



UNIVERSIDAD
DE GRANADA



FACULTAD DE
CIENCIAS POLÍTICAS
Y SOCIOLOGÍA

Gestiones Administrativas 2024/25

ADMINISTRATIVE
PROCEDURES

ÍNDICE GENERAL/ General index

- 1. Certificado de Llegada / Arrival Certificate**
- 2. Eligiendo las asignaturas / Choosing the subjects**
- 3. Acuerdo de Estudios / Learning Agreement**
- 4. Preguntas Frecuentes / FAQ's**



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 form for a 'CERTIFICATE OF ARRIVAL' (CERTIFICADO DE LLEGADA) from the University of Granada. The form is in Spanish and English. It includes fields for the academic year, programme, name of the home institution, and the student's details. The text on the form reads: 'IT IS HEREBY CERTIFY THAT: CERTIFICA QUE: Mr./Ms. (Don / Doña) _____ with ID. No. (con DNI nº) _____ 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 Dpto o Facultad): _____ Date / Fecha _____ Stamp and Signature / Sello y firma _____ Name of the signatory / Nombre del firmante: _____ Function / Función: _____'

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 14 de febrero **van a recibir un certificado de llegada por email**

2.1. Elegir Asignaturas / Choosing the subjects

Límites y consejos/limits and advice

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 **7th of March**).

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 (not guaranteed).

2.2. Elegir Asignaturas / Choosing the subjects

Es muy importante no equivocarse de código o grupo/

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

- **212**: Ciencias Políticas de la Administración (Group A & B)

Horario/ timetable: <http://sl.ugr.es/0ebQ>

- **213**: Doble Grado CC Políticas y Derecho (Group A & B)

Horario/ timetable: <http://sl.ugr.es/0ebS>

- **214**: Sociología (Group A & B)

Horario/ timetable: <http://sl.ugr.es/0ebR>

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

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

You cannot be enrolled in courses starting with the code 224 or 229 nor in group A of courses taught in the first year of the bachelors, only in group B.

3. Home University's Learning Agreement/OLA

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

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 ⁹	Number of ECTS credits to be awarded by the receiving institution upon successful completion of the component
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
					Total:

The student Student's signature	Date:
---	-------

The Sending Institution		
Academic Tutor (responsible of the agreement)	International Coordinator	Departmental

- Once you are sure about the changes in your LA, send it to our office to: oriccps@ugr.es
- Changes of the LA (“during the mobility” form) don’t lead to automatic modifications of the Enrolment. They are separate procedures (see next slide).
- Every student is responsible for sending it to his/her home University Coordinator

Alteración de MATRÍCULA/Changes in the enrolment

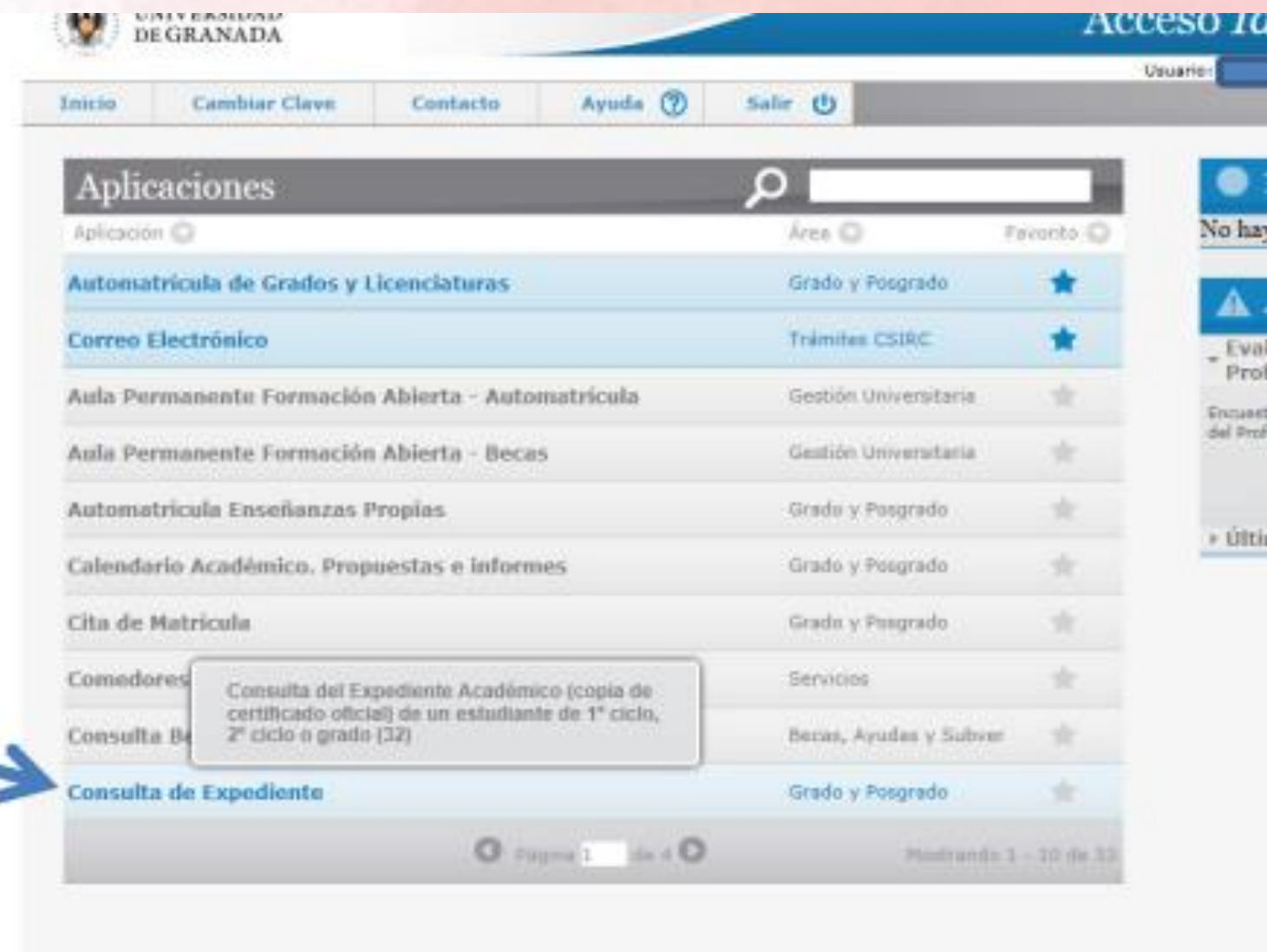
- Download the “changes form” from the web :
<https://polisocio.ugr.es/internacionalizacion/movilidad-internacional>
- Fill it and send to oriccps@ugr.es
- Después de 3-4 días os enviaremos el nuevo **resguardo de matrícula**.
After 3-4 days we would send you the new **enrolment receipt**.
- Se podrán realizar cambios en la matrícula hasta el **7 de marzo**
Changes will be allowed until the **7th of March**





PRADO is different from CONSULTA DE EXPEDIENTE OFICINA VIRTUAL

The list of courses in which you are enrolled can't be seen in COI



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.

Waht to do? Wait a few days or fill a form explaining in Spanish <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

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.

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 validated with 3 ECTS

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

Hay dos ediciones, una en **octubre 2024** y otra en **abril** de 2025.

Days to enroll: from 13-02-2025 until 15-02-2025.

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](#)

abierta.ugr.es

EXPLAINING 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 items which are important for local students but not for Exchange students)

Bachelor degree in Political Sciences and Administration
 Bachelor degree in Sociology



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*:

vig			Vez	Gru	Creds	Mat	Cur	Tipo	Pro	Esp
	2121121	HISTORIA DE LAS IDEAS POLÍTICAS	1ª	B	6.0	OPT	2ª			
	2121128	RELACIONES INTERNACIONALES	1ª	B	6.0	OPT	4ª			
	2121127	SISTEMAS POLÍTICOS DE EUROPA Y NORTEAMÉRICA	1ª	A	6.0	OPT	2ª			
	2141123	SOCIOLOGÍA DEL TRABAJO	1ª	B	6.0	OPT	2ª			
	21211A2	TÉC. EXPR. ORAL Y ESCRITA PARA ELAB. DEL DISCURSO	1ª	B	6.0	OPT	4ª			
	21411M4	SOCIOLOGÍA URBANA	1ª	B	6.0	OPT	4ª			
	21211F1	SISTEMAS POLÍTICOS DEL MAGREB	1ª	A	6.0	OPT	4ª			
	21211F2	SIST.POLÍT. Y DINÁMICAS REGIONALES EN ORIENTE PRÓ	1ª	B	6.0	OPT	4ª			

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

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 **22nd of June 2025**.

But, in fact, the last day in Granada could be the day you would do the last exam. Hence, it could be the 11th of July 2025. Proof (by means of transportation receipt of ticket) is needed to validate your departure.

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.

Preguntas Frecuentes/FAQ's

FINAL TRANSCRIPT OF RECORDS

Once all the marks are updated in the system, we will send you an **email (@correo.ugr.es) informing how to download your Transcript of Records** 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)

Transcripts of Records will be sent by **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 **7th of March** 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 Alcazar / Noel Mesa Torres

Becario de RRLL / International Assistant:

Tom de Haas



Oficina de INTERNACIONALIZACIÓN

Atención Virtual:

En el siguiente enlace/In this link:

meet.google.com/xhd-nee-tgd



Consultar horario aquí:

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

Atención telefónica: [+34958246322](tel:+34958246322)



WhatsApp: [+34608011763](tel:+34608011763)



Atención presencial:

De lunes a viernes de 10:00 a 14:00



Fechas importante/Important dates

12 February (Wednesday)	University of Granada General Induction
14 February (Friday)	Faculty Welcome Meeting international students
17 February (Monday)	First classes second semester
28 February (Friday)	Day of Andalusia (Día de Andalucía)
7 March	Final day to complete "Changes form"
30 March (Sunday)	Start of summertime (clock change)
13-20 April	Holy Week (Semana Santa)
14-21 April	Easter Holidays
18 April (Friday)	Good Friday (Viernes Santo)
1 May (Thursday)	Labor Day (also referred to as Worker's Day) (Día del Trabajo)
2-4 May	Cruces de mayo Granada Capital
4-18 June	Ordinary Exam period
1-11 July	Extraordinary Exam period

Cultural shock. Choque cultural

Mantén una mentalidad abierta

Es fundamental abordar esta nueva experiencia con una actitud positiva y receptiva. Participa en clases, haz preguntas y utiliza

Conéctate con otros estudiantes

Participa en actividades sociales, grupos de estudio o eventos, esto te permitirá comprender mejor la cultura española y el siste

Infórmate sobre el Sistema Educativo

Habla con profesores y compañeros sobre cómo se llevan a cabo las clases y las evaluaciones, esto te permitirá adaptarte mejor y

No temas pedir ayuda

Si te sientes abrumado o confundido, no dudes en buscar apoyo, cuéntanos tu problema; pedir ayuda es un signo de fortaleza y pue

Recuerda que el choque cultural es una parte normal del proceso de adaptación y que, con el tiempo, te adaptarás a tu nuevo entor

Video

:https://www.youtube.com/watch?v=_U4JLu9KbT8

CONTEST: PHOTO CHALLENGE

Follow instructions to assure mixed-nationality groups.

First Task during the Faculty Welcome Meeting Break: Choose one movie or book protagonist that our world needs today to solve our social and political conflicts, the name of this character represents your group. Please choose one 'captain' to write us a message on WhatsApp (+34608011763) with your choice of Team name and how the character could help Planet Earth - and a group selfie.

The groups will be evaluated on creativity and collaboration skills – the winning three groups will be awarded wonderful prizes!

Today you will get 30 minutes to work on the "First Task" of the contest, and thereafter you will have time to complete the additional 7 tasks in which you will familiarize yourself with the basic places in the Faculty and in Granada. Your deadline is on 21st of February. Your group must send your final project to: oriccps@ugr.es including the names of all students.

Question? Please ask us.





PHOTO CHALLENGE

First Task during the Welcome Meeting Break: Choose one movie or book protagonist that our world needs today to solve our social and political conflicts, the name of this character represents your group. Please choose one 'captain' to write us a message on WhatsApp (+34608011763) with your choice of Team name and how the character could help Planet Earth - and a group selfie.

8 tasks to be completed before 21.02.25

1. **Protagonist world-savior and first selfie**
2. **A selfie with 3 books hand-picked in our library**
3. **A selfie with a meal in the 'Comedor' (at least 2 ppl)**
4. **A faculty elevator selfie**
5. **A group picture at a viewpoint**
6. **Create an Album Cover**
7. **A picture of a Flamenco pose**
8. **A group selfie with a landmark on the background**

Tasks may be interpreted in various ways, no problem.

E-mail a collage with all pictures in one page/ file
to oriccps@ugr.es

by Friday **21st of February**



Most creative group wins

