

GUIDELINES: INCOMING STUDENTS

If you are planning your Erasmus+ mobility at the Faculty of Education we invite you to start by visiting <https://internacional.ugr.es/pages/movilidad/estudiantes/entrantes?lang=en> to get familiarised with all the process and requirements.

<https://www.ugr.es/en/featured/information-for-new-students>

In order to get information about the course catalogue at the **Faculty of Education**, have a look at this folder: https://drive.google.com/drive/folders/1-z9KcctKVrdIx1EF1cBi_nrRWJOynT4c?usp=sharing there is a list of the courses in English and French and another one with the whole offer in English, French and Spanish listed by degree.

BEFORE ARRIVAL

1. You will have to fill in your application form online.
2. Have a look at: <https://travelsafe.spain.info/es/>
3. Get your learning agreement signed (it can be also signed after arrival). If you are taking courses in any other faculty, it will not be signed before you come to Granada because we cannot guarantee availability for those courses (we can only guarantee Education ones).
4. Buddy Mentor programme: you will be assigned a mentor before arriving (programamentor@ugr.es)

WHEN YOU ARRIVE IN GRANADA

5. **Induction week** (<https://internacional.ugr.es/pages/movilidad/estudiantes/entrantes/jornadas-incoming>). The IR main office (*Vicerrectorado de Internacionalización*) provides you with general information about student services (calendar, accommodation, canteens, culture & sports, health, resources & services, daily life, procedures, academic information, and learn Spanish): (<https://eventos.ugr.es/induction/>).
6. There are **two compulsory information sessions** for incoming students to the Faculty of Education. One provided by the Vice-Rectorate for Internationalization (general info) and the second provided by the Vice-Dean's office at the Faculty of Education related to administrative procedures and academic matters. It is important that you attend **both** sessions as they are different.

FIRST SEMESTER:

- On **Wednesday, 6th September 2023** at **9.30** in **Paraninfo PTS Campus** (<https://goo.gl/maps/AhTYomPUFYXooDo26>)
- On **Friday, 8th September** at **10.30** in **Aula Magna, Faculty of Education** (<https://goo.gl/maps/iaGgNE9bmTge7QPR7>).

SECOND SEMESTER:

- **Wednesday, 13th February 2023** at **10:00** in **Aula Magna Facultad de Ciencias, Fuentenueva Campus** (<https://acortar.link/vzmtGb>).
- **Thursday, 16th February** at **10:30** in **Aula Magna, Faculty of Education** (<https://goo.gl/maps/iaGgNE9bmTge7QPR7>).

7. **Academic calendar:** <https://internacional.ugr.es/pages/movilidad/estudiantes/entrantes/calendario>
8. **Courses:** In order to get information about the course catalogue at the Faculty of Education, have a look at this folder: https://drive.google.com/drive/folders/1-z9KcctKVrdIx1EF1cBi_nrRWJOynT4c?usp=sharing there is a list of the courses in English and French and another one with the whole offer in English, French and Spanish listed by degree. For courses in another faculties, you can use the catalogue <https://ugrcat.ugr.es/en/>
9. Information on courses **timetable:** <https://educacion.ugr.es/docencia/grados/horarios>. You have to select your degree and then the group you have been assigned to. For courses in another faculty, you should visit their home page (<https://www.ugr.es/universidad/organizacion/facultades-escuelas>).
10. **Course syllabus:** they are listed by degrees. Choose your course in the list:
Educación Infantil (<https://www.ugr.es/estudiantes/grados/grado-educacion-infantil>);

Educación Primaria (<https://www.ugr.es/estudiantes/grados/grado-educacion-primaria>); *Educación Primaria — bilingual group—* (<https://grados.ugr.es/ramas/ciencias-sociales-juridicas/grado-educacion-primaria-bilingue>); *Educación Social* (<https://www.ugr.es/estudiantes/grados/grado-educacion-social>) or *Pedagogía* (<https://www.ugr.es/estudiantes/grados/grado-pedagogia>).

11. If you are not sure about the degree which the course belongs to, have a look at your registration copy and search for your course code (i.e. the number next to the course, eg.: 2561122) the degree corresponds to the first three numbers: *Educación Infantil* (258), *Educación Primaria* (257), *Educación Primaria —bilingual group—* (256), *Educación Social* (244), or *Pedagogía* (298).
12. **End-of-semester exams:** all the exams are scheduled before starting the lessons. Have a look at: <https://educacion.ugr.es/docencia/grados/examenes> but pay attention to the information given by lecturers in the different courses as there may be more assessment requirements during the semester. There are two exams: ordinary in January for first semester and June for second semester, and extraordinary if you fail a course (any grade below 5 and taking into account all the information contained in each course syllabus regarding assesment) and need to retake it in February for first semester and July for second semester.
13. **Grades:** the lecturer responsible for each course will inform you about your grades along the semester and at the end. They may send your grade to your email (or let you know any other way) and then it will be registered on your personal record. You can access your personal record through (<https://oficinavirtual.ugr.es/ai/>). When all your grades have been uploaded to the system, you will be sent your **Transcript of Records** (TOR). Follow the link to get further information about your [TOR](#).
14. How to get your email account: <https://csirc.ugr.es/estudiantes/acceso-servicios>
15. How to get your student's card (TUI): from 06/09/2023 set up an appointment through the UGR virtual office <https://oficinavirtual.ugr.es/ai/> select "Emisión instantánea de la TUI - CITA PREVIA" and select the date/time which is suitable for you. Please, take your ID/passport with you to the appointment.
16. How/Where to activate your student's card as bus card (credibús): you have to be enrolled first: <https://ve.ugr.es/servicios/asistencia-estudiantil/credibus-universitario/activacion>

A. Procedures with the Vice-dean's office at the Faculty of Education

17. **Certificate of arrival.** You have to get your home university certificate of arrival signed ASAP, bring it printed and filled in with your personal details to the mobility office, room 133, or the vice-dean's office (*Vicedecanato de Internacionalización*) room 240, as soon as you get to Granada.
18. Get your **learning agreement** signed using the same procedure as above for the certificate of arrival.
19. If you email us any document to be signed, be aware of the fact that **we do not accept and will not sign photographs or poor-quality scans**. Make sure you scan your documents properly. In any case, send us a pdf file.
20. **Registration.** You will be registered as soon as possible, before you get to Granada.
21. If you have selected courses in another faculty, we will have to check availability before registration. Remember that you have to take **at least 60% of your courses with us**.
22. Once you are registered (after checking that all the courses you selected in your learning agreement are OK and there are no clashes or any other problems) you will be able to sign in your **UGR email account** and access all the online services (our platform PRADO for all the courses, personal details, free WIFI, etc.).
23. If you need to change your learning agreement, take into account you can only do it **once** in the first weeks after arrival. You need to be sure that everything is fine and you do not need further changes before getting your "during the mobility learning agreement" signed.
24. **Extension of the exchange period.** Students who want to extend their mobility must be authorised by the Vice-Dean and your home university. Send an email to relintce@ugr.es to check availability for the courses you would need and then ask for the authorisation of your home university. After you have been granted permission by them and you get your new learning agreement signed, you will be registered.
25. If you have any problem or need assistance while in Granada, come and visit the mobility office or secretaría (set up an appointment through CIGES (<https://ciges.ugr.es/> selecting below "Facultad de Ciencias de la Educación") with the mobility office (*movilidad [ERASMUS]*) and/or the vice-dean's office (office hours at: <https://www.ugr.es/personal/ana-maria-ramos-garcia>).

B. Procedures with your home university

22. You need to follow all the procedures and deadlines indicated by your home university which have nothing to do with us.

BEFORE LEAVING GRANADA

23. **Registering the end of your exchange.** Fill in your home university end of mobility form providing your personal details and your departure date. Bring it printed to the mobility office or the vice-dean's office to get it stamped and signed **within 7 days prior departure**. If you do not provide a departure date, the official ending date of the exchange period will be the last day of exams.
24. **Transcript of Records (TOR).** You will be sent a link to your email to download your TOR as soon as the marks have been uploaded to the system. Take into account that you know your marks through your lecturers before the deadline to upload them to the system, and then they are transferred to your personal record. There is a deadline for lecturers to do so and **your TOR cannot be issued before all your marks are available on the system** (mid-February for the first semester and mid-July for second semester).
25. If you need to add your Spanish course to your TOR, let us know by emailing your course grades and/or certificate to relintce@ugr.es.
26. If you fail a course and have to resit for the exam, take into account your TOR will be issued later (mid-March for the first semester or end of July for the second semester).

AFTER ARRIVAL TO YOUR HOME UNIVERSITY

27. Your home university will inform you about the deadlines and paperwork to be done with them after your mobility and we have nothing to do with that. ☺

FOR MORE INFORMATION

Come and see us:

Mobility office

Room 133; ground floor (next to cafeteria)

Monday to Friday 10.00-13.50

☎ +34 958 241000 (ext. 20350)

☎ +34 958 248877

Vice-dean's office

Room 240; first floor

<https://www.ugr.es/personal/ana-maria-ramos-garcia>

☎ +34 958246360

Email us: relintce@ugr.es

Follow us in Facebook:

https://www.facebook.com/fceugr/?locale=es_ES

For administrative problems or academic matters, make an appointment for the mobility office or email: relintce@ugr.es

For general information on Erasmus visit Vicerrectorado de Internacionalización webpage:

<https://internacional.ugr.es/pages/movilidad/estudiantes/entrantes/jornadas-incoming>

IMPORTANT:

Our Vice-dean's office and/or Mobility office is not responsible for your mistakes when filling in your paperwork or if you do not get your procedures done in a timely manner