**Institutional Erasmus+ Factsheet 2016/17**

**Institutional Information**

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| Name | Ulster University |
| Erasmus code | UK COLERAI01 |
| EUC number | 28408 |
| PIC number | 999885313 |
| Addresses | Coleraine campus:Cromore Road, Coleraine, BT52 1SABelfast campus:25 – 51 York Road, Belfast, BT15 1EDJordanstown campus:Shore Road, Newtownabbey, BT37 0QBMagee campus:Northland Road, Londonderry, BT48 7JL |
| Website | [www.ulster.ac.uk](http://www.ulster.ac.uk)[www.ulster.ac.uk/international](http://www.ulster.ac.uk/international) |

**Contacts - International Department**

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| **Erasmus Institutional Coordinator** |
| Ms Clare Armour |
| erasmus@ulster.ac.ukphone: +44 (0)28 7012 4987 |

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| **Contact for Erasmus+ Inter-Institutional Agreements**  |
| Mrs Suzanne Hewitt |
| Sr.hewitt@ulster.ac.ukphone: +44 (0)28 9036 8377 |

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| **Coordinator for outgoing Erasmus students** |
| Ms Clare Armour |
| erasmus@ulster.ac.ukphone: +44 (0)28 7012 4987 |

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| **Coordinator for incoming Erasmus students** |
| Ms Clare Armour |
| erasmus@ulster.ac.ukphone: +44 (0)28 7012 4987 |

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| **Assistant for incoming and outgoing Erasmus students** |
| Ms Jennifer Coyles |
| erasmus@ulster.ac.ukphone: +44 (0)28 7012 4646 |

**Nominations**

Email for nominations: erasmus@ulster.ac.uk

Required information:

* Full name of student
* subject area of studies
* study level
* intended period of stay
* email contact of student

**Nomination deadlines:**

|  |  |
| --- | --- |
| For entry in September | 31 May |
| For entry in January | 31 October |

We will email your nominated students directly with information about our application process and a link to our online application form.

**Applications**

Your students should follow the instructions emailed to them to complete our online application form.

We cannot process application forms for students who have not been formally nominated by their home university.

No additional documents (e.g. transcripts, evidence of language level) are required for incoming Erasmus students ***with the exception of*** students coming to study in the Belfast School of Art or Belfast School of Architecture, who will be required to submit a portfolio of work for assessment. Details of how to submit portfolios will be sent to nominated students.

**Application deadlines:**

|  |  |
| --- | --- |
| For entry in September | 30 June  |
| For entry in January | 30 November |

**Language requirements**

The sending institution, is responsible for ensuring that students have the recommended language skills at the start of the study or teaching period:

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of mobility** | **Subject area** | **Language(s) of instruction** | **Language of****instruction level**  |
| Student Mobility for Studies | All | English | B2 level is recommended |

**English language support**

CPPD language, culture and academic skills modules are offered free of charge by the Centre for English Language Teaching (CELT) to support students whose first language is not English.

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| **CELT PPD modules** | <http://www.ulster.ac.uk/__data/assets/pdf_file/0018/81306/Pre-sessional-brochure-web-Feb-2016.pdf>  |

**Academic Calendar**

<http://www.ulster.ac.uk/international/apply/how-to-apply/academic-calendar>

**Orientation**

International student orientation is not compulsory but is highly recommended for our students.

Orientation will take place on:

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| --- | --- |
| Semester 1 | 14 – 23 September 2016 |
| Semester 2 | 24 – 27 January 2017  |

For more information: <http://www.ulster.ac.uk/international/preparation-and-arrival/orientation>

**Visas**

Students who require a visa in order to study un the UK will be provided with advice and assistance.

Students studying at Ulster University for 6 months or less will be issued with a letter to allow them to apply for a Short-term study visa

Students studying at Ulster University for more than 6 months will be issued with a Confirmation of Acceptance for Studies (CAS) to allow them to apply for a Tier 4 Student visa.

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| --- | --- |
| **Contact person** | Compliance and Immigration Team |
| **Contact details** | casstatements@ulster.ac.uk  |
| **Website** | <http://www.ulster.ac.uk/international/visa-immigration>  |

**Insurance**

Liability insurance

Whilst on the University premises or engaged in an activity related to their course of study, students are covered under the University’s Public Liability policy which has a limit of indemnity of £30million.

Insurance of personal possessions

Students staying in university residences will pay a booking fee, which includes an insurance premium to cover damage, loss or theft of a range of common personal possessions within their study bedroom. Students with high value items may need to buy top-up cover.

Details of cover and how to make a claim will be included with the Arrival Instructions sent to students by the Accommodation Office.

Travel Insurance

We recommend that all students take out travel insurance before they travel to the UK.

Health Insurance

All EU, EEA and Swiss nationals should apply for a European Health Insurance Card before they travel to the UK.

Non-EU, EEA and Swiss nationals should take out private health insurance with a reputable provider.

**Accommodation**

There is a wide choice of accommodation on or close to all our campuses. For more information and contact details of responsible staff please follow the links below:

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| --- | --- |
| **Residential Services website** | <http://www.ulster.ac.uk/accommodation/> |
| **University accommodation application website** | <https://roomservice.ulster.ac.uk/Ulster_Portal/> |
| **Residential Services contact details** | <http://www.ulster.ac.uk/accommodation/contact-us/>  |

**Course Catalogue**

<https://webservices.ulster.ac.uk/modules/>

The link above provides a catalogue of all modules offered by Ulster University. Further details on how to access this catalogue is sent to students who have been nominated by their home institution.

Please note that not all modules listed will be available each year. For further information about modules, students should contact their Departmental Erasmus Coordinator/Studies Adviser at Ulster University.

**Grading System**

Ulster University does not currently implement the ECTS grading system. This is currently being reviewed and further information will be provided in due course.