**INTERNATIONAL EXCHANGE PROGRAMME**

**OUTGOING EXCHANGE STUDENT APPLICATION FORM 2024/25**

Students wishing to apply for an international study exchange under one of Loughborough University’s institutional exchange agreements must complete this application form electronically, ensuring that all requisite documents are attached (see Section 7). Please note that handwritten forms or incomplete applications will not be accepted.

This application form should only be used for study exchanges at the following partner institutions:

* University of Queensland, Australia
* University of Technology Sydney, Australia
* Victoria University, Australia
* City University of Hong Kong, Hong Kong
* Indian Institute of Technology (Bombay), India
* Indian Institute of Technology (Delhi), India
* Kansai University, Japan
* Nanyang Technological University, Singapore
* Oklahoma State University, USA

Please ensure that you have read and understood the Guidance Notes before submitting your application in full via Exchanges@lboro.ac.uk no later than **Wednesday 7 February 2024**.

**1. PERSONAL INFORMATION:**

|  |  |
| --- | --- |
| Family name: …………………………………………..  First name(s): ………………………………………….. | Date of birth: ………………………………………...  Nationality: ………………………………………….. |
| Current address: ……………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………….  Tel: ………………………………………………. Email: …………………………………………………………. | |
| School/Department: …………………………………………………………………………………………………  Programme: ………………………………………………………………………………………………………….  Current year of study: ………………………… Student ID number: ………………………………………….. | |

**2. PARTNER INSTITUTION APPLIED FOR:**

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| Please list in preferential order the partner institution(s) for which you are applying:  (i) ………………………………………………………………………………………………………………………  (ii) ………………………………………………………………………………………………………………………  (iii) ……………………………………………………………………………………………………………………... |
| Please indicate below whether you are also applying for a European or an international study exchange  offered by your School/Department and/or a work placement (in the UK or abroad).  (i) ………………………………………………………………………………………………………………………  (ii) ………………………………………………………………………………………………………………………  (iii) …………………………………………………………………………………………………………………….. |

**3. PROPOSED LENGTH OF STUDY EXCHANGE:**

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| Please ensure that you have checked your Programme Regulations before ticking all available options:  FULL YEAR LU SEMESTER 1 LU SEMESTER 2 |

**4. PERSONAL STATEMENT:**

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| Please write a personal statement of no more than 500 words, ensuring that you have covered all the points listed in Section 2 of the Guidance Notes. Please expand the box or continue on a separate sheet if necessary. |

**5. DISABILITY INFORMATION**

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| If you have any long-term physical or mental health conditions, for which you will require assistance and support whilst on exchange, please provide details below. Please note that Loughborough University will not automatically inform partner institutions of this information unless directed to do so by a disclosure on this application form. |

**6. FUNDING FOR INTERNATIONAL EXCHANGES**

|  |  |
| --- | --- |
| International exchanges can incur higher living and travel costs than typical study in the UK and Europe. It is important that, before applying, you explore the costs in order to ensure that you will be in a position to fund your international study exchange. Additionally, as part of the visa application for some countries, you will be required to provide evidence that you can support yourself financially during the study exchange. Further information is provided in each partner institution’s fact sheet, which can be found here: [International Exchange Partners | International Exchange Programmes | Loughborough University (lboro.ac.uk)](https://www.lboro.ac.uk/study/overseas-exchange/outgoing/international-exchange-partners/) | |
| I acknowledge that when applying for a Visa, it is my responsibility to accurately declare that I am self-sufficient and possess sufficient funds in my bank account. I understand that the required amount may vary depending on the country.  By checking the box, I confirm that I have read and understood the above information regarding the Visa application process and the financial requirements associated with it.  Please note that this declaration is for informational purposes only and does not constitute legal advice. It is essential to consult the official guidelines and requirements of the specific country's Visa application process. |  |
| Under the UK Government’s Turing Scheme, students undertaking international study exchanges in the academic year 2024/25 might be eligible to apply for funding, but this is not guaranteed[[1]](#footnote-1). | |
| Please tick the box if you would be interested in applying for a Turing mobility grant. |  |
| As part of the UK Government’s Widening Participation (WP) agenda, students from disadvantaged backgrounds might be able to apply for additional funding. Please tick the box if you believe that you meet one or more of the criteria below and might, therefore, be eligible for WP funding.   * you are from a household income of £25k or less; * you receive Universal Credit or other income-related benefits; * you are either a care leaver or care experienced; * you have caring responsibilities; * you are estranged from your family; * you are a refugee or an asylum seeker. |  |

**7. ACADEMIC TRANSCRIPT**

|  |  |
| --- | --- |
| Please tick the box to confirm that you have attached an official academic transcript to this application form. |  |

**8. SIGNATURES**

**Exchange Co-ordinator: Candidate:**

I support this application and confirm that I confirm that the details given on

the proposed exchange application this form are true and accurate.

is permitted under the student’s

programme regulations.

Name: …………………………………………….

Signed: ………………………………… Signed: ……………………………………..

Date: Date: ………………………………………..

**GUIDANCE NOTES**

**IMPORTANT:**

Please ensure that you are applying to a partner Institution which has an equivalent School/Department to the one in which you are currently studying at Loughborough University. This is particularly important for students wishing to undertake a semester exchange which is credit-bearing, i.e., counting towards their Loughborough University degree programme. You are strongly advised to consult the fact/information sheet for your chosen partner institution before completing your application form.

**1. Partner Institutions and Exchange Places**

Listed below are the exchange places which are currently available to outgoing students from Loughborough University in the academic year 2024/25. Please note that, whilst this information is correct at the time of writing (i.e. November 2023), exchange places are offered at the discretion of our partner institutions and may be subject to change due to extenuating circumstances, such as restrictions on international travel.

Further details about the partner institutions can be found on the websites as indicated below.

University of Queensland, Australia (1 semester place in total)

www.uq.edu.au

University of Technology Sydney, Australia (6 semester places in total. Students can choose from a single-semester exchange or a full year)

[www.uts.edu.au](http://www.uts.edu.au)

Victoria University, Australia (1 semester place in total)

[www.vu.edu.au](http://www.vu.edu.au)

City University of Hong Kong, Hong Kong (10 Semester places in total. Students can choose from a

single-semester exchange or a full year)

www.cityu.edu.hk

Indian Institute of Technology Bombay, India (4 semester places in total. Students can choose from a

single-semester exchange or a full year)

[www.iitb.ac.in](http://www.iitb.ac.in)

Indian Institute of Technology Delhi, India (2 semester places in total. 1 student for a full academic year or two students taking a single semester each but in Semester 1 only)

www.iitd.ac.in

Kansai University, Japan (5 semester places in total. Can be used for up to 2 full year students, or single semesters)

[www.kansai-u.ac.jp](http://www.kansai-u.ac.jp)

Nanyang Technological University, Singapore (16 semester places in total. Students can choose from single-semester exchange or a full year)

www.ntu.edu.sg

Oklahoma State University, USA (2 semester places in total. 1 student for a full academic year or 2 students taking a single semester each)

https://go.okstate.edu

2. Personal Statement

Please use this section to:

* explain why you should be selected to undertake an international study exchange;
* demonstrate what research you have undertaken before deciding upon your chosen partner institution and what attracted you to apply for that particular location;
* identify an equivalent School/Department at your chosen partner institution, together with a degree programme which aligns with your Loughborough studies and any modules which might be of interest to you;
* describe what you feel that you will gain from the exchange and how the experience will benefit both your current studies and future career aspirations.
* provide any further information in support of your application.

3. Submission of Application

The candidate is responsible for completing the application form and allowing sufficient time for it to be reviewed by their respective Exchange Co-ordinator prior to the submission deadline. Both the candidate and the Exchange Co-ordinator should sign and date the application form and check that an academic transcript has been attached.

Please note that, in signing the application form, both the candidate and the Exchange Co-ordinator are confirming that a study exchange is permitted under the programme regulations. If the candidate has selected a ‘Full Year’ exchange, they must also ensure that their route sequence allows a Part I.

Application forms should be submitted to Exchanges@lboro.ac.uk no later than Wednesday 7 February 2024. Late applications will not be considered unless there are extenuating circumstances.

4. Selection Criteria

The International Exchange Selection Committee will meet on the week commencing 12 February 2024 to consider all applications against academic achievement to-date in the first instance. Any candidates, who have not maintained at least a 2.1 grade average in their previous years of study, will not be shortlisted.

The Selection Committee will then review all remaining applications with specific reference to the personal statements. Candidates will not be interviewed as part of the selection process but might be interviewed by their respective Exchange Co-ordinators prior to submission of their application forms.

Candidates will be notified as to whether or not their applications have been successful at the earliest possible opportunity. Successful candidates will then be provided with advice on how to apply to the partner institution. Please note, however, that selection by Loughborough University does not guarantee that you will be accepted by the partner institution. Final approval is at the discretion of the partner institution.

**5. Data Protection**

In accordance with the General Data Protection Regulation, if your application is successful, you will be asked to consent to Loughborough University sharing your personal data with the respective partner institution if it is located in what is deemed to be a non-adequate country. Please note that any personal data transferred to the partner institution will only be used for the purpose of your study exchange.

Further information can be found here: <https://ico.org.uk/for-organisations/dp-at-the-end-of-the-transition-period/data-protection-and-the-eu-in-detail/adequacy/>.

**6. Disclaimer**

Please note that exchange places at Loughborough University’s partner institutions are extremely limited. Therefore, if you are fortunate enough to be offered a place, you will only be given a short timeframe in which to accept it. Once you have accepted it, you are committed to undertaking the study exchange and may not withdraw unless you can provide evidence of extenuating circumstances.

1. Please note that mobility grants can only be awarded if Loughborough University is successful in its bid for Turing funding for the academic year 2024/25. [↑](#footnote-ref-1)