

## Factsheet for Partner Universities and Prospective Students 2017-2018

### Institutional Details

Full name of University	Universidad de Alcalá
ERASMUS+ code	E ALCAL-H01
Address of University	Plaza de San Diego, s/n   28801 Alcalá de Henares   Madrid   España
University's web address	<a href="http://www.uah.es">www.uah.es</a>
Key facts	Its more than 29,000 students, 1,627 teachers and researchers and 762 general staff members are engaged in more than 38 official degree courses, and a wide range of postgraduate and continuing education courses. Moreover, Alcalá is among the 200 universities with the greatest capacity for attracting international students in relation to their size, and is the leader in Spain in this field, according to the QS Ranking.
University Campuses	<p>Alcalá, a World Heritage Site by UNESCO, is a three campus-based University. The <b>Campus Histórico</b> is the Central University campus, teaching the majority of subjects within the Faculties of Arts, Economics, Social Sciences and Law. The School of Architecture and parts of the Faculty of Education are also based there. This Campus is also home to the Main Library, the Spanish Language International Centre, and a range of other student services. The <b>Sci-Tech Campus</b>, 2 km from the Central university campus, is the main campus of the Faculties of Science, Medicine, Pharmacy and Engineering. Finally, the <b>Campus Guadalajara</b> is our twin campus at Guadalajara, 25 km east of Alcalá, housing the Faculty of Education and a range of other subjects within the Faculties of Arts, Economics, and the School of Architecture.</p> <p>For campus maps and means of transportation between them, please see our website: <a href="http://www.uah.es/es/vivir-la-uah/servicios/transporte/">http://www.uah.es/es/vivir-la-uah/servicios/transporte/</a></p>

### Main Contacts

Vice-President for International Relations	Professor Miguel Angel Sotelo Vázquez Email: <a href="mailto:vicer.rrii@uah.es">vicer.rrii@uah.es</a> ; Phone: +34 918854085	
Institutional Erasmus Coordinator	Professor Antonio Guerrero Baquero Email: <a href="mailto:antonio.guerrero@uah.es">antonio.guerrero@uah.es</a> ; Phone: +3491885662	
Director of International Relations	Ms Patricia Rodríguez Sáez Email: <a href="mailto:patricia.rodriguez@uah.es">patricia.rodriguez@uah.es</a> ; Phone: +34918854062	
Incoming Mobility Officers	Erasmus mobility: Email: <a href="mailto:erasmus.incoming@uah.es">erasmus.incoming@uah.es</a> Phone: +34918854169	Worldwide exchange: Email: <a href="mailto:international@uah.es">international@uah.es</a> Phone: +34918856478
Outgoing Mobility Officers	Erasmus mobility: Email: <a href="mailto:erasmus.outgoing@uah.es">erasmus.outgoing@uah.es</a> Phone: +3491885662	Worldwide exchange: Email: <a href="mailto:international@uah.es">international@uah.es</a> Phone: +34918854695
International Exchange Office	Contact us: <a href="http://www.uah.es/es/internacional/movilidad-entrante-incoming-mobility/">http://www.uah.es/es/internacional/movilidad-entrante-incoming-mobility/</a>	

## Academic information

Academic entry requirements	<p>To apply to study on <b>Erasmus</b> or <b>Worldwide exchange</b> students must be nominated by their home university to study on an Erasmus or Worldwide exchange agreement.</p> <p><b>Fee-paying study abroad</b> students must address directly <a href="mailto:internacional@uah.es">internacional@uah.es</a> expressing their interest in enrolling at the University.</p> <p>For more information on entry requirements:  <a href="http://www.uah.es/es/internacional/movilidad-entrante-incoming-mobility/admision-y-matricula/">http://www.uah.es/es/internacional/movilidad-entrante-incoming-mobility/admision-y-matricula/</a></p>
Spanish Language requirements	<p>Any exchange student should have already achieved the level of Spanish required in the agreement serving as the basis for the nomination.</p> <p>Please be aware that some of our most popular teaching faculties have their own Spanish language requirements that are higher than our standard entry requirements.</p> <p>Contact the relevant <b>Student Exchange Office (ORI)</b> if you require more details about language requirements.</p> <p>Students will need to provide evidence of their Spanish level before their arrival. If they do not have a Spanish certificate, then they must sit a free online Spanish test, completed with a test of the Speaking section upon their arrival in Alcalá.</p> <p>Please note that students wishing to enrol in courses taught in English are required to meet the level of English established for regular students at the Universidad de Alcalá.</p>
Academic calendar	<p>The Academic Year at Alcalá is divided into two semesters: Autumn and Spring. Please see more details here: <a href="http://www.uah.es/es/calendario-academico/#calendario-academico">http://www.uah.es/es/calendario-academico/#calendario-academico</a></p> <p>Even though we do not offer an obligatory welcome week, prior arrival is a useful time for students to settle in, meet their coordinators and finalise their courses.</p>
Full-time Academic Load	<p>Under the semester system the majority of our courses will be 6 or 8 credits. Students are expected to take the normal academic load of 30 credits per semester.</p> <ul style="list-style-type: none"> <li>• 1 Alcalá credit = 1 ECTS</li> </ul> <p>Students are not permitted to take more than 30 credits per semester and cannot normally take less credits.</p>
Examinations and assessments	<p>When selecting courses students must pay attention to the method of assessment. Most of the courses are assessed continuously throughout the semester in which the course is offered. Students must be aware that assistance to the lectures and classes is a relevant part of the assessment, and is thus an important factor to think about when choosing modules.</p> <p>Students enrolled in any course are entitled to an ordinary assessment and a resit. Note please, that most resits are assessed only by examinations.</p>
Looking for courses	<p>The courses catalogue usually updates at the end of June for the upcoming year. Students may have to submit their application based on the previous year's catalogue and it may not be possible to guarantee that all modules shown for the previous year will be running in their year of study.</p> <p>You will find a list of the courses available here: <a href="http://www.uah.es/es/estudios/estudios-oficiales/">http://www.uah.es/es/estudios/estudios-oficiales/</a></p> <p>Students should ensure that the majority of their subjects are in the agreed subject area of the Erasmus or Worldwide agreement and that for any courses they must meet the language requirements.</p> <p>If students need additional information about any particular course, including special language requirements and methods of assessment, they should check carefully the syllabus of each course and/or send their enquiries to the Student Exchange Office of the Faculty or School where the course is offered.</p>

Courses taught in English	You can find the list of courses taught in English in <b>Bachelor</b> level here: <a href="https://portal.uah.es/portal/page/portal/portal_internacional/repositorio/50CatalogoAsignaturasIngles.pdf">https://portal.uah.es/portal/page/portal/portal_internacional/repositorio/50CatalogoAsignaturasIngles.pdf</a>
Online Courses Timetable	The courses time table usually updates at then of June for the upcoming year. Students are encouraged to select their courses avoiding as much as possible overlapping situations within their schedule as this may affect their method of assessment. Online courses timetables may be found here: <a href="http://www.uah.es/es/estudios/estudios-oficiales/">http://www.uah.es/es/estudios/estudios-oficiales/</a>
Courses with high demand	Courses offered within the Faculties and Schools bellow are high-demand, with many qualified students seeking entry to a limited number of places: <ul style="list-style-type: none"> <li>• Faculty of Arts</li> <li>• Faculty of Economics and Business Administration</li> </ul> Therefore, it is advisable that students should apply at the earliest opportunity. We will aim to place you in your preferred courses but cannot guarantee this.
Entry into Master level courses	Places in Master courses are usually not available unless applicants are Master registered students at their home university and there exist an agreement of double degree with the Universidad de Alcalá for a given Master degree. However, Master exchange students outside a double degree agreement framework might be eligible to enrol in Master level courses of their choice. For enrolment in them, we require exchange students to have obtained the permission of the Director of the Master at Alcalá where those are offered. Moreover, this possibility is limited to a total of 24 ECTS in a given Academic year. Similarly, undergraduate students in the last year of studies may choose these modules, being applicable to them the same restrictions and considerations. You will find a list of the Master degrees offered at Alcalá here <a href="http://www.uah.es/es/estudios/estudios-oficiales/masteres-universitarios/">http://www.uah.es/es/estudios/estudios-oficiales/masteres-universitarios/</a> Please note that all master level classes have strict prior study requirements and in some subjects there are limited places available.
Restrictions	Exchange students should mainly choose their courses within the agreed field of study. Whether or not they are allowed to take courses within other fields depends on their academic background, special language requirements and course availability. Moreover, some courses are not available to exchange students. For more details, and a catalogue of modules not open to visiting student where applicable, please contact the relevant Student Exchange Office (ORI).
Tuition and other fees	Erasmus+ exchange students are exempt from paying tuition fees at Alcalá. Worldwide exchange students should consider the terms established declared in the exchange agreement applicable to them. Information concerning tuition fees for self-funded students within the EU (not Erasmus+ students), and those from outside the EU, shall be found here: <a href="http://www.uah.es/export/sites/uah/es/admision-y-ayudas/.galleries/Descargas-Matricula/precios-estudiantes-extranjeros.pdf">http://www.uah.es/export/sites/uah/es/admision-y-ayudas/.galleries/Descargas-Matricula/precios-estudiantes-extranjeros.pdf</a> There are no additional administration fees for students to pay on arrival.
Transcripts	An academic transcript will normally be issued by the end of following February (for semester one students) and by the end of the following July (for semester two and full-year students). Marks from postgraduate courses will be available the following October. One hard copy transcript will be automatically sent to your home university address you give us in your application. The University does not automatically send transcripts after resits. In this instance an updated transcript must be requested by the student/home institution to the ORI.
Grading system	The table below will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution. <a href="http://www.uah.es/export/sites/uah/es/internacional/.galleries/Galeria-de-desgargas-de-Internacional/cuadro-equivalencias-calificaciones.pdf">http://www.uah.es/export/sites/uah/es/internacional/.galleries/Galeria-de-desgargas-de-Internacional/cuadro-equivalencias-calificaciones.pdf</a>

## Application procedures

<p>Nomination</p>	<p>Erasmus+ and Worldwide Exchange Students should be nominated by their respective home institutions. All nominations must be sent via email to the Incoming Mobility Office by the following deadlines:</p> <ul style="list-style-type: none"> <li>• <b>30 April</b> for students nominated for either the Autumn Semester of Full Academic Year</li> <li>• <b>30 September</b> for students nominated for the Spring Semester</li> </ul> <p>Each nomination must contain name and address of the Academic nominee, and the full name, gender, date of birth and email address of the students so nominated. It should also include reference to the ISCED relevant code for the nomination, the cycle (i.e. undergraduate, master or doctoral) in which the mobility shall take place, and the period of the stay.</p> <p>Contact <a href="mailto:erasmus.incoming@uah.es">erasmus.incoming@uah.es</a> if you require more details of our nomination procedures.</p>
<p>Application process</p>	<p>When we receive the nomination, we will send the student an email containing an invitation to apply to the Universidad de Alcalá.</p> <p>Applicants are expected to complete the Online Learning Agreement (OLA), including making provisional module choices, then print the application and get the relevant authority at the partner institution to sign the application, confirming the details noted. This should be scanned and uploaded together with copies of:</p> <ul style="list-style-type: none"> <li>• The information page in the Passport/ID the student will use to travel to Alcalá.</li> <li>• Passport-sized photo.</li> <li>• Spanish language proficiency certificate (if applicable)</li> <li>• Health insurance card or Insurance policy as described below.</li> </ul> <p>Please read the application guide which will take you through the Online Learning Agreement application step-by-step, provided with this Factsheet.</p> <p>For applicants who meet our basic criteria, we aim to send an acceptance letter as soon as we receive the student's correct and complete supporting documentation. Module choices are forwarded onto Faculties and Schools for consideration.</p> <p>If students are not accepted for all their choices, they will be given the opportunity to select new modules when they receive the approval to the Application from us.</p> <p>Module changes may not always be possible after the student has received their approval to the Application, and so choices should be made very carefully on application.</p>
<p>Application deadlines</p>	<p>It is important that students apply by the deadline as we cannot accept late applications. Applications must be submitted by the following deadlines:</p> <ul style="list-style-type: none"> <li>• <b>30 June</b> for students starting in September.</li> <li>• <b>15 November</b> for students starting in January.</li> </ul> <p><b>Late applications will not be considered.</b></p>
<p>Registration process</p>	<p>Students are expected to register upon arrival. Students will be sent registration instructions when the registration system goes live.</p> <p>Please note that students' study plans may experience some changes upon their arrival.</p>
<p>Making changes to the course list</p>	<p>If students want to make changes to their course list after they have registered they should contact their Faculty or School Student Exchange Office.</p> <p>Please note that the last opportunity to add or drop courses will be by then of the 2<sup>nd</sup> teaching week and no changes will be allowed after that.</p>
<p>Certificate of Arrival and Departure</p>	<p>It is most likely that Erasmus and Worldwide exchange students will need us to sign their Certificates of Arrival and Departure. They should bring them in and take these to the Faculty or School Student Exchange Office.</p> <p>It is the responsibility of the student to return the signed documents to their home institution. Please note that the Erasmus grant relates to the study period at the Universidad de Alcalá and so the dates on these forms must fall within our Academic Calendar.</p>

## In-session Spanish language assistance

Spanish Language Courses	<p>The Spanish Language International Centre at the Universidad de Alcalá (<b>Alcalingua</b>) offers Spanish Language courses that start in September and February in any given year. The programme a student should follow is dependent on their current score according to the Common European Framework of Reference for Languages (CEFR).</p> <p>All language tuition takes place at the Language centre, which has modern language laboratories, excellent fully equipped classrooms.</p> <p>For further information about the Spanish Language courses, and special tuition fees for exchange students, please visit: <a href="http://www.alcalingua.com/es/cursos/erasmus">http://www.alcalingua.com/es/cursos/erasmus</a></p>
Independent Study Materials	<p>A range of further academic language skills tuition and independent study materials are open to exchange students who require Spanish support whilst studying their degree or wish to improve their competences in some other foreign languages:</p> <p><a href="http://plataformadeidiomas.uah.es/">http://plataformadeidiomas.uah.es/</a></p>

## Accommodation

Accommodation at Alcalá	<p>The International Exchange Office does not deal directly with housing arrangements. At Alcalá, our new students live either in halls of residence or within the local community in private rented accommodation.</p> <p>Search the range of university accommodation available on the Accommodation website: <a href="http://www.uah.es/es/vivir-la-uah/servicios/alojamiento">http://www.uah.es/es/vivir-la-uah/servicios/alojamiento</a></p> <p>For useful information and advice for students looking for private accommodation, please contact <a href="mailto:erasmus.incoming@uah.es">erasmus.incoming@uah.es</a></p>
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## Visa requirements

Visa and Residence permits	<p>Students from countries outside the EU or the European Economic Area wishing to pursue or extend their studies or undertake unpaid research or training at the University of Alcalá must have the appropriate student visa to enter Spain.</p> <p>A guide to the procedures for obtaining Student Visas for its students and researchers may be found here: <a href="https://portal.uah.es/portal/page/portal/portal_internacional/repositorio/visado_estudios.pdf">https://portal.uah.es/portal/page/portal/portal_internacional/repositorio/visado_estudios.pdf</a></p> <p>Any student willing to stay in Alcalá University for longer than three months will need to obtain a Residence Permit, applying for it during the first 3 months in UAH. A guide to the procedures for obtaining this Residence Permit may be found here: <a href="https://portal.uah.es/portal/page/portal/portal_internacional/repositorio/permiso_estancia.pdf">https://portal.uah.es/portal/page/portal/portal_internacional/repositorio/permiso_estancia.pdf</a></p> <p>In exceptional cases students will need to obtain an official NIE (Foreigner ID Number). A guide to the procedures for obtaining the NIE may be found here: <a href="http://www.uah.es/es/internacional/movilidad-entrante-incoming-mobility/informacion-de-interes/solicitud-de-nie/">www.uah.es/es/internacional/movilidad-entrante-incoming-mobility/informacion-de-interes/solicitud-de-nie/</a></p>
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## Health and personal insurance

Health Insurance	In order to be accepted as Erasmus+, Worldwide Exchange, or Self-funded Students individuals should comply with the existing regulations concerning Health care insurances. For more information on Health Insurances, and on Accident insurances as well, please visit: <a href="http://www.uah.es/es/internacional/movilidad-entrante-incoming-mobility/informacion-de-interes/seguro-medico/">http://www.uah.es/es/internacional/movilidad-entrante-incoming-mobility/informacion-de-interes/seguro-medico/</a>
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## Student Services

University Services available to exchange students	<ul style="list-style-type: none"><li>• <b>Student Card:</b> <a href="http://tui.uah.es/">http://tui.uah.es/</a></li><li>• <b>CRAI-Main Library:</b> Newly refurbished and the largest of Universidad de Alcalá's Libraries: <a href="http://biblioteca.uah.es/biblioteca/crai-bibliotecas.asp">http://biblioteca.uah.es/biblioteca/crai-bibliotecas.asp</a></li><li>• <b>Computing facilities:</b> The University has a number of open-access labs and there is an extensive network of wireless points throughout the University sites. For more detailed information, please refer to: <a href="http://www.uah.es/es/vivir-la-uah/servicios/servicios-tic/">http://www.uah.es/es/vivir-la-uah/servicios/servicios-tic/</a></li><li>• <b>Career Services:</b> Advisers specialised in providing career support to students: <a href="https://portal.uah.es/portal/page/portal/servicio_orientacion/">https://portal.uah.es/portal/page/portal/servicio_orientacion/</a></li></ul>
University Leisure Activities	<ul style="list-style-type: none"><li>• <b>The Centre for Sport:</b> For sport and exercise facilities, see <a href="http://www.uah.es/es/vivir-la-uah/actividades/deportes/">http://www.uah.es/es/vivir-la-uah/actividades/deportes/</a></li><li>• <b>Cultural activities at Alcalá:</b> an update agenda may be found in <a href="http://www.uah.es/es/vivir-la-uah/actividades/cultura/">http://www.uah.es/es/vivir-la-uah/actividades/cultura/</a></li><li>• <b>Alcalá Buddies:</b> Exchange students can have a buddy to help them to adjust to life here at Alcalá: <a href="http://www.esn-uah.org/programa-tutor-erasmus">http://www.esn-uah.org/programa-tutor-erasmus</a></li></ul>