

**Annex to Erasmus+ Inter-Institutional Agreement
University of Reading
Institutional Factsheet 2014/15**



1. Institutional Information

1.1. Institutional details

Name of the institution	University of Reading
Erasmus Code	UK READING01
EUC	30250
Erasmus+ website	www.reading.ac.uk/studyabroad/incoming
Office responsible for mobility matters	Erasmus & Study Abroad Office Carrington Building, Whiteknights, University of Reading, Reading, RG6 6AU, UK
Institutional website	www.reading.ac.uk

1.2. Main institutional contacts

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

Contact person	Mrs Yelena Ablueva
Responsibility	Administration of incoming / outgoing students and staff mobility
Contact details	Phone: +44 (0) 118 378 8504 Email: studyabroad@reading.ac.uk

Contact person	Mrs Corinne Knott
Responsibility	Administration of incoming / outgoing students and staff mobility
Contact details	Phone: +44 (0) 118 378 8322 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: www.reading.ac.uk/vso-erasmusapply.aspx
Staff Mobility for Teaching	Any	English	Recommended equivalent of C1

2.2. Module information

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

2.4. 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 Education² providing that full disclosure is made at nomination stage 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.

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 student.

2.5. Calendar

2.5.1. Academic Year

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

2.5.2. Nomination Deadlines

Information regarding on students nominated must reach our institution by:

	Nomination deadline	Application deadline
Autumn term	01 May 2014	01 July 2014
Spring term	01 October 2014	01 November 2014

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

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

2.5.3. 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: www.reading.ac.uk/vso-erasmusapply.aspx.

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.

2.5.4. 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.

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: www.reading.ac.uk/vso-erasmusapply.aspx

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: www.reading.ac.uk/studyabroad/incomingstudents/practicalinformation/vso-insurance.aspx

3.4. Housing

Our institution will guide incoming student/staff in 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: www.reading.ac.uk/studyabroad/incomingstudents/accommodation/vso-accommodation.aspx

³ http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

⁴ As above

⁵ As above