

## How to find your subjects/contents/timetables to fill-in your Learning Agreement:

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

The screenshot shows the 'Centros' page on the UEX website. It features a navigation bar with 'FUTUROS ESTUDIANTES', 'ESTUDIANTES', 'PROFESORADO', 'ADMINISTRACIÓN Y SERVICIOS', 'EMPRESAS', 'DIRECTORIO CAU', 'CAMPUS VIRTUAL', and 'BIBLIOTECA'. Below the navigation bar is a search bar and a menu with 'CONOCE LA UEX', 'ORGANIZACIÓN', 'ESTUDIAR EN LA UEX', 'INVESTIGACIÓN', and 'TRANSPARENCIA'. The main content area is titled 'Centros' and includes a sub-menu: 'TODOS', 'CAMPUS BADAJOZ', 'CAMPUS CÁCERES', 'CAMPUS MÉRIDA', 'CAMPUS PLASENCIA', and 'CENTROS ADSCRITOS'. Three center cards are displayed:

- Centro De Cirugía De Mínima Invasión**: Dirección: Ctra N-521 km 4L8-10071 Cóceres; Teléfono: 927690322; Email: [dircentccm@unex.es](mailto:dircentccm@unex.es); Página web: <https://www.comisususan.com/>
- Centro Universitario De Mérida**: Dirección: C/ Santa Teresa de Jomet, 38 06800 Mérida; Teléfono: 924387068; Email: [dircentcume@unex.es](mailto:dircentcume@unex.es); Página web: <https://cume.unex.es>
- Centro Universitario De Plasencia**: Dirección: Avenida Virgen del Puerto, 2 10900 Plasencia; Teléfono: 927427000; Email: [dircentcug@unex.es](mailto:dircentcug@unex.es); Página web: <https://plase.unex.es>

2. On the website of your Faculty, go to *Grado* (Degree) menu and choose the Degree(s) related to your study field to see the subjects.

The screenshot shows the 'Facultad Ciencias Económicas Y Empresariales' page on the UEX website. It features the same navigation bar as the previous screenshot. The main content area is titled 'Facultad Ciencias Económicas Y Empresariales' and includes contact information: Dirección: Avenida de Elvas, s/n 06071 Badajoz; Teléfono: 924289520; Email: [secretariaeconomicas@unex.es](mailto:secretariaeconomicas@unex.es); Página web: <https://eco.unex.es>. Below the contact information is a menu with 'Grados' and 'Másteres oficiales'. The 'Grados' menu is expanded, showing a list of degree programs:

- Doble Grado En Ade / Relaciones Laborales Y Recursos Humanos
- Doble Grado En Administración Y Dirección De Empresas / Derecho
- Doble Grado En Administración Y Dirección De Empresas / Economía
- Grado En Administración Y Dirección De Empresas (Badajoz)
- Grado En Economía
- Grado En Relaciones Laborales Y Recursos Humanos

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

The screenshot shows the UEX website interface for the 'Grado En Economía' degree. The navigation menu includes 'TITULACIONES', 'CENTRO', 'INFORMACIÓN ACADÉMICA', 'SECRETARÍA', and 'CALIDAD (SAIC)'. The main content area is titled 'Grado En Economía' and has tabs for 'Horarios' and 'Exámenes'. The 'Asignaturas y planes docentes' section is active, showing a table of subjects for 'Curso 1' and 'Curso 2'.

Asignatura	Carácter	Créditos	Temporalidad
<b>Curso 1</b>			
ECONOMÍA DE LA EMPRESA I	Formación básica	6	Primer semestre
HISTORIA ECONÓMICA	Formación básica	6	Primer semestre
INTRODUCCIÓN AL DERECHO	Formación básica	6	Primer semestre
MATEMÁTICAS	Formación básica	6	Primer semestre
MICROECONOMÍA	Formación básica	6	Primer semestre
INTRODUCCIÓN A LA CONTABILIDAD	Formación básica	6	Segundo semestre
INTRODUCCIÓN A LA ESTADÍSTICA	Formación básica	6	Segundo semestre
MACROECONOMÍA	Formación básica	6	Segundo semestre
MATEMÁTICAS II	Formación básica	6	Segundo semestre
SOCIOLOGÍA	Formación básica	6	Segundo semestre
<b>Curso 2</b>			
Asignatura	Carácter	Créditos	Temporalidad

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 LEARNING AGREEMENT:**

- 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 arrival here, you should check again the *horarios* and check if the study proposal is fine, once again.
- Notice that some subjects may have different groups and timetables. Check that you are attending the group you are registered at. Ask in Secretaría at the moment of your enrollment.
- 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 of the Faculty of Economic and Business Sciences at the University of Extremadura. The main navigation bar includes links for 'FUTUROS ESTUDIANTES', 'ESTUDIANTES', 'PROFESORADO', 'ADMINISTRACIÓN Y SERVICIOS', 'EMPRESAS', 'DIRECTORIO', 'CAU', 'CAMPUS VIRTUAL', and 'BIBLIOTECA'. There are also flags for Spain, the UK, France, and Germany. The page title is 'Horarios' and the subtitle is 'Horarios del Curso 2024-2025'. Below this, it says 'Calendario por titulaciones:' and lists several degrees with their respective semesters:

- Grado en Administración y Dirección de empresas:
  - Primer semestre.
  - Segundo semestre.
- Grado en Relaciones Laborales y Recursos Humanos:
  - Primer semestre.
  - Segundo semestre.
- Grado en Economía:
  - Primer semestre.
  - Segundo semestre.
- Doble grado ADE – Derecho:
  - Primer semestre.
  - Segundo semestre.
- Doble grado ADE – Relaciones Laborales y Recursos Humanos:
  - Primer semestre.
  - Segundo semestre.

## AFTER YOUR LEARNING AGREEMENT IS FILLED-IN:

- ✓ UEx will accept any sample of learning agreement (your institution's doc, your OLA...)

From 1st June to 12th September (1st semester and annual students)

From 1st December to 30th January (2nd semester students)

- ✓ Please send a scanned pdf. copy/OLA to your Academic Coordinator at UEx. Only to your academic coordinator, the UEx international office does not require it.
- ✓ Contact person name, International office: Ms. Mariluz Regueiro (admin. officer)  
erasmusincoming@unex.es Tel. 034 924 289 504
- ✓ Responsible person: Your Academic Coordinator at UEx
- ✓ If your learning agreement includes subjects 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 learning agreement and make the changes you consider necessary into your study program. If necessary, a new and definitive learning agreement will have to be negotiated and produced before officially enrolling at your Faculty.
- ✓ **Remember** both your *definitive learning agreement and enrolment at the UEx must be completed by the end of September (1<sup>st</sup> semester and annual students) and by the end of February (2<sup>nd</sup> semester students).*

By clicking here: [Learning Agreement UEx template](#) you can get the UEx sample and you can fill in as many times as necessary or just use the OLA, as mentioned before.

Note: European commission website's general instructions are also [here](#).