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Dear Partners,

I know many of you will soon be approaching internal deadlines for students to declare and prepare for their exchange in 2015/16. As such, I wanted to write to you and ensure that you have the most recent information and application materials for students who will be applying to the University of Westminster.

Nominations

Please ensure that you send through your exchange nominations to educationabroad@westminster.ac.uk

Our application deadlines are as follows:

- Start date: **September** - Deadline for application: **1 May**
- Start date: **January** - Deadline for application: **15 October**

Please ensure you nominate your students with adequate time for them to prepare and submit their applications to us by the deadline above.

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Application Materials

Included in this message (please see the email footer), please find a copy of our Incoming Exchange Application Form, which has been recently updated. If you have saved copies of previous application materials, please could you ensure you replace them now with this version as it is the form we will require for applications from 2015/16. The application can be completed and saved electronically, and we can accept digital signatures from your students.

These materials are also available from our [webpages](#).

Term Dates

Included is the academic calendar for 2015/16 (again see email footer), and you can also download this information on our website at <http://www.westminster.ac.uk/international/study-abroad/year-or-semester-study-abroad/programme-dates>.

Module Offerings

Please note that exchange students can only study modules within the subject area they have been nominated to study in (as outlined on our exchange agreement).

When completing the module choices section of the application form please refer students to the current module catalogues on our [webpages](#). As always, there will be some updates by the start of the semester, but we will highlight any issues at the time of acceptance. Module offerings for September and January next year will be largely similar to what is currently listed. If you or your students require detailed course descriptions for

any module then please contact educationabroad@westminster.ac.uk with the module code and title.

Exchange Agreements

If our exchange agreement is up for renewal at the end of this current academic year then please note that we will be unable to accept your students until we have a signed copy of the renewed agreement on record.

To discuss agreement renewals please contact the Faculty/Department Academic Exchange Coordinator [directly](#). Education Abroad are not involved in exchange agreement administration. If you are unsure of the relevant contact then please contact us and we will provide you with further details.

Please keep us up to date with your latest contact details, if this has been sent to an incorrect address please provide us with your up to date details.

Kind regards,
Harriet

Harriet Bott on behalf of

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