



## 1. Institutional Information

### 1.1. Institutional Details

<b>Name of the institution</b>	Universidad de Almería (UAL)	<b>Erasmus Code</b>	E ALMERIA01
<b>UAL's Web</b>	<a href="http://www.ual.es">www.ual.es</a>	<b>Participant Id. Code (PIC)</b>	999884440
<b>IRO's web</b>	<a href="http://cms.ual.es/UAL/universidad/serviciosgenerales/uinternacional/index.htm">cms.ual.es/UAL/universidad/serviciosgenerales/uinternacional/index.htm</a>		
<b>Incoming students' web</b>	<a href="http://www.ual.es/en/comunidad/estudiantes-internacionales?idioma=en_GB">www.ual.es/en/comunidad/estudiantes-internacionales?idioma=en_GB</a>		
<b>Online course catalogue</b>	<a href="http://www.ual.es/estudios">www.ual.es/estudios</a> Click on the program -> "Plan de estudios" -> "Asignaturas". For classes in English, make a final click on "Asignaturas impartidas en otro idioma"		

### 1.2. How to contact us: partner International Offices

<b>INSTITUTIONAL COORDINATOR / VICE-RECTOR FOR INTERNATIONALIZATION</b>	
Julián Cuevas González	+34 950 015812 <a href="mailto:vicintern@ual.es">vicintern@ual.es</a>

<b>HEAD OF THE INTERNATIONAL OFFICE</b>	
Francisco Joya González	+34 950 015218 <a href="mailto:fjoya@ual.es">fjoya@ual.es</a>
<b>INCOMING STUDENTS</b>	
Rosario Padilla Rodríguez	+34 950 015046 <a href="mailto:incoming@ual.es">incoming@ual.es</a>
<b>OUTGOING STUDENTS</b>	
Alberto Roldán Ruiz	+34 950 015046 <a href="mailto:outgoing@ual.es">outgoing@ual.es</a>
<b>ERASMUS+ KA-107 ICM</b>	
María Fernanda Rodríguez	+34 950 015763 <a href="mailto:sripro@ual.es">sripro@ual.es</a>
<b>ERASMUS+ STUDENT MOBILITY FOR TRAINEESHIPS</b>	
Jose Luis López Egea	+34 950 015975 <a href="mailto:jlegea@fundacionual.es">jlegea@fundacionual.es</a>
<b>INCOMING/OUTGOING STAFF</b>	
Habiba Saeed	+34 950 015046 <a href="mailto:acuerdos@ual.es">acuerdos@ual.es</a>
<b>AGREEMENTS</b>	
Hugo González Martínez	+34 950 015836 <a href="mailto:acuerdos@ual.es">acuerdos@ual.es</a>

### 1.3. How to contact us: students

<b>FOR ALL PURPOSES</b>
<a href="https://www.ual.es/contacta?idioma=en_GB">https://www.ual.es/contacta?idioma=en_GB</a>
<u>Registered students</u> -> "(CAU de Administración y Servicios)". <u>Non-registered students</u> -> "Formulario de consultas"



## 2. Requirements, Calendar and Transcript of Records

### 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. For more details on the language of instruction recommendations, please check the link for the course catalogue.

Type of mobility	Language(s) of instruction	Recommended level (CEFR) *
Student Mobility for Studies	Spanish / English	B1
Staff Mobility for Teaching	Spanish / English	B2

### 2.2. Calendar: [https://www.ual.es/en/estudios/academiccalendar?idioma=en\\_GB](https://www.ual.es/en/estudios/academiccalendar?idioma=en_GB)

Every student has two chances to pass an exam. The first one is the “Convocatoria ordinaria”. The second one is the “Convocatoria extraordinaria”. Only students that have failed their exam in a convocatoria ordinaria can sit in the extraordinaria.

### 2.3. Nomination Deadlines

Nominations' Management Process starts March 1 <sup>st</sup>	
<b>Autumn term</b>	Nomination must reach UAL by June 15 <sup>th</sup> Application must reach UAL by June 30 <sup>th</sup>
<b>Spring term</b>	Nomination must reach UAL by November 15 <sup>th</sup> Application must reach UAL by November 30 <sup>th</sup>

### 2.4 Decision Response: We will send our decision within 15 days.

### 2.5 Transcripts of Records: Students receive their ToR no later than 10 days after they receive all their grades and inform UAL's IRO of their departure.



### 3. Additional Information

#### 3.1. Grading System

ECTS	UAL (10/10)
A	Magna Cum Laude ( $\geq 9$ and $\leq 10$ ) <i>Special grade, it can only be awarded to a limited number of students</i>
B	Excellent ( $\geq 9$ and $\leq 10$ )
C	Very good ( $\geq 7$ and $< 9$ )
D	Pass ( $\geq 6$ and $< 7$ )
E	Pass ( $\geq 5$ and $< 6$ )
F	Fail ( $< 5$ )
	Absent (The student has not taken the exam)

Local grading system. Soon to be replaced with ECTS grades distribution tables.

#### 3.2. Visa

Our institution provides assistance, when required, in securing visas for incoming and outgoing students/staff, according to the Erasmus Charter. More information at the web page of the closest Spanish consulate or through [incoming@ual.es](mailto:incoming@ual.es)

#### 3.3. Insurance

Incoming and outgoing students/staff shall have an insurance covering at least the following: Medical-health, accidents, legal liability (not mandatory for non-internship students), and repatriation of remains for the period of stay. [More information.](#)

#### 3.4. Housing

Our institution will guide incoming student/staff in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education. More information at [www.ual.es/vida-universitaria/alojamiento](http://www.ual.es/vida-universitaria/alojamiento) or [housing@ual.es](mailto:housing@ual.es)

#### 3.5 Information Note

Following the implementation of our on-line administration platform, all exchange students' documents will only be signed digitally. Digital signature are legal and valid in Spain and can be authenticated and verified through legal administrative procedures (in UAL's case, through <https://verificarfirma.ual.es/verificarfirma/>). Furthermore, according to the rules of the Erasmus Guidelines: "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".

#### 3.5 Virtual and blended mobilities

UAL does not offer virtual or blended mobilities