

# Annex II to Erasmus+ Inter-Institutional Agreement

## Institutional Factsheet

### 1. Institutional Information

#### 1.1. Institutional details

Name of the institution	<b>Universidad de Almería</b>
Erasmus Code	<b>E ALMERIA 01</b>
Institution Web site	<a href="http://www.ual.es">www.ual.es</a>
International Relations Office Web site	<a href="http://cms.ual.es/UAL/universidad/serviciosgenerales/uinternacional/index.htm">http://cms.ual.es/UAL/universidad/serviciosgenerales/uinternacional/index.htm</a>
Online course catalogue	<a href="http://cms.ual.es/UAL/en/estudios/grados/index.htm">http://cms.ual.es/UAL/en/estudios/grados/index.htm</a>

#### 1.2. Main contacts

<b>RESPONSIBILITY</b>	<b>INSTITUTIONAL COORDINATOR / VICE-RECTOR OF INTERNATIONALIZATION</b>
<b>Contact person</b>	<b>Julián Cuevas González</b>
<b>Contact details</b>	Phone: +34 950 015812; Email: <a href="mailto:vicintern@ual.es">vicintern@ual.es</a>

<b>RESPONSIBILITY</b>	<b>DIRECTOR OF THE SECRETARY OF INTERNATIONAL PROMOTION</b>
<b>Contact person</b>	<b>Hugo González Martínez</b>
<b>Contact details</b>	Phone: +34 950 015818; Email: <a href="mailto:promint@ual.es">promint@ual.es</a>

<b>RESPONSIBILITY</b>	<b>HEAD OF THE INTERNATIONAL OFFICE</b>
<b>Contact person</b>	<b>Francisco Joya González</b>
<b>Contact details</b>	Phone: +34 950 015218; Email: <a href="mailto:fjoya@ual.es">fjoya@ual.es</a>

<b>RESPONSIBILITY</b>	<b>ADMINISTRATIVE CONTACT FOR BILATERAL AGREEMENTS</b>
<b>Contact person</b>	<b>Hugo González Martínez</b>
<b>Contact details</b>	Phone: +34 950 015758; Email: <a href="mailto:acuerdos@ual.es">acuerdos@ual.es</a>

<b>RESPONSIBILITY</b>	<b>CONTACT PERSON FOR INCOMING/ OUTGOING STAFF</b>
<b>Contact person</b>	<b>Anastasia Butovska</b>
<b>Contact details</b>	Phone: +34 950 015046; Email: <a href="mailto:abutovska@ual.es">abutovska@ual.es</a>

<b>RESPONSIBILITY</b>	<b>CONTACT PERSON FOR INCOMING STUDENTS</b>
<b>Contact person</b>	<b>Rosario Padilla Rodríguez</b>
<b>Contact details</b>	Phone: +34 950 015046 Email: <a href="mailto:incoming@ual.es">incoming@ual.es</a>

<b>RESPONSIBILITY</b>	<b>CONTACT PERSON FOR OUTGOING STUDENTS</b>
<b>Contact person</b>	<b>Alberto Roldán Ruiz</b>
<b>Contact details</b>	Phone: +34 950 015046 Email: <a href="mailto:outgoing@ual.es">outgoing@ual.es</a>

## 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 *
Student Mobility for Studies		Spanish / English	B1
Staff Mobility for Teaching		Spanish / English	B2

\* Level according to Common European Framework of Reference for Languages (CEFR), see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

For more details on the language of instruction recommendations, please check the link for the course catalogue: <http://cms.ual.es/UAL/en/universidad/organosgobierno/vinternacional/actividades/actividad/RRIIPLURI201112>

### 2.2. Calendar

### 2.3. Nomination Deadlines

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

<b>Nominations' Management Process starting March 1<sup>st</sup></b>	
<b>Autumn term</b>	Nomination: June 15 <sup>th</sup> Application: June 30 <sup>th</sup>
<b>Spring term</b>	Nomination: November 15 <sup>th</sup> Application: November 30 <sup>th</sup>

#### 2.3.1. Decision Response

We will send our decision within 5 weeks.

#### 2.3.2. Transcripts of Records

A Transcript of Records will be issued no later than 5 weeks after the assessment period has finished at our institution.

#### 2.3.3. Termination of Agreement

This agreement can be terminated at any time by mutual consent. In the event of unilateral termination, a notice of at least one academic year should be given. This means that a unilateral decision to discontinue the exchanges notified to the other party by 1 September of one given year will only take effect as of 1 September of the next year. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

### 3. Additional information

#### 3.1. Grading system

ECTS	UAL (10/10)
A = Excellent	Magna Cum Laude (>9 and <=10)
B = Very good	Excellent (>9 and <=10)
C = Good	Very good (>=7 and <9)
D = Satisfactory	Pass (>=6 and <7)
E = Sufficient	Pass (>=5 and <6)
F = Fail	Fail (<5)
_ = No Results	Absent (The student has not taken the 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:

<b>Contact details</b>	Email: <a href="mailto:incoming@ual.es">incoming@ual.es</a>
<b>Website</b>	<a href="https://www.ual.es/application/files/4114/9303/3899/eaceanotavisado.pdf">https://www.ual.es/application/files/4114/9303/3899/eaceanotavisado.pdf</a>

#### 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: [https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/higher-education-charter\\_en](https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/higher-education-charter_en).

<b>Contact details</b>	Email: <a href="mailto:incoming@ual.es">incoming@ual.es</a>
<b>Website</b>	<a href="http://cms.ual.es/UAL/universidad/serviciosgenerales/uinternacional/pagina/SEGUROMOVILIDADESTUDIANTE">http://cms.ual.es/UAL/universidad/serviciosgenerales/uinternacional/pagina/SEGUROMOVILIDADESTUDIANTE</a>

#### 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:

<b>Contact details</b>	Email: <a href="mailto:housing@ual.es">housing@ual.es</a>
<b>Website</b>	<a href="http://cms.ual.es/UAL/en/alojamientos/index.htm">http://cms.ual.es/UAL/en/alojamientos/index.htm</a>

**INFORMATION NOTE:** According to the rules of The Erasmus Guidelines on how to use the Learning Agreement for Studies: “It is not compulsory to circulate papers with original signatures; scanned copies of signatures or digital signatures may be accepted, depending on the national legislation or institutional regulations”.

The digital signature is totally legal in Spain and it can be authenticated and verified through legal administrative procedures (<https://verificarfirma.ual.es/verificarfirma/>). For that reason and after the implementation of our new on-line platform, UMove, from the academic course 2016/17, **all the documents related to our Exchange Students will only be digitally signed** and they will be available to download by the students directly from the platform.