

# *FAQ's for incoming students in the EPS de Enxeñaría*

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**What is the first thing that I need to do when arrive to EPS de Enxeñaría?**

I must go to the International Relation Office (ORE) carrying the following documentation:

- acceptance letter from USC University,
- learning agreement signed by the coordinator of your home university.

They will deliver you a credencial of exchange and the contact of the academic coordinator in EPS.

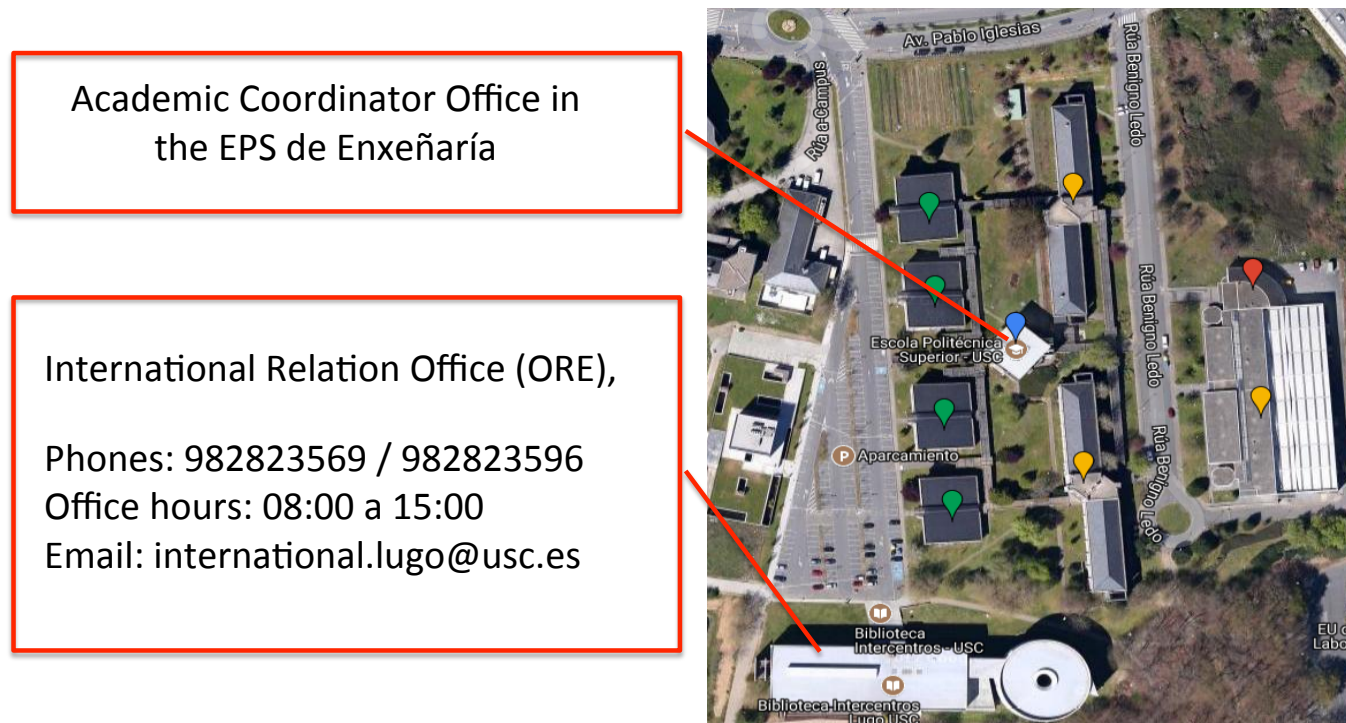


Figure 1: Location International Relations Office (ORE) in Lugo (<http://goo.gl/maps/I00Hn>).

### Who is the EPS academic coordinator?

**Position:** Subdirector de de Organización Académica e Relacións Exteriores

**Name:** Alberte Castro Ponte

**email:** eps.organizacion@usc.es

### Where is the EPS academic coordinator?

His office is in the main building of the EPS de Enxeñaría (see Figure 1), second floor.

**Adress:** EPS de Enxeñaría. C/ Benigno Ledo. Campus Terra. 27002 Lugo

### Which is the mission of the academic coordinator?

The academic coordinator only confirm your learning agreement (sign and stamp). Before this, you must check the timetables of the subjects that you had chosen in your learning agreement. If there are significant overlaps, you must change the subjects. In this case and if you wish, the academic coordinator can advise you.

### My academic coordinator signed my agreement, and now?

With the learning agreement signed you must return to the **ORE**. They will inform you of the final procedure to formalize your enrollment in the USC.

You will do the enrollment in **UXA** (Unidade de Xestión Académica), locate in same **building** than **ORE** .

### What documentation must I present at UXA?

- Learning agreement (and changes, if any) signed by EPS coordinator.
- USC Insurance, if you have already paid. If you have not paid from home, you will have to pay for it here. In the **ORE** they will explain to you where and how to do it. Payment of insurance is mandatory; do not forget to do so to avoid late fees for non-payment.
- Credential of your exchange program
- Copy Passport/ID.

### Can I modify the learning agreement?

- If it is necessary to make a modification of the learning agreement, it will be done through a form that is delivered in the **ORE**. It must first sign your home academic coordinator and then the EPS coordinator.
- For the connect registration of changes, they must be taken to the **UXA**.
- Get in touch with the origin coordinators to discuss the changes you want to make, but you haven't to wait for your signatures to make the change in the **UXA**; only those of the USC are needed. Remember, that what you are studying here must be recognized later in origin, so it is convenient for you to have confirmed the suitability of the changes.
- We recommend that all changes be made until one month after the beginning of the semester and only exceptionally thereafter.

### Is it necessary that I know Spanish or Galician language to study subjects in the EPS?

Yes, because all lessons and teaching materials are in these languages.

### Do you need a course of spanish/galician language?

The University of Santiago de Compostela (USC), through its Modern Language Centre (CLM), provides many appealing courses in diverse foreign languages to the university community and to interested outside persons.

The courses are designed to help support USC students who wish to study at foreign universities, and likewise, to aid foreign students interested in discovering our university and the rich languages and cultures of Galicia and Spain.

More information in the website: <http://www.usc.es/en/servizos/clm/index.html>

How can I know to which course the subjects of my learning agreement belong?

All subject has a associate code, for example G4041107 Física II. The ante-penultimate digit indicates the course to which the subject belongs.

1º course					
Primeiro Curso					
Código	Nombre	Créditos	Carácter	Periodo	D
G4041101	Matemáticas I	6.00	FB	1SG	
G4041106	Matemáticas II	6.00	FB	2SG	
G4041102	Física I	6.00	FB	1SG	
G4041107	Física II	6.00	FB	2SG	

2º course					
Segundo Curso					
Código	Nombre	Créditos	Carácter	Periodo	D
G4041201	Matemáticas III	6.00	FB	1SG	
G4041225	Ingeniería del Terreno	6.00	OB	2SG	
G4041223	Hidráulica I	6.00	OB	1SG	

3º course					
Terceiro Curso					
Código	Nombre	Créditos	Carácter	Periodo	D
G4041321	Obras Geotécnicas I	4.50	OB	1SG	
G4041328	Obras Geotécnicas II	4.50	OB	2SG	
G4041322	Ingeniería Sanitaria y Ambiental	9.00	OB	ANG	

Figure 2: The antepenultimate digit of the code indicates you the course.

## How can I check timetables in the EPS?

- Let's go to EPS website: <http://www.usc.es/es/centros/eps/>.
- Go to the box named **Organización Académica** and click over **Horarios Titulaciones** (see Figure 11).

The image shows a screenshot of the USC (Universidad de Santiago de Compostela) website. At the top left is the USC logo with the text 'UNIVERSIDADE DE SANTIAGO DE COMPOSTELA'. To its right is 'ESCUELA POLITÉCNICA SUPERIOR'. A search bar on the right contains the text 'Texto a buscar...'. Below the header is a breadcrumb trail: 'Inicio » Centros » Escuela Politécnica Superior'. The main content area is titled 'Escuela Politécnica Superior de Ingeniería' and features a photograph of a building. On the left is a sidebar menu 'La Escuela' with items: 'Presentación', 'Localización', 'Organización EPS', 'Recursos materiales y plan de autoprotección', 'Departamentos', 'Normativa', and 'Modelos de Solicitud'. On the right is a sidebar menu 'Organización académica' with items: 'Horarios titulaciones', 'Horarios de exámenes', 'Grupos interactivos', 'Horarios profesorado', 'Horarios de aulas', and 'Normas de Gestión Académica'. A red box highlights the 'Organización Académica' menu header, and a red arrow points from it to the 'Horarios titulaciones' item, which is also highlighted with a red box.

USC UNIVERSIDADE DE SANTIAGO DE COMPOSTELA

ESCUELA POLITÉCNICA SUPERIOR

Inicio » Centros » Escuela Politécnica Superior

Escuela Politécnica Superior de Ingeniería

**La Escuela**

- Presentación
- Localización
- Organización EPS
- Recursos materiales y plan de autoprotección
- Departamentos
- Normativa
- Modelos de Solicitud

**Organización académica**

- Horarios titulaciones
- Horarios de exámenes
- Grupos interactivos
- Horarios profesorado
- Horarios de aulas
- Normas de Gestión Académica

- Choose the corresponding degree, for example Civil Engineering (see Figure 11)

The screenshot shows the USC website interface. At the top, there are navigation links for 'Galego | English', 'Directorio personal', 'Mapa del web', 'Accesibilidad', 'RSS', and 'Ayuda'. The main header includes the USC logo and 'ESCUELA POLITÉCNICA SUPERIOR'. A search bar is located on the right. The breadcrumb trail reads 'Inicio > Centros > Escuela Politécnica Superior > Organización académica'. On the left, a sidebar menu lists various categories under 'La Escuela' and 'Calidad / SGIC'. The main content area is titled 'Horarios titulaciones EPS' and contains a list of degree programs under the heading 'Titulaciones de Grado de la EPS'. The 'Grado en Ingeniería Civil' link is circled in red. A red speech bubble with the text 'Civil Engineering Degree' points to this link. On the right, another sidebar menu lists 'Organización académica' and 'Enlaces de interés'.

- Download corresponding Excel file of your course

The screenshot shows the USC website interface for the 'Horarios de docencia expositiva e interactiva' page. The top navigation and header are identical to the previous screenshot. The breadcrumb trail is 'Inicio > Centros > Escuela Politécnica Superior'. The left sidebar menu is updated to include 'Grados' with a link to 'Doble Grado en Ingeniería'. The main content area is titled 'Horarios de docencia expositiva e interactiva' and shows 'Curso académico 2017/2018'. It lists two plans: 'Plan G4041v02 (2ª ed) - Memoria de Título modificada 2017' and 'Plan G4041v01 - Memoria de Título 2010'. Under the 2010 plan, there are four course levels: '1º Curso (Último año de docencia)', '2º Curso', '3º Curso', and '4º Curso'. The '2º Curso' link is circled in red. The right sidebar menu remains the same as in the previous screenshot.

Where can I check the contents of the subjects in the EPS?

- Let's go to EPS website: <http://www.usc.es/es/centros/eps/>.
- Go to the box "Grados" and choose your degree,

The screenshot shows the website for the Escola Politécnica Superior de Enxeñaría (EPS) at USC. The page is titled 'Escola Politécnica Superior de Enxeñaría' and features a navigation menu on the left with sections like 'A Escola', 'Calidade / SGIC', and 'Graos'. The 'Graos' section is highlighted, and a red circle is drawn around the link 'Grao en Enxeñaría Civil (2ªed)'. A red callout box with the text 'Box: Degree' points to this link. The main content area displays a 'Guía do Estudante da EPS de Enxeñaría do curso académico 2017/2018' and a ranking table for 2017. The ranking table shows that 'Enx. Forestal e do Medio Natural' is ranked 1st, 'Enx. en Xeomática e Topografía' is ranked 2nd, 'Enxeñaría Civil' is ranked 2nd, and 'Enx. Agrícola e Agroalimentaría' is ranked 3rd. The right sidebar contains sections for 'Organización académica' and 'Alumnado'.



- Finally, scroll and choose your subject and click over it,

The screenshot displays the website for the 'Grao en Enxeñaría Civil' program. The main content area is titled 'Trámites e prazos' and includes a dropdown for 'Seleccione o ano académico' set to '2017/2018'. Below this, there are tabs for 'Información do título', 'Objectivos, competencias e saídas profesionais', 'Plan de estudos', 'Oferta e admisión', and 'Outra información'. The 'Información do título' tab is active, showing details such as the denomination of the title, the center where it is taught (Escuela Politécnica Superior), the date of authorization, and the responsible coordinator.

On the left side, there is a navigation menu with categories like 'Organización EPS', 'Calidade / SGIC', 'Graos', 'Másteres', and 'Estudios de Máster Propio'. The 'Graos' section is expanded, listing various degree programs.

On the right side, there are several utility links such as 'Horarios de exames', 'Grupos interactivos', 'Horarios profesorado', and 'Normas de Xestión Académica'. There is also a 'Ligazóns de Interese' section with links to virtual secretaries and campus services.

The 'Información académica da titulación' section provides a list of subjects for the 'Primeiro Curso'. A red circle highlights the following table:

Código	Nome	Créditos	Carácter	Período	Docencia
G4041101	Matemáticas I	6.00	FB	1SG	OFERTA.1
G4041102	Física I	6.00	FB	1SG	OFERTA.1
G4041104	Fundamentos de Xeoloxía	6.00	FB	1SG	OFERTA.1
G4041106	Matemáticas II	6.00	FB	2SG	OFERTA.1
G4041107	Física II	6.00	FB	2SG	OFERTA.1
G4041110	Exposición Gráfica na Enxeñaría I	6.00	FB	1SG	OFERTA.1
G4041111	Informática	6.00	FB	1SG	OFERTA.1
G4041112	Exposición Gráfica na Enxeñaría II	6.00	FB	2SG	OFERTA.1
G4041113	Economía e Xestión de Empresa	6.00	FB	2SG	OFERTA.1
G4041121	Topografía de Obra	6.00	OB	2SG	OFERTA.1

The word 'subjects' is written in red text inside a red circle that overlaps the table.

**What information is contained in the timetables?**

The timetable is like you see in the Figure 3. The information contained in each box is:

- The name of subject (i.e. Electrotecnia).
- Type of lesson: theory (Clase expositiva), problems (SEM), tutorials (TIT) and laboratory (LAB). For SEM, TIT and LAB classes, the main group of students can be split into smaller subsets named SEM 1, SEM 2, LAB 1, LAB 2, etc. The first day of class, the teacher will indicate which group corresponds to you.
- The classroom (i.e. Aula 7)

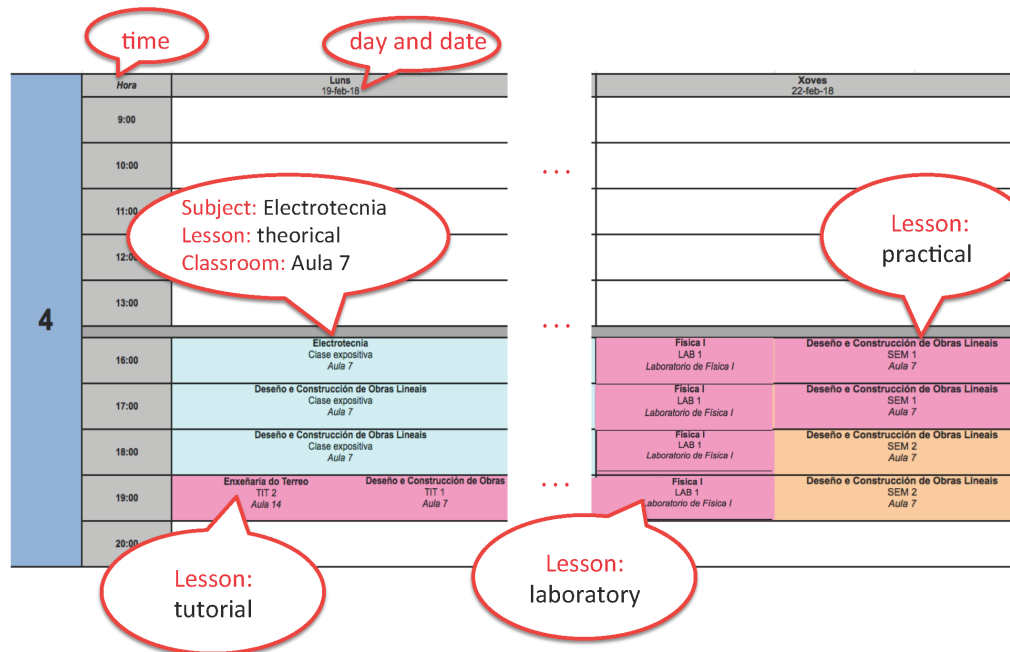


Figure 3: Timetable.

### What happens when my stay ends?

- Before your departure, the **ORE** will provide to you a document that certifies that you have been an exchange student at USC. Come pick it up for 3 days before you leave.
- If you belong to an Erasmus program, you must go by **ORE** to sign your certificate of end of stay (Certificate of Attendance/ Stay / Erasmus period). Review the documentation that your university has delivered you because they usually give you a printed that we have to cover and sign. If you do not have the form, we will make a certificate on our form. Your certificate of marks (Transcript of Records) will be sent later to the student office Erasmus in you university of origin.
- When you leave, you will not be able to take the academic certifications with your official qualifications, although you may already know the grades. The certificates take a little longer to be issued, so we the USC send them to your home university as soon as they are available.

### Is there a website dedicated to exchange students?

The USC has a website specifically for incoming / outgoing exchange students in this URL: <http://www.usc.es/gl/perfis/internacional/>. Here, you can find different information:

- Welcome guide: <http://www.usc.es/export9/sites/webinstitucional/gl/perfis/internacional/descargas/Erasmus/INCOMING/Guia-de-Bienvenida-17-18-Santiago-y-Lugo.pdf>
- Timetables and exams: <http://www.usc.es/export9/sites/webinstitucional/gl/perfis/internacional/descargas/Erasmus/Instrucciones-Horarios-y-examenes-para-Incoming.pdf>
- Different forms: [http://www.usc.es/gl/perfis/internacional/programas/erasmus/formularios\\_incoming.html](http://www.usc.es/gl/perfis/internacional/programas/erasmus/formularios_incoming.html)