

ERASMUS+, NORTEAMÉRICA, LATINOAMÉRICA, ASIA,
OCEANÍA, PIMA & ISEP

Enrollment Guide

2022/2023



UNIVERSIDAD
DE MÁLAGA

VICERRECTORADO DE
MOVILIDAD Y COOPERACIÓN
INTERNACIONAL

uma.es

Servicio de Relaciones Internacionales
Edificio Rosa de Gálvez 35, Universidad de Málaga

Welcome to our institution!

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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

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

WEBSITE

www.uma.es/relaciones-internacionales

EMAIL

relacionesinternacionales@uma.es



@rriiuma



@rriiuma



/relacionesinternacionalesuma



Relaciones Internacionales UMA



Before 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:** 8th June 2022
- **Second semester students:** 8th November 2022

EMI is the online platform where incoming students must complete the key administrative procedures to formalize their stay at Universidad de Málaga. Please access EMI here: https://www.uma.es/programa_movilidad/incoming_pmovilidad/new/

2. Application online

The first step in EMI is to upload a copy of the passport or ID, which must be valid during the entire study period.

Important: this document must include the same identification number that will be indicated in the Application. The number of Passport/Id cannot be changed after completing the official enrollment. 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 form. This procedure is compulsory and must be completed before the following deadlines:

- **For First Semester and Full Year students:** 30 de junio 2022
- **For Second Semester students:** 30 de noviembre 2022
- **For First semester, full year and second semester for Health Sciences, Medicine and Fine Arts students:** 30 de junio de 2022

Before saving the application, students must verify that the details introduced are correct 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 your status as an exchange student at UMA, carry out any further formalities or apply for the Visa (non-European students) and the student bus card.

Acceptance Letter for from third countries students (NON- EUROPEAN PROGRAMMES)

In order to help students from Non-European Programmes in their VISA procedures, the Original Acceptance Letter will be available for downloading by their 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, the student bus card.

For ISEP Students, the Letter of acceptance will be directly sent to the students by email.

Acceptance Letter for from third countries students (ONLY ERASMUS+ KA103/131)

Erasmus+ KA103/131 students will be able to download their Letter of Acceptance after completing their application online. This letter of acceptance will be valid for the application of the VISA.

Attention: Students with Non-European nationality are responsible for the application of the VISA or any other procedures established by the Spanish Embassy prior to their arrival in Malaga.

Starting the mobility



4. Certificate of arrival

It is an official document that shows the starting date at the Universidad de Málaga. Our own Certificate of Arrival will be signed and stamped by the International Relations Office in digital format. After receiving the confirmation of enrollment, this certificate will be available for downloading in EMI on the section Arrival Certificate after selecting the arrival date.

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.

The starting date of the study period will be the day of the informative meeting (read next section).

Attention: Students requiring the signature of the institution certificates must [make an appointment](#) in our website.



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 2022/2023:

First Semester	1st September 2022 - 11:00am (Spanish time) Salón de Actos de la Escuela Superior de Ingeniería de Telecomunicación/ Informática Boulevard Louis Pasteur 35 (Teatinos) Málaga
Second Semester	1st February 2023 - 11:00am (Spanish time) Salón de Actos de la Facultad de Comercio y Gestión y Estudios Sociales y del Trabajo* Av. Francisco Trujillo Villanueva, 1 (Ampliación) Málaga

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. In order to find this information, please follow the instructions on section 9.

SCHOOLS/FACULTIES CALENDAR: u.uma.es/c4b/

Academic procedures AT THE FACULTY OR SCHOOL

7. Academic Coordinators

Academic Coordinators

Academic coordinators are in charge of advising international students about academic matters at the Universidad de Málaga. They are responsible for the signature of the Learning Agreement (for Erasmus+ students) and the Pre-enrolment (section 10).

Where are the contact details of the Academic Coordinator?

The Academic Coordinators are professors belonging to the student's main faculty (as specified on EMI). The name and contact details of Academic Coordinators appear on EMI (Application section). Erasmus+ students will find also their contact details in the section Learning Agreement in EMI.

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/>

8. Programación académica

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 uma.es, click on "Servicios" and select "Ordenación Académica". After that, you have to click on "Programación Docente" (right row):
uma.es/servicio-ordenacion-academica/cms/menu/programacion-docente/
2. Choose "Guías de asignaturas de Títulos de Grado" or "Guías de asignaturas de Títulos de Máster".

3. Now that you have found "PROA", you have to choose your faculty, 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 awarded 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 Preenrollment (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-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. 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 also be applied to some courses. These restrictions are contemplated in EMI, so only available courses will appear in EMI.

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 14**.

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/
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

The first step in order to enroll at UMA is to reserve your courses on the Preenrollment section (EMI). This section is available on EMI when the academic offer is updated for the academic year (13th July). Exchange students will receive an informative email when this section has been activated. After that, 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 on whether you are an undergraduate or postgraduate student it will appear grado -bachelor level- or master – master level. Please, notice that master courses will be only possible if that level was included in the interinstitutional agreement signed with the home institution. In that case, only master courses from the main faculty could be selected and the authorization of the master coordinator will be required.
2. Once you click on the level, a list of all the faculties and 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 at the right row of the Pre-enrollment.**
4. Once you have obtained the list of courses, you will find the following details on each course:
 - a. Course Code
 - b. Name of the subject
 - c. Semester
 - d. Number of ECTS credits
5. After selecting one course, you will be able to start the same procedure from the beginning 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.

Attention: The Pre-enrollment does not guarantee the enrollment at UMA. If the enrollment procedure is not completed before the deadline, the Transcript of Records will not be issued. Please, follow the procedure included in section 11.

10.2 *Second step: Get the online signature of the Academic Coordinator!*

1. After saving 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. As soon as they have signed it, you will be informed by email that your signed Pre-enrolment form is already available on EMI. After that, you will have to formalize your enrollment by clicking in "MATRICULAR" during the enrollment term - section 11.

Attention: The Pre-enrollment does not guarantee the enrollment at UMA. If the enrollment procedure is not completed before the deadline, the Transcript of Records will not be issued. Please, follow the procedure included in **section 11**.

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

There are specific cases in which you would need to upload a second 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 by email.

This original signature will be required in the following cases:

- **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: <http://u.uma.es/bN2/>

Example: imagine that your main faculty is not Fine Arts but you have chosen some course from 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 on the website of the master degree: <https://www.uma.es/masteres-oficiales/info/124210/listado-de-masteres/>

Example: imagine that you have selected master 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 of the practical course (for contact details ask your faculty coordinator). Example: if you want to enroll in more than one Practicum -Practicum I and Practicum II-, you will need the signature of the coordinator of Practicum I and the signature of the coordinator of Practicum II.

After receiving the document signed it must be uploaded in EMI on the section Uploaded Files. After that you will have to click in "MATRICULAR" during the enrollment term.

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

It is possible to modify, delete or add new courses on your Pre-enrollment as many times as you need after saving it, but only before the deadline – section 12.

Do not forget to click on Enviar a firma as soon as you are sure that you want to attend those courses. After that you will receive the new Pre-enrollment signed by your Academic Coordinator.

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

Yes, it is possible to modify, delete or add new courses on your Pre-enrollment after having received your Pre-enrollment signed by your Academic Coordinator, but only **before the deadline**. In case that you already received the signature but did not click yet in MATRICULAR, you will have to click in "Anular" so that EMI will allow you to modify the pre-enrollment before the deadlines.

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 saving the courses for the first time in the Pre-enrollment?*

FIRST SEMESTER AND FULL YEAR COURSES

- Before the 12th September 2022

SECOND SEMESTER COURSES:

- Before the 2nd February 2023

*Please, read section 10.4 and 10.5.

Attention: full year student will be able to modify or fill out the Pre-enrollment with second semester courses during the modification dates of the second semester.

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 dates and after receiving the online signature of the Academic Coordinator.**

After that, the International Relations Office will receive your online request to formalize your enrollment. There will be another period of modification of enrollment in case that you need to change some of your courses.

ENROLLMENT DATES

First semester and full year courses: from the 12th to 23rd September 2022
Medicine students must enroll all courses (first and second semester courses) in September.

Second semester courses: from the 25th January to 14th February 2023

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.

The confirmation of enrollment will be received by email within 5 days at the latest. If after these days, the student has not received the confirmation, it is important to contact URGENTLY with the International Relations Office.

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-enrollment on EMI. Send it for online signature again and follow the same procedure of the section 10. During the modification term you will have to click in "MODIFICAR" (modify enrollment) in order to formalize the changes, otherwise the changes of the pre-enrollment won't have any validity.

Attention: After clicking on "MODIFICAR", the Pre-enrollment of EMI will be blocked and no changes will be permitted. After clicking on "MODIFICAR", the Pre-enrollment of EMI will be blocked and no changes will be permitted.

MODIFICATION DATES

First semester and full year courses: from the 28th September to the 13th October 2022

Second semester courses: from the 17th February to the 3rd March 2023

Attention: Any request of modification after these deadlines WILL NOT be accepted.

13. DUMA

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". Your DUMA account gives you access to the UMA email, UMA app, student identification at UMA website 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: cau@uma.es - **Tephone:** 0034 951 953 000

14. Assignation 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/portalacademico/>

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



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

	Inicio	Matricula	Tablón Notas	Expediente	Pagos	Notificaciones	Consulta	Salir
Mis datos	Asignaturas	Reconocimientos						

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

Asignaturas

Curso Académico: 2021/22

Al hacer clic en la asignatura puede obtener la información de la programación docente.

Asignaturas del curso académico 2021/22

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.

15. Virtual Campus

Virtual Campus is a platform providing interaction between students and professors. To access it, international mobility students will receive an email containing the username (for example: 061...@uma.es) and link to register and create their password at DUMA.

This email will be received after clicking on button "MATRICULAR" within a **maximum period of 5 days**. This username will be used to access the UMA application and the Virtual Campus, among others.

If you do not receive that email after the mentioned period, please directly contact the IT department (SCI, Servicio Central de Informática): cau@uma.es

Instructions to access Virtual Campus:

- Go to: <https://campusvirtual.cv.uma.es/>
- Select your faculty
- Click on "entrar"
- Identify yourself with the UMA email address and the created password
- 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: <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

16. 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 problem to get connected, please visit the computer lab of your faculty to receive assistance.

17. UMA Student Card

The student card will be obtained after receiving the log in details of your DUMA account mentioned on the previous section. Once the student has been registered, a picture must be uploaded to 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 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-la-aplicacion-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.

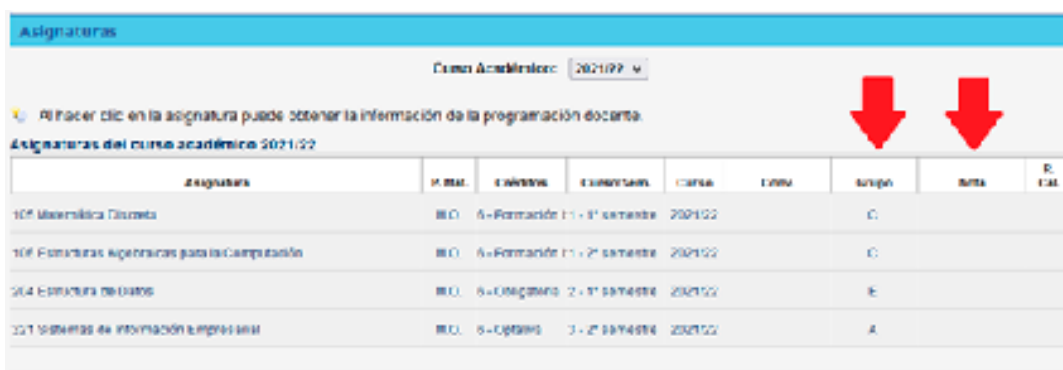
18. Final Assessment

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:

After accessing Portal Académico, consult the section "Expediente", select the degree name and check the column "Nota" in your courses.



Asignatura	Modalidad	Calendario	Curso	Grado	Nota	Requisitos	Requisitos
106 Matemática Discreta	MO	6-Formación 11 - 1º semestre	2021/22		0		
106 Estructuras Algebraicas para la Computación	MO	6-Formación 11 - 2º semestre	2021/22		0		
204 Estructura de Datos	MO	6-Optativo 12 - 1º semestre	2021/22		0		
227 Sistemas de Información Empresarial	MO	6-Optativo 13 - 2º semestre	2021/22		0		

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.

19. Transcript of Records (TOR)

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) in 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. They will be informed by email as soon as the TOR has been uploaded. Students will not have access to that platform.

When will the Transcript of Records be uploaded?

- **First Semester students:** after the 25th March 2023
- **Second Semester and Full Year students:** after the 25th July 2023

Attention

- The Transcript of Records will include only bachelor or master courses that has been enrolled in EMI. 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.

What to do if the grades are needed before the aforementioned dates?

If you need to submit your grades before the previous dates, you can access the section "Expediente" in EMI to download a provisional document which includes the updated grades provided by professors. This document is not the official Transcript of Records but includes our stamp and the grade scale equivalence.

20. Final exams

Exchange students can attend 2 examination calls:

1. *First ordinary examination call:*

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

2. *Second ordinary examination call:*

First or second semester courses in **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 September.

21. 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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