Administrative procedures 2025/26

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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 Noel o Susana firman.

Tú lo envias a tu Universidad

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

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

Come to our office with the **paper version** and get the signature of Noel or Susana

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

ugr 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:
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: _____

Oficina de Relaciones Internacionales (ORI) - Universidad de Granada
Complejo Administrativo Triunfo, Avenida del Hospicio s/n. 18071 Granada ESPAÑA
Telf. +34 958 249030 | Fax: +34 958 243009 | intlord@ugr.es | http://internacional.ugr.es

Elegir Asignaturas / Choosing the subjects

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).

Once enrolled, it is only permitted to change the courses <u>once</u> per term (before **2nd of March**).

When choosing courses at another Faculty, indicate clearly the name of this different Faculty on the enrolment form (places are not guaranteed). Some Faculties may answer after 2nd March.

Elegir Asignaturas / Choosing the subjects

The <mark>code</mark> of a course is crucial: the first three digits indicate us **which degree is part of**:

- **212**: Ciencias Políticas de la Administración (Group A & B)
  Horario/ timetable: https://sl.ugr.es/0eWw

- **213**: Doble Grado CC Políticas y Derecho (Group A & B)
  Horario/ timetable: *https://sl.ugr.es/0eWy*

- **214**: Sociología (Group A & B)

  Horario/ timetable: *https://sl.ugr.es/0eRy*

  Courses taught in English: https://sl.ugr.es/0eOc

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

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

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. ▬▬▬▬▬

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*:

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

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

Second term courses in both political sciences and sociology degrees

(this happens only in our Faculty)

Fourth year courses finish by **end of April**
6 hours of classes per week

Horarios Curso 2023–2024
Grado en Ciencias Políticas y de la Administración (212)

(Aprobados en Junta de Facultad, sesión ordinaria de 27-06-2023)
CUARTO CURSO. Grupo A. Mañana

Aula 23

Hora	S	LUNES	MARTES	MIÉRCOLES	JUEVES	VIERNES
9.00–11.00	1	Comunicación Política	Política Comparada	Sistema Político y Jurídico de la U.E.	Comunicación Política	
	2	Sistemas Políticos y Dinám. Regionales en Oriente Próximo	Régimen Jurídico de la Actividad Administrativa II	Gobernanza y Relaciones Intergubernamentales	Gobernanza y Relaciones Intergubernamentales	Sistemas Políticos y Dinám. Regionales en Oriente Próximo
				Economía Internacional y de la U.E	Economía Internacional y de la U.E	
11.00–13.00	1	Proceso Político Español		Proceso Político Español	Sistema Político y Jurídico de la U.E.	Política Comparada
	2	Diseño y Análisis de Campañas Electorales		Régimen Jurídico de la Actividad Administrativa II	Régimen Jurídico de la Actividad Administrativa II	Diseño y Análisis de Campañas Electorales
		Políticas de Seguridad y Defensa				Políticas de Seguridad y Defensa
13.00–15.00	1	Theory of Democracy: Gender and Interculturality		Theory of Democracy: Gender and Interculturality	Sistemas Políticos del Magreb	Sistemas Políticos del Magreb
	2	Gobernanza y Relaciones Intergubernamentales		Diseño y Análisis de Campañas Electorales	Sistemas Políticos y Dinám. Regionales en Oriente Próximo	
		Economía Internacional y de la U.E		Políticas de Seguridad y Defensa		

Alteración de MATRÍCULA/Changes in the enrolment

➤ Download the "changes form" from the web :

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

https://sl.ugr.es/0eWz

➤ Fill it and send to oriccps@ugr.es

➤ After 3-4 days we would send you the new **enrolment receipt (resguardo de matrícula).**

➤ Changes will be allowed until the **2nd of March**

Home University's Learning Agreement/OLA
¨Before Mobility¨

Normally you must have it <u>signed</u> before your arrival.

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.

Your home University's "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 [tick if applicable]	Added component [tick if applicable]	Reason for change[9]	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

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

Once you are sure about the changes in your LA, fill it and send it to our office to: **oriccps@ugr.es**

We would let it be signed by the vice dean and we would return it to you by email.

Every student is responsible for sending it to his/her University Coordinator

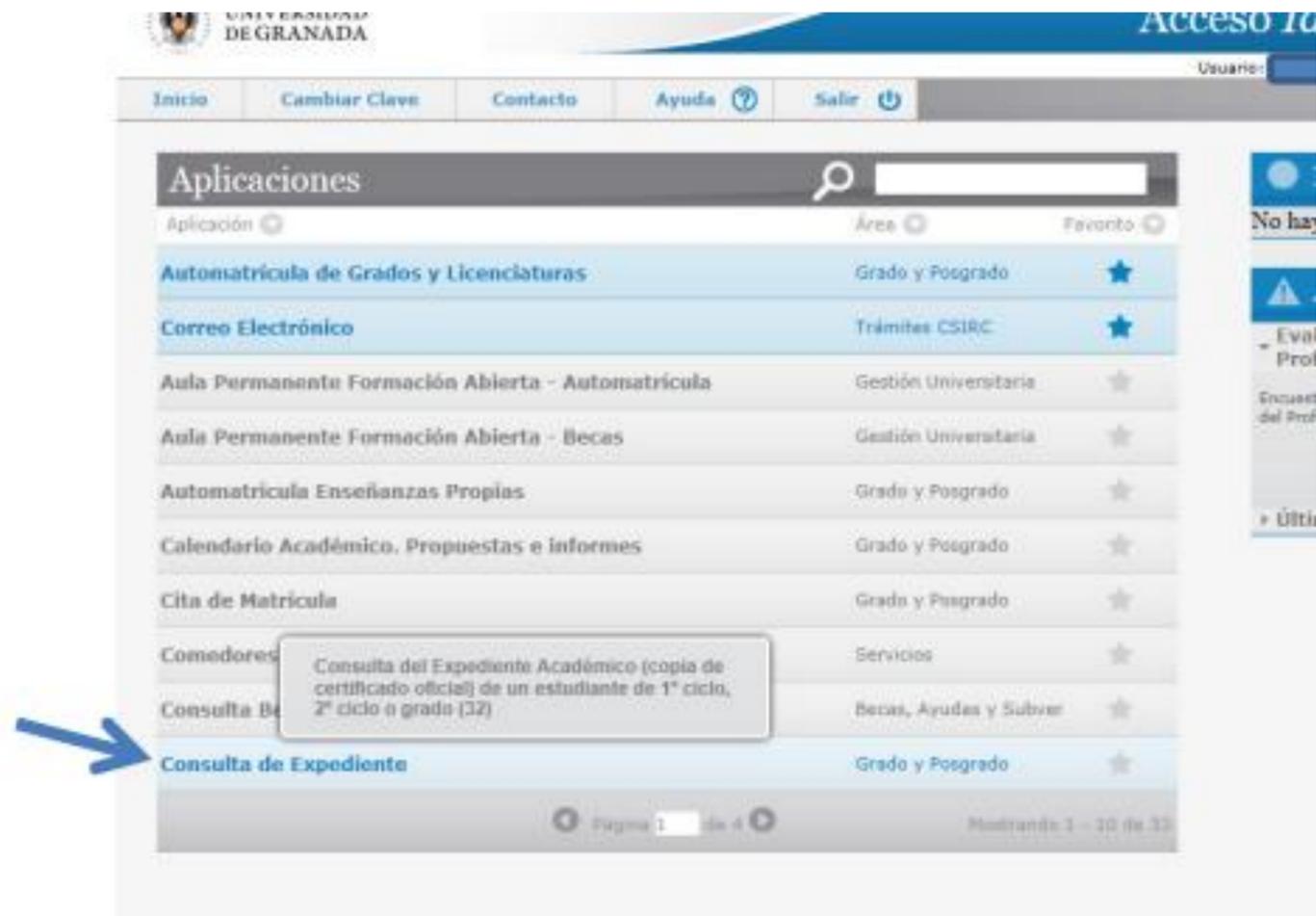Once signed by your home Coordinator please return it to oriccps@ugr.es (for our files)

Changes of the LA ("during the mobility" form) **don't lead to automatic modifications of the Enrolment** (they are separate procedures)

⚠

PRADO doest't talk with Oficina Virtual

The list of courses in which you are enrolled can be consulted either through Oficina Virtual, either selectting CONSULTA DE EXPEDIENTE OR RESGUARDO DE MATRÍCULA…

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

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**".

While selecting courses taught at other faculties bear in mind:

We do not know academic offer… you need to gather the information about courses, timetables,
Codes, groups…on each Faculty's web.

Faculty of Filosofía y Letras:
They will reply only after 2nd of March
Do not select any course related with "Inglés instrumental"

Faculty of Law:
24211B5 Proceso Político Administrativo, group A is taught in English
24211C5 Derecho Internacional de los Derechos Humanos, group B is taught in English

Faculty of Translation:
Do not select any course related with:

- Lengua B2 and Lengua C2 INGLÉS
- Lengua B2 and Lengua C2 FRANCÉS
- INTERPRETACIÓN

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 validated with 3 ECTS
Virtual, gratuito, un mes de duración (marzo)

Register from 20/02/2026 to **23/02/2026**

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)

Moocs

Registering for a MOOC is free
Transcript of Records issued once completed the Mooc needs to be paid (around 36€)

If you want to obtain these ECTS from MOOCs, CLM courses, Casa de Porras activities… these are **the steps to follow:**

➢ Register in the course
➢ Include the ECTS on your Learning Agreement (during mobility part) and get approval from your home Coordinator
➢ Ask for a Transcript/Certificate at the end
➢ Upload the Transcript/Certificate through Sede Electrónica
➢ Check through Oficina Virtual, Consulta Expediente that the ECTS are included
➢ These ECTS will appear on your Final Transcript of Records (TOR)

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

Preguntas Frecuentes/FAQ's

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

When would I be able to return home?

It depends …

In fact, the last day in Granada could be **the day of your last exam** but…

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.

So, do not buy your flight ticket until you are sure you won't need to do a resit exam…

Academic calendar SECOND SEMESTER

- **Feb 18, 2026:** Start of the second semester teaching
- **Mar 30 – Apr 06, 2026:** Easter Break / Spring Break.
- **May 29, 2026:** End of the second semester teaching period.

- **Jun 08 – Jun 23, 2026:** Second semester ordinary examination period (Convocatoria ordinaria).
- **Jul 03, 2026:** Deadline for grade submission/Entrega de ACTAS
- We send TOR to all students

- **Jul 06 – Jul 17, 2026:** Second semester extraordinary examination period (Resit exams)
- **Jul 27, 2026:** Deadline for grade submission/ Entrega de ACTAS
- We send TOR only to those who request for it

Repaso/ To sum up:

➢We are here to help you - <u>feel free to ask.</u>

➢To enjoy to the fullest – recommended to <u>plan ahead</u>.

➢<mark>Attend classes from the first day</mark> (<u>no matter</u> if you are enrolled or not).

➢Send the changes form before **2ⁿᵈ 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

Equipo de Internacionalización / Internationalization Team

Facultad de Ciencias Políticas y Sociología /

Faculty of Political Science and Sociology

Vicedecana de Internacionalización / Vice-Dean for Internationalization:

Guadalupe Martínez Fuentes

Responsables Administración:

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