

**Facultad de Ciencias Económicas y  
Empresariales**

# **GUIDE FOR ERASMUS STUDENTS**

*Universidad de Cádiz*

**Vicedecanato de Relaciones  
Internacionales**  
*Enero 2018*

# GUIDE FOR ERASMUS STUDENTS

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1.- WHERE WE ARE?

2.- DOCUMENTATION

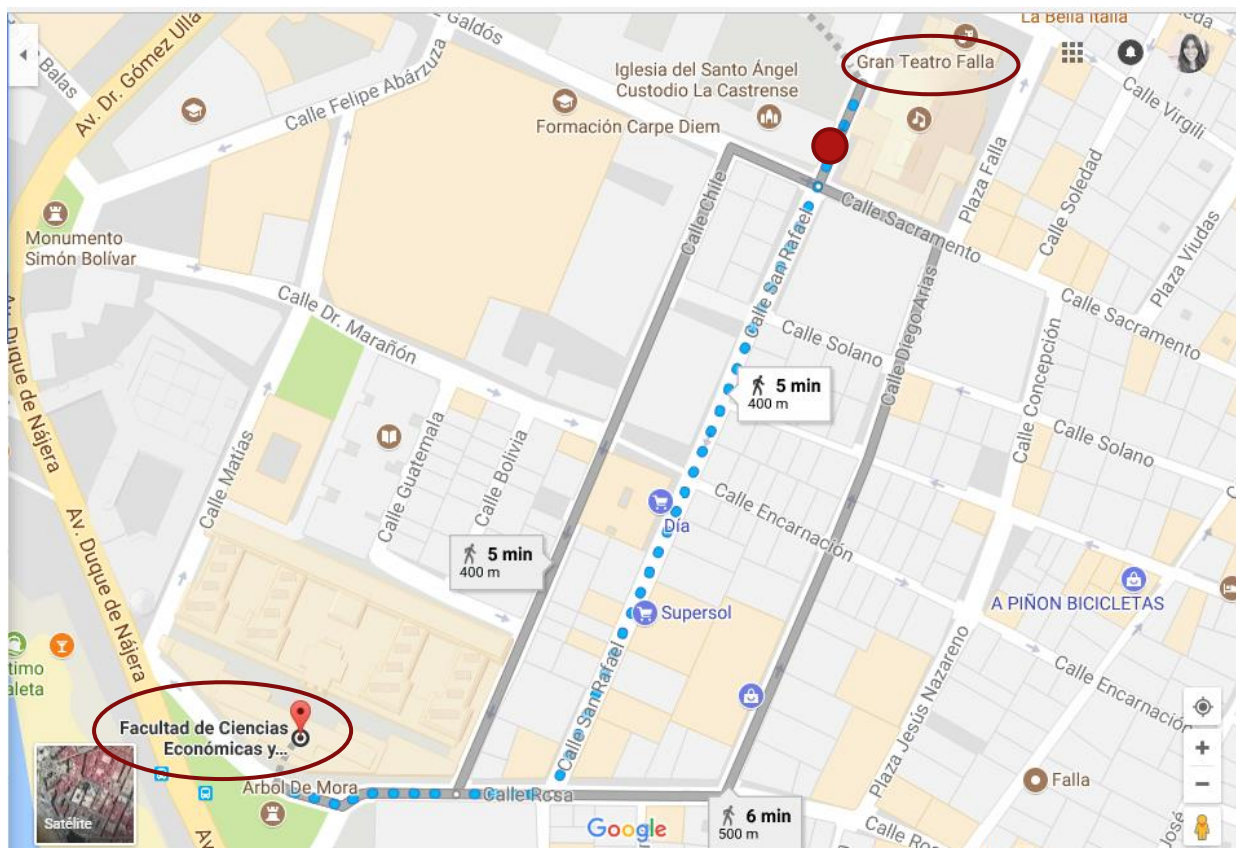
3.- ACADEMIC COORDINATOR

4.- HOW CAN I KNOW THE SCHEDULE OF MY SUBJECTS? AND,  
WHERE ARE THEY TAUGHT?

5.- USEFUL INFORMATION/LINKS:

## 1.- WHERE WE ARE?

First step. If you are an incoming ERASMUS student, you must go to the International Office (ORI – Oficina de Relaciones Internacionales), (Edificio Hospital Real. Plaza Falla, nº 8, - 11003, Cádiz – in front of the “Teatro Falla”). Where is it?



**Faculty of Economics:** C/ Enrique Villegas Vélez, 2. 11002, Cádiz.

## 2.- DOCUMENTATION

In this office, they will give you some important documents:

- Your Student Card
- “Impreso de Matrícula” (for your matriculation in our faculty)

- Useful information for your stay in Cádiz (...)

It is very important that you keep your student card: you will need it, among other things, for your matriculation (and for other things). Contains the following useful information:

- Name and surname
- Passport number
- UXXI number
- Academic Coordinator
- ...

### 3.- ACADEMIC COORDINATOR

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With the information received in this office, you must come to our Faculty of Economics, and contact with your academic coordinator. This person appears on your student card.

Together with your academic coordinator, you can review your Learning Agreement again; and then, you can fill the "Impreso de Matrícula" with the purpose of being able to attend the subjects.

The academic coordinator will be your contact person in our faculty during your stay at the University of Cádiz. He can guide and advise you on all your academic issues. You can ask him/her about the subjects or changes you need to make in your Learning Agreement.

Once you have filled out the registration form ("Impreso de Matrícula"), and it is signed by your academic coordinator, and stamped by the "Vicedecanato de Relaciones Internacionales", you will have to go to Secretary (on the ground floor of the "Hospital Real", the same building where the International Office is).

However, even if your academic coordinator is your contact person, if you need any other information, you can come to the "Vicedecanato de Relaciones Internacionales", and you can ask us anything. We are on the third floor of the Faculty of Economics (Facultad de Ciencias Económicas y Empresariales).

Email: [rrii.economicas@uca.es](mailto:rrii.economicas@uca.es)

Schedule: Tuesday, Wednesday and Thursday; 11.30 – 13.00h

## **4.- HOW CAN I KNOW THE SCHEDULE OF MY SUBJECTS? AND, WHERE ARE THEY TAUGHT?**

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You have to visit our website: [www.economicas.uca.es](http://www.economicas.uca.es)

On the top, click on “Estudios” and then you will see our two degrees:

- Grado en ADE (Degree in Business Administration)
- Grado en FYCO (Degree in Finances and Accounting)

It depends on whether you have chosen subjects in FYCO or GADE. Here, you can see useful information like schedules, classrooms, course contents, exams dates...

[\[Click here to see the links\]](#)

**WATCH OUT! YOU CAN ONLY CHOOSE THESE SUBJECTS:**

[http://economicas.uca.es/wp-content/uploads/2017/07/asig\\_incom-1.pdf](http://economicas.uca.es/wp-content/uploads/2017/07/asig_incom-1.pdf)

You can choose the best group for you. The next step is to fill in the “Impreso de Matrícula” as explained above.

If you have any other question about your subjects, please, contact your academic coordinator.

## **5.- USEFUL INFORMATION/LINKS:**

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UNIVERSIDAD DE CÁDIZ: <http://www.uca.es/es/>

FACULTAD DE CIENCIAS ECONÓMICAS Y EMPRESARIALES: <http://economicas.uca.es/>

GRADO EN ADE (schedule, exams dates, contains of the subjects, rooms...):

<http://economicas.uca.es/gade/>

GRADO EN FYCO (schedule, exams dates, contains of the subjects, rooms...):

<http://economicas.uca.es/gfyco/>

ERASMUS INCOMING – FACULTAD DE CIENCIAS ECONÓMICAS Y EMPRESARIALES:

<http://economicas.uca.es/erasmus-incomingint-erasmusincoming/>

ERASMUS INCOMING – OFICINA DE RELACIONES INTERNACIONALES (ORI):

<http://internacional.uca.es/erasmus/erasmus-in-coming/erasmus-student/>

SUBJECTS (COURSES) OFFERED FOR ERASMUS STUDENTS:

[http://economicas.uca.es/wp-content/uploads/2017/07/asig\\_incom-1.pdf](http://economicas.uca.es/wp-content/uploads/2017/07/asig_incom-1.pdf)