

## Erasmus+

# Factsheet of the University CEU Cardenal Herrera

### 1. Institutional Information

#### 1.1. Institutional details

|  |   |
|--|---|
| <b>Name of the institution</b>                 | Universidad CEU Cardenal Herrera                                |
| Erasmus Code                                   | E VALENCI08   |
| PIC  | 938 175 562   |
| Adress   | C/ Luis Vives 1<br>46115 Alfara del Patriarca – Valencia, Spain |
| Phone number                                   | + 34 96 136 90 00   |
| Institution website                            | www.uchceu.es   |
| International Relations website                | www.uchceu.es/servicios/relaciones-internacionales              |
| Director of the International Relations Office | Mrs Mercedes Gimeno   |
| Vicerector for Internationalization            | Mr Alfonso Diaz Segura  |

#### 1.2. Main contacts

|                        |                                    |
|------------------------|------------------------------------|
| <b>Contact person</b>  | Mrs. Guna Ciekurzne                |
| <b>Responsibility</b>  | Responsible of the Mobility Office |
| <b>Contact details</b> | + 34 961 36 90 00 EXT 62036        |
| <b>Email</b>           | incoming@uchceu.es                 |

|                        |   |
|------------------------|---|
| <b>Contact person</b>  | Ms. Adriana Handrich  |
| <b>Responsibility</b>  | Interinstitutional Agreements   |
| <b>Contact details</b> | + 34 961 36 90 00 EXT 62035   |
| <b>Email</b>           | <a href="mailto:internationalprojects@uchceu.es">internationalprojects@uchceu.es</a> ; incoming@uchceu.es |

### 2. Detailed requirements

#### 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 mandatory language skills at the start of the study or teaching period:

| Type of mobility             | Subject area | Language(s) of instruction | Language of instruction level * |
|------------------------------|--------------|----------------------------|---------------------------------|
| Student Mobility for Studies | Any          | Spanish                    | B2**                            |
| Student Mobility for Studies | Any          | English                    | B2**                            |
| Student Mobility for Studies | Any          | French                     | B2**                            |

\* Level according to Common European Framework of Reference for Languages (CEFR), see

<http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

\*\* Depending on the faculty the language requirements may vary and have to be agreed by both parties in advance.

#### 2.2 Additional information and requirements

- The first contact regarding the mobility for studies has to be established by the sending University and not by the students themselves.
- The nomination will be sent by the sending university.

Nominations should come in the following form:

| Name | Family name | Passport / ID | Campus in CEU UCH | Degree | Period of Stay | E-mail | Date of Birth |
|------|-------------|---------------|-------------------|--------|----------------|--------|---------------|
|      |             |               |                   |        |                |        |               |

From the beginning of April, you will receive a confirmation email with a personal code for your students. The student should use it to register in the following platform:

<http://www2.uchceu.es/Internacional/AlumnosErasmus/inicio.aspx>

They will need to upload, at once, all the requested documents in PDF format:

1. National Identity Card / Passport (for non EU residents)
2. Health Insurance (European Sanitary Card / Private insurance) proving that they are covered during the period of their stay at CEU UCH.
3. B2 certificate in Spanish / English / French (depending on the language of the subjects chosen during their mobility).

NOTE: If the student is a native speaker or has completed studies in that language, they'll just need to provide a document that proves it.

4. Final Learning Agreement (Doc in attachment), signed by both institutions (sending University and UCH CEU's academic coordinator). Once the Learning Agreement is prepared, please send it directly to our academic coordinator. You will find their contact information here: <https://www.uchceu.es/servicios/relaciones-internacionales>

You'll find useful information about the courses programs that may help you to complete your Learning Agreement through this link to our website: <https://www.uchceu.es/estudios/grado>.

\* Please note:

- Incorrect or incomplete documents will not be accepted.
- Documents sent by e mail will not be accepted.

The application deadline is June 28<sup>th</sup> for first semester and full year, and November 29<sup>th</sup> for second semester 2019. Students who have uploaded all the required documents dully signed, will receive in the following month the Letter of Acceptance from CEU Cardenal Herrera University. Please note that without the Letter of Acceptance, the student is not considered to be accepted. Therefore it is their responsibility to wait for it before arranging flights, accommodation, etc.

### 3. Calendar

#### 3.1.1. Nomination Deadlines

Applications/Information of students nominated must reach our institution by:

|                                  |   |
|----------------------------------|---|
| <b>Autumn term and full year</b> | Nominations until May 31 <sup>st</sup> . Applications until June 30 <sup>th</sup> .         |
| <b>Spring term</b>               | Nominations until October 31 <sup>st</sup> . Applications until November 30 <sup>th</sup> . |

#### 3.1.2. Transcripts of Records

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

#### 3.1.3. Termination of Agreement

In the event of unilateral termination, a notice of at least one academic year should be given. This means that a unilateral decision to discontinue the exchanges notified to the other party by 1 September 20xx will only take effect as of 1 September 20xx+1. The termination clauses must include the following disclaimer: "Neither the European Commission nor the National Agencies can be held responsible in case of a conflict."

#### **4. Additional information**

- Grading system ECTS

#### **5. Staff Mobility**

Participants should check with the sending University to ensure that there is a valid bilateral agreement in place, and that there are funds available to support the mobility. The valid bilateral agreement is mandatory for the accomplishment of the mobility.

##### **5.1.1. Teaching Staff Mobility**

- Incoming teaching staff must be individually accepted by the relevant host department at the University of CEU Cardenal Herrera. Acceptance is dependent on all parties (i.e. participant, sending institution and the and the host department at the University of CEU Cardenal Herrera) agreeing in advance to the content of the candidate's teaching plan and the timing of the proposed teaching mobility
- A representative of the hosting academic department at University of CEU Cardenal Herrera should sign the teaching programme or the agreement and provide confirmation of the duration of the visit, or any other information required, in line with the requirements of the Erasmus+ programme.

##### **5.1.2. Staff Training Mobility**

- Incoming staff participants on the staff training programme must be individually accepted by the relevant department willing to host the mobility. Acceptance is dependent on all parties (i.e. participant, sending institution and the and the host department at the University of CEU Cardenal Herrera) agreeing in advance to the content of the candidate's training plan and the timing of the proposed training mobility
- A representative of the hosting academic department at University of CEU Cardenal Herrera should sign the agreement and provide confirmation of the duration of the visit, or any other information required, in line with with the requirements of the Erasmus+ programme.