

Annex to Erasmus+ Inter-Institutional Agreement ¹

Institutional Factsheet

1. Institutional Information

1.1. Institutional details

Name of the institution	UNIVERSITY OF GRANADA
Erasmus Code	E GRANADA 01
EUC	28575-IC-1-2007-1-ES-ERASMUS-EUCX-1
Institution website	www.ugr.es
Online course catalogue	http://filosofiayletras.ugr.es/pages/docencia

1.2. Main contacts

Contact person	Dorothy Kelly
Responsibility	Vice-Rector's for International Relations and Development Cooperation
Contact details	Phone : + 34958241990, Fax : + 34 958243009, vrinternacional@ugr.es

Contact person	Service International Relations and Development Cooperation
Responsibility	All process at general office
Contact details	intlinfo@ugr.es , intlmobility@ugr.es , intlagreements@ugr.es Ph: +34958249030, fax: + 34958243009

Contact person	Nobuo Ignacio López Sako
Responsibility	Erasmus Coordinator for International Relations at Faculty of Arts and Humanities. Learning agreements, Bilateral agreements. Nominations IN-OUT
Contact details	Phone: + 34958248956, fax : + 34958243561 incoletras@ugr.es

Contact person	Ana M ^a López Morales
Responsibility	Inter. Relations office at Faculty of Arts and Humanities. Nominations IN-OUT, Bilateral agreements.
Contact details	Phone : + 34958220104, fax : + 34958243561 incoletras@ugr.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	ALL	SPANISH	[Minimum recommended level: B1]
Staff Mobility for Teaching			[Minimum recommended level: B2]

* Level according to Common European Framework of Reference for Languages (CEFR), see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

Where there is a compulsory language requirement, it must be indicated in this agreement.

For more details on the language of instruction recommendations, please refer to our course catalogue.

2.2. Additional requirements

[To be completed if necessary, other requirements may be added on academic or organisational aspects, e.g. the selection criteria for students and staff; measures for preparing, receiving and integrating mobile students and/or staff]

UGR Orientation Week is compulsory for incoming students

The University of Granada has the infrastructure to welcome students and staff with disabilities. See <http://ve.ugr.es/pages/sae>

2.3. Calendar

2.3.1. Nomination Deadlines

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

Autumn term/Full a.y.	Spring term
Nomination deadline: 1st of May Online application: 1 May - 15 June	Nomination deadline: 1st of October Online application: 1-31 October

Partner institutions should send nominations to: incoletas@ugr.es

Incoming Students should apply:

https://oficinavirtual.ugr.es/apli/intercambio/alumnos_in/index.html

2.3.2. Decision Response

We will send our decision within six weeks.

2.3.3. Academic calendar

	Autumn term [from - to]	Spring term [from - to]
E GRANADA01	September – February	February - July

2.3.4 Transcripts of Records

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

2.3.5. Termination of Agreement

[It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. However, 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 20XX will only take effect as of 1 September 20XX+1. The termination clauses must include the following disclaimer: "Neither the European Commission nor the National Agencies can be held responsible in case of a conflict."]

3. Additional information

3.1. Grading system

In the Spanish university system, each course unit is graded on a scale from 0 to 10 points, and each numerical grade corresponds to a qualitative grade as follows: Suspenso (Fail): 0- 4.9 - Aprobado (Pass): 5- 6.9 - Notable (Good): 7- 8.9 - Sobresaliente (Very Good): 9- 10 - Matrícula de Honor: A special mention for outstanding performance limited to a maximum of 5% of students registered in a given course unit group. When a student does not take the corresponding examination or final assessment, this is reflected as No Presentado (Absent). To pass a course unit, a student must receive a grade of at least 5 points out of 10.

Statistical distribution of grades according to the descriptions in the ECTS users' guide¹ will be available at <http://internacional.ugr.es/pages/conversion-calificaciones/conversion-de-calificaciones>. For mobility where Statistical distribution of grades is not available the University of Granada will apply the conversion table available at <http://internacional.ugr.es/pages/conversion-calificaciones/conversion-de-calificaciones>

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:

¹ http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

Contact details	International Relations and Development Cooperation Office e-mail: intlinfo@ugr.es Tel: +34 958 249 030
Website	http://internacional.ugr.es/pages/movilidad/estudiantes/entrantes/residenciainspain

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 details	International Relations and Development Cooperation Office e-mail: intlinfo@ugr.es Tel: +34 958 249 030
Website	http://internacional.ugr.es/pages/movilidad/estudiantes/salientes/seguros/seguros

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 details	OFICINA DE GESTION DE ALOJAMIENTOS C/ Doctor Severo Ochoa, s/n Tel.: 00 34 958 244072 Fax: 00 34 958 243134 E-mail: alojamiento@ugr.es
Website	http://estudiantes.ugr.es/alojamientos3/