



UNIVERSIDAD DE ALMERÍA

WELCOME WEEK 2015

THE ACADEMIC COORDINATOR

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Vice-chancellorship of Internatinalisation



General aspects

- ✓ Academic coordinators should contribute to a climate of familiarity with international students and mobility programs within the university community
- ✓ For incoming students, experience shows that the first days of the stay are crucial, so let's hope a welcoming attitude from the academic coordinators since the very beginning
- ✓ Although from the Vice-chancellorship of Internationalisation, as well as the International Office, from other students services or from associations of international students, you are to be supported on academic issues, housing, life in the Campus, ..., academic coordinators should also show support and availability from the beginning



On the academic advice to international students

- ✓ As for the development of the Learning Agreement, academic coordinators are aware that it has been initially planned from the home university, and the direct contact with the reality of our study plans can involve changes on what the student had planned
- ✓ Coordinators should be aware that there should be some kind of academic correspondence between the contents of the courses of both universities
- ✓ They should solve any academic doubt coming from international students and their coordinators at the home university
- ✓ Finally, they must sign on time the Learning Agreement and its possible changes



On the tutorial work with international students

- ✓ The academic coordinator is the link between international students and the teachers running classes to these students
- ✓ They should keep regular contact with these teachers to meet the adaptation of students and their academic progress



Other tips regarding the academic coordinators

- ✓They are the link with the Vice-chancellorship of Internationalisation and, specially, with the Director of International Mobility
- ✓They are teachers and researchers, and some of them even managers, so they have many others tasks to do
- ✓You should meet them as soon as possible, as well as try to keep regular contact all your stay long
- ✓If you have any problem to achieve with the formal requirements to pass a course, let them (and the course's teacher) know it the sooner the better