



GETAFE



LEGANÉS



COLMENAREJO



PUERTA DE TOLEDO (MADRID)

UNIVERSITY	
Name	Universidad Carlos III de Madrid
Erasmus University Code	E MADRID14
Website	http://www.uc3m.es/Inicio (Spanish version) 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
Director of International Relations and Cooperation Service	Silvia Gallart – phone: +34 91 624 59 11 – email: sgallart@pa.uc3m.es

INTERNATIONAL EXCHANGE AGREEMENTS/NOMINATIONS – Contacts for Universities		
ERASMUS +		
Head of Erasmus+ Mobility		Constanza Barrios - email: cobra@pa.uc3m.es
School of Law and Social Sciences School of Humanities, Communication and Library Science Tourism Studies School of Engineering	AGREEMENTS	Sonia Gorriz - email: sgorriz@pa.uc3m.es
	OUTGOING NOMINATIONS	Carmen Sanchez-Beato – email: cbeato@pa.uc3m.es
	INCOMING NOMINATIONS	pcserint@uc3m.es Susana Bello
NON EUROPEAN MOBILITY PROGRAM		
Head of Non European Mobility		David Gil - email: dgil@pa.uc3m.es
School of Law and Social Sciences School of Humanities, Communication and Library Science Tourism Studies School of Engineering	AGREEMENTS/OUTGOING NOMINATIONS	United States and Canada Pilar Grima – email: pgrima@pa.uc3m.es
		Other countries (provisionally) José Antonio González – email: jagon@pa.uc3m.es
		All countries for Engineering studies José Antonio González – email: jagon@pa.uc3m.es
All Schools	INCOMING NOMINATIONS	incoming@uc3m.es Iris Rico /Ricardo Checa



INTERNATIONAL STUDENTS OFFICES – Contacts for students	
International Offices Coordination	
Postal Address	C/ Madrid, nº 126 Edificio Rectorado – 28903 Getafe – Madrid – España
Coordination	Fátima Terol – email: fterol@pa.uc3m.es - phone: +34 91 624 8652
Getafe Campus: School of Law and Social Sciences & School of Humanities, Communication and Library Sciences	
Postal Address	C/ Madrid, nº 126 Edificio Rectorado – 28903 Getafe – Madrid – España
Coordination	Ana Gimeno – email: agimeno@pa.uc3m.es – phone: +34 91 624 8649
Incoming	email: incoming@uc3m.es – phone: +34 91 624 9550
	<u>Erasmus+</u>: Austria, Denmark, Finland, Germany, Iceland, Ireland, Netherlands, Norway, Sweden, Switzerland and United Kingdom. <u>Non-European Countries</u>: Australia and New Zealand, Canada and USA. Iris Rico – email: irico@pa.uc3m.es <u>Erasmus+</u>: Belgium, Bulgaria, Czech Republic, Croatia, Cyprus, Estonia, France, Greece, Hungary, Italy, Latvia, Lithuania, Poland, Portugal, Romania, Slovakia, Slovenia and Turkey. <u>Non-European Areas</u>: Puerto Rico (USA) and Latin America; Asia; Israel, Lebanon and United Arab Emirates. Ricardo Checa – email: rchecha@pa.uc3m.es
Outgoing	email: outgoing-getafe@uc3m.es – phone: +34 91 624 9550
	<u>Erasmus+</u>: All European Universities (except France, Italy, Turkey, Greece and Cyprus) and Switzerland Olga Rosa – email: orosa@pa.uc3m.es <u>Non-European Mobility Program Universities</u> <u>Erasmus+</u>: France, Italy, Turkey, Greece and Cyprus Presen Salazar – email: mpsalaza@di.uc3m.es
Leganés Campus: School of Engineering	
Postal Address	Avda. Universidad, nº 30, Edificio 2, 28911 Leganés – Madrid – España
Coordination	Carmen Trigo – email: mtrigo@pa.uc3m.es – phone: +34 91 624 5928
Incoming	email: internationaleps@uc3m.es
Outgoing	email: movilidadeps@uc3m.es
Colmenarejo Campus: Tourism Studies	
Postal Address	Avda. de la Universidad Carlos III, nº 22 – Edificio 1 - 28270 Colmenarejo–Madrid – España
Coordination	Mª Jesús Marcos – email: mmarcos@pa.uc3m.es – phone: +34 91 856 1355
Incoming	email: mmarcos@pa.uc3m.es
Outgoing	email: movilidadcolme@uc3m.es



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 31st to May 16th - 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://portal.uc3m.es/portal/page/portal/servicios_jovenes/alojamiento
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 7th to December 21st / EXAMS from January 9th to 24th Spring Semester: COURSES from January 25th to May 6th / EXAMS from May 17th to June 1st Retake Period (Fall & Spring): June 15th to June 30th. 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: 2nd September Spring Semester: 20th January
Minimum GPA requirement	Not applicable. We rely on our partners' selection process.



Language Requirements	No language requirements. Intermediate level of Spanish or English to follow the courses is advisable.		
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...They are all 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 think of an alternative together with their academic advisors : <table border="0"> <tr> <td style="vertical-align: top;"> <u>Fall Semester (1 C)</u> ✓ Consumer Behavior* ✓ Strategic Management* ✓ Origins of Modern Firm* ✓ Financial Economics* ✓ Spanish History: 20th Century** </td><td style="vertical-align: top;"> <u>Spring Semester (2 C)</u> ✓ Marketing Management* ✓ Innovation & Technological Change* ✓ International Business Management* ✓ Organization Behavior* ✓ International Financing* ✓ Advertising & Communication** </td></tr> </table> *School of Law and Social Sciences **School of Humanities, Communication and Library Science	<u>Fall Semester (1 C)</u> ✓ Consumer Behavior* ✓ Strategic Management* ✓ Origins of Modern Firm* ✓ Financial Economics* ✓ Spanish History: 20th Century**	<u>Spring Semester (2 C)</u> ✓ Marketing Management* ✓ Innovation & Technological Change* ✓ International Business Management* ✓ Organization Behavior* ✓ International Financing* ✓ Advertising & Communication**
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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	Spanish Grading System		ECTS
	NP	No Report	
	<4.9	Fail	F
	5 to 5.9	Sufficient	E
	6 to 6.9	Satisfactory	D
	7 to 7.9	Good	C
	8. to 8.9	Very Good	B
	9 to 10	Excellent	A
	10 MH	Excellent with Distinction	A+
PRACTICAL INFORMATION			
International Student Support	UC3M Student Support Center: sports, championships & cultural activities. In addition, psychological and psychopedagogical orientation, volunteer work. http://portal.uc3m.es/portal/page/portal/cultura_y_deporte Incoming students- Facebook group: http://www.facebook.com/incoming.uc3m ESN (Erasmus Student Network): http://www.esnuc3m.es ; esn.uc3m@gmail.com This association welcomes Non-European students as well. Chinese Students Association: http://sites.google.com/site/aecuc3m ; BEST: http://bestuc3m.es/ ; carlos3@best.eu.org ANUDI: 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		
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. http://portal.uc3m.es/portal/page/portal/cultura_y_deporte/discapacidad/english Program registration: https://aplicaciones.uc3m.es/formulario/estudiantes_discapacidad_ingles		
Immigration and 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	How to get to UC3M: http://www.uc3m.es/ss/Satellite/UC3MInstitucional/en/ListadoHijas/1371206554301/How_to_get_here		