



## Incoming mobility (EN)

### 1. Important dates

- Nomination

10th May (Winter semester and full academic year)

31st October (Summer semester)

- Online application (Including Learning Agreement)

1st April - 10th May (Winter semester and full academic year)

1st until 31st October (Summer semester)

- Acceptance letter

From the 1st week of June (onwards)

- Induction days (1st semester) \*Compulsory attendance

11th September - International Relations Office

12th - 13th September - Signing of the Arrival Certificate and tour around the faculty

20th September 12.00 - Induction day at the Education Faculty

<https://internacional.ugr.es/pages/movilidad/estudiantes/entrantes/induction-days/sesiones>

- Beginning of classes and evaluation dates

1st semester

Lessons → 16th Sept-20th Dec

Evaluation period → 10th-24th Jan / 6th-15th Feb (resit)\*

<http://educacion.ugr.es/>

2nd semester

Lessons → 17th Feb - 30th May

Evaluation period → 4th-18th Jun / 1st-11th Jul (resit)\*

\*See section 7.1. for Incident-based assessment

- Modification of the Learning Agreement (LA)

1st semester → 30th Sept - 11th Oct

2nd semester → 3rd - 14th Mar

\*Two weeks from the beginning of the semester (before that date no modifications are accepted)

You can find the official calendar for undergraduate courses at the UGR in the following link:

<https://dge.ugr.es/sites/serv/dge/public/ficheros/noticias/2024-05/Calendario%20Vertical.pdf>

## 2. How to apply for mobility

You must fill in the form that you can find in the [following link](#), following the steps that are indicated in the following document:

<https://drive.google.com/file/d/1lgkW4xvZgZE-bkWv3I7KCdcFC1eS39Q5/view>  
(EN)

## 3. How to make the Learning Agreement (LA)

1. [Subject/Courses codes](#) are very important for correct registration of subjects.
2. Degrees to choose:
  1. Primary Education (257)
  2. Pedagogy (298)
  3. Social Education (244)
  4. Pre-School Education (258)

<http://educacion.ugr.es/>

There is also a bilingual Primary Education degree, but the access to this one is very limited and restricted.

You should bear in mind that at least 3 subjects or the 60% of the credits must be enrolled in this faculty, also you must be careful with selecting Master's Degree subjects. The subject codes for Bachelor's Degree subject start with the degree code. E.g. The code of a subject from the degree on Pedagogy would be 2981124. Whereas a Master's Degree subject code starts with the letter 'M'.

3. ECTS: European Credit Transfer System is the type of credits we have at the UGR, 1 ECTS credit corresponds to 25 hours of student work. [Link to timetables](#)
4. Be careful with the total number of credits, you should not exceed 30 credits per term.
5. Choose only UNDERGRADUATE courses, not MASTER courses. In case you select master's degree subjects, you must be aware of it.
6. Once the application has been made, send your Learning Agreement (LA) for signature to [@email](#). The courses selected in your Learning Agreement (LA) must coincide with those selected in the application.
7. If there are any problems with your Learning Agreement, you will be contacted by the administrative staff ([@email](#)) or the Vice-Dean of Internationalisation ([@email](#)) during the validation period so that you can provide the correct details.

## 4. I have been accepted, what do I do now?

You will receive an informative email from the International Relations Office (IRO) of the faculty, confirming your acceptance to the University of Granada, with further instructions on how to proceed.

### Useful links:

[Creation of institutional e-mail](#)

[Activate your Go.UGR account \(Google suite\)](#)

[Issuing the University Smart Card \(TUI\)](#)

[City map](#)

Accommodation:

- <https://alojamiento.ugr.es/>
- <https://uniscopio.com/residencias/>

<http://educacion.ugr.es/>

Support to Erasmus students is also given by the organisation Erasmus Student Network (ESN) (<https://esngranada.org/>.)

## 5. Your arrival in Granada

When you arrive in Granada, you must attend the **induction days**, as the assistance is compulsory, and get your **Arrival Certificate** signed in the deadlines stated above.

## 6. How and when to modify the Learning Agreement (LA)

The Learning Agreement (LA) can be modified only once after the initial agreement has been submitted. This modification must be made at the latest one month after the arrival and/or the beginning of the term (in case of full-year students).

The established period to make modifications of the LA is the following:

1st semester → 30th Sept - 11th Oct

2nd semester → 3rd-14th Mar

Once the modification period has started, you must book an appointment with the Vice-Dean of Internationalisation (@email) and bring her your modification proposals (including the new class group you want to change to).

Remember, only one modification per semester is allowed and only for justified reasons.

## 7. Classes and evaluation

At the University of Granada, class attendance is compulsory. You must attend at least an 80% of the lessons in order to be evaluated through continuous evaluation.

### 7.1. Ordinary and Extraordinary evaluation

In the University of Granada there are two evaluation stages each semester. The ordinary evaluation is the regular one, and in case you do not pass the subject/module in this first evaluation, you will have the opportunity of taking the exam again in the extraordinary evaluation period (or resit period). However, please bear in mind that in most courses, the extraordinary evaluation does not take into account any work performed during the semester, but the mark of a final exam.

At the University of Granada the exams are always IN-PERSON, and that after failing the extraordinary evaluation, there is no possibility of passing the course, except from enrolling the next year again.

In case the date of an exam overlaps with academic activity at your home university, you may be eligible for the incident-based assessment (see 7.1).

## **7.2. Incident-based assessment**

The incident-based assessment is a process designed to assess students who, for justified reasons, were unable to sit exams or assessment activities scheduled on the official dates. This type of assessment is offered as an exceptional opportunity for those who have had unforeseen or special circumstances that prevented them from completing the regular assessments.

You must bear in mind that this exam can also be requested for those students who are going to be outside Granada during the extraordinary evaluation period, since at the University of Granada the exams are always IN-PERSON. If this is your case, you should apply for the incident-based assessment before leaving Spain.

In order to apply for it, you can consult the deadlines and assumptions in which it could be granted in the [following link](#).

## **8. End-Of-Stay Certificate and Transcript of Records (TOR)**

Before leaving Granada you must come in person to SECRETARÍA to get your End of Stay Certificate signed (within 5 days before your departure and showing your flight ticket). After this and when your grades are on your transcript, you will be sent your Transcript of Records (TOR) in a PDF document, in which all your grades are included and you must submit it to your home university (sending institution).

Please bear in mind that the lecturers have an official deadline each semester to upload the marks ("actas" ) to the system, and then they have to be processed by the administration staff, so you need to calculate that your transcript of records will be available a few days after the following dates:

- 1st semester → 5/02/25 for Ordinary Evaluation; 03/03/25 for Extraordinary Evaluation

- 2nd semester → 30/06/25 for Ordinary Evaluation; 25/07/25 for Extraordinary Evaluation.

FAQ Vice-Rectorate: <https://drive.google.com/file/d/1rXNryAU0g46Cv7-MGIg3kNVuIOuApkYL/view>

Fact sheet → [Fact Sheet UGR FCCE](#)

Checklist:

BEFORE THE MOBILITY	DURING THE MOBILITY	AFTER THE MOBILITY
<input type="checkbox"/> Nomination	<input type="checkbox"/> Arrival Certificate	<input type="checkbox"/> End of Stay Certificate
<input type="checkbox"/> Application	<input type="checkbox"/> Modification of Learning Agreement (if necessary)	<input type="checkbox"/> Transcript of Records (TOR)
<input type="checkbox"/> Decide Learning Agreement		
<input type="checkbox"/> Sign Learning Agreement		
<input type="checkbox"/> Get VISA and Health Insurance (non-EU students)		

PPT movilidad 24/25

## Procedure for action in cases of gender-based violence

### STEPS TO FOLLOW

#### 1. Reporting to the Responsible Person for the Procedure

Voluntarily approach the Equality and Diversity Officer and the Purple Point of the Faculty of Education Sciences or the Equality Unit of the UGR.

#### 2. Attention by the Responsible Person for the Procedure

<http://educacion.ugr.es/>

The victim will be informed about the confidentiality of the process.

The account of the events will be heard, and a registration form will be used.

Urgent protection measures will be proposed to the Vice-Rectorate for Students and University Life (<https://ve.ugr.es/>).

Support and external collaboration measures will be requested if necessary.

Medical care for the victim will be arranged.

The victim will be accompanied to support services, healthcare, or the police if required.

### **3. Monitoring and Evaluation**

The Equality Unit will monitor the situation and the conditions of the affected person unless they expressly refuse.

### **4. Conclusion**

The procedure will conclude when the victim requests it or when the Equality Unit determines that no further action can be taken to improve their situation.

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