

Swansea University Annex to Erasmus+ Inter-Institutional Agreement & Institutional Factsheet

1. Institutional Information

1.1. Institutional details

Name of the institution	Swansea University
Erasmus Code	UK SWANSEA01
Institution website	http://www.swansea.ac.uk/international/visiting-and-exchange/
Online course catalogue	https://intranet.swan.ac.uk/catalogue/

1.2. Main contacts

Contact person	Carol Smith
Responsibility	Head of Exchange and Study Abroad
Contact details	c.d.smith@swansea.ac.uk

Contact person	Kay Llewellyn
Responsibility	Incoming Exchange and Study Abroad Coordinator (exchange students coming to study at Swansea)
Contact details	k.llewellyn@swansea.ac.uk

Contact person	Lucy Williams
Responsibility	Outgoing Exchange and Study Abroad Manager (Swansea students going to partner universities)
Contact details	lucy.v.williams@swansea.ac.uk

Contact person	Rhiannon Harry
Responsibility	Outgoing Exchange and Study Abroad Officer (Swansea students going to partner universities)
Contact details	r.a.harry@swansea.ac.uk

Contact person	Leah Hewitt
Responsibility	Outgoing Exchange and Study Abroad Coordinator (Swansea students going to partner universities)
Contact details	l.c.hewitt@swansea.ac.uk

Contact person	Corinne Rees
Responsibility	Exchange and Study Abroad Assistant (exchange students coming to study at Swansea)
Contact details	c.m.rees@swansea.ac.uk

Contact person	Samantha Scott
Responsibility	Exchange and Study Abroad Assistant (Swansea students going to partner universities))
Contact details	s.c.scott@swansea.ac.uk

Contact person	Jennifer Walker
Responsibility	Internationalisation Officer – Study Abroad
Contact details	j.walker@swansea.ac.uk

2. Detailed requirements and additional information

2.1. Recommended language skills

The sending institution, following agreement with Swansea University, 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	Any	English	Undergraduate: B2 IELTS 6.0 with a minimum of 5.5 in each part of the test Postgraduate: B2 IELTS 6.5 with a minimum of 5.5 in each part of the test
Staff Mobility for Teaching	Any	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. Academic Calendar 2015/16

23rd September 2016 to 16th June 2017 (please note Swansea University reserves the right to change term and semester dates up until the start of each session) Dates can be seen online at:

<http://www.swansea.ac.uk/the-university/world-class/termandsemesterdates/>

2.3. Student Nominations and Application process.

2.3.1. Nomination Deadlines

Please email the following information for each of your nominated students to studyabroad@swansea.ac.uk

Forename

Surname

Nationality

Subject area

Study period at Swansea (e.g. Full year, Semester 1, Semester 2) Email address

Nomination emails must reach our institution by:

Semester 1 (September start)	28 th April
Semester 2 (January start)	13 th October

2.3.2. Application Procedure and Deadlines

Students must complete the online application form <http://www.swansea.ac.uk/international/visiting-and-exchange/how-to-apply/> and upload copies of:

- Passport/national ID card
- Most recent academic transcript.
- Passport size photograph

Complete applications must reach our institution by:

Semester 1 (September start)	19 th May
Semester 2 (January start)	27 th October

2.3.3. Courses / Modules at Swansea

Details of modules can be seen at <https://intranet.swan.ac.uk/catalogue/>

Important information about Module Selection and Assessment:

- Please note: 120 Swansea University Credits = 60 ECTS credits or 36 US credits Full
- year students can select up to a total of 120 Swansea University credits.
- Semester students can select up to a total of 60 Swansea University credits.
- Modules at Swansea University are either taught in Semester 1 (TB1 modules), Semester 2 (TB 2 modules) or throughout the whole academic year (TB1 & 2 modules)
- Students spending only Semester 1 at Swansea can only select modules taught and examined in Teaching Block 1 (TB1 only)
- Students spending only Semester 2 at Swansea can only select modules taught and examined in Teaching Block 2 (TB2 only)
- It is possible to enrol on level 3 modules if students have a sound background in that subject area but please note that there are no re-sit opportunities for level 3 modules.
- Students may not select level M modules as these are graduate modules and are not open to visiting/exchange students
- When selecting modules students must pay attention to the method of assessment. Some modules are assessed by essay, others are assessed by examinations. Please note that Semester 1 (TB1) modules in Biological Sciences, Engineering, Mathematics, Computer Science, Economics, Business and Geography are all assessed by examination in January and students are required to be present in Swansea for these. •
Some modules are not available to exchange/visiting students, please see the module catalogue for more information: <https://intranet.swan.ac.uk/catalogue/>
- Please note that it will not be possible to confirm module selection until the student arrives and enrolls at Swansea University.

2.3.4. Decision Response

Applications will be acknowledged and all students will receive a decision within 4 weeks of the application deadline.

2.3.5. Transcripts of Records

A Transcript of Records will be issued in July at the end of the academic year when the exam boards have been held. Students spending semester 1 at Swansea will receive a provisional results letter in March.

3. Additional information

3.1. Grading system

The Swansea University ECTS grade conversion table can be seen at:

<http://www.swansea.ac.uk/international/opportunities/assessment-and-credit/>

3.2. Visa

Swansea University 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	Kay Llewellyn
Responsibility	Incoming coordinator (exchange students coming to study at Swansea)
Contact details	k.llewellyn@swansea.ac.uk
Website	http://www.swansea.ac.uk/international/visiting-and-exchange/

3.3. Insurance

Swansea University will provide insurance for all Swansea students/staff participating in an Erasmus exchange. Swansea University will not provide insurance for any incoming students/staff.

3.4. Housing

Swansea University will assist incoming students to find accommodation. After the closing date for applications has passed and once an Erasmus student application has been approved by Swansea University, students will receive their Swansea University student number which will be required in order to apply for accommodation through our residential services department.

Contact person	Residential Services
Contact details	accommodation@swansea.ac.uk
Website	http://www.swansea.ac.uk/international/visiting-and-exchange/further-information/