



UNIVERSIDAD  
DE MÁLAGA

International Relations Office

# Welcome Guide 2020-2021

**(Erasmus+, North America, Latin America, Asia, Oceania, PIMA and ISEP)**

BEFORE STARTING THE MOBILITY .....	2
1.    EMI (INCOMING MOBILITY TOOL).....	2
2.    APPLICATION.....	2
3.    ACCEPTANCE LETTER.....	3
STARTING THE MOBILITY .....	4
4.    CERTIFICATE OF ARRIVAL.....	4
5.    STARTING DATES.....	4
6.    WELCOME MEETING.....	4
ACADEMIC PROCEDURES (AT THE FACULTY) .....	5
7.    ACADEMIC COORDINATORS.....	5
8.    ACADEMIC PROGRAMME.....	6
9.    TIMETABLES AND CALENDARS (STARTING DATES OF CLASSES) .....	7
ADMINISTRATIVE PROCEDURES (INTERNATIONAL OFFICE) .....	7
10.   PRE-ENROLLMENT PROCEDURE.....	7
11.   ENROLLMENT PROCEDURE.....	10
•  ENROLLMENT DATES.....	10
12.   MODIFICATION OF ENROLLMENT .....	11
•  MODIFICATION DATES .....	11
13.   WI-FI.....	11
14.   VIRTUAL CAMPUS .....	11
15.   UMA STUDENT CARD.....	12
16.   TRANSCRIPT OF RECORDS.....	13
17.   EXAMINATION CALLS.....	14
18.   CERTIFICATE OF ATTENDANCE .....	14

*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,*

International Relations Office  
Universidad de Málaga  
Edificio Rosa de Gálvez (First Floor)  
Campus de Teatinos  
29071 Malaga – Spain  
Phone: + 34 952 131 111  
Email: [relacionesinternacionales@uma.es](mailto:relacionesinternacionales@uma.es)  
Website: <http://www.uma.es>

Do not forget to follow us in social media!

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

Instagram: <https://www.instagram.com/rriiuma>

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

# BEFORE STARTING THE MOBILITY

## 1. EMI (INCOMING MOBILITY TOOL)

Selected students through any mobility programme and previously nominated by their home university will receive an email with instructions and log in details for our online Incoming Mobility Tool (EMI) on the following dates:

**Full year and first semester students:** 19<sup>th</sup> June 2020

**Second semester students:** 9<sup>th</sup> November 2020

EMI is an online platform exclusive for incoming students where they have to complete the most important administrative procedures in order to effectuate their stay in the Universidad de Málaga. This is the link to access EMI:

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

## 2. APPLICATION

The first step in EMI is to upload a copy of the **passport or ID**, which must have validity throughout the entire programme period.

**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. This procedure is compulsory and must be completed before the following deadlines:

- First Semester and Full Year: 10<sup>th</sup> July 2020
- Second Semester: 30<sup>th</sup> November 2020
- First semester, full year and second semester for **Health Sciences, Medicine and Fine Arts** students: 10<sup>th</sup> July 2020

Please, note that it won't be possible to complete the online Application Form after the mentioned deadlines.

Before saving the application, students must verify that the details introduced are correct in order to avoid future problems. Once the application form is completed, you must generate and save the PDF document.

### 3. ACCEPTANCE LETTER

Once the application form is saved, exchange students will receive an email with a link to download their Acceptance Letter with our signature. Before enrolling, the Acceptance Letter may serve to justify the exchange stay at UMA, carry out any formalities required or apply for the Visa (non-European students) and student bus card.

#### ACCEPTANCE LETTER FOR NON- EUROPEAN STUDENTS (NON- EUROPEAN PROGRAMS)

In order to help students from Non-European Programmes in their visa procedures, Original Acceptance Letter will be available for downloading by the home Coordinator once students have been nominated. In this case, the Letter of Acceptance received after completing the application form in EMI will serve only for other procedures different from VISA applications (for instance, student bus card).

ISEP Students will receive it directly from their ISEP coordinator.

#### ACCEPTANCE LETTER FOR NON- EUROPEAN STUDENTS (ONLY ERASMUS+ KA103)

Erasmus+ KA103 students will be able to download the Letter of Acceptance after completing the Application form. This Letter of Acceptance will serve for VISA applications or any other procedure required by the Spanish Embassy.

**Attention:** Every Non-European student is responsible for the application of the VISA or any other procedures established by the Spanish Embassy /Consulates prior to their arrival in Malaga.

# STARTING THE MOBILITY

## 4. CERTIFICATE OF ARRIVAL

It is an official document that shows the arrival date at the University of Malaga. It will be signed and stamped by the International Relations Office in digital format.

With the intention of accelerating this procedure and due to the current circumstances, we will sign the official version of the Universidad de Málaga. Only in the case that home university require by email that they cannot accept this version, we will sing the home university form. The starting dates are included in the following section.

## 5. STARTING DATES

The starting dates of classes will be published in the website of the faculty or school by the Secretary of the establishment. Each faculty or school can have different starting dates and calendars. In order to find this information, please follow the instructions included on section 6.

The starting date of mobility that will be included in the Certificate of Arrival will be the date of the welcome meeting for international exchange students -included on the next section-, unless having certified the attendance in the Spanish course organized by the CIE<sup>1</sup> before that date.

ATTENTION: students not attending the welcome meeting will be assigned the enrollment day in the International Relations Office as the starting date, i.e., when completing the procedure of the section 8, after clicking on “matricularse”.

If the Certificate of arrival is urgently required, it is recommended to enroll –read section 11- as soon as possible within the stablished deadlines.

## 6. WELCOME MEETING

Every year we organize our welcome meeting for exchange students in order to provide relevant and useful information about the main administrative and academic procedures, with the participation of other offices of this university in charge of providing integration support to exchange students. The dates of the 2020/2021 Welcome meetings are the following:

---

<b>First Semester/ Full year students</b>	<b>10th September 2020-11 am</b>
	In this case, due to the exceptional situation owing to COVID19, this welcome meeting will take place in online format in order to guarantee the security of every student and a better assistance. On the week before we will send an explanatory email with a link for the Virtual Room.

---

<sup>1</sup>Further information about the Spanish course will be sent by email to every international Exchange student, for any further doubt please contact directly the CIE: [cie@uma.es](mailto:cie@uma.es)

<b>Second Semester</b>	For students attending the Spanish Course (arranged by the CIE)	1st February 2021 – 11 am*
	For other students	15 <sup>th</sup> February 2021 – 11 am*

**\*El formato de las jornadas informativas de segundo semestre (presencial o virtual) se confirmará en el mes de enero así como las fechas.**

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.

## **ACADEMIC PROCEDURES (AT THE FACULTY)**

### **7. 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 10).

#### **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.

#### **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.

Here you will find the contact details of the Faculty Coordinators:

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

## 8. ACADEMIC PROGRAMME

All the information about the **academic programme** at the Universidad de Málaga is available online (**teaching guides, number of ECTS credits, evaluation system**).

In order to find this information about **master** courses, you have to check the website of the master degree: <https://www.uma.es/masteres-oficiales/>

In order to find this information about **bachelor** courses, please, 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 10).
- Exchange 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-rrij/>

- **Postgraduate courses (master and PhD)** at UMA will be only available **when it exists an interinstitutional 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. In other faculty or school it will be only possible to choose bachelor courses respecting the 50% rule.
- **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. These restrictions are contemplated in EMI, so that only available courses will appear in EMI.

## 9. 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 Office 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/](http://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, timetables\*, starting dates, rooms and exam calendars.

## ADMINISTRATIVE PROCEDURES (INTERNATIONAL OFFICE)

### 10. 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**). Exchange students **will receive an informative email** when this section has been activated. After that moment, the following steps must be completed:

#### 10.1 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 or schools 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. Do not forget that you have to select at least half of your courses in your main faculty, where you have been nominated by your home university. The name of the main faculty appears in the right row of the Pre-enrollment.
- 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.

## 10.2 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 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 and you will have to formalize your enrollment by clicking in "MATRICULAR" during the enrollment term (section 11).
- 3) It won't be possible to get enrolled without the signature of the academic or faculty coordinator.

## 10.3 Specific cases that require a second signature in the Pre-enrollment

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. For that, the signed Pre-enrollment must be downloaded and students have to send it to the relevant coordinator depending on the case for 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.
- **Health Sciences, Fine Arts and Medicine** students **when their main faculty is none of these faculties**, they will need the signature of the faculty coordinator, whose contact details are included in this link: <https://www.uma.es/relaciones-internacionales/cms/base/ver/base/basecontent/105836/coordinadores-de-movilidad/>  
For instance, 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 you have selected **master courses**: you will need the signature of the **master's coordinator**, whose information is available at UMA website: <https://www.uma.es/masteres-oficiales/info/80399/master-por-areas/>  
If you have selected courses from more than one master degree, you would need the signature of the coordinator of each master degree.
- 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). For instance, if you want to enroll in more than *Prácticum* (*Practicum I* and *Practicum II*), you will need also the signature of the coordinator of *Practicum I* and the coordinator of *Practicum II*.

Once you have received the document signed by the relevant coordinator, you will have to upload it in the Pre-enrollment section after clicking in "MATRICULAR", before the established deadlines.

#### 10.4 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 after saving it. Do not forget to click on *Enviar a firma* as soon as you are sure that you want to attend those courses.

#### 10.5 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 10.2). 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 the student does not formalize the enrollment or modification of enrollment in the established deadlines (section 11 and 12).

## 10.6 What are the deadlines for the Pre-enrollment?

### FIRST SEMESTER AND FULL YEAR STUDENTS

- BEFORE THE 14<sup>TH</sup> SEPTEMBER 2020 FOR ENROLLMENT
- BEFORE THE 1<sup>ST</sup> OCTOBER 2020 FOR MODIFICATION OF ENROLLMENT

### ESTUDIANTES DE SEGUNDO SEMESTRE:

- BEFORE THE 2<sup>ND</sup> FEBRUARY 2021 FOR ENROLLMENT
- BEFORE THE 22<sup>ND</sup> FEBRUARY 2021 FOR MODIFICATION OF ENROLLMENT

## 11. ENROLLMENT PROCEDURE

This procedure is also compulsory in order to enroll at UMA and only possible after the signature of the academic coordinator in the Pre-enrollment. **You just have to click in the box “MATRICULAR”** (enroll) available in the section Pre-enrollment **during the enrollment term**. After that, the International Relations Office will receive your online request and will proceed to enroll you. 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.

**ATTENTION:** if you do not complete this procedure, your Pre-enrollment won't have any academic effect and your Transcript of Records will not be issued.

- ENROLLMENT DATES

**First semester and full year students: FROM 14<sup>TH</sup> TO 29<sup>TH</sup> SEPTEMBER 2020**

**Second semester students: FROM 2<sup>ND</sup> TO 19<sup>TH</sup> FEBRUARY 2021**

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

El estudiante recibirá su confirmación de matrícula por email en un plazo máximo de 4 días. Si transcurridos los cuatro días posteriores, no ha recibido ninguna confirmación, deberá contactar urgentemente con el Servicio de Relaciones Internacionales.

## 12. 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 follow the same procedure of the section 10 and 11. During the modification term you will have to click in “MODIFICAR MATRÍCULA” (modify enrollment) in order to formalize the changes, otherwise the changes of the pre-enrollment won’t have any validity.

After clicking on “MODIFICAR MATRICULA”, the Pre-enrollment of EMI will be blocked and no changes will be permitted.

- **MODIFICATION DATES**

**First semester students: from the 1<sup>th</sup> to the 15<sup>th</sup> October 2020**

**Second semester students: from the 22<sup>th</sup> February to the 15<sup>th</sup> March 2021**

**Attention:** any request of modification after these deadlines **WILL NOT** be accepted. It will be only permitted for those students who can certify the attendance of master courses starting after these deadlines. In these cases we will inform them by email the extension of the deadline.

## 13. 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.

## 14. 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.

Exchange students will receive an email with the username (for example: 061...@uma.es) and a link to register in DUMA. This email will be sent within 5 days after clicking in “MATRICULAR”. This account of DUMA will serve for accessing UMA app and 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](mailto:sci@uma.es)

Telephone: 0034 951 953 000

### Instructions to access virtual campus:

1. Go to UMA website: [www.uma.es](http://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 enrolled some courses that do not appear in Virtual Campus or experience some difficulties with Virtual Campus, please, 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](mailto:asesoramiento@cv.uma.es)

## 15. UMA STUDENT CARD

The student card will be obtained after receiving the log in details of DUMA mentioned on the previous section. Once the student has been registered, a picture must be uploaded in DUMA: <https://duma.uma.es/directorio/misdatos/>

The student card will be only available in digital format. In order to obtain it, you will need to download the UMA app in your smartphone and log in with DUMA account.

Once you have logged in the app, you have to click on “Mi info” and after that in “Carnet universitario”. This virtual card will be required for any library loans, student discounts or any other services at UMA.



## 16. 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 DUMA.

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 2021**
- Second Semester and full Year students: **from the 25th July 2021**

### **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.

## 17. 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 2021** 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.

## 18. CERTIFICATE OF ATTENDANCE

After finishing the semester, i.e., after the last exam or evaluation, the Exchange student will have to request issue of the Certificate of Attendance to the International Relations Office. Depending on the circumstances, this document could be signed in digital format or on site. Nevertheless, we will send an explanatory email before the end of the semester.