

## *ERASMUS INCOMING STUDENTS*

### 1. Class Attendance

1.1. All students can attend the classes included in their Learning Agreement starting from the first day of class. The start date will be established according to the faculty's [Academic Calendar](#), which is approved each year.

1.2. Attendance is compulsory.

### 2. Registration and Learning Agreement

2.1. The final Learning Agreement, signed by the home university, must be received before the start of the registration period.

2.2. As an exception, when **deemed necessary for properly fulfilling** the Learning Agreement and is justified, the student may enrol in a maximum of 12 ECTS per semester within another faculty, as long as the number of credits enrolled in at the Faculty of Geography and History is equal to or greater than 18 ECTS per semester.

2.3. The faculty's Academic Calendar applies to the following degrees ([Study Plan](#)):

- Art History
- Geography
- History
- Humanities
- History and Science of Music

If a student decides to take subjects within other faculties, he or she should inquire about their Academic Calendars as well as the exam dates. It is the student's responsibility to ensure they are able to comply with this calendar before choosing any subjects.

2.4. Enrolment in all subjects will take place at the Faculty of Geography and History ([Timetables](#)).

2.5. The following documentation must be sent by mail before February 8 ([socgh@usal.es](mailto:socgh@usal.es)):

- Copy of the student's passport or identity card.
- Small-size photo.
- Acceptance Letter (received by mail from the Office for International Relations: [erasmus-in@usal.es](mailto:erasmus-in@usal.es)).
- Learning Agreement
- Documentation requested via mail ("*matrícula*").
  - ✓ Subject selection:
    - Maximum of 30 credits per semester (60 for the complete year)
    - Minimum of 3 subjects per semester at the Faculty of Geography and History.

### 3. Studium

The student will not have access to STUDIUM (online platform for teachers) until his or her registration is complete. It is recommended that the student provides their teachers with an e-mail address once they have initiated their stay.

### 4. Arrival Certificate

Students who are required to confirm their date of arrival at the University of Salamanca must submit the accrediting document to be signed at the faculty's Secretary's Office or on the day of the Welcome Meeting.

### 5. Certificate of Attendance

This certificate should be submitted in person at the Secretary's Office to be signed on the last day of the student's stay (or on the penultimate day if this is not possible).

## 6. Transcript of Records

The Transcript of Records will be sent to the address as indicated by the student at the beginning of his or her stay and it is the student's responsibility to provide the correct address. This document will not be issued directly to the student.

### **Students have two available contacts at our faculty:**

**The Deputy Dean of National and International Programs, Professor Sara Núñez Izquierdo ([saranunez@usal.es](mailto:saranunez@usal.es))**, for all academic matters that she should be aware of or that require her approval.

**The faculty's Secretary's Office ([socgh@usal.es](mailto:socgh@usal.es))**, for general queries or common procedures that directly affect the management of registration (subject to authorisation, where appropriate, by the Deputy Dean).