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Erasmus+ KA171 International Credit Mobility

- Incoming Students Guide -

*All you should know about your stay,
BEFORE and AFTER your arrival to Santiago de Compostela*

The Mobility Office welcomes you to the **University of Santiago de Compostela (USC)**. We will try to answer the most frequent questions about your mobility in this document. You are kindly requested to carefully read it, as it will be your main source of information.

If you have any other questions, please do not hesitate to contact us.

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Before your arrival:

1. USC

CAMPUS

There are 3 USC Campuses:

- In Santiago de Compostela city:
 - **Campus Vida**, popularly known as Campus Sur
 - **Campus Norte**



Both are open campus; they are part of the city. You can walk from one to another in about 30 minutes.

- In Lugo city (100kms far from Santiago de Compostela):
 - **Campus Terra**

CALENDAR and SCHEDULES

You can check our academic calendar [here](#). The academic year is divided in two semesters: the 1st one goes from September to January and the 2nd one, from February to June. The dates for every academic year are published in the month of June of the previous academic year.

In order to look for information about schedules, exams and tutorships you should navigate in the USC website and choose [Degree](#) / [Master](#) depending in your case. Once you have accessed your studies, look for **“Study program by course”** / **“Study plan”** option in the left column, click on it and choose from the list that will be opened on the right side the subject you wish to know more about.

Presentation	Academic Year 2022/2023
Study programme by course	1st year
Study plan by modules	Cultural Anthropology
Offer and admission	G5111101 Basic Training First Semester 6 Credits
Material resources	Economics of Culture
Objectives and skills	G5111102 Basic Training First Semester 6 Credits
Mobility & internships	Spanish for Cultural Management
Professional opportunities	G5111103 Basic Training Second Semester 6 Credits
Final Degree Project	Galego para La Gestión Cultural
Teaching team	G5111104 Basic Training Second Semester 6 Credits
	English for Professional Use I
	G5111105 Basic Training First Semester 6 Credits
	Language and Culture
	G5111106 Basic Training First Semester 6 Credits
	The Origins of Europe
	G5111107 Basic Training Second Semester 6 Credits

You can then visualize the subject code, the number of credits and the semester (First / Second). You will need this information to fill it in the Learning Agreement. When you click on the name of the subject, you will find **“Schedules, exams and tutorships”** in the left column.

It is not possible to take subjects in Lugo campus and also in Santiago campus. Both cities are 100 km from each other.

!! Before coming to Santiago, you must register in your home university for the same academic year! Should you fail in doing so, you will not be able to carry out the mobility.

COURSES / RESEARCH

* *For Bachelor students:* The existence of two Campuses –Campus Vida and Campus Norte- in the city of Santiago de Compostela must be taken into account in order to select the courses, as you will need time to move from one Campus to another. It is possible to combine courses from different Degrees and/or Faculties, although the more diversification you have, the more complicated can be elaborating a proper timetable.

The Degree courses are divided in two types of lessons: a group of **expositivas (CLE)**, theoretical lessons in bigger groups, and **interactivas (CLI)**, practical lessons in smaller groups to facilitate the students’ participation. Both types are compulsory. By default, the groups are organized by alphabetical order according to the surnames, but the international students can change groups very easily to adjust their timetable.



You can also attend Spanish courses for non-Spanish speakers at Modern Languages Centre (CLM), see more information about it in part “9. Languages”.

* *For PhD students:* you will be assigned a supervisor – who is a Professor or Lecturer at USC – to guide you with your research for your Doctoral thesis. Your main activity at USC will be research, and you will be registered in a Doctoral Programme under the modality of “research stay”. You won’t attend lessons, therefore your timetable will be flexible and your activities and tasks will depend on your supervisor guidance and the agreements you reach.

Any inquiries related to the class groups will be asked at the Faculty (with the Academic Coordinator, also called RAM, or directly with teachers) once you are here.

!! You should take in consideration this division of roles at USC for your “Academical life”:

<u>Matter</u>	➔	<u>USC officer</u>
Academical issues (Subject contents, schedule, etc.)		Academical Coordinator (RAM) / PhD Supervisor / Teachers / Faculty staff
Erasmus+ scholarship		Mobility Office (Erasmus KA171)
Other administrative issues: Residence, inscription, etc.		Other USC offices: SUR (see page of this guide > « 5. Accommodation »), UXA inscriptions office, etc.

2. Visa

You will have to take charge personally to apply for your visa in the most convenient Embassy / Consulate according to where you live or study. Your home university may recommend you where to go according to previous experiences.

There is an approx. 70 euros cost (depending on each country) for issuing the visa, that is **not covered** by this Erasmus program and you will have to pay it yourself.

When you are accepted for your mobility at USC, you will receive by email an **Acceptation Letter** with the dates of your mobility, to submit with your visa application.

Besides the Acceptation Letter, you will also need quite a few documents, such as a Health Insurance policy (view part 3. "Health insurance"), and sometimes an "accommodation certificate" for your visa application (more information below in part 5. "Accommodation").

It is your duty to **ensure with the Embassy / Consulate the complete list of documents** you will have to present at the appointment they will give you.

Please, **start your visa application as soon as possible**. It is very important that you apply for an appointment quickly as very often there are not appointments available in a short period.

We recommend you to apply for a visa for the complete period of your stay at USC. Some Embassies try to give you a 90 days visa because it is easier, but you will have to extend your residence once in Spain, which is a bit complicated process.

3. Health insurance

During your Erasmus+ KA171 mobility period you will need to hire a health insurance with two purposes:

- I) Study at USC: as in most universities in Europe and across the world, you will need to be covered by a health insurance policy to take courses, use the sport facilities, etc. USC has its own compulsory insurance.
- II) Present a health insurance in your visa application (see part 5. of this guide "Visa")

Therefore, **the most convenient would be that you can use the same health insurance** for both purposes and, thus, avoid paying two different health insurances. This will depend on the requirements established by the Embassy or Consulate you will go to. You will have to ensure if they can accept the same insurance that is obligatory at USC.

The USC compulsory health insurance is called Oncampus and it costs 21€ approximately. It is also a travel insurance and it also covers civil liability.

There are two options to hire it:

- a) You can hire the Oncampus Estudia online [here](#), where the outlines of the policy can also be found and be checked to understand if they fulfill the Embassy requirements. Once the payment is confirmed you will receive the policy document by e-mail (and then you can have it ready to use for your visa application). You can contact the Oncampus staff for any problem: informacion@oncampus.es
- b) If you don't hire it online, the USC Registration Office will hire it for you, and you will have to pay it as they instruct (online, by card). In case you can't pay it by card, you can pay it once you are in Santiago in cash in a Bank. In this case, you can't use this insurance for your visa application, because it is usually provided after you already applied for visa.

If you decide to make the payment with option a), please send us the receipt of payment and the insurance policy that you will receive by email. So you won't need to pay it again to the Registration Office at USC.

You are free to take any other Health Insurance from any other private company (compare prices and medical coverage), but please keep in mind that Oncampus Estudia insurance will be still compulsory at USC. It means that if you decide to hire it with another company or your Embassy obliges to do so, keep in mind that **this will not prevent you to pay the other obligatory of Oncampus Estudia** insurance and you will finally have to pay the two insurances.

4. Arriving

You have to buy your own flight tickets and organize your arrival to Santiago and your accommodation place autonomously.

The Erasmus+ ICM KA171 program will reimburse you the following amounts, to support you in covering your travel costs, once you arrive to USC:



Travel distances	Amount
Between 100 and 499 km	180 €
Between 500 and 1999 km	275 €
Between 2000 and 2999 km	360 €
Between 3000 and 3999 km	530 €
Between 4000 and 7999 km	820 €
8000 km or more	1,500 €

According to the Erasmus+ rules, **the Travel Expenses will depend on the distance between your home university and the University of Santiago de Compostela.** You can calculate the distance in the Distance Calculator [here](#).

The amount you will receive for Travel Expenses will NOT be based on the real price of the tickets you buy. It is a single payment for both, one way and return ticket, including local transport. So we recommend taking your time to check and compare prices (f.ex. if the return ticket costs 500 €, but your home university is 6,000 km away from Santiago > you will receive 820 €).

How to get from Madrid / Barcelona / O Porto to Santiago / Lugo

You will probably land at one of the largest cities, Madrid or Barcelona, airport in Spain. **These cities are far away from Santiago and Lugo (600 and 1,200 km aprox. respectively)**, so you will have to take an internal flight ticket to Santiago de Compostela or include it in your main flight ticket. From Madrid you can also take a train ticket (3 -5 hours, company [Renfe](#)) or bus (6-9 hours, company [ALSA](#)). From O Porto there are several bus companies.

We recommend doing it as soon as possible, to avoid paying too high prices.

How to get from the airport to Santiago city center

- Local bus line 6A (1,00 €), bus stop in front of Arrivals.
- Taxi: there is a flat fare of 21 € approximately.

How to get from the Santiago airport to Lugo

- [Monbus line](#) Santiago Airport-Lugo.

5. Accommodation

The USC has a [Residence Service](#) on Campus, which offers some rooms for international students, although **there are only a few vacancies**. Please read carefully the call for applications [here](#), to be aware of the conditions of the University Residence Service and email this Service directly if you have any doubt:

University Residences Service > sur@usc.es

!! *You are an **ERASMUS+ KA171 student**, so please remember to identify yourself like this.*

If you wish to live here, you need to **apply for a room in the University Residence Service (SUR) through this [web](#) as soon as possible**. Vacancies in the Residence usually are finished in the first week of publication, in Spring. After you apply for the residence and make the payment, you will receive an “accommodation certificate” for Visa purposes.

The system dates are by default for a semester, and you have to pay the whole semester.

In case you prefer to book another place to live, or if there are no more vacancies in the University Residence, you can search for other type of accommodation:

Private **room in a shared flat**:

- [Taboleiro de anuncios](#) of the University, where students can announce available rooms or you can ask for one. It is commonly used by local and international students.
- [ESN Santiago \(Erasmus Student Network\)](#) can assign you a buddy to assist you with accommodation through their “[Buddy Program](#)”. Use also their [Facebook](#) for updated information.
- Other Students Associations to assist you with accommodation: <https://sharingalicia.org/> and <http://www.erasmus.gal>
- Announcement website used by people offering rooms in shared flats: [Santiago - Lugo](#)
- Announcement website erasmusu.com [Lugo - Santiago](#).

Private **residences**, independent from USC:

- For Santiago only: Directory with other private residences [Link](#). Directory of smaller private residences [Link](#)
- Other options are **general accommodation websites** like www.fotocasa.es and www.idealista.com for sharing a flat or rent one directly to the owner; and <https://www.airbnb.es/> or www.booking.com for short stays.

For any queries related with accommodation in Lugo, please contact the Mobility Office in Lugo city in the email: international.lugo@usc.es, and they will send you more detailed and updated information.

!! If you get a private accommodation, you can ask the owner or the flatmate an **Accommodation Certificate** in Spanish for visa purposes

6. Erasmus+ ICM KA 171 scholarship

Besides the single and fix payment for travel expenses (see more information above in part “4.- Arriving”), the Erasmus+ KA171 programme will pay you a grant of **850 €/month** for the duration of your mobility at the USC.

With this money, you will have to organise yourself and pay for your accommodation, meals and other expenses.

The payment will be organised as follows:

- You will receive the 1st payment by **cheque**, in concept of **travel**. The amount depends on the distance from your university to USC.
- You will receive the **80%** of the total grant by bank transfer, after 10-15 days since you send us your bank account certificate (**WE WILL GIVE YOU ADVICE TO OPEN THE BANK ACCOUNT DURING OUR APPOINTMENT**).
- The **20%** remaining will be paid in the last month by bank transfer, taking into account the real period you are present at USC, and after you fill it in the EU Survey online.

The Financial Services of USC will require you to have a **Spanish or European bank account** (with IBAN identification code), so you can provide it to us before your arrival if you had previously opened one and it is still working.

This monthly grant is directly related to the length (months & days) of your stay, so **you must respect the dates that we will agree for your mobility period** and be present at USC. So please, arrange your visa and travel dates accordingly (we recommend visa of 180 days instead of 90).

* For PhD students, the mobility should be for at least 2 months according to Erasmus+ rules, which means you will not be eligible if you finally leave before (you will have to pay back the whole grant received). Usually mobilities are for 5 months, and if you leave a certain number of days before the 5 months are completed, these days will be deducted from your final payment.

* For bachelor/master students, the mobility is for 5 months and if you leave a certain number of days before the 5 months are completed, these days will be deducted from your final payment.

Therefore, it is very important that you **send us your travel tickets as an evidence of your stay here for the period we agreed** (see next part "7. Arrival to USC"). If you have doubts, you can previously contact us at the Mobility Office to check if you are allowed to travel in the dates you are planning according to the mobility agreement dates.

!! Example: Your PhD stay mobility dates are agreed for 01/10/2022 – 31/12/2022

*Look for cheap flights between 25/09 – 01/10 and return ticket between 31/12 – 03/01
DO NOT buy flights for 02/10 (or later) and 30/12 (or before)*

In case of doubt, contact us!

After your arrival:

7. Arrival to USC

Please send us the following documents by email as soon as you have all of them **together**:



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- A copy of your visa.
- A copy of your flight tickets, where we can see the dates (if you have already the return ticket, send this as well, please) and other transport tickets (bus, train).
- A copy of your health insurance (Oncampus or another).

Appointment at our office (USC Mobility Office)

When you arrive, the first thing for you to do is to come to our office. We only receive students with an appointment, so please write us an email asking for it.

Our open hours are 9:00-14:00, from Monday to Friday.

We will give you the first payment by cheque and other documents: the grant agreement, a credential, an info sheet and a map.

If you are going to study in Lugo, come to our **Office in Lugo**:

Edificio Intercentros s/n
Avenida Bernardino Pardo Ouro
27002 Lugo
Tel: +34 982823569 Email: international.lugo@usc.es
[Google Maps](#)

If you are going to study in Santiago, come to our **Office in Santiago**:

Pavillón Estudantil
Campus Vida
15782 Santiago de Compostela
Tel: +34 881 811 095 Email: erasmus.ka107@usc.es
[Google Maps](#)

!! During the 1st - 2nd week at USC, please remember to provide us by email:

- *A copy of your bank account certificate*
- *Your Spanish telephone number, only to contact you in case of urgency*

8. Enrolment

* **Bachelor students** will be automatically registered at the USC before their arrival ("UXA" office is in charge).

* **PhD students** will be asked, after sending the travel documents, to fill it in the form available in [this web](#) and will be automatically register some days after ("Doutoramento" office is in charge).

Once you are registered, some days prior to your arrival, you will receive an email from the office in charge of your enrolment (called "MATRÍCULA" in Spanish) that will include:

A) The receipt of your Inscription (3-pages document) with the taxes to be paid. The taxes consist of 21€ for the Oncampus insurance in case you hadn't pay it online before. If you have previously hired Oncampus Estudia insurance, you can email back attaching the receipt of payment proving that you had already paid it.

B) Oncampus insurance policy.

C) Your USC credentials (login + password) that will allow you to:

- Use [USC wifi](#) (called "eduroam")
- Use [Campus Virtual](#) (tool used by professors to upload material in class and to propose activities online)
- Use your [Secretaría Virtual](#), where you can see your application, your exam marks, download the certificate of the Spanish course if you do it, etc.

You can also access all this services through the [USC homepage](#).

The **Tarjeta Universitaria TUI (student card)** identifies you as a student in USC and gives you access to services as libraries and sport facilities. It is a VIRTUAL CARD (not physical format) that you will download in your smartphone following the instructions of this web: <https://www.usc.gal/tui>

You can finalize its activating process, and take a picture of yourself to be included in the card, at the office of Banco Santander, placed in the ground floor of the same building than the Mobility Office, [here](#). If you come in the second semester, then the photo will be took in the entrance of your Faculty.

9. Languages

Our official languages in Galicia are Spanish and Galician (learn more [here](#)). Galician sounds very similar to both Spanish and Portuguese and it is the language of many people in Santiago and Lugo.

The University of Santiago de Compostela is a public entity and as such it has to represent its society and guarantee that their members can communicate in the language of their choice; that is, some lessons can be taught in Spanish or in Galician if the teacher chooses to do so.

Spanish courses for non-Spanish speakers at CLM

The CLM (Centre of Modern Languages) of USC will organise a Spanish intensive course on arrival in September and in January.



The cost of this course for Erasmus students is currently 0€.

You need to register online in the test level as indicated in the Modern Languages Centre [website](#). **The dates change each year, so you should check it 1-2 months before your arrival.**

During the semester you will also have the possibility to attend a semester Spanish course. After a final test you can get an official language certificate. You could include this course in your Learning Agreement and get 4 credits ECTS.

If you don't have an intermediate level of Spanish yet, we recommend you to study Spanish at your home country before your arrival in order to make your daily life in our city easier. Please find below the **OLS course of languages** offered by the European Commission:

1. Create an account in <https://academy.europa.eu/?lang=en> by pressing "log in".
2. Accept the terms and conditions, to be able to do the placement test later.
3. Access to "Spanish Learning Community and Resources" in this link <https://academy.europa.eu/course/view.php?id=692> to do a placement test to evaluate your level of knowledge of Spanish, that you can repeat from time to time to see if you improved. You have several resources to learn and improve your Spanish here.

10. Changes to the Learning Agreement

* For **Bachelor STUDENTS**:

1. If you need to modify any subject (due to crossed schedules, academic coordinator recommendation, etc.), you must use the template "**Learning Agreement - During the mobility**" (download [here](#) or ask for the template by email to erasmus.ka107@usc.es). First, agree the changes with the USC Faculty coordinator (RAM), add the modifications following the document instructions (in page 2) and gather his/her signature and yours. After that, contact your home university coordinator to include the 3rd signature.

You have to inform us by email of every change you do (erasmus.ka107@usc.es), so please send us the new Learning Agreement with the 3 signatures.

2. After that, in order to register these changes for your final Transcript of Records, you must also send an email with this new signed document to the inscriptions' office UXA (Unidade de Xestión Académica). Depending on the faculty you belong to, their emails are as following:

- Lugo Campus: uxa.lugo@usc.es
- Santiago de Compostela:

UXA Norte: uxa.norte@usc.es -Communication Sciences -Educational Sciences (Infant & Primary School Teacher Training) -Economic and Business Sciences -Nursing	UXA Sur: uxa.sur@usc.es -Biology -Education Sciences (Social Education & Pedagogy) -Law -Political and Social Sciences -Philosophy
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-Philology -Medicine and Dentistry -University School of Social Work	-Geography and History -Physics -Mathematics -Pharmacy -Optics and Optometry -Psychology -Chemistry -Labour Relations -School of Engineering
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!! If you do not register the changes, the final Transcript of Records will not be correct.

3. We recommend doing all changes in the first month, and only exceptionally afterwards.

* For **PhD STUDENTS**:

1. If you need to change the research plan, you can create a new Learning Agreement with the same template you had used. You only need to indicate at the beginning of the document the sentence "Changes to the Learning Agreement", and get it signed by both of your supervisors.
2. Send a copy signed by all parts to erasmus.ka107@usc.es.
3. PhD students don't need to register the changes in the inscriptions' office UXA.

11. End of stay

Before leaving, send us your **return flight tickets** by email if you had not sent them before. After the last day of your mobility, we will send you a **Certificate of Attendance** by email (with digital signature), stating that you have been a USC student.

The Transcript of Records:

- For Bachelor students: it will be sent by email to both you and your home University (aprox. March/April for 1st semester, July / August for 2nd semester)
- For PhD students: you can request a certificate of your research stay to your supervisor. We will send you the template by email.

If you have done some of the Spanish Courses at CLM, don't forget to download your certificate in your Secretaria Virtual or email the CLM to ask for it.



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12. University Services

- Modern Languages Center <https://www.usc.gal/es/centro/centro-lenguas-modernas>
- Libraries of the University - there is one in every Faculty in addition to the libraries Biblioteca Xeral and Concepción Arenal: <https://www.usc.gal/gl/servizos/area/biblioteca-universitaria>
- Sports Services <https://www.usc.gal/en/services/area/sport>
- Culture Services <https://www.usc.gal/gl/servizos/area/cultura> - Check the USC cultural agenda here <https://www.usc.gal/gl/servizos/area/cultura/eventos>

If you want to know more about the student life here, participate in trips around the region or be in touch with our culture, you can visit these websites of **STUDENT ASSOCIATIONS**:

ESN: <https://esn-santiago.org/>

Use their [Facebook](#) page for updated information about their “Buddy program”, consisting in matching foreigner and local students with common interests. You can know someone who knows the city and the university well, have the opportunity to get closer to local people and get accompanied in some of your daily challenges.

Erasmus.gal: <http://erasmus.gal/>

Sharing Galicia: <https://sharingalicia.org/>