



INFORMATION SHEET FOR INCOMING EXCHANGE STUDENTS 2016-17

GENERAL INFORMATION - ABOUT THE UNIVERSITY AND THE INTERNATIONAL OFFICE

Name of the Institution	Universidad de Malaga (UMA)
Website	www.uma.es
Name of the International Office	Servicio de Relaciones Internacionales y Cooperación
Address	Aulario Rosa Gálvez (First Floor) Bulevar Louis Pasteur, 35 29010 Campus de Teatinos MÁLAGA
General Email	international@uma.es
Telephone and Fax Number	(+34) 952 13 11 11 / (+34) 952 13 29 71
Website	http://www.uma.es/relacionesinternacionales
Office Hours	9h-14h, from Monday to Friday (Closed during Easter week, Christmas Holidays and August-Summer Holidays)
Head of Service	Ricardo del Milagro rdmilagro@uma.es Tel: +34 952 13 78 60

CONTACT PERSONS FOR STUDENTS

ERASMUS (European Universities)	M. Carmen González / Laura Mena erasmusincoming@uma.es Tel: +34 952 13 42 83
North America, Asia, Oceania and ISEP	M.Carmen Doblas (Study Abroad Program Coordinator) mcdoblas@uma.es Tel: +34 952 13 43 00 Isabel Martín (Student Advisor) unica@uma.es Tel: +34 952 13 76 10
LatinAmerica	Cinta Delgado / Concepción Santos iberoamerica@uma.es Tel: +34 952 13 42 82

ACADEMIC MATTERS

Language of Study	Spanish (a minimum B1 level recommended)	
Semester Dates	SEMESTER 1 (SM1)	19/09/2016 - 15/02/2017
	SEMESTER 2 (SM2)	15/02/2017 - 10/07/2017
	FULL YEAR (FY)	19/09/2016 - 10/07/2017
	EXAMS	SM1: 16/01/2017 - 15/02/2017
		SM2: 01/06/2017 - 10/07/2017
<i>(dates are provisional and may vary depending on the Faculty or School)</i>		

COURSE INFORMATION	
General Information:	
Erasmus	UMA only accepts Erasmus students from Field of Studies stipulated in the Erasmus Agreement (undergraduate and postgraduate courses). Postgraduate Students need the approval of UMA Master's Coordinator.
North America, Asia, Oceania and ISEP	Students must register for undergraduate level courses only and can choose subjects from any Faculty or School.
Latin America	Students must register for undergraduate level courses only. The area of study must be the same as the one studied at their home universities.
Degrees (Grado)	WEBSITE (Offer): http://www.uma.es/oferta-de-grado/
	WEBSITE (Description): Click on PROA (<i>Programación Docente</i>)
Postgraduate (Master)	WEBSITE (Offer and course description): http://www.uma.es/masteres-oficiales/

ONLINE PROCEDURES IN EMI - ESPACIO DE MOVILIDAD INTERNACIONAL

Website	EMI (Espacio de Movilidad Internacional- <i>International Mobility Platform</i>) http://www.uma.es/incoming_pmovilidad/	
NOMINATION		
Nomination procedure	Partner universities will nominate their students through our nomination tool: https://dj.uma.es/incoming Students cannot be nominated by themselves.	
Nomination Deadline	ERASMUS	Semester 1 (SM1) - Full year (FY): 15/06/2016
		Semester 2 (SM2): 01/11/2016
		Medicine/Nursing students (SM1-SM2-FY): 15/06/2016
	NON ERASMUS	Semester 1 (SM1) - Full year (FY): 31/05/2016
		Semester 2 (SM2): 01/11/2016
APPLICATION		
Application Form	Once nominated, selected students will receive by email a password that will entitle them to fill in our online application form.	
Application Deadline	ERASMUS	Semester 1 (SM1) - Full year (FY): 15/06/2016
		Semester 2 (SM2): 16/12/2016
		Medicine/Nursing students (SM1-SM2-FY): 15/06/2016
	NON ERASMUS	Semester 1 (SM1) - Full year (FY): 31/05/2016
		Semester 2 (SM2): 16/12/2016
PRE-ENROLLMENT		
	Students must fill in the pre-enrolment form in EMI before arriving at UMA, choosing the courses they are interested in. This option has been activated in EMI, approximately after the 10th of July 2016.	
Learning Agreement (Only Erasmus Students)	Before arriving at Málaga, students will be able to generate the document on EMI. Once they have filled out all the required information, they have to print it out. The document will be electronically signed and stamped by the University of Malaga.	

ENROLLMENT	
	Once here, students have to visit their Academic Coordinators in order to have their Learning Agreement + Pre-enrolment documents accepted and signed. Students have to formalize in person their enrolment at the International Office during the enrolment period.
Academic Coordinator	Students can find the personal details of their coordinators at UMA in the Application Form of EMI.
Dates	SM1 - FY: 19/09/2016 - 28/10/2016
	SM2: Enrolment: 06/02/2017 - 24/02/2017
	Enrolment modification: 01/03/2017 -17/03/2017
Student I.D. Card	Students will receive it after the enrolment. It is necessary to access the university services (libraries, sport center, wifi, culture events).
TRANSCRIPT OF RECORDS	
	The final certificate will be sent by post to their home universities.
Dates	SM1: After the 15th of April 2017
	SM2 - FY: After the 25th of July 2017

UNIVERSITY OF MALAGA INFORMATION FOR STUDENTS

ORIENTATION MEETINGS (INTERNACIONAL OFFICE)	
SM1 - FY	For Students attending the Spanish Course September 1, 2016 - 11.00h International Office (Administrative procedures)
	For all Students September 7 and 14, 2016 - 11.00h - International Office (Administrative procedures)
SM2	For Students attending the Spanish Course Febrero 1, 2017- 11.00h (Salón de actos, Facultad de ETSII)
	For all Students Febrero 8, 2017 - 11.00h - (Aula Magna, Facultad de Medicina)
	Febrero 15, 2017 - 11.00h - (Salón de actos, Facultad de ETSII)
WELCOME WEEK (ERASMUS STUDENT NETWORK - ESN)	
	The ESN is composed of a team of student volunteers from UMA, committed to helping and organizing activities for international students.
Email	esn.malaga@gmail.com
Website	www.esnmalaga.org
SM1 - FY	September 19 - 25, 2016
SM2	February 20 - 26, 2017
BUDDY PROGRAMME (VOLUNTARY WORK OFFICE)	
	The object of this programme is to put International Students in touch with members of Malaga University's student body, who have offered voluntarily to help them during their stay.
Information	http://www.uma.es/media/tinyimages/file/BuddyProgram.pdf
Email	voluntariado@uma.es
Website	http://www.uma.es/oficina-voluntariado
Application Form	https://goo.gl/STFX72

LANGUAGE SUPPORT CIE (Centro Internacional de Español)	
	The CIE organizes a Spanish course (voluntary) during September 1-23, 2016 (for Full Year and SM1 exchange students) or in February 1-20, 2017 (for SM2 exchange students). The course costs 200 € and the School will contact those students that select it in their Application Form and will inform them about the enrolment requirements.
Address	Avenida de la Estación s/n. El Palo 29017 - Málaga Tel. +34 951 95 27 38 - Fax +34 951 95 27 42
Email	cie@uma.es
Website	http://www.uma.es/centrointernacionaldeespanol/
Dates	SM1 - FY: 01/09/2016-23/09/2016 SM2: 01/02/2017-20/02/2017
SOCIAL NETWORKS (Internet)	
Facebook	http://www.facebook.com/relacionesinternacionales.uma
Twitter	http://www.twitter.com/rriiuma

PRACTICAL INFORMATION FOR STUDENTS

HOUSING	
	Students have to arrange their own accommodation (except ISEP).
Website	UMA Accommodation Service http://www.uma.es/alojamiento
COST OF LIVING (per month)	
Housing	Single room in shared apartment: 250 €/month. Residence (housing and meal): 600
Food	200 € - 250 € (menu on campus 5 - 7 €)
Transport	Bus Student Card: 27 € aprox
MEDICAL/HEALTH INSURANCE	
Erasmus	European Insurance Card.
Non Erasmus	Students must buy health insurance in their own countries.
Medicine and Health	Additional Liability insurance is required.
VISA	
Non European Students	Students are required to enter Spain with a "Student Visa" issued by the Spanish Embassy of their country. The necessary Acceptance Letter will be sent by the UMA International Office. Once here and if necessary, it is the responsibility of the student to visit the Local Immigration Office (<i>Comisaría</i>) .