

Incoming Exchange STEP BY STEP

Setting the engine in motion

Students should be officially nominated by their home university. Partner International Offices have been contacted with instructions on the information which must be included in the nomination message (**Surname, Name, Field of study, Email address, Expected date of arrival, Length of stay in months, Home University** with Erasmus Code if applicable).

Within a few days of receiving the nomination, students will receive a message accepting them as exchange students in the University of Huelva and including instructions and deadlines for sending applications. Students who have not received the acceptance message a week after nomination should write to drinter02@sc.uhu.es. Students needing visas should write to ask for an acceptance letter.

Paperwork

The application form and learning agreement should be sent within the deadlines by email to: drinter02@sc.uhu.es

Please respect the deadlines:

First semester students or annual students **July 1st**
Second Semester students: **November 30th**

*We do not accept/need faxed or regular post applications. **But we need by email.***

Signed and stamped copies of the Erasmus + Learning Agreements will be returned by email, and *where explicitly requested, by post to the International Office of the home University*. Our office will contact the incoming exchange students to acknowledge arrival of applications and Learning Agreements.

Before coming to Huelva

Health Insurance

All students must organise access to medical treatment for their time in Huelva before coming by taking a private insurance policy or by bringing the European Health Card. Students will not be allowed to register for subjects if they cannot provide the European Health Card or private insurance.

Accommodation (short term)

Students should follow the instructions at section 7.1.2 of our guide at http://www.uhu.es/english/erasmusStudents/EHUELVA01_International_Student_Guide.pdf by booking a room for the time they will spend in Huelva organising long term accommodation.

Write to your academic coordinator when you have booked your flight to Huelva or when you know your arrival date. Contact details of academic coordinators are posted at: <http://www.uhu.es/sric/erasmus/01movilidadestud/plazas/>

Arrival in Huelva

Check our English website regularly for updated information regarding pick up service and orientation programme:

<http://www.uhu.es/english/erasmusplusincoming/>

Informative Session

On arrival you **MUST** attend two informative sessions. The first session is a general information session and the second session prepares you for registration for subjects as well as offering useful help on finding timetables and classrooms. Appointments for Registration for subjects will be assigned at the informative sessions and those students who have not attended a session will not be able to register. Please check the Orientation Program to know more details about dates and places:

http://www.uhu.es/english/erasmusStudents/doc/EHUELVA01_Introduction_and_Orientation_Week.pdf

Arrival/Departure Certificate from Home University

Home universities ask their outgoing students for evidence of time spent at the host university. Please complete the document your university has provided with your name and name of home university and hand it in to the International Office. If your university did not provide any, we will give you a standard model. The International Office staff will send a copy of the document to your University and keep the original filed in your folder. **IMPORTANT**- Students must visit the international office in person to record their departure date and pick up the Arrival/Departure Certificate from their home university. We will not provide certification of departure dates once the student has left Huelva. Holiday periods in other parts of Spain or Europe in the summer do not count as part of the period

to be included in the final arrival departure certificate. The International Office will send Arrival Departure Certificates to home universities when requested but will not normally send documents not related to Erasmus or exchange mobility.

Arrival/Departure Certificate from UHU

At the Informative Sessions students will be given an Arrival Certificate. It is very important that students fill it in as soon as possible and give it to the person in charge of the Informative Session or bring it to the International Office. Transcripts will not be issued for students who have not collected their Departure Certificate in person.

Accommodation (long term)

The Erasmus Student Network (ESN) helps all international students to find long term accommodation. The members of the ESN will make appointments for incoming students to see available flats and rooms. Check their Facebook page ESN HUELVA and their website www.esnhuelva.es

Health Centre

As soon as you have an address in Huelva, please go to your nearest health centre. Detailed information can be found at section 10 of our guide at http://www.uhu.es/english/erasmusStudents/EHUELVA01_International_Student_Guide.pdf. The International Office does not organise medical appointments for students.

Student Card

Some changes have taken place in the University of Huelva procedure for producing Student Cards for exchange and Erasmus students. The Banco de Santander is now responsible for Student Cards.

Hand in your completed application after you have registered for subjects at the Campus del Carmen, Banco Santander office situated between Paolo Freire Building and Pavilion 8 from Monday to Friday 9:00 - 14:00 and from 16:00 to 19:00.

When Student Cards have been prepared they can be collected at the International Office. We will write to you when your student card arrives. It will take about one and a half month to get it.

Internet Access on Campus

The IT Computing centre is located in the Pérez Quintero building on the Campus de El Carmen, where students have access to computers and internet connection from Monday to Friday 9am to 9pm. There are also two Wi-Fi connections named **openUHU** or **UHU**.

How to apply for your university email account

The International Office applies for Email addresses, username and passwords for all its exchange students. The Computer Centre will send an Email to each student with this information.

Courses & Subjects

ECTS Credits

Please find out at the beginning of your stay in Huelva if your home university has a minimum number of credits you should achieve during your Erasmus period. The home university decides the number of obligatory credits. At the university of Huelva you will be allowed to take a maximum of 30 credits per semester (plus the Spanish language course). Please be aware that lecturers can fail students who do not achieve the minimum grade in their subject (5). Credits are not awarded when a subject is failed.

Changes to the Original Proposed Learning Agreement

If you need to change subjects you should always have approval from your home coordinator and the change should be recorded on the document **Modifications to Learning Agreement**. The International Office will send by email, your **Modifications to Learning Agreement** to your University.

The e-learning platform Moodle

Moodle/Campus Virtual is the tool that teachers use to conduct their courses. In there you will find handouts, PowerPoint presentations, projects, discussion forum of the course... You don't need to apply for it because you will use the same password for Internet. and your mail.

Enrolment/Registration

Once you have chosen your courses you need to officially register for subjects in the university system. Transcripts of Records CANNOT be provided for students who do not Register for subjects. The enrolment process for exchange students will take place at "Secretaría" at the International Office by appointment. In October you will register for first semester or whole year subjects only

and in February/March you will register for Spring Semester subjects. You will be given an appointment for registration at the Informative Session which all students must attend.

NECESSARY DOCUMENTS FOR REGISTRATION:

1. **Photocopy of your passport or ID card.**
2. **Photocopy of your health card or insurance policy.**
3. **Enrolment form properly filled** (*do not forget: course code, code of the degree and full name of the teacher*) **Download Enrolment Form from:**

<http://www.uhu.es/english/erasmusplusincoming/>

4. **Learning Agreement and Modification in Learning Agreement if you have made changes in your choice of subjects.**
5. **Appointment that the student receives at the Orientation week.**

Before Leaving Huelva

Arrival/Departure Certificate

Come to the International Office to collect your **Arrival/Departure Certificate** before you are due to leave Huelva. We will only give this document in person. You cannot collect this document for a friend or write to our office after departure to ask for this document. Transcripts will not be issued for students who have not collected their Departure Certificate in person.

Back Home

Transcript of Records

Your Official Transcripts of Records will be posted to your Home University International Office from mid-April for first semester students and in August for second semester and whole year students. Transcripts will not be issued for students who have not collected their Departure Certificate in person.

ERASMUS INCOMING STEP BY STEP	1
Setting the engine in motion	1
Paperwork	1
Before coming to Huelva	1
Health Insurance	1
Accommodation.....	2
Arrival in Huelva	2
Informative Session	2
Arrival/Departure Certificate from Home University	2
Arrival/Departure Certificate from UHU.....	3
Accommodation.....	3
Health Centre	3
Student Card	3
Internet Access on Campus.....	4
How to apply for your university email account.....	4
Courses & Subjects	4
ECTS Credits	4
Changes to the Original Proposed Learning Agreement.....	4
The e-learning platform Moodle	4
Enrolment/Registration	4
Deadlines	¡Error! Marcador no definido.
Before Leaving Huelva	5
Arrival/Departure Certificate	5
Back Home	5
Transcript of Records.....	5