

# MOBILITY PROCEDURES GUIDE



UNIVERSIDAD  
DE MÁLAGA | VICERRECTORADO DE MOVILIDAD  
Y PROYECTOS INTERNACIONALES

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# International Relations Office

Where can you  
find us?

Edificio Rosa de Gálvez (First Floor)  
Bulevar Louis Pasteur, 35  
Teatinos Campus, 29010 - Málaga, España  
**Monday to Friday, 9:00h - 14:00h**

Contact  
information

+34 952 131 111  
[incoming@uma.es](mailto:incoming@uma.es)  
[u.uma.es/f9Q/incoming/](http://u.uma.es/f9Q/incoming/)

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# 1. About the University of Málaga

## INSTRUCTION LANGUAGE

- The main language of instruction is **Spanish**.
- No Spanish level certificate is required, although a **B1 or higher level** is recommended to be able to follow the courses.
- Slots in **English subjects** are limited and availability cannot be guaranteed.

### English Subjects

## ACADEMIC PROGRAMME

The **academic offer** of each year is updated in July, before the beginning of the following academic year. In case you need this information before that date, you can use the information of the current academic year as a guide.

Due to organisational reasons, **not all degrees and subjects are offered to mobility students**. Before elaborating your Learning Agreement, make sure that the subjects you are interested in are offered.

In this link you can see the **academic offer available** to mobility students: <http://u.uma.es/gcf/>

To see the syllabus, visit the links below:

- **Undergraduate courses:** <http://u.uma.es/fsP/>
- **Master courses:** <http://u.uma.es/fsO/>

First, you have to select the Faculty/School, then the degree and in "Ciclo" and "Curso," select "Todos". There, you will see all the courses and if you click on the name of the course, you can check the schedules, lecturers and further academic details. The programme is gathered in the "Guía docente".



## ACADEMIC CALENDAR

**Important:** Each Faculty publishes its own calendar and timetables. You will have to consult the website of the Faculty/Faculties in which you will study: <https://www.uma.es/centros/>

Illustrative dates of the academic year at UMA:

	<b>Classes</b>	<b>SEMESTER 1 (SM1)</b>	Beginning of September – Mid-December
		<b>SEMESTER 2 (SM2)</b>	Mid-February – Beginning of June

	<b>Exams</b>	<b>SEMESTER 1 (SM1)</b>	Mid-January – Mid-February
		<b>SEMESTER 2 (SM2)</b>	Mid June – Mid-July



## 2. Before Mobility

### STUDENTS' NOMINATION

To come to study to the University of Málaga, partner universities will nominate their students through the Algoria [platform](#).

Procedures, deadlines, requirements and documents you need to provide are established by your Home University.

In our nomination platform, your university will select your **study level** (undergraduate or Master), your **stay period** (SM1, SM2 or Full Year) and your **Faculty**, which is where you will study most of your subjects.

#### Nomination periods:

- **First semester and Full Year:** mid-April – mid-June

**\*Exception:** All students from the Faculties of Medicine and Fine Arts must be nominated by mid-June (regardless of whether their mobility is in Semester 1, Semester 2 or Full Year)

- **Second semester:** mid-April – mid-November



## APPLICATION. DUMA/ALGORIA

After the nomination, you will receive an email to **activate your DUMA account**. This is the first step to confirm your mobility (we may ask you to send us your ID or passport number to complete the nomination procedure).

After activating your DUMA account, you will be able to log into the student's mobility platform Algoria ([relacionesi.uma.es](http://relacionesi.uma.es)) with your DUMA account and fill in the section "1. Application." It is required to upload a copy of your identity document to finish the registration.

You must also check that **your period of stay, main Faculty and level of studies** are correct; if there is any mistake, please, contact your Home University.

Once this section is completed, you will see a green tick besides the section 1. Application. You will be now assigned an UMA academic tutor and will issue your acceptance letter.

### 1. Application ✓

On the main Algoria page you can see a timeline with all the steps and deadlines of the academic year.

## ACCEPTANCE LETTER

Once you have filled in all your personal data on Algoria, the International Relations Office will issue your acceptance letter and a few days later, it will be available to download from Algoria (in the section Download Documents) electronically signed and stamped.

Your home University will also have access to this document from their Algoria profile.

In the acceptance letter, we include **indicative and generic mobility dates**, remember to confirm the calendar of your faculty before purchasing the flight tickets and book your accommodation.

This letter is necessary to prove your stay at the University of Malaga, to apply for your Visa,...

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**Note:** Acceptance letters for students belonging to **CINDA, ISEP, Erasmus+ KA171, TransfrontEU** programmes will be sent via **email**.

## ACADEMIC TUTOR

Your academic tutor is a lecturer who teaches at the faculty you have been nominated to and in which you will study most of your subjects. S/he can advise you on academic matters, and is responsible to sign your Learning Agreement and validating the subjects you select on Algoria.

You can see the **name and email address of your UMA tutor** in the top part of your Algoria profile.



## CENTRE COORDINATORS

The [coordinators of the centres](#) are responsible for the smooth functioning of the mobility programmes in each Faculty or School of the University of Malaga. They can also sign your Learning Agreement in case your tutor is not available.

In the following link, you will find the list of the coordinators of each UMA centre: <http://u.uma.es/bN2/>.

## LEARNING AGREEMENT

*The International Relations office does not interfere in the signature of the agreement.*

The learning agreement is an **academic document** that contains the correspondence of the **subjects and/or credits** that your Home University will recognise for your mobility. The recognition of these credits will depend completely on your **Home University criteria**.

- The document is provided by your **Home University**.
- It must be **approved and signed** by your tutor from your home University.
- It must be **signed by your UMA academic tutor** or faculty coordinator (the International Relations Office cannot sign academic documents).
- Your **learning agreement will not be definitive** until you **select the subjects** on the **Algoria** platform.
- To have your agreement signed, you need to **upload the PDF document to your Algoria profile** (sections Subjects Selection or Enrolment Modifications) and your UMA tutor will sign it digitally. The document must be duly filled with the information about the student and both tutors.

**IMPORTANT: This option will only be available from the opening of the official subjects' selection period.**

In case you need your learning agreement signed before the opening of the subject's selection period, you can send it by email to your UMA tutor or to the faculty coordinator. Please, note this LA will be **provisional**, as it does not imply the reservation of a spot in the subjects or the enrolment. The availability of spots/subjects is not guaranteed.

**\*UMA does not work with EWP platform yet (OLA)**. You will have to generate your Learning Agreement on PDF to be signed by your tutor.



## SUBJECTS: SELECTION AND MODIFICATION.

The subjects' selection will be done on the Algoria platform. For each semester, you will have a selection period and, a few weeks later, a modification period, during which you will be able to add and/or delete subjects, if you need so.

You can check on Algoria all the steps and due dates, we will also notify you by email of the opening and closure of every period.

The subjects have limited spots and some of them are in high demand, so the places fill up fast. There is no waiting list, but it is possible that you can add them during the modification period if any place is released.

### IMPORTANT: RESTRICTIONS ON THE SUBJECTS' SELECTION

- › You must select a minimum of **50% of subjects** from the faculty in which you have been nominated (any degree within the main faculty).
- › You can only choose subjects taught in the **semester** you will carry out your mobility in.
- › **Undergraduate students** can only select undergraduate courses.
- › **Master's Degree students:** can only select Master's Degree courses from their Faculty, which will be validated by the Coordinator of the Master's Degree. They can select undergraduate courses from any Faculty, with at least the 50% of the subjects from their main Faculty.
- › The **TFG, TFM and Practicum** subjects will be validated by the coordinators of these subjects.
- › The subjects of the **Faculties of Fine Arts and Medicine** can only be selected by students of the respective faculties.
- › The subjects of the **Faculty of Health Sciences and the School of Architecture**, when this is not the main centre of the student, will be validated by the coordinator of said faculties.
- › The subjects of the 2<sup>nd</sup> and 3<sup>rd</sup> year of the Degree in Physical Activity and Sports are only offered to students of the Faculty of Education.
- › The subjects of the 6<sup>th</sup> year of Medicine are not offered to mobility students.

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In case you have any doubt about the subjects' selection steps, you can visit the [subjects' selection tutorial](#).



## CREDITS REQUIREMENTS

	One semester	Full Year
Minimum number of ECTS credits per semester:	<ul style="list-style-type: none"><li>Erasmus+ KA131 Students: <b>6 ECTS</b></li><li>All other students: <b>18 ECTS</b></li></ul>	<ul style="list-style-type: none"><li>Erasmus+ KA131 Students: <b>12 ECTS</b></li><li>All other students: <b>36 ECTS</b></li></ul>
Maximum number of ECTS credits allowed:	<b>36 ECTS</b>	<b>72 ECTS</b>

*Please, check with your Home University as they may have different requirements.*

## CONFIRMATION OF STAY

Shortly before the beginning of the semester, you will have to confirm your stay in Algoria, indicating your arrival date. **This step is essential to be officially enrolled as UMA student.**

Once you confirm your arrival, you will have a signed and stamped certificate available to download (section Download Documents) that states the beginning of your mobility.

If due to personal or visa issues you will be arriving once the classes have started, we recommend you contact the lecturers to make sure it is not a problem that you are joining later.



## 3. During Mobility

### INFORMATIVE MEETINGS

Before the beginning of each semester, in **September and February**, we organise two informative meetings (one in English and one in Spanish) to welcome mobility students and inform them about the most relevant steps to be followed during their stay in our institution. We will also count with the participation of other services of the University.

Do not worry if you cannot attend the meeting, all the information is gathered in this guide.

### CERTIFICATE OF ARRIVAL

It is an **official certificate** which shows the day your mobility at UMA begins.

You can download your arrival certificate from your Algoria profile (section Download Documents). It will display the date you selected when confirming your stay.

If your University requires a specific document to confirm your arrival, it will be signed at the end of the informative meeting. **Remember to bring it printed!**

In case you cannot attend the meeting, you can go to the International Relations office in the following days to have your certificate signed and stamped. **If you don't show up within the first two weeks following your arrival, further proof of your actual arrival date may be required.**



# ENROLMENT, GROUPS AND SCHEDULES

## ENROLMENT

Once all the subjects you select on Algoria are validated by your UMA tutor and you have confirmed your stay, we will officially enrol you in UMA. You will receive a confirmation email.

Please, make sure you are enrolled in all the subjects you want to study. You can do so by downloading the enrolment certificate from the Algoria section Download Documents.

## GROUPS AND SHIFTS ASSIGNMENT

There are subjects which, due to the number of students, are separated into smaller teaching groups (group A, B, C, ...).

Once you are officially enrolled (the International Relations Office is responsible for this step), **the Secretary of the Faculty in which the subject is taught will assign you a teaching group**. Depending on the group, you will have your classes in a specific day and time.

You can check the groups allocation in Algoria (section 4. Enrolment modification) or in the Portal Académico (Expediente section) or in your UMA app (Docencia).

It is not possible to know in advance which will be your group or your schedule.

It is important that you attend the classes and the exam of the group you are officially enrolled, otherwise, you will not be included in the class list and your grade will not appear in your Transcript of Records.

To manage any matter related to groups, you must go **to the Secretary of the Faculty or check on their website if there is any specific procedure or deadline to choose or modify your group**. In the International Relations office, we cannot help you to choose or modify your group.

## SCHEDULES

You can check the schedules of the subjects directly on the website of each faculty, or in the academic program website: <https://www.uma.es/servicio-ordenacion-academica/cms/menu/programacion-docente/>

To facilitate your class schedule organisation, you will find a Schedules section in your Algoria profile. This function will only be available when you are enrolled and have your groups assigned.

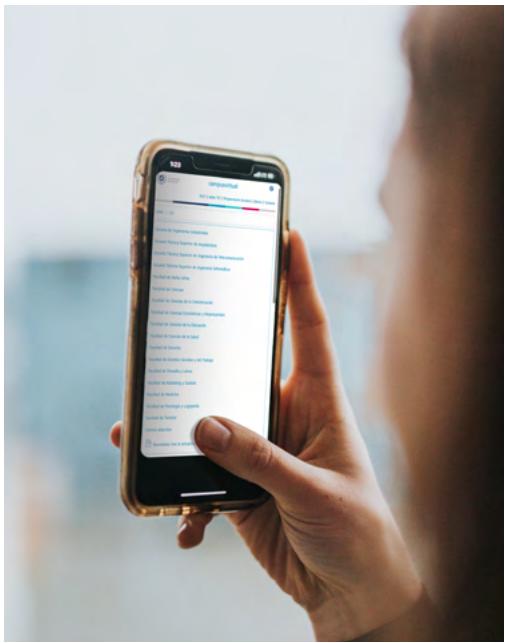
Remember to make sure that the different classes are compatible and do not overlap. In case they do, it is possible that you can modify your teaching group; if not, you will be able to change the subject during the subjects' modification period.

## ENROLMENT MODIFICATION

Once the courses begin, a two-week modification period will be opened on Algoria. During this time, you will be able to add and/or delete subjects if needed.

Remember to check with your Home University if they agree with the changes you want to do.

**You can check in Algoria all the steps and due dates. We will also notify you by email of the opening and closure of every deadline.**



## CAMPUS VIRTUAL

The Campus Virtual is a platform providing interaction between students and lecturers.

Instructions to access Campus Virtual:

1. Go to <https://campusvirtual.cv.uma.es/>
2. Select your faculty
3. Click on "Entrar"
4. Identify with the DUMA account and password
5. Click on "Mis asignaturas en todo Campus Virtual" (My subjects in the Campus Virtual)

Your subjects should appear **automatically** after the official enrolment and once the Secretary assigned your groups.

If you cannot access a subject you are enrolled in or have any issue with the Campus Virtual, you should contact "[Enseñanza Virtual y Laboratorios Tecnológicos](#)".

<https://campusvirtual.cv.uma.es/local/evlt/information.php>

Aulario López Peñalver (behind the Faculty of Medicine)

Campus de Teatinos

0034 951 953 100

[asesoramiento@cv.uma.es](mailto:asesoramiento@cv.uma.es)

## EXAMS

First ordinary call:	*Second ordinary call:
<b>1st semester subjects:</b> mid-January	<b>1st semester subjects:</b> mid-February
<b>2nd semester subjects:</b> mid-June	<b>2nd semester subjects:</b> mid-July

These dates are **estimated**, the final dates can be consulted on the website of each Faculty.

**\*ONLY students who have FAILED OR DID NOT ATTEND** to the first call will be allowed to take the **second call**. It will not be available to students who have already pass the first call with the purpose and wish to obtain a better result. It is not necessary to apply for the second call.

**Note:** Subjects that have already been passed previously at the University of Malaga cannot be evaluated again.



## GRADES AND TRANSCRIPT OF RECORDS

You can consult the grades of your exams in your UMA app. Go to Docencia>Mis estudios>Tablón de notas and you will see your **provisional grades**.

Once your grades are official, you will be able to see them on the Algoria platform (section End of Mobility) and in the UMA app (Docencia>Mis estudios>Notas finales).

**The grades uploading is made by the lecturers, not by the International Relations office.**

Once all your grades are uploaded into the system (1st and 2nd call), the official Transcript of Records will be issued, with a digital signature and University stamp. This document contains all the information about the grades and ECTS credits obtained at UMA.

You will have this document available to download from your Algoria profile. Your university will also have access to this document from their Algoria profile.

*Due to privacy issues, the University of Malaga **does not send** academic documents via email.*

**The Transcripts of Records** of the first semester will be available from February. The Transcripts of Records of full year and second semester students will be issued from July.

### GRADING SYSTEM

The grading system used by Spanish universities is based on specific attainment levels, rather than on a numerical scale. This is the equivalence between the Universidad de Málaga and the ECTS grading system:

SPANISH GRADING SCALE	ECTS GRADING SCALE
*Matrícula de Honor (MH) – 10 con mención especial	Distinction (A)
Sobresaliente (SOB) 9-10	Excellent (A)
Notable (NOT) 8-8'99	Very Good (B)
Notable (NOT) 7-7'99	Good (C)
Aprobado (APR) 6-6'99	Satisfactory (D)
Aprobado (APR) 5-5'99	Sufficient (E)
Suspensos (SUS) 0-4'99	Fail (Fx-F)
No presentado (N.P.)	Absent from Exam

*\*Note that the grade "Matrícula de Honor" is not a grade and is rarely given.*

## CERTIFICATE OF STAY

It is a certificate that states the day you **end your mobility**, which is usually the day of your last exam.

You will have a certificate available on Algoria. From mid-February or Mid-June, depending on your mobility period, you will be able to select the end of your mobility date (maximum one week in advance) in the 5. End of Mobility section. An electronically signed and stamped document will be automatically generated with the selected date.

If your University provides a specific document to confirm your stay or departure, **you have to go to the International Relations office a few days before your departure to have it signed and stamped**. Remember to bring it printed.

### 5. End of Mobility

## MOBILITY EXTENSION

To request an extension of stay, you will have to **contact your Home University** and send us an e-mail or document in which they officially accept the extension. Acceptance by the University of Malaga is subject to availability.

**DEADLINE:** Up to one month before the original date of end of your mobility.

