

## Handbook for Incoming Exchange Students

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The value of an international exchange experience goes far beyond grades and grants. No one ever regrets the decision to study abroad. The experience will immeasurably enhance your curriculum vitae because, in a global society, it is understood that studying and living in a new country changes everything – most especially you, and your world view. It signals future employers that you have the necessary degree of independence and resilience to cope with new situations, and occasionally, completely unanticipated challenges.

If you are studying at another institution, and want to study at UAL on an exchange for one, two or three terms, this handbook is for you. You will find all the information you need to prepare your stay and make the most out of it.

The principles of an exchange:

- Your home university must have an exchange agreement with UAL.
- You might be currently studying at a European partner university (entitling you to Erasmus grants) or at a non-European partner university.
- You will stay enrolled at your home university but will take courses at UAL during the period of your mobility.
- The academic credit you will earn at UAL should be transferable to your degree course at your home university (check with your International Office).

**You might think that the process appears lengthy and complicated but you will get support along the way! You will be rewarded by an incredibly rich and unforgettable experience.**

**For an overview of the process, [look at your timeline summary](#).**

## Timeline for Incoming students

APPLY	Deadline	Your contact	Links
Check that your home institution has a formal agreement with UAL	As soon as possible	International office at your home institution	<a href="#">World map of UAL partners</a>
Apply to your home institution		International Coordinator at your home institution	
Your home institution will send us the list of the nominated candidates	In time to allow students to comply with application deadlines on Table of exchange opportunities		
(For applicants selected by their home institution only)  <b>Apply online</b> You will need: - a personal statement - a curriculum vitae - a portfolio, if required - your passport or ID - an ID photograph	See <a href="#">Table of exchange opportunities</a>	UAL Mobility Manager and Erasmus Coordinator: <a href="mailto:internationalmobility@arts.ac.uk">internationalmobility@arts.ac.uk</a>	<a href="#">Online Application for Incoming Exchange Students</a>
UAL reviews your application and sends you an offer/rejection	Within 4 weeks		
Send your acceptance of UAL's offer	Within 5 working days		
<b>BEFORE DEPARTURE</b>			
Prepare your stay: - check your finance - look for accommodation in London - prepare your Learning Agreement - check your passport and visa - check your insurance		Accommodation department	Accommodation department  <a href="#">Learning Agreement for Erasmus Studies</a>
<b>DURING YOUR STAY</b>			
Enrol at UAL	When you arrive	UAL College Coordinator	
Get changes to your original Learning Agreement signed and stamped and make sure they are sent back to your home university.	Within 5 weeks of arrival	UAL College Coordinator	<a href="#">Learning Agreement for Erasmus Studies</a>
Set up your UAL email address	When you arrive		
Improve your language skills		UAL Language Centre	<a href="#">UAL Language Centre (evening courses)</a>

<b>AFTER YOU LEAVE</b>			
UAL will send your signed Certificate of Attendance to your home university	Within 2 weeks of departure	College IO	
UAL will send your signed Transcript of Records to your home university	Within 5 weeks after the end of the assessment period	UAL Mobility Manager and Erasmus Coordinator: <a href="mailto:internationalmobility@arts.ac.uk">internationalmobility@arts.ac.uk</a>	

## Chapter 1 – Can I study at UAL as an exchange student?

You can only apply to UAL for study mobility if your institution has a formal exchange agreement with us. You need to apply for a place through your institution. **UAL cannot receive any direct application from students, we only accept applications sent by our partner institutions.**

There are two types of agreements:

- Erasmus inter-institutional agreements - Erasmus mobility is based on contractual documents called inter-institutional agreements; they are created between two European institutions to enable student and staff exchanges. Erasmus inter-institutional agreements are governed by European Commission rules and include Erasmus grants.
- Non Erasmus agreements - UAL has signed other agreements with non-European universities allowing student or staff exchange.

Note that **exchange periods vary according to each College and each course.**

To get the list of UAL partners for each course, the possible periods of mobility and the application deadlines, there are 2 important sources of information:

[The world map of UAL](#) partner institutions

[The table of exchange opportunities at UAL](#), with periods and deadlines

For information, you can check [UAL's academic calendar](#) on our website.

If there is no agreement in place in the relevant subject area, you can still apply to our fee-paying [Study Abroad programme](#).

If your home institution would like to discuss formal collaboration with UAL, your International Office can contact us at: [internationalmobility@arts.ac.uk](mailto:internationalmobility@arts.ac.uk)

### 1. Apply for exchange at your institution

UAL will only consider applications that are sent by our partner universities. **We will not consider any direct application by students.** Please contact the International Office at your home institution to know how to apply.

UAL has agreed with all its partners a series of objective criteria for incoming students, which will be duly checked during our partners' selection process:

- Year of study: Equivalent or above to the year of study requested at UAL
- Field of study: Equivalent to the field of study requested at UAL
- English proficiency: English language ability recommended to the equivalent of B2 level

### Deadlines

UAL requires its partners to send their nominations in time for their students to be able to submit their online application form on time (see below).

Note for PhD students: PhD students in a partner university who are interested in an exchange should contact the College directly via their Research group.

### 2. Apply to UAL

This section is only for students who have already been selected by their home institution.

Once you have been selected by your home institution, your institution will send us a list of the nominated students. Then, you can start filling in [the online application form](#). Please fill in the form carefully and include all requested documents. Applicants must fully complete the application form and submit it along with all of the requested supporting information.

To complete this application, you will need:

- A Personal statement written in English, 500 words maximum (setting out reasons, choice of destination, expected benefits and any other relevant factors)
- Curriculum vitae
- A portfolio if you are applying to a practice based course (see more details below)
- For CSM only: If you have been studying at an institution where the teaching is not in English, you will need to have an IELTS score of 6.0 or above, with some courses requiring 6.5, 7.0 or 7.5 (check level required [on the course page on our website](#)).
- For non-Erasmus exchanges to CSM: a draft Learning Agreement (see [below](#)) in order to be orientated in a suitable pathway
- Your passport or ID
- An ID photograph

### **Getting your portfolio ready**

**CCW, CSM** and **LCF** (only the School of Design & Technology and School of Media and Communication at LCF) require you to submit a portfolio for review by the designated academics.

The portfolio should be made up of 20-25 images. The work you include should show breadth and demonstrate your creative thinking and personal research, progressing through stages to a finished piece.

Each image should be captioned with an appropriate title/project description, size of work, materials used etc.

**LCC** - Your portfolio should contain a focused selection of your work in no more than 10-12 pages. It should be submitted as a web link. Please note: only practice-based subjects require a portfolio (whereas for theory subjects no portfolio is necessary). If you are unsure, please check with the International Office by emailing [mobility@lcc.arts.ac.uk](mailto:mobility@lcc.arts.ac.uk)

**In case no portfolio is required, please type 'no portfolio required' in the portfolio field in the online application.**

### **Deadlines**

The deadlines for the application vary according to each College and each Course. Please note that these are the deadlines to submit your UAL exchange application file online. You should start the process with your home university much earlier. No late application will be accepted.

Please check the deadline for your course in the [Table of exchange opportunities at UAL](#).

### **3. Final decision**

Once an application is submitted with the required supporting documentation, the application is processed and a decision is made.

**Successful applicants will receive a confirmation letter** within 4 weeks.

They will need to send their formal acceptance of our offer within 5 days.

Applicants are strongly advised not to make travel or accommodation plans until they have received confirmation that they have a place of study at UAL.

Please note at this stage that students are recommended to inform UAL of any disability that may affect their work.

### 1. Finance

It is important that you start thinking ahead of the costs you will incur while you are away on exchange and plan your budget realistically as London is a very expensive city to live in. Plan your finances from the beginning by working out a realistic budget for the money you will need while you are here.

Please note that you will not pay any registration fees at UAL but small fees may be charged (such as photocopying, artists' materials, etc.) on the same basis as these are charged to local students.

You will need to cover all other costs, including travel, subsistence and accommodation.

All grants and scholarships are managed by your home institution. The European Union's Erasmus grants help fund students to study and work in Europe as part of their course. Please contact the International Office at your institution to check whether you can receive Erasmus grants or other funding.

### 2. Accommodation

All incoming students have the ultimate responsibility to find and arrange accommodation during their stay in London. Students are strongly advised to start arranging their accommodation very early on and to plan a sufficient budget as accommodation in London is very expensive.

There are two possibilities for accommodation.

- **University Accommodation**

Incoming exchange students can apply for accommodation in one of the University's Halls of Residence, and special arrangements can be made in some Halls for a one or two term rental agreement. Please note that places in the University's Halls are not guaranteed and students are advised to book a place very early on.

Please contact UAL Accommodation Services for more information and to book a place: [accommodation@arts.ac.uk](mailto:accommodation@arts.ac.uk)

You can also find more information on their website: <http://www.arts.ac.uk/study-at-ual/accommodation/>

- **Private accommodation**

Private accommodation (through agencies or private owners) is sometimes the easiest way to find accommodation.

You can find a lot of information on private accommodation on [UAL Accommodation Services website](#). Students are always welcome to get in touch with questions and

queries, including on a private contract before signing: please don't hesitate to email [accommodation@arts.ac.uk](mailto:accommodation@arts.ac.uk).

Please also check the London Student Housing Guide published by [University of London Housing Services](#), which is a very detailed guide to renting privately in London and includes a section with adverts ("[Find a flatmate](#)").

The important thing to stress is that **you MUST come to London first in order to find accommodation**; it is imperative that you go and view any room you are interested in before you pay any money and/or sign a contract. This means that you will need to arrange temporary, tourist-style accommodation so you have a base.

Finally, here are some agencies/websites that have been helpful to other students. Please note that they are unrelated to the University and UAL cannot guaranty the quality or reliability of accommodation found through these sites:

<http://www.finddigs.co.uk/>

<http://www.thestayclub.com/>

Do you still have a question? Please contact UAL Mobility Manager at the International Relations Unit ([internationalmobility@arts.ac.uk](mailto:internationalmobility@arts.ac.uk)).

### 3. Passport and visa

It is the responsibility of the student to ensure that their travel documents, including passport and visa, are in order and comply with immigration requirements in the UK.

#### Passport

Make sure you have a passport, valid for the entire period of your exchange plus an additional six months after your planned return.

#### Visa

If you hold a passport outside the European Union you should check with the British Embassy for student study visa requirements.

For any question regarding your visa, please contact UAL Mobility Manager at the International Relations Unit ([internationalmobility@arts.ac.uk](mailto:internationalmobility@arts.ac.uk)).

### 4. Insurance

UAL has a basic insurance policy covering all students but it is not comprehensive. Note in particular that students are not insured for any activity that is not related to their course or the University. It is therefore recommended that students take their own insurance for the period they are abroad or check with their home university if they are adequately covered.

**Note in particular that non-EU students must take full health coverage** as they will not be covered during their stay at UAL.

Prior to travel, all students must read the Travel cover summary which outlines cover and procedures necessary to ensure all medical emergencies are handled smoothly. Remember

to always retain invoices/receipts for all expenditure incurred. You will need to produce these to support your claim.

For more information on UAL Insurance, check <http://www.umal.co.uk/umal/travel/>

Please also check [UAL Travel cover summary](#).

You will find emergency contact information at UAL in the last chapter of this document.

## Chapter 4 - Important documents

### 1. Learning Agreement

It is important that you discuss your Learning Agreement with your home institution before departure. Once your learning agreement is signed by yourself and by your home institution, please send it to UAL Mobility Manager: [internationalmobility@arts.ac.uk](mailto:internationalmobility@arts.ac.uk).

Learning agreements should be signed by all three parties before departure:

- UAL
- Your home university
- Yourself

Once at UAL, you might be able to make changes to your Learning Agreement, if they are agreed by us and by your home institution. All changes to your Learning Agreement will also have to be signed by the three parties involved and have to be done within 5 weeks after your arrival.

Please ask for a template of your Learning Agreement at your home university. Alternatively, you can use [UAL's template](#).

### 2. Enrolment and Certificate of Arrival

When you arrive, you will enrol and register for your classes and you will be provided with your Student ID card. This should be a straightforward process. You will also receive your account details for email and library registration instructions.

### 3. The Certificate of Attendance

At the end of your stay, College IO will complete a Certificate of Attendance and will send it to you and your home institution.

### 4. Transcript of Records

UAL will issue a Transcript of Records to all exchange students, which is the official document that details the grades you have achieved from the subjects you have studied. This Transcript of Records will be sent directly to you and your home university within 5 weeks after the assessment period at UAL is over.

**How will I be assessed?** When taking an entire unit, incoming exchange students are assessed in the same way as regular UAL students. Please contact the designated academic in charge of your course for more information on assessment if you take a partial unit. You can check our website for more details on [assessments and marking scale](#).

## Chapter 5 - Enjoy London and your classes!

Welcome to University of the Arts London! We hope you have a rewarding time during you stay in London and if at any time you have any questions please do not hesitate to be in touch. You will find a lot of information on the [international pages](#) on our website. Some Colleges also have their own handbooks for students.

### 1. Integration and culture shock

Culture Shock is simply a common way to describe the confusing and nervous feelings a person may feel after leaving their own familiar culture to live in a new and different culture. When you move to a new place, you're bound to face a lot of changes. At the start of your Erasmus placement the language might pose problems and it is frustrating when you cannot express yourself. Please give yourself a few weeks to get adjusted to the new culture & language. This transition can be exciting and stimulating, but it can also be overwhelming. These feelings will pass and below are some tips to make sure your Erasmus placement is the exciting adventure it should be!

Even though it may be very daunting at first make sure you participate actively in your classes, keep up with all homework/reading and regularly meet with tutors to discuss any problems that arise or questions you may have. Make sure that you know to what extent your attendance will affect your final mark. If it is an important factor in that mark, make sure the lecturer knows who you are and that you are present.

Try to get involved with the social aspects of university life while you are on your Erasmus placement. Try to make friends with non-Erasmus local students. They will be able to give you the best survival tips and you will probably develop life-long friendships!

Our Students Union, SUARTS, runs a ['buddy' scheme](#) that connects new students with a buddy for their first year with us. Buddies are existing students who volunteer their time to share their experiences and offer extra support for new students. Some other courses have organised their own buddy scheme (see for instance your academic leader at the School of Fashion and Management at LCF).

### 2. Welcome programme for new exchange students

You will be able to attend two series of events.

At central level, UAL organises a Welcome Day for incoming exchange students arriving in London at the start of the autumn and spring terms.

During the Welcome Day, you will:

- have talks from Student Services and Students Union
- have a tour of the Student Hub

- take a 'Creative Tour of London'
- receive instructions for your first classes

You will also have an induction to the course and college you are studying in during your first week, including a meeting with the Course Director or an allocated member of staff. This may also include an induction to library and IT services.

### **3. Your university email address**

Whilst studying at the University, all electronic communication will be via your University email address. Once we have received your formal acceptance of our offer this email account and your network account should be available for use within 48 hours.

University email is accessible via <http://owa.arts.ac.uk>

Your username will be your <<Student ID number>>, which is included in all correspondence (It is normally the first three letters of your surname followed by eight numbers).

Your password will be your date of birth (DD/MM/YYYY format, including the forward slashes).

Finally, do remember to check your university email account regularly, as we will send important information to this address.

Please contact the University Service Desk at [servicedesk@arts.ac.uk](mailto:servicedesk@arts.ac.uk) if you need help with your login account.

### **4. Language support**

The [University's Language Centre](#) offers in-sessional English language support and teaching for all our students.

### **5. Libraries**

The Library home page <http://www.arts.ac.uk/library> is a gateway to information resources and includes links to the catalogue, the e-library, and information about the libraries of the University of the Arts London and other libraries in London.

When you join the University you can borrow books, DVDs and videos during your time at the University. If you are on a BA course you may borrow up to 12 items, if you are on a MA course you may borrow up to 15 items. The barcode number on your ID card is your library number.

Via the Library catalogue you can access My Account where you can see what you have on loan, renew books, and check reservations you have made, and your loan history to see what you have previously borrowed.

The e-library gives access to a wide range of electronic resources.

### **6. Regulations, student support and advice**

During your stay at UAL, you are required to comply with all regulations. You can read [all academic regulations](#) on our website, including [Health and Safety regulations](#).

Students should pay particular attention to regulations regarding [plagiarism](#) and the risk that this entails.

Please check our intranet (accessible once you are enrolled) for [Student support and advice](#).

If you would like to discuss any personal issue about your health or wellbeing, don't hesitate to contact [UAL Health & Wellbeing department](#). Students are strongly advised to inform the designated academics for their course of any disability that may affect their work.

### 7. Keeping your learning and experience in a blog

On the Erasmus exchange you are exploring the many aspects of cultural influence that your placement offers to you to broaden your research both in practical terms and in relation to critical and professional contexts. The journey of your exploration can be regularly recorded and reflected upon in written and visual formats on your blog site. Your blog site address should also be given to your tutor and course peers to provide contact and communication whilst on your exchange. You will see many examples of incoming students to UAL who kept a [blog in the Annex](#).

### 8. Get to know London

#### [A to Z street map of Central London](#)

Click and drag with the mouse to move the map.

Click on map features to view descriptions, opening hours etc.

To make the best use of London's transport system, you will need to get a student Oyster card (on line or at a ticket office). Please check [Transport for London](#) for information.

#### **Find out What's happening in London**

- [Time Out](#): for art reviews and listings of London's best museum and gallery exhibitions.
- [Art Licks](#): your weekly contact keeping you in touch and right on date with what is going on in the London art scene – the art scene beyond the obvious.
- [First Thursdays](#): open night in galleries and museums in East London.
- [Common Place](#): a student survival guide at UAL
- [South London Art Map](#): a user-friendly guide to galleries in South London. The South London Art Map runs tours and hosts a late night opening of all galleries in south London on the last Friday of every month. Three hubs are highlighted where there are clusters of galleries and studios, in Bankside, Peckham and Deptford. These areas are surrounded by Bermondsey, Vauxhall, Kennington and Greenwich. Start in the main areas and travel further afield to discover more galleries hidden in other locations.

See also in the Annexes our [London Cultural Trail in twelve key visits!](#)

### **International Relations Unit (IRU) at UAL**

For any general query and for questions on visas, inter-institutional agreements, applications, etc., please contact the Mobility Manager and Erasmus Coordinator: [internationalmobility@arts.ac.uk](mailto:internationalmobility@arts.ac.uk)

### **Your UAL College**

For questions on courses, dates, Colleges, assessment, etc. don't hesitate to contact the following persons at your College.

CCW: [ccwstudentexchange@arts.ac.uk](mailto:ccwstudentexchange@arts.ac.uk)

LCC: Monika Schodowska ([m.schodowska@lcc.arts.ac.uk](mailto:m.schodowska@lcc.arts.ac.uk))

CSM: Jo Wheeler ([j.wheeler@csm.arts.ac.uk](mailto:j.wheeler@csm.arts.ac.uk)), who will refer you to an appropriate administrative contact for your chosen programme

LCF: ([exchanges@fashion.arts.ac.uk](mailto:exchanges@fashion.arts.ac.uk) )

### **For accommodation**

UAL Accommodation Services ([accommodation@arts.ac.uk](mailto:accommodation@arts.ac.uk))

### **For language classes**

UAL Language Center ([language-centre@arts.ac.uk](mailto:language-centre@arts.ac.uk))

### **For help with your login account (email)**

UAL Service Desk ([servicedesk@arts.ac.uk](mailto:servicedesk@arts.ac.uk))

### **For insurance issues (emergency only)**

Fabiola Zanini, UAL Finance Assistant - Insurance

Email: [f.zanini@arts.ac.uk](mailto:f.zanini@arts.ac.uk)

Tel: 020 7514 8870

Fax: 020 7514 6095

### Annex 1 – Blogs Archive

#### **Camberwell**

Charlene Hall Painting Purchase <http://there-shegoess.tumblr.com/>

Laura Riquelme Painting UCMadrid <http://lauriciasinlondon.blogspot.co.uk/>

Edna Martinez Photography Leipzig <http://warpedpoetry.wordpress.com/>

Hilde Gahlen illustration Leipzig <http://yesute.tumblr.com>

Anna Lena Voss Graphic Design Darmstadt <http://annaexploreslondon.tumblr.com/>

Dana Braeken Graphic Design LUCA <http://braeken.tumblr.com/>

#### **Chelsea**

Theresa Baumgartner Fine Art Weissensee <http://theresa-baumgartner.tumblr.com/>

Gyori Blanka Fine Art Budapest <http://blankaonerasmus.blogspot.hu/> <http://szosz-blan.blogspot.hu/>

Luis Manual Abajo Fine Art UCMadrid <http://artworldlondon.blogspot.co.uk/>

Kajsa Eriksson ISD Gothenburg [www.ccadspace.tumblr.com/](http://www.ccadspace.tumblr.com/)

Celia Mascaro Alvarez ISD Deia <http://celiaerasmusexchange.blogspot.co.uk/>

Nicole Garcia Graphics F.I.T <http://cgarcia1892.wordpress.com>

## Annex 2 – London Cultural Trail: twelve key visits

**British Museum:** <http://www.britishmuseum.org/>

Nearby places of interest:

The Cartoon Museum: <http://www.cartoonmuseum.org/>

John Soanes Museum: <http://www.soane.org/>

Royal College of Surgeons: <http://www.rcseng.ac.uk/museums>

**National Gallery:** <http://www.nationalgallery.org.uk/>

Nearby places of interest

Fourth plinth, Trafalgar Square

[http://en.wikipedia.org/wiki/Fourth\\_plinth,\\_Trafalgar\\_Square](http://en.wikipedia.org/wiki/Fourth_plinth,_Trafalgar_Square)

National Portrait Gallery

<http://www.npg.org.uk/>

Saint Martin's in the field

<http://www.stmartin-in-the-fields.org/>

**British Library:** <http://www.bl.uk/>

Nearby places of interest

Wellcome Trust: <http://www.wellcomecollection.org/visit-us.aspx>

Showroom: <http://www.theshowroom.org/contact.html>

**Courtauld Institute Galleries** (free on Mondays before 2pm):

<http://www.courtauld.ac.uk/gallery/>

Nearby places of interest

Waterloo Bridge

South Bank Centre: <http://www.southbankcentre.co.uk/>

Hayward Gallery and Festival Hall

**Design Museum:** <http://designmuseum.org/>

Nearby places of interest

Tower Bridge: <http://www.towerbridge.org.uk/TBE/EN/>

St Katharine's dock: <http://www.skdocks.co.uk/>

**Institute of Contemporary Arts:** <http://www.ica.org.uk/>

Nearby places of interest

White Cube, Masons Yard: <http://whitecube.com/contact/>

Hauser and Wirth Piccadilly

Hauser and Wirth Saville Row: <http://www.hauserwirth.com/>

Firth Street Gallery: <http://www.frithstreetgallery.com/>

Cork Street Galleries: <http://www.galleries.co.uk/g-crk.htm>

**Royal Observatory Greenwich:** <http://www.rmg.co.uk/royal-observatory/>

Nearby places of interest

Queens House: <http://www.rmg.co.uk/about/history/queens-house/>  
Painted Ceiling, Old Royal Naval College: <http://www.ornc.org/visit/attractions/painted-hall>  
Maritime Museum: <http://www1.rmg.co.uk/>  
Cutty Sark: <http://www.rmg.co.uk/cuttysark/>  
Greenwich foot tunnel: <http://www.greenwich-guide.org.uk/tunnel.htm>

**Tate Modern** : <http://www.tate.org.uk/visit/tate-modern>

Nearby places of interest

Globe Theatre: <http://www.shakespearesglobe.com/>  
Jerwood Space: [http://www.jerwoodspace.co.uk/gal\\_00.html](http://www.jerwoodspace.co.uk/gal_00.html)  
Borough Market: <http://www.boroughmarket.org.uk/>  
White Cube Bermondsey: <http://whitecube.com/contact/>  
Drawing Room: <http://drawingroom.org.uk/visit-us>

**Tate Britain**: <http://www.tate.org.uk/visit/tate-britain>

Nearby places of interest

Museum of Garden History: <http://www.gardenmuseum.org.uk/>  
Chelsea College of Art, visit the Library and the Chelsea Space:  
<http://newsevents.arts.ac.uk/tag/chelsea-space/>

**Victoria and Albert Museum**: <http://www.vam.ac.uk/>

Nearby places of interest

Natural History Museum: <http://www.nhm.ac.uk/>  
Science Museum: <http://www.sciencemuseum.org.uk/>  
Serpentine Gallery: <http://www.serpentinegallery.org/>

**Wallace Collection**: <http://wallacecollection.org/visiting>

Nearby places of interest

Speakers Corner: <http://www.speakerscorner.net/>  
Sadie Coles HQ: <http://www.sadiecoles.com/>

**Whitechapel Gallery**: <http://www.whitechapelgallery.org/>

Nearby places of interest

Hales Gallery: <http://www.halesgallery.com/>  
Victoria Miro: <http://www.victoria-miro.com/contact/>  
Parasol Unit: <http://www.parasol-unit.org/>  
Atlantis (Art suppliers): <http://www.atlantisart.co.uk/>  
AP Fitzpatrick (Art suppliers): <http://www.apfitzpatrick.co.uk/home.htm>

### Annex 3 – Documents to download

All the following documents can be downloaded on our website:

- [Learning Agreement for Erasmus Studies](#) (and changes)
- [Non-Erasmus Learning Agreement](#) (and changes)