

NEWSLETTER 11th September 2014

University of Granada

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

INDEX

EVENTS

- 1.- THIRD INTERNATIONAL WEEK OCTOBER 2014 (15-16th October 2014)
- 2.- ORIENTATION WEEK FOR INCOMING STUDENTS (15-20th September 2014)
- 3.- FLECOS: 1st International Festival for Spanish Language, Culture and Leisure (3-5 October 2014)

OTHER IMPORTANT INFORMATION FOR PARTNERS

- 1.- INFORMATION SHEET FOR PARTNER UNIVERSITIES
- 2.- OFFICIAL ACADEMIC CALENDAR
- 3.- LANGUAGE FLUENCY
- 4.- ONLINE APPLICATION FOR INCOMING STUDENTS (FOR THE SECOND SEMESTER 2014-15)
- 5.- BUDDY PROGRAMME / PROGRAMA MENTOR
- 6.- INSURANCE
- 7.- INSCRIPTION AT THE GENERAL REGISTRY FOR FOREIGNERS
- 8.- CERTIFICATES OF ARRIVAL AND CERTIFICATES OF DEPARTURE
- 9.- TRANSCRIPT OF RECORDS
- 10.- INTERNATIONAL PLACEMENTS AT UGR
- 11.-ELECTRONIC ADMINISTRATION (E-ADMINISTRATION) AND DIGITAL SIGNATURE
- 12.- IMPORTANT INFORMATION ABOUT ERASMUS DOCUMENTS.
- 13.- ERASMUS CHARTER AND ERASMUS POLICY STATEMENT
- 14.- INFORMATION RELATED TO ERASMUS AGREEMENTS OR BILATERAL AGREEMENTS
- 15.- ERASMUS MUNDUS

CONTACT INFORMATION

- 1.- GENERAL INFORMATION
- 2.- MOBILITY PROGRAMMES (e-mail information)
- 3.- OTHER SPECIFIC AREAS (e-mail information):
- 4.- CONTACT INFORMATION - FACULTIES AND SCHOOLS AT THE UGR
- 5.- ORGANIZATION CHART OF THE VICE-RECTOR'S OFFICE AND OF THE OFFICE OF INTERNATIONAL RELATIONS AND COOPERATION DEVELOPMENT (ORIC)
- 6.- PHONE LIST OF THE UGR

MISCELLANEA

- 1.- STUDY PROGRAMMES AT THE UGR:
- 2.- THE UGR ON FACEBOOK, TWITTER, TUENTI AND YOUTUBE
- 3.- GUIDES, INFORMATION SHEETS AND OTHER PROMOTIONAL MATERIALS
- 4.- UGR IN THE RANKINGS
- 5.- THE CONFUCIUS INSTITUTE OF THE UNIVERSITY OF GRANADA

IMPORTANT: You can subscribe to our newsletters by selecting your distributing list and introducing your name and e-mail at <http://ori.ugr.es/ori/newsletters.html>

EVENTS

1.- THIRD INTERNATIONAL WEEK OCTOBER 2014

We would like to inform you that University of Granada will celebrate its **Third International week next 15-16 October 2014**. 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. staff. Throughout the week **we will promote our partner Institutions**.

Then, we would like to ask you to **send us some promotional material about your institution (e.g. posters, leaflets, flyers etc)** which we can use and hand out to students who are interested in visiting you and/or studying with you.

2.- 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 **15th to 20th September 2014**. We encourage **all international students** starting their mobility at UGR **to attend our Orientation Week**.

Orientation Week for students coming to UGR for our second semester is previewed for 9th – 13th February 2015

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>

3.- FLECOS

FLECOS is the short name for the **1st International Festival for Spanish Language, Culture and Leisure**, which will be held in **Granada Conference Centre from 3 to 5 October 2014**. FLECOS is a project sponsored and promoted by the main schools in Granada teaching Spanish as a Foreign Language, under the strong auspices of Granada Conference Centre.

FLECOS aims at boosting the interest for learning Spanish in the world, within the framework of the strategic role of language as a cultural vehicle for creation, exchange and knowledge. Beside this, FLECOS intends to consolidate and enhance the vantage position and prominence of Granada as a landmark for Spanish Language and culture, being an iconic destination for the restless traveler from time immemorial, inspired by Granada's artistic and almost magical heritage.

FLECOS is illustrative of the effort on the Conference Centre's side to go beyond the mere hosting of cultural events and medical-scientific congresses, and to be proactive, instead, in developing initiatives in the events organization and production in close cooperation with innovative entrepreneurial industries, and to collaborate with the sustainable development of its environment.

<http://www.flecosgranada.es/>

OTHER IMPORTANT INFORMATION FOR PARTNERS

1.- INFORMATION SHEET FOR PARTNER UNIVERSITIES

Our Information Sheet for Partner Universities is available here:

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

More information for Partner Universities at:

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

2.- OFFICIAL ACADEMIC CALENDAR

All details of the **official academic calendar 2014- 2015** both for undergraduate and postgraduate studies can be found here:

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

For undergraduate studies, first semester runs from 23th September to 14th February.

Second semester begins 16th February 2014 and lasts until 11th July 2015.

Exam resit period, for those who failed in February or June runs during the first three weeks of September (1-19 September 2015).

3.- 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 enrol.

4.- ONLINE APPLICATION FOR INCOMING STUDENTS (FOR THE SECOND SEMESTER 2014-15)

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: 1st October to 31st October, 2014.**
- **Exchange students: bilateral agreements with a non-EU Partner University (outside the Erasmus Programme): 1st October to 31st October, 2014**
- **Free mobility: 15th October to 5th November, 2014.**

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
- If they are Exchange students: bilateral agreements with a non-EU Partner University (outside the Erasmus Programme): to 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>

5.- 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>

6.- 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/insurance/index?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/insurance/informacion-basica-sobre-el-seguro-20142015>

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 19 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 2014/15 (**maximum 30 September 2015**).

All information at:

<http://internacional.ugr.es/pages/movilidad/estudiantes/entrantes/insurance/informacion-basica-sobre-el-seguro-20142015>

7.- 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>

8.- 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 certificate of arrival.

We need as well an original copy of the certificates of departure of our outgoing students so that they can receive the last part of their scholarship payments. 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 for the certificates of arrival and departure are available at:

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

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

9.- 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.**

10.- INTERNATIONAL PLACEMENTS AT UGR

University of Granada is working on a standardized procedure of admission of international students willing to do a placement at the different offices, services, departments, Faculties and Schools at UGR.

We will be published soon more information about the procedure and the online application at this website.

<http://internacional.ugr.es/pages/movilidad/estudiantes/entrantes/international-placements-at-ugr/index?lang=en>

11.-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>

12.- IMPORTANT INFORMATION ABOUT 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 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 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.

13.- ERASMUS CHARTER AND ERASMUS POLICY STATEMENT

Our **Erasmus Charter for Higher Education 2014-2020**, as well as the **Erasmus Policy Statement of the UGR** are available at

<http://internacional.ugr.es/pages/erasmuscharter/index>

14.- INFORMATION RELATED TO 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.

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

15.- 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

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

http://eacea.ec.europa.eu/erasmus_mundus/results_compendia/selected_projects_action_2_en.php

CONTACT INFORMATION

1.- GENERAL INFORMATION

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

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Ph. +34 958 249 030
Fax: +34 958 243 009
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
- ERASMUS MUNDUS: intlerasmusmundus@ugr.es
- OTHER MOBILITY PROGRAMMES: intlmobility@ugr.es

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

- INTERNATIONAL NETWORKS, PROJECTS AND UNIVERSITY DEVELOPMENT COOPERATION: intlprojects@ugr.es intlnetworks@ugr.es admoncicode@ugr.es
- AGREEMENTS: 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=36&enviar.y=3

MISCELLANEA

1.- STUDY PROGRAMMES AT THE UGR:

<http://www.estudiaengranada.es>

<http://grados.ugr.es>

<http://masteres.ugr.es>

<http://doctorados.ugr.es>

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

At the ***guía del estudiante or guía del alumno*** of every Faculty / School of UGR the student can find the list of available courses and the timetables. Please, check the websites of the Faculties and Schools of UGR: <http://www.ugr.es/pages/centros>

Information is usually only available in Spanish language.

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>

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 2014, the UGR is situated in the 326th position in the world and 8th of Spain.

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.

In terms of student satisfaction, the UGR has been voted the number one study destination in Spain by international students, obtaining the prestigious International Student Satisfaction Gold Award from StudyPortals in 2013.
<http://www.studyportals.eu/awards/awards2013/489/overview-of-studyportals-awards-2013-spain.html>

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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A PDF version of the newsletter is available at:

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