

Incoming Students

Practical Guide

- Academic information
- Clinical placements
- Safety
- Support



**BEFORE, DURING AND
AFTER YOUR MOBILITY**



Your mobility starts here

Studying at the Faculty of Nursing of the University of Huelva is an opportunity to learn in a new academic, clinical and cultural environment.

During your stay, you will meet students, lecturers and healthcare professionals, develop intercultural skills and gain a broader understanding of nursing education and practice.

This guide has been prepared to help you identify the most important aspects to consider before your arrival, during your stay and before returning home.

An important message

We want you to feel welcomed and supported throughout your mobility.

You will have contact persons at the Faculty and at the University who can guide you. If you have any academic, administrative or personal difficulty, please ask for help as early as possible.



Before Arriving



Before travelling to Huelva, make sure that your documentation and academic arrangements are complete.

Please check that:

- Your nomination and admission have been confirmed;
- Your Learning Agreement has been approved and signed;
- Your selected courses or clinical placements are compatible with your study programme;
- You have valid identification and, where applicable, a visa;
- You have appropriate health and travel insurance;
- You have arranged accommodation;
- You regularly check your email for information from the University of Huelva.



We also recommend that you:

- Keep digital copies of all important documents;
- Save the contact details of your home and host coordinators;
- Check the academic calendar and your expected arrival date;
- Clarify any academic questions before travelling.

Arrival at the **UNIVERSITY OF HUELVA**



After arriving in Huelva, follow the instructions provided by the International Relations Service and the Faculty of Nursing.

Your first steps

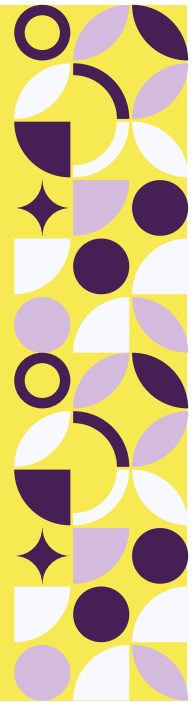
- Complete your pre-registration and follow the instructions provided through UMove.
- Complete the required arrival or registration procedures.
- Request the signature of your Certificate of Arrival, if applicable.
- Confirm your enrolment and course selection.
- Activate your institutional account and access the University's digital platforms.
- Check class timetables, classrooms and clinical placement information.
- Attend any welcome or orientation sessions.

Important

- Do not assume that your arrival procedures are complete until they have been formally confirmed.
- Your UHU credentials will give you access to UMove, your institutional email, Moodle, campus Wi-Fi and other digital services. Check your UHU email regularly, as official information will be sent to this account.

Learning Agreement and enrolment

Your Learning Agreement is the main academic document of your mobility. It must accurately reflect the courses or clinical placements that you will complete at the University of Huelva.



Please ensure consistency between:

- Your Learning Agreement;
- Your enrolment at the University of Huelva;
- The courses or placements you actually attend;
- The academic recognition agreed with your home university.

KEY MESSAGE

Do not change courses or clinical placements on your own.

Any change must be discussed and formally approved by both your home and host coordinators within the established deadlines.

Before confirming your final course selection, check for timetable overlaps and make sure that you can attend all classes, assessments and clinical activities. You must follow the UHU academic calendar, including examination periods.

CLINICAL PLACEMENTS

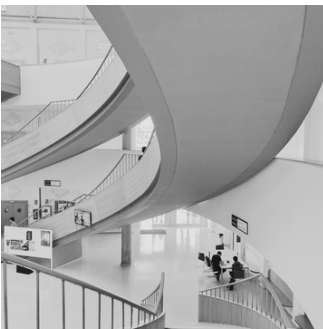


If your mobility includes clinical practice, you must follow the rules and procedures of the assigned healthcare institution.



Before starting, make sure you know:

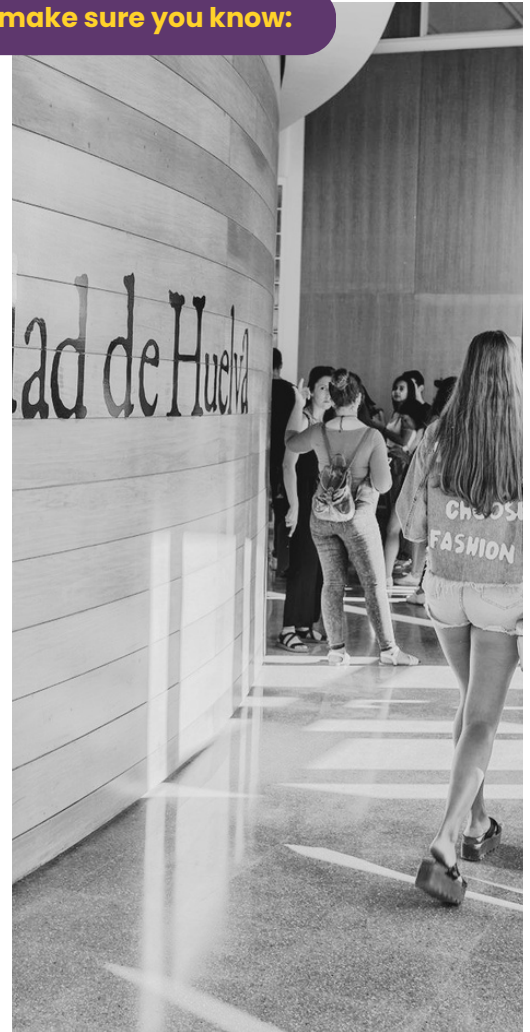
- The healthcare centre and clinical unit;
- The starting date and schedule;



- The name of your supervisor or contact person;
- The expected learning activities;
- The required uniform or identification;



- The occupational health, vaccination or administrative requirements;
- The language used in the clinical setting.



Professional conduct

Clinical placements require punctuality, responsibility, confidentiality and respectful communication with patients, families, students and professionals.

Always follow the instructions of your clinical supervisor and the safety procedures of the healthcare institution.



Academic and **PROFESSIONAL EXPECTATIONS**

**DURING YOUR STAY, YOU ARE
PART OF THE ACADEMIC
COMMUNITY OF THE FACULTY
OF NURSING.**

We expect:

R

RESPECT AND RESPONSIBILITY

P

PARTICIPATION AND PROFESSIONALISM

C

COMMITMENT AND COMMUNICATION

A

AUTONOMY AND ADAPTABILITY

Attend scheduled academic and clinical activities, participate actively and communicate any difficulty that may affect your learning or attendance.

◆.....◆
In clinical settings, confidentiality, patient safety and professional conduct are essential.

You are not **ALONE**

Although you are studying away from your home institution, you will have different sources of support.

At the University of Huelva

- Your academic coordinator;
- The Faculty mobility coordinator;
- Lecturers and clinical supervisors;
- The International Relations Service;
- The relevant university support services.

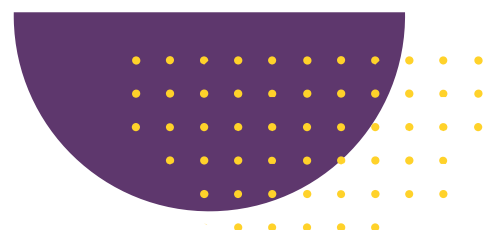
At your home university

- Your home academic coordinator;
- Your international relations office;
- The services responsible for academic recognition.

Remember

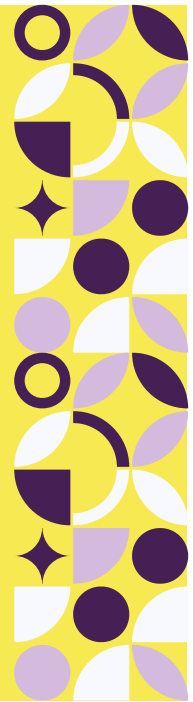
ASK FOR SUPPORT EARLY.

A question that is communicated promptly is usually easier to resolve than a problem reported after deadlines have passed.



LIVING SAFELY IN HUELVA

Before travelling and during your stay, follow the official guidance provided by your home country, the Spanish authorities and the University of Huelva.



WE RECOMMEND THAT YOU:

- Carry valid identification;
- Keep copies of important documents;
- Know how to access healthcare;
- Save emergency and university contact numbers;
- Take care of your personal belongings;
- Inform a trusted person about significant travel plans;
- Follow local and institutional rules.

HERE YOU CAN FIND LINKS FOR:

- [University of Huelva;](#)
- [International Relations Service;](#)
- [Faculty of Nursing;](#)
- [Spanish emergency information;](#)
- [healthcare services;](#)
- [transport information.](#)



IN AN EMERGENCY, CALL 112

BEFORE RETURNING HOME



BEFORE YOU LEAVE

Make sure that all academic and administrative procedures have been completed.

Final checklist:

- Certificate of Stay signed;
- Transcript of Records procedure confirmed;
- Final Learning Agreement correctly updated;
- Clinical placement documentation completed, if applicable;
- All required evaluations or questionnaires submitted;
- Institutional materials or identification returned;
- Copies of all relevant documents saved.

Final reminder

Your mobility is not academically complete until the required documentation has been issued and sent to your home university.



**THANK YOU FOR JOINING THE
INTERNATIONAL COMMUNITY OF THE
FACULTY OF NURSING**

**We hope your stay in Huelva will be a valuable
academic, professional and personal
experience.**



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International Mobility

Learn • Share • Grow