



Universidad de Jaén
Vicerrectorado de Internacionalización

Welcome to the University of Jaén!

Please, find below the *Incoming Student Guidelines 2013-2014* for those EU students who have been selected by their home Universities to study at the University of Jaén (Spain) for one semester or a full academic year within the framework of the *LLP-Erasmus Exchange Programme*:

Before coming to the UJA

[1] Application form:

Once you have been selected by your home University and your International Relations Coordinator has confirmed it by email (to secrel@ujaen.es), please: [1] fill in (**and also click on the *Send* button**) our [Student Exchange Application Form](#), [2] print it and give it to the persons in charge of signing and official stamping in your home University (*Home Institution Information* Section), and [3] send it **by regular post (not by email, nor by fax) before 31st May for non EU nationals or before 30th June 2013 for EU nationals for semester 1 or full academic year, and before 30th November 2013 for semester 2)**, together with your [a] home university original transcript of records [b] national identity card copy (page with photo only) to:

David Peñafuerte Rendón
Sección de Relaciones Internacionales
Universidad de Jaén
Campus Las Lagunillas
Edif. "Bachiller Pérez de Moya" (C2-105)
23071 Jaén (Spain)

Regarding your *UJA Application Form* (first online and then as printed copy), please **make sure that you have filled in all the required information**, including your photograph (**identity card size**). All the information requested in the *Application Form* is mandatory, except that concerning languages other than Spanish.

Choosing your courses:

We strongly recommend you at the moment of choosing your courses to contact the professor that will be your academic coordinator in Jaén. You can ask us the name and email of the professor sending an email to dprendon@ujaen.es or secrel@ujaen.es including the name of your University and your field of studies.

You will find below all the necessary information regarding the UJA current *undergraduate degree catalogue*:

[a] Duration (in academic years):

Ingeniero Degree Programmes	5 years
Doble Titulación Programmes	3-6 years
Grado Bachelor Programmes under the Bologna System	4 years

[b] Language of tuition:

All courses within these undergraduate degree programmes are taught in *Spanish*, except for the ones under the (undergraduate) [PATIE option](#) (which offer the possibility of teaching support, materials and official examinations in English).

[c] Workload:

Please notice that at the UJA, each academic year normally comprises approximately 72 UJA LRU credits (60 [ECTS](#) aprox.) and that 1 UJA LRU credit is equivalent to 10 teaching hours, that is to say, 1 ECTS credit equals to 1.25 UJA LRU credits or, the other way round, 1 UJA LRU credit adds up to 0.8 ECTS. The new degrees under the Bologna system are all nominated in ECTS so there is no need to use any conversion rate. Most of the new degrees under Bologna are currently being implemented at the UJA.

[c] Undergraduate degree catalogue and description of individual courses:

You can find the undergraduate degree courses catalogue using this link:

<http://www10.ujaen.es/conocenos/organos-gobierno/secord/inicio>

Once at the web site you must look for the “*Plan Docente 2013/2014*” link (**Please, note that the 2013/2014 courses information won’t be available till approximately June 2013. In that case you must use the 2013/2014 courses information and correct your choices upon arrival**).

Furthermore, you may find information on course timetables at the [official web page of each Facultad/Escuela](#). Please, **notice that the information about teaching timetables and schedules is usually available at the beginning of the semester.**

If you have any **difficulty to find the codes** of different subjects you can try using these links:

- For subjects **in Spanish** (**Important!!: You must choose the 2013/2014 option before searching the subjects. If the 2013/2014 is not still available please use the 2012/2013 option**):

http://www.ujaen.es/serv/vicint/home/academics_home.php?idioma=es

- For subjects in English or with support in English:

http://www.ujaen.es/serv/vicint/home/academics_home.php?subtitle=cin

Very important rules or recommendations you must keep in mind while you choose your courses:

- Recommendations about workload:
 - All year student: 60 ECTS credits maximum (75 UJA LRU credits).
 - One semester student: 30 ECTS credits maximum (37.5 UJA LRU credits).
- It is very important to identify correctly the codes for the chosen subjects in the Application Form.
- Whole-year students must include in their Applications Forms the courses they would like to take for the whole academic year (not only for the courses in the 1st semester). They will have a “period for changes/modifications” at the beginning of the second semester in order to change 2nd semester courses.
- 1st semester students are not allowed to choose 2nd semester courses.
- 2nd semester students are not allowed to choose 1st semester courses.
- One semester students are not allowed to choose full academic year courses.
- Very important: No student will be allowed to choose courses without lessons, marked as “*Sólo derecho a examen (sin docencia)*”:

If you are doubtful while filling in the courses in the Application Form, you should send an email with your questions to: secrel@ujaen.es or dprendon@ujaen.es

Once we receive your original Application Form by post, we will immediately send it to your UJA Academic Coordinator for evaluation. If your application is accepted, we will send to you an *acceptance confirmation* by e-mail (for EU nationals) or an *admission letter* by post for non EU nationals (Step 2 below), so that you can start preparing your trip to Spain.

Very Important! The acceptance of your Erasmus candidacy does not involve the acceptance of all courses proposed in your Application Form-Learning Agreement. The selection of definitive courses to take will be done once in Jaén after a meeting with your UJA Academic Coordinator. Please do also notice that some undergraduate courses are taught only during a specific semester (1st or 2nd), some courses are repeated during both semesters (1st and 2nd) and some courses are only taught during the full academic year (and, therefore, cannot be taken by students not staying at the UJA for semester 1 + semester 2).

[2] Acceptance/Admission Letter

As stated above, once you have been accepted by the UJA, we will send you (by email in the case of EU nationals or by registered mail in the case of non EU nationals) an acceptance or an admission letter so that you can start preparing your trip and visa (for non-EU nationals) before coming to Jaén.

[3] Health and accident insurance

International Erasmus exchange students who are nationals of a Member State of the European Union, Iceland, Liechtenstein, Norway or Switzerland or Erasmus students from non-EU countries who are legally residing in the EU and are covered by a state social security scheme will be able to benefit from the [European Health Insurance Card](#), which has to be obtained before departure from the corresponding home country.

Erasmus students from other countries (like Turkey) wishing to study at the UJA must hold a private health (sickness/hospitalization), repatriation, accident, travel and civil liability insurance policy covering the whole period of stay in Spain and bring along all the necessary contact details of the corresponding doctor/clinic in Jaen (if they obtain one before their departure date from their home country). Alternatively, these international students can also obtain their insurance policy once in Jaén from any Spanish insurance companies such as www.mapfre.es (please contact the company directly in order to get some information about prices and insurance coverage).

[4] Accommodation

Incoming foreign students are responsible for looking and applying for their own accommodation in Jaén and, for this reason, it is advisable to do it in advance to the expected arrival date. The accommodation possibilities in Jaén are the following:

[a] Temporary accommodation:

Temporary accommodation in hotels & hostels (www.paginasamarillas.es) and youth hostel (www.inturjoven.com/es/albergues/albergue-inturjoven-a-spa-de-jaen.html, 20 € approx./day, Youth Hostel Card needed).

[b] Permanent accommodation:

Flats/Apartments (sharing it or renting your own one, self-catered): sharing a flat is the most common choice for students staying in Jaen for 3 months or more. Monthly rents for one room vary from 150 to 250 € per person (water, gas, electricity and internet connection not included, which normally amount to 60 €/month approx.). In some cases, lodgers may be asked to pay a deposit in advance, which normally amounts to one month's rent and which is returned at the end of the stay. Flats are furnished (beds, tables, chairs and totally equipped kitchen), but there may be no bed-sheets or towels, which must be brought by the students. Students wishing to look for a shared flat/apartment by themselves should arrive in Jaén a few days before the beginning of classes (and stay in a hotel/hostel/youth hostel in the meantime) to be able to look for it (notices can be found on phone boxes all around the city and on boards on campus). On the other hand, if you want to rent your own flat you will need the services provided by a real state agency (www.paginasamarillas.es > Agencia inmobiliaria). Students wishing to rent a flat with the help of a real state agency will be required to pay for these services half of the monthly rent, apart from a deposit (which amounts to one month's rent and is returned at the end of the stay) and the first month rent. Prices for these apartments vary depending on the number of rooms, normally ranging from 400 € to 500 € per month for a one or two-room apartment. Students wishing to rent their own flat with the help of a state agency should arrive in Jaén a few days before the beginning of classes (and stay in a hotel/hostel/youth hostel in the meantime) to be able to look for it. We also recommend visiting the ESN Jaén (Erasmus Student Network Facebook Profile) to find information about accommodation requests and to be aware of housing options and proposals made by other international students in Jaén.

University student halls of residence (single or double room, full board, 600 €/month aprox.): which normally close for summer, Christmas and Easter holidays. For information about prices, availability, opening days, meals provided, application forms and booking procedure, please visit the corresponding web pages:

- Colegio Mayor Domingo Savio (male & female / on campus):
http://www.ujaen.es/serv/vicest/colegios_mayores/informacion.htm

- Colegio Mayor Josefa Segovia (female / downtown):
<http://itac.e.telefonica.net/josefa.html>
- Residencia Universitaria Cardenal Merino (male / downtown):
<http://www.cardenalmerino.es/>
- Residencia Virgen de la Capilla (female / downtown):
<http://www.residenciavirgendelacapilla.com/>
- Residencia Paraninfo (female / next to the campus):
<http://www.residenciaparaninfo.es/>

[5] Travelling to Jaén (& Linares)

For coming to Jaen the best choice is to either:

- Fly to *Federico García Lorca Granada-Jaén* Airport (www.aena.es, which is 98 kilometres away from Jaén), then take the airport bus to Jaén's bus station (or, if the timetables do not fit you, take the airport bus to Granada's bus station and finally take an Alsina Graells/Alsa Bus to Jaén or Linares) (www.alsa.es, tickets can be bought online).
- Fly to *Malaga* Airport (www.aena.es, which is 217 kilometres away from Jaén), then take the airport bus/train to Malaga's bus station, and finally take an Alsa Bus to Jaén or Linares.
- Fly to *Madrid-Barajas* Airport (www.aena.es, which is 346 kilometres away from Jaén), then take a taxi or metro to Atocha or Chamartín Renfe train stations (www.metromadrid.es), and finally take a train to Jaén or Linares (www.renfe.es, tickets can be bought online).

For information about Jaen's bus station is also available online at www.epassa.es/autobus.

Once you arrive to the UJA

[6] Registration at the UJA International Relations Office

Once you arrive at the UJA you have to register at the [International Relations Office](#), Sección de Relaciones Internacionales, Universidad de Jaén, Campus Las Lagunillas, Edif. "Bachiller Pérez de Moya", [C2-105](#), 1ª planta, 23071 Jaén, Spain):

At the International Relations Office you will also be given:

- (1) An student identity card (SAFYD card) (you must bring 3 € with you to pay for this card).
- (2) An university bus certificate (in order for you be able to benefit from the student reduced fees for buses and local tram).
- (3) A copy of your original Application Form (duly signed by the UJA representatives), which you will need for meeting your UJA Academic Coordinator.
- (4) Contact details of your UJA Academic Coordinator.
- (5) Specific instructions about Official Registration and Learning Agreement changes.

Please bring along any home university registration/arrival certificate so that the staff at the IR Office can duly complete, sign/stamp and fax it to your home university IR Coordinator (a receipt of this will be given back to you).

RECOMMENDED ARRIVAL DATES	
ALL YEAR STUDENTS	
FIRST SEMESTER AND FULL ACADEMIC YEAR STUDENTS	02/09/2013
SECOND SEMESTER STUDENTS	20/01/2014

[7] Meeting your UJA Academic Coordinator

After registering at the IR Office you have to meet your Academic Coordinator at the UJA in order to get some guidance about the courses you selected in your application form. Before meeting your UJA Academic Coordinator in his/her office, it is advisable (1) to arrange a meeting with him/her (preferably by email /internet access is free at the C2 Building-first floor facilities and A4 Building-I 12/13/22 facilities for *Las Lagunillas* Campus; and A-009-A facilities for *Linares* Campus), (2) to collect the timetables for the courses you have selected in your application form (information on course timetables can be found at the [official web page for each Facultad/Escuela](#)), and (3) to attend some lessons (for 4-5 days) of the courses you have chosen in your application form (or that you would like to follow at the UJA, since your first choice of courses can be changed once you arrive to the UJA as long as your home university IR Coordinator & your UJA Academic Coordinator allow you to do so) to get some feedback about the level of these courses.

[8] Learning Agreement Changes: Periods and Procedures

To proceed with Learning Agreements changes the students must fill in the Learning Agreement Changes Form given to them by their Universities, look for the signatures of the persons in charge at their universities and: (1) bring personally the duly signed changes document to the UJA International Relations Office or (2) ask their Universities to send the duly signed changes document by fax (00 34 953212612) or by email (secrel@ujaen.es; dprendon@ujaen.es) to the UJA International Relations Office. Once here, we will arrange the signature of the persons in charge and once signed, we will return the original signed document to the student or to their Universities.

LEARNING AGREEMENTS CHANGES PERIODS FOR ERASMUS INCOMING STUDENTS	
ALL YEAR STUDENTS	
First period for LA changes In this period it will be possible to delete or add whatever course (whole year, 1 st semester or 2 nd semester)	02/09/2013 – 04/10/2013
Second period for LA changes In this period it will be only possible to delete or add only 2 nd semester subjects	20/01/2014 – 14/02/2014
FIRST SEMESTER STUDENTS	
Only period for LA changes In this period it will be possible to change or add only 1 st semester courses	02/09/2013 – 04/10/2013
SECOND SEMESTER STUDENTS	
Only period for LA changes In this period it will be only possible to change or add only 2 nd semester subjects	20/01/2014 – 14/02/2014

[9] Official Registration (*Matrícula*) at the UJA: Periods and Procedures

Once you have registered at the International Relations Office and met your UJA Academic Coordinator, and you have definitively chosen the courses you want to take (making Learning Agreement changes if necessary), you have to register officially for the courses you have selected.

At their arrival, exchange students will be provided with specific instructions about how to proceed with their Official Registration and will be given the necessary Registration Forms.

The Registration Forms must be filled in with the help of the UJA Academic Coordinator who must sign the document. Once filled and signed, the document will be brought personally to the International Relations Office (IRO) in the periods specified below. Only the students who have brought this document to the International Relations Office will be allowed to make the on-line Registration.

Very important! Official Registration (*Matrícula*) is a different process to the Learning Agreement changes process. **It won't be issued any Transcript of Records (final certificate containing your marks) to students not officially registered in the correct way.**

OFFICIAL REGISTRATION (<i>MATRÍCULA</i>) PERIODS FOR ERASMUS INCOMING STUDENTS	
ALL YEAR STUDENTS	
FIRST REGISTRATION PERIOD	
Period for bringing filled Registration Form to IRO	07/10/2013 – 11/10/2013
On-line Registration period (<i>automatrícula</i>) In this period it will be possible to register in any course (all year, 1 st semester or 2 nd semester)	21/10/2013 – 25/10/2013
REGISTRATION CHANGES PERIOD	
Period for bringing filled Changes Registration Form to IRO	17/02/2014 – 21/02/2014
On-line Registration period (<i>automatrícula</i>) In this period it will be possible to change or add only 2 nd semester subjects	03/03/2014 – 07/03/2014
FIRST SEMESTER STUDENTS	
ONLY REGISTRATION PERIOD	
Period for bringing filled Registration Form to IRO	07/10/2013 – 11/10/2013
On-line Registration period (<i>automatrícula</i>) In this period it will be possible to register only in 1 st semester courses	21/10/2013 – 25/10/2013
SECOND SEMESTER STUDENTS	
Period for bringing filled Registration Form to IRO	17/02/2014 – 21/02/2014
On-line Registration period (<i>automatrícula</i>) In this period it will be possible to register only in 2 nd semester courses	03/03/2014 – 07/03/2014

[10] Semester Extensions

First semester students wanting to extend their stay at the UJA for the whole academic year are required to come to the UJA International Relations Office to be informed about the procedure. **The period to ask for extensions will be from 18-11-2013 to 17-01-2014.**

[11] Academic calendar

The [academic calendar for the academic year 2013/2014](#) (choose 2013/2014 option!!) is split into two main semesters: Semester 1 (end September-beginning February) and Semester 2 (beginning February-beginning June). Please notice that exams failed or not taken during these semesters can be retaken in the exam period held in June.

[12] Sport facilities & cultural activities

Once you have registered at the IR Office, you will be allowed to use all the UJA facilities. Information regarding our [sport facilities](#) and [cultural activities](#) can be found online. We also recommend you to leave your contact details at the ASUEJ International Students Association (ESN Jaén in Facebook), so that you can have the opportunity of enrolling in the trips and parties organised by its members (asuej@ujaen.es, Tel. + 34 Tel. 953 212669, C2 Building on the third floor, 305 office, hours: 9.00 – 13.00 pm).

For further information on trips and facilities by the Andalusian regional government please visit www.inturjoven.com Finally, if you are interested in a guided tour through Jaén or would like to join Jaén entertainment agenda please visit <http://bonoturisticojaen.com/bonoturisticojaen/index.html> and <http://www.jaenow.es/> respectively. Do not forget that Spain enjoys well-deserved fame as a fun-loving country. Splendour, gaiety and the imagination of the nation as a whole are the basic features of the Spanish fiesta. The year's festive highlights (carnival, religious feasts, pilgrimage excursions, rites of summer, etc.) turn the public into active participants and passive spectators who are nevertheless aware of being both things at once. Fiestas, a phenomenon that gives expression to a peculiarly Spanish vitality, take place almost uninterruptedly in different places and at different times of the year, so that the traveller will always find an occasion to witness these magical, spectacular happenings that alter the daily routine of Spanish society.

Besides, the so-called Carnet Joven can be really helpful during your stay:

<http://www.juntadeandalucia.es/institutodelajuventud/portalcarnetjoven/home>

[13] Estimated expenses for international students at UJA

Please, find enclosed some guidance information about the estimated expenses of international students at UJA (per academic year):

- Housing: please refer to Section 4 (*Accommodation*) above.
- Meals (for self-catered accommodation): 200 €/month approx.
- Teaching material (notes, books, etc.): 40-50 €/month approx.
- Personal spending: 150 €/month approx.
- Transport (Jaen): 40-50 €/month approx.
- Health insurance: please refer to Section 3 (*Insurance*) above.

[14] Language courses (Spanish, German, French and English)

The University of Jaén provides all incoming international exchange students with the possibility of following/completing different types of language courses, teaching placements and official examinations (The UJA is an official *Centro Examinador* for *DELE*, *Goethe-Institut* and *Alianza Francesa* examinations). If you are interested in these language courses and/or official examinations possibilities, please contact

the [Advanced Centre of Modern Languages](#) (CEALM) by email cealm@ujaen.es or upon arrival (C6 building).

[15] Welcome and orientation day

All exchange students will be welcomed by the Vice-Chancellor for Internationalization (and by the rest of IR UJA representatives) during the so-called Welcome day (mid October for 1st semester or full academic year students & mid March for 2nd semester students). Exchange students will be called to take part in this activity by email and they will be provided with all types of information regarding UJA academic and non-academic activities. The UJA will organize the International Week and Fair in November. You will be informed about the details and final dates by e-mail and through our IR website.

[16] UJA Buddy Program

All incoming exchange students (non-native speakers of Spanish language) are offered the possibility of benefiting from the UJA Buddy Program that connects international students with Spanish student volunteers in order to be able to receive support, orientation and help during their first days at the UJA. **Further information about this programme will be provided for exchange students once admitted.**

[17] Training period / work placement

Besides, those exchange students interested in completing also a training period/work placement at a firm located in Jaén can do so by applying for a position under the «Prácticas de Empresa Programme» (as long as the applicant has completed, at least, 50% of the corresponding home university degree workload). Further information can be found online:

<http://www.ujaen.es/serv/uempleo/practicaseempleo/index.html> and at C2 Building (1st floor):
Sección Prácticas de Empresa.

Before leaving the UJA

[18] Certificate of Attendance

Before leaving the UJA (two or three days before) you must bring along to the UJA International Relations Office the Certificate of Attendance form given to you by your University. This is a very important document in order to certify your period of stay. Once signed by us, you must give it to your University International Relations Office.

[19] UJA academic transcript of records

The UJA academic transcript of records will be issued (and put at disposition on-line of the International Relations persons in charge at your University) once you have completed your courses and taken your exams on the following dates: mid February (after January examinations) and mid September (after June/July examinations).

Very Important: It won't be issued any Transcript of Records to students not officially registered in the correct way or that haven't completed Learning Agreement changes as required.

For further information:

Sección de Relaciones Internacionales (C2-105)

Universidad de Jaén

Tel. + 34 953 213480 / Fax. + 34 953212612

secrel@ujaen.es