

## INFORMATION SHEET FOR ERASMUS+ PARTNER UNIVERSITIES 2019/20

<b>Full name of University</b>	<b>University of Portsmouth (UoP)</b>	
<i>ERASMUS code</i>	<b>UK PORTSMO01</b>	
<i>Correspondence address</i>	Exchanges and Study Abroad team, UoP Global, Nuffield Centre St. Michael’s Road, Portsmouth, PO1 2ED, United Kingdom	
<i>Email addresses</i>	Erasmus+ partners and students: <a href="mailto:erasmus.incoming@port.ac.uk">erasmus.incoming@port.ac.uk</a> Application enquiries: <a href="mailto:exchange-admissions@port.ac.uk">exchange-admissions@port.ac.uk</a>	
<i>Websites</i>	University’s web address: <a href="http://www.port.ac.uk">http://www.port.ac.uk</a> Exchanges and Study Abroad Team website: <a href="http://www.port.ac.uk/studyabroad">http://www.port.ac.uk/studyabroad</a>	
<i>Academic Calendar</i>	<a href="https://www.port.ac.uk/about-us/key-dates">https://www.port.ac.uk/about-us/key-dates</a>	
	<b>Autumn term (Teaching Block 1) dates:</b> Start: 16 September 2019 End: 17 January 2020	<b>Spring term (Teaching Block 2) dates</b> Start: 20 January 2020 End: 05 June 2020
<i>Modules catalogue</i>	<b>Available from Spring 2019</b>	
<i>Nominations deadlines</i>	Autumn term: 29 March 2019 Spring term: 27 September 2019	
<i>Applications deadlines</i>	Autumn term: 03 May 2019 Spring term: 31 October 2019	
<b>CONTACT DETAILS</b>		
<i>Exchanges and Study Abroad team</i>	<b>Joanna Rogasz,</b> Exchanges and Study Abroad Adviser (Incoming Students) <i>UoP Exchange incoming students:</i> <a href="mailto:erasmus.incoming@port.ac.uk">erasmus.incoming@port.ac.uk</a> Tel: +44 (0)23 9284 3515	
	<b>Sarah Grearson,</b> Exchanges and Study Abroad Adviser (Outgoing students) <i>UoP Exchange outgoing students:</i> <a href="mailto:erasmus.outgoing@port.ac.uk">erasmus.outgoing@port.ac.uk</a> Tel: +44 (0)23 9284 5109	
	<b>Dan Wightman,</b> Exchanges and Study Abroad Officer <i>UoP Exchange outgoing students:</i> <a href="mailto:erasmus.outgoing@port.ac.uk">erasmus.outgoing@port.ac.uk</a> Tel: +44 (0)23 9284 3149	
	<b>Chrissy Hadjipanteli</b> Exchanges and Study Abroad Manager <i>Agreement enquiries and other study abroad/marketing enquiries:</i> <a href="mailto:studyabroad@port.ac.uk">studyabroad@port.ac.uk</a>	
	<b>Office hours</b> Monday to Friday From 10am – 3pm	

## APPLICATION PROCESS

<i>Information</i>	<p>This application process applies only to exchange students attending modules for one term or full year. PLEASE NOTE that students attending for thesis preparation/research project only, need to complete a different application form. Please contact <a href="mailto:exchange-admissions@port.ac.uk">exchange-admissions@port.ac.uk</a> to receive further guidance.</p> <p><b>The University of Portsmouth Exchange electronic application form <u>must</u> be used for Exchange student applications.</b></p> <p>It is strongly recommended that students apply at the earliest opportunity following nomination, as that gives them a chance to start enquiring for accommodation as soon as possible.</p> <p><b>Please note that applications received after given deadline will not be accepted!</b></p>
<i>How to apply?</i>	<p><b><u>To complete the application, students need to:</u></b></p> <ol style="list-style-type: none"> <li>1) Follow the link to access the Online Application form: <a href="https://register.port.ac.uk/apex/f?p=UOP_COURSE_SELECTOR:4::::APP_MODE:UG">https://register.port.ac.uk/apex/f?p=UOP_COURSE_SELECTOR:4::::APP_MODE:UG</a></li> <li>2) Select the appropriate course, depending on current studies programme</li> <li>3) Submit all supporting documents as a part of the Online Application form: <ul style="list-style-type: none"> <li>▪ <b>Transcript of recent grades</b> obtained at the home university – stamped and signed</li> <li>▪ <b>Copy of ID/passport</b></li> <li>▪ <b>English language proficiency declaration form</b> (if applicable)***</li> </ul> </li> </ol> <p>*** Non-EU/EEA nationals participating in Erasmus+ will need their home institution representative to complete and submit the English language proficiency declaration form along with the application form. A template copy of the declaration form will also be sent at the point of nomination directly to students.***</p> <p>It is important to click the button SUBMIT, as <b>applications left in DRAFT mode will <u>not</u> be processed!</b></p>
<i>After submitting the application</i>	<p>After the application is submitted students are required to work on the <b>Learning Agreement for Studies</b> form. The document must show all modules selected for the intended period of mobility. Learning Agreement must be signed by the student and home Academic Coordinator, and then submitted before the start of mobility. We advise students to submit the Learning Agreement for Studies as soon as possible.</p>

## PRACTICAL INFORMATION

<i>International Orientation programme</i>	<p><b>International and EU Orientation Week:</b> dates to be confirmed</p> <p><b>*All information about the Orientation Week can be found at:</b> <a href="http://www.port.ac.uk/international-students/arrival-information/">http://www.port.ac.uk/international-students/arrival-information/</a></p>
<i>Facilities for disabilities</i>	<p><b>Additional Support and Disability Advice Centre (ASDAC)</b></p> <p>ASDAC can provide advice and discuss support for any applicant who discloses a disability or additional learning need. Email: <a href="mailto:asdac@port.ac.uk">asdac@port.ac.uk</a></p> <p>The University of Portsmouth is a member of AccessAble, a charity-based organisation that outlines accessibility information for UK organisations. Website: <a href="http://www.port.ac.uk/additional-support-and-disability-advice-centre/">http://www.port.ac.uk/additional-support-and-disability-advice-centre/</a></p>
<i>Insurance</i>	<p>EU/EEA nationals should apply and obtain the European Health Insurance Card (EHIC) for reduced cost or free medical treatment within the Eurozone.</p> <p>For non-EU/EEA nationals and applying for a Tier 4 (General) student visa for a duration of six months or more, students are required to pay the Immigration Health Surcharge (IHS) as a compulsory part of their visa application. This will give them access to NHS healthcare.</p> <p>For non-EU/EEA nationals that study abroad period is less than six months, they can still access the same medical care, but will be required to pay for the service so it is important that their medical insurance is adequate.</p> <p>All incoming students (EU and non-EU nationals) are encouraged to check they have adequate insurance cover and purchase their own medical and travel insurance prior to their arrival to the UK. The University of Portsmouth provides public liability insurance to cover student's legal liability to third parties for injury/property damage whilst participating in University of Portsmouth activities.</p>

Accommodation  
(Student  
Housing team)

<http://www.port.ac.uk/why-portsmouth/accommodation/>

A room can be offered in halls for all students, applying for full year or autumn term, who accept their offer to the University of Portsmouth and meet any accommodation deadlines and other related requirements. Accommodation in halls of residence for spring term is dependent upon availability.

The Student Housing team will assist students in finding a place to live either in a Hall of Residence or a student house in the private sector. There is a variety of private accommodation in Portsmouth, with a range of price points. The Student Housing team provides support and guidance to students finding a suitable place.

Accommodation application packs will be sent from January 2019 onwards to students who have firmly accepted an offer to study here for 2019/20.

Places are allocated in order of receipt of the accommodation application in Student Housing. Applicants will be allocated to their highest available preference of accommodation, subject to availability. Students, who have received an official acceptance from university and applied for halls of residence, will be notified from March onwards of the outcome of their application. If allocated to halls, a £250 deposit (correct as October 2018) will be required within 2 weeks of receiving a room offer to secure the room (refundable, if cancelled by set deadline).

Exchange students can enquire for accommodation once an official acceptance email has been sent to the student. Therefore, it is strongly recommended that students complete their application form early, so there is adequate time for applying for accommodation and meet relevant accommodation application deadlines.

Students who choose to live in student houses in the city, are given support and advice on finding private rented accommodation through secure online resources and housing support events held throughout the summer.

Email: [eu.housing@port.ac.uk](mailto:eu.housing@port.ac.uk)

Visa

*Full and up-to-date information about visa requirements should be taken from the UK Visa and Immigration website at: <https://www.gov.uk/check-uk-visa>. It is advisable to check Government website for the latest updates prior to applying for the relevant type of visa.*

**For exchange students studying for six months or less**, they can apply for the Short-term study visa. For **Short-term study visa** a supporting letter will be issued prior submitting a visa application. Under this type of visa students are not entitled to extend for further study, change of course, or take any paid or unpaid employment. Alternatively, they may apply for a Tier 4 (General) Student visa which allows them to work up to 20 hours per week. Applicants will need to specify which type of visa they will be applying for so we can provide the right document.

**For exchange students studying for more than six months**, they can **only** apply for Tier 4 (General) student visa.

For **Tier 4 (General) student visa**, a *Confirmation of Acceptance for Studies (CAS)* will need to be requested by students prior to submitting a visa application. If a Tier 4 (General) student visa is required, all information and contacts for requesting this from the University of Portsmouth can be found at: <http://www.port.ac.uk/international-students/student-visas/>

Further support and guidance will be provided to students at the point of visa application.

Please note that visa regulations can change at any point and students need to ensure they apply for the appropriate type of visa.

For any queries, please contact [tier4-visa@port.ac.uk](mailto:tier4-visa@port.ac.uk)