



UNIVERSIDAD
DE GRANADA



FACULTAD DE
CIENCIAS POLÍTICAS
Y SOCIOLOGÍA

Gestiones Administrativas 2025/26

ADMINISTRATIVE PROCEDURES

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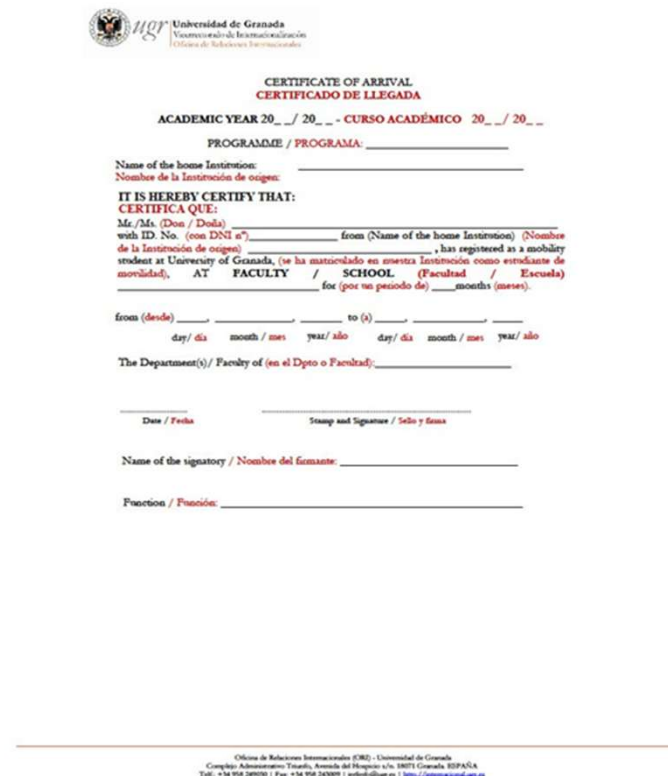


1. Certificado de llegada /Arrival Certificate

Normalmente te lo va a enviar **tu Universidad** o te lo podrás descargar de la web de tu Universidad

Lo traes a nuestra oficina y nosotras lo firmaremos para que tú lo envíes a tu Universidad.

Si necesitas imprimirlo la fotocopiadora está en la Facultad de Relaciones Laborales (cruzando la calle)
De todas formas...



The image shows a template for an 'Arrival Certificate' (Certificado de llegada) from the University of Granada. The form is in English and Spanish. It includes fields for the academic year, program name, home institution name, student name and ID, date of arrival, and the department/faculty. It also has a section for the signature of the official and their function. At the bottom, there is contact information for the Office of International Relations (ORI) at the University of Granada.

Universidad de Granada
Vicerrectorado de Internacionalización
Oficina de Relaciones Internacionales

CERTIFICATE OF ARRIVAL
CERTIFICADO DE LLEGADA

ACADEMIC YEAR 20__ / 20__ - CURSO ACADÉMICO 20__ / 20__

PROGRAMME / PROGRAMA: _____

Name of the home Institution: _____
Nombre de la Institución de origen: _____

IT IS HEREBY CERTIFY THAT:
CERTIFICA QUE:

Ms./Mr. (Don / Doña) _____ from (Name of the home Institution) (Nombre de la Institución de origen) _____, has registered as a mobility student at University of Granada, (se ha matriculado en nuestra Institución como estudiante de movilidad), AT FACULTY / SCHOOL (Facultad / Escuela) _____ for (por un periodo de) _____ months (meses).

from (desde) _____ to (a) _____
day/ día month / mes year/ año day/ día month / mes year/ año

The Department(s) / Faculty of (en el Depto o Facultad): _____

Date / Fecha _____ Stamp and Signature / Sello y firma _____

Name of the signatory / Nombre del firmante: _____

Function / Función: _____

Oficina de Relaciones Internacionales (ORI) - Universidad de Granada
Campus: Alcazarrilla, Avenida del Hospital s/n, 18071 Granada, 18194/GA
Tel.: +34 958 249000 | Fax: +34 958 249009 | ori@ugr.es | <http://comunicacion.ugr.es>

Your University would provide you with the template normally downloading it from its webpage.

You have to come to our office with the paper version and get our signature in order for you to send it to your University

In case you would need to print it the copy shop is in the Faculty of Labor Relations (just crossing the street)

In any case...

Todos los asistentes a la reunión del 12 de septiembre **van a recibir un certificado de llegada por email**

2.1. Elegir Asignaturas / Choosing the subjects

A) Máximo 30 créditos por cuatrimestre

30 credits maximum per semester.

Exceptionally, more credits would be allowed in justified cases.

Minimum: at least one course (6 ECTS).

B) Una vez matriculados solo se permitirá una alteración.

Once enrolled, it is only permitted to change the courses once per term (before **20th of October**).

C) En asignaturas de otra Facultad, es muy importante poner claro el **nombre de la Facultad** en la hoja de matrícula.

When choosing courses at another Faculty, indicate clearly the **name of this different Faculty** on the enrolment form.

2.2. Elegir Asignaturas / Choosing the subjects

Es muy importante no equivocarse de código o grupo/

The first 3 digits indicate us **which degree they are part of:**

- **212:** Ciencias Políticas de la Administración (Group A & B)
- **213:** Doble Grado CC Políticas y Derecho (Group A & B)
- **214:** Sociología

Horarios/ timetable: <http://sl.ugr.es/0eKE>

Courses taught in English: <http://sl.ugr.es/0eKH>

Bear in mind two things:

You are responsible of checking **compatibility** of your chosen courses!

You cannot be enrolled in courses starting with the code 224 or 229

3. Home University's Learning Agreement

3.1. "Before Mobility"

Normalmente tiene que estar firmado antes de llegar a Granada/ Normally you must have it signed before your arrival.

En caso contrario, envíalo relleno por email a nuestra oficina/If you haven't, please fill and sent it by email to: oriccps@ugr.es

Then Prof. Guadalupe Martínez (Vicedean for Internationalisation) will sign it and we would return it to you signed and stamped.

* Some Universities might not ask their students to proceed with a Learning Agreement.

UGR is not adapted to OLA platform

If your University works with OLA just generate a pdf file and send it to our office

3.2. “During the mobility form”

CHANGES TO THE ORIGINAL LEARNING AGREEMENT
(Section to be completed DURING THE MOBILITY)

I. EXCEPTIONAL CHANGES TO THE PROPOSED MOBILITY PROGRAMME

Table C: Exceptional changes to study programme abroad or additional components in case of extension of stay abroad

Component code (if any) at the receiving institution	Component title (as indicated in the course catalogue) at the receiving institution	Deleted component <i>[tick if applicable]</i>	Added component <i>[tick if applicable]</i>	Reason for change ^a	Number of ECTS credits to be awarded by the receiving institution upon successful completion of the component
		☐	☐		
		☐	☐		
					Total:

The student

Student's signature _____ Date: _____

The Sending Institution

Academic Tutor (responsible of the agreement)	International Coordinator	Departmental
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In the next slide you will find how to proceed with this document



CHANGES TO THE ORIGINAL LEARNING AGREEMENT

(Section to be completed DURING THE MOBILITY)

Cuando ya estás seguro de los cambios a realizar en tu LA, lo completas y lo envías a nuestra oficina/Once you are sure about the changes in your LA, send it to our office to:

oriccps@ugr.es

La modificación del Learning Agreement **no implica cambio automático de la matrícula/ Changes of the LA** (“during themobility” form) **don’t lead to automatic modifications of the Enrolment** (they are separate procedures).

Cada alumno es responsable de enviarlo al coordinador de su universidad/ Every student is responsible for sending it to his University Coordinator

Después de 3-4 días os enviaremos el nuevo resguardo de matrícula./After 3-4 days we would send you the new **enrolment receipt**.

Se podrán realizar cambios en la matrícula hasta el **20 de octubre**

Changes will be allowed until the **20 th of October**



PRADO is different from CONSULTA DE EXPEDIENTE



OFICINA VIRTUAL

The list of courses in which you are enrolled can be seen in “CONSULTA DE EXPEDIENTE”



But.... PRADO isn't always up-to-date. A change in Expediente might not appear automatically in Prado. So it is quite normal that the courses you see in Prado are not the ones you are enrolled in...do not worry.

What to do? Wait a few days or fill a form explaining in Spanish which is the problem:

<https://ceprud.ugr.es/form/formulario-prado-grado>



Preguntas Frecuentes/FAQ's

Can I choose any courses from other Faculties?

YES, but only provided that there are free places
Have a plan B in case there wouldn't be free spots
Ask our office as soon as possible and we will inform you whether there is a spot for you or you will have to select another course

Start attending classes from the first day!!! No matter whether you are enrolled or not.



As soon as we would be able to enroll you, we would send you an updated “resguardo de matricula”.

EXPALINING THE CONTENTS OF THE RESGUARDO DE MATRÍCULA

Check carefully the codes you are enrolled in, the codes and the group

(Vez, Gru and Mat are ítems which are important for local students but not for Exchange students)

Bachelor degree in Political Sciences and Administration

Bachelor degree in Sociology



UNIVERSIDAD DE GRANADA

RESGUARDO DE MATRÍCULA

CURSO 2023/2024

Documento Nacional de Identidad
The ID number you filled while applying online

Según los datos que constan en esta Secretaría, la alumna con D.N.I. [REDACTED]

se encuentra matriculada de los estudios conducentes a la obtención del título de
GRADUADO/A EN CIENCIAS POLÍTICAS Y DE LA ADMINISTRACIÓN (plan 2010)
 (código 212), en el curso académico 2023/2024, con las siguientes condiciones:

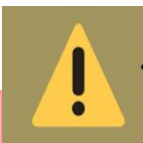
Tipo de matrícula: TIEMPO COMPLETO, por 1ª vez
 Clase de matrícula: BECARIO DE INTERCAMBIO EN UGR (LLP/ERASMUS)
 Familia Numerosa: NO
 Especialidad: NO

de las siguientes asignaturas*:

Vez	Gru	Creds	Mat	Cur	Tipo	Pro	Esp
1ª	B	6.0	2121121	HISTORIA DE LAS IDEAS POLÍTICAS	2ª		
1ª	B	6.0	2121128	RELACIONES INTERNACIONALES	2ª		
1ª	A	6.0	2121127	SISTEMAS POLÍTICOS DE EUROPA Y NORTEAMÉRICA	2ª		
1ª	B	6.0	2141123	SOCIOLOGÍA DEL TRABAJO	2ª		
1ª	B	6.0	21211A2	TÉC. EXPR. ORAL Y ESCRITA PARA ELAB. DEL DISCURSO	2ª		
1ª	B	6.0	21411M4	SOCIOLOGÍA URBANA	2ª		
1ª	A	6.0	21211F1	SISTEMAS POLÍTICOS DEL MAGREB	2ª		
1ª	B	6.0	21211F2	SIST. POLÍT. Y DINÁMICAS REGIONALES EN ORIENTE PRÓ	2ª		

y con la siguiente liquidación de precios públicos, en euros:

PrecioAdmi	PrecioAcad	Seguro	Ajuste	Bonif.Admi	Bonif.Acad	FueraPlazo	TOTAL
64,80	605,76	0,0	0,0	64,80	605,76	0,0	0,0



Preguntas Frecuentes/FAQ's

Is there any easy way to get credits apart from those of regular courses?

Yes, there are several options, among which:

- CLM courses
- MOOC
- Course of the Library
- Courses at Casa de Porras...

MOOCs

A friendly way to gain credits (always provided your home coordinator agrees) is to do a MOOC.

It is free, you only need to pay for the final certificate

<https://abierta.ugr.es/course/index.php>

Is there a Spanish course I could follow?

YES, there are Spanish courses offered by Centro de Lenguas Modernas:

<https://clm-granada.com/>

which can be validated in ECTS.

A course of 60 hours is equivalent to 6 ECTS.

The course of the Library can be validated with 3 ECTS

Virtual, gratuito, un mes de duración y con reconocimiento de 3 ECTS.

Hay dos ediciones, una en **octubre 2025** y otra en **abril** de 2026.

Información y la inscripción a los mismos podéis realizarla en esta dirección: [Biblioteca > Cursos ofrecidos por la Biblioteca de la Facultad de Ciencias Políticas y Sociología | Universidad de Granada \(ugr.es\)](#)

Preguntas Frecuentes/FAQ's

Calendario académico/ Academic Calendar: <http://sl.ugr.es/0eci>

When would I be able to return home?

If you are a first term student, then the official end date would be on **23rd of January 2026**

But, in fact, the last day in Granada could be the day you would do the last exam.

Just bear in mind there is a “revision of exam”, an appointment the professors informs about when the results are published in Prado. In case you would have failed, this is the opportunity to get the explanation of the mark and see whether there is any mistake.

Do not buy your flight ticket until you are sure you won't need to do a resit exam...



Preguntas Frecuentes/FAQ's

FINAL TRANSCRIPT OF RECORDS

Once all the marks are updated in the system we will send you an **email informing how to download your Transcript of Records (TOR)** by entering here: <https://hermes.ugr.es>

See tutorial: https://polisocio.ugr.es/sites/centros/polisocio/public/inline-files/tutorial_expediente_transcript_records.pdf

You will be asked to type your D.N.I. and your password or CLAVE (PIN)

TORs will be sent by mid-February and mid-July...**PACIENCIA**

Why so late? Because we have to wait until ACTAS are uploaded by each professor.



Repaso/ To sum up:

- We are here to help you - feel free to ask.
- To enjoy to the fullest – recommended to plan ahead.
- Attend classes from the first day (no matter if you are enrolled or not).
- Send the changes form before **20th October** to: oriccps@ugr.es.
- Create your e-mail account *correo.ugr.es* through Oficina Virtual.
- Activate your e-mail account *go.ugr.es*.
- Get your student card (TUI) through Oficina Virtual.
- Proceed with Arrival Certificate

This presentation will be uploaded in our site:

<https://polisocio.ugr.es/internacionalizacion/movilidad-internacional>

¿Tienes alguna pregunta más?
Do you have any further
questions?



Equipo de Internacionalización / Internationalization Staff

Facultad de Ciencias Políticas y Sociología /
Faculty of Political Science and Sociology

Vicedecana de Internacionalización / Vice-Dean for Internationalization:

Guadalupe Martínez Fuentes

Responsables Administrativas:

Susana Fernández Alcázar / Noel Mesa Torres



Oficina de INTERNACIONALIZACIÓN

Horario de atención oficina (no se necesita cita previa):

De lunes a viernes de 11:00 a 13:00

Atención telefónica: +34958246322



WhatsApp: +34608011763

