

ANNEX
Additional Information about the Institution

1- **RECOMMENDED LANGUAGE SKILLS**

Subject area	Language of instruction 1	Student mobility for studies	Staff mobility for Teaching
	Spanish Castilian	B2	B2

Subject area	Language of instruction 2	Student mobility for studies	Staff mobility for Teaching
	English		

Additional requirements

2- **ADDITIONAL REQUIREMENTS (ex. Students with disabilities, language courses for incoming mobility students...)**

3- **CALENDAR**

Applications/information on nominated students must reach the receiving institution by:

a) **DEADLINE FOR NOMINATION**

Autumn term

Spring term

b) **DEADLINE FOR APPLICATION**

Autumn term

Spring term

30 May

30 November

c) The receiving institution will send its decision within **8** weeks.

d) A Transcript of Records will be issued by the receiving institution no later than **5** weeks after the assessment period has finished at the receiving HEI

4- Termination of the 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 01st **June of the year preceding the a.y. in which the Erasmus mobility will be spent** (for example 1st june 2014 for an inter-institutional agreement valid for a.y. 2015/2016). only takes effect as of the beginning of the following Erasmus a.y. (i.e. 1st june 20XX+1).

"Neither the European Commission nor the National Agencies can be held responsible in case of a conflict."

5- INFORMATION

A. GRADING SYSTEM

Website: http://esdmadridcampus.org/?page_id=4717

B. VISA

The sending and receiving institutions 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:

Website: http://esdmadridcampus.org/?page_id=4693

Contacts: internacional@esdmadrid.es

C. INSURANCE

The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education. The receiving 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:

D. HOUSING

The receiving institution 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 persons and information sources:

Website: http://esdmadridcampus.org/?page_id=4700

Contacts: