



ACADEMIC INFORMATION AND NORMATIVE

EXCHANGE STUDENTS 21/22

ACADEMIC CALENDAR 21/22

Where can I find it? USJ Web:

<https://www.usj.es/alumnos/calendario-academico/2021-22>

Fall Semester: 13th September 2021 - 4th February 2022

Bank holidays:

- 11th October → Pilar 's festivals (12th October)
- 1st November
- from 6th (Monday) to 8th (Wednesday) December

Christmas holidays:

23rd December ,2021 to 7th January, 2022

Spring Semester: 7th February 2022 - 10th June 2022 / 6th July 2022

Easter holidays:

11th to 18th April

Bank holidays:

2nd May → Labor Day Holiday (1st May)

TUI // STUDENT CARD

What TUI is for?

- Student Identification
- USJ Library (books, newspapers, Films...)
- USJ Bus Service (get on the bus)
- Photocopying machine (load money on charge machine located in different spaces of the university)
- Vending Machine (Learning Space and Health Sciences Hall)
- Discount (train, museums, cinema, shops...)

More information:

<https://www.usj.es/alumnos/vida-universitaria/tarjeta-universitaria-inteligente-tui>

In case you have not requested your TUI yet, do it as soon as possible. (ALTA TUI) It takes about 2/3 weeks.

We receive it in the office and you will be notified to come for it.

TEACHING SYSTEM & ASSESSMENT METHODS

Includes:

- Theoretical Classes
- Seminars
- Practical Work

The ECTS is the assessment unit of teaching.

An ECTS corresponds to 25 hours of work.

- 6 ECTS modules → two sessions (4 hours) per week.
Students must attend both sessions.
- 3 ECTS modules → one session (2 hours) per week.

- Each Professor establishes the Assessment Scheme. Generally written examinations and the preparation of projects either individually or in group are required.
- Where can I find this information:
www.usj.es (Degree / Course / Syllabus➔ PDF)
- PDU (University Teaching Platform):
Students will have access to everything that the lecturer uploads to this platform.
- Besides, each Professor will provide the students further information of the courses on the first day of class.

SPANISH GRADING SYSTEM

- From 0 to 10
- 5 /10 is the minimum to pass the course
- Equivalence with the European ECTS System:
- Approximate equivalences of how the Spanish numerical grade system from zero to ten corresponds with ECTS grades:

9.0 – 10	SB – Sobresaliente	A (EXCELLENT)
8.0 – 8.9	NT – Notable	B (VERY GOOD)
7.0 – 7.9	NT – Notable	C (GOOD)
6.0 – 6.9	AP – Aprobado	D (SATISFACTORY)
5.0 – 5.9	AP – Aprobado	E (SUFFICIENT)
under 4.9	SS – Suspenso	FX – F (FAIL)

ATTENDANCE

- **Class attendance is compulsory**, no more than 20% of the total number of classes can be missed. Out of this percentage, all students must officially justify their non-attendance.
- Absences may have an effect on the subject's assessment such as not being able to sit examinations or tests.
- Daily register of signatures.

Our advice: If you can not attend a class due to justified reason inform your professor.

CONFIRMATION OF ARRIVAL

If you need us to sign a document like this one to confirm your arrival, we are collecting the forms and we will send it back by email to you once signed by our Erasmus coordinator.

CERTIFICATE OF ARRIVAL AND DEPARTURE AT THE HOST INSTITUTION

HOST INSTITUTION:

NAME OF THE STUDENT:

CONFIRMATION OF ARRIVAL AND REGISTRATION

We confirm that the above-mentioned student has arrived and enrolled at our institution on:

..... / /

(Day / Month / Year)

NAME OF THE SIGNATORY:

POSITION:

SIGNATURE:

OFFICIAL INSTITUTIONAL STAMP:

CONFIRMATION OF DEPARTURE

We confirm that the above-mentioned student has departed from our institution on:

..... / /

(Day / Month / Year)

NAME OF THE SIGNATORY:

POSITION:

SIGNATURE:

OFFICIAL INSTITUTIONAL STAMP:

STUDENTS MOBILITY OFFICE E-MAIL OF SAN JORGE UNIVERSITY: international@usj.es

ATENCIÓN:

- Al llegar a destino es necesario que acudas a su Oficina de Relaciones Internacionales con el fin de que completen la sección "Confirmation of Arrival" para que escriban la fecha oficial de llegada a dicha Universidad, lo firmen y lo sellen.
- A continuación, envía este documento por e-mail a international@usj.es. Gestión necesaria para poder recibir el primer pago de la beca.
- Conserva el original de este documento durante toda tu estancia en la institución de acogida. Es un documento indispensable para el pago de la ayuda económica.
- El último día de tu estancia es necesario que acudas a su Oficina de Relaciones Internacionales con el fin de que completen la sección "Confirmation of Departure" para que escriban la fecha oficial de salida de dicha Universidad, lo firmen, lo sellen y te lo entreguen.
- A tu regreso a España resulta necesario que proporciones el original de este documento a la Unidad de Relaciones Internacionales de USJ, gestión necesaria para poder recibir el pago restante de la beca.
- El Certificado de Estancia debe realizarse sin tachaduras.

PROCEDURES FOR INCOMING STUDENTS

- Students presented their Learning Agreement / Acuerdo Académico.
- Students have been already registrated and they have received a copy of their **initial registration** from the Secretary Office.



Universidad San Jorge

Centro: FACULTAD DE COMUNICACION Y CIENCIAS SOCIALES

Plan: ERFC ERASMUS FACULTAD DE COMUNICACIÓN Y CIENCIAS SOCIALES

Núm. exp: 0

Alumno/a:

Año acad: 2021-22

N.I.F.: 1

DATOS DE MATRÍCULA

Código	Asignatura	Plan	Cv	T	C	Gr	Créditos	D	V	Mt	E
30407	BUSINESS WORKSHOP I	14	1	L		2A	6	1C	V	1	
30453	DIRECCIÓN DE PERSONAS	14	1	L		3A	6	1C	V	1	
30457	HABILIDADES DIRECTIVAS	14	1	L		4A	3	1C	V	1	
30599	INTERNACIONALIZACIÓN IV. E-COMMERCE	14	1	L		4A	6	1C	V	1	
31890	FOTOGRAFÍA PUBLICITARIA	45	1	L		3A	6	1C	V	1	

CONCEPTOS

Concepto	Cant.	Ip. unt.	Euros
CRÉDITOS EN 1ª MATRÍCULA	27.00	0.00	0.00
Pendiente de abono al formalizar la matricula:			0.00

ACTIVATE YOUR STUDENT ACCOUNT

Dear Ms. **XXXXXXXX**:

Below, you can find your student login details for all IT services that you will use at San Jorge University.

LOGIN DETAILS

Username: **alu.xxxxxx**

Email: **alu.xxxxxx@usj.es**

HOW TO ACTIVATE YOUR ACCOUNT

Follow the steps below to activate your account: **alu.xxxxxx@usj.es**

1. Access

<https://micuenta.usj.es>

2. Enter the username provided.

3. An email will be sent to your personal email account.

4. Click on the link in the mail that will ask you to set your password. This link is valid for 8 hours.

SCHEDULES – Where I have to go next Monday?

GESTOR DE ESPACIOS:

<https://serviciostic.usj.es/gestor-de-espacios/>

There you will find the classroom and the timetable for your already enrolled courses.

You should access with USJ student credentials (alu.xxxxx).

I NEED TO CHANGE MY CLASSES! WHEN CAN I DO IT?

- **Deadlines**

Fall Semester: 1st October, 2021

Spring Semester: 25th February, 2022

- You can add new courses or remove other from your initial registration.

Don't worry. It is very usual!

FIRST OF ALL, CHECK THE ACADEMIC OFFER

English taught Modules

<https://www.usj.es/en/be-international/incoming/english-modules>

Spanish taught Modules

<https://www.usj.es/estudios>

I NEED TO CHANGE MY CLASSES! HOW CAN I DO IT?

STEP 1:

- For the first week (13th to 17th September) we advise you to join all classes in which you could be interested. It does not mind if you are enrolled in it or not. If you don't appear in the official student list, you can explain the teacher your situation.
Sure, he will help you to decide!

STEP 2:

- In case you need it, please contact your USJ academic tutor or International coordinator for academic advice.

I HAVE TO CHANGE MY CLASSES! WHERE CAN I DO IT?

STEP 3:

- Once you are sure about the definitive courses you want to take, you must **contact your home Erasmus coordinators** to get their approval. Actually, the academic recognition will be done in your University.

STEP 4:

- Visit the International Office in order to fill in the official request for the changes.
- Then, Secretary office will update your enrollment and you will be able to follow your definitive courses in a perfectly normal way.
- In addition, you should hand the “**Changes Form**” of your **Learning Agreement (During the Mobility)** to the USJ International Office.

SPANISH COURSES FOR INTERNATIONAL STUDENTS

- San Jorge University offers **free** Spanish courses for international students. This helps international students to make better use of their time abroad and enrich their experience. The course is taught by the **Institute of Modern Languages**.
- Different levels: **A1, A2 y B1**.
- Students who pass the final test will get 3 ECTS which could be recognized in their Learning Agreements.
(Further information provided by IML)
- We advise you to take this course, although your lessons during the Erasmus+ mobility are taught in English.
- Questions: **Prof. Clara Lairla** (clairla@usj.es)

I WOULD LIKE TO EXTEND MY STAY HOW CAN I DO IT?

Students who participate in the mobility programme only during the first semester and are interested in extending their study period, must contact their University of Origin and submit their application, signed by their University of origin, to the USJ International Office.

The deadline for submissions will be 30th November, 2021.

SPECIAL NEEDS

PSYCHOLOGICAL COUNSELLING SERVICE (SOAP)

Where?: Student Hub – First floor

Email: soap@usj.es

International students:

- Language barriers
- Cultural shock
- Unrealistic expectations
- Diseases
- Anxiety



SPECIAL NEEDS

SPECIFIC NEEDS SUPPORT (SAENE)

Where?: Student Hub – First floor

Email: saene@usj.es

- Physical or Sensory Disabilities
- Learning Disabilities: dyslexia..

How they work:

They usually ask for the home student special needs certificate and, after their assessment, they establish specific arrangements the student needs. Besides, they inform the student's professors.

Example: more time than others students to finish exams, exam copies with larger Word types...



COMING SOON...

Welcome day for new University students

When? Monday 13th September.

- Bar
 - Background Music
 - Plays, Table football
 - Photocall
-
- You will find different Information Stands of University services where you will be able to participate in some quizzes and have fun.

HIKING IN THE PYRENEES (ORDESA)

- **When?** Saturday 25th September.
- **Price:** 10€
- **Departure:** 7:00 a.m (Zaragoza). **Arrival:** 21:00 p.m (Zaragoza)
- **On line registration till 17th September** (fill in the form and make the payment) – both steps are crucial for seat reservation)
<https://inscripcionactividades.usj.es/>
- **Further information** Ordesa Valley
<https://www.usj.es/evento-deportivo/marcha-senderista-pirineos>

