

Annex to Erasmus+ Inter-Institutional Agreement

Institutional Factsheet of

UNIVERSIDAD EUROPEA MIGUEL DE CERVANTES

1. Institutional Information

1.1. Institutional details

Name of the institution	Universidad Europea Miguel de Cervantes
Erasmus Code	E VALLADO03
PIC	949630680
Institution website	www.uemc.es
Online course catalogue	http://www.uemc.es/es/Estudios/Grados/Paginas/GradosOficiales.aspx

1.2. Main contacts

Contact person	David García López
Responsibility	Institutional Coordinator of International Affairs
Contact details	E-mail : r.internacionales@uemc.es ; Ph#+34 983 00 1000 ; Fax#+34 983 278 958

Contact person	Maria Eugenia Martín Jato
Responsibility	Director of the International Affairs Office
Contact details	E-mail : memartin@uemc.es ; Ph#+34 983 00 1000 ; Fax#+34 983 278 958

Contact person	Fiona MacDonald
Responsibility	International Affairs Office
Contact details	E-mail : flmacdonald@uemc.es ; Ph#+34 983 00 1000 ; Fax#+34 983 278 958

Contact person	Adriana González Fernández-Pacheco
Responsibility	Administrative Responsible for International Affairs
Contact details	agonzalezf@uemc.es ; Ph#+34 983 00 1000 ; Fax#+34 983 278 958

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	B1
Staff mobility	Any	Spanish or/and English	B2

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

2.2. Additional requirements/information

The university welcomes students and staff with disabilities and offers the necessary facilities and support. Useful information:

Information about infrastructure to welcome students and staff with disabilities available on individual request depending on special needs. Please contact: r.internacionales@uemc.es

2.3. Calendar

2.3.1. Nomination Deadlines

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

Autumn term	30 th of June
Spring term	20 th of December

2.3.2. Decision Response

We will send our decision within 4 weeks.

2.3.3. Transcripts of Records

A Transcript of Records will be issued no later than 5 weeks after the assessment period has finished at the respective department.

2.3.4. Termination of Agreement

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

<http://www.uemc.es/es/alumnos/normativa/Paginas/Normativa.aspx>

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	Maria Eugenia Martín Jato
Responsibility	Director of the International Affairs Office
Contact details	E-mail : memartin@uemc.es ; Ph#+34 983 00 1000 ; Fax#+34 983 278 958
Website	http://www.internacional.uemc.es

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.

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 person	Maria Eugenia Martín Jato
Responsibility	Director of the International Affairs Office
Contact details	E-mail : memartin@uemc.es ; Ph#+34 983 00 1000 ; Fax#+34 983 278 958
Website	http://www.internacional.uemc.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	Maria Eugenia Martín Jato
Responsibility	Director of the International Affairs Office
Contact details	E-mail : memartin@uemc.es ; Ph#+34 983 00 1000 ; Fax#+34 983 278 958
Website	http://www.internacional.uemc.es/p/alojamientos