



University name	The University of Sheffield
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CONTACT DETAILS

Address	Global Opportunities The University of Sheffield Level 7, The Arts Tower Western Bank Sheffield S10 2TN United Kingdom
General e-mail address	globalopps@sheffield.ac.uk
Website	www.sheffield.ac.uk/globalopps/inbound
Inbound Coordinator Contact	Elizabeth Rounding Email: globalopps@sheffield.ac.uk Phone: +44 (0) 114 215 7620
Agreements Coordinator Contact	Katherine Barrott Email: agreements-globalopps@sheffield.ac.uk Phone: +44 (0) 114 222 9817
Departmental contacts	Each department has a departmental tutor for academic advice: www.sheffield.ac.uk/globalopps/departmental-contacts

EXCHANGE PROGRAMME INFORMATION

Semester dates (dd/mm/yyyy)	<p>Autumn: 23/09/2024 - 08/02/2025 Spring: 10/02/2025 - 14/06/2025</p> <p>Students arriving in the autumn semester must arrive for Intro Week, when most registration tasks take place: 23/09/2024 - 28/09/2024</p> <p>www.sheffield.ac.uk/about/dates/current-and-future-semester</p> <p>December finish: Where the second semester at the sending institution starts in January, December finish may be an option. Partner universities must select the December finish option in the nomination form. All other students are required to stay until the end of the semester in early February. Not all departments offer a December finish.</p> <p>https://www.sheffield.ac.uk/globalopps/inbound/apply/year-structure</p>
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Directory of Modules	<p>A list of modules which may be available to select from can be found in the Directory of Modules. Please ensure that students are aware that not all modules are open to exchange students, and some may have prerequisites for students to join. Nominated students will be provided with a module catalogue when they apply.</p> <p>Directory of Modules: https://apex-live.shef.ac.uk/cies/web_cal.cal3_dept_form?p_year=23</p>
Module restrictions and selection	<p>With the exception of students coming to Sheffield via a Modern Languages exchange agreement (those hosted by the School of Languages and Cultures), students coming through a departmental exchange can only choose modules from their host academic department in the application system.</p> <p>Students coming to Sheffield via a Faculty wide or multi-department agreement can study within the agreed Faculty or departments listed in the agreement only.</p> <p>Students are expected to select 120 Sheffield credits (60 ECTS) for a full academic year or 60 Sheffield credits (30 ECTS) for one semester. Students can take no more than 60 credits per semester or 120 credits for the full academic year. Students can take fewer than 60 credits or 120 credits but must take a minimum of 40 credits for one semester or 100 credits for the academic year.</p> <p>Students will be able to select provisional modules as part of their online application, which will be reviewed by academic departments. Modules will be confirmed at registration at the start of the semester and may not be available due to time table clashes, modules no longer running or another reason.</p> <p>Please note that some departments do have restrictions on what students can study and at which level. For example, Level 3 modules are not available to study abroad/exchange students in Politics, as well as other departments. Information about what students can study can be found here:</p> <p>www.sheffield.ac.uk/globalopps/inbound/apply/what</p> <p>At the beginning of both semesters there is a period of 'Add/Drop' where students can make changes to their modules. These modules must still be ones that are available to exchange students and that the students meet the requirements for. This is also an opportunity to change modules if there is a timetable clash or a module is no longer running.</p>
Grading system	<p>www.sheffield.ac.uk/post-study-support/certificates-verification/transcripts/definitions</p>
Orientation and Welcome	<p>Orientation is an optional additional period before the start of term, but highly recommended for students who want more time to settle into Sheffield and life in the UK. Events are run by Global Campus to introduce students to Sheffield, offer advice on living in the UK, and introduce students to other international students.</p> <p>www.sheffield.ac.uk/new-students/orientation</p>

	<p>Intro week is the first week of the semester during which Global Opportunities will hold a Welcome and Induction event for study abroad and exchange students. This is a chance to meet other exchange students, learn important information and also to get documents signed (arrival forms, learning agreements).</p> <p>Global Opportunities also run a drop in throughout the semesters open to inbound students.</p>
English Language courses	<p>Our English Language Teaching Centre (ELTC) offers modules to help students improve their English language skills whilst in Sheffield. Selected modules are credit bearing, designed for exchange students.</p> <p>www.sheffield.ac.uk/eltc/modules/erasmus-and-study-abroad</p>
English Language requirements	<p>All students, regardless of their first language, will need to provide proof of English language level as part of their application.</p> <p>If the student's first language is English and they are from a country considered by the UKVI to be majority English speaking (https://www.sheffield.ac.uk/international/english-speaking-countries), then students will need to upload their high school qualification (e.g. high school transcript, diploma, GCSE/O level, IB).</p> <p>If English is not your student's first language, please make sure they meet, or will meet in time, the English language requirements of all the departments they wish to study in.</p> <p>Students coming from a European partner for a single semester only where a Student Visa is not required can ask their home university to complete the University of Sheffield's English Language Confirmation template letter to confirm their English language proficiency. If you would like to receive a template of this letter to complete for your student(s) please indicate that in the nomination form.</p> <p>Students will need to meet the departmental English language requirements. If students are studying within multiple departments, they will need to meet the English language requirements of all departments.</p> <p>A list of departmental requirements, and links to lists of accepted qualifications can be found on our webpage.</p> <p>Departmental English Requirements: https://www.sheffield.ac.uk/globalopps/inbound/apply/entry-requirements/english-language</p> <p>Accepted English Language Tests: https://www.sheffield.ac.uk/undergraduate/apply/english-language</p>
Nomination deadlines	<p>Full Year and Autumn semester entry: 1 May 2024 Spring semester entry: 1 October 2024</p>
Student application deadlines	<p>Full Year and Autumn semester entry: 31 May 2024 Spring semester entry: 31 October 2024</p>

<p>Extending stay</p>	<p>If a student wishes to extend their autumn semester to the full academic year, they must apply to Global Opportunities by email by 1 November 2024, with permission from their home university.</p> <p>We will assess the current exchange balance and advise them if the extension has been approved. Extensions cannot be granted by the host department.</p> <p>Students will be required to apply for a Student Visa if they wish to extend to a full academic year, and must ensure they understand the requirements for a new visa before applying to extend their stay.</p>
<p>Application process</p>	<ol style="list-style-type: none"> 1. Students must be nominated by their home university via our online form: we do not accept email nominations. Partners are asked to nominate students within enough time for students to submit their application. If partners require an extension they are asked to confirm this well in advance of the deadline. 2. If the nomination is in line with our exchange agreement, students receive a link to the online application form along with instructions on how to complete it. Students must provide an up to date copy of their transcript, translated into English, and their English language qualification (high school transcript if English is the first language) as part of their application. Architecture students will be required to submit a portfolio. 3. Students can be issued with a Conditional offer if they do not fulfil all the requirements for a full offer. Once they have met the conditions of their Conditional offer, they will be issued with an Unconditional offer. 4. Once students have accepted their Unconditional offer, they receive an email confirmation containing their applicant number. The applicant number allows students to apply for University accommodation and complete pre-registration steps.
<p>Housing information</p>	<p>Students can apply online for University owned accommodation once they have received their applicant number. University housing is only guaranteed for students studying in Sheffield for the full academic year but applications are encouraged from students staying for one semester only.</p> <p>https://www.sheffield.ac.uk/accommodation/prospective/study-abroad-exchange-students</p> <p>Email: accommodationoffice@sheffield.ac.uk</p> <p>Tel: +44 114 222 4488</p> <p>Students can also apply for private sector housing if they prefer.</p> <p>Smartmove Sheffield can also provide university approved housing options.</p> <p>https://www.smartmovesheffield.com/Accommodation</p>

Visas	<p>Students who require a visa to enter the UK can be supported by the International Student Support team. There is information about visas and requirements on our webpages:</p> <p>www.sheffield.ac.uk/new-students/immigration</p> <p>https://www.sheffield.ac.uk/new-students/immigration/student-visa-application/visitor-short-term-student-visas</p>
Insurance	<p>Students are required to obtain their own comprehensive insurance policy during their study in Sheffield. They may also need to arrange their own medical insurance, if they do not pay the NHS surcharge for their visa.</p> <p>https://www.sheffield.ac.uk/new-students/immigration/student-visa-application/immigration-health-surcharge</p>



University of
Sheffield



**YOUR
STUDYING
ABROAD IN
SHEFFIELD
HANDBOOK**

WELCOME TO THE UNIVERSITY OF SHEFFIELD

Studying abroad as part of your degree is an exciting opportunity. We are delighted you have chosen to spend part of your degree with us at the University of Sheffield. Every year, we welcome around 750 exchange students from all over the world into our community.

We work with our students to make sure that they have the best experience possible. As you would expect from a leading UK university, we place a strong emphasis

on academic quality – what you learn at Sheffield will enhance your education, broaden your horizons and internationalise your degree.

Studying and socialising alongside students from over 150 countries means your experience at Sheffield will be truly international. You'll experience the very best that UK education and life have to offer.

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SECTION A: BEFORE YOU ARRIVE

CHOOSING YOUR MODULES

In your application to Sheffield, you will select which modules you would like to study. The application will show all the modules available according to your exchange programme. Your modules will be approved by the relevant department during the application process. All module allocations are provisional until the start of term when timetables are confirmed. During the application process, Global Opportunities and your host department(s) may be in touch to discuss your options and possible alternatives if changes are needed.

How many credits do I need?

- If you are spending a full academic year with us you are expected to register for the full load of 120 Sheffield credits.
- The minimum you can register for is 100 Sheffield credits, with written agreement from your home institution (full year students).
- If you are spending one semester with us, you are expected to register for the full load of 60 Sheffield credits.
- The minimum you can register for is 40 Sheffield credits, with written agreement from your home institution (semester only students).

If you wish to register for less than the full credit load, you must provide a letter from your home institution. This should be uploaded to the pre-registration system before you complete your registration.

Pre-registration

Once you have accepted an offer of a place you will be sent instructions on completing pre-registration actions online before you arrive in Sheffield. More information is available on the registration [webpages](#).

Have we got your current email address? We need your most up-to-date contact information for pre-registration. Keep us informed of any changes to your email address by contacting us.

Email: pre-registration@sheffield.ac.uk

UNIVERSITY ACCOMMODATION

All full year exchange students are guaranteed a single room in University owned accommodation if you apply by the accommodation deadline in the summer.

There are rooms available for single semester students, but these are not guaranteed. We suggest that you submit your accommodation application as soon as you can once you have accepted your conditional or unconditional offer. Accommodation will only be confirmed once you have accepted an unconditional offer.

You will be contacted approximately four weeks prior to your arrival to confirm whether your application has been successful.

If you are coming for a reverse full year, you are only guaranteed accommodation for the first part of your course (February – July).

Students attending with a December finish are offered a shorter accommodation contract.

How do I apply?

Everything you need to know about applying and living in University accommodation is available [online](#).

Our accommodation

Accommodation is available on both [Ranmoor/ Endcliffe](#) and [City](#) sites. Wherever you live, you will be part of a supportive community where there's always something happening.

Residence Life

[Residence Life](#) is here to enhance your accommodation experience. The Residence Life team run various [events and activities](#) throughout the year to give you the best student residential experience.

There are also Residence Life Mentors – experienced students who live in the same residences and are on hand to support you during your time in University accommodation.

They can help with emotional issues, academic worries, or if you just need someone to talk to. If they can't help or don't know the answer, they'll signpost you to someone who can.

INCLUDED IN YOUR RENT:



All of your gas, electric, water and internet bills



Room contents insurance



Residence Life events and sports activities



Residence Life Mentor support



VISAS, TRAVEL AND HEALTHCARE

Do I need to apply for a visa?

Check the [UK Government webpage](#) to see whether you need to apply for a visa to study.

Visa information is subject to change, so make sure you keep up-to-date with the latest information and advice. You can find information about Student and Visitor visas on our [webpage](#).

What insurance will I need?

You must ensure you have insurance coverage for travel, medical treatment, loss of property or money, etc.

Ambassador tip:

Shop around to get the most comprehensive policy. Don't just sign up for the cheapest one!

You can check your entitlements to healthcare in the UK [online](#).

Booking your travel to the UK

If you need a visa, we would advise waiting until you have received it before booking your travel. Make sure you know your required date of arrival in Sheffield before making any travel arrangements.

Sheffield has a number of airports within close proximity. The nearest international airport served directly by train from Sheffield is Manchester Airport.

Public transport journey times to Sheffield Station are available [online](#).

It's important that your passport is up-to-date and will not expire during your stay in Sheffield.

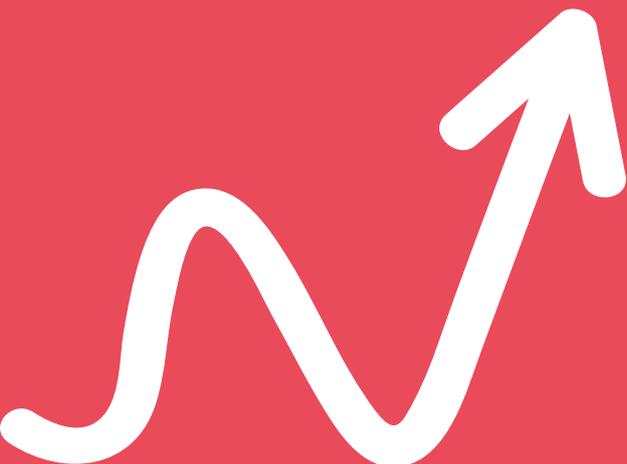
Planning your arrival

Your arrival date will depend on your individual arrangements but we recommend that you arrive in time to take part in some of our [Orientation activities](#). Orientation takes place at the start of each [semester](#), so that your first days in Sheffield are as relaxed and enjoyable as possible.

Orientation includes a wide range of activities, tours, information sessions and social events, and is a great way to help you meet new people and adjust to life in the UK.

There is normally a [Meet and Greet](#) airport pick up service from Manchester Airport for students starting in September. Further details will be available online closer to the start of the academic year.

Information on [travelling to Sheffield](#) from the airport is available online.



SECTION B: WHEN YOU ARRIVE



MOVING INTO UNIVERSITY ACCOMMODATION

September arrivals

Once you have accepted your contract, you can complete your e-induction where you will find lots of information to help you settle into your accommodation. During the e-induction, you will be asked to book a time slot for arriving and collecting your keys. More information about moving into University accommodation is available [online](#).

If you are taking part in **Orientation** and staying in University accommodation, then your key collection will be included in the programme of events. If you do not take part in Orientation then your keys will be available on the first day of your accommodation contract.

February arrivals

Your keys will be available on the first day of your accommodation contract. You can collect them from the key collection point, full details will be included in your e-induction.

What if I can't collect my keys on the first day of my contract?

If you're arriving late due to flights for example, then inform the **Accommodation Office** as soon as possible. They'll let you know how long they can hold your room for and how you can collect your keys.

Email: accommodationoffice@sheffield.ac.uk



REGISTRATION PROCESS

Before you can attend classes, you must complete **registration**. You need to check all of your module choices have been approved and added to your student record. Full information about the registration process is available **online**.

FORM SIGNING AND QUESTIONS

The Student Services Information Desk (SSiD) can answer any questions you may have, sign your arrival forms and assist with the majority of your student paperwork (excluding your Learning Agreement, this must be signed by your **departmental tutor**).

If you are a languages student the Global Opportunities team can sign your Learning Agreement. If you're unsure, or have questions, contact us.

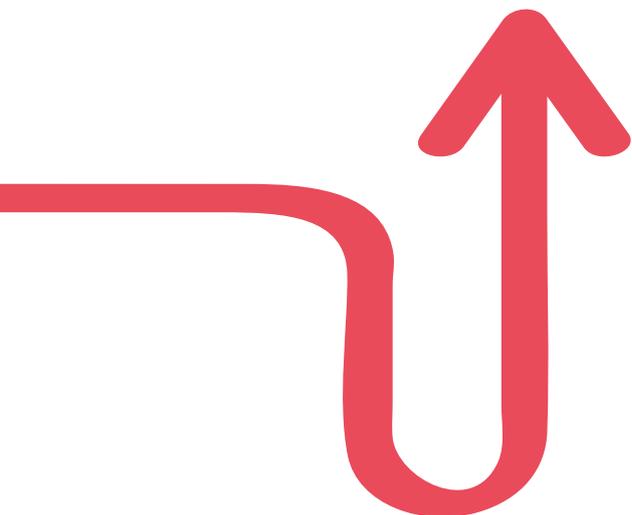
Email: globalopps@sheffield.ac.uk

You can contact SSiD online. You **must** get your form signed in person at **SSiD on Level 3 of the Students' Union Building**.

UNIVERSITY HEALTH SERVICE REGISTRATION

The University Health Service is a National Health Service (NHS) General Practice focused on student health. It offers a full range of GP and Nurse services. All students of the University of Sheffield, studying for three months or more and living in the city can register with the service.

Find out more **online**.



NHS ENTITLEMENT

You won't be charged for the care you receive at the University Health Service or treatment received within the Accident and Emergency department of a hospital. This is free to all overseas visitors. You may have to pay for other treatment, depending on the type of treatment required and your immigration status.

You must bring evidence of your BRP/visa/ EHC with you to all hospital appointments, otherwise, you may have to pay for treatment regardless of any exemptions.

Studying for 6 months or more (non-EEA students)

If you're studying for more than 6 months and you are a non-EEA student, you are required to pay the **Immigration health surcharge**. This will enable you to access NHS services in the UK.

Studying for less than 6 months (non-EEA students)

If you have a short-term Study visa or a Visitor visa, you should obtain private medical insurance.

European Economic Area and Switzerland (EEA) Students

If you're an EEA and Switzerland national, you should obtain EHC before coming to the UK. This will enable you to access NHS services in the UK.

The EHC card must be issued by your home country, a UK EHC card is not valid for use within the UK.

Further information is available on our **webpage**.

Health Insurance

You may want to consider taking out health insurance, even if you are entitled to free NHS treatment whilst in the UK. This is particularly recommended if you have a chronic or ongoing medical condition or concern.





SECTION C: WHILE YOU ARE HERE

CHANGING MODULES

You can alter your choice of modules during a three week period at the start of each semester known as Add/Drop. You can **only** amend modules through Add/Drop once you have completed your in-person registration (subject to availability).

More information will be available online after you register.

EXTENDING OR REDUCING YOUR STAY

You can only extend your stay if you have permission from both your home university and the University of Sheffield. You must email Global Opportunities to request this before 1 November 2023.

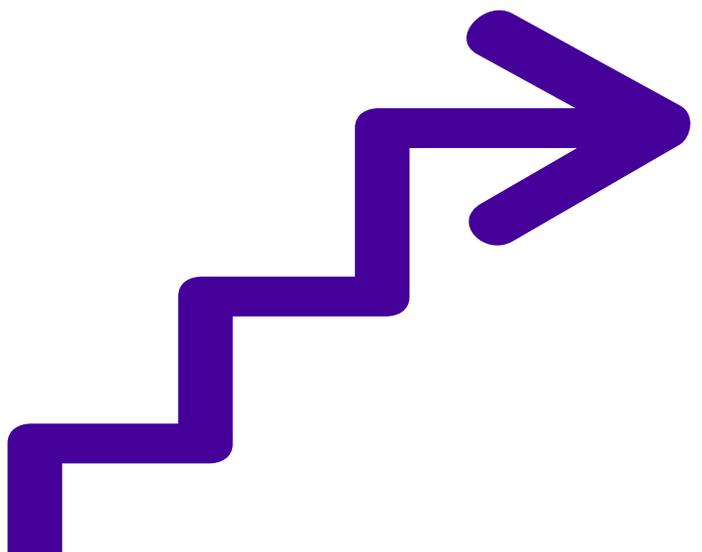
If you wish to reduce your study period in Sheffield, you must also contact Global Opportunities to request this. If you have registered for a module which is assessed by examination, you are expected to attend the examination on the set date.

Email: globalopps@sheffield.ac.uk

ATTENDANCE MONITORING

It's very important that you attend teaching sessions and make academic progress on your course of study. The UK Government requires universities to report any student on a Student visa who does not engage and is consequently withdrawn from their academic programme.

More information about attendance and engagement is available **online**.



EXAMINATIONS AND ASSESSMENTS

You must submit any assessments and attend any examinations required as part of your course. An examination timetable is released **online** once exams periods have been announced.

If you have a valid reason for being unable to attend an examination then contact the appropriate academic department as soon as possible. It is your responsibility to ensure that you are familiar with the University's examination regulations.

If you have a December finish you must liaise directly with your department(s) to make examination and assessment arrangements.

Grading system

An overall result is recorded for each unit of study in which you are examined. Even though the examination may be made up of a number of components, only a single result is recorded

for each unit in official University records. This result may be converted to a grade on a different marking scale on receipt by your home institution.

Transcripts

You will be registered with a **Gradintelligence account** and this is where your transcript will be available in early March (semester 1 students) and early July (semester 2 and Full Year students). You will receive an email from **edocs@sheffield.ac.uk** inviting you to log in to your account to access your transcript.

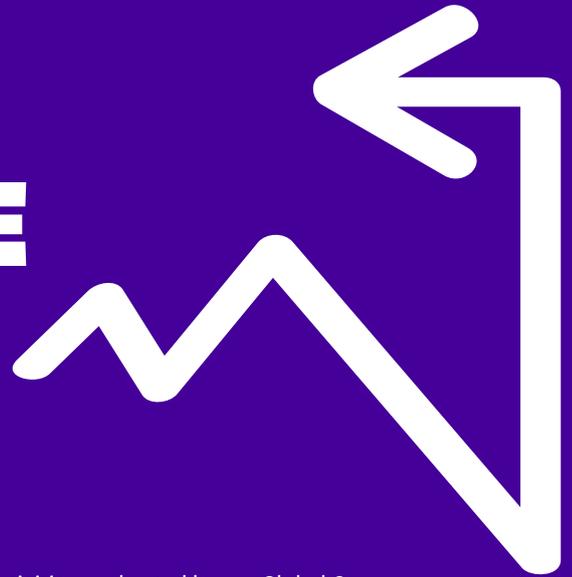
If your home university can't accept your transcript directly then contact Global Opportunities and we can send them the transcript.

Email: **globalopps@sheffield.ac.uk**

Further information is available **[online](#)**.



SECTION D: MAKING THE MOST OF UNIVERSITY



THE STUDENTS' UNION

There are lots of fantastic things that you can get involved with during your time in Sheffield. The Students' Union has a huge range of societies and clubs that you can become a member of. Whether you want to play football or Dungeons & Dragons, practise your knitting or photography skills, or are interested in anything from anime to the tea society – there really is something for everyone!

Joining a society or sports team is a great way to make new friends, continue an existing hobby or learn something new. If your hobby requires special equipment (eg sports clothing, musical instruments etc) remember to bring them with you.

Find out more about the [Students' Union](#) and how you can get involved.

Ambassador tip:

Take every opportunity you can, enjoy every moment and just do it! Make a list of everything you want to do and see because time really does fly.

SHEFFIELD GLOBAL CAMPUS

Global Campus run a number of regular activities for the University to help you settle into life in Sheffield and enable you to integrate with fellow students from all over the world, including the UK. **Activities** include:

- Culture Compass – to help you understand British culture.
- Global Conversation – to help you improve your social English.
- Global Café – to enable you to meet new people from all over the world.
- Local history walks – to help you explore your new city.

Most of the activities are hosted by our Global Campus Ambassadors who are fully trained in helping people from different cultures.

To find out more about the activities on offer, head over to the Global Campus Instagram account: [@sheffglobal](#)

LIVING IN SHEFFIELD

Sheffield is home to all the best **adventures**. It's an extraordinary place to live and study – one of the major cities in the UK, yet 60% of it is green space. It's a city that's safe, affordable, creative and welcoming. You'll get a vibrant big city feel as well as the space and adventure of the Peak District National Park which is (almost) on your doorstep.

Experience the music, the comedy and the theatres. Explore vibrant suburbs scattered across the city's hillsides and wander along fascinating riverside trails.





WELLBEING

The Student Wellbeing Service works alongside faculty and departmental staff to ensure the smooth continuation of your academic life, and help support you should you need it. If you are feeling down, overwhelmed or struggling to adjust to student life they can offer you short-term, tailored one to one support to help get you back on track.

The Student Wellbeing Service is there to assist you in improving your emotional wellbeing by providing practical advice, interventions and self-help techniques and a confidential space to explore and understand your difficulties. You may also find our [Wellbeing Blog](#) a useful resource. It's regularly updated with articles and helpful advice to support you to look after yourself throughout your time at university.

Want to connect with like minded students? [Umii](#), is a free app that connects you to other University of Sheffield students based on your interests, course type, and societies. Find out more when you arrive.

STUDENT MENTAL HEALTH, COUNSELLING AND THERAPIES SERVICE

[Student Mental Health, Counselling and Therapies Service](#) is the first point of contact for psychological support needs. All University of Sheffield students can register online 24/7. Once you have registered you will be offered an initial triage appointment. Within this appointment we will look at what intervention may best suit you, which may include mental health advice and one-to-one counselling.

All students have free access to [Togetherall](#) – providing immediate access to 24/7 online peer and professional support, with trained mental health professionals.



UNIVERSITY HEALTH SERVICE (UHS)

If you have a physical or mental health concern you can make an **appointment** to see a medical professional.

DISABILITY AND DYSLEXIA SUPPORT SERVICE (DDSS)

It's important that you tell the University if you have a disability, for example a physical disability or mental health concern such as depression, or a learning difference such as dyslexia. This information will only be used to offer you relevant support to help you manage your disability alongside your studies. More information about DDSS can be found **online**.

BELIEF, NO BELIEF AND RELIGIOUS LIFE CENTRE

The Chaplains and Religious Advisers at the University's **Belief, No Belief and Religious Life Centre** offer care and support to students of all faiths and none. They can listen and offer advice to students experiencing difficulties, as well as offering opportunities for worship, prayer and spiritual exploration.

More information about available support and services is available on our dedicated **webpage**.



GLOBAL OPPORTUNITIES

Global Opportunities run regular drop-ins throughout the year, so if you have any questions or you aren't sure who to ask, you can come and speak to one of the team. There's also a dedicated upcoming events page online.

You can also chat online to our **student ambassadors** at any time – ask them about studying at Sheffield, our friendly city, our fantastic facilities, student support or anything you want to know.

GET IN TOUCH

You can contact us via email to ask a question or arrange a one-to-one:

globalopps@sheffield.ac.uk

sheffield.ac.uk/globalopps

[@uosglobalopps](https://www.instagram.com/uosglobalopps)

[@sheffieldduni](https://twitter.com/sheffieldduni)

[/theuniversityofsheffield](https://www.facebook.com/theuniversityofsheffield)

