



## INFORMATION FOR INTERNATIONAL STUDENTS YEAR 2019/2020

### WELCOME MEETING

<b><u>OVIEDO</u></b> Día: Monday, september 16 Hora: 12:00h Lugar: Salón de Actos de la Biblioteca del Campus del Milán (Oviedo)	<b><u>GIJÓN</u></b> Día: Monday, september 16 Hora: 16:00h Lugar: Aula Magna del Aulario Sur del Campus de Viesques (Gijón)
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### ARRIVAL OF INTERNATIONAL STUDENTS

1. **Register** at the Office of International Relations. Our University is composed of different campuses located in different cities. Depending on the School / Faculty in which you are going to take your classes, you must go to one of the two offices in charge of incoming international students (Oviedo or Gijón). For a more efficient and personalized attention, before going to one of these offices you must make an appointment (“cita previa”) at: <http://euniovi.uniovi.es/cita-previa-internacionales/>

-**Office of International Relations (Oviedo Campus):** Calle Principado nº 3, Planta Baja, Oviedo. Email: [inter.incoming@uniovi.es](mailto:inter.incoming@uniovi.es)

-**Office of International Relations (Gijón Campus):** Escuela Politécnica de Ingeniería Industrial, Aulario Sur-Campus Universitario, Gijón. Email: [oricgijon@uniovi.es](mailto:oricgijon@uniovi.es)

2. **Find accommodation** at <http://www.uniovi.es/vida/alojamiento> and notify your address to the Office of International Relations (Oviedo) via the email address: [inter.accom@uniovi.es](mailto:inter.accom@uniovi.es)

#### 3. Meet the professor responsible for your exchange agreement

In our offices we will facilitate his/her name, address, e-mail and telephone number of the responsible academic professor at our University, if you still have the revision and signature of your study contract pending. The professor must sign it, before you can register at the appropriate school/faculty.

#### 4. Learning Agreement and possible modifications

These documents must be handed in (after obtaining the signature of the professor responsible for the agreement) at the Secretaría (Administrative Unit) of your school / faculty **before September 30 2019**. You will find all the courses offered at the University on the webpage. Here, some of these courses will appear highlighted in grey, which means that they belong to already extinguished academic offers and, thus, **are not eligible for your own Learning Agreement**. Skip those!

#### 5. Spanish Programs for exchange international students.

-Language Learning in TANDEM: <http://lacasadelaslenguas.uniovi.es/servicios/tandem>

-Program a-dUO (to help you with all the paperwork in Spanish):

[http://www.uniovi.net/zope/organos\\_gobierno/unipersonales/vicerrectorados/vicd/aduo](http://www.uniovi.net/zope/organos_gobierno/unipersonales/vicerrectorados/vicd/aduo)

-Spanish classes. You can register at: **Unidad de Programas de Español para Extranjeros**, Casa de las Lenguas. Campus de El Milán - C/ Amparo Pedregal, Oviedo, e-mail [clenguas2@uniovi.es](mailto:clenguas2@uniovi.es) Web: <http://lacasadelaslenguas.uniovi.es>



## 6. Access to Campus Virtual and Student Card

Once you have registered at the Secretaría (Administrative Unit) of your school / faculty:

-You will be assigned an institutional email address and a PIN so that you can get access to the Campus Virtual, where you will find all info related to the courses you are registered for.

-You can also apply for the **Student Card**, which will be issued by Banco de Santander, at the University Office (address: Plaza del Fresno, 4 and 5, 33007 **Oviedo** and Office (address: Escuela Politécnica de Ingeniería Industrial (Aulario Sur), Campus de Viesques, **Gijón**).

During the registration period, you can also apply for the Card at any of the University campuses, where the Banco de Santander will install desks with following locations, times, and dates:

PUNTOS EMISION	LUGAR	HORARIO	DÍAS
VIESQUES	(Anteriormente Centro de Reprografía, hueco al lado de la cafetería) Aulario Sur	DE 9:00 A 17:30	DEL 12 DE SEPTIEMBRE HASTA 4 DE OCTUBRE
CRISTO	(Sala de Becarios- Hall entrada planta 0) Facultad de Química. Avda. Julián Clavería, 8. 33006 - Oviedo	DE 9:00 A 17:30	DEL 12 DE SEPTIEMBRE HASTA 4 DE OCTUBRE
LLAMAQUIQUE	Edificio Sur. Facultad de Formación del Profesorado. Zona posterior a la sala de estudios. Planta baja	DE 9:00 A 17:30	DEL 12 DE SEPTIEMBRE HASTA 4 DE OCTUBRE
LABORAL	(Conserjería planta primera entrando desde jardines). Laboral Ciudad de la Cultura - 33203 - Gijón	DE 9:00 A 17:30	DEL 23 AL 27 DE SEPTIEMBRE
EL MILAN	Aula A, primera planta. Edificio Aulario (Aula Joven). C/ Teniente Alfonso Martínez s/n. 33011 - Oviedo	DE 9:00 A 17:30	DEL 12 DE SEPTIEMBRE AL 27 DE SEPTIEMBRE
MINAS	Planta Primera – Despacho 1365. C/ Independencia nº 13. 33004 - Oviedo	DE 9:00 A 17:30	12 y 13 DE SEPTIEMBRE
PSICOLOGIA	Despacho "Psicólogos sin Fronteras". Planta baja	DE 9:00 A 17:30	DEL 30 DE SEPTIEMBRE AL 4 DE OCTUBRE
MIERES	(Sala de Reuniones planta baja- junto al despacho de dirección). C/ Gonzalo Gutiérrez Quirós s/n. 33600 - Mieres	DE 9:00 A 17:30	DEL 16 AL 20 DE SEPTIEMBRE

## 7. Changes in your stay.

Extensions and reductions in the period of your stay will require favorable reports issued by the professors responsible for the exchange agreement in both the sending and receiving universities. These reports must be presented, **before the end of the period of the originally agreed stay**, at any of these offices:

- Office of International Relations (Oviedo Campus): Calle Principado nº 3, Planta Baja, Oviedo.
- Office of International Relations (Gijón Campus): Escuela Politécnica de Ingeniería Industrial, Aulario Sur-Campus Universitario, Gijón.

These documents will be due on:

- December 13 2019 (first-semester stays)**
- May 5 2020 (year-long and second-semester stays)**

## 8. Cancellation of registration for courses: If you cancel your registration for a course you are not entitled to register for a new course.

Students can cancel their registration for a course only if they have not already done the final examination of that course. In any case, in order to cancel registration for courses students must obtain the agreement of the professors responsible for the exchange agreement in both the sending and receiving universities. These

