

**CONGRATULATIONS!**  
YOU HAVE BEEN SELECTED



UNIVERSIDAD  
DE MÁLAGA

| **uma.es**



Hereby we would like to specify the procedure you have to follow now as you have been selected for the mobility program **Erasmus+ ICM KA107 2020/2021**.

The first thing you have to do is to enter the following link <https://www.uma.es/icm/> according to your type of mobility [student].

As a foreign student, you will probably require some information about living and studying in Malaga. In this guide you will find many answers to your questions. Please, read it carefully.

Finally, we would like to congratulate you again for being selected for the grant within the European project KA107 ICM, and let you know that **we are looking forward to welcoming you!**

**You can find all the information about UMA on this [link](#)**

# CONTENTS

## BEFORE THE MOBILITY

APPLICATION & PRE-ENROLMENT **4**  
LEARNING AGREEMENT **5**  
GRANT AGREEMENT **6**  
ACCEPTANCE LETTER **7**  
VISA **7**  
INSURANCE **9**  
FLIGHT BOOKING **9**

## DURING THE MOBILITY

CERTIFICATE OF ATTENDANCE **10**  
LEARNING AGREEMENT (COMPLETE) **10**  
BANK ACCOUNT **11**

## AFTER THE MOBILITY

EU SURVEY **12**  
TRANSCRIPT OF RECORDS **12-13**

## ACADEMIC INFORMATION

SPANISH LANGUAGE  
COURSES **14**  
USEFUL ACADEMIC  
INFORMATION **14**  
STUDENT ASSESMENT **15**

## VISITS TO THE OFFICE

**16**

## ADDITIONAL ASSISTANCE

WELCOME TO UMA OFFICE **17**

# BEFORE THE MOBILITY

## 1. APPLICATION & PRE-ENROLMENT

As a future international exchange student, you must log in our International Mobility Platform [EMI], a virtual platform where you will have to perform the most relevant administrative procedures before arriving in Málaga.

At the beginning of **June 2021**, a separate email should you receive with the account details in order to log in EMI. Please, follow the instructions describes on the mentioned email.

The first step in EMI is to upload a copy of the passport or ID, which must have validity throughout the entire mobility period [All mobility students].

**Important:** this document must include the same identification number that will be indicated in the Application. The document format and the image must be legible in order to submit it in our system.

The second step is to fill out the Application. It is a compulsory procedure and must be completed before the deadline [excluded PhD students].

**EMI LINK:** [https://www.uma.es/programa\\_movilidad/incoming\\_pmovilidad/new/](https://www.uma.es/programa_movilidad/incoming_pmovilidad/new/)

# BEFORE THE MOBILITY

## 2. LEARNING AGREEMENT

Afterwards, you can start filling out a document named “Learning agreement”. At first, you have to write all your **personal information**, as well as the

For **bachelor and master students**, you need to complete the first page of this document indicating the courses you will be enrolled at our university, and their recognition at your sending institution. For **PhD students**, you have to complete the whole document.

Please, note that the credits recognition at your home institution depends on its recognition system. Please, confirm with your home academic coordinator.

If you need further instructions to complete it, you will find them at page 3 of the document.

Once you have filled out the required information, you have to sign the document. Your home and host coordinators [responsible people] at the commitment paragraph have to sign it too. Please, send us this document signed to [icm@uma.es](mailto:icm@uma.es).

Erasmus+ students are obliged to choose **at least half of their courses in their main faculty** or school where they have been nominated.

Student	Last name(s)	First name(s)	Date of birth	Nationality <sup>1</sup>	Sex [M/F]	Study cycle <sup>2</sup>	Field of education <sup>3</sup>
Sending Institution	Name	Faculty/Department	Erasmus code <sup>4</sup> (if applicable)	Address	Country	Contact person name <sup>5</sup> ; email; phone	
Receiving Institution	Name	Faculty/ Department	Erasmus code (if applicable)	Address	Country	Contact person name; email; phone	

Commitment					
By signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. Sending and Receiving Institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies (or the principles agreed in the Inter-institutional Agreement for institutions located in Partner Countries). The Beneficiary Institution and the student should also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed in Table A are in line with its course catalogue and should be available to the student. The Sending Institution commits to recognise all the credits or equivalent units gained at the Receiving Institution for the successfully completed educational components and to count them towards the student's degree as described in Table B. Any exceptions to this rule are documented in an annex of this Learning Agreement and agreed by all parties. The student and the Receiving Institution will communicate to the Sending Institution any problems or changes regarding the study programme, responsible persons and/or study period.					
Commitment	Name	Email	Position	Date	Signature
Student			Student		
Responsible person <sup>10</sup> at the Sending Institution					
Responsible person at the Receiving Institution <sup>11</sup>					

# BEFORE THE MOBILITY

## 3. GRANT AGREEMENT

This document contains all the information regarding the grant and other important issues such as the insurance. Please complete the below table in your Grant Agreement as per the following screenshot.

As well as your planned mobility dates there:  
The grant agreement should be **signed** by:

1<sup>st</sup>. The grantee

2<sup>nd</sup>. The Vice dean of International Mobility and Cooperation.  
This last one will be provided by us.

After providing us via email the Grant Agreement stating the mobility dates, you should receive an **Acceptance Letter** for your VISA application.

<b>Mr/Ms</b> Haga clic aquí para escribir texto.			
Date of birth:	<input type="text"/>	Nationality:	<input type="text"/>
Address:	<input type="text"/>		
Phone:	<input type="text"/>	Email:	<input type="text"/>
Sex:	<input type="text" value="Choose one"/>	Academic Year:	<input type="text" value="Choose one"/>
Study cycle:	<input type="text" value="Choose one"/>		
Subject area:	<input type="text"/>	Code:	ISCED-F code
Number of completed higher education study years:	<input type="text" value="4"/>		
Student with :	financial support from Erasmus+ EU funds <input type="checkbox"/>		
	a zero-grant <input type="checkbox"/>		
The financial support includes:	special needs support <input type="checkbox"/>		
The student receives financial support other than Erasmus+ EU funds:	Yes <input type="checkbox"/> No <input type="checkbox"/>		

### ARTICLE 2 – ENTRY INTO FORCE AND DURATION OF MOBILITY

- 2.1 The agreement shall enter into force on the date when the last of the two parties signs.
- 2.2 The minimum duration of the mobility period is 3 months or 1 academic term or trimester. The total duration of the mobility period shall not exceed 12 months, including any zero-grant period, which shall only be used exceptionally.
- 2.3 The mobility period shall start on [date] and end on [date]. The start date of the mobility period shall be the first day that the participant needs to be present at the receiving organisation. The end date of the period abroad shall be the last day the participant needs to be present at the receiving organisation.
- 2.4 The participant shall receive financial support from Erasmus+ EU funds for [...] months and [...] days
- 2.5 Demands to the institution to extend the period of stay should be introduced at least one month before the end of the originally planned mobility period.
- 2.6 The certificate of stay shall provide the confirmed start and end dates of the mobility period.

# BEFORE THE MOBILITY

## 3.1 ACCEPTANCE LETTER

After you have sent us the Grant Agreement confirming your mobility dates, you will receive an Acceptance Letter from our university. You will need this letter in order to start your **Visa application** process, so please send the Grant Agreement to us as fast as you can because the Visa procedure takes time.

## 3.2 VISA

Student visa is **mandatory** for any foreigners who do not belong to any of the countries of the European Union, Norway, Island and Liechtenstein wishing to study in Spain for more than 3 months. The visa must be processed in your country of residence prior to your departure. To find the closest Spanish Embassy in your country, visit: <http://www.exteriores.gob.es/Portal/es/ServiciosAlCiudadano/Paginas/EmbajadasConsulados.aspx>

To apply for a visa please contact the nearest Spanish Embassy or Consulate in your country. This should be done as soon as possible and once you have the letter of acceptance from UMA.

It's important that you apply for a "student visa"; otherwise you won't be able to extend your stay in Spain as a student. The visa is affixed in your passport before you depart your country, and must be presented at the border Officials upon entry into Spain.

### PROCESSING A STUDY VISA

The application must be submitted personally, on the official form, in the Spanish Consular Office or Embassy in your country.

## BEFORE THE MOBILITY

The application will be submitted along with the documents which accredit the following:

- A.** Valid passport or travel document, recognized as valid in Spain, valid during the period of study which you are apply for.
- B.** That you have been admitted by an authorized teaching centre in Spain in order to carry out a full-time program which aims to obtain a studies title or certificate.

- C.** That you have the economic means to defray living expenses and return to your country according to the following amounts:

For your support, an amount which represents the 100% of the IPREM, unless you accredit having paid beforehand the accommodation expenses for the period of stay.

For the support of the relatives in charge of the student during the stay in Spain: An amount which represents the 75% of the IPREM for the first relative and the 50% of the IRPEM for each of the remaining relatives who are going to be part of the family unit in Spain. Unless it is duly accredited to have pre-paid the accommodation for as long as the stay lasts. In order to guarantee this support, the amounts used or to be used to cover, where appropriate, the cost of studies That you have paid the processing fee.

- D.** That you have paid the processing fee.
- E.** That you have public or private health insurance agreed with an insurer, which is authorized to work in Spain.
- F.** When the period of stay is longer than 6 months, you also will be required:

- › **Medical certificate** proving that you do not suffer from any of the diseases that may have serious public health consequences in accordance with the provisions of the 2005 International Health Regulations.

- › **Certificate of Criminal Background** in which it is accredited that you do not have criminal records in the countries where you have resided during the last five years by crimes foreseen in the Spanish order.



# BEFORE THE MOBILITY

## 3.5 INSURANCE

Before starting your mobility, you must hire an insurance for the whole mobility period. Please, double check the **article 5** of your grant agreement for further information.

### ARTICLE 5 – INSURANCE

- 5.1 The participant shall have adequate insurance coverage and will be responsible for hiring it.
- 5.2 The participant must hire an insurance which includes, among others, the following coverage: medical and health care abroad, repatriation or transportation in case of wound and sickness, transportation of a family member in case of hospitalization, private liability, and personal accidents.
- 5.3 For this purpose, the University of Malaga has underwritten an insurance policy for health and travel assistance, which the candidate can hire if he wishes to:
- Insurance holder: Universidad de Malaga
  - Insurance company: ARAG Compañía Internacional de Seguros y Reaseguro S.A.
  - Policy Number: 55-0292079
  - Contact: Milenio, Montymarq Asociados.

## 3.3 FLIGHT BOOKINGS AND GRANT PAYMENT

The grant payment will be made according to the **article 4** of the Grant Agreement.

Before booking your flights, please note that your arrival date must be before the mobility starts, and the departure must be after it finishes. Please send us your flight bookings via email at [icm@uma.es](mailto:icm@uma.es) to confirm your travel dates. Do not forget that you will have to provide us the Boarding passes once you are in Malaga by email. Please, keep them safely during your travel to Málaga as well as the return boarding pass to come back home.

### ARTICLE 4 – PAYMENT ARRANGEMENTS

- 4.1 The participant shall receive individual and travel support in a timely manner, but later than:
- the signature of the agreement by both parties
  - the start date of the mobility period or upon receipt of confirmation of arrival by the beneficiary
- representing 80% of the financial support from Erasmus+ EU funds specified in Article 3. In case the participant did not provide the supporting documents in time, according to the institution's timeline, a later payment of the pre-financing can be exceptionally accepted.
- 4.2 The submission of the online EU survey shall be considered as the participant's request for payment of the outstanding balance. The institution shall pay the remaining 20% within 20 calendar days of the submission of the online EU survey, or issue a recovery order in case a reimbursement is due.

# DURING THE MOBILITY

## 1. CERTIFICATE OF ATTENDANCE

This document has to be signed by your host coordinator **once you arrive** and **once you are about to leave**. This way we can certify your arrival and departure date.

Please find it on [here](#). It is compulsory to send us a copy once is signed on arrival and once is signed on departure to [icm@uma.es](mailto:icm@uma.es)

## 2. LEARNING AGREEMENT (FINAL VERSION)

During the **first month** of your mobility, you are able to modify your learning agreement according to your pre-enrolment.

This final version of your learning agreement should have the same courses that appears on your official enrolment. Please, keep us updated regarding the changes you made on your learning agreement and send us again a copy to us in case, you make any changes.

# DURING THE MOBILITY

## 3. BANK ACCOUNT

For receiving the grant, you will have to open a Spanish bank account in [Santander Bank \[Teatinos Office\]](#). Once you get the bank account details, please state them on your signed grant agreement as per below:

Bank account where the financial support should be paid:	
Bank account holder (if different than student):	
Bank name:	
Clearing/BIC/SWIFT number:	
Account/IBAN number:	



Then you must send us a copy to [icm@uma.es](mailto:icm@uma.es)

A pre-financing payment shall be made to the participant no later than [whichever comes first]:

- 30 calendar days after the signature of the agreement by both parties
- the start date of the mobility period or upon receipt of confirmation of arrival by the beneficiary representing **80% of the financial support** from Erasmus+ EU funds specified in **Article 3**. In case the participant did not provide the supporting documents in time, according to the institution's timeline, a later payment of the pre-financing can be exceptionally accepted.

# AFTER THE MOBILITY

## 1. EU SURVEY

Note that after you finish your mobility, you will receive at your email an EU Survey that you have to complete in order to receive the final 20% of your grant, according to **article 6** of your Grant Agreement.

### ARTICLE 6 – EU SURVEY

- 6.1. The participant shall receive an invitation to complete the online EU Survey 30 calendar days before the end of the mobility period. The participant shall complete and submit the survey within 10 calendar days upon receipt of the invitation. Participants who fail to complete and submit the online EU Survey may be required to partially or fully reimburse the financial support received.
- 6.2. A complementary online survey will be sent to the participant, after the end of the mobility, allowing for full reporting on recognition issues.

# AFTER THE MOBILITY

## 2. TRANSCRIPT OF RECORDS

### WHEN WILL THE TRANSCRIPT OF RECORDS BE SENT?

- First half:** By April 2021
- Second half and full year:** By July 2021

### 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 Centre 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

# AFTER THE MOBILITY

## 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.

# ACADEMIC INFORMATION

## 1. SPANISH LANGUAGE COURSE FOR INTERNATIONAL EXCHANGE STUDENTS

The “Course for Erasmus and International Exchange Students” of UMA, 70 class hours, allows students to consolidate and acquire Spanish skills, in order to improve understanding of the subjects that they will be studying at UMA. This course is recognized as a non-official degree from UMA and it always starts at the beginning of September (first semester and full year students) and beginning of February (second semester students). It is voluntary and you can only enrol in one of the two periods. In this regard it is important to emphasize that, as a non-official degree, it grants ECTS credits. Please, check the registration fees, class hours and ECTS credits on the following link:

<http://www.uma.es/centrointernacionaldeespanol/>

The intensive Spanish Language Course is voluntary and you can only enrol in one of the two periods. If you decide to take the course, you have to select it on the online Application Form. After generating it on EMI, you will receive an email, directly from the Spanish school, with the Application Form and the application procedure. The Course is offered at the “CENTRO INTERNACIONAL DE ESPAÑOL”, language school located in El Palo:

### **CENTRO INTERNACIONAL DE ESPAÑOL**

Avenida de la Estación, s/n (El Palo)  
29017 Malaga  
Telephone: +34 951 952738/737  
Fax: +34 951 952 742  
[cie@uma.es](mailto:cie@uma.es)

## 2. USEFUL ACADEMIC INFORMATION:

- › Number of subjects: Spanish students normally take **5 subjects per term**.
- › Number of hours per week: Students spend **20-25 hours in lectures**.
- › Number of weeks per term: **15 weeks + 3 or 4 weeks for exams**.

The academic year runs from September/October to June (in some cases early July) with exams offered in February for the first term courses and finals in late June and early July for annual and second term courses which test cumulative knowledge of the entire course.

# ACADEMIC INFORMATION

## 3. STUDENT ASSESSMENT AT UMA

The results obtained by students in each subject, which appear in the student's record, receive a numerical mark from **0 to 10**, with a decimal position, which can be followed by a qualitative mark:

SPANISH SYSTEM		ECTS GRADING SCALE
-	Matrícula de Honor (MH)	Distinction
<b>9.0</b> <b>- 10</b>	Sobresaliente (SOB)	Excellent
<b>7.0-</b> <b>8.9</b>	Notable (NOT)	Very good
<b>5.0-</b> <b>6.9</b>	Aprobado (APR)	Pass
<b>0-</b> <b>4.9</b>	Suspenso (SUS)	Fail
-	No presentado (N.P.)	[Absent from exam]

Students may also be awarded an Excellent mark “with Distinction”, when the student has been given a 9.0 or higher. However, the number of students receiving this special mention cannot be higher than 5% of the total enrolled in a subject in an academic year. If this number is lower than 20, only one Excellent with Distinction may be awarded.



## VISITS TO THE OFFICE

Due to the current epidemiological situation, all the documentary procedures will be carried out via email to [icm@uma.es](mailto:icm@uma.es) in order to reduce contacts. Therefore, before your departure you will have to send us a hard copy of your **Grant Agreement** by post to the following address:

[Edificio Rosa de Gálvez](#)  
[Bulevar Louis Pasteur, 35](#)  
[29010 Malaga](#)  
[Campus Teatinos](#)

If a punctual and exceptional face-to-face assistance is necessary, you must make an **appointment** through this [link](#) indicating the reason for it. We will then contact the applicant with the available date and time.

Remember that the opening hours are from **9:00 a.m. to 2:00 p.m.**, at the following address:

[Edificio Rosa de Gálvez](#)  
[Bulevar Louis Pasteur, 35](#)  
[29010 Malaga](#)  
[Campus Teatinos](#)



UNIVERSIDAD  
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COOPERACIÓN INTERNACIONAL

# VISITS TO THE OFFICE

## ADDITIONAL ASSISTANCE

### WELCOME TO UMA OFFICE

Buddy Program  
Accommodation  
Leisure Activities  
Information assistance

**@welcometouma**

[welcometouma@uma.es](mailto:welcometouma@uma.es)

<https://www.uma.es/welcome-uma/>



# ANY FURTHER QUESTION ON:

<http://u.uma.es/LO/contact/>