



GUIDEBOOK FOR INCOMING STUDENTS

FACULTAD DE GEOGRAFÍA E HISTORIA

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! BEFORE THE MOBILITY

All useful information is on our website 🖱 <https://fgh.usal.es>

Registration and Learning Agreement – OLA

To prepare the learning agreement, please consult the **list of courses**: 🖱 [Study Plans](#)

Students have two available contacts at our faculty

Contacts	EMAIL	
Dean of National and International Programs (Prof. Sara Núñez Izquierdo)	mov.gh@usal.es	For all academic matters that she should be aware of or that require her approval as OLA or Learning Agreement (LA).
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).

Deadlines and Registration

Learning Agreement: The final learning agreement (LA), signed by the home university, must be sent to Mrs Sara Núñez, mov.gh@usal.es, before the start of the registration period.

Enrolment in all subjects will take place at the Faculty of Geography and History during the month of September

REGISTRATIONS

The following documentation must be sent to socgh@usal.es, no later than **August 31st**:

- Copy of the student's **passport or identity card**.
- **Acceptance letter** (should be collected at the Office for International Relations, erasmus-in@usal.es)
- **Learning Agreement**
- Documentation requested via mail (if not already submitted). [Formulario de Inscripción en la Facultad de Geografía e Historia](#)

CRITERIA FOR THE SELECTION OF COURSES

Subject selection form:

- **Maximum** of 30 credits per semester (60 for the complete year)
- **Minimum** of 3 subjects per semester at the Faculty of Geography and History

Students may **not choose the Final Year Project** (Trabajo Fin de Grado -TFG) module

Exception

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**, if the number of credits enrolled in at the Faculty of Geography and History **is equal to or greater than 18 ECTS per semester**.

Students should bear in mind that if they choose modules from other faculties, they will have to move, and this takes time. It is important to take this into account when drawing up their timetables. For this reason, we strongly encourage students to take all their modules at the Faculty of Geography and History.

The optional modules for the Global Studies degree are restricted to students on that programme, so it is best to choose modules from the following degree programmes:

- Facultad de Geografía e Historia
- Facultad de Filología
- Facultad de Filosofía
- Facultad de Ciencias Sociales (Comunicación Audiovisual)

DURING THE MOBILITY

CLASS ATTENDANCE AND ACADEMIC MATTERS

Once you are in Salamanca:

- Erasmus information meeting on the first day of class
- Class attendance
- Final enrollment (también se puede usar Final registration)
- **Class Attendance:** 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 approved year.

The Faculty of Geography and History will only issue a single type of certificate of attendance.

- **Attendance is compulsory**
- The language of the classes is **Spanish**.

⚠ 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 can comply with this calendar before choosing any subjects.

EMAIL USAL AND ACCESS TO STUDIUM (ONLINE PLATFORM)

👉 Registration at the University will allow you to be identified as a USAL student, and to get your student card, access to [Email](#), [campus virtual Studium y Mi-Usal](#).

🚫 **Important information:** 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.

AFTER THE MOBILITY

CERTIFICATES AND TRANSCRIPT OF RECORDS

- **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).

The Faculty of Geography and History will only issue a single type of certificate of attendance.

- **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.