

WELCOME GUIDE FOR ERASMUS+ STUDENTS



UNIVERSIDAD DE SANTIAGO DE COMPOSTELA

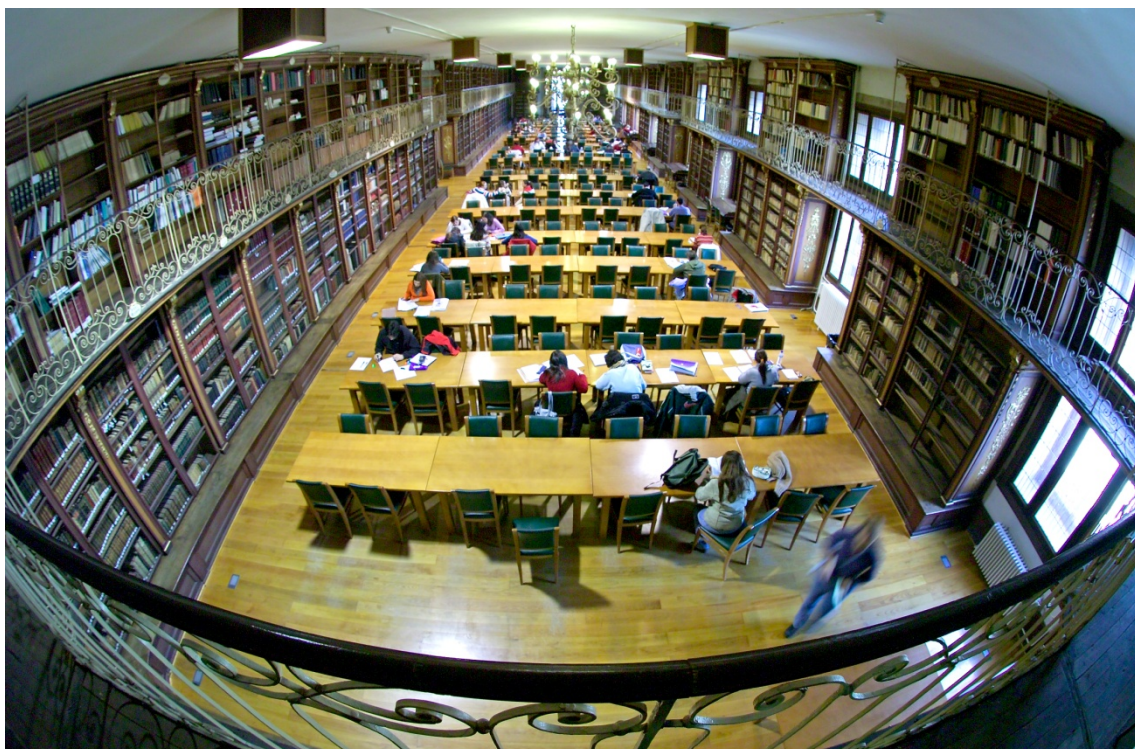
INTERNATIONAL RELATIONS OFFICE

ERASMUS TEAM



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WELCOME

Dear Erasmus Student,

The University of Santiago de Compostela (USC) welcomes you to its university community. We are thankful for choosing our institution as your Erasmus destination.

THE UNIVERSITY OF SANTIAGO DE COMPOSTELA

Founded more than five hundred years ago, the USC is today an internationally renowned institution. The large number and excellence of the courses taught and the quality of the research undertaken place the USC among the most prestigious universities in Spain and Europe.

The USC takes part in a large number of student mobility programmes with universities worldwide. As a result of this, the university receives yearly over 1000 exchange students from all over the world.

Exchange students at USC find a wide ranging [offer of courses](#), including more than 110 under- and postgraduate courses in many different fields, as well as significant research resources and the opportunity to obtain work experience in laboratories, institutes and businesses. The USC is made up of 28 [faculties and university schools](#) and over 75 Departments. It has hired over 2100 lecturers and researchers and the total number of registered students reaches approximately 30000.

LOCATION

USC's [faculties and university schools](#) are located in two historical European cities: Santiago de Compostela – final destination of the Saint James Way – and Lugo – ancient Roman town about 100 Km away from Santiago. Both of them are cosy and safe towns where you can find a warm and welcoming student atmosphere. All university facilities are located in the town centres and therefore most of the students move about in bikes or on foot.

Santiago and Lugo are located in the Autonomous Region of Galicia, in the Northwest of Spain, very close to Portugal.



ADMISSION

NOMINATION

To attend the University of Santiago de Compostela (USC) as an Erasmus student we need to receive an official nomination from your home university (Erasmus coordinator or office in charge of the Erasmus programme). The nomination is an official communication sent to our International Relations Office by e-mail (erasmus@usc.es) if you are intending to study at Santiago Campus or (international.lugo@usc.es) if you are intending to study at Lugo Campus including the following details of each student that is supposed to study at USC:

- Full name
- E-mail address (it is very important that it is an updated one, because e-mail is the mean of communication we will use to contact incoming students)
- Study area
- Period of stay at USC



Without an official nomination we cannot admit your application as an Erasmus student. Your home university does not have to post any paper documents by ordinary mail. Your application will be done fully online.

Once we receive the nomination from your home university, we will send you a welcome e-mail with your login details to our **online application form**, which you have to complete to conclude your application. Our welcome e-mail contains the following information:

- Link to our online application form
- User name and password to access the form
- Academic calendar
- Information on Spanish and Galician language courses
- Information on university halls of residence
- Name and email of your academic coordinator
- Link to the Erasmus student welcome guide

The **deadlines** for sending university nominations are:

- Full year or fall/winter semester: **30 June**
- Spring/summer semester: **31 October**

ERASMUS ONLINE APPLICATION FORM

To access our online application form you need a user name and password that will only be sent to those students that have been properly nominated by their home universities. If you are coming to our university as Erasmus student and have not received your user name and password yet, then you have to contact the office in charge of the Erasmus programme at your university or your local Erasmus coordinator and ask them to send your official nomination.



You will have to complete the online form with all required information and upload the following documents within the deadline:

- **Learning agreement signed by your home university**

Your learning agreement is a document on which you write down the courses you intend to take during your mobility period at USC. Normally, your home university will provide you with a standard form to draw up your learning agreement. If your home university does not provide you with the necessary form you may download ours at:

<http://www.usc.es/en/perfis/internacional/programas/erasmus/formularios.html>

Take into consideration that we will only accept learning agreements that are already signed by the student's home institution.

- **Motivation letter**

This is a short writing explaining who you are, why you decided to take part in the Erasmus programme and the reasons why you chose our university as your hosting institution. You may also mention what your academic and personal expectations are with regard to your mobility.

- **Transcript of records**

This is an official document issued by your home university listing all the courses you took at your university up to now and the qualifications you received for each of them. This document must be issued by your university; you cannot do it on our own.

- **Copy of your passport or identity card**

The document must be valid during the whole period of stay at USC.

- **B1 Spanish language certificate**

We may accept an official DELE certificate or other B1 certificates or diplomas or even a formal confirmation from your home university that you have at least B1 level in Spanish. For the confirmation of your home university you can use the model form available at:

http://www.usc.es/en/perfis/internacional/programas/erasmus/estudiantes_incomin g.html

It is very important that you upload your documents in an easily recognizable format like DOC, PDF or JPEG.

Once you have completed the form and uploaded the required documents, your application will be assessed by the personnel of our International Relations Office. Within approximately 15 days you will receive an e-mail with your Learning Agreement signed and another informing you that you can download your acceptance letter, which you have to print and take with you when coming to Santiago. In case any of the documents you uploaded is not the required one or we cannot open it, you will receive an e-mail informing you and asking you to upload a new document. You will have to access once again the online form and upload the right document before the deadline of the application period. **You will not receive your acceptance letter until all uploaded documents are correct.**

The **deadline for completing the online application form** is:

- Full year or fall/winter semester:
15 July
- Spring/summer semester:
30 November

In the event of any technical problem with the application form you have to send an e-mail to erasmus@usc.es or international.lugo@usc.es, if you are a student of that campus, attaching a screenshot of the page where the error occurred.



COURSE OFFER

To draw up your learning agreement you need to know the course offer of the USC, which is available at: <http://www.usc.es/en/titulaciones/titulaionoficgrao.html>

As an Erasmus student you must take **at least 50% of your courses from faculty where your departmental coordinator at USC teaches**. The rest of your workload can be made up of courses belonging to different degrees, as far as you can combine the schedules of all courses. However, you cannot take courses from the campus of Santiago and Lugo because both cities are about 100 Km away from each other and the public means of transport are not very good.

It is important to read carefully the notes that appear next to the course names related to the number of credits and teaching period. It makes no sense to choose courses that are taught in the spring semester if you are only staying during the fall/winter term and vice versa.



Remark that the course offer of the USC does scarcely change from one year to the next and almost all courses remain the same. So if you have to choose your courses before we publish our academic offer for the year you are doing your mobility, you can check out the one of the previous year, which will be basically the same. Only time schedules may differ from one year to the next.

Finally, bear in mind that once arrive at the USC you will have the chance to modify your learning agreement. So if you have difficulties choosing your courses, just draw up a provisional learning agreement. Then, once you are here, you can make all necessary changes on it with the assistance of your departmental coordinator.

ACADEMIC CALENDAR

USC's detailed academic calendar for 2017/2018 is available at:

http://www.usc.es/en/perfis/internacional/programas/erasmus/estudiantes_incoming.html

The following table shows the most relevant dates:

		<i>Start</i>	<i>End</i>
1st semester (fall/winter)	Lectures	10/09/2018	14/12/2018
	Exam sessions	17/12/2018	31/01/2019
2nd semester (spring/summer)	Lectures	29/01/2019	14/05/2019
	Exam sessions	15/05/2019	17/06/2019
<i>Recovery sessions 1st & 2nd semester</i>		18/06/2019	23/07/2019

SPANISH AND GALICIAN COURSES FOR ERASMUS STUDENTS



USC's [Modern Language Centre \(CLM\)](http://www.usc.es/en/servizos/clm/index.html) organizes Spanish courses in different levels aimed at incoming mobility students who wish to refresh and improve their Spanish skills. These courses are 40 hour classroom-based and adapted to the Common European Framework of Reference for Languages (CEFR). They emphasize on communication skills - both receptive and productive.

The CLM offers also Galician language courses for those international students that wish to learn that language as well. You can find all the information on the Spanish and Galician courses and their fees on CLM's website:

<http://www.usc.es/en/servizos/clm/index.html>

For any query you may have concerning these courses get directly in touch with the CLM personnel: clm@usc.es

ACCOMMODATION

Yearly, the USC offers to our incoming mobility students approx. 100 places in university halls of residence.

However, considering that we receive over 800 international students, most of them do not stay



in university dormitories, but in shared private flats off-campus. Many Erasmus students prefer to share a flat with other students because the rent of a shared flat or a room in a university hall of residence is similar or sometimes even less expensive in a shared flat.

If you wish to stay in a **university dormitory** during your period of mobility at USC you have to apply for it when our [University Residence Halls Service \(SUR\)](#) publishes its annual call for applications aimed at mobility students. Usually, it is published in April and finishes when there are no more vacancies to offer. Applications must be online. There is only one call each year. In case you do not take part in that one, you will not have the chance to be placed in a dormitory later on. Remark that once you

have been admitted in a dormitory by the SUR you will have to pay a deposit to confirm your reservation. On following website you can find the call for applications:

http://www.usc.es/gl/servizos/sur/convocat_mobilidade.html

Rooms are assigned on a first-come, first-served basis. So if you are sure that you want to stay in a dorm rather than in a shared flat apply as soon as possible.

Otherwise, if you prefer to look for a room in a **shared private flat** or for a small apartment **off-campus** we suggest you to check out USC's electronic blackboard, which is available at: <http://xornal.usc.es/xornal/taboleiro.html>. There are a lot of ads of other students seeking a flat mate.

Usually, it is easier to find accommodation once you are here. Therefore, we suggest you to book a hotel/hostel/bed & breakfast for the first couple of days until you find appropriate accommodation.

THE USC AND THE GALICIAN LANGUAGE

The statutes of the USC recognize Galician as the working language of the university; they also stipulate USC's commitment to contribute to the normalization and the development of the Galician language. Spanish is also considered an official language.

At the USC Galician is the usual language in the institutional, information and administrative usage: most of forms, application forms, pamphlets, and other types of documents will be supplied in the official language of the university. Also faculty, students and administrative and service staff use to speak in Galician. So at USC you are going to hear it in both formal and informal contexts.

About 20% of teaching is done in Galician, with great variations between one school and another: in some, it's up to 60% such as Computer Sciences, whereas in others it is as low as 5% such as Law and Biology... Legislation establishes that students and faculty have the right to use either Spanish or Galician. It's possible that you'll find lecturers who teach in Galician, and their choice must be respected. Of course, you have the right to respond in class, write papers, take tests, etc. in the language of your choice, independently of that of your lecturer.



As you can see, it's a good idea that you get used to communicating in Galician, or at least being able to understand it, not only because there is a good chance that you could be taught in it, but also because it is used extensively in other institutions and in the media (there are both public radio and TV stations that broadcast only in Galician and other media use it to a certain extent), etc. And, above all, it's a language spoken by many of your new friends, classmates and other people you will meet.

FIRST STEPS IN SANTIAGO/LUGO

HOW TO GET TO SANTIAGO



- By plane:
 - [Companies that flight to Santiago Airport](#)
 - [How to go from the Airport to the city](#)
 - [Air Europa](#)
 - [Iberia](#)
 - [Ryanair](#)
 - [Turkish Airlines](#)
 - [Easyjet](#)
 - [Vueling Airlines](#)
 - [Aer Lingus](#)
- By train:
 - [RENFE](#)
- By bus:
 - [Alsa](#)
 - [Monbus](#)
 - [Freire](#)
- By car:
 - [Dirección General de Tráfico](#)

- [Guía Repsol](#)
- [Via Michelin](#)

HOW TO GET AROUND IN SANTIAGO

- [Urban transport in Santiago de Compostela](#)

TOURIST INFORMATION

- **Santiago:** <http://www.santiagoturismo.com/>

HOW TO GET TO LUGO

- As there is no airport in Lugo, you could take a bus from the Labacolla airport to Lugo (please note that the bus station in Lugo is located in the heart of the city).
- You can find more information in the following link:
- <http://www.empresafreire.com/html/castelan/seccion3a.php>

HOW TO GET AROUND IN LUGO

- [Transporte urbano de Lugo](#)

TOURIST INFORMATION

- **Lugo:** <http://www.lugoturismo.com/> ; <http://ocioengalicia.com/lugo/> ◦ The most popular activities in the town are held on October and June and they are listed as events of tourist interest: San Froilán (<http://www.sanfroilan.info/>) and Arde Lucus (<http://www.ardelucus.com/>), whose main activities are held around the Roman Wall. This ancient Wall was declared a World Heritage Site in 2000 by UNESCO

FIRST PLACE YOU HAVE TO SHOW UP AT USC

To start your registration at USC the first place you have to go to is the International Relations Office (Santiago [Google Maps](#) or Lugo [Google Maps](#)) The first time you visit our office you have to take with you:

- Passport or ID card
- USC's acceptance letter, which you received by email after completing the application
- Original learning agreement duly signed by your home university and USC
- Certificate of arrival form of your home university, if applicable

COMPULSORY REGISTRATION IN THE CENTRAL REGISTER OF FOREIGN CITIZENS

According to the Spanish legislation, citizens from other EU countries, countries belonging to the European Economic Area or Switzerland who intend to stay for longer than 3 months in Spain must be registered in the Spanish Central Register of Foreign Citizens.

Given that, as an Erasmus student who is staying longer than three months in Spain you have an obligation to apply for your inclusion in the Spanish Central Register of Foreign Citizens within the three first months of your stay in Spain.

The registration is done through the police station in Santiago or Lugo:

Comisaría Local de Santiago de Compostela

C/ Rodrigo de Padrón, 3 - 15703 Santiago de Compostela
Tel. 981551135

Brigada Provincial de Extranjería y Fronteras de Lugo

C/ Chantada S/N - 27002, Lugo
Telf. 982265165

Required documents:

- Application form (two copies) duly completed and signed: the official EX18-Model must be used:
http://extranjeros.empleo.gob.es/es/ModelosSolicitudes/Mod_solicitudes2/18-Certificado_Residencia_comunitaria.pdf.
- Passport or ID card and copy of it
- Erasmus Credential (handed out to you at USC's International Office) and copy of it
- Receipt of your registration at the University of Santiago de Compostela and copy of it
- Proof of insurance coverage (European Health Card or private insurance) and copy of it
- Sworn declaration stating that the student has sufficient means to stay in Spain during the intended period of stay.

For any query of if you need additional information, please, contact the police station in Santiago or Lugo.

* Germany, Austria, Belgium, Bulgaria, Cyprus, Denmark, Slovakia, Slovenia, Estonia, Finland, France, Greece, Hungary, Ireland, Island, Italy, Latvia, Liechtenstein, Lithuania, Luxemburg, Malta, Norway, Netherlands, Poland, Portugal, United Kingdom, Czech Republic, Romania, Sweden and Switzerland.

ADDITIONAL INFORMATION

At the USC, there is an office in charge of facilitating information to students and other members of the university community. It is the University Information Office and its website, which contains a lot of useful information, is available at:

<http://www.usc.es/en/servizos/oiu/index.jsp>

You can get in touch with the Information Office to ask for any information you cannot find in this guide. Alternatively, you can also contact the International Relations Office by sending an e-mail to: erasmus@usc.es . or international.lugo@usc.es

GET IN TOUCH WITH THE USC



For **administrative issues** you should contact our International Relations Office. These are our contact details:

In Santiago

Servizo de Relacións Exteriores (SRE)

Palacio de Fonseca

R./ do Franco, s/n

E- 15782 Santiago de Compostela

Tel. 0034 881 812 854/ 846/ 847

E-mail erasmus@usc.es

([Google Maps](#)).

In Lugo:

Servizo de Relacións Exteriores (SRE)

Edificio Biblioteca Intercentros.

Avda Bernardino Pardo Ouro S/N

27002 Lugo

Tel. 0034 982 823 596/ 569

Fax 0034 982 823 560

E-mail international.lugo@usc.es

[Google Maps](#)

Our opening hours are: **Monday to Friday, from 9.00 am to 2.00 pm.**

Use preferably our e-mail address to get in touch with us.

For **academic issues** (course choice, course programmes,...) you will probably need to contact your Erasmus departmental coordinator at USC. You will receive his/her name and contact details when we send you the email with the instructions to full fill your application.

In the event of any **technical problem with the online application form** you must send your message, along with a screenshot of the page where the error occurs, to: erasmus@usc.es. (or international.lugo@usc.es if you belong to Lugo Campus)

If you have any query concerning the **Spanish or Galician courses** for Erasmus students contact our Modern Language Centre (CLM) by sending an e-mail to: clm@usc.es.

For issues related to the **university halls of residence**, send your query to: sur@usc.es.

For **other queries**, for instance, sports and cultural activities, volunteering programmes, etc. you must address your message to our University Information Office (OIU): oiu@usc.es.

FREQUENTLY ASKED QUESTIONS

Bear in mind that our office receives numerous e-mails. Before sending your message, please, read carefully the following frequently asked questions.

Where do I have to go when I arrive in Santiago/Lugo?

The first place you have to show up is the International Relations Office. We will hand you out your Erasmus credentials, which you need to get registered at USC. You can find our contact details and office hours on the previous page.

What do I have to take with me when leaving for Santiago/Lugo?

You must take with you: 1) USC's acceptance letter, which you received after completing the online application form, 2) your original learning agreement duly signed by your home university, 3) all documents handed over by your home university related to your Erasmus mobility, 4) European Health Insurance Card or similar insurance scheme.

Do I need to have a Spanish certificate to be admitted at USC?

Yes. You must have at least a B1 level in Spanish. We may accept an official DELE certificate or other B1 certificates or diplomas or even a formal confirmation from your home university that you have at least B1 level in Spanish. For the confirmation of your home university you can use the model form available at: http://www.usc.es/en/perfis/internacional/programas/erasmus/estudiantes_incoming.html

Can I be provisionally accepted without a Spanish certificate and hand it over to you once I arrive in Santiago/Lugo?

No, you need to have the certificate or confirmation of your university to complete your application. So you need to have it by the latest on 15 July (if you are coming for the fall semester) or 30 November (if you are coming for the spring semester).

Does the USC offer any specific study programme in English for Erasmus students?

No, Erasmus students can choose among all offered courses, as our regular students do. There is no specific course offer in English for them.

I would like to go to the USC as an Erasmus student but my home university has no agreement with your university. Could you accept me anyway?

If there is no valid Erasmus agreement between your institution and the USC we cannot accept you as an Erasmus student. You have the chance to attend our university as a free mover, which we call *estudiante visitante*, but not as an Erasmus student. You can find more information about the admission of free movers at: <http://www.usc.es/sxa/index.php?vista=visitantes>

My home university has an Erasmus agreement with your university, but it is in a study area different than mine. Can I be admitted at USC through that agreement but then do studies in a different area?

Our incoming Erasmus students must take at least 50% of their credits from the Faculty where their USC departmental coordinator belongs to. For instance, if the Erasmus agreement with your university is in Law, your coordinator will be a lecturer from our Faculty of Law and you will have to take at least half of your courses from that faculty.

My university has an Erasmus agreement with a faculty in your campus in Lugo, but I want to do my mobility in Santiago. Can I register in Santiago or do I have to study in Lugo?

You cannot register in Santiago. Students coming through our agreements with faculties in Lugo must take all of their courses in the campus of Lugo. Before choosing your courses and booking your accommodation you must make sure in which campus you will be placed.

My home university requires a signed copy of my learning agreement before my departure. When are you going to send it?

It will be sent to you when your application is accepted.

Is there someone who is going to pick me up at the airport when I arrive in Santiago or Lugo?

No, our university does not offer this kind of service. However, there is a bus that takes you the airport to the city centre. Further information available at: <http://www.empresafreire.com/html/castelan/seccion3a.php>.

Does the USC organize a welcome week for Erasmus students?

No. The USC does not organize welcome sessions/events. We take care of students individually at the International Relations Office, where we provide them with all the information they may need.

Can I modify my learning agreement once I am in Santiago/Lugo?

Yes. Once here, you will have to speak with your departmental coordinator and you will have the chance to make changes to your original learning agreement. The coordinator will assist you in choosing suitable courses for you.

My university wants me to confirm my arrival in Santiago/Lugo with a form they gave me. Who can sign that at USC?

We can sign it at the International Relations Office. Take it with you the first time you come to our office. Usually, home universities require a certificate at the end of your stay here as well stating the dates of your stay. This document (Certificate of

attendance) will be signed by the International Relations Office a couple of days before you leave Santiago.

As an Erasmus student do I have the right to make use of the university facilities and services in the same conditions as regular students?

Yes. Once you are registered you can use all USC services and facilities: libraries, computer rooms, Wi-Fi network, sports facilities,...

My Erasmus period at USC is about to end. Before leaving Santiago/Lugo, what do I have to do?

You must come to the International Relations Office to have your certificate of attendance signed. Check out the documents you received from your home university because normally there is a form or template that we must complete and sign. If you do not have a form of your home university we will issue your certificate of attendance in our template. Your transcript of records will be sent by the International Relations Office to the office in charge of the Erasmus programme at your home university after your departure.