Erasmus+ Inter-Institutional Agreement

Institutional Factsheet

1. Institutional Information

1.1. Institutional details

Name of the institution	Universidad de A Coruña
Erasmus Code	E LA-CORU01
Erasmus Charter - ECHE	**28678-LA-1-2014-1-ES-E4AKA1-ECHE**
Institution Web site	http://www.udc.gal
International relations office Web site	http://international.udc.es/
Online course catalogue	http://estudos.udc.es/en/degrees

1.2. Main contacts

Contact person	Prof. Fernando Peña López
Responsibility	Director of the International Relations Office And Erasmus Institutional coordinator
Contact details	International Relations Office (IRO) O Lagar - Campus de Elviña – 15071 A Coruña - Spain Phone: +34 981 167000 - Fax: +34 981 167013 - Email: erasmus@udc.es

Contact person	Ms. Sandra King or Ana López Pampin
Responsibility	Administrative contact for bilateral agreements
Contact details	International Relations Office (IRO) O Lagar - Campus de Elviña – 15071 A Coruña - Spain Phone: +34 981 167000 - Fax: +34 981 167013 - Email: rrii@udc.es or iro@udc.es

Contact person	Ms. Ana Alonso
Responsibility	Contact person for outgoing students/staff
Contact details	International Relations Office (IRO) O Lagar - Campus de Elviña – 15071 A Coruña - Spain Phone: +34 981 167000 - Fax: +34 981 167013 - Email:outgoing.rrii@udc.es

Contact person	Ms.Paula Porto
Responsibility	Contact person for incoming students/staff
Contact details	International Relations Office (IRO) O Lagar - Campus de Elviña – 15071 A Coruña - Spain Phone: +34 981 167000 - Fax: +34 981 167013 - Email: incoming. rrii@udc.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	Any	Spanish and/or Galician Language	B1 Spanish generally recommended unless some other specific level required for a special program
Staff Mobility for Teaching	Any	Spanish and/or Galician Language or English	B2 Spanish or English

* 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 refer to our course catalogue.

2.2. Additional requirements

Students' application for an international mobility at UDC is only possible by use of the online application form available on website http://www.udc.es/moveonline3/moveonline/incoming/welcome.php. The following documents must be enclosed and sent by airmail to IRO, together with the printed and signed online application form:

- Learning Agreement containing planned course units in our institution. The Learning Agreement may be modified after arrival and discussion with the academic coordinator. For all questions relating to Learning Agreement, please contact the faculty coordinator,
- the Transcripts of Records obtained in previous years of study at home university
- Copy of passport or ID

For staff mobility, the "Teaching assignment programme" or "working programme" form duly filled in and signed by home university should be sent to IRO.

The University Unit of Attention to the Diversity (ADI) was created to attend to members of the university community with **special needs** derived from the disability or any other ways of difference in front of the majority of the population, being its committed main objective to facilitate the full integration of the students, teaching and administrative staff that, for physical, sensorial, psychic or sociocultural reasons, experience difficulties or external barriers to an adequate, egalitarian and beneficial access to the university life. More information on Web site http://www.udc.es/cufie/uadi/

2.3. Calendar

2.3.1. Nomination Deadlines

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

Autumn term	June 15th
Spring term	November 15th

2.3.2. Decision Response

We will send our decision within 6 weeks.

2.3.3. Transcripts of Records

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

2.3.4. 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

The results obtained by the student in each of the subjects will be graded according to the following numerical scale of 0-10, with one decimal, to which may be added the corresponding qualitative rating:

    0 - 4,9:   Suspenso (SS) - Failed
    5,0 - 6,9: Aprobado (AP) – Satisfactory/Sufficient
    7,0 - 8,9: Notable (NT) - Good
    9,0 - 10:   Sobresaliente (SB) – Very Good

The mention of "Distinction" (Matrícula de Honor - Excellent) will be awarded to students who have achieved a score equal to or greater than 9.0. Its number will not exceed 5% of the students enrolled in a subject in the relevant academic year, unless the enrollment is less than 20 students, in which case only one student may be granted with this "Distinction". More information: http://www.udc.es/normativa/academica/normas_de_cualificacions_e_actas.html

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. Paula Porto
Responsibility	Contact person for incoming students/staff
Contact details	Phone: +34 981 167000 (ext. 1981) - Fax: +34 981 167013 - Email: incoming.rrii@udc.es
Website	http://extranjeros.empleo.gob.es/es/InformacionInteres/InformacionProcedimientos/Ciudadanosnocomunitarios/estudiantes.html

For more information on legal procedures to be completed by foreigners who will be staying at UDC for more than 3 months, please refer to Web page: http://extranjeros.meyss.es/es/InformacionInteres/InformacionProcedimientos/.

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. Paula Porto
Responsibility	Contact person for incoming students/staff
Contact details	Phone: +34 981 167000 (ext. 1981) - Fax: +34 981 167013 - Email: incoming.rrii@udc.es
Website	http://international.udc.es/ or http://www.udc.es/export/sites/udc/sape/_galeria_down/estudantes_udc/seguros.pdf

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	Ms. Paula Porto
Responsibility	Housing arrangements
Contact details	Phone: +34 981 167000 (ext. 1981) - Fax: +34 981 167013 - Email: incoming.rrii@udc.es
Website	http://www.udc.gal/ori/infestudantesextranxeiros/mobilidade_Erasmus/guia_acollida_UDC/aloxamento.html