



UNIVERSIDAD DE JAÉN
Servicio de Atención y Ayudas al Estudiante
Sección de Relaciones Internacionales

INSTRUCTIONS FOR ERASMUS INCOMING STUDENTS **ACADEMIC YEAR 2013/2014**

Dear student:

Welcome to the University of Jaén !

You can find below some instructions about different issues related to your ERASMUS stay.

Please, READ CAREFULLY THE DOCUMENT AND KEEP IT DURING ALL YOUR ERASMUS STAY.

If you are in doubt please feel free to contact us...

- 1. At the International Relations Office (C-2 building, first floor)**
- 2. By email using secrel@ujaen.es**
- 3. By telephone: 953 213480**

1.

STEPS TO FOLLOW WHEN YOU ARRIVE TO THE UNIVERSITY OF JAÉN

1.- Registration at the University of Jaén Office International Relations Office

At you arrival to the University of Jaén you must come to the International Relations Office, placed in the C-2 building, first floor. Opening time: Monday to Friday from 09:00 till 14:00

In this first visit:

- *We will review if we have all necessary documents concerning your exchange records:*
 - *Application Form (University of Jaén form)*
 - *Learning Agreement*
 - *Transcript of Records*
 - *Copy of your Identity Card or Passport (page with photo)*
- *We will provide you with directions on how to contact your Academic Coordinator in the University of Jaén in order to arrange a first meeting with him/her (see section 2 in this document).*
- *We will collect your Certificate of Attendance/Arrival (see section 3 in this document)*
- *You will apply for your Student International Mobility Identity Card (see section 4 in this document)*



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- We will provide you with your TIC account username/password that will let you benefit from the UJA RIMUJA wireless internet access (from your own computer), from all the services provided by the UJA Campus Virtual web (transcript of records, computer rooms reservations, class/exam schedules, UJA email address activation, etc.) and from the so-called Docencia Virtual (where lecturers notes can be consulted, forums are created, surveys are carried out, etc.). Nowadays at the UJA there are more than 20 available computer rooms in both Campus Las Lagunillas and EPS Linares for any student wishing to use them. For further information, please refer to http://www.ujaen.es/sci/gestion/tic/Cuenta_TIC.html
- We will provide you with any other useful information about your stay

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2.- First meeting with your Academic Coordinator in the University of Jaén

The Academic Coordinator is the University of Jaén professor to whom you will consult during your stay any question or doubt concerning your courses in Jaén. In the International Relations Office we will give you information about his/her name and how to contact him/her.

It is really important to arrange a first meeting with him/her as soon as possible to introduce yourself and to ask him/her to review with you the courses included in your learning agreement. The academic coordinator will inform you about how to proceed with changes in your learning agreement if needed (see section 5 in this document).

We suggest you to keep in close contact with your Academic Coordinator during all your academic stay at the University of Jaén.

3.- Certificate of Attendance/Arrival

This is an important document since it is used to officially report to your University that you have begun your Erasmus stay at the University of Jaén.

You might have been provided with a certificate form by your University. If not, you must ask your University Erasmus International Relations staff if they can provide you with this form.

You must bring this document to the University of Jaén International Relations Office where it will be filled in and signed, and, if you request for it, sent in advance by email or fax to your University.

Once the original document is given back to you filled in and signed by the University of Jaén you must send it back to your University as soon as possible as a proof of your presence in Jaén.

4.- International Mobility Student Identity Card / University of Jaén Sports Service Center Identity Card

The International Mobility Student Identity Card is simultaneously the University of Jaén Sports Service Identity Card.

In order to apply for the International Mobility Student Identity Card you must come to the International Relations Office where a passport-size picture will be taken. You will have also to pay 3 € for this card (this fee has to be paid also by all Spanish students).



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As soon as your card is ready, we will let you know so that you can pick it up at the International Relations Office.

The Identity Card will allow you to prove that you are a University of Jaén student in order to take advantage of the Campus facilities like the Library and Sports facilities. Moreover the card will allow you to benefit from discounts in cinemas, museums, etc.

As University of Jaén Sports Service Identity Card, this card offers you other advantages:

- Discounts in all the University Sports Facilities
- Discounts on the inscription of Courses and Sport activities which are organized by the Sports center (SAFYD)
- Discounts of 50% on the use of Local Sports Facilities of the city (those that do not belong to the University but to the Jaén or Linares townhalls such as the indoor swimming pool, Sauna, Athletic tracks and fields...etc.).
- Access to all the sport competitions organized by the Sports Service (SAFYD).

For any further information about sport activities please visit the SAFYD web site:

<http://www.ujaen.es/serv/safyd/inicio/index.html>

2.

LEARNING AGREEMENT CHANGES AND OFFICIAL REGISTRATION

5.- First period for Learning Agreement changes

The first period for making Learning Agreement changes will be opened:

- For first semester or whole academic year students from 02/09/2013 al 04/10/2013
- For second semester students from 20/01/2014 al 14/02/2014

From the moment of your arrival to the University of Jaén and before changing your agreement we recommend you to attend the classes you are interested in so that you can make sure that these subjects are suitable for you and your academic curriculum.

We recommend you too, before choosing new courses, to inform the changes to your academic coordinator in Jaén and to reach an agreement with him/her on the changes to be made.

You must get information from your home University about the form you must use to make changes in your home institution learning agreement.

To complete the procedure you must ask your Academic Coordinator in Jaén to sign the changes form. Once signed by the Academic Coordinator, the student must bring the document to the International Relations Office to be signed by the UJA institutional coordinator. Once signed by the Erasmus Institutional Coordinator in Jaén we will let you know so that you can pick it up.

During the change period, students who will stay the whole academic year in Jaén are allowed to make any changes in their Learning Agreements: They can delete, add or replace whole year, first semester or second semester subjects. In any case they must be always courses effectively taught during the 2013-2014 academic year.

During the change period, first semester students are allowed to make any changes in their Learning Agreements, but only concerning first semester subjects. In any case the courses should be effectively taught in the 2013-2014 academic year.



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During the change period, second semester students are allowed to make any changes in their Learning Agreements, but only concerning second semester courses. In any case these courses should be effectively taught in the 2013-2014 academic year.

Please note: The validity of the courses selection included in the Learning Agreement is conditioned to their inclusion in the Official Registration or "Matricula" (see section 6).

It is your responsibility to send this document to your University and to ensure that –once signed by the staff in charge in your University- the document is returned to the University of Jaén by email (dprenon@ujaen.es) or by fax (00 34 953212612).

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Very important: It will be only allowed making changes in the Learning Agreement once by period.

Please note: No Transcript of Records certificate will be issued for students with incomplete procedures at the end of the Erasmus stay (for example students whose learning agreement changes document is no returned from their universities to the University of Jaén).

6.- Official Registration ("Matricula")

Once you have a definitive learning agreement, modified or not, you must make your Official Registration (Matrícula) at the University of Jaén.

The first step you have to do is collecting the so-called "Impreso para la solicitud de matrícula" (Preregistration application form) at the International Relations Office from these dates:

- | | |
|--|-----------------|
| - First semester and whole academic year students: | From 23/09/2013 |
| - Second semester students: | From 03/02/2014 |

Once collected you must fill in it with the help of your Academic Coordinator.

Once the document is filled in and signed by your Academic Coordinator you must return it to the International Relations Office always before this dates:

- | | |
|---|-------------------------------|
| - First semester en whole academic year students: | From 07/10/2013 to 11/10/2013 |
| - Second semester students: | From 17/02/2014 to 21/02/2014 |

At the moment of delivering the filled in and signed form at the International Relations Office you will be given instructions about how to do your "Automatrícula" in order to complete the process.

Please note: First semester or second semester students will not be allowed to change their Official Registration so they must be sure about the subject choice before to register them.

Please note: Whole academic year students can register whole year, first semester or second semester courses but in any case they must be courses with courses offered in the 2012-2013 academic year. First semester students can only register first semester subjects with lessons offered in the 2012-2013 academic year. Second semester students can only register second semester courses with lessons offered in the 2012-2013 academic year

Warning: To obtain the Transcript of Records certificate once finished your stay it is compulsory to have correctly made the Official Registration at the University of Jaén.



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7.- Second period for Learning Agreement changes

This period for changes will be open only for whole academic year students or first semester students with an approved extension for the whole academic year.

Please note: In this period it will be only possible to make changes just for courses taught in the second semester.

The changes period will be opened from 20/01/2014 to 14/02/2014

We strongly recommend you, before choosing new courses, to reach an agreement with your Academic coordinator in Jaén on the new list of courses included in the new learning agreement. You must find out and consult your home University what particular form should be used to make the agreement changes at your home institution.

To complete the procedure you must ask your Academic Coordinator in Jaén to sign the changes form. Once signed by the Academic Coordinator, the student must bring the document to the International Relations Office to be signed by the UJA Institutional Coordinator. Once signed by the Erasmus Institutional Coordinator in Jaén we will let you know so that you can pick it up.

Please note: The validity of the course choice included in the Learning Agreement is conditioned to their inclusion in the Official Registration or "Matricula" (see section 8).

Please note: It will be only allowed making changes in the Learning Agreement once by period.

It is your responsibility to send this document to your University and to ensure that –once signed by the persons in charge in your University- the document is returned to the University of Jaén by email (dprenon@ujaen.es) or by fax (00 34 953212612).

Please note: No Transcript of Records certificate will be issued for students with incomplete procedures at the end of the Erasmus stay (for example students whose learning agreement changes form had not been sent back from their home universities to the University of Jaén).

8.- Official Registration Changes after second period for Learning Agreement Changes (section 7)

Students who have changed their Learning Agreement during the second period (see section 7 in this document) must change their Official Registration accordingly.

The first step you have to do is collecting the so-called "Impreso para la solicitud de cambio de matrícula" (Form for changes in courses that have been registered previously) at the International Relations Office from 03/02/2014.

Once collected you must fill in it with the help of your Academic Coordinator.

Once the document is filled in and signed by your Academic Coordinator you must return it to the International Relations Office always from 17/02/2014 to 21/02/2014

At the moment of delivering the filled in and signed form at the International Relations Office you will be given instructions about how to do your "Automatricula" in order to complete the process.

Please note: In this period you will be only allowed to add second semester subjects to your registration.



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Warning: The final transcript of records will be released only for students who completed the official registration (matricula) procedure.

3.

STAY EXTENSION

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9.- Applying for stay extension

First semester students can apply for a stay extension to continue their studies at the University of Jaén during the second (Spring) semester.

You can apply for the stay extension from 18/11/2013 to 17/01/2014.

If you are interested in applying for the stay extension you must pick up the extension form at the International Relations Office.

The stay extension will be in force when your home University accepts your application. After approval from your home institutions, it will be possible for the student to modify the learning agreement and the Official Registration in order to add second semester courses (see sections 7 and 8 in this document).

4.

STEPS TO FOLLOW WHEN YOU FINISH YOUR STAY

10.- Certificate of Attendance / Departure

This is an important document as it is used to officially report to your University that you have finished your Erasmus stay at the University of Jaén.

You might have been provided with a certificate form by your University. If not, you must ask for it to your home institution International Relations Office.

To obtain this certificate you must bring personally this document to the University of Jaén International Relations Office three working days before your departure. Certificates of Attendance including a departure date of four working days or more with respect to the day you bring the document to the International Relations Office will not be signed in that moment and you will be asked to pick up personally the signed document in the period of three working days before you departure.

You must remember to take the signed document with you before leaving.

Important: Certificates of Attendance including departure dates beyond 07/03/2014 (first semester students) or 31/07/2014 (second semester and full academic year students) will not be issued unless there exists a verifiable reason.



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5.

TRANSCRIPT OF RECORDS RELEASE

11.- Transcript of Records release

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Once finished the Erasmus stay a Transcript of Record certificate will be issued for all those students who:

- **Have no incomplete procedures**
- **Have correctly officially register the subjects**
- **Have a Certificate of Attendance and Departure**

The Transcript of Records will include only marks for courses officially registered following the procedure described above.

The University of Jaén will send these certificates by email to the home universities on the following approximate dates:

- First semester students: *End of February 2014*
- Second semester and all year-around students: *Begginig of August 2014*

For doubts/questions please feel free to approach us ...

1. At the International Relations Office (C-2 building, first floor)

2. By email using secrel@ujaen.es

3. By telephone: 953 213480



IMPORTANT DATES FOR ERASMUS INCOMING STUDENTS 2013/2014

	2013				2014							
	Sept	Oct	Nov	Dic	Ene	Feb	Mar	Abr	May	Jn	Jl	Ag
RECOMMENDED ARRIVAL DATE TO THE UNIVERSITY OF JAÉN FOR FIRST SEMESTER STUDENTS AND ALL YEAR STUDENTS	2											
BEGINNING OF FIRST SEMESTER'S LECTURES	9											
PERIOD OF CHANGES OF THE LEARNING AGREEMENT FIRST SEMESTER STUDENTS AND ALL YEAR STUDENTS **See note 1**	From the 02	To the 04										
REGISTRATION FIRST SEMESTER STUDENTS AND ALL YEAR STUDENTS STEP 1: RETURN OF THE REGISTRATION FORM DULY FILLED IN AND SIGNED BY THE UJA'S ACADEMIC COORDINATOR TO THE INTERNATIONAL RELATIONS OFFICE **See note 2****		From the 7 to the 11										
REGISTRATION OF THE FIRST SEMESTER STUDENTS AND ALL YEAR STUDENTS STEP 2: AUTOREGISTRATION "AUTOMATRÍCULA" **See note 2**		From the 21 to the 25										
REGISTRATION OF THE FIRST SEMESTER STUDENTS AND ALL YEAR STUDENTS: APPLICATION TO CHANGE GROUP		From 28 - 30										
PERIOD TO APPLY FOR AN EXTENSION OF STAY FOR FIRST SEMESTER STUDENTS			From the 18		To the 17							
END OF THE FIRST SEMESTER LECTURES				20								
CHRISTMAS HOLIDAYS				From the 23	To the 6							
EXAM PERIOD					From 07 - 21							
SENDING OF THE TRANSCRIPT OF RECORDS FOR FIRST SEMESTER STUDENTS TO THE STUDENTS' HOME UNIVERSITY						From the 15						
RECOMMENDED ARRIVAL DATE FOR SECOND SEMESTER STUDENTS					20							
BEGINNING OF SECOND SEMESTER LECTURES					27							
PERIOD OF CHANGES OF THE LEARNING AGREEMENT SECOND SEMESTER STUDENTS AND ALL YEAR STUDENTS **See note 3**					From the 20	To the 14						
REGISTRATION SECOND SEMESTER STUDENTS AND ALL YEAR STUDENTS (ONLY EXTENDED STAY AND CHANGES OF THE SUBJECTS OF THE SECOND SEMESTER) STEP 1: RETURN OF THE REGISTRATION FORM DULY FILLED IN AND SIGNED BY THE UJA'S ACADEMIC COORDINATOR TO THE INTERNATIONAL RELATIONS OFFICE **See note 4**						From 17- 21						
REGISTRATION SECOND SEMESTER STUDENTS AND ALL YEAR STUDENTS (CHANGES OF REGISTRATION "MATRICULA") STEP 2: AUTOREGISTRATION "AUTOMATRÍCULA" **See note 4**							From 03- 07 From 10- 13					
REGISTRATION OF THE SECOND SEMESTER STUDENTS AND ALL YEAR STUDENTS: APPLICATION TO CHANGE GROUP								From 14 - 18				
EASTER HOLIDAYS												
END OF THE SECOND SEMESTER LECTURES									16			
MAY AND JUNE'S EXAMS									From the 17	To the 7		
JUNE AND JULY'S EXAMS										From the 21	To the 12	
SENDING OF THE TRANSCRIPT OF RECORDS FOR THE SECOND SEMESTER STUDENTS AND ALL YEAR STUDENTS TO THE STUDENTS' HOME UNIVERSITY												From the 15

(1) During this period it's allowed all kind of changes of the Learning Agreement, for All year students and First semester students. Students can delete, modify and add annual subjects, first semester subjects and second semester subjects.

(2) INCOMING ERASMUS students can register for subjects that are offered with tuition. First semester students can register ONLY from subjects from the FIRST SEMESTER. ALL YEAR STUDENTS can register annual subjects, first semester subjects and second semester subjects with tuition

(3) During this period Second Semester students can make all kind of changes in the Learning Agreement but only SECOND SEMESTER SUBJECTS (delete, changes and add new ones) All year students can delete, change, o add subjects ONLY Second semester subjects.

(4) Incoming ERASMUS students can register only from subjects with tuition. Second Semester students can register ONLY Second Semester Subjects. All Year students can Only Change or Add Second Semester Subjects to their Registration (MATRICULA)