

Annex to Erasmus + Inter-Institutional Agreement

Institutional Factsheet

1. Institutional Information

1.1. Institutional details

Name of the institution	Universidad Rey Juan Carlos
Erasmus Code	E MADRID26
Institution website	http://www.urjc.es/
Online course catalogue	http://www.urjc.es/alumnos/matriculacion/archivos/libro_asignaturas.pdf

1.2. Main Contacts

Contact person	D. José María Álvarez Monzoncillo
Responsibility	Vicerrector for Specific Degrees, Continuig Education, Post-graduate and International Affairs
Contact details	Address: International Relations Office, c/Tulipán s/n 28933. Móstoles. Madrid. Spain Phone: + 34 91 488 9311; E-mail: vice.relacionesinternacionales@urjc.es

Contact person	Ms. Rosa María Mesa Vélez
Responsibility	Head of Service for International Relations
Contact details	Address: International Relations Office, c/Tulipán s/n Office 414. 28933. Móstoles. Madrid. Spain Phone: + 34 91 488 9309; E-mail: rosamaria.mesa@urjc.es

Contact person	Ms. Raquel Gutierrez del Río
Responsibility	Incoming Students
Contact details	Address: International Relations Office, c/Tulipán s/n Office 414. 28933. Móstoles. Madrid. Spain Phone: + 34 91 488 8308; E-mail: internacional.in@urjc.es

Contact person	Ms. Elisa Gómez-Luengo San Román
Responsibility	Outgoing Students
Contact details	Address: International Relations Office, c/Tulipán s/n Office 414. 28933. Móstoles. Madrid. Spain Phone: + 34 91 488 9356; E-mail: internacional.out@urjc.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 according to CEFR
Student Mobility for Studies	Any	Spanis/English or language of instruction of the specific programme	English: B1 Spanish: B2
Staff Mobility for Teaching	Any	Spanis/English or language of instruction of the specific programme	B2

For an easier and consistent understanding of language requirements, use of the Common European Framework of Reference for Languages (CEFR) is recommended, see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr> .

2.2. Additional requirements

Nominations via Moveon: <https://www.moveonnet.eu/mymoveonnet/enomination> to internacional.in@urjc.es
<http://www.urjc.es/estudios/grado/>

Infrastructure to welcome students and staff with disabilities:

http://www.urjc.es/relaciones_internacionales/erasmus_munde/archivos/incoming/discapacidad.pdf

A. Calendar

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

Autumn term (please specify)	Nominations: May 15th Applications: May 31st
Spring term (please specify)	Nominations: October 15th Applications: October 31st

Decision Response: As receiving institution the Universidad Rey Juan Carlos (E MADRID26) will send its decision within 8 weeks.

Transcripts of Records: A Transcript of Records will be issued by Universidad Rey Juan Carlos (E MADRID26) no later than five weeks after the assessment period has finished.

Termination of Agreement: A unilateral decision to discontinue the exchanges notified to the other party by 1 November 20XX will only take effect as of 1 September 20XX+1. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

B. Additional information

i. Grading system:

ECTS is used in all study areas for both incoming and local students.

<http://www.urjc.es/estudios/grado/>

http://www.urjc.es/relaciones_internacionales/erasmus_munde/archivos/Handbook_ing.pdf

Institutional grading system:

Numerical Mark	grading	ECTS
NP	NO PRESENTADO (NOT ATTENDANCE)	FX
0-4.9	SUSPENSO (SS)	FX
5.0-5.9	APROBADO (AP)	D
6.0-6.9	APROBADO (AP)	C
7.0-8.9	NOTABLE (NT)	B
9.0-10	SOBRESALIENTE (SB)	A
9.0-10	MAT. DE HONOR (MH)	A

ECTS Grade	%of successful students normally achieving the grade	Definition
A	10	EXCELLENT – outstanding performance with only minor errors
B	25	VERY GOOD – above the average standard but with some errors
C	30	GOOD – generally sound work with a number of notable errors
D	25	SATISFACTORY – fair but with significant shortcomings
E	10	SUFFICIENT – performance meets the minimum criteria
FX	-	FAIL – some more work required before the credit can be awarded
F	-	FAIL – considerable further work is required

ii. 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	Raquel Gutierrez del Río
Responsibility	Incoming Students Coordinator
Contact details	Internacional.in@urjc.es +34 91 488 8308
Website	http://www.urjc.es/relaciones_internacionales/incoming.html http://www.urjc.es/relaciones_internacionales/erasmus_munde/archivos/Handbook_ing.pdf

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

Contact person	Raquel Gutierrez del Río
Responsibility	Incoming Students Coordinator
Contact details	Internacional.in@urjc.es +34 91 488 8308
Website	http://www.urjc.es/relaciones_internacionales/incoming.html http://www.urjc.es/relaciones_internacionales/erasmus_munde/archivos/Handbook_ing.pdf

iv. 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	Raquel Gutierrez del Río
Responsibility	Incoming Students Coordinator
Contact details	Internacional.in@urjc.es +34 91 488 8308
Website	http://www.urjc.es/relaciones_internacionales/incoming.html http://www.urjc.es/relaciones_internacionales/erasmus_munde/archivos/Handbook_ing.pdf