



UNIVERSITY	
Name	Universidad Fernando Pessoa Canarias
Erasmus University Code	E LASPAL-43
Website	https://www.ufpcanarias.es/
Head of International Relations and Mobility Office	José Luis García – internacional@ufpcanarias.es

MOBILITY COORDINATORS – Contact details for students	
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Journalism and Communication	Diego Brito - dbrito@ufpcanarias.es

NOMINATION AND APPLICATION PROCEDURES

TO BE COMPLETED BY PARTNER UNIVERSITIES

<p>Nomination procedure for Universities</p>	<p>Students have to be nominated by their universities through email. The body in charge of this procedure is the UFPC’s International Relations and Mobility Office (internacional@upfcanarias.es).</p> <p>Although early nominations are strongly recommended, the following stipulated calendar applies:</p> <ul style="list-style-type: none"> • For 1st semester or full academic year: by May 1st • For 2nd semester: by October 1st
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TO BE COMPLETED BY NOMINATED STUDENTS

<p>Application procedure for nominated students</p>	<p>Students nominated by their home institutions and accepted by the UFPC will receive an e-mail with the steps to follow and the documents to be forwarded. Acceptance letters are issued upon request through internacional@ufpcanarias.es</p> <p>Attention: Every non-European student is responsible to apply for a visa or follow any other procedure established by the Spanish Authorities. In this case, we strongly recommend getting in touch with the Spanish Consulate or Embassy in your home / residence country, <u>prior arrival</u>, in order to get updated information regarding entry and residency requirements.</p>
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ACADEMIC INFORMATION

<p>Academic Calendar 2024/2025</p>	<p>The updated Academic Calendar, as well as other important information can be checked on our website under QUALIFICATIONS > UNIVERSITY DEGREES.</p> <p>Please, do bear in mind that the examination period is on-site in every single of our calls.</p>
<p>Language Requirements</p>	<p>The UFPC strongly recommends Spanish language skills equivalent to a B1 level at least. The language of instruction mainly used in the university is Spanish.</p>
<p>Course Catalogue</p>	<p>Our choice of courses can be consulted directly on our website under QUALIFICATIONS > UNIVERSITY DEGREES > PLAN OF STUDIES.</p>
<p>Grading System</p>	<p>Grades are given on a scale of 0 (lowest) to 10 (highest) and the minimum passing grade is 5.</p>

All Spanish Higher Education Institutions use the same grading system based on a numeric scale out of 10. Passing grades ranging from 5/10 to 10/10 describe different levels of performance, from barely sufficient to excellent. Grades below the lowest passing grade (5/10) fall into the general fail category.

UFPC (numeric grade)	UFPC (alphabetic grade)	Definition	ECTS Grade
9 – 10	Sobresaliente (SB) y/o Matrícula de honor (MH)	Excellent – Outstanding performance with no or only minor errors.	A
8 – 8.9	Notable (NT)	Very good performance – Above average but with no or some minor errors	B
7 – 7.9	Notable (NT)	Good – Generally good with a number of minor errors	C
6 – 6.9	Aprobado (AP)	Satisfactory – Sufficient performance that meets the minimum criteria	D
5 – 5.9	Aprobado (AP)	Sufficient – Sufficient performance that meets the minimum criteria	E
0 – 4.9	Suspense (SS)	Fail – Considerable further work is required to meet the minimum criteria	F FX
NP	No presentado (NP)	Absent – The student did not sit the exam	

Attendance

Students are required to attend, at least, between 70% and 100% of the sessions. This aspect is controlled directly by the lecturer during every session.

The student is responsible of verifying the Course Description, as well as checking any applicable attendance requirement.

Exams and Evaluation

Most courses are assessed through “continuous evaluation” (Evaluación Continua), which uses a combination of class attendance, participation, individual / group coursework and tests in order to grade the student.

The students are generally required to achieve the minimum passing grade in all evaluation elements. The student is responsible of verifying the Course Description, as well as checking any additional or specific requirement or change with the professor.

	<p>We strongly encourage our incoming students to check directly with the lecturer the specific evaluation methods before the start of each course.</p> <p>In case a student cannot reach the minimum passing grade, he/she will be granted two additional calls to sit a final exam. The first call is arranged at the end of each semester. Meanwhile, the second call is placed at the end of the academic year.</p>
<p>Transcript of Records</p>	<p>This document will be issued at the end of your stay in our university and will be sent directly to the International Relations and Mobility Office of your home country, on the address or email stated on your Application Form.</p>

PRACTICAL INFORMATION

<p>Accommodation</p>	<p>UFPC does not offer accommodation through student residences, dorms or similar facilities. We strongly recommend our incoming students to plan accommodation in advance.</p> <p>Prices may vary depending on the area and the characteristics of the accommodation, but the usual prices may be included among the following ranges:</p> <ul style="list-style-type: none"> • Santa María de Guía: <ul style="list-style-type: none"> ○ Room : 250€-350€ ○ Studio : 450€-550€ • Las Palmas de Gran Canaria: <ul style="list-style-type: none"> ○ Room: 300€-400€ ○ Studio: 550€-700€ <p>We are currently collaborating with two property rental places, Spotahome and Uniplaces, focused on providing student accommodation. You will get some discounts by using the code UFPC25 (Spotahome) or UP25UFPC (Uniplaces).</p> <p>In addition to that, we strongly encourage you to review Idealista and Fotocasa, which are the two main websites posting accommodation offers in Spain. Erasmusu will also have some offer mainly focused on exchange students.</p> <p>As in many other cities in Europe, we have been realizing very lately about scams when it comes to accommodation around</p>
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	<p>here, specially while looking for short term housing.</p> <p>We strongly encourage you to watch specially out for instance “too good to believe” deals or landlords requiring high payments in advance, even before arriving to Spain.</p>
<p>Transportation</p>	<p>There are two major bus companies in Gran Canaria: Guaguas (yellow buses; limited to the municipality of Las Palmas de Gran Canaria), and Global (blue buses; connecting the rest of the island). Mobile APPs are also available for each of them.</p> <p>UFPC facilities are located in Santa María de Guía, in the north of the island of Gran Canaria. The university is easily accessed by public transportation lines from GLOBAL lines 100, 103 and 105 stopping at Guía or Instituto de Guía or line 336 stopping at the entrance of the university.</p> <p>Parking facilities are also available on site.</p> <p>Please, do bear in mind you will have to comply with some local and state administrative procedures before getting the documents requested by the local transportation authority in order to issue your transportation card (Wawa Joven; under 28 yo); (Residente Canario; above 28 yo).</p> <p>In order to get your transportation card, the local transportation authority will request from you to get a NIE (Identification Number for Foreigners), as well as being registered in the municipality you will be living (Empadronamiento).</p> <p>We strongly encourage you to pick up an appointment for both procedures before arrival, in order to apply for these two as soon as you arrive in Gran Canaria or even expedite the process.</p>
<p>Visa / Registration-NIE Procedures</p>	<ul style="list-style-type: none"> • <u>EU and EEE Citizens</u> shall get a NIE (Identification number for Foreigners) once arrived in Spain. This personal number will be requested for every single administrative procedure in Spain. Once assigned, this number remains the same lifetime. • <u>Citizens originally from a country outside from the EU and EEE</u> might have to check entry requirements. In any case, we strongly recommend to apply for a visa, if

	<p>applicable, in your country of origin (even if your nationality allows you to enter the country and apply for the permit directly in Spain:</p> <ul style="list-style-type: none"> ○ TIE (identification card) shall be requested upon arrival. This process is mandatory if staying 6 months or more, and optional if staying under 6 months. ○ If the residence permit is requested directly in Spain, you must comply with this procedure within 60 days upon arrival
<p>Buddy Program</p>	<p>The main objective of this initiative is to get you involved in our university and island as soon as you arrived. While taking part on this program, we will connect you with a local student (preferably from your area of studies) that will assist you with all questions may have about the university, leisure or daily life</p> <p>Once the Application process is open, we will forward you the form to take part on this program. Buddies are usually assigned between a month and two months prior to your arrival.</p>
<p>ID Cards</p>	<p>During your stay with us, you will receive the following cards:</p> <ul style="list-style-type: none"> ● Digital University ID ● Access Card, that will grant you access to the university