**Annex to Erasmus+ Inter-Institutional Agreement**
**University of Reading**
**Institutional Factsheet 2019/20**

## 1. INSTITUTIONAL INFORMATION

### 1.1. Institutional details

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|---|---|
| Name of the institution | University of Reading |
| Erasmus Code | UK READING01 |
| EUC | 30250 |
| Erasmus+ website | https://studyabroad.reading.ac.uk/incoming/ |
| Office responsible for mobility matters | Erasmus & Study Abroad Office<br>Room 203, Edith Morley Building, Whiteknights, University of Reading, Reading, RG6 6AA, UK |
| Institutional website | www.reading.ac.uk |

### 1.2. Main institutional contacts

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|---|---|
| Contact person | Marcus Dowse |
| Position | Erasmus & Study Abroad Manager |
| Responsibility | Central management of the ERASMUS+ programme<br>Primary contact person for Erasmus + partners |
| Contact details | Phone: +44 (0) 118 378 8322<br>Email: m.a.dowse@reading.ac.uk |

| | |
|---|---|
| Contact person | Chris Bonham |
| Responsibility | Administration of incoming student mobility |
| Contact details | Phone: +44 (0) 118 378 7220<br>Email: studyabroad@reading.ac.uk |

| | |
|---|---|
| Contact person | Emily Davis-Williams |
| Responsibility | Administration of outgoing student mobility |

| Contact details | Phone: +44 (0) 118 378 8504 |
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| | Email: studyabroad@reading.ac.uk |

| Contact person | Jane Lansdown |
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| Responsibility | Assisting with incoming and outgoing student mobility; administration of staff mobility |
| Contact details | Phone: +44 (0) 118 378 8323 |
| | Email: studyabroad@reading.ac.uk |

## 2. DETAILED REQUIREMENTS AND ADDITIONAL INFORMATION

### 2.1. Recommended language skills

The sending institution, following agreement with our institution, is responsible for providing support to its nominated candidates so that they can have the recommended language skills at the start of the study or teaching period:

| Type of mobility | Subject area | Language(s) of instruction | Recommended language of instruction level[1] |
| --- | --- | --- | --- |
| Student Mobility for Studies | Any | English | See: https://studyabroad.reading.ac.uk/incoming/apply/erasmus-students/ |
| Staff Mobility for Teaching | Any | English | Recommended equivalent of C1 |

### 2.2. Module information

Information: www.reading.ac.uk/studyabroad/incomingstudents/vso-modules.aspx

Only modules listed at the above are available for selection unless permission has been provided by the Erasmus & Study Abroad Office for alternative modules to be selected. Modules listed on other parts of the University of Reading website are not available for selection.

The list of module noted on the Erasmus & Study Abroad Office website is updated annually and is subject to change. The University of Reading reserves the right to amend its academic provision.

Information, including details regarding any restrictions on module selection, will be provided to the nominated students prior to their application. Further information is also noted on the module selection pages.

### 2.3. Calendar

2.3.1. Academic Year

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[1] Level according to Common European Framework of Reference for Languages (CEFR)

Information: https://studyabroad.reading.ac.uk/incoming/study/

Students can be nominated for either:

1) Study Block 1 (Autumn)
   *Welcome:* Monday 23 September – Sunday 29 September 2019
   *Tuition:* Monday 30 September 2019 - Friday 13 December 2019
   Please note: Students must arrive in Reading <u>no later</u> than Sunday 22 September 2019

2) Study Block 2 (Spring & Summer):
   *Welcome:* Monday 6 January – Sunday 12 January 2020
   *Tuition:* Monday 13 January – Friday 12 June 2020
   Please note: Students must arrive in Reading <u>no later</u> than Sunday 5 January 2020

3) Full Academic year (Semesters 1 & 2):
   *Welcome:* Monday 23 September – Sunday 29 September 2019
   *Tuition:* Monday 30 September 2019 - Friday 12 June 2020
   Please note: Students must arrive in Reading <u>no later</u> than Sunday 22 September 2019

### 2.3.2. Nomination and Application Deadlines

Information regarding on students nominated must reach our institution by:

|  | Nomination deadline | Application deadline |
|---|---|---|
| Study Block 1 AND Full Academic Year | 1 April 2019 | 1 May 2019 |
| Study Block 2 | 1 October 2019 | 1 November 2019 |

Information for institutions can be found on our website at:
https://studyabroad.reading.ac.uk/exchange-partners/

Details regarding application requirements can be found at:
https://studyabroad.reading.ac.uk/incoming/apply/

### 2.3.3. Application Process

Erasmus+ students can only submit applications online through the RISIS Student Portal. To access the online application Erasmus+ coordinators/advisers must nominate students via the Nomination Portal which will be sent out to partner contacts when we open the calls for nominations. The information requested will be as follows:

- First Name as per passport
- Surname/Family Name as per passport
- Date of Birth (DD/MM/YYYY)

- Title

- Email address

Once this information is received and processed, we will email your students with information about how to access the online application form.

Applicants are expected to complete the application online including provisional module choices, then print and get the relevant authority at the partner institution to sign the application, confirming the details noted. This should be scanned and emailed, together with a Transcript (in English, indicating modules studied and grades received as part of degree programme) to studyabroad@reading.ac.uk . If the applicant is non-EU visa national, then they will also be required to provide evidence of language proficiency.

Information for institutions can be found on our website at: https://studyabroad.reading.ac.uk/exchange-partners/

Details regarding application requirements can be found at: https://studyabroad.reading.ac.uk/incoming/apply/

Please note: Erasmus+ Learning Agreements are not accepted in place of a University of Reading application form.

### 2.3.4. Decision Response

The University of Reading will normally send its decision regarding the application direct to the student within four (4) weeks of the submission and receipt by the Erasmus & Study Abroad Office of the full application and associated documentation, as stipulated at: https://studyabroad.reading.ac.uk/incoming/apply/erasmus-students/

For staff mobility the decision will be made by the representative of hosting department on the basis of the teaching / training programme submitted. The deadline for submission of the relevant agreement (teaching or training) will be mutually agreed by the relevant parties.

### 2.3.5. Transcripts of Records

A Transcript of Records will normally be issued by the University of Reading no later than five (5) weeks after date of submission of the relevant the assessment or the end of the period of registration at the University of Reading, whichever is later.

## 2.4. Methods of assessment

Each school at Reading sets its own default form of assessment, reviewed annually and approved by the relevant academic authorities at the University. Examination assessment takes place during the summer term.

Students who are not registered at the University for the summer term will be set an additional piece of assessment to replace the examination, as approved by the relevant academic authorities at the University. Students will be informed of the form of assessment by the academic department and the Erasmus & Study Abroad Office at the time they register onto the module, after arrival.

## 2.5. Students and Staff with Disabilities

The University of Reading has the infrastructure to welcome participants with disabilities in accordance of the requirement of the Erasmus Charter for Higher Education[2] providing that full disclosure is made at nomination stage by the sending institution in order that the appropriate support and guidance can be provided to the participant by the relevant authorities at the University of Reading. Partner institutions are advised to contact the University of Reading well before the nomination and application deadlines to ensure that all necessary arrangements can be made. The sending institution is responsible for covering all extra costs in connection with the

exchange. Further information can be found at:
https://studyabroad.reading.ac.uk/incoming/support/

and

https://studyabroad.reading.ac.uk/incoming/our-community/

There are a small number of designed rooms in halls of residence available for students with disabilities; however availability is extremely limited and cannot be guaranteed to any applicant.

## 3. ADDITIONAL INFORMATION

### 3.1. Grading system

Details can be found at: www.reading.ac.uk/studyabroad/incoming/grades

### 3.2. Visa

The University of Reading will provide assistance, when required, in securing visas for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education.[3]

Information about all aspects of mobility will be organised and distributed to students (nominated, applicants and participants) by the Erasmus & Study Abroad Office, with the necessary detailed information, websites and contacts at Reading provided direct to the students at the appropriate time.

Details can be found at: https://studyabroad.reading.ac.uk/incoming/apply/erasmus-students/

### 3.3. Insurance

Our institutions will provide assistance in obtaining insurance for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education.[4] Information about all aspects of mobility will be organised and distributed to students (nominated, applicants and participants) by the Erasmus & Study Abroad Office, with the necessary detailed information, websites and contacts at Reading provided direct to the students at the appropriate time.

Details can be found at: https://studyabroad.reading.ac.uk/incoming/costs/

### 3.4. Housing

Reading will provide guidance regarding finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.[5] Information about all aspects of mobility will be organised and distributed to students (nominated, applicants and participants) by the Erasmus & Study Abroad Office, with the necessary detailed information, websites and contacts at Reading provided direct to the students at the appropriate time.

Details can be found at: https://studyabroad.reading.ac.uk/incoming/accommodation/

## 4. STAFF MOBLITY

- Participants should discuss their options with their International Office (or equivalent responsible for the management of the Erasmus+ programme) to ensure that there is a valid bilateral agreement in place, and that there is funds available to support the mobility.

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[3] http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm
[4] As above
[5] As above

- The host department at the University of Reading is responsible for organisational aspects of the mobility, and should be the primary contacts for participants for arrangements related to the mobility.

**Teaching Staff mobility:**

- Incoming teaching staff must be individually accepted by the relevant host department at the University of Reading. Acceptance is dependent on all parties (i.e. participant, sending institution and the host department at the University of Reading) agreeing in advance to the content of the candidate's teaching plan and the timing of the proposed teaching mobility.

- The host department can assist in providing information to participants regarding accommodation. However information can be found at: http://www.reading.ac.uk/about/visitors-accommodation/about-hotels.aspx about accommodation option on our various campuses.

- Participants who require a visa to enter the UK need to inform the host department in advance of the mobility. The hosting department will be responsible for liaising with the Department of Human Resources at Reading to ensure that the appropriate process is followed.

- A representative of the hosting academic department at Reading should sign the teaching programme and provide confirmation of the duration of the visit, or any other information required, in line with the requirements of the Erasmus+ programme.

**Staff Training mobility:**

- Incoming staff participating on the staff training programme must be individually accepted by the relevant department willing to host the mobility. Acceptance is dependent on all parties (i.e. participant, sending institution and the host department at the University of Reading) agreeing in advance to the content of the candidate's training plan and the timing of the proposed training mobility.

- The host department can assist in providing information to participants regarding accommodation. However information can be found at: http://www.reading.ac.uk/about/visitors-accommodation/about-hotels.aspx about accommodation option on our various campuses.

- Participants who require a visa to enter the UK need to inform the host department in advance of the mobility. The hosting department will be responsible for liaising with the Department of Human Resources at Reading to ensure that the appropriate process is followed.

- A representative of the hosting academic department at Reading should sign the training programme and provide confirmation of the duration of the visit, or any other information required, in line with the requirements of the Erasmus+ programme.

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[2] http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm