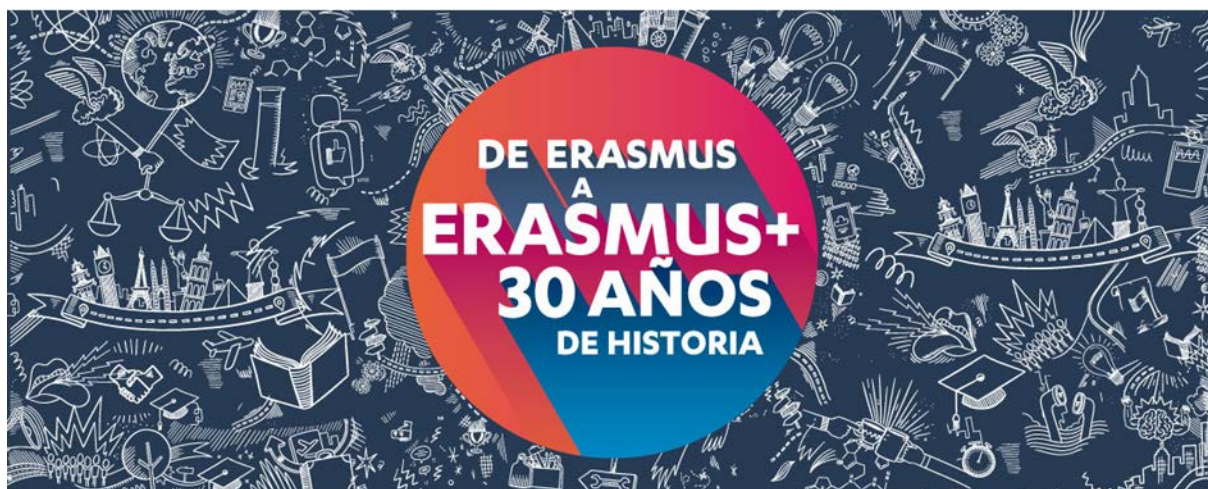




UNIVERSIDAD DE JAÉN
Servicio de Atención y Ayudas al Estudiante
Sección de Relaciones Internacionales



1

INSTRUCTIONS FOR ERASMUS INCOMING STUDENTS ACADEMIC YEAR 2017/2018

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 ujainternacional4@ujaen.es ujainternacionallinares@ujaen.es**
- 3. By telephone: 953 213380, 953 213484**

1.

STEPS TO FOLLOW WHEN YOU ARRIVE TO THE UNIVERSITY OF JAÉN

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

At your 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 a.m. till 14:00 p.m.



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In this first visit:

- We will check 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)
 - Insurance document

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2. – Welcome Day at the University of Jaén

The Welcome Day for International Students is scheduled during the second week of September, 2017 from 11 to 15, in building B4-room 5. Nevertheless, you will be sent an information e-mail about the event.

In the reception day:

- 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).
- 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 in University of Jaén.

All international students are invited to a welcome session on Monday, September 11st, 2017 at 9 a.m. and 12:00 p.m. (in Spanish) and Wednesday, September 13rd, 2017 at 9.00 a.m. and 12 p.m. (in English) in building B4-room 5.

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

The Academic Coordinator is the receiving institution's professor to whom you will consult during your stay at University of Jaén, any question or doubt concerning the courses you will study here. We will give you information about his/her name and how to contact him/her at International Relations Office.

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.

¹Obligatory Insurance (Travel, Health, Accidents, Repatriation and third-party/Civil Liability): All Erasmus and International Students coming from non-EU Countries are obliged to contract this insurance covering the full period of stay in Spain. Those students who have not signed any insurance at the receipt this communication (in



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Spain or in the home country) but, have been allowed to travel to Spain, should immediately contact with an insurance company to sign the required policy. The coming students from EU countries must also contract a policy that complements the coverage offered by the European health insurance card (travel, accident, repatriation and third-party liability insurance)

4. - Certificate of Attendance/Arrival

This is an important document since it is used to officially report to your Home 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.

2.

LEARNING AGREEMENT CHANGES AND OFFICIAL REGISTRATION

5. - First period for Learning Agreement changes

The first period for changes in your Learning Agreement will be opened:

- *For first semester or whole academic year students from 01/09/2017 to 02/10/2017.*
- *For second semester students 18/01/2018 to 27/02/2018.*

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 2017-2018 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 every case the courses should be effectively taught in the 2017-2018 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 every case these courses should be effectively taught in the 2017-2018 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 secrel@ujaen.es or ujainternacional4@ujaen.es .

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 21/09/2017 |
| - Second semester students: | From 01/02/2018 |

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 **before** this dates:

- | | |
|--|-------------------------------|
| - First semester and whole academic year students: | From 05/10/2017 to 09/10/2017 |
| - Second semester students: | From 15/02/2018 to 19/02/2018 |

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.

You can do the Matricula ONLINE:

<http://www10.ujaen.es/conocenos/servicios-unidades/sga/tramites/matricula/entrantes>

- From 19 To 22 October 2017, For Any Course
- From 13 to 16 March 2018, only for second semester courses

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 offered in the 2016-2017 academic year. First semester students can only register first semester subjects with lessons offered in the 2017-2018 academic year. Second semester students can only register second semester courses with lessons offered in the 2017-2018 academic year

Warning: To obtain the Transcript of Records certificate once finished your stay it is compulsory to have correctly made the Official Registration (Automatrícula online) 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 18/01/2018 to 27/02/2018

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 and send it to your home University.

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 (secrel@ujaen.es or ujainternacional4@ujaen.es).

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)

Incoming students to the University of Jaén can change their Official Registration or "Matricula" in the next periods:

- *From 6 to 9 November 2017, to make any change about first semester courses.*
- *From 3 to 6 April 2018, to make any change about second semester courses.*

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



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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 16/11/2017 to 15/01/2018.

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).

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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 Home 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 personally bring it to the University of Jaén International Relations Office in order to be signed by the Head of the office.

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

Important: Certificates of Attendance including departure dates beyond 28/02/2017 (first semester students) or 29/07/2017 (second semester and full academic year students) will not be issued unless there is 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 (Automatricula Online)**
- **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 2018
- Second semester and all year-around students: Beginning of August 2018

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

1. At the International Relations Office (C-2 building, first floor, room 105)

2. By email using secrel@ujaen.es; ujainternacional1@ujaen.es; ujainternacional5@ujaen.es y ujainternacionallinares@ujaen.es

3. By telephone: 953 213480, 953 211777 and 953 213566