## UNIVERSITY

<table>
<thead>
<tr>
<th>Name</th>
<th>Universidad Carlos III de Madrid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Erasmus University Code</td>
<td>E MADRID14</td>
</tr>
</tbody>
</table>
| Website | [http://www.uc3m.es/Inicio](http://www.uc3m.es/Inicio) (Spanish version)  
[http://www.uc3m.es/Home](http://www.uc3m.es/Home) (English version) |
| Vice-President for International Relations and Cooperation | Matilde Sánchez – phone: +34 91 624 9879 – email: mpsanche@ing.uc3m.es  
Silvia Gallart – phone: +34 91 624 59 11 – email: sgallart@pa.uc3m.es |

## INTERNATIONAL EXCHANGE AGREEMENTS/NOMINATIONS – Contacts for Universities

### ERASMUS +

<table>
<thead>
<tr>
<th>Head of Erasmus+ Mobility</th>
<th>Constanza Barrios - email: <a href="mailto:cobra@pa.uc3m.es">cobra@pa.uc3m.es</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>AGREEMENTS</td>
<td>Sonia Gorriz - email: <a href="mailto:sgorriz@pa.uc3m.es">sgorriz@pa.uc3m.es</a></td>
</tr>
<tr>
<td>OUTGOING NOMINATIONS</td>
<td>Carmen Sanchez-Beato – email: <a href="mailto:cbeato@pa.uc3m.es">cbeato@pa.uc3m.es</a></td>
</tr>
</tbody>
</table>
| INCOMING NOMINATIONS | pcserint@uc3m.es  
Susana Bello |

### NON EUROPEAN MOBILITY PROGRAM

<table>
<thead>
<tr>
<th>Head of Non European Mobility</th>
<th>David Gil - email: <a href="mailto:dgil@pa.uc3m.es">dgil@pa.uc3m.es</a></th>
</tr>
</thead>
</table>
| AGREEMENTS/OUTGOING NOMINATIONS | United States and Canada  
Pilar Grima – email: pgrima@pa.uc3m.es  
Other countries  
Obdulia Dorado – email: odorado@pa.uc3m.es  
All countries for Engineering studies  
José Antonio González – email: jagon@pa.uc3m.es  
 incoming@uc3m.es |
| INCOMING NOMINATIONS | Iris Rico /Ricardo Checa |

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**FACT SHEET FOR INTERNATIONAL EXCHANGE STUDENTS**  
**ACADEMIC YEAR 2016/2017**  
**UNIVERSITY**
# INTERNATIONAL STUDENTS OFFICES – Contacts for students

## International Offices Coordination

<table>
<thead>
<tr>
<th>Post Address</th>
<th>Coordination</th>
</tr>
</thead>
<tbody>
<tr>
<td>C/ Madrid, nº 126 Edificio Rectorado – 28903 Getafe – Madrid – España</td>
<td>Fátima Terol – email: <a href="mailto:fterol@pa.uc3m.es">fterol@pa.uc3m.es</a> – phone: +34 91 624 8652</td>
</tr>
</tbody>
</table>

## Getafe Campus: School of Law and Social Sciences & School of Humanities, Communication and Library Sciences

<table>
<thead>
<tr>
<th>Post Address</th>
<th>Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>C/ Madrid, nº 126 Edificio Rectorado – 28903 Getafe – Madrid – España</td>
<td>Ana Gimeno – email: <a href="mailto:agimeno@pa.uc3m.es">agimeno@pa.uc3m.es</a> – phone: +34 91 624 8649</td>
</tr>
</tbody>
</table>

### Incoming

- **Email:** incoming@uc3m.es – phone: +34 91 624 9550
- **Erasmus+:** Austria, Denmark, Finland, Germany, Iceland, Ireland, Netherlands, Norway, Sweden, Switzerland and United Kingdom.
- **Non-European Countries:** Australia and New Zealand, Canada and USA.
- **Iris Rico** – email: irico@pa.uc3m.es

### Outgoing

- **Email:** outgoing-getafe@uc3m.es – phone: +34 91 624 9550
- **Erasmus+:** All European Universities (except France, Italy, Turkey, Greece and Cyprus) and Switzerland
- **Olga Rosa** – email: orosa@pa.uc3m.es

### Leganés Campus: School of Engineering

<table>
<thead>
<tr>
<th>Post Address</th>
<th>Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Avda. Universidad, nº 30, Edificio 2, 28911 Leganés – Madrid – España</td>
<td>Carmen Trigo – email: <a href="mailto:mttrigo@pa.uc3m.es">mttrigo@pa.uc3m.es</a> – phone: +34 91 624 5928</td>
</tr>
</tbody>
</table>

### Colmenarejo Campus: Tourism Studies

<table>
<thead>
<tr>
<th>Post Address</th>
<th>Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Avda. de la Universidad Carlos III, nº 22 – Edificio 1 - 28270 Colmenarejo–Madrid – España</td>
<td>Mª Jesús Marcos – email: <a href="mailto:mmarcos@pa.uc3m.es">mmarcos@pa.uc3m.es</a> – phone: +34 91 856 1355</td>
</tr>
</tbody>
</table>

### Incoming

- **Email:** internationaleps@uc3m.es
- **Outgoing**

- **Email:** movilidadeps@uc3m.es

### Outgoing

- **Email:** movilidadcolme@uc3m.es
# FACT SHEET FOR INTERNATIONAL EXCHANGE STUDENTS

## ACADEMIC YEAR 2016/2017

### NOMINATION AND APPLICATION PROCEDURE

#### TO BE DONE BY PARTNER UNIVERSITIES

**Nomination procedure for Universities**

**Website:**

http://portal.uc3m.es/portal/page/portal/international/students/exchange/prior_arrival/nomination

**Deadlines:**

- **FALL SEMESTER / FULL ACADEMIC YEAR:** Nomination from March 31<sup>st</sup> to May 16<sup>th</sup>
- **SECOND SEMESTER:** TBD

**Nomination form:**

http://portal.uc3m.es/portal/page/portal/international/students/exchange/prior_arrival/nomination

#### TO BE DONE BY NOMINATED STUDENTS

**Application procedure for nominated students**

Students who have been nominated by their home institutions and accepted by UC3M will receive an e-mail with the steps to follow.

Information on how to submit the compulsory documents after acceptance (copies of passport + student visa, if necessary + European health insurance card):

http://portal.uc3m.es/portal/page/portal/international/students/exchange/prior_arrival/documents

**Accommodation**

**Website:**

http://www.uc3m.es/ss/Satellite/ApoyoEstudiante/en/TextoMixta/1371215921371/Alojamiento#aloja

**Pick up service**

UC3M doesn’t provide this service

### ACADEMIC INFORMATION

**Academic Calendar**

2016-2017

**Academic calendar:**

http://portal.uc3m.es/portal/page/portal/international/students/exchange/prior_arrival/academic_calendar

- **Fall Semester:** COURSES from September 7<sup>th</sup> to December 21<sup>st</sup>/ EXAMS from January 9<sup>th</sup> to 24<sup>th</sup>
- **Spring Semester:** COURSES from January 25<sup>th</sup> to May 6<sup>th</sup>/ EXAMS from May 17<sup>th</sup> to June 1<sup>st</sup>

- **Retake Period** (Fall & Spring): June 15<sup>th</sup> to June 30<sup>th</sup>.
- **Exams are on-site. Distance exams are not allowed.**

**Orientation and Welcome Event**

**Website:**

http://portal.uc3m.es/portal/page/portal/international/students/exchange/upon_arrival

- **Fall Semester:** 2<sup>nd</sup> September
- **Spring Semester:** 20<sup>th</sup> January
<table>
<thead>
<tr>
<th>Minimum GPA requirement</th>
<th>Not applicable. We rely on our partners’ selection process.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Language Requirements</td>
<td>No language requirements. Intermediate level of Spanish or English to follow the courses is advisable.</td>
</tr>
</tbody>
</table>
| Spanish Language Courses | UC3M offers fee paying Spanish Courses  
http://portal.uc3m.es/portal/page/portal/international/students/exchange/prior_arrival/spanish_courses  
Contact: centro_idiomas@uc3m.es |

Courses offer

- Check the general courses offer at:
  http://www.uc3m.es/ss/Satellite/Grado/en/ListadoGrados/1371212987094/Oferta_de_titulaciones
  Select the desired Degree using filters and click on `study program` to see the list of courses. You can click on each course to find the course description.

- Humanities short courses: (short courses about culture, history, Politics... Most of them are taught in Spanish and you can take a maximum of 3 of these courses)  
https://aplicaciones.uc3m.es/horarios-web/humanidades/humanidadesGrado.page?vision=ASIG

- Please note that some courses might not be offered to exchange students:
  Courses offer & Not allowed courses

- Some general rules must be taken into account when choosing your courses:
  - Most courses are ONLY OFFERED in one Semester
  - Minimum: 6 ECTS for Semester / Maximum: 33 ECTS for Semester
  - Erasmus+ students can only select courses from the School that they have been accepted into.
  - Non European students can select any of the courses from ALL the Schools

- Although our offer in English-taught courses is very wide, there are some of them which are highly demanded. If your students intend to take some of the courses listed below, please advise them to have some reserve choices in case courses are no longer available when they arrive. They should agree these reserve choices with their home academic advisors:
  - **Fall Semester**
    - Consumer Behavior*
    - Strategic Management*
    - Origins of Modern Firm*
    - Spanish History: 20th Century**
  - **Spring Semester**
    - Marketing Management*
    - Innovation & Technological Change*
    - International Business Management*
    - Organization Behavior*
    - International Financing*
    - Financial Economics*
    - Advertising & Communication**

*School of Law and Social Sciences  
**School of Humanities, Communication and Library Science

Course registration

Website:
http://portal.uc3m.es/portal/page/portal/international/students/exchange/upon_arrival/registration

Course registration is based on “first come first served” for students in the same study area.
### Spanish Grading System

<table>
<thead>
<tr>
<th>Grade</th>
<th>ECTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>NP</td>
<td>No Report</td>
</tr>
<tr>
<td>&lt;4.9</td>
<td>F</td>
</tr>
<tr>
<td>5 to 5.9</td>
<td>Sufficient</td>
</tr>
<tr>
<td>6 to 6.9</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>7 to 7.9</td>
<td>Good</td>
</tr>
<tr>
<td>8 to 8.9</td>
<td>Very Good</td>
</tr>
<tr>
<td>9 to 10</td>
<td>Excellent</td>
</tr>
<tr>
<td>10 MH</td>
<td>Excellent with Distinction</td>
</tr>
</tbody>
</table>

### Practical Information

#### International Student Support

**UC3M Student Support Center**: sports, championships & cultural activities. In addition, psychological and psychopedagogical orientation, volunteer work.

[http://www.uc3m.es/ss/Satellite/ApoyoEstudiante/en/PortadaMiniSite/1371215904885/](http://www.uc3m.es/ss/Satellite/ApoyoEstudiante/en/PortadaMiniSite/1371215904885/)

**Incoming students- Facebook group**: [http://www.facebook.com/incoming.uc3m](http://www.facebook.com/incoming.uc3m)

**ERASMUS Student Network (ESN)**: [http://www.esnuc3m.es](http://www.esnuc3m.es); esn.uc3m@gmail.com

**Chinese Students Association**: [http://sites.google.com/site/aecuc3m](http://sites.google.com/site/aecuc3m)

**BEST**: [http://bestuc3m.es/](http://bestuc3m.es/); carlos3@best.eu.org

**ANUDI**: [http://www.anudi.org/uc3mun/](http://www.anudi.org/uc3mun/); madrid@anudi.org

#### Buddy Program

Buddies are regular UC3M students assigned to small groups of new students to help them with practical issues upon arrival and during their stay.

**Program registration**: [http://portal.uc3m.es/portal/page/portal/international/students/exchange/prior_arrival/buddy](http://portal.uc3m.es/portal/page/portal/international/students/exchange/prior_arrival/buddy)

#### Integration Program for Students with Disabilities

The Disability Care Program is the university service responsible for providing direct assistance for the specific needs of students with disabilities.


**Program registration**: [https://aplicaciones.uc3m.es/formulario/estudiantes_discapacidad_ingles](https://aplicaciones.uc3m.es/formulario/estudiantes_discapacidad_ingles)

#### Immigration and Visa

**Website**: [http://portal.uc3m.es/portal/page/portal/international/students/exchange/prior_arrival/immigration_visa](http://portal.uc3m.es/portal/page/portal/international/students/exchange/prior_arrival/immigration_visa)

#### Living Cost in Madrid

Living expenses in Madrid (including sharing an apartment, food and transportation) would be around 700/800 €/month

#### Transportation

[http://www.uc3m.es/ss/Satellite/UC3MInstitucional/en/ListadoHijas/1371206554301/How_to_get_here](http://www.uc3m.es/ss/Satellite/UC3MInstitucional/en/ListadoHijas/1371206554301/How_to_get_here)