



UNIVERSIDAD
DE MÁLAGA

International Relations and Cooperation Service

Welcome Guide 2019-2020

(International Exchange Students)

INTERNATIONAL RELATIONS AND COOPERATION SERVICE
UNIVERSIDAD DE MÁLAGA

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Dear student,

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.

It is a pleasure to welcome you to our institution and we wish that you enjoy this great experience in Malaga.

Looking forward to welcoming you,

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ARRIVAL

1. WELCOME MEETING

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

First Semester	For students attending the Spanish Course (arranged by the CIE)	2 nd September 2019 – 11 am (Salón de actos, Escuela Técnica Superior de Ingeniería Informática, Telecomunicación)
	For other students	20 th September 2019 – 11 am (Salón de actos, Escuela Técnica Superior de Ingeniería Informática, Telecomunicación)
Second Semester	For students attending the Spanish Course (arranged by the CIE)	3 rd February 2020 – 11 am (Salón de actos, Escuela Técnica Superior de Ingeniería Informática, Telecomunicación)
	For other students	14 th February 2020 – 11 am (Salón de actos, Escuela Técnica Superior de Ingeniería Informática, Telecomunicación)

Compulsory attendance:

International exchange students must attend 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 helping to their integration support will participate.

All these meetings will provide the same information. Therefore, it is compulsory to attend one. The first meeting of September and the first of February are aimed at students who will attend the Spanish Course organized by CIE. Nevertheless, those students who have arrived earlier 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 in this guide and reading all the informative emails from the International Relations Office.

2. CERTIFICATE OF ARRIVAL

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

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 it is urgently required, it is recommended to make an appointment on EMI as soon as possible for the first days of the enrolment term after the arrival in Malaga (read section 7.1).

ACADEMIC PROCEDURES (AT THE FACULTY)

3. ACADEMIC COORDINATORS

Academic Coordinators

Academic coordinators are in charge of advising international students regarding academic matters at the Universidad de Málaga. They must sign the Learning Agreement (for Erasmus+ students) and the Pre-enrolment form (section 6.2).

Faculty Coordinators

Faculty Coordinators are responsible for the coordination of exchange programs in the corresponding faculty. When an academic coordinator is not available, the Faculty Coordinator will be able to sign the academic documents.

This is the list of Faculty Coordinators:

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

Where are the contact details of the Academic Coordinator?

The name and contact details of Academic Coordinators appear on EMI (Application and Pre-enrollment section). They are professors located at their respective faculty (main faculty of the student mentioned in EMI). Therefore, their office is located in that faculty if the student needs

to visit the coordinator. In the section Learning Agreement will appear the contact details of the Faculty Coordinator.

4. ACADEMIC PROGRAMME

All the information about the **academic offer** and courses at the Universidad de Málaga is available online (**teaching guides, number of ECTS credits, evaluation system**). It is quite easy to find the necessary information if you follow these instructions:

1. Go to the main page, 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. Click on the subject name. After that, you will find the Teaching Guide on the left (in red colour), that is *Consultar la guía docente de la asignatura*. After clicking there, a pdf file with the teaching guide of the course will be downloaded.

Where are the number of ECTS credits of each course?

There are two ways to know how many credits will be achieved for each course: on **EMI** (Pre-enrollment section) or in *Consultar la guía docente de la asignatura* (as explained above).

Main restrictions:

These are the main restrictions and enrollment rules for mobility students at UMA (which EMI detects in the Pre-enrollment):

- First semester students cannot enroll in any course taught **during the full year** or in the **second semester**.
- Second semester students cannot enroll in any course taught **during the full year** or in the **first semester**.
- There is a **limit 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, a different course must be selected. The course is reserved when it is selected and saved in the Pre-enrollment (section 6).
- Mobility students must choose a **50% minimum of courses** from their main faculty at UMA (where have been nominated by home institutions). The name of the main faculty appears in the application (EMI). The other 50% of **bachelor courses** can be selected from any other faculty. There are different campuses, therefore it is recommended to consider the location of each faculty for the selection of 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 **when it exists a bilateral agreement** for that level of studies with home institutions. If that is the case, master courses could be selected **only in the main faculty** of the student.
- **Medicine students** will not be allowed to enroll in any sixth year courses (*rotatorios*).

Attention: exceptionally, due to academic issues, other restrictions not included in this guide may be applied to some courses.

5. TIMETABLES AND CALENDARS (STARTING DATES OF CLASSES)

Each faculty or school has its own calendar and timetable, for that reason the secretary's office of each faculty is in charge of publishing that information at UMA website. The International Relations Service does not know this information until it is published by the secretary's office of the faculty.

These are the instructions to find this information:

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 calendars, class timetables*, starting dates, rooms and exam calendars.

*There is more than one group in some courses (A, B, C). In those cases, mobility students will be able to choose the group they would like to attend to organize their schedule, but it is important that they inform their professors in advance in order to have their confirmation and permission.

ADMINISTRATIVE PROCEDURES (INTERNATIONAL OFFICE)

6. 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 (throughout **July**). Mobility students **will receive an informative email** when this section has been activated. After that moment, the following steps must be performed:

6.1 First step: How to select 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 section 4: restrictions) 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 the degrees offered in that faculty. You will have to select as well the degree name in order to obtain the list of courses offered in that degree.
- 4) 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
- 5) 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.
- 6) 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 place in the selected courses. You will be able to modify, delete or add new courses after saving your Pre-enrolment.

6.2 Second step: How to get the online signature of the Academic Coordinator?

- 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.** Otherwise, you won't be able to enroll at the International Office. The printed version of the Pre-enrollment is only required in the cases contemplated in the next paragraph.

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 the enrollment.

Only in these cases the **PRINTED VERSION** of the online signed Pre-enrollment will be **REQUESTED** with physical signature:

- If you are going to submit or work 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** (for contact details, read section 3).

- 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** (for contact details, read section 3).
- 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** (for contact details, read section 3).
- If you have selected **master courses**: you will need the signature of the **master's coordinator** (whose information is available at UMA website). If you have selected more than one master, you would need the signature of each master coordinator.
- If you have selected **practical courses** (*Practicum* or *prácticas externas*): you will need the signature of the coordinator (for contact details ask your faculty coordinator).

4) After your arrival in Málaga, you will have to follow the enrollment procedure included in the next section.

ATTENTION: 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 7.2), will not receive their Transcript of Records. Therefore, please follow the enrollment procedure included in the next section.

6.3 Is it possible to modify courses on EMI after saving the Pre-enrollment?

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 7). Do not forget to click on *Enviar a firma* as soon as you are sure that you want to attend those courses.

6.4 Is it possible to modify courses on EMI after receiving the online signature of the Academic Coordinator?

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* again when you are sure of the selection of your 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 (section 7 and 8).

7. 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. 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.

7.1 Appointment of Enrollment

It is compulsory to make an appointment on EMI on the section *Cita para Matriculación*. This section will be available one week before the starting of the enrollment term. 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.

7.2 Enrollment Dates

First semester: FROM 16TH SEPTEMBER TO 1ST OCTOBER 2019

Second semester: FROM 4TH FEBRUARY TO 21ST FEBRUARY 2020

Attention: any request of enrollment after these deadlines **WILL NOT** be accepted. Without the enrollment, the Transcript of Records will not be issued.

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 in second semester courses as well during the enrollment of the first semester (in September) in order to reserve their place in all courses as soon as possible. Besides, they will be able to modify as well second semester courses during the modification of enrollment of second semester (in February).

Attention: do not forget that it is only possible to enroll first semester courses during the first term of enrollment (in September).

Where to go in order to formalize the enrollment?

The enrollment procedure will be performed at the International Relations Service's office, located in the following address:

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

What are the opening hours?

The International Office opens Monday to Friday from 9 am to 2 pm. It is closed during bank holidays, Christmas, Easter and summer holidays (further information in the International Exchange Student Guide).

7.3 Documents Required

Which documents will be required in order to formalize the enrollment?

After the Pre-enrollment term and making your appointment on EMI, you will have to come to the International Relations Service's office and bring the following documents on the day and hour booked on EMI:

- ✓ **Original and copy of your ID or Passport**
- ✓ **Certificate of Arrival (read section 2)**

Reminder: 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 (section 6.2).

What should I do after formalizing my enrollment at UMA?

You have to show your professor the enrollment form obtained at the International Relations Service's 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 ASAP 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.

8. 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 on EMI. Send it for online signature again and make a new appointment for the modification of enrolment dates.

8.1 Appointment for Modifications

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.

8.2 Modification Dates

First semester: from the 2nd to the 11th October 2019

Second semester: from the 24th February to the 6th March 2020

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

8.3 Documents Required

The following document 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.
- Any modification of enrollment submitted **after our deadline WILL NOT be accepted**.
- You can only modify your enrollment **once at the International Relations Service's office**, so make sure of all the changes before coming to confirm 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.

9. UMA STUDENT CARD

The student card will be obtained after formalizing the enrollment at the International Relations Service's office. It will be required in order to access the services of Universidad de Málaga.

10. WI-FI

The network **Eduroam** will be used by students in order to have Wi-Fi connection at Universidad de Málaga. Those students who do not have configured this network will find here the necessary information:

<https://www.uma.es/servicio-central-de-informatica/info/114033/wifiuma2018/>

If you have any problem to get connected, please visit the computer lab of your faculty in order to receive assistance.

11. VIRTUAL CAMPUS

Virtual Campus is a platform at the website of UMA for interaction between students and professors. There you will find instructions about your courses directly from the professor.

The next day after your official enrollment at the International Relations Service's office, you will receive an email with the username (for example: 061...@uma.es) and password to access Virtual Campus.

If you do not receive that email after your enrollment, please contact directly the IT department (SCI, Servicio Central de Informática):

Email: sci@uma.es

Telephone: 0034 951 953 000

Instructions to access virtual campus:

1. Go to UMA website: www.uma.es
2. Click on *Servicios* and then on *Campus Virtual*
3. Select your faculty
4. Click on *Entrar* (top left)
5. Introduce the following details:
 - UMA email
 - UMA password
6. Click on *Entrar*.
7. You will see your courses from the selected faculty. In order to see all your courses, click on *En todo Campus Virtual*.
8. When there is more than one group for a course (A, B, C), access ONLY the group you are going to attend, prior confirmation of the professor of your group.

Please, if you have some difficulties or doubts with Virtual Campus, contact directly Virtual Campus Service:

Aulario López Peñalver (behind the Faculty of Medicine)
Campus Teatinos
Telephone: 0034 951 953 100
Email: asesoramiento@cv.uma.es

12. EXTENSIONS OF STAY

Erasmus+ students of first semester willing to extend their period of studies at UMA for full year will have to apply for it **before the 31st January 2020**. Home institutions must confirm the extension by email to erasmusincoming@uma.es in order to process the extension.

For the extension of **non-Erasmus+** students of first semester, who have obtained their VISA of study in home country, a confirmation by email from home institution coordinators will be required on goabroad@uma.es **before the 20th December 2019** in order to process the extension of the VISA.

13. TRANSCRIPT OF RECORDS

Exchange students can consult their grades in Virtual Campus or EMI (*Expediente* section). Sometimes professors upload as well the grades in the section *Expediente* of IDUMA, but only local students have access to that section. Exchange students cannot check their grades in *Expediente* of IDUMA.

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) 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 the Transcript of Records from our online platform. Students will not have access to that platform.

When will the Transcript of Records be uploaded?

- First Semester students: **from the 25th March 2020**
- Second Semester and full Year students: **from the 25th July 2020**

What to do if the grades are needed 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 entirely 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.

14. EXAMINATION CALLS

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

- **First semester courses: February and September***
- **Second semester courses: June and September***

***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 obtained a **FAILED** or **ABSENT FROM EXAM** in their grades of 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 to apply for the September Call?

You have to apply for it in the September tab of **EMI** before the **31ST AUGUST 2020** by selecting the courses that you would like to write in September.

Attention: **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.

15. CERTIFICATE OF ATTENDANCE

It is compulsory to come to the International Relations Service's office during your last week in Málaga in order to get your **Certificate of Attendance** signed. You can obtain this document from 7 days to 1 day before the departure date. Nevertheless, in this document will be included 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.