

Erasmus+ Programme

UKLEEDS01

University of Leeds

Departmental coordinator: Prof. Mastrocinque Attilio

A. Information about higher education institutions

| Name of the institution (Institutional Coordinator and Departmental Coordinator) | Erasmus code | Contact details (email, phone ...) | Website (Home page and course catalogue) |
|--|--------------|---|---|
| University of Leeds | UK LEEDS01 | Dr Clive Souter, Head of Study Abroad. Institutional Coordinator d.c.souter@leeds.ac.uk Liz Simpson, Study Abroad Manager. e.simpson@adm.leeds.ac.uk / +44 113 343 4354 Student contact: studyabroad@leeds.ac.uk / +44 113 343 7900 | www.leeds.ac.uk http://www.leeds.ac.uk/incomingstudyabroad http://www.leeds.ac.uk/incomingapply http://webprod3.leeds.ac.uk/catalogue/modulesearch.asp?T=S&L=UG |

Erasmus departmental coordinators:

School of History coordinator - Dr Bill Flynn: W.Flynn@leeds.ac.uk

School of Classics is within the same department as the School of Languages, Cultures and Societies, the coordinator is Rochelle Harris: r.a.harris@leeds.ac.uk. However students should use the following email address: lcsstudentoffice@leeds.ac.uk

C. Recommended language skills

Language requirements: <http://www.leeds.ac.uk/incominglanguages>

| Receiving institution [Erasmus code] | Subject area | Language of instruction 1 | Language of instruction 2 | Recommended language of instruction level | |
|---|--------------|---------------------------|---------------------------|---|-------|
| | | | | Student Mobility for | Staff |

| | | | | Studies [Minimum recommended level: B1] | |
|------------|---|---------|-----|---|-----|
| UK LEEDS01 | Others – Humanities (School of Classics); History | English | ... | B2 | ... |

D. Additional requirements

Student Mobility for Studies

| Receiving institution [Erasmus code] | Subject area | Minimum Number of Credits to be included in the study plan | Faculty or Department(s) where students will be entitled to attend courses/modules | Access to other Faculties or Departments (yes / no) | Support and infrastructure to welcome students/staff with disabilities (yes / no) |
|---|---|---|--|---|--|
| UK LEEDS01 | Others – Humanities (School of Classics); History | A full-time workload at Leeds is 60 Leeds credits (30 ECTS) per semester. | Department of Classics, History, although students may be able to take modules from other departments depending on their pre-requisites. | Yes | Yes The University of Leeds has a Disabled Students' Assessment and Support team who can offer advice to incoming exchange students. Students should refer to the following website: http://www.equality.leeds.ac.uk/disabled-students/ |

UK LEEDS01:

Level of applicants

The majority of Erasmus exchange agreements with UK LEEDS01 are at undergraduate level and therefore it is rare students are allowed to take modules taught at PG level. It is at the discretion of the teaching department at the University of Leeds to allow Erasmus students a place on a postgraduate module.

Accommodation

The application for accommodation is separate to the application for study and has a separate deadline. Accommodation is guaranteed to incoming students who have been accepted by the University of Leeds provided that they apply for accommodation by the Accommodation Office deadline of 1st July (September arrival) or 1st December (January arrival).

Orientation programme

Incoming exchange students will be entitled to attend an orientation program at UL which will bring to the attention of Study Abroad students certain known risks e.g. health, personal safety and security, cultural sensitivities and emergency procedures including relevant contact telephone numbers. The orientation period will also include advice on academic matters such as academic integrity.

What can I study (modules)?: <http://www.leeds.ac.uk/incomingstudy>

Supporting documents: <http://www.leeds.ac.uk/incomingdocuments>

Fees and funding: <http://www.leeds.ac.uk/incomingfinance>

Module Changes: <http://www.leeds.ac.uk/incomingmodulechanges>

Preparation and Arrival: <http://www.leeds.ac.uk/incomingprepare>

E. Calendar

| Receiving institution [Erasmus code] | Autumn term APPLICATION DEADLINE | Spring term APPLICATION DEADLINE |
|---|-------------------------------------|-------------------------------------|
| UK LEEDS01 | April 15th | October 31 st |

F. Information

1. Grading systems of the institutions

| Receiving institution [Erasmus code] | ECTS Link |
|---|--|
| UK LEEDS01 | <p>UK LEEDS01: A full-time workload at Leeds is 60 Leeds credits (30 ECTS) per semester. Details of the marking and grading systems used at UK LEEDS01 can be viewed at: http://www.leeds.ac.uk/ssc/uagsection3.htm#summary Information regarding how and when exchange students receive their exams marks and transcripts can be viewed at: http://studyabroad.leeds.ac.uk/incoming/what_you_need_to_know/transcripts/</p> <p>Exams and Transcripts: http://www.leeds.ac.uk/incomingexamsandtranscripts</p> |

2. Visa

| Institution [Erasmus code] | Contact details (email, phone) | Website for information |
|-------------------------------|--|---|
| UK LEEDS01 | International Student Office internationalstudents@leeds.ac.uk | http://www.leeds.ac.uk/info/130114/visas_and_immigration/158/visas_for_study_abroad_exchange_and_summer_school |

3. Insurance

| Institution [Erasmus code] | Contact details (email, phone) | Website for information |
|-------------------------------|--|---|
| UK LEEDS01 | insurance@leeds.ac.uk | http://www.internationalstudentsupport.leeds.ac.uk/living_in |

| | |
|--|--------------------------------|
| | the uk/health/ |
|--|--------------------------------|

Incoming students should arrange their own insurance cover. The University of Leeds does not provide insurance cover (although contents insurance may automatically be covered as part of a student's accommodation contract – they should check this with the Accommodation Office) and therefore we do not have a mandatory insurance for students to purchase. Information regarding healthcare entitlements via the NHS can be found here: http://www.internationalstudentsupport.leeds.ac.uk/living_in_the_uk/health/

4. Housing

| Institution [Erasmus code] | Contact details (email, phone) | Website for information |
|-------------------------------|---|--|
| UK LEEDS01 | The Accommodation Office accom@leeds.ac.uk / +44 113 343 7777 | http://studyabroad.leeds.ac.uk/incoming/ what_you_need_to_know/accomodation/ |



1. Institutional Information

1.1. Institutional details

| | |
|-------------------------|--|
| Name of the institution | University of Leeds |
| Erasmus Code | UK LEEDS01 |
| Institution web site | www.leeds.ac.uk |
| Online course catalogue | www.leeds.ac.uk/incomingstudy |

1.2. Main contacts

| | |
|-----------------|---|
| Contact person | Liz Simpson |
| Responsibility | Study Abroad Manager-Europe. Bilateral Agreement contact |
| Contact details | e.simpson@adm.leeds.ac.uk / +44 113 343 4354 |

| | |
|-----------------|---|
| Contact person | Student contact |
| Responsibility | General enquiries |
| Contact details | studyabroad@leeds.ac.uk / +44 113 343 7900 |

2. Detailed requirements and additional information

Recommended language skills

The sending institution, following agreement with our institution, is responsible for providing support to its nominated candidates so that they can have the recommended language skills at the start of the study or teaching period:

| Type of mobility | Subject area | Language(s) of instruction | Recommended language of instruction level according to CEFR |
|------------------------------|--------------|----------------------------|---|
| Student Mobility for Studies | All | English | B2 |
| Staff Mobility for teaching | All | English | C1 |

Additional requirements

Level of applicants

The majority of Erasmus exchange agreements with UK LEEDS01 are at undergraduate level and therefore it is rare students are allowed to take modules taught at PG level. It is at the discretion of the teaching department at the University of Leeds to allow Erasmus students a place on a postgraduate module.

Students being selected to study at the University of Leeds should have completed at least one year of study and be in good academic standing at their home institution.

Accommodation

The University of Leeds will offer Study Abroad students a place in University student accommodation subject to the students applying before the application deadline of April 15th or October 31st.

Disabled students

The University of Leeds has a Disabled Students' Assessment and Support team who can offer advice to incoming exchange students. Students should refer to the following website:

http://ses.leeds.ac.uk/info/21810/disabled_students

Orientation programme

Incoming exchange students will be entitled to attend an orientation program at UL which will bring to the attention of Study Abroad students certain known risks e.g. health, personal safety and security, cultural sensitivities and emergency procedures including relevant contact telephone numbers. The orientation period will also include advice on academic matters such as academic integrity.

Calendar

Nomination Deadlines: Applications/information on students nominated must reach our institution by:

| | |
|-------------------------------------|--------------------------|
| Autumn term (please specify) | April 15 th |
| Spring term (please specify) | October 31 st |

UK LEEDS01

- Partner institutions should nominate their students: <http://xforms.leeds.ac.uk/forms/form/419/en/nominations>
- Students should complete the online application at: <http://www.leeds.ac.uk/incomingapply>

- i. **Decision response:** As a receiving institution, UK LEEDS01 will send its decision within 6 weeks.
- ii. **Transcripts of Records:** A Transcript of Records will be issued in mid July. If a student has taken PG modules then transcripts will be released in mid November.
- iii. **Termination of Agreement:** Termination of this agreement or changes in the data set above can be amended annually, if communicated before December 1st. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

Additional information

Grading system:

A full-time workload at Leeds is **60 Leeds credits (30 ECTS) per semester**.

Details of the marking and grading systems used at UK LEEDS01 can be viewed at:

<http://www.leeds.ac.uk/ssc/uagsection3.htm#summary>

Information regarding how and when exchange students receive their exams marks and transcripts can be viewed at: <http://www.leeds.ac.uk/incomingexamsandtranscripts>

Visa

Our institution will provide assistance, when required, in securing visas for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education. Information and assistance can be provided by the following contact points and information sources:

| | |
|------------------------|--|
| Contact person | International Student Office |
| Responsibility | Immigration Advice for non EU applicants |
| Contact details | internationalstudents@leeds.ac.uk |
| Website | www.leeds.ac.uk/studyabroadvisa |

Insurance

Our institutions will provide assistance in obtaining insurance for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education. http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

We will inform incoming students/staff of cases in which insurance cover is not automatically provided. Information and assistance can be provided by the following contact points and information sources:

| | |
|------------------------|--|
| Contact details | insurance@leeds.ac.uk |
| Website | www.leeds.ac.uk/insurance |

Housing

Our institution will guide incoming student/staff in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education. Information and assistance can be provided by the following persons and information sources:

| | |
|------------------------|--|
| Contact person | The Accommodation Office |
| Contact details | accom@leeds.ac.uk / +44 113 343 7777 |
| Website | www.leeds.ac.uk/incomingprepare |

December 2016



STUDY ABROAD/EXCHANGE INFORMATION

| UNIVERSITY AND AREA | |
|-------------------------------------|--|
| University | University of Leeds |
| State or Private | State |
| Year founded | 1904 |
| City based in | Leeds, West Yorkshire |
| Strengths | <p>In the last national research review, 23 of our departments were rated nationally as being in the top ten in that subject area. This reinforced Leeds' place in the UK's top ten universities for research.</p> <p>The University is also acclaimed worldwide for the quality of its teaching at undergraduate and postgraduate level. Leeds staff have won prestigious national awards for quality and innovation in teaching. Strong academic areas include the Arts, Business, Biological Sciences, Engineering, Earth and the Environment, Health including Medicine and Dentistry, Mathematics and Physical Sciences, Performing Arts and the Social Sciences.</p> <p>The University's International Foundation Year has seen students from over 65 countries successfully progress on to 106 different undergraduate degree programmes.</p> |
| Total number of Teaching Staff | 2,300 |
| Total number of Students | Home: 25,000 International: 6,000 |
| Setting | On one contained campus, 5 minutes' walk from large city |
| University Website | http://www.leeds.ac.uk |
| Study Abroad Office Website | http://www.leeds.ac.uk/incomingstudyabroad |
| International Summer School Website | http://www.leeds.ac.uk/summer <i>Email summer@leeds.ac.uk for more information on the University of Leeds International Summer School.</i> |

| APPLICATION PROCEDURES | |
|-------------------------------|--|
| Application Deadlines | <p>September (Semester 1) start:</p> <ul style="list-style-type: none"> Worldwide exchange & fee-paying study abroad students – 31st March Erasmus students – 15th April <p>January (Semester 2) start:</p> <ul style="list-style-type: none"> All students – 31st October <p>Leeds International Summer School – 30th April</p> <p>Email summer@leeds.ac.uk for more information on the University of Leeds International Summer School.</p> |
| Nomination Deadline | We do not have a deadline for nominations but students should be nominated before they complete the application form. Contact studyabroad@leeds.ac.uk if you require details of our nomination procedures. |
| Minimum GPA required | Minimum GPA of 3.0 (or 'credit', 'B', or above average results) |
| Application Procedure | <p>Students should complete our online application form.</p> <p>Supporting documents should then be uploaded as part of our online application form (see below).</p> <p>For applicants who meet our basic criteria, we aim to send an acceptance email and post an acceptance pack within six weeks of receiving the student's correct and complete supporting documentation. Module choices are forwarded onto Schools for consideration (see "Pre-enrolment onto Modules" below).</p> |
| Application Form | Online form to be found at: http://www.leeds.ac.uk/incomingstudyabroad |
| Supporting Documents Required | <p>The following documents should be uploaded as part of the online application form:</p> <ul style="list-style-type: none"> An official transcript of records from the student's home university. A copy of the information page in the passport the student will use to travel to Leeds. A copy of any English language certificates indicated by the student on the online application form. <p>For further details please see the following webpage:</p> <p>http://www.leeds.ac.uk/incomingstudyabroad</p> |
| Language Requirements | <p>English language requirements are subject to change, therefore please see the Language Requirements section of our website for up-to-date information:</p> <p>http://www.leeds.ac.uk/incominglanguages</p> <p>Please be aware that some of our most popular teaching schools/departments have their own English language requirements that are higher than our standard entry requirements. Students will need to meet the overall language score requirement as well as the individual language score requirements for each section (Listening, Reading, Writing and Speaking).</p> <p>Please see http://www.leeds.ac.uk/incominglanguages for further details and guidance.</p> |

Pre-sessional Language Courses

The Language Centre at the University of Leeds offers English Language courses that start in April, July, August and October in any given year. The programme a student should follow is dependent on their current IELTS score. Please see the table below for guidelines:

| Name of Programme | Month of Entry | IELTS Standard Language Requirement | IELTS Higher Language Requirement (for students wanting to apply for modules with the code ARTF, COMM, CULT, ENGL, LAW, LING, LUBS, PHIL or PIED following the pre-sessional course) |
|------------------------------------|-----------------|--|--|
| 6-week English Language Programme | August | 5.5 (Overall) No components below 5.5 | 6.0 (Overall) 1 component below 6.0 allowed. No scores below 5.5. |
| 10-week English Language Programme | July or October | 5.5 (Overall) No components below 5.0 | 6.0 (Overall) 2 components below 6.0 allowed. No scores below 5.5. |
| 20-week English Language Programme | April | 5.0 (Overall) No components below 4.5 | 5.5 (Overall) No components below 5.0 |

All language tuition takes place at the Language Centre, which has modern language laboratories, excellent fully equipped classrooms, group TV/video areas and a laboratory for computer-based learning.

For further information about the English language courses, please visit:

http://www.leeds.ac.uk/arts/info/125008/english_language

| | |
|--|---|
| Study areas restricted to Exchange students | <ul style="list-style-type: none"> Medical courses are not available to exchange students. Early application is recommended if any students are wishing to take classes in the Schools of English, History, Politics, Business, Law, Sociology & Social Policy and the Foreign Language Teaching Unit. There are a number of other module restrictions so it is advised that the search parameter 'Search by Incoming Study Abroad' is used to obtain an accurate list of what is available. We would also advise students to read the school-specific module guidance within the 'Modules' section of our website: <p>http://www.leeds.ac.uk/incomingstudyabroad</p> |
| Course/Module Catalogue | http://webprod3.leeds.ac.uk/banner/modulesearch.asp?T=S&L=UG |
| Online Module Timetable | <p>The module timetable usually updates at the end of April/beginning of May for the upcoming year. Students may have to submit their application based on previous year's catalogue and it may not be possible to guarantee that all modules shown for the previous year will be running in their year of study.</p> <p>http://ses.leeds.ac.uk/info/21630/timetabling</p> |
| Full-time Academic Load | <p>60 credits per semester/120 credits for the full academic year.</p> <p>Students may take 50 credits per semester and still be considered to be a full-time student, but must have this agreed with their home university, and be sure that this does not affect their visa status.</p> |

| | | | | |
|--------------------------------|---|----------------------|--------|------------------------|
| Student Time | A student is expected to put in 100 hours of work for each 10 credits they take, whether this is formal contact time or self-study. | | | |
| Weeks per semester | 10 / 11 | | | |
| Recommended Grade Conversions | Mark | Recommended US Grade | Mark | Recommended ECTS Grade |
| | 70-100 | A | 70-100 | A |
| | 68-69 | A- | 60-69 | B |
| | 63-67 | B+ | 50-59 | C |
| | 58-62 | B | 41-49 | D |
| | 53-57 | B- | 40 | E |
| | 50-52 | C+ | 0-39 | F |
| | 45-49 | C | | |
| | 40-44 | C- | | |
| | 0-39 | Fail | | |
| | These grade conversion scales are guidelines, and are to be used at the discretion of the awarding institution. They are by way of recommendation only and do not represent official grading scales of the University of Leeds. | | | |
| When are transcripts released? | Official transcripts are released in July. Marks from postgraduate modules will be available the following November. | | | |
| Following Electives | Students are allowed to attend courses offered by different schools if they satisfy all pre-requisites. Please see above for restrictions. | | | |
| Pre-enrolment onto Modules | <ul style="list-style-type: none"> • Students choose modules during their online application. • Once supporting documents have been received, applications are forwarded to the relevant schools (from mid-May onwards) who will decide on the student's suitability onto the course. • If students are not accepted for all their choices they will be given the opportunity to select new modules when they receive their 'Programme of Study Confirmation' from us. • Module changes may not always be possible after the student has received their Programme of Study Confirmation email, and so choices should be made very carefully on application. | | | |
| Registration Process | Students are expected to register online prior to arrival (although facilities are available to do this upon arrival). Students will be sent registration instructions when the registration system goes live (August for Semester 1 start and December for Semester 2 start). | | | |
| Length of Stay | Minimum stay one semester; maximum stay one year. | | | |

ACADEMIC CALENDAR 2016/17

| Semester 1 | |
|---|---|
| Recommended Date of Arrival | 12 th – 14 th September 2016 |
| Meet and Greet Service | 10 th – 19 th September 2016 |
| International Welcome Week | 12 th – 18 th September 2016 |
| Compulsory International Student Orientation | 15 th September 2016 – to be confirmed |
| Freshers' Week (for all new students) | 19 th – 25 th September 2016 |
| Start of Teaching | 26 th September 2016 |
| End of Teaching | 9 th December 2016 |
| Christmas Holiday | 10 th December 2016 – 8 th January 2017 |
| Examinations Period* | 9 th January – 20 th January 2017 |
| End of Semester 1 | 20 th January 2017 |
| Semester 2 | |
| Recommended Date of Arrival | 19 th January 2017 |
| Welcome Programme | 20 th January 2017 |
| Compulsory Orientation Meeting (for all students) | 20 th January 2017 |
| Start of Teaching | 23 rd January 2017 |
| Easter Holiday | 25 th March – 23 rd April 2017 |
| Teaching Ends | 5 th May 2017 |
| Examinations Period* | 15 th May – 2 nd June 2017 |
| End of Semester 2** | 16 th June 2017 |

*All students are expected to attend their exams on the University of Leeds campus.

** Exam results will be externally moderated between 3rd June – 16th June. Students must remain contactable during this time in case of any anomalies in relation to their exams.

| ACCOMMODATION | |
|------------------------------|---|
| University Accommodation | Accommodation is guaranteed to all Study Abroad and Exchange students who apply before the deadline. Students can choose from dormitories and flats, catered or non-catered & there is some limited opportunity for home stay. Please see: http://accommodation.leeds.ac.uk/ for further details. |
| Non-university Accommodation | There are also many off-campus opportunities, as Leeds has no shortage of private student accommodation. Unipol is one of the safest places to start looking, due to its affiliations with the University: http://www.unipol.org.uk/home |
| Accommodation Deadlines | Semester 1 start: Deadline 1 st July, Semester 2 start: Deadline 1 st December |
| Application | Students can apply for accommodation from mid-May, only after being formally accepted by the University to study here. They can apply online for accommodation at: http://accommodation.leeds.ac.uk/info/100001/prospective_students |

| ESTIMATED EXPENSES PER SEMESTER | |
|---------------------------------|---|
| General | Leeds has fairly low living costs compared to London and the South of England. Here follows some estimated costs to help you work out a budget: |
| Living Expenses | http://www.leedsuniversityunion.org.uk/helpandadvice/money/costofliving/ |
| Transportation | Monthly bus pass for students = £43 (correct at June 2016). Depending on where the chosen accommodation is located, students could walk/cycle to the University or to the city. |

| FEES AND OTHER | |
|---|---|
| Tuition Fees | 2016/17 tuition fees for self-funded students from outside the EU are £12,000 for the academic year or £6,800 for one semester only. 2016/17 tuition fees for self-funded students from within the EU (not Erasmus+ students) are £9,000 for the academic year or £4,500 for one semester only. |
| Other Fees | There are no additional administration fees for students to pay on arrival. |
| Meet and Greet Service, Welcome Programme, Travel & Arrival | Leeds provides a 'Meet & Greet' service at Leeds/Bradford airport, Leeds train station and Leeds Coach and Bus Station for September arrivals. Staff will welcome new students, check their accommodation plans and ring ahead to their accommodation to check they will be able to collect keys and move in when they arrive. Leeds also provides a comprehensive welcome programme. See the following webpage for further information: http://www.leeds.ac.uk/info/130117/exchange_and_study_abroad/148/preparation_and_arrival |

| HEALTH INFORMATION | |
|-------------------------------|--|
| Health Insurance | Leeds has no compulsory health insurance policy. Private insurance is, however, recommended if students will be studying for less than 6 months. |
| National Health Service (NHS) | <p>The NHS is publicly funded and includes services provided by family doctors (general practitioners); specialists; hospitals; dentists; the ambulance service and opticians. Some NHS services are free to everyone, some are subsidised and there are some services for which you will have to pay the full cost.</p> <p>If you are going to do a course which lasts more than six months, the treatment for you under the NHS will be free or will be subsidised.</p> <p>If you are in the UK to do a course which lasts less than six months you need to obtain medical insurance for yourself unless your home country has a reciprocal health agreement with the UK. We recommend this is done before coming to the UK. The Welfare Services Office has a list of these countries. If you have not done so you should contact an insurance broker - you will find a list in the Yellow Pages Telephone Directory, after arrival.</p> <p>The following NHS treatments are free to everyone:</p> <ul style="list-style-type: none"> • Treatment in accident and emergency departments (but not once patients are admitted to hospital, unless you are in a coma lasting longer than 6 months). • Diagnosis and treatment of some communicable diseases. • Compulsory psychiatric treatment. • Contraceptive Services. • Midwifery, district nursing and health visitor services. • Treatment for HIV/AIDS and other sexually transmitted diseases <p>For more information please visit the UKCISA website: http://www.ukcisa.org.uk/International-Students/Study-work--more/Health-and-healthcare/</p> |

| STUDENT OPPORTUNITIES AT LEEDS | |
|--|--|
| Leeds for Life | Leeds for Life helps students get the most out of their time at the University of Leeds by supporting personal and academic development. The Leeds for Life website allows students to access personal tutoring, contact alumni via the Leeds Network and search for a wide range of opportunities such as volunteering in the local community: https://leedsforlife.leeds.ac.uk |
| The Careers Centre | The Careers Centre supports students in making positive choices towards future careers. As well as helping students with job applications and preparing for interviews, the Centre runs hundreds of employer led events throughout the year. There are also dedicated teams of staff who offer tailored, individual support. They advertise a range of work experience and graduate opportunities throughout the year: http://careerweb.leeds.ac.uk |
| Leeds University Union | Leeds University Union is based in the centre of campus. It provides a social opportunities, facilities and a wide range of services. There is also a fantastic range of over 300 student-led clubs and societies, which students can join to meet people who share the same interest: http://www.luu.org.uk |
| Please Note: before students apply for voluntary or paid work, it is essential that they check whether they have permission to work in the UK and any other restrictions on working: http://students.leeds.ac.uk/workingduringstudy | |

| CONTACT INFORMATION | | |
|--|---|-------------------------|
| Main contact details | <p>Study Abroad Office, University of Leeds, Leeds, LS2 9JT, UK</p> <p>Tel: +44 (0)113 3437900 <i>Campus Security Services (24/7) for emergencies only: +44 (0)113 3432222</i></p> <p>Enquiries regarding outgoing students from Leeds only: outgoingstudyabroad@leeds.ac.uk</p> <p>All other enquiries: studyabroad@leeds.ac.uk</p> | |
| Head of Study Abroad | Dr Clive Souter | Tel: +44 (0)113 3431734 |
| Responsibilities | Strategic developments, good practice, contract negotiation. | |
| Study Abroad Manager | Ms Liz Simpson | Tel: +44 (0)113 3434354 |
| Responsibilities | Day-to-day management of the office, inc. student and staff Erasmus+ exchange programmes. | |
| Study Abroad Manager | Ms Vicky Greaves | Tel: +44 (0)113 3430046 |
| Responsibilities | Day-to-day management of the office, inc. managing worldwide exchange balances. | |
| Study Abroad Manager (inc. LISS and Short Programmes) | Ms Lisa Beare | Tel: +44 (0)113 3436886 |
| Responsibilities | Marketing and international student recruitment for the Leeds International Summer School. Managing short programmes for outgoing students and developmental projects. | |
| LISS and Study Abroad Adviser | Ms Finola Preston | Tel: +44 (0)113 3437359 |
| Responsibilities | LISS admissions, marketing, assisting the LISS and short programmes manager and advising outgoing exchange students from Leeds. | |
| Study Abroad Adviser | Ms Alison Hughes | Tel: +44 (0)113 3434046 |
| Responsibilities | Advising outgoing exchange students from Leeds. | |
| Study Abroad Adviser | Ms Ashleigh Walsh | Tel: +44 (0)113 3437591 |
| Responsibilities | Advising outgoing exchange students from Leeds. | |
| Incoming Student Adviser | Ms Stephanie Binks | Tel: +44 (0)113 3436880 |
| Responsibilities | Advising incoming exchange and study abroad students to Leeds. | |
| Incoming Student Assistant | Ms Ciara Middleton | Tel: +44 (0)113 3433184 |
| Responsibilities | Advising incoming exchange and study abroad students to Leeds. | |
| Study Abroad Assistant | Ms Amy Cifuentes-Platts | Tel: +44 (0)113 3430535 |
| Responsibilities | Providing administrative support, particularly for incoming students, Monday-Friday. | |
| Study Abroad Assistant | Mr Adam Parkin | Tel: +44 (0)113 3430522 |
| Responsibilities | Providing administrative support, particularly for outgoing students, Monday-Friday. | |
| Study Abroad Assistant | Ms Sophie Hollins | Tel: +44 (0)113 3437900 |
| Responsibilities | Providing general administrative support Tuesday, Wednesday and Friday. | |