



INTERNATIONAL CONTACTS

UNIVERSITY	
Name	Universidad Carlos III de Madrid
Erasmus University Code	E MADRID14
Postal Address	C/ Madrid, 126 – 28903 Getafe – Madrid (Spain)
Website	http://www.uc3m.es/Inicio (Spanish version) http://www.uc3m.es/Home (English version)
Postal Address	C/ Madrid, 126 – 28903 Getafe – Madrid (Spain)

INTERNATIONAL STUDENTS OFFICES (INCOMING & OUTGOING STUDENTS)

CONTACTS FOR STUDENTS	
Head	Ms. Fatima Terol - fatima.terol@uc3m.es
ISO at Faculty Of Social Sciences & Faculty Of Humanities & Communication (Getafe Campus)	
Telephone number	+34 91 624 95 50
Incoming	General: incoming@uc3m.es Coordinator: Ms. Arantxa Solano – msolano@pa.uc3m.es
Outgoing	General: outgoing-getafe@uc3m.es Coordinator: Ms. Olga Rosa – orosa@pa.uc3m.es
ISO at Faculty of Engineering (Leganés Campus)	
Incoming	General: incoming-leganes@uc3m.es
Outgoing	General: outgoing-leganes@uc3m.es
ISO at Tourism (Colmenarejo Campus)	
Incoming/Outgoing	Coordinators: Inmaculada Arauz: iarauz@pa.uc3m.es María Jesús Marcos: mmarcos@pa.uc3m.es

INTERNATIONAL RELATIONS SERVICE (ERASMUS AGREEMENTS)

CONTACTS FOR UNIVERSITIES	
School of Engineering School of Law and Social Sciences School of Humanities, Communication and Library Science	Ms. Sonia Gorriz International Relations Office at Getafe Campus Calle Madrid, 126 28903 – Getafe - Madrid (Spain) soniamaria.gorriz@uc3m.es



NOMINATION AND APPLICATION PROCEDURE

UNIVERSITIES	
Nomination deadlines for Universities	<ul style="list-style-type: none"> • FIRST SEMESTER / FULL ACADEMIC YEAR: Nomination from March 17th to May 16th • SECOND SEMESTER: Nominations from October 1st to November 5th <p>Please confirm these dates through our Web: http://portal.uc3m.es/portal/page/portal/international/students/exchange/prior_arrival/nomination</p> <p>Partner Universities will have to fill out a NOMINATION FORM and log in with a password that they will get by email: http://aplicaciones.uc3m.es/nominacionesIn/</p>
STUDENTS	
Application form	<ul style="list-style-type: none"> • Incoming Exchange students for First Semester and Full Academic Year: from March 17th to May 16th • Incoming Exchange students for Second Semester: From October 1st to November 5th <p>Application form to be submitted on line: https://sigma-web.uc3m.es/regi/controlreg/registroPublico?entradaPublica=true&pais=GB&idoma=en&destino=MOV</p> <p>Compulsory documents after acceptance submitted by email (copies of passport + student visa, if necessary + European health insurance card): http://portal.uc3m.es/portal/page/portal/international/students/exchange/prior_arrival/documents</p>
Orientation Program and Welcome Event	<ul style="list-style-type: none"> • The Welcome Event and the Orientation for international students will take place at the beginning of each semester: http://portal.uc3m.es/portal/page/portal/international/students/exchange/upon_arrival
Information on accommodation	<p>CARLOS III RESIDENCE HALLS*: http://www.colegiosmayores.fund.uc3m.es/eng/ (*Please note that the price include room and board.)</p> <p>HOUSING AGENCIES: http://portal.uc3m.es/portal/page/portal/servicios_jovenes/accommodation/rental_agencies</p> <p>SHORT STAYS: http://portal.uc3m.es/portal/page/portal/servicios_jovenes/accommodation/hotels http://www.reaj.com/es/component/k2/310-albergue-juvenil-santa-cruz-de-marcenado.html</p>



ACADEMIC INFORMATION

<p>Academic Calendar 2014-2015</p>	<p>Academic calendar: http://portal.uc3m.es/portal/page/portal/international/students/exchange/prior_arrival/academic_calendar</p> <p>Fall Semester: September 8th to December 19th. <u>Welcome Event:</u> September 2nd <u>Exams period:</u> January 8th to 23rd</p> <p>Spring Semester: January 26th to May 15th. <u>Welcome Event:</u> January 20th <u>Exams period:</u> May 18th to June 1st</p> <p>Retake Period (Fall & Spring): June 15th to June 30th.</p> <p>*Please note that the course offering is different for each semester (Fall / Spring) which implies that most courses are only offered in one Semester.</p>
<p>Minimum GPA requirement</p>	<p>Not applicable. We rely on our partners' selection process.</p>
<p>Language Requirements</p>	<p>UC3M relies on the selection of students made by the home institutions, therefore no language requirements are demanded by University Carlos III de Madrid.</p>
<p>Spanish Language Courses</p>	<p>These courses are not part of the regular University academic offer. They are offered by the University Language Center. The student will receive a Diploma and 4 ECTS credits. http://portal.uc3m.es/portal/page/portal/international/students/exchange/prior_arrival/spanish_courses</p>
<p>Courses description and teaching language</p>	<p>Policy in university Carlos III is that Exchange Students are allowed to choose a minimum of 1 course (which is 6 ECTS credits). However, regular Spanish students use to take 5 – 6 courses (which are 30 – 36 ECTS credits) depending on their study plan. http://portal.uc3m.es/portal/page/portal/international/students/exchange/prior_arrival/learning_agreement</p> <ul style="list-style-type: none"> - All undergraduate courses are opened to international students. However, note that course registration is based on “first come first served”. - Courses from the First Semester won't be offered at the Second semester and vice versa. <p>Degree offering in Spanish: http://portal.uc3m.es/portal/page/portal/degree_programmes</p> <p>Degree offering in English: http://portal.uc3m.es/portal/page/portal/home/studies/degree_programmes/bachelors_degree_english</p> <p>*Please select the desired degree and click on ‘study program’ to see the list of courses. You can click on each course to find the course description.</p> <p>Spanish Grade system: out of 10</p>



<p>Possibility to attend courses from different depts.</p>	<ul style="list-style-type: none"> • If a student has been nominated for a bachelor's degree that belongs to the Social and Juridical Science Faculty, he could take subjects of any degree in that Faculty (Business, Economics, Law, Statistics, Political Sciences, etc.) • If a student has been nominated for a bachelor's degree that belongs to the Humanities Faculty, he could take subjects of any degree in that Faculty (only Journalism, Audiovisual Communication, Library Science and Documentation and Humanities)
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PRACTICAL INFORMATION FOR YOUR STUDENTS

<p>Living cost in Madrid</p>	<p>Living expenses in Madrid (including sharing an apartment, food and transportation) would be around 700-800€/per month.</p>
<p>Transportation</p>	<p>Subway: http://www.metromadrid.es/en/viaja_en_metro/red_de_metro/planos/index.html Short-distance train lines http://www.ctm-madrid.es/red_transportes/renfe/red_renfe_esquema_general.jsp Public bus: http://www.emtmadrid.es/Home.aspx Madrid Barajas Airport: http://www.aena.es/csee/Satellite/Home/en/Page/1166792871783/</p> <p>International students can buy a transport monthly full pass that includes subway, bus and short-distance train.</p>
<p>Practical info</p>	<p>UC3M International guide: http://portal.uc3m.es/portal/page/portal/internacional/estudiantes/exchange/al_llegar/Guia%20internacional.pdf General information for travelers to Madrid: http://www.esmadrid.com/en/portal.do?IDM=972&NM=2&TR=C&IDR=1226 How to get to UC3M: http://www.uc3m.es/ss/Satellite/UC3MInstitucional/en/ListadoHijas/1371206554301/How_to_get_here Living and studying in Madrid: http://www.uc3m.es/ss/Satellite/UC3MInstitucional/en/TextoMixta/1371206791572/Living_in_Madrid</p>
<p>More info</p>	<p>More practical information: http://www.topuniversities.com/spain/study-abroad-spain http://www.topuniversities.com/spain/top-ten-things-do-while-studying-abroad-spain</p>



International Student Support	<p>The following Student Associations provide personal support and orientation for international students coming to Carlos III.</p> <ul style="list-style-type: none">• BEST: http://best.uc3m.es/best-uc3m/ carlos3@best.eu.org• ANUDI: http://www.anudi.org/uc3mun/ madrid@anudi.org• ESN (Erasmus Student Network) offers cultural activities for all international students. http://www.esnuc3m.es <p>The student service "Espacio Estudiantes" also welcomes international exchange students to take part in the activities they organize: http://portal.uc3m.es/portal/page/portal/cultura_y_deporte</p>
Buddy program	<p>http://portal.uc3m.es/portal/page/portal/international/students/exchange/prior_arrival/buddy</p>

(31/03/2014)