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 **APPLICATION FORM - WORLDWIDE EXCHANGE**

# International Office, Study Abroad & Exchanges

**Worldwide Exchange Application - Guidance Notes 2019-20**

Travelling and experiencing life in another country can be a life changing experience as you discover a new learning environment, make lifelong friends and broaden your horizons.

We can only send a limited number of students overseas every year, which means that worldwide exchange is competitive. We therefore ask that you research your options carefully and you put together a strong application so that you have a better chance of being selected. Please consult the 2019-20 Worldwide Exchange Places document on the website: <http://www2.mmu.ac.uk/international/exchange/manchester-met-students-abroad/worldwide-exchange/> to confirm the number of places that are available at your chosen institutions this year.

As part of the application, we will consider your:

* application form
* engagement with your programme of study
* attendance record
* academic reference

If you are a combined honours student, please ensure that you seek approval from both programmes. Note that we will seek confirmation from both programmes and departments about your engagement and suitability for the exchange.

# We advise you to follow each step outlined below to put you in the best position possible to apply.

**Step 1: Attend a departmental exchange talk and join in the Discover the World Festival events**

Attend your departmental exchange talk to find out [more a](http://www2.mmu.ac.uk/international/exchange-and-study-abroad/outgoing-students/)bout the opportunities available, the benefits and the impact studying abroad will have on you personally and academically. You will receive moodle messages from your department about the talks so please look out for these.

There will also be Discover the World Festival events running throughout the Autumn term so please come along to find out more. The schedule of events will be listed under the ‘Events’ section on the website: <https://www2.mmu.ac.uk/international/exchange/manchester-met-students-abroad/worldwide-exchange/> You can also come and speak to us during our exchange drop in hours, every Wednesday 1-3pm during term time in the business school hub.

Depending on your course of study, you could be undertaking an exchange for either one term or one year in the 2nd year (OR in the 3rd year if you are on a 4 year degree programme).

There are different regulations for studying abroad for different degree programmes. The eligibility and duration of studying abroad depends on your specific course of study. Please ensure that you seek full support from your departmental exchange coordinator(s) regarding your study abroad options as well as the course content which will be delivered at the host site. Please also discuss with your coordinator about how your grades will be translated if you undertake an exchange. Please visit: <https://www.mmu.ac.uk/academic/casqe/regulations/docs/exchange_icp.pdf> for more information. Your [departmental](http://www2.mmu.ac.uk/international/exchange-and-study-abroad/apply/) coordinator’s contact details can be found here: <http://www2.mmu.ac.uk/international/exchange/exchange-partnerships/>

# Step 2: Do your research!

We find that students who use initiative and thoroughly research their options are much more ‘ready’ for the exchange opportunity. It prepares you to be independent and evidences to us that you are serious about your planned study overseas.

Deciding if studying abroad is right for you can be tough. You’ll be travelling to a new country and be away from your friends and family, which may be difficult, especially in the first few weeks. You will however have the chance to explore a new culture, and the opportunity can help shape you academically, professionally and personally, which is exciting, rewarding and life changing!

When choosing which university you wish to study at, you will need to consider:

* The course being offered at the partner university
* The location and other amenities
* Costs of studying abroad
* Learning support (if required)

**Make sure that the overseas university that you are considering offers your programme of study as you will need to continue studying modules related to your degree programme during the exchange**. Please discuss your overseas unit options with your exchange coordinator(s) to ensure that they are happy with the unit content which will be taught overseas. If you are a Combined Honours student, you will need to ensure that the overseas institution(s) offer both of your programmes- please also seek approval from both of your exchange coordinators for each programme.

**The location of where you study abroad will have a big impact on your experience**. You may wish to consider:

* Whether you prefer an urban or rural setting
* A strong campus community or a city-based campus
* Whether you prefer to be in an English-speaking country
* Transport links so you can visit other nearby destinations

**Costs of studying abroad can vary depending on where you choose to study.** Take into consideration the additional costs for undertaking an exchange e.g. visas, health insurance, medical costs, flights, subsistence, meal plans, accommodation, possible administrative costs at the partner university etc and what is important to you. Personal interests, sports facilities, university location, clubs, societies, local amenities, surrounding towns/cities, places of worship, accommodation and support systems for students might play a big part in your decision-making.

# Step 3: Speak to your Academic department

Once you have narrowed down your options, speak to your Exchange coordinator/Tutor/Academic referee to:

* discuss your intention to apply and what grades you will need to study abroad
* ensure that your choice of universities is compatible with your academic programme(s) of study
* gain academic support for your application- the person you speak to about your exchange options should provide you with your academic reference to support your exchange
* understand how the overseas grades will transfer after the exchange <https://www.mmu.ac.uk/academic/casqe/regulations/docs/exchange_icp.pdf>

You can find your exchange coordinator’s contact details on our website: <http://www2.mmu.ac.uk/international/exchange/exchange-partnerships/>

# Step 4: Prepare and submit your application

**Application Deadline: 12pm (noon) on Monday 10th December 2018.**

**Complete your application form here:** [**Worldwide Exchange Application Form 2019-20**](https://forms.office.com/Pages/ResponsePage.aspx?id=UPs_KAujjEiQ9M2uT3rm0UzOTwlZ9dNNswaM-HqH9AVUNDREWUlVRzZZMjI3UjlJT0ZMQVQzUDJORy4u)

Please provide us with your personal details and information about your course.

Please confirm your academic referee- this can be your exchange coordinator, personal tutor or any other Manchester Met academic who can support your decision to study abroad and confirm the details provided in your application. (If you are a Combined Honours student, you will need to seek approval from both of your exchange coordinators). You must therefore ensure that you have spoken with the relevant academic(s) PRIOR to you submitting your application.

You can choose up to three worldwide exchange universities. Note if you only wish to be considered for one university, please only select ONE, but bear in mind that doing so will mean you minimise the number of places for which you are considered.

We also advise that you also consider the Erasmus European exchange universities on offer. This is to ensure that you are maximizing your study abroad options in case you cannot be placed at a worldwide university.

**For Q18,** please provide us with an answer to the question ‘Why do you want to study abroad?’

We are interested in information about:

* your motivation for studying abroad and what personal qualities makes you a strong candidate
* your highest achievements and skills that would support your application
* how you have tackled challenges and overcame difficult situations
* your research into your first choice worldwide university and country

**\*Please also refer to the ‘**[**What makes a strong candidate**](#_Students__who)**’ section for further guidance and the criteria which will be used to grade your answer.** For your response, ask yourself why? And what? And provide examples to support your statement. Why have you always wanted to study abroad? Why am I independent- what examples can I give to support this statement? What if the partner university application process is complicated- what can I do to prepare for this? Continually asking yourself why will help you to articulate your specific reasons for wanting to study abroad – we want to see your thought processes.

# Your will have a maximum of 400 words to answer this section.

By submitting the application, you agree that you have done relevant research and discussed the academic aspects of undertaking an exchange with your exchange coordinator/tutor/academic referee.

# Step 5: We will review your application and request your academic reference

The Exchanges team will review your application and liaise with your academic department to request a reference to ensure that your worldwide exchange application is supported. We will also be looking at attendance and engagement with your academic course of study.

# Step 6: Outcome

The Exchanges team will contact your departmental exchange coordinator to confirm your suitability for the worldwide exchange and will inform you of the outcome by Friday 1st February 2019. You will have one week to accept or decline your offer. The Exchanges team will then nominate you to the partner university.

# Step 7 Apply to the partner university

If you are successful, you will be invited to attend a ‘What Next’ session on the 13th February 2019. The Exchanges team will be in touch with you regarding the next steps and advise you on the application procedures, visa processes, finances as well as hold application support sessions throughout the Spring term. You will then need to submit an application to the host university to secure your place.

Only when the partner university has issued your offer of acceptance and your department has agreed to your study programme overseas will your exchange be fully secured. Any offer of exchange will be subject to you meeting any academic requirements set by your department and passing your current year of study.

We will also run a number of Pre- departure events for all selected students at the start of the Summer term so that you are fully prepared before you depart. The exchanges team will be there every step of the way to guide you through the process but you must be responsible for submitting documents on time and respond to deadlines and requests to ensure that you are not falling behind with the process. You will also be responsible for securing your own visa, flights, accommodation at the host university etc so you will need to be highly organized!

Good luck! We look forward to receiving your application!

# Study Abroad & Exchanges Team

**\*What makes a strong candidate**

Students who study abroad develop a skillset that makes them highly employable1. There are also qualities that students should possess before they go abroad, so that we can be sure you will have a successful experience and will be able to rise to the challenges that you might face. These qualities are measured based on your answer to Q18.

1. **Motivation**. You will no doubt face a number of challenges during your study abroad journey. You will need to be resilient, organized, flexible and patient. You will also need a good attitude. Being selected on the Worldwide Exchange is competitive, so you must be committed to making the most of your exchange. You will experience vastly different processes and procedures whilst overseas, so you will need to deal with them with good humour and pragmatism, and take responsibility for your own success.

# Students who will be good ambassadors for Manchester Metropolitan University. Our exchanges are reciprocal, so we need students from partner universities to come to Manchester Met on exchange too. This relies on you being a good ambassador for the University, representing Manchester Met to your fellow students and to your host university.

1. **Developing yourself.** Studying abroad gives you a great opportunity to develop yourself personally, culturally, and academically. What will you do to make the most of your experience to achieve your study abroad goals? You will also need to show how you plan to engage with your academic programme and your host university during your exchange.

# Students who have considered their first choice university and country carefully. There are a

number of factors to take into account when making your choices. Your personal choice, development, preferred lifestyle, and academic enhancement will all play a part, but also things like personal requirements as well as financial elements will also have a big impact on your decision.

# Reminders

* The availability of any particular university and the number of places available at that partner will change year on year.
* Consult the exchanges [website](http://www2.mmu.ac.uk/international/exchange-and-study-abroad/apply/) for an up to date document detailing the number of places available at each partner university.
* Worldwide exchange is a competitive process. Last year we received 150 applications.
* Successful students must meet the minimum academic requirements set by their department and the partner university.
* The decision of the Exchanges team on the allocation of places is final and there is no right of appeal.
* Incomplete applications will not be considered.
* Late applications will not be considered. Please ensure you submit your application <https://forms.office.com/Pages/ResponsePage.aspx?id=UPs_KAujjEiQ9M2uT3rm0UzOTwlZ9dNNswaM-HqH9AVUNDREWUlVRzZZMjI3UjlJT0ZMQVQzUDJORy4u> no later than 12 noon on Monday 10th December 2018.

1 http://www.go.international.ac.uk/content/what-are-benefits/employability