

Exchange Program (<http://www.uah.es/internacionales/inicio.shtm>)

**Erasmus program**

(<http://www.uah.es/idiomas/ingles/intercon/socrates.htm>)

**THE ERASMUS PROGRAM AT THE LAW SCHOOL IN ALCALÁ:  
ELIGIBILITY FOR ERASMUS ACTIVITIES, AND EXISTING LINKS WITH  
OTHER UNIVERSITIES ABROAD.**

**A. Proceedings for Erasmus Students**

Students coming from other universities with Erasmus Agreement (more than 50 per year) can study during a semester or academic year (two semesters) in our School of Law. Acceptance is determined by their home university according to the admission requirements of the program (e.g. students in the first year cannot participate) and to the Erasmus Agreement signed. Some years ago, some partner universities asked us to accept more students than had been agreed upon: we don't have any problem in accepting them, but if the situation continues, then we propose to modify the agreement in order to adapt it to the actual student stream.

They are required to have enough knowledge of Spanish language, in order to attend lectures without language barriers. Foreign students all receive a free **Spanish course** during the first few weeks of their stay in Alcalá, so that they can obtain specific language skills that people who have only studied Spanish in their home country usually don't have, or just to improve their Spanish.

The **Office for International Relations** at the Law School (different from the Office for International Relations at the University) will assign each foreign student a **personal tutor** (lecturer at the law school) who will help the student to solve – academic or even personal problems he/she may have while staying at the University of Alcalá (difficulties with professors or lecturers, accessing campus services, method of teaching, residence problems, etc.). The Office for International Relations at the Law School will follow the stay of the foreign students participating in the Erasmus Program, and will help them in any difficulties they may have (administrative problems in the University, etc.).

The Erasmus Coordinator at the Law School, aided by his assistant, is responsible for this office, which is open 4 hours a day from Monday to Friday. When receiving the Erasmus students each year, the Coordinator will accept and sign, if not previously done, the learning agreement brought by the student. Once accepted, the assistant at the International Relations Office will help the student to register in the subjects contained in the approved learning agreement. If the student wants to change a subject – after consulting the Coordinator at his/her home University and his/her tutor at the University of Alcalá- he/she can propose this change to the Alcalá Coordinator who will normally approve it. The **Students Office** at the Law School offers general support to any student enrolled in our programs, including foreign students. In the last years, an interesting “Tandem program” has been developed. In this program, Spanish students who want to practice foreign languages offer to help foreign students with their Spanish language and to help them to integrate into the university and town, as well as into the Spanish society.

Erasmus students take the same examinations that Spanish students take at the

Law School, in the same periods and they are required to specify that they are Erasmus students on the exam. Once Erasmus students have taken the examinations, the Alcalá Coordinator will send to the student's Home University Coordinators a certificate with the grades and credits received, and will also provide the student with a copy. If required, the Alcalá Coordinator can send a photocopy of the work (presentations, exams, etc.) done by the student at our Law School to the Home University coordinator.

## **B. Subjects available to Erasmus students**

Erasmus Students can take any subject (compulsory or optional) offered by the Law School (Law degree or Labour Sciences degree) already mentioned in point 3 of this document. It is also possible for the student to take any other subject offered by the University of Alcalá in any of his/her studies (e.g. History, Philosophy, Business Administration, etc.). Any student who has a special interest to take any subject from post-graduate courses (mentioned in point 4 of this document) should ask to the Alcalá Coordinator, who after consultation with the appropriate professor, could accept the Erasmus undergraduate student in the post-graduate course. Subjects at the Law School are taught in Spanish, with the exception of a few subjects from the Master in Business Law.

## **LEISURE FACILITIES (SPORTS, ETC.)**

The University provides a large number of sporting activities for those who wish to take part. The activities range from aikido, archery, and badminton to fencing, rugby and yoga. There are also various courses provided, like courses on snorkeling, horse riding, and mountaineering.

Web site: <http://www.uah.es/deportes/>

## **SPECIAL SUPPORT FOR FOREIGN/VISITING STUDENTS (E.G. FINANCE, WELFARE, ETC.).**

The University of Alcalá provides some special support services for foreign students:

- 1) University welcome: On this day, the International Relations Office at the University provides some information and organizes a visit to see the historic University buildings, along with a lunch in the central garden of the Colegio de San Ildefonso.
- 2) Law school welcome: This day includes the Dean's welcome, a presentation by the Erasmus Coordinator, as well as tutor assignment, and a visit to the school facilities.
- 3) Spanish language courses: Courses on Spanish Language and Culture are provided through Alcalingua (a highly prestigious language instruction school in the city of Alcalá associated with the University of Alcalá). Erasmus Program students have the chance to attend the free Spanish Language and Culture course, held twice a year, in November and in March. The November course is open to all Erasmus students studying either for the entire academic year or only the first semester. The March course is open only to those Erasmus students who have come to study for only the second semester. Students arriving at the University of Alcalá after October 15th (first term or full academic year students) or after February 15th (second term students) will not be able to attend the free Spanish Language and Culture course.

Alcalingua web site: <http://www.alcalingua.com/>