

## Institutional Factsheet

### 1. Institutional Information

#### 1.1. Institutional details

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

#### 1.2. Main contacts

<b>Contact person</b>	Prof. Begoña Crespo
<b>Responsibility</b>	Director of the International Relations Office Erasmus Institutional coordinator
<b>Contact details</b>	International Relations Office (IRO) O Lagar - Campus de Elviña – 15071 A Coruña - Spain Phone: +34 881 011973 - Fax: +34 981 167013 - Email: <a href="mailto:erasmus@udc.es">erasmus@udc.es</a>
<b>Contact person</b>	Sandra King
<b>Responsibility</b>	Technician – Mobility coordinator
<b>Contact details</b>	International Relations Office (IRO) O Lagar - Campus de Elviña – 15071 A Coruña - Spain Phone: +34 881 011953 - Fax: +34 981 167013 - Email: <a href="mailto:rrii@udc.es">rrii@udc.es</a>
<b>Contact person</b>	Ana López Pampin
<b>Responsibility</b>	Bilateral Agreements / Staff mobilities
<b>Contact details</b>	International Relations Office (IRO) O Lagar - Campus de Elviña – 15071 A Coruña - Spain Phone: +34 881 011956 - Fax: +34 981 167013 - Email: <a href="mailto:iro@udc.es">iro@udc.es</a>
<b>Contact person</b>	Paula Porto Álvarez – Flor Lema González (students)
<b>Responsibility</b>	Contact person for incoming students
<b>Contact details</b>	International Relations Office (IRO) O Lagar - Campus de Elviña – 15071 A Coruña - Spain Phone: +34 881 01956-80 - Email: <a href="mailto:incoming.rrii@udc.es">incoming.rrii@udc.es</a>
<b>Contact person</b>	Ana Alonso Estévez- Mari Porto López
<b>Responsibility</b>	Contact person for outgoing students
<b>Contact details</b>	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: <a href="mailto:outgoing.rrii@udc.es">outgoing.rrii@udc.es</a>
<b>Contact person</b>	Ana Pérez Ramos
<b>Responsibility</b>	Contact person for incoming/outgoing mobilities – Campus Ferrol
<b>Contact details</b>	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: <a href="mailto:riferrol@udc.es">riferrol@udc.es</a>
<b>Contact person</b>	Inés Fernández Pita
<b>Responsibility</b>	Contact person for visiting researchers / International Summer School
<b>Contact details</b>	International Relations Office (IRO) O Lagar - Campus de Elviña – 15071 A Coruña - Spain Phone: +34 881 011981 - Fax: +34 981 167013 - Email: <a href="mailto:ori1@udc.es">ori1@udc.es</a>

## 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](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](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

<b>Autumn term</b>	June 15th
<b>Spring term</b>	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](http://www.udc.es/normativa/academica/normas_de_cualificacions_e_actas.html)

The UDC qualification system is compatible with the ECTS qualification scale (A-E). For more information on the ECTS system, see the official website of the European Commission: [http://ec.europa.eu/education/ects/users-guide/index\\_en.htm](http://ec.europa.eu/education/ects/users-guide/index_en.htm).

### 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:

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

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.meys.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](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:

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

### 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:

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