

Annex II to Erasmus+ Inter-Institutional Agreement

Institutional Factsheet

1. Institutional Information

1.1. Institutional details

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

1.2. Main contacts

RESPONSIBILITY	INSTITUTIONAL COORDINATOR / VICE-RECTOR OF INTERNATIONALIZATION
Contact person	Julián Cuevas González
Contact details	Phone: +34 950 015812; Email: vicintern@ual.es

RESPONSIBILITY	DIRECTOR OF THE SECRETARY OF INTERNATIONAL PROMOTION
Contact person	Hugo González Martínez
Contact details	Phone: +34 950 015818; Email: promint@ual.es

RESPONSIBILITY	HEAD OF THE INTERNATIONAL OFFICE
Contact person	Francisco Joya González
Contact details	Phone: +34 950 015218; Email: fjoya@ual.es

RESPONSIBILITY	ADMINISTRATIVE CONTACT FOR BILATERAL AGREEMENTS
Contact person	Hugo González Martínez
Contact details	Phone: +34 950 015758; Email: acuerdos@ual.es

RESPONSIBILITY	CONTACT PERSON FOR INCOMING/ OUTGOING STAFF
Contact person	Anastasia Butovska
Contact details	Phone: +34 950 015046; Email: abutovska@ual.es

RESPONSIBILITY	CONTACT PERSON FOR INCOMING STUDENTS
Contact person	Rosario Padilla Rodríguez
Contact details	Phone: +34 950 015046 Email: incoming@ual.es

RESPONSIBILITY	CONTACT PERSON FOR OUTGOING STUDENTS
Contact person	Alberto Roldán Ruiz
Contact details	Phone: +34 950 015046 Email: outgoing@ual.es

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:

Nominations' Management Process starting March 1 st	
Autumn term	Nomination: June 15 th Application: June 30 th
Spring term	Nomination: November 15 th Application: November 30 th

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:

Contact details	Email: incoming@ual.es
Website	https://www.ual.es/application/files/4114/9303/3899/eaceanotavisado.pdf

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.

Contact details	Email: incoming@ual.es
Website	http://cms.ual.es/UAL/universidad/serviciosgenerales/uinternacional/pagina/SEGUROMOVILIDADESTUDIANTE

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:

Contact details	Email: housing@ual.es
Website	http://cms.ual.es/UAL/en/alojamientos/index.htm

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://verificafirma.ual.es/verificafirma/>). 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.