

Nomination instructions: Message to our partners  
Faculty of Political Sciences and Sociology  
University of Granada

Dear partner,

Firstly, we would like to thank for your cooperation so far. It is a pleasure for the Faculty of Political Sciences and Sociology (University of Granada) to host your students.

Secondly, we would like to share with you the procedure regarding the Erasmus+ incoming students for the **Academic Year 2023/24**. A few steps need to be followed:

**1<sup>st</sup> Step:** Home University nominates officially their Erasmus selected students **by sending an excel form** to [oriccps@ugr.es](mailto:oriccps@ugr.es) with the following information:

- Name and surname
- ID number (national Identity Card or passport)
- E-mail contact of the nominated student.
- Period of stay (First term, second term or whole academic year)

The Nomination Excel Sheet has been sent by e-mail to all our partners, you can ask for the form just by writing to [oriccps@ugr.es](mailto:oriccps@ugr.es)

**2<sup>nd</sup> Step:** We will contact your students directly asking them to **fill out the online application** whose instruction they will find in the following link **from the 1<sup>st</sup> of April on** (not before):

[https://oficinavirtual.ugr.es/apli/intercambio/alumnos\\_in/index.html](https://oficinavirtual.ugr.es/apli/intercambio/alumnos_in/index.html)

- ✓ Nomination of students is a **decentralized** procedure: each partner is kindly asked to send the nomination to the Faculty with whom the Bilateral Agreement has been signed. In our case, subject area codes under which students can be nominated are Political Sciences (0312), Social Sciences (031) and Sociology (0314).
- ✓ We need their names, surnames and ID/Passport Numbers in order to validate their applications.
- ✓ No paper-based documents are required; please ask your students to follow the online process as **we will only accept students who have done their online application**.
- ✓ It is not necessary to send any document (just a nomination e-mail) as all the important data will be saved through the application.
- ✓ Learning Agreement can be sent by the student by e-mail ([oriccps@ugr.es](mailto:oriccps@ugr.es)) and we will return it signed and stamped. (We aren't still adapted to OLA through EWP).

Deadlines for nomination:

First term and whole academic year students: **15<sup>th</sup> of May 2023**

Second term students: **31<sup>st</sup> of October 2023**

#### **LANGUAGE REQUIREMENT:**

The language of instruction and assessment for all programmes in the Faculty of Political Sciences and Sociology is **Spanish** (with the exception of eight courses taught in English).

A **B1 level of Spanish** is required and therefore, a Spanish language certificate is required from all applicants. For next academic year, as we are aware of the difficulties in obtaining this certificate, we would be flexible and accept any proof of Spanish knowledge (statement, email, etc). Just bear in mind Spanish knowledge is needed.

Here you will find information about list of courses, academic calendar, accommodation, etc:

<https://polisocio.ugr.es/movilidad-internacional.php> (Para estudiantes de movilidad entrante (incoming students))

<http://internacional.ugr.es/pages/movilidad/estudiantes/entrantes>

Should you have any question about application procedure, please send your request to [oriccps@ugr.es](mailto:oriccps@ugr.es)

We are looking forward to receiving your students and we are also very grateful for your kind cooperation.