Required documents for Erasmus Incoming

Dear student, Following the nomination of your university, we send you some information about the application process for exchange students wishing to study UCAM.

To complete your application we need you to fill in the online form that would be sent to you by email once you will be officially nominated by your home university.

You will be asked to upload the following documents:

1.- **Learning agreement** in word format: at this moment we don’t need it yet signed by your home university but the selected courses must be agreed previously with your home coordinator. Once your ucam tutor will sign it, then next you will have to make it sign by your home university and send it to me. Pdf document wont be considered either in changes done after.

2.- An identity color photo (like the one you use for passport) in .jpg (compulsory). Photo sent in pdf format wont be accepted. The photo must have a light back.

3.- Copy of your identity card/passport

4.- Transcripts of records (academic records/grades from your home university)

5.- Health insurance (european health card or other): if you havent got it yet, you will have to bring a copy on arrival.

6.- For students from Health sciences and Education indicating Traineeship or a course that involves trainee in the learning agreement: certificate from the Police or other official dpt. showing you havent got sexual crimes.
7.-Students attending courses in English, they are asked to upload a B2 English language certificate.

No originals are required, except for the learning agreement: you can bring it on arrival signed by your university.

Only good scanned documents will be accepted, not photos of the documents done by mobile.

**LEARNING AGREEMENT**

In order to fill in the Learning Agreement, students can find all important information of courses and ECTS in our link (1)

-I strongly recommend you to contact with our UCAM Exchange coordinators. If you wish to work on your final project, you have to discuss it with them, in order to look for a thesis Director here or suitable "project" courses.

-The student must select the 60% of the courses at UCAM from his/her main degree at home university, or 3/5 courses. Example: if the student is doing Nutrition in his/her home university, here in UCAM he/she must select 3 courses from Nutrition and the other 2 courses from another related degree. If you don’t follow this rule we wont be able to establish a coordinator to sign your learning.

-BBA, Education, Modern Languages, Translation and Sport Sciences have classes in English:  [http://international.ucam.edu/studies/study-abroad](http://international.ucam.edu/studies/study-abroad) (International Business and Culture Program is not available for Exchange students, don’t choose any course from this program!!)
-In the learning agreement, in the column *UCAM degree* you must indicate the name of the UCAM degree where the course belongs. Here some short names to know:

ADE Business administration in Spanish/ BBA Business administration in English

CAFD Sport sciences in Spanish / SC Sport sciences in English

LM Modern Languages

-In the learning agreement, in the column *UCAM course code*, you must indicate the code of the course. Use the excel list “Tutorial codes”.

-In the column *Component title at the Receiving inst* you have to write the name of the course as it appears in the excel with the codes: the names of the courses must always be written in Spanish

-If you are going to attend any of our Spanish languages courses, it must be included in the learning agreement (no need of any code):

  Two weeks intensive course: 2 ects.

  Semester course: 5 ects

-When you will upload the learning agreement, please pay attention to upload it without the comments I made on the original format to help you.

-At the end of the procedure, after UCAM tutor signature, learnings without the signature and stamp of the home university wont be considered.

-Courses from Modern languages, BBA, Education and Sport sciences may be confirmed later than other courses.
(1) Our university directive has decided to exclude the second cycle studies of the Exchange offer, is a decision that this office has no choice but to comply, although our bilateral agreements could include this level.

The degrees on Modern Languages, Business Administration (either in English or Spanish), Marketing, Human Resources and Education have limited places for incoming students (around 5 places for exchange students only!). If once we receive the study plans with the chosen subjects we detect that the maximum number of Exchange students allowed in a subject is exceeded, the Exchange tutor will then select the students according to different factors: academic results, the relationship between home university studies and ucam selected courses, the English level...

In the degree in Sport only 1st, 2nd and 3rd year courses are offered. In the degree of Translation, only 1st and 2nd years.

The Communication faculty (Journalism, Advertising and Audiovisual communication) has courses forbidden for exchange students.

Practical stays: Students from Nursery, Physiotherapy, Medicine or others "medical" courses: it is compulsory to send an email to your UCAM Exchange coordinator before your arrival in order to confirm a place in hospitals, laboratories.... If you don’t do it, we can’t promise a place in clinical rotations.

IN THE DEGREE OF MEDICINE, WE CAN ONLY ACCEPT 4 STUDENTS PER COURSE: AMONG ALL THE LEARNINGS RECEIVED THE TUTOR WILL BE CONFIRMING COURSES THE WAY SHE WILL RECEIVE THE LEARNINGS. LAST YEAR HOSPITAL ROTATIONS IN THE DEGREE OF MEDICINE ARE FORBIDDEN FOR EXCHANGE STUDENTS.

DEADLINE:
**Academic calendar**: If you plan to come to our intensive spanish course please check in the attached file “The Spanish Courses Schedule 2019-2020” the dates you should be there. If you don’t, still we recommend students to be there days before the start of classes.

Accommodation: Unfortunately, we don’t have halls of residence so students have to look for private accommodation. Our Housing service housing@ucam.edu will help students in searching accommodation (paying service). Or you can also have a look at https://www.ucam.edu/bolsa-de-alojamiento

**Spanish courses**: As the language of instruction at our institution is mainly Spanish, we strongly recommend International Students to attend our "Curso de Español y Cultura Hispánica". If you need more information and/or want to register in, please contact compulsorily the coordinator Carolina Padilla cpadilla@ucam.edu. Although none language certificate is required, teachers can decide not to accept you in class/traineeship if they consider your level isn’t appropriate.

Useful information: Students can find all-important information like e.g. sport and leisure activities, library, etc. in our website: http://www.ucam.edu/estudiantes

http://www.murciaturistica.es/ and/or http://www.turismodemurcia.es/es

Also you can register in our Facebook group Erasmus International UCAM.

Regards.