



## 1. Institutional Information

### 1.1. Institutional Details

Name of the institution	Universidad de Almería
Erasmus Code	E ALMERIA01
Participant Ident. Code (PIC)	999884440
Institution Web site	<a href="http://www.ual.es">www.ual.es</a>
IRO 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>INSTITUTIONAL COORDINATOR / VICE-RECTOR FOR INTERNATIONALIZATION</b>	
Julián Cuevas González	Phone:+34 950 015812 <a href="mailto:vicintern@ual.es">vicintern@ual.es</a>

<b>HEAD OF THE INTERNATIONAL OFFICE</b>	
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<b>INCOMING STUDENTS</b>	
Rosario Padilla Rodríguez	Phone: +34 950 015046 <a href="mailto:incoming@ual.es">incoming@ual.es</a>

<b>OUTGOING STUDENTS</b>	
Alberto Roldán Ruiz	Phone: +34 950 015046 <a href="mailto:outgoing@ual.es">outgoing@ual.es</a>

<b>ERASMUS+ KA-107 ICM</b>	
María Fernanda Rodríguez	Phone: +34 950 015763 <a href="mailto:sripro@ual.es">sripro@ual.es</a>

<b>ERASMUS+ STUDENT MOBILITY FOR TRAINEESHIPS</b>	
Jose Luis López Egea	Teléfono: +34 950 015975 <a href="mailto:jlegea@fundacionual.es">jlegea@fundacionual.es</a>

<b>INCOMING/OUTGOING STAFF</b>	
Anastasia Butovska	Phone: +34 950 015046 <a href="mailto:abutovska@ual.es">abutovska@ual.es</a>

<b>AGREEMENTS</b>	
Hugo González Martínez	Phone: +34 950 015836 <a href="mailto:acuerdos@ual.es">acuerdos@ual.es</a>



## 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)

### 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>

1.4 **Decision Response:** We will send our decision within 5 days.

1.5 **Transcripts of Records:** Students will receive ToR no later than 35 days after the end of the exams period.



## 3. Additional Information

### 3.1. Grading System

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

### 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 [www.ual.es/application/files/4114/9303/3899/eaceanotavisado.pdf](http://www.ual.es/application/files/4114/9303/3899/eaceanotavisado.pdf) or email ([incoming@ual.es](mailto:incoming@ual.es))

### 3.3. Insurance

Incoming and outgoing students/staff shall be committed to taking out insurance covering at least the following: Medical-health, accidents, legal liability, and repatriation of remains for the period of stay.

### 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 <http://www2.ual.es/alojamiento> or by email ([housing@ual.es](mailto:housing@ual.es))

### 3.5 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 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 on-line platform, starting academic course 2016/17, all the documents related to our Exchange Students will only be digitally signed and will be available to students directly in our platform.