

Global Masters Scholars: University of Glasgow

Preparation Guide



Academic Year 2019-2020

Programs in:

Engineering

English



University
of Glasgow



UNIVERSITY of
DENVER

INTERNATIONALIZATION

Introduction & Overview

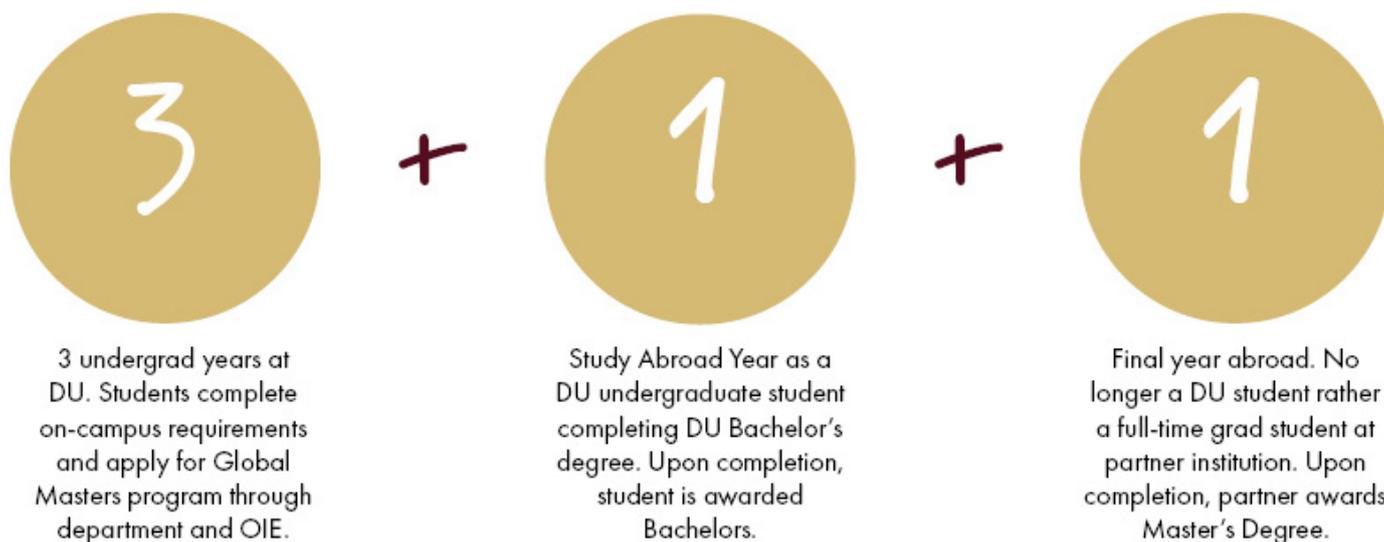
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What is a Global Masters Program?

A Global Masters program is an articulated agreement between a DU academic department, a strategic partner institution, and the DU Office of Internationalization where the curriculum is mapped to ensure students are able to seamlessly enter a 1 year master's program upon completion of their bachelor's degree from the University of Denver. The Global Masters Program follows a 3+1+1 model which consists of the first 3 years of undergraduate study taking place at DU, then 1 year of study abroad at the partner institution (during the student's fourth year) to complete the bachelor's degree. The 3+1 portion of the degree (Bachelor's) will be awarded by DU, followed by a final additional academic year of masters study at the foreign university for a Master's degree (which is awarded by the foreign university).

Students begin the process to enroll in a Global Masters program with their DU academic department typically during their second year of study at DU.

Global Masters Scholars Model



Program Introduction

The Global Masters program at University of Glasgow is a partnership between the University of Denver's Office of Internationalization and the University of Glasgow and the departments hosting programs in English and Engineering. This program offers students the unique opportunity to earn a Bachelor's degree from the University of Denver and a Master's Degree from University of Glasgow in 5 academic years.

ABOUT UNIVERSITY OF GLASGOW

Founded in 1451, the University of Glasgow is the fourth oldest university in the English-speaking world and ranked in the world's top 100. Today, it is one of the world's greatest research-intensive universities with a global reach. The University is a member of the

prestigious Russell Group of leading research universities. The University has around 7,000 members of staff, and each year welcomes around 27,000 undergraduate and postgraduate scholars from more than 130 countries around the world.

PROGRAM FORMAT

The program is structured with the first 3 years spent at the University of Denver followed by two years at University of Glasgow (GU). During the student's first, second, and third year, they will complete required coursework for their undergraduate degree. During their senior year (fourth year), the student will study abroad at University of Glasgow and complete their bachelor's degree. By the completion of their senior year at GU, the student will then graduate from DU

and reenter GU as a full-time masters student and complete the master's degree.

PROGRAM TERMINOLOGY

Please become familiar with the terminology below that will be used throughout the handbook regarding the structure of the program:

Year 1: First year of college. Freshman year at DU.

Year 2: Second year of college. Sophomore year at DU.

Year 3: Third year of college. Junior year. Final year on the University of Denver's campus.

Study Abroad Year (Year 4): Year spent at University of Glasgow as a study abroad student. The final year of undergraduate studies, i.e., senior year. Final year as a DU student. Upon completion, student graduates from DU with a Bachelor's Degree.

Masters Year (Year 5): The final year of the program where student is studying at GU. Student is no longer a DU student, rather a full-time graduate student at University of Glasgow.

DU Faculty Advisor: The faculty member in student's academic area who is responsible for the academics of the program. This person advises student on classes needed to complete degree at DU as well as other academic needs. See contacts in this section for more info.

DU Department: The department which offers the Global Masters program, i.e., DU Department of Mechanical & Materials Engineering, etc.

DU Study Abroad Advisor: The staff member at DU who supports students in preparation for the study

abroad program. This person advises students on the logistics of planning study abroad ranging from organizing housing to immigration matters. See contacts in this section for more info.

Office of International Education (OIE):

The DU office which supports students completing study abroad programs. This office is located in the International House.

Office of Internationalization: The office at DU that develops international collaboration and intercultural learning at DU, including university-wide partnerships, like the one with University of Glasgow.

Host institution/ Partner institution:

University of Glasgow is the host/partner institution where students will study abroad.



Application Process

Global Masters applicants apply to the program in three steps: first, an application to DU academic department hosting the program; then an application to study abroad through the OIE; and finally application to the masters program directly to University of Glasgow. These three application steps typically take place across three academic years. See each step for more information.

FIRST STEP: APPLICATION TO ACADEMIC DEPARTMENT

Students must first apply to the program through their DU academic department. Before doing so, students should meet with the DU Faculty Advisor to learn more about the academics and understand eligibility requirements (see contacts in this session for information on DU Faculty Advisor).

DU Departments set their own deadline for this application. It generally is during the student's second year but some will be in the autumn of the third year. See deadlines section for more details.

Once the application to the academic department is complete, students will be notified about any follow-up requirements for admissions, which could include an interview with the host institution via video conference, meetings with the DU Faculty Advisor and committee, coursework, etc.

The DU department will communicate with student regarding conditional acceptance.

SECOND STEP: APPLICATION TO STUDY ABROAD

Once conditionally accepted to the Global Masters program, students must maintain eligibility and continue to complete the required coursework.

Students must also formally apply to study abroad through the Office of International Education during Year 3. Applications for study abroad are available mid-October and are due mid-January. For more information on completing the study abroad application, see: www.du.edu/abroad/getting_started/. Note that Global Masters student must complete all the same steps in the study abroad application process as standard study abroad programs.

In the following months after completion of the Study Abroad Nomination Application, if the application is successful, students will be notified by the Office of Internationalization that they have been conditionally admitted into the program as long as they maintain their eligibility requirements (i.e., stay in good academic and conduct standing at DU, complete required coursework and maintain the proper GPA).

THIRD STEP: APPLICATION TO MASTERS PROGRAM

Once abroad, students will need to complete the final application to University of Glasgow for acceptance to the master's degree. This application is usually due during the autumn of the student's Study Abroad Year. Students will work directly with the University of Glasgow Administration in order to complete the application.

Admission Requirements & Deadlines

ADMISSION REQUIREMENTS

As with any study abroad program, students must be in good academic and student conduct standing. Further, each DU Department sets their own requirements for admissions to the Global Masters program. Generally speaking, all eligible students will:

- Meet the overall GPA requirement for the program as set by the Department (usually between 3.0 to 3.5).
- Meet the major GPA requirement as set forth by the DU academic department.
- Be majoring in the subject area of the Global Masters at DU.

For program specific requirements, please view the DU department's website.

Engineering: Contact department for more details. Engineering students must have a 3.0 GPA to be eligible.

English: Contact department for more details.

DEADLINES

First Step: Application to Department

Engineering: October 1 of third year

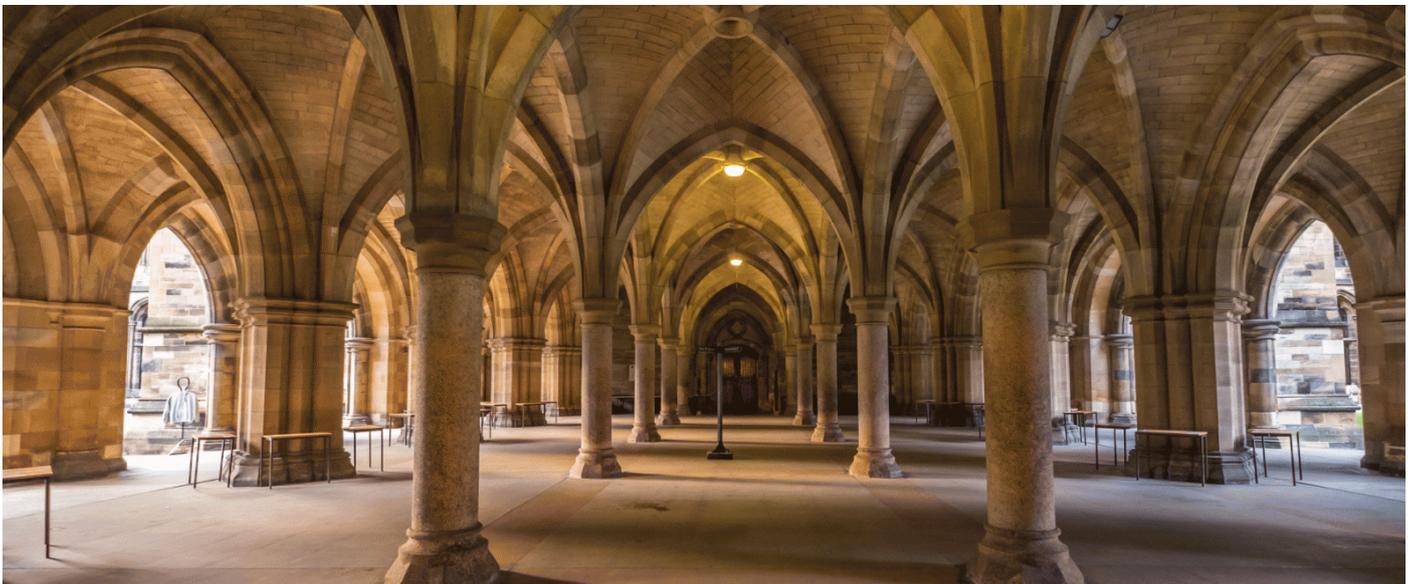
English: October 1 of third year

Second Step: Application to Study Abroad

All programs: January of 3rd Year

Third Step: Application to Masters Program

All programs: Autumn of Study Abroad Year. Check with University of Glasgow to verify exact deadline.



DU Program Contacts

DU Faculty Advisor

The faculty member in student's academic area who is responsible for the academics of the program. This person advises student on classes needed to complete degree at DU as well as other academic needs.

ELECTRICAL ENGINEERING

Dr. Gonçalo Martins, Teaching Assistant Professor
Email: goncalo.martins@du.edu

ENGLISH

Dr. Eleanor McNees, Professor
Email: emcnees@du.edu

MECHANICAL ENGINEERING

Dr. Matt Gordon, Professor & Chair
Email: Matthew.Gordon@du.edu



University of Glasgow

DU Study Abroad Advisor

The faculty member in student's academic area who is responsible for the academics of the program. This person advises student on classes needed to complete degree at DU as well as other academic needs. S

Programs Available:

ELECTRICAL ENGINEERING

ENGLISH

MECHANICAL ENGINEERING

Xiaowen (Mary) Xu, OIE Program Manager for University of Glasgow
Email: Xiaowen.Xu@du.edu



Get Started

Ready to apply?

The first step to getting started is to meet with your DU faculty advisor. They are able to give you guidance in terms of the academics and approval through the DU Department. Click the links below to learn more about the specifics of the program and applying.

English: Connect with your DU faculty advisor

Electrical Engineering: Connect with your DU faculty advisor

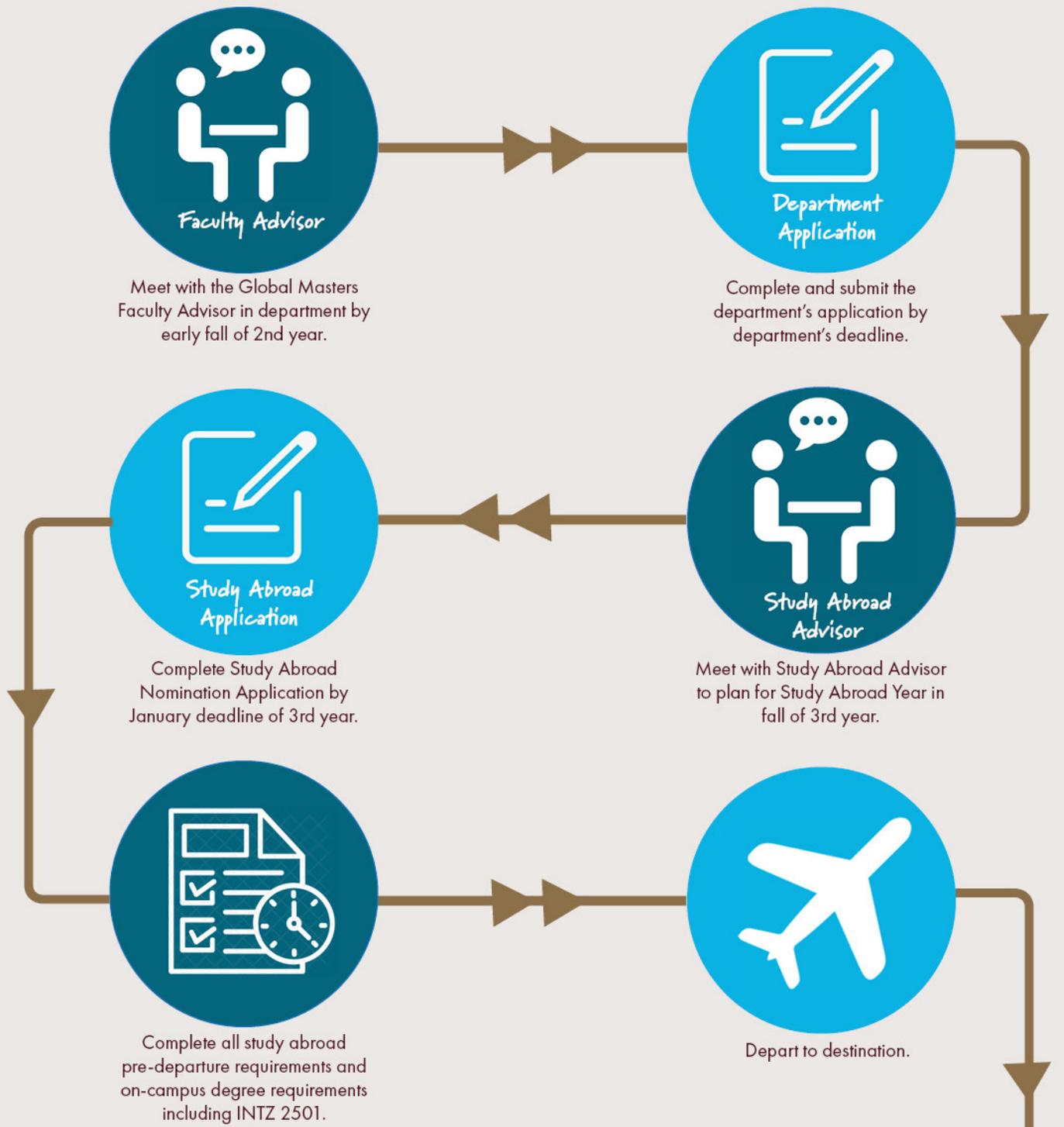
Mechanical Engineering: Connect with your DU faculty advisor



University of Glasgow Main Library

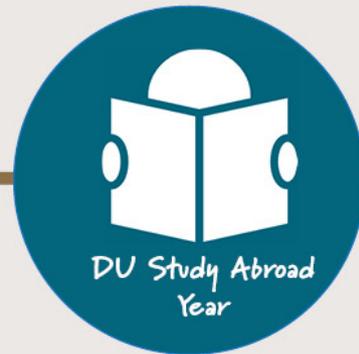
Global Masters Program Process

Below are general steps students take in order to begin a Global Masters program. All students interested in a Global Masters should begin the process with meeting the program's DU Global Masters Faculty Advisor and gain approval from their department.





Apply for master's program directly through host university. Prepare for logistics of Master's Year (i.e., housing, immigration, etc.).



Begin Study Abroad Year and enroll in required coursework as directed by the DU Faculty Advisor.



Complete Study Abroad Year and graduate from the University of Denver with Bachelor's Degree.



Become a full-time student at host university (no longer DU student) and complete Master's Degree.

For academic questions, contact the program's DU Faculty Advisor.
For financial, travel, and living abroad questions, contact the program's Study Abroad Advisor.



Shortening or Withdrawing from Program

Completing a Global Masters program can be a big commitment and require students to be motivated to not only complete many steps and processes but also commit to spending two years in Scotland. Through the application process, students will demonstrate their commitment to the program, however in the unlikely event that a life event renders students unable to complete the Global Masters program, there are certain points a student can decide to withdraw or shorten their program. Below is an overview of the different times students may withdraw or shorten the Global Masters program to a regular study abroad program.

In all cases below, a student needs to notify the Office of International Education and their DU Faculty Advisor of their intent to shorten or withdrawal from the Global Masters Program.

BEFORE DEPARTURE TO GLASGOW

Before June 1 of Third Year

If a Global Masters student decides to withdraw or shorten to a single study abroad term at University of Glasgow anytime before June 1 of their Third Year, they need to notify the Office of International Education in writing and their DU Faculty Advisor of their intent to no longer attend the program. If the student makes this decision after being nominated to the Global Masters program by the OIE (February of 3rd Year), they are not allowed to switch to another study abroad program and their only option is to study at University of Glasgow for a single term.

Before June 1 of the Third Year, students withdrawing from study abroad will not be charged a fee for withdrawing or shortening their program to a single term. However, any Cherrington Global Scholar (CGS) benefits used will be the responsibility of the student.

After June 1 of Third Year

If a student chooses to withdraw or shorten from the Global Masters program after the withdrawal date (June 1 of the Third Year) and prior to the program start date (i.e., for reasons other than program closure or DU-forced evacuation), they are subject to a DU withdrawal fee of \$1000 OR the total amount non-recoverable costs charged by the program or host institution, whichever is higher. More information on the withdrawal policy found in the [DU Study Abroad Policies](#).

DURING STUDY ABROAD YEAR

Withdrawing Mid-Semester at GU (not completing a full semester of study)

Depending upon when a student chooses to leave a program or is forcibly removed, there are different possible consequences. If a student withdraws from study abroad after the program has started, having completed less than 60% of University of Glasgow's semester on the official dates per federal regulations (some exceptions for block programming), the initial DU study abroad fees will be removed from the student's account. These fees will be replaced with either the greater of \$1000 or non-recoverable costs as determined by the study abroad withdrawal/reimbursement policies of University of Glasgow. Typically, nonrecoverable costs may include host tuition, housing, and application fees for the term. Students are also responsible for any non-recoverable costs associated with CGS benefits already paid on the student's behalf (i.e. airfare, visa fees, program and application fees, etc.) If a student voluntarily withdraws from his or her in-progress study abroad program for any reason (other than following a DU safety advisement or a safety advisement from the student's study abroad institution, as noted below), the cost of the student's return is solely the student's responsibility.

Impact of non-attendance: A student must enroll in and attempt a minimum of 12 DU credits per term while abroad. If a student does not bring back 12 credits per term that he/she enrolled in and attended, his/her financial aid could be impacted as outlined in the Study Abroad Withdrawals and Financial Aid section. CGS benefits will also be revoked and charged accordingly to the student for any applicable CGS benefits that have been paid for by DU. Further, not completing coursework at University of Glasgow may impact the student's

ability to graduate from the University of Denver on their timeline.

Shortening After Completion of First Semester

If a student wishes to return after full completion their first semester at University of Glasgow, in addition to notifying the OIE and their faculty advisor, they will need to make sure they are able to complete their bachelor's degree during the final two quarters at DU. The student will be charged a \$1,000 withdrawal fee OR any non-recoverable costs associated with shortening stay, whichever is higher. Non-recoverable costs could be housing charges for second term in Glasgow, tuition fees for second term at Glasgow or other admission fees.

DURING MASTERS YEAR

If the student decides they no longer wish to do the Masters Year at University of Glasgow and they will complete the full Study Abroad Year (2 semesters at GU), they must notify University of Glasgow Administration of the change. Students not continuing into the Masters Year will not be billed any withdrawal fees from the University of Denver, however may have fees from University of Glasgow depending on where they are in the process for the masters degree.

Withdrawal fees from University of Glasgow depend on when the student withdraws from the term. For more information about withdrawing during the Masters Year check with the University of Glasgow [here](#).

Preparing for Study Abroad Year

Overview & Policies
Study Abroad Process
Financial Matters
Academics
Immigration
Housing & Meals
Study Abroad Year Checklist

Overview

This section is designed to help students understand and prepare for their Study Abroad Year while pursuing a Global Masters at University of Glasgow. Pay close attention to the fact that during the Study Abroad Year, students are still a DU student and must adhere to DU policies and procedures. In this section, information regarding

Policies

First and foremost, all students need to be aware of DU Study Abroad Policies. You can download the full document [here](#). It is a good idea to familiarize yourself with the document, with specific attention to DU Study Abroad Partner Programs (DUPPs), Visa & Immigration Status, Health and Safety Abroad, and DU Code of Conduct. Below is a high level view of other important policies students need to be aware of during the Study Abroad Year.

DUPP MINIMUM REQUIREMENTS

See section on page 2 of DU Study Abroad Policies. Note that students must meet these requirements to complete any DU Partner Program study abroad, including a Global Masters program. Additionally, students must enroll in and complete with a letter grade the 2-credit course INTZ 2501 at least one quarter prior to studying abroad.

DUPP TUITION, COST AND FEES

Review this section on page 6 of DU Study Abroad Policies to understand fees charged by DU, Cherrington Global Scholar benefits, financial aid, and policies on student costs/personal expenses.

STUDY ABROAD WITHDRAWALS, DEFERRALS, CANCELLATIONS, & REFUNDS

Review this section on page 11 of DU Study Abroad Policies to understand the withdrawal policy that applies before and during the Study Abroad Year.

GLOBAL MASTERS SCHOLAR POLICIES FOR STUDY ABROAD YEAR

Transfer Credit & Grades Policy

During the Study Abroad Year, Global Masters students will earn credit toward the completion of the undergraduate degree at DU. After the completion of the Study Abroad Year, the host university will send the official transcripts to the University of Denver. The credits earned during the Study Abroad Year will be transferred into DU and applied to the student's degree. The credit transfer process for Global Masters students is different than the process for standard DU study abroad programs, therefore note the following:

- The credit earned during the Study Abroad Year will appear on the DU transcript as transfer credit. However, the credit will be treated as resident DU credit, adhering to DU's Residency requirement, and allow students to complete the DU undergraduate degree.
- Since the credit will appear as transfer credit, grades will not appear on the DU transcript and will not factor into the student's DU GPA. Therefore, the cumulative DU GPA at the end of the student's third year at DU will be the final graduation GPA.
- It is the student's responsibility to communicate with their program's DU Global Masters Faculty Advisor to ensure the coursework taken abroad will meet their remaining DU degree requirements. If a student takes coursework not approved by their DU Global Masters Faculty Advisor to count towards their DU degree, it is not guaranteed that they will graduate.
- Transcripts from the host university take several months to process and arrive to DU. Due to the delay, students actual graduation date may be delayed to the following summer or fall ceremonies. However, students will be able to begin the Masters Year without formally graduating from DU.

Study Abroad Process

After approval by your DU Academic Department and completing the Study Abroad Nomination by January of your 3rd Year, you will be nominated to study abroad at University of Glasgow for an Academic Year. Your DU Study Abroad Advisor will guide you through the process to prepare. Below is a simplified overview of what the process looks like.

Post-Nomination Paperwork

After your nomination, you will receive information from your Study Abroad Advisor to complete a secondary admissions application directly to University of Glasgow. This process is required so University of Glasgow can properly admit you as a "study abroad" student into their university system and grant paperwork for immigration. Additionally, students will be advised on applying for housing and how to register for classes. Kindly note that students should connect with their DU Faculty advisor to understand which classes they need to take while studying at Glasgow.

Attend Study Abroad Orientations

During the Spring Quarter before you depart for the summer, the Office of International Education will offer a general study abroad orientation, which is required. Additionally, the OIE will also provide a required University of Glasgow specific orientation where students will gain valuable Glasgow-specific information to prepare for study abroad. Students will be emailed dates once scheduled.

Register for INTZ 2501 (required)

All study abroad students will need to register and complete INTZ 2501, a 2-credit course offered fall, winter, and spring quarters. This course must be taken before the student goes abroad and is not offered over the summer. Students who fail to enroll, will be withdrawn from study abroad.

Apply for a UK Tier IV visa

After students receive their University of Glasgow acceptance paperwork (from University of Glasgow), they are able to apply for a Tier IV visa. More information on this process found in this section under "immigration".

Financial Matters: Study Abroad Year

Cost is an important factor to consider when choosing an international experience—particularly a Global Masters since you will be abroad for two years. Not only should you understand the costs of the study abroad program, but you should also anticipate the other costs that will be associated with your travel and masters program. It is important that you understand all of the items and services that will and will not be included in your program.

STUDY ABROAD YEAR EXPENSES

During the Study Abroad Year, you will be a DU study abroad student and therefore pay for DU tuition, DU housing, and other DU fees to the University of Denver as you complete your final year of bachelors study. As with any student studying abroad for a full academic year, you will be charged for a full academic year at DU (i.e., three quarters). Below are the items you can expect to be billed to you each quarter.

- DU Tuition
- DU Technology Fee
- DU Housing Fee
- DU Student Health Insurance Plan (unless you opt out)

All billing for University of Denver fees follows the DU billing calendar, as if students were on campus the term they are abroad, regardless of University of Glasgow's semester dates. For example, fall quarter invoices will be issued in early August.

DU Fee Explanation

DU Tuition: During the study abroad year, students will pay DU tuition or fall, winter, and spring quarters. During the Study Abroad Year, students will not pay tuition fees to University of Glasgow.

DU Technology Fee: Again, students will be billed this fee each quarter during the Study Abroad Year. This fee provides students access to the Penrose library resources along with other technology support at DU.

DU Housing Fee: This fee is charged every quarter, as well. This fee covers student's housing while at University of Glasgow during the academic session. During your Study Abroad Year, students will pay the housing fee to DU. If students choose to reside in housing outside of the academic session (before or after the Study Abroad Year's official semester dates and the break between autumn and spring semesters at University of Glasgow), they will be responsible for additional housing fees paid directly to University of Glasgow.

DU Student Health Insurance Plan: Students are automatically enrolled in DU's Student Health Insurance Plan (SHIP), which offers coverage internationally. Students may waive SHIP if they provide proof of adequate, alternative health insurance. For more information on waiving SHIP, visit DU's Health and Counseling Center at: www.du.edu/hcc.

Other Costs

Beyond the fees billed by DU during your Study Abroad Year, there are other cost-of-living financial matters you will want to calculate. Below is a list of other financial considerations:

- Meals
- Local transportation
- Books and supplies
- Start-up costs (i.e. bedding, linens, kitchenware)
- Entertainment

- Medical needs
- Other living costs
- Flight*
- Internet (in some residence halls)
- Refundable Housing Deposit

*This is a Cherrington Global Scholar benefit for eligible students.

Cherrington Global Scholars

Cherrington Global Scholars (CGS) receive benefits that help off-set additional costs associated with studying abroad on a quarter-length or longer program, such as round-trip international airfare and student visa application fees.

Students who meet the requirements to be a Cherrington Global Scholar may apply these benefits to the Study Abroad Year. There is no separate application for the CGS; rather, qualified students automatically qualify when they submit their application to study abroad. For more information on what's covered and eligibility, see here: www.du.edu/abroad/costs/cherrington.

Financial Aid

Generally, all DU institutional aid, along with federal or state financial aid other than work-study, will apply to the cost of the Study Abroad Year.

We encourage you to speak directly with the DU Financial Aid Office for details on your specific aid package.

Which Aid Can I Use?

The following financial aid categories are eligible to use toward the DU Study Abroad Year fees:

- Federal Aid,
- State Aid,
- DU Institutional Aid (incl. Housing Grants),
- Outside/Non-DU Scholarships*

The following financial aid categories are ineligible to apply toward the DU Study Abroad Year fees:

- Work Study,
- Outside/Non-DU Scholarships*

* *Outside/Non-DU Scholarships: Scholarships not directly affiliated with DU will be applied insofar as conditions stipulated by the donor permit.*

Scholarships

There may be additional non-DU/outside scholarships that are available to you. See [Study Abroad Scholarships](#) and check with your OIE advisor to see if you qualify for any of additional grants or scholarships.

Financial Aid Disbursement Timeline

It is important to note that financial aid disperses per DU's normal billing cycle, regardless of your abroad program's dates. Students expecting a refund will be able to access it after financial aid has been dispersed.

General Financial Matters

COST OF LIVING IN SCOTLAND

Your living cost in Scotland will naturally depend on your individual lifestyle. Eating out and traveling around can be expensive and is something that you may want to consider when planning your budget.

The UK currency is the Pound Sterling or British Pound. One British pound (£) is made up of 100 pence (p). Coin denominations are as follows: 1p, 2p, 5p, 10p, 20p, 50p, £1 and £2. Notes are available in £5, £10, £20 and £50 denominations, each one with their own distinct color. All British currency features an image of the Queen's head on one side.

Generally, University of Glasgow suggests students budget £12,220 per year.

Students who require a residence permit (all US citizens must have a residence permit, see Preparation Section in handbook for more information) must, by law, demonstrate that they have funds of at least SEK 8,190 per month of study.

Working in Scotland

Under the Tier IV visa, students may be allowed to work while studying in the United Kingdom. For more information, see the University of Glasgow's [Working in the UK](#) page and/or speak with GU's [International Student Support team](#).

Opening a Bank Account

Since Global Masters students will be in Scotland for two years, they may need to open a bank account. For more information on opening a bank account in Scotland, see [here](#).

Living Costs

University of Glasgow estimates that the average student will need approximately GBP 12,220 per year to support themselves financially. More detailed information on the cost of living in Glasgow is provided [here](#).

One of the conditions for being granted a Tier IV visa by the UK Government is that students must be able to support themselves during their stay in the UK by showing evidence of "maintenance fees". Students need to demonstrate they have at least £1015 for each month of the studies, up to a maximum of 9 months (£9135). As the Study Abroad Year is 9 months, students will need to provide proof of funding in that amount. See "immigration" in the "Preparing for Study Abroad Year" section for more details.

Total Estimated Cost: Study Abroad Year

Below are two tables that reflect estimated costs for the Study Abroad Year (for cost estimates for the Masters Year, see *Preparing for Masters Year* section in this handbook). Kindly note that these are estimates for 2018-29 and are likely to change by a differential of no more than 5%.

Table 1 shows the costs you will be billed by DU. Note that these estimates do not include financial aid and scholarships. As a reminder, students are able to apply DU and federal aid to study abroad. Table 2 shows estimated cost of living in Glasgow on a per month basis. These amounts are based on an average student activity and may greatly change based on student's lifestyle.

DU Billing Item	Estimated Cost (2018-2019)
DU Tuition per quarter	\$16,464
DU Technology Fee per quarter	\$48
DU Housing Fee per quarter	\$3,020
DU Student Health Insurance (full year)	\$2,976
Total for an Academic Year (3 quarters)	USD \$61,572

Table 1: DU fees, billed each quarter. Note, financial aid is not calculated in these estimates

Item	Estimated Cost per month
Food	£180
Books & supplies	£40
Entertainment & miscellaneous	£120
Misc. clothing, laundry, telephone, etc.	£140
Transportation (local)	£40
Total for 10 months (1 academic year)	£5,200 (approx. USD \$6,633)

Table 2: Estimated cost of living fees per month in pounds sterling. Note, these estimates are based off an average student and are provided by the University of Glasgow.

Academics

OVERVIEW

In the Scottish higher education system, most undergraduate degrees take 4 years similar to the United States bachelor's degree. However, unlike the liberal arts education found in the U.S., degrees in Scotland are much more targeted in the area of study and students rarely take coursework outside their academic area (i.e., their major).

The University of Glasgow offers over 900 courses with a wide range of topics. Students are able to take classes in various academic departments, depending on their academic needs. As a comprehensive University with a wide array of course offerings, international students must meet pre-requisites in order to enroll in many level 3 and 4 courses (usually at least two years of study in the academic subject). Students must enroll in 60 SCOTCAT credits (i.e., Glasgow's credit which translates to usually 3 or 4 classes) in order to be a full-time student.

As a Global Masters student, you have specific course requirements outlined by your Global Masters Faculty advisor in your DU department. With your DU faculty advisor, you will determine required and recommended classes to take during your Study Abroad Year in order to graduate from DU.

PROGRAM SPECIFIC ACADEMICS

Electrical Engineering

Check with your DU Department and DU Faculty Advisor for more information on what classes you need to take during your study abroad year.

English

Check with your DU Department and DU Faculty Advisor for more information on what classes you need to take during your Study Abroad Year.

Mechanical Engineering

Check with your DU Department and DU Faculty Advisor for more information on what classes you need to take during your Study Abroad Year.

CREDIT AND GRADE TRANSLATIONS

To determine how many DU credits you will earn while studying abroad at University of Glasgow, simply multiple GU credits (SCOTCATs) by 0.375 to calculate DU credits. For example, a 20 SCOTCAT class would equal 7.5 DU credits. All credits earned during your senior year abroad will be considered DU resident credit.

During the Study Abroad Year, Global Masters students will earn credit toward the completion of the undergraduate degree at DU. After the completion of the Study Abroad Year, the host university will send the official transcripts to the University of Denver. The credits earned during the Study Abroad Year will be transferred into DU and applied to the student's degree. The credit transfer process for Global Masters students is different than the process for standard DU study abroad programs, therefore note the following:

- The credit earned during the Study Abroad Year will appear on the DU transcript as transfer credit. However, the credit will be treated as resident DU credit, adhering to DU's Residency requirement, and allow students to complete the DU undergraduate degree.
- Since the credit will appear as transfer credit, grades will not appear on the DU transcript and will not factor into the student's DU GPA. Therefore, the cumulative DU GPA at the end of the student's third year at DU will be the final graduation GPA.
- It is the student's responsibility to communicate with their program's DU Global Masters Faculty Advisor to ensure the coursework taken abroad will meet their remaining DU degree requirements. If a student takes coursework not approved by their DU Global Masters Faculty Advisor to count towards their DU degree, it is not guaranteed that they will graduate.
- Transcripts from the host university take several months to process and arrive to DU. Due to the delay,

students actual graduation date may be delayed to the following summer or fall ceremonies. However, students will be able to begin the Masters Year without formally graduating from DU.

GRADUATING FROM DU

Since Global Masters Students will graduate from DU while abroad, prior to study abroad, students are required to do the following to ensure they are able to graduate as planned.

- Speak with Global Masters DU Faculty Advisor,
- Obtain all needed course approvals (if directed by Faculty Advisor),
- Submit [graduation application](#), and
- Touch base with a [graduation evaluator](#) (if needed)

Transcript Delays

Transcripts can take up to several months upon completion of the Study Abroad Year to be received and processed by DU, potentially delaying formal graduation. See below for more information regarding walking at graduation if this is the case.

In most cases, in the Spring of the Study Abroad Year, students will receive an email from their graduation evaluator that may indicate they do not have enough credits to graduate. This is because the credit earned at University of Glasgow has not transferred back to DU, yet. In the event that this happens, students are able to request from University of Glasgow an enrollment verification that includes the classes they took in their first semester abroad and the classes they are enrolled in for the second semester. This will allow DU to move forward with the graduation application.

Similarly, University of Glasgow may need to know that students have completed their Bachelor's Degree from the University of Denver. In order to provide this proof (as part of the acceptance to the Master's Degree, which usually happens in the spring of the Study Abroad Year), student will need to request a degree verification to University of Glasgow that they will complete their DU bachelor's degree. For more information on requesting degree verification, see: www.du.edu/registrar/records/verification.

Graduation Ceremony Participation

If student is not able to formally graduate prior to the desired graduation ceremony due to a delay in transcript from GU being received and processed, students may still be able to participate and walk. Students must submit the "Undergraduate Request to Participate in the Graduation Ceremony for Students not Graduating". To access the form and review the requirements for walking, click [here](#).

CALENDAR

Autumn Semester: September to December

Spring Semester: January to May

More information found here: www.gla.ac.uk/study/visiting/studyabroadexchange/applicationdeadlinesandsemesterdates

UK Immigration for Study Abroad Year

Most students studying in the UK for a year or more will need a Tier 4 visa or a right of residence (for students with a non-EU passport). As a Global Masters student, you will be studying in Glasgow for 2 years.

PASSPORT

All Global Masters students must have a passport that is valid for the entire duration of the program plus 6 months after (i.e., if program starts fall 2019, the passport needs to be valid until November 2021). If the passport will expire sometime before the completion of the Masters Year, students need to renew it as soon as possible.

DO I NEED A VISA?

Yes, all non-EU passport holders need a visa if staying in the UK longer than 6-months. For more information on the required documents and process, see the General DU UK guide here: abroad.du.edu/customtags/ct_FileRetrieve.cfm?File_ID=600.

WHEN & WHERE SHOULD I APPLY?

Students will need to apply for the visa after they've received their official acceptance from the University of Glasgow (typically in the spring before depart for the Study Abroad Year). Ideally the process should begin 6 to 8 weeks before departure.

Housing, Meals, and Other Logistics

HOUSING/ACCOMMODATION

In the UK, housing is often referred to as "accommodation". As a DU study abroad student during, you will be guaranteed accommodation at the University of Glasgow as long as you apply on time. Housing is in university residence halls and apartments within a 15-30 minute walk of campus. Students typically live in single bedrooms with bathroom and kitchen facilities that are shared with local and other international students. You will most likely live with international students and may have British roommates, but most Scottish students don't usually live in campus accommodation due to capacity. For more information on the housing options, see the [University of Glasgow Accommodation Services website](#). DU students may not arrange their own housing or choose an independent housing option on this program.

MEALS

University of Glasgow does not offer meal plans. You will not be charged for a meal plan and therefore are responsible for cooking your own meals. As mentioned, all housing options have fully equipped kitchens for students to cook.

INSURANCE & HEALTH CARE

For more information on Health Insurance and care, please see the [DU UK Handbook](#).

Further, the University of Glasgow offers the following [webpage](#) with information on student health and wellbeing along with information on how to access Scotland's NHS Services as an international student (National Health Service).

More Resources

Below are additional resources beyond this section with plenty of other helpful things to know about University of Glasgow and the Study Abroad Year.

[UK University Pre-Arrival Guide](#)

This resource offers plenty of helpful advice and resources for students preparing to study at University of Glasgow. It goes much beyond this guide and includes the most up-to-date information.

[DU Study Abroad Policies](#)

These policies pertain to the student's Study Abroad Year. Make sure to be familiar with the policies and ask the DU Study Abroad Advisor if any questions arise.

[DU Study Abroad Handbook](#)

This handbook is a comprehensive guide on all things related to the Study Abroad Year. Students must review this as part of the study abroad process.

Study Abroad Year Checklist

Below is a quick reference checklist of items Global Masters Students must do before and during the Study Abroad Year. It includes major and high level steps. Please refer to other parts of the handbook, your DU Study Abroad Advisor or DU Faculty Advisor for more details.

BEFORE YOU GO

- » Apply and receive nomination for DU Department for Global Masters Program
- » Complete Study Abroad Nomination Application by January deadline of 3rd Year
- » Enroll and complete INTZ 2501 before departure to Study Abroad Year
- » Complete all required on-campus DU degree requirements (i.e., major requirements, common curriculum, minor requirements or other as outlined by your DU Faculty Advisor)
- » Complete all study abroad preparation requirements including attending orientation(s), completing DU Passport checklist, reading Study Abroad Handbook and policies, etc.
- » Apply for Tier 4 visa once you receive your CAS (Confirmation of Acceptance for Studies) from the University of Glasgow)
- » Complete housing/accommodation application to University of Glasgow
- » Book travel arrangements to University of Glasgow

DURING STUDY ABROAD YEAR

- » Enroll in and complete all required coursework in order to graduate from DU
- » Pay DU fees for Study Abroad Year every quarter by deadline outlined by DU's Bursar's Office.
- » Communicate any changes in your academic plan to your DU Faculty Advisor
- » Apply for graduation from the University of Denver. See here for more info: www.du.edu/registrar/graduation/graduationapp
- » Complete application to Master's degree directly to University of Glasgow*
- » Organize housing for Masters Year*
- » Prepare for payment of Masters Year tuition to University of Glasgow*
- » Apply for funding for Masters Year tuition (if needed)*
- » Extend or reapply for Tier 4 visa for Masters Year*
- » Organize health and emergency repatriation insurance for Masters Year*

*Indicates steps with further information in "Preparing for Masters Year" section of this handbook.

Preparing for Masters Year

Responsibilities Overview
Apply for Masters Program
Financial Matters
Organize Housing
Health Insurance
Immigration Matters
University of Glasgow Contacts

This section is designed to help students have a seamless transition between the Study Abroad Year and the Masters Year. The largest consideration is the fact that the student graduates from DU at the end of the Study Abroad Year and therefore no longer is a DU student, rather a full-time Masters Student at University of Glasgow. This section will highlight some of the things that change and student responsibilities as they move from DU study abroad undergraduate to University of Glasgow graduate student.

Responsibilities Overview

In the fall and spring terms of the Study Abroad Year, students will need to ensure the following for a seamless transition. As student will no longer be a DU student for the Masters Year, all of these processes/policies are the student's responsibility. The OIE and DU Faculty Advisor may be able to direct students to the resources but will not be actively checking in on students to make sure these items are complete.

- **Masters Degree Application:** Apply directly to the Masters program per University of Glasgow's guidelines. Visit the GU academic unit while abroad to ensure clear understanding on their deadlines and application process. Most deadlines are typically in October of the Study Abroad Year.
- **Tuition Payment:** For the Masters Year, students will not be a DU student and will not pay DU tuition or other fees. Instead, students will pay graduate tuition rates directly to University of Glasgow. More information on University of Glasgow tuition rates in financial matters in this section.
- **Housing:** Students need to find and pay for their housing for the Masters Year.
- **Health/Emergency Repatriation Insurance:** Students need to understand and organize their health insurance coverage and repatriation insurance abroad for the Masters Year.
- **Immigration:** The Tier 4 visa students received for the Study Abroad Year may expire at the end of the Study Abroad Year. Students are responsible for extending or apply for a new visa to continue their studies at University of Glasgow for the Masters Year.
- **Transportation:** Global Masters Students are responsible for all transportation fees during the Masters Year.

Apply for Masters Program

Once Global Masters students begin their studies at the University of Glasgow during the Study Abroad Year, they need to connect with their host department (i.e., English, Engineering) administrators to inquire about applying for the Masters program. Typically, students will apply for the Masters degree in the fall of the Study Abroad Year.

The deadline in for Masters degree applications at the University of Glasgow is specific to the degree. Find out more at the University of Glasgow's degree webpage here: <https://www.gla.ac.uk/postgraduate/taught/?filter=comparativeliterature>. This link also has more information on each program's application process.

Kindly note that as part of the application to University of Glasgow for the master's degree, students need to show proof of completion of bachelor's degree from DU. To request degree verification from the DU Registrar's Office, see instructions here: www.du.edu/registrar/records/verification.

Financial Matters

For information on cost of living , working, and budgeting in Scotland, see “Financial Matters” in the Study Abroad Year.

During the Masters Year, students are no longer DU students and will not pay and fees or tuition to the University of Denver. The information provided below is provided to give students resources to understand and estimate for the cost of the Masters Year of the Global Masters program. Please refer to University of Glasgow for clarifications.

TUITION & APPLICATION FEE

The tuition fee for a specific program of study can be found on the program and course webpages. Find programs here: <https://www.gla.ac.uk/postgraduate/taught/?filter=comparativeliterature>.

Tuition fees for the Masters Year range between GBP £17,000 and GPB £22,000 depending on the program of study.

Note, the University of Glasgow offers a 10% discount on tuition fees for Global Masters students. This discount is not posted on the website but is part of the agreement between DU and GU.

Making Payments

Students are able to pay their tuition and fees to the University of Glasgow in several ways. See [here](#) for more information on due dates and how to make payments.

TOTAL ESTIMATED COST

The table below estimates the total cost of the Masters Year (not including any financial aid or scholarships). Again, these estimates are provided by University of Glasgow and are given for an average student. Independent travel and travel from Denver to Glasgow is not estimated in this amount. More information on the cost of living in Glasgow can be found [here](#).

Item	Estimated Cost in GBP
Tuition & application fee	£17,000 to 22,000
Residence Permit Extension fee	£475
Accommodation/housing	£470/month
Food (home cooked meals)	£180/month
Books & supplies	£300
Entertainment & miscellaneous	£260/month
Transportation (local)	£40/month
Total for 10 months (1 academic year)	£ 26,800 - £ 31,800

Table 2: Estimated cost of living fees per month in pounds sterling. Note, these estimates are based off an average student and are provided by the University of Glasgow.

SCHOLARSHIPS & FINANCIAL AID

Scholarships

There are external scholarships, that Global Masters students may be eligible for. The University of Glasgow provides more information on finding select scholarship opportunities here: www.gla.ac.uk/scholarships/.

US Financial Aid

For students who may need a loan for the Masters Year, University of Glasgow is a participating institution in the US Department of Education loan programs. In order to be eligible, students must submit a FASFA, which becomes available Oct 1 from programs starting the following year. For more information on this financing option, see: www.gla.ac.uk/myglasgow/registry/finance/federalloans/.

Organize Housing

During the Masters Year, you have the option to live with the University of Glasgow's accommodation options or find your own flat in Glasgow. The University of Glasgow offers guaranteed housing for post-graduate students under certain stipulations. For more information, see [Postgraduate Admission Policy](#).

For more information on fees, deadlines and the application process for University of Glasgow's Accommodation during the Masters Year, see [here](#).

Health & Travel Insurance

For the Masters Year, there are few changes to insurance coverage that students need to be aware of and organize. Students need to understand their health and travel insurance coverage and make sure it meets their individual health needs.

COVERAGE BY NHS

As a Tier 4 visa holder, you have the right to coverage through NHS. For more information for registering and coverage, see [here](#).

THINGS TO CONSIDER AFTER GRADUATION FROM DU

Health Insurance

Students will need to review their insurance coverage in the US after graduation from DU. If students were covered by DU Student Health Insurance Plan (SHIP), they will need to look at alternative options for coverage as they will no longer be DU students during the Masters Year. Note that NHS may only cover you in Scotland or the UK. If you plan on traveling outside Scotland, you may not be covered and may have a lapse in coverage.

Emergency & Repatriation Insurance

During the Study Abroad Year, DU covers students with emergency & repatriation insurance as a DU study abroad student. This coverage was offered through a company DU contracts with called [International SOS](#) (ISOS). Upon graduation from DU, Global Masters students are no longer covered by ISOS and therefore will lose the provided evacuation, repatriation, and health & safety concierge service coverage. It is highly recommended that students purchase emergency & repatriation insurance for the Masters Year, if the coverage provided by NHS and/or the student's individual health and travel insurance does not provide this coverage.

Immigration Matters

Students will likely need to extend their Tier 4 visa while in Scotland as their original CAS covered them for the duration of the Study Abroad Year. For more information on the process to extend the Tier 4 visa, see [here](#).

Kindly note that this process and associated fees are your responsibility. The University of Glasgow has a dedicated team of advisors to support students in this process.

University of Glasgow Contacts

During the Global Masters Year, students will be working with University of Glasgow administrators and advisors to ensure they cover both logistical (i.e., immigration, housing, etc.) and academic (course enrollment, etc.) needs. Likely during the Study Abroad Year, students will meet these people and develop relationships so they have a smooth transition into the Masters Year, however, in the event questions come up, students are encouraged to make contact.

University of Glasgow Academic Faculty Advisors

The academic faculty advisor based in University of Glasgow's department that advises students on the academic of the program, including which classes to take and requirements to complete the Masters Degree.

ELECTRICAL ENGINEERING

Professor Scott Roy, Professor of Electronics
Email: Scott.Roy@glasgow.ac.uk

Website: www.gla.ac.uk/schools/engineering/international%20partnerships/universityofdenver/

ENGLISH LITERATURE

Dr Helen Stoddart, Head of English Literature
Email: Helen.Stoddart@glasgow.ac.uk

Website: www.gla.ac.uk/study/visiting/studyabroadexchange/denverglasgow/english%20literature%20denver/

MECHANICAL ENGINEERING

Dr. Donald Ballance, Senior Lecturer
Email: donald.ballance@glasgow.ac.uk

Website: www.gla.ac.uk/schools/engineering/international%20partnerships/universityofdenver/

University of Glasgow International Student Support

University of Glasgow has a robust International Student support team. Below are some resources and contact for your various needs regarding the student support while at University of Glasgow.

THE INTERNATIONAL STUDENT SUPPORT TEAM

The International Student Support team provide a dedicated advisory service for international students on non-academic and welfare matters such as immigration, employment, finance and any other concerns you may have. The International Student Support team is also the relevant source for information and advice on immigration and visa matters. They organize the University of Glasgow's International Student Orientation program, compile the [International Student Handbook](#) and coordinate events for students and students with families.

International Student Support
Level 2, Fraser Building
65 Hillhead Street
Glasgow, G12 8QQ

Tel: + 44 (0) 141 330 2912

Email: internationalstudentsupport@glasgow.ac.uk

Opening hours:
Monday to Friday
09:00 - 17:00

GOOD LUCK!



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DENVER

INTERNATIONALIZATION



University
of Glasgow

Information in this guide is correct at time of printing. For most up-to-date version, download at: abroad.du.edu/?go=glasgowglobalmasters