BIENVENIDXS A LA UGR
UGR WELCOMES YOU

UNIVERSIDAD DE GRANADA

FACULTAD DE CIENCIAS POLÍTICAS Y SOCIOLOGÍA

Our Faculty

Web page ⟶ https://polisocio.ugr.es/index.php

What to expect of the Courses

- Face to face lessons

- It is mandatory to assist

- You can use PRADO and / or
correo ugr to communicate
with your Professors

What to expect of the Courses

How do I know where I have to go? Which is my classroom?

At what time does my Course starts?

You can check the different schedules in the following links:

* Sociology / Political Sciences/ Double Degree Law and Political Sciences

What to expect of the Courses

Teaching guides (**syllabus**) are shown at the Web Faculty in the section "GUÍAS DOCENTES"

ELECTRONIC RESOURCES (recursos electrónicos)

How to use

What are they used for

→ VIRTUAL OFFICE

- email creation/crear cuenta de correo-e
- academic record consultation/consulta expediente
- University Card (TUI)
- enrolment receipt/resguardo de matrícula

→ ELECTRONIC OFFICE

- TOR/Certificado Académico
- Generic Application/Solicitud genérica
- Hermes*

→ PRADO

- Virtual access to the Courses (notes, bibliography, papers…)

→ WEB FACULTY AND SOCIAL MEDIA

VIRTUAL OFFICE (IDENTIFIED ACCESS)

VIRTUAL OFFICE (IDENTIFIED ACCESS): https://oficinavirtual.ugr.es/ai/

What can we do here?

VIRTUAL OFFICE (IDENTIFIED ACCESS)

DOUBLE AUTHENTICATION FACTOR

- Security Measure: process of double verification of identity
- Mobile phone, email or TUI Code
- Check the Code at the Spam Folder

Tutorial

VIRTUAL OFFICE (IDENTIFIED ACCESS)

1. How to create the mail - Creación del correo electrónico

xxx@correo.ugr.es

This e-mail account will be ready after **24 hours** and you will use it.

The E-mail is necessary to know about:

- Access to PRADO Notices / Notifications to PRADO

- Faculty and University Information

- Contact Professors and Administrative Services

- Access to WIFI (eduroam)

VIRTUAL OFFICE (IDENTIFIED ACCESS)

FIRST STEP

VIRTUAL OFFICE (IDENTIFIED ACCESS)

SECOND STEP

Introduzca su nueva clave y pulse sobre el boton Aceptar para actualizar dicha información:

Nombre de cuenta

@correo.ugr.es

Clave

¿Confirma su modificación de clave de su Cuenta de Correo?

Repita Clave

ACEPTAR ➜   CANCELAR ➜

VIRTUAL OFFICE (IDENTIFIED ACCESS)

THIRD STEP

Ready to use it!

VIRTUAL OFFICE (IDENTIFIED ACCESS)

2. ACADEMIC RECORD CONSULTATION - CONSULTA DE EXPEDIENTE

Aquí aparecerá la calificación cuando el profesor entrega el *Acta* (documento oficial con el listado de estudiantes de una asignatura y las calificaciones)

Esta información no afecta a los estudiantes de movilidad, solo a los que cursan el Grado completo.

VIRTUAL OFFICE (IDENTIFIED ACCESS)

3. UNIVERSITY CARD (TUI)

It is mandatory to book an apointment !

VIRTUAL OFFICE (IDENTIFIED ACCESS)

You would get an appointment here:

ESPACIO V CENTENARIO

Avenida de Madrid, 11

https://goo.gl/maps/PDgZMZcovxxEK1jz8

VIRTUAL OFFICE

4. ENROLMENT RECEIPT

Here you are able to check the Courses in which you are enrolled

SEDE ELECTRÓNICA https://sede.ugr.es/

What can we do here?

- Get your transcript of records

- Solicitud Genérica / Generic application (upload CLM or MOOCs Certificates)

- Access to Hermes (download your final Transcript of Records in June)

PRADO: https://pradogrado2223.ugr.es/auth/saml/login.php

PRADO is the official platform of the UGR to support face-to-face teaching and the management of online teaching.

PRADO

Don't forget to…

- Register yourself in the nearest HEALTHCARE CENTER with your European Health Insurance card.

- Register yourself as a student at the Foreigners Office. You need to arrange an appointment before

- Link

Our Social Media

Facebook : polisocioUGR

Instagram : internationalmobilityinfo

Twitter : @polisocioUGR

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ENJOY YOUR STAY IN GRANADA