

University of Reading

Annex to Inter-Institutional Agreement

Institutional Factsheet 2021-22

1. Institutional Information

1.1 Institutional Details

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| Name of the Institution | University of Reading Whiteknights, PO Box 227, Reading RG6 6AH, United Kingdom |
| Erasmus Code | UK READING01 |
| EUC | 30250 |
| Department responsible for student mobility | Erasmus & Study Abroad Office (ESAO) Edith Morley Building, Shinfield Road, Whiteknights, Reading, RG6 6EL |
| Study Abroad Website | https://studyabroad.reading.ac.uk/incoming/ |

1.2 Main Institutional Contacts

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| Study Abroad Manager | Marcus Dowse Tel: +44 (0) 118 378 8322 Email: m.a.m.a.dowse@reading.ac.uk |
| Incoming Students (to Reading) | Chris Bonham & Louise Crompton Tel: +44 (0) 118 378 7220 Email: studyabroad@reading.ac.uk Please note: All enquiries regarding any aspect of studying abroad at the University of Reading should be directed to studyabroad@reading.ac.uk |
| Outgoing Students (from Reading) | Emily Davis-Williams & Louise Crompton Tel: +44 (0) 118 378 8504 Email: studyabroad@reading.ac.uk Please note: All enquiries regarding any aspect of studying abroad from the University of Reading should be directed to studyabroad@reading.ac.uk |

2. DETAILED REQUIREMENTS AND ADDITIONAL INFORMATION

2.1 Language Skills

The sending institution, following agreement with our institution, is responsible for providing support to its nominated candidates so that they have the required 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 | See: http://studyabroad.reading.ac.uk/incoming/apply/erasmus-students/ |
| Staff Mobility for Teaching | Any | English | Recommended equivalent of C1 |

2.2 Module Information

Information: <https://studyabroad.reading.ac.uk/incoming/study/> and www.reading.ac.uk/studyabroad/incomingstudents/vso-modules.aspx

The module provision is subject to change and availability. The University of Reading reserves the right to amend its academic provision.

Unless the University of Reading has an agreement, which limits the subject areas which can be selected, applicants will be permitted to choose modules from the list providing that they have the necessary pre-requisite knowledge.

The final decisions regarding acceptance onto the modules will be made by the Academic Departments/Schools. Students will have the chance to amend and finalise their modules once they arrive at the University of Reading.

Students are expected to undertake a full workload while they are studying at the University of Reading. They can gain up to 30 ECTS per Study Block with no less than 20 ECTS (unless written permission from their home institution is given and sent to studyabroad@reading.ac.uk)

Modules listed as being taught for autumn & spring are taught once over the two terms, not once in autumn and again in spring.

Students in Reading for Study Block 1 only can select modules that are taught over two terms / the full academic year - they will normally receive 1/2 the credit value.

If students join in Study Block 2, it is unlikely that they can join a module which runs across two terms / the full academic year.

Modules in the School of Law cannot be joined in Study Block 2.

2.3 Calendar

Information: <https://studyabroad.reading.ac.uk/incoming/study>

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| Application deadlines | Information regarding students nominated must reach the University of Reading by the following deadlines: | | |
| | | Nomination deadline | Application deadline |
| | September 2021 Entry | 1 May 2021 | 1 June 2021 |
| | January 2022 Entry | 1 October 2021 | 1 November 2021 |
| Students are recommended to submit their full application as early as possible. | | | |

Information for institutions can be found on our website at:

<https://studyabroad.reading.ac.uk/exchange-partners/>

Details regarding application requirements can be found at:

<https://studyabroad.reading.ac.uk/incoming/apply/erasmus-students/>

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| Study dates 2021/22 | Students can be nominated to study at Reading one of the following options: | | |
| | | Study Periods | Dates |
| | Option 1 | Study Block 1 | Monday 20 September - Friday 10 December 2021 <i>Please note: Students must be able to enrol on the Programme no later than Sunday 19 September 2021</i> |
| | Option 2 | Study Block 2 | Wednesday 5 January - Friday 10 June 2022 <i>Please note: Students must be able to enrol on the Programme no later than Wednesday 5 January 2022</i> |
| Option 3 | Full Academic year (Study Blocks 1 & 2) | Monday 20 September 2021 - Friday 10 June 2022 <i>Please note: Students must be able to enrol on the Programme no later than Sunday 19 September 2021</i> | |

Application process

Exchange students can only submit applications online through the RISIS Student Portal. To access the online application study abroad coordinators/ advisers must nominate students via the RISIS Nomination Portal, access to which will be sent out to partner contacts when we open the calls for nominations.

Study abroad coordinators / advisers may nominate for Study Block 1, Full Academic Year and Study Block 2 prior to 1 May 2021. We will resend the Nomination Portal link during August, open until 1 October, for any remaining Study Block 2 nominations. If a student has already been nominated for Study Block 2 prior to 1 May, they do not need to be nominated again when we resend the Portal access link. Their details will be already be safely stored in our system and nominating them again will generate an unwanted duplicate record.

We ask that all nominations are submitted via our Nomination Portal to ensure that we capture all the information we need about students in the format in which we need it. The portal will ask you to enter the following information about each nominated student

- Student's family name (as appears on passport)
- Student's other names (as appears on passport)
- Student's date of birth (in the DD/MM/YYYY format)
- Student's gender (Male or Female)
- Student's email address

Once this information is received, the Nomination Portal will email study abroad coordinators / advisers a receipt, which will include the student's eight-digit University of Reading student ID number (2*****).

Study abroad coordinators / advisers will need to nominate each student separately: The Nomination Portal does not allow multiple nominations in one session. Please do not click back at any point while using the Nomination Portal. Please follow instructions to close windows if asked.

Once nominations have been checked and accepted by us, we will write to your students with information about how to access the online application form.

Summary of the application process following acceptance of nomination by the University of Reading:

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| Stage 1 | Applicants complete the online application detailing provisional module choices. |
| Stage 2 | Print the completed online application and get the relevant authority at the home institution to confirm the details and sign the application (digital signatures and stamps accepted). |
| Stage 3 | Full year applicants must provide evidence of English language ability for visa purposes as part of their application. Accepted documents and levels are detailed on our website. |
| Stage 4 | Scan a copy of the signed application with a Transcript (in English) indicating modules studied and grades received as part of their degree programme and evidence of English Language proficiency (if applicable). |

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| | | Scanned PDF copies should be e-mailed directly to studyabroad@reading.ac.uk . Students are advised that they should use a scanner to scan their documents, rather than take a picture with their smartphone. Documents must be attached to the email, not pasted within it. |
| | Stage 5 | Upon receipt by the Erasmus & Study Abroad Office of the full application and associated documentation, the University of Reading will normally send its decision regarding the application directly to the student within four (4) weeks. |
| <p>Further details of the application process can be found at: https://studyabroad.reading.ac.uk/incoming/apply/</p> <p>And https://studyabroad.reading.ac.uk/exchange-partners/</p> | | |

2.4 Methods of Assessment:

Each school at the University of Reading sets its own form of assessment which is reviewed and approved annually by the relevant academic authorities at the University. Examination assessment takes place during the Summer Term.

Students who are not registered at the University for the Summer Term (i.e., Study Block 1 students) will be set an additional piece of assessment to replace the examination, as approved by the relevant academic authorities at the University. Students will be informed of the form of assessment by the academic department at the time they register onto the module, after arrival.

Students are not permitted to request University of Reading assessments be adjusted to meet home university requirements, for example by asking for extended word counts.

Grading System:

Details can be found at: www.reading.ac.uk/studyabroad/incoming/grades

2.5 Students and Staff with Disabilities

The University of Reading has the infrastructure to welcome participants with disabilities in accordance with the requirement of the Erasmus Charter for Higher Education providing at full disclosure is made at nomination stage by the sending institution in order that the appropriate support and guidance can be provided to the participant by the relevant authorities at the University of Reading. Partner institutions are advised to contact the University of Reading well before the nomination and application deadlines to ensure that all necessary arrangements can be made. The sending institutions is responsible for covering all extra costs in connection with the exchange. Further information can be found at:

<https://studyabroad.reading.ac.uk/incoming/support/>

<https://studyabroad.reading.ac.uk/incoming/our-community/>

3. ADDITIONAL INFORMATION

Visa information

The University of Reading will help, when required, in securing visas for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education

Information about all aspects of mobility will be organised and distributed to students (nominated, applicants and participants) by the Erasmus & Study Abroad Office, with the necessary detailed information, websites and contacts at Reading provided direct to the students at the appropriate time.

Details can be found at: <https://studyabroad.reading.ac.uk/incoming/apply/erasmus-students/>

Insurance

Our institutions will help in obtaining insurance for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education. Information about all aspects of mobility will be organised and distributed to students (nominated, applicants and participants) by the Erasmus and Study Abroad Office, with the necessary detailed information, websites and contacts at Reading provided direct to the students at the appropriate time.

Accommodation

Reading will provide guidance regarding finding accommodation, according to the requirements of the Erasmus Charter for Higher Education. Information about all aspects of mobility will be organised and distributed to students (nominated, applicants and participants) by the Erasmus and Study Abroad Office, with the necessary detailed information, websites, and contacts at Reading.

The application deadlines for Halls of Residence are currently **1 August** for Students starting in September and **1 December** for students starting in January.

Whilst every effort is made to provide accommodation in Halls of Residence, we are unable to guarantee either a place in Halls or a specific type of accommodation to any applicant.

Students who either do not want to live in hall accommodation or are not offered hall accommodation can receive assistance from the University of Reading (details will be provided at the time of notification).

Further details can be found at: <https://studyabroad.reading.ac.uk/incoming/accommodation/>

Green Mobility

The [University of Reading's institutional Strategy \(2020-26\)](#) states that our: "... long-term ambition to be the greenest university in the UK, we will lead by example and commit to genuine carbon neutrality by 2030...".

As part of this institutional commitment the Erasmus & Study Abroad Office will make a financial contribution of £5 for each student joining the Study Abroad Programme. This will be used to either offset or inset the CO₂ emissions on a project that meets [Gold Standard Verified Emission Reduction \(VER\)](#) standard (project details to be agreed). We are doing the same with outgoing mobility also (although the contribution is higher).

To begin with this contribution will be for incoming mobilities joining the Study Abroad Programme taking place in academic years 2021/2 and 2022/3. However, it is planned to be reviewed and renewed thereafter. We acknowledge that this will not be sufficient to cover the full CO₂ emissions generated, but it is a start. We encourage both our partner institutions and students joining the Study Abroad Programme at Reading to offset (or inset) their own travel CO₂ emissions in addition, so that collectively we can work towards making Study Abroad as carbon neutral an activity as we can.

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| <p>Welcome and Arrival</p> | <p>September 2021 Entry Students are expected to enrol in time to fully participate in the compulsory Welcome Week Programme (starting from 09:00 on Monday 20 September 2021).</p> <p>Halls of residence will be open to allow students to arrive from 17, 18 or 19 September 2021 for early arrivals (dependent on which hall the student is allocated).</p> <p>January 2022 Entry Students must enrol in time to fully participate in the full day Orientation and Induction meetings on Wednesday 5 January 2022. Halls of Residence will be available for earlier arrival.</p> <p>Details regarding travelling to the UK and welcome events will be sent to students at a later stage.</p> |
| <p>Student Testimonials</p> | <p>Please see https://studyabroad.reading.ac.uk/incoming/student-experiences/ for testimonials written by past Study Abroad Programme Students.</p> |
| <p>Study Abroad Social Media</p> | <p>Instagram: https://www.instagram.com/readingabroad/ Facebook: https://www.facebook.com/studyabroadreading/ Twitter: https://twitter.com/ReadingAbroad YouTube: https://www.youtube.com/playlist?list=PLZWYaq_mWwsHp_zKxj7KH16GcFl-DT1q</p> |

4. STAFF MOBILITY

- Participants should discuss their options with their International Office (or equivalent responsible for the management of the Erasmus+ programme) to ensure that there is a valid bilateral agreement in place, and that there are funds available to support the mobility.
- The host department at the University of Reading is responsible for organisational aspects of the mobility and should be the primary contacts for participants for arrangements related to the mobility.

Teaching Staff mobility:

- Incoming teaching staff must be individually accepted by the relevant host department at the University of Reading. Acceptance is dependent on all parties (i.e., participant, sending institution and the host department at the University of Reading) agreeing in advance to the content of the candidate's teaching plan and the timing of the proposed teaching mobility.
- The host department can assist in providing information to participants regarding accommodation. Information about hotel accommodation on the Whiteknights campus can be found here: <https://www.hospitalityuor.co.uk/accommodation/cedars-hotel/>
- Participants who require a visa to enter the UK need to inform the host department in advance of the mobility. The hosting department will be responsible for liaising with the Department of Human Resources at Reading to ensure that the appropriate process is followed.
- A representative of the hosting academic department at Reading should sign the teaching programme and provide confirmation of the duration of the visit, or any other information required, in line with the requirements of the Erasmus+ programme.

Staff Training mobility:

- Incoming staff participating on the staff training programme must be individually accepted by the relevant department willing to host the mobility. Acceptance is dependent on all parties (i.e., participant, sending institution and the host department at the University of Reading) agreeing in advance to the content of the candidate's training plan and the timing of the proposed training mobility.

- The host department can assist in providing information to participants regarding accommodation. Information about hotel accommodation on the Whiteknights campus can be found here: <https://www.hospitalityuor.co.uk/accommodation/cedars-hotel/>
- Participants who require a visa to enter the UK need to inform the host department in advance of the mobility. The hosting department will be responsible for liaising with the Department of Human Resources at Reading to ensure that the appropriate process is followed.
- A representative of the hosting academic department at Reading should sign the training programme and provide confirmation of the duration of the visit, or any other information required, in line with the requirements of the Erasmus+ programme.

Erasmus & Study Abroad Office, March 2021