

INCOMING INTERNATIONAL STUDENTS INFORMATION BOOKLET

YEAR 2021/2022

SCHOOL OF HUMANITIES UNIVERSITY OF HUELVA

1. Introduction
2. Degrees and courses structure
 - 2.1. Grados
3. Assessment
 - 3.1. Attendance
 - 3.2. Grading system
 - 3.3. Exams
4. Language requirements
5. Important dates
 - 5.1. Term dates
 - 5.2. Academic calendar
 - 5.3. Classes schedules
6. Registration
 - 6.1. When and where to register
 - 6.2. What to study
 - 6.3. Academic Coordinators
 - 6.4. Moodle
 - 6.5. Courses catalog

1. INTRODUCTION

Welcome to the University of Huelva and to the School of Humanities. We hope that you enjoy your stay with us. In order to do that it is very important that you choose your courses carefully. Below you will find some information that will help you understand the structure of degrees and decide which classes you want to take. We strongly encourage you to consult with your academic coordinator here at the University of Huelva and at your home university to make sure that your choices are appropriate.

2. DEGREES AND COURSES STRUCTURE

During the 2021-2022 academic year all *Grados* taught in the School of Humanities will be fully implemented this coming year. The situation at the School of Humanities can be summarized in the following graph:

	<i>Grados</i>			
Spanish Philology	1	2	3	4
English Studies	1	2	3	4
History	1	2	3	4

	Grados				
Cultural Management	1	2	3	4	
Humanities	1	2	3	4	
Double Degree English Studies and Spanish Philology	1	2	3	4	5

2.1. Grados

Grados are four years BA degrees adapted to the Bologna system. All courses in the *Grados* are semester courses mostly worth 6 ECTS credits. They are characterized by two main features:

- Lecture/Seminar structure:** Classes meet twice a week for 90 minute sessions for a total of 3 hours a week (45 hours in the semester). Unless otherwise stated in the syllabus, attendance is not compulsory (that means that you will not be penalized if you miss classes, but not that attendance is not recommended). During three weeks in the semester the class is divided into smaller groups (depending on class size). During those weeks the meeting times and the classroom may change. Non-attendance to these seminar sessions may be penalized in the assessment.
- Assessment:** These courses will normally have several instruments used to assess progress such as homework assignments, papers, essays, exams, etc. In order to pass a class you must pay attention to the assessment of the course you register for.

3. ASSESSMENT

Every course syllabus indicates the assessment system used in that course specifying the instruments used (exams, essays, assignments, etc.) as well as the percentage assigned to each grading instrument and the evaluation criteria. It is your responsibility to be aware of the requirements for the classes you register for and to complete all the necessary assessed work in order to receive a grade mark.

3.1. Attendance

Unless otherwise stated in the syllabus, attendance is non-mandatory (although it is highly recommended). Classes meet twice a week for a 90 minute period. Additionally, lecturers have a number of office hours when they are available to students (called *horas de tutorías*). These hours are clearly stated in the syllabus and are also posted on the doors to the lecturers' offices. These are office hours and are not part of the regular class schedules. You are encouraged, however, to use them to solve any questions you may have concerning the class you are taking.

3.2. Grading system

The Spanish grading system marks assessed work in a scale from 0 to 10 with 10 being the highest mark, and 5 being a passing grade. You will receive both a letter and a number grade with the following correspondences:

9.00-10.00	MATRÍCULA DE HONOR	Excellent (only 20% of students may receive this mark)
	SOBRESALIENTE	Very good
7.00-8.99	NOTABLE	Good
5-6.99	APROBADO	Adequate
0-4.99	SUSPENSO	Fail
NP	NO PRESENTADO	Not assessed (the student does not have enough assessed material to be assessed)

3.3. Exams

In the majority of courses you will need to sit a final exam to take place during exam period (see important dates below). If you leave early without sitting the exam you will most likely receive a *No Presentado* mark. You can check the dates for your exams in the School of Humanities web page (www.uhu.es/fhum). If you need to leave Huelva before the date of your exam, you may request formally to sit your exam early. You need to address this request to the professor at least three weeks before the end of the semester (before classes stop). The professor will then publish an alternative date for students who cannot sit the exam in their scheduled day. If you fail your class you may resit the exam in September, **only if you are still covered by your international exchange program.**

4. LANGUAGE REQUIREMENTS

With the exception of the foreign language courses, which are taught in the language learned (with or without the use of Spanish depending on the level), and the courses in the degree of English Studies, which are taught mostly in English, all courses are taught in Spanish. A B2 level is recommended for the majority of courses. Classes on Spanish literature and Spanish linguistics require a higher level of Spanish (C1).

5. IMPORTANT DATES

5.1. Term dates

- First Semester: September 27, 2021 to January 21, 2022
- Second Semester: February 14, 2022 to June 01, 2022

Exam periods

- First Semester: January 24 to February 11, 2022
- Second Semester: June 13 to July 01, 2022
- September exams: September 1-19, 2022

5.2. Academic calendar

Besides the term dates you need to pay attention to those days in the calendar where classes are cancelled due to national, regional or local festivities. The following is a list of the relevant dates:

- October 12
- November 1
- December 6
- December 8
- December 24, 2021-January 6, 2022 (Christmas break)
- February 28
- March 3
- April 11-15, 2022 (Easter break)
- May 1
- June 2-7, 2022 (*Romería del Rocío*)

5.2. Classes schedules

Classes may take place in the morning/afternoon (9.00-15.00) or in the afternoon/evening (15.00-21.00). Some courses (mostly in the degree of English Studies) have more than one group, some meeting in the morning and the others in the evening.

You can consult all class schedules in the School of Humanities web page or in the syllabus for the course. The following are the specific links for the class schedules for the different degrees. Please note that we are in the process of changing our web page and that the links refer to our current web page

GRADOS

Degree in English Studies:

http://www.uhu.es/fhum/estudios.php?sub=grados&cat=est_ing

Degree in Spanish Philology:

http://www.uhu.es/fhum/estudios.php?sub=grados&cat=fil_his

Double Degree English Studies and Spanish Philology:

http://www.uhu.es/fhum/estudios.php?sub=grados&cat=est_ing_fil_his

Degree in History:

<http://www.uhu.es/fhum/estudios.php?sub=grados&cat=histor>

Degree in Cultural Management:

http://www.uhu.es/fhum/estudios.php?sub=grados&cat=ges_cul

Degree in Humanities:

<http://www.uhu.es/fhum/estudios.php?sub=grados&cat=humani>

Take into account that the *Grados* schedules only have the lecture sessions. Seminar schedules should be available in October.

6. REGISTRATION

6.1. What to study

You may register for any course offered by the School of Humanities as long as you meet the language requirements and there are slots available. Be advised that **there is a limit to the number of students in a group** and you may not be able to register if the class is already full. Another aspect to consider is that courses in later years may assume knowledge that you may lack. It is, therefore, important that you consult your academic coordinator or the professor of the course before you commit to a specific class.

6.2. When/where to register

Visiting students (i.e. those students that do not come through an established exchange program) register in the "Secretaría" at the School of Humanities during the regular registration process (no later than October 9th). *International exchange students* (Erasmus students or students from any other international exchange program) must register at the International Relations Office following their instructions.

Regardless of the date you register you are strongly encouraged to start attending classes as soon as you make your final choices and no later than the second week of classes. Bear also in mind that some classes may accept only a limited number of students due to class size.

6.3. Academic Coordinators

It is strongly recommended that you consult with your academic coordinator before you register. You may request the name and email of your academic coordinator at the International Relations Office, or you may check the International Relations Office webpage

<http://www.uhu.es/sric/erasmusplus/01movilidadestudiantes/plazas/>

Please, bear in mind that there may be more than one Erasmus agreement signed with your University. You need to select the appropriate country, university and area of study.

6.4. Moodle

Most courses have a page in Moodle to provide materials, links to the assignments and other important information. Erasmus students are not automatically uploaded to the Moodle courses since their registration system is different from that of Spanish students. When you become a student at the University of Huelva you will receive an email account. That user name and password are the ones you need to access Moodle. As soon as you have it you need to try to enter the Moodle courses. You will not yet be added as a student to any, but by doing that you will be added to the student database.

There are two ways to be added as a student:

- a) Ask your professor to add you. To do that you just need to provide him or her with your University of Huelva email address.
- b) Ask the staff at the Online Teaching Office (*Servicio de Enseñanza Virtual*) (located in the Juan Agustín de Mora Building) to add you. You will need to provide them with your email address and the name and code number for the course(s).

It is important to be added to the Moodle course as soon as possible, since most materials are given that way. If you have asked to be added to a class for which you eventually decide not to register you should inform your professor so that you can be deleted as a student from that course.

6.5. Courses catalog

Below you will find a list of all courses offered by the School of Humanities in the year 2021-2022, with a brief description of the important information, including the language recommendations and a brief descriptor of the contents.

GRADOS

- English Studies
- Spanish Philology
- Double Degree English Studies and Spanish Philology
- History
- Cultural Management
- Humanities

For more detailed information, you need to consult the syllabi of the different courses (in Spanish) available on the School of Humanities web page:

GRADOS

English Studies	http://www.uhu.es/fhum/estudios.php?sub=grados&cat=est_ing&op=list_asg
Spanish Philology	http://www.uhu.es/fhum/estudios.php?sub=grados&cat=fil_his&op=list_asg
Double Degree English Studies and Spanish Philology	http://www.uhu.es/fhum/estudios.php?sub=grados&cat=est_ing_fil_his&op=list_asg
History	http://www.uhu.es/fhum/estudios.php?sub=grados&cat=histor&op=list_asg
Cultural Management	http://www.uhu.es/fhum/estudios.php?sub=grados&cat=ges_cul&op=list_asg
Humanities	http://www.uhu.es/fhum/estudios.php?sub=grados&cat=ges_cul&op=list_asg