



1. Institutional Information

1.1. Institutional Details

Name of the institution	Universidad de Almería (UAL)	Erasmus Code	E ALMERIA01
UAL's Web	www.ual.es	Participant Id. Code (PIC)	999884440
IRO's web	www.ual.es/internacionalizacion		
Incoming students' web	www.ual.es/en/comunidad/estudiantes-internacionales?idioma=en_GB		
Online course catalogue	www.ual.es/estudios Click on the program -> "Plan de estudios" -> "Asignaturas". For classes in English, make a final click on "Asignaturas impartidas en otro idioma"		

1.2. How to contact us: partner's International Offices

INSTITUTIONAL COORDINATOR / VICE-RECTOR FOR INTERNATIONALIZATION	
Julián Cuevas González	+34 950 015812 vicintern@ual.es

HEAD OF THE INTERNATIONAL OFFICE	
Francisco Joya González	+34 950 015218 fjoya@ual.es
INCOMING STUDENTS	
Rosario Padilla Rodríguez	+34 950 015046 incoming@ual.es
OUTGOING STUDENTS	
Alberto Roldán Ruiz	+34 950 015046 outgoing@ual.es
ERASMUS+ KA-171 (former KA-107) ICM	
María Fernanda Rodríguez	+34 950 015763 sripro@ual.es
ERASMUS+ STUDENT MOBILITY FOR TRAINEESHIPS	
Jose Luis López Egea	+34 950 015975 jlegea@fundacionual.es
INCOMING/OUTGOING STAFF	
Habiba Saeed	+34 950 015046 agreements@ual.es
AGREEMENTS	
Hugo González Martínez	+34 950 015836 agreements@ual.es

1.3. How to contact us: students

<ul style="list-style-type: none"> • <u>Registered students</u> -> "CAU de Administración y Servicios" (link) (help guide). • <u>Non-registered students</u> -> "Formulario de consultas" (link)
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2. Requirements, Calendar, Transcript of Records and Mobility Documents

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

Every student has two chances to pass an exam. The first one is the “Convocatoria ordinaria” (regular examination call). The second one is the “Convocatoria extraordinaria” (extra examination call). Only students that have failed their exam in a regular examination call can sit in the extra call.

2.3. Nomination Deadlines

Nominations' Management Process starts March 1 st	
Autumn term	Nomination must reach UAL by June 15 th Application must reach UAL by June 30 th
Spring term	Nomination must reach UAL by November 15 th Application must reach UAL by November 30 th

2.4 **Decision Response:** We will send our decision within 15 days.

2.5 **Transcripts of Records:** Students receive their ToR no later than 10 days after they receive all their grades and inform UAL's IRO of their departure. Our ECTS Grade Distribution Tables can be found in this [link](#).

2.6 **Mobility documents:** Please take the following information into consideration and, if possible, share it with your students.

2.6.1 **Certificate of Arrival, Certificate of Attendance & Extension of the mobility:** UAL will produce documents concerning the students arrival, attendance and (when necessary) the extension their mobility. Our documents comply with the requirements of the student mobility program. Therefore, and due to our Office's capacity, we will not be able to produce alternative version on request.

2.6.2 **Learning agreements:** Students will be asked to submit their Learning Agreement to our Mobility Management Platform (UMove), and will be offered the option to use UMove template or their own. Students are free to choose, but please notice that once they do it, they will not be able to change their decision.



3. Additional Information

3.1. Grading System

The Spanish grading system scale runs from one to 10. The passing grades range from five (satisfactory) to 10 (outstanding). Furthermore, in compliance with the legal obligations established in the ECTS User's Guide, the Universidad de Almería publishes each academic year its Grade Distribution Tables by Degree ([link](#)).

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 the web page of the closest Spanish consulate or through incoming@ual.es

3.3. Insurance

Incoming and outgoing students/staff shall have an insurance covering at least the following: Medical-health, accidents, legal liability (not mandatory for non-internship students), and repatriation of remains for the period of stay. [More information](#).

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 www.ual.es/vida-universitaria/alojamiento or housing@ual.es

3.5 Information Note

Following the implementation of our on-line administration platform, all exchange students' documents will only be signed digitally. Digital signature are legal and valid in Spain and can be authenticated and verified through legal administrative procedures (in UAL's case, through <https://verificarfirma.ual.es/verificarfirma>). Furthermore, according to the rules of the Erasmus Guidelines: "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".

3.5 Virtual and blended mobilities

UAL does not work with purely virtual mobilities.

When it comes to blended mobilities, UAL is open only and exclusively to Erasmus+ BIP partnerships.