

Annex II to Erasmus+ Inter-Institutional Agreement

Institutional Factsheet

1. Institutional Information

1.1. Institutional details

Name of the institution	UNIVERSITY OF WORCESTER
Erasmus Code	UK WORCEST 01
EUC	2013-1-GB1-ERA02-25224
Institution Web site	www.worcester.ac.uk
Exchange / International website	http://www.worcester.ac.uk/community/community-international.html
Online course catalogue	http://www.worcester.ac.uk/community/study-abroad-exchanges-summer-schools.html

1.2. Main contacts

Contact person	Lois Lewis
Responsibility	Exchange Coordinator
Contact details	Tel :+44 1905 855146 Fax : +44 1905 855326 l.lewis@worc.ac.uk / studyabroad@worc.ac.uk

2nd Contact Person and agreement signatory	Catherine Hyde
Responsibility	International Development Office
Contact details	Tel: +44 1905 855288 Fax; +44 1905 855326 c.hyde@worc.ac.uk / studyabroad@worc.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	Language(s) of instruction	Recommended language of instruction level *
Student Mobility for Studies	English	B2
Staff Mobility for Teaching	English	B2

* Level according to Common European Framework of Reference for Languages (CEFR), see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

For more details on the language of instruction recommendations, please refer to our course catalogue.

2.2. Additional requirements

University of Worcester has a Dyslexia and Disability Unit for students and staff with disabilities. However, it is important to note that we should be informed well in advance of the special needs of the exchange student or staff member to assess if appropriate support can be provided.

2.3. Calendar

2.3.1. Nomination Deadlines

Applications/information on students nominated must reach our institution by:

Autumn term	30 April
Spring term	31 October

2.3.2. Decision Response

We will send our decision within **6** weeks of application deadline date.

2.3.3. Transcripts of Records

A Transcript of Records will be issued no later than **5** weeks after the assessment period has finished at our institution.

2.3.4. Termination of Agreement

This agreement can be terminated at any time by mutual consent. In the event of unilateral termination, a notice of at least one academic year should be given. This means that a unilateral decision to discontinue the exchanges notified to the other party by 1 September of one given year will only take effect as of 1 September of the next year. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

3. Additional information

3.1. Grading system

University of Worcester grading system:

Actual mark (scale= 0-20)	Actual Grade	Notes	ECTS Grades	Percentage of successful students normally achieving the grade	DEFINITION
19	A+	First Class Honours	A	13	EXCELLENT: outstanding performance with only minor errors
18	A		A	13	
17	A-		A	13	
16	B+	Upper Second Class Honours	B	45	VERY GOOD: above the average standard but with some errors
15	B		B	45	
14	B-		B	45	
13	C+	Lower Second Class Honours	C	31	GOOD: generally sound work with a number of notable errors
12	C		C	31	
11	C-		C	31	
10	D+	Third Class Honours	D	11	SATISFACTORY: performance meets the minimum criteria
9	D		D	11	
8	D-			E	10

7	E	Fail	FX / F	-	FX: FAIL: some more work required before the credit can be awarded. FAIL: considerable further work is required
6	F		FX / F	-	
5	F		FX / F	-	
2	G		FX / F	-	
0	NS	Non-submission			
0	L	Agreed Late submission			

3.2. Visa

Our institution 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. Information and assistance can be provided by the following contact points and information sources:

Contact person	Lois Lewis
Responsibility	Exchange coordinator
Contact details	Tel : +44 1905 8555146 Fax ; +44 19-05 855326 l.lewis @worc.ac.uk / studyabroad@worc.ac.uk
Website	http://www.worcester.ac.uk/community/community-international.html

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: http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm. We will inform incoming students/staff of cases in which insurance cover is not automatically provided. Information and assistance can be provided by the following contact points and information sources:

Contact person	Lois Lewis
Responsibility	Exchange Coordinator
Contact details	Tel : +44 1905 8555146 Fax ; +44 19-05 855326 l.lewis@worc.ac.uk / studyabroad@worc.ac.uk
Website	http://www.worcester.ac.uk/community/community-international.html

3.4. Housing

Our institution will guide incoming student/staff in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education. Information and assistance can be provided by the following persons and information sources:

Contact person	Lois Lewis
Responsibility	Exchange Coordinator
Contact details	Tel : +44 1905 8555146 Fax ; +44 19-05 855326 l.lewis@worc.ac.uk / studyabroad@worc.ac.uk
Website	http://www.worcester.ac.uk/your-home/accommodation.html