Durham University

European Exchanges Application Guide

European Exchange Application Guide

Welcome! We are delighted that you are considering spending a year abroad studying with a partner university. This guide is for European Exchange ς 5dzNJ Ķ full-year exchange programme at European partner universities. If you are interested in working abroad in the form of a Global Internship or Placement Year, please visit the Global Opportunities homepage for more information: [Global Opportunities](#).

Please note: MLaC students please liaise directly with the School of Modern Languages and Cultures Year Abroad team, to whom you submit your application.

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1.0 General Information about European Exchange

The European Exchange Programme is for exchanges with our European partners. f f 2 Ŧ 5 dzNJ K l· Y European partner universities can be found here: Europe. Places at these universities are awarded using a competitive application process, described below.

The purpose of this document is to guide students from all Departments except MLaC through the application process. MLaC students must apply through the School of Modern Languages.

Kindly note, you will first apply for a place through the Durham University European Exchange programme and, should you be successfully allocated one of your choices, you will subsequently apply to your host institution.

1.1 Am I eligible to apply?

The European Exchange programme is open to students from to all degrees. Applicants must, however:

- be in their second year;
  - Physics and Computer Science are an exception to this. Physics students have the flexibility to apply for the year abroad in any application period after their first year. Computer Science students are able to apply in their second or third year. Students should speak to their Departmental Exchange Coordinator if unsure.
- have a first year average of 55% or above*

Please note:

- Students who have received an offer of a non-European exchange place must contact the Global Opportunities Team to formally withdraw from the non-European programme before making an European application. Students who fail to do this will be considered ineligible for the European exchange programme and will not be offered a place. This is to ensure that students do not hold two offers of year abroad places at the expense of others who cannot receive an offer owing to limited places.
- the application process is competitive; therefore, you are not guaranteed a place;
- some partners may set their grade entry requirements at higher percentages than 55% A European exchange J f l· Ŏ Ŝ ƛ ă Ŏ 2 y ˇ ú ƛ y ˇ ∃ Ŝ y ˇ ú 2 y ˇ Y ˇ Ŝ Ŝ ú ƛ y ˇ ∃ ú K Ŝ LJ
  - *Owing to partner entry requirements, Law requires a first year average of 60% or above
- some exchange places have language requirements. Please check their programmes to ensure that you have the language qualifications to participate.

1.2 When will I go abroad?

The exchange process works as follows:

- Apply during your second year
- Study abroad during your third year
- Return to Durham University for your fourth year.

Please note: Exchanges are for the full academic year. With the exception of MLaC students, students cannot study for only a single semester at a partner university.

1.3 Additional Year or Replacement Year?

Students can do one of two options, depending on their course:

Additional Year	Replacement year
Go abroad in year three, which will add a year in to your programme. Mostly this extends the length of your degree from three to four years (though for some integrated Masters this is fro four to five years).	Go abroad in year three, with the year abroad replacing a year in Durham. This is only offered by a limited number of four-year degree courses in the Science Facul Please check with your Departmental Exchange Coordinator for details before applying Not an option for students on a 3-year course
This is a pass/fail year and the grades do affect your final degree classification.	Grades count towards final Durham degre mark.
The final degree programme will be *your degree title (BA, MA etc) XXXX with Year Abroad* and you will receive a transcript from their hos university to prove what you did abroad.	The final degree programme will be *your degree title (e.g. MSc) XXXX with Year Abroad* and you will receive a transcript from their hos university to prove what you did abroad.
90+% of exchanges are additional year	Less than 10% of exchanges are replacem year.

1.4 Approximate timeline

The following timeline shows the approximate process for applying for an exchange. Please note the exact timeline may vary according to the exchange processes of the partner university abroad.

Mid-late October	Promotion events for exchanges, e.g. the Glo Opportunities Fair
Mid-January	European Exchange applications open
Mid-late February	Applications close
Mid-late February	Applications sent to Departments for approval and assessment.
Late February	Departmental Coordinators allocate departmental places
Late February	International Office allocates institution-wide places.
Early March	Students are informed of their allocation.
March - April	Durham nominates students to partner universities.
May - July	Students complete applications to partner universities*
	Apply for partner university accommodation (if applicable
	Apply for a visa (if applicable)
	Attend pre-departure briefings
	Book travel
	Complete pre-departure process, including healt declaration process, Viator travel cover application etc.
August to October	Depart for your year abroad
Within a month of arrival	Submit any paperwork if receiving funding such as Turing

* Please note the difference between applications. In order to apply to a partner university, students must have first successfully applied for a place on the European Exchange scheme. If you miss the internal application process, you will not be able to apply for a place with a partner. Therefore, you need to:

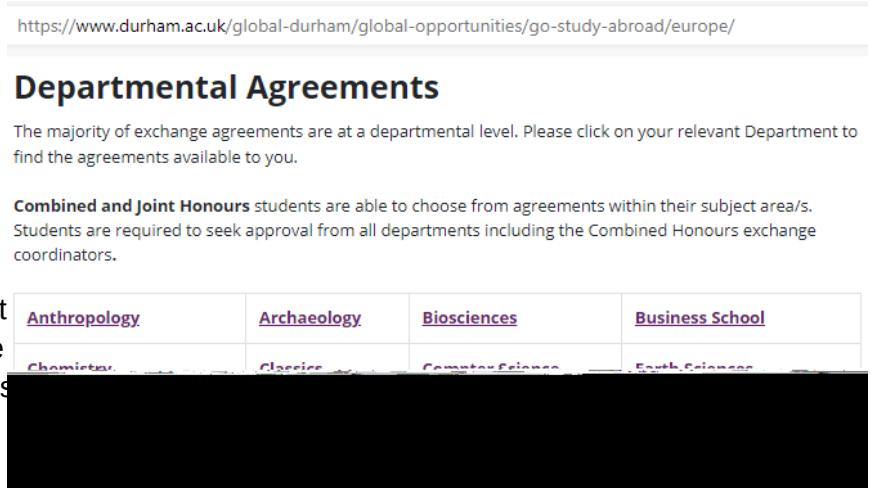
1. ! LJLJ f è λ y ú Ŝ NJ y European Exchange programme. Ω ă
2. If successful, you will be nominated to the partner by Durham University.
3. After nomination, the partner will invite you to complete an external application to their university on the exchange programme. ¢ K λ ă ă Ŝ Ŏ ƨ y Ř ά l· LJLJ f λ Ŏ l· ú λ ƨ y ε λ register you in their systems and check you meet their entry requirements.

1.5 Where can I go?

Exchanges can only take place with partner universities with which we have a formal exchange agreement. Our European partners are listed on the Europe webpage; if a university is not listed, you cannot apply to go there via the European Exchange scheme. Partners listed are split between two different types of partnership: Departmental and Institution-wide.

1.5.1 What is the difference between Departmental and Institution-wide exchange links?

The majority of European links are departmental. These are where there is a specific link from the department at Durham with the department at the partner university. The Europe webpage has a list of all Departments where students can access information about the Departmental links available to them


https://www.durham.ac.uk/global-durham/global-opportunities/go-study-abroad/europe/

Departmental Agreements

The majority of exchange agreements are at a departmental level. Please click on your relevant Department to find the agreements available to you.

Combined and Joint Honours students are able to choose from agreements within their subject area/s. Students are required to seek approval from all departments including the Combined Honours exchange coordinators.

Anthropology	Archaeology	Biosciences	Business School
Chemistry	Classics	Computer Science	Earth Sciences

Institution-wide links are special arrangements with European partners where an agreement has been signed to allow students from across all departments to complete an exchange, as long as appropriate modules are available at the partner university.

Durham is part of the Coimbra Group which has a Student Exchange Network that facilitates the movement of students between participating institutes. These are institution-wide exchange links.

1.5.2 Which exchange links may I apply for?

Departmental links: Students may apply for links within their own department. Students cannot apply for links from other departments they do not study with. Example: A Mathematics student cannot apply for a History exchange partner.

All students make only one application (with up to three university choices). Students who study multiple subjects (such as Combined Honours, e.g. Liberal Arts, CHSS, Natural Sciences) also make one application (with up to three partner university choices) but can apply for links from each of their

2.1.3 How to Download Your Statement of Marks

Your Statement of M

- A screenshot showing the internet is down will need to be backed up with the Word document timestamp (which can be saved on your local drive without the internet). This is to demonstrate that no advantage can be gained by post-deadline editing.
- A Word document timestamp will need to be backed up with a screenshot showing the internet is down at or before the submission deadline. This demonstrates that an applicant has not simply neglected to submit in time.

3) You have sent a doc copy of your personal statement by email to the Global Opportunities Team within 12 hours of the application deadline.

If you are granted an extension, we will get in touch with you to instruct you on the next steps. You will need to make sure you submit your application during the allocated time slot. Failure to submit your application during the allocated time slot will result in your application not being accepted.

2.3 Departmental Approval

Once your application has been submitted, it will be sent to your Departmental Exchange Coordinator for approval. This is to ensure that there are sufficient modules in your subject for a full year workload at your choice of universities. It is your responsibility, via your own research, to ensure the partner university is able to deliver appropriate modules for your degree subject that meet the full course load requirement.

Since academic approval is a requirement, we strongly recommend that you speak to your Departmental Coordinator prior to making an application. Indeed, for Replacement Year students this is a requirement to ensure grades can be transferred.

3.0 Allocation of Places

Prior to allocation, any applications that are not approved by a Departmental Exchange Coordinator will be withdrawn.

3.1. Departmental Places

Departmental Exchange Coordinators assess your application and allocate you one of your chosen universities, if possible. When making allocations, Coordinators may take a combination the following into account:

- academic performance (see below);
- language requirements;
- person statements and;
- the ability to place the greatest number of students at partners.

3.2. Institution-wide Places

If you have applied for an institution-wide link, those choices will be considered centrally by the International Office in conjunction with your Coordinator, taking into account any departmental choices you have provided. Predominantly institution-wide allocations are made using academic

performance alone, however, the ability to place the greatest number of students at partners may also be considered

3.3. Academic Performance

Academic Performance Academic scores are taken from your first-year performance relative to your classpeers for each module taken. The score for each module is then combined to produce an average ranking relative to your peers.

- This removes any bias towards departments who may have marked exams more generously but subsequently moderated with high grade boundaries for degree classification.
- The ranking takes into account module credit size.
- The ranking excludes marks where concession have been raised.

The data for scores is taken from the Academic Office records. The Global Opportunities Team can only accept the scores provided by them.

3.4 Notification of outcomes

The International Office will inform students of the outcomes of all applications via email. The estimated timeframe for receiving your outcome is early March.

4.0 What Happens Next?

4.1 If successful

You will be nominated by Durham to the host university. Thereafter, you will have to apply to the host dz y˝ ƛ Ø Ŝ NJ ă ƛ ű è ó ă ƨ ű K Ŝ è Ŏ l· y˝ NJ Ŝ ƨ departure process ƨ dz ú l· y˝ Ř Ŏ ƨ Y˝ LJ ť Ŝ

4.2 If unsuccessful

You are unable to undertake a study exchange. If you are interested in completing an alternative