

FOR INTERNATIONAL EXCHANGE STUDENTS

# PROCEDURES GUIDE



2024/2025



UNIVERSIDAD  
DE MÁLAGA

VICERRECTORADO DE  
INTERNACIONALIZACIÓN

[uma.es/relaciones-internacionales](http://uma.es/relaciones-internacionales)

## **Welcome to our institution!**

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### **Before the mobility**

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1. ALGORIA INCOMING STUDENTS	4
2. ONLINE APPLICATION	4
3. ACCEPTANCE LETTER	5

### **Starting the mobility**

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4. CERTIFICATE OF ARRIVAL	5
5. WELCOME MEETING	6
6. STARTING DATES OF CLASSES	7

### **Academic procedures**

---

7. ACADEMIC COORDINATORS	7
8. ACADEMIC PROGRAMME	8
9. ACADEMIC CALENDAR AND TIMETABLES	9

### **Administrative Procedures**

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10. SUBJECTS SELECTION	10
11. MODIFICATION OF SUBJECTS	10
12. ASSIGNATION OF GROUPS & TURNS	10
13. VIRTUAL CAMPUS	12
14. WI-FI	12
15. UMA STUDENT CARD	13
16. FINAL ASSESSMENT	13
17. TRANSCRIPT OF RECORDS (TOR)	14
18. FINAL EXAMS	15
19. CERTIFICATE OF ATTENDANCE	15

# Welcome to our institution!

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

Our International Relations 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 questions and concerns in order to make your stay more comfortable and enjoyable. Our office hours are 9 am to 2 pm Monday through Friday.

Looking forward to welcoming you!

#### NAME OF THE INSTITUTION

Universidad de Málaga (UMA)

#### WEBSITE

[www.uma.es](http://www.uma.es)

#### NAME OF THE INTERNATIONAL OFFICE

Servicio de Movilidad y Cooperación Internacional

#### ADDRESS

Edificio Rosa Gálvez (First Floor)  
Bulevar Louis Pasteur, 35  
29071 Campus de Teatinos MÁLAGA

#### OFFICE HOURS

9h-14h, from Monday to Friday.  
Make an appointment and check the opening hours in our website!

#### TELEPHONE

+34 952 131 111

#### INTERNATIONAL OFFICE WEBSITE

[www.uma.es/relaciones-internacionales](http://www.uma.es/relaciones-internacionales)

#### EMAIL

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

 @rriiuma

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 /relacionesinternacionalesuma

 Relaciones Internacionales UMA



# Before the mobility

## 1. ALGORIA Incoming Students

Selected and successfully nominated students by their home institutions, will receive an email with their UMA account. Instructions on how to activate the account and to access their private ALGORIA INCOMING space will be sent as of the following dates:

- **First, Second semester and Full year:** 20th June 2024.

This ALGORIA INCOMING space is an exclusive platform for the mobility students, where they have to carry out the administrative procedure to validate their stay at UMA.

### *How to access to the ALGORIA INCOMING platform?*

It has two steps:

- a. To activate the DUMA's account on the following link: <https://duma.uma.es/acceso/> [DUMA activation Guide]
- b. To access to the ALGORIA INCOMING platform with the DUMA's account and the password already set. Link to the ALGORIA platform: (<https://relacionesi.uma.es/>)

## 2. Online Application

Once the student access to the ALGORIA platform with the DUMA's account, they should go to the "HOME" panel.

The first step on the platform is to complete the PERSONAL INFORMATION and upload a copy of the passport or ID that is valid for the entire mobility period.

IMPORTANT: This document must be the same as the one indicated on the online application.

Deadlines to complete the application:

- For First Semester and Full Year: 19th July 2024.
- For Second Semester: 20th December 2024.
- For First, Second Semester and Full Year for Health Sciences, Medicine and Fine Arts students: 19th July 2024.

Before saving the application, students must verify that the details introduced are correct to avoid future problems.

### 3. Acceptance Letter

Once the application form is saved, you can download the acceptance letter from the **DOWNLOAD DOCUMENTS** section on the left menu.

The acceptance letter can be used for the student to justify their mobility period at UMA.

#### *Acceptance letter for from third countries students (NON- EUROPEAN PROGRAMMES)*

Students from non-European Programmes will receive the letter of acceptance directly by e-mail within approximately one week after the nomination in order to expedite the processing of their visas at the Spanish embassies of their countries of origin.

## Starting the mobility



### 4. Certificate of arrival

It is an official document that shows the starting date at the University of Málaga.

If the exchange student requires the signature on the arrival certificate of the home institution, it must be submitted in the informative meeting, where it will be site onsite.

Our own Certificate of arrival will be signed and stamped at the end of the informative meeting.

**Attention:** Students requiring the certificate of arrival, and cannot go to the informative meeting, must come over the International Relations Office, where it will be site onsite



## 5. Welcome meeting

Every year we organize our welcome meeting for exchange students in order to provide them with relevant and useful information about the main administrative and academic procedures. We will count with the participation of other services of our institution that work towards offering integration support to exchange students.

Exchange must attend just one of the following informative meetings 2024/2025:

### FIRST SEMESTER

**First week September (to be confirmed)**

Salón de Actos de la Escuela Superior de Ingeniería de Telecomunicación/  
Informática\*

Boulevard Louis Pasteur 35 (Teatinos) Málaga

### SECOND SEMESTER

**To be confirmed**

**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.

## 6. Starting dates of classes

The starting dates of classes will be published in the faculty website of the faculty or school by the Secretary of the establishment in July. Each faculty or school can have different starting dates and calendars.

- **Calendar of centres:** <http://u.uma.es/d1F/>

# Academic procedures AT THE FACULTY OR SCHOOL

## 7. Academic Coordinators

Academic coordinators are in charge of advising international students about academic matters at the University of Malaga. They are responsible for the signature of the Learning Agreement (for Erasmus+ students) and to validate the selection of chosen subjects on ALGORIA Platform (All exchange mobility students).

### *How to know who is my academic mobility coordinator?*

The name and contact details of Academic coordinators appear on ALGORIA's home page.

### *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.

Find the contact details of Faculty Coordinators here: <https://u.uma.es/bN2/>

### *Signature of the Learning Agreement*

The Learning Agreement will be signed by the academic tutor or centre coordinator. As it is an academic document, the International Relations Service is not responsible for its signature. The details of the centre coordinators can be found at the following link: [u.uma.es/dj5/](http://u.uma.es/dj5/)

Any Learning Agreement signed prior to the registration of subjects at UMA will be provisional. Due to the current development of our own software connected to EWP, we do not accept the digital version of the Learning Agreements (OLA) this year. The student must upload the agreement in PDF format to his/her private space ALGORIA Incoming so that his/her tutor can sign it.

## 8. Academic Programme

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 bachelor or master courses, please, follow these instructions:

1. Go to the following link: <https://www.uma.es/servicio-ordenacion-academica/cms/menu/programacion-docente/>
2. Select "Guías de las asignaturas de Títulos de Grado" o "Guías de las asignaturas de Títulos de Máster".
3. Then select the faculty, degree name and academic course. 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 handside). Then, a pdf file with the teaching guide of the course will be downloaded.

### **Main restrictions:**

These are the main restrictions and enrollment rules for mobility students at UMA:

- 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. Once the limit is reached, it will appear when selecting the course. Then another course should be chosen.
- Exchange students must choose a 50% minimum of courses from their main Faculty at UMA (where have been nominated by home institutions). 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/incomingstudents/at-the-faculty/campus-rrii/>
- Postgraduate courses (master and PhD) at UMA will be only available when there is an interinstitutional agreement for that level of studies with home institutions. In that case, students can only select master's courses from their main faculty, by requesting the authorization of the faculty responsible for the coordination of the specific master's degree.
- In the other faculty of 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).
- Subjects from the Faculty of Fine Arts or the School of Architecture cannot be selected if students have not been nominated to these centres.

**Attention:** Exceptionally, due to academic issues, other restrictions not included in this guide may also be applied to some courses. These restrictions are contemplated in ALGORIA Incoming platform, so only available courses will appear in ALGORIA.



## 9. Academic Calendar and Timetables

### *When will I receive my timetable?*

Our institution does not send any personalized schedule. All students are responsible of checking the timetable of each course in order to design their own schedule. It is very important to check the timetable of each course to make sure that the courses are compatible. For any doubts about the groups assignment, please read section 12.

Each faculty or school has its own calendar -exam calendar, timetables and starting dates. 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 in July.

Please follow these instructions for more 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. On the main menu, please select "ESTUDIANTE" or "CALENDARIO/HORARIOS" to find calendars, timetables, starting dates, rooms and exam calendars.

# Administrative Procedures

## INTERNATIONAL OFFICE

### 10. Subjects Selection

The selection of subjects will be made on the ALGORIA Incoming platform by accessing the SELECTION OF SUBJECTS section of the menu.

This option will be available:

- First semester and full year students: from 15/07/2024 to 16/09/2024
- Second semester and full year students: from 16/12/2024 to 10/02/2025

#### 10.1. How to select subjects on the ALGORIA platform?

See ALGORIA Mobility Student Platform Guide: <https://www.uma.es/relaciones-internacionales/info/141810/guide-incoming-mobility-student-platform-algoria/>

#### 10.2 Learning Agreement (only Erasmus+ students)

This document will be uploaded in the "SELECCIÓN DE ASIGNATURAS" section of the ALGORIA INCOMING platform, so that can be signed by the academic coordinator.

### 11. Modification of subjects

After the end of the subject selection and validation period, a modification period will be opened in case students need to make changes to their subject selection.

#### 11.1 How and when to make changes to the subject register?

Modification period:

- First semester and full year students: 23/09/2024 to 07/10/2024
- Second semester and full year students: from 17/02/2025 to 03/03/2025

Procedure for modification of registration: <https://www.uma.es/relaciones-internacionales/info/141810/guide-incoming-mobility-student-platform-algoria/>

### 12. Assignment of Groups & turns

If there are more than one group or turn in your courses, these will be assigned by the Secretary of the Faculty after correctly completing the confirmation of enrolment. In case that you would like to ask for a specific group or for a change of group, you may contact the Secretary of the faculty where the course is taught. Contact details of secretaries can be found in the website of each faculty/school: <https://www.uma.es/centros-listado/>

**How can I check the group/turn assigned?**

1. After confirming the enrollment you can check the group assigned in "Portal Académico": <https://www.uma.es/portalachademico/>

Select the degree name where you have been enrolled and click in "Expediente" (Record):



After that, you have to click on "Asignaturas" (courses):



Please, consult the group in the column "Grupo:"

Asignatura	P. Mat.	Créditos	Curso/Sem.	Curso	Conv.	Grupo	Nota	P. Cal.
105 Matemática Discreta	M.O.	6	- Formación t1 - 1º semestre	2021/22		C		
106 Estructuras Algebraicas para la Computación	M.O.	6	- Formación t1 - 2º semestre	2021/22		C		
204 Estructura de Datos	M.O.	6	- Obligatoria 2 - 1º semestre	2021/22		E		
321 Sistemas de Información Empresarial	M.O.	6	- Optativa 3 - 2º semestre	2021/22		A		

2. Besides, you can consult at **UMA App**, accessing in:

**Docencia/Mis Estudios/Titulación/Notas finales**



**Attention:** if you have already received the confirmation of enrolment and the group is still not appearing, please inform the Secretary of the faculty where the course is taught about your group preference.

## 13. Virtual Campus

Virtual Campus is a platform providing interaction between students and professors  
Instrucciones to access Virtual Campus:

- Go to <https://campusvirtual.cv.uma.es/>
- Select your faculty
- Click on "entrar"
- Identify yourself with the DUMA account and the password set.
- Click on "Mis asignaturas en todo Campus Virtual"

Please, if any of your enrolled subjects doesn't appear or there is any problem with the Virtual Campus, you should contact directly with Enseñanza Virtual y Laboratorios Tecnológicos: <https://campusvirtual.cv.uma.es/local/evlt/information.php>

**Aulario López Peñalver (behind the Facultad de Medicina)**  
Campus de Teatinos  
Phone number: 0034 951 953 100  
Email: [asesoramiento@cv.uma.es](mailto:asesoramiento@cv.uma.es)

## 14. 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/>

You can also find further information the website of Eduroam: <https://eduroam.org/about/connect-yourself/>

If you have any problema to get connected, please visit the computer lab of your Faculty to receive assistance.

## 15. UMA Student Card

The student card will be obtained after completing the subject registration at UMA.

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 your DUMA account. Here you can find further information for installing the UMA app: <https://www.uma.es/servicio-comunicacion/info/111167/guia-deinstalacion-de-laaplicacion-movil/>

Once you have logged in the app, you have to click on the name and surname (on the top). This virtual card will be required for library loans, student discounts or any other services at UMA.

## 16. Final Assessment

*Where can I consult my final assessment?*

Exchange students can consult their final grades in Portal Académico, only available when your professors have uploaded your final grades: <https://www.uma.es/portalachademico/>

Instructions:



Asignatura	Créditos	Carácter	Cuando se da	Curso	Grupos	Nota	Estat.
106 Matemática Discreta	6.0	A-Formación 11	1º semestre	2021/22		0	
106 Fundamentos algorítmicos para la Computación	6.0	A-Formación 11	2º semestre	2021/22		0	
204 Estructura de Datos	6.0	A-Comprensión 2	1º semestre	2021/22		0	
221 Sistemas de Información Empresarial	6.0	A-Comprensión 3	2º semestre	2021/22		4	

2. Besides, you can consult at **UMA App**, accessing in:

**Docencia/Mis Estudios/Titulación/Notas finales**

**Attention:** Do not consult **Tablón de notas** for final grades. Your final mark and final assessment are included in the section **Expediente**. For any issue related with the assignation of your marks, you have to contact with your professors. The International Relations Office is not responsible of this procedure.



## 17. Transcript of Records (TOR)

The Transcript of Record is a document, which contains all the information about the grades and (ECTS) credits obtain at UMA. The TOR will be available on the ALGORIA platform (for the students), as well as on the ALGORIA nomination tool (for partner institutions) once the grades are already uploaded on the system. It is an original document with official validity. Therefore, the UMA will neither issue this document in the printed format, nor will be sent by email.

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

- **First Semester students:** after the 1st March 2025
- **Second Semester and Full Year students:** after the 21th July 2025

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### **Attention**

- The TOR will include only bachelor or master courses that has been enrolled. Therefore, any other course will not be included in this document.
  - The Transcript of Records will be only available when professors have uploaded all the grades and the General Secretary of the Universidad de Málaga has signed this document.
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## 18. Final exams

Exchange students can attend 2 examination calls:

### 1. First ordinary examination call:

- First semester courses: **January\***
- Second semester courses: **June\***

### 2. Second ordinary examination call:

- First semester courses: **February\***
- Second semester courses: **July\***

\* Dates must be consulted in the exam calendar of the specific faculty.

### *Who can attend the second ordinary call?*

This second call is just offered to students **who failed or that did not attend** the first examination call. This second call won't be possible for students who already passed that course in the first examination call with the intention of obtaining a better mark.

Students from third countries must be aware of the time constraints on their VISA if staying longer to attend the examination call in July.

## 19. Certificate of attendance

Exchange students **MUST** certify the end of the study period at the Universidad de Málaga.

The Certificate of Attendance will be available virtually after the departure date. Since it will be available for downloading, it is not required to go to the International Relations Office to obtain it. Exchange students will receive an email before the end of the semester with further instructions.

Please, check the exam calendar of your faculty/school to find out your last day of your study period in our institution.



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