

# INTERNATIONAL RELATIONS **guide**



# INDEX

1. INTRODUCTION	1		
2. INTERNATIONAL MOBILITY PROGRAMMES	1		
2.1. ERASMUS + Programme .....	2		
2.2 Non- Erasmus International Exchange programmes (UCLM Programmes).....	2		
3. INTERNATIONAL RELATIONS OFFICES (ORI)	3		
4. INTERNATIONAL RELATIONS CAMPUS COORDINATOR	3		
4.1. Denomination .....	3		
4.2. Designation .....	3		
4.3. Functions .....	3		
		5. INTERNATIONAL RELATIONS CENTRE COORDINATOR	4
		5.1. Denomination.....	4
		5.2. Designation .....	4
		5.3. Functions .....	4
		6. ACADEMIC PROGRAMME COORDINATOR	5
		6.1. Denomination .....	5
		6.2. Designation.....	5
		6.3. Functions.....	6
		7. CENTRE INTERNATIONAL RELATIONS COMMISSION	7
		7.1. Denomination .....	7

7.2. Organization .....	7
7.3. Functions .....	7
<b>8. OUTGOING STUDENT MOBILITY</b>	<b>8</b>
8.1. Requirements	
Applicants .....	8
8.2. Allocation of mobilities.....	8
8.3. information meeting with instructions and document delivery.....	8
8.4. Health Insurance .....	9
8.5. Learning agreements for studies or internships and registration procedures.....	9
8.6. Outgoing student arrival at host institution .....	11
8.7. Outgoing student return to home institution .....	11

<b>9. INCOMING STUDENTS MOBILITY</b>	<b>12</b>
9.1. Mobility through interinstitutional agreements .....	12
9.2. Visiting student at UCLM .....	13
<b>10. ADDRESSES AND LIST OF COORDINATORS</b>	<b>13</b>
10.1. Vice-rectorate and IRO addresses .....	13
10.2. List of centre international coordinators .....	15
10.3. Useful links .....	17
<b>11. BASIC GUIDELINES TO PREPARE A LEARNING AGREEMENT AND STUDY RECOGNITION</b>	<b>18</b>
<b>APPENDIX. GRADE EQUIVALENCE TABLE</b>	<b>19</b>



## 1.

### INTRODUCTION

The University of Castilla-La Mancha projects an international dimension in accordance with the European university system and works to achieve a greater international position and a greater presence both in international higher education forums and networks and in strategies for the development of agreements and actions. for your follow-up. The International Mobility Programs are based on a system that broadens horizons, offers better job prospects and consolidates values firmly based on pillars such as learning, knowledge and experience.

The purpose of the International Relations Guide is to offer information on the International Mobility Programs, as well as the guidelines to follow in the process of receiving students from other countries who are studying at our University or leaving the University's own students. from Castilla-La Mancha who intend to continue their studies at other foreign universities. It aims to be an open and flexible document to incorporate at all times the contributions of the Campus Coordinators and Coordinators of the Centre for International Relations, the Academic Program Coordinators and all the personnel involved in any of the facets of the field of international relations from our university.

## 2.

### INTERNATIONAL MOBILITY PROGRAMMES

The University of Castilla-La Mancha has signed numerous bilateral agreements with universities around the world that allow the development of different international mobility programs (Erasmus-Studies, Erasmus-Practices, and other non-Erasmus international exchange programs) or the Readers who make it possible to enjoy a stay as a reader in foreign universities.

The mobility programs of the University of Castilla-La Mancha allow the exchange of a large number of students annually and are very enriching for the student's academic and personal training, allowing them to learn another way of working, make contact with another culture and open up to other ideas, languages and cultures.

When a member of the university community decides to participate in an international mobility program, they must meet a series of academic requirements and know questions that will be very useful during their stay.

## 2.1.

### ERASMUS+ Programme

The current Erasmus Charter for Higher Education (2014-2020) provides the general framework for cooperation activities that a higher education institution can carry out within the Erasmus program. It establishes the fundamental principles and minimum requirements that any higher education institution must respect in the development of the different Erasmus actions. The Reference of the UCLM Erasmus Charter is: 29543-LA-1-2014-1-ES-E4AKA1-ECHE.

The Erasmus + scholarship call offers two modalities:

*1\_Erasmus Studies allows official students enrolled in study to carry out a period of study in higher education institutions in other program countries (action KA103) and partners (action KA107). At the end of it, the student's home institution will academically recognize the studies carried out. During this period, the student will be exempt from paying academic fees at the host institution for the courses included in the official study plans. Aid to Erasmus students is compatible with any other national aid or loan.*

*2\_Erasmus Internship allows students enrolled in official studies and their recent graduates, the completion of an internship period in companies or organizations of the programme countries (KA103) and since 2016 with partner countries (KA107). The purpose of this modality is to help people adapt to the demands of the labor market in an international framework, acquire specific skills and improve their understanding of the economic and social environment of the country in question, while gaining work experience.*

## 2.2.

### UCLM Programmes of International Exchange

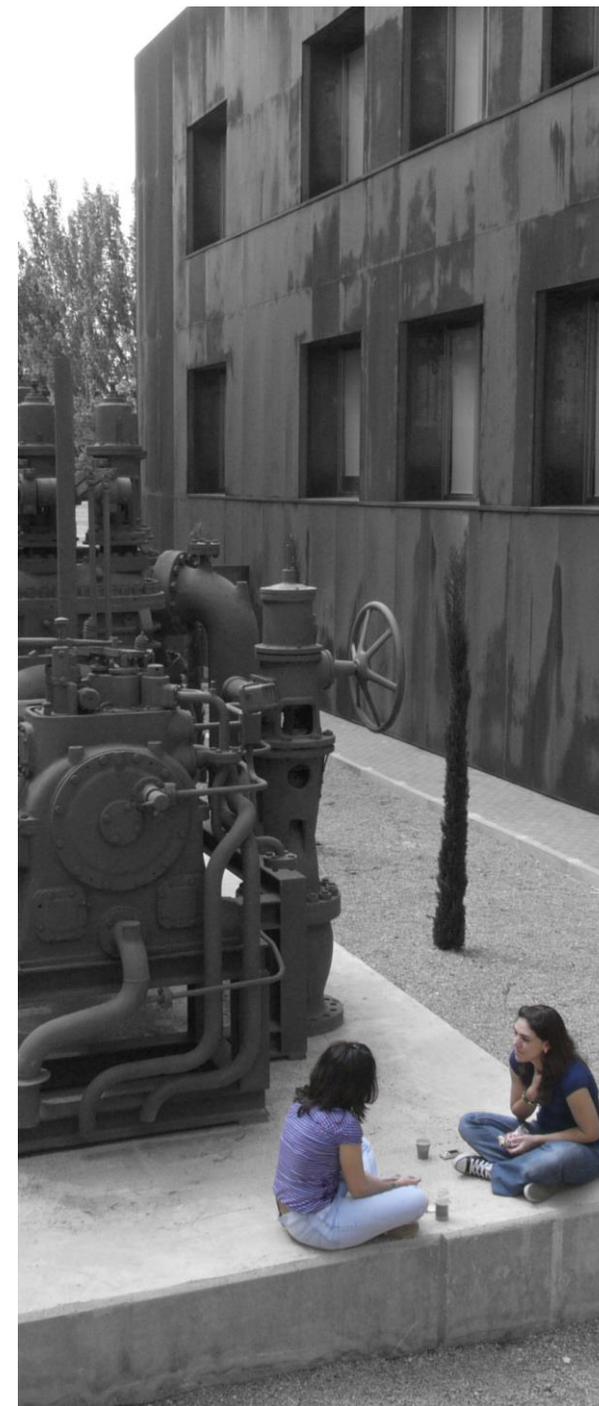
These programmes offer the students of the University of Castilla-La Mancha the possibility of completing their academic training in institutions of higher education, outside the European sphere, with which there is a collaboration agreement. During this period, the student will be exempt from paying academic fees at the host institution for the courses included in the official study plans. The exchanges carried out within the framework of this Program entail the recognition and validation of the studies carried out abroad.

The agreements for the Erasmus + Program between European universities, companies or institutions and the non-Erasmus Exchange Programs (Own Programs) have been signed by the Institutional Coordinator of each signing institution or representative where appropriate. At UCLM she is the Vice-Rector for Internationalization and Ongoing Training. To transmit an agreement within the Erasmus + program there is a procedure available available at:

[https://www.uclm.es/es/Misiones/Internacional/Oferta-internacional/Convenios\\_Internacionales](https://www.uclm.es/es/Misiones/Internacional/Oferta-internacional/Convenios_Internacionales)

To process agreements of the Own Programs the procedure is the one that appears in the following web link:

[https://www.uclm.es/es/Misiones/Internacional/Oferta-internacional/Convenios\\_Internacionales](https://www.uclm.es/es/Misiones/Internacional/Oferta-internacional/Convenios_Internacionales)





### 3. INTERNATIONAL RELATIONS OFFICE (ORI)

The International Relations Office (ORI) is the administrative unit of the international activity of the UCLM. The University, to ensure quality care, has an ORI in each of the Albacete, Ciudad Real, Cuenca and Toledo campuses.

The ORI, through its staff, is in charge of:

*\_\_Inform and manage the UCLM's international mobility programs.*

*\_\_Inform about international issues related to university life: scholarships, exchange programs, courses, etc.*

*\_\_Process the documentation of the different mobility programs.*

*\_\_Process the different financial aids that the participants in these programs will enjoy, serving as a bridge between the beneficiaries and the Accounting Offices (UGECS).*

*\_\_Supervise the documentation of the participants in international mobility programs so that their participation is justified before the corresponding institutions.*

### 4. INTERNATIONAL RELATIONS CAMPUS COORDINATOR

#### 4.1. Denomination

The Campus Coordinators of International Relations constitute the necessary link between the ORI of the respective campuses and the Center Coordinators, with whom they must hold informative meetings for the best operation and development of the programs.

#### 4.2. Designation

The Campus Coordinators for International Relations are appointed by the Rector on the proposal of the Vice-Rector for Internationalization and Ongoing Training.

#### 4.3. Functions

*\_\_Reception and organization of visits from institutions on the respective campuses when required.*

*\_\_Mediation, together with the ORI, the Center Coordinators and the Program Managers,*

in the administrative and academic problems that may arise in their respective campuses.

Organization of informative sessions for students participating in mobility programmes.

\_\_Supervision and coordination of mobility contracts for UCLM students.

\_\_Supervision and coordination of the teaching mobility of the UCLM in the Erasmus programme.

\_\_Channeling the activities that must be assumed by UCLM teachers in international matters.

\_\_Supervision and monitoring of exchange programmes, being able to carry out periodic surveys and other measurement instruments to evaluate these programs.

\_\_Supervision, together with those responsible for the residences and the ORI, of the operation of the university residences that welcome students from the different mobility programs.

\_\_Collaboration in managing new exchange program agreements.

\_\_Protect, inform and advise students with the logistical support of the ORI, the Center Coordinators and the Academic Program Managers.

## **5.** INTERNATIONAL CENTRE COORDNATOR

### **5.1.** *Denomination*

The Coordinator of the Center for International Relations is the figure indicated for the preparation and supervision of the student's academic agreement as well as the preparation of the recognition that said agreement carries with it.

### **5.2.** *Designation*

The center coordinator is appointed by the director or dean, and is usually a member of the management team. However, any other teacher at the center may perform the functions of coordinator.

### **5.3.** *Functions*

\_\_Supervise the proper functioning of the International Mobility Programmes.

\_\_Assume responsibility for a program in the event that coordination is lost for various





reasons, until the appointment of a new person in charge by the center's management team or the center's international relations commission.

\_\_Establish, review and validate the mobility contract of the students at your center who participate in the international mobility program based on the guidelines established by the Vice-Rector's Office for Internationalization and Lifelong Training. For the elaboration of the contract and recognition of studies see section 11. The equivalence of studies between those of the UCLM and those who are planning to study abroad will be verified. The study contract is sent to the coordinator of the destination university prior to the student's departure, to resolve any discrepancies or disagreements in good time. In no case will the application for recognition of subjects for which the student is not enrolled at UCLM or of subjects not previously agreed in the study contract be accepted.

\_\_Verify possible modifications to the study contract within 45 days from the arrival of the student at the destination university. These modifications must be submitted by the student to their ORI and must be previously approved and signed by the destination university.

\_\_Confirm the acknowledgments reflected in the study contract, verify the report cards obtained at the destination university, and sign the "Study Equivalence Act Abroad". Custodian and send to the secretariat of the centre the "Acts of Equivalence of Studies Abroad".

\_\_Attend the international students of your centre and be your reference at the academic level.

\_\_Check the feasibility of study contracts for international students and establish communication with the coordinators of each university if there are any academic problems.

## 6. ACADEMIC PROGRAMME COORDINATOR

### 6.1. Denomination

The figure of the Academic Programme Coordinator is essential in the task of organizing student exchanges, as well as in carrying out correct and adequate management in the processing of the process. For this reason, collaboration between the Academic Program Coordinator, the Centre Coordinator, the ORI and, where appropriate, the team from the Vice-Rector's Office for Internationalization and Lifelong Training is essential.

### 6.2. Designation

Responsibility for a program is accessed by establishing a personal contact made at a

individually, or at the request of the center's management team or, where appropriate, the international relations commission.

When the person in charge of a programme ceases for any reason, the program will be assumed by the centre coordinator until the center's management team or the centre's international relations commission appoints a new Academic Programme Coordinator.

### 6.3. Functions

*\_\_Take responsibility for establishing personal contacts that will lead to the signing of international mobility agreements. The signing of the agreements will only be done by the Vice-Rector for Internationalization and Ongoing Training and their processing will be centralized through the ORI.*

*\_\_Request information from the host university about the start and end dates of the academic year, as well as the study plans and subjects by course and their programs, and provide all this information to UCLM members who require it.*

*\_\_Prepare a pre-agreement or, in those centres that consider it appropriate, the learning agreement, together with the student. The knowledge that the Academic Coordinator of the Programme has of the study plan of the host institution will help to prepare it. The pre-contract or learning agreement will be sent to the centre coordinator to establish or supervise it.*

*\_\_Maintain fluid contact with students requesting information about the program for which they are academically responsible and inform students of all academic matters related to the study contract. In particular, you should pay special attention to those students who are on another campus.*

*\_\_Provide your counterpart at the partner institution with information on the academic calendar of the University of Castilla-La Mancha, as well as on study plans and subjects by course. In case of receiving the grades obtained by the student, send them to the corresponding ORI. Although all this information will be published on the UCLM website at:*

*[https://www.uclm.es/misiones/estudios?sc\\_lang=en](https://www.uclm.es/misiones/estudios?sc_lang=en)*

*\_\_Communicate to the ORI of your campus any substantial variation that occurs in relation to the student's stay at the destination university.*

*\_\_Select the students, based on the criteria established in the call and the baremation instructions in the section "the applicant's profile", in accordance with the instructions sent once the period for the application of mobility scholarships has begun. For the selection of the candidates, the student's home campus will not be considered.*





## 7. CENTRE INTERNATIONAL RELATIONS COMMISSION

### 7.1. *Denomination*

The creation of an International Relations Commission in each of the UCLM centres is of great importance for the international projection of our institution.

### 7.2. *Organization*

According to their organization and structure, the centers themselves will determine the organization of the International Relations Commission. In any case, at least one member of the management team and the Centre Coordinator will be part of it, as long as the two figures do not correspond.

### 7.3. *Functions*

\_\_Establish and propose to the Board of the Center the guidelines on the preparation of the contract and recognition of studies, that is, the criteria by which certain core, compulsory and optional subjects may or may not be taken at the destination universities. In this sense, the basic regulations established by the Vice-Rector's Office for Internationalization and Lifelong Training may be followed or adapted (see Section 11).

\_\_To watch over the normal development and fulfillment of the programmes that the centre maintains in the area of International Relations.

\_\_Facilitating the integration of students from other universities in the university life of the center.

\_\_Require, in writing or in person, whenever necessary, from the Academic Program Coordinator any clarification on issues that may cause ambiguity or controversy regarding a study contract or a programme.

\_\_Appoint, if the management team of the centre so requires, a substitute for the maintenance of a programme after the vacancy of a former academic program coordinator, informing the new designation of the ORI.

\_\_Inform the ORI of any anomaly or deficiency found in the management of its mobility programmes.

## 8. OUTGOING STUDENT MOBILITY

The application process for mobility grants is carried out electronically through the UCLM website after the publication of the corresponding call. The student completes a form on the AIRei portal <https://airei.uclm.es> with the data related to your CV and you must attach in a file the documents that support what is stated in your CV and the language level, which will be accredited before the end of the application period in the ORI . The system will automatically include the student's academic record.

### 8.1. *Requirements to be met by applicant students*

The student must have the nationality or be recognized as a permanent resident, refugee or stateless person from one of the countries participating in the program. At the time of requesting mobility, undergraduate students must have passed at least 48 credits of their study plan. The student must enroll in studies leading to the obtaining of an official title at the UCLM and have an average mark on their record equal to or greater than 5.0 points, on the date of the start of the call for undergraduate students.

All students need to accredit at least level B1 in the language in which the classes are

taught at the destination university or, failing that, level B1 in English, according to the current regulations of the University of Castilla-La Mancha.

[https://www.uclm.es/misiones/internacional/inmersion\\_linguistica/centro-de-lenguas/normativa](https://www.uclm.es/misiones/internacional/inmersion_linguistica/centro-de-lenguas/normativa)

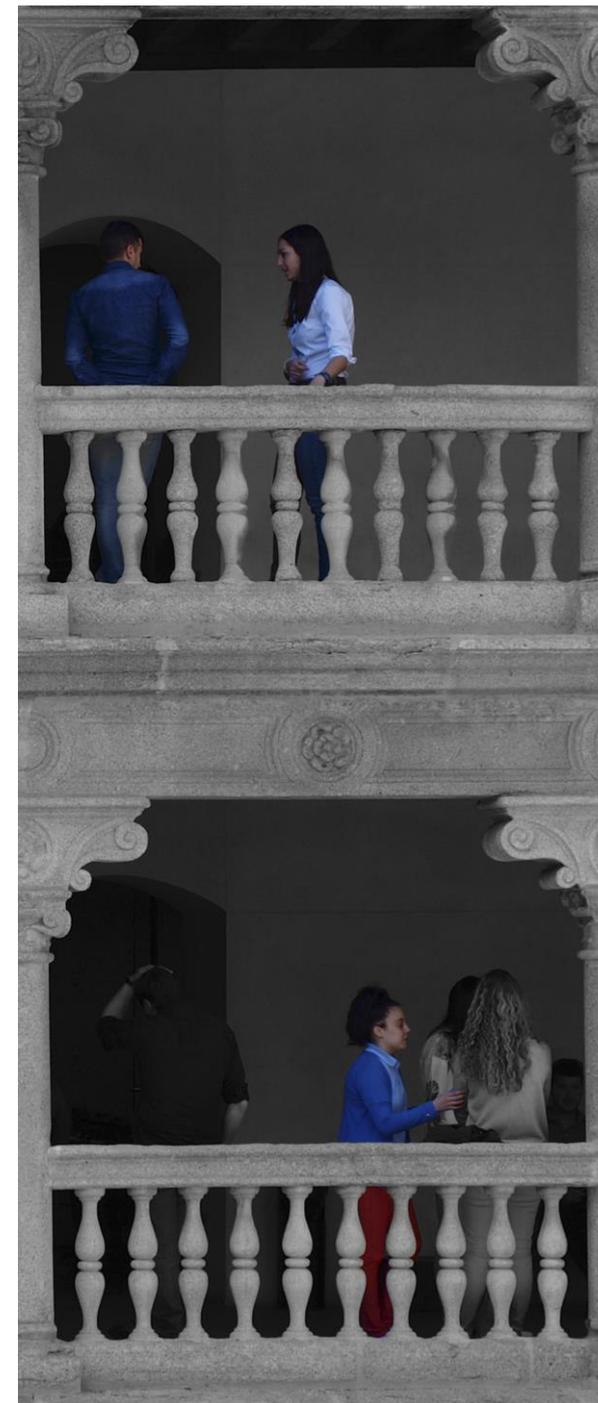
This requirement will not apply in the case that the requests are for Spanish-speaking destination countries, Italy and Portugal. Although the members of these latter destinations may require specific merits reflected in the inter-institutional agreements.

### 8.2. *Allocation of mobilities*

Once the application period has expired, academic programme coordinators select the scholarship recipients and a provisional resolution of scholarship recipients is prepared. After the claim period, the final resolution is published and each selected student is sent an email (to their UCLM email account) requesting confirmation of the scholarship acceptance or resignation within 10 days, through the application tool AIRei.

### 8.3. *Information meeting with instructions and document delivery*

After the final resolution of the scholarships, at least one informative meeting is held on each campus, where the entire process to be followed is explained to the students. All the necessary documentation is delivered by





email and the doubts of the students are resolved.

The documentation that is sent to the students is as follows:

1. *Instructions*
2. *Learning agreement for studies/ practices*
3. *Proof of arrival*
4. *Act of recognition of studies*
5. *Third party file and medical insurance*
6. *Grant agreement*
7. *Certificate of stay*
8. *Second OLS evaluation and Erasmus Questionnaire (EU Survey).*

#### **8.4.** *Health Insurance*

*Students must apply for the European health card, which will entitle them to health benefits, or private insurance in the event that there is no European agreement, checking that the coverage of this insurance is sufficient. The cards are requested at the INSS (National Institute of Social Security). Students, before their departure, must leave a copy in the ORI of their insurance, otherwise the first payment of the scholarship will not be made.*

Students who go for an internship program need in some cases to process additional civil liability insurance, to be covered during their stay. It is the student's responsibility to process and cost it.

#### **8.5.** *Learning agreements for studies or practices and registration procedures*

In the case of Erasmus studies, the student will establish, with the respective Coordinator of International Relations of his center or the Academic Manager of the corresponding Program, the choice of the subjects that he will take.

In the case of Erasmus Practices, the student will establish, with their respective Coordinator of the Center for International Relations / Academic Program Manager, the internship contract, for subsequent recognition at UCLM.

Students should consult the Coordinator of their Centre about the regulations on the preparation of the agreement and recognition of studies agreed by the Board of their Centre.

Both the learning agreement for studies or practices must be completed and signed, **before departure**, by the Coordinator of International Relations of your centre, by the student her/himself and by the Coordinator of

International Relations of the Campus and the coordinator of the partner institution . The contracts may also be signed by the Academic Managers of the Program, if the centers so require. In the case of master's and doctoral students, it will also be signed by the Head of the Academic Program and a copy of it will be sent to the Master's or Doctoral Commission. In the Erasmus modality recently graduated internships, the internship contract will be signed by the Campus International Relations Coordinator.

The number of ECTS credits that the student will include in their study contract will be a minimum of 15 and a maximum of 30 credits per semester. The contract may exceptionally be of fewer or more credits if there are limitations or justified circumstances, which must be valued in each case.

The student is automatically exempt from paying tuition fees at the destination university. Upon enrollment, the student must announce their status as an exchange student and deliver a copy of their learning agreement to the person in charge of processing said enrollment. In the case of self-enrollment, the procedure is the same.

The learning agreement must be approved, signed and sealed by the partner university before the start of the student's stay. The student must request the International Office of said university to send the signed contract to the ORI of their

campus, which will send it to their Center Coordinator.

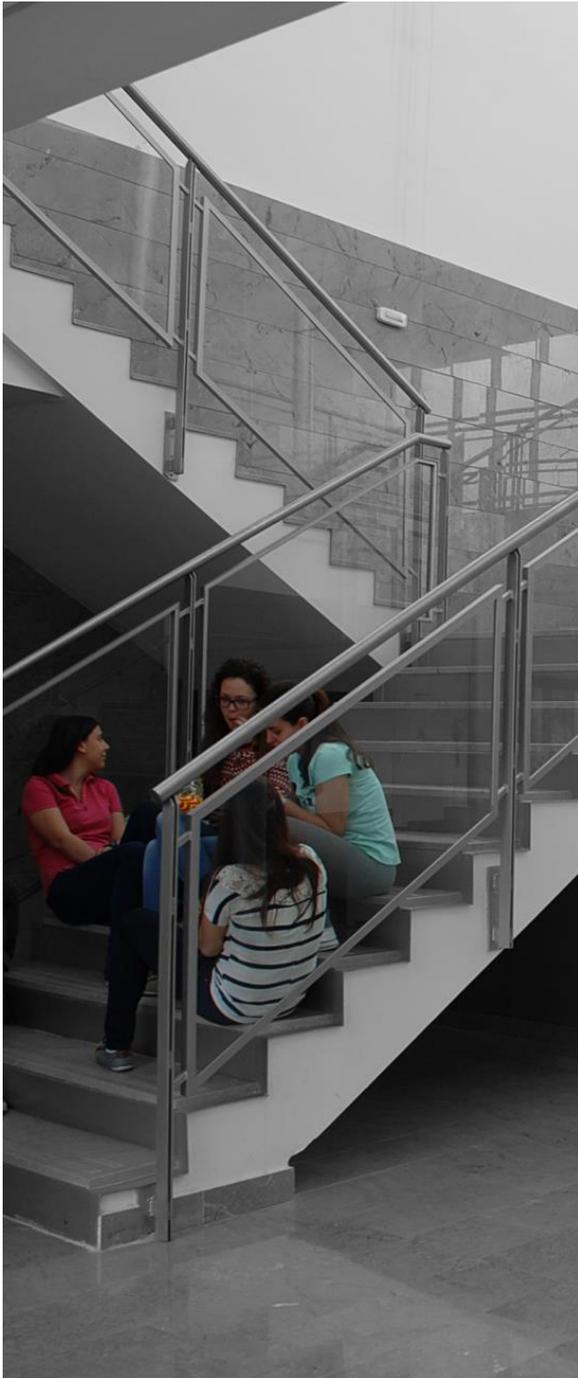
The student must close their mobility agreement before joining the host institution. If necessary, each centre may establish a maximum date on which to accept contract modifications. The maximum recommended term to carry out the modifications in the learning agreements will be 45 days from the beginning of each academic period or semester.

After agreeing to these modifications, the student will contact the ORI, which will send her/him the instructions to change the learning agreement. Each modification of the agreement must be notified by the ORI to the Campus Academic Management Unit (UGAC) by means of a copy of the changes signed in the agreement.

For the recognition of the studies, the student must deliver to the ORI of his campus all the supporting documentation of her/his stay along with the grades, as soon as they had been delivered (maximum 5 weeks). Once all the documentation has been reviewed, the ORI sends it to the Centre coordinator along with the study equivalency certificate, which will carry out the recognition in accordance with the ECTS qualification system and will be reflected on the UCLM virtual campus.

In the case of the Erasmus Internship Programme, when registering, the student must announce their status as an Erasmus student and deliver a copy of their learning agreement for practices to the person in charge of processing said registration. In the case of self-enrollment, the procedure is the same.





To recognize the internship, the student must submit the supporting documentation of the internship stay at the ORI. In the case of curricular internships, the same procedure is followed as for studies, in the case of extracurricular internships and the practices certificate is issued.

In all mobility programs:

*\_\_Confirmation of the acknowledgments must be reflected in writing in the document Certificate of equivalence of studies, a document provided by the ORI to the student that will be signed by the Center Coordinator.*

*\_\_The Centre Coordinator, likewise, must reflect in said document the equivalent qualification and send it to the corresponding center's secretary.*

*\_\_The results of the qualifications of the students who have studied at a foreign university, once the appropriate procedures have been completed, will be reflected in minutes.*

## **8.6.**

*Outgoing students arrival to host institution*

Upon arrival at the destination institution, the student must request that the first part of the certificate of stay be completed and signed to send to the ORI of their campus. You will have a period of one month from your arrival for this shipment. In the case of students who have an Erasmus scholarship, upon receipt of this document, 80% of the scholarship will be paid. From the beginning of the management to the

deposit, it can take approximately two to four weeks. The month of August is unworkable for all purposes.

In the same certificate of stay, the student must communicate to the ORI their contact details during their stay.

The search for accommodation is made by the student himself with the help provided by the destination institution. From the ORI all the necessary documents are sent for the reservation of accommodation in the available university residences, as well as the registration forms, forms for language courses, etc. and all the facilities available for this management are provided.

## **8.7.**

*Outgoing student return to home institution*

Upon his return, the student will go to the ORI, where he will deliver:

*\_\_The certificate of stay duly completed, signed and sealed (confirmation of arrival and departure) by the host institution. In those cases in which the period of stay of the student in the destination institution is less than that established in his Erasmus scholarship, having completed his program, he must return the amount proportional to the number of days not completed, provided that the stay is a minimum 3 months for Erasmus*

study mobilities and 2 months for practical Erasmus mobilities. If it is less, the refund is the total amount of the scholarship.

*\_\_Certificate of stay or "Certificate of attendance" must be completed, signed and stamped with the arrival and departure dates of the destination institution.*

*\_\_Learning agreement for studies or practices duly completed and signed by all parties.*

*\_\_Second OLS evaluation and Erasmus or EU Survey questionnaire must be completed on their corresponding online platforms.*

*\_\_Original certificate of the grades obtained at the destination university / Internship report.*

In the case of Erasmus scholarships, the final payment of the scholarship will be paid within a period of 2 - 4 weeks, once the student has submitted all the aforementioned documentation to their corresponding ORI. If the date of the stay is less than that of the payments, the student is asked to return the corresponding part of the scholarship that he has not enjoyed. In this case, the student must return the amount of the difference between the money entered as "excess Erasmus scholarship". For this, the student will receive a notification with the request for return through the UCLM electronic headquarters.

## 9.

### INCOMING STUDENT MOBILITY

#### 9.1. Mobility through interinstitutional agreements

The ORI is in charge of sending all the necessary information to foreign students.

Information from the partner institution

The partner institutions send the data of the selected students to carry out studies at the UCLM centres. The ORI provides all the information, necessary forms and documentation to the students for the organization of the stay at the UCLM.

Information and Welcome at UCLM

Upon arrival, students should go directly to the ORI where they will be helped to resolve any questions that may arise.



The ORI assigns exchange students a Cicerone or Buddy Program student to guide them in university life and is informed of the date of the welcome meeting that is organized for all incoming students.

At the meeting they are officially welcomed and informed of the enrollment procedures, of the dates and hours of the intensive Spanish course, of all the administrative procedures, of how they can get the academic certificates once they have taken their exams and after your stay, etc.

## 9.2. Visiting student at UCLM

International visiting students are those who wish to make a short stay (1 or 2 semesters) in a Higher Education Institution outside of a mobility exchange program. The figure of visiting students is included in the Visiting Student Regulations.

<https://www.uclm.es/misiones/laucm/consejodedireccion/vifp/normativa>

Visiting students pay tuition fees the same as a regular UCLM student.

## 10.

### ADDRESSES AND LIST OF COORDINATORS

#### 10.1. Addresses of the UCLM International Relations Offices

##### \_\_ORI UCLM Campus of **Albacete**:

Campus Coordinator:  
Manuel Esteban Lucas Borja  
[ManuelEsteban.Lucas@uclm.es](mailto:ManuelEsteban.Lucas@uclm.es)

Deputy director:  
Ana Raquel Sicilia Fernández  
Officer:  
Julia Corredor Cañadas

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02071 – Albacete  
Tel. +34 967 599249  
e-mail: [ori.ab@uclm.es](mailto:ori.ab@uclm.es)



##### \_\_ORI UCLM Campus of **Ciudad Real** and **Almadén**:

Campus Coordinator:  
Mariano Amo Salas  
[Mariano.Amo@uclm.es](mailto:Mariano.Amo@uclm.es)

Deputy director:  
Antonia García Menea  
Officer:  
Inmaculada Guillén Ponce

Edificio Casa del Estudiante  
Avda Camilo José Cela. s/n  
13071 - Ciudad Real

Edificio Politécnica  
Plaza de Manuel Meca, s/n  
13400 - Almadén

Tel. +34 926 295321  
e-mail: [ori.cr@uclm.es](mailto:ori.cr@uclm.es)



\_\_ORI UCLM Campus of **Cuenca**:

Campus Coordinator:  
Inmaculada Buendía Martínez  
*Inmaculada.Buendía@uclm.es*

*Deputy director:*  
Vidal Gamonal Rodríguez  
Officer:  
Alejandro Riosalido Valdivia

Vicerrectorado de Extensión  
Universitaria. Camino del Pozuelo s/n  
16071 – Cuenca

Tel. +34 969 179155  
e-mail: *ori.cu@uclm.es*



\_\_ORI UCLM Campus of **Toledo** and  
**Talavera de la Reina**:

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*Rosa.Perez@uclm.es*

*Deputy director:*  
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**10.2.***List of Coordinators of the UCLM  
International Relations Centre***ALBACETE**

<b>CENTRE</b>	<b>COORDINATOR</b>	<b>E-MAIL</b>
E.S. de Ingeniería Informática	Víctor Manuel López Jaquero	<i>VictorManuel.Lopez@uclm.es</i>
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**CIUDAD\_REAL**

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Facultad de Ciencias de la Educación y Humanidades	M <sup>a</sup> José Galvan Bovaira	<i>MariaJose.Galvan@uclm.es</i>
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## TOLEDO

<b>CENTRE</b>	<b>COORDINATOR</b>	<b>E-MAIL</b>
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E. Ingeniería Industrial y Aeroespacial	Jesús Rosado Linares	<i>Jesus.Rosado@uclm.es</i>
Facultad de Educación	Raquel Fernández César	<i>Raquel.FCezar@uclm.es</i>
Facultad de CC. del Deporte	Daniel Juárez Santos-García	<i>Daniel.Juarez@uclm.es</i>
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Facultad de Terapia Ocupacional, Logopedia y Enfermería (Talavera)	Sonia Morales Calvo	<i>Sonia.Morales@uclm.es</i>
Facultad de CC. Ambientales y Bioquímica	Rosa Pérez Badía	<i>Rosa.Perez@uclm.es</i>
Facultad de Humanidades (Toledo)	Julio de la Cueva Merino	<i>Julio.Cueva@uclm.es</i>
Facultad de Ciencias Jurídicas y Sociales	Lidia Sanchís Marco	<i>Lidia.Sanchis@uclm.es</i>

### 10.3. Useful links

#### ERASMUS SPAIN

Servicio Español para la Internacionalización de la Educación (SEPIE)

<http://www.sepie.es/>

#### EUROPEAN UNION

General server of the European Union

<http://europa.eu>

Server dedicated to Science, Research and Development

<http://europa.eu/comm/research>

Eurodesk: Information about European programs

<http://eurodesk.org>

European Association of Universities <http://www.eua.be>

Eurofunding. Information on calls from the European Union

<http://welcomeurope.com>

European Commission; Education and Practices

[http://ec.europa.eu/education/index\\_en.htm](http://ec.europa.eu/education/index_en.htm)

European Commission: Directorate General for Education and Culture

<http://eacea.ec.europa.eu/index.htm>

Erasmus page of the European Commission on the Internet

[http://ec.europa.eu/programmes/erasmus-plus/index\\_en.htm](http://ec.europa.eu/programmes/erasmus-plus/index_en.htm)

#### UNIVERSITIES AND HIGHER EDUCATION

Education Portal of the Community

Board of Castilla-La Mancha

<http://www.educa.jccm.es/es>

Spanish Service for the Internationalization of Education - Erasmus national agency

<http://www.sepie.es/>

The portal for university students, Universia's website

<http://www.universia.net>

Universities around the world. Alphabetical search and search by continents, countries, etc.

<http://www.braintrack.com>

CRUE: Conference of Rectors of Spanish Universities

<http://www.crue.org>

Information network on education in Europe

[https://webgate.ec.europa.eu/fpfis/mwikis/eurydice/index.php/Main\\_Page](https://webgate.ec.europa.eu/fpfis/mwikis/eurydice/index.php/Main_Page)

EAIE: European Association for International Education

<http://www.eaie.org>

Higher Education in the United States

<http://www.nafsa.org>

Iberoamerican University Graduate Association

<http://www.auiip.org/>

Columbus Association of Euro-Latin American Universities

<http://www.columbus-web.com>

Tordesillas Group of Cooperation between Spanish, Portuguese and Brazilian universities

<http://www.grupotordesillas.org/>

Iberoamerican Association of Engineering Education Institutions

<http://www.asibei.net/>

European University Association

<http://www.eua.be/>

Hispanic Association of Colleges and Universities

<http://www.hacu.net/>

G9 of Universities, It brings together the 9 public Universities of Cantabria, Extremadura, Castilla-La Mancha, Balearic Islands, La Rioja, Navarra, Oviedo, the Basque Country and Zaragoza.

<http://www.uni-g9.net/>

Carolina Foundation

<http://www.fundacioncarolina.es>

# 11.

## BASIC GUIDELINES TO PREPARE A LEARNING AGREEMENT AND STUDY RECOGNITION

Respecting the autonomy of the centres and the characteristics and particularities of the degrees and postgraduates that are taught in them, these guidelines constitute a basic document for the preparation of the contract and subsequent recognition of studies, completed by the student, the Academic Programme Coordinator and the Centre's International Relations Coordinator. Each centre may develop these guidelines to adapt them to the characteristics of each of the degrees taught at the center.

*\_\_When designing the student's Learning Agreement, the basic philosophy of the Erasmus Programme in terms of recognition, that is, the equivalence full course by full course (60 ECTS), will be promoted as far as possible.*

*\_\_The recommended number of ECTS credits to study is a minimum of 15 and a maximum of 30 credits per semester. The Learning Agreement may be exceptionally smaller and with a greater number of credits if there are justified limitations or circumstances, which must be valued in each case.*

*\_\_The basic and compulsory training subjects will appear in the learning agreement when the student takes equivalent subjects or that are part of the catalog of basic training subjects at*

*the destination university and they have a similar number of credits. It is recommended to examine the content of the subjects that will be taken at the foreign university, by consulting the detailed programs. The Coordinator of the Centre may request from the professors responsible for the subjects of the centre, a report on the relevance of these appearing in the Learning Agreement.*

*\_\_ The optional subjects may be included in the learning agreements as long as subjects from areas related to those of the degree plan are studied and the number of credits completed is equivalent.*

*\_\_In addition to the basic and compulsory training subjects, other subjects with the same name that they had at the foreign University may be included, as optional extracurricular credits and appear in the student's academic record and in the European Supplement to the title as transferred credits, but only 6 credits will be computable to obtain the Bachelor's degree.*

*\_\_The realization of practical laboratory or cabinet work, internships in companies and other studies not equivalent to subjects, may be recognized as optional extracurricular credits and appear in your academic record and in the European Supplement to the title as transferred credits, but only 6 credits will be computable to obtain the Bachelor's degree.*

*\_\_In those cases in which the Final Degree Project (TFG) or Master's Final Project (TFM) is carried out in a foreign University, the realization and*

*defense of the same will be validated by the TFG or TFM, according to the Regulations of each center of the UCLM. If there are no validation regulations in this regard, the student will present the validation application addressed to the center's International Relations Coordinator, accompanied by the academic certification of the TFG or TFM mark obtained at the European university and the copies thereof that are required, following the presentation format indicated in the regulations of the TFG or TFM of the center. When the TFG or TFM have been written in another language, a brief summary of it in Spanish will be attached.*

*\_\_If the TFG or TFM in the foreign university has a higher number of credits than the UCLM degree, the validation of an optional subject may also be admitted, when the number of credits exceeds the sum of the credits of the TFG or TFM and those of the optional subject at the UCLM.*

*\_\_Changes in the learning agreement: The student must leave with the study contract closed. If necessary, there is the possibility of modifying the learning agreement. Each centre may establish a maximum date on which it is reasonable to think that such information is available. The maximum recommended term to carry out the modifications in the study contracts will be during the first 45 days from the beginning of each academic period or semester.*

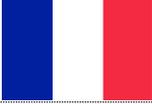
## APPEDIX. GRADE EQUIVALENCE TABLE

### ERASMUS

	SPAIN	0 – 4,9 Fail	5 Pass	6 Pass	7-8 Remarkable	9 Outstanding	10 Outstanding/ Honor registration	
	ECTS	FX - F	E	D	C - B	A	A+	
	GERMANY	6 – 4,1	4– 3,7	3,6 - 3	2,9 -2,4	2,3 - 1,4	1,3 - 1	
	GERMANY Law	0 - 3	4 - 6		7-9 10-12	13 - 15	16 - 18	
	AUSTRIA	5	4		3	2	1	
	BELGIUM	0 – 9,9	10 – 11,9	12 – 13,9	14 – 15,9	16 – 17,9	18 -20	
	BULGARIA	2 – 2,9	3		4	5	6	
	CYPRUS	1 – 4,9	5 - 5,9	6 - 6,9	7 – 7,9	8 – 8,9	9 -10	
	CROATIA	0 – 1,9	2		3	4	5	
	DENMARK	-3	0	2	4	7 – 8 - 9	10 - 11	12 - 13
	SLOVAKIA	0 - 50		51 - 59	60 -69	70 -79	80 -89	90 -100
	SLOVENIA	0 -5,9		6	7	8	9	10

The following Table of Equivalences may serve as a guide for the academic recognition of studies completed at foreign universities. In some countries the rating systems differ from one Institution to another. The casuistry is extensive and cases can be found that have been left out of the contents reflected in this table. This should be taken into account in the event that the qualifications submitted from the foreign university differ from what is stated in the Table, in which case the provisions of the foreign Institution prevail.

## ERASMUS

	SPAIN	0 – 4,9 Fail	5 Pass	6 Pass	7-8 Remarkable	9 Outstanding	10 Outstanding/ Honor registration
	ECTS	FX - F	E	D	C - B	A	A+
	ESTONIA	1 – 1,9	2 a 2,9	3	3,5	4	4,5
	FINLAND	0	1	2	3	4	5
	FRANCE	0 – 9,9 Insuffisant	10 – 11,9 Moyen	12 – 13,9 Assez bien	14 – 15,9 Bien	16 – 17,9 Très bien	18 – 20 Excellent
	GREECE	0 -4,9	5 – 6,5		6 – 6,9	7 – 8,9	9 -10
	NETHERLANDS	0 – 5,5	5,6 - 5,9	6 - 6,9	7 – 7,9	8 - 8,9	9 - 10
	HUNGARY	1 -1,9	2 - 2,4	2,5 - 2,9	3 - 3,9	4 - 4,5	4,6 -5
	IRELAND	0 – 39	40 – 49		50 – 59	60 – 69	70
		E - F	D – C3	C2 – C1	B3 – B2	B1	A2 – A1
	ICELAND	0 – 4,9	5 - 5,9	6 - 6,9	7 – 7,9	8 – 8,9	9 -10
	ITALY	0 – 17 Respinto	18 – 23 Sufficiente	24 – 26 Abbastanza buono	27 – 28 Buono	29 – 30 Ottimo	30 e lode Eccellente
	LATVIA	1 – 3,9	4 - 5,4	5,5 – 6,9	7 – 7,9	8 – 8,9	9 - 10
	LITHUANIA	1 – 3,9	4 - 5,4	5,5 – 6,9	7 – 7,9	8 – 8,9	9-10

ERASMUS

	SPAIN	0 – 4,9 Fail	5 Pass	6 Pass	7-8 Remarkable	9 Outstanding	10 Outstanding/ Honor registration
	ECTS	FX - F	E	D	C - B	A	A+
	MALTA	0 – 34	35 – 44	45 – 54	55 – 69	70 – 79	80 – 100
	NORWAY	5 – 4,1	4 - 3,2	3,1 - 2,6	2,5 – 1,7	1,6 – 1,1	1
	POLAND	2	3	3,5	4	4,5	5
	PORTUGAL	0 – 9,9	10 -11	12 -13	14 -15	16 -17	18 -20
	UNITED KINGDOM	0 -39	40 - 49	50 – 59	60 -69	70 – 74	75 – 100
		E / F	D / C-	C – / C+	B / B+	A	A+
	CZECH REPUBLIC	4	3		2		1
	ROMANIA	1 – 4,9	5 - 5,9	6 - 6,9	7 – 7,9	8 – 8,9	9 -10
	RUSSIA	1 – 2,9	3	3,5	4	4,5	5
	SWEDEN	U	G-	G	G+	VG	VG+
	SWITZERLAND	1 – 3,9	4 – 4,4	4,5 – 4,9	5 – 5,4	5,5 – 5,7	5,8 - 6
	TURKEY	0 – 59	60 – 68	69 – 76	77 – 84	85 – 92	93 – 100

AUSTRALIA / CANADA / USA / NEW ZEALAND

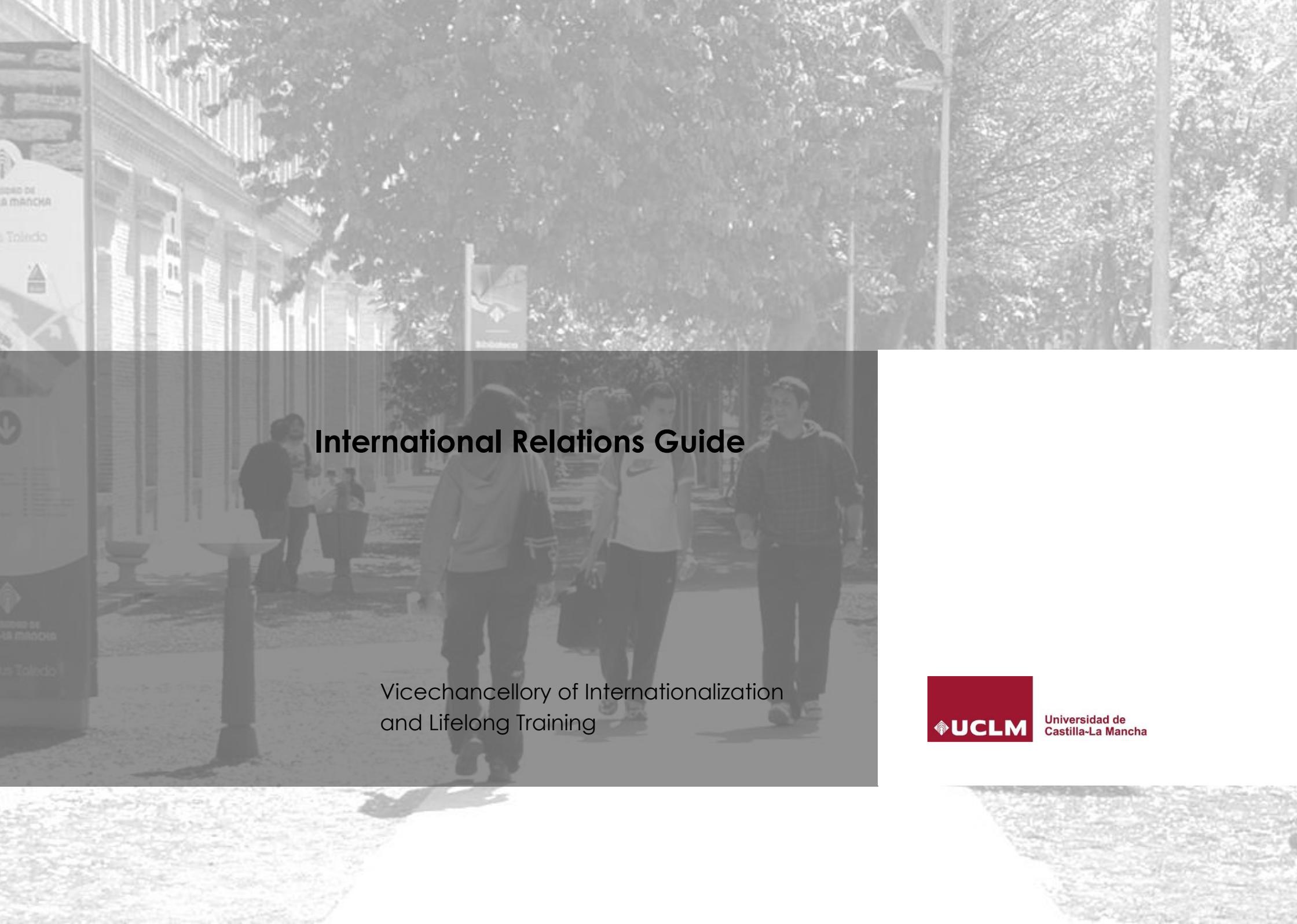
	<b>ESPAÑA</b>	<b>0 – 4,9 Fail</b>	<b>5 Pass</b>	<b>6 Pass</b>	<b>7-8 Remarkable</b>	<b>9 Outstanding</b>	<b>10 Outstanding/ Honor registration</b>
	<b>ECTS</b>	<b>FX - F</b>	<b>E</b>	<b>D</b>	<b>C - B</b>	<b>A</b>	<b>A+</b>
	<b>AUSTRALIA</b>	0 – 49 / F	50 -66 / P		67 – 74 / Cr	75 – 84 / D	85 – 100/ HD
	<b>CANADA</b>	F / E	D	C	B- / B / B+	A- / A	A+
	<b>USA</b>	F	D	C	B- / B / B+	A- / A	A+
	<b>NEW ZEALAND</b>	F	D	C	B- / B / B+	A- / A	A+

ASIA

	<b>ECTS</b>	<b>FX - F</b>	<b>E</b>	<b>D</b>	<b>C - B</b>	<b>A</b>	<b>A+</b>
	<b>SOUTH KOREA</b>	0 – 59	60 - 68	69 - 76	77 - 84	85 - 92	93 - 100
	<b>CHINA</b>	0 – 59	60 - 68	69 - 76	77 - 84	85 - 92	93 - 100
	<b>PHILIPPINES</b> (Ateneo de Manila)	0 – 0,9	1 – 1,6	1,7 – 2,3	2,4 - 3	3,1 – 3,6	3,7 - 4
	<b>TAIWAN</b>	0 – 59	60 - 68	69 - 76	77 - 84	85 - 92	93 - 100
	<b>INDIA</b>	0 -39	40 - 49	50 – 59	60 -69	70 – 79	80 – 100

## CENTRAL AMERICA AND SOUTH AMERICA

	<b>SPAIN</b>	<b>0 – 4,9 Fail</b>	<b>5 Pass</b>	<b>6 Pass</b>	<b>7-8 Remarkable</b>	<b>9 Outstanding</b>	<b>10 Outstanding/ Honor registration</b>
	<b>ECTS</b>	<b>FX - F</b>	<b>E</b>	<b>D</b>	<b>C - B</b>	<b>A</b>	<b>A+</b>
	<b>ARGENTINA</b>	1 – 3,9	4 - 5,4	5,5 – 6,9	7 – 7,9	8 – 8,9	9 - 10
	<b>BRAZIL</b>	1 – 4,9	5 - 5,9	6 - 6,9	7 – 7,9	8 – 8,9	9 -10
	<b>CHILE</b>	0 – 3,9	4 – 4,5	4,6 – 5,1	5,2 – 5,7	5,8 – 6,3	6,4 - 7
	<b>COLOMBIA</b>	0 – 2,9	3 - 3,2	3,3 – 3,5	3,6 - 4	4,1 – 4,5	4,6 -5
	<b>CUBA</b>	1 – 2,9	3	3,5	4	4,5	5
	<b>ECUADOR</b>	0 -4,9	5 - 5,9	6 - 6,9	7 – 7,9	8 – 8,9	9 -10
	<b>GUATEMALA</b>	0 – 50	51 – 59	60 -69	70 – 79	80 – 89	90 – 100
	<b>MEXICO</b>	0 – 59	60 - 68	69 - 76	77 - 84	85 - 92	93 - 100
	<b>NICARAGUA</b>	0 – 59	60 – 68	69 – 76	77 – 84	85 – 92	93 – 100
	<b>PERU</b>	0 – 10,9	11 – 12,5	12,6 – 13,9	14 – 16,9	17 – 18,9	19 -20



## International Relations Guide

Vicechancellory of Internationalization  
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Universidad de  
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Vicerrectorado de Internacionalización y  
Formación Permanente