



CEU
*Universidad
San Pablo*

2016-17

Information for International Students





Prof. Dr. Jesús Paúl Gutiérrez
*Vice-Rector for International
Relations*

PRESENTATION

Dear student,

I want to welcome you to CEU-San Pablo University, where over the next six to twelve months you will carry out your international mobility. You have chosen to study part of your degree in another country so as to increase your cultural, academic and professional knowledge, but moreover so, your personal experience. I sincerely believe that you made the correct choice when you chose to come to San Pablo-CEU University.

Our University combines tradition and modernity where internationalization plays an increasingly important role. You are an essential part of our University, where we would like you to feel as a fundamental part of it. Your international mobility will be a vital experience for you, and we also want to be part of it, not only by contributing to your academic training but by learning from each other's cultural diversity.

I am absolutely convinced that when you return home -and even more as years go by- you will realize that you have lived a unique and exceptional experience and that CEU-San Pablo University was an essential part of it.

Yours faithfully,

Prof. Dr. Jesús Paúl Gutiérrez
Vice-Rector for International Relations
CEU San Pablo University

WHO'S WHO IN INTERNATIONAL RELATIONS?

Vice-Rector for International Relations

Prof. Dr. Jesús Paúl Gutiérrez

International Office – Moncloa Campus

Alejandra Villena Uerkvitz
Head of International Office
international.office@ceu.es

Estela Herránz Méndez
International Mobility Coordinator
oficina.internacional@ceu.es

Vanessa Marques
International Assistant
uspceu.internacional3@ceu.es

Julián Romea, 20. 28003 Madrid
Tel.: +34 91 514 01 05

Opening times

AM: Monday – Friday 9.30-13.30h

PM: Monday – Thursday 16.00-18.00h

International Office – Montepríncipe Campus

Ana Ibarra Alcaraz
Administrative Officer
ana.ibarra@ceu.es

Escuela Politécnica Superior
Carretera de Boadilla del Monte, Km. 5,300 - Boadilla del Monte - 28668 Madrid
Tel: +34 91 372 40 40

Opening times

AM: Monday – Friday 9.30-13.30h

ACADEMIC COORDINATORS BY FACULTY

MONCLOA CAMPUS

School of Humanities and Communication Sciences

Paseo Juan XXIII, 6 – 28040 Madrid

Tel.: +34 91 456 42 01

Prof. Miguel Delgado Yoldi

delgado.fhm@ceu.es

Dña. Olga Kolotouchkina

olga.kolotouchkina@ceu.es

School of Law

Julián Romea, 22 – 28003 Madrid

Tel.: +34 91 514 04 00

Prof. Lucana Estévez Mendoza

lucana@ceu.es

Prof. Alejandro Corral Sastre

alejandro.corralsastre@ceu.es

School of Economics and Business Studies

Julián Romea, 23 – 28003 Madrid

Tel.: +34 91 456 63 00

Prof. Marina Laso

marlaso@ceu.es

Prof. Elizabeth Frank

elizabeth.frank@ceu.es

MONTEPRÍNCIPE CAMPUS

School of Pharmacy

Carretera de Boadilla del Monte, Km. 5,300

Boadilla del Monte - 28668 Madrid

Tel.: +34 91 372 47 00

Prof. Carmen Pérez García

capegar@ceu.es

Prof. Ana Gradillas Nicolás

gradini@ceu.es

Institute of Technology

Carretera de Boadilla del Monte, Km. 5,300

Boadilla del Monte - 28668 Madrid

Tel.: +34 91 372 47 00

Prof. Juan Arana

agiralt@ceu.es

School of Medicine

Carretera de Boadilla del Monte, Km. 5,300

Boadilla del Monte - 28668 Madrid

Tel.: +34 91 372 47 00

Prof. Verónica Alonso (Ext.4675)

veronica.alonsorodriguez@ceu.es

WELCOME DAY – INTERNATIONAL STUDENTS

General Presentation of CEU San Pablo University:

Monday, 23rd January

Time: 11:30 h.

Place: Aula Magna – Facultad de CC. Económicas y Empresariales

(Street: Julián Romea, 23 – 1st Floor) <https://goo.gl/maps/eQ3FanBC1cP2>

Academic Presentations of the different Faculties: please read the “Welcome Programme”.

ACADEMIC CALENDAR 2016-17

Fall Semester

- Classes Fall semester: 7th September to 22nd December 2016
- Christmas Holidays: 23rd December 2016 to 8th January 2017
- Exams first semester: 21st December 2016 to 24th January 2017

Spring Semester

- Classes Spring Semester: 26th January to 19th May 2017
- Easter Holidays: 08th to 07th April 2017
- Exams second semester: 22nd May to 7th June 2017
- Resit exams: 21st June to 8th July 2017

EVALUATION

The evaluation methods vary according to the course and the criteria of the Faculty board of each course, although they are all based on continuous assessment. The main methods applied are:

- Written and Oral Exams
- Individual or group writing assignments
- Individual/group oral presentations

DEGREES AND SYLLABUS

Students may consult the course structure of the various degree programmes offered at the University by visiting the section dedicated to international students in our webpage:

<http://www.uspceu.com/es/ceu-internacional/erasmus-and-bilateral-exchange/international-useful-information.php>

STRUCTURE OF STUDIES

Studies at CEU San Pablo University are on the whole divided into semesters. Nevertheless, there are also year-long courses. Erasmus and International students may enrol in either annual or semester courses. If a student decides to become enrolled in an annual course and is staying for the entire academic year they should enrol for the complete course.

There are two exam periods in each academic year, an ordinary one (January or May) and a retake (June and July)

TUTORING

At the beginning of the academic year, all students at the University are assigned a tutor for academic support. The Coordinator of International Relations of each Faculty provides this service of helping to resolve any academic questions which Erasmus and international students may have related to their studies at the University (Learning Agreement and others).

Living in Madrid

INTERNATIONAL STUDENT ID CARD

All CEU students have an ID Card which allows them to access all University services as well as benefit from the various discounts that our collaborating entities offer. International and Erasmus students can pick up the ID Card on Campus at the Banco Santander, once you have officially registered your courses.

MADRID

Madrid is a vast city, with a population of approximately five million inhabitants, which is continuously increasing. It is located in the centre of the Iberian Peninsula on a plateau at an altitude of 650 meters. It has a continental climate with cold winters and very hot summers.

Life in Madrid is very cheerful. There are many traditional cafes, cafes which serve chocolate, sidewalk cafes, bars which specialize in beers and bars which serve typical appetizers or cocktails. It is easy to adapt since Madrileños (Madrid natives) are very hospitable and used to taking to people from different places in the country and in the world. There are also many establishments for practicing a variety of sports, including golf and skiing. The ski station of Navacerrada is located only 50 kilometers from the centre of Madrid.

The city offers many other leisure opportunities. Madrid boasts three magnificent portrait museums, the Prado Museum, the Thyssen-Bornemisza Museum and the Reina Sofia Centre of Modern Art, all located in the same area otherwise known as "The Art Triangle".

As well as museums and other interesting tourist places such as the Retiro Park or the Rastro (a second-hand market), its traditional neighbourhoods, such as the Austrias or the Plaza Mayor also deserve special attention. Many interesting trips can also be made outside the city without having to travel long distances. El Escorial, El Pardo, Toledo, Segovia, Aranjuez, Chinchón, La Granja or Ávila are all more or less an hour away from the city of Madrid.

CLIMATE

The climate in Madrid is dry with cold winters, and very hot summers. The difference in temperature between winter and summer is rather severe and there are hardly any in-between seasons.

ARRIVING IN MADRID

Barajas airport is located 16 Kilometres away from the city centre, and is linked to it by means of a bus service (every 15 minutes). The journey takes approximately half an hour and the terminal is located in the underground parking garage in *Colón* square (Plaza de Colón). Taxis from the airport accept up to 4 passengers and the cost of the journey to the centre of the city is of approximately 30 Euros.

There is also a Metro line that connects the airport with the city centre (line 8). The new Terminal 4 of Barajas airport can also be reached by metro on the same line. Trains coming from France and the north of the Peninsula arrive at *Chamartín* station in the north of Madrid. One of the train lines is linked to *Atocha* station which is much more central and provides access to the south, east and west as well as Portugal. Both stations contain metro stops.

Bus stations are dispersed around the city, although the main one, especially dedicated to international journeys, is the *Estación Sur* (Metro Pacífico)

URBAN TRANSPORT

The easiest way to move around Madrid is by Metro, which reaches most of the sites which may be of interest to visitors (www.metromadrid.es). There is a complete bus network (www.emtmadrid.es), as well as a commuter train network which connects the capital with surrounding towns (www.renfe.es/cercanias).

The best option is to have a transport card per month (*abono mensual*) you can use for all types of transport. This card has different prices depending on the age of the applier and the areas of Madrid included. There is no specific transport card for students.

Students studying in Moncloa Campus should ask for an A card. Students studying in Montepíncipe Campus have to ask for a B2 card.

ACCOMMODATION

International Students may choose to rent an apartment, which is usually shared.

The average price of a room in a shared apartment is usually from 350 to 500 euros a month.

CEU San Pablo University collaborates with the following companies that offer student accommodation: www.aluni.net; <https://www.uniplaces.com/>; www.tlsgroup.eu/es/madrid

Other webs where you can also find student accommodation are: www.idealista.com; www.easypiso.com; www.helpmadrid.com or www.segundamano.es

International students may book their rooms in advance through the aforementioned webpages, or may wait until they meet other students on arrival, and start looking for a shared flat.

If they choose this last option, we recommend the following hostels which are close to our Moncloa Campus for the first days:

- Hostal Angelines. Hilarión Eslava, 12. Tfno: +34915435640
- Hostal Arrate. Gaztambide, 61. Tfno: +34915433066
- Hostal Ártico. Donoso Cortés, 69. Tfno: +34915431512
- Hostal Chocolate. Joaquín M^a López, 29. Tfno: +34915438323
- Hostal Gago. Guzmán el Bueno, 57. Tfno: 915491006
- Hostal Horche. Gaztambide, 61. Tfno: +34915434242
- Hostal Los Andes. Gaztambide, 11. Tfno: +34915440243
- Hostal Moncloa. Hilarión eslava, 16. Tfno: +34915449195
- Hostal Oxford. Guzmán el Bueno, 57. Tfno: +34915441302
- Hostal Universal. Princesa, 84. Tfno: +34915439454

ELECTRICITY

The current used in Spain is 220 volts.

COST OF LIVING

The cost of living in Madrid can reach between 800 and 1.000 Euros per month on average. This includes accommodation, maintenance, and various expenses.

Here is an estimate of different expenses:

Approx. price in euros:

- Room in shared flat 350 € - 500 €
- 1 litre of milk 0,85 €
- 1 loaf of bread 0,50 €
- Daily lunch menu at the University's canteen 6,45 €
- Daily lunch menu in restaurant 10 €
- *Abono joven* (monthly travelcard for the Madrid area, students aged under 26): Approx. 20€
- *Abono Adulto* (monthly travelcard for the Madrid area, students aged over 26): Approx. 55€
- 1 cinema ticket: 8 €

BANK ACCOUNTS

In order to open a bank account it is only necessary to show the bank branch a passport or a valid identity document. Euro (€) is the currency. There is a *Banco de Santander* office in our both campuses.

INTERESTING WEBSITES FOR YOUR STAY IN MADRID

Culture, Leisure and Tourism: www.esmadrid.com

Information for international students in Madrid: www.madridyoung.com

Tourism Office: www.turismomadrid.es

Madrid Information: www.madrid.org (Teléfono 012)

www.madrid.es (Teléfono 010)

USEFUL CONTACT NUMBERS IN CASE OF EMERGENCY:

Comunidad de Madrid Emergency Number: 112

Ambulances: 061

National Police Service: 091

Local Police Service: 092

Guardia Civil: 062

Fire Brigade: 085

Police Station, Moncloa:

C/ Rey Francisco, 15. 28008 Madrid

Tel.: 9000 150 000 (Information)

Metro: Ventura Rodríguez

Bus: 1, 2, 44, 74, 133, 202.

IF YOU'RE NOT FEELING WELL AND YOU NEED A DOCTOR...

If you are an EU citizen and you hold the European health card, you must find out which "Centro de Salud" you belong to depending on the area of the city in which you live (you must at least know the post code to search for the right centre online).

You can look for your designated centre at:

<http://www.centrossanitarios.sanidadmadrid.org/Buscadores/CentrosAsistenciales.aspx>

If you are a non-EU citizen, you probably have an international insurance. You may check the insurance company's website or call them to find out where you should go to see a doctor.

Pharmacies on duty: www.canaldefarmacia.com / call 098

In case of doubts or difficulty with the language, please come to see us at the International Office, send us an e-mail to international.office@ceu.es or call us on 91 514 01 05.

HOW DO YOU GET TO CEU?

Moncloa Campus (Schools of Law/School of Economics and Business Studies/ School of Humanities and Media Studies)

Metro Stations: Metropolitano (line 6), Guzmán el Bueno (lines 6 and 7)

Buses: 2, 44, 45 or Circular (C1/C2)

Montepríncipe Campus (Schools of Medicine/School of Pharmacy, and Institute of Technology)

CEU Bus Service*

Our University has a private bus service from the city centre to and from Montepríncipe Campus.

From Madrid to Montepríncipe (there are two different points of departure)

a) From Plaza de Castilla (at the corner with Avenida de Asturias)

7.45h and 13.45h

b) From Moncloa (Avenida de Séneca -in front of *Colegio Mayor San Agustín*- and Plaza del Marqués de Comillas)

7.45h , 8.45h y 13.45h

From Montepíncipe to Madrid

To Moncloa (Avenida de Séneca and Plaza del Marqués de Comillas)

13.00h , 14.30h , 18.30 h y 20.30 h

Metro Ligero: Line 3, “Montepíncipe” stop.

Buses 571, 573 y 574 (departures from *Faro de Moncloa*)

*These timetables may be modified for special reasons throughout the year.

WHERE IS THE INTERNATIONAL OFFICE?

MONCLOA CAMPUS:

The Office is located in c/ Julián Romea, 20 <https://goo.gl/maps/g7veBzBdziT2>

Metro station: Guzmán el Bueno – Line 6 and 7

Buses: 44 or Circular (C1/C2)

Opening times

AM: Mon-Fri 9.00-13.30h

PM: Monday to Thursday, 16.00-18.00h

MONTEPRÍNCPE CAMPUS:

Escuela Politécnica Superior

Carretera de Boadilla del Monte, Km. 5,300 - Boadilla del Monte - 28668 Madrid

<https://goo.gl/maps/ft42viHjY8o>

Opening times

AM: Mon-Fri 9.30-13.30h

<http://www.uspceu.com/es/ceu-internacional/home.php>

WHAT DOCUMENTS SHOULD I HAND IN AT THE INTERNATIONAL OFFICE ON ARRIVAL?

If your Home University asks for it, you must bring us the certificate of attendance/certificate of arrival to have it signed and stamped.

Make sure you come and see us first thing, as we need to check that we have all your data and the necessary documents.

We also need to give you a username and password (which you will be able to change later) to access the Student Portal and your University's e-mail account.

A few days after you arrive, you should also come to get your student ID card, which entitles you to access the library as well as other university services, and to get discounts in several collaborating companies/leisure activities/museums.

WHAT SHOULD I DO WITH MY *LEARNING AGREEMENT* WHEN I ARRIVE?

First of all, your academic coordinators in CEU will give you a definitive list of the available courses at the academic presentation of your School.

You have already done a pre-registration on-line using our Erasmus and International student portal. This pre-registration has to be confirmed once you are in Madrid with the academic Coordinator of International Relations. You have to include the definitive courses on your *learning agreement*. Once you have the approval of the Academic Coordinators you will have to do the definitive registration on the Secretary of your School (please check registration days at the Welcome Programme).

The courses shown on the LA must have the approval of the academic coordinator in your Home University. When you have his/her approval, go and see your CEU academic coordinator to have the learning agreement signed and stamped.

When the LA is ready, send a copy to your Home University and keep the original to hand in when you go back to your country of origin.