

ANNEX TO THE *ERASMUS + INTER-INSTITUTIONAL AGREEMENT* with the University of Genova

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	TECNUN- SCHOOL OF ENGINEERING UNIVERSIDAD DE NAVARRA
Erasmus code	E PAMPLON01
Institution website	http://www.tecnun.es/
International Students webpage	http://www.tecnun.es/en/international-office/main.html
Information for incoming students	http://www.tecnun.es/en/international-office/incoming-students/courses.html
Course catalogue	http://www.tecnun.es/en/academic-programs.html

1.2 Main contacts

International Relations Director	Mr. Javier Ganuza
Contact details	Pº Manuel Lardizabal, 13 20.018 San Sebastián (SPAIN) jganuza@tecnun.es

International Officer	Mrs. Estíbaliz Oliva
	Pº Manuel Lardizabal, 13 20.018 San Sebastián (SPAIN) Tel: +34 943 219877 irs@tecnun.es

2. Recommended language skills

Receiving institution [Erasmus code]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ¹	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
E PAMPLON01		Spanish	English	B2*	B2*

*There is a wide choice of courses taught in English at TECNUN. No language requirements, only recommendations. Spanish language courses are also available during the academic year.

*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

TALL buildings are wheelchair accessible and have lifts. The Vice rector of Students works closely with faculties and professors to ensure that any students with disabilities receive the necessary support the need in order to carry out their studies at this university.

4. Calendar

4.1 Applications/information on nominated students must reach TECNUN by:

Autumn term	1 May
Spring term	1 October

4.2 Decision

The receiving institution will send its decision within 5 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 TECNUN.

¹ For an easier and consistent understanding of language requirements, use of the Common European Framework of Reference for Languages (CEFR) is recommended, see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

5. Information

5.1 Grading system of the Institution

ECTS grade	Points	Spanish-in words	English-in words
A+	9-10	MATRÍCULA DE HONOR	DISTINCTION
A	9-10	SOBRESALIENTE	EXCELLENT
B	7-8.9	NOTABLE	VERY GOOD
C	6-6.9	APROBADO	GOOD
D	5-5.9	APROBADO	SUFFICIENT
F	0-4.9	SUSPENSO	FAILED

5.2 Visa

TECNUN 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	Mrs. Estíbaliz Oliva irs@tecnun.es Tel: +34 943 219877
Website	http://www.tecnun.es/en/international-office/incoming-students/before-your-arrival/visa.html

5.3 Insurance

TECNUN will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

The institution 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	Mrs. Estíbaliz Oliva irs@tecnun.es Tel: +34 943 219877
Website	http://www.tecnun.es/en/international-office/incoming-students/before-your-arrival/medical-insurance.html

5.4 Housing

TECNUN 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 contacts and information sources:

Contact details	Mrs Ainara Díez adiez@tecnun.es Tel: +34 943 219877
Website	http://www.tecnun.es/en/international-office/incoming-students/before-your-arrival/accommodation.html