

INTERNATIONAL STUDENTS' GUIDE





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STUDYING AT
UNIVERSIDAD NACIONAL DE MORENO

INTERNATIONAL STUDENTS' GUIDE

1-PURPOSE

The purpose of this guide is to inform our foreign students about the institution requirements and processes laid down -according to national regulations- to study at UNM.

2-SCOPE

This guide will be useful not only for all foreign students who want to study at UNM, but also for the staff of both International Relations and Academic Management Directorships as well. Academic Authorities will be involved as they would be the potential informants to the students and applicants.

3-UNM POLICY

UNM points towards a highlighted participation in all the initiatives which may support the international framework of its students. It figures out the internationalization process as one of the strategic focus for its development and growth. Hence, it tries to give the most accurate and effective informative support to those who want to study at UNM, so as to be in line with national regulations and its own registration requirements.

4- STUDYING AT UNM

INSTITUTIONAL PROJECT

The Universidad Nacional de Moreno (UNM) is a public and free admission university. UNM Mission consists of ensuring a high quality educational proposal which fosters development through teaching, knowledge promotion and both scientific and technological innovation.

UNM considers higher education as a Universal Human Right, and also acknowledges the plural coexistence of currents, theories and lines of thought as an essential requirement in the search for academic excellence.

It ensures all members participation as they perform their duties in the democratic management of its government.

It takes the challenge for a responsible autonomy which guarantees the academic freedom and gives place to society needs and demands, going hand in hand with its region progress.

Teaching is developed from theory and practice integration with the aim of encouraging students to be eager for learning and critic thought building.

ACADEMIC PROPOSAL

a- Admission

To start a course of studies at UNM, it is required to pass a **GUIDANCE AND UNIVERSITY TRAINING COURSE** (COPRUN, for its acronym in Spanish).

The course is compulsory for all enrolled students to the undergraduate courses offered by UNM, except for Secondary and Initial Education Licentiates. (In both cases, students must have a previous tertiary or another university degree).

This admission course consists of three workshops and one seminar:

- Literacy
- Problem Solving
- Science.
- Approach to university life

Its main objective consists in encouraging the development of the necessary basic knowledge and skills to begin a course of studies. At the end of the course, students are given a diagnosis to identify those weak points to strengthen in future tutorials.

Once it has been concluded, students will be able to register for the subjects of their course of studies.

COPRUN EXEMPTED

- Enrolled students for Licentiate cycles (they must meet other requirements).
- Graduated from public or private universities
- Graduated students from Higher Education Institutions, which are not Universities, with a course of studies with no less than 1800 hours.
- Applicants who have passed admission requirements in other national or private universities or at universities abroad which have been already recognized in Argentina.

The applicants to the course (COPRUN) are given a talk about the course of studies they have chosen before the classes beginning.

Free Access to Bibliography

The UNM renders booklets for free to every student attending the course.

Undergraduate courses of studies

Nowadays, the UNM offers 10 courses of studies, 2 licentiate cycles and 4 technical degrees, organized in 3 Academic Departments. It will continue to increase its educational offer according to its Initial Institutional Project. All the courses of studies are offered for free.

Degrees

DEPARTMENT OF APPLIED SCIENCES AND TECHNOLOGY

Electronics Engineering

- Networks oriented
- Multimedia oriented
- Agricultural and Farming Applications oriented

Electronic Engineer (years of study: 5 and a half)

Technical Degree in Electronics

University Electronics Technician (years of study: 3)

Environmental Management

Degree in Environmental Management (years of study: 5)

Technical Degree in Environmental Management

University Technician in Environmental Management (years of study: 3)

Architecture

Architect (years of study: 6)

Biotechnology

Degree in Biotechnology (years of study: 5)

Technical Degree in Biotechnology

University Technician in Biotechnology (years of study: 3)

DEPARTMENT OF ECONOMICS AND ADMINISTRATION

Labor Relations

Degree in Labor Relations (years of study: 5)

Diploma in General Studies of Economics and Business Administration (years of study: 2)

Business Administration

Degree in Business Administration (years of study: 5)

Diploma in General Studies of Economics and Business Administration (years of study: 2)

Economics

Degree in Economics (years of study: 5)

Diploma in General Studies of Economics and Business Administration (years of study: 2)

National Public Accountant

Degree in National Public Accountant (years of study: 5)

Diploma in General Studies of Economics and Business Administration (years of study: 2)

Technical Degree in Tax Accounting

University Technician in Tax Accounting (years of study: 3)

DEPARTMENT OF HUMANITIES AND SOCIAL SCIENCES

Social Work

Degree in Social Work (years of study: 5)

Diploma of Initial Studies in Social Work (years of study: 2)

Social Communication

- Sciences oriented
- Multimedia Production oriented

Degree in Social Communication (years of study: 5)

Diploma of Initial Studies in Social Communication (years of study: 2)

Cycle of Degree in High School Education

Degree in High School Education (years of study: 2)

Cycle of Degree in Elementary Education

Degree in Elementary Education (years of study: 2)

ACADEMIC INFORMATION

Either the UNM academic offer or its courses of studies plans and layout, as well as all the information about the Academic Departments, can be found at www.unm.edu.ar

Language

UNM courses of studies are rendered in Spanish. Thus, students whose mother tongue is not Spanish should have a CELU or DELE certificate, or an equivalent one.

Those who do not have a certificate will have to do a course of Spanish at UNM so as to sit for an exam that states their language level.

The UNM will be able to require a language level exam for those who speak the Spanish language, but do not have a certificate.

Registration requirements

Argentine naturalized students or with permanent residency

- Regulations and required documents are the same for both Argentine and foreign students.
- Registration takes place the semester previous to classes beginning and it requires DNI -the student National Identity Card. Registration for COPRUN occurs once a year.
- High secondary school degrees from other countries must be ratified in Argentina. This procedure is in charge of the Ministry of Education, Secretary of Education, National Ratification of Degrees and Studies Directorship. Montevideo 950, Ciudad Autónoma de Buenos Aires.
- Ratified degrees must be submitted in the Students' Office at the UNM Academic Secretary.

Foreign students without residency in the country:

Foreign Students who want to study at UNM and do not have residency in the country must:

- Begin registration proceedings in person at the Academic Secretary or via web at: www.unm.edu.ar.
- Once the registration process has been finished via web, the student should contact the Students Office at the Academic Secretary so as to finish the whole process.
- Start the immigration proceedings at the National Immigration Directorship to get residency. Then, all the documents must be submitted to the Students' Office at the UNM Academic Secretary. For further information, visit www.migraciones.gov.ar
- Ratify the secondary school degree in Argentina. This procedure is in charge of the Ministry of Education, at the Education Secretary of the National Ratification of Degrees and Studies Directorship. (Montevideo

950, Ciudad Autónoma de Buenos Aires). For further information, visit www.me.gov.ar/validez/

- Submit a ratified degree to the Students Office, at the Academic Secretary, previous to classes beginning.

Students with temporary or transitory residency with Argentine secondary school degree, or University degree, must:

- Start registration proceedings at UNM Academic Secretary in person or via web: www.unm.edu.ar
- Once the registration process has been finished via web, the student should contact the Students Office at the Academic Secretary so as to finish the whole process
- Start the immigration proceedings at the National Immigration Directorship to renew residency before its due date. Then, submit the documentation to the UNM Students' Office at the Academic Secretary. For further information, visit www.migraciones.gov.ar

UNM Academic Secretary and the Students' Office are located at the UNM main building: *Av. Bartolomé Mitre 1.891, Moreno, Provincia de Buenos Aires. Tel. (54) (0237) 466-7186.*

Article 12

Foreign Students included in Regulation SPU N° 1523/90 shall not be able to undertake their scientific and professional activity according to article 12, as follows:

"Article 12° foreign students under this regime -once graduated- shall not be able to be engaged in their scientific or professional activity in the Argentine Republic. Every University must certified this limitation on the diploma reverse side in which the studies finished must be certified, on this text basis: "Graduated students in accordance with a special regime set forth by Regulation N° shall not be able to practice their profession in the Argentine Republic, except for official permission issued by the Ministry of Justice and Education."

Partial undergraduate courses (up to two semesters)

Foreign students who want to do partial undergraduate courses of studies- for no more than two semesters- may be considered as visitor students or under a current interuniversity agreement.

To undertake partial undergraduate studies

- It is not necessary neither to pass an exam for admission nor registration for the COPRUN
- You should contact the Students Office at the UNM Academic Secretary in order to request information concerning registration access.
- Recognition of subjects already taken must be requested at the University of Origin.
- Residency must be requested to the National Immigration Office if the courses to take would exceed 90 days after entering the country.

Foreign students already registered at UNM, who are interested in finishing their courses of studies to get a degree, must meet all the demanding requirements as for students based in Argentina.

Equivalencies

Foreign students who have taken university courses at foreign universities, according to its laws and regulations, may request for the total or partial recognition of their studies at the UNM Academic Secretary.

UNM authorities will be in charge of analyzing the equivalencies recognition, always in no more than a 30% of the complete course of studies.

Undergraduate courses ending

All the following documents are required to finish undergraduate courses:

- A copy and the original certificate of secondary school studies already finished and legalized at the National Ministry of Education in Argentina.
- Certification issued by the University of Origin that includes:
 - Course of studies plan
 - Taken subjects, exams dates and marks
 - Certification of non-behavioral punishments. If so, reasons and characteristics must be given.
 - Copy of the analytic program and the passed subjects.

Certifications and receipts must be originals and duly issued. As for foreign universities, all documents must be legalized by the Ministry of Education and Foreign Relations, or similar, from their countries, and the Ministry of Foreign Affairs, International Commerce and Religion, and also Education in Argentina, when coming from signatory countries of the Hague Convention.

Documentation in a foreign language must be translated by a registered Public Translator and legalized by the Public Translators' Association (Colegio de Traductores públicos) in situ.

For more information on legalizations for the Ministry of Foreign Relations in Argentina, click on: http://mrecic.gov.ar/portal/temas_consulares/tramites/tramites_legalizaciones.html

The UNM shall not render Diplomas to foreigners as tourists. It is necessary to acquire a permanent or temporary residency in the country, in all cases.

Exchange Students

Every Exchange Foreign Student must submit the following documentation to begin proceedings:

- Exchange application (full form)
 - Motivation letter
 - Official certificate of passed subjects from source university
 - Curriculum vitae
-

- Recommendation letter written by a professor from the source university
- Passport photocopy in case it would be necessary
- International Life and Health Care Insurance
- Spanish Language Domain or Spanish Language Usage Certificate
- Require residency to the Immigration National Directorship if the course of studies would exceed 90 days since the students entered the country.

Accommodations

The UNM does not have accommodations for foreign students. However, there is a wide offer in the city and its surrounding which can be seen on the websites.

Postgraduate studies

The UNM is working on its proposal for Graduate Careers, based on a series of seminars.

Support for students

The UNM offers several tools to its students in order to sustain permanency at University for every student. Among them, it is remarkable the Academic Strengthening Program- oriented to key areas of the early years of the university- life, study groups and classes support for the preparation of final exams, among others.

Welfare

- **Grants**
The UNM has an internal Scholarship Program, financed with own funds and other National Programs and agencies. This program provides financial assistance to students to face difficulties which may be detrimental to the students' permanency at university. To access this kind of help, students must meet certain requirements, such as demonstrating an economic situation that warrants and demonstrate good academic performance. Internal Scholarship Program makes no restriction of age or nationality.
- **Sport and Physical activity project**
It encourages active participation of all university members considering sport and entertainment as essential rights for the people full development.
- **University Cinema and Arts**
They have been created for the university community to get in contact with different artistic and cultural expressions. People are grouped by interests to carry out free activities including learning and training, and the spread of multiple disciplines within university as well.

Students' participation

As a public University, the UNM aims to foster actions and activities of general or community interest, especially through knowledge generation and transfer. Thus, it gives place to students' participation in different teams of Research, Linkage, Transfer and Extension. To guarantee this goal, the UNM renders self-funded grants. Hence, the UNM contributes to its students' career as citizens and future professionals, and their participation in the University Volunteer Program activities as well.

5-STUDY IN ARGENTINA

Immigration proceedings

All foreign students who want to study at UNM must comply with special requirements and immigration proceedings to enter Argentina, as it is ruled by Law N° 25571 and Regulation DNM N° 20699/06. Here, you'll find an extract from the guide called "University Education in Argentina for International students," available on the Ministry of Education website at: www.estudiarenargentina.siu.edu.ar

People entering Argentina as tourists - regardless their country of origin- can study at Argentine universities without changing their immigration status, as long as those studies end before the finalization of their legal residency awarded upon entering the country.

If the studies to undertake last longer than the student's residency, conditions and requirements must comply with the following immigration regime:

Immigration regime for foreign students entering the country as tourists

Foreign people who want to study in Argentina for a longer period than the one allowed as a tourist, may ask for residency within the ninety (90) days after their arriving in Argentina.

For this purpose, both personal documentation and an electronic registration receipt must be submitted

The term and type of residency will be upon the chosen course of studies and its duration.

For further information you may click at the following websites:

- www.unm.edu.ar/relacionesinternacionales.aspx ,from here you can enter:
www.visaestudiantil.gob.ar/
- www.migraciones.gov.ar
- www.cancilleria.gov.ar

Documentation required for residency in Argentina

a- Documents required for arrival in Argentina

- 1- Passport, identity card or updated certificate of nationality.
- 2- In case that the period to stay in Argentina lasts longer than six months, the following documents will be required:
 - Certificate of non criminal record from the country of origin to be legalized by the Argentine Consulate situated in the issuer country.
 - If the required documents were not in Spanish, they must be translated by a National Public Translator in Argentina, and legalized by the Argentine Public Translator's Association (*Colegio de Traductores Públicos de Argentina*).

Documentation issued by the Federative Republic of Brazil will be exempted from this requirement.

b- Proceedings in Argentina

1.- Request for Certificate of non criminal record at the "*Registro Nacional de Reincidencia*", depending on the National Ministry of Justice www.dnrec.jus.gov.ar or on the PFA. Such document lasts 90 days after its emission.

2.- Request for an appointment on the National Immigration Office website to get residency permission as a student.

To make this request you must submit:

- Passport and photocopies of the identity card and certificate of nationality (blank sheets of paper too)
- Arrival Seal of the country printed on the passport or immigration card
- Electronic registration receipt issued by University
- Certificate of non criminal record in Argentina
- Living rate payment (depending on the nationality)
- A certificate of non criminal record from the country of origin, if residency will exceed six months
- Address certificate if residency is temporary (If your address is in Buenos Aires autonomous city, you must contact PFA)
- 2 photographs 4x4 with white background color

Residency could be temporary (Article 23 section J Law 25871) or transitory special (Article 24 Section H Law 25871), regarding the kind of studies to undertake.

According to Article 25 of the same Law, foreign students may stay in the national territory during the authorized term, under the extension already permitted, and obliged to leave on the expiration date of such term.

Such benefit could be only extended by the National Immigration Office until the end of the partial studies and meeting all necessary requirements.

6- UNM CONTACTS

International Relations Office

For more information or personal assistance, contact the International Relations Office at:

Tel. (+54 237) 466-7186 / 1529 / 4530 - (+54 237) 462-8629 - (+54 237) 460-1309 - (+54 237) 425-1786 - (+54 237) 488-3147, Extension 127

rr.internacionales@unm.edu.ar

Opening Hours: from Monday to Friday 9am-5pm

Web page

www.unm.edu.ar

It is constantly updated in order to give detailed information about the UNM, such as: course of studies, plans, academic calendar, subjects, schedule, among other important issues.

Facebook /Unimoreno

Universidad Nacional de Moreno

It is not the place to find detailed information, as it is the webpage, but it is the way to bridge the gap between the community from inside and outside university.

E-Mail

info@unm.edu.ar

Telephones

(+54 237) 466-7186 / 1529 / 4530 - (+54 237) 462-8629 - (+54 237) 460-1309 - (+54 237) 425-1786 - (+54 237) 488-3147

Students' Office

Extension 117

alumnos@unm.edu.ar

Opening hours: From Monday to Friday 9 am-1pm and 1,30pm- 7pm

GUIDANCE AND UNIVERSITY TRAINING COURSE (COPRUN).

Extension 100 3210
coprun@unm.edu.ar
mayores25@unm.edu.ar

Academic Orientation

orientacion@unm.edu.ar
Extension 100 3210

Students' Welfare Office

Extension 126
bienestaruniversitario@unm.edu.ar

University Extension Secretary

sec.extension@unm.edu.ar.
Extension 140

Library

biblioteca@unm.edu.ar
Extension 121

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