



Universidad de Jaén
Vicerrectorado de Relaciones Internacionales y Cooperación
Secretariado de Programas Internacionales y Movilidad

Welcome to the University of Jaén!

Please, find below the *UJA (LLP-Erasmus) Incoming Student Guidelines 2011-2012* for those students who have been selected by their EU home Universities to study at the University of Jaén (Spain) (for a 1 semester or a full academic year stay) within the framework of a student exchange bilateral agreement:

Before coming to the UJA

[1] Application form:

Once you have been selected by your home University and your International Relations Coordinator has confirmed so by email (to secrel@ujaen.es), please [1] fill in (**and also click on the *Send* button**) our [UJA online Application Form](#), [2] print it and give it to the persons in charge in your home University for signing and official stamping (*Home Institution Information* Section), and [3] send it **by regular post (not by email, nor by fax) (before 31st may for non EU nationals or before 30th June 2011 for EU nationals for semester 1 or full academic year, and before 30th November 2011 for semester 2)**, together with your [a] home university original transcript of records [b] passport copy (page with photo only) [c] optional [Language Courses Application Form](#) to:

David Peñafuerte Rendón
Sección de Relaciones Internacionales
Universidad de Jaén
Campus Las Lagunillas
Edif. "Bachiller Pérez de Moya" (C2-105)
23071 Jaén (Spain)

Regarding your *UJA Application Form* (first online and then as printed copy), please make sure that you have filled in all the required information, including your photograph (**identity card size**). All the information requested in the *Application Form* is mandatory, except that concerning languages other than Spanish.

Choosing your courses:

You will find below all the necessary information regarding the UJA current *undergraduate degree catalogue*:

[a] Duration (in academic years):

Diplomado Degree Programmes	3 years
Ingeniero Técnico (I.T.) Degree Programmes	3 years

<i>Maestro</i> Degree Programmes	3 years
<i>Licenciado</i> Degree Programmes	4 years
<i>Ingeniero</i> Degree Programmes	5 years
<i>Doble Titulación</i> Programmes	3-6 years
<i>Grado</i> Bachelor Programmes under the Bologna System	4 years

[b] Language of tuition: All courses within these undergraduate degree programmes are taught in *Spanish language*, except for the ones under the (undergraduate) [PATIE option](#) (which offer the possibility of at least teaching support, materials and official examinations in English language).

[c] Workload: Please notice that at the UJA each academic year normally comprises 72 UJA LRU credits approximately (60 [ECTS](#) aprox.) and that 1 UJA LRU credit is equivalent to 10 classroom hours, that is to say, 1 ECTS credit equals to 1.25 UJA LRU credits or, the other way round, 1 UJA LRU credit adds up to 0.8 ECTS. The new degrees under the Bologna system are all nominated in ECTS so there is no need to use any conversion rate. Most of the new degrees under Bologna are currently being implemented at UJA.

[c] Undergraduate degree catalogue and description of individual courses:

Campus <i>Las Lagunillas</i> (Jaén)	Facultad de Ciencias Experimentales
	Facultad de Ciencias Sociales y Jurídicas
	Facultad de Humanidades y Ciencias de la Educación
	Escuela Politécnica Superior de Jaén (EPS Jaén)
	Facultad de Ciencias de la Salud
	Facultad de Trabajo Social
Campus <i>Linares</i> (Linares)	Escuela Politécnica Superior de Linares (EPS Linares)
Campus <i>Úbeda</i> (Úbeda)	Escuela Universitaria de Magisterio de Úbeda

Furthermore, you may find information on course timetables at the [official web page for each Facultad/Escuela](#). Please, notice that the information about teaching timetables and schedules is usually available at the beginning of the semester.

If you have **difficulty to find the codes** for different subjects you can try using this link: <http://www.ujaen.es/serv/sga/automatricula/guia/GUIA201011/centros/centros.html>

Very important rules or recommendations you must keep in mind while you choose your courses:

- Recommendations about workload:
 - All year student: 60 ECTS credits maximum (75 UJA LRU credits).
 - One semester student: 30 ECTS credits maximum (37.5 UJA LRU credits).
- It is very important to correctly identify the codes for the chosen subjects in the Application Form. If you are in trouble trying to find the codes for different subjects you can use this link: <http://www.ujaen.es/serv/sga/automatricula/guia/GUIA201011/centros/centros.html>.
- Whole-year students must include in their Applications Forms the courses they would like to take for the whole academic year (not only for the courses in the 1st semester). They will have a “period for changes” at the beginning of the second semester in order to change 2nd semester courses.
- 1st semester students are not allowed to choose 2nd semester courses
- 2nd semester students are not allowed to choose 1st semester courses
- No student will be allowed to choose courses without lessons, marked in the list in the link below as “*Sólo derecho a examen (sin docencia)*”: <http://www.ujaen.es/serv/sga/automatricula/guia/GUIA201011/centros/centros.html>.

If you are in doubt while filling in the courses in the Application Form you should send an email with your question to: secrel@ujaen.es or dprendon@ujaen.es

Once we receive your original Application Form by post, we will immediately send it to your UJA Academic Coordinator for examination. If your application is accepted, we will send to your home university IR Coordinator an *acceptance confirmation* by e-mail (for EU nationals) or an *admission letter* by post for non EU nationals (Step 2 below), so that you can start preparing your trip to Spain. However, if your selection of courses is not viable, your UJA Academic Coordinator will email you and/or home university IR Coordinator suggesting alternative courses before signing your original Application Form. Please do also notice that some undergraduate courses are taught only during a specific semester (1st or 2nd), some courses are repeated during both semesters (1st and 2nd) and some courses are only taught during the full academic year compulsorily (and, therefore, cannot be taken by students not staying at the UJA for semester 1 + semester 2).

[2] Acceptance/Admission Letter

As stated above, once you have been accepted by the UJA, we will send to your home university IR Coordinator, by email in the case of EU nationals an acceptance e-mail or an admission letter for non EU nationals (by registered mail) for you so that you can start preparing your trip or visa (for non-EU nationals) to Jaén.

[3] Health and accident insurance

International exchange students who are nationals of a Member State of the European Union, of the European Economic Area or Swiss nationals will be able to benefit from the [European Health Insurance Card](#), which has to be obtained before departure from the corresponding home country.

[4] Accommodation

Incoming foreign students are responsible for looking for and applying for their own accommodation in Jaén and, for this reason, it is advisable to do it well in advance to the expected arrival date. The accommodation possibilities in Jaén are the following ones:

[a] Temporary accommodation: in [hotels & hostels](#) and [youth hostel](#) (recommended);

[b] Permanent accommodation in:

- **Flats/Apartments** (sharing it or renting your own one): sharing a flat is the most common choice for students staying in Jaén or Linares for 3 months or more. Monthly rents for one room vary from 150 to 250 euros per person (water, gas and electricity not included). In some cases, lodgers may be asked to pay a deposit in advance, which normally amounts to one month's rent and which is returned at the end of their stay. Flats are furnished (beds, tables, chairs and totally equipped kitchen), but there may be no bed-sheets or towels, which must be brought by the students. Students wishing to look for a shared flat/apartment by themselves should arrive in Jaén a few days before the beginning of classes (and stay in a hotel/hostel in the meantime) to be able to look for it (notices can be found on phone boxes all around the city and on boards on campus and you will be helped at all times by your buddy program volunteer. Please see below information about the buddy programme. The "buddy" student will provide you with information about available flats, prices and renting procedures). On the other hand, if you want to rent your own flat you will

need the services provided by a [real estate agency](#) (*agencia inmobiliaria*). Please notice that students wishing to rent a flat with the help of a real state agency will be required to pay for these services half of the monthly rent, apart from a deposit (which amounts to one month's rent and is returned at the end of the stay) and the first month rent. Prices for these apartments vary depending on the number of rooms, normally ranging from 350 € to 500 € per month for a one or two-room apartment. Students wishing to rent their own flat with the help of a real estate agency should arrive in Jaén a few days before the beginning of classes (and stay in a hotel/hostel in the meantime) to be able to look for it. We also recommend to visit the ESN Jaén (Erasmus Student Network Facebook Profile) to find information about accommodation requests and to be aware of housing options and proposals made by other international students in Jaén.

- University student halls of residence (single or double room, full board, 600 € month aprox.): which normally close for summer, Christmas and Easter holidays. For information about prices, availability, opening days, meals provided, application forms and booking procedure, please refer to the corresponding web pages, phone/fax numbers or email addresses available. Further information can be found online. The application form is available online in English in this links:

<http://www.ujaen.es/serv/vicest/nuevo/alojamientos/index.html>

http://www.ujaen.es/serv/vicint/home/alojamiento_en.php

The application form for the *Santo Domingo Savio On-Campus Hall of Residence* is available online in English in this link:

http://www.ujaen.es/serv/vicint/home/docs/solicitud_col_mayo2009.pdf

[5] Travelling to Jaén (& Linares)

For coming to Jaén you can either:

- Fly to *Federico García Lorca Granada-Jaén* Airport (www.aena.es, which is 98 kilometres away from Jaén), then take the Alsa airport bus to Jaén's bus station (or, if the timetables do not fit you, take the airport bus to Granada's bus station and finally take an Alsa Bus to Jaén or Linares) (www.alsa.es, tickets can be bought online). There is also a direct shuttle service from Granada-Jaén airport to Jaén city centre (3-4 services a day depending on the season). More info: <http://www.transporteaerpuertogranadajaen.es/portada/CTJ/portada.aspx>
- Fly to *Malaga* Airport (www.aena.es, which is 217 kilometres away from Jaén), then take the airport bus/train to Malaga's bus station, and finally take an Alsa Bus to Jaén (or Linares).
- Fly to *Madrid-Barajas* Airport (www.aena.es, which is 346 kilometres away from Jaén), then take a taxi or metro to Atocha or Chamartín Renfe train stations (www.metromadrid.es), and finally take a train (www.renfe.es) to Jaén (or Linares).

Your "buddy student" will be able to provide you with further information about travel options and pick up at Granada-Jaén airport or at Jaén or Linares train or bus stations.

For information about the city of Jaén and Andalucía, please visit the web pages for the [Diputación de Jaén](#), [Ayuntamiento de Jaén](#), and [Consejería de Turismo, Comercio y Deporte de la Junta de Andalucía](#).

Once you arrive to the UJA

[6] Registration at the UJA International Relations Office

Once you arrive to the UJA you have to register at the [International Relations Office](#), Sección de Relaciones Internacionales, Universidad de Jaén, Campus Las Lagunillas, Edif. "Bachiller Pérez de Moya", [C2-105](#), 1ª planta, 23071 Jaén, Spain):

At the International Relations Office you will also be given:

- (1) An student identity card (SAFYD card) (you must bring 3 €with you to pay for this card).
- (2) An university bus certificate (in order for you be able to benefit from the student reduced fees for buses and local tram).
- (3) A copy of your original Application Form (duly signed by the UJA representatives), which you will need for meeting your UJA Academic Coordinator
- (4) Contact details of your UJA Academic Coordinator
- (5) Specific instructions about Official Registration and Learning Agreement changes.

Please bring along any home university registration/arrival certificate so that the staff at the IR Office can duly complete, sign/stamp and fax it to your home university IR Coordinator (a receipt of this will be given back to you).

[7] Meeting your UJA Academic Coordinator

After registering at the IR Office you have to meet your Academic Coordinator at the UJA in order to get some guidance about the courses you selected in your application form.

Before meeting your UJA Academic Coordinator in his/her office, it is advisable (1) to arrange a meeting with him/her (preferably by email /internet access is free at the C2 Building-first floor facilities and A4 Building-I 12/13/22 facilities for *Las Lagunillas* Campus; and A-009-A facilities for *Linares* Campus), (2) to collect the timetables for the courses you have selected in your application form (information on course timetables at the [official web page for each Facultad/Escuela](#)), and (3) to attend some lessons (for 4-5 days) of the courses you have chosen in your application form (or that you would like to follow at the UJA, since your first choice of courses can be changed once you arrive to the UJA as long as your home university IIR Coordinator & your UJA Academic Coordinator allow you to do so) to get some feedback about the level of these courses.

[8] Application Form/Learning Agreement Changes Periods and Procedures

All year students:

First period for changes: 15/10/2011 – 30/11/2011

In this period it will be possible to delete or add whatever course (whole year, 1st semester or 2nd semester)

Second period for changes: 01/03/2012 – 15/04/2012

In this period it will be only possible to delete or add only 2nd semester subjects.

1st semester students:

Period for changes: 15/10/2011 – 30/11/2011

In this period it will be possible to delete or add only 1st semester courses

2nd semester students:

Period for changes: 01/03/2012 – 15/04/2012

In this period it will be only possible to delete or add only 2nd semester subjects

Changes Procedure

To proceed with Learning Agreements changes the students must fill in the Learning Agreement Changes Form given to them by their Universities, look for the signatures of the person in charge at their universities and (1) bring personally the dully signed changes document to the UJA International Relations Office or (2) ask their Universities to send the dully signed changes document by fax (00 34 953212612) or by email (secrel@ujaen.es; dprendon@ujaen.es) to the UJA International Relations Office. Once here we will arrange the signature of the person in charge and once signed we will return to the student or to their Universities the original signed document.

[9] Official Registration at the UJA: Periods and Procedures

Once you have registered at the International Relations Office and met your UJA Academic Coordinator, and you have definitively chosen the courses you want to take, making changes if necessary, you should register for the courses you have selected. Please, it is very important that you remember this process: If after the official registration you change your Learning Agreement you must change your Registration too.

All year students:

Registration period: 07/11/2011 – 30/11/2011

In this period it will be possible to register in any course (all year, 1st semester or 2nd semester)

Registration changes period: 15/03/2012 – 13/04/2012

In this period will be only possible to delete or add only 2nd semester subjects

1st semester students:

Registration period: 07/11/2011 – 30/11/2011

In this period it will be possible to register only in 1st semester courses

2nd semester students:

Registration period: 15/03/2012 – 15/04/2012

In this period it will be possible to register only in 2nd semester courses

Registration Procedure

Students are required to pick up at the UJA International Relations Office the Registrations forms. At this moment they will be given specific instructions about how to proceed.

It is important to keep in mind that before handing out the Registration Changes form, the Learning Agreement form will be checked to verify that it has been modified accordingly.

[10] Semester Extensions

First semester students wanting to extend their stay at the UJA the whole academic year are required to come to the UJA International Relations Office to be informed about the procedure. The period to ask for extensions will be from 01-12-2011 to 28-02-2012.

[11] Academic calendar

The [academic calendar for the academic year 2011/2012](#), is split into two main semesters: Semester 1 (end September-mid February) and Semester 2 (end February-mid July). Please notice that exams failed or not taken during these semesters can be retaken in September.

[12] Sport facilities, cultural activities & bus tickets

Once you have registered at the IR Office you will be allowed to use all the UJA facilities. Information regarding our [sport facilities](#) and [cultural activities](#) can be found online. We also recommend you to leave your contact details at the ASUEJ International Students Association (ESN Jaén in Facebook), so that you can have the opportunity of enrolling in the trips and parties organised by its members (asuej@ujaen.es, Tel. + 34 Tel. 953 212669, C2 Building on the third floor, 305 office, hours: 9.00 – 13.00 pm). For further information on trips and facilities by the Andalusian regional government please visit <http://www.inturjoven.com/index.asp> (The ISIC international student card can be obtained in Jaén in the travel agency “Viajes Barceló”, C/ Cid Campeador 1, near the bus station).

Besides, the so-called Carnet Joven can be really helpful during your stay: <http://www.juntadeandalucia.es/institutodelajuventud/portalcarnetjoven/home>

Finally, if you are interested in a guided tour through Jaén or would like to join Jaén entertainment agenda please visit <http://bonoturistico.com/jaen/> and <http://www.jaenpocketguide.com/principal.html>

Standard fare bus/tram tickets can be purchased at the D1-Zabaleta Building (first floor, Caja Rural bank branch) and student reduced bus tickets can be obtained from the Oficina de Información y Atención al Usuario del Ayuntamiento de Jaén (C/ Joaquín Tenorio s/n; for this, please take with you your university bus certificate, your original passport and a passport photo).

[13] UJA University Restaurant

The UJA University Restaurant is placed in C3 Building (Edificio de Usos Múltiples). In this building, you will also find our UJA merchandising products, library shop, hair-dressing, travel agency, etc.

[14] Language courses (Spanish, German, French and English)

The University of Jaén provides all incoming international exchange students with the possibility of following/completing different types of [language courses, teaching placements and official examinations](#) (The UJA is an official *Centro Examinador* for *DELE* and *Goethe-Institut* and *Alianza Francesa* examinations). If you are interested in the language courses and/or official examinations possibilities, please contact the international officer Ms Josefa Sánchez Mochales (C2 building) upon arrival (once you have previously sent us together with your Application Form, the corresponding [Language Courses Application Form](#) as explained in Step 1). On the other hand, if you are a non-native speaker of Spanish language and are interested in teaching your mother language (teaching placements), please contact directly our *Coordinador de Programas Lingüísticos* (Prof. Narciso Contreras Izquierdo, coordpl@ujaen.es) before arriving to the UJA for a teacher placement.

[15] Welcome and orientation day

All exchange students will be welcomed by the Vice-Chancellor for International Relations and Cooperation (and by the rest of IR UJA representatives) during the so-called Welcome day (mid October for 1st semester or full academic year students & mid March for 2nd semester students). Exchange students will be called to take part in this activity by email, will be provided with all types of information regarding UJA academic and non-academic activities during this event and will be invited for drinks so that they can have the opportunity of meeting each other. The UJA will organize the International Week and Fair in November. You will be informed about the details and final dates by e-mail and through our IR website.

[16] UJA Buddy Program

All incoming exchange students (non-native speakers of Spanish language) are offered the possibility of benefiting from the UJA Buddy Program that connects international students with Spanish student volunteers in order for them to be able to receive support, orientation and help during their first days at UJA.

[17] Training period / work placement

Besides, those exchange students interested in also completing a training period/work placement at a firm located in Jaén can do so by applying for a position under the «Prácticas de Empresa Program» (as long as the applicant has completed, at least, 50% of the corresponding home university degree workload). Further information can be found online (<http://www.ujaen.es/serv/uempleo/practicasempleo/index.html>) and at C2 Building (1st floor): Sección de Prácticas de Empresa.

Before leaving the UJA

[18] Certificate of Attendance

Before leaving the UJA (two or three days before) you must bring along to the UJA International Relations Office the Certificate of Attendance form given to you by your University. This is a very important document in order to certify your stay period. Once signed by us you must give it to your University International Relations Office.

[19] UJA academic transcript of records

The UJA academic transcript of records will be issued (and sent directly to your IIR Coordinator by fax/email and also by registered mail) once you have completed your courses and taken your exams, on the following dates: mid April (after February examinations, i.e. applicable to 1st semester exchange students), mid September (after June/July examinations, i.e. applicable to 2nd semester or full academic year exchange students), and mid October (after September examinations, i.e. for exchange students that have failed or not taken their exams either in February and/or June and want to retake it).

Students requiring their UJA academic transcripts of records before the above-mentioned dates should contact, before departure, each of their lecturers in order to please ask them to issue individual reports (with the mark obtained after the official exams). Please notice that these original reports will be given directly by the lecturers to the student before he/she travels back to his/her home country.

For further information:

Sección de Relaciones Internacionales (C2-105)
Universidad de Jaén
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secrel@ujaen.es