

INFORMATION FOR PARTNERS: 2018-19

Full name and Erasmus code	School of Business and Economics, Loughborough University UK LOUGHBO 01
Address	International Relations Office, School of Business and Economics, Loughborough, LE11 3TU, UK
University and school websites	Loughborough University: www.lboro.ac.uk School of Business and Economics: www.lboro.ac.uk/sbe
International Relations Office website and email	http://www.lboro.ac.uk/departments/sbe/international/index.html sbe.international@lboro.ac.uk
Contact Information	
Contact Information	Please contact us at sbe.international@lboro.ac.uk for all general correspondence. Your email will then be dealt with by the most appropriate person in our team.
Questions about administrative matters	Emails to our office will usually be picked up by: Eduarda Castro, International Relations Administrator for Exchange and Visiting Students - responsible for day to day administration matters. E: e.castro@lboro.ac.uk T: +44 (0)1509 222729 & Amy Shaw, International Relations Officer E: a.e.shaw@lboro.ac.uk T: +44 (0)1509 222161 Please use our general email address where possible – these individual contacts are just in case!
Questions about academic matters	Dr Eva Selenko, Academic Exchange and Visiting Student Coordinator E: e.selenko@lboro.ac.uk T: +44 (0)1509 228371 Eva deals with all academic issues related to students' Learning Agreements. Students can contact Eva directly with any questions.

Questions about partnership management	<p>Sandy Ritter, International Relations Manager E: s.ritter@lboro.ac.uk T: +44 (0)1509 223961 Sandy manages our partnerships and the International Relations Office and you can contact her about any aspect of our Agreement.</p> <p>Professor Alistair Cheyne, Director of Internationalisation E: a.j.t.cheyne@lboro.ac.uk T: +44 (0)1509 222162 Alistair has overall responsibility for our internationalization strategy and so you can also feel free to contact Alistair directly about any aspect of the Agreement.</p>
Institutional Exchange Coordinator	<p>Julie Hibbert, Academic Registry j.a.hibbert@lboro.ac.uk T: +44 (0)1509 222237 The Institutional Coordinator is based in the central University office and has overall responsibility for signing off Exchange Agreements.</p>
The application process and practical information	
Exchange Student Handbook	<p>Pre-departure and arrival information for exchange students http://www.lboro.ac.uk/international/erasmus/incoming-student-erasmus/exchange-student-handbook/</p>
Academic calendar, 2018 - 19	<p>Semester 1: 1 October 2018 – 1 February 2019 (exams after Christmas vacation) Semester 2: 4 February - 19 June 2019 http://www.lboro.ac.uk/students/enquiries/termdates/</p>
Nomination deadlines	<p>Please send your nominations through to us at sbe.international@lboro.ac.uk and we will then contact students directly to advise them of the process. Please send your nominations through to us by 1 May for semester 1/full year students and 1 October for semester 2 students.</p>
Application deadlines	<p>Students planning to arrive in October (Semester 1) must apply by 15 June. Students arriving in January (Semester 2) must apply by 15 November. Please check the link below, which will be updated with the application documents in due course: http://www.lboro.ac.uk/international/erasmus/incoming-student-erasmus/incoming-erasmus/ Please be aware that this is the date that the approved paperwork needs to reach our Central Partnerships Office. Please make sure that your application reaches the School of Business and Economics well before this date, to allow time for processing.</p>
Welcome and induction	<p>The University's International Office runs an induction session at the start of each semester.</p>

programmes	<p>The School of Business and Economics also runs a welcome session at the start of each semester.</p> <p>Students should attend both these events.</p> <p>In addition there is an International Students Welcome Week at the start of the academic year which provides practical advice and information to help newcomers to settle in and a social programme.</p>
Details of any language classes open to students.	<p>It may be possible to take a language module in the Language Centre of the Department of Politics, History and International Relations, http://www.lboro.ac.uk/departments/phir/languages/.</p> <p>These modules are worth 5 ECTS credits.</p> <p>The Language Centre also offers a course for native French speakers, to help them improve their English - Oral and Aural Language Skills for Native French-Speaking Students – this runs in both semesters. Please ask for more information.</p>
Details of accommodation options, including costs, website and main contact person.	<p>There is limited accommodation available on campus in catered and self-catered halls, in single and shared bedrooms. A room on campus cannot be guaranteed though the majority of Exchange and Visiting students are allocated a room on campus so long as they contact the Accommodation Office in good time (see below). If you do not receive a room on campus, the Off Campus Accommodation Team will help you to secure accommodation in private halls or housing.</p> <p>Key dates and deadlines</p> <p>Students coming in semester 1 can apply for accommodation from June. If you want to be on campus, you should apply as early as possible before 1st August in order to ensure that the Accommodation Office prioritises your application.</p> <p>http://www.lboro.ac.uk/services/campus-living/accommodation/prospectivestudents/fullyearerasmusorexchangestudents/</p> <p>Students coming in Semester 2 are able to apply for accommodation from mid-December and are advised to confirm their choice as soon as possible.</p> <p>http://www.lboro.ac.uk/services/campus-living/accommodation/prospectivestudents/1semestererasmusorexchangestudents/</p> <p>Costs and payments</p> <p>The cost of accommodation varies greatly depending on the kind of room you take. Catered on-campus rooms can cost from around £130 to £180 per week. Self-catered rooms are from around £87 to £170.</p> <p>Off campus accommodation</p>

	<p>The Accommodation Office also helps with off-campus accommodation. Rooms off campus can cost around £80 per week, dependent on whether bills are included.</p>
Health insurance policy and requirements	<p>Students staying in the UK for less than six months are not eligible for free health care under the National Health Service (NHS). They are only entitled to limited free NHS treatment. They will receive free emergency hospital treatment but only if the treatment given is in an NHS Accident and Emergency department. Once they are admitted onto a hospital ward or given an outpatient appointment, charges will apply and they will have to pay the full cost of medical treatment unless they are from the EEA or a country which has a reciprocal health agreement with the UK. In these cases the health care cover does not normally include the cost of treatment for pre-existing medical conditions. To check which countries have reciprocal health agreements with the UK refer to http://www.nhs.uk/NHSEngland/AboutNHSservices/uk-visitors/Pages/accessing-nhs-services.aspx. EEA nationals and students from Switzerland should ensure they have an EHIC (European Health Insurance Card) which entitles them to full NHS treatment on the same basis as students who are studying for six months or more.</p> <p>For students here for the full year, most Tier 4 students will need to pay the Immigration Health Surcharge as part of their visa application www.gov.uk/healthcare-immigration-application. This will allow access to free medical treatment from the NHS. Students based at the Loughborough campus will then be able to register with the University Medical Centre. The total charge is based on the length of visa at a rate of £150 per year or part year over six months. Once you have registered with the NHS, most treatment is free. Charges are made for some NHS services, including prescriptions, dental and eye treatment.</p> <p>Those not covered by the NHS are strongly advised to take out medical insurance. Please refer to http://www.ukcisa.org.uk/Information-Advice/Living-in-the-UK/Health-and-healthcare for information about UK medical treatment.</p>
Approximate cost of living per month	<p>By UK standards Loughborough is not an expensive place to live. Your living costs will vary depending upon your lifestyle and choice of accommodation, but we have estimated that you will need around £8,000 a year to cover accommodation and all major living expenses, including food, clothing, books and local travel. For more information, see here:</p>

	<p>http://www.lboro.ac.uk/study/undergraduate/fees-finance/living-costs/</p> <p>This is equivalent to about €8,800, or US\$10,300.</p>
English language requirements	<p>For Exchange students, an English language qualification is not mandatory, but students should be proficient in English to at least the level of Cambridge First Certificate (FCE) or B2 level in the CEFR, and preferably to the level of Cambridge Advanced Certificate. A pre-sessional language course is available if they feel that their language is not at the required standard.</p> <p>For non-EU/non-Swiss exchange students requiring a Tier 4 student visa to study in the UK (https://www.gov.uk/tier-4-general-visa), they will need to submit evidence that they meet the University's English language requirements.</p> <p>For Visiting Students, all applicants must have a qualification in English Language before they can be admitted to any course or programme, whether their first language is English or not.</p> <p>For more information about the University's English language requirements and the full list of language qualifications acceptable to the University go to: http://www.lboro.ac.uk/international/englang/index.htm.</p> <p>Acceptable tests include:</p> <ul style="list-style-type: none"> • IELTS - a score of at least 6.5 overall, with nothing less than 6 in any component & • TOEFL iBT - a score of 92, with no less than 22 in each test.