

**Annex to Erasmus+ Inter-Institutional Agreement  
Institutional Factsheet**

**1. Institutional Information**

**1.1. Institutional details**

<b>Name of the institution</b>	<b>University of Glasgow</b>
<b>Erasmus Code</b>	UK GLASGOW01
<b>EUC</b>	
<b>Institution website</b>	<a href="http://www.gla.ac.uk/international/abroadexchange/exchangeprogramme/incoming/europeanexchangeserasmus/">http://www.gla.ac.uk/international/abroadexchange/exchangeprogramme/incoming/europeanexchangeserasmus/</a>
<b>Online course catalogue</b>	<a href="http://www.gla.ac.uk/coursecatalogue/">http://www.gla.ac.uk/coursecatalogue/</a>

**1.2. Main contacts**

<b>Contact person</b>	Lynsey Dinwoodie
<b>Responsibility</b>	Erasmus+ Institutional Coordinator
<b>Contact details</b>	<b>Phone : +44 (0) 141 330 3714 ; Fax : +44 (0) 141 330 4045 ; Email : <a href="mailto:Lynsey.Dinwoodie@glasgow.ac.uk">Lynsey.Dinwoodie@glasgow.ac.uk</a>; <a href="mailto:rio-erasmus@glasgow.ac.uk">rio-erasmus@glasgow.ac.uk</a></b>

**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:

<b>Type of mobility</b>	<b>Subject area</b>	<b>Language(s) of instruction</b>	<b>Recommended language of instruction level *</b>
Student Mobility for Studies	Any	English	<i>B2</i>
Staff Mobility for Teaching	Any	English	<i>B2</i>

\* 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 requirements and proof required, please see our online F.A.Q at: [www.gla.ac.uk/international/abroadexchange/exchangeprogramme/incoming/europeanexchangeserasmus/frequentlyaskedquestions/](http://www.gla.ac.uk/international/abroadexchange/exchangeprogramme/incoming/europeanexchangeserasmus/frequentlyaskedquestions/)

## 2.2. Additional requirements

Exchange Students will enrol in a standard full-time study load and are required to complete all relevant assessment in order to obtain credit. A full course load is comprised of 120 local SCOTCAT credits (=60 ECTS) for a full academic year, or 60 local SCOTCAT credits (=30 ECTS) for one semester.

Exchange students are expected to take the majority of their courses in the subject of the agreement. Courses from other subjects may be requested, but are subject to the relevant academic assessment and approval and departmental policy.

Incoming study students are expected to apply for one of the standard academic periods outlined in our Calendar. Durations outwith the standard academic period cannot normally be considered.

Incoming thesis/project work students may request an alternate duration from our online system. Durations outwith the options on our online system cannot normally be considered. All project work must be requested at the time of application and an appropriate local supervisor confirmed before the student can be accepted.

We have the infrastructure to welcome students and staff with disabilities. Please see the Disability Service webpage for further information:

<http://www.gla.ac.uk/services/disability/support/>

## 2.3. Calendar

<b>Semester 1</b>	September – December
<b>Semester 2</b>	January - May

### 2.3.1. Nomination Deadlines

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

<b>Semester 1 &amp; Full Year</b>	Nomination: 20 April Application: 1 May
<b>Semester 2</b>	Nomination: 1 November Application: 15 November

### 2.3.2. Decision Response

We will normally send our decision directly to the student via email within 6 weeks of the application deadline.

### 2.3.3. Transcripts of Records

A Transcript of Records will normally be issued no later than five weeks after the assessment period. The assessment period normally includes the grading and exam board approval. For Full Year students, the transcript will be issued only after the end of the second semester of study. The transcript will be sent by post to the student's permanent address as listed on their application to Glasgow. It is the student's responsibility to provide their home institution with this document.

### 3. Additional information

#### 3.1. Grading system

<http://www.gla.ac.uk/services/senateoffice/policies/assessment/codeofassessment>

<http://www.gla.ac.uk/international/abroadexchange/exchangeprogramme/europeancreditransfersystem/>

The ratio of local Glasgow SCOTCAT credits to ECTS is 2:1; i.e. 120 SCOTCAT credits=60 ECTS

#### 3.2. Visa

The University will provide students with the relevant sponsorship documentation and information to assist in obtaining a student visa.

The individual student is responsible for applying for the necessary visa and any attendant supporting documentation and fees.

The University of Glasgow cannot accept responsibility for applications which are returned as invalid or are refused.

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

<b>Contact person</b>	International Student Support Team
<b>Contact details</b>	Phone : +44 (0) 141 330 2912 ; Email : <a href="mailto:internationalstudentsupport@glasgow.ac.uk">internationalstudentsupport@glasgow.ac.uk</a>
<b>Website</b>	<a href="http://www.gla.ac.uk/international/support/immigrationandvisas/">http://www.gla.ac.uk/international/support/immigrationandvisas/</a>

#### 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](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:

<b>Contact person</b>	Erasmus Team
<b>Contact details</b>	Email : <a href="mailto:rio-erasmus@glasgow.ac.uk">rio-erasmus@glasgow.ac.uk</a>
<b>Website</b>	<a href="http://www.gla.ac.uk/international/abroadexchange/exchangeprogramme/incomingeuropeanexchangeserasmus/">http://www.gla.ac.uk/international/abroadexchange/exchangeprogramme/incomingeuropeanexchangeserasmus/</a>

#### 3.4. Housing

University Accommodation is not guaranteed, but the receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

Where University accommodation is available, Exchange Students must complete the relevant accommodation application by the stipulated deadline. Accommodation, if provided, will be charged at the standard rates.

<b>Contact person</b>	Residential Services Team
<b>Contact details</b>	Phone : +44 (0) 141 330 4743 ; Email : <a href="mailto:accom@glasgow.ac.uk">accom@glasgow.ac.uk</a>
<b>Website</b>	<a href="http://www.gla.ac.uk/undergraduate/accommodation/admissionspolicy/socrateserasmus/">http://www.gla.ac.uk/undergraduate/accommodation/admissionspolicy/socrateserasmus/</a>