

University of Reading

Study Abroad Programme

Exchange Partner Information Sheet 2023/24

1. Institutional Information

1.1. Institutional Details:

Name of the Institution	University of Reading Whiteknights, PO Box 217, Reading, Berkshire, RG6 6AH, United Kingdom
Department responsible for student mobility	Erasmus & Study Abroad Office (ESAO) Edith Morley Building, Shinfield Road, Whiteknights, Reading, RG6 6EL, United Kingdom Please note: any post for ESAO should be directed to this address and marked for the attention of the relevant institutional contact (see 1.2.)
Website	https://studyabroad.reading.ac.uk/incoming/

1.2. Main Institutional Contacts:

Erasmus & Study Abroad Manager	Marcus Dowse Tel: +44 (0) 118 378 8322 Email: m.a.dowse@reading.ac.uk
Incoming Students (to Reading)	Chris Bonham & Helen Davies Tel: +44 (0) 118 378 7220 / 8287 Email: studyabroad@reading.ac.uk Please note: all enquiries regarding any aspect of studying abroad at the University of Reading should be directed to studyabroad@reading.ac.uk
Outgoing Students (from Reading)	Darina Nikolova & Helen Davies Tel: +44 (0) 118 378 8865 / 8287 Email: studyabroad@reading.ac.uk Please note: all enquiries regarding any aspect of studying abroad from the University of Reading should be directed to studyabroad@reading.ac.uk

2. Detailed Requirements & Additional Information

2.1. Language Skills:

Exchange partners, following agreement with our institution, are responsible for providing support to their nominated students so that they have the language skills at the start of the study period:

Type of Mobility	Subject Area	Language(s) of Instruction	Recommended Language Level
Student Mobility	Any	English	Dependent on the duration of the mobility and visa requirements. Please see: https://studyabroad.reading.ac.uk/incoming/apply/exchange-students/ for full requirements. Please note: language requirements may be subject to change in future academic years

2.2. Enrolment Options, Nomination & Application:

- Information: <https://studyabroad.reading.ac.uk/incoming/study/>
- Students can study at Reading for one of the following Study Abroad Programme enrolment periods:

Enrolment Option	Dates
Study Block 1	Monday 18 September 2023 – Friday 8 December 2023 Please note: <ul style="list-style-type: none"> - Students must be able to enrol at Reading by Sunday 17 September 2023 to attend mandatory Welcome activities from Monday 18 September 2023. - University Accommodation will be open to allow students to arrive from 15 September, dependent on where students will be living. - Students cannot extend their studies at Reading to the Full Academic Year if they have been applied and accepted to join us for Study Block 1 only.
Study Block 2	Wednesday 3 January 2023 – Friday 7 June 2024 Please note: <ul style="list-style-type: none"> - Students must be able to enrol at Reading on Wednesday 3 January 2024 to attend mandatory Welcome activities from Thursday 4 January 2024. - University Accommodation will be open to allow students to arrive from 3 January, dependent on where students will be living.
Full Academic Year	Monday 18 September 2023 – Friday 7 June 2024 Please note: <ul style="list-style-type: none"> - Students must be able to enrol at Reading by Sunday 17 September 2023 to attend mandatory Welcome

	<p>activities from Monday 18 September 2023.</p> <ul style="list-style-type: none"> - University Accommodation will be open to allow students to arrive from 15 September, dependent on where students will be living.
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○ Nomination & Application Deadlines:

	Partner Nomination Deadline	Student Application Deadline
September 2023 Entry (Study Block 1 & Full Academic Year)	1 May 2023	1 June 2023
January 2024 Entry (Study Block 2)	1 October 2023	1 November 2023

2.3. Nomination & Application Process

- Exchange partner advisers must nominate students via ESAO's RISIS Nomination Portal. You can expect to receive the link to the Nomination Portal in:
 - March, ahead of the September intake (Study Block 1 and Full Academic Year)
 - August, ahead of the January intake (Study Block 2)
- The Nomination Portal will ask for the following information about each student:
 - Family name (as per passport)
 - First and other names (as per passport)
 - Date of birth (in the DD/MM/YYYY format)
 - Gender
 - Home university email address
- Due to changes in University of Reading information security processes, partner university colleagues are now required to set a temporary password for each student nominated via the Nomination Portal. Please do not provide your student(s) with the temporary password: the RISIS system will reset it automatically prior to the Erasmus & Study Abroad Office providing your nominated student(s) with application instructions.
- Once a student is nominated, the Nomination Portal will issue an email receipt to the exchange partner adviser. This will include the student's 8 digit University of Reading student ID number, which will begin with a 3. ESAO will give the ID number to the students with their application instructions: please do not give it to the students yourself.
- You can only nominate one student at a time in the Nomination Portal. Please do not click back at any point, and please follow instructions to close windows if asked.
- Once students have been nominated and ESAO has assessed their nominations, ESAO will issue application instructions from:
 - April, for September intake students (Study Block 1 and Full Academic Year)
 - September, for January intake students (Study Block 2)
- Application steps:
 - Applicants complete the online application, confirming personal details supplied by the exchange partner adviser, adding additional personal details, and submitting provisional module choices.
 - Applicants must have their completed application form checked and signed by the exchange partner adviser. Digital and wet signatures accepted.
 - Applicants must obtain a digital copy of their most recent home university transcript, which must be in English.

- Applicants may need to supply English language certification, dependent on the enrolment option they are applying for and their visa requirements.
- All application materials must be sent as PDF copies by email to studyabroad@reading.ac.uk.
- Upon receipt, ESAO will check each application, acknowledge receipt, identify and inform applicants of missing materials (if needed), and begin processing of the application.
- Applicants will receive a decision on their application from ESAO, normally within 15 working days of them submitting their application.
- If accepted to join us, applicants will receive more information from ESAO about preparing to join us and Welcome activities in the period prior to them joining us.

2.4. Module Information:

- Information on how to choose modules: <https://studyabroad.reading.ac.uk/incoming/study/>
 - It is strongly advised that you and your students read this information carefully.
- Module catalogue: <http://www.reading.ac.uk/studyabroad/incomingstudents/vso-modules.aspx>
- Module provision is subject to change and availability. The University of Reading reserves the right to amend its academic provision and cannot guarantee access to particular modules or combinations of modules.

2.5. Grading System:

- Details can be found at: <https://studyabroad.reading.ac.uk/incoming/grade-system/>

2.6. Preparation & Support:

- Please contact the Erasmus & Study Abroad Office for more information about any of the following.

Preparatory & Support Measures	Website for Information & Arrangements
Accommodation	https://studyabroad.reading.ac.uk/incoming/accommodation/ - Students can apply for University Accommodation once they have received and accepted the offer of a place on the Study Abroad Programme.
Language Support	Language Support Modules: https://studyabroad.reading.ac.uk/incoming/our-community/ Self-Access Centre for Language Learning (SACLL): https://www.reading.ac.uk/sacll/ Institution Wide Language Programme (IWLP): https://www.reading.ac.uk/iwlp/
Visa	https://www.reading.ac.uk/essentials/International/Visa-and-immigration - Students nominated for 6 months or less can enter the UK on a Standard Visitor Visa. - Students nominated for more than 6 months will be required to apply for a Student Route Visa.
Insurance	https://www.reading.ac.uk/essentials/Money_matters/Insurance
Students with Special	https://www.reading.ac.uk/essentials/Support-And-Wellbeing/Disability/Disability-Advisory-Service

Educational Needs and Disabilities (SEND)	https://studyabroad.reading.ac.uk/incoming/our-community/
Mentoring	https://studyabroad.reading.ac.uk/incoming/our-community/
Alumni Information	https://www.reading.ac.uk/AlumniAndSupporters/ We also operate an Alumni LinkedIn group

2.7. Student Testimonials:

- Please see <https://studyabroad.reading.ac.uk/incoming/student-experiences/> for testimonials written by past Study Abroad Programme students.

2.8. ESAO Social Media:

- Facebook: <https://www.facebook.com/studyabroadreading/>
- Instagram: <https://www.instagram.com/readingabroad/>
- Twitter: <https://twitter.com/ReadingAbroad>
- YouTube: https://www.youtube.com/playlist?list=PLZWYaq_mWwsHp_zKxj7KH16GcFIL-DT1q

Erasmus & Study Abroad Office, February 2023