

Erasmus+

Factsheet of the University CEU Cardenal Herrera

1. Institutional Information

1.1. Institutional details

Name of the institution	Universidad CEU Cardenal Herrera
Erasmus Code	E VALENCI08
PIC	938 175 562
Address	C/ Luis Vives 1 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

Contact person	Mrs. Guna Ciekurzne
Responsible person	Contact person

		Student Mobility for Studies	Any
		Student Mobility for Studies	Any
		Student Mobility for Studies	Any
	Ms. Adriana Handrich	* Level according to Common European Framework	
Responsibility	Interinstitutional Agreements	http://europass.cedefop.europa.eu/en/res	
Contact details	+ 34 961 36 90 00 EXT 62035	** Depending on the faculty the language	
Email	internationalprojects@uchceu.es ; incoming@uchceu.es	2.2 Additional information and requirements	

The first contact regarding the mobility process should be made by the sending institution.
 The nomination will be sent by the receiving institution.

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	
------------------	--------------	----------------------------	--

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 28th for first semester and full year, and November 29th 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:

Autumn term and full year	Nominations until May 31 st . Applications until June 30 th .
Spring term	Nominations until October 31 st . Applications until November 30 th .

3.1.2. Transcripts of Records

A Transcript of Records

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