

International Relations and Cooperation Service



UNIVERSIDAD
DE MÁLAGA

Welcome Guide 2018-2019

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

INTERNATIONAL RELATIONS AND COOPERATION SERVICE

UNIVERSIDAD DE MÁLAGA

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On behalf of the Universidad de Malaga, we would like to welcome you to our institution and to the city of Malaga. It is a privilege having you here and we wish that you will enjoy very much this experience.

Our International Office is in charge of the administrative management of the Erasmus+ Program and non-European mobility programs. Throughout the academic year, accepted students will receive notifications via email. Please make sure that the email address provided by your home university is correct. We are willing to help you with all your doubts and questions in order to make your stay more comfortable and enjoyable. Our office hours are Monday to Friday, from 9 am to 2 pm.

Best wishes,

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

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

- Erasmus+: erasmusincoming@uma.es
- Non-European Mobility Programs: goabroad@uma.es

ARRIVAL

1. WELCOME MEETING

What to do upon the arrival in Malaga?

Erasmus students and Non-European mobility students must attend at least one of our official informative meetings:

First Semester	For students attending the Spanish Course (arranged by the CIE)	3th September 2018 – 11 am (Salón de actos, Escuela Técnica Superior de Ingeniería Informática, Telecomunicación)
	For other students	17 th September 2018 – 11 am (Aula Magna, Facultad de Derecho)
		24 th September 2018 – 11 am (Salón de actos, Escuela Técnica Superior de Ingeniería Informática, Telecomunicación)
Second Semester	For students attending the Spanish Course (arranged by the CIE)	4 th February 2019 – 11 am
	For other students	15 th February 2019 – 11 am

Compulsory attendance:

International exchange students must attend at least one of our meetings in September (first semester /full year students) or in February (second semester students). In these meetings, our International Office will provide relevant and useful information about the main administrative and academic procedures. Besides, some of the main services of UMA for incoming students will also participate.

All the meetings will provide the same information. Therefore, attending at least one of them will be compulsory. The first meeting of September and the first of February are planned for students who will attend the Spanish Course organized by CIE. Nevertheless, those students who have already arrived but will not attend the Spanish course can also attend this first meeting.

If you are not able to attend any informative meeting:

You will be responsible of following the administrative instructions included on this guide.

2. CERTIFICATE OF ARRIVAL

It is an official document that shows the student's arrival date at the University of Malaga.

Where can I get my Arrival certificate?

Please note that you can get your Certificate of Arrival signed on:

- Either one of the three informative meetings
- The enrolment day at the International Office

ATTENTION: This procedure is MANDATORY.

Those students, who need the Certificate of Arrival from their home universities, must bring it to the informative meeting or the enrolment day in order to get the signature. If you need an urgently signed Certificate of Arrival, do not forget to bring that document to our informative meeting or please make an appointment on EMI for the first days of the enrolment period.

ACADEMIC PROCEDURES (AT THE FACULTY)

3. 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. They must sign Learning Agreement (for Erasmus+ students) and the Pre-enrolment form (please, read section 5.2).

2. Faculty Coordinators

Faculty coordinators are responsible for the functions of exchange programs within the faculty. If you are not able to reach the academic coordinator, the faculty coordinator will be able to sign the documents. Please find below the list of faculty coordinators:

<https://www.uma.es/relaciones-internacionales/cms/base/ver/base/basecontent/105836/coordinadores-de-movilidad/>

How can I know who is my academic coordinator?

The name and email address of the coordinators appear on EMI (Learning Agreement and Application). The faculty coordinator may replace an academic coordinator when the last one is not available.

Where and when can I find my coordinator?

They are professors and they are usually located at their respective faculty. Please contact them directly by email or visit them at their offices. Please also double check their office hours and try to make an appointment in order to ensure their attendance.

4. COURSES, SCHEDULES AND CALENDARS

All the information about the academic courses offered at the **Universidad de Málaga** is available online. It is quite easy to find the necessary information if you follow these instructions:

Where can I find the Academic Offer and Teaching Guide (content of courses, ECTS credits, semester and evaluation system)?

1. Go to the main page and click on “Servicios” and select “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” (Teaching Guide) on the left.

How many credits can I get 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).

Which courses can I not choose?

- If you come only for the first semester (SM1), you cannot enroll in classes taught **during the full year** or in the **second semester**.
- If you come only for the second semester (SM2), you cannot enroll in classes taught **during the full year** or in the **first semester**.

Main restrictions:

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

- There is a **limited number of students** per course. When the limit has been reached, EMI will notify that it is not possible to select that course. In that case, you will have to select a different course.
- It is mandatory to choose at least a **50% of courses** from your main faculty at UMA, where you have been nominated by your home university. The name of your main faculty appears in your application form (EMI). The other 50% of courses can be selected from a maximum of other 2 different faculties. Please, mind the location of each faculty in order to decide your courses:

<https://www.uma.es/relaciones-internacionales/cms/menu/erasmus/incoming-students/at-the-faculty/campus-rrii/>

- **Postgraduate courses (master and PhD)** at UMA will be only available for Erasmus+ students when they have been nominated for that level of studies (according to our bilateral agreements).
- **Medicine students** will not be allowed to enroll in any sixth year courses (“rotatorios”).

Explanatory note: exceptionally, due to academic issues, other restrictions may be applied to subjects not covered in this guide.

Where can I find timetables, calendars and rooms?

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. Select your faculty.
3. You will find a different main menu and you will have to select “Calendario” to find class schedules, rooms and calendars.
4. Different groups will be included on timetables. Students will be able to choose the group which better suits them, but it is important that they inform their professors in advance in order to have their confirmation.
5. **Each faculty has different schedules and academic calendars.** Please be advised that this information will be published by the Secretary’s office of each faculty. If you have already checked it and it seems that the information about calendars and timetables has not been published, please contact with the Secretary of your Faculty.

ADMINISTRATIVE PROCEDURES (INTERNATIONAL OFFICE)

5. PRE-ENROLLMENT PROCEDURE

The first step in order to enroll at UMA is to select online your courses on the Pre-enrollment section (EMI). This section is available on EMI when the academic offer is updated for the academic year. You will also need to get the online signature of your academic coordinator on your Pre-enrolment since that document will be required in order to formalize your enrolment at the International Office. Please, complete the following steps:

5.1 First step: How can I select my courses on EMI?

- 1) When you enter the Pre-enrolment section on EMI, you will be able to click on *Nueva asignatura* (new course) and depending if you are a postgraduate student or not (read page 6) it will appear “grado” (bachelor level) or “master”.
- 2) Once you click on it, a list with the name of the faculties at UMA will be displayed. Do not forget that you will have to start selecting a 50% minimum of courses from your main faculty.
- 3) After selecting the faculty, you will find the name of degrees offered in that faculty
- 4) You will have to select as well the degree name in order to obtain the list of courses offered in that degree.
- 5) Once you have obtained the list of subjects, you will find the following details on each subject:
 - a. Course Code
 - b. Name of the subject
 - c. Semester when the course will be taught
 - d. Number of ECTS credits of that course
- 6) After selecting one course, you will be able to start the same procedure from the beginning in order to add a new course on your Pre-enrolment form.
- 7) Finally, you will have to click on “grabar” in order to save your selection of courses. You have to save your Pre-enrolment as soon as possible in order to reserve your spot on the selected courses. You will be able to modify, delete or add new courses on your Pre-enrolment after saving your former selection.

5.2 Second step: How can I get the online signature of my academic coordinator on my Pre enrolment?

- 1) After saving the selection of your courses on your Pre-enrolment form you will find a new box available named *Enviar a firma* (send for signature). It is compulsory to click on that box as soon as you are sure that you want to attend those courses. By clicking there, your academic coordinator and faculty coordinator will receive an email with the request of signing that document online.

- 2) Your academic coordinator or your faculty coordinator will have to sign it through EMI and as soon as they have signed it, you will be informed by email that your signed Pre-enrolment form is already available on EMI.
- 3) **Please, do not forget to get the online signature in your Pre-enrollment before the enrollment day** (read section 6). Otherwise, you won't be able to enroll at the International Office. It is not necessary to submit the printed version of the signed Pre-enrollment on the enrollment day, but you have to make sure that you already have the online signed version on EMI before coming to our International Office on the enrollment day.

ATTENTION: There are specific cases in which you would need a **physical signature on your pre-enrollment** (apart from the "online signature" of the academic coordinator) in order to formalize their enrollment. Therefore, the **PRINTED VERSION** of the online signed Pre-enrollment will be **ONLY REQUESTED** when a physical signature must be also included, on the following situations:

- If you are going to submit or investigate on a **TFG (Final Degree Dissertation), TFM (Final Master Dissertation) or thesis research**: you will also need the signature of the professor who will supervise your research or dissertation.
 - If your main faculty is not **Fine Arts** but you have chosen any subject of this faculty: you will need the signature of the Fine Arts coordinator.
 - If your main faculty is not **Health Sciences** but you have chosen any subject of this faculty: you will need the signature of the Health Sciences coordinator.
 - If your main faculty is not **Medicine** but you have chosen any subject of this faculty: you will need the signature of the Medicine coordinator.
 - If you have selected any **master course**: you will need the signature of the master's coordinator (whose information is available at UMA website).
- 4) After your arrival in Málaga, you will have to follow the enrollment procedure included in the next section.

ATTENTION: Besides, the **pre-enrolment** procedure **DOES NOT GUARANTEE** your enrolment at UMA. Students who **DO NOT** come to our office in order to formalize their enrollment before the deadline (section 6.2), will not receive their Transcript of Records. Therefore, please follow the "enrollment procedure" included in the next section.

5.3 Can I modify my courses on EMI after saving my courses?

You will be able to modify, delete or add new courses on your Pre-enrolment as many times as you need before formalizing the enrollment at the International Office (read section 6). Do not forget to click on *Enviar a firma* as soon as you are sure that you want to attend those courses.

5.4 Can I modify my courses on EMI after having received the Pre-enrolment signed?

You will be able to modify, delete or add new courses on your Pre-enrolment after having received your Pre-enrolment signed by your academic coordinator. However, it is very important to follow the second step procedure again (section 5.2). Therefore, you will have to click on *Enviar a firma* as soon as you are sure that you want to attend those courses. Then, you will have to wait again in order to receive an email informing you that you have already available your Pre-enrolment signed on EMI.

Warning: modifications on EMI **will not be valid** if you do not come to the International Office to formalize the enrollment or modification of enrollment in the established deadlines (read section 6 and 7).

6. ENROLLMENT PROCEDURE

This procedure is also compulsory in order to enroll at UMA. The first step is to make an appointment on EMI before our enrollment deadlines. After that, there will be another period of modification of enrollment in case that you need to change some of your courses. Please, find below the instructions to follow regarding each enrollment step.

6.1 APPOINTMENT OF ENROLLMENT

How can I make an appointment for the enrollment?

It is compulsory to make an appointment on EMI on the “Cita para Matriculación” tab. This section will be available one week before the starting of the enrollment period. Please make sure to make your appointment **as soon as possible**. Otherwise, you may not find an appointment due to the large number of international students.

Attention: Those students who will come to our International Office without an appointment will not be able to formalize their enrollment.

Is it possible to change the day of my appointment?

Yes, it is. Log in EMI and select a new appointment. The previous one will be automatically modified with your new appointment.

6.2 ENROLLMENT DATES

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.

Attention: there will be one term of enrollment and modification of enrollment at the beginning of each semester:

- First semester (in September): first semester and full year courses*
- Second semester (in February): second semester courses.

*We recommend full year students to enroll the second semester courses as well during the first term of enrollment in September in order to reserve their courses. They will be able to modify as well second semester courses during the modification of enrollment of second semester (in February).

Please, **do not forget** that it is only possible to enroll first semester courses during the first term of enrollment (in September), before the deadline included below.

Which are the deadlines to formalize the enrollment?

There are two different deadlines, one for the enrollment and another for the modification of enrolment. During the enrollment term, students will be able to enroll for the first time. Modifications are not allowed during the enrollment term.

Enrollment term: from the 17th to the 28th September 2018

Attention: any enrollment submitted after our deadline **WILL NOT** be accepted.

Where do I have to go in order to formalize the enrollment?

The office for the enrollment procedure is the International Office, located at the following address:

Servicio de Relaciones Internacionales y Cooperación
Aulario Rosa de Gálvez
Bulevar Louis Pasteur, 35
Campus de Teatinos
29071 Málaga

What are the opening hours?

The International Office opens from Monday to Friday from 9 am until 2 pm. It is closed during bank holidays, Christmas, Easter and summer holidays.

6.3 DOCUMENTS REQUIRED

Which documents do I need in order to formalize my enrollment at the International Office?

After the pre-enrollment term and confirming your appointment on EMI, you will have to come to the International Office and bring the following documents:

- ✓ Original and copy of your ID or Passport
- ✓ Certificate of Arrival (read section 1.3)

ATTENTION: Please, do not forget to get the “online signature” in your Pre-enrollment before the enrollment day. Otherwise, you won't be able to enroll at the International Office (read section 5.2).

7. MODIFICATION OF ENROLLMENT

After the enrollment term, if you need to change, remove or add any course, you will have to modify your Pre-enrolment form. Send it for signature again and make a new appointment for the modification of enrolment dates.

7.1 APPOINTMENT FOR MODIFICATION OF ENROLLMENT

It is compulsory to make an appointment on EMI on the “Cita para Matriculación” tab.

Please make sure to make your appointment **as soon as possible**. Otherwise, you may not find an appointment due to the large number of international students.

Attention: Those students who will come to our International Office without an appointment will not be able to formalize the modification of enrollment.

Is it possible to change the day of my appointment?

Yes, it is. Log in EMI and select a new appointment. The previous one will be automatically modified with your new appointment.

7.2 MODIFICATION OF ENROLLMENT TERM

Which are the deadlines to formalize the modification of enrollment?

During the modification of enrollment term, students will not be able to enroll for the first time. Only modifications of enrollment will be allowed.

Modification of enrollment term: from the 1st to the 11th October 2018

7.3 DOCUMENTS REQUIRED

Which documents do I need in order to formalize the modification of my enrollment at the International Office?

The following documents should be brought to the International Office on the day of the appointment in order to modify your enrollment at UMA:

- ✓ Enrollment form generated during the enrollment term. You will not be provided with a new enrollment form if you do not bring the previous one.

Attention:

- **Please, do not forget** to get the “online signature” in your new Pre-enrollment **before the day of the enrollment modification**. Otherwise, you won’t be able to update your former enrollment with new modifications at the International Office (read section 5).
- Any modification of enrollment submitted **after our deadline WILL NOT be accepted**.
- 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.
- After the **modification of enrollment term**, the Pre-enrollment will be blocked and you will not be able to introduce any change. Please, follow the steps included on the section 7: “Modification of enrollment”.

8. AFTER FORMALIZING THE ENROLLMENT AT UMA

What should I do after formalizing my enrollment at UMA?

You have to show your professor the Enrollment Form obtained at the International Office in order to verify that you have enrolled in the correct courses. Please, verify with your professor the course code, course name and degree name. 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. Make sure you are attending the correct classes.

How can I extend the stay for full year?

This option will be possible if you are coming as a first semester student and you would like to remain at UMA for full year. In order to apply for it at the International Office, first you have to receive the confirmation of extension from your home university. We need that confirmation in order to approve your extension. **The deadline in order to apply for the extension will be the 31st January 2019.**

9. UMA STUDENT CARD

When will I get my student card?

On the same day of enrollment, we will take you a picture and you will obtain your student card, which will allow you to access UMA Services such as libraries, sport center, Internet, etc. The student will use the student ID, in order to identify him/herself as member of the university.

10. WI-FI / VIRTUAL CAMPUS

When will I have WI-FI access?

The next day after your official enrollment in the International Relations Office, you will receive an email with the username (for example: 061...@uma.es) and password to access the Wi-Fi network and Virtual Campus.

If you do not receive that email after your enrollment, please contact SCI:

Email: sci@uma.es

Telephone: 951 953 000

The email you have received with the username and password provides instructions to access the Wi-Fi network, but when you find any problem accessing the Wi-Fi network, you can go to Aulas de Informática (TIC Rooms) in your faculty.

Where can I access Virtual Campus?

Virtual Campus is a platform for interaction between professors and students. There you will find information about your courses directly from the professor.

Steps to access Virtual Campus:

1. Enter the UMA website www.uma.es
2. Click on "Servicios"/"Servicies" and then on "CAMPUS VIRTUAL".
3. Select a faculty in which you have at least one course in your enrollment.
4. Click on "Entrar" (upper-left part on the screen).
5. Click on "IDUMA" (**NOT** in "IDCVUMA").
 - UMA email
 - UMA password

- Log in

6. You will see your courses from the selected faculty. In order to see all your courses, click on “En todo C.V”.

7. When there are more than one group for a course, access ONLY to the group you are going to attend prior to the permission of the professor of that group.

Please contact VIRTUAL CAMPUS if there is any problem:

Aulario López Peñalver (behind the Faculty of Medicine)

Campus Teatinos

Telephone: 951 953 100

Email: asesoramiento@cv.uma.es

11. DUMA

What is DUMA?

DUMA is a platform only for local students. As an international exchange student, you DO NOT have to log in DUMA, since your online platform for administrative procedures is EMI (You could consult your grades on EMI: “Expediente”).

12. TRANSCRIPT OF RECORDS

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 upload in digital format (pdf) 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 uploaded?

- First Semester students: **from the 25th March 2019**
- Second Semester and full Year students: **from the 25th July 2019**

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

If you need to submit your grades before the previous dates, you have these 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. You could log in EMI and download the section “Expediente” as a provisional procedure before receiving the Transcript of Records.

2. Ask your **professors** to write and sign a “grade report”:

In that case, it will depend on their decision since it is a non-official procedure. Nevertheless, it could serve as a provisional measure as well before receiving the Transcript of Records.

13. EXAMINATION CALLS

How many attempts on a final exam do I have?

International students can attend **TWO** examination calls:

- Ordinary Call:
 - **February** (first semester courses)
 - **June** (second semester and full year courses)

- **September** Call: (for first semester, second semester and full year students)
UMA offers exchange students a second chance to pass their exams. This call is **ONLY** for students who wrote an exam and **DID NOT PASS** it or have not written exams at any ordinary examination calls (February or June).

Attention: 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.

What should I do in order to write an exam in the September Call?

You have to apply for it on **EMI** by selecting the courses that you would like to write in September (“September” tab).

Deadline: **August 31st 2019**

Notice: If you do not apply for it on EMI for the September call, the International Office will not issue a new updated Transcript of Records with the new marks obtained.

14. CERTIFICATE OF ATTENDANCE

What should I do before leaving Malaga?

It is compulsory to come to the International Office during your last week in Málaga in order to get your **Certificate of Departure** signed. With the aim of avoiding last-minute difficulties, you can come a week before the departure day, and you will be given a document with the real date of departure. You will have to bring your home university form. In case that you don’t have it, we will give you our own UMA model. An appointment for this Certificate is not necessary.