

# Annex to Erasmus+ Inter-Institutional Agreement

## Institutional Fact Sheet



### 1. Institutional Information

#### 1.1. Institutional details

Name of the institution	Högskolan Dalarna (Dalarna University)
Erasmus Code	S FALUN01
EUC	29445
Institution Web site	<a href="http://www.du.se/en">http://www.du.se/en</a>
International relations office Web site	<a href="http://www.du.se/en/internationaloffice">http://www.du.se/en/internationaloffice</a>
Application webpage	<a href="http://www.du.se/en/exchangeIN_apply">http://www.du.se/en/exchangeIN_apply</a>

#### 1.2. Main contacts

Contact person	Susanne Corrigox
Responsibility	Institutional Erasmus Co-ordinator / Administrative contact for bilateral agreements
Contact details	<a href="mailto:sco@du.se">sco@du.se</a> tel + 4623778153
Contact person	Sofi H.Dougherty
Responsibility	International coordinator Campus Borlänge
Contact details	<a href="mailto:ioffice@du.se">ioffice@du.se</a> , <a href="mailto:shd@du.se">shd@du.se</a> tel +4623778575
Contact person	Catharina Enhörning
Responsibility	International coordinator Campus Falun
Contact details	<a href="mailto:ioffice@du.se">ioffice@du.se</a> , <a href="mailto:cen@du.se">cen@du.se</a> tel +4623778217

### 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 *
Student Mobility for Studies		English, Swedish	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, please refer to our course syllabi.

#### 2.2. Calendar

##### 2.2.1. Academic calendar: [du.se/en/semesterdates](http://du.se/en/semesterdates)

##### 2.2.2. Nomination Deadlines

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

<b>Autumn term</b>	April 15 <sup>th</sup>
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<b>Spring term</b>	October 15 <sup>th</sup>

### 2.2.3. Decision Response

We will send our decision within **6** weeks.

### 2.2.4. Transcripts of Records

Students can print out verifiable transcripts of records from My Pages <http://www.du.se/mypages> . The authenticity of the certificate can be verified via our web within 90 days of issue.

### 2.2.5. 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

Dalarna University uses four different grading scales (each course syllabus provides information on which one is used) together with historical grade distribution. ECTS grades are no longer in use, see also [www.du.se/ects](http://www.du.se/ects).

### 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: [www.migrationsverket.se](http://www.migrationsverket.se) (Swedish Migration Board) <http://www.du.se/en/Student-Services/Practical-Information/Residence-Permits/>

<b>Contact person</b>	International coordinators
<b>Contact details</b>	<a href="mailto:ioffice@du.se">ioffice@du.se</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>	Susanne Corrigox
<b>Responsibility</b>	Erasmus Co-ordinator
<b>Contact details</b>	<a href="mailto:sco@du.se">sco@du.se</a> tel + 4623778153
<b>Website</b>	<a href="http://www.du.se/insurances">www.du.se/insurances</a>

### 3.4. Housing

Our institution will guide incoming students/staff in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education. Information and assistance for students: [www.du.se/accommodation](http://www.du.se/accommodation). Incoming staff are guided by the inviting party, typically the contact person of the School involved.