

## Annex to Erasmus+ Inter-Institutional Agreement

### Institutional Factsheet

#### 1. Institutional Information

##### 1.1. Institutional details

<b>Name of the institution</b>	The Queen's University of Belfast
Erasmus Code	UK BELFAST01
EUC	28023-LA-1-2014-1-UK-E4AKA1-ECHE
Institution website	<a href="http://www.qub.ac.uk">www.qub.ac.uk</a>
Incoming student website	<a href="http://go.qub.ac.uk/erasmusincoming">http://go.qub.ac.uk/erasmusincoming</a>
Online course catalogue	<a href="https://qsiscat.qub.ac.uk">https://qsiscat.qub.ac.uk</a>

##### 1.2. Main contact

<b>Contact person</b>	Mrs Donna Beckington
<b>Responsibility</b>	Erasmus Institutional Co-ordinator
<b>Contact details</b>	Global Opportunities Careers, Employability and Skills Queen's University Belfast Belfast BT7 1NN Northern Ireland, UK
	Phone: +44-28-9097 5255      Email: <a href="mailto:erasmus@qub.ac.uk">erasmus@qub.ac.uk</a>

#### 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 of instruction	Recommended language of instruction level *
Student Mobility for Studies	All	English	B2
Staff Mobility for Teaching	All	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>.

##### 2.2. Additional requirements

Incoming Erasmus students are normally accepted for regular semester periods, ie Semester 1, Semester 2 or the full academic year. Students may take modules only in subjects which have been included in the inter-institutional agreement with the student's home university.

The University has developed its provision for students with disabilities so that all students can be assured of equality of opportunity. The Disability Services unit provides support to all students with a registered disability – see [www.qub.ac.uk/directorates/sgc/disability/](http://www.qub.ac.uk/directorates/sgc/disability/).

## 2.3. Calendar

### 2.3.1. Nomination Deadlines

Incoming students must be nominated by their home university in the first instance. Nominations should be sent to the Global Opportunities team at [erasmus@qub.ac.uk](mailto:erasmus@qub.ac.uk). An application form and information on housing, etc, will be sent to the student once a nomination is received.

Completed student applications must reach our institution by:

<b>Autumn Semester</b>	Nomination: 1 June (approx) Application: 15 June (approx)
<b>Spring Semester</b>	Nomination: 5 October (approx) Application: 19 October (approx)

### 2.3.2. Decision Response

A decision will be sent to the student normally within 6 weeks.

### 2.3.3. Transcripts of Records

A Transcript of Records will be issued to the home university normally within 5 weeks of the publication of results. Students can also view and download their academic record through their Queen's Online account.

### 2.3.4. Termination of Agreement

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 agreement notified to the other party by 1 September in any year will only take effect as of 1 September the following year. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

## 3. Additional information

### 3.1. Assessment and Grading system

Erasmus students are expected to enrol for a full-time workload and undertake assessment. A full workload for one semester is three modules, totalling 60 Units (also known as CATS points). 60 Queen's Units are equivalent to 30 ECTS points. Most modules have a weighting of 20 Units or 10 ECTS credits. Some subject areas also offer half modules and double modules. Further information on assessment and the University's grading system is available at

[www.qub.ac.uk/home/International/International-students/FileStore/Fileupload,137097,en.pdf#search=ects%20credits](http://www.qub.ac.uk/home/International/International-students/FileStore/Fileupload,137097,en.pdf#search=ects%20credits).

### 3.2. Visa

Our institution will provide guidance, when required, on 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 source:

<b>Contact</b>	International Student Support
<b>Contact details</b>	Phone: +44-28-9097 3820      Email: <a href="mailto:iss@qub.ac.uk">iss@qub.ac.uk</a>
<b>Website</b>	<a href="http://www.qub.ac.uk/sites/iss/">www.qub.ac.uk/sites/iss/</a>

### 3.3. Insurance

Our institution will provide guidance on insurance for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education. 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 point:

<b>Contact</b>	Insurance Section, Finance Directorate
<b>Contact details</b>	Phone: +44-28-9097 1484      Email: insurance@qub.ac.uk
<b>Website</b>	<a href="http://www.qub.ac.uk/directorates/FinanceDirectorate/AccountingServices/PensionsTaxandInsurance/Insurance/">www.qub.ac.uk/directorates/FinanceDirectorate/AccountingServices/PensionsTaxandInsurance/Insurance/</a>

Information on healthcare is available at [www.qub.ac.uk/sites/iss/LivinginBelfast/Healthcare/](http://www.qub.ac.uk/sites/iss/LivinginBelfast/Healthcare/)

### 3.4. Housing

Our institution will provide guidance to incoming students/staff on finding accommodation, according to the requirements of the Erasmus Charter for Higher Education. A limited number of rooms in University accommodation are available to students who apply by the following deadlines:

<b>Autumn Semester</b>	Autumn Semester: applications open July, close 1 August
<b>Spring Semester</b>	Spring semester: applications open 1 November, close 30 November

Information and assistance is provided by the following contact point:

<b>Contact</b>	Queen's Accommodation and Hospitality
<b>Contact details</b>	Phone: +44-28-9097 4525      Fax: +44-28-9097 4524      Email: accommodation@qub.ac.uk
<b>Website</b>	<a href="http://www.qub.ac.uk/accommodation">www.qub.ac.uk/accommodation</a>