



**QUEEN'S
UNIVERSITY
BELFAST**

**INTERNATIONAL
EXCHANGE
FACT SHEET
2024-2025**



**SHAPING A
BETTER WORLD
SINCE 1845**

University Vision: to be a global research-intensive university, generating internationally leading research coupled with outstanding teaching and learning, focused on the needs of our society, locally and globally.

1. Institutional Information

Institution details

| | |
|--------------------------------|---|
| Name of the institution | The Queen's University of Belfast |
| Previous Erasmus Code | UK BELFAST01 |
| Institution website | www.qub.ac.uk |
| Address | Queen's University Belfast University Road Belfast BT7 1NN Northern Ireland, UK |
| Incoming student website | https://go.qub.ac.uk/incoming-exchange |
| Online course catalogue | https://qsiscat.qub.ac.uk |

Main contacts

| | |
|-----------------|---|
| Contact person | Mrs Donna Beckington |
| Responsibility | Head of Global Opportunities Team |
| Contact details | Global Opportunities Team Careers, Employability and Skills Queen's University Belfast Belfast BT7 1NN Northern Ireland, UK |
| | Phone: +44-28-9097 5255 |
| | Email: goglobal@qub.ac.uk or incoming-exchange@qub.ac.uk |

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|-----------------|---|
| Contact person | Mr Conleth Burns |
| Responsibility | Outward Mobility from Queen's University Belfast |
| Contact details | Global Opportunities Team Careers, Employability and Skills Queen's University Belfast Belfast BT7 1NN Northern Ireland, UK |
| | Phone: +44-28-9097 5255 |
| | Email: goglobal@qub.ac.uk |

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|-----------------|--|
| Contact person | Ms Caroline Malone Drumm |
| Responsibility | Inward Mobility to Queen's University Belfast |
| Contact details | Global Opportunities Team Careers, Employability and Skills Queen's University Belfast Belfast BT7 1NN Northern Ireland (UK) |
| | Phone: +44-28-9097 5255 |
| | Email: incoming-exchange@qub.ac.uk |
| | Website: https://go.qub.ac.uk/incoming-exchange |

2. Nomination Calendar

Nomination process

Incoming students must be nominated by their home university in the first instance. The Global Opportunities Team will share a link to the online nomination form as soon as nominations open. Partners should nominate their students according to the numbers and subject areas established in the agreement.

A link to the online application form will be sent to the student by email once a nomination has been received. Students will be asked to list their provisional course selection and submit supporting documents including:

- an official academic transcript of the courses taken and the grades obtained at the home university
- documentation to prove the student's proficiency in English (if applicable)
- copy of valid passport

Exchange Students may apply to attend Queen's for either one or two semesters in one academic year only. In some subject areas, students may be required to attend for the full academic year.

Deadlines

Nominations and completed student applications must reach our institution by:

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|-------------------------------------|---|
| Full Year and Semester One (Autumn) | Nomination: 30 April Application: 14 May |
| Semester Two (Spring) | Nomination: 30 September Application: 14 October |

Application decision response

Following a successful online application and submission of supporting documents, a decision will be sent directly to the student, normally within 4 weeks.

3. Detailed Requirements and Additional Information

Academic requirements

Incoming Exchange students must have completed at least one full academic year (equivalent of 60 ECTS credits) prior to undertaking an exchange at Queen's. Students must be of good academic standing.

Recommended language skills

| Type of mobility | Subject area | Language of instruction | Recommended language level of instruction |
|------------------------------|--------------|-------------------------|---|
| Student mobility for studies | All | English | B2 |

The language of instruction at Queen's University Belfast is English. The required level of English language skills for candidates coming to Queen's University Belfast as part of an exchange programme is level B2. In some circumstances, applicants may be required to submit evidence of a formal English language qualification, particularly students attending for the full academic year, to satisfy University course entry and visa requirements. A list of tests accepted by the University is available at:

www.qub.ac.uk/International/International-students/Applying/English-language-requirements/

Module Choices

Students may take modules only in the subjects that have been included in the Inter-Institutional Agreement with the student's home university. Exchange students should normally select modules in their major subject area. Please note that some modules may have prerequisites or limited availability. While we endeavour to accommodate module preferences, we cannot guarantee the availability of a particular module and exchange students may need to have flexibility with their module selection.

4. Academic Calendar

Incoming Exchange Students are normally accepted for regular semester periods, ie Semester One, Semester Two or the full academic year.

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|-----------------------|--------------------------------------|
| Semester One (Autumn) | Mid-September to late December |
| Semester Two (Spring) | Early January to late May/early June |

Welcome Programme

Students must arrive at Queen's in time for the welcome events and activities. This will include information sessions on enrolment, University support services and facilities. In addition, students will have scheduled appointments to meet with their academic adviser to finalise their module choices and complete their registration. Students who, due to exceptional circumstances, are unable to arrive in time for the welcome programme or start of teaching, must seek permission from the Global Opportunities Team **in advance** by emailing incoming-exchange@qub.ac.uk and attaching a statement of support from their home university.

The provisional dates for the welcome programmes in 2024-25 are as follows:

Semester One: 9 to 13 September 2024

Semester Two: 7 to 8* January 2025

*Some Queen's Schools may commence teaching on Monday 6 January 2025

5. Assessment and Grading System

Incoming Exchange students are expected to enroll for a full-time workload and undertake assessments. A full workload for one semester is three modules, totaling 60 Units (also known as CATS points). 60 Queen's Units are equivalent to 30 ECTS points. Most modules have a weighting of 20 Units (equivalent to 10 ECTS credits). Some subject areas also offer half modules and double modules. Further information on assessment and the University's grading system is available at:

<https://go.qub.ac.uk/incoming-exchange-courses>

6. Transcript of Records

Following the completion of examinations, an official Transcript of Records will be issued to the student's home university within 4 weeks of the publication of results. Students can also view and download their academic record through their Queen's online student account.

7. Visa

Students must ensure that they obtain the required immigration permission for study in the UK. Queen's University Belfast will provide general guidance on the visa options for incoming exchange students. Information and assistance is available from:

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|------------------------|---|
| Contact | Immigration Support Services |
| Contact details | Phone: +44-28-9097 3820 Email: immigration@qub.ac.uk |
| Website | www.qub.ac.uk/sites/iss/ |

8. Insurance

Information about the University's insurance cover and policies is available from the following contact point:

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|------------------------|--|
| Contact | Insurance Section, Finance Directorate |
| Contact details | Phone: +44-28-9097 1484 Email: insurance@qub.ac.uk |
| Website | www.qub.ac.uk/directorates/FinanceDirectorate/visitors/insurance/ |

Guidance about Contents Insurance for students living in Queen's Accommodation is available by emailing accommodation@qub.ac.uk

9. Healthcare

Students attending Queen's for the full academic year may be required to pay an Immigration Health Surcharge as part of the UK visa application process. Students attending Queen's for one semester should purchase appropriate health insurance in their home country before travelling.

Information on healthcare is available at www.qub.ac.uk/sites/my-queens/support/health-medical/.

10. Housing

Queen's University will provide guidance to incoming exchange students on University accommodation and the application process. A limited number of rooms in University accommodation are available to students who apply by the following deadlines:

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|---------------------|--|
| Semester One | Applications for Exchange Students open July (exact date TBC) and close 1 August |
| Semester Two | Applications for Exchange Students open 1 November and close 30 November |

Information and assistance is provided by the following contact point:

| | |
|------------------------|--|
| Contact | Queen's Accommodation |
| Contact details | Phone: +44-28-9097 4525 Email: accommodation@qub.ac.uk |
| Website | www.qub.ac.uk/accommodation |

11. Students with Disabilities or Long-Term Conditions

The University is committed to creating an inclusive environment and seeks to ensure that students with a disability or long-term condition have equitable access as far as reasonably possible to all aspects of University life. Students should ensure that they disclose on their application any disability, medical condition, mental health condition or learning difficulty. Support is provided by the Disability Services unit – see www.qub.ac.uk/directorates/sgc/disability/.

The University has a Student Wellbeing Service, which provides a range of support to students, including a drop-in service and one-to-one consultations. Further information is available at: www.qub.ac.uk/directorates/sgc/wellbeing/.

12. Other useful links and resources

Our Campus and Facilities: www.qub.ac.uk/about/Campus-and-facilities/
Information on Studying and Life at Queen's: www.qub.ac.uk/sites/my-queens/