



## INFORMATION FOR INTERNATIONAL STUDENTS YEAR 2019/2020

### WELCOME MEETING

<b>OVIEDO</b> Day: Friday, September 24th Hora: 12:00h Lugar: Salón de Actos de la Biblioteca del Campus del Milán (Oviedo)	<b>GIJÓN</b> Día: Friday, September 24 <sup>th</sup> 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 Secretaria (Administrative Unit) of your school / faculty **before February 10 2020**.

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-2UO (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: Plaza del Fresno, 4 and 5, 33007 **Oviedo** and Office, and in Gijón Office: Escuela Politécnica de Ingeniería Industrial (Aulario Sur), Campus de Viesques, **Gijón**.

## 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:  
**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 professors' reports will be presented at the Secretaría (Administrative Unit) of the school / faculty in which the student is registered.

- These documents will be due on:  
**April 30 2020 (year-long and second-semester stays)**

## 9. End of Stay

Two or three days before the end of your stay, you must apply for the End-of-Stay Certificate at the Office of International Relations (Oviedo or Gijón Campus, depending on where you are registered for classes).

## 10. Guide for International Students: <http://www.uniovi.es/internacional/extranjeros> **Academic Calendar – Year 2019/2020.** You will find the updated academic calendar at: <http://www.uniovi.es/vida/calendario>

## 11. Further Information:

### Conversation assistant program:

The Principality of Asturias, in collaboration with the University of Oviedo, offers Erasmus students whose native language is English, or who have a good command of it (a series of interviews is held in these cases), the opportunity to collaborate as conversation assistants in English classes at Asturian schools. **Deadline of : February 7<sup>th</sup>.**

<http://www.uniovi.es/en/internacional/extranjeros/actividades/conversacion>

