



ANNEX TO ERASMUS+ INTERINSTITUTIONAL AGREEMENT

Key action 1 - Mobility for learners and staff- Higher education Student and Staff Mobility

1. Information about higher education institutions

1.1 Institutional details

Name of the institution	UNIVERSIDAD AUTÓNOMA DE MADRID
Erasmus Code	E MADRID04
Institution Web site	www.uam.es
International relations office Web site	www.uam.es/internacionales
Incoming students information	www.uam.es/erasmus-incoming
Course catalogue	http://www.uam.es/ss/Satellite/es/1234886330662/listadoEstudios/Grados.htm

1.2 Main contacts

Institutional coordinator	M ^a Carmen Calés Bourdet
Head of International Relations Office	Matilde Delgado
Contact details	Oficina Relaciones Internacionales y Movilidad Plaza Mayor, C/ Einstein 7, Ciudad Universitaria Cantoblanco 28049 Madrid Spain Phone: +0034914975133 Fax: +0034914978597 Email: erasmus.uam@uam.es
Departmental contact person	www.uam.es/erasmus-datasheet

2. Recommended language skills

The sending institution, following agreement with the receiving 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:

Subject area	Language(s) of instruction	Recommended language of instruction level*	Type of mobility
Any	Spanish (Some programs are taught in English, please check http://www.uam.es/ss/Satellite/en/1242668835949/contenidoFinal/Study_Programs_in_English.htm)	<ul style="list-style-type: none"> Minimum B1 for graduate studies (B2 recommended) B2 for: Faculty of Economics and Business Administration, Hispanic Studies Degree and Postgraduate Studies With the exception of specific studies that request a specific level 	SMS
Any	Spanish	Minimum recommended B2	STT

*Level according to Common European Framework of Reference for Languages (CEFR), see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

3. Additional requirements

- Postgraduate students must fulfill the requirements of the specific Master or Doctoral Programme, for more information they must contact the international Relations Office of the Faculty concerned.
- There is an office in charge of counseling and helping disabled students that can be contacted by email at programa.discapacidad@uam.es

4. Calendar

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

Autumn term	15 th June
Spring term	31 st October

4.2 Decision

Decision will be sent within 4 weeks.

4.3 Transcript of Records

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

5. Information

5.1 Grading systems of the institutions

UAM
9,0-10: MH - Matrícula de Honor (5%)
9,0-10: SB - Sobresaliente
8,0-8,9: NT - Notable
7,0-7,9 : NT - Notable
6,0-6,9: AP - Aprobado
5,0-5,9 : AP - Aprobado
0,0-4,9 : SS - Suspenso

5.2 Visa

Our institution will provide assistance, when required, in securing visas for incoming and outbound mobile participants, 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 details	Oficina de Acogida (Reception Office) Edificio Plaza Mayor Planta Baja, Isla F 28049 Madrid Phone: 91 497 74 12/ 69 07/ 69 06/ 36 99 oficina.acogida@uam.es
Website	http://www.uam.es/ss/Satellite/es/1242652242790/subHomeServicio/Oficina_de_acogida.htm?ide_nlace=1234886376451

5.3 Insurance

Our institution will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education. We 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 details	Oficina de Acogida (Reception Office) Edificio Plaza Mayor Planta Baja, Isla F 28049 Madrid Phone: 91 497 74 12/ 69 07/ 69 06/ 36 99 oficina.acogida@uam.es
Website	http://www.uam.es/ss/Satellite/es/1242652242790/subHomeServicio/Oficina_de_acogida.htm?ide_nlace=1234886376451

5.4 Housing

Our institution will guide incoming mobile participants 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 details	Oficina de Acogida (Reception Office) Edificio Plaza Mayor Planta Baja, Isla F 28049 Madrid Phone: 91 497 74 12/ 69 07/ 69 06/ 36 99 oficina.acogida@uam.es
Website	http://www.uam.es/ss/Satellite/es/1242652242790/subHomeServicio/Oficina_de_acogida.htm?idenlace=1234886376451