Student Guide for Incoming Study Exchange Students
About us

At LCF we have been nurturing creative talent for over a century. We believe in using the subject of fashion, together with its industrial importance, to shape lives and drive economic and social transformation. Our College is a total fashion ecology where we examine the past in order to build a sustainable future and improve the way we live. We want our students to have inventive, assertive ideas that challenge Social and Political agendas. Through teaching, research and knowledge exchange we give our students the skills, opportunities and above all, the freedom to put those ideas into practice.

History

LCF has a dynamic and varied history as part of the British fashion industry. We have adapted to and pioneered, developments in the industry, from science and innovation to business and design. It is our unique past that has allowed for such forward-thinking. In London at the end of the 19th century the population increase and new technology meant these traditional processes were not meeting the needs of the industry and in response the London County Council Education Board set up trade schools, these schools went on to become the London College of Fashion.

University of the Arts London (UAL)

UAL offers an extensive range of courses in art, design, fashion, communication and performing arts. Our graduates go on to work in and shape the creative industries worldwide. The University has a world-class reputation and is made up of 6 equally renowned Colleges: Camberwell College of Arts, Central Saint Martins, Chelsea College of Arts, London College of Communication, London College of Fashion and Wimbledon College of Arts. As an LCF student, you will automatically become a member of the UAL community with access to student services, such as libraries, across all 6 UAL Colleges.

Eligibility

In order to study at LCF your home institution must have a valid exchange agreement with LCF. Please check with the appropriate staff member at your university for confirmation. You can find out more about this on page 17.

Academic calendar

LCF academic calendar runs over two semesters:

**Winter**  September to Mid-February

**Spring**  Mid-February to June

Semesters are referred to as blocks at LCF. If accepted, you will have to commit to staying at LCF for a full semester and pass all the required coursework and assessments. We are aware that LCF’s academic calendar may clash with dates at your home institution, therefore, depending on your institution, alternative arrangements, such as online tutorials, might be arranged. For further information on the UAL calendar including public holidays, Christmas and Easter breaks, please consult our website.

Support

Throughout the application process, as well as during your study exchange, the LCF Exchange and Mobility Officer will offer support and guidance. For further information on additional student services at LCF, please go to page 15.
Leading Location
Fashion and Culture
Community
Fashion
Forward Thinking
Why LCF?

Leading

• UAL has been ranked the second in the world for Art and Design by QS World University Rankings in 2019 for the sixth time.
• Studying at LCF allows you to join one of the world’s top specialist fashion colleges.
• LCF has nurtured many fashion talents and continues to grow its alumni network of successful professionals.

Location

• Widely considered one of the most influential cities, London is known for its rich and diverse cultural mix of individuals from every part of the world.
• LCF campuses, such as John Prince’s Street (JPS), are close to a wide range of well-known retailers and designer boutiques in central London.
• LCF will soon join Sadler’s Wells, the V&A and the BBC in moving to a new building in Stratford, East London at the heart of London’s powerhouse of culture, education, innovation and growth. This move integrates six LCF campuses into one site to facilitate cross-College collaboration and create new collaborative opportunities.

Fashion and Culture

• Explore famous London attractions, such as the Victoria & Albert (V&A) Museum and Hyde Park as well as one of the most popular shopping districts in the world; Oxford Street. London hosts many fashion and design galleries such as the Fashion and Textile Museum and the Design Museum. For more information on London attractions please consult VisitLondon or VisitBritain.
• Gain an international study experience, studying alongside students from over 130 countries across the globe, in one of the most diverse cities in the world.

Community

• Studying in London is a brilliant opportunity to build new contacts and expand your social network.
• Connect with fellow students who may become the future innovators and leaders of the creative industries.
• There are numerous events and trips organised by the UAL community for its students. This is an exceptional opportunity to meet fellow students from across different Colleges.

Fashion

• LCF is renowned for its links and collaborations with leading, designers, retailers and brands.
• LCF offers access to specialist facilities, including the biggest fashion library and archive in the UK.
• London hosts one of the most well renowned Fashion Weeks in the world every February and September.

Forward Thinking

• LCF is leading the way in sustainable fashion and digital technology education, inspiring further growth and development through its values.
• Studying at LCF enhances your employability and allows you to develop new skills. It will increase your adaptability, curiosity and cultural awareness, thus improving your career prospects.
Student Life in London

LCF offers a dynamic, challenging and fun student experience. Both your studies and social life will be enriched by this city and all that it has to offer as a world capital of fashion and culture.

Location

LCF is located across 6 sites (High Holborn, Lime Grove, Curtain Road, John Prince’s Street, Golden Lane and Mare Street), allowing you to explore different areas of London during your studies with us. You can explore our area guides, get advice from students and tour our on-site facilities as well as explore student work on the Student Life at LCF webpage.

Accommodation

UAL Student Accommodation

We advise you to consider the UAL Student Accommodation. University halls are staffed 24 hours a day. There are Student Welfare Mentors based in each hall to give advice, support and information regarding anything that has an impact on your life as a UAL student. It is also a brilliant opportunity to meet fellow students and build new friendships, all of which will facilitate the process of settling into the new study environment. When considering the application, the following groups of students are prioritised:

- International students from outside the EU
- Disabled students
- Students under the age of 18 in 10 different locations located near the different UAL campuses

We advise exchange students to apply for accommodation at UAL halls as early as possible. You can explore students’ stories of living in UAL’s halls and find out more on the UAL Halls Life platform.

Kindly be aware that a place at UAL’s student hall cannot be guaranteed.

Private renting

There is also the option of renting privately in London. For many students house-sharing (renting a room) is the most popular and cost-effective style of accommodation. We highly recommend doing thorough research and visiting the place before exchanging any money or signing any contracts with private landlords.

For further information on the UAL accommodation, please consult this webpage.

Living costs

London, like most capital cities, can be costly, however, there are many creative ways to budget your monthly spending whilst studying. Please have a look at our Guide to London Living Costs for further advice and tips on how to manage your budget.

As a student in London you will be able to gain access to student discount opportunities such as:

- **TFL 18+ Student Oyster Card** entitles you to a 30% off adult-rate Travel card, Bus & Tram Passes. The 18+ Student Oyster Card costs £20 and you can apply for it online. Please note as long as you are studying for a minimum period of 14 weeks, with 15 hours of tuition-led/structured learning per week, and have a London address, you are eligible for the TFL 18+ Oyster card.

- **UNI Days App** gives you access to free student discounts on clothing, accessories, makeup, food, tech and services. You can find out more through their website or download the app on your phone.

- **NUS extra card** grants you access to student discounts that you can use online and in store, the cost is £12 for one year. You can apply online.

- **If you are 16-25 you can apply for the 16-25 Railcard, which can save money with 1/3 off train travel on applicable journeys. Prices start from £30 per year and further information can be found on the TFL website.**

To hear what LCF students have to say about living and studying in London, please watch this video.
## Academic year timeline

You will join LCF during either the autumn or the spring semester. Please see below for the next steps in preparation for the study exchange as well as the contact points once you arrive at LCF.

### Autumn semester

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<td>• Applications for mobility at LCF accepted</td>
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<td>• Deadline 24 March</td>
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<td>• Students to attend mandatory LCF and UAL Welcome events</td>
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### Drop In Sessions

The Exchange & Mobility Officer is available at JPS. Please book an appointment, by emailing exchanges@fashion.arts.ac.uk. Academic Support available through Unit Leader and Course Leader.
LCF has a number of student exchange agreements with a variety of international institutions. While our courses cater to a range of fashion areas, students can only apply to courses specified in the study exchange agreement with their home institution.

For further information about the courses available to you, please speak to the appropriate team at your home institution to discuss the options available.

LCF operates across three different schools:

1. Fashion Business School
2. School of Media and Communication
3. School of Design and Technology

Please read the following to find out more about each School.

Please be aware that, once accepted on a study exchange, you will study alongside full time students on the units being delivered at the time of your exchange visit.

**Which course?**

**Fashion Business School (FBS)**

**Fashion means business**

Through inspirational teaching we nurture the next generation of creative leaders and thinkers who work in responsible, analytical and ingenious ways. Our strategic commercial partnerships support local and global enterprise. Students benefit from our connections with industry and vice versa.

Shortlisted for The Times Higher Education Business School of The Year 2017 awards, the Fashion Business School (FBS) is a multidisciplinary school which enjoys a global reputation for its unique fashion business courses, high quality teaching and research. The courses offered have evolved to support, as well as challenge, this economically and globally important sector - a sector that London College of Fashion LCF continues to shape. More than half of our courses are now non-design, reflecting our commitment to the enterprising as well as creative talents of our students.

Please be advised that when applying for FBS courses, a portfolio is not required unless specifically requested.

**School of Design and Technology (SDT)**

**Fashion makes style**

In design, we teach a combination of heritage and radical thinking, craftsmanship and new technology, engineering and in-depth design research. We teach innovative ideas first – and then innovative practice to bring them to life.

**School of Media and Communication (SMC)**

**Fashion tells stories**

We nurture every student’s distinctive voice, teaching them how to challenge and define the future of fashion through cutting-edge media approaches across all channels: broadcast, print, digital, interactive, experiential – and experimental.

For further information on LCF courses, visit our [webpage](#).
What can you do whilst studying here?

You will have access to a variety of resources, facilities and events across all six UAL Colleges. The facilities at LCF alone include the biggest fashion library and archive in the UK, sample and sewing rooms, a 3D modelling room, cosmetic science labs, visual merchandising suites and make-up studios.

Libraries

Once you have your student pass, you will be able to access and use all libraries in UAL; for more information please consult UAL Library Services.

Societies

UAL Societies and creative communities consist of groups of students who share a common interest, and they provide opportunities for you to meet new people, develop your creative practice within an artistic community and, above all, make the most of your time at UAL.

Events

There are a wide variety of events taking place all across UAL during the academic year - the only problem is choosing which ones to go to! UAL hosts a diverse schedule of events throughout the year, from summer degree shows to seminars and workshops. Here you can find information on the upcoming UAL events taking place throughout the university.

There is also the International Students House (ISH), which organises social and cultural events for international students in London, including free Cinema on Sundays and trips around the UK. UAL is a member of ISH so all our students can join for free.

Alternatively, there are plenty of fashion events and exhibitions in the city, especially around London Fashion week, which you can find on sites such as:

- Eventbrite
- V&A Museum
- Fashion & Textile Museum
- Time Out London
- LCF Fashion Space Gallery

Student Services

The Counselling, Health Advice and Chaplaincy Service offers support to all UAL students for personal, emotional, health and mental health concerns as well as in spiritual, religious and faith related matters. The appointments are on one to one basis and are completely confidential. For further information, please visit UAL Student Services.
Creative Outlets

If you are keen to publish your artworks, there are a variety of publications you can submit your work to, (which can be linked to your CV) ultimately boosting your portfolio:

Pigeons & Peacocks
LCF has its own unique magazine and online platform for the emerging talent, new taste makers and future voices of the industry; it showcases the work and creativity of designers, stylists, artists, photographers and journalists.

Unsettled Magazine
LCC has a biannual magazine available in print and online, producing its own written and visual content. The magazine covers stories, lifestyles, and your bucket list places still yet to visit, fashion trends and doubts in fashion. The magazine began as an open platform for UAL students to share their voice.

Shades of Noir Terms of Reference zine
Shades of Noir has a monthly zine that students and creative practitioners are invited to submit work to. Each zine focuses on a different theme and topic and are printed annually and distributed all across UAL libraries and other university libraries worldwide.

Language Support

UAL Language Development offers one to one tutorials (booked in advance or on a drop in basis), Language Development classes, scheduled for a particular LCF course (to find out more about the ones available on the course you wish to join, you will need to speak with your course leader once accepted), as well as Academic English Skills classes. These are beneficial in developing your English language competence, as well as helping you navigate a new learning environment.

For further information on the facilities available at LCF please visit our website.
The Application Process

We are glad that you are considering LCF for your study exchange destination. Please read through the below carefully in order to familiarise yourself with the application steps:

Step 1
The first step is to speak to your home institution who will select successful students eligible to undertake a study exchange, so please seek further information from your study exchange advisor. At this stage your university will offer support in helping you to decide on the best study exchange destination for you.

Step 2
Your institution will then ‘nominate’ you to LCF and you will be contacted by the LCF Exchange and Mobility Officer, who will guide you through the application process.

Step 3
You will be required to complete the UAL online application form and include a link to a portfolio (if applicable) by the deadline provided.

You will need to:

• Provide your contact details and basic information (full name, contact details, current studies)

• Submit a Personal Statement describing your reasons for, and interest in, undertaking a study exchange at LCF (500 words max)

• Upload your most recent transcript (your academic record of achievements, i.e. grades breakdown)

• Provide a link to your portfolio (if applicable) - Please be aware that your portfolio must be uploaded on Flickr. Please do not use any other tools than Flickr.

Step 4
Your application will be reviewed by the LCF Exchange and Mobility Officer and the appropriate academic Course Team. You should be informed of whether your application has been accepted or rejected within 4-6 weeks of the UAL application deadline.

Step 5
If successful, you will be forwarded further information on how to proceed with your pre-departure arrangements, including information on finding accommodation and the welcome event.

Throughout the process please continue to check your inbox regularly and make sure you remain in regular communication with your Study Exchange Advisor at your home institution, as well as with the Exchange and Mobility Officer at LCF.
Portfolio Guidance

A portfolio is a collection of your work, a ‘visual diary’, showing how your skills and ideas have developed over time.

If you are applying for the School of Design and Technology, it is an essential part of your UAL online application and helps us to evaluate your potential and assess your suitability for your chosen course. Your portfolio should demonstrate your creativity, personality and specific skills, as well as your ability to work with different materials and themes and select your most successful work.

Portfolio application does not apply to the Fashion Business School.

Below you can find useful ideas and suggestions on how to create a successful portfolio, prepared for you by our portfolio experts at LCF. You may wish to seek further support from the appropriate staff members at your home institution.

What makes a good portfolio?

A good portfolio should demonstrate a combination of creative, technical and visualisation skills, including a range of work such as drawing and photography. It shows evidence of your research and development process and how you use research, theory and exploration to develop your ideas.

How to develop your portfolio?

Be specific and relevant. Look into the subject area of the course you are applying for and adjust your portfolio to fit the learning criteria. Think carefully about your career aspirations, your creative processes, skills and talents. Portfolio requirements vary depending on the course. Your portfolio is an opportunity to showcase your particular interests, experience and potential.

- Design-based courses require visual portfolios with design projects.
- Media communication courses may require alternative forms of content – for example written communication/ visuals.

Do your research. One of the keys to having a strong portfolio for LCF is research. If this is not the approach you have been taught, below you will find a few more insights into what we look for in applicants. Essentially, we are interested in how you form ideas and starting points and investigate these to inspire design ideas.

Tell a story. Your project should communicate your inspiration and ideas. We are interested in visually understanding how you respond to selected inspiration and what you can develop from chosen images:

- You may have found inspiration on a travel trip and recorded this with photos and notes.
- You need to extract the important parts from your inspiration, e.g. if you took photos, you would need to select, crop, reveal the details that inspire you. This could be a particular shape, colour, pattern, etc.
- We want to understand how you can develop further ideas and connections from selected inspiration. These could involve connected images from books/ magazines/ drawings/ samples/ colour play, etc.

- Overall, we are interested in how you arrive at unexpected ideas. So if your inspiration begins from a travel trip – we would like to see what your curious mind ends up with!

Your portfolio communicates you. Your portfolio should communicate your creative ideas, design developments and skills relevant to the course you are applying for at LCF. This will be reviewed by the LCF Course Teams, who will need to understand your portfolio without your guidance. Therefore the organisation, layout and overall formatting of your portfolio are very important.
How to structure your portfolio?

Below we include further guidance to help you plan, organise and present your portfolio.

Think about your projects. We would ideally hope to see more than one project, and the creative process that goes behind it. We suggest that you include 3 projects.

Think about your portfolio in a book or magazine format:

- Front cover: inspire us!
- Back cover: help us remember you
- Contents page: reveal what you have inside so we can assess what we want to view
- Key words: direct us to understand important information (i.e. project titles)
- Subheadings: support key words with other information; process, materials, inspiration, etc.
- Reveal the journey of your projects, e.g. this might include cultural references and art & design references. Identify key influences that inspired your ideas and projects, this could be selected drawings, images, photos, materials, shapes, colours, textures, etc.

Use the most appropriate tools to explore your vision. The tools should support what you want to communicate; it could be a design, colour, material selection, and keywords. They can be presented in multiple formats: drawings, mixed media, samples, digital, etc. They should be chosen in response to the course(s) you are applying for and therefore may include:

- A range of drawings (observational, mixed media, experimental ideas that communicate shapes, details, print, etc.)
- Design ideas (reflected through drawings, illustrations, 3D work, digital etc.)
- Creative samples (fabrics, graphics, materials, digital prints, details and finishes)
- You will need to showcase your technical skills (where applicable) by presenting 3D work, samples, products, pattern cutting etc.

UAL Portfolio is a new UAL branded platform for UAL students to showcase their work, which allows them to connect with peers from across all subject disciplines and to share knowledge and creative expertise. You may wish to explore it to get a better understanding of a standard UAL portfolio.

How to submit your portfolio?

Your portfolio must be uploaded as part of the UAL online study exchange application; please submit it via Flickr. Kindly be aware that we cannot accept portfolio submissions shared via any other medium.
Personal Statement

The Personal Statement is an opportunity to present your aptitudes, competencies, and overall suitability for the course you are hoping to join on your study exchange at LCF. It should generate interest and motivate the reader to want to know more about you.

It is also a mandatory part of your UAL online study exchange application. The number of words is limited to 500, therefore you need to ensure your statement is succinct and comprehensive. Below you will find tips and recommendations on how to write, and structure, a good personal statement:

Introduction

In the introduction to your statement you can emphasise the course you are studying at your home institution, your strengths and key selling points. This section should capture the interest of your reader and encourage him/her to continue on reading. You may also discuss why you would like to undertake a study exchange at LCF, why are you interested in the course you are applying for and how does it fit within your wider career goals, e.g. how will this study exchange help you to grow and develop?

Main section

Here you can elaborate on your particular achievements and experience. You can discuss your educational background in more detail, e.g. mention relevant projects completed, subjects/ areas studied, and how the knowledge gained makes you a good candidate for the LCF course you choose. You are also encouraged to elaborate on any relevant work/ volunteering experience, to showcase your work ethics, professional skills and practical understanding of the study area. Finally, you could also expand on any extra-curriculum achievements and other interests that showcase your strengths, for example partaking in sport competitions, student associations, volunteering organisations, etc.

Conclusion

This is an opportunity to re-iterate why you consider yourself a suitable candidate for a study exchange at LCF, and thus emphasise your strengths. You may also elaborate on your interest in studying at LCF and the course you are applying for.

Top tips

- Be concise and clear
- Quantify your achievements
- Use power words. Positive and active words enhance your achievements. E.g. 'created', 'developed', 'achieved'
- Be honest
- Proof read
- Ask for feedback. Consult the appropriate team at your home university to double-check your statement before submitting your application
Frequently Asked Questions

What is a study exchange?
A study exchange is an opportunity to study abroad for a limited duration of time as part of your academic studies.

What happens during the study exchange?
During the study exchange you will be attending classes and partaking in the UAL student life. You will be supported by the appropriate staff members at LCF: the Exchange and Mobility Officer and relevant Course Teams (academic staff) will be available to offer advice and guidance to ensure you are settling in well.

Am I eligible for a study exchange?
You will need to speak to the appropriate staff member at your home university to confirm that you are eligible and that your institution has a valid study exchange agreement with LCF.

What if my university does not have a valid Study Exchange Agreement with LCF?
You can only undertake a study exchange at LCF if we have a valid Study Exchange Agreement with your home institution. For further information, please speak to the appropriate staff member at your home university.

Am I eligible for Erasmus+ funding?
If your institution participates in the Erasmus+ scheme, you might be eligible for Erasmus+ funding. Please speak to the appropriate Staff member at your home university.

How long will the study exchange last?
You will have to commit to staying for a full semester at LCF. If your home institution’s Academic calendar clashes with the Academic calendar at LCF, it might be possible to make alternative arrangements. For example, online tutorials (in such cases, this should be consulted with your home institution prior to your departure). LCF academic calendar runs over 2 semesters (called blocks at LCF); Winter (September to February) and Spring (February to June).
Do I have to submit a portfolio?
This will depend on the course you are applying for. For most of the technical courses at the School of Design and Technology (SDT) this will be a requirement. For further clarification, please speak to the appropriate staff member at your home university and/or the Exchange and Mobility Officer at LCF.

How can I access the UAL facilities (such as the LCF library) once I start my exchange?
Your student ID card will allow you access to all libraries across UAL Colleges. You will need to ensure to carry your ID card with you at all times, so that you have access to the University’s buildings.

Where will I live?
It is your responsibility to arrange for your own accommodation. We strongly recommend you consider the UAL Student Accommodation. For further information please go to page 7.

I have a medical condition and/or special circumstances.
We strongly encourage you to share this information with the appropriate staff member at your home institution to ensure you are provided with adequate support and receive relevant advice and guidance in the preparation (pre-departure) stage. If you need any further advice about the support available at LCF, please speak to the Exchange and Mobility Officer. We also suggest that you familiarise yourself with the UAL Student Services.

How many campuses does LCF have?
LCF has six campuses in total, all located in London. You can see the list of the specific locations for LCF campuses on page 7.

Can I switch courses during my exchange?
No. Once accepted, you will have to commit to staying for a full semester and complete the units (subjects) taught during that semester. You will be joining a cohort of full-time students, therefore there is no flexibility in choosing units, or changing the course you have been accepted to.
Contact

Exchange and Mobility Officer
International Partnerships Development
London College of Fashion
E  exchanges@fashion.arts.ac.uk

Follow us

Twitter
Instagram
Facebook

For further information on the study exchange for incoming students at UAL, please visit our website arts.ac.uk/fashion