

# Annex B to ERASMUS+ Inter-Institutional Agreement

## Institutional Factsheet:

### 1. Institutional Information

#### 1.1. Institutional details

|                         |   |
|-------------------------|---|
| Name of the institution | Universidad Rey Juan Carlos   |
| Erasmus Code            | E MADRID26  |
| EUC                     | 51615   |
| Institution website     | <a href="http://www.urjc.es/">http://www.urjc.es/</a>   |
| Online course catalogue | <a href="https://miportal.urjc.es/guiasdocentes/">https://miportal.urjc.es/guiasdocentes/</a> |

#### 1.2. Main Contacts

|                 |  |
|-----------------|--|
| Contact person  | D Jose M <sup>a</sup> Álvarez Monzoncillo  |
| Responsibility  | Vicerrector for Specific Degrees, Continuig Education, Post-graduate and International Affairs   |
| Contact details | Address: International Relations Office, c/Tulipán s/n 28933. Móstoles. Madrid. Spain<br>Phone: + 34 91 488 9311; E-mail: <a href="mailto:vice.relacionesinternacionales@urjc.es">vice.relacionesinternacionales@urjc.es</a> |

|                 |  |
|-----------------|--|
| Contact person  | Mr. Pablo T. Salvadores Alonso   |
| Responsibility  | Head of Service for International Relations  |
| Contact details | Address: International Relations Office, c/Tulipán s/n Office 414. 28933. Móstoles. Madrid. Spain<br>Phone: + 34 91 488 8289; E-mail: <a href="mailto:pablo.salvadores@urjc.es">pablo.salvadores@urjc.es</a> |

|                 |  |
|-----------------|--|
| Contact person  | Ms. María Teresa Chávarri Caro   |
| Responsibility  | Incoming Students  |
| Contact details | Address: International Relations Office, c/Tulipán s/n Office 414. 28933. Móstoles. Madrid. Spain<br>Phone: + 34 91 488 8308; E-mail: <a href="mailto:internacional.in@urjc.es">internacional.in@urjc.es</a> |

|                 |  |
|-----------------|--|
| Contact person  | Ms. Elisa Gómez-Luengo San Román   |
| Responsibility  | Outgoing Students  |
| Contact details | Address: International Relations Office, c/Tulipán s/n Office 414. 28933. Móstoles. Madrid. Spain<br>Phone: + 34 91 488 9356; E-mail: <a href="mailto:internacional.out@urjc.es">internacional.out@urjc.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 according to CEFR |
|------------------------------|--------------|----------------------------|---|
| Student Mobility for Studies | Any *1       | Spanish/English            | * 2   |
| Staff Mobility for Teaching  | Any          | Spanish/English            | B2  |

For an easier and consistent understanding of language requirements, use of the Common European Framework of Reference for Languages (CEFR) is recommended, see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>.

\*1 Degrees offered in English: Business Administration and Management, Economics, International Relations, Marketing, Primary Education, Pre-primary Education, Protocol, Organization of Events and Corporate Communication, Tourism and Biomedical Engineering,

\*2 Exchange students who want to study in Spanish must have a B1 Spanish certificate. B2 in Spanish is desirable. B2 English level is compulsory for studies in English. For all Health studies that they have to treat with patients and for Second Cycle (Master) we require a B2 level Certificate in Spanish.

## 2.2. Additional requirements

Nominations via Moveon: <https://gestion2.urjc.es/movilidad/incoming/en/>

Infrastructure to welcome students and staff with disabilities:

[http://www.urjc.es/relaciones\\_internacionales/erasmus\\_munde/archivos/incoming/discapacidad.pdf](http://www.urjc.es/relaciones_internacionales/erasmus_munde/archivos/incoming/discapacidad.pdf)

### A. Calendar

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

|                                     |   |
|-------------------------------------|---|
| <b>Autumn term (please specify)</b> | <b>Nominations: May 15th</b><br><b>Applications: May 31st</b>         |
| <b>Spring term (please specify)</b> | <b>Nominations: October 15th</b><br><b>Applications: October 31st</b> |

**Decision Response:** As receiving institution the Universidad Rey Juan Carlos (E MADRID26) will send its decision within 8 weeks.

**Transcripts of Records:** A Transcript of Records will be issued by Universidad Rey Juan Carlos (E MADRID26) no later than five weeks after the assessment period has finished.

**Termination of Agreement:** A unilateral decision to discontinue the exchanges notified to the other party by 1 November 20XX will only take effect as of 1 September 20XX+1. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

### B. Additional information

#### A. Grading system:

ECTS is used in all study areas for both incoming and local students.

<http://www.urjc.es/estudios/grado/>

E MADRID26: [http://www.urjc.es/relaciones\\_internacionales/erasmus\\_munde/archivos/Handbook\\_ing.pdf](http://www.urjc.es/relaciones_internacionales/erasmus_munde/archivos/Handbook_ing.pdf)

Institutional grading system:

| Numerical Mark | grading                        | ECTS |
|----------------|--------------------------------|------|
| NP             | NO PRESENTADO (NOT ATTENDANCE) | FX   |
| 0-4.9          | SUSPENSO (SS)                  | FX   |
| 5.0-5.9        | APROBADO (AP)                  | D    |
| 6.0-6.9        | APROBADO (AP)                  | C    |
| 7.0-8.9        | NOTABLE (NT)                   | B    |
| 9.0-10         | SOBRESALIENTE (SB)             | A    |
| 9.0-10         | MAT. DE HONOR (MH)             | A    |

| ECTS Grade | %of successful students normally achieving the grade | Definition  |
|------------|--|---|
| A          | 10   | EXCELLENT – outstanding performance with only minor errors      |
| B          | 25   | VERY GOOD – above the average standard but with some errors     |
| C          | 30   | GOOD – generally sound work with a number of notable errors     |
| D          | 25   | SATISFACTORY – fair but with significant shortcomings           |
| E          | 10   | SUFFICIENT – performance meets the minimum criteria             |
| FX         | -  | FAIL – some more work required before the credit can be awarded |
| F          | -  | FAIL – considerable further work is required                    |

#### B. 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:

|                        |   |
|------------------------|---|
| <b>Contact person</b>  | Ms. María Teresa Chávarri Caro  |
| <b>Responsibility</b>  | Incoming Students Coordinator   |
| <b>Contact details</b> | Internacional.in@urjc.es<br>+34 91 488 7722   |
| <b>Website</b>         | <a href="http://www.urjc.es/internacional/erasmus-y-movilidad/252-erasmus">http://www.urjc.es/internacional/erasmus-y-movilidad/252-erasmus</a> |

### C. 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. 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:

|                        |   |
|------------------------|---|
| <b>Contact person</b>  | Ms. María Teresa Chávarri Caro  |
| <b>Responsibility</b>  | Incoming Students Coordinator   |
| <b>Contact details</b> | Internacional.in@urjc.es<br>+34 91 488 7722   |
| <b>Website</b>         | <a href="http://www.urjc.es/internacional/erasmus-y-movilidad/252-erasmus">http://www.urjc.es/internacional/erasmus-y-movilidad/252-erasmus</a> |

### D. 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:

|                        |   |
|------------------------|---|
| <b>Contact person</b>  | Ms. María Teresa Chávarri Caro  |
| <b>Responsibility</b>  | Incoming Students Coordinator   |
| <b>Contact details</b> | Internacional.in@urjc.es<br>+34 91 488 7722   |
| <b>Website</b>         | <a href="http://www.urjc.es/internacional/erasmus-y-movilidad/252-erasmus">http://www.urjc.es/internacional/erasmus-y-movilidad/252-erasmus</a> |