

## Erasmus+ Programme

UK DUNDEE01

University of Dundee

Departmental coordinator: Prof. Giachetti Andrea

### A Institutional Information

Name of participating School and Institution and Erasmus ID code	Contact details and website
University of Dundee UK DUNDEE01	Institutional Co-ordinator: Pamela Brown Global Programmes Manager International Office, 4 Airlie Place, University of Dundee, Dundee, United Kingdom, DD1 4HN T: +44 (0) 1382 385658 E: globalprogrammes@dundee.ac.uk  Academic Co-ordinator: Manuel Trucco T: +44 (0) 1382 386504 E: e.trucco@dundee.ac.uk  <a href="http://www.dundee.ac.uk/undergraduate/studying_abroad/">www.dundee.ac.uk/undergraduate/studying_abroad/</a> <a href="http://www.dundee.ac.uk/undergraduate/">http://www.dundee.ac.uk/undergraduate/</a>

### C Recommended language skills

Receiving institution	Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level	
				Student Mobility for Studies	
UK DUNDEE01	Computer Science	English	NA	B2	

\* Under the Common European Framework of Reference for Languages (CEFR)

For more details on the language of instruction recommendations, please go to [www.dundee.ac.uk/admissions/international/english\\_language\\_requirements.htm](http://www.dundee.ac.uk/admissions/international/english_language_requirements.htm)

### D Additional requirements

#### 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.

Institution	Course eligibility for Inbound Students
UK DUNDEE01	Postgraduate Students: a full course load of modules in the subject of the Exchange.

- 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, membership to Institute for Sports and Exercise).
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. 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.
2. 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.
3. 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.

4. The Host Institution will comply with all relevant health and safety legislation of the country in which the Host Institution is located.
5. 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 Semester dates are available at:

UK DUNDEE01	<a href="http://www.dundee.ac.uk/general/termdates/">http://www.dundee.ac.uk/general/termdates/</a>
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- 2 Nominations and applications for students must reach the Host Institution by:

Host institution	Autumn term (Semester One and Full Year entry)	Spring term (Semester Two entry)
UK DUNDEE01	Nominations: 28 <sup>th</sup> February Applications: 31 <sup>st</sup> March	Nominations: 15 <sup>th</sup> September Applications: 30 <sup>th</sup> September

## F Information

### 1 Grading Systems

UK DUNDEE01	Assessment Scales <a href="http://www.dundee.ac.uk/registry/main/exams/scale.htm">http://www.dundee.ac.uk/registry/main/exams/scale.htm</a> Grade Conversion Tables: <a href="http://www.dundee.ac.uk/admissions/erasmus/incoming/ects.htm">http://www.dundee.ac.uk/admissions/erasmus/incoming/ects.htm</a>
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### 2 Visa

Institution	Contact details	Website
UK DUNDEE01	T: +44 (0) 1382 385658 E: p.a.brown@dundee.ac.uk	<a href="http://www.dundee.ac.uk/admissions/international/pre_arrival/points_based_immigration_system/">www.dundee.ac.uk/admissions/international/pre_arrival/points_based_immigration_system/</a>

### 3 Insurance

1. The Host Institution will provide the same level of protection to students, both financial (including insurance) and otherwise, as would be provided to students normally enrolled at the Home Institution.
2. Other details are as follows:

UK DUNDEE01	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
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	<p>entitles them to free health care (apart from dentistry work).  Students living in University accommodation are covered by the University policy:  Outbound Students  Outbound students are not covered by the University for travel insurance but are requested to obtain this and provide evidence of health and travel insurance cover prior to departure:  <a href="http://www.dundee.ac.uk/erasmus/students/health_insurance.htm">http://www.dundee.ac.uk/erasmus/students/health_insurance.htm</a></p>
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#### 4 Accommodation

1. Accommodation is not guaranteed, but the Host Institution will make every reasonable effort to assist inbound students, according to the requirements of the Erasmus Charter for Higher Education.
2. 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.
3. Information and assistance can be provided by the following contact points and information sources:

Institution	Contact details	Website
UK DUNDEE01	T: +44 (0) 1382 384040 E: <a href="mailto:residences@dundee.ac.uk">residences@dundee.ac.uk</a>	<a href="http://www.dundee.ac.uk/accommodation/">www.dundee.ac.uk/accommodation/</a>



	<p align="center"><b>Fact Sheet for Erasmus Partners – 2016-17</b></p> <p align="center"><b>University of Dundee</b></p>		
<b>Contact Details</b>			
Name of Institution	University of Dundee		
Erasmus Code	UK DUNDEE01		
Website homepage	<a href="http://www.dundee.ac.uk">www.dundee.ac.uk</a>		
Erasmus Institutional Co-ordinator (Global Programmes Manager)	Mrs Pam Brown Tel: 00 44 1382 385658 Fax: 00 44 1382 385500 Email: <a href="mailto:p.a.brown@dundee.ac.uk">p.a.brown@dundee.ac.uk</a>		
Global Programmes Information Assistant	Miss Karen Shaw Tel: 00 44 1382 384893 Fax: 00 44 1382 385500 Email: <a href="mailto:k.z.shaw@dundee.ac.uk">k.z.shaw@dundee.ac.uk</a>		
Postal Address	Global Programmes International Office 4 Airlie Place University of Dundee Dundee DD1 4HN United Kingdom		
Email address for all student enquiries	<a href="mailto:globalprogrammes@dundee.ac.uk">globalprogrammes@dundee.ac.uk</a>		
Erasmus website	<a href="http://www.dundee.ac.uk/admissions/erasmus/incoming/">http://www.dundee.ac.uk/admissions/erasmus/incoming/</a>		
<b>Semester Dates 2016/17</b>			
Semester 1	<b>First Semester</b>	<b>Start Date</b>	<b>End Date</b>
	Welcome Week	5 September 2016	11 September 2016
	Attendance	12 September 2016	16 December 2016
Semester 2	<b>Second Semester</b>	<b>Start Date</b>	<b>End Date</b>
	Welcome Week	9 January 2017	16 January 2017
	Attendance	16 January 2017	26 May 2017
	Easter Vacation	3 April 2017	23 April 2017
<b>Application/ Deadlines</b>	It is expected that partners nominate approved students via email to <a href="mailto:globalprogrammes@dundee.ac.uk">globalprogrammes@dundee.ac.uk</a> prior to student applying. Students must submit their applications by the deadline below.		
Semester 1	31 <sup>st</sup> March		
Semester 2	30 <sup>th</sup> September		
Application Form (online)	<a href="http://www.dundee.ac.uk/study/ipp/dferasdaippi/">http://www.dundee.ac.uk/study/ipp/dferasdaippi/</a>		
Supporting documents required	Official Academic transcript Evidence of English Language proficiency Academic Reference Portfolio CD or link to portfolio website for <b>Art and Design</b> students (Please note that the portfolio will be the deciding factor on whether an application to our School of Art and Design is successful or not)		



	<p><b>We no longer accept any hard copy supporting documents for applicants due to our new paperless system. All supporting documents must be uploaded as PDF files through our online application system before the relevant deadline. If an applicant does not submit supporting documents at the same time as their application form, this causes delays in applicants receiving decisions.</b></p>						
<b>English language Level required</b>	Minimum of CEFR Level B2 or equivalent						
<b>Credit Equivalency</b>	<table> <tr> <td>Full Credit Load for one semester</td> <td>60 Credits</td> <td>30 ECTS</td> </tr> <tr> <td>Full Credit Load for full academic year</td> <td>120 Credits</td> <td>60 ECTS</td> </tr> </table>	Full Credit Load for one semester	60 Credits	30 ECTS	Full Credit Load for full academic year	120 Credits	60 ECTS
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<b>Housing</b>	<p>Applicants are sent out accommodation application form <b>after</b> they have been given an official offer to the University. Please note that rental options are for Semester 1, Semester 2 or Full Academic Year</p> <p><a href="http://www.dundee.ac.uk/accommodation/newstudents/residencefees/">http://www.dundee.ac.uk/accommodation/newstudents/residencefees/</a></p>						
<b>Website</b>	<a href="http://www.dundee.ac.uk/undergraduate/accommodation.htm">http://www.dundee.ac.uk/undergraduate/accommodation.htm</a>						
<b>Visa Requirements</b>	<p>For non EU for less than 6 months – Student Visitor Visa          For non EU for full academic year – Full Tier 4 Student Visa</p> <p><a href="http://www.dundee.ac.uk/study/international/visas/">http://www.dundee.ac.uk/study/international/visas/</a></p>						
<b>Tuition Fees</b>	No tuition fees applicable to Erasmus students						
<b>English Language Support</b>	<p>English language support classes are available, please note these courses are non-accredited</p> <p><a href="http://www.dundee.ac.uk/asc/programmes/">http://www.dundee.ac.uk/asc/programmes/</a></p>						
<b>Airport pick-up service</b>	<p>Students should book the Dundee Direct bus service from the airport          Average cost £20</p> <p><a href="http://www.dundee.ac.uk/welcome/pre-arrival/airporttransferservice//">http://www.dundee.ac.uk/welcome/pre-arrival/airporttransferservice//</a></p>						
<b>Cost of Living</b>	<p>Please see our website for a breakdown of average living costs –</p> <p><a href="http://www.dundee.ac.uk/study/ug/scholarships-fees/living-costs/">http://www.dundee.ac.uk/study/ug/scholarships-fees/living-costs/</a></p>						
<b>Courses Studies</b>	<p>Applicants can only choose modules only from the subject area covered in the Erasmus agreement with University of Dundee</p> <p>Course load for one semester is 60 SCOTCAT Points = 30 ECTS          Course load for full year is 120 SCOTCAT Points = 60 ECTS</p>						
<b>Transcripts</b>	<p>For Semester 1 students transcripts of results will be issued mid to late January to student and home institution</p> <p>For Semester 2 or Full year students transcripts of results will be issued mid to late July to student and home institution</p>						
<b>Insurance</b>	<p>Applicants are advised to have the European Health Insurance Card (EHIC) and also private travel and health insurance for the duration of their Erasmus studies at Dundee.</p>						