



University of Stirling Application Process Overview

Thank you for applying to study abroad through the Institute for Study Abroad, Butler University (IFSA-Butler). This document contains two forms, which you must fill out to complete your study abroad application. **Please return the following forms within 10 days to IFSA-Butler:**

- Course preference form
- Housing preference form

The forms below are also part of your study abroad application and must be returned to IFSA-Butler before it is considered complete:

- Agreements and releases page
- Program approval form (two pages)
- Academic recommendation
- Official transcript(s) from all universities attended
- Eight color ID photos (2"x2")

All but the last two items can be downloaded from our Web site at www.ifsa-butler.org/apply/forms.html.

You may mail these forms to your program advisor, Jenny Cataldi, at:

Institute for Study Abroad, Butler University
1100 W. 42nd St., Suite 305
Indianapolis, IN 46208

You may also fax your application forms (except transcripts and photos) to Jenny Cataldi at **317-940-9704**.

Once your application is complete we will submit it to the University of Stirling for an admissions decision. We will notify you of the university's decision as soon as we receive it, usually four to five weeks after the submission of your application to the university.

Within the next two weeks you'll receive an IFSA-Butler welcome packet by mail that contains the following reference materials:

- *Preparing to Study Abroad Scotland* guide
- *Money Matters* guide
- Scotland budget planner
- Financial aid checklist
- Schedule of mailings

The information in this document and in the welcome packet is extremely important. Please read everything thoroughly. If you have any questions or concerns after reading this information, contact your program advisor at 800-858-0229 ext. 4256, or via e-mail at jcataldi@ifsa-butler.org.

University of Stirling

Completing the Course Preference Form

What is the course preference form?

The course preference form is a way to inform Stirling of the modules (classes) you are interested in taking during your summer abroad. Upon acceptance to Stirling, your program advisor will inform you of any course restrictions you may face.

The course preference form is not a registration form; neither you nor the university is bound by your selections, and you do not officially register for courses until you arrive at Stirling. You should discuss your course selections with your academic advisor at your home institution and have several backup choices in mind.

You are required to choose two courses for Session 1. If you choose to attend Session 2, you can choose one or two courses.

What will studying at the university be like?

The program is structured into two four-week blocks of courses in a variety of subjects. The program has been designed to incorporate a range of social and cultural activities to give you the opportunity to travel and experience more of Scotland.

Where can I find a list of departments and courses that the university offers?

Note: An updated list of courses usually is not available until late January or February.

1. Go to our Web site: www.ifsabutler.org.
2. Click on "Summer Programs," then choose "University of Stirling" from the list of programs.
3. Click on "Online Course Catalog."

For each course that you list on your preference form, be sure to check the following:

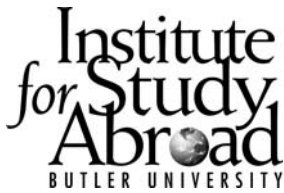
- **The credit weight of each course:** 3 U.S. semester credit hours per course, which is the equivalent of 11 Stirling credits.
- **Prerequisites:** Please note that you will have to fulfill any prerequisites listed in the course description. Generally, you must have some background in the subjects you wish to study at Stirling. List only those courses for which you are academically prepared.

What courses am I eligible to take?

As an IFSA-Butler student, you are entitled to enroll in undergraduate courses for which you are qualified and in which space is available. Course descriptions in the online course catalog (see above) include prerequisites you must fulfill in order to enroll in each course when applicable.

How many courses am I eligible to take?

IFSA-Butler requires students to enroll in a full course load at the host institution as defined by IFSA-Butler. A full course load consists of **two courses for students attending Stirling for one session**. If a student chooses to take **two sessions of courses, a full course load is two, three or four classes**.



University of Stirling Course Preference Form

Name: _____ Major: _____

Course registration will take place after arrival at the university, so enrollment in these courses cannot be guaranteed until then. Be certain that you have these courses pre-approved by your home university.

Session 1 (required)

Course 1

	Course Code (e.g., 53E8)	Course Title	Stirling Credits
First Choice:	_____		
Alternative Choice 1:	_____		

Course 2

	Course Code (e.g., 53E8)	Course Title	Stirling Credits
First Choice:	_____		
Alternative Choice 1:	_____		

Session 2 (optional)

Course 1

	Course Code (e.g., 53E8)	Course Title	Stirling Credits
First Choice:	_____		
Alternative Choice 1:	_____		

Course 2 (optional)

	Course Code (e.g., 53E8)	Course Title	Stirling Credits
First Choice:	_____		
Alternative Choice 1:	_____		

Please copy this form for your records before returning it to: Institute for Study Abroad, Butler University
1100 W. 42nd St., Suite 305
Indianapolis, IN 46208
Or fax this form to: **317-940-9704**

University of Stirling

Important Academic Information

What are the registration conditions?

You must take a full Stirling course load as determined by IFSA-Butler. Credit will be awarded on a Butler University transcript based on a typical U.S. full course load. You should also be aware that you may be charged additional fees by your home institution or host university to take or process additional credits. Taking less than a full course load may jeopardize your student status and result in personal academic repercussions and/or loss of financial aid. All courses are graded on an A–F scale, and there is no provision for pass/fail or auditing courses.

What if I need to take a required course?

IFSA-Butler cannot guarantee that a particular course will be offered at your host university or that you will be allowed to take that particular course. If you need to take a required course, you should indicate that it is required on your course preference form. Depending on the university and the department in which the course is offered, you may not receive confirmation that the class is offered and/or available to you before you depart. Remember that there are course cancellations at the last minute, just as in the United States. Be prepared to make a substitution if necessary. You may want to take course descriptions of the equivalent courses at your home university that are copied from your home university's course catalog with you; they'll come in handy in case you need to find additional courses once you are abroad. See the "Academics" section of your *Preparing to Study Abroad* guide for more information about registering for a required course.

How do I determine U.S. semester credit hours?

Each course is worth 11 Stirling credits or 3 U.S. semester credit hours. Students can take two-four courses and earn 6-12 U.S. semester credit hours. All courses are graded on an A–F scale, and there is no provision for pass/fail or audit. Choose classes in any combination of credit values, as long as their total value equals a full course load.

Can I reschedule my exams or change how I am assessed?

No, you may not reschedule your exams for any reason. You are required to attend the entire Stirling summer program and IFSA-Butler orientation, as determined by the IFSA-Butler program calendar. You also may not change the method of assessment for a final exam.

Will I have classes with local students?

Although IFSA-Butler is committed to providing integrated programs, summer courses abroad are often geared toward study abroad students only. Please be aware that your contact with local students may be limited, as you will likely attend classes and live with U.S. and other international students. All courses are taught by host university faculty.

How will my home university know what my classes were and what grades I received?

After your return to the United States, your home university will receive a Butler University transcript with the credit you earned at Stirling reported in the equivalent Butler University U.S. semester credit hours and letter grades. We also send an official transcript to your permanent address.

Are all tuition costs covered by my IFSA-Butler program fee?

All IFSA-Butler fees are based on an arts and humanities fee structure. Universities abroad may charge higher fees for courses in certain degree programs. Check the fee sheet included in your acceptance packet for these additional costs, called tuition differentials. Tuition differentials are not covered by the IFSA-Butler program fee. If you enroll in a department or course that imposes a tuition differential fee, IFSA-Butler will send a bill to your billing address once you are abroad and your enrollment is confirmed.

You may also incur additional costs if you take more than a full IFSA-Butler course load. See the “Program Fees and Financial Aid” section of your *Preparing to Study Abroad* guide for more information about supplemental fees.

Withdrawal deadlines

Stirling charges IFSA-Butler a withdrawal penalty for students who withdraw from the program after the Stirling withdrawal deadline. Students whose applications remain incomplete on Stirling’s deadline of May 16 will be withdrawn from the program.

University of Stirling

Housing Information

As part of our student services, IFSA-Butler will make arrangements for your housing. Please read the following information before completing your housing preference form. Return this form to IFSA-Butler within 10 days of receipt.

Is my housing included in the program fee?

Your program fee includes accommodation at Stirling while classes are in session. If you arrive prior to the IFSA-Butler program start date or choose to remain abroad following the conclusion of the program, you are responsible for arranging and paying for accommodation.

What are my housing options?

Stirling summer school students live on the main campus in shared, apartment style (flat) accommodation. The flats are organized into four-, five-, or seven-person accommodation. Every student has a single study bedroom within the flat and most bedrooms have their own sinks. Students in a flat share a bathroom, living/dining area and kitchen. There is a building close to the hall of residence that offers coin-operated laundry facilities. Bed linens and cooking utensils are provided, but you must bring your own towels. Classes are just a short walk from your accommodation.

Will I have an Internet connection in my room?

All of the rooms in the Fraser Flats are wired for access to the Internet. Students who connect their computers to the Stirling network in this way will have access to all of the Stirling computer resources, including filestore, e-mail and print facilities, and use of the Internet for restricted Web browsing. Further details about Information Services at Stirling can be found at the following Web site: <http://www.is.stir.ac.uk>.

Is there a meal plan?

All university accommodation at Stirling are self-catering. No meals are provided, but you will have access to kitchen facilities where you may prepare your own meals. If you prefer not to cook, you can find several cafes and restaurants on the Stirling campus and nearby in town.

What other facilities are available on campus?

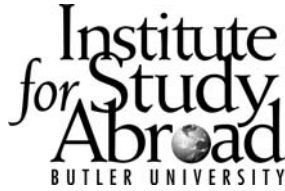
Stirling summer students will have access to the university library and computer labs. The university has a small shopping area that includes a bank, post office, travel agent, pharmacy and supermarket. The Robbins Students' Centre features several bars and a nightclub. Students can dine at various cafes and restaurants around campus. The University of Stirling also has some of the best sporting facilities in all of Scotland, including the National Tennis Centre and a nine-hole golf course.

Is there a social program at the University of Stirling?

Yes. There will be several social activities planned throughout the summer. There will even be a Scottish *ceilidh* so you can learn Scottish dancing! Also, almost all the courses offered have an element of experiential learning or field trip. Many of the courses will also utilize the MacRoberts Arts Centre on campus that is home to film, theatre, dance, music and comedy programs. There are also extensive sports facilities at Stirling, including a golf course, swimming pool, indoor and outdoor tennis courts, a croquet lawn and a gym. There is also a monument to famous Scotsman William Wallace right on campus.

When will I receive my housing assignment?

You will not receive your housing assignment until you arrive abroad. Our resident staff will give you this information during the IFSA-Butler orientation.



Summer Housing Preference Form University of Stirling

Please complete and return within 10 days of receipt to:

Institute for Study Abroad, Butler University
1100 W. 42nd St, Suite 305
Indianapolis, IN 46208-3345
Fax: 317-940-9704

Name: _____ **Home University:** _____

Gender: ___ Male ___ Female

Personal Information

You are required to live in housing arranged by the program. Housing may be near class buildings or located elsewhere in the city. See the housing information section for more information. You are responsible for the cost of any commuting.

Check all the terms that apply to you. We will pass this information along to the host university. While your requests will be taken into consideration, we cannot guarantee your preferences.

- Smoker
- Allergic to smoke
- Prefer coed accommodation
- Non-smoker
- Willing to live with a smoker
- Prefer single-sex accommodation

Food allergies (please list): _____

Require any specific religious or other daily living needs (e.g., dietary requirements) that necessitate particular features/considerations in your accommodation or for the IFSA-Butler orientation (please explain).
Not all requests can be accommodated. You may be charged an additional fee if your request is accommodated.

Please list any roommate requests. All requests must be mutual and in writing but cannot be guaranteed.



Dear student:

The University of Stirling requires applicants to complete their forms in order to be considered for application. These forms are in addition to the ones required by IFSA-Butler. Due to different privacy laws in Scotland, the University of Stirling is permitted to ask applicants to disclose information that IFSA-Butler is not allowed to request. These questions have been marked out on the University of Stirling forms and have been included below.

Please answer these questions and put them in a sealed envelope. Return the envelope with your other forms. Your answers to these questions will be forwarded to the University of Stirling unopened. Your application will not be complete until we receive these answers. Thank you for your prompt attention to this matter. Please contact us if you have any questions.

Sincerely,

IFSA-Butler

UNIVERSITY OF STIRLING: APPLICATION INSTRUCTIONS

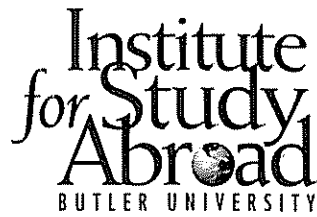
Read these instructions carefully before answering the questions on the attached sheet.

Ethnicity

We use this information to monitor application rates and equal opportunities only, not for admission purposes. It is confidential and protected from misuse.

Insert the applicable code on the application form

<i>White</i>		Other Asian	39
British	11	<i>Mixed</i>	
Irish	12	White & Black Caribbean	41
Other White	19	White & Black African	42
<i>Black or Black British</i>		White & Asian	43
Caribbean	21	Other Mixed Background	49
African	22	Other Ethnic	80
Other Black	29	Info. Refused	98
<i>Asian or Asian British</i>			
Indian	31		
Pakistani	32		
Bangladeshi	33		
Chinese	34		



Occupational Background

If you are under 21, please give occupation of your parent, stepparent or guardian, spouse/partner who earns the most. If he or she is retired or unemployed, give their most recent occupation. If you are over 21, please give your own occupation.

Please note that we use this information to monitor application rates and equal opportunities only, not for admissions purposes. It is confidential and protected from misuse.

Disability

Insert the applicable code on the application form and then expand upon any special arrangements or facilities you may require.

- 1 Dyslexia
- 2 Blind/partially sighted
- 3 Deaf/hearing impairment
- 4 Wheelchair user/mobility difficulties
- 5 Personal care support
- 6 Mental Health difficulties
- 7 An unseen disability (e.g. diabetes, asthma, epilepsy)
- 8 Multiple disabilities
- 9 A disability which is not registered above.

Criminal convictions

You must tick the 'yes' box if you have a conviction, not including:

- a motoring offence that you received a fine or similar penalty for; or
- a spent sentence (as defined by the UK Rehabilitation of Offenders Act 1974), except for certain courses (see below).

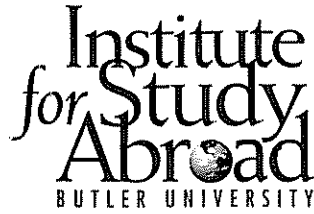
If you have not been convicted of a criminal offence, you must tick the 'No' box

If you tick the 'Yes' box, we shall ask you to send more details.

If you are not sure whether to tell us about a previous conviction, you should get more advice from your local Citizens Advice Bureau or probation service, or from NACRO (the National Association for the Care and Resettlement of Offenders). You can also contact a solicitor, but you may have to pay for legal advice.

If you do not tick either the 'Yes' or 'No' box, we cannot process your form. We will contact you to get the information, but this will delay your application.

If you are convicted of a criminal offence after you have applied you must inform us.



UNIVERSITY OF STIRLING: ADDITIONAL APPLICATION QUESTIONS

Do not answer these questions unless you have carefully read the instructions in the attached sheets.

1) Ethnicity code: _____

2) Occupational background: _____

3) Disability code: _____

Do you have any Disabilities/Special Needs? Please indicate any arrangements or facilities you may require (attach additional sheets if necessary):

4) Do you have any criminal convictions? Yes _____ No _____

5) Regarding your university accommodation: give any details of any medical condition which might merit special consideration (attach additional sheets if necessary):

Your Signature: _____ Date: _____

Please return this form to IFSA-Butler in a sealed envelope with your name and signature on the back.