



## Study Abroad Selection FAQs

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### Why have I not been placed?

Below you will find the main reasons why some students are not placed during the selection process:

1. [You were not supported by your parent school](#)

Parent school approval is a pre-requisite for studying abroad and, in a very small number of cases, we were unable to allocate students as their [School Study Abroad Coordinator](#) did not support their application. If this applies to you, please contact your School Study Abroad Coordinator directly for further clarification.

2. [Your Level 1 average was below 57.0](#)

In order to be eligible for the Study Abroad Programme, you should have achieved an average mark of 60 or higher during level 1. We are willing to consider students with an average slightly below 60 if they have the support of their [School Study Abroad Coordinator](#): students with an average between 57.0 and 59.9 fall into this discretionary zone.

- **If your level 1 average was 56.9 or lower and you didn't request for mitigating circumstances** to be considered as part of your application to study abroad, your application has not been considered.
- **If your level 1 average was 56.9 or lower and you submitted mitigating circumstances** to be considered as part of your application to study abroad, your circumstances were assessed by the committee and the outcome of your application was based on the decision made.

If you didn't meet the eligibility requirements to study abroad, you will be invited to reapply for the Study Abroad programme during our 'late application period' for any places left. You will be eligible to reapply in late January/early February if your average from your year 2 Semester 1 assessments reaches 57.0 or higher, and you have the support of your [School Study Abroad Coordinator](#).

The late application period will open on Monday 27<sup>th</sup> January and will close on Thursday 27<sup>th</sup> February 2020. Eligible applicants will be placed on a first come, first served basis.

You can [email the Study Abroad Office](#) and request for your interest to be registered so that we can notify you when the list of remaining places is about to be published. This will be available in mid/late January.

Remember that you can also apply for one of our [Subsidised Summer Schools](#) too. Read the Summer Schools website for more information on how to apply for the programme.

3. [You were eligible to apply but your application was unsuccessful in the selection process](#)

Unfortunately, this year there were 87 eligible students who we were unable to place at one of their preferred destinations, despite students following guidance provided by the Study Abroad Office and their department

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and doing plenty of research before applying. In the majority of cases, this was due to the high number and calibre of applications, as well as concentrated demand for certain universities and destinations. This year we have seen an unprecedented demand for Australia, New Zealand and Canada, filling all available places very quickly.

If you are in this situation, we would still very much like to send you abroad next year. We have sent you an invitation to reapply for universities that have places remaining. The email includes a list of remaining places, and instructions on how to apply. You are very welcome to contact the Study Abroad Office for further advice about reapplying.

## Why was I not placed at my first choice of university?

All University of Leeds partnerships work on an exchange basis; a balance of incoming and outgoing students has to be maintained from year to year and so there are a set number of places available at each partner university each year. Those places are allocated to students on the basis of level 1 academic performance and ranking within your cohort. If you were not placed at one of the universities higher up your list of choices, this was because the places at these institutions were allocated to students with a stronger level 1 academic profile.

## When will I receive an acceptance for the other universities on my application?

Each student will only be given a place at one of the universities they applied for – this is the university on your acceptance email. Selection for the Study Abroad Programme is carried out internally by the Study Abroad Office Selection Committee and not by our partner universities. Your application has been considered by the Selection Committee on the basis of level 1 academic performance and ranking within your cohort. You have been allocated a place at **one university**, as high up your list of preferences as possible.

## I have been given two universities – one allocation and one back-up place. Why?

If you have been allocated a university in Hong Kong, we have given you a back-up option as well because of the ongoing political situation in Hong Kong. You will be asked to apply for both universities in Semester 2, and if the political unrest continues in Hong Kong and we aren't able to send students to Hong Kong in 2020/21, we will send you to your back-up placement instead.

If you are a Fine Art student and have been allocated a popular Fine Art university in Europe, you may have been allocated a back-up placement as sometimes students are rejected by the university based on their studio availability and the student's portfolio. You will be asked to apply to both universities just in case your first choice rejects your application in Semester 2.

If you are in either of these situations but have not been offered a back-up placement, you will have been asked to apply for a back-up place during the second round of applications. More information on this can be found in your acceptance email.

## Do I need to accept my place?

No, you do not formally need to accept your place; if we don't hear from you, we will assume you are happy with your allocation. If you choose to withdraw from your allocated place, please refer to the next FAQ for instructions.

## Can I change my placement?

Your placement cannot be changed to a different institution once you have been allocated a study abroad destination. If you can evidence a significant change in personal circumstances since your original application you may contact the Study Abroad Office to discuss this.

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## I don't want to go to the university I've been allocated – how do I withdraw?

Please think really carefully before deciding to withdraw and discuss your decision with friends and family first. If you're not sure about whether you want to go to the university you've been allocated, use the time over the holidays to research the destination and the partner university more thoroughly and read the feedback on Minerva from past students. Our [LeedsUniAbroad](#) blog has articles written by our students currently living abroad, take your time to read their stories and form an idea of what it might be like to live at your allocated host country. You can also contact returning students from your allocated host university through the feedback forms accessible on Minerva and get their first-hand advice on studying at your allocated institution. You will be able to find an email address you can contact our previous Study Abroad students on by scrolling down to the bottom of the document.

The Study Abroad Office won't accept withdrawals until the university reopens in January 2019. Withdrawals are final and we will not be able to reinstate you once we have processed your withdrawal.

If you choose to withdraw from your place, please email [outgoingstudyabroad@leeds.ac.uk](mailto:outgoingstudyabroad@leeds.ac.uk) and copy your [School Study Abroad Coordinator](#) into the email so they are aware of your decision; if you are comfortable doing so, please give us a brief reason for your withdrawal. As stated on the [Study Abroad Agreement](#), any students wishing to withdraw after Friday 28<sup>th</sup> February 2020 will be charged a withdrawal fee of £100. You can read our withdrawal policy [here](#).

## Can I be put on the waiting list for another university or take the place of someone who withdraws?

No, we do not operate waiting lists and are not able to reallocate places. This is because we are not in a position to re-do the entire selection process each time someone withdraws, and re-doing the selection process would be the only fair way to re-allocate a place. For example, there may be students who originally had the university in question higher up in their preferences than where they were placed, but they may have a stronger academic profile.

## An overview of the selection process

We understand that students, particularly those that have not been placed, will have questions about the process by which we select students for the Study Abroad programme. Here is an outline of our procedures:

1. After the application deadline, a summary of all the students who have applied to study abroad is sent to academic departments so that School Study Abroad Coordinators can approve these students for the selection process. Any students not supported by their departments are withdrawn at this stage.
2. The Study Abroad Office prepares applications for selection by collating summaries of online applications with supporting documents, checking level 1 averages and cohort rankings using central University records, and querying academic anomalies. Any students who do not meet the eligibility requirements for the Study Abroad Programme are withdrawn at this stage, unless they have provided evidence of mitigating circumstances to support their application.
3. The Mitigating Circumstances Committee meets to discuss applications submitted with mitigating circumstances on an individual basis. This also includes students who applied late with mitigating circumstances surrounding the late submission. The committee considers the evidence for – and seriousness of – the circumstances, the likely impact on your studies, and the pattern of academic performance, in order to come to a decision regarding the extent to which the circumstances should be taken into account in the competitive selection process for study abroad places.
4. The Selection Committee Meeting then usually takes place over the course of two or three days. The Study Abroad Office Selection Committee allocates all students who have applied to study abroad. Students are considered in turn for each university on their list of preferences, and are placed at one university as high up their list of preferences as possible. A record is kept of the lowest ranking student allocated to each institution

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so that at all stages in the process, we can verify that the students allocated to each university are the highest ranking eligible students. Before allocating a student to a given university, we will also consider whether the student has undertaken the necessary language preparation, if applicable.

5. Once the initial selection process has taken place, the list of allocations is sent to School Study Abroad Coordinators for a second approval and subject areas are checked with partner universities so that universities can make us aware of any issues with any particular subjects: for example, discontinued programmes or limited module availability for the coming academic year. In rare cases where a destination is not approved by a Leeds School or proves academically unsuitable, the allocation will be reconsidered following the guidelines outlined in point 4.

**All Study Abroad Selection Committee decisions are final.**