



1. Institutional Information

1.1. General information

Name of the institution	Universidad de Almería (UAL)	Erasmus Code	E ALMERIAO1
UAL's Web	www.ual.es	Participant Id. Code (PIC)	999884440
IRO's web	www.ual.es/internacionalizacion	OID	E10209013
Incoming students' web	www.ual.es/internacionalizacion/estudiante-entrante		
Online course catalogue	www.ual.es/index.php?clD=94011		

1.2. How to contact us: for our partners

INSTITUTIONAL COORDINATOR / VICE-RECTOR FOR INTERNATIONAL PROJECTION		
José Carlos Redondo Olmedilla	+34 950 015812	vicintern@ual.es
HEAD OF THE INTERNATIONAL OFFICE		
Francisco Joya	+34 950 015218	fjoya@ual.es
INCOMING STUDENTS		
Rosario Padilla	+34 950 015046	incoming@ual.es
OUTGOING STUDENTS		
Alberto Roldán	+34 950 015046	outgoing@ual.es
ERASMUS+ KA-171 ICM (for all communications not related with incoming/outgoing/agreements)		
Hugo González	+34 950 214127	erasmusaka171@ual.es
ERASMUS+ STUDENT MOBILITY FOR TRAINEESHIPS		
Jose Luis López	+34 950 015975	jlegea@fundacionual.es
INCOMING/OUTGOING STAFF		
Javier Vallelado	+34 950 214127	staff.mobility@ual.es
AGREEMENTS		
Manuel Castro	+34 950 214127	agreements@ual.es
ERASMUS+ BIP (Blended Intensive Programs)		
Hugo González	+34 950 214127	erasmusbip@ual.es

1.3. How to contact us: for students

- Registered students -> "CAU de Administración y Servicios" ([link](#)) ([help guide](#)).
- Non-registered students -> "Formulario de consultas" ([link](#))



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 (1 st) term	Nomination must reach UAL by June 15 th Application must reach UAL by June 30 th
Spring (2 nd) 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 student’s 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 [Housing web](#) 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 signatures 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.