



# Information for Incoming Students 2019/2020

[filosofiayletras.ugr.es](http://filosofiayletras.ugr.es)



## ACADEMIC YEAR

<http://www.ugr.es/pages/estudios/calendario>

### 1<sup>st</sup> SEMESTER:

TEACHING : Mid-September to 19<sup>th</sup> December

WINTER BREAK (Christmas):  
20<sup>th</sup> December- 6<sup>th</sup> January

EXAMS: January

### 2<sup>nd</sup> SEMESTER:

TEACHING: February to mid-May

SPRING BREAK : 3<sup>rd</sup> April to 12<sup>th</sup> April

EXAMS: mid-May to mid-June

### WELCOME DAY

The School of Humanities will organize an International Incoming Student Welcome Day.

All the information about this event will be published the previous week to the beginning of each semester in this web site:

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

## International Relations Office

[incoletras@ugr.es](mailto:incoletras@ugr.es)

Monday to Friday

9:00-14:00



## APPLICATION PROCEDURE

Your home university will need to nominate you. When we have successfully processed your nomination we will send you an email inviting you to apply online to the University of Granada.

Please read the application guide which will take you through the online application step-by-step (you will find it attached in the email).

[https://internacional.ugr.es/pages/perfiles/estudiantes/instruonlineapplicati  
on\\_esp\\_eng/!/download](https://internacional.ugr.es/pages/perfiles/estudiantes/instruonlineapplicati<br/>on_esp_eng/!/download)

•Online Application is **COMPULSORY** for incoming students. Those students who do not complete the application within the stated deadline will not be accepted.

Autumn term	Spring Term
Nomination deadline: 1 <sup>st</sup> of May	Nomination deadline: 1 <sup>st</sup> of October
Online Application: <u>1<sup>st</sup> April-15<sup>th</sup> May</u>	Online Application: <u>1<sup>st</sup>-31<sup>st</sup> October</u>

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

Please, be aware that if you are going to attend lectures that belongs to the degree of Hispanic Studies, a **Spanish Language B1 Level** will be required.

## ACADEMIC INFORMATION

Though we endeavor to ensure that majority of our students are allocated their preferred course choices, the final approval of courses is subject to the availability of places at the courses once you register and enroll at the University of Granada at the beginning of the semester.

All subjects are taught in Spanish, except the specific Languages courses, which are taught in the respective Language.

### COURSES (School of Humanities)

- Arabic and Islamic Studies
- Archeology
- Classical Philology
- Comparative Literature
- English Studies
- French Studies
- Geography
- Hispanic Philology
- History
- History and Musicology
- History of Art
- Modern EC Languages
- Philosophy
- Social and cultural anthropology



## LEARNING AGREEMENT

You will find the available courses in the following link (on the left hand side, clicking on each degree, you will obtain all the information about them:

structure, subjects) :

<http://filosofiayletras.ugr.es/pages/docencia/grados>

You can check the timetable in this site:

[http://filosofiayletras.ugr.es/pages/docencia/horarios/grados\\_horarios](http://filosofiayletras.ugr.es/pages/docencia/horarios/grados_horarios)

You can apply a maximum of 60 ECTS for the full academic year. If you are going to study here for one semester, you can only apply for 30 ECTS.

- You can only attend a maximum of 12 ECTS per semester, in a different Faculty or in a different study area from which you were nominated.





You will need this information for the Learning agreement:

<b>Responsible person in the receiving institution</b>	Maria Consuelo Pérez Ocaña
<b>Function</b>	Erasmus Coordinator at Faculty of Arts and Humanities
<b>Contact Details</b>	Phone: +34 958248956 email : incoletras@ugr.es
<b>UGR Erasmus Code</b>	E GRANADA 01
<b>Address</b>	Campus de la Cartuja, Universidad de Granada, Calle del Prof. Clavera, s/n, 18011 Granada

- Enrolment on the courses specified in the academic agreement is subject to the availability of places in the corresponding Centre.
- We will register all students at the International Incoming Welcome Day.
- After your registration, you'll receive a password (PIN) that enables you to login to the Virtual Secretary's Office. Once logged in, you'll be able to access your academic information.
- Learning Agreements can only be signed after finishing the period for the Academic Validation on the online application system. This means that if you do not fill in the courses on the online application, you won't have them guaranteed. Neither it is possible to guarantee that the student will be able to attend all the selected courses.

You cannot apply for courses in a different Faculty from this application. Once you arrive to Granada, you will have the possibility of applying for them.



## SPANISH LANGUAGE REQUIREMENTS

•Students will not need to provide evidence of their Spanish language level **UNLESS** you are officially enrolled in the degree of **Hispanic Philology**.

•Since this is the first year of implementation, and it is too late to negotiate changes in the Inter-institutional Agreement, we will try to be as flexible as possible regarding the way students should show official evidence of their B1 level in Spanish.

1. **OPTION A** (preferred): Upload one of the Spanish language certificates listed on the table officially recognized by UGR

<http://internacional.ugr.es/pages/politicalinguistica/tablasdecertificadosaceptadosporlaugr>

2. **OPTION B**: If your institution currently has some kind of official test (e.g. standardized accreditation test, standardized placement test, etc.), it is possible to provide a certificate of this test together with the characteristics and conditions of it so that UGR's Language Polity Commission can evaluate its validity.
3. **OPTION C**: If none of the above certificates are available at the moment of application, a declaration that they intend to take the accreditation exam before the mobility starts might be accepted. If this is the case, one option is to take the eLADE exam (Examen en Línea de Acreditación de Dominio del Español B1/B2) administered online by the Centre for Modern Languages of the University of Granada with the cooperation of the partner institution.



See conditions here:

<http://elade.es/es/elade-sedes.html>

[http://elade.es/pdf/elade/Especificaciones\\_eLADE\\_CLM.pdf](http://elade.es/pdf/elade/Especificaciones_eLADE_CLM.pdf)

Sample test:

[https://www.clm-granada.com/elade/ejemplo\\_examen/02\\_a\\_creditacion\\_espanol\\_b1-b2.htm](https://www.clm-granada.com/elade/ejemplo_examen/02_a_creditacion_espanol_b1-b2.htm)

For future examination dates for 2019:

<http://elade.es/es/elade-convocatorias.html>

General information for examination candidates

<http://elade.es/es/elade-candidatos.html>

- 4. OPTION D:** If, for some reason, Options A, B or C above are not feasible for academic year 2019-20, please get in touch with our International Relations Office [incoletras@ugr.es](mailto:incoletras@ugr.es) to study another possibility on a case-by-case basis.

## GRADING SYSTEM

- Most of the subjects offered at our faculty have a double examination systems; the final exam and mid-terms tests (mid-term exams, essays, course works or seminars). The value of any of these parts depend on the subjects.
- Students can get a mark between 0.0 and 10.0 and it is necessary to get more than 5.0 to pass the course:

MARK	GRADE	ECTS GRADE
10.0 (only 5% of the whole)	MATRICULA DE HONOR	A+ EXCELLENT
9.0-10.0	SOBRESALIENTE	A EXCELLENT
8.0-8.9	NOTABLE	B VERY GOOD
7.0-7.9	NOTABLE	C GOOD
6.0-6.9	APROBADO	D SATISFACTORY
5.0-5.9	APROBADO	E PASS
0.0-4.9	SUSPENSO	F FAIL
	NO PRESENTADO	Did not take the exam

- In order to get the ECTS associated to the subjects, you need to pass the course
- Here you can find the conversion to your country's system of qualification:  
<https://internacional.ugr.es/pages/conversion-calificaciones/tablaconversioncalificaciones?lang=en>





## REGISTRATION PROCESS-WELCOME DAY

We will register all students at the International Incoming Welcome Day.

After you have been registered, you'll receive a password (PIN) that enables you to login to the Virtual Secretary's Office. Once logged in, you'll be able to access your academic information.

This day, you will also receive the learning agreement signed, your enrollment paper and some information you will need.

**VIRTUAL SECRETARY'S OFFICE (Acceso Identificado UGR)**  
<http://oficinavirtual.ugr.es>

You can log in with your ID number and the Password we will give you the Welcome Day. There, you logged you can have access to:

- 'consulta de expediente' where you can check your courses and grades
- 'Gestión de mi foto' to upload a personal picture.
- 'Resguardo de Matrícula': you will have to print this document because it is where your courses are registered.
- 'Correo Electronico': it is necessary to create an email.

## INSTITUTIONAL EMAIL

You need to create an email of the University of Granada in which we will send you information about the university and all the services and activities we offer you. You will contact to your teachers or the International Relations Office via this email.

You can create it in you Acceso Identificado



## WiFi

All the Campus of the University of Granada have free Wifi networks. You can log in with your institutional email and password.

The Networks are

- cviugr
- eduroam

## PRADO2

<http://prado.ugr.es>

This is the institutional platform of the University of Granada. Here, teachers will upload all the information for your courses and you can contact them and other students.

To use it, you need to log in with the email address from the UGR.

In the platform you have access to a document called 'Curso Básico de PRADO para estudiantes' to learn how it works.

## ID CARD 'TUI' (Tarjeta Universitaria) AND CREDIBUS

This document accredit you as a student of the University of Granada. You can have access to services such as the canteen, library, study rooms... of any campus of our University.

You can get it in different places of the Campus.

Check the dates and location in [http://udigital.ugr.es/emision\\_tui](http://udigital.ugr.es/emision_tui)

This card will also allow you to use the buses in Granada with a discount. You have to activate the card and add funds to it.



## Transcript of Records (ToR)

### CERTIFICATE OF ARRIVAL- DEPARTURE

Once you arrive at Granada, you have to come to the International Relations Office of the Faculty of Arts and Humanities and we will sign you the documents.

It is your responsibility to return the signed documents to your home institution. Please note that the Erasmus grant relates to your study period at the University of Granada and so the dates on your form must fall within our Academic Calendar.

In relation to the Certificate of Departure, we will have to sign it a few days before you leave.

To get it signed, you need to go to the Library of the Faculty and get a certificate that verifies that you do not own any of their books.



## WHAT TO DO WHEN ARRIVING

One of the first things you have to do once you are in Granada is attend the Reception Meetings for International Students organized by the UGR International Relations Office. Also, our School of Humanities will organize an International Incoming Student Welcome Day.

All the information about these events will be published the previous week to the beginning of each semester in this web site:

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

After the Meeting, if you still have any question, you can contact our Humanities School International Relations Office or the International Relations Office (ORIC) of the University of Granada (UGR). Our office hours are: from 09:00am to 14:00pm from Monday to Friday. The location for both Offices are:

Faculty of Arts and Humanities	UGR Central International Relations Office
Facultad de Filosofía y Letras Campus Cartuja 18071 Granada  (BUS – U3,U2,8)	Cuesta del Hospicio s/n, 18071 Granada



## USEFUL INFORMATION

- **Government of Spain: Compulsory administrative procedures for foreigners**
- <http://internacional.ugr.es/pages/movilidad/estudiantes/entrantes/residenciainspain>
- **Accommodation**
- The UGR offers information about the available options for accommodation in Granada. This service is available through the link: <http://estudiantes.ugr.es/alojamiento/>
- La Oficina de Gestión de Alojamiento de la UGR (accommodation service at UGR) will help you to find accommodation during your stay at UGR. You'll get information about availability in the residences and private flats to rent. Since Granada receives thousands of students there are a lot of apartments available to share with other students. We are sure you will not have problems in finding a good place to live.

**E-Mail:** [alojamiento@ugr.es](mailto:alojamiento@ugr.es)

**Phone:** +34 958 244 072 **Fax:** +34 958 243 134

**Address:** Edificio Comedores Universitarios, C/ Severo Ochoa s/n 18071  
Granada

- The website <http://www.erasmate.com> focuses on (international) student-to-student housing for short term periods and can be used for free by incoming and outgoing students.
- That link could help to outgoing students in sub-letting their room for a short term and to incoming students with finding their housing more easily.



- **Health insurance**

- Our institutions will provide assistance in obtaining insurance for incoming and outgoing students/staff according the requirements of the Erasmus Charter of Higher Education.

[http://ec.europa.eu/education/lifelong-learning-policy/ects\\_en.htm](http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm)

- We will inform incoming students/staff of cases in which insurance cover is not automatically provided. Information and assistance can be provided by the following contact points and information sources:
- Contact details: International Relations and Development Cooperation Office  
E-mail: [intlinfo@ugr.es](mailto:intlinfo@ugr.es)  
Tel: +34 958 249 030

- **VISA**

- Our institution will provide assistance, when required, in securing visas for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education. Information and assistance can be provided by the following contact points and information sources:

[http://internacional.ugr.es/pages/movilidad/estudiantes/entrantes/residenciai\\_nspain](http://internacional.ugr.es/pages/movilidad/estudiantes/entrantes/residenciai_nspain)

- Contact details: International Relations and Development Cooperation Office  
E-mail: [intlinfo@ugr.es](mailto:intlinfo@ugr.es)  
Tel: +34 958 249 030





## INTERNATIONAL TEAM- FACULTY OF ARTS AND HUMANITIES

<https://filosofiayletras.ugr.es/pages/vicedecanatos/internacionales>

**Email:** [incoletras@ugr.es](mailto:incoletras@ugr.es)

**Tel:** +34 958 248 956

+34 958 241 000 ext. 20104

**Office hours:** Monday to Friday 9:00-14:00

**Vice Dean for International Relations:** Nobuo Ignacio López Sako  
[incoletras@ugr.es](mailto:incoletras@ugr.es)

**Administrative Staff:** [incoletras@ugr.es](mailto:incoletras@ugr.es)

- Chelo Pérez Ocaña
- Rosa María Pérez Robles
- Jennifer Guerra Ramos

We are very grateful for your cooperation.  
Welcome to Granada!