



## Factsheet for Partner Universities and Prospective Students 2018-2019

### Institutional Details

Full name of University	Universidad de Alcalá / University of Alcalá
Acronym	UAH
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/en">www.uah.es/en</a>
Web for incoming students	<a href="http://www.uah.es/en/internacional/movilidad-entrante-incoming-mobility/">www.uah.es/en/internacional/movilidad-entrante-incoming-mobility/</a>
Key facts	<p>Its more than 29,000 students, 1,627 teachers and researchers and 762 general staff members are engaged in more than 38 official Bachelor programmes, and a wide range of postgraduate (Master and PhD) 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.</p>
University Campuses	<p>Alcalá University, a World Heritage Site by UNESCO, is a three campus-based University:</p> <ul style="list-style-type: none"> <li>• The <b>Historical Campus</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 (Alcalingua), and a range of other student services.</li> <li>• 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.</li> <li>• The <b>Campus Guadalajara</b> is our twin campus at Guadalajara, city located 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.</li> </ul> <p>For campus maps and means of transportation between them, please see our website: <a href="http://www.uah.es/en/vivir-la-uah/servicios/transporte/">www.uah.es/en/vivir-la-uah/servicios/transporte/</a></p>

### Main Contacts

Vice-President for International Relations	<p>Professor Miguel Ángel Sotelo Vázquez</p> <p>Email: <a href="mailto:vicet.rrii@uah.es">vicet.rrii@uah.es</a>; Phone: +34 918854085</p>
Director of International Relations	<p>Ms Patricia Rodríguez Sáez</p> <p>Email: <a href="mailto:patricia.rodriquezs@uah.es">patricia.rodriquezs@uah.es</a>; Phone: +34 918854062</p>

Institutional Erasmus Coordinator	Professor Antonio Guerrero Baquero Email: <a href="mailto:antonio.guerrero@uah.es">antonio.guerrero@uah.es</a> ; Phone: +34 918856632	
Bilateral Agreements	Erasmus mobility: Email: <a href="mailto:erasmus.bilateral@uah.es">erasmus.bilateral@uah.es</a> Phone: +34 918854169	Worldwide exchange: Email: <a href="mailto:vicerrrui@uah.es">vicerrrui@uah.es</a> Phone: +34 918854085
Incoming Mobility Officers	Erasmus mobility: Email: <a href="mailto:erasmus.incoming@uah.es">erasmus.incoming@uah.es</a> Phone: +34 918854169	Worldwide exchange: Email: <a href="mailto:noerasmus.incoming@uah.es">noerasmus.incoming@uah.es</a> Phone: +34 918856478
Outgoing Mobility Officers	Erasmus mobility: Email: <a href="mailto:erasmus.outgoing@uah.es">erasmus.outgoing@uah.es</a> Phone: +34 91885662	Worldwide exchange: Email: <a href="mailto:internacional.becas@uah.es">internacional.becas@uah.es</a> Phone: +34 918854695
Student Exchange Offices in Faculties	<a href="https://www.uah.es/export/sites/uah/es/internacional/.galleries/Galeria-de-desgargas-de-Internacional/oficinas-relaciones-internacionales.pdf">https://www.uah.es/export/sites/uah/es/internacional/.galleries/Galeria-de-desgargas-de-Internacional/oficinas-relaciones-internacionales.pdf</a>	
Academic International Coordinators in Faculties	<a href="http://www.uah.es/export/sites/uah/es/internacional/.galleries/Galeria-de-desgargas-de-Internacional/coordinadores-programas-internacionales.pdf">http://www.uah.es/export/sites/uah/es/internacional/.galleries/Galeria-de-desgargas-de-Internacional/coordinadores-programas-internacionales.pdf</a>	

## Academic information

Academic entry requirements

To apply to studies on **Erasmus+** <http://www.uah.es/en/internacional/movilidad-entrante-incoming-mobility/admision-y-matricula/#erasmus-programme> or **Worldwide exchange** <http://www.uah.es/en/internacional/movilidad-entrante-incoming-mobility/admision-y-matricula/#exchange-students-except-for-the-erasmus-programme> , students must be nominated by their home university.

**Fee-paying self-funding** <http://www.uah.es/en/internacional/movilidad-entrante-incoming-mobility/admision-y-matricula/#visiting-students> students must send their **Application Form** to [noerasmus.incoming@uah.es](mailto:noerasmus.incoming@uah.es) expressing their interest in enrolling at the University.

For more information on entry requirements:  
<http://www.uah.es/en/internacional/movilidad-entrante-incoming-mobility/admision-y-matricula/>

Spanish Language requirements

Our standard entry requirement is **B1 level** in Spanish language, with the following exceptions:

FACULTY	PROGRAMMES	SPANISH LANGUAGE LEVEL
Philosophy and Letters	Hispanic Studies	<b>C1</b>
Philosophy and Letters	Special courses for foreign students	A2
Sciences	Biology	A2
Sciences	Chemistry	A2
Medicine	Physical Activities and Sports	A2
Architecture	Bachelor in Building Technologies	A2
Polytechnic School	All	A2

Anyway, the level of Spanish language required is stated in the bilateral agreement signed between UAH and the student's home university. Contact the relevant **Student Exchange Office (ORI)** if you require more details about language requirements.

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.

Please note that students wishing to enrol in courses taught in English are required to meet

	<p>the level of English established for regular students at the Universidad de Alcalá (normally B1 level in English).</p> <p>Students wishing to enrol <b>only in courses taught in English</b> will not need to provide any Spanish language certificate.</p>
Academic calendar	<p>The Academic Year at Alcalá is divided into two semesters: First semester (Autumn semester) from September to January, and Second semester (Spring semester) from February to June. See details in this webpage: <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, arrange the accommodation, meet their coordinators and finalise their course selection.</p>
Academic Load	<p>Under the semester system the majority of our courses will be 6 or 8 credits, although there are exceptions. Students are expected to take the normal academic load of 30 credits per semester. <b>1 Alcalá credit = 1 ECTS</b></p> <p>Students are not permitted to take more than 30 credits per semester and cannot normally take much less credits (a certain flexibility is allowed).</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 attendance to the lectures and laboratories is 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 normally entitled to an ordinary assessment and a resit. The ordinary assessment normally includes a final exam in January for the first semester courses, a final exam in May for the second semester courses, and then a general resit in June. Note please that most final resits in June are assessed only by examinations. Some of these resit exams can be done from home university via email (only in some Faculties, students must consult to their Faculty International Coordinator or ORI).</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 current year of study.</p> <p>You will find a list of the courses available here: <a href="http://www.uah.es/en/estudios/estudios-oficiales/">www.uah.es/en/estudios/estudios-oficiales/</a>. In this website:</p> <ol style="list-style-type: none"> <li>1. Select the level of your programme (Undergraduate, Master or Doctorate).</li> <li>2. Select the general study area (Arts, Health, Technological, Social, Sciences).</li> <li>3. Select the desired Programme.</li> <li>4. Click on "Academic Information - Subjects, timetables and examinations - Subjects".</li> </ol> <p>Students should ensure that the majority of their selected subjects are in the agreed subject area of the existing bilateral agreement between UAH and home university, and that for any of those selected course they must meet their language requirements. 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 on the web and/or send their enquiries to the <a href="#">Student Exchange Office (ORI)</a> of the Faculty where the course is offered.</p>
Online Courses Timetable	<p>The courses timetable usually updates at the end 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/en/estudios/estudios-oficiales/">www.uah.es/en/estudios/estudios-oficiales/</a></p>

	Follow the 4 steps shown above, but finally click on "Timetables".
International Programs	The UAH offers <b>Bachelor</b> programs taught exclusively in English. Please see details here: <a href="https://www.uah.es/en/internacional/movilidad-entrante-incoming-mobility/international-programs/">https://www.uah.es/en/internacional/movilidad-entrante-incoming-mobility/international-programs/</a>
Courses taught in English	<p>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></p> <p>There are also several <b>Master</b> studies taught in English:</p> <ul style="list-style-type: none"> <li>• <a href="#">Finance and Banking</a></li> <li>• <a href="#">International Business Administration (MBA)</a></li> <li>• <a href="#">Digital Networked Media and Web Science</a></li> <li>• <a href="#">American Studies</a></li> <li>• <a href="#">Teaching English as a foreign language</a></li> </ul>
Courses with high demand	<p>Courses offered within the Faculties bellow are high-demand, with many qualified students seeking entry to a limited number of places:</p> <ul style="list-style-type: none"> <li>• Faculty of Arts (Philosophy and Letters)</li> <li>• Faculty of Economics and Business Administration</li> </ul> <p>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.</p>
Entry into Master level courses	<p>Places in Master courses are usually not available unless applicants are Master registered students at their home university and there exists an agreement of double degree with the Universidad de Alcalá for such given Master degree. You will find the list of such agreements here: <a href="http://www.uah.es/export/sites/uah/es/internacional/.galleries/Galeria-de-descargas-de-Internacional/convenios-internacionales-master.pdf">www.uah.es/export/sites/uah/es/internacional/.galleries/Galeria-de-descargas-de-Internacional/convenios-internacionales-master.pdf</a></p> <p>However, Master exchange students outside a double degree agreement 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 UAH where those courses are offered. Moreover, this possibility is limited to a total of 24 ECTS in a given academic year.</p> <p>Similarly, undergraduate students in the last year of studies may choose these modules, being applicable to them the same restrictions and considerations.</p> <p>You will find a list of the Master degrees offered at Alcalá here <a href="http://www.uah.es/en/estudios/estudios-oficiales/masteres-universitarios/">www.uah.es/en/estudios/estudios-oficiales/masteres-universitarios/</a></p> <p>Please note that all Master level classes have strict prior study requirements and in some subjects there are limited places available.</p>
Restrictions	<p>Exchange students should mainly choose their courses within the field of study stated in the bilateral exchange agreement signed between home university and UAH.</p> <p>Whether or not they are allowed to take courses within other fields depends on their academic background, special language requirements and course availability.</p> <p>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 <a href="#">Student Exchange Office (ORI)</a>.</p>
Tuition and other fees	<p>Erasmus+ exchange students are exempt from paying tuition fees at UAH. Worldwide exchange students should consider the terms established in the bilateral exchange agreement applicable to them.</p> <p>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-">www.uah.es/export/sites/uah/es/admision-y-ayudas/.galleries/Descargas-</a></p>

	<a href="#">Matricula/precios-estudiantes-extranjeros.pdf</a> There are no additional administration fees for students to pay on arrival.
Transcripts of Records	An academic transcript will normally be issued by the end of following February (for first semester students) and by the end of the following July (for second semester 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 that you gave us in your application. The University does not automatically send transcripts after resits. In this case an updated transcript must be requested by the student/home institution to the Faculty <a href="#">Student Exchange Office (ORI)</a> .
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">www.uah.es/export/sites/uah/es/internacional/.galleries/Galeria-de-desgargas-de-Internacional/cuadro-equivalencias-calificaciones.pdf</a>

## Application procedures

Nomination	Erasmus+ and Worldwide Exchange Students should be nominated by their respective home institutions. All nominations must be sent by the following deadlines: <ul style="list-style-type: none"> <li>• <b>30 April</b> for students nominated for the Autumn Semester or Full Academic Year</li> <li>• <b>30 September</b> for students nominated for the Spring Semester</li> </ul> Each nomination must contain 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 in which the mobility shall take place (Bachelor, Master, Doctorate), and the period of the stay. Contact <a href="mailto:erasmus.incoming@uah.es">erasmus.incoming@uah.es</a> if you require more details of our nomination procedures. Address your query to <a href="mailto:noerasmus.incoming@uah.es">noerasmus.incoming@uah.es</a> in case of Global Mobility.
Application process	When we receive the nomination we will send the student an email containing an invitation to apply to the Universidad de Alcalá. Applicants are expected to complete the Application Form + Learning Agreement, including making provisional module choices and submitting along with their applications the following scans: <ul style="list-style-type: none"> <li>• The information page in the Passport/ID the student will use to travel to Alcalá.</li> <li>• One passport size picture.</li> <li>• Spanish language proficiency certificate (if applicable).</li> <li>• Health insurance card or Insurance policy as described below in this document.</li> </ul> For applicants who meet our basic criteria, we aim to send an acceptance letter ASAP after receiving the student's correct and complete supporting documentation. Module choices are forwarded onto Faculties for consideration. 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. 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.
Application deadlines	It is important that students apply by the proposed deadline, as we cannot accept late applications. Applications must be submitted by the following periods: <ul style="list-style-type: none"> <li>• <b>1 May to 30 June</b> for students starting in September.</li> <li>• <b>15 October to 15 November</b> for students starting in January.</li> </ul> <b>Late applications will not be considered.</b>

Registration process	Students are expected to register online upon arrival to UAH. Students will be sent registration instructions when the registration system goes live. Please note that students' study plans (selected courses) may experience some changes upon their arrival.
Making changes to the course list	If students want to make changes to their course list after they have registered, they should contact their Faculty Student Exchange Office (ORI). Please note that the last opportunity to add or drop courses will be by the end of the <b>3<sup>rd</sup> teaching week</b> and no changes will be allowed after that.
Certificate of Arrival and Departure	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 them to the Faculty Student Exchange Office (ORI) for their signature. 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 UAH and so the dates on these forms must fall within our Academic Calendar.

## In-session Spanish language assistance

Spanish Language Courses	The Spanish Language International Centre at the University of Alcalá ( <b>Alcalingua</b> ) offers Spanish Language courses for exchange students that start in September and February in any given year, with a price of 200€. The programme that a student should follow depends on their current level in Spanish language. There will be an initial level test of Spanish language in September and in January for all students applying for these courses in Alcalingua. Students who don't attend these tests will not be accepted in the courses. For further information about the Spanish Language courses for exchange students, visit: <a href="http://www.alcalingua.com/en/courses/spanish-erasmus-students">www.alcalingua.com/en/courses/spanish-erasmus-students</a> All language tuition takes place at the Language centre Alcalingua ( <a href="http://www.alcalingua.com/en">www.alcalingua.com/en</a> ) which has modern language laboratories and excellent fully equipped classrooms.
Independent Study Materials	A range of further academic language tuition and independent study materials are open to the exchange students who require Spanish support whilst studying their degree or wish to improve their competences in some other foreign languages: <a href="http://plataformadeidiomas.uah.es/">http://plataformadeidiomas.uah.es/</a>

## Accommodation

Accommodation at Alcalá	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 (very often in flats shared with other students). Search the range of university accommodation available on the Accommodation websites: <a href="https://www.uah.es/en/vivir-la-uah/servicios/alojamiento/">https://www.uah.es/en/vivir-la-uah/servicios/alojamiento/</a> For useful information and advice for students looking for private accommodation in the city center, please contact: <a href="mailto:erasmus.incoming@uah.es">erasmus.incoming@uah.es</a>
-------------------------	---

## Visa requirements

Visa and Residence Permits	<ul style="list-style-type: none"> <li>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. A guide to the procedures for obtaining <b>Student Visas</b> may be found here:</li> </ul>
----------------------------	--

	<p><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> <ul style="list-style-type: none"> <li>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 <b>Residence Permit</b> 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></li> <li>In exceptional cases students will need to obtain an official <b>NIE (Foreigner ID Number)</b>. 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></li> </ul>
--	---

## Health and Accident insurance

Health Insurance	<p>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 Accident insurances, please visit: <a href="http://www.uah.es/en/internacional/movilidad-entrante-incoming-mobility/informacion-de-interes/seguro-medico/">www.uah.es/en/internacional/movilidad-entrante-incoming-mobility/informacion-de-interes/seguro-medico/</a></p>
------------------	--

## 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: <a href="http://www.uah.es/es/vivir-la-uah/servicios/servicios-tic/">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/">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/">www.uah.es/es/vivir-la-uah/actividades/cultura/</a></li> <li><b>Alcalá Buddies and Tandem Programme:</b> Exchange students can have a buddy to help them to adjust to life here at Alcalá, and can share their language with Spanish language practicing with local students: <a href="https://www.esn-uah.org/tutor-application-form">https://www.esn-uah.org/tutor-application-form</a></li> </ul>