



INCOMING STUDENTS

1. Class Attendance

- 1.1. All students can attend the classes included in their enrolled 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.
- 1.3. The language of the classes is Spanish.

2. Registration and Learning Agreement (*Erasmus Student*)

- 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](#)):
 1. [Art History](#)
 2. [Geography](#)
 3. [History](#)
 4. [Humanities](#)
 5. [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. The student must have the approval



of the teachers who teach the subjects. 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 (socgh@usal.es):

- Copy of the student's passport or identity card.
- Acceptance Letter (received by mail from the Office for International Relations: erasmus-in@usal.es).
- Learning Agreement (Erasmus student).
- Documentation requested via mail ("[matricula](#)").
 - ✓ 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) 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/ Certificate of Attendance

Please note that we will no longer be signing individual certificates sent from students.

The faculty will deliver its own certificate model to all student. The dates included on the certificate are the official beginning and end dates of the full academic year (or semester).

5. 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.



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D SALAMANCA



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Students have two available contacts at our faculty:

The Deputy Dean of National and International Programs, Professor Sara Núñez Izquierdo (mov.gh@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), for general queries or common procedures that directly affect the management of registration (subject to authorisation, where appropriate, by the Deputy Dean).