:</b> Mid-September to Early February<br/><b>Semester 2:</b> Early February to Mid-June</p> <p><a href="http://www.shef.ac.uk/about/dates">http://www.shef.ac.uk/about/dates</a></p>  |
| <p><b>iii) Exchange Duration</b></p>                   | <p><b>Students are recommended to go for a full-year or Semester 2 exchange due to calendar overlap.</b></p> <p>Student who wish to go on exchange in Semester 1 have to seek prior permission from The University of Sheffield to have the final assessment in December. All semester 1 applications for <b>December Finish</b> have to be submitted by 1 May (date subject to change). If the permission for a “December Finish” is not given, please do not apply to go to The University of Sheffield in semester 1.</p> <p>The list of Sheffield’s departments which can accept December Finish applications can be found in NUS Registrar’s Office SharePoint. If you have been selected by your Faculty to go to Sheffield for exchange, please approach your Dean’s office for the link to SharePoint.</p> <p><a href="https://www.sheffield.ac.uk/globalops/inbound/apply/year-structure">https://www.sheffield.ac.uk/globalops/inbound/apply/year-structure</a></p> |
| <p><b>iv) Examination</b></p>                          | <p>Students are expected to attend the mandatory examination from mid-January to early February if no alternative assessment is given for Semester 1 exchange. All NUS Faculties and Schools exchange coordinators have been informed about this requirement.</p>   |

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| <p><b>v) Curriculum Structure</b></p>                                    | <p>120 credits for a full year exchange or 60 credits for a semester exchange. Modules can be worth between 5 and 30 credits. The most common values are 10 or 20 credits. <b>Strictly no overloading of credits.</b></p>   |
| <p><b>vi) Entry Requirements</b></p>                                     | <p>You should:</p> <p>(a) Have successfully completed at least:</p> <ul style="list-style-type: none"> <li>(i) one (1) semester of study at NUS upon application for the Exchange Programme; and</li> <li>(ii) two (2) semesters of study upon admission to the host university</li> </ul> <p>(b) Be a student of good standing at NUS with:</p> <ul style="list-style-type: none"> <li>(i) a minimum 'B' average grade or 65% - 70% average marks or ranking in the top one-third of the class;</li> <li>(ii) no single grade below 'C' for subjects related to major of studies</li> </ul> <p>(c) Show the aptitude, motivation and maturity, to thrive in the environment at the host university</p> |
| <p><b>vii) Language Proficiency Requirements</b></p>                     | <p>Sheffield do ask for English Language Proficiency documentation from NUS exchange student applicants.</p> <p>There are various English language qualifications Sheffield accept as evidence of a student's level of English. Where the qualification does not expire in two years (IELTS, TOEFL, etc) and is over five years old, Sheffield require a reference from someone who teaches the student to confirm their level of English has not dropped in the meantime. It is not enough to receive a letter confirming NUS teaches in English, as the reference must be specific to the student.</p> <p>More information is available <a href="#">here</a>.</p>                                     |
| <p><b>viii) Faculties &amp; Schools accepting exchange students</b></p>  | <ul style="list-style-type: none"> <li>● Faculty of Arts &amp; Humanities</li> <li>● Faculty of Engineering</li> <li>● Faculty of Science</li> <li>● School of Social Sciences (excluding School of Law)</li> </ul>   |
| <p><b>ix) Modules Compatibility, restrictions and pre-requisites</b></p> | <p>Students have to <b>read Sheffield's guidelines on choosing courses and module restrictions</b> as the <a href="#">list of modules available for exchange changes every year</a>.</p>  |

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| <p>Students who do not follow the module restrictions to apply for the exchange have to risk not securing the exchange opportunity at Sheffield</p> | <p><a href="https://www.sheffield.ac.uk/globalopps/inbound/apply/what">https://www.sheffield.ac.uk/globalopps/inbound/apply/what</a></p> <p>All post-graduate modules with code 6xxx are <b>NOT</b> available to undergraduate students on exchange.</p> <p>Modules taught at Sheffield’s International Faculty – City College based in Thessaloniki Greece are <b>NOT</b> open to exchange students.</p>   |
| <p><b>D. Application</b></p>  |   |
| <p><b>i) Procedures</b></p>   | <p>All NUS students have to be nominated by NUS before they can apply as an “<b>Exchange Student</b>” for fee-waiver exchange at the host university.</p> <p>The application procedures and list of supporting documents needed by the host university can be found in the SharePoint. Please look for the SEP coordinator at your Dean’s Office for the link to the SharePoint.</p> <p><b><i>For approved December Finish applicants and Semester 2 exchange applicants:</i></b></p> <p>Students must complete Sheffield’s online application form and submit the scanned version of all supporting documents before the deadline. Only electronic documents are accepted. Late applications will be rejected.</p> <p>More information can be found online at <a href="https://www.sheffield.ac.uk/studyabroad/overseas/prospective/applying#Exchange">https://www.sheffield.ac.uk/studyabroad/overseas/prospective/applying#Exchange</a></p>  |
| <p><b>ii) Deadlines</b></p>   | <p>All NUS students must abide by the internal application deadline set by their home Faculty for exchange participation in the following academic year. After clearing the internal application and selection process, students have to take note of the application deadline set by the host university.</p> <p>Failure to submit a formal application to the host university will result in your exchange being forfeited even if you have been selected by NUS for the exchange.</p> <p><b><i>For December Finish applicants:</i></b></p> <p>Nomination of December Finish students must be submitted to Sheffield before <b>1 May</b> (date subject to change). After which applicants for December Finish should email their proposed Study Plan and latest transcript to Sheffield’s Global Opportunities &amp; Exchange (GOE) team. <b><u>Students can only submit a formal application to Sheffield after GOE has sent the approval to December Finish applicants.</u></b></p> <p><b><i>For Architecture applicants:</i></b></p> |

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|   | <p>Applicants for modules in the School of Architecture must submit a portfolio to be considered for studio modules. The application deadlines are <b>1<sup>st</sup> April</b> for September entry and <b>1<sup>st</sup> September</b> for February entry (dates subject to change). Late applicants <b>will not</b> be offered studio-based modules.</p>   |
|   | <p>NUS students should consider Sheffield for full-year or semester 2 exchange.</p> <p><b><i>For non- December Finish applicants and semester 2 exchange applicants:</i></b></p> <p>Students must complete Sheffield’s online application form and submit all scanned supporting documents one month before <b>1 October</b> for Spring semester exchange (date subject to change).</p>   |
| <p><b>E. Accommodations</b></p>           |   |
| <p><b>i) University Accommodation</b></p> | <p><b><i>For approved December Finish applicants:</i></b></p> <p>Sheffield’s Accommodation and Commercial Services liaise with Global Opportunities and Exchanges to offer short term contracts (i.e. less than a semester) to December Finish students.</p> <p>Normally “December Finish” students are housed together within University accommodation and full details of property and rent will be advised following application.</p> <p>If Accommodation and Commercial Services cannot offer a short-term contract, students need to apply for and accept a semester contract and pay for the extra weeks. <b>This cannot be waived.</b> Alternatively, students can try and find accommodation in the private sector but you must let Sheffield know if you will do this.</p> <p><b><i>For non-December Finish students and students joining Sheffield in semester 2:</i></b></p> <p>A room at Sheffield’s university accommodation is guaranteed for the full duration of semester 2. However, the preferred room type cannot be guaranteed.</p> <p>Once students are accepted, they will be directed to the Accommodation Office. More information about accommodation can be found at: <a href="https://www.sheffield.ac.uk/accommodation">https://www.sheffield.ac.uk/accommodation</a></p> |
| <p><b>ii) Private Accommodation</b></p>   | <p>December Finish applicants have to source for private accommodation on their own if they do not wish to pay for the extra weeks as stated in the university accommodation contract.</p>  |

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**F. Visa**

**Consular/Visa Regulation**

**UK Visa and Immigration updates their immigration policy regularly. It is the student's responsibility to check on the requirements via their website before they leave for the exchange.**

<https://www.gov.uk/government/organisations/uk-visas-and-immigration>

For latest information on border control please see:

<https://www.gov.uk/uk-border-control>

**Standard Visitor Visa for Semester Exchange**

If you are a Singapore citizen or a citizen of another country on the UK non-visa nationals list, and if your course of studies is less than 6 months, you will request entry to the UK as a Standard Visitor when you arrive.

Singapore citizens do not normally need to meet with a Border Force agent, and will be able to enter the UK through E-gates. The E-gates will automatically grant you permission to stay in the UK for up to 6 months.

You will not receive a stamp on your passport thus it is important that you retain evidence of when you entered the UK. Hence, please keep your boarding pass or evidence of your flight itinerary.

Please refer [here](#) for more details on the Standard Visitor Visa.

**Student Visa for Full-Year Exchange**

You need a Student Visa for a full-year exchange in Sheffield.

For more details on visa application, read the information available [here](#).

All students are advised to apply for the necessary visa immediately after they received the official offer letter/email from their host university. Some visa application processes can take up to 2 months to process. Your exchange at the host university depends on the clearance by the immigration of the host country.

Sheffield's information on Visa and Immigration can be found here:

<https://www.sheffield.ac.uk/ssid/immigration/index>

**Your exchange at the host university depends on the clearance by the immigration of the host country.**

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| <b>G. Safety, Health &amp; Medical Insurance</b> |   |
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| <b>i) Health/Medical Insurance</b>               | <p>The University of Sheffield does not have a mandatory health policy.</p> <p>For less than six months of exchange, students are not entitled to free NHS treatment and should arrange medical insurance before arriving at Sheffield.</p> <p>All registered NUS students are covered under the group personal accident and medical insurance as well as the student travel insurance. For more information on the insurance coverage, please refer to <a href="https://myportal.nus.edu.sg/studentportal/student-insurance/all/">https://myportal.nus.edu.sg/studentportal/student-insurance/all/</a>.</p> <p>If the insurance coverage is not enough, students are advised to purchase additional health and/or travel insurance from their preferred agent.</p> |
| <b>ii) Emergency Number at host university</b>   | Tel: 44 114 222 4085 (24 hours)   |
| <b>H. Cost of Living</b>                         |   |
| <b>i) Estimated Living Expenses</b>              | <p>Details can be found at <a href="https://www.sheffield.ac.uk/international/enquiry/money/costs">https://www.sheffield.ac.uk/international/enquiry/money/costs</a></p>  |
| <b>ii) Scholarship</b>                           | <a href="https://www.sheffield.ac.uk/globalops/inbound/fees-funding/scholarships">https://www.sheffield.ac.uk/globalops/inbound/fees-funding/scholarships</a>   |
| <b>I. Useful Links</b>                           |   |
| <b>Arrival Guide</b>                             | <ul style="list-style-type: none"> <li>• <a href="http://www.sheffield.ac.uk/ssid/newstudents">http://www.sheffield.ac.uk/ssid/newstudents</a></li> <li>• <a href="http://www.sheffield.ac.uk/studyabroad/overseas/postapplication/arrival">http://www.sheffield.ac.uk/studyabroad/overseas/postapplication/arrival</a></li> </ul>  |
| <b>COVID-19 Updates</b>                          | <ul style="list-style-type: none"> <li>• <a href="https://www.sheffield.ac.uk/coronavirus">https://www.sheffield.ac.uk/coronavirus</a></li> </ul>   |

Last updated: July 2021. Note: all information is subject to change.