

University School of Social Work

WELCOME GUIDE FOR STUDENTS

<http://www.gizarte-langintza.ehu.eus>



Welcome to the University School of Social Work at UPV/EHU.

In this guide you will find useful information about the Bachelor's degree course and the School (the facilities, services, academic organization, etc). This information may be useful from your first day on the campus.

Any suggestions about how to improve this brochure are very welcome.

[direccion.euts@ehu.eus](mailto:direccion.euts@ehu.eus)

## CONTENTS

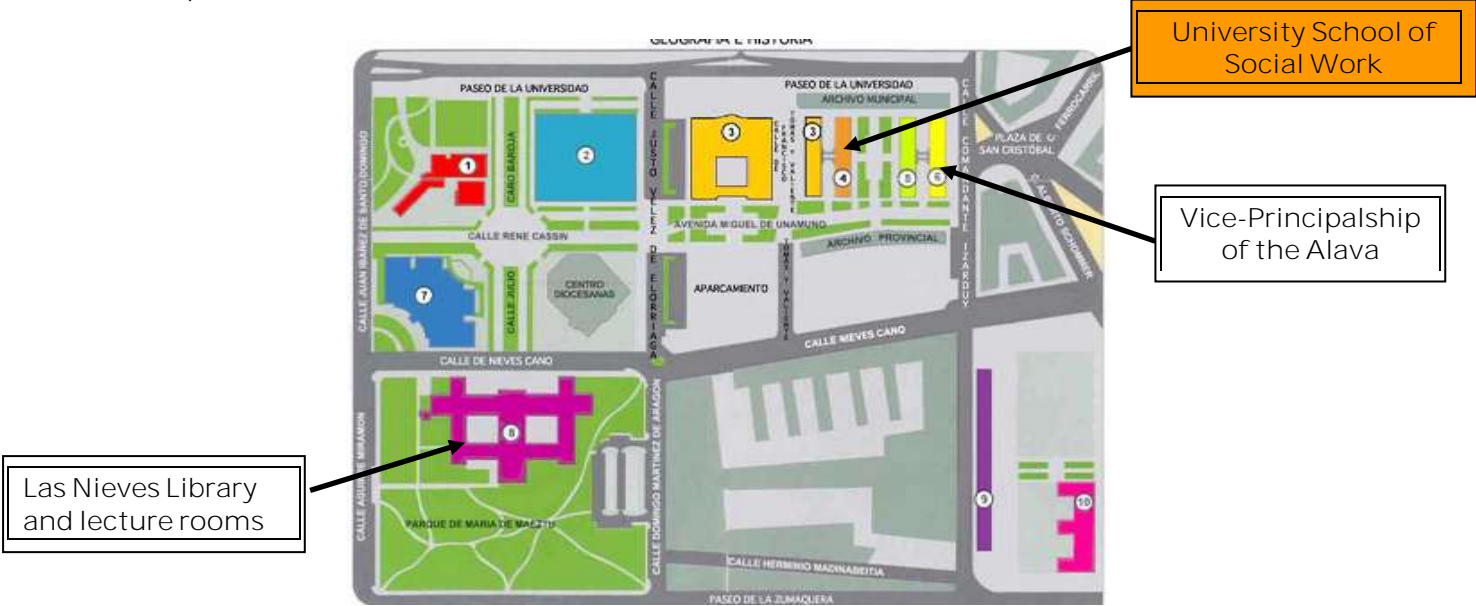
<b>Location and Services.....</b>	<b>1</b>
<b>The Bachelor's Degree.....</b>	<b>5</b>
<b>Academic Organization.....</b>	<b>9</b>
<b>Other useful information.....</b>	<b>16</b>

UNIVERSITY SCHOOL OF SOCIAL WORK

Location and Services

# LOCATION OF THE SCHOOL ON THE ALAVA CAMPUS

The School is on the Araba Campus, Los Apraiz Street number 2, Vitoria – Gasteiz 01006.  
 Telephone: +0034 945 013 308 / Fax: +0034 945 013 308



# SPATIAL ORGANIZATION IN SCHOOL

Floor	Lecture rooms	Seminar rooms	Other areas
Basement		Seminar room 4 Seminar room 5 Seminar room 6 Seminar room 7	Students' Council Room Students' Meeting Room Vending Machines (Food and drink)
Ground Floor	Lecture room 1 Lecture room 2 Lecture room 3 Lecture room 4		Caretaker Students' Secretary
First Floor	IT room	Seminar room 2	Director's office Office of the Director's secretary Administrator Lecturers' offices Lecturers' room

## Building's timetable

The school is open weekdays, Monday to Friday, between 8am and 8:30pm throughout the academic year, except at Christmas and Easter holidays and in July and August. Timetable vary during these periods, which is duly announced in good time.

## FACILITIES AND SERVICES

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### Caretaker

The Caretaker is located on the ground floor, at the entrance of the building. You can go there for general information, or if you have any questions regarding the facilities. The Caretaker also offers some other kind of help or support in relation to facilities. The opening hours are 8 am – 8:30 pm.

### **Students' Secretary**

This is where you should come if you have any enquiries or queries about your academic career (certificates request, grant applications, credits due to specific activities, etc.). It is also the place to go to register documents for some services at UPV-EHU.

The School Secretary is on the Ground Floor, next to the Caretaker. The opening hours are 9am–1pm and 3pm–4:30pm Monday–Thursday, and 9am–1pm on Fridays. In summer (1<sup>st</sup> June–16<sup>th</sup> September), and at Christmas and Easter holidays, the opening hours are 9am–1pm.

### **Students' Meeting Room**

This is a spacious meeting room for all the students where they can get together and carry out a range of activities. It has WIFI connection and there are plenty of **tables and chairs**. **You can find the Students' Meeting Room in the School's basement.**

### The IT room

The IT room is on the first floor. This room is principally used for teaching purposes but students are free to use it when there are no classes. The teaching hours are put up on the door every week. Access to the computers is via a LDAP password that each student is given when they enrol.

### WIFI area

There is a WIFI area in the entrance hall. If you have any problems connecting you can go to [www.tic.ehu.eus](http://www.tic.ehu.eus) or call the help service on 945014400

### **Students' Council Room**

The **Students' Council room** is located in the basement of the School.

## OTHER UNIVERSITY FACILITIES AND SERVICES

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### Library

The *Koldo Mitxelena* Library for the *Alava* Campus is close to the School, on 33 Nieves Cano Road (Calle Nieves Cano 33).

You can find information about library funds and types of loans at:

<http://www.biblioteka.ehu.eus>

### Pavilion

The Pavilion is the building right in front of the School. Here you have a book **and stationary shop, a café and two canteens.**

### University Counselling Service (UCS)

UCS is a service for pre-university and university students and is coordinated by the Campus counsellor. Its aim is to resolve queries as well as give advice.

The UCS is in the Vice-Chancellor Building (Comandante Izarduy 2) at the back of the Pavilion. To contact UCS you can write to [sou-ar@ehu.eus](mailto:sou-ar@ehu.eus) or call 954013394.

### Services for People with Disabilities

Services for People with Disabilities offer academic advice taking into account **each individual's special needs or disability. Here you will be given all the** information regarding your rights and obligations. You can also find out about the special resources available at the University. These services on the Alava Campus are in the Vice-Chancellor Building (telephone: 945014263). The Vice Director of Academic Organization of the school is responsible for coordinating this service.

### Other Services

You can also find other services of interest on the campus, such as Sports Services, Youth Job Centre, etc. All the information on these services (location, opening times, etc.) can be found on the Alava campus website at

<http://www.araba.ehu.eus>

THE DEGREE

## THE DEGREE IN SOCIAL WORK

The degree enables you to work as a professional social worker. On the degree you acquire the capacity to carry out preventative work and the aptitude to deal with people's needs and the difficult social situations people find themselves in. Social work is about contributing to, and improving, the wellbeing of individuals, groups and communities by helping people to solve their own social problems, and empowering people to be autonomous and independent when doing so.

### Study Plan

The study plan is grouped into 6 modules:

- Social Work: Basics, methodology, theories and techniques in Social Work
- Social work framed in institutions
- Processes and problems for those who work as Social Workers
- Organizational and legal tools for Social Work
- Practicum and final degree project
- Optional subjects

### Subjects

Type	1 <sup>st</sup> course	2 <sup>nd</sup> course	3 <sup>rd</sup> course	4 <sup>th</sup> course	5 <sup>th</sup> course
Basic subjects from this branch (compulsory)	30	24			54
Basic subjects from another branch (compulsory)	6				6
Compulsory subjects	24	36	36	6	102
Optional subjects			24	12	36
Practicum				32	32
Final Degree Project				10	10
Total per course	60	60	60	60	240

The subjects are either basic, compulsory or optional:

**Basic subjects:** These are general subjects, in Social science and Legal studies, which are not necessarily specific to the degree. In order to complete the degree, it is compulsory for all students to attend the classes and pass these basic subjects.

**Compulsory subjects:** These subjects are specific to the degree. They contain skills particular to the degree and therefore must be taken by all students.

**Optional subjects:** These are all the subjects that students are able to choose, and are offered to 3<sup>rd</sup> and 4<sup>th</sup> year students. The study plan includes two training courses (both of which are academic minors):

**“Intervention and Conflict Transformation” and “Community Development and Prevention”.**



## Optional subjects

Students have to obtain a total of 36 ECTS credits (European Credit Transfer and Accumulation System) in optional subjects between their 3<sup>rd</sup> and 4<sup>th</sup> years. Students can choose to do all the subjects from the same minor or do independent subjects (from any of the minors or from the Strategic Plan for Basque Language).

There are a limited number of places for the optional subjects. Higher marks give the student greater priority. The different optional subjects vary each academic year depending on what the different departments are able to offer.

Students are allowed to apply for recognition of a maximum of 6 ECTS credits (from the 36 ECTS in optional subjects) for specific activities: cultural activities, university activities, student representation, sports, solidarity work or cooperation. Submissions for recognition take place as of the beginning of the 3<sup>rd</sup> course.

## Practicum

Practicum is one of the central aspects to studying social work. More than 200 professionals from a wide range of areas collaborate, enabling students to train as social workers. Placements are available in different types of social protection systems (social services, education, health...), with different sectors of the population, and with different social problems (family, prisoners, ex-prisoners, elderly people, ethnic groups...), and in different entities (public institutions, associations, businesses).

Practicum is made up of 32 ECTS credits and takes place in the 4<sup>th</sup> course. Students are supervised individually and in groups. It is part of the subject **“Educational Supervision and Professional Ethics”**. **In the third year students will** receive all the necessary information about placements, the prerequisites and how students are chosen for the different placements. Two factors are taken into account when deciding on placements: the student's average mark in the first two years, and the interest they have shown. For more information you can look at the Guide to Practicum found on our website.

## Final Degree Project

It is compulsory to do the Final Degree Project which amounts to ECTS 10 credits of the degree. The aim of the final degree project is a global evaluation of the specific skills acquired on the degree course. It is an applied project that demonstrates the knowledge acquired during the degree course, and it takes place in the last year. For the final degree project each student is allocated their own tutor. As well as handing in a written project students also have to give a presentation to a tribunal made up of tutors of different departments who teach in the centre. In order to do the final degree project students have to have passed all the previous credits.

## Subjects with prerequisites

Some subjects in the third and fourth year have enrolment prerequisites. Meaning in order to be eligible for them students must have passed certain subjects from the previous years, or have a certain amount of credits accumulated. The following subjects have prerequisites:

- An approach to Professional Practice
- Practicum
- Educational Supervision and professional ethics
- Final Degree Project

## Additional information

On the University website you can find additional information about the curriculum, the teaching guide on all the subjects, the skills acquired during the degree, etc.

## ACADEMIC ORGANIZATION

## ACADEMIC ORGANIZATION

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### Enrolment

In order to enrol you should use the GAUR<sup>1</sup> tool.

It is important to check your enrolment form and make sure that everything is correct. For example, whether you are enrolled in Basque (group 31 or 46) or in Spanish (group 01 or 16).

### Applying for Credits to be Acknowledged or Transferred

Students have the possibility of applying for acknowledgement or transferring credits<sup>2</sup> awarded from other official qualifications. Students can apply at the School Secretary during the first month of the official academic year.

### Teaching Guide

In the Teaching Guide you can find all the necessary information on each subject: skills, programme, bibliography, teaching methods, evaluation systems, etc. You can consult the Teaching Guide on the website.

### School Calendar

The calendar of each school year is published on the website. Each year is divided into two semesters: the first, from September to December, and the second, from January to May. Most of the subjects included in the curriculum last one semester.

### Class timetable

At the beginning of each semester the timetable of the lectures will be published in the notice board in the School entrance and on the website.

Any changes will also be put up here.

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<sup>1</sup>GAUR (Updated University Academic Management): This is an IT application that allows you to consult your enrolment, qualifications, credits earned, etc. You can access the application from our website <http://gestion.ehu.eus/gaur> using your ID and your personal password.

<sup>2</sup> According to the current regulations for grants, these acknowledged credits are not taken into account in fellowships.

## Class Organization

All subjects are measured by credits <sup>3</sup> and have a theoretical part as well as a practical part. In the basic and compulsory subjects, the class is divided into two subgroups when doing practical work. Students are divided by alphabetical **order and stay in the same groups for all subjects. Group' lists are published at the beginning of every semester.**

## Tutoring

The tutors spend between two and six hours per week (depending on the tutor's work situation) in tutorial sessions with their students. You can find the hours of tutors sessions in GAUR and on the website.

## Degree Coordination

Each degree module has a coordinator, who is presented to the class. There is a General Degree Coordinator also.

## Exam dates

The dates for exams or evaluation tests are published on the school website. There are two calls for each subject during the course. In the first semester the call is in January (ordinary) or in June (extraordinary). For the second semester the calls are in May (ordinary) or in June-July (extraordinary).

If the dates of evaluation tests for two different compulsory subjects coincide, the tutor for the subject from the year above will set a new date. If the date of an evaluation test from a compulsory subject overlaps with one from an optional subject, the date for the optional subject should be changed. In order to change the date, the students should ask for it to their tutor at least 15 days before the exam takes place.

It is understood that coincidence between two evaluation test occurs when both take place on the same day and the time difference between the two is less than four hours in the case of subjects of different course.

## Publication of qualifications

Final grades from each subject are published on the website (GAUR tool). If tutors wish to, they may also publish them on the corresponding notice board, but in that case students must be identified by their ID number only.

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<sup>3</sup> The degree is divided into credits, which are measured in units of the students' work. Each subject has a credit value and students have to obtain a certain number of credits in order to finish their degree. Each ECTS credit is equivalent to 25 hours of students work and this includes both class activities and work done outside the class.

## UNIVERSITY RULES AND REGULATIONS

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On the University and the School web site you can find detailed information on the rules and regulations of the academic management. We recommend you to have a look at the following regulations:

- Management Regulations for degree studies in both the first and second level
- Regulation of recognition and transfer of previous degree credits
- Permanency Regulation
- Final Degree Project Regulation

## STUDENT PARTICIPATION AND REPRESENTATION

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### Class representatives

At the beginning of the year the corresponding coordinator will ask each group to elect a representative, who will represent the class on different matters and channel the information from each class. The corresponding coordinator shall organise how the election is carried out.

### Student Council

The school's Student Council is the main body that advocates on behalf of the students. It is made up of students to be elected for the School Council and the Board of Governors. These bodies are changed biannually after the elections, which are held between October and November. The Council has a room in the basement of the School. The Council's main job is to take part in university life.

**Students' Council telephone: 945014263**

Emails: [glue.zik@ehu.eus](mailto:glue.zik@ehu.eus) and [glkontseilu@gmail.com](mailto:glkontseilu@gmail.com)

### Board of Governors

The Board of Governors manages and administrates the centre and the decisions taken by them are binding upon the remaining bodies and their members. It has representatives from the tutors, the administration and services staff, and the students, according to the way and extent established in the University Regulations. One of the Board's functions is to elect a head person, draw up and approve the fundamental guidelines of the general academic rules of the School. These decisions are binding upon the other bodies and their members.

### *Other student committees in the University governing body*

As well as these bodies and key figures in the School, there are also other organisations by which one can participate in the campus (the Campus Board) and in the university in general (the Board of Governors, School Committee and the Social Board). There are student representatives in all of these boards and their participation is important.

### MOBILITY PROGRAMMES

The School takes part in some mobility programmes and student exchanges. These programmes involve studying for one or two semesters (in the third or fourth year) at another university, whilst maintaining their link to UPV/EHU.

- The Erasmus programme allows students to study at European universities.
- The SICUE/SENECA programme allows students to study at different universities in Spain.
- UPV/AL programme for universities in Latin America.
- Other destinations programme for universities in other countries.

During the second semester in the first year, the person responsible for the coordination of the mobility programmes notifies the students of the possibilities that exist in this area.

In order to participate in these programmes it is necessary to have passed every subject in the first year. The selection process is based **on the first courses'** average qualifications.

### COMPLEMENTARY EDUCATION OFFERED

The school organizes several educational activities each year: congresses, conferences, courses...

During the first and second semester there is a congress and two conferences lasting for either one or two days. The school also organises different complementary courses throughout the whole degree.

You will receive information about them from time to time. For example: Cooperation Courses, job search workshops, etc.

Finally, different social entities organise educational activities at the school, in which students have the possibility to take part.

You can find all the up to date information on these matters on our website in **the section "Congresses, Conference days"**.

## INFORMATION AND COMMUNICATION

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### The School Website

The School website brings together all the information about different aspects of the school. These are just some examples of what you can find:

- In the section on *Academic Organization* you can find information on timetables, exam dates, academic calendar, tutorial sessions, etc.
- In the section *Teaching Guide*, you can read the programs of the subjects.
- Important information and notices for students are published in the section *Academic Warnings*, such as cancellations and class changes, organizing activities...
- The section on *Secretary* includes information about different paperwork and printouts (acknowledgement of credits, extensions of enrolment, etc.)
- The section on *Regulations* has a link to all the academic rules and regulations (permanency policy, grants, requests, acknowledgment of credits, etc.)

The school website is a dynamic medium of information which is constantly updated. We recommend you visit it regularly, especially to keep up to date on recent news and find out about possible changes.

<http://www.gizarte-langintza.ehu.eus>

### Email account

When you enrol you are given an email for academic use. You can access this email account via this link <http://www.ehu.eus/correow> with the password given by the University. You keep this email address throughout the whole time you are at the School. It is a means of communication used by the tutors as well as by other UPV/EHU services, such as the library. It is important that you check your email regularly.



You have the option of redirecting the emails to another account. You can find **out more information by going to the link above, in the section "frequent questions"**.

#### Information notice boards

There are several notice boards at the school.

- Information related to academic organization (timetables, exams, notices) is put up on the official notice board on the ground floor (glass cabinet below the clock).
- Notices from the different commissions and the Board of Governors or from the UPV-EHU in general are published on the official notice board on the first floor.
- On the notice board by the Students Secretary's office you can find information about aspects related to procedures such as grants, acknowledgement of credits, etc.
- Information related to tutorial session, grades, notices etc. are placed on the notice boards next to the tutors' offices.
- There are other notice boards for more general information in the corridors next to the lecture rooms. Here you can also find a notice board **for students' use**.

#### Information screen

There is an information screen in the entrance hall of the school.

#### Suggestion box

On the ground floor of the school, next to the official notice board, there is a suggestion box so that you can make suggestions and recommendations, if you wish.

#### Website mail box

There is also a mailbox on the school website where you can make suggestions.

OTHER INFORMATION OF INTEREST

## SCHOOL MANAGEMENT TEAM

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The School Management Team is made up of the following people:

Director	<ul style="list-style-type: none"><li>• Management, coordination and supervision over the activities in the School.</li><li>• Responsible for implementing degrees structures</li></ul>
Academic Secretary	<ul style="list-style-type: none"><li>• Coordination of student election processes and give support to the student representatives</li><li>• Responsible for mobility programmes.</li></ul>
Practicum Vice Director	<ul style="list-style-type: none"><li>• Planning and organization of Practicum</li><li>• Person in charge of Practicum in development cooperation.</li></ul>
Quality and innovation Vice Director	<ul style="list-style-type: none"><li>• Internal Quality Assurance System manager</li><li>• Open Doors Day coordinator</li></ul>
Vice Director of Academic Organization	<ul style="list-style-type: none"><li>• Responsible for academic issues (exams, timetables, etc.)</li><li>• Services for students with disabilities.</li></ul>

## DIRECTORY

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You can find the telephone number and email address of all the staff at the UPV-EHU in the website under the section "Directory" or in the following link <https://www.ehu.eus/bilatu/>.

In any case, below are listed some of the numbers and emails you may need.

	Number Phone	email
<b>Caretaker's</b>	945-01.33.17	
<b>Students' Secretary</b>	945-01.33.14/16	sec-centro.euts@ehu.eus
Director's Secretary	945-01.33.11	direccion.euts@ehu.eus
Administrator	945-01.33.15	glue.administratzailea@ehu.eus
School thecnical	945-01.42.70	glue.teknikaria@ehu.es
<b>Students' Council</b>	945-01.42.63	glue.zik@ehu.eus glkontseilu@gmail.com

