



ROYAL HOLLOWAY
INTERNATIONAL

International Exchange 2014/2015



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1 Welcome

Welcome to the International Exchange Programme brochure, your guide to the potentially life-changing opportunity to spend a year in one of our many partner institutions around the world.

The College places great emphasis on providing students with the widest range of opportunities to enrich their educational experience and to broaden their academic, social, cultural and personal horizons. The International Exchange programme is the chance to do just that. More specifically, it is your chance to immerse yourself in a foreign culture and to have experiences unattainable in your own country. People who have studied abroad routinely report that it was a truly memorable experience which will expand your options beyond those offered in the UK. Not only will you be able to travel to new places, but you may be able to learn another language, all of which will help to enhance your future employment prospects.

Student exchanges are also a form of diplomacy, whereby students from different countries are able to interact, overcome and learn to appreciate cultural differences and build lasting relationships with people outside their own country.

I would encourage you to think seriously about applying and to make the most of the amazing possibilities the International Exchange programme opens up to you. I have no doubt you will find it a thoroughly worthwhile and enjoyable adventure.

Professor Rob Kemp, Deputy Principal

A handwritten signature in black ink, appearing to read 'Rob Kemp', is written over a horizontal line that extends to the right.

2 Student Views

HAVE THE BEST YEAR OF YOUR LIFE. Enjoy every second because it flies by... I wish I could do it all over again so really make the most of it.

Lucia Cisneros, University of Hong Kong 2012-13

Just ensure you're fully making the most out of your study year abroad and push yourself to take part in activities which you may be hesitant about at the beginning, because in the end it's those experiences that make for the most amazing memories.

Jasmine El Gabban, National University of Singapore 2012-13

Almost everyone who goes on a year abroad will tell you that it was the best year of their lives. For me, studying in Toronto wasn't just about topping the years that have come before. It has allowed me to discover how I learn and what works best for me, as well as some of the topics that are most important to me in the subject I was studying.

Stephanie Fitchett, University of Toronto 2012-13

Studying at the University of Sydney for a year is an opportunity of a lifetime. I would recommend doing an exchange year at USyd to any student who is not afraid to leave their familiar harbour. Certainly the returns on both personal and academic level outweigh any difficulties throughout the year abroad.

Slavyana Karchinova, University of Sydney 2012-13

My study abroad at Tulane has undoubtedly been the best year of my life. When I listened to all the previous year students gushing about their time abroad, I knew I was in for an amazing, unpredictable journey, but I didn't think it would be such a defining year. The city now holds a place in my heart, and in years to come I will still remember the day I moved across the Atlantic ocean and was met with the warmth - literally and metaphorically- of the Deep South.

Yasmine Marden, Tulane University 2012-13

I would definitely, highly over recommend that kind of experience to everyone, actually I don't even understand how it is not compulsory! You leave as one person and become another or somehow you become a little bit of everything you have encountered.

Pierre-Henry Paradis, University of Western Australia 2012-13

Despite being apprehensive at first I would spend my year at ASU all over again if I could.

Studying at ASU really is a great way to spend a year - GO DEVILS!

Callum Scowen, Arizona State University 2012-13

If I had to pick my favourite moment of my year in Melbourne, I'd find it impossible to pick just one. However, the hardest moment is easy: leaving. It was heart-breaking having to leave a city I'd grown to know and love, and friends I'd become so close to, but it was hands down the best year of my life and I know I'll be returning to Australia one day.

Sophie Waddy, University of Melbourne 2012-13

I cannot thank Royal Holloway enough for providing me with the opportunity to spend part of my degree studying abroad. The friends I have made and the things I have learnt have had an impact on my life that defies description and I am certain that my undergraduate experience has been a truly unique one as a result, in every sense of the word.

Madeline White, University of Toronto 2012-13

3 Overview

The International Exchange Programme provides a wonderful opportunity for Royal Holloway students to spend a year in another country and to study at one of our many partner institutions worldwide. The purpose of this brochure is to give you an overview of the programme and to provide you with details of the options available to you. Please note that this brochure is not comprehensive, and that further information can be found online at: <http://www.rhul.ac.uk/international/studyabroadandexchanges/outgoing/home.aspx>

Benefits

As Professor Kemp has indicated in his welcome, there are numerous benefits to be gained from participating in this programme, not least in terms of your future employment prospects. You will certainly stand out from the crowd by adding an international dimension to your Royal Holloway degree. Moreover, by studying abroad for a year you will have the opportunity to enhance your academic and inter-cultural skills and these will stand you in good stead for the rest of your life.

Admissions

All full-time degree-seeking undergraduate students in their first or second year of study at Royal Holloway are normally eligible to apply for the International Exchange Programme. Postgraduates are also eligible to apply; please see below for further details.

Please make sure before you apply that you have checked your eligibility with your department as some academic departments and/or degree programmes place restrictions on whether a student is allowed to spend a year abroad. A list of departmental contacts is available at <http://www.rhul.ac.uk/international/studyabroadandexchanges/outgoing/home.aspx>

Please note that the International Exchange Programme is only open to students who apply to spend a full academic year abroad. Royal Holloway regulations do not allow students to spend two consecutive years away from the College and therefore students who are registered on four-year degree programmes which include a year in Europe are not eligible for this programme.

Royal Holloway regulations require that the final year of a degree programme is taken at the College and therefore finalists are not eligible for this, or any other exchange scheme.

Postgraduate students

Eligibility

Postgraduate research students may apply to spend time at one of Royal Holloway's partner universities if they and their supervisor(s) have identified a suitable programme of study or research that will positively contribute to their work. All students need the written approval of both the Head of Department and their supervisors.

Period of registration

Time spent at such a partner institution forms an integral part of a student's period of MPhil/PhD registration and must not compromise the student's ability to submit their thesis in within the timeframe set out for MPhil and PhD submission. Additionally, research students are not permitted to interrupt their studies to spend a period of time studying abroad.

Supervisory arrangements

Before a student leaves on a period of study abroad and annual review must be conducted and either an annual review or a supervisory meeting must be held immediately on the student's return depending on the length of the period of study abroad. During the period of residence abroad, the student remains registered with the College; therefore supervisory responsibility for the student remains with the student's supervisor(s) here.

Finances

MPhil or PhD students pay full tuition fees to Royal Holloway during a period of time studying abroad.

Please note that not all Royal Holloway's partner institutions accept postgraduate students; therefore, check before applying.

4 Academic credit

Royal Holloway operates a credit-transfer scheme with its partner institutions and this means that individual students can transfer academic credit between institutions. However, this depends on whether a student is intending to go overseas on an 'integral' or an 'additional' year of study, or indeed whether it is a compulsory part of a degree programme. Please note that there are a number of departments which allow their students to do an additional year only: Drama & Theatre Studies, Economics, English, Media Arts*, Music & Psychology [with the exception of * BA Film and Television Studies].

The 'integral year' of study is open to current first-year students registered on a three-year degree programme. It is also open to current second-year students registered on a four-year degree programme which includes a year abroad, during the third year of study, as an integral aspect of their studies. Students taking an 'integral year' abroad therefore either spend their second or third year at one of our partner institutions and can gain full academic credit for their studies, i.e. students can transfer credit to Royal Holloway up to the value equivalent of four course units.

However, some students choose to do an 'additional year' abroad. This means that you suspend your studies at Royal Holloway for a year in order to participate in the International Exchange Programme, and you graduate after four years of study, rather than the normal three-year period. Students who wish to go for an additional year normally spend it abroad between their second and final year of study at Royal Holloway.

Spending your year abroad as an 'additional year' has several advantages. One of these is that you have greater flexibility both in the choice of the host institution you apply to and in the courses you apply to take at the host institution. Please be aware that you still need to meet the host institution's admission criteria for these courses.

If you are a 2012 RHUL entrant, i.e you are paying the new Home/EU tuition fees, you will pay RHUL £2,250 for an additional year. An additional year does have further financial implications and, if you are a UK student, please note that you will not be eligible for any financial support from Student Finance England as this year does not form a formal part of your degree programme. Therefore, before deciding to do an additional year, please make sure you fully understand the costs of such a period of time. In particular, if you receive funding from the relevant bodies in Scotland, Wales or Northern Ireland, you must ensure that you contact them in good time to confirm what support is available to you.

Before deciding on whether to do an 'additional' or 'integral year', it is essential that you discuss this with your department as you will need their permission in order to opt for either scheme. Further details on the application process are given below.

5 Credit Transfer arrangements

The guidelines below were approved by the Head of Academic Development in July 2013 and apply to undergraduate students who undertake an approved period of study abroad as an integral part of their academic programme at Royal Holloway. They describe how the credits and marks which students gain abroad can be used by the College to assess their academic progress and to determine their final award classification. The regulations on extramural study and credit transfer are contained in the [Undergraduate Regulations](http://www.rhul.ac.uk/ecampus/documents/pdf/regulations/undergraduateregulations.pdf) at: www.rhul.ac.uk/ecampus/documents/pdf/regulations/undergraduateregulations.pdf

Before departure

Each student's Study Plan, which is a record of the courses to be taken abroad, together with their credit values, must be approved in writing by his/her academic department before departure, in order to ensure that it meets academic requirements, in particular that the student has registered for sufficient credits. For any student going to a university where second semester courses are not publicised before departure, the Study Plan for the second semester must be approved in writing before registration for these courses. Some students in the School of Modern Languages, Literatures and Cultures (SMLLC), such as those studying in German speaking countries, will only choose courses after their arrival at the host university so approval will only be given at that point.

In the case of programmes which have a **compulsory period of residence abroad**, the requirements will be set out in the programme documentation (e.g. programme specifications and relevant handbooks). Such students should check these requirements and ensure that they register for courses that are equivalent to the required ECTS (European Credit Transfer and Accumulation System) or UK credits.

In the case of an **optional exchange**, however, the Study Plan must be equivalent to that portion of the academic programme at Royal Holloway which the student will miss by virtue of being abroad. Therefore the Study Plan needs to be considered in reference to:

- a. the structure of the academic programme at Royal Holloway, so that the courses are appropriate and sufficient in terms of the credit rating, academic level and topics covered;
- b. the regulations on academic progression, so that on successful completion of the exchange the student can proceed with his/her studies at Royal Holloway.

It is important to indicate on the Study Plan if any individual courses must be taken in order to meet core requirements on the programme at Royal Holloway, or must be passed in order for the student to progress or to qualify for a particular award. Any implications in terms of pre-requisites for courses in the following year should also be discussed.

It is the student's responsibility to research the courses which will be available at the host university, and any rules and expectations which the host university may have about the combination of courses. The department should not approve the Study Plan unless it has sufficient, authoritative information on which to base its decision. It is unlikely that there will be an exact match between courses at Royal Holloway and the host university; therefore an appropriate compromise may need to be found. Particular care is needed to verify that, given

his/her point of arrival in the host university's academic calendar, the student will be able to follow all the courses in the proposed order.

Students on an optional exchange are responsible for ensuring that they register for the equivalent of 120 UK credits. At Royal Holloway the credit rating of courses is described in terms of the number of course units. The system at the host university will probably be different, but as a general rule, 1 full course unit at Royal Holloway is equivalent to 30 UK credits, 15 ECTS credits, 12 Australian credits, or 7.5 US or Canadian credits. Students need to be aware that courses at other institutions may not necessarily all carry the same credit weighting and it is their responsibility to ensure that they register for sufficient credits.

During the exchange

Students must follow the approved Study Plan during the exchange, otherwise they may find on their return to Royal Holloway that they cannot progress in their studies, or that there is an adverse effect on their final award. However, it is understood that occasional difficulties may arise which are outside the student's control and which prevent him/her from following the original Study Plan. The host university may also suggest changes in line with local practices or expectations. If these situations arise, it is essential that the student contacts the academic department and the Administrative Officer (Visiting Students) in Royal Holloway International without delay or in the case of SMLLC students the relevant Period of Residence Abroad (PRA) tutor in the School.

Any amendments to the Study Plan must be approved in writing by the department before the student commits him-/herself to the changes. There is no guarantee that the department will approve changes retrospectively or resulting from difficulties which the student could reasonably have avoided.

Students should avoid registering for courses which are assessed on a Pass/Fail only basis as they will not receive credit for such courses **unless this is a syllabus requirement of the host university and they have prior approval from their Study Abroad Advisor at the College or from their PRA tutor.**

Before returning to Royal Holloway

SMLLC students returning from a compulsory period of residence abroad are assessed using the scheme which is set out in the programme documentation (e.g. programme specifications and relevant handbooks). Those students who, instead, are returning from an optional exchange are subject to the normal requirements for academic progression set out in the [Undergraduate Regulations](#) (i.e. to pass courses which are equivalent in value to at least three units, and any courses denoted as compulsory for progression in the programme regulations).

It is the student's responsibility to provide the College with an official transcript of marks from the host university as soon as possible, and no later than 1 September, so that the College can determine his/her eligibility to progress and enrol for the next year of study or in the case of SMLLC to award final outcomes for the 13th and 14th units. Note that many universities withhold transcripts from students who have outstanding debts.

If by the beginning of the next academic session the student has been unable to obtain a transcript through no fault of his/her own, or the marks are currently the subject of an appeal (see below), the College may consider allowing the student to re-enrol on a provisional basis. Otherwise the student may be prevented from re-enrolling with the College until the matter is resolved.

Credit transfer and the conversion of marks

Decisions on credit transfer and the conversion of marks are made by the chair of the examination board in the student's academic department at Royal Holloway, or an appropriate nominee.

Students returning from a compulsory period of residence abroad are awarded credit using the scheme which is set out in the programme documentation. Students need to be aware that courses at other institutions may not necessarily all carry the same credit weighting and it is their responsibility to ensure that they register for sufficient credits.

Students who, instead, are returning from an optional exchange are awarded credit on the basis of the proportion of a full academic year's work at the appropriate academic level which has been passed at the host university. Students cannot be given credit for any courses which they fail or do not complete or those which are assessed on a Pass/Fail basis unless this is a syllabus requirement and prior approval has been obtained from their Study Abroad Advisor or PRA tutor. Also, they will not receive credit for courses which are not listed in the Study Plan, unless the department agrees retrospectively that this would be appropriate. Students need to be aware that courses at other institutions may not necessarily all carry the same credit weighting and it is their responsibility to ensure that they register for sufficient credits.

As universities in different countries often use different marking scales, it is necessary to convert the marks which students gain abroad into equivalent Royal Holloway marks. For example, the pass mark at another institution may be 50%, whereas at Royal Holloway it is 40%; and 'excellent' or 'first-class' work elsewhere may be given a mark of 80%, whereas at Royal Holloway it might receive 70%. The aim of converting the marks is to give an appropriate and fair representation of what the same work might have received had it been marked at Royal Holloway. This means that the marks may be scaled upwards or downwards.

The College has approved mark conversion schemes for each of the host universities with which it has an exchange agreement. Students are provided with a copy of the appropriate scheme and can use it to compare their academic performance abroad with their previous performance at Royal Holloway. However, the final decision on credit transfer and how marks are converted within the scheme lies with the examination board. The scheme shows the average Royal Holloway mark and a discretionary range within which the examination board may move the mark up or down. For example, if a mark of 55% translates into an average Royal Holloway mark of 48% with a discretionary range of +/- 2%, the final Royal Holloway mark would be in the range 46–50% inclusive. The purpose of the discretionary range is to allow the examination board to ensure that, overall, the conversion of marks is appropriate and that students are not unduly advantaged or disadvantaged when the marks are used later on to determine their award classification.

Award classification

The credits and marks awarded by the College will be recorded either as marks in individual course units, or as an average across a number of course units. If an average is used, this will be a weighted average which takes account of both the credit rating and the converted percentage mark in each course. The course unit marks or average are used to determine the final award classification in accordance with the College's [Undergraduate Regulations](http://www.rhul.ac.uk/ecampus/documents/pdf/regulations/undergraduateregulations.pdf) at: www.rhul.ac.uk/ecampus/documents/pdf/regulations/undergraduateregulations.pdf

Confirmation of credit transfer and appeals

Each student will be issued with written confirmation of the credits and marks awarded by the College for their studies abroad. If the student was abroad for a full academic year, this will

include a statement on whether the criteria for progression to the next stage of the programme have been met. For SMLLC students the final course outcomes for the 13th and 14th units will be posted on notice boards in the School in November of the students' final year.

Students who are unhappy with the marks which they have received from the host university must take the matter up with the host university directly, before their marks are converted into College equivalents and must inform the College that are doing so; they cannot appeal to Royal Holloway about marks awarded by the host institution. It is important that students who are in this position inform themselves about the host university's procedures for considering representations against course results and any deadlines which apply. If this process results in the host university making changes to the marks, it is the student's responsibility to obtain a revised transcript so that the College can review its decision on the credit transfer and the conversion of marks as soon as possible.

If, however, a student feels that an error has been made in awarding credits or marks, s/he has the right to appeal to Royal Holloway. In the first instance it is best to query the credits or marks informally with the academic department. However, if the student is dissatisfied with the department's explanation and feels there are grounds for appeal, s/he may decide to submit a formal appeal. Full details of the appeal process and the process of requesting an appeal pack are published on the [Appeals website](#) (at www.rhul.ac.uk/forstudents/studying/academicappeals/home.aspx). The student may also contact the Students' Union, the Student Enquiries Desk or the Academic Development Office, Royal Holloway University of London, Egham, Surrey TW20 0EX (e-mail appeals@rhul.ac.uk) for further information. The appeal must be submitted within one month of the date on which the student was formally notified of the outcome of the credit transfer.

6 Partner institutions

The following section contains brief information about the partner institutions. This is intended as a general guide and you will need to do further research on each institution making use of the websites given. **This information is correct at the time of printing; however, please note that all agreements are subject to change and/or termination.**

Please be aware that Boston College and the University of Toronto tend to be the most popular partner universities.

Please note:

- in most cases, there is a maximum of two exchange places available at each institution.
- for each university, there is a specific entrance requirement which a student must achieve before a place at an overseas institution can be confirmed.

Australia

Flinders University – Adelaide www.flinders.edu.au

Flinders is everything a modern university should be – progressive and dynamic yet still friendly and accessible. The university offers a vibrant and stimulating environment in which to work or study and have a long-held reputation as the 'students' university'. Flinders offers more than 160 undergraduate and postgraduate courses, as well as higher degree research supervision across all disciplines. Many courses use new information and communication technologies to supplement face-to-face teaching and provide flexible options.

Subject Availability: All except for Classics and Music - open to undergraduates only.

Entrance requirements: Before beginning the exchange, students must have completed at least one year's academic study at Royal Holloway and achieved overall marks of at least 55% with no mark lower than 40%.

University of Melbourne www.unimelb.edu.au

Established in 1853, the University of Melbourne is based in Parkville, an inner suburb of Melbourne, Victoria, and has several associated rural and regional campuses in the State of Victoria. Melbourne enjoys a pleasant Mediterranean climate and offers magnificent coastlines and attractive beaches.

Subject availability: Classics, Drama & Theatre Studies, English, European Studies, History, Modern Languages, Media Arts, Music, Politics & International Relations. Open to undergraduate and postgraduate applicants.

Entrance requirements: Before beginning the exchange, students must have completed at least one year's academic study at Royal Holloway and achieved overall marks of at least 60% with no mark below 40%

University of Queensland – Brisbane www.uq.edu.au

The University of Queensland (UQ) is one of the top three or four research universities in the country and this success was highlighted last year when it celebrated its 5,000th PhD graduation. UQ is continually adding to its research achievements: it is building a cluster of world-quality research centres and institutes that will keep it at the forefront of emerging

research fields, particularly the biosciences. The university is home to more than 38,000 students, including over 6,000 international students. It continues to attract the majority of the state's highest academic achievers and is renowned nationally and internationally for the quality of its teaching and research. In 1998-99 it was named Australia's University of the Year and it continues to enjoy the highest overall rating for Queensland universities in the annual Good Universities Guide.

Subject Availability: This agreement is used mainly to support the BA International Theatre (Australia). Open to undergraduates only.

Entrance requirements: Before beginning the exchange, students must have completed at least one year's academic study at Royal Holloway and achieved overall marks of at least 55% with no mark lower than 40%.

University of Sydney www.usyd.edu.au

Established in 1850, the central campus is situated in the heart of multicultural Sydney, the nation's commercial capital and host city for the 2000 Olympic Games. The mix of heritage and modern buildings, the proximity to a vibrant city life, and Sydney's spectacular harbour, provides a unique learning and social environment. With over 39,000 students, the University of Sydney offers you the opportunity to choose from the most diverse range of courses provided by an Australian University. There is a vibrant campus life at this culturally diverse university, many venues for socialising, numerous clubs and societies and world-class sporting facilities.

Subject Availability: All subjects offered at Royal Holloway except Biological Sciences - open to undergraduate and postgraduate applicants

Entrance requirements: Before beginning the exchange, students must have completed at least one year's academic study at Royal Holloway and achieved overall marks of at least 55% with no mark lower than 40%.

University of Western Australia – Perth www.uwa.edu.au

Established in 1911, The University of Western Australia (UWA) has a thriving 6-hectare riverside campus, 6km from the centre of Perth. With its distinctive Mediterranean architecture, extensive gardens (registered as part of Australia's National Estate), art gallery, museums' theatres and sporting facilities, UWA offers its student population of around 14,500 students an exceptional learning environment. Perth sits on the coast of the Indian Ocean and provides the perfect environment for a relaxed and healthy lifestyle, whilst maintaining its status as a sophisticated modern city.

Subject Availability: All subjects except for Drama and Biological Sciences - open to undergraduate and postgraduate applicants.

Entrance requirements: Before beginning the exchange, students must have completed at least one year's academic study at Royal Holloway and achieved overall marks of 60% or above in their end of year examinations with no mark for any individual course falling below 40% in order to be eligible for admission. To complete a second semester at UWA, a student must be in good standing upon completion of their first semester.

Canada

University of Alberta – Edmonton www.ualberta.ca

The University of Alberta is a large campus university located in Edmonton, the capital and largest city of the province of Alberta. The main campus borders the wooded southern bank of the Saskatchewan River, about two miles from the city centre. Edmonton itself is modern and has a very wide range of sports, leisure and arts facilities (apparently including more theatre companies than New York City). The city is served by a train system with a station on campus. Edmonton has a continental climate with particularly cold winters. The university has approximately 35,000 students, 5,800 of them in graduate studies, while about 3,000 are international students from 121 countries. Exchange programmes are coordinated in a large International Centre which boasts its own mall with shops and cafes. Academic, residential, sporting and social facilities on campus are all very impressive. The University of Alberta is well-placed in league tables of Canadian universities.

Subject Availability: All subjects offered at Royal Holloway, except for Media Arts - open to undergraduate and postgraduate applicants.

Entrance requirements: Before beginning the exchange, students must have completed at least one year's academic study at Royal Holloway and achieved overall marks of at least 60% with no mark lower than 40%.

University of Alberta School of Business – Edmonton <http://www.business.ualberta.ca>

The Alberta School of Business is one of Canada's oldest and highest ranked Business schools. It is comprised of four departments that cover all aspects of business and management. The departments rank highly in Canada with respect to publications in top tier journals and faculty members have received many teaching awards, including four winners of the prestigious 3M award.

Subject Availability: Open to Management students only.

Entrance requirements: Before beginning the exchange, students must have completed at least one year's academic study at Royal Holloway and achieved overall marks of at least 60% with no mark lower than 40%.

Concordia University www.concordia.ca

Situated in Montreal, Concordia University is a large, urban, English-language institution with academic roots going back over 150 years. Dedicated to strong academic achievement, it offers students a chance to study in an exceptional environment in one of the world's most multi-cultural cities. Concordia is a diverse community; it has approximately 44,000 students registered of whom about 10% are international.

Subject availability: All subjects available at Royal Holloway – open to undergraduate and postgraduate applicants.

Entrance requirements: Before beginning the exchange, students must have completed at least one year's of academic study at Royal Holloway and achieved overall marks of at least 50%.

University of Ottawa www.uottawa.ca

Ottawa University (OU), founded in 1865, is a not-for-profit educational institution affiliated with the American Baptist Churches USA. In addition to the residential college in Ottawa, Kansas, OU has campuses in Overland Park, Kansas; Phoenix, Tempe, and Mesa, Arizona; Milwaukee, Wisconsin; Jeffersonville, Indiana; along with international instruction sites in Hong Kong, Singapore, and Malaysia.

Subject Availability: All except for Drama, Management, Media Arts, Biological Sciences, Politics & International Relations, and Health & Social Care - open to undergraduate and postgraduate applicants

Entrance requirements: Before beginning the exchange, students must have completed at least one year's academic study at Royal Holloway and achieved overall marks of at least 50%.

University of Toronto www.utoronto.ca

Toronto is one of Canada's best universities and is situated in the centre of the city, the largest and most cosmopolitan in Canada. Founded in 1827, Toronto offers programmes in the Arts, Social Sciences and Sciences. It is one of the largest universities in North America and has an international reputation for excellence.

Subject Availability: All except for Drama, Media, Spanish and Management - open to undergraduate and postgraduate applicants

Entrance requirements: Before beginning the exchange, students must have completed at least one year's academic study at Royal Holloway and achieved overall marks of at least 50%.

China

Please note: undergraduate students who wish to go to China on an exchange can do so for an additional year only. Course taken as part of the Summer programme cannot be taken for credit.

Shanghai International Studies University (SISU) <http://en.shisu.edu.cn>

Founded in 1949, Shanghai International Studies University is a forward-looking academic institution in China with approximately 10,000 students on 2 campuses in the exciting and rapidly developing city of Shanghai. RHUL students have the opportunity to either go to China for a year or to attend the SISU Summer Programme for a period of six weeks.

Students from RHUL can only apply to the College of International Cultural Exchange or the Summer Programme. The exchange is open to undergraduate students only.

Entrance requirements: Before beginning the exchange, students must have completed at least one year's academic study at Royal Holloway and received overall marks of at least 60% with no mark lower than 40%.

Hong Kong

University of Hong Kong www.hku.hk

The University of Hong Kong is the oldest institution of tertiary education in Hong Kong, with its original foundation dating back to 1910. Today some 11,700 undergraduates and 2,300 postgraduates study for degrees in arts and architecture, education, business and economics, engineering, law, medicine, natural sciences and social sciences. Much of the curriculum material is approached through the development of problem-based learning skills. Classes are mainly taught in the medium of English, and courses in Mandarin and Cantonese are available to overseas students. The campus is located at Pokfulam on Hong Kong island, a short ride from attractions of Central, Causeway Bay and Kowloon.

Subject Availability: All except for Classics, Drama and Media Arts - open to undergraduate and postgraduate applicants

Entrance requirements: Before beginning the exchange, students must have completed at least one year's academic study at Royal Holloway and received overall marks of at least 50% with no mark lower than 40%.

Japan

Please note: undergraduate students who wish to go to Japan on an exchange can do so for an additional year only. Postgraduate research students go as an integral part of their studies.

Keio University – Tokyo www.keio.ac.jp

Keio University is located in Tokyo. Founded in 1858, it is the oldest institution of higher education in Japan. Keio continues to emphasise the founding principles of independence, self respect and academic excellence. The departments include: Chemistry, Economics, English, French Studies, German Studies, Japanese Literature, Mathematics, Physics and Psychology.

For information about studying at Keio
<http://www.ic.keio.ac.jp/en/study/exchange/courses.html>

Entrance requirements: Before beginning the exchange, students must have completed at least one year's academic study at Royal Holloway and achieved overall marks of at least 50%

Open to undergraduate and postgraduate applicants.

Waseda University – Tokyo www.waseda.ac.jp

Waseda University in Tokyo was founded in 1882 and is one of the most prestigious universities in Japan. Its mission statement includes the purposes of independent learning, the practical application of knowledge, and the promotion of good citizenship.

For information about studying at Waseda
http://www.waseda.jp/cie/exchange/sils/01_overview.html

Open to undergraduate and postgraduate applicants.

Entrance requirements: Before beginning the exchange, students must have completed at least one year's academic study at Royal Holloway and achieved overall marks of at least 60% with no mark lower than 40%.

Ritsumeikan University – Kyoto www.ritsumei.ac.jp/eng

Ritsumeikan was founded in 1869 as a private academy and gained university status in 1922. It is home to approximately 35,000 students, nearly 500 hundred of them are international students. The University has a 1200 year old city rich in culture and art providing a suitably tranquil setting for research and learning.

For study in Kyoto Program courses visit:
www.ritsumei.ac.jp/eng/international_programs/skp/curriculum.shtml

Open to undergraduate and postgraduate applicants.

Entrance requirements: Before beginning the exchange, students must have completed at least one year's academic study at Royal Holloway and achieved overall marks of at least 50%.

Korea

Korea University www.korea.ac.kr

Please note: undergraduate students who wish to go to Korea on an exchange can do so for an additional year only. Courses taken as part of the International Summer Campus cannot be taken for credit. Postgraduate research students go as an integral part of their studies.

Korea University was founded in 1905 and has a student body of some 35,000 students. It is one of the oldest, largest and best universities in Korea and has one of the most beautiful campuses in the country. Korea University teaches a comprehensive range of subjects and has 81 departments divided into 19 colleges and divisions. It also has 18 graduate schools. As part of our exchange agreement with Korea, RHUL students have the opportunity to either go to Korea for a year or to attend the International Summer Campus for a period of six weeks. As an RHUL student on the International Summer Campus, shared accommodation will be provided free of charge.

Subject Availability: <http://iie.korea.ac.kr/v4/src/main/main.php>

Entrance requirements: Before beginning the exchange or the International Summer Campus, students are required to achieve overall marks of 60% with no mark lower than 40%.

New Zealand

Victoria University of Wellington www.victoria.ac.nz

Victoria College was founded through an Act of Parliament in 1897, the year of Queen Victoria's Diamond Jubilee celebrations, and named in her honour. It is particularly well known for its programmes in law, the humanities, and some scientific disciplines, but offers a broad range of other courses as well. Entry to most courses is open. Victoria has 20,380 students (including

some 3,400 international students), of whom 14,000 are undergraduates. It has around 1,900 full-time equivalent staff.

Subject Availability: All except for Media Arts (*Media Studies is offered*), Biological Sciences, Politics & International Relations, and Health & Social Care - open to undergraduate and postgraduate applicants.

Entrance requirements: Before beginning the exchange, students must have completed at least one year's academic study at Royal Holloway and achieved overall marks of at least 60%.

Mexico

Universidad de las Americas Puebla (UDLAP) <http://www.udlap.mx>

As a diverse, multicultural institution, UDLAP offers students a plethora of experiences. The UDLAP campus is a rich environment in which students experience a variety of perspectives and ideas. Additionally, students will have access to state-of-the-art facilities, allowing them to participate in the artistic, cultural and athletic activities. The campus is set in the beautiful region of Puebla and the stunning Popocatepetl volcano is nearby. Student wishing to go to UDLAP for a year need to be fluent in Spanish. However, RHUL student can also chose to go to the UDLAP Summer programme in order to learn Spanish, which is now spoken by nearly 500 million people worldwide.

For undergraduate students only

Entrance requirements: tbc

Singapore

National University of Singapore www.nus.edu.sg

The National University of Singapore (NUS) is a leading University in the Asia-Pacific region and is located at the confluence of both local and global talent. NUS has 23,000 undergraduates and 9,000 postgraduates studying in 11 Faculties across a wide range of disciplines including arts and social sciences, business, computing, design and environment, engineering, law, medicine, natural sciences, music. Classes are taught in English, and overseas students can take intensive immersion courses in Mandarin. NUS is located on a beautiful modern campus, which houses all the main academic and social facilities, including student housing, and is a short ride away from the multi-ethnic and cosmopolitan heart of downtown Singapore.

Subject Availability: All except for Classics, Italian, Management, Music and Spanish - open to undergraduate and postgraduate applicants.

Entrance requirements: Before beginning the exchange, students must have completed at least one year's academic study at Royal Holloway and achieved overall marks of at least 50%.

The United States of America

Arizona State University www.asu.edu

Arizona State University (ASU) is an internationally recognized metropolitan research university serving 61,033 students at three campuses in the Phoenix area. In addition to ASU's historic Tempe campus, there are two newer campuses with more specialized missions: ASU's West campus, with a liberal arts focus, in northwest Phoenix adjacent to Glendale, and ASU's Polytechnic campus in Mesa.

Subject Availability: All except for Classics, Drama, Media Arts, Geology, Politics & International Relations, and Health & Social Care - open to undergraduate and postgraduate applicants

Entrance requirements: Before beginning the exchange, students must have completed at least one year's academic study at Royal Holloway and achieved overall marks of at least 50%.

Boston College www.bc.edu

Founded in 1863, Boston College is one of the oldest Jesuit, Catholic universities in the United States. Committed to academic excellence, (ranked 38th among the top US national universities), Boston College provides a vibrant and stimulating learning environment in the safety of a suburban setting. With a student body of just over 13,000, drawn from every state in the US and over 85 different countries, Boston provides a truly diverse cultural mix within a friendly community. The main 115-acre campus is located just six miles from the centre of Boston and has direct transportation links.

Subject Availability: All subjects offered at Royal Holloway, except for Geography - open to undergraduate and postgraduate applicants

Entrance requirements: Before beginning the exchange, students must have completed at least one year's academic study at Royal Holloway and achieved overall marks of at least 60%.

University of Florida www.ufl.edu

The University of Florida is a public land-grant research university located in Gainesville, Florida. The school, which officially became the University of Florida in 1905, traces its institutional roots to 1853. It is the fourth-largest university in the United States, with 49,693 students (34,612 undergraduates and 15,081 postgraduates). Florida ranked second among all institutions in the number of National Merit Scholar students enrolled, behind Harvard. It is also the place where Gatorade was created.

Subject Availability: All subjects offered at Royal Holloway - open to undergraduate and postgraduate applicants

Entrance requirements: Before beginning the exchange, students must have completed at least one year's academic study at Royal Holloway and achieved overall marks of 60% with no mark lower than 40%.

George Washington University (GWU) <http://www.gwu.edu>

The George Washington University was created in 1821 through an Act of Congress, fulfilling George Washington's vision of an institution in the nation's capital dedicated to educating and

preparing future leaders. GWU is the largest institution of higher education in the District of Columbia with more than 20,000 students studying a range of subjects from forensic science and creative writing to international affairs and computer engineering, as well as medicine, public health, the law and public policy.

GWU has campuses in both Washington D.C. and outside the city in Ashburn Virginia.

Subject availability All subjects offered at Royal Holloway open to undergraduate applicants only.

Entrance requirements: Before beginning the exchange, students must have completed at least one year's academic study at Royal Holloway and achieved overall marks of 60% with no mark lower than 40%.

University of Massachusetts – Amherst www.umass.edu

The University of Massachusetts (UMass) at Amherst was founded in 1863 and is part of the Five College Area. Amherst is a small town 90 miles from Boston. The large UMass campus spreads over 1,400 acres and is a centre for the arts, festivals and conferences. The nearby Berkshire and Green Mountains of Vermont are the setting for a wide range of outdoor recreation. There are 23,100 students at UMass, including a large contingent of overseas students drawn from 76 countries around the world. Some of these overseas students are exchange students from several UK universities and many other countries.

Subject Availability: All subjects offered at Royal Holloway - open to undergraduate applicants only

Entrance requirements: Before beginning the exchange, students must have completed at least one year's academic study at Royal Holloway and achieved overall marks of at least 50%.

Mount Holyoke College – Massachusetts www.mtholyoke.edu

Mount Holyoke is a private, non-denominational college for women located in South Hadley, Massachusetts. Founded in 1837 by revolutionary educator Mary Lyon, Mount Holyoke was the first of the Seven Sister colleges, the women's counterpart to the formerly all-male Ivy League schools.

Situated on a beautiful 800-acre campus in the scenic Connecticut River Valley, Mount Holyoke College is in the heart of New England. The attractions of western Massachusetts range from beautiful scenery (the foliage season peaks in mid-October) to a calendar filled with concerts, the films, lectures and art exhibitions.

Subject Availability: All subjects offered at Royal Holloway except Management - open to **female** undergraduate applicants only

Entrance requirements: Before beginning the exchange, students must have completed at least one year's academic study at Royal Holloway and achieved overall marks of at least 50%.

Tulane University – New Orleans www.tulane.edu

Tulane University is a private, non-sectarian, co-educational research university located in New Orleans, Louisiana. Tulane's 11,200 students are a streetcar ride from the heart of New Orleans, the home of jazz, and a city which has a charm quite unknown in most American urban

areas. The Louisiana semi-tropical climate may also be an attraction for some. Tulane is ranked among the top 50 national universities in the USA.

Subject Availability: Access to courses in the Schools of Liberal Arts, Science and Engineering and Public Health. Students cannot take courses in the Schools of Business, Law, Architecture, Medicine, Continuing Studies or Social Work. Open to undergraduate students only.

Entrance requirements: Before beginning the exchange, students must have completed at least one year's academic study at Royal Holloway and achieved overall marks of at least 50% with no mark lower than 40%.

Washington College – Maryland www.washcoll.edu

Washington College is a private Liberal Arts college located in the rural small town of Chestertown, Maryland on the scenic Chester River on Maryland's eastern shore. It occupies a picturesque 112-acre campus and is just 75 miles from Washington DC. Founded in 1782, under the patronage of George Washington, it is the tenth oldest college in the US. It has a student body of around 1, 400 and offers undergraduate programmes in the humanities and the sciences.

Subject Availability: All subjects offered at Royal Holloway are available, except Classics and Media Arts. Open to undergraduate applicants only.

Entrance requirements: Before beginning the exchange, students must have completed at least one year's academic study at Royal Holloway and achieved overall marks of at least 50%.

For PhD students only

Yale University <http://www.yale.edu>

The agreement with Yale is only open to PhD students from the departments of History and English.

Northwestern University <http://www.northwestern.edu>

The agreement with Northwestern is only open to PhD students from the department of Classics.

7 The application process

We appreciate that the application process is complex and time-consuming. In order to meet all the necessary requirements, we recommend that you are aware of your study options and that you meet **all** the relevant deadlines. We will, of course, also help you as much as possible, but we wish to select the best students who are independent, have initiative and are able to take personal responsibility. We expect students to demonstrate these qualities during the application process.

Stage one: gathering information

Once you have read this brochure you will need to visit the websites of our partner institutions in order to find out as much as possible about the individual universities.

If you are looking for further information, you will find that students returning from an year overseas as well as staff at Royal Holloway International are an excellent source of information. Royal Holloway International can also put you in touch with returning or incoming students on an individual basis.

Once you have a clearer idea as to where you may like to go, and what courses you would like to follow, you will need to talk to the Study Abroad Advisor in your department and discuss your institutional choices and the courses you are interested in with him/her. This is also a good opportunity to clarify whether you will be able to spend the year abroad as an 'integral' or an 'additional' year.

Stage two: making an application

Once you have met your departmental advisor and agreed on the options open to you can download an application form from:

<http://www.rhul.ac.uk/international/studyabroadandexchanges/outgoing/home.aspx>

Please make sure you complete **all** sections of the form and follow the guidance notes.

Please note that in order to be considered for the programme, Royal Holloway International **must** receive written confirmation from your academic department(s) that your participation in this programme has been approved.

You will need to provide copies of the following documents and submit these with your application form:

- two academic references (one of which must be from a permanent academic member of staff in your department(s), you are advised to contact your personal tutor for one of your references). The reference pro-forma can be found at the end of the application form. Since the references are confidential, the pro-forma must be returned in a sealed envelope which has been countersigned across the back of the envelope.
- a photocopy of the photograph page of your passport with relevant personal data
- a photocopy of your A-level certificates, or other high-school leaving certificates
- for non-native English language speakers, a photocopy of your most recent English language test certificate (e.g. IELTS or TOEFL)

- your first year RHUL transcript (if appropriate). Please note that you need to allow for plenty of time for your transcript to be produced - the current turnaround time for document orders is 5 - 10 working days. Go to <http://onlinestore.rhul.ac.uk/browse/category.asp?compid=1&modid=1&catid=3> to order your non-validated transcript

Stage three: the selection process

All applications will be carefully scrutinised by a selection panel and a shortlist of candidates will be drawn up; short-listed candidates will then be invited for interview. Please note only your Royal Holloway e-mail address will be used and any letters will be sent to your academic department(s). You will be expected to confirm your attendance and candidates who do not respond to the invitation letter are automatically deemed to have withdrawn their application.

The selection process is designed to help the selection panel to match selected candidates with appropriate institutions overseas. The panel is also looking for candidates who will make excellent ambassadors for Royal Holloway.

Stage four: nomination of candidates

The selection panel will decide which applications to take forward and who will be nominated to which institutions. You will be notified of the outcome in writing. If you have been selected you will also be informed of the institution you have been nominated for. You will be asked to confirm by a given date whether you wish your application to be sent to the nominated host institution. Failure to respond will again be taken as an indication of withdrawal from the International Exchange Programme.

Students need to be aware that the selection panel will make specific recommendations to partner institutions and every attempt will be made to place selected students with suitable partners. The acceptance rate of applications with our partner universities is very high but it needs to be made clear that the final choice as to whether to admit an individual student rests with the host institution. Therefore, even if you are nominated for a place at a partner, still continue to make plans as if you were going to stay at RHUL during 2014-115

Please note that our partner universities will endeavour to accommodate students on the courses of their choice but may not always be able to do so and will suggest alternative courses to fit the needs or academic profile of the applicant. It is essential that all course choices are approved by your home department(s). See below for further details.

Stage five: admission to host university

Once you have accepted the offer to participate in the International Exchange Programme, you have to apply for admission to the partner institutions. As noted above, the final decision as to whether to admit an individual student lies with the host institution.

Details on accessing the application forms for the host universities are available from Royal Holloway International and all documents must be returned there. It is your responsibility to make sure that you have the application completed by the deadline of the host university. Upon completion, this documentation will be forwarded by Royal Holloway International to the host university for consideration.

You need to be aware that the length of time between submitting your application and receiving notification of the outcome from the host university can vary from four weeks to four months. It is important that you make provisional arrangements in case your application to study abroad is not successful or you do not achieve the entrance requirements as set out in the brochure and you need to continue your studies at Royal Holloway in the following year. This is particularly crucial in relation to accommodation and academic course choices, and needs to be given due attention whilst at the same time making arrangements to be abroad.

On acceptance, the host universities will provide you with a formal offer letter which normally includes your course listing. As mentioned previously, this may or may not consist of all the courses you selected and you therefore need to check it carefully.

Please note that you **must** ensure that your department has a copy of the course selection. If you are taking an 'integral year', you **must** get written approval from your department for your course selection and ensure that a copy of your final, approved course listing is lodged with Royal Holloway International. Failure to do this may result in you not receiving full academic credit for your studies completed abroad and putting your final year in jeopardy.

In order to be given the final confirmation to spend the year abroad, you must pass all your end-of-year examinations at Royal Holloway at a level deemed appropriate for the specific exchange programme.

Stage six: pre-departure preparations

A compulsory pre-departure briefing for all exchange students will be held towards the end of the Spring Term. Items to be covered will include:

- registration during your year abroad
- finalising accommodation and travel arrangements
- applying for a student visa
- academic expectations
- credit transfer
- code of behaviour
- health & safety guidelines
- support provided by Royal Holloway during the year abroad

Please note that failure to attend a pre-departure briefing will result in you forfeiting your place on the International Exchange Programme.

8 Dates and deadlines

Submission of International Exchange Application Form and all supporting documentation including academic references	5pm on 13 December 2013
Selection process for International Exchange Programme	completed by end of January 2014
Notification of outcome of International Exchange interviews	completed by end of February 2014
Student acceptance of institution for which s/he has been nominated	1 week following notification. Failure to reply will be interpreted as a withdrawal from the International Exchange Programme.
Submission of application form and supporting documentation for partner institutions	Institutional deadlines vary. The completed application is required by Royal Holloway International two weeks in advance of the deadline set by the host institution.
Pre-departure briefing for all students	by end of Spring Term 2014
Submission of Year Abroad report	by 31 October 2015

9 Financial matters

Tuition Fees

Students on the International Exchange Programme are not required to pay tuition fees to their host institution. If you choose to spend an 'integral year' abroad you will be required to pay a proportion of your Royal Holloway fees. 2013 RHUL entrants who go on an additional year and therefore suspend their studies are not required to pay tuition fees to Royal Holloway. However, if you are a 2012 RHUL entrant, i.e you are paying the new Home/EU tuition fees, you will pay RHUL 25% of your tuition fees for an additional year.

If you are unsure as to whether you are required to pay tuition fees or not, please discuss this with Royal Holloway International.

Funding from Student Finance

The level of funding you receive depends on whether your year abroad is taken as an 'integral' or 'additional year' of study. In general, funding will continue to students during their year abroad if this forms an integral part of a degree programme. However, this funding may not be at the same level as it would be if you were to remain at Royal Holloway. Some additional funding may be provided to cover some of the added expenses incurred through the year abroad. However, funding will not be available for an additional year abroad as you will be deemed to have suspended your studies for a year. Please contact Student Finance as soon as possible to discuss your individual circumstances. In addition, you may also find it useful to visit <http://www.direct.gov.uk/en/EducationAndLearning/UniversityAndHigherEducation/StudentFinance/index.htm>

Study Abroad Scholarships

RHUL offers a limited number of scholarships of £1,500 to students going on a full year exchange. You will have to apply for and be selected for a scholarship unless you are classed as Widening Participation according to RHUL's criteria e.g household income, home postcode. If you meet these criteria you will automatically be awarded the money. Students who attend a summer school at an institution approved and promoted by RHUL will also automatically be awarded a bursary of £500. However, if there are more students attending approved summer schools than there are bursaries available then the process will become competitive.

Founder's and Bedford Scholarships

If you are in receipt of either a Founder's or a Bedford scholarship, please note that, unless you are going overseas as a compulsory part of your degree, you will not receive this funding whilst abroad. This is because, in order to receive the funding, students must be liable for full variable tuition fees throughout their degree programme.

Expenses

Although you are not liable for tuition fees at your host institution, spending a year abroad can be expensive. You will need to make appropriate financial arrangements well in advance and ensure that you have sufficient funds to cover the following:

- **Travel Costs:** At the very least you will need a return flight to the UK and you also need to consider whether you will want to return home over the holidays. Please be aware that costs can vary enormously depending on your destination.
- **Accommodation:** You are responsible for your accommodation costs whilst you are abroad. Generally, the cheapest option is the student accommodation offered by the host institution but you will need to have a clear understanding of what is available as the quality provided may vary. You will also have to apply by certain deadlines. It is not compulsory for you to take university accommodation and you may decide to make your own arrangements in the private sector, but be aware of hidden costs, such as the need for 'key money' in Japan, before signing any contract.
- **Insurance:** You will be required to have adequate insurance for your year abroad to cover you for medical expenses and for any activities in which you may want to get involved. A few of the host institutions will require you to purchase the insurance packages that they offer before they will confirm your place. These can be expensive, and it may cost you more than £600 for one year's full health and personal insurance. Please read such insurance policies carefully as they may not insure you for 100% of your costs; this could prove very expensive if you need medical treatment.
- **'Hidden' expenses:** Spending a year abroad will also bring expenses that may initially not be very obvious, e.g. 'settling-in' costs, overseas phone calls, books, and leisure activities. As costs can vary considerably in each country, it is very important that you look at the websites of the relevant partner institutions for further information and guidelines on how much money you may need. Please be aware that any additional costs incurred will be your personal responsibility and Royal Holloway cannot act as your financial guarantor.

Insurance

As mentioned above, in most countries, particularly in the US, Australia and Canada, it is mandatory that students have the necessary insurance before they start their studies. Even where insurance cover is not compulsory, it is still important that you have adequate insurance cover for your year abroad. It is essential that this includes medical cover, as medical treatment or hospitalisation can quickly become very expensive. You should also carefully consider insurance for your personal effects and property while abroad, and you will need travel insurance for the journeys you make between the UK and the host country, and for any holiday travel you may do whilst abroad.

Employment

Most countries will allow you to do casual work both during term-time and vacation periods. However, you may not have much time available as you will be registered as a full-time student at your host university and may wish to participate fully in student life overseas. Importantly, rules relating to overseas student employment are often strictly governed by immigration regulations, and your student visa may have restrictions on whether you can work at all, or how many hours you can work during term-time and vacations.

Student Visa

In most cases, students must apply for a student visa after securing a placement with their host university but before they leave for their year abroad. Further information will be provided to you once you have been accepted by your host university. You are strongly advised not to book flights or apply for a visa until your place overseas has been confirmed by both Royal Holloway International and the overseas institution.

10 Studying at your host institution

Upon arrival in your host university, you will be asked to complete the formal registration process. You will be required to abide by the rules and regulations of your host university and it is your responsibility to ensure that you know what is expected from you.

Many universities abroad have strict attendance requirements and failure to comply with these may result in your marks being withheld by the host university. Please remember at all times that you are representing Royal Holloway, and that your engagement with student life at your host university may have a significant impact on future generations of Royal Holloway exchange students.

At the end of your studies at your host university, please make sure that you have paid all outstanding monies, including utility bills or library fines. Most universities will withhold transcripts from students who have outstanding debts and if a transcript is withheld, this can have significant repercussions for you when you return to Royal Holloway.

11 Returning to Royal Holloway

By the time you return from your year abroad, new students at Royal Holloway will be thinking about joining the International Exchange Programme. Every year we organise related events

and you will be invited to share your experiences with new applicants. This will help a new generation of students prepare for their year abroad. An important part of this is the **Year Abroad Report** which all students on the programme are expected to complete. Your report may be used as part of the promotion of the International Exchange Programme.

The report should be approximately 1,000 words in length (1,500 words for postgraduates) describing your experience of study and life at your host university. It should include information on the challenges you faced and the ways you overcame any difficulties. It should also detail any specific features which you consider useful for staff or future exchange students at Royal Holloway. You may also wish to include information on any additional travel you undertook and any special activities or projects in which you were involved.

The report is not an academic essay and is primarily intended for future generations of students who will be considering whether to embark on the adventure of studying abroad. The report needs to be submitted to Royal Holloway International in electronic format by the end of October in the year you re-start your studies at Royal Holloway.

If you have applied for Royal Holloway accommodation within the deadline specified you are guaranteed a place in one of the College's halls of residence on your return from the year abroad. Further details will be provided at the pre-departure briefing referred to above. However, please make sure that you also regularly check the Student Housing Bureau website.