

2018-19

## About UCL

UCL was established in 1826 to open up education in England for the first time to students of any race, class or religion. UCL was also the first university to welcome female students on equal terms with men.

UCL's history, reputation and academic standing are a guarantee of quality. Assessed as one of the top universities in the world, a period of study at UCL will enhance any CV or résumé.

Our dedicated humanities and sciences libraries boast two million books and subscriptions to 12,000 journals. UCL's mission to create and disseminate new knowledge is supported by the latest scientific and IT facilities, creative learning spaces and diverse [museums and collections](#) – all underpinned by the UK's greatest concentration of professors. UCL is one of the top two universities in the UK for the number of professors, which means that our students are taught by the most highly qualified experts in their field.

UCL attracts students from 150 countries and has active exchange and research links with nearly 300 overseas universities. 25% of undergraduate students spend time studying abroad as part of their degree.

Incoming Erasmus and Exchange students are called '**Affiliates**' at UCL.

## About SELCS

The UCL School of European Languages, Culture and Society (SELCS) is a cosmopolitan and exciting environment for Affiliate students from abroad. The School comprises six language sub-departments: Dutch, French, German, Italian, Scandinavian Studies and Spanish, Portuguese & Latin American Studies. Students are able to choose from a wide range of modules (courses) covering literature, linguistics, history, sociology, philosophy, art, film and other aspects of the cultures associated with the languages taught in the School.

Study abroad is at the heart of academic study in SELCS, providing a welcoming environment for all new international students who will be joining a diverse and international staff and student body.

Affiliate students will:

- Study alongside regular UCL and international students, benefiting from UCL's world-class teaching system and renowned academics.
- Have the flexibility to take modules across a range of UCL subjects and departments, tailoring your course to your own particular interests in this area.
- Have access to your academic Personal Tutor (known as an 'Affiliate Tutor').
- Be encouraged to integrate into UCL student life, with access to events, societies and clubs both within your department and across UCL as a whole.

## UCL Structure

<b>Erasmus Code:</b>	<b>LONDON029</b>
<b>Country / Country Code:</b>	United Kingdom / UK
<b>Institution:</b>	University College London (UCL)
<b>Faculty:</b>	Arts and Humanities
<b>Department:</b>	School of European Languages, Culture and Society (SELCS)

## Main contacts

- **Departmental Coordinator** (incl. nominations by e-mail):

Ms Ania Gasiorek  
Study Abroad Officer (Undergraduate) / Departmental Erasmus+ Coordinator  
UCL School of European Languages, Culture and Society (SELCS)  
33-35 Torrington Place, (Room 1.2), London, WC1E 7HG  
E-mail: [selcs.studyabroad@ucl.ac.uk](mailto:selcs.studyabroad@ucl.ac.uk)  
Tel.: +44 (0)20 7679 4339

- **Applications** (incl. visa advice):

All applications are processed centrally by the UCL Admissions Office. To check your application status or ask questions about the process, please e-mail the Admissions Office via [affiliatestudents@ucl.ac.uk](mailto:affiliatestudents@ucl.ac.uk) or call +44 (0) 20 3108 4400.

- **Transcripts** (for all UCL departments):

UCL Registry,  
Assessment & Student Records,  
University College London,  
Gower Street,  
London, WC1E 6BT  
E-mail: [transcripts@ucl.ac.uk](mailto:transcripts@ucl.ac.uk)  
Tel. +44 (0)020 7679 4126

- **Student Status Confirmation / Certificates of Attendance** (incl. arrival / departure forms):

UCL Student Centre,  
Ground Floor, Chadwick Building,  
University College London,  
Gower Street,  
London, WC1E 6BT  
E-mail: [studentstatus@ucl.ac.uk](mailto:studentstatus@ucl.ac.uk)

- **Institutional Coordinator:**

Thanasis Mourikis,  
Erasmus+ Co-ordinator,  
UCL Study Abroad Team,  
Student & Registry Services,  
University College London,  
Gower Street,  
London, WC1E 6BT  
E-mail: [studyabroad@ucl.ac.uk](mailto:studyabroad@ucl.ac.uk)  
Tel.: +44 (0)20 3108 7773

## Quick Links - General Information

- [How to Apply](#)
- [Visas](#)
- [Pre-arrival Information](#)
- [Orientation Programme](#) (incl. start date)
- [Accommodation](#)

## Application Deadlines

- **31 March** for September start
- **30 September** for January start

There is some degree of flexibility with these deadlines, and we would still accept completed applications for **up to 1 month** after these stated deadlines, however, we strongly advise students meet these deadlines to avoid disappointment with admission and accommodation.

## Application Process

### **NOMINATIONS**

- All student nominations should be e-mailed directly to SELCS department (Study Abroad Officer) via [selcs.studyabroad@ucl.ac.uk](mailto:selcs.studyabroad@ucl.ac.uk)

### **APPLYING**

- Incoming Erasmus and Exchange students are called '**Affiliates**' at UCL.
- Affiliate applications must be submitted [online](#), directly to the central **UCL Admissions Office**.
- **UCL Admissions Office** is the only contact for all application-related queries:  
Email: [affiliatestudents@ucl.ac.uk](mailto:affiliatestudents@ucl.ac.uk)  
Tel.: +44 (0)20 3108 4400

## Start Date

All incoming students are expected to arrive at UCL approx. **1 week before the official academic year begins**, to attend the [Orientation Programme](#) (which includes final module registration).

## Term Dates

For information on UCL term dates, please click [here](#).

- Semester 1 = **autumn term** (teaching and assessment), slightly shorter than 3 months.
- Semester 2 = **both spring term** (teaching) **and summer term** (examinations), approx. 5 months in total.

### **Important information for Erasmus students spending only autumn semester at UCL:**

- Please note that **UCL semester 1 (autumn term) is shorter than 3 months / 90 days**.
- Although UCL autumn term is less than 90 days, it should be acceptable by the home institutions as a full academic term for the purpose of Erasmus mobility for studies. These rules are specified by individual national agencies in each country and application of this rule seems to vary, however, please note [the Erasmus+ Programme Guide](#) which explains that "**Minimum duration of a study period is 3 months, or 1 academic term or trimester**" (please see the small print for point 25 at the bottom of page 36).
- If students are required by their home institution to spend at least 3 months (90 days) at UCL, we recommend that they apply for semester 2 instead, which consists of term 2 and term 3 respectively and lasts 5 months (from early January to early June).

## Preparing Erasmus Learning Agreements

Our up-to-date contact details can be found [here](#).

## Undergraduate (BA) Modules (Courses)

**Students must take a minimum of 50% of their programme of study (credits per semester) in SELCS.** They can take the remaining 50% in SELCS or in [other UCL departments](#), subject to the availability of places and provided they meet the prerequisites for modules they wish to attend.

All students are expected to take modules worth **maximum 60 UCL credits per semester** (30 ECTS credits). For example, 4 modules worth 15 UCL credits (7.5 ECTS) each.

If approved by home university, students may take a **reduced number of credits** - minimum 45 UCL credits (22.5 ECTS) per semester.

- A full list of available SELCS modules will be available in summer.
- A list of modules available in the current year (including links to module descriptions) and other useful information for incoming students can be found here:  
<http://www.ucl.ac.uk/selcs/affiliates/undergraduate>
- **Provisional** registration (pre-registration) on SELCS modules begins in June/July (for September starters) or November (for January starters).
- **Final** module registration takes place when students arrive at UCL, during [Orientation Programme](#).

SELCS can register students only on SELCS modules. Registration for modules in other UCL departments usually takes place when students arrive at UCL, during Orientation. Places on modules in other UCL departments cannot be guaranteed, therefore, students must be prepared to take all their modules in SELCS.

## Transcripts (Exam Results)

All transcripts are produced by the central **UCL Registry** (not SELCS department) and posted directly to the students' home universities in **late February/March** (for affiliates studying at UCL in autumn semester only) and in **late July/August** (for affiliates studying at UCL for the whole year or in spring semester only).

- Should there be any delay in receiving transcripts or in case of any transcript-related queries, please contact the central **UCL Registry** directly via [transcripts@ucl.ac.uk](mailto:transcripts@ucl.ac.uk).

More information about transcripts can be found here: [www.ucl.ac.uk/transcripts](http://www.ucl.ac.uk/transcripts).

## Postgraduate (MA) Students

Erasmus MA (cycle 2) students from **Ecole Normale Supérieure (ENS) de Lyon in France** and from **Scuola Normale Superiore (SNS) di Pisa in Italy** are welcome to apply to study at UCL SELCS.

Information for incoming MA students, including module options, can be found here: <http://www.ucl.ac.uk/selcs/affiliates/postgraduate>. All other information will be sent directly to the nominated students from ENS de Lyon and SNS di Pisa.

### **IMPORTANT:**

It is no longer possible for Postgraduate (MA) students to apply as Undergraduate (BA) students or to take undergraduate modules while registered as postgraduate students at UCL.