Erasmus+ Programme

UK ST-ANDR01

University of St. Andrews

Departmental coordinator: Prof. Sassi Carla

A. Information about higher education institutions

<table>
<thead>
<tr>
<th>Name of the institution (Institutional Coordinator and Departmental Coordinator)</th>
<th>Erasmus code</th>
<th>Contact details (email, phone ...)</th>
<th>Website (Home page and course catalogue)</th>
</tr>
</thead>
<tbody>
<tr>
<td>University of St. Andrews Institutional Coordinator Samantha Lister Departmental Coordinator Emma Bond</td>
<td>UK ST-ANDR01</td>
<td>Institutional Coordinator: Samantha Lister Collaborations &amp; Study Abroad Manager University of St Andrews, St Katharine’s West, 18 The Scores, St Andrews, Fife KY16 9AX, Scotland, UK T: +44 (0) 1334 463310 E: <a href="mailto:studyabroad@st-andrews.ac.uk">studyabroad@st-andrews.ac.uk</a> T: +44 (0) 1334 463662 E: <a href="mailto:efbo@st-andrews.ac.uk">efbo@st-andrews.ac.uk</a></td>
<td>Web page: <a href="http://www.st-andrews.ac.uk/studyabroad">http://www.st-andrews.ac.uk/studyabroad</a> Course Catalogue: <a href="http://www.st-andrews.ac.uk/coursecatalogue">www.st-andrews.ac.uk/coursecatalogue</a></td>
</tr>
</tbody>
</table>

C. Recommended language skills

<table>
<thead>
<tr>
<th>Receiving institution [Erasmus code]</th>
<th>Subject area</th>
<th>Language of instruction 1</th>
<th>Language of instruction 2</th>
<th>Recommended language of instruction level</th>
</tr>
</thead>
<tbody>
<tr>
<td>UK ST-ANDR01</td>
<td>Languages and Philological Sciences</td>
<td>English</td>
<td></td>
<td>C1</td>
</tr>
</tbody>
</table>

D. Additional requirements

Student Mobility for Studies

<table>
<thead>
<tr>
<th>Receiving institution [Erasmus code]</th>
<th>Subject area</th>
<th>Minimum Number of Credits to be included in the study plan</th>
<th>Faculty or Department(s) where students will be entitled to attend courses/modules</th>
<th>Access to other Faculties or Departments (yes / no)</th>
<th>Support and infrastructure to welcome students/staff with disabilities (yes / no)</th>
</tr>
</thead>
</table>

1
**UK ST-ANDR01:**

1. **Selection and Admission**
   
   1. All Students must have completed at least one year of full-time study at the Home Institution prior to commencement of the Student Exchange.
   2. Student Candidates must meet all normal entry criteria as applied to non-graduating students at the Host Institution, including any language requirements.
   3. The Host Institution reserves the right to reject Student Candidates put forward by the Home Institution on academic grounds.
   4. Neither Institution will deny participation to students on the grounds of race, colour, religion, sexuality, national origin, gender, creed, age or disability.
   5. Students will be admitted as full-time, non-graduating Exchange Students at the Host Institution.
   6. The Home Institution will advise Exchange Students pre-departure on the academic and cultural differences at the Host Institution and in the host community.
   7. The Host Institution will provide an Adviser who will meet with the Exchange Students on arrival and act as a point of contact during the Student Exchange.

2. **Course of Study**

1. This programme is restricted to students who are formally enrolled in a degree programme which includes the subject area under clause B.

2. Exchange Students will enrol in a standard full-time study load and complete all relevant assessment in accordance with the rules and policies of the Host Institution.

3. The Host Institution must advise the Home Institution immediately if an Exchange Student withdraws from or fails to complete their approved course.

3. **Tuition Fees and Other Costs**

1. Exchange Students accepted under this Agreement are exempt from tuition fees at the Host Institution and will continue to pay their normal tuition fee to the Home Institution.

2. Exchange Students may be charged other fees as students of the Host Institution (e.g. field trip costs, Music Centre membership).

3. All living costs (including travel and accommodation costs) are the responsibility of the participating students and neither Institution is responsible for these costs.

4. **Access and Regulation**
1. The Institutions will share information about Exchange Students as appropriate in order to facilitate the programme and academic progress, but shall otherwise maintain data confidentiality in line with Data Protection laws.
2. Exchange Students are entitled to the same rights and privileges (including academic and library resources, and student support services), as students normally enrolled at the Host Institution.
3. Exchange Students are subject to the same rules and regulations as students normally enrolled at the Host Institution. Exchange Students continue to be subject to the rules and regulations of the Home Institution while at the Host Institution.
4. The Host Institution will provide Exchange Students with a full and clear orientation to the Institution, including health and safety arrangements, fire precautions and emergency evacuation arrangements.
5. The Host Institution will comply with all relevant health and safety legislation of the country in which the Host Institution is located.
6. In cases of serious accidents or incidents involving the Exchange Student or breaches of discipline by the Exchange Student, the Host Institution will advise and consult with contacts at the Home Institution.

E. Calendar

1. Applications/information on nominated students must reach the receiving institution by:

<table>
<thead>
<tr>
<th>Receiving institution [Erasmus code]</th>
<th>Autumn term APPLICATION DEADLINE</th>
<th>Spring term APPLICATION DEADLINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>UK ST-ANDR01</td>
<td>Nominations: 1 April Applications: 15 April</td>
<td>Nominations: 15 October Applications: 31 October</td>
</tr>
</tbody>
</table>

F. Information

1. Grading systems of the institutions

<table>
<thead>
<tr>
<th>Receiving institution [Erasmus code]</th>
<th>ECTS Link</th>
</tr>
</thead>
</table>
| UK ST-ANDR01                        | Common Reporting Scale:  
  http://www.st-andrews.ac.uk/staff/teaching/examinations/scale/ 
  Grade Conversion Tables:  
  www.st-andrews.ac.uk/studyabroad/outgoingstudents/academicinformation |

2. Visa

<table>
<thead>
<tr>
<th>Institution [Erasmus code]</th>
<th>Contact details (email, phone)</th>
<th>Website for information</th>
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<tr>
<td>UK ST-ANDR01</td>
<td>T: +44 (0) 1334 462245 E: <a href="mailto:studyabroad@st-andrews.ac.uk">studyabroad@st-andrews.ac.uk</a></td>
<td><a href="http://www.st-andrews.ac.uk/studyabroad/incomingstudents/">www.st-andrews.ac.uk/studyabroad/incomingstudents/</a></td>
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3. Insurance

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<th>Website for information</th>
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</thead>
</table>
| UK ST-ANDR01               | studyabroad@st-andrews.ac.uk | Inbound Students  
  Students registered for a semester or year at a Scottish university are }
entitled to treatment on the UK's National Health Service (NHS). Students will register with the local health centre during the matriculation (registration) process which then entitles them to free health care (apart from dentistry work). Students living in University accommodation are covered by the University policy: [http://www.st-andrews.ac.uk/accommodation/insurance/](http://www.st-andrews.ac.uk/accommodation/insurance/)

Outbound Students
All outbound students are covered by the University's travel insurance policy: [www.st-andrews.ac.uk/studyabroad/outgoingstudents/practicalinformation/](http://www.st-andrews.ac.uk/studyabroad/outgoingstudents/practicalinformation/)

### 4. Housing

**UK ST-ANDR01**: Where University accommodation is available, Exchange Students must complete the relevant accommodation application by the Host Institution's stipulated deadline. Accommodation, if provided, will be charged at the standard rates, and will be restricted to the Exchange Student and will not extend to dependants or spouses.

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<tr>
<td><strong>UK ST-ANDR01</strong></td>
<td>T: +44 (0) 1334 462245</td>
<td><a href="http://www.st-andrews.ac.uk/studyabroad/incomingstudents/">www.st-andrews.ac.uk/studyabroad/incomingstudents/</a></td>
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<tr>
<td></td>
<td>E: <a href="mailto:studyabroad@st-andrews.ac.uk">studyabroad@st-andrews.ac.uk</a></td>
<td><a href="http://www.st-andrews.ac.uk/accommodation/">http://www.st-andrews.ac.uk/accommodation/</a></td>
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