

## WELCOME TO THE UNIVERSITY OF A CORUÑA (UDC)

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It is a pleasure for us that you are considering the University of A Coruña as your destination for an exchange mobility. We recognise the valuable role international mobilities play in the creation of a vibrant university community and we would like you to be a part of ours.

This guide will provide you with useful information about studying, teaching and living at UDC. In case you have any further doubt, our staff at the International Relations will be glad to help you.

## SOME UDC SERVICES AND CAMPUS FACILITIES

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**UDC Libraries:** Opening from 08.00 to 21.00 from Monday to Friday (special opening days and hours during exam periods). All of them have specific quiet study/research areas equipped with computers

**Laboratories:** Fitted with the latest technology, our science teaching laboratories provide a highly interactive learning environment and are available for students and staff

**Canteens:** Offering menus with special prices for students and staff. All customers who prefer to bring their own food can heat their meals in microwave ovens in some of the canteens

**Bank:** there are two bank offices in the Campus in case you need to open a Spanish bank account

## INSTITUTIONAL INFORMATION

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**Full legal Name of Institution** Universidade da Coruña (UDC)  
**Web page** <http://www.udc.gal>

## INTERNATIONAL RELATIONS OFFICE

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**Address** International Relations Office  
O Lagar - Campus de Elviña – 15071 A Coruña. SPAIN

**Opening hours** Monday to Friday, 8:00 to 14:00

**Telephone** + 34 981 167000

**Fax** + 34 981 167013

**Web page** <http://international.udc.es>

**Contact Details** [iro@udc.es](mailto:iro@udc.es)

## ACADEMIC INFORMATION

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**Semester Dates** Fall Semester  
October – December (exams in January)  
Spring Semester  
February – May (exams in June)  
Extraordinary exams: July

**Teaching timetables** From Monday to Friday (lectures will be given either in the morning or in the afternoon. Separate groups will be organized according to the sessions.

**Holiday periods** Christmas (22<sup>nd</sup> December – 7<sup>th</sup> January)  
Easter (a week in March or April)  
Summer: August

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## APPLICATION PROCEDURE AND DEADLINES

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Students and staff interested in coming to the University of A Coruña for an exchange mobility have to apply in their home institution. The home university will send by e-mail the list of their selected applicants including full name, contact data (e-mail) and field of study.

Once selected by their home institution every student and staff will have to fill out the online application available through the corresponding incoming exchange PORTAL. It is not necessary to send any documents to the office; all requested documents will be uploaded in the Portal.

Applicants should take into consideration that only one online application form will be accepted, so they can contact our office if they have any doubts regarding the information requested in the online application form, before clicking on the "submit" final button. At any time, the applicant can save parts of the information entered in the application form and submit the online application only when they are sure that all of the information given is correct.

### VERY IMPORTANT:

Exchange Applications WILL NOT BE PROCESSED if the LEARNING/TEACHING/TRAINING AGREEMENT uploaded in the online application is not duly signed and stamped by the home university.

Applicants will receive an acceptance letter confirming their acceptance so that they can start visa procedures.

## VISA PROCEDURES FOR STUDENTS/STAFF COMING FROM GEORGIA

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Everyone arriving in the European Union has to pass through Immigration Control. The rules and conditions regarding entry are strictly enforced by Immigration Officers, but if you have obtained all the necessary documents in your home country before leaving, you should not have any problems

### BEFORE TRAVELLING TO SPAIN

Accepted applicants will receive an acceptance letter issued by the University of A Coruña to **apply for a 3-months temporal visa** (Schengen visa) in the corresponding Embassy.

### ISSUING EMBASSIES

- Students from Georgia coming for more than 3 months: Spanish Embassy in Ankara (Turkey): [emb.ankara@maec.es](mailto:emb.ankara@maec.es) / <http://ankaravisa.es/>
- Students/Staff from Georgia coming for less than 3 months: German Embassy in Tbilisi (Georgia): [https://embassy-finder.com/germany\\_in\\_tbilisi\\_georgia](https://embassy-finder.com/germany_in_tbilisi_georgia)
- Students from Moldova coming for more than 3 months: Spanish Embassy in Bucharest (Romania) t): [emb.bucarest.info@maec.es](mailto:emb.bucarest.info@maec.es) / <http://www.exteriores.gob.es/Embajadas/BUCAREST/en/InformacionParaExtranjeros/shortTerm/Paginas/Apply-for-a-study-visa-at-this-Embassy.aspx>
- Students/Staff from Moldova coming for less than 3 months: any European Embassy in Moldova
- Students from Armenia coming for more than 3 months: Spanish Embassy in Moscow: [cog.moscu.vis@maec.es](mailto:cog.moscu.vis@maec.es) / <http://www.exteriores.gob.es/Consulados/MOSCU/es/Paginas/inicio.aspx>
- Students/Staff from Armenia coming for less than 3 months: any European Embassy in Moldova

### OTHER EMBASSIES OR CONSULATES

<http://www.exteriores.gob.es/Portal/es/ServiciosAlCiudadano/Paginas/EmbajadasConsulados.aspx>

### DOCUMENTS REQUESTED AT THE EMBASSY

1. Travel insurance for the whole stay and a coverage of 30,000€. Insurances must have a minimum validity of 7 days. The Consular Section advises travellers to get insurances with at least the total period of the trip + 2 days.
2. Flight or travel reservations or other proof of intended transport
3. Proof of means of subsistence
  - bank account statement on the account turnover during the last three months, and
  - proof of regular income e.g. salary slips of the last three months (or similar).
4. Proof of accommodation for the intended period of stay
5. Invitation/Acceptance letter from the university or research centre

## **AFTER YOUR ARRIVAL IN SPAIN (only if you are going to stay for more than 3 months)**

Applicants have to go to the Foreign Police Office to apply for a residence permit (they have 30 days since their arrival in Spain).

Necessary documents:

- Application form (fill in part 1 with your personal data and part 4, print it and sign it)  
[http://extranjeros.empleo.gob.es/es/ModelosSolicitudes/Mod\\_solicitudes2/17-Formulario\\_TIE.pdf](http://extranjeros.empleo.gob.es/es/ModelosSolicitudes/Mod_solicitudes2/17-Formulario_TIE.pdf)
- 2 photos (passport size)
- Copy of your passport including the page where your visa is registered in the passport
- Proof of enrolment at the University of A Coruña
- Document informing about your place of residence in A Coruña

Address Foreign Police Office: Calle Real, 53. A Coruña

Opening hours: from 09.00 to 14.00 from Monday to Friday

## **HEALTH INSURANCE**

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All foreign students and staff have to hire medical insurance coverage valid for Spain (the same as requested to apply for the visa at the Embassy/Consulate). We also recommend to hire accident insurance for your stay in Spain.

All students registered at UDC will be covered by the University of A Coruña insurance policy in case of an accident while they are doing academic activities.

## **REGISTRATION AT ARRIVAL**

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Upon their arrival at the University of A Coruña, students and staff have to personally register at the International Relations Office presenting a copy of the medical insurance. There they will receive all practical information about their stay at the University of A Coruña.

## **GRANTS**

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Student mobility: the participant shall receive 800 Euros/month corresponding to individual support and 820 Euros corresponding to travel.

Staff mobility: the participant shall receive 120 Euros/day of teaching/training corresponding to individual support and 820 Euros corresponding to travel.

### **PAYMENT**

- Students: Upon their arrival at the University of A Coruña, students will receive a cheque representing the 80% of the total financial support from Erasmus+ EU funds. At the end of the mobility, students will receive a cheque representing the 20% of the total financial support from Erasmus+ EU funds.
- Staff: Upon their arrival at the University of A Coruña, staff will receive a cheque representing the 100% of the total financial support from Erasmus+ EU funds.

## **EU FINAL REPORT**

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Staff will receive an e-mail with information to complete and submit the online EU final report after the mobility abroad within 30 calendar days upon receipt of the invitation to complete it.

Students will receive an e-mail before the end of the stay with information to complete and submit the online EU final report. The participant will have to complete and submit the online EU survey before leaving the University of A Coruña to receive the second cheque representing the 20% of the total financial support.

Participants who fail to complete and submit the online EU final report may be required to partially or fully reimburse the financial support received.

This final report on your mobility experience will provide the EU's Erasmus programme with valuable information which will benefit both future students and staff and contribute to the continued improvement of the programme. Hence, we thank you for your co-operation in filling out the questionnaire.

## **ACCOMMODATION**

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The exchange application does not include an offer for a room in a dorm. However, some private residences around the town offer special prices for our international visitors and they provide the proof of accommodation before arrival necessary to apply for the visa, as far as visitors pay a deposit in advance guaranteeing the booking.

- Siglo XXI Residence hall [www.resa.es](http://www.resa.es)
- Rialta Residence [www.rialta.net](http://www.rialta.net)

Professors, staff and students will have to contact directly the residences for more information.

## TRAVELLING TO A CORUÑA

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### By plane

#### Alvedro Airport

Tel: +34 981 187 200

Distance from A Coruña city centre: 8 km (15 minutes by car)

There are buses from the airport to the City Centre (1,50 €)

- Monday to Friday: from 07.15 to 21.45 (every half an hour)
- Saturday: from 08.00 to 22.00 (every hour)
- Sundays: from 08.30 to 22.30 (every hour)

#### Lavacolla Airport

Tel: +34 981 547 500

Located in Santiago de Compostela

Distance from A Coruña city centre - 65 km. (40 minutes by car). There are buses and taxis to reach from Lavacolla airport to A Coruña

#### Airport of Barajas (Madrid)

Distance from A Coruña to Madrid - 590 km. (6 hours by car)

There are trains and buses to reach from Madrid to A Coruña. Check train schedules at: <http://www.renfe.es> and buses schedules at: <http://www.alsa.es/>

### By train:

Train station is located in the city of A Coruña. Please check the timetables on the web site of the train company at <http://www.renfe.es/>

The first station you can get in Spain when coming from Europe is "Hendaya". From Hendaya to A Coruña, there is a 12 hours trip.

## EXTRA SERVICES FOR INTERNATIONAL STUDENTS

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**UDC Intranet Services:** Students receive a personal username and password to get access to WI-FI and Moodle online learning platform

**Student card:** All registered students receive a student card which offers access to sport and cultural facilities, and also discounts in urban buses, as well as in cinemas, some restaurants and shops.

## EXTRA ACTIVITIES AND LEISURE ACTIVITIES

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The University of A Coruña encourages all kind of cultural and sport activities as an important part of the student's education as a whole. All participants in our exchange programs will be allowed to participate in the many activities offered for the UDC students:

- Cultural activities like workshops of dance (flamenco, modern dance, Latin rhythms...), photography, bridge, chess, cultural routes during weekends to different places of our geography
- The musical school and the university chorus.
- The cooperation and voluntary service, an organization of university volunteers, which contributes to social services. <http://www.udc.es/ocv>
- Sport activities like: athletics, badminton, basketball, baseball, climbing, fencing, soccer, indoor soccer, judo, kung-fu, swimming, rugby, tennis, indoor tennis, archery, volleyball, scuba diving, mountain bike, skiing, canoeing, rowing, and sailing
- Access to sports installations within campus like: climbing walls, basket and football courts, gym or athletics trails.

For more information: <http://international.udc.es/Eventos/en-US>

## STUDENTS' ASSOCIATION FOR INCOMING STUDENTS

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Students' associations offer international students a complete range of services and social and cultural activities.

ESN Coruña is a voluntary membership association and non-profit that helps improve social and personal integration of exchange students who come to the Spanish universities.

More information: <https://www.facebook.com/esncoruna>

E-mail: [esncoruna@gmail.com](mailto:esncoruna@gmail.com)

AEGEE is an international student organization that promotes co-operation, communication and integration amongst young people in Europe. They help our International Exchange Students to integrate into Spanish culture and costumes by organizing cultural trips, linguistics tandems, international food contests, etc.

More information: <https://gl-es.facebook.com/aegeeacoruna>

E-mail: [aegee.coruna@gmail.com](mailto:aegee.coruna@gmail.com)