

# INSTITUTIONAL FACT SHEET

## Academic Year 2020-2021



Waterford Institute of Technology  
INSTITIÚID TEICNEOLAÍOCHTA PHORT LAIRGE



### WATERFORD INSTITUTE OF TECHNOLOGY

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Ireland

### OFFICE FOR INTERNATIONAL RELATIONS

Phone: 00353 51 845506  
E: [studentexchange@wit.ie](mailto:studentexchange@wit.ie)  
W: [www.wit.ie/international/exchanges/incoming\\_students](http://www.wit.ie/international/exchanges/incoming_students)

### OFFICE CONTACTS

#### ***Inward Exchange Coordinator***

- EU/non-EU incoming exchange students
- Renewal of inter-institutional agreements
- Events Coordinator

#### ***Ms Damien O'Connell***

Email: [doconnell@wit.ie](mailto:doconnell@wit.ie)  
Telephone: 00353 51 845506

#### ***Outward Mobility & Study Abroad Coordinator***

- Outgoing exchange students
- Study abroad programme
- Staff mobility
- New inter-institutional agreements

#### ***Ms Paula Brazil***

Email: [pbrazil@wit.ie](mailto:pbrazil@wit.ie)  
Telephone: 00353 51 834168

### ACADEMIC CALENDAR

#### ***AUTUMN SEMESTER***

***September to December 2020 (Please note the below dates are pending confirmation)***

Student orientation programme: 2<sup>nd</sup> September (TBC) *Please note this is mandatory for all new international and exchange students*

First day of lectures: 7 September  
Student reading week: 28 October – 01 November  
Last day of lectures: 6 December  
Study period: 9 – 12 December  
Assessment and examinations: 13 – 23 December  
Examination results online: 22 January 2021

#### ***SPRING SEMESTER***

***January to May 2021 (Please note the below dates are pending confirmation)***

Student orientation programme: 11<sup>th</sup> January (TBC) *Please note this is mandatory for all new international and exchange students*

First day of lectures: 13 January  
Student reading week: 12 – 21 February  
Last day of lectures: 27 April  
Study period: 28 April – 04 May  
Assessment and examinations: 05 – 18 May  
Examination results online: 10 June 2021

## STUDENT NOMINATIONS & APPLICATION DEADLINES

### **AUTUMN SEMESTER**

Partner nomination deadline: 15 April

Student application deadline: 01 May

### **SPRING SEMESTER**

Partner nomination deadline: 04 October

Student application deadline: 14 October

### ***Please be advised we are unable to accept late nominations or applications***

Our international exchange nomination form can be downloaded at the following website:

[https://www.wit.ie/international/exchanges/incoming\\_students](https://www.wit.ie/international/exchanges/incoming_students)

Or you can email Damien O'Connell who will send you the form: [doconnell@wit.ie](mailto:doconnell@wit.ie)

After the nomination has been received and approved, we will email your student with the following information:

- An official offer for a place on the International Exchange programme at WIT and information on preparing for their life in Waterford
- Subject Guide – listing of available modules (under our inter-institutional agreement)
- Instructions on how to complete our online application form
- List of the documents the students need to submit to complete their application

Required Application Documents:

- PDF scan of the completed online application form
- PDF scan of passport: the page with the passport number and photograph
- PDF scan of the signed, stamped and dated learning agreement

## HEALTH & TRAVEL INSURANCE

All international exchange students coming to WIT are advised to take out comprehensive health and travel insurance before coming to Ireland. Private health and travel insurance may be obtained either from the students' home country or from an Irish provider.

Students should be advised that participation in the International Exchange programme abroad involves certain inherent risks which the exchange student must assume. The risks associated include, but are not limited to, responsibility for damage to or loss of property, personal illness or injury and death while the exchange student is a participant in the programme.

Although WIT takes all necessary steps to mitigate these risks and to provide assistance in time of need, the student must take responsibility for ensuring personal safety and security during the study placement. The student must assume responsibility for taking out adequate personal travel and health insurance, some of the main providers in Ireland are:

- Halligan Insurances, TEL: 00353 18 797100, WEB: [www.halligan.ie](http://www.halligan.ie)
- O'Driscoll O'Neil Study and Protect, TEL: 00353 16 395800, WEB: [www.studyandprotect.com](http://www.studyandprotect.com)
- The Voluntary Health Insurance Board (VHI), TEL: 00353 18 724499, WEB: [www.vhi.ie](http://www.vhi.ie)
- Laya Healthcare, TEL: 0035 321 2022000, WEB: [www.layahealthcare.ie](http://www.layahealthcare.ie)
- Aviva Europe, TEL: 001890 717717, WEB: [www.aviva.ie/health](http://www.aviva.ie/health)

**Module Selection** Exchange students may select modules from the WIT ECTS Module Guides **only**. The WIT ECTS Module Guides can be found on the following webpage [https://www.wit.ie/international/exchanges/incoming\\_students#tab=panel-3](https://www.wit.ie/international/exchanges/incoming_students#tab=panel-3) The maximum number of ECTS credits students can study per semester is 30 and the minimum is 15. The majority of modules at WIT are worth 5 ECTS. Modules have between 3-4 hours of classes each week.

**IMPORTANT:** *If students select modules from different programmes and different years' there will be clashes in their timetables. We advise students to discuss this with their academic advisor and to select a number of alternative modules to be approved in case of a timetable clash occurring. Please be advised the timetables are released at the start of the semester.*

There is a 'How to find and use your timetable' tutorial on the WIT website to help students create their specific timetable.

**Academic requirements**

Students must have successfully completed all modules in the sending University and it is the responsibility of the coordinator whom nominates students for exchange, to nominate students that they believe have the ability to successfully complete exchange studies at WIT. Students do not require a specific GPA in order to register on the WIT Student Exchange programme.

**English Language Requirements**

Exchange students are not required to submit proof of their English language proficiency. Partner institutions are expected to select students who have the required standard of English as set out in our inter-institutional agreement.

**English Language Modules for Exchange Students**

WIT offers three English language modules worth 5 ECTS each at the following levels:

- B1
- B2
- C1

**IMPORTANT:** *Please be advised we cannot guarantee classes are scheduled every semester due to resource limitations. If they are scheduled, the student will be advised of this during the induction programme. Places are limited and cannot be guaranteed and are awarded on a first come first serve basis.*

*Students can attend **one** level only and they are required to attend **all** 3 hours of classes per week.*

**Exam and Assessment Registration**

Students are generally given two weeks from the start of semester before they must submit a "**Course Registration Form**" to the Office for International Relations. This form is provided to our Examinations and Registry Departments to register the student for their exams.

Exam timetables are released between 4-6 weeks prior to the exams.

## VISA REQUIREMENTS

The Office for International Relations at WIT provides information and support to **non-European students** regarding arranging their study permits. We hold a visa workshop as part of our international student induction programme.

If prospective exchange student is a Non-EU citizen, they will require a **Visa Support Letter** provided by the WIT Office for International Relations. To acquire a Visa Support Letter from WIT the student must first complete your online application following the approval of their nomination. Following the completion of your online application you can request a Visa Support Letter by emailing [doconnell@wit.ie](mailto:doconnell@wit.ie)

Information regarding visas can be found on our website at [https://www.wit.ie/international/admissions/pre\\_arrival\\_information\\_for\\_international\\_students](https://www.wit.ie/international/admissions/pre_arrival_information_for_international_students)

For queries please contact by email: [international@wit.ie](mailto:international@wit.ie)

## INTERNATIONAL STUDENT ORIENTATION PROGRAMME

Our international student orientation programme is mandatory for **all** International Exchange students. We will email all accepted students the orientation programme schedule, which will also be available on our website a 2-3 weeks before the start of semester at the following link: <https://www.wit.ie/international/exchanges/induction-and-online-registration-exchange>

## TRANSCRIPT OF RECORDS

A scan copy of your students' official transcript of records will be issued by email. A grading structure will be included with the student's transcript of records. Details on the European Credit Transfer System (ECTS) can be found at [https://ec.europa.eu/education/resources/european-credit-transfer-accumulation-system\\_en](https://ec.europa.eu/education/resources/european-credit-transfer-accumulation-system_en)

If you have any queries regarding your students' transcript, please contact Mr Damien O'Connell: [doconnell@wit.ie](mailto:doconnell@wit.ie)

## ACCOMMODATION, COST OF LIVING & TRANSPORT

Students are responsible for sourcing and securing their own accommodation. For a listing of accommodation providers in the area please go to our website at the following link: <https://www.wit.ie/international/admissions/accommodation>

For the average cost of living in Waterford and other useful information please go to the following link: [https://www.wit.ie/images/uploads/About\\_PDF/International\\_Student\\_FactSheet.pdf](https://www.wit.ie/images/uploads/About_PDF/International_Student_FactSheet.pdf)

## WATERFORD CITY



- Waterford is Ireland's oldest City, founded by the Vikings
- It is vibrant, filled with historic sites, the celebrated Waterford Greenway and the stunning coastline is awarded with UNESCO Global Geopark status
- It is a safe and welcoming student-friendly city with a compact city centre where you can go everywhere by foot or bicycle and with good public transport and no pollution or traffic problems
- Great shopping, cultural events and festivals
- The city is awarded Purple Flag status, a Gold Standard accreditation recognising Waterford city as a safe, vibrant, and welcoming destination for residents and visitors.
- See the Visit Waterford website for more information on experiencing the magic of Waterford:  
<http://www.visitwaterford.com/>