



UNIVERSIDAD  
DE MÁLAGA

# Welcome Guide 2017-2018

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

INTERNATIONAL RELATIONS AND COOPERATION SERVICE

UNIVERSITY OF MALAGA

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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. A lo largo del curso académico, los estudiantes aceptados recibiréis notificaciones a vuestra dirección de correo electrónico facilitada por la universidad de origen. Por favor, aseguraos de que ese correo facilitado sea correcto. 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 am to 2 pm.*

*Best regards,*

International Relations and Cooperation Service.

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Campus de Teatinos

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To avoid any delays, please get in contact with the respective responsible of your Mobility program:

- Erasmus+: [erasmusincoming@uma.es](mailto:erasmusincoming@uma.es)
- Unica (Norteamérica, Asia y Oceanía) and ISEP: [noneuropeanmob@uma.es](mailto:noneuropeanmob@uma.es)
- Latin America: [iberoamerica@uma.es](mailto:iberoamerica@uma.es)

<http://www.uma.es>

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

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

## 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:

<b>First Semester</b>	Students who will attend the Spanish course	<b>4th September 2017</b> 11 am-2 pm Salón de Actos, Escuela Técnica Superior de Ingeniería Informática-Telecomunicación
	Every student	<b>18th September 2017</b> 11 am-2 pm Salón de Actos, Escuela Técnica Superior de Ingeniería Informática-Telecomunicación
		<b>25th September 2017</b> 11:00-14:00 Aula Magna, Facultad de Derecho
<b>Second Semester</b>	Students who will attend the Spanish course	<b>1st February 2018</b> - 11am (This date is provisional, depending on the starting date of the Spanish Course)
	Every student	<b>15th February 2018</b> - 11am

#### Compulsory:

International exchange students must attend at least one of our meetings in September (first semester /full year students) or in February (second semester). In these meetings we will provide relevant information about the administrative and academic procedures.

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?*

International Mobility Platform is a virtual space exclusively created for international students at [https://www.uma.es/programa\\_movilidad/incoming\\_pmovilidad/new/](https://www.uma.es/programa_movilidad/incoming_pmovilidad/new/). Each student will be provided with an username and password.

### **-Espacio de Movilidad Internacional (EMI)**

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

1. Solicitud Erasmus o de Programas de Movilidad No Europeos/Application Form
2. Prematriculación Preenrolment
3. Acuerdo de Aprendizaje Learning Agreement
3. Certificado de Llegada /Arrival Certificate
4. Tarjeta-Bus /Bus Student Card
5. Cita Matriculación / Date to Enrol
6. Convocatoria de Septiembre (opcional) / September exam (optional)
7. Expediente Académico / Academic File

## ▪ **CERTIFICATE OF ARRIVAL**

### *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**.

Students from USA, Canada, South Korea, Taiwan and Oceania must come to the office to hand in the **original document**.

### *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.

### *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 OUR informative meetings (make sure that you write down your details on it: name, last name, date of

arrival) and we will sign your document there. If you cannot attend the meetings, you must stop by the International Office to get your document signed.

#### ▪ **PUBLIC TRANSPORT**

##### ***What documents do you need to provide and where in order to request the student bus card?***

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. You will find all the documents required on EMI:

1. EMT application form / Bus Card request form (EMI)
2. Copy of your 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 [Exchange Student Credential](#). After filling out the form with your personal details, the system will generate a PDF document with 2 pages:

1. Page 1: EMT application form
2. Page 2: [Exchange Student Credential](#)

Students will submit all the documents mentioned above at the EMT Office located in:

##### **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 of the EMT office.

##### **Fares**

-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 <a href="#">for Students</a> (unlimited trips)	27,00 €

Para más información, podéis descargar la aplicación de la EMT, disponible en Play Store como “EMT”.

### *¿Puedo ir en Metro a la universidad?*

L1 line (Andalucía Tech-El Perchel) connects with two of our campuses from the Central Bus Station and Maria Zambrano Train Station (El Perchel) to Teatinos Campus and Ampliación (additional part of Teatinos Campus).

#### **Fares**

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

For further information visit <http://metromalaga.es/>

Phone number: 902 112 223

Email: [info@metromalaga.es](mailto:info@metromalaga.es)

## **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 Pre-enrollment form.

The Learning Agreement is not required for non- EU programs, just the Pre-enrollment form.

#### **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.

#### *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.

### ***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 there, you will find an updated list of all courses offered this year.

Once you have checked the updated list of courses on **EMI**, you can find further information of each course on the UMA website.

### **To find the description of each course**

- a. 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/>

- b. Choose “[Programación Docente de Títulos de Grado](#)”
- c. 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.
- d. 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 rooms**

- e. Go to the main page and click “Conoce la UMA” on the main menu. Then click on “Centros”: [www.uma.es/centros-listado/](http://www.uma.es/centros-listado/)
- f. Choose your faculty.
- g. 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.

**WARNING:** Each faculty has different schedules and academic calendars. The International Office does not have access to the academic calendar of each faculty, and this information will be published in the faculty website by the Secretary’s Office.



Furthermore, once the schedule has been published, you will realize that there are different groups. You have the opportunity to choose the group that could suit you better. However, you must ask for the confirmation of the lecturer in order to agree with him/her the group that you will 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*” (*PROA*) (as explained above).

#### ▪ **LEARNING AGREEMENT**

This is a document exclusively for ERASMUS students. Non- EU students DO NOT need a Learning Agreement.

This document assures you the recognition of the credits of the classes given at the host university and it will be available from September 2017. **Procedures to obtain the online learning agreement form from UMA:**

1. Enter on EMI: [https://www.uma.es/programa\\_movilidad/incoming\\_pmovilidad/new/](https://www.uma.es/programa_movilidad/incoming_pmovilidad/new/)
2. Application Form (fill in)
3. Pre-enrollment Form (choose the courses you will attend at UMA).
4. Learning Agreement
  - a. Fill it out with the courses from your home university.
  - 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 by the host university, 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 it 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 my home university?***

In that case, you will have two Learning Agreement forms which you will need to fill in: one from your home university and one from your host university. As explained above, before arriving to Málaga, you are supposed to use our Learning Agreement model on EMI, which will be updated and provisionally signed by the UMA, and you must submit it in your university.

Those students with their own model from their home university, as it happens with the Certificate of Arrival, 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.  
(In order to avoid any kind of misunderstanding, discuss this information with your home university).  
Notice: there is no “Change Form” on EMI.
- To the University of Malaga: through EMI, repeating all the steps followed on 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).  
**WARNING**: The changes will be applied only once they are formalized in the International Office.

### ***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 as 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?***

Here you can find our recommendations:

1. Once the courses have been chosen, confirm them with your Academic Coordinator at UMA. Do not forget his/her SIGNATURE on the Pre-Enrollment form (all students) and on the Learning Agreement (just for Erasmus students).
2. You will be able to attend classes, with prior informed consent of the professor, even before formalizing the enrollment.
3. Check the notice boards in your faculty or on Internet to know the schedule of your courses. They will be available on the website too. In this way, you could set your own agenda.
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 cannot be chosen?***

Here you can find information about the subjects in which you cannot be enrolled.

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, Faculty of Medicine and Faculty of Health Sciences are available only for students studying in the same faculty at their home university. Otherwise, you must discuss it with the coordinator of the faculty. All the enrolled subjects must be authorized by your coordinator in your faculty via his/her signature in the Enrolment Form.
5. Courses of postgraduate studies if this level has not been specifically contemplated in the Bilateral Agreement with the host university.

## Restrictions:

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

1. There is a limited number of places per course. This limit will appear on EMI if the selected subject does not have vacancies. In this case, you will have to choose a different course.
2. You can take up to **50%** of courses not related to the field of study stipulated in the Bilateral Agreement. Therefore, it is compulsory to take a 50% of courses from your main hosting faculty (which appears in your application form of EMI). 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.
4. For Medicine students: you are not allowed to enroll in sixth year courses.
5. Incoming exchange students who are going to carry out external internships in hospitals, schools, etc., must bring from the countries where they are nationals (if they have dual citizenship, from both countries), a negative certificate from the Central Registry of Sexual Offenders, or a criminal record, and failing that, a consular certificate of good standing.

### ▪ **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 where you are enrolled in. Show your professor the Enrollment Form and if you detect any error on it, come to the International Office to correct it. Please, notice that there are some courses with the same name and code, but from different degrees.

#### *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 31<sup>st</sup> 2018.

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 30<sup>th</sup> 2018. The extension of stay includes August, although the University of Malaga will be close due to summer break. The extension for September can only signed for those students who have failed any exam and have requested to write the exam in September through EMI.

### **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.

## ▪ **ENROLLMENT 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 18<sup>th</sup> to October 6<sup>th</sup> 2017**  
(This date is subject to changes, in case that it will be modified we will inform the students per email).
  
- **SM2: From February 5<sup>th</sup> to February 23<sup>th</sup> 2018**

#### 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 9<sup>th</sup> to October 20<sup>th</sup> 2017**  
(This date is subject to changes, in case that it will be modified we will inform the students per email).
  
- **SM2: From February 26<sup>th</sup> to March 9<sup>th</sup> 2018**

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, enroll the second semester courses in the period SM1.

## ▪ **APPOINTMENT**

### *How can you make an appointment for your enrollment?*

You will be able to make an appointment on EMI on the “Cita para Matriculación” tab, one week before the Enrollment Period.

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. If the student forgets the previous enrollment form, the International Office will retain the new one until the student brings 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 can you extend your stay for full year?***

Firstly, both your host university and your academic coordinator at UMA will have to accept it.

Then you must go to the International Office and inform about the extension of your stay before the Enrolment deadline for the second semester.

Finally, you will have to formalize the extension of courses during the UMA Enrollment period for the second semester. We remind you that there are two steps which must be followed to formalize the Enrolment Form:

1. **ONLINE**: Modify the Pre-Enrolment (EMI)
2. **IN PERSON**: Formalize the changes in the International Office during the established period.

*(See procedure in “Modifications of the First Enrolment Form”)*

## **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](http://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 which will be the one you will use from now on.

### *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 your student ID and receive reduced prices as a member of UMA.

For further information: <http://www.deportes.uma.es>

## 5. DEPARTURE

*What should I do before leaving Spain?*

The International Exchange Students must finish and certify their stay at University of Málaga:

- Do not forget taking and signing at the International Office the **Certificate of Arrival and Departure** from UMA, or the one from your home university. With the aim of avoiding last-minute difficulties, you can come a week earlier, and you will be given a document with the real date of departure (not with the date of the day you come to the office).
- ONLY FOR ERASMUS STUDENTS: do not forget the Learning Agreement signed by your academic coordinator and updated with the same subjects that appear in the Enrollment Form.

## 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 Transcript of Records will be uploaded in digital format (pdf) with the electronic signature of the General Secretary of the Universidad de Malaga through our online Nomination Tool with intent to accelerate our procedure and provide access to this document. It is

an original document with official validity. Therefore, our institution will not issue the printed version of this document by post.

International Offices of sending institutions have already access to our Nomination Tool. Therefore, after the dates mentioned above, home universities will be able to download from our online platform the Transcript of Records. Students will not have access to that platform.

#### ***When will the Transcript of Records be sent?***

- First half: From 15<sup>th</sup> April 2018
- Second half and full year: From 25<sup>th</sup> July 2018

#### ***What can I do if I need the grades before the aforementioned dates?***

The students who need the grades before the previous dates have two options:

1. Check your grades on EMI.

Once the International Office receives a recorded grade sheet from the professors, we upload the grades on EMI so you can check and head to the professor if you disagree with the grade earned.

It is advisable to keep the contact information of your professors in case of complaints.

The document can be printed out and show it in your home university awaiting the official "Transcript of Records".

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), but it will NOT be included in the Transcript of Records since the course DOES NOT belongs to any official degree program at UMA. The recognition of these credits depends on the home university criteria