

Annex B to ERASMUS+ Inter-Institutional Agreement

Institutional Factsheet:

1. Institutional Information

1.1. Institutional details

Name of the institution	Waterford Institute of Technology
Erasmus Code	IRLWATERFO01
Postal Address	Cork Road, Waterford, Ireland
Institution website	www.wit.ie/exchanges

1.2. Main contacts at International Office

Contact person	Ms Sonya Walsh
Responsibility	International Officer
Contact details	Email: scwalsh@wit.ie T: +353 51 845506

Contact person	Ms Sinead Day
Responsibility	International Affairs Manager
Contact details	sday@wit.ie

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(s) of instruction	Recommended language of instruction level according to CEFR
Student Mobility for Studies		English	B2
Staff Mobility for Teaching		English	B2

* For an easier and consistent understanding of language requirements, use of the Common European Framework of Reference for Languages (CEFR) is recommended, see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>.

2.2 Additional Requirements

Students with a disability (sensory/physical) need to provide Evidence from an appropriately qualified Consultant as to the type of disability and the limitations experienced as a result of the disability.

Students with a learning difficulty, for example, dyslexia/specific learning difficulty need to provide Evidence from an appropriately qualified Psychologist – a Psycho-Educational Assessment (the full Assessment is required).

All documentation/Evidence of Disability or Evidence of a Learning Difficulty must be provided in English and in a timely manner. The documentation is required in order to avail of appropriate/available supports through the Disability Office at Waterford Institute of Technology.

2.3 Calendar

The semester dates will be published on the website

2.3.1 Nomination Deadlines: Applications/information on students nominated must reach our institution by:

Autumn term	31 st May for whole year and 1 st semester students
Spring term	17 th October for 2 nd Semester students

2.3.2 Decision Response

We will send our decision normally not later than three weeks after we have received the complete application documents. When accepted, the student will receive a conformation and additional information about his/her stay in Waterford by mail. The acceptance letter will be sent to the home institution by regular mail.

2.3.3 Transcripts of Records

A Transcripts of Records will be issued normally within 6 week after the assessment period has finished by the Examination Office. The original document will be sent to the home university by regular mail. It is the home university's responsibility to provide the student with this document.

3. Additional information

3.1 Grading system:

A. GRADING STRUCTURE FOR ERASMUS STUDENTS AT WATERFORD INSTITUTE OF TECHNOLOGY ARE AS FOLLOWS:

Over 70%: 1st Class Honours/Distinction - translates into ECTS A

60% - 69%: 2.1 Class Honours/Merit 1 - translates into ECTS B

50% – 59%: 2.2 Class Honours/Merit 2 - translates into ECTS C

40% - 49%: Pass - translates into ECTS D

0 – 39%: Fail, no credits awarded – translates into ECTS F

I – Deferral of subject

AB – Absent from Exam

3.2 Visa

Our institution 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	Ms Sonya Walsh
Contact details	scwalsh@wit.ie
Website	http://www.wit.ie/international

3.3 Insurance

Our institutions will provide assistance in obtaining insurance for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education. http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm .

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 points and information sources:

Contact person	Ms Sonya Walsh
Contact details	scwalsh@wit.ie
Website	www.odon.ie/wit

3.4 Housing

Our institution will guide incoming student/staff in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education. Information and assistance can be provided by the following persons and information sources:

Contact person	Riverwalk Apartments Student Complex
Contact details	info@riverwalkwaterford.com
Website	www.riverwalkwaterford.com