

## GENERAL INFORMATION FOR ERASMUS AND INTERNATIONAL STUDENTS (ATTENDING THE FACULTY OF SOCIAL SCIENCES)

### Direcciones y teléfonos de contacto/*Contact addresses and phone numbers*

- Servicio de relaciones internacionales (*International Relations Office*): referencia para todas las dudas relacionadas con el programa Erasmus o de intercambio de forma específica (que no tengan carácter académico ni cuestiones relacionadas con la matrícula). *Non academic issues*.
  - **Web:** <http://rel-int.usal.es/>
  - **Dirección/Address:** Cardenal Pla y Deniel, 22, 1ª planta. 37008 Salamanca. España
  - **Teléfono/Phone:** +34 923 294 426
  - **Fax:** +34 923 294 507
  - **Correo/email:** [rrii@usal.es](mailto:rrii@usal.es), [erasmus@usal.es](mailto:erasmus@usal.es), [intercambio@usal.es](mailto:intercambio@usal.es)
- Servicio Central de Idiomas (*Language Centre*): cursos de idiomas diferentes de español. *For language (non Spanish) courses*
  - **Web:** <http://sci.usal.es>
  - **Dirección:** C/Libreros, 30. 37008 Salamanca.España
  - **Teléfono:** +34 923 29 45 00 (ext. 1216)
  - **Fax:** +34 923 29 46 83
  - **Correo:** [sci@usal.es](mailto:sci@usal.es)
- Cursos Internacionales (*International Courses*): cursos de español/*Spanish language courses for international students*
  - **Web:** [www.cursosinternacionales.es](http://www.cursosinternacionales.es)
  - **Dirección/Address:** Patio de Escuelas Menores, s/n.37008 Salamanca, España
  - **Teléfono/Phone:** (+34) 923 294 418
  - **Correo/email:** [internat@usal.es](mailto:internat@usal.es)
- Coordinación Internacional (Facultad de Ciencias Sociales)/*International Coordinator*: referencia para las dudas de carácter académico/*academic issues*. Prof. María Sánchez
  - **Web:** <http://cienciassociales.usal.es/>
  - **Dirección/Address:** **Decanato. Facultad de Ciencias Sociales.** Campus Miguel de Unamuno. Edificio FES Avda. Francisco Tomás y Valiente, s/n. 37007-Salamanca
  - **Teléfono/Phone:** +34 923 294572
  - **Correo/email:** [socratesccss@usal.es](mailto:socratesccss@usal.es)
- Secretaría de la facultad (Facultad de Ciencias Sociales)/*Secretary*: referencia para las dudas relacionadas con la matrícula, certificados de notas, expediente/*enrolment, transcripts etc.*
  - **Dirección/Address:** **Secretaría de la facultad de la Facultad de Ciencias Sociales.** Campus Miguel de Unamuno. Edificio FES Avda. Francisco Tomás y Valiente, s/n. 37007-Salamanca
  - **Correo/email:** [adm.fcs@usal.es](mailto:adm.fcs@usal.es)
  - **Teléfono/Phone:** +34 923 294571

• Lectures start in September, 10, 2018. WE WILL HAVE A MEETING THAT DAY

• IT IS NOT NECESSARY THAT YOU SEND YOUR LEARNING AGREEMENT IN ADVANCE, AS WE WILL ORGANIZE ALL THE DOCUMENTS WHEN YOU ARRIVE HERE.

- IMPORTANT: in our faculty all the courses in the grades in Sociology, Social Work, Labour Relations and Human Resources and Communication are fully adapted to the new European system, and are part of the GRADO EN SOCIOLOGÍA, GRADO EN TRABAJO SOCIAL, GRADO EN RELACIONES LABORALES Y RECURSOS HUMANOS y GRADO EN COMUNICACIÓN
- There are two grades in Communication that are related: GRADO EN COMUNICACIÓN Y CREACIÓN AUDIVISUAL (New grade, courses only available in its first and second year) and GRADO EN COMUNICACIÓN AUDIOVISUAL (courses available in its third and fourth year).
- You may take subjects from all the four grades in our faculty, as you prefer, always consulting first with your coordinator in your home university and with the

acceptance of the coordinator in Salamanca. You may also follow some courses in other faculties (law and politics, history etc) but first you have to consult and check the availability of them with the coordinator in the Faculty of Social Sciences and with the limit that you have to take the majority of subjects in the Faculty of Social Sciences (in either the four grades available)

- The enrolment in the different courses will be performed at the end of September. You may (and you should) attend the lectures before having completed the administrative inscription. The first weeks you may try different courses before you make your definitive decision.
- There are a few courses in English available in our faculty in the grade of Sociology. World Economy and Society and Policy in Latin America (first semester) and European Political Systems (second semester). There is also a course in English in the grade of Political Science, EU Economy and Policies, in the second semester.

**BEFORE COMING TO SALAMANCA:** you have to send to the University of Salamanca International Relations Office the necessary documents. For all kind of general, administrative or accommodation information, please, write to [erasmus@usal.es](mailto:erasmus@usal.es). In the academic/faculty level, just agree with your departmental coordinator at home about the learning agreement. If your university does not require it in advance you perfectly may bring your learning agreement in September. You do not need to send it in advance to the faculty, we will check your learning agreement once you arrive to Salamanca.

**ONCE IN SALAMANCA:** please, at the very beginning go to the International Relations Office. Address: Calle Cardenal Pla y Deniel, 22, 1ª planta. 37008 Salamanca. This building is in the city centre, next to the historical university buildings.

- **IMPORTANT:** please, do not forget to sign your arrival documents once you are here and your departure documents before you leave.
- **IMPORTANT:** the transcript of records will be sent directly to your university when the marks have been fixed by the professors (you will have to give our secretary at the time of the enrolment the appropriate address).
- The coordinators in your home universities decide the appropriate recognition of credits and marks of the courses that you follow in Salamanca, including the Spanish language courses.

### **TO CHECK THE ACADEMIC PROGRAMMES AND TIMETABLES**

Please, go to our web page:

<http://cienciassociales.usal.es/>

for a complete general information about the Faculty. Once there go to the right to “PROGRAMAS DE MOVILIDAD (INTERNACIONAL, ERASMUS, SICUE)”

You will find also general information about our grades, but if you want to check more in depth about the contents in the different courses, please, go to the following web pages (only in Spanish):

<http://www.usal.es/grados>

Once there go to “Ciencias Sociales y jurídicas” and there choose the grade you are interested in:

- Comunicación y Creación Audiovisual (Audiovisual Communication and Creation): First and second year studies in Communication
- Comunicación Audiovisual (Audiovisual Communication): Third and fourth year studies in Communication.
- Relaciones Laborales y Recursos Humanos (Laboural Relations and Human Resources)
- Sociología (Sociology)
- Trabajo Social (Social Work)

In “Guías académicas 2018-2019” you will find all the information related to the different courses (timetables, bibliographic references, content of the different courses, professors etc)

If you are interested additionally in taking some courses in other faculties you may check in:

<http://www.usal.es/grados>

- Please, be sure that the timetables of the courses that you choose are compatible before completing the enrolment. Check the timetables in the academic guides.
- If you are here just for one semester, please, be sure that the courses belong to that semester.
- It is very important to attend the meetings at the beginning of the academic year.

**MEETINGS:** Please, go to the following meetings (these are provisional dates, the final ones will be sent to you at the beginning of September):

1. **General welcome for all international students:** in September there will be a general meeting in TEATRO JUAN DEL ENZINA (Plaza de Anaya, close to the International Relations Office). The exact timing and date will be sent to you by our colleagues in the international office.
2. **General welcome for all new students in the Faculty of Social Sciences:** in September 10 in SALON DE ACTOS DEL EDIFICIO FES (NEXT TO THE LIBRARY ENTRANCE). The exact timing will be sent to you before coming.

3. **Information JUST FOR ERASMUS STUDENTS AND INTERNATIONAL STUDENTS about academic issues with the faculty international academic coordinator:** there will be two meetings (you should go to **just one** of them). The first will be in the week commencing Monday 3 in September and the second in September 10 (Monday) in FES Building Campus Miguel de Unamuno. The exact timing will be sent to you by our colleagues in the international office.

### **STEPS TO COMPLETE THE INSCRIPTION:**

The enrolment in the different courses will be done from last week in September (but you should start going to the lectures from the very first day, September 10.

1. IN THE PORTER'S OFFICE (Ground floor in the FES Classroom Building): please, pick the envelope corresponding to your studies and go to the SECRETARY to arrange an appointment.
2. YOU SHOULD COMPLETE THE SHEETS
3. IF YOU HAVE ANY DOUBTS: ask in the secretary at the Faculty of Social Sciences (Ground floor in the Administrative Building, next to the Classroom Building)
4. ONCE YOU HAVE FILLED IN THE DOCUMENTS: please, bring them to the International Coordinator (socratesccss@usal.es, in vicedecanato de Ciencias Sociales, second floor in the Classroom Building). Bring also your Learning Agreement, signed by your coordinator in your home university, to be signed and sealed by us. KEEP ALWAYS WITH YOU THE ORIGINAL OF THE LEARNING AGREEMENT AS YOU WILL HAVE TO PRESENT IT ONCE YOU COME BACK TO YOUR COUNTRY. Please, leave a copy of the Learning Agreement in the secretary of the faculty in Salamanca.
5. Please, be sure that you write in the secretary of the faculty the address of your university as they will send your transcript of records there at the end of the semester.
6. FINAL STEP: please, go to the secretary. Don't forget to take your passport or identity document and the Erasmus acceptance letter with you. You should have your learning agreement signed and sealed in your university. Any changes in it should be consulted with your coordinator in your home university, and should be signed and sealed again.
7. Once you have completed the inscription you may collect your university card in the Service of International Relations. Please, bring with you your passport or identification card and copy of the inscription documents.
8. IMPORTANT: Erasmus students may go to the lectures before completing the inscription (in fact it is a good idea!)

9. IMPORTANT: It is not necessary to have finished the inscription process to inscribe in the Spanish courses

10. You may take A FEW subjects from other faculties in addition to the ones in Social Sciences, but you complete the whole inscription in the secretary of Social Sciences, you don't need to go to the other faculties.