EXCHANGE STUDIES OUTSIDE EUROPE

Information for students who want to apply for an exchange place via the university-wide and faculty-linked exchange places.

Academic year 2018/2019
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1. What does it mean to be an exchange student?

Studying abroad as an exchange student means you apply for an exchange place at one of Umeå University’s partner universities around the world, which Umeå University has signed a student exchange agreement with. Which countries and universities you can go to depends on what you are studying in Umeå. Departments and faculties have exchange agreements of their own but there are also university-wide agreements which are open to all students. This brochure is about the university-wide exchange agreements.

2. Costs

Going abroad as an exchange student means that you don’t have to pay any tuition fees to the host university. However, other costs may occur, for example medical certificates, insurance, registration fees and visa costs. You have to cover these costs yourself as well as the cost for accommodation and other living expenses.

Note! Increasing number of universities have instated mandatory insurance cover for incoming exchange students. The costs varies from a couple of 100 SEK up to 10 000 SEK.

3. Am I eligible?

To be eligible for an exchange place you must

- be a registered and active student at Umeå University or have a registered study break for the academic year when the application is made.
- have completed at least 15 credits at Umeå University at the time of application.*
- have completed at least 60 credits at Umeå University before the exchange starts.
- have documented language skills in the language of instruction. For English, the requirements are the equivalent of three years of study at upper secondary school with a minimum grade of VG (pass with credit) (upper secondary course A) or a language test (see the information below). For other languages (French and Spanish), a minimum grade of G (pass) is required (upper secondary course B).
- plan your studies in consultation with your department so that you can transfer your credits to Umeå University (your application must also be signed by your study or programme counsellor).

* If you are studying a course or program that will not report any credits until the end of autumn term, you can still apply for exchange studies (even though you will not have 15 credits registered in Ladok on 15 November). International Office will check with your department that you have completed your credits until 15 November. Please make a note of this in your application.
4. Where can I go?

All the university-wide and faculty-linked exchange agreements are found on this website:

www.student.umu.se/english/during-your-studies/studies-abroad/exchange-studies/exchange-studies-outside-europe/partner-universities-outside-europe/

5. Things to consider before choosing a university

In the brochure (link above) you can easily get to know our partner universities. Ensure that the university or universities you want to apply to actually offer courses in the subject you want to study. Pay attention to the number of exchange places open to apply for, and any restrictions (for example if the university does not accept exchange students at master level).

Consider the study level of courses you select. Courses that do not correspond to Swedish university level will not be transferred as credits. If you select courses at advanced level, make sure that you fulfil the requirements.

If you have questions about a specific university, you can ask students who are, or have been, studying at the university you are interested in applying to. Contact lists to those students can be found on our web page: www.student.umu.se/english/during-your-studies/studies-abroad/exchange-studies/exchange-studies-outside-europe/contact-list/

Note! Check with the Swedish Migration Agency and the embassy of the country you want to go on exchange to and see if there are any specific visa or residence permit regulations to take into account before applying for an exchange place.

6. When do I apply?

When you have found a university, or several universities, where you would like to study for a term, it is time to apply for an exchange place. The university-wide and faculty-linked exchange agreements are announced once a year, normally in October.

The last day of application for exchange studies during the academic year of 2018/2019, is 15 November 2017.

Information about eligibility, selection and a brochure about our partner universities can be found on this website: www.student.umu.se/english/during-your-studies/studies-abroad/exchange-studies/exchange-studies-outside-europe/?languageId=1

You will find the actual application form under the heading “Go to application” on the web page.
7. Application and selection

The selection criteria were established in 2014 by Umeå University’s Strategic Council for Internationalisation of Education. The application form for exchange studies consists of, apart from personal information and choice of host university, a number of selection criteria.

Selection criteria for university-wide and faculty-linked agreements

You will be awarded points on the various parts of your application. The points are combined and are the basis for the selection. You can get up to 10 points on your application.

**Completed credits at Umeå University at the time of application (maximum 3 points)**

120 completed credits, or more = 3 points
60–119 completed credits = 2 points
15–59 completed credits = 1 point
0–14 completed credits: not eligible for exchange studies via the university-wide agreements

*You do not need to state this in your application since this information will be taken from Ladok (study administrative system where all registrations and credits are stated) after the application deadline.*

**Rate of study at Umeå University (maximum 3 points)**

Student’s rate of study (number of credits that the student is registered for in relation to the actual number of credits gained):

91–100 percent = 3 points
81–90 percent = 2 points
75–80 percent = 1 point
0–74 percent: not eligible for exchange studies via the university-wide agreements

*You do not need to state this in your application since this information will be taken from Ladok (study administrative system where all registrations and credits are stated) after the application deadline.*

**Course selection for each chosen university (maximum 1 point)**

Course selection for each chosen university = 1 point
Lack of course selection for chosen university = 0 points

*You receive 1 (one) point for listing at least four course selections at each chosen university. If you choose a university without giving examples of relevant courses, you will receive 0 points.*

**Buddy Programme (maximum 2 points)**

Here you state if you have been a buddy or a group leader in the Buddy Programme. This
information will be verified with the International Office’s student coordinator. Incorrect information will be changed.

- Group leader in the Buddy Programme = 2 points
- Participation in the Buddy Programme as a buddy = 1 point
- Have not participated in the Buddy Programme (as a buddy or a group leader): 0 points

**Note!** If you have been a buddy or a group leader previous to the autumn term 2017, you need to submit a certificate along with your application to get points. If you are a buddy group leader during the autumn term 2017 you do not need to submit any proof of this - International Office receives the information directly from the student coordinator (Helin Bäckman Kartal).

**Submitted application is complete (maximum 1 point)**
Here you assure that you will submit a complete application on time (latest 15 November 2017). This will award you one (1) point.

- Submitted application is complete = 1 point
- Submitted application incomplete (or attachments are submitted late) = 0 points

You also have to enclose your diploma from the Swedish upper secondary school (Gymnasium) in your application. From students without diploma from the Swedish upper secondary school, we need a copy of the proof of English language knowledge you sent in when you applied for studies at Umeå University. Certification from antagning.se or universityadmissions.se will not be accepted.

You can receive a maximum of 10 points for your application.

What happens if two or more students have the same total number of points?

1. The selection criteria will be examined in the order they are listed above. Firstly, rate of study will be compared. If the points awarded are the same, then the number of completed credits will be compared and so on.

2. If two or more students’ total number of points is the same after all the criteria have been compared, the ranking between them will be decided through the drawing of lots.

Please note that lower priority will be given to applicants who have previously been awarded an exchange place through Umeå University’s central or faculty-linked exchange agreements.
8. Where to send your application

When you are satisfied with your application, finalise the application process by clicking on the button saying "Send application", in the bottom right-hand corner. Then you must print out the application form. A link to your application (PDF) will appear on the page you will see after you have clicked on the button “Send Application”. You must also attach a photo to the assigned place on the first page of the printed application.

The printed application must be signed by you and by the study counsellor at your department/on your programme. Put your application with its attachments in an envelope labeled “International Office/outgoing” and submit it to Infocenter in Universum no later than 15 November 2017. Applications submitted after working hours on the 15 November may be put in the black post-box (marked “IHO”) located outside Universum, to the left of the entrance to Aula Nordica.

The following documents must be attached to your application:

- Attested copy of proof of your knowledge of English (a copy of your upper secondary school grade or a copy of the IELTS/TOEFL result you submitted when you applied to Umeå University).

- Buddy Programme certificate if you have been a buddy or group leader in the Buddy Programme previous to the autumn term 2017.

9. What happens after my application is submitted?

When the last day of application has passed, all applications will be assessed and ranked in accordance with the selection criteria stated above. The selection process will be completed by 16 January 2018. After that date, all applicants will be informed via e-mail about whether they are being offered a nomination or not. If you are offered a nomination you must give a notification of acceptance. Instructions on how to do this will be included in the message with the result of the selection process.

Note! Those offered an exchange place via Umeå University will be called exchange nominees until they have received a Letter of Acceptance from the receiving university. We would like to emphasise that it is the receiving university who does the final selection and that there is no guarantee that you will be given a place (even though it is very rare that the receiving university does not offer a place).
10. Other opportunities for exchange studies

Within the Nordic countries
There is an exchange programme in the Nordic countries called Nordplus. This is a programme for teachers and students at universities and university colleges in the Nordic countries and the Baltic States. Nordplus offers student exchanges and scholarships for studies or placements in another Nordic or Baltic country for 1 month up to 1 year. Nordplus exchange places are announced by your department (normally after Christmas). The last day of application is usually in March. If you would like to go as an exchange student under the Nordplus exchange programme, contact your study counsellor or the international contact person at the department where you are studying.

Nordplus also has an open network called Nordlys, which is not linked to any particular department: www.nordlys.info/

If you would like more information about Nordplus and Nordlys, please contact the International Office at outgoing.io@umu.se

In Europe
The European exchange programme Erasmus+ is aimed at higher education, and offers opportunities for exchanges and placements in Europe for students, teachers and administrators at Swedish universities and university colleges.

As an Erasmus+ student, you will study at a university college or university in another European country (3-12 months), on the same terms as native students. All students who take part in the Erasmus+ programme can apply for a scholarship. Erasmus+ exchange places are announced by your department (normally after Christmas). The last day of application is usually in March.

If you would like to travel as an exchange student under the Erasmus+ exchange programme, contact your study counsellor or the international contact person at the department where you are studying. You can also contact the International Office at erasmusstipendium@umu.se

Outside Europe
North2North is an exchange programme for universities in the Arctic regions: USA (Alaska), Canada, Iceland, Norway, Sweden, Finland and Russia. Students who study courses or programmes with emphasis on the Nordic and Arctic region are given priority. Last day to apply is usually in the middle of February. More information about North2North can be found here: www.uarctic.org/north2north

The exchange programme Linnaeus-Palme offers student exchange and scholarship for studies at a university in a developing country for one to two terms. You can only apply for a Linnaeus-Palme exchange place if your department manages a Linnaeus-Palme project. Contact your department or the International Office for more information.
11. Contact persons

For the university-wide exchange agreements:

**International Office:**
Alexandra Lindén
Ingrid Stoor
Francine Horst
outgoing.io@umu.se

For exchange agreements linked to the faculties or Umeå School of Education:

**Faculty of Arts:**
Peter Lindström
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**Faculty of Medicine:**
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