FAQs (FREQUENTLY–ASKED-QUESTIONS) FOR BENEFICIARIES OF THE ERASMUS MUNDUS SCHOLARSHIP CHOSEN FOR STUDIES AT THE UNIVERSITY OF GRANADA (UGR)

CONTENTS

1- Welcome
2- Accommodation
3- Academic questions
4- Payment of the scholarship
5- Insurance
6- Travel
7- Visa
8- International Relations contact details by Faculty/School/Research institute

1- WELCOME

WELCOME MEETING

A welcome meeting will be held **during the Orientation Week scheduled on the 18th of September 2013 from 11:00 to 13:00 a.m. in the *Sala de Conferencias* – Assembly Hall – at the Complejo Administrativo Triunfo – C/ Cuesta del Hospicio s/n**, mandatory for all grantholders, for your first contact with the administrative staff of the UGR International Relations Office and other Erasmus Mundus scholarship holders.

More information: http://internacional.ugr.es/

During this meeting you will be given information about the UGR, the city of Granada and your rights and obligations during your stay. All grantholders will be asked for the following documents:

a) Photocopy of passport including the entry stamp to Europe.
b) 2 passport-size photographs.
c) Registration form for international students (will be handed out at the meeting and must be fully filled out).
d) Certificate of arrival, where you should fill in your exact date of arrival (will be handed out at the meeting).
e) Original flight tickets or boarding cards and travel invoices, in the case that you have purchased the trip. We advise you to make copies before handing them in.
f) Your Spanish bank account details, in order to process the payment of your scholarship as soon as possible. (In the meeting we will give you the specific document for you to fill in your bank account details.) Please bear in mind that this payment process takes from 3 to 4 weeks after handing in your account details.
g) Two copies of your Learning Agreement for Undergraduate and Master exchange grantholders.

h) Two copies of your Work Plan for Doctorate, Postdoctoral and Staff grantholders.

Once you have attended the Welcome Meeting, you only have to come to the International Relations Office if you need to hand in documents that you were unable to bring to the meeting, such as details of the bank account to where the scholarship is to be transferred. All issues relating to the mobility will be discussed at the meeting.

The International Relations Office (ORI) is located at Complejo Administrativo Triunfo, C/Cuesta del Hospicio s/n, 18071 Granada.

- **What are the opening hours of the International Relations Office (ORI)?**

The office is open to the public from 9 a.m. to 2 p.m., Monday to Friday.

- **Is there a contact e-mail-address?**

Yes. You can also contact us via: intlerasmusmundus@ugr.es

- **Does the University of Granada offer a Spanish Language Course?**

Yes. The University of Granada offers all exchange students a subsidized intensive Spanish course at its language centre, the CLM. You, as an Erasmus Mundus scholarship holder, are entitled to attend the 60-hour Spanish language course and only have to pay a small fee. It is essential that you register beforehand at our office and that you take the level test that will be programmed by the CLM.

More information (fees, level test/course dates, etc.):
http://www.clm-granada.com/html/c_espanol/esp/cele/cele_info.htm

The CLM divides its courses into 8 levels of fluency. The UGR partially subsidises those Erasmus Mundus students with knowledge of Spanish within levels 1 to 4 (up to Intermediate B), according to the results of the CLM level test. In these cases, students need to pay only €137. If you are offered a course at a level between 5 and 8 and decide to take it, you will have to pay the full cost of the course, which is €357.

If you are accepted onto the course, at any level, but then decide not to take it, you must inform our office about your decision within 10 days of having received the acceptance. Failure to do so will imply that you will still have to pay the cost of the whole non-subsidized course (€467).

- **Does the ORI close for summer vacations?**

Yes. The University of Granada, including our office, will be closed for vacations from **1st to 30th August. The office will re-open on 2nd September.**

2- ACCOMMODATION

- **Who will organise my lodgings in Granada?**

The International Relations Office cannot handle the booking of accommodation for students, but offers the following options:

- If you are looking for accommodation within the university community, which can include a wide range of educational, cultural and sports activities, you might be interested in our student residences. The UGR has 13 "residential schools" (**http://www.ugr.es/pages/servicios/colegios_mayores**) and 10 halls of residence (**http://www.ugr.es/pages/servicios/residencias_universitarias**) near the different Campuses and Faculties/Schools.

- If you prefer accommodation outside the university confines but without losing the student environment and the opportunity to socialize with other students, we can recommend any of the 18 student residences located around Granada, the information and contact details for which are available via: **http://estudiantes.ugr.es/alojamiento/alojamientos.php?tipo=F.Residencia%20estudiantes**

- If you want to opt for your own accommodation, either alone or sharing with other students, the UGR Accommodation Office (Vice-Rector's Office for Student Affairs) can help you find the apartment that best suits your needs. The Office is located at: C/Severo Ochoa s/n, 18071 Granada.
  ☎: (+34) 958 244 072
  ✉: alojamiento@ugr.es
  🖱: **http://estudiantes.ugr.es/alojamiento/**

- Another possibility is the University's Alternative Housing programme with the elderly, combining accommodation with solidarity. In this case, applications should be made to Student Social Assistance Service (Vice-Rector's Office for Student Affairs), in C/Severo Ochoa s/n, 18071 Granada.
  ☎: (+34) 958 244 026
  🖱: **http://ve.ugr.es/pages/sae/atencion_social/alojamiento_mayores**

3- ACADEMIC ISSUES

- **What documents do I need to prepare before arriving in Granada (for Undergraduate, Master's exchange and Doctoral sandwich-course students)?**

- LEARNING AGREEMENT FOR UNDERGRADUATE AND MASTER'S EXCHANGE STUDENTS
- WORK PLAN FOR DOCTORAL SANDWICH-COURSE STUDENTS

Before commencing your mobility, you have to fill out one of the above-mentioned forms, depending on the type of exchange mobility your are included in.

The steps to follow on how you have to prepare this document, which will be provided by the co-ordinating institution of your Lot, are:

- Complete the *Learning Agreement* with your Academic Co-ordinator at your home University. It should be signed by your academic Co-ordinator, by the person in charge of the Erasmus Mundus Lot at your University and by yourself.
- Send a scanned copy of the *Learning Agreement* by e-mail to the International Relations Office at the School/Faculty of the host university, which must be signed by the Vice-Dean or Sub-Director for International Relations (contact details of all the teaching centres at the UGR can be found at the end of this document) and kindly ask them to send the signed document back to you. In the welcome meeting hand in two copies (original and photocopy) in order to have them signed by the Erasmus Mundus contact person at the UGR.

- Master's Exchange students: the *Learning Agreement* should be signed by the academic co-ordinator of the Master's course you are following and also by the Erasmus Mundus contact person at your home university.

- Doctoral sandwich-course students: once you have drawn up your *Work Plan,* it should be approved by both your home and host academic co-ordinators.

- **What academic documents should I submit to start my studies at the UGR?**

  - **Exchange students:** documents shall be submitted to the corresponding Faculty/School, Department or the School for International Postgraduate Studies; Undergraduate and Master's exchange students must submit the *Learning Agreement*. doctoral students, postdoctoral students and staff must submit a Work Plan. In the case of doctoral and postdoctoral students, this Work Plan must be signed by the tutor and the home and host Departmental Heads.

- **How and when do I enrol at the University of Granada?**

You must enrol once you have registered with the UGR International Relations Office, either at the corresponding Faculty/School if you are an undergraduate student, or at the School for International Postgraduate Studies if you are a postgraduate student. In both cases, you should hand in a copy of your *Learning Agreement*, signed by all parties.

- **What documents do I need to prepare before arriving in Granada, for students who will obtain their final academic certificate at the University of Granada?**

STUDENTS SEEKING A MASTER'S DEGREE

If you have been selected as a Master's-Degree-Seeking student by the Erasmus Mundus consortium, it is compulsory to apply online via the following website of the Regional Government of Andalusia, *Distrito Único Andaluz*
http://www.juntadeandalucia.es/innovacioncienciayempresa/sguit/
In order to apply online you have to enter via *Acceso a Másteres,* select *Presentación de Solicitud para el curso 2013/14* and click on the *Acceso a la Solicitud* button. Then select *otro documento*, introduce your *passport number* and follow step by step the online application.

Once your pre-inscription is accepted, you will receive an e-mail message from the School for International Postgraduate Studies *(Escuela de Posgrado)* with the link and the password to carry out the online registration.

Finally, between September 13th and 17th or 25th and 27th, 2013 (for those admitted in the first and second phase) you must hand in at the School for International Postgraduate Studies *(Escuela de Posgrado)* the original and photocopy of your PASSPORT in order to compare both, your university degree certificate giving you access to Postgraduate studies, together with the certificate of your student records, with a sworn translation of both and legalized by the Spanish Consulate or Embassy of your home country, as well as all the documents you had to upload with your application to be admitted.
Via the following link you can check the different stages with the pre-inscription and registration deadlines:
http://www.juntadeandalucia.es/innovacioncienciayempresa/sguit/mo_calendario.php

For further information about the Official Master's Courses at the University of Granada, the pre-inscription and registration process please check the website of the School for International Postgraduate Studies *(Escuela de Posgrado)* at:
http://www.escuelaposgrado.es/masteres-oficiales/estudiantes/preinscripcion-matricula

http://escuelaposgrado.ugr.es/pages/masteres_oficiales/tramites_admin_alumnos_master/modificacion_matricula

FULL DOCTORAL STUDENTS

Upon arrival, full doctoral students have to present a series of documents at our School for International Postgraduate Studies in order to enroll officially in the desired doctoral programme. These are:

1. Original university degree certificate

2. Original transcript of records
3. Certificate from the degree-issuing university stating that the degree gives access to postgraduate studies in the corresponding country.

All documents must be duly authenticated either with the Hague Apostille or via legalization through the Spanish Embassy in the country where the degree certificate was issued, if the corresponding System of Higher Education is not fully integrated in the European Higher Education Area. If the documentation is in a language other than Spanish, a certified translation may be requested.
Apart from these documents, the Work Plan has to be approved by the Department Board and also by the Doctorate Consultant Board before the registration process is concluded.
Once the enrolment process is completed, the grantholder becomes a regular student of the chosen doctoral programme.

More info:
http://escuelaposgrado.ugr.es/pages/doctorado/tramites_administrativos_alumnos_doctorado

4- PAYMENT OF THE SCHOLARSHIP

- **Who is responsible for the payment of my scholarship?**

The UGR International Relations Office is responsible for handling the payment, once it has the scholarship holder's bank details, but the funding comes from the European Commission. To receive the first payment, the certificate of arrival must be signed and stamped by the International Relations Office.

- **Where should I open my bank account?**

You must open a bank account at a Spanish bank, so we recommend opening an account once you arrive here and bringing enough money for, at least, the first month.

In order to open a bank account, you must present a copy of your passport and the letter of invitation from the University of Granada at the chosen bank. There are bank institutions in some Faculties of the UGR ("Ciencias Económicas y Empresariales", "Filosofía y Letras" and "Ciencias") and they are used to dealing with foreign students, in case you decide to open your bank account with one of them.

- **How are the payments made?**

Our office is responsible only for the payment orders. During the months of September and October, we will prepare payment orders for those who have handed in their account details.

Once we give the payment orders to the Financial Affairs unit, it can take between 15 and 60 days for the money to reach your account, because there is a specific administrative process for these cases.

You should bear in mind that there are certain reasons that may delay payment of your scholarship, including vacation periods, the closing of the financial year at the UGR or delays in receiving the funds from the consortium's co-ordinating university.

Taking the above into account, you should, therefore, make sure you will have enough of your own funds to cover your expenses for at least the first month of your stay.

Nevertheless, should there be a delay in the payment, you will be duly informed by our office via e-mail.

5- INSURANCE

In general, the consortium co-ordinating university is in charge of providing the medical insurance policies for Erasmus Mundus scholarship holders. In other cases, the UGR will provide the corresponding insurance.

- **What should I do if I need medical attention during my stay in Granada?**

Before going to the doctor's, call the 24-hour emergency number that appears in your insurance policy. During the call you will be asked for your ID and insurance policy details. The insurance company should give you details of the health centres whre you can be treated in Granada. In general there are two Hospitals or Clinics in Granada that have have agreements with private insurance companies:
"Nuestra Señora de la Salud" http://www.lasalud.nehos.com/
and "Clínica de la Inmaculada" http://www.clinicainmaculada.com/

The insurance company has to give you clear instructions about how to get treatment and what to do with the invoice given by the private Hospital for the medical expenses that your visit may incur.

- **Does the insurance cover include spouse and children?**

No, it only covers the holder.

6- TRAVEL

Every Erasmus Mundus Action 2 Project generally gives you two possibilities for organizing your trip:

1- You buy your own travel tickets and you will be refunded upon arrival at your destination. In this case you should keep the following in mind:

a) You must save all receipts for your travel expenses;

b) Your starting point must be your home university city, and your finishing point that of your host university;

c) Each leg of your journey must follow on from the previous one in time; ie you are not allowed to break your journey up;

d) You must hand in the original invoices and boarding passes to the UGR International Relations Office;

e) You must be aware of the financing that each project earmarks for your two-way flight, so that you know how much you should spend. You will be given more specific details later on.

Normally, your travel costs are reimbursed by the same unit that pays your scholarship. Since it is the UGR that will pay your scholarship, you must hand in all these documents **at the welcome meeting**.

2- The co-ordinating university of your Erasmus Mundus Action 2 Programme or the host university can buy your round-trip ticket for you. In this case, you should remember that:

a) You must abide by the conditions stipulated. These are subject to those included in the Project; ie departure from origin and arrival at destination must be an unbroken journey and there will be a specific amount designated for each scholarship holder's travel costs.

"In both cases you must always keep the original boarding passes"

- **If the cost forecast for my ticket does not exceed the amount allocated for its purchase, will I receive the remaining amount?**

No. The UGR is required to maintain an accounting system in which it must justify every expenditure item before the European Commission. Therefore, the only expense that can be justified for your trip is that generated by the purchase of your round-trip ticket; the remainder is returned to the Commission.

- **When will I receive my travel expenses?**

The travel expenses will be paid along with the payment of your scholarship, providing you have handed in the original invoices and boarding cards and, of course, the bank account number where you wish to receive the reimbursement.

7- VISA

- **What procedures are considered as expenses in order to obtain a visa?**

All expenses arising from the requirements established by the Consulate in the country of origin for obtaining the visa and indicated in the nomination letter. The consulate will issue the invoice for the expenses generated by this procedure, which you must hand in to our office along with the travel expenses in order to be reimbursed. Please note that the Commission includes both travel and visa expenses in the total amount awarded each beneficiary, as described in the above paragraph on information about your trip.

- **Can the UGR prepare invitation letters in order to take out visas for spouse and children?**

No. The beneficiary must make the necessary arrangements directly with the Consulate.

INTERNATIONAL RELATIONS CONTACT DETAILS BY FACULTY/ SCHOOL / RESEARCH INSTITUTE

Faculty of Fine Arts: http://www.ugr.es/~fbbaa/
E-mail: vtribbaagr.es, agarcial@ugr.es

Faculty of Science: http://www.ugr.es/~fbbaa/
E-mail: ricienc@ugr.es , invcien@ugr.es, fgonzale@ugr.es

Faculty of Physical Education and Sports Science: http://www.ugr.es/~fbbaa/
E-mail: rescobar@ugr.es , analo@ugr.es

Faculty of Economics and Business Administration: http://www.ugr.es/~fbbaa/
E-mail: incoming_economics@ugr.es, fmontoro@ugr.es

Faculty of Education Science: http://fcce.ugr.es/
E-mail: relintce@ugr.es, villoria@ugr.es

Faculty of Political Science and Sociology: http://www.ugr.es/~ccpolsoc/
E-mail: oriccps@ugr.es, rojeda@ugr.es

Faculty of Work Science: http://www.ugr.es/~ccpolsoc/
E-mail: oricct@ugr.es, oscarfb@ugr.es

Faculty of Communication and Documentation: http://fcd.ugr.es
E-mail: vicricodo@ugr.es, dlmoneda@ugr.es

Faculty of Law: http://fcd.ugr.es
E-mail: oriderecho@ugr.es, mjlsako@ugr.es

Faculty of Education and Humanities in Ceuta: http://fehceuta.ugr.es/
E-mail: intlceuta@ugr.es, jmap@ugr.es

Faculty of Education and Humanities in Melilla: http://fcd.ugr.es
E-mail: rrii_faedumel@ugr.es , fruizg@ugr.es

Faculty of Pharmacy: http://farmacia.ugr.es/
E-mail: rriifarmacia@ugr.es

Faculty of Humanities: http://filosofiayletras.ugr.es/
E-mail: riletras@ugr.es , incoletras@ugr.es

Faculty of Medicine: http://www.ugr.es/~facmed/
E-mail: alferez@ugr.es, medori@ugr.es

Faculty of Dentistry: http://odontologia.ugr.es/
E-mail: rriiodontologia@ugr.es, mtarias@ugr.es

Faculty of Social Work: http://trabajosocial.ugr.es/
E-mail: tsrelint@ugr.es, fduranr@ugr.es

Faculty of Psychology: http://facultadpsicologia.ugr.es/
E-mail: ripsico@ugr.es, fdserran@ugr.es

Faculty of Translation and Interpreting*: http://fti.ugr.es/*
E-mail: rriifti@ugr.es, jbourne@ugr.es

School of Architecture: http://etsag.ugr.es/
E-mail: vrietsa@ugr.es, ljmartinmartin@ugr.es

School of Civil Engineering: http://etsiccp.ugr.es/
E-mail: cam-rrii@ugr.es , mvictoriajimenez@ugr.es ,wmartin@ugr.es

School of Computer Science and Telecommunications: http://etsiit.ugr.es/
E-mail: etsi2doc@ugr.es

School of Building Engineering*: http://etsie.ugr.es/*
E-mail: etsie_externas@ugr.es

School of Health Sciences: http://www.ugr.es/~ccsalud/#
E-mail: directorccsalud@ugr.es, fcruz@ugr.es

School of Social Sciences in Melilla:

http://eues.ugr.es/eues/index.php?option=com_content&view=article&id=85&Itemid=82
E-mail: rriicsocialesmelilla@ugr.es , mmontero@ugr.es

School of Health Sciences Ceuta: http://enfermeriaceuta.ugr.es
E-mail: ramirezr@ugr.es, remirar@ugr.es

Red Cross School of Nursing "Manuel Olmedo Jiménez" Melilla:
E-mail: bbenbunan@ugr.es, ckraemer@ugr.es

School of Nursing (SAS) "Virgen de las Nieves":
http://www.hvn.es/escuela_universitaria_enfermeria/index.php
E-mail: ana.guillamet.sspa@juntadeandalucia.es, cheierle@hotmail.com

School of Teacher Training "La Inmaculada":
E-mail: fjhuertas@eulainmaculada.com

Institute for Women's Studies: http://www.ugr.es/~iem/
E-mail: osanchez@ugr.es

Institute of Peace and Conflict:
http://www.ugr.es/~eirene/main.html
E-mail: bmolina@ugr.es , eirene@ugr.es