

Dear colleagues:

We are about to start our **2nd nomination period** for **all mobility students** during the **2nd semester 2024-25 academic year**.

NOMINATION PERIOD: from **SEPTEMBER 24th to OCTOBER 24th 2024**, both included.

In September it is expected that we will open a **new nomination period** for **2nd semester students**.

ACADEMIC OFFER IMPORTANT NOTICE:

Before nominating your students **please carefully check the Academic Offer** in the last pages of the **"HOW TO NOMINATE"** guide.

There are several URJC **bachelors that are in extinction** at their **original campuses** and their **new plans** are starting to be taught at **other different campuses**.

In fact, this would be relevant information for **your students** in order to select their **Learning agreement subjects** and **accommodation**.

For instance: **BIOMEDICAL ENGINEERING in ENGLISH** is in extinction at **ALCORCÓN CAMPUS** **thus: 1st & 2nd year subjects** are taught at **FUENLABRADA CAMPUS** and **3rd & 4th year subjects** are taught at **ALCORCÓN CAMPUS**.

*Both CAMPUSES are approximately **45 minutes far by public transport**.*

*Bear in mind that the **URJC's ACADEMIC OFFER** may vary due to internal organization issues.*

With regards to our **nomination system** and **acceptance process** we are **working on implementing a new tool**, that allows us to **connect EWP system**, we will keep you updated.

For the moment, the nomination and acceptance system remain the same as in previous years.

To nominate your students, please **follow the link below** and the **attached instructions**:

<https://gestion2.urjc.es/movilidadincoming/>

You must bear in mind the **URJC's ACADEMIC CALENDAR 2024-25**.

Our academic year includes both semesters and use to be like this:

1st Semester (Fall-winter):

Semester duration: from **9th September 2024** to **22nd January 2025**

Class period: from **9th September** to **20th December 2024**

Exams period: from **8th** to **22nd January 2025**

2nd Semester (Spring-summer):

Semester duration: from **23rd January** to **27th May 2025**

Class period: from **23rd January** to **9th May 2025**

Exams period: from **12th** to **27th May 2025**

Extraordinary Exams period:

Only for students who did not pass any subject during ordinary exams periods.

The **extraordinary exams period** will be from **11th June** to **5th July 2025**.

These are Official Dates and CANNOT be changed.

Please bear in mind that **the attendance to the courses is compulsory** so, any delay in the arrival of the student may cause academic problems.

Classes will be 100% in person.

Please check the **ACADEMIC YEAR CALENDAR** regularly, some dates may vary:

https://www.urjc.es/images/EstudiarURJC/Admision_matricula/archivos/calendario_academico.pdf

WELCOME DAYS will take place in the previous days to the start of **2nd semester** of **2024-25**.

Predictably, the sessions will take place **16th – 17th of January 2025** (*Pending of confirmation*)

<https://www.urjc.es/internacional/inicio/252-erasmus#jornadas-de-acogida-welcome-day>

VERY IMPORTANT INFORMATION:

WE WILL ONLY ACCEPT NOMINATIONS THROUGH OUR PLATFORM.

THIS INFORMATION IS EXCLUSIVE TO UNIVERSITIES AND SHOULD NOT BE SHARED WITH STUDENTS.

Please note that if you have already nominated your students through another system, you must nominate them again through this system (*Please read the instructions given in this email and at the thereby enclosed pdf document*).

Nominations will be for "Degree" or in specific cases for "Master*".

*(*except for Specific Agreements)*

These are the **language requirements:**

1. **Students must provide, before being accepted, the level certificate of the language of the mobility**, for that, we mean the language in which they are going to study here at URJC.
2. If the language of the **mobility is English**, the student will need a **B2 certificate** provided by a Language Institute (Cambridge, TOEFL, TOEIC ...) or a document from the home university certifying that level of language.
3. If the language of **mobility is Spanish**, the student will need a **B1 certificate* (B2 Spanish Certificate is highly recommended)**, or a document from the home university that accredits that level of language.
4. If the student is going to study in **English** and **Spanish**, he/she will have to provide the required **certificates for each language**.
5. The mother tongue does not need to be certified.

***IMPORTANT NOTICE: For Health Sciences Students:**

1. It is required **B2 certificate in Spanish**.

2. **Can NOT mix subjects from different areas** (*they are allowed to take only subjects from the area which they are nominated to*).
3. Most of the subjects are **ANNUAL**, so if your student is coming to study during one semester, **MUST** select the **semestral ones 1Q or 2Q**, depending on the semester that he/she has been **nominated to**, **Practicum** included.
4. Bear in mind that their mobility must be **during the SPANISH ACADEMIC YEAR** ([See Academic Calendar](#)) . So, **Annual mobilities** taking place during **two different SPANISH ACADEMIC YEAR** will not be accepted. *For instance: a student nominated and accepted only for **2nd semester 2024-25** (January to May 2025), **CANNOT BE NOMINATED AGAIN** for **1st semester 2025-26** (September 2025 to January 2026).*

Once the **URJC has accepted your student's nomination**, you (**the home university**) will receive an **email, and so the student**, with the **instructions and deadlines** to carry out the **acceptance process** correctly and by himself or herself.

Please, be patient, bear in mind that the process of checking and accepting nominations may take approximately one month.

We will be delighted to welcome your students.

Kind regards,