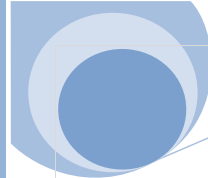




Universidad de Jaén

Erasmus Mundus EurekaSD



University of Jaén (Spain)

eurekaSD
SUSTAINABLE DEVELOPMENT

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PRESENTATION

First of all, we would like to thank you for your interest in our institution, which might mean that you are considering the Universidad de Jaén (UJA) as a possible destination for your study or research period abroad. For all our members, this would be a great satisfaction since UJA is proud of its standing tradition in the field of international higher education and cooperation since its foundation in 1993. For this reason, please find below a detailed description of our academic activities and facilities (mainly regarding our location, university organization, study programs and syllabi, international profile, academic calendar, language courses, accommodation facilities, online services, etc.) which aims to provide you with information and advice that will be of use when preparing your period abroad with us.

Welcome to the Universidad de Jaén!

STUDYING IN SPAIN

Spain straddles the greater part of the Iberian Peninsula that juts out at the south-western tip of Europe. With a surface area of 505,955 square kilometres, it ranks as the third largest country in continental Europe, after Russia and France. Most of this surface area (493,484 sq. km.) consists of mainland Spain, to which must be added the island groups of the Balearics to the east and the Canaries lying over one thousand kilometres to the south, just off North Africa's Atlantic coast. Lastly, there are two city enclaves of Ceuta and Melilla, perched on the shores of North Africa itself. Spain's population amounts to forty million inhabitants and became in 1978 (under the terms of the 1978 Constitution) a democratic State subject to the Rule of Law, politically structured in the form of a parliamentary Monarchy. The country's capital is Madrid, which is the seat of both the Royal Family and the Government. At present, Spain is made up of seventeen Autonomous regions (Jaén would belong to the Andalusian one) and two cities enclaves (Ceuta and Melilla) each governed by a Statute of Autonomy. Regarding religion, freedom of worship is guaranteed under the Spanish Constitution, though the great majority of the population are nominally Catholic. As far as currency is concerned, as from 1st January 2002, the Spanish, like that of the most of European Union countries, has been the euro.

Spain's education system offers a wide range of college and university studies at all levels, as well as internationally renowned business studies at prestigious schools, and the best opportunities for the studying of Spanish as a foreign language, with a great variety of courses to choose from. The educational system is well organized and brimming with opportunities for personal growth and academic achievement for international students.

The higher education system has undergone significant changes and extraordinary growth over the past 25 years, which allowed Spain to dramatically increase the number of university places available. In addition to progress in many other areas, this facilitated university access to thousands of young people through the creation of numerous new and well-equipped universities.

The Spanish university system gives students the freedom to decide what type of education they want. The wide range of study options caters for the diverse academic aims of students, while at the same time satisfying the varied interests, abilities and attitudes they may have.

Spain is now the third most popular destination for international university students from Europe and the American continent, after England. As a result, Spain has developed a diverse, multicultural student population which, over time, has made the Spanish education system one of the most attractive in Europe, thanks to its cultural diversity.

THE PROVINCE OF JAÉN (www.promojaen.es)

Jaén is one of the eight Provinces of Andalucía (www.andalucia.org), situated to the north of the Autonomous Community. It constitutes an inland paradise of sierras, open countryside and fertile, lowland areas dotted with millions of olive trees. Located in the gateway of Andalusia, Jaén possesses the largest extension of protected natural areas in the whole of Spain. The River Guadalquivir is born here, in the heart of the Nature Park of the Sierras of Cazorla, Segura and Las Villas.

A land of transition and frontiers, Jaén has been cherished by history. It was one of the most important Iberian settlements of the Peninsula, played a remarkable role in the Andalusí era and firmly established its influence during the Renaissance and the Enlightenment. Towns such as Úbeda and Baeza, Jaén and Alcalá la Real, are living examples of those centuries. Today, having boarded the train to modernity, the Province of Jaén –composed of 97 municipalities– still maintains one of its most undeniable identifying marks.

The long seven years of Muslim dominion determined the history, culture, society and art of this province. Jaén belonged to that Al-Andalus whose stellar poles were the cities of Córdoba and Granada. The recovery, revision and presentation of this ancient splendour is the task of the Andalusí Legacy, a cultural and tourism initiative which attempts to put into relief the great importance of those time in order to understand our current epoch. The Andalusí Legacy has outlined two routes in the

province of Jaén, being the most important of the so-called Rout of the Nazarites, which wanders through most of the provincial territory.

Besides, Jaén is proudly known for producing the best oil in the world. Sixty million olive trees carpet the land of Jaén and the substance that is extracted from them constitutes the main economic and social distinguishing mark of the province. Jaén generates twenty percent of the world's olive oil production. The dozens of oil presses spread around the length and breadth of the province place it at the head of our national production, with an average of over six hundred thousand tons of high quality oil every season. The best oil is that which is described as extra virgin and some of the most impressive dishes of the meritorious and plentiful Jaén gastronomy is prepared with it.

Halfway between Madrid and Seville, well connected by motorway and train, Jaén enjoys a pleasant, warm climate during most of the year. Entering this interior paradise, the traveller can be assured of a passionate encounter.

THE CITY OF JAÉN (www.aytojaen.es)

Jaén (Arabic: جيان: Jayyān) is a city in the southern Spanish region of Andalusia and is the capital of the province of Jaén (and, therefore, its administrative and industrial centre, with establishments including chemical works, distilleries, cookies factories and textile factories). The inhabitants of the city are known as Jiennenses and its population amounts to over 115,000.

Jaén enjoys a well-known charm because of its walks through the town (either through its ancient monument, such as the Castle of Santa Catalina, la Magdalena, San Juan and La Merced neighbourhoods, Ancient Hospital of San Juan de Dios, the Palace of Villadompardo –housing the Museum of Art and Popular Customs, the International Museum of Naïve Art and the Arab Baths–, the church of San Juan, the church of Saint Bartolomé, the convent of Santa Clara, the Arch of San Lorenzo, the Plaza of Santa Maria and, obviously, the Cathedral, the most distinguished monument in the capital of Jaén; or through the contemporary city with its Palace of the Provincial Delegation, the church of San Ildefonso, Plaza de las Batallas, convent of las Bernardas, Puerta del Ángel, Alameda Park, Plaza de la Constitución, Victoria Park, Senda de las Huertas, etc.) and its cultural and festival life all throughout the year (thanks to our International Piano Prize, Lagarto Rock Competition, World Folk, Autumn Festival, Jaén Literary Prizes, the International Festival of Jazz, Holy Week, Virgen de la Capilla and San Lucas celebrations, etc.).

Jaén will always surprise you as a place where you will be able to enjoy the beautiful picture of a white town on the slopes of the Santa Catalina Hills with a modern city expanding below. Behind it all, as a striking natural background, you will be able to admire the abrupt sierras or hills, which enclose the splendid frame. You will be able to breathe the Arabic essence still alive in streets and squares and, in the Jewry, you will find traces of this ancient civilisation. You will also be able to admire an outstanding Renaissance in a city with palaces, churches and convents. Living the historic centre you will also find valuable contemporary pieces of architecture and great parks, which breathe fresh air into the city. We encourage you to enjoy the beauty of Jaén and to treat your palate to an excellent cuisine, which never forgets the base of our marvellous extra virgin olive oil...

THE UNIVERSITY OF JAÉN (www.ujaen.es)

[1] General brief description

UJA (Spain) is a medium-sized public university (some 16000 students and over 800 faculty, most of whom are PhD's) which was established in 1993 at Campus Las Lagunillas in the city of Jaén, where most of its faculties/colleges (*Centros*) are located (a few UJA colleges can also be found at Linares and Úbeda cities):

Jaén Campus (Las Lagunillas):

- Facultad de Ciencias Experimentales (Faculty of Experimental Sciences)
- Facultad de Ciencias Sociales y Jurídicas (Faculty of Social Sciences and Law)
- Facultad de Humanidades y CC de la Educación (Faculty of Humanities and Education Sciences)
- Facultad de Ciencias de la Salud (Faculty of Health Sciences)
- Facultad de Trabajo Social (Faculty of Social Work)
- Escuela Politécnica Superior de Jaén (EPS Jaén) (Higher Engineering College in Jaén)

Linares Campus:

- Escuela Politécnica Superior de Linares (EPS Linares) (Higher Engineering College in Linares)

Both campuses are wheelchair accessible. Besides, UJA has got more that 30 departments (which are the main university units in charge of organising and developing research and teaching) related to almost any university field of knowledge: business administration, anthropology, geography and history, chemistry, language studies, etc. (For a full list of UJA departments and corresponding contact details please visit <http://www.ujaen.es/home/departamentos.html>). UJA produces an important amount of

original research since highly skilled research groups develop lines of research (at the national and international levels) and are well prepared to establish pragmatically oriented collaboration with the social and productive environment.

[2] University organization

The University of Jaén is governed and administered by the following bodies:

- Management (Órganos de Gobierno): <http://www.ujaen.es/home/ogobierno.html>
- Administrative offices/units (Servicios y unidades técnicas): <http://www.ujaen.es/home/servicios.html>
- Colleges (Facultades): <http://www.ujaen.es/home/centros.html>
- Departments (Departamentos): <http://www.ujaen.es/home/departamentos.html>

The so-called *Vicerrectorado de Internacionalización* (Vice-Chancellor's Office for Internationalization) is the governing body in charge of UJA international relations, in collaboration with the so-called *Sección de Relaciones Internacionales* (International Relations Office). Further information on the UJA international profile can be found below.

[3] UJA International profile (www.ujaen.es/serv/vicint/)

UJA welcomes international students as part of a conscious effort to increase its international profile, which is of utmost importance for the University, an institution that is constantly striving to widen both its knowledge and its horizons. UJA has many agreements and actively collaborates with institutions from all around the world –in Europe (mainly within the framework of the Erasmus+ program), USA, Canada, Costa Rica, Chile, China, Argentina, Brazil, Mexico, Singapore, Japan, Morocco, Australia, New Zealand, etc.–, hosting students on all degree courses, both as regular and exchange students. No doubt, and thanks to an outstanding graduate and postgraduate international incoming and outgoing student population, UJA is becoming one of the leading exchange universities in the south of Spain.

Besides, UJA frequently takes part in most international exhibition fairs that take place around the world and in numerous web pages related to the international relations field in order for UJA to make incoming international students transferring to our institution an easier choice.

[4] Academic calendar

The academic year at UJA is divided into two semesters (undergraduate study): September – January (Sem 1) and January – June/July (Sem 2). The academic calendar for postgraduate study is available online and depends on the number (and duration) of units of each postgraduate program.

There are 3 holiday breaks during the academic year: Christmas (December), Easter (April) and Summer (August).

[5] Language of tuition (PATIE program)

Almost all courses within the framework of our graduate and postgraduate degree programs are taught and developed in Spanish language (the basics for this language will be necessary in order to be able to follow any of them), except for the ones under the PATIE option, which are taught either in Spanish or English (depending on the course classification) and offer international exchange students the possibility of expressing themselves (in class), reading the compulsory literature and taking the official examinations in English language. The list of courses under this PATIE option keeps updating weekly, and it can be consulted at <http://www.ujaen.es/serv/vicint/home/patie.php>.

International students who want to become a regular student at UJA but do not master any Spanish are advised to follow a one year pre-academic intensive Spanish language and culture course at the UJA *Centro de Estudios Avanzados en Lenguas Modernas* (www.ujaen.es/centros/idiomas/index.html, cealm@ujaen.es).

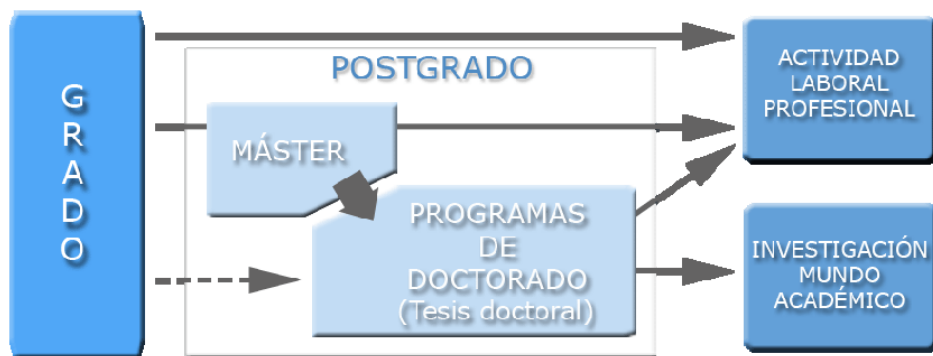
[6] Bologna Process and European Convergence in Higher Education

Since 1999, Spain has been immersed in a transformation of its higher education system, along with more than 30 European countries, with the aim of creating a *European Higher Education Space* (EHES). This process is now culminating and its objectives are to harmonize qualification frameworks and the credit system (units for measuring academic achievement), as well as to guarantee the standards and recognition of qualifications, in order to increase student mobility and facilitate the integration of graduates into the European labor market.

Spain has implemented legal measures for the adoption of the European credit and qualifications system, as well as the European qualification supplements. This facilitates the recognition of official

Spanish qualifications in the countries participating in the EHES project, as well as the official recognition of Spanish qualifications in other countries outside the European framework, such as the United States, Asia and Latin America.

In line with this Bologna Process or European Convergence in Higher Education implementation, UJA has revised all its study programs. These newly-devised syllabi will consist of two cycles: Graduate (240 credits, 4 years, *Estudios Oficiales de Grado*), comprising basic teaching of the subject in question together with courses geared toward the professional needs of the student when s/he leaves university, and Postgraduate, devoted to a more in-depth teaching of specific aspects of the subject, along with preparation for the professional application of the student's knowledge. This level will, in turn, be divided into Master's (60-120 credits, 1-2 years, *Másteres oficiales*) and PhD courses (requiring at least 300 credits at both graduate and postgraduate level, *Programas de Doctorado*). The ECTS (European Credit Transfer System) credit will represent a workload of 25-30 hours. Below you will find a graphic description of UJA (graduate & postgraduate) study levels/options for guidance:



[7] Study programs and fields of study

The UJA study programs are divided into the following levels (www.ujaen.es/home/iacademica.html):

1. Estudios Oficiales de Grado (Graduate Study)
2. Másteres Oficiales (Official master programs)

3. Programas de Doctorado (PhD)
4. Estudios de idioma (Language study)

Language study comprises teaching in Spanish, English, French and German. The UJA graduate and postgraduate fields of study are the following ones (in alphabetical order):

- Administración y Dirección de Empresas - Business Administration and Management
- Administración y Dirección de Empresas + Derecho - Business Administration and Management + Law (Double degree)
- Biología - Biology
- Ciencias Ambientales – Environmental Sciences
- Civil – Civil (Engineering)
- Derecho – Law
- Educación Infantil – Infant Education
- Educación Primaria – Primary Education
- Eléctrica – Electrical (Engineering)
- Electrónica Industrial – Industrial Electronics (Engineering)
- Enfermería – Nursing
- Estadística y Empresa – Statistics & Business
- Estudios Ingleses – English Language and Literature
- Filología Hispánica – Spanish Language and Literature
- Finanzas y contabilidad – Finances and Accounting
- Fisioterapia – Physiotherapy
- Geografía e Historia – Geography and History
- Geomática y Topografía – Geomatics & Topography (Engineering)
- Gestión y Administración Pública – Public Management and Administration
- Historia del Arte – History of Art
- Informática – Computing (Engineering)
- Ingeniería de Recursos Energéticos – Energy Resources (Engineering)
- Ingeniería Telemática – Telematics (Engineering)
- Mecánica – Mechanics (Engineering)
- Psicología – Psychology
- Química – Chemistry
- Química Industrial – Industrial Chemistry (Engineering)
- Relaciones Laborales y Recursos Humanos – Labour Relations & Human Resources

- Tecnologías de Telecomunicación – Telecommunications (technologies) (Engineering)
- Tecnologías Mineras - Mining (technologies) (Engineering)
- Trabajo Social – Social Work
- Turismo – Tourism

Finally, it should be emphasized that *Filología Hispánica* courses require a very advanced proficiency in Spanish language (C1 or C2) for completing them because of their high specialization level of study on Spanish language.

[8] Teaching and evaluation methods

Teaching methodology (graduate/postgraduate/language) includes lectures, seminars and practical work under the supervision of a tutor. Lectures last for 50-60 minutes and professors often use audiovisual materials as teaching aids.

Students are assessed through final examinations in January, in the case of one semester courses; or in June, in the case of courses that run throughout the academic year (or one semester courses run in the second semester). Students who do not pass examinations are able to re-sit in June/July. In some cases, professors may choose to set various evaluative activities (exams, projects, etc.) throughout the year which, if successfully completed, can replace the final examination.

[9] Grading system

The Spanish marking scale is numerical from 0 to 10, being 10 de maximum mark and 0 the minimum one. At UJA the following scale is used:

UJA Denomination	UJA Conversion to numerical scale (1-10)	UJA Conversion to numerical scale for transcript average grade (1-4)	Standard conversion (1)	Standard conversion (2)
Matrícula de honor	Academic prize	4	FIRST CLASS HONOURS	A = Excellent/Superior
Sobresaliente	9 – 10	3 – 4	FIRST CLASS	B = Good
Notable	7-8.9	2 – 2.99	SECOND CLASS	C = Satisfactory
Aprobado	5-6.9	1 – 1.99	PASS	D = Minimum pass grade
Suspense	0-4.9	0 – 0.99	FAIL	F = Failing

[10] Accommodation

All international incoming students are responsible for looking for their own accommodation in Jaén (& Linares) and, for this reason, it is advisable to do it well in advance to the expected arrival date. The accommodation possibilities in Jaén are the following ones:

(a) Temporary accommodation in hotels & hostels (www.paginasamarillas.es) and youth hostel (www.inturjoven.com/es/albergues/albergue-inturjoven-a-spa-de-jaen.html, 20 € approx./day, Youth Hostel Card needed).

(b) Permanent accommodation in:

(b.1) Flats/Apartments (sharing it or renting your own one, self-catered): sharing a flat is the most common choice for students staying in Jaén for 3 months or more. Monthly rents for one room vary from 150 to 250 € per person (water, gas, electricity and internet connection not included, which normally amount to 60 €/month approx.). In some cases, lodgers may be asked to pay a deposit in advance, which normally amounts to one month's rent and which is returned

at the end of the stay. Flats are furnished (beds, tables, chairs and totally equipped kitchen), but there may be no bed-sheets or towels, which must be brought by the students. Students wishing to look for a shared flat/apartment by themselves should arrive in Jaén a few days before the beginning of classes (and stay in a hotel/hostel/youth hostel in the meantime) to be able to look for it (notices can be found on phone boxes all around the city and on boards on campus). On the other hand, if you want to rent your own flat you will need the services provided by a real state agency (www.paginasamarillas.es > *Agencia inmobiliaria*). Students wishing to rent a flat with the help of a real state agency will be required to pay for these services half of the monthly rent, apart from a deposit (which amounts to one month's rent and is returned at the end of the stay) and the first month rent. Prices for these apartments vary depending on the number of rooms, normally ranging from 400 € to 500 € per month for a one or two-room apartment. Students wishing to rent their own flat with the help of a state agency should arrive in Jaén a few days before the beginning of classes (and stay in a hotel/hostel/youth hostel in the meantime) to be able to look for it.

(b.2) University student halls of residence (single or double room, full board, 600 €/month approx., only available on Las Lagunillas/Jaén campus): which normally close for summer, Christmas and Easter holidays. For information about prices, availability, opening days, meals provided, application forms and booking procedure, please visit the corresponding web pages:

- Colegio Mayor Domingo Savio (male & female / on campus):
www.ujaen.es/serv/vicest/colegios_mayores/informacion.htm
- Colegio Mayor Josefa Segovia (female / downtown):
<http://itac.e.telefonica.net/josefa.html>
- Residencia Universitaria Cardenal Merino (male / downtown):
<http://www.diocesisdejaen.es/-juventud/597-residencia-de-estudiantes-cardenal-merino.html>
- Residencia Virgen de la Capilla (female / downtown):
<http://www.residenciavirgendelacapilla.com/>
- Residencia Paraninfo (female / next to the campus): <http://www.residenciaparaninfo.es/>

[11] Insurance

International students at UJA who are nationals of a Member State of the European Community, of the European Economic Area or Swiss nationals can benefit from the so-called European Health Insurance

Card (www.ec.europa.eu/social/main.jsp?catId=509&langId=en) while studying in Spain (But, however, they should additionally buy repatriation, accident, travel and civil liability insurance).

The rest of international students wishing to study at UJA must hold a private health (sickness/hospitalization), repatriation, accident, travel and civil liability insurance policy covering the whole period of stay in Spain and bring along all the necessary contact details of the corresponding doctor/clinic in Jaén (if they buy one before their departure date from their home country). Alternatively, these international students can also buy their insurance policy once in Jaén from any Spanish insurance company such as www.mapfre.es (Please contact the company directly in order to get some information about prices and insurance coverage).

[12] Sport facilities, cultural activities & leisure

The University is not only a place to study. International students can take advantage of an extensive program of social, cultural and sport-related activities. Once you have been admitted to UJA as an international student, you will be allowed to use any of UJA facilities. Information regarding our sport facilities (skiing, tennis, aerobics, pilates, trekking, cycling, climbing, canoeing, basketball, football, etc.) and cultural activities (theatre, cinema, conferences, guided tours, music festivals, exhibitions, etc.) can be found online (www.ujaen.es/serv/safyd/inicio/index.html, www.ujaen.es/serv/vicext/cultura/). We also recommend all international students to leave their contact details at the ASUEJ International Students, so that they can have the opportunity of enrolling in the trips and meetings organized by its members (info@esnjaen.org, <http://www10.ujaen.es/conocenos/organos-gobierno/vicest/asociacion-socrates-universidad-europea-de-jaen-as>).

For further information on trips and facilities by the Andalusian regional government please visit www.inturjoven.com. Finally, if you are interested in a guided tour through Jaén or would like to join Jaén entertainment agenda please visit <http://bonoturisticojaen.com/bonoturisticojaen/index.html> and <http://www.jaenow.es/> respectively.

Do not forget that Spain enjoys well-deserved fame as a fun-loving country. Splendour, gaiety and the imagination of the nation as a whole are the basic features of the Spanish fiesta. The year's festive highlights (carnival, religious feasts, pilgrimage excursions, rites of summer, etc.) turn the public into active participants and passive spectators who are nevertheless aware of being both things at once. Fiestas, a phenomenon that gives expression to a peculiarly Spanish vitality, take place almost uninterruptedly in different places and at different times of the year, so that the traveler will always find

an occasion to witness on of these magical, spectacular happenings that alter the daily routine of Spanish society.

[13] Library

UJA has a general main Library hosting more than 205,000 volumes and further journals, E-publications, etc. Opening from 8.30 a.m. to 9.30 p.m. (Monday to Friday), the Library is made up of 5 reading rooms, 4 study rooms (open on a 24 hours basis during exam periods), 11 rooms for study groups, 4 audiovisual booths and 1 audiovisual room, 1 teaching room and 95 available computers to students. For further information, please visit <http://www.ujaen.es/serv/biblio>.

[14] Online services

Apart from the computer rooms/labs belonging to a certain number of departments, nowadays at UJA there are 21 available computer rooms in both Campus Las Lagunillas and EPS Linares for any student wishing to use them. Besides, any student registered at UJA will benefit from our RIMUJA wireless internet access (from their own computers), from all the services provided by UJA Campus Virtual web (transcript of records, computer rooms reservations, international mobility grant/working internship applications, class/exam schedules, etc.) and from the so-called initiative *Plataforma de Apuntes* (where lecturers' notes can be consulted, forums are created, surveys are carried out, etc.).

[15] Volunteering

Volunteering consists of any freely made activity that involves spending time, unpaid, doing something that aims to benefit the environment or someone (individuals or groups) other than, or in addition to, close relatives, which is the case of many UJA university volunteers (thus complementing the higher education and training received) thanks to the so-called UJA Volunteering Office (www.ujaen.es/serv/vicest/nuevo/voluntariado/index.html) and volunteering activities in which all international students are also welcome to take part.

[16] Travelling to Jaén (& Linares)

For coming to Jaén the best choice is to either:

(a) Fly to Federico García Lorca Granada-Jaén Airport (www.aena.es, which is 98 kilometers away from Jaén), then take the airport bus to Jaén's bus station (or, if the timetables do not fit you, take the airport bus to Granada's bus station and finally take an Alsa Bus to Jaén or Linares) (www.alsa.es, tickets can be bought online).

(b) Fly to Málaga Airport (www.aena.es, which is 217 kilometers away from Jaén), then take the airport bus/train to Malaga's Bus/Train Station, and finally take an Alsa Bus to Jaén or Linares (www.alsa.es, tickets can be bought online).

(c) Fly to Madrid-Barajas Airport (www.aena.es, which is 346 kilometers away from Jaén), then take a taxi or metro to Atocha or Chamartín Renfe train stations (www.metromadrid.es), and finally take a train to Jaén or Linares (www.renfe.es, tickets can be bought online).

For information about Jaén's bus station is also available online at www.epassa.es/autobus.

[17] Passports and visas

On entering the Spanish territory, travelers are required to present a passport or, in its absence, an identity or travel document recognized by international conventions, in accordance with standard reciprocity criteria. Presentation of a National I.D. Card will suffice in the case of citizens of EU Member States, Switzerland, Norway, Iceland, and the Principalities of Andorra, Monaco and Liechtenstein.

In compliance with the regulations of the European Union, of which Spain is a member, visitors proceeding from a certain number of countries are required to hold a standard visa, application for which must be made at the Spanish Consulate in the applicant's country of residence (<http://www.maec.es/> > *Embajadas y Consulados* link, on the right hand of the page). Please notice that semester international students are normally awarded a SSU visa (*Estudios hasta 180 días*) and students staying longer will normally be awarded a SLU visa (and, once in Spain, they will be obliged to apply for a compulsory *Autorización de estancia por estudios en España* immediately after arriving in Jaén at Subdelegación de Gobierno de Jaen - Oficina de Extranjeros, Plaza de las Batallas 2, 23007 Jaén 953 999 060). A permanent address is compulsory for applying for the so-called *Autorización de Estancia por Estudios en España*.

[18] Internships and job opportunities

International incoming students can benefit from UJA internship selection processes (as far as there is availability on the applicant's internship preferences) in order for them to be able to gain working experience. Applicants are requested to have completed, at least, 50% of their study workload either at UJA or at the home university and applications are received online through the so-called *Icaro* program (www.ujaen.es/home/intranet.html) once the international student has successfully registered (upon arrival in Jaén or Linares) at UJA for studying at this university. Further information can be found online at <http://www.ujaen.es/serv/vicest/nuevo/index.html>.

[19] Estimated expenses for international students at UJA

Please, find enclosed some guidance information about the estimated expenses of international students at UJA (per academic year):

- Tuition fees: please refer to Section 23 (*Fees and admission procedure for international regular students*) for specific information. International exchange students benefit from free tuition at UJA.
- Housing: please refer to Section 10 (*Accommodation*) above.
- Meals (for self-catered accommodation): 200 €/month approx.
- Teaching material (notes, books, etc.): 40-50 €/month approx.
- Personal spending: 150 €/month approx.
- Transport (Jaén): 40-50 €/month approx.
- Health insurance: please refer to Section 11 (*Insurance*) above.

[20] International Student cards

Apart from the UJA student card (received upon arrival), the so-called *Carné Joven* (www.juntadeandalucia.es/institutodelajuventud/portalcarnetjoven/home, available online) and the ISIC international student card (www.isic.org) can be really helpful during your stay. The ISIC card can be obtained in Jaén in the travel agency "Viajes Barceló" (C/ Cid Campeador 1, near the bus station).

[21] General guidelines for Erasmus Mundus incoming students

Before coming to UJA

1. It is compulsory that the Erasmus Mundus coordination unit representatives contact the UJA International Relations Office (secret@ujaen.es) and confirm the names of the selected students.
2. Afterwards, these selected EM students have to:
 - 2.1. Fill out the UJA online application form, which is available at the IR Office website: www.ujaen.es/serv/vicint/home/secure/upload_application_f.php
 - 2.2. Print it and have it signed/stamped by the coordination unit representatives.
 - 2.3. Send it (as a pdf. file or by post) together with the (a) home university original transcript of records and (b) a passport copy (page with photo only) to the UJA International Relations Office:

Sección de Relaciones Internacionales
Universidad de Jaén
Campus Las Lagunillas
Edif. "Bachiller Pérez de Moya" (C2-105)
23071 Jaén (Spain)
secret@ujaen.es
3. Once all these documents are received, the UJA international relations representatives will (a) forward the application form to the UJA EM coordinator, (b) issue an admission letter and (c) send this letter to the coordination unit and/or to the exchange student directly (pdf. file and/or registered postal mail).
4. For guidance and accommodation search purposes, apply for a free Buddy mentor. (http://www.ujaen.es/serv/vicint/home/buddy/upload_buddy_ext_f.php).

Once at UJA

1. Register at the International Relations Office (Universidad de Jaén, Sección de Relaciones Internacionales, C2-105, Campus Las Lagunillas-Jaén) and complete any administrative procedure required by its members. A paper proof of the appropriate insurance policy covering the whole period of stay in Spain will be requested in order to be able to register.
2. Meet the UJA EM coordinator (His/her contact details will previously be provided at the International Relations Office).
3. Attend the Welcome day for guidance. All international students will be welcomed by the Vice-Chancellor for Internationalization (and by the rest of IR UJA representatives) during the so-called *Welcome day*.
4. Officially register at UJA through Universidad Virtual (<http://www10.ujaen.es/intranet>) for EM courses and in person (C6, 2nd floor) for the free CEALM extensive Spanish courses (<http://www.ujaen.es/centros/idiomas/>).

Upon semester completion, UJA academic transcript of records will be issued and sent directly to EM coordination unit.

Further information

For further information please do not hesitate to contact the
UJA International Relations Office:

Sección de Relaciones Internacionales

Universidad de Jaén
Campus Las Lagunillas (C2-105)
Jaén 23071 (Spain)
Tel. + 34 953 213480 – 212262 / Fax + 34 953 212612
secrel@ujaen.es