**Three Steps to Select Classes at the University of Essex**

**1. Look at the University of Essex’s list of classes at:**

**http://www.essex.ac.uk/modules/Default.aspx**

Choose the relevant department from the drop-down menu, then select the appropriate academic term from the three “include only Incoming Essex Abroad…” options in the “Limit results to” drop-down menu. Select “Colchester” from the “Campus” drop-down menu, and click the “search” button. Please review the department list carefully, as the relevant department titles may have changed (“Government” for Political Science, for example).

British universities use the term “Module” to describe an individual class. Each department’s list of modules will start with a long code number, which will tell you when the module is taught, and what academic level it represents.

For example, **HR100-4-FY** is a module in the History department (HR) at level 4 (typically first year undergraduate) which runs for the full year (FY).

|  |  |  |  |
| --- | --- | --- | --- |
| Dept Code | Module No. | New Level | Period |
| HR | **100** | 3 = Undergraduate (Foundation) | **FY** = Full Year |
|  |  | **4** = Undergraduate | AU & ZA= Autumn Term |
|  |  | 5 = Undergraduate | SP & ZU= Spring Term |
|  |  | 6 = Undergraduate | AP = Autumn/Spring Terms |
|  |  | 7 = Taught Graduate | PS = Spring/Summer Terms |
|  |  |  | AS = Autumn/Summer Terms |

Students studying in Essex for only one semester should choose “ZA” modules for the fall semester, or “ZU” modules for the spring semester.

It is the opinion of the KU Office of Study Abroad that Level 4 Essex modules are the equivalent of 100- and 200-level KU credit; Level 5 Essex modules are the equivalent of 300-level KU credit; Level 6 Essex modules are the equivalent of 500-level KU credit. ***EACH KU ACADEMIC DEPARTMENT*** makes its own determination of appropriate KU credit, and is within its rights to approve credit differently than per these suggestions.

Not every module listed in the Essex module catalog will be available to KU students. Click on the link of a module you are interested in and check to see that “Yes” is indicated for the “Available to Study Abroad/Exchange Students” description.

Here is how Essex credits convert to Kansas credits:

|  |  |
| --- | --- |
| Essex | Kansas |
| 60 | 15 |
| 30 | 7.5 |
| 15 | 4 |

Most Essex modules are worth 15 Essex credits. Each individual module listing will have the number of Essex credits for that module. A typical semester for a KU student at Essex would consist of four 15-Essex credit modules.

You may find that the relevant KU department will need to approve Essex classes as more than one KU class to total up to four KU credits (3 KU credits + 1 KU credit is a common arrangement). You can find examples of this on the Essex/Kansas course equivalency list in the next section of this document.

**2. Learn about Essex course equivalencies at:**

**http://studyabroad.ku.edu/course-equivalencies**

Type “Essex” in the search box to get a complete list of courses at the University of Essex that are currently pre-approved for KU credit and courses that were approved for KU students in the past. Clicking on the “Download to Excel” button after executing your search will provide additional details on the courses, such as which semester the course has been offered in the past.

Bear in mind that this list has “possible equivalency” and “approved equivalency” courses listed. “Possible equivalency” does not grant automatic approval for you. You will need to get this type of Essex course approved for yourself, just as you will for Essex courses that do not appear in the course database. Modules are only offered once each academic year, so be sure to check the Essex module catalog on-line (Step 1 of this document) to make sure a module you like on the list is available during the semester you are studying abroad. The course database is NOT A COMPLETE LIST of what you could take at Essex. It is only a list of what KU students have gotten approved in the past.

If a module you found in the course database is not on the Essex module catalog website, that module is either not being offered now, or is unavailable to study abroad students.

**3. Bring course descriptions and/or syllabi for the Essex modules you are interested in taking to the relevant KU faculty study abroad advisor. A list of these advisors can be found at:**

**https://ku.studioabroad.com/?go=FacultyDeptAdvisorList**

Some advisors may require that you schedule an appointment. Some may need a few days to review your materials. Please start making arrangements to get modules approved as soon as you can, as the process can take some time. Be sure to bring along a copy of your KU Advising Report to assist the advisor. Be familiar with your degree’s requirements. The more prepared you are for meeting with an advisor, the easier it will be for the advisor to assist you.

The form that needs to be completed by the advisor is part of the KU on-line study abroad application. Copies can also be obtained from the OSA front desk. Ask for the Academic Plan and Approval Form.

It is always a good idea to get two or three alternate Essex modules approved. Essex’s semester timetables are not usually released until just before the start of a semester, so you may encounter timetable clashes upon your arrival in Colchester. Having some alternate modules already approved will make your Essex module registration process much less stressful for you.