

Institutional Factsheet

1. Institutional Information

1.1. Institutional details

Name of the institution	Universidade da Coruña
Erasmus Code	E LA-CORU01
Erasmus Charter - ECHE	28678-LA-1-2014-1-ES-E4AKA1-ECHE
PIC	999629718
Institution Web site	http://www.udc.gal
International relations office Web site	http://international.udc.es/
Online course catalogue	http://estudos.udc.es/en/degrees

1.2. Main contacts

Contact person	Prof. Begoña Crespo
Responsibility	Director of the International Relations Office Erasmus Institutional coordinator
Contact details	International Relations Office (IRO) O Lagar - Campus de Elviña – 15071 A Coruña - Spain Phone: +34 881 011973 - Fax: +34 981 167013 - Email: erasmus@udc.es
Contact person	Sandra King
Responsibility	Technician – Mobility coordinator
Contact details	International Relations Office (IRO) O Lagar - Campus de Elviña – 15071 A Coruña - Spain Phone: +34 881 011953 - Fax: +34 981 167013 - Email: rrii@udc.es
Contact person	Ana López Pampin
Responsibility	Bilateral Agreements / Staff mobilities
Contact details	International Relations Office (IRO) O Lagar - Campus de Elviña – 15071 A Coruña - Spain Phone: +34 881 011956 - Fax: +34 981 167013 - Email: iro@udc.es
Contact person	Paula Porto Álvarez – Flor Lema González (students)
Responsibility	Contact person for incoming students
Contact details	International Relations Office (IRO) O Lagar - Campus de Elviña – 15071 A Coruña - Spain Phone: +34 881 01956-80 - Email: incoming.rrii@udc.es
Contact person	Ana Alonso Estévez- Mari Porto López
Responsibility	Contact person for outgoing students
Contact details	International Relations Office (IRO) O Lagar - Campus de Elviña – 15071 A Coruña - Spain Phone: +34 881 011959 / +34 881 011960 - Fax: +34 981 167013 - Email: outgoing.rrii@udc.es
Contact person	Ana Pérez Ramos
Responsibility	Contact person for incoming/outgoing mobilities – Campus Ferrol
Contact details	International Relations Office (IRO) Edifício de Apoio ao Estudo. Campus de Esteiro. 15403 Ferrol A Coruña (Spain) Phone: +34 881 013634 - Fax: +34 981 167013 - Email: riferrol@udc.es
Contact person	Inés Fernández Pita
Responsibility	Contact person for visiting researchers / International Summer School
Contact details	International Relations Office (IRO) O Lagar - Campus de Elviña – 15071 A Coruña - Spain Phone: +34 881 011981 - Fax: +34 981 167013 - Email: ori1@udc.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	Any	Spanish and/or Galician Language	B1 Spanish generally recommended unless some other specific level required for a special program
Staff Mobility for Teaching	Any	Spanish and/or Galician Language or English	B2 Spanish or English

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

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

2.2. Additional requirements

For students' mobilities

- The home university will send by e-mail the list of their selected students
- Once selected by their home institution every student will have to fill out the on-line application available through the incoming exchange student PORTAL available on our Web page: <http://www.udc.gal/ori/infestudantesextranxeiros/FormulariosExtranxeiros/index.html?language=en> (Students should take into consideration that only one online application form per student will be accepted, so they can contact our office if they have any doubts regarding the information requested in the online application form, before clicking on the "submit" final button. At any time, the student can save parts of the information entered in the application form. Students have to submit the online application only when they are sure that all of the information given is correct).

VERY IMPORTANT:

The Exchange Students Applications WILL NOT BE PROCESSED if the LEARNING AGREEMENT uploaded in the online application is not duly signed and stamped by the home university.

For staff mobility, the "Teaching assignment programme" or "working programme" form duly filled in and signed by home university should be sent to IRO via our online UDC portal:

- teaching mobilities
https://www.udc.es/ori/infPersonalEntrante/PersonalDocente/Erasmus_KA103/index.html?language=en
- training mobilities
http://www.udc.es/ori/infPersonalEntrante/PersonalAdministrativo/Erasmus_KA103/index.html?language=en

The University Unit of Attention to the Diversity (**ADI**) was created to attend to members of the university community with **special needs** derived from the disability or any other ways of difference in front of the majority of the population, being its committed main objective to facilitate the full integration of the students, teaching and administrative staff that, for physical, sensorial, psychic or socio-cultural reasons, experience difficulties or external barriers to an adequate, egalitarian and beneficial access to the university life. More information on Web site <http://www.udc.es/cufie/adi/>

2.3. Calendar

2.3.1. Application Deadlines

Autumn term	June 15th
Spring term	November 15th

2.3.2. Decision Response

We will send our decision within 6 weeks.

2.3.3. Transcripts of Records

Transcript of Records will be issued no later than 5 weeks after the assessment period has finished at our institution.

3. Additional information

3.1. Grading system

The results obtained by the student in each of the subjects will be graded according to the following numerical scale of 0-10, with one decimal, to which may be added the corresponding qualitative rating:

- 0 - 4,9: Suspenso (SS) - Failed
- 5,0 - 6,9: Aprobado (AP) – Satisfactory/Sufficient
- 7,0 - 8,9: Notable (NT) - Good
- 9,0 - 10: Sobresaliente (SB) – Very Good

The mention of "Distinction" (Honours - Excellent) will be awarded to students who have achieved a score equal to or greater than 9.0. Its number will not exceed 5% of the students enrolled in a subject in the relevant academic year, unless the enrolment is less than 20 students, in which case only one student may be granted with this "Distinction". More information: http://www.udc.es/normativa/academica/normas_de_cualificacions_e_actas.html

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:

Contact person	Paula Porto – Flor Lema (students) / Ana López Pampín (staff)
Responsibility	Contact person for incoming students/staff
Contact details	Phone: +34 981 16700 Email: incoming.rrii@udc.es (students)/ iro@udc.es (staff)
Website	http://extranjeros.empleo.gob.es/es/InformacionInteres/InformacionProcedimientos/Ciudadanosnocomunitarios/estudiantes.html

For more information on legal procedures to be completed by foreigners who will be staying at UDC for more than 3 months, please refer to Web page: <http://extranjeros.meyss.es/es/InformacionInteres/InformacionProcedimientos/>.

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.

According to internal rules applying to all students registered at UDC, all incoming exchange students will pay an Accident insurance fee, upon arrival at UDC, in order to be formally registered. This accident insurance will cover possible accidents during academic activities at UDC. The amount of the fee and terms of the accident insurance policy will be published in Web page <http://www.udc.gal/sape/seguros/>

Information and assistance can be provided by the following contact points and information sources:

Contact person	Paula Porto – Flor Lema (students) / Ana López Pampín (staff)
Responsibility	Contact person for incoming students/staff
Contact details	Phone: +34 981 16700 Email: incoming.rrii@udc.es (students)/ iro@udc.es (staff)
Website	http://international.udc.es/ http://www.udc.es/sape/seguros/index.html?language=es

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 person	Paula Porto – Flor Lema
Responsibility	Housing arrangements
Contact details	Phone: +34 981 16700 - Fax: +34 981 167013 - Email: incoming.rrii@udc.es
Website	http://www.udc.gal/ori/infestudantesextranxeiros/mobilidade_Erasmus/guia_acollida_UDC/aloxamento.html