



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...



Logo of the University of Granada (UGR) and the Office of International Relations (ORI).

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:

Mr./Ms. (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 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 13 de septiembre **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 **4th 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 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  
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



# 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](mailto: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 <sup>9</sup>	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: .....					

<b>The student</b> Student's signature	Date:
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The Sending Institution		
<b>Academic Tutor</b> (responsible of the agreement)	<b>International Coordinator</b>	<b>Departmental</b>

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](mailto: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 **4 de octubre**

Changes will be allowed until the **4th of October**

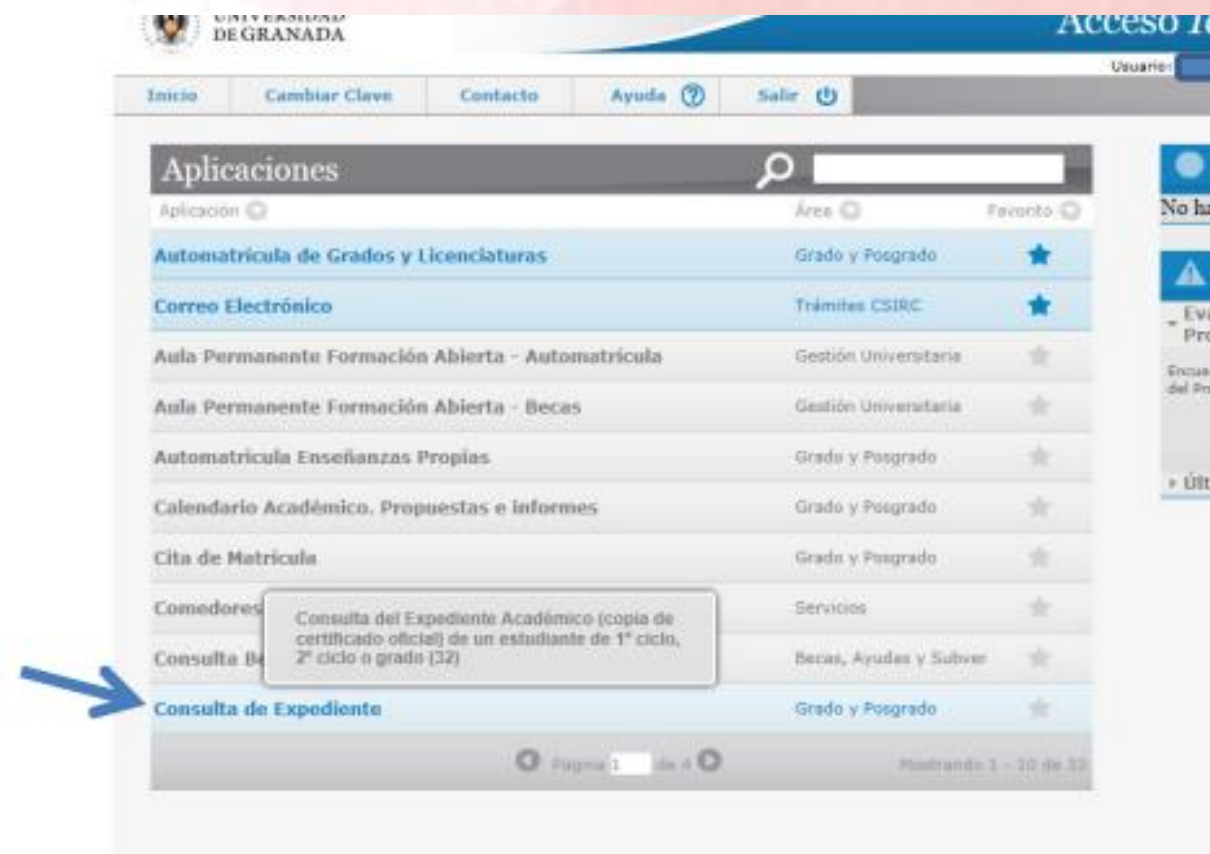






# PRADO is different from CONSULTA DE EXPEDIENTE OFICINA VIRTUAL

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  
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.

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 \(ugr.es\)](#)



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



**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\*:

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

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

Bachelor degree in Political Sciences and Administration

Bachelor degree in Sociology



# 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 **24th of January 2025**

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.*

# 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** by entering here: <https://hermes.ugr.es>

See tutorial: [https://polisocio.ugr.es/sites/centros/polisocio/public/inline-files/tutorial\\_expediente\\_transcript\\_records.pdf](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-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 **4th October** to: [oriccps@ugr.es](mailto: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 / Patricia Seglar**

*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](https://meet.google.com/xhd-nee-tgd)



Google Meet

Consultar horario aquí:

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

**Atención telefónica:** +34958246322



**WhatsApp:** +34608011763



### Atención presencial:

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





## CONTEST “NUEVO PUEBLO”

In 2030, in the East of Granada a new society and political community will be established by you: the founding fathers and mothers of ‘Nuevo Pueblo’. You are tasked with defining the fundamentals of a well-functioning society in 2030.

Your values, creativity, problem-solving ability, and cultural diversity are challenged in this challenge. Find a suitable place in the Faculty to discuss, fantasize and materialize your ideas.

Your final project may include written, verbal, oral, or visual elements. It may exist of stories in Paolo Coelho style, a provisional Constitution, illustration of symbols, a short theatrical play, as long as it captures the gist of your version of ‘Nuevo Pueblo’.

In two weeks (27th of September), an assigned Faculty committee will disclose the results and reward the winning group!

Today you Will get 30 minutes to work on the contest, and your deadline is on 20<sup>th</sup> of September. Your group must sent your final project to: [oriccps@ugr.es](mailto:oriccps@ugr.es) including the names of all students.

Question? Please ask us.

