



UNIVERSIDAD
DE MÁLAGA

International Relations and Cooperation Service

Welcome Guide 2016-2017

(Erasmus, North America, Latin America, Asia, Oceania and ISEP)

INTERNATIONAL RELATIONS AND COOPERATION SERVICE
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The University of Malaga welcomes you to our Institution and to the city of Malaga. It is a privilege having you here and we hope you enjoy this experience.

The International Office is in charge of the administrative management of the Erasmus Program and the non-EU mobility programs such as Convocatoria Única and ISEP. We are willing to help you with all your doubts and questions in order to make your stay at the University of Malaga more comfortable and enjoyable one.

Our office hours are Monday to Friday from 9 to 14 h.

Best regards,

Your International Relations and Cooperation Service.

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1. ARRIVAL

- **MEETING AT THE INTERNATIONAL OFFICE**

What do you have to do upon your arrival in Malaga?

Erasmus students and non-EU mobility students must attend the official meetings of the International Office on:

- **September 1st, 7th, 14th, 2016** at 11:00 a.m. (first semester: SM1)
- **February 1st, 8th, 15th, 2017** at 11:00 a.m. (second semester: SM2)

Compulsory: To attend one of the meetings in September (SM1) or in February (SM2), where administrative and academic procedures will be discussed with the staff members in charge of incoming students, is **COMPULSORY**. In the meetings we will provide the same information. You must attend at least one of them.

The first meetings (1st Sept/Feb) are for those students attending the Spanish Course.

If you are not able to attend them: Those students, who cannot attend the meetings, **WILL BE** responsible to consult and follow the administrative instructions directly of this Guide.

- **ONLINE PROCEDURE**

What is EMI?

EMI is a virtual space exclusively created for international students at http://www.uma.es/incoming_pmovilidad/. Each student will be provided with an user name and password to access.

-Espacio de Movilidad Internacional (EMI)

In this platform, the student will have access to all the documents needed for administrative and academic purposes:

1. Application Form
2. Pre-enrollment / Learning Agreement
3. Certificate of Arrival
4. Bus card for students
5. Appointment for enrollment
6. September exam period
7. Academic record

- **CERTIFICATE OF ARRIVAL**

Do not forget to register upon your arrival at the University of Malaga on **EMI** and get your Certificate of Arrival signed automatically.

What is the certificate of arrival?

It is an automatically generated form created on the EMI platform, where the student indicates the date of arrival at the University of Malaga. This procedure is **MANDATORY**.

What is it for?

The students can send the automatically generated PDF document (signed and stamped by the International Relations Office) by email to their home university to confirm the arrival in Malaga.

This is not a requisite for non-EU students, unless it is an exceptional request of the home university. This document will serve as proof of the student's arrival in Malaga. If the student does not come to Malaga, the International Relations team will contact the home university to inform the case.

What to do if the student has his own certificate of arrival form from the home university?

First of all, ask the International Office of your home university if the document generated by EMI substitutes for the one of your institution. If not, you can hand in your own document at one of the informational meetings we will hold (make sure you write down all your personal information on it: name, last name, date of arrival). We will sign your document and send it by email/fax to your home university. If you cannot attend the meetings, you must stop by the International Office to get your document signed. For most of the non –EU universities, this document is NOT required.

- **BUS SERVICE – BUS CARD REQUEST**

The EMT (Empresa Malagueña de Transporte) is the transport company of the city of Malaga. Students have the possibility of obtaining a Bus Card, which offers reduced prices for them.

What documents do you need to provide and where?

You will find all the requirements on EMI, which are:

1. EMT application form / Bus Card request form (EMI)
2. Copy of you Erasmus credential (EMI)
3. Original and copy of your passport or ID
4. Photo (ID card sized)
5. 6.05€
6. Only for students under 26 years old

Look on EMI for the tab “Tarjeta Bus” (Bus card) to get your Application Form and Erasmus Credential. After filling out the form with your personal details, the system will generate a PDF document with TWO pages:

1. Page 1: EMT application form
2. Page 2: Erasmus credential / exchange student credential (for non- EU students)

Students will submit all the documents mentioned above at the EMT Office located in the center of the city of Malaga.

EMT Office

Address: Alameda principal, 47

Phone number: 902 527 200 / 951 015 370

Office hours: Mo – Fr, 9:00 – 13:30 and 17:00 – 19:00.

The Bus Card will be provided immediately, but always based on the volume of work currently done by the EMT office.

Bus fare

-Regular ticket	1,30 €
-Single ticket (Airport)	3,00 €
-Bus Card – 1 hour transfer option (10 trips)	8,30 €
-Monthly Card (unlimited trips)	39,95 €
-Monthly Card <u>for Students</u> (unlimited trips)	27,00 €

• **BUS LINES TO THE UNIVERSITY OF MALAGA**

The University of Malaga has two Campuses located in different areas of Malaga. Consult in our website www.uma.es where your faculty is:

1. El Ejido Campus Plaza ‘El Ejido’, s/n. (Center of Malaga)
2. Teatinos Campus Boulevard Louis Pasteur (nearby ‘Hospital Clínico’)

Teatinos Campus:

Bus line Teatinos – El Palo:	Bus 11
Bus line Alameda Principal:	Bus 11
Bus line Carretera de Cádiz:	Bus 22
Bus line Hospital Carlos Haya:	Bus 8

Teatinos – Ampliación (Extension Campus):

Take the Shuttle Bus number 5 (every 10 – 15 min) from the round-about at the ‘Hospital Clínico’ to the ‘Ampliación’ where you will find the following faculties:

- Industrial Engineering Faculty (Ingenieros Industriales)
- Technical College (Escuela Politécnica Superior)
- Trade and Management Faculty (Facultad de Comercio y Gestión)
- Faculty of Social Studies and Social Work (Facultad de Estudios Sociales y del Trabajo)
- Faculty of Health Sciences (Facultad de Ciencias de Salud)

El Ejido Campus:

Bus 37 (every 35 – 40 min) will drop you close to ‘El Ejido’ Campus. We recommend the Bus 1, which goes around the area, every 10- 12 min. The nearest Bus Stop is called Fernando “El Católico”. From there you will have to walk 100 meters to the university facilities.

For further information visit the EMT website: <http://www.emtmalaga.es/>

• **SUBWAY/TRAM**

The Subway/Tram service was inaugurated on the 30th of July 2014 in the city of Malaga. For further information visit <http://metromalaga.es/>

Phone number 902 112 223

Email: info@metromalaga.es

Fares

-Regular ticket	1,35 €
-Cash card	0,82 €
-Cash card (Partnership)	0,82 € + Bus 0,66 €

2. AT THE FACULTY

- ACADEMIC COORDINATORS

Who are the academic coordinators?

Academic coordinators are responsible for the exchange programs in their faculty. There are two types of coordinators:

1. Academic Coordinators

Academic coordinators are in charge of personally advising international students regarding academic matters at University of Malaga such as the Learning Agreement and the Enrollment procedure.

For **non-EU** programs, students must turn to the Faculty Coordinators. Nevertheless, non-EU students might have an academic coordinator in the following faculties: Technical College, Faculty of Communication Sciences, and Faculty of Education.

The Learning Agreement is not required for non- EU programs, just the Enrollment Sheet.

2. Faculty Coordinators

Faculty coordinators are responsible for the functions of exchange programs within the faculty. In case any problem arise or difficulty with the academic coordinator, students can turn to the faculty coordinator.

Non- EU students do not have an academic coordinator but a faculty coordinator. If needed, the faculty coordinator will ask an academic coordinator for help, not before upon consultation with the student.

What is the difference between both coordinators?

Erasmus students have **Academic Coordinators** and non- EU students have **Faculty Coordinators** (with the exception of some faculties).The Faculty Coordinator may replace an academic coordinator, if the last one is not available at that moment in time.

How can you know who your academic/faculty coordinator is?

You will find the NAME and EMAIL ADDRESS of your coordinator on your online application on EMI.

Where and when can you find your coordinator?

They are professors and belong to the faculty of their field of study. You can contact them by email or you can go to their office for a personal meeting. Check their **office hours** and try to make an appointment so you ensure their attendance and you will not have to wait to be attended.

When do the classes start?

Each faculty has its own academic calendar. Visit the website of your faculty for further and more precise information.

Where can you find the courses? (Syllabus description, schedules, rooms, etc)

Academic offer of the University of Malaga is open to all international students and can be consulted online. Even so, you can look for the courses through **EMI**- Pre-enrollment. In this document you should select those subjects in which you plan to enrol once in Malaga. This selection can be modified because it is provisional.

All the information about the academic courses offered at the University of Malaga is available online. It is quite easy to find the necessary information if you follow these instructions:

To find the description of each course:

1. Go to the main page and click “Servicios” on the main menu and choose “Ordenación Académica”. After that, you have to click on “Programación Docente” (right row): <http://www.uma.es/servicio-ordenacion-academica/cms/menu/programacion-docente/>
2. Choose “Programación Docente de Títulos de Grado”
3. Now that you have found “PROA”, you have to choose your faculty, bachelor degree name and year (curso). Depending on your selection, you will find a different list of subjects.
4. Select the subject on the left (in red color) and click on “Consultar la guía docente de la asignatura” on the left.

To find the schedules and timetables:

1. Go to the main page and click “Conoce la UMA” on the main menu. Then click on “Centros”: www.uma.es/centros-listado/
2. Choose your faculty.
3. You will find a different main menu and you have to select “Calendario” to find class schedules, rooms and schedules of the exams.

I remind you that each faculty has different calendars and schedules.

Additionally, you will find different groups included on your timetables. You will be able to choose the group that suits you better, but it is important that you inform your professor in order to decide which group to attend.

How many credits you will receive for each course?

University of Malaga has standardized the **ECTS** system for all degrees (Grado). There are two ways to know how many credits you will achieve for each course: on **EMI** (Pre-enrollment) or in “Programación docente”.

- **LEARNING AGREEMENT**

This is a document exclusively for ERASMUS students. Non- EU students DO NOT need a Learning Agreement. The Learning Agreement is a document that assures you the recognition of the credits of the classes given at the host university. This year, there is a new model that contains the courses the international student will take at UMA and the courses that will be recognized at the home university.

Procedures to obtain the online learning agreement form from UMA:

1. Enter on EMI: http://www.uma.es/incoming_pmovilidad/
2. Application Form (fill in)
3. Pre-enrollment Form (**TABLE A**: choose the courses you will attend at UMA)
4. Learning Agreement
 - a. Fill it out with the courses from your home university (**TABLE B**)
 - b. Save the document and print it out.

Procedures to modify the learning agreement:

Repeat steps 3 and 4.

How to obtain the learning agreement if my home university needs it before my arrival in Malaga?

In case your home university needs the learning agreement in advanced and before your arrival in Malaga. The University of Malaga has an online form to make the procedure easier, due to the large number of incoming students (more than 1.300).

On **EMI**, the student will be able to generate the document with up-to-date information about the courses. In the Pre-enrollment tab (Table A) you will have the option of filling out all the classes you will attend at UMA and in the Learning Agreement tab (Table B) the courses that will be recognized by your home university.

Once you have filled out all the required information, you have to print it out. The document is electronically signed and stamped by the University of Malaga and you will be able to show you to your home university in order to continue the administrative process.

Finally, the Learning Agreement will be approved and signed by your academic coordinator from UMA as you arrive at our institution.

What to do with the Learning Agreement form of your home university?

In that case, you will have two Learning Agreement forms you will need to fill in: one from your home university and one from EMI. As explained before, if you have not arrived in Malaga, you must use the form you will find on EMI.

Those students with their own model from their home university must consult their institution if the document generated by EMI replaces the one from their school. If not, the document from the home university must contain exactly the same information as the one from UMA. Both forms must be signed by the academic coordinator at UMA.

The final destination of the learning agreement is the home university. The student will finish the process once he/she has sent it to the home institution with all the required signatures.

How can you modify the Learning Agreement?

Every single modification of the Learning Agreement must be notified to the home university and formalize it at the International Office at UMA.

- To the home university: through the “Change Form” from your home university or through the modification of the Learning Agreement on EMI.
Notice: there is no “Change Form” on EMI.
- To the University of Malaga: through EMI, repeating all the steps followed for the first enrollment. You will need to modify the courses from the “Pre-enrollment tab” on EMI and follow the instructions for the modification of the enrollment (that will be explained in section 3 of this guide). To modify it only in EMI WILL NOT be valid.

How many times can you modify the Learning Agreement?

The home university must inform its students about this matter. Nevertheless, the Learning Agreement from UMA can be modified as many times the student needs it until the end of the term of the “Modification of the Enrollment” at the International Office at UMA.

Notice: Do not mix up the “Modification of the Learning Agreement” with the “Modification of the Enrollment” at UMA. The last one can be modified just ONCE.

Once the “Modification of Enrollment” period is concluded, the “Pre-enrollment” and “Learning Agreement” tabs on EMI will be blocked and the student WILL NOT be able to introduce any change.

Who signs the Learning Agreement?

The Learning Agreement will be signed by both universities (home institution/host institution).

Even if the document has been *provisionally* signed by UMA, the Academic Coordinator in Malaga will be the one signing and approving definitely the document.

- **BEFORE YOU FORMALIZE YOUR ENROLLMENT**

What to do before you formalize your enrolment at UMA?

We give you some recommendations:

1. Once you have chosen the courses you are going to attend at UMA, confirm them with your Academic Coordinator (Faculty Coordinator for non-EU students). Do not forget his/her SIGNATURE on the Enrollment form (all students) and on the Learning Agreement (just for Erasmus students).
2. You may attend classes, prior to consent from the professor, even if you are not enrolled in that class.
3. Check the notice boards in your faculty or on Internet to know the schedule of your courses.
4. If a course has a large number of students attending the class, it will be divided in groups of the same course (A, B, C...). The only differences between them will be the class schedule and/or the professor teaching it in the specific schedule. The student can choose the group based on the professor or more convenient schedule, always with *permission* of the teacher.
5. There are restrictions on the enrollment in some courses. Ask your Academic Coordinator.

Which courses can you not choose?

1. If you come in the first half of the year (SM1), you cannot enroll in classes taught **annually** or in the **second half**.
2. If you come in the second half of the year (SM2), you cannot enroll in classes taught **annually** or in the **first half**.
3. You cannot choose courses from the **old curriculum**. Check if the class is available on EMI.
4. Courses of the Faculty of Fine Arts are available only for students studying in the same faculty at their home university.

Notice: if you are interested in any course taught at the Faculty of Fine Arts, you have to contact the Faculty Coordinator. He is the only one who can authorize you to take courses at this faculty and you will need his signature on the Enrollment Form.

Restrictions:

When choosing your courses, you must be aware of the following restrictions:

1. There is a limited number of places in each course. If the class is full, you will have to choose another one.
2. You can take up to **50%** of courses not related to the field of study stipulated in the Bilateral Agreement. For non- EU programs (except Latin America) the restriction does not apply: you can take courses from any faculty, but this sometimes can be difficult for you to schedule (distance between the faculties, incompatibility of schedules, simultaneous exams).
3. For Postgraduate Studies at UMA, this will only be possible for Exchanges students if this option is included in the Bilateral Agreement.

- **AFTER YOU FORMALIZE YOUR ENROLLMENT**

What to do after you formalize your enrolment at UMA?

Some classes have similar names. Make sure you are attending the class you are enrolled in. Show your professor the Enrollment Form and if you detect any error on it, stop by the international office to correct it.

How many attempts on a final exam do you have?

International students can attend **TWO** exams sessions:

1. Ordinary Examination Period: **February** (First half) – **June** (second half and full year)
2. **September** Examination Period: (first half, second half, and full year)

Who can write exams in September?

ONLY the students who wrote an exam and DID NOT PASS it or have not written exams at any ordinary examination calls (February: first half courses; June: second half courses or full year).

If you have passed the exams at the ordinary examination call in February or June, you WILL NOT be able to write an exam in September just to improve your grade.

Non- EU students must be aware of the time constraints on their VISA if you are going to stay longer in order to attend the examination call in September.

What do you have to do to write an exam in the Examination Period in September?

The student must indicate on **EMI**, all the courses he/she is going to write in September.
Deadline: August 31st 2017.

Notice: if you do not enter the request on EMI for the exam period in September, the International Office does not guarantee an up-to-date Transcript of Records for your home institution, with the grades you earn in September.

If you are going to write exams in September, how can you extend your stay at UMA?

The International Office will provide you any document that allows you to extend your stay at UMA, in order to write your exams in September. The last date of extension will be September 20th 2017. The extension of stay includes August, although the University of Malaga will be close due to summer break.

Notice: If you need to send the aforementioned document to your home university, please indicate the fax number or email of the recipient.

3. AT THE INTERNATIONAL OFFICE

ENROLLMENT

The information below will clear you of any doubts about the enrollment procedure at UMA (place, appointment, deadlines, documents, etc.)

- **ENROLLMENT PROCEDURE**

Where is the office for the enrollment located?

The office for the enrollment process is located at the International Office:

Vicerrectorado de Estudiantes
International Relations and Cooperation Service
Aulario "Rosa de Gálvez" (1st floor)
Campus de Teatinos
29071
Tfno: +34 952131111 Fax: +34 952132971
Enrollment hours: Mo-Fr, from 9:00 to 13:30.

- **REGISTRATION DATES**

Which are the deadlines to formalize your enrollment?

There are two deadlines, one for the enrollment and other for modifications:

FIRST DEADLINE: Enrollment

This term is for students who are enrolling for the first time. Modifications are not allowed during this term.

- **SM1: From September 19th to October 14th 2016**
- **SM2: From February 6th to February 24th 2017**

SECOND DEADLINE: Modifications

After the enrollment term, if you need to modify something from the previous registration, you have to make an appointment for this term. You can only modify your enrollment situation ONCE.

- **SM1: From October 17th to October 28th 2016**
- **SM2: From March 1st to March 17th 2017**

Remember: any enrollment or modification submitted after this period **WILL NOT** be accepted. Those students spending both semesters (SM1 and SM2) can, if they wish, take the second semester courses in the period SM1.

- **APPOINTMENT**

How can you make an appointment for your enrollment?

As for September 14th 2016 (SM1) and February 2nd 2017 (SM2), you are able to make an appointment on EMI on the “Cita para Matriculación” tab.

You will have to bring all your documents to the International Office on the day and time of the appointment acquired on EMI, in order to formalize your enrollment at UMA.

Is it possible to change the day of your appointment?

Yes, it is. Just go on EMI and choose a new appointment. The previous one will be automatically modified with your new appointment.

Warning: make your appointment as soon as possible. If you procrastinate, you may not find an appointment due to the large number of international students.

- **PROCEDURE AND DOCUMENTATION**

There are TWO MANDATORY parts of the procedure to follow:

1. Online
2. In person

1. Online:

Enter on EMI and the “Pre-enrollment” tab (Prematrícula) select the courses you want to attend at UMA. Print out the document and get it signed by your Academic or Faculty Coordinator (depending on if you are Erasmus or non-EU student).

2. In person:

Make an appointment on EMI for your enrollment. Bring all your documents **SIGNED** by your coordinator to the International Office.

Documents needed to formalize your enrollment:

After the pre-enrollment phase and making your appointment on EMI, you will have to come to the International Office in person, both to the enrollment and to the modification. Bring the following documents:

1. For enrollment: (2 documents)

1. Pre-enrollment form signed by your coordinator (academic or faculty)
2. Original and copy of your ID or Passport

2. Modification: (2 documents)

1. Pre-enrollment form: up-to-date on EMI with all the courses you are going to attend at UMA, and signed again by the coordinator.
2. Enrollment form generated in the first deadline. You will not be provided with a new enrollment form if you do not bring the previous one.

Notice: you can only modify your enrollment **once**, so be sure of all the changes before you make them because you will not be able to modify them again.

How can you modify the courses on EMI?

The software allows you to modify, delete, and add new courses. When you finish your editing, print out the document and get it signed by your coordinator. Handwriting corrections are not accepted.

Warning: modifications on EMI will not be valid if you do not present the documents at the International Office to formalize the enrollment in the established deadlines. After these dates, the software will block the program and the student will not be able to introduce any change.

Where can you print out the documents?

There is a printing service (COPICENTRO) for each faculty at UMA.

- **STUDENT ID**

How can you get your student ID?

When you come to the International Office to formalize your enrollment, you will receive a student ID card.

How to EXTEND my study period for the second semester (SM2)?

First of all, you have to have the approval of your home university and the Academic Coordinator in Malaga.

Secondly, you have to visit the International Office to communicate your decision of the extension to be able to do the administrative changes.

Finally, you have to modify your Enrollment including the new subjects for the second semester in the established period (from February 6th till March 17th 2017).

We remind you to follow the instructions for the modification (two parts):

1. ONLINE: The Pre-enrollment form (EMI)
2. IN PERSON: At the International Office (see the documentation required for "Modification")

4. UMA SERVICES

International students enrolled at UMA will benefit from the services offered by the university, such as libraries, sport center, Internet, etc. The student will use the student ID or Enrollment form, in order to identify him/herself as member of the university.

- **INTERNET – Wi-Fi**

When will you have Internet access?

The next day after your official enrollment, you will receive an email with the username and password information to access the Wi-Fi network.

- **VIRTUAL CAMPUS**

What is the Virtual Campus and how can you sign up for it?

Virtual Campus is a platform for professor – student interaction. There, you will find information about the courses you are taking directly from the professor.

You do **not have to be enrolled** to sign up to the Virtual Campus. You just need your ID or passport number and a password of your choice:

1. Enter the UMA website www.uma.es
2. Click on “CAMPUS VIRTUAL” on the right side of the page.
3. On the upper left you will find “¿Eres nuevo en Campus Virtual? Regístrate”. Click on it.
4. Select ID (documento de identidad de tu país) or Passport (pasaporte).
5. Fill in your personal information and choose a PASSWORD.

If you are not in the list of students, how can you sign up for the courses on Virtual Campus?

International students do not enroll through the same process as regular students. That is the reason sometimes they do not appear in the virtual list.

There are TWO ways to sign up for your courses on Virtual Campus which is up to the professor:

1. The professor adds international students manually to the list.
2. You sign up for your courses on Virtual Campus using the password for the class. The professor gives you the password for his/her class. Make sure he/she does NOT give you a password for a guest, otherwise you will have access but just to the readable version, and not as a student.

If you have any problem, you can contact “Campus Virtual”:

Aulario López Peñalver

Campus de Teatinos

Phone number: 951 952 753

Contact: <http://central.cv.uma.es/evlt/faq.php>

Can you look up your grades on the Virtual Campus?

It is up to the professor. Ask him/her if he/she is going to inform you about your grade through Virtual Campus.

What to do if you have issues with Wi-Fi access or Virtual Campus?

For any issue with the network you can go to the computer labs located in all faculties. The IT personnel will help you solve the issue. If the problem is with your Virtual Campus, use the contact request form “contacta” on the web.

- **DUMA (inactive)**

Why can you not access DUMA?

DUMA is just for regular students. International students DO NOT have access to DUMA, but EMI instead.

- **LIBRARIES**

Even though there is a General University Library in Teatinos Campus, each faculty has its own specialized library. You may borrow books after you formalize your enrollment. In the meanwhile, you can use the libraries as a place of study and consultation.

- **SPORT CENTER**

UMA sports center is located in the Teatinos Campus. The University of Malaga offers modern sports facilities for all types of sports. You can access the facilities with you student ID and receive reduced-prices as member of UMA.

5. LOGINS AND PASSWORDS

There are many passwords throughout the enrollment process. In the following table, you will find all the information at a glance:

Virtual space	Who generates the password?
-EMI	International Office
-Virtual Campus (Sign up)	Student
-Virtual Campus (non-automatically listed courses)	Professor
-Wi-Fi	IT department

6. TRANSCRIPT OF RECORDS

Where are the grades sent to?

The Transcript of Records is a document, which contains all the information about your grades and (ECTS) credits obtained. The International Office at UMA will send it to the International Offices of the HOME UNIVERSITIES.

When will the Transcript of Records be sent?

- First half: After the 15th of April 2017.
- Second half and full year: After the 25th of July 2017.

Why does it take so long to be sent?

The process of collecting grades from the professors is not computerized for international students. We describe the process as follows:

- Records (Actas):

A record sheet contains a list of students with a blank space, in where the professor writes down the results of the exams and the final grade. The international Office sends the sheet to all departments and faculties at UMA. Teachers have a 20 day deadline after the exam term to give it back to us.

- Tracking

Even when we supervise the whole process, and get the records on time, some of them are not returned on time to the International Office and this causes a delay in the delivery of the transcripts to the home universities. We cannot send incomplete transcripts, so we have to wait until we have all the records.

- Signature

When the transcript of records is completed (courses and grades), we print it out and send it to the General Secretary to get it signed and authenticated. Once we receive the documents signed, we send them by registered and express mail to the home universities.

What to do if you need the Transcript of Records before the aforementioned dates?

In this case, you have two options:

1. Check your grades on **EMI** (*Expediente*).

Every time we receive a recorded grade sheet from the professors, we upload the grades on EMI so you can check and head to the professor if you disagreed with the grade earned.

We recommend keeping the contact information of your professors in case of complaints.

You can print out the document and present it to your home university awaiting the official Transcript of Record.

2. Ask your **professors** to give you a grade report. It is up to the professor to give it to you and in any case it is not an official document.

Why are the credits of the Spanish Language Course not included?

You will obtain a certificate with 7 credits for the Spanish Language Course at CIE (International Center of Spanish Language) starting from September 1st 2016 (SM1) and February 1st 2017 (SM2) but they will NOT be included in the Transcript of Records because the course DOES NOT belongs to any official degree program at UMA. The recognition of these credits depends on the home university criteria.

7. DEPARTURE

What to do before leaving Spain?

International exchange students MUST certify the ending of their study period at UMA.

- Do not forget to pick up and have your **Certificate of Arrival and Departure** signed from the International Office.

You can come 1 week earlier from the date of departure and we will sign it with your real day of departure (not with the date of the day you come to the office).

- ONLY FOR *ERASMUS* STUDENTS: Check that your **Learning Agreement** (Erasmus) is signed by your Academic Coordinator. It is possible that some students have it done, however it is possible to forget.

8. ANNOUNCEMENTS AND SOCIAL NETWORKS

You will receive announcements throughout the semester mainly by email. You can follow us on Facebook and Twitter for up-to-date information.

<http://facebook.com/relacionesinternacionales.uma>

<http://www.twitter.com/rriiuma>

9. BUDDY PROGRAMME

If you want to have a “Buddy” in Malaga, you can request the service through voluntariado@uma.es or through the ESN – Malaga.

- Link: <https://goo.gl/STFX72>
- Monthly report: <https://goo.gl/QLBb3J>

Volunteer Office

University of Malaga

Vice-Rectorate for Students

Boulevard Louis Pasteur, 35

Aulario Rosa de Galvez

Campus de Teatinos 29071 Malaga

Phone number: +34 952 13 25 16

<http://www.uma.es/oficina-voluntariado>

Facebook: <http://www.facebook.com/oficinavoluntariadoUMA>

Twitter: <http://twitter.com/VoluntariadoUMA>

YouTube: <http://youtube.com/voluntariadouma>

10. ERASMUS STUDENT NETWORK (ESN) – MALAGA

ESN is a very well known organization in Europe and works with the University of Malaga to guarantee its authenticity and trust. ESN organizes activities and offers help to international students in Malaga (even with accommodation issues). The activities and services are aimed not only at Erasmus Students but also at Non-European students.

ESN Office

Faculty of Economics and Business

Calle El Ejido, 6

El Ejido Campus

Office hours: Mo – Fr, from 18:00 to 20:00

Facebook: ESN Malaga

Facebook group: Erasmus Malaga 2012/2013 ESN Malaga
Accommodation help: <http://www.facebook.com/groups/430068013732332>
Web: <http://www.esnmalaga.org/>
Email: esn.malaga@gmail.com

11. INTERNATIONAL OFFICE HOURS

For any queries or comments you can find us, from,
Mo – Fr, from 9:00 to 14:00
Notice: we do not have service outside those hours.