

## Erasmus+ International Credit Mobility [KA107]

### Incoming Students Guide

Academic year 2019/20

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### Incoming Students Guide

Academic year 2019/20

The International Relations Office welcomes you to the University of Santiago de Compostela. We will try to answer the most frequent questions about your mobility in this document; if you have any other questions, please do not hesitate to contact us at [erasmus.ka107@usc.es](mailto:erasmus.ka107@usc.es). Our contact details, location and staff are available on this [link](#) but you are kindly requested to read carefully this guide and use it as your main source of information.

### 1. The USC Campus

There are three USC Campuses:

- In Santiago de Compostela city:
  - **Campus Vida**, popularly known as Campus Sur
  - **Campus Norte**.
 Both are open campus; they are part of the city. You can walk from one to another in about 30 minutes.
- In Lugo city (100kms far from Santiago de Compostela):
  - **Campus Terra** (Lugo city)



### 2. Academic Calendar

You can check our academic calendar [here](#). The academic course is divided in two semesters: the first one goes from September to January and the second one, from January to June. The Bachelor courses taught in the first term are indicated with 1SG and the ones taught in the second term with 2SG under the column named *Period* in each [Degree](#). The information for every academic year is published in the month of June of the previous academic year.

The courses you can attend are those taught during your exchange period. If you are not going to be at the USC during the whole academic year, those subjects might not be available for you.

**1SG** – only for first/autumn semester scholarships

**2SG** – only for second/spring semester scholarships

**ANG** – only for those with 2 semesters/1 academic year scholarships

It is not possible to take subjects in Lugo campus and also in Santiago campus. Both cities are 100 km from each other.



### 3. Timetables

For bachelor students: The existence of two Campuses –Campus Vida and Campus Norte- in the city of Santiago de Compostela must be accounted in order to select the courses, as you will need time to move from one to another. It is possible to combine courses from different Grades and/or Faculties, although the more diversification you have, the more complicated can be elaborating a proper timetable.

The Degree courses are divided in two groups of lessons: a group of **expositivas (CLE)** - theoretical lessons in bigger groups and **interactivas (CLI)** - practical lessons in smaller groups to facilitate the students' participation. Both types are compulsory. By default, the groups are organized by alphabetical order according to the last names, but the international students can change groups very easily to adjust their timetable. Any inquiries relating to the class groups will be asked in the Faculty once you are here.

For PhD students: you will be assigned a supervisor – who is a Professor or Lecturer at USC – to guide you with your research for your Doctoral thesis. Your main activity at USC will be research, and you will be registered in a Doctoral Programme under the modality of “research stay”. You won't attend classes, therefore your timetable will be flexible and depending on your supervisor guidance.



### 4. Health insurance

You will have to contract an insurance policy for your whole stay on the following link: <http://oncampus.es/en>, which is compulsory for every international student. You must submit it together with the acceptance letter when applying for visa and also at your arrival at USC.

This is a basic health insurance, but it is compulsory because it covers civil responsibility as well. The coverage is limited to Spain, so you cannot use it if you are travelling abroad. It is recommended to hire an additional good health insurance, with a greater coverage.

### 5. Visa

There is an approx. 60 euros cost for issuing the visa, that is **NOT covered** by this programme and you will have to pay it yourself. Please, start your visa application as soon as possible to get it on time to start the classes. <http://www.exteriores.gob.es/Portal/en/ServiciosAlCiudadano/InformacionParaExtranjeros/Paginas/VisadosDeLargaDuracion.aspx>

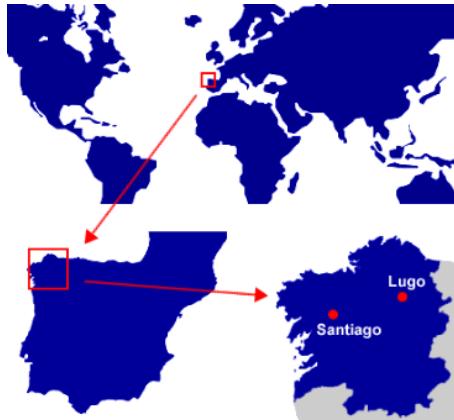
When you are accepted for your mobility at USC, you will receive by email an acceptance letter with the dates of your mobility, to submit with your visa application.

You will also need an “accommodation certificate” for your visa application (you can find more information below).

## 6. Arriving

You have to buy your own flight tickets. The Erasmus+ ICM KA107 programme will reimburse you the following amounts, to support you in covering your travel costs, once you arrive to USC:

Travel distances	Amount
Between 100 and 499 km	180 €
Between 500 and 1999 km	275 €
Between 2000 and 2999 km	360 €
Between 3000 and 3999 km	530 €
Between 4000 and 7999 km	820 €
8000 km or more	1500 €



The amount you will receive will depend on the distance between your home university and the University of Santiago de Compostela. You can calculate the distance in the Distance Calculator [here](#).

### How to get from the airport to Santiago

- Orange bus line Airport-Santiago:  
<http://www.aena.es/en/santiago-airport/public-transport.html>
- Taxi: there is a flat fare of 21 euros to the airport.  
<http://www.aena.es/en/santiago-airport/taxi.html>

### How to get from the airport to Lugo

- Grey bus line Airport-Lugo:  
<http://www.aena.es/en/santiago-airport/public-transport.html>

## 7. Accommodation

Take into account that in order to obtain a visa you will be requested an “accommodation certificate”. The USC has a [Residence Service](#) on Campus, which offers some rooms for international students, although there are only a few vacancies. If you wish to live here, you need to apply for a room in the University Residence Service (SUR) through this [web](#). After you apply for the residence and make the payment, you will receive an “accommodation certificate” from them for Visa purposes.

Please read carefully the call [here](#), to be aware of the conditions of the University Residence (if it is not available in English, ask us). In the online form the dates by default are the semester, but you can ask for an extension of this period to the University Residences Service by email ([sur@usc.es](mailto:sur@usc.es)) until the end of your stay at University de Santiago de Compostela.

Also, please take into account that if you do the intensive course in Spanish (see below) in August/January you will need to book accommodation for this period, in this case you would need to request it by email to the Residence Service: [sur@usc.es](mailto:sur@usc.es). Alternatively, you can book accommodation in another place for those weeks (hotel, hostel, etc).

In case you prefer to book another place to live, or if there are no more vacancies in the University Residence, you will have to obtain the “accommodation certificate” by yourself. You can search for accommodation in these sources:

- [Taboleiro de anuncios](#) of the University, where students can announce the available rooms in their shared flats or you can ask for one. It is commonly used by local and international students.
- Announcement website used by people offering rooms in shared flats: [Santiago - Lugo](#)
- [SCQ Erasmus](#) (international students association) to assist you with accommodation. Use their [Facebook](#) page for updated information.
- Erasmus Santiago de Compostela Associations to assist you with accommodation: <http://www.erasmus.gal> and <https://sharingalicia.org/>
- Private Residences in Santiago and Lugo: [Link](#).
- For Santiago only: Directory with other private residences [Link](#). Directory of smaller private residences [Link](#)
- Other options are general accommodation websites like [www.fotocasa.es](http://www.fotocasa.es) and [www.idealista.com](http://www.idealista.com) for sharing a flat or rent one directly to the owner; and <https://www.airbnb.es/> or [www.booking.com](http://www.booking.com) for short stays, for instance for the days of the intensive Spanish course in August/January.

For any queries related with accommodation in Lugo, please contact the International Office in Lugo city in the email: International Office Lugo USC [international.lugo@usc.es](mailto:international.lugo@usc.es)

## 8. Languages

Our official languages in Galicia are Spanish and Galician (learn more [here](#)). Galician sounds very similar to both Spanish and Portuguese and it is the language of many people here and in any case, it is easy to understand after a few weeks if you pay a little attention. The University of Santiago de Compostela is a public entity and as such it has to represent its society and guarantee that their members can communicate in the language of their choice; that is, some lessons can be taught in Galician if the teacher chooses to do so.

### Spanish courses for non-Spanish speakers at CLM

USC will organise a Spanish intensive course on arrival (2 weeks, 40 hours). The cost of this course for Erasmus students is 50€.

Dates Santiago Campus (no offer in Lugo) for academic year 2019/2020:

- **21<sup>st</sup> August – 4<sup>th</sup> September 2019.** Test level on 20<sup>th</sup> August 2019
- **9<sup>th</sup> – 23<sup>th</sup> January 2020.** Test level on 8<sup>th</sup> January 2020

You need to register online in the test level as indicated in the Modern Languages Centre [website](#).

During the semester you will also have the possibility to attend a 60H semi-intensive Spanish course (100€), take the final test and get an official language certificate.



If you don't have an intermediate level of Spanish, we recommend you to study Spanish at your home country before your arrival in order to make your daily life in our city more manageable. Please find below a list of free online courses:

<https://www.rocketlanguages.com/spanish/learn/spanish-grammar-rules/>  
<http://personal.colby.edu/~bknelson/SLC/sitemap.html>  
<http://www.bowdoin.edu/hispanic-studies/tools/newgr/ats/>  
<http://studyspanish.com/grammar>  
[http://web.uvic.ca/hrd/span100/main\\_units.htm](http://web.uvic.ca/hrd/span100/main_units.htm)  
<http://www.bbc.co.uk/languages/spanish/>  
[http://www.123teachme.com/learn\\_spanish/beginner/](http://www.123teachme.com/learn_spanish/beginner/)

#### Bachelor courses for students with a Spanish level below B2

There is a special offer of courses for the international students with a basic level of Spanish language. These courses are mainly languages and literature in the Faculty of Philology: [See offer for 2019/2020.](#)

#### English courses offer

There is a limited offer of courses in English. You can find below the courses in English:

- Degree in Chemical Engineering "mobility semester" (limited places; only 2<sup>nd</sup> semester February-June)  
<http://www.usc.es/etse/en/node/2297>
- Master in Chemistry at the Interface with Biology and Materials Science ([link](#)). These courses are only available for those students of Master level selected specifically for doing their mobility in this Master.

## 9. Erasmus+ ICM KA 107 scholarship

The Erasmus+ ICM KA 107 programme will pay you an amount of **850 €/month** (for the academic year 2019/2020) for the duration of your mobility to the USC. With this money, you will have to pay for your accommodation, meals and other expenses.

If your mobility is for 3 months (only PhD students), be aware that you have to be present at USC for 3 complete months. If you leave one day before, you will not be complying with Erasmus regulation and you should pay back all your grant. So, please, arrange your visa and travel dates accordingly (we recommend visa of 180 days instead of 90). For example, if you arrive to Santiago/Lugo the 1<sup>st</sup> September, you cannot leave the city before the 1<sup>st</sup> December.

For bachelor students, the mobility is for 5 months and if you leave a certain number of days before the 5 months are completed, these days will be deducted from your final payment, but you won't need to pay back the entire grant.

You will also receive a single and fix payment for travel expenses once you arrive to USC (see more information above).

## 10. Arrival to USC

### **Before arriving to USC**

Please send us the following documents by email before your arrival:

- A copy of your visa
- A copy of your flight tickets, where we can see the dates (if you have already the return ticket, send this as well, please)
- A copy of your Oncampus insurance. Please remember that this insurance is for health and civil responsibility, and it is compulsory for every international student at USC. If you don't have Oncampus insurance yet, please send us the one you have.

### **At your arrival to our office (USC International Office)**

When you arrive, the first thing for you to do is to come to our office. Our open hours are 9:00-14:00, from Monday to Friday. We will give you the first payment and other documents: the grant agreement, your arrival certificate, a credential, an info sheet and a map.

### **Payment:**

- You will receive the first payment by cheque (1 month grant, 850€) when you come to our office.
- You will have to open a bank account in Spain to receive the next payments by bank transfer. Send us the certificate of your bank account to be able to order the bank transfers.
- The first bank transfer will be the payment in concept of travel. Each of you will receive in a single payment a fix amount depending on the distance from your university to USC.
- The bank transfers with the monthly grant (850 €) will be made at the end of every month.

If you are going to study in Lugo, come to our Office in Lugo:

Edificio Intercentros s/n  
Avenida Berardino Pardo Ouro  
27002 Lugo  
Tel: +34 9828 23569 Email: [international.lugo@usc.es](mailto:international.lugo@usc.es)  
[Google Maps](#)

If you are going to study in Santiago, come to our Office in Santiago:

Colexio de Fonseca  
Rúa do Franco s/n  
15782 Santiago de Compostela  
Tel: +34 881 811 095 Email: [erasmus.ka107@usc.es](mailto:erasmus.ka107@usc.es)  
[Google Maps](#)

### **You will need to bring the following documents with you in the first appointment:**

- Your passport.
- Your Oncampus insurance (if you already have it).

## 11. Enrolment

### After visiting the International Office

1. - If you are a **Bachelor student** you will be already registered at the USC before your arrival. In case you need to modify some courses you will need to go to the registration offices (UXA - Unidad de Xestión Académica), but please remember to come first to the International Office as indicated above.

If you have already hired your Oncampus insurance, please take it with you to UXA to avoid to pay it again.

In Lugo there is only one UXA, placed in Edificio Intercentros, the same building that our International Office.

In Santiago, there is one UXA per Campus (Vida -or Sur- and Norte), with the number 55 and 31, respectively, in the USC map. You should go to the UXA that applies to your Faculty, accordingly to the table below:

UXA Norte	UXA Sur
<ul style="list-style-type: none"> <li>• Ciencias de la Comunicación</li> <li>• Ciencias de la Educación (Grados en Maestros de Educación Infantil y Primaria)</li> <li>• Ciencias Económicas y Empresariales</li> <li>• Enfermería</li> <li>• Filología</li> <li>• Medicina y Odontología</li> <li>• Escuela Universitaria de Trabajo Social</li> </ul>	<ul style="list-style-type: none"> <li>• Biología</li> <li>• Ciencias de la Educación (Grados en Educación Social y Pedagogía)</li> <li>• Ciencias Políticas y Sociales</li> <li>• Derecho</li> <li>• Farmacia</li> <li>• Filosofía</li> <li>• Física</li> <li>• Geografía e Historia</li> <li>• Matemáticas</li> <li>• Óptica y Optometría</li> <li>• Psicología</li> <li>• Química</li> <li>• Relaciones Laborales</li> <li>• Escuela Técnica Superior de Ingeniería</li> </ul>

If you are a **PhD student**, you have to register/enrol at the **Sección de Posgrado, Tercer Ciclo y Formación Continua**, placed in the building number 55 in the map. You have to take with you the following documents:

- The registration form available in this web and that we will give you printed and translated into English at your arrival. Before registering, you need to meet your academic coordinator for him/her to sign this registration form.
- Your learning agreement signed by you and the academic coordinator at your home university.
- A copy of your Oncampus insurance policy (the one you used for the visa application). If you have Oncampus insurance, as explained above, you won't need to pay it again in your enrolment (20€).
- Your passport.

**For all students:** to register in the Spanish courses you have to do it online, in the CLM (Center of Modern Languages) website. It is not possible to register for these courses in the UXA.

2. - Once you are registered, you will have your **USERNAME AND PASSWORD** to:

- Use USC wifi (eduroam) <http://www.usc.es/es/servizos/atic/rede/senfios/eduroam/index.html>
- Use Campus Virtual (tool used by professors to upload material in class and to propose activities online) <http://www.usc.es/es/servizos/ceta/tecnoloxias/campus-virtual.html>

c. Use your Secretaría Virtual, where you can see your application, your exam marks, download the certificate of the Spanish course if you do it, etc. [http://www.usc.es/gl/web/secretaria\\_virtual.html](http://www.usc.es/gl/web/secretaria_virtual.html)

You can access all this services through the USC homepage.

You will receive your username and password by email, or **you can ask for them in the reception of your Faculty.**

**3. - Tarjeta Universitaria TUI (student card)** identifies you as a student in USC and gives you access to services as libraries and sport facilities. You can apply for it in the offices of Banco Santander, placed in:

- The same building that UXA Sur.
- The main entrance of the Faculty of Economics (number 32 in the [map](#)), if you register in UXA Norte.

#### **Things to do after your first days:**

##### A) Changes to the Learning Agreement

###### **For Bachelor students:**

1. If you need to modify any course (because of the timetables, the academic coordinator recommendation, etc.), you can use the second part of the Learning Agreement called "During the mobility". It should be signed by the USC Faculty coordinator first and by your home coordinator after. You have to inform us by email of every change you do ([erasmus.ka107@usc.es](mailto:erasmus.ka107@usc.es)), so please send us the new Learning Agreement scanned, or bring it in person to our office for us to scan.
2. To register the changes in your enrolment (*matrícula*), you have to take the document of changes duly signed to UXA. **It is very important**, because otherwise you won't have the possibility of receive the marks for the new courses.
3. Inform your home coordinator about the changes. You can register the changes in UXA without the home coordinator, but make sure these changes are going to be recognised for courses in your home University.
4. We recommend to do all the needed changes in the first month of your stay in USC, and only make changes exceptionally after the first month.

###### **For PhD students:**

1. If you need to change the research plan that you are going to develop at USC, you can create a new Learning Agreement with the same template you used before. You only need to indicate at the beginning of the document the sentence "Changes to the Learning Agreement", and get it signed by both of your coordinators.
2. Send a copy signed by all parts to [erasmus.ka107@usc.es](mailto:erasmus.ka107@usc.es).
3. PhD students don't need to register the changes in the registration office, due to you are registered in a Doctoral Programme for a set period independently of the details of your research.

##### B) Send us the following information:

1. Your Spanish telephone number, to be able to contact you if there is any urgency.
2. A copy of your bank account certificate, either by e-mail or in paper.

##### C) End of stay:

1. Before leaving, come to the International Office for your Certificate of Attendance, stating that you were a USC student. Please come to take it in the same day you are leaving or 3 days in advance.
2. For Bachelor students only: Your transcript of Records will be sent by post to your home University.

3. For PhD students only: you can request a certificate of your research stay by email to [recursoshumanos.programas@usc.es](mailto:recursoshumanos.programas@usc.es) from the Vice rectorate of Research. They will send it to you by email.
4. If you have done some of the Spanish Courses at CLM, don't forget to download your certificate in your Secretaria Virtual.

## 12. University Services

- Modern Languages Center <http://www.usc.es/en/servizos/clm/index.html>
- Libraries of the University - there is one in every Faculty in addition to the libraries Biblioteca Xeral and Concepción Arenal <http://www.usc.es/gl/servizos/biblioteca/busq/centros/index.html>
- Sports Services <http://www.usc.es/en/servizos/deportes/index.html>
- Culture Services <http://www.usc.es/en/servizos/cultura/index.html> - Check the USC cultural agenda here <http://www.usc.es/en/servizos/cultura/axenda/index.html>

## 13. Important remarks

- Before coming to Santiago, **you have to register in your home university for the 2019/20 academic year!** Should you fail in doing so, you will not be able to carry out the mobility.
- You are an **ERASMUS+ ICM KA 107 student**, so please remember this when coming to USC, and also when addressing your queries.

If it is of your interest to start to know the details about the student life here, you can visit these webs of student associations <http://scqerasmus.org/>; <http://erasmus.gal/> and <https://sharingalicia.org/>