

## **NEWSLETTER 4<sup>th</sup> October 2013**

University of Granada

Vice-Rector's Office for International Relations and Development Cooperation

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### **1.- INFORMATION SHEET FOR PARTNER UNIVERSITIES**

Our Information Sheet for Partner Universities is available here:  
<http://internacional.ugr.es/pages/perfiles/socios/socios>

### **2.- SECOND INTERNATIONAL WEEK OCTOBER 2013**

We would like to remind you as well that University of Granada will celebrate its **Second International week** the **16<sup>th</sup> and 17<sup>th</sup> October 2013**. During this week we will organise various activities concerning international mobility, scholarship programmes to study abroad targeted at UGR students, researchers, graduates, lecturers and admin. personnel. Throughout the week **we will promote our partner Institutions**.

### **3.- ONLINE APPLICATION FOR INCOMING STUDENTS (FOR THE SECOND SEMESTER 2013-14)**

Incoming students willing to apply to the UGR for the second semester can consult a complete description of programmes and obtain details for application at:

<http://internacional.ugr.es/pages/perfiles/estudiantes/estudiantes-internacionales>

Application periods for undergraduate candidates of the different programmes (second semester only):

- **Erasmus: 1<sup>st</sup> October to 31<sup>st</sup> October, 2013.**
- **Exchange students: bilateral agreements with a non-EU Partner University (outside the Erasmus Programme): 1<sup>st</sup> October to 31<sup>st</sup> October, 2013**
- **Free mobility: 15<sup>th</sup> October to 5<sup>th</sup> November, 2013.**

More information for international students available at:

<http://internacional.ugr.es/pages/perfiles/estudiantes/estudiantes-internacionales>

Postgraduate candidates should contact:

- If they are Erasmus: to [epinternacional@ugr.es](mailto:epinternacional@ugr.es)
- If they are Exchange students: bilateral agreements with a non-EU Partner University (outside the Erasmus Programme): to [intlmobility@ugr.es](mailto:intlmobility@ugr.es)

If they are free mobility: they have to check instructions and apply online in this link:

<http://internacional.ugr.es/pages/perfiles/estudiantes/applicationinfreemobility>

### **4.- BUDDY PROGRAMME / PROGRAMA MENTOR**

The main purpose of this programme is to assist international students in their integration into Spanish life and to complete their academic duties successfully. International students can find support from the very beginning of their exchange period from one of the UGR students, who will give help them to find their way, both before and during their stay in Granada.

The system's main aim is to set up a network of local mentors for international students (buddies) on exchange programmes with the UGR, giving them practical advice even before they arrive in Granada. Mentors will guide their buddies and give them the necessary support to help them quickly adapt to their study-abroad period.

This initiative aims to help international students to become culturally, academically and linguistically integrated with their new country and city of residence.

**Students can apply for a mentor by clicking on the "Solicito el Programa Mentor / I apply for the Buddy Programme" when filling the online application.**

More information and application instructions at:

<http://internacional.ugr.es/pages/perfiles/estudiantes/nuevas-iniciativas-para-estudiantes-internacionales>

## **5.- INSURANCE**

According to the new UGR Rules on International Student Mobility , **incoming students are obliged to have health and travel insurance for the duration of their study period** (art. 25).

Official Spanish version of the UGR Rules on International Student Mobility can be found here: <http://internacional.ugr.es/pages/archivos/informacion/reglamento>

You can find a summary into English of the aforementioned Norms, specifically affecting incoming students here:

<http://internacional.ugr.es/pages/movilidad/estudiantes/entrantes/seguros?lang=en>

In order to guarantee the fulfilment of the obligations of the University of Granada Norms on International Student Mobility (articles 9.1.c and 25.2) and the rules of the different mobility programmes, University of Granada has underwritten the University insurance Oncampus with the insurance company **EUROPEA DE SEGUROS, S.A.** This insurance policy will cover accidents, civil responsibility and travel assistance (including medical expenses). The health coverage of the insurance policy is a complement to other benefits the student can have. Therefore, the student should obtain his/her **European Insurance Card** as well.

**The policy covers and guarantees can be found here:**

<http://internacional.ugr.es/pages/movilidad/estudiantes/entrantes/seguros?lang=en>

**International incoming students who want to purchase this insurance policy can do it personally by the online system** established by the company and available at: <http://oncampus.es/universidades-seguro-oncampus> .

**The price of the insurance is 15 euros** for all the full mobility period regardless the duration of the stay and the nationality of the student. The insurance coverage will start and end in the dates stated by the student to the insurance company when purchasing the policy. The dates will always have to be according to the limits of the academic year 2013/14 ( **maximum 30 September 2014**).

**All information at:**

<http://internacional.ugr.es/pages/movilidad/estudiantes/entrantes/seguros?lang=en>

## **6.- OFFICIAL ACADEMIC CALENDAR**

All details of the **official academic calendar 2013- 2014** both for undergraduate and postgraduate studies can be found here:

<http://secretariageneral.ugr.es/pages/calendario>

For undergraduate studies, first semester runs from 23<sup>th</sup> September to 15<sup>th</sup> February.

**Second semester begins 17<sup>th</sup> February 2013 and lasts until 11<sup>th</sup> July.**

**Exam resit period, for those who failed in February or June runs during the first two weeks of September.**

## **7.- ORIENTATION WEEK FOR INCOMING STUDENTS**

The ***Vice-Rector's Office for International Relations and Development Cooperation*** at the Universidad de Granada organises an ***Orientation Week for International Students*** one week prior to the beginning of the semester to welcome all international students arriving for the beginning of the semester.

**Next Orientation Week** will take place from **10<sup>th</sup> to 14<sup>th</sup> February 2014**. We encourage all **international students** starting their mobility at UGR for the second semester **to attend our Orientation Week**.

The aim is to **give the students essential information** about registering at the International Relations Office and the enrolment on courses, and of course, all the services provided by the UGR. We also provide them with their UGR international student card during the sessions. And we organise leisure activities as well, in collaboration with the international student associations and other services of the UGR.

We will publish all details about the Orientation week at: <http://internacional.ugr.es/pages/movilidad/estudiantes/entrantes/jornadas-incoming>

#### **8.- LANGUAGE FLUENCY**

To all intents and purposes, except for study programmes taught in other languages, a minimum level of B1 (CEFR) in Spanish is recommended in order to successfully follow undergraduate studies at the UGR.

In the case of postgraduate studies, a minimum level of B1 (CEFR) in the language of teaching is compulsory in order to enroll.

#### **9.- CENTRO DE LENGUAS MODERNAS (CLM): SUBSIDIZED SPANISH LANGUAGE COURSE**

The UGR's Modern Languages Centre (**Centro de Lenguas Modernas - CLM**) offers to all International students coming within the framework of bilateral agreements **subsidized Spanish Language Courses up to B1** (according to the Common European Framework of Reference for Languages). **For those who have a higher level they can take profit of the special prices available for UGR students.** Furthermore, CLM offers other language courses: Arab, French, English, Italian, German, Russian, Japanese, Portuguese, Romanian, and Swedish language.

Students can check information and register online at:

[http://www.clm-granada.com/html/c\\_espanol/esp/cele/cele\\_inscripcion.htm](http://www.clm-granada.com/html/c_espanol/esp/cele/cele_inscripcion.htm)

There will be a **level test** at Centro de Lenguas Modernas prior of the beginning of the course.

More information about CLM can be found at: <http://www.clm-granada.com/indexesp.htm>

#### **10.- INSCRIPTION AT THE GENERAL REGISTRY FOR FOREIGNERS**

We would like to remind our Partners Universities that students enrolled at UGR, even if they are on a temporary mobility programme, must observe the Spanish laws with regard to legally residing in Spain.

You can find more information about the different cases and different procedures depending on student nationality and Home University origin at:

<http://internacional.ugr.es/pages/movilidad/estudiantes/entrantes/residenciainspain>

#### **11.- CERTIFICATES OF ARRIVAL AND CERTIFICATES OF DEPARTURE**

- **Our incoming students (your outgoing students)**

The certificates of arrival of our incoming students (your outgoing students) are generally signed at the International Office of the corresponding Faculty or School at the student's arrival. It is necessary for the student to bring a proof of identification (ID or passport).

Certificates of departure are signed as well as the International Office of the corresponding Faculty or School. The student has to bring his / her ID or passport and a certificate from the Library stating that he / she has given back all the borrowed books.

- **Our outgoing students (your incoming students)**

We ask for your collaboration for the quick signature and seal of the certificates of arrival of our students because scholarship payments are subject to receiving the arrival certificate of arrival.

Our Erasmus National Agency asks us for the original copy of the certificates of departure. Therefore we ask you to give to our students the original certificate of departure (duly signed and sealed), so that they can hand it or deliver it to us.

In case we don't receive the student's original certificate of departure, we must ask for the reimbursement of the scholarship payments.

All our forms are available at:

<http://internacional.ugr.es/pages/archivos/impresos/impresosformularios>

<http://internacional.ugr.es/pages/archivos/impresos/impresosformularios?lang=en>

## **12.- TRANSCRIPT OF RECORDS**

Incoming students' transcripts of records are officially sent by the staff in charge of the International Relations Office at the corresponding Faculty or School once the grades achieved at the UGR are registered on their records.

Regarding our outgoing students, we would like to remind our Partners that an official transcript of records (signed and stamped) is an essential document for the recognition of credits. We remind you, then, that this document should be sent as soon as possible by the Host University, so that students can transfer the credits signed in the learning agreement and receive the last payment of their scholarship, which is subject to academic progress in the case of Erasmus students.

Furthermore, we would like to **remind our Erasmus partners that transcripts of records should be sent to the International Relations Office of the Faculty or School** that signed the bilateral agreement, **not to our central International Relations Office**.

## **13.-ELECTRONIC ADMINISTRATION (E-ADMINISTRATION) AND DIGITAL SIGNATURE**

### **What is e-Administration?**

It is a set of online tools that enables citizens to interact with public administration by electronic means. Thus, users are able to obtain information, ask questions, present allegations or applications, manifest consent or intention, make payments or transactions and contest administrative resolutions and actions. E-Administration allows administrative procedures to be carried out, guaranteeing the user's identity without having to be present in person at the offices in charge of the corresponding processes. It also ensures the integrity of the documents presented.

### **What is a digital signature?**

It is currently a very commonly-used form of identification. Also known as e-signature, it has the same validity as the written signature.

**What advantages does it have over a written signature?**

A hand-written signature can be falsified; a digital signature cannot.

**What are the characteristics of an e-signature?**

*Authentication of the message's origin:* This security aspect protects whoever is receiving the document, guaranteeing that said message has been generated by the party identified in the document as the issuer. Thus, an equivalence is established with the hand-written signature, both being equally valid.

**Signature verification tool:** <https://oficinavir.ugr.es/verifirma/pfinicio.jsp>

You need only type in the numerical code that appears in the document. The system will let you know the signatory's identity.

*Integrity of the information:* This refers to the security system that proves that the data transmitted between users has not been modified during the sending process. The information sent is what finally reaches the receiver.

*Non-denial of origin:* The person who sent the message cannot, later, deny that it was sent by him/her.

*Identity theft is impossible:* The fact that the signature has been created by the signatory through means entirely under his/her control (protected private key via, for example, a password, an electronic card, etc.) impedes, furthermore, the theft of identity by another individual.

**Are there any security risks?** Since it is based on advanced systems of encrypting, the data transmitted is protected, making it impossible for third parties to access it.

All this information is available at:

<http://internacional.ugr.es/pages/perfiles/socios/socios>

#### **14.- IMPORTANT INFORMATION ABOUT LLP/ERASMUS DOCUMENTS.**

In relation with the former point (E-Administration), we would like to inform our European partners that the University of Granada (as in many other public administrations in Spain) is currently working on e-administration tools and procedures in order to speed up and facilitate the administrative issues related to the LLP/Erasmus programme. Please note that some official documents from our outgoing students may look different because of this new official administrative treatment. We will introduce an electronic or digital signature on some documents we have to process and work with together:

- the official learning agreement
- the official LLP/Erasmus Credential

Since this is a new legislative procedure, there will be a co-existence of both the originally signed and stamped documentation and the official documentation with electronic or digital signature. Please note that the electronic or digital signature affects exclusively the part corresponding to the official UGR signature.

#### **15.- INFORMATION RELATED TO LLP/ERASMUS AGREEMENTS OR BILATERAL AGREEMENTS:**

In keeping with its internationalisation policy, the University of Granada (UGR) actively promotes entering into agreements of inter-university cooperation with institutions throughout the world on a wide range of academic activities: undergraduate and postgraduate student mobility; teaching staff and researcher mobility; administration

and maintenance staff mobility; joint study programmes at undergraduate and postgraduate level; support for promoting the Spanish language abroad; support for developing linguistic skills within the UGR community; establishing lasting networks for collaboration in teaching and research; exchanging experiences and publications; etc.

The process begins with the signing of a draft agreement, after which precise actions are agreed for a determined period of time in a specific agreement. Draft and specific agreement models are available in several languages.

#### **LLP/Erasmus agreements.**

In order to sign an Erasmus bilateral agreement, it's necessary to contact directly with your **counterparts** at the UGR's specific academic centres. Please check the following link to access the complete contact information for the UGR academic centres:

<http://internacional.ugr.es/pages/movilidad/estudiantes/contactoscentros>

Please check the specific LLP/Erasmus bilateral agreement model here:

<http://internacional.ugr.es/pages/convenios/index?lang=en>

If your institution is interested in establishing collaborative bilateral agreements with the UGR, please contact the Vice-Rector's Office for International Relations and Development Cooperation by sending an e-mail to: [intlagreements@ugr.es](mailto:intlagreements@ugr.es)

#### **16.- ERASMUS MUNDUS**

The Erasmus Mundus-Action 2 mobility consortia offer grants for students, researchers, academics and administrative staff from EU universities to spend periods of work or study in 3rd-country institutions and vice-versa. The grants cover travel and board expenses, medical insurance and academic fees, should this be the case. All the application procedures should be carried out via the consortia websites. Any specific queries about each Lot can be solved via each consortium's contact e-mail. Please check the consortia websites for more specific information.

#### **NEW SELECTED LOTS (ERASMUS MUNDUS ACTION 2) APPROVED IN JULY 2013 WITH PARTICIPATION OF UGR (More information soon at the website):**

- Al Idrisi (North Africa, Coordinating University: University of Granada):  
<http://www.al-idrisi.eu>
- Email III (Israel, Coordinating University: University of Masaryk):  
<https://www.em2il.muni.cz>
- Ianus II (East Europe and Caucasus, Coordinating University: University of Iasi):  
<http://ianus.uaic.ro>
- JoinEU-SEE>Penta (Western Balkans, Coordinating University: University of Graz):  
<http://www.joineusee.eu>
- Amidila (Latin America, Coordinating University: University of Bolonia)
- Eureka SD (Latin America, Coordinating University: University of Oldenburg)

It is foreseen that lots websites will be published during the last trimester of 2013 as well as online application.

More information on Erasmus Mundus at

<http://internacional.ugr.es/pages/perfiles/estudiantes/erasmus-mundus>

[http://eacea.ec.europa.eu/erasmus\\_mundus/results\\_compendia/selected\\_projects\\_action\\_2\\_en.php](http://eacea.ec.europa.eu/erasmus_mundus/results_compendia/selected_projects_action_2_en.php)



## CONTACT INFORMATION

PLEASE CHECK OUR CONTACT DETAILED INFORMATION:

### **1.- GENERAL INFORMATION**

Vicerrectorado de Relaciones Internacionales y Cooperación al Desarrollo  
Oficina de Relaciones Internacionales y Cooperación Universitaria al Desarrollo  
Universidad de Granada  
Cuesta del Hospicio s/n, 18071  
Granada, España

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Ph. +34 958 249 030  
Fax: +34 958 243 009

[intlinfo@ugr.es](mailto:intlinfo@ugr.es)

<http://internacional.ugr.es>

Opening hours: 9:00 - 14:00 Mon. to Fri.

### **2.- MOBILITY PROGRAMMES (e-mail information)**

- LLP/ERASMUS: [intlerasmus@ugr.es](mailto:intlerasmus@ugr.es)
- ERASMUS MUNDUS: [intlerasmusmundus@ugr.es](mailto:intlerasmusmundus@ugr.es)
- OTHER MOBILITY PROGRAMMES: [intlmobility@ugr.es](mailto:intlmobility@ugr.es)

### **3.- OTHER SPECIFIC AREAS (e-mail information):**

- INTERNATIONAL NETWORKS, PROJECTS AND UNIVERSITY DEVELOPMENT COOPERATION: [intlprojects@ugr.es](mailto:intlprojects@ugr.es) [intlnetworks@ugr.es](mailto:intlnetworks@ugr.es) [admoncicode@ugr.es](mailto:admoncicode@ugr.es)
- AGREEMENTS: [intlagreements@ugr.es](mailto:intlagreements@ugr.es)

### **4.- CONTACT INFORMATION - FACULTIES AND SCHOOLS AT THE UGR:**

For questions related to academic issues such as Erasmus learning agreements, transcript of records, etc. please contact the International Relations Office at the Faculties/ Schools:

<http://internacional.ugr.es/pages/movilidad/estudiantes/contactoscentros>

### **5.- ORGANIZATION CHART OF THE VICE-RECTOR'S OFFICE AND OF THE OFFICE OF INTERNATIONAL RELATIONS AND COOPERATION DEVELOPMENT (ORIC)**

<http://internacional.ugr.es/pages/organigrama>

<http://internacional.ugr.es/pages/organigrama/ori/oficina-de-relaciones-internacionales-y-cooperacion-al-desarrollo>

### **6.- PHONE LIST OF THE UGR**

<http://directorio.ugr.es/>

[http://directorio.ugr.es/static/Personal/\\*/buscar?buscador\\_entidad=199&buscador\\_nombre=&buscador\\_cargo=&buscador\\_telefono=&buscador\\_email=&enviar.x=42&enviar.y=9](http://directorio.ugr.es/static/Personal/*/buscar?buscador_entidad=199&buscador_nombre=&buscador_cargo=&buscador_telefono=&buscador_email=&enviar.x=42&enviar.y=9)



## MISCELLANEA

### **1.- STUDY PROGRAMMES AT THE UGR:**

<http://www.estudiaengranada.es>

<http://www.ugr.es/en/pages/perfiles/estudiantes>

<http://grados.ugr.es>

<http://masteres.ugr.es>

<http://doctorados.ugr.es>

<http://internacional.ugr.es/pages/guias-y-folletos/masteres20122013ingles>

<http://internacional.ugr.es/pages/guias-y-folletos/gradobilingue20122013>

### **2.- THE UGR ON FACEBOOK, TWITTER, TUENTI AND YOUTUBE**

We actively participate on the following social networks:

FACEBOOK:

<http://www.facebook.com/internacionalugr>

<http://www.facebook.com/universidadgranada>

TWITTER:

<http://twitter.com/canalugr>

TUENTI:

<http://www.tuenti.com/universidaddegranada>

YOUTUBE:

<http://www.youtube.com/canalugr>

### **3.- GUIDES, INFORMATION SHEETS AND OTHER PROMOTIONAL MATERIALS**

Through the current section you can access the **guides, information sheets and other promotional materials** designed and updated by our Vice-Rector's Office for International Relations.

<http://internacional.ugr.es/pages/guias-y-folletos/guiasyfolletos?lang=en>

Among these promotional materials, we would like to focus your attention on our **Information Sheet for Partner Universities** where you can find bilingual information (Spanish and English) about important dates and deadlines for applying to the UGR, grading system, different mobility programmes, list of top-quality facilities, resources and services, issues related to health insurance and residence in Spain, contact information and other important and useful links that our partners can use to access our Vice-Rector's Office activities.

### **4.- UGR IN THE RANKINGS**

The UGR is internationally recognized as an outstanding institution of Higher Education providing high quality services in teaching, research, innovation and other cultural activities. According to the last edition of ARWU-Shanghai ranking in 2013, the UGR is situated between the first 300-400 universities in the world.

Regarding the transfer of knowledge, UGR is the Spanish University that has created the most spin-offs (40 spin-offs in the last four years). UGR is one of the five best valued Universities in Europe by cybernauts, as is shown in an analysis of popularity carried out among 10,200 Higher Education Institutions all over the world.

## **5.- THE CONFUCIUS INSTITUTE OF THE UNIVERSITY OF GRANADA**

The Confucius Institute of the University of Granada (ICUGR) is a non-profit-making organization created thanks to the collaboration between the University of Granada (UGR) and the University of Beijing. Set up under the agreement with (Hanban) (Office of Chinese Language Council International), whose main aim is to promote the Chinese language and culture education and to develop, in our city and in every scope of this University, those activities related to the Chinese culture throughout language courses divided in different levels, arrange film seasons, seminars, Chinese conference series, workshops, etc.

More information at: <http://institutoconfucio.ugr.es/?lang=en>

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