

## 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
<b>Erasmus Code</b>	E VALENCI08
<b>PIC</b>	938 175 562
<b>Address</b>	C/ Luis Vives 1 46115 Alfara del Patriarca – Valencia, Spain
<b>Phone number</b>	+ 34 96 136 90 00
<b>Institution website</b>	<a href="http://www.uchceu.es">www.uchceu.es</a>
<b>International Relations website</b>	<a href="http://www.uchceu.es/servicios/relaciones-internacionales">www.uchceu.es/servicios/relaciones-internacionales</a>
<b>Director of the International Relations Office</b>	Mrs. Mercedes Gimeno
<b>Vice rector for Internationalization</b>	Mr. Álvaro Antón Antón

### 1.2. Main contacts

<b>Contact person</b>	Ms. Elena Estañ
<b>Responsibility</b>	Head of Mobility Office
<b>Contact details</b>	+ 34 961 36 90 00 EXT 62035
<b>Email</b>	<a href="mailto:mobility@uchceu.es">mobility@uchceu.es</a>

<b>Contact person</b>	Mrs. Marta Cervera
<b>Responsibility</b>	Inter-Institutional Agreements and Incoming students
<b>Contact details</b>	+ 34 961 36 90 00 EXT 62036
<b>Email</b>	<a href="mailto:internationalproject@uchceu.es">internationalproject@uchceu.es</a> ; <a href="mailto:incoming@uchceu.es">incoming@uchceu.es</a> ;

## 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	Architecture, Dentistry	English	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 must be established by the sending University and not by the students themselves.
- Each academic year the UCH CEU sends via email the current nomination link (FORMS) to the sending institution.

Nominations will contain this mayor information:

Name	Family name	Passport / ID	Degree	Period of Stay	E-mail	Date of Birth

From the beginning of April, you will receive the email with the nomination link and the CEU UCH will send the Application Information to the nominated students till mid June.

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 (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. (i.e: National ID)

4. Final Learning Agreement, 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>

4.1 OLA (ONLINE LEARNING AGREEMENT): In case you are connected to EWP and working with OLA, the student must complete the application process in our platform before we can check the digital learning agreement. He/she will have to upload a blank document indicating they work with OLA.

In case the system is not working, we will have to have the Learning Agreement signed as a PDF.

Nominated students find useful information about the course programs that may help them to complete their Learning Agreement through this link to our website: <https://www.uchceu.es/estudios/grado> Any academic questions will have to be addressed to the coordinator of each degree.

\*Please note:

- Incorrect or incomplete documents will not be accepted.
- Documents sent by e mail will not be accepted, unless requested by the mobility office.

The application deadline is June 15<sup>th</sup> for first semester and full year, and November 30<sup>th</sup> for second semester 20XX. 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 April 1 <sup>st</sup> until May 15 <sup>th</sup> . Applications until June 15 <sup>th</sup> .
<b>Spring term</b>	Nominations during the month of 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 the requirements of the Erasmus+ programme.