Universidad de Santiago de Compostela

Logo of Institution   *Name of Institution*

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

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	Universidad de Santiago de Compostela
Erasmus code	E SANTIAG 01
Institution website	http://www.usc.es/
International Students webpage	http://www.usc.es/studyinsantiago/en/
Information for incoming students	http://www.usc.es/en/perfis/internacional/programas/erasmus/estudantes_incoming.html
Course catalogue	

1.2 *Main contacts*

Institutional Coordinator	E. López Veloso
Contact details	International Relations Office - Casas Reais nº 8 – E-15782 Santiago de Compostela - Spain Tel. 0034 881 812 854 – Fax 0034 881 812 843 – e-mail: **erasmus@usc.es**

Other useful contacts	**Departmental Coord:** Valeria Paul Carril **E-mail:** v.paul.carril@usc.es **Faculty:** Faculty of Geography and History

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 SANTIAG01		Spanish	Galician	B1 Spanish DELE[2] certificate	B1 in Spanish or B2 in English recommended No certificate is required.

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[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

[2] *Diploma de Español como lengua extranjera. If not available, we may accept other certificates of Spanish as a foreign language, or at least formal confirmation from the home university that student has B1 level Spanish.

*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

E SANTIAG01:
- Incoming Erasmus students must take at least 50% of their workload from the USC Faculty that coordinates the bilateral agreement. The rest of their workload can be made up of courses from different faculties.
- Incoming Erasmus students are not allowed to register for courses/modules of study levels that differ from the one/s agreed in the present document.
- Incoming teaching staff must be individually accepted by the USC Faculty that coordinates the bilateral agreement. The acceptance will be based on the candidate's working plan and its adequacy to the teaching programme of the Faculty.
- Incoming non-teaching staff must be individually accepted by the department, service or unit concerned, based on the proposed working plan and the availability of the department, service or unit to host visitors.
- The University of Santiago de Compostela welcomes students and staff with disabilities, providing information and assistance through its University Integrations Service. Further information is available at: http://www.usc.es/en/servizos/sepiu/integracion.html

4. Calendar

4.1 Applications/information on nominated students must reach Universidad de Santiago de Compostela by:

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
E SANTIAG01	Nomination: 30 June Application: 15 July	Nomination: 31 October Application: 30 November

4.2 Decision

Nominated students receive by e-mail their login details to our online application form that they have to complete within the deadline above. Once completed, they receive an acceptance letter by e-mail within a max of 6 weeks.

4.3 Transcript of records

A Transcript of Records will be issued no later than 6 weeks after the assessment period has finished at Universidad de Santiago de Compostela.

5. Information

5.1 Grading system of the Institution

Local Grade		ECTS Grade	Definition
Matrícula de Honor	10	A+	**EXCELENT** – Outstanding performance with only minor errors. Just in very exceptional cases
Sobresaliente	9-9.9	A	**VERY GOOD** – Above the average standard but with some errors
Notable	7-8.9	B	**GOOD** – Generally sound work with a number of notable errors
Aprobado	5-6.9	C/D/E	**SATISFACTORY/SUFFICIENT** – Performance meets the minimum criteria. Average performance
Suspenso	0-4.9	F/FX	**FAIL** - Failed
Apto	-	-	**PASS** - Passed

5.2 Visa

Universidad de Santiago de Compostela 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:

Institution [Erasmus code]	Contact details	Website for information
E SANTIAG01	international@usc.es	http://www.exteriores.gob.es/Portal/en/ServiciosAlCiudadano/InformacionParaExtranjeros/Paginas/Inicio.aspx

5.3 Insurance

Universidad de Santiago de Compostela 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:

Institution [Erasmus code]	Contact details	Website for information
E SANTIAG01	international@usc.es	http://ec.europa.eu/social/main.jsp?langId=en&catId=559 All incoming Erasmus students are charged a small fee for a compulsory insurance for international students

5.4 Housing

 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:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
E SANTIAG01	erasmus@usc.es; mobilidade.sur@usc.es	http://www.usc.es/en/servizos/sur/index.html A yearly call for applications is published in May. Incoming students who wish to be placed in one of the dormitories must take part in that call.