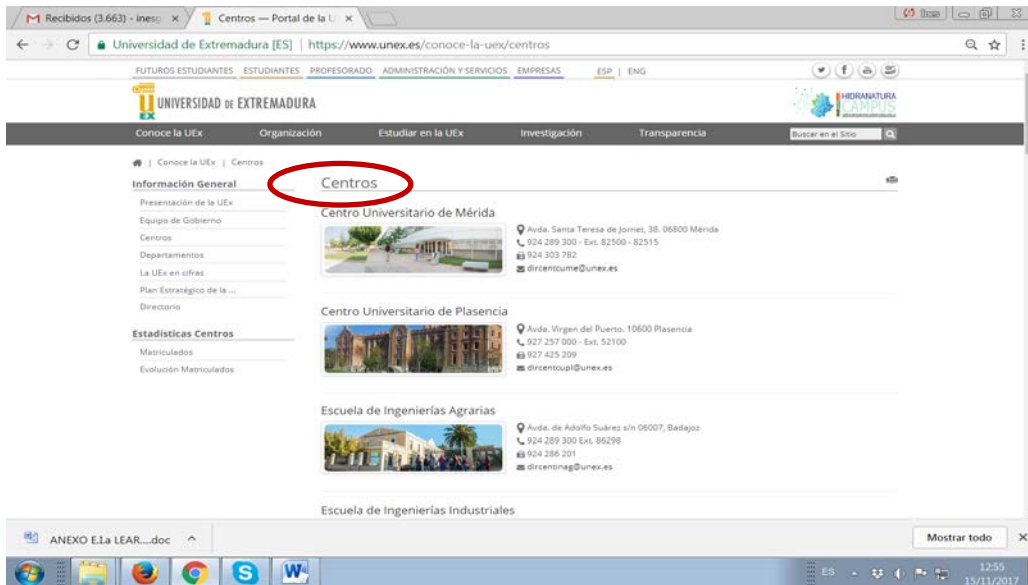


FILLING-IN YOUR STUDY PROPOSAL AT UEx GUIDELINES

1. Go to the website of [Faculties and Schools at UEx](#) and click on the UEx Faculty where you are going to follow studies.



2. In the website of your Faculty, go to *Grado* (Degree) on the top of left hand side menu and choose the Degree(s) related to your study field to see the subjects.



3. Go to “*Asignaturas y planes docentes*” (Subjects and Teaching contents) to find the table of subjects per academic year and semester

The screenshot shows the website for the 'GRADO EN INGENIERÍA DE MATERIALES' program. The navigation menu includes 'Asignaturas y planes docentes', which is circled in red. Below the navigation, there is a table for 'Curso 1' with the following columns: 'Asignatura', 'Carácter', 'Créditos', 'Temporalidad', and two columns for PDF icons. The subjects listed are:

Asignatura	Carácter	Créditos	Temporalidad	Spanish PDF	English PDF
FÍSICA I	FORMACIÓN BÁSICA	6	Primer Semestre	PDF	PDF
INFORMÁTICA	FORMACIÓN BÁSICA	6	Primer Semestre	PDF	PDF
MATEMÁTICAS I	FORMACIÓN BÁSICA	6	Primer Semestre	PDF	PDF
QUÍMICA	FORMACIÓN BÁSICA	6	Primer Semestre	PDF	PDF
SISTEMAS DE REPRESENTACIÓN	FORMACIÓN BÁSICA	6	Primer Semestre	PDF	PDF
APLICACIONES INFORMÁTICAS PARA LA INGENIERIA	FORMACIÓN BÁSICA	6	Segundo Semestre	PDF	PDF
DIRECCIÓN DE EMPRESAS I	FORMACIÓN BÁSICA	6	Segundo Semestre	PDF	PDF
ESTADÍSTICA APLICADA	FORMACIÓN BÁSICA	6	Segundo Semestre	PDF	PDF
FÍSICA II	FORMACIÓN BÁSICA	6	Segundo Semestre	PDF	PDF
...	PDF	PDF

An arrow points from the 'CONTENTS' label to the English PDF icons in the table.

4. Courses taught in **English**.

UEx provides English tuition in a number of subjects. The offer increases and changes every year. Check the list of subjects taught in English [here](#).

IMPORTANT INFO WHEN FILLING-IN YOUR STUDY PROPOSAL:

- UEx Degrees (undergraduate) **are made of 4 years.**
- UEx credits are ECTS credits
 - 1 ECTS credit= 10 contact hours
- Regular academic workload for a local student is:
 - Academic year: 60 ECTS credits=10 subjects
 - Semester: 30 ECTS credits = 5 subjects (see temporality below)

- Be careful to choose **subjects taking place during the semester you will be at UEx.**
 - *Primer semestre* is semester 1/academic year: September - End of January
 - *Segundo semestre* is semester 2/academic year: February - Mid July
- Check the contents by clicking on the pdf. logo as indicated in table above.
- International students are allowed to choose courses from different Faculties and Degrees (Grados). Make sure lessons do not overlap by checking the lessons' times. See next point.
- Check the times and rooms of the lessons clicking on *Horarios* to make sure your lessons don't overlap. Lessons times are updated every year in June. Prior to your departure, you should check again the *horarios* and check if the study proposal is fine.
- Notice that some subjects may have different groups and timetables. Check that you are attending the group you are registered at. Ask in Secretaría upon arrival.
- Make sure that you chose most of the subjects from the UEx faculty your home institution has an agreement with (ask your home institution for more info).

The screenshot shows the website for the Faculty of Economic and Business Sciences. The navigation bar includes links for 'Titulaciones', 'Consejo de Alumnos', 'Enlaces', 'Directorio', and 'UEx Transparente'. A search bar is located on the right. The main content area has a banner that reads 'CONOCE NUESTRA FACULTAD A TRAVÉS DE NUESTROS VÍDEOS CORPORATIVOS' with a background image of a modern building entrance. Below the banner, the text 'Avenida de Elvas s/n (Badajoz) (Cómo llegar)' is visible. The 'Información académica' menu on the left has 'Horarios' circled in red. The 'Titulaciones que se imparten' section lists various degrees and master's programs, categorized into 'Estudios de Grado' and 'Estudios de Postgrado'.

AFTER YOUR STUDY PROPOSAL IS FILLED-IN:

- ✓ Print it out and make it **signed** (or do it electronically whenever possible) by your Academic Coordinator at home.
- ✓ Please send a scanned pdf. copy to [your Academic Coordinator at UEx](#) (scroll down the page). Only to your academic coordinator, the UEx international office does not require it.
- ✓ If your study proposal includes courses from different Faculties, your UEx Faculty Coordinator will be the one from the Faculty where most of your credits will be delivered. Remember you must choose most of the subjects from the center where the bilateral agreement with your home institution was signed with.
- ✓ UEx Faculty Coordinator will countersign it after your home coordinator's signature takes place. Negotiations and previous drafts are an exclusive matter of the student and Faculty coordinators.

The International Office will not be involved in the process.

- ✓ Once you are at UEx and for a couple of weeks, you are invited to attend the courses included in your study proposal and make the changes you consider necessary into your study program. If necessary, a new and definitive study proposal will have to be negotiated and produced before officially enrolling at your Faculty.
- ✓ Remember your definitive study proposal and enrolment must be completed by the end of September (1st semester students) and end of February (2nd semester students).
- ✓ If you decide to take the Spanish course for exchange students, you have to add it to your study proposal. It has 4ECTS and no code.

In this website you can find a [Study Proposal template](#) you can fill in as many times as necessary. Don't forget to indicate the date your signature, so the track of your study proposal (version 1 and further changes) can be easily followed.

Note: European commission website's general instructions are also here:

https://ec.europa.eu/programmes/erasmus-plus/resources/documents/guidelines-how-use-learning-agreement-studies_en