

Erasmus⁺ Programme

Annex to Inter-institutional agreement 2014-2017

University of Sussex
UK BRIGHTO01

A. Information about higher education institutions

Name of the institution	Erasmus code	Contact details (email, phone)	Website (eg. of the course catalogue)
University of Sussex	UK BRIGHTO01	Institutional Coordinator: Emily Sinclair Head of International Programmes Sussex Abroad office Fr-103, Friston Building, Sussex University, BN1 9SP	Study Abroad Guide : http://www.sussex.ac.uk/study/sabroad/guide Course catalogue: http://www.sussex.ac.uk/study/sabroad/guide/modules

C. Recommended language skills

The sending institution, following agreement with the receiving 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:

Receiving institution	Language of instruction 1	Language of instruction 2	Recommended language of instruction level	
			Student Mobility for Studies	Staff Mobility for Teaching
UK BRIGHTO01	English		B2	C1

Conditions for incoming students to Sussex: Where English is not the applying student's native language, they must be able to prove a good level of English competence. We ask that the sending institution includes proof of the student's level of English (as below) when sending through the application. We are happy to accept confirmation of the level of spoken and written English from the sending institution's own language department where they will have been tested.

This agreement is for the exchange of students on taught Masters-level courses. Please note it is not possible to accept PhD students under this agreement.

*Students applying for Masters-level courses should be of a suitable level and can choose from the options listed in the Study Abroad Guide:

<http://www.sussex.ac.uk/study/sabroad/guide/modules>

Please note that some Masters-level modules may not be available at the time of enrolment.

Please note that the required level of English for Masters-level courses is IELTS (International English Language Testing System) 6.5 overall and not less than 6.0 in each of the four components.

Students must be academically qualified to take the courses for which they apply. They are normally expected to have completed at least one year of higher education in their own country to apply for undergraduate modules and three years for the Masters modules.

D. Additional requirements

UK BRIGHT001: The Host Institution will provide students with a full induction for working in lab facilities. The University's Health and Safety policy can be found here:

<http://www.sussex.ac.uk/hso/healthandsafety/policies>

Science Safety Procedures and Guidance:

<http://www.sussex.ac.uk/hso/healthandsafety/science-safety-procedures-and-guidance>

Liability insurance at UK BRIGHT001:

- (a) Students will be covered by the *liability insurance* of the host organization (covering at least damages caused to the student at the work place).
- (b) Students will be covered by a *liability insurance* of the host organization (covering damages caused by the student at the work place).

UKBRIGHT001: Information about the welcome and orientation of students and staff with disabilities at UK BRIGHT001 is available on request as this will depend on individuals' needs. For students, please contact Liz Akerblom e.h.akerblom@sussex.ac.uk Incoming staff should contact David Brimage d.brimage@sussex.ac.uk

Outgoing Sussex students will contact the International Office at the partner university to sign a provisional learning agreement in the May/June before they commence their studies. This is a requirement of the UK's National Agency but Sussex understands that modules on offer may have changed by the time the student starts their studies.

As part of Sussex's ongoing quality assurance procedures, we may need to request information from our partner universities relating to your assessment and examination processes.

E. Calendar

1. Student application deadlines:

Receiving institution	Autumn/Winter term ¹ [month]	Spring/Summer term ² [month]
UK BRIGHT001	April 1 st (for nominations) May 1 st (for applications to be received)	September 15 th (for nominations) October 15 th (for applications to be received)

2. The receiving institutions will send their decisions within 4 weeks after deadline.
3. A Transcript of Records will be issued by the receiving institution no later than 5 weeks after the assessment period has finished at the receiving HEI.
4. Termination of this Agreement or Changes in the data set above can be amended annually, if communicated before September 1st the year before the changes takes place. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

F.Information

¹ To be adapted in case of a trimester system.

² To be adapted in case of a trimester system.

UK BRIGHT001

WWW for Incoming Students	http://www.sussex.ac.uk/study/sabroad/guide
WWW Course Catalogue	http://www.sussex.ac.uk/study/sabroad/guide/modules
Grading scale	<p>For our European (Erasmus) partner institutions, we use ECTS credits to calculate the number of courses the student needs to take. Please note 60 ECTS credits is equal to 120 Sussex credits.</p> <p>http://www.sussex.ac.uk/study/sabroad/guide/modules/choose</p> <p>For information on grade distribution, please also see page 17 of the Examination and Assessment Regulations Handbook 2013/14:</p> <p>http://www.sussex.ac.uk/academicoffice/documentsandpolicies/examinationandassessmenthandbooks</p>
Housing ³	<p>University-managed accommodation is guaranteed for full year exchange students who apply for housing before the deadline of 1st August. Accommodation for part year applicants is more limited and they will be notified in July if we are unable to offer housing.</p> <p>http://www.sussex.ac.uk/study/sabroad/guide/life/housing</p>
WWW Visa Information ⁴	http://www.sussex.ac.uk/students/induction/international/immigration
WWW Insurance Information ⁵	<p>Please see the International Students' Pre-Arrival Guide:</p> <p>http://www.sussex.ac.uk/students/induction/international</p>
ECTS Users' Guide	See information above on grading scale
Erasmus Coordinators	<p>David Brimage Sussex Abroad office d.brimage@sussex.ac.uk Tel +44 1273 877040</p>

³ The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the ECHE.

⁴ The sending and receiving institutions will provide assistance, when required, in securing visas for incoming and outbound mobile participants, according to the requirements of the ECHE.

⁵ The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the ECHE. The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided.

