FAQ’s for incoming students in the EPS de Enxeñaría

List of Frequently Asked Questions

What is the first thing that I need to do when arrive to EPS de Enxeñaría?  ................................................................. 2
Who is the EPS academic coordinator?  ................................................................. 2
Where is the EPS academic coordinator?  ................................................................. 3
Which is the mission of the academic coordinator?  .................................................... 3
My academic coordinator signed my agreement, and now?  ........................................ 3
What documentation must I present at UXA?  ............................................................ 3
Can I modify the learning agreement?  ........................................................................ 4
Is it necessary that I know Spanish or Galician language to study subjects in the EPS?  ........................................ 4
Do you need a course of spanish/galician language?  ................................................. 4
How can I know to which course the subjects of my learning agreement belong?  .......... 5
How can I check timetables in the EPS?  ..................................................................... 6
Where can I check the contents of the subjects in the EPS?  ......................................... 8
What information is contained in the timetables?  ..................................................... 10
What happens when my stay ends?  ........................................................................... 11
Is there a website dedicated to exchange students?  .................................................... 11
What is the first thing that I need to do when arrive to EPS de Enxeñaría?

I must go to the International Relation Office (ORE) carrying the following documentation:
- acceptance letter from USC University,
- learning agreement signed by the coordinator of your home university.

They will deliver you a credencial of exchange and the contact of the academic coordinator in EPS.
Who is the EPS academic coordinator?

Position: Subdirector de de Organización Académica e Relaciones Exteriores  
Name: Alberte Castro Ponte  
email: eps.organizacion@usc.es

Where is the EPS academic coordinator?

His office is in the main building of the EPS de Enxeñaría (see Figure 1), second floor.  
Adress: EPS de Enxeñaría. C/ Benigno Ledo. Campus Terra. 27002 Lugo

Which is the mission of the academic coordinator?

The academic coordinator only confirm your learning agreement (sign and stamp). Before this, you must check the timetables of the subjects that you had chosen in your learning agreement. If there are significant overlaps, you must change the subjects. In this case and if you wish, the academic coordinator can advise you.

My academic coordinator signed my agreement, and now?

With the learning agreement signed you must return to the ORE. They will inform you of the final procedure to formalize your enrollment in the USC.  
You will do the enrollment in UXA (Unidade de Xestión Académica), locate in same building than ORE.

What documentation must I present at UXA?

- Learning agreement (and changes, if any) signed by EPS coordinator.
- USC Insurance, if you have already paid. If you have not paid from home, you will have to pay for it here. In the ORE they will explain to you where and how to do it. Payment of insurance is mandatory; do not forget to do so to avoid late fees for non-payment.
- Credential of your exchange program
- Copy Passport/ID.
Can I modify the learning agreement?

- If it is necessary to make a modification of the learning agreement, it will be done through a form that is delivered in the ORE. It must first sign your home academic coordinator and then the EPS coordinator.

- For the connect registration of changes, they must be taken to the UXA.

- Get in touch with the origin coordinators to discuss the changes you want to make, but you haven’t to wait for your signatures to make the change in the UXA; only those of the USC are needed. Remember, that what you are studying here must be recognized later in origin, so it is convenient for you to have confirmed the suitability of the changes.

- We recommend that all changes be made until one month after the beginning of the semester and only exceptionally thereafter.

Is it necessary that I know Spanish or Galician language to study subjects in the EPS?

Yes, because all lessons and teaching materials are in these languages.

Do you need a course of spanish/galician language?

The University of Santiago de Compostela (USC), through its Modern Language Centre (CLM), provides many appealing courses in diverse foreign languages to the university community and to interested outside persons. The courses are designed to help support USC students who wish to study at foreign universities, and likewise, to aid foreign students interested in discovering our university and the rich languages and cultures of Galicia and Spain.

How can I know to which course the subjects of my learning agreement belong?

All subject has a associate code, for example G4041107 Física II. The ante-penultimate digit indicates the course to which the subject belongs.

<table>
<thead>
<tr>
<th>Código</th>
<th>Nombre</th>
<th>Créditos</th>
<th>Carácter</th>
<th>Período</th>
</tr>
</thead>
<tbody>
<tr>
<td>G4041101</td>
<td>Matemáticas I</td>
<td>6.00</td>
<td>FB</td>
<td>1SG</td>
</tr>
<tr>
<td>G4041106</td>
<td>Matemáticas II</td>
<td>6.00</td>
<td>FB</td>
<td>2SG</td>
</tr>
<tr>
<td>G4041102</td>
<td>Física I</td>
<td>6.00</td>
<td>FB</td>
<td>1SG</td>
</tr>
<tr>
<td>G4041107</td>
<td>Física II</td>
<td>6.00</td>
<td>FB</td>
<td>2SG</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Código</th>
<th>Nombre</th>
<th>Créditos</th>
<th>Carácter</th>
<th>Periodo</th>
</tr>
</thead>
<tbody>
<tr>
<td>G4041201</td>
<td>Matemáticas III</td>
<td>6.00</td>
<td>FB</td>
<td>1SG</td>
</tr>
<tr>
<td>G4041225</td>
<td>Ingeniería del Terreno</td>
<td>6.00</td>
<td>OB</td>
<td>2SG</td>
</tr>
<tr>
<td>G4041223</td>
<td>Hidráulica I</td>
<td>6.00</td>
<td>OB</td>
<td>1SG</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Código</th>
<th>Nombre</th>
<th>Créditos</th>
<th>Carácter</th>
<th>Periodo</th>
</tr>
</thead>
<tbody>
<tr>
<td>G4041321</td>
<td>Obras Geotécnicas I</td>
<td>4.50</td>
<td>OB</td>
<td>1SG</td>
</tr>
<tr>
<td>G4041328</td>
<td>Obras Geotécnicas II</td>
<td>4.50</td>
<td>OB</td>
<td>2SG</td>
</tr>
<tr>
<td>G4041322</td>
<td>Ingeniería Sanitaria y Ambiental</td>
<td>9.00</td>
<td>OB</td>
<td>ANG</td>
</tr>
</tbody>
</table>

Figure 2: The antepenultimate digit of the code indicates you the course.
How can I check timetables in the EPS?

- Go to the box named Organización Académica and click over Horarios Titulaciones (see Figure 11).
• Choose the corresponding degree, for example Civil Engineering (see Figure 11)

• Download corresponding Excel file of your course
Where can I check the contents of the subjects in the EPS?

- Go to the box “Grados” and choose your degree,
• Finally, scroll and choose your subject and click over it.
What information is contained in the timetables?

The timetable is like you see in the Figure 3. The information contained in each box is:

- The name of subject (i.e. Electrotecnia).
- Type of lesson: theory (Clase expositiva), problems (SEM), tutorials (TIT) and laboratory (LAB). For SEM, TIT and LAB classes, the main group of students can be split into smaller subsets named SEM 1, SEM 2, LAB 1, LAB 2, etc. The first day of class, the teacher will indicate which group corresponds to you.
- The classroom (i.e. Aula 7)

Figure 3: Timetable.
What happens when my stay ends?

• Before your departure, the ORE will provide to you a document that certifies that you have been an exchange student at USC. Come pick it up for 3 days before you leave.

• If you belong to an Erasmus program, you must go by ORE to sign your certificate of end of stay (Certificate of Attendance/ Stay / Erasmus period). Review the documentation that your university has delivered you because they usually give you a printed that we have to cover and sign. If you do not have the form, we will make a certificate on our form. Your certificate of marks (Transcript of Records) will be sent later to the student office Erasmus in your university of origin.

• When you leave, you will not be able to take the academic certifications with your official qualifications, although you may already know the grades. The certificates take a little longer to be issued, so we the USC send them to your home university as soon as they are available.

Is there a website dedicated to exchange students?

The USC has a website specifically for incoming / outgoing exchange students in this URL: http://www.usc.es/gl/perfis/internacional/. Here, you can find different information:


• Differents forms: http://www.usc.es/gl/perfis/internacional/programas/erasmus/formularios_incoming.html