



Facultad de Filosofía y Letras



## **Faculty of Arts and Humanities LLP/Erasmus Incoming Students**

Dear Exchange Student,

Welcome to the Faculty of Arts and Humanities at the Universidad de Granada (UGR).

**PLEASE READ CAREFULLY, SAVE IN YOUR COMPUTER AND PRINT OUT THIS DOCUMENT WHICH WILL BE OF USE TO YOU DURING YOUR STAY AT THE UGR.**

### **BEFORE YOUR ARRIVAL**

Before you come to study to the UGR, you must have been nominated by your LLP-Erasmus coordinator. You will be informed via email. Then you will get your acceptance letter and all the information necessary for your enrolment. This is an indispensable requirement. We expect to get your application form completed electronically before the end of July 2008. Do please send it via email to [incoletas@ugr.es](mailto:incoletas@ugr.es). The application forms completed by hand **will not** be accepted and processed.

### **ON ARRIVAL: REGISTRATION IN THE CENTRAL OFFICE OF INTERNATIONAL RELATIONS and INTERNATIONAL WELCOME WEEK**

From the 22<sup>nd</sup> to the 26<sup>th</sup> of September 2008, the UGR will welcome all students from abroad officially. The place you will have to go is the [Central International Relations Office](#) at Complejo Administrativo Triunfo (Cuesta del Hospicio s/n, [see the map](#)). The UGR coordinator will send you an email to inform you of the exact date when you are expected to be there. At the end of the presentation you will be given your Erasmus ID card. For that purpose, you will be required to hand in the following docs:

1. Your Erasmus credential (a document provided by your home university certifying that you have been awarded an ERASMUS grant to study at the UGR)
2. A photocopy of your passport (or ID)
3. Two passport photographs

**NOTE:** BRING ALL THESE with you. IF NOT, you will not get your ID card. In case you might not be able to attend the presentation during the International Welcome Week, you will have to pick up your Erasmus ID card at the Central International Relations Office when you arrive at Granada.

### REGISTRATION PROCEDURE at the Faculty of Arts and Humanities

Once you get your Erasmus ID Card, you should go to the Office of International Relations at the [FACULTY OF ARTS AND HUMANITIES](#) (see the map). You can see the route from the Central Office of International Relations to the Faculty. *A pie* means “on foot”; *en coche* means “by car”.

You can also take buses no. 8, C or U from the bus stop “Triunfo”, which is close to the Central Office of International Relations. You can download all the info concerning the local buses services [here](#). You have to get off at the bus stop “Empresariales”.

In this first appointment, you will be officially registered as Erasmus student at the Faculty of Arts and Humanities. Then you will be assigned a further appointment in order to sign up for modules you would like to study during your stay at the UGR.

Our office hours for incoming students are:

- From Monday to Thursday
- From 10 am to 14 pm

### ACADEMIC INFORMATION: HOW TO CHOOSE YOUR MODULES

Module enrolment takes place once you have arrived at Granada and registered at the Faculty of Arts and Humanities. You should think carefully about the modules that you would like to study, taking into account the following criteria:

1. Your home university requirements for Erasmus students;
2. The agreement area code that is signed for between your university and the UGR (e.g. 9.1 Modern Languages, 8.1 Humanities, etc). The Faculty of Arts and Humanities guarantees you will be able to choose any modules under the code are of our Erasmus agreement. There are other modules offered by our Faculty and

other Faculties you may choose as well ([“Catálogo de Libre Configuración”](#)), but only if there are places available;

3. The duration of modules:

- If you are staying in Granada for one semester, you CANNOT choose modules that correspond to the whole academic year.
- If you are staying for the whole academic year, you may choose any suitable course offered in the student's guide. The codes for each module are as follows:

- **1C**: First semester
- **2C**: Second semester
- **AN**: Whole academic year

4. Number of Credits. Please, DO remember that the maximum number of ECTS credits you can register are:

- 60 credits for a whole academic year
- 30 credits for a semester

5. Exam dates. Please, DO consider carefully the exam dates before choosing your modules in Granada. Official exam dates CANNOT be modified under any circumstance and students will NOT be allowed to sit an exam on alternative dates.

<b>ENROLMENT PROCESS</b>
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- **WHERE**: at the Office of International Relations of the Faculty of Arts and Humanities.

- **WHEN**: during Application Enrolment Periods:

- Full year and first semester students: From the 1<sup>st</sup> to the 17<sup>th</sup> of October 2008.
- Only for second semester students: From the 12<sup>th</sup> to 27<sup>th</sup> of February.

**NOTE**: Our office hours during this period will be: Monday to Friday, 9 am to 14 pm.

- **DOCUMENTS REQUIRED**:

- Your Erasmus ID card
- One passport photograph

**- VERY IMPORTANT:**

In order to get enrolled for modules you **MUST** provide us with the following essential details, which you will find them in the [Students' Guide](#):

- FULL MODULE TITLE
- MODULE CODE, which consists of: Degree code + Module Code + Module Group (A - morning1, C - morning2, B - afternoon)

For example, if you want to study *Literatura Española IV*, you should provide the MODULE CODE **18326A**. (Degree Code **183** + Module Code **26** + Group **A**)

**DEGREE CODE**

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FILOLOGÍA HISPÁNICA (183) – 2007/2008

CÓDIGO Y NOMBRE DE LA ASIGNATURA	CR	PROFESOR	DÍA	HORA	DURACIÓN	TIPO	AULA
11 SEGUNDA LENGUA Y SU LITERATURA: ITALIANO	12	TESTAVERDE, T/ NIDRO, R	M-JV	17.00-16.30	1.30+1.00	AN	24
21 MORFOLOGÍA Y SINTAXIS DEL ESPAÑOL	9	PROFESOR POR ASIGNAR	M-J	15.30	1.30	AN	29
23 LATÍN	9	PÉREZ GÓMEZ, I.	L-X	17.00	1.30	AN	29
SEGUNDO CURSO – GRUPO A (TRONCALES Y OBLIGATORIAS)							
13 TEORÍA DE LA LITERATURA	9	SÁNCHEZ TRIGUEROS, SÁNCHEZ MONTES	M-J	8.30	1.30	AN	29
14 EL ESPAÑOL ACTUAL: COMENTARIO DE TEXTOS	6	BELLÓN CAZABÁN, J. A.	M-J	10.00	1.30	1C	AII
22 LINGÜÍSTICA	9	ORTEGA OLVARES, CASTAÑEDA CASTRO	L-X	10.00	1.30	AN	AII
24 LEXICOLOGÍA, SEMÁNTICA Y LEXIC DEL ESPAÑOL	9	BECCERRA, J.M.	L-X	8.30	1.30	AN	29
25 LITERATURA ESPAÑOLA II	12	D'ORS LOIS, M./MORALES RAYA, R.	M-J	11.30	1.30	AN	30
31 LITERATURA HISPANOAMERICANA I	9	IZQUIERDO ROJO, NP	M-J	13.00	1.30	AN	29
SEGUNDO CURSO – GRUPO B (TRONCALES Y OBLIGATORIAS)							
13 TEORÍA DE LA LITERATURA	9	BELINQUE ELETA, CÁCERES SÁNCHEZ	M-J	15.30	1.30	AN	26
14 EL ESPAÑOL ACTUAL: COMENTARIO DE TEXTOS	6	GARCÍA GODOY, M. T.	M-J	17.00	1.30	1C	AII
22 LINGÜÍSTICA	9	CASTAÑEDA CASTRO, ORTEGA OLVARES	L-X	17.00	1.30	AN	38
24 LEXICOLOGÍA, SEMÁNTICA Y LEXICOG. ESPAÑOL	9	PASTOR MILÁN, M. A./AVILA, C.	L-X	15.30	1.30	AN	29
25 LITERATURA ESPAÑOLA II	12	SABIDO RIVERO, V.	M-J	18.30	1.30	AN	30
31 LITERATURA HISPANOAMERICANA I	9	MARCO GONZÁLEZ, A./MONTROYA, J.	M-J	20.00	1.30	AN	29
CUARTO CURSO – GRUPO A (TRONCALES Y OBLIGATORIAS)							
26 LITERATURA ESPAÑOLA IV	6	DE LA GRANJA LOPEZ, A.	M-J	11.30	1.30	2C	9

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**MODULE CODE** (points to 26)

**MODULE GROUP** (points to A)

Remember: You can **ONLY** enrol once; and you **WILL NOT BE ENROLLED** in any modules, if you do not provide these indispensable details.

**- LEARNING AGREEMENT:**

Your home University might ask you to send them a Learning Agreement certifying the modules you are going to study at the UGR.

Once you have signed up for modules, you might fill it in and ask the staff of the International Relations Office of the Faculty to get it signed and stamped in order to send it to your home University. It is YOU who is responsible for its submission to your university. The established period is:

- For full year and first semester students, from the 20<sup>th</sup> to the 30<sup>th</sup> of October, 2008.
- ONLY for second semester students, from the 2<sup>nd</sup> to the 9<sup>th</sup> of February, 2009.

After this period, NO Learning Agreement will be signed by the staff of the International Relations Office of the Faculty.

## STUDENTS' GUIDE

You can find all the relevant information regarding academic life at the Faculty of Arts and Humanities in the STUDENTS' GUIDE:

- You can download it in the web-link:  
[http://www.ugr.es/~letras/guia\\_alumnado.pdf](http://www.ugr.es/~letras/guia_alumnado.pdf) or click [here](#);
- Or buy it at the kiosk at the Faculty of Arts and Humanities;
- Or consult it in the library of the Faculty of Arts and Humanities (there are free reading copies).

In this STUDENTS' GUIDE, written in Spanish, you can find a list of degrees, departments, module catalogues, schedules, lecturers, classrooms, total number of ECTS credits per course, brief description of each module, exam dates, etc.

## ENROLMENT DATES

- From the 1<sup>st</sup> to the 17<sup>th</sup> of October 2008, for full year students and first semester students.
- From the 12<sup>th</sup> to 27<sup>th</sup> of February 2009, ONLY for second semester students.

### CHANGES TO ENROLMENT

- From the 20<sup>th</sup> to the 30<sup>th</sup> of October 2008, for full year students and first semester students.
- From the 2<sup>nd</sup> to the 9<sup>th</sup> of March 2009, ONLY for second semester students.

**NOTE:** Each student has the right to make changes to enrolment just ONCE. You must think carefully about these changes to enrolment since you will not have any other opportunity to alter it.

### ACADEMIC YEAR CALENDAR

- 1st semester: from the 29<sup>th</sup> of September, 2008, to the 24<sup>th</sup> of January, 2009.
- 2<sup>nd</sup> semester: from the 16<sup>th</sup> of February, 2009, to the 6<sup>th</sup> of June, 2009.

### EXAM PERIOD

- 1<sup>st</sup> semester: from the 26<sup>th</sup> of January, 2009, to the 14<sup>th</sup> of February, 2009.
- 2<sup>nd</sup> semester: from the 8<sup>th</sup> of June, 2009, to the 8<sup>th</sup> of July, 2009.
- Remedial examination: from the 1<sup>st</sup> to the 19<sup>th</sup> of September, 2009.

### SPANISH COURSE

On the same day you attend the International Welcome Week, you will get your ERASMUS ID STUDENT CARD. Then you will be automatically registered for the PLACEMENT TEST for your Spanish Course. This test is a compulsory requirement for you to be able to follow the free Spanish course Erasmus students are offered by the UGR. Then and there you will be informed about the date when it will take place.

**NOTE:** Free Mover students will NOT be able to follow this course.

In case you might not be able to attend the presentation during the International Welcome Week, you will have to register for the placement test at the Central Office of International Relations at Complejo Administrativo Triunfo, once you have picked up your ID card.

## LIBRARY CARD

The UGR library card is issued by the Faculty of Arts and Humanities Library (on the first floor of the main building).

Documents needed when applying for your library card:

- A passport photograph
- Your Erasmus ID
- 1 euro

## ACCESS TO THE COMPUTER ROOM

You will have access to the computer labs available on campus with your Erasmus ID CARD. Do please address any staff at Conserjería at the Faculty of Arts and Humanities.

## ACCOMMODATION

The University Accommodation Service offers a range of various types of lodgings facilities. You can find the information regarding University and Private Halls of Residence, Private apartments or family accommodation at the web-link <http://ve.ugr.es/alojamiento/index.php>. You will need to register on-line in order to apply for accommodation.

University Accommodation Service

Tel: +34 958 244 072; Fax: +34 958 243 134

E-mail: [alojamiento@ugr.es](mailto:alojamiento@ugr.es)

We strongly ADVISE you to arrive a few days before the official beginning of the academic year and stay at a hostel/hotel/guesthouse until you can find the most suitable lodgings.

<b>ON YOUR DEPARTMENT: CERTIFICATES AND DOCUMENTS</b>
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**CERTIFICATE FROM THE LIBRARY OF THE FACULTY**

Please remember that the policy of the Faculty of Arts and Humanities implies that NO academic certificate will be sent unless you return all books on loan before departure. The ONLY person who is responsible for the material on loan is the one whose name is written on the library card.

**EXIT FORM**

On departure, you will need to ask for your ERASMUS EXIT FORM (“Certificado final de estancia”) at the **CENTRAL OFFICE OF INTERNATIONAL RELATIONS** (remember, the place where you picked up your Erasmus ID card). You will be required to provide a CERTIFICATE FROM THE FACULTY LIBRARY that you do not have books on loan.

**NOTE:** NEITHER FORM will be sent to you by post, so please make sure that you get them before departure.

**TRANSCRIPT OF RECORDS**

The staff of the International Relations Office of the Faculty of Arts and Humanities will send a transcript of records to the address you provided us with when you registered at the Faculty. You can have your transcript of records sent to your home address or to a different address (for instance, to your coordinator or home university). It is very important that you write your address clearly (i.e. full name, name of the street, house number, zip code, city, country) on the envelope provided.

**CERTIFICATE OF ATTENDANCE**

Please, do remember that Spanish lecturers are not entitled to issue certificates of attendance. For any academic certification you may need, you should address the Faculty’s International Relations Office.