

Erasmus+ Programme

E ALCAL-H01

Universidad de Alcalá

Departmental coordinator: Prof. Neri Stefano

A. Information about higher education institutions

Name of the institution (Institutional Coordinator and Departmental Coordinator)	Erasmus code	Contact details (email, phone ...)	Website (Home page and course catalogue)
Universidad de Alcalá	E ALCAL-H01	Pilar Rodríguez, erasmus.bilateral@uah.es International Relations Office, Plaza de San Diego s/n – 28801 Alcalá de Henares (España) Tel.: +34 91 885 41 55 / Fax: +34 91 885 4130	http://www.uah.es/

C. Recommended language skills

Receiving institution [Erasmus code]	Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level	
				Student Mobility for Studies	
E ALCAL-H01		Spanish	English (B2)	B1 SPANISH	

D. Additional requirements

Student Mobility for Studies

Receiving institution [Erasmus code]	Subject area	Minimum Number of Credits to be included in the study plan	Faculty or Department(s) where students will be entitled to attend courses/modules	Access to other Faculties or Departments (yes / no)	Support and infrastructure to welcome students/staff with disabilities (yes / no)
E ALCAL-H01	Humanities	Please contact the Erasmus Coordinator in the area of Humanities is Prof. Stella Villarrea, Stella.villarrea@uah.es			

E ALCAL-H01: https://portal.uah.es/portal/page/portal/portal_internacional/internacionalizacion/

E. Calendar

Receiving institution [Erasmus code]	Autumn term APPLICATION DEADLINE	Spring term APPLICATION DEADLINE
E ALCAL-H01	June	November

F. Information

1. Grading systems of the institutions

Receiving institution [Erasmus code]	ECTS Link
E ALCAL-H01	https://portal.uah.es/portal/page/portal/portal_internacional/internacionalizacion/

2. Visa

Institution [Erasmus code]	Contact details (email, phone)	Website for information
E ALCAL-H01	erasmus.incoming@uah.es	https://portal.uah.es/portal/page/portal/portal_internacional/internacionalizacion/

3. Insurance

Institution [Erasmus code]	Contact details (email, phone)	Website for information
E ALCAL-H01	erasmus.incoming@uah.es	https://portal.uah.es/portal/page/portal/portal_internacional/internacionalizacion/

4. Housing

Institution [Erasmus code]	Contact details (email, phone)	Website for information
E ALCAL-H01	erasmus.incoming@uah.es	https://portal.uah.es/portal/page/portal/portal_internacional/internacionalizacion/

Annex to Erasmus+ Inter-Institutional Agreement Institutional Factsheet

1. Institutional Information

1.1. Institutional details

Name of the institution	Universidad de Alcalá
Erasmus Code	E ALCAL-H01
EUC	29533-IC-1-2007-1-ES-ERASMUS-EUCX-1
Institution website	www.uah.es

1.2. Main contacts

Responsibility	Vice-Rector for International Relations
Contact person	Dr. Miguel-Ángel Sotelo

Responsibility	Rectorate - Erasmus Office
Contact details	erasmus.bilateral@uah.es +34 91 885 41 69 - Fax: + 34 91 885 41 30 Rectorado – Colegio de San Ildefonso Plaza de San Diego, s/n E-28801 Alcalá de Henares (Madrid - Spain)

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 / B2
Staff Mobility for Teaching		Spanish / English	B1 / B2

2.2. Additional requirements

We recommend incoming exchange students participate in our intensive Spanish course and the accompanying orientation sessions.

2.3. Calendar

2.3.1. Nomination Deadlines

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

Autumn term	June
Spring term	November

2.3.2. Termination of Agreement

In the event of unilateral termination, a notice of at least one academic year has to be given. A unilateral decision to discontinue the exchanges notified to the other party by 1 September 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.

3. Additional information

3.1. Grading system

Website	https://portal.uah.es/portal/page/portal/portal_internacional/repositorio/GradeConversionChart.pdf
----------------	---

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:

Website	https://portal.uah.es/portal/page/portal/portal_internacional/internacionalizacion/visado_permiso_estancia
----------------	---

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:

Website	https://portal.uah.es/portal/page/portal/portal_internacional/internacionalizacion/seguro_medico?
----------------	---

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:

Website	https://portal.uah.es/portal/page/portal/portal_internacional/vida_universitaria/alojamiento
----------------	---