

Institutional Factsheet

1. Institutional Information

1.1. Institutional details

Name of the institution	Universidade da Coruña
Official address	Rectorado – A Maestranza, 9 – 15001 A Coruña - Spain
Erasmus Code	E LA-CORU01
Organisation ID (OID)	E10208202
PIC	999629718
Institution Web site	http://www.udc.gal
International relations office Web site	https://www.udc.es/ori
Course catalogue	http://estudos.udc.es/en/degrees

1.2. Main contacts

Contact person	Prof. Bruno Casal
Responsibility	Deputy Vice-chancellor for Exchange Programmes and International Agreement- Erasmus Institutional Coordinator
Contact details	International Relations Office (IRO) Casa do estudantado - Campus de Elviña – 15071 A Coruña - Spain Phone: +34 881 011973 - Email: erasmus@udc.es
Contact person	Pablo Nieto
Responsibility	IRO technical team
Contact details	Phone: +34881011970 – Email: iro.international@udc.es
Contact person	Sandra King
Responsibility	IRO technical team - contact for IIA
Contact details	Phone: +34 881 011953 - Email: rrii@udc.es
Contact person	Begoña Fernández
Responsibility	Contact person for Staff mobility
Contact details	Phone: +34 881 011959 - Email: iro@udc.es
Contact person	María José Ríos – Pilar González
Responsibility	Contact person for incoming students
Contact details	Phone: +34 881 01981 / +34881011958 - Email: incoming.rrii@udc.es
Contact person	Ana Suárez
Responsibility	Contact person for outgoing students
Contact details	Phone: +34 881 011956 / +34 881 011960 - Email: outgoing.rrii@udc.es
Contact person	Carolina Balirac
Responsibility	International Summer School / International promotional activities
Contact details	Phone: +34 881 011951 - Email: iss@udc.es / ori1@udc.es
Contact person	Raquel Gómez
Responsibility	Economic Management
Contact details	Phone: +34 881 011950 - Email: ori@udc.es
Contact person	Ana Pérez
Responsibility	Contact person for incoming / outgoing mobility – Campus Ferrol
Contact details	IRO Ferrol - Edificio de Apoio ao Estudo. Campus de Esteiro. 15403 Ferrol A Coruña (Spain) Phone: +34 881 013634 - Email: riferrol@udc.es

2. 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.

3. Calendar

UDC academic calendars are published on web https://www.udc.es/en/ensino/calendario_academico/

Nomination Deadlines

Autumn term	May 15th
Spring term	November 1th

Application Deadlines

Autumn term	May 31st
Spring term	November 15th

Application procedure for incoming participants

For student mobility

The home university will send by e-mail to incoming.rrii@udc.es the list of their selected students. However, Erasmus+ nominations will be made through Erasmus+ Without Paper (EWP).

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:

<https://www.udc.es/en/ori/infestudantesextranxeiros/FormulariosExtranxeiros/>

(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).

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/en/ori/infPersonalEntrante/PersonalDocente/Erasmus_KA131/index.html?language=en
- training mobilities
https://www.udc.es/en/ori/infPersonalEntrante/PersonalAdministrativo/Erasmus_KA131/index.html?language=en

4. Additional requirements

The receiving institution will send their decision within 5 weeks after receipt of the participant's full application.

To apply for extension of the mobility for the 2º semester, the student does not need to complete another online application. The student must only propose changes in his/her learning agreement approved for the 1º semester, adding the courses needed for the 2º semester indicating as reason "extending mobility". These changes for extending mobility must be signed by home and host coordinators before 15 November, and sent to IRO office.

5. Information

Housing/Accommodation

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	See main contacts
Responsibility	Information on accommodation
Contact details	Email: incoming.rrii@udc.es or riferrol@udc.es (students) / iro@udc.es (staff)
Website	https://www.udc.es/es/ori/infestudantesextranxeiros/mobilidade_Erasmus/guia_acollida_UDC/aloxamento/index.html

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	See main contacts
Responsibility	Information on visa
Contact details	Email: incoming.rrii@udc.es or riferrol@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://www.interior.gob.es/en/web/servicios-al-ciudadano/extranjeria>

Insurance

The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outgoing mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

The receiving institution will inform mobile participants 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	See main contacts
Responsibility	Information on insurance
Contact details	Email: incoming.rrii@udc.es or riferrol@udc.es (students) / iro@udc.es (staff)
Website	https://www.udc.es/ori or https://www.udc.es/es/sape/seguros/

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/>

6. Additional information

Transcripts of Records

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

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".

Inclusion and accessibility

For participants with some type of disability:

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/>