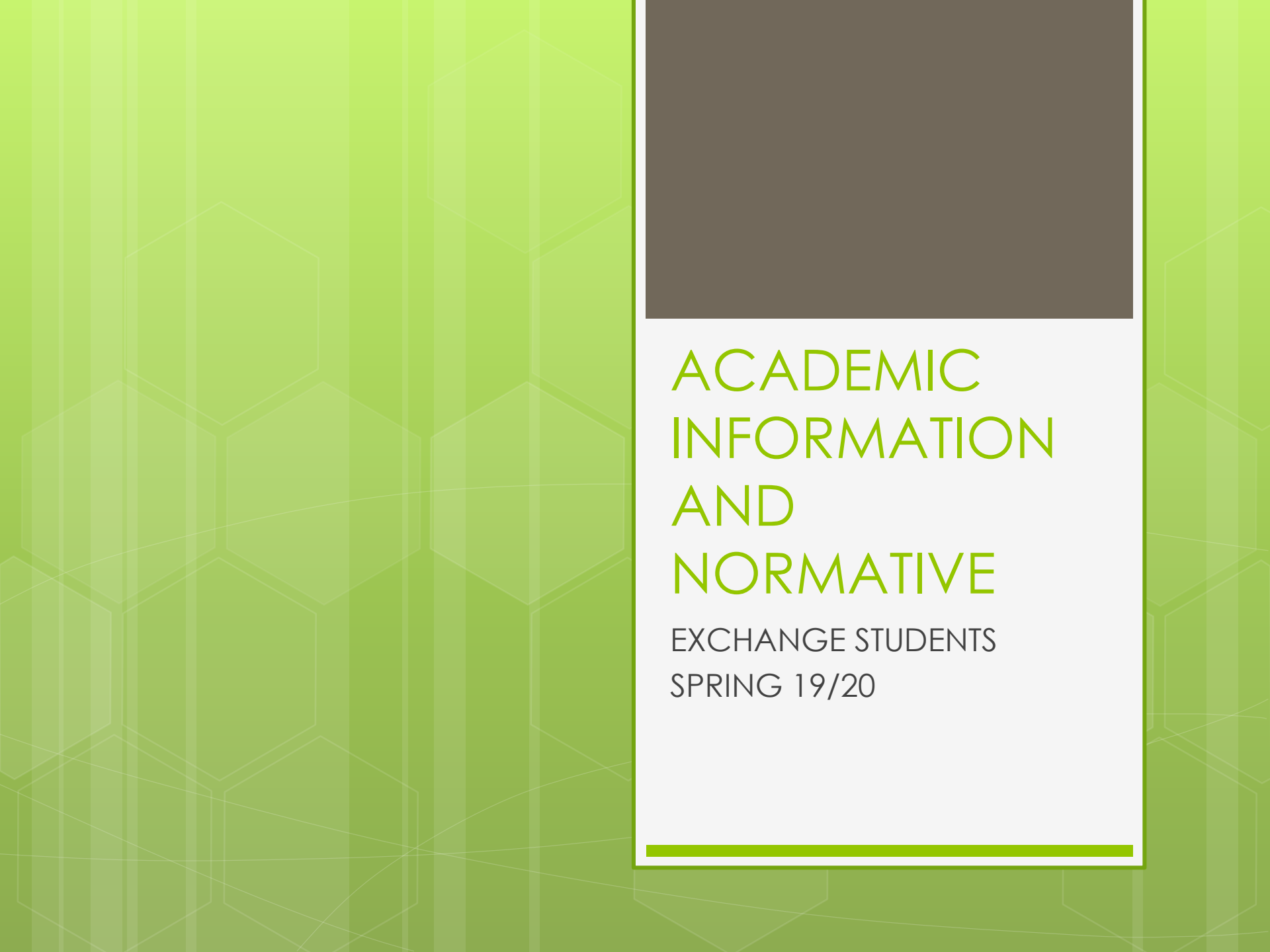




ACADEMIC INFORMATION AND NORMATIVE

EXCHANGE STUDENTS
SPRING 19/20

ACADEMIC CALENDAR 19/20

Where can I find it? USJ Web:

<https://www.usj.es/alumnos/calendario-academico/2019-20>

Spring Semester: 27th January 2020 - 5th June 2020 / 3rd

July 2020

Bank holidays:

5th and 6th March → Cincomarzada

Easter holidays:

6th to 13th April

23rd and 24th April → San Jorge – Patron of Zaragoza

1st May → Labor Day Holiday

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@usi.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@usi.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.

SOCIAL MEDIA – IMAGE RIGHTS

We love to share your experiences during your stay in USJ and Zaragoza in our social media accounts. To be able to do it, we need an Image Rights Assignment Agreement duly signed by you.



D./Dña. _____,
con DNI/NIE/pasaporte _____, como estudiante de la
Universidad San Jorge, y mediante el presente escrito:

AUTORIZO a que las fotografías y material audiovisual en las que aparezca y que hayan sido tomadas en cualquiera de los edificios o espacios en general de la Universidad San Jorge, o en los que la Universidad pueda realizar cualquiera de sus actividades, sean utilizadas en cualquier soporte de comunicación y publicidad de la propia Universidad San Jorge.

En Villanueva de Gállego (España), a dede 20....

Fdo:

PROCEDURES FOR INCOMING STUDENTS

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

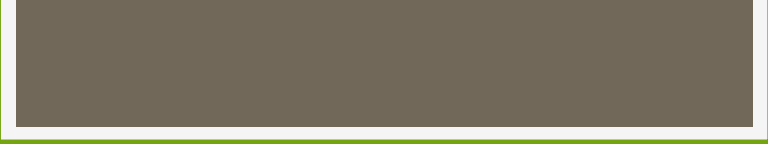
I HAVE TO CHANGE MY CLASSES! WHEN, WHERE AND HOW CAN I DO IT?

- **Deadlines**

Spring Semester: 14th February, 2020

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

Don't worry. It is very usual!



STEP 1:

- For the first week (27th to 31st January) 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.

STEP 3:

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

STEP 4:

- After that, please hand the “**Changes Form**” of your **Learning Agreement** to the USJ International Office.
- Secretary office will update your enrollment and you will be able to follow your definitive courses in a perfectly normal way.

English taught Modules

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

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**.
- As new this year students who pass the course will get 3 ECTS.
(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)

SCHEDULES – Where I have to go next Monday?



Primer Curso de Administración y Dirección Empresas

Facultad de Comunicación y Ciencias Sociales
Curso 2019/2020

PRIMER SEMESTRE Aula A 24						SEGUNDO SEMESTRE Aula A 24					
Horas:	LUNES	MARTES	MIÉRCOLES	JUEVES	VIERNES	Horas:	LUNES	MARTES	MIÉRCOLES	JUEVES	VIERNES
9:00 - 10:40	Habilidades comunicativas	Habilidades comunicativas	Matemáticas de Empresa	Introducción a la economía: políticas económicas	Matemáticas de empresa	9:00 - 10:40	Análisis Económico: Microeconomía	English for Business I	Spanish and World Economics	Análisis Económico: Microeconomía	Spanish and World Economics
10:50 - 12:30	Economía de la empresa	Economía de la Empresa	Contabilidad Financiera	Contabilidad Financiera	Introducción a la economía: Políticas económicas	10:50 - 12:30	Análisis y Consolidación Contable	Análisis y Consolidación Contable	Fundamentos de Marketing	Fundamentos de Marketing	English for Business I
12:40 - 14:20						12:40 - 14:20					

*Horarios provisionales hasta inicio de curso. Sujeto a modificaciones.

END OF SEMESTER – EXAMS

Incoming students who cannot sit an exam

Incoming students will have to abide by the exam schedule of San Jorge University.

Special consideration may be made in the following circumstances:

- Illness.
- Serious family problems.
- Other exceptional circumstances that may be considered as justifications.
- Overlapping of exams. They are the same day and at the same time.

What should I do?

1º - Submit a reasoned request (Application Form) to the Centre's Secretary through the link:

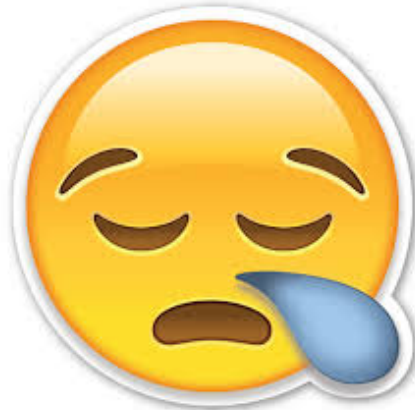
<https://sga.usj.es/inscripcion/declaracion-de-imposibilidad-de-presentarse-prueba-de-evaluacion> **at least 10 working days before the official exam date.**

Resolution solutions may be as follows:

- Postponement of exam.
- Cancellation of opportunity to sit the exam (if it is a final exam and never in the case of a partial exam).
- Change of the date of the exam.

END OF EXCHANGE STUDY PERIOD (DOCUMENTS)

Where?: International Office

- Confirmation of Stay
 - USJ Survey /Questionnaire
 - Check Learning Agreements
- 
- Official Transcript of Records USJ – will be sent directly to Home Universities by the end of July'20.

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...

