

## ACADEMIC INFORMATION FOR INTERNATIONAL STUDENTS – 2017/2018

### 1. Welcome to San Pablo CEU University!

San Pablo CEU University (USPCEU) is a private University located in Madrid, Spain, founded in 1933. It has two campuses, the Moncloa Campus and the Monteprincipe Campus (located 20km north of the city). The School of Business and Economics is located within the Moncloa Campus along with the School of Law and the School of Humanities and Communication Sciences. The Faculties of Pharmacy, Medicine and Architecture are located in the Monteprincipe Campus.

### 2. Across-Faculty Education

As an **exchange student** at the School of Business and Economics at USPCEU you are able to enroll in any subject from any of the Bachelor degrees offered by the three Schools in the Moncloa Campus (School of Business and Economics, School of Law and School of Humanities and Communication Sciences).

### 3. Registration Procedure

- Students should have done a pre-registration in “**Portal Erasmus**” which must be confirmed on enrollment day.
- Upon arrival, students should bring a proposed Learning Agreement with the subjects that have been approved by their home institution (“**Learning Agreement – BEFORE MOBILITY**”).
- During the first two weeks of the semester, international students are able to attend any class, thus being able to “shop around” to find classes appropriate for their needs. Students must pay attention to the schedules of the different subjects, as attendance is compulsory. If timetables clash, an alternative subject must be found.
- Once students have decided on their classes/timetable, they need to enroll in them. Please note that availability is limited for classes taught in English.
- The enrollment day is on the **27<sup>th</sup> of September**. Students must report to the Administrative Office (“**Secretaría**”) of the School of Business (C/ Julián Romea, 23, between Building A and B). It is there and then when they must present:
  - Their **HOJA DE MATRICULA (Registration sheet)**, which indicates the subjects they wish to study and the corresponding group for each subject. For example, if the subject is *Computer Science (code b104)* 1<sup>st</sup> year GAD , the student must check ☒ this subject and the group that he/she wants to attend; eg: (11, 12, 02). Once a subject is chosen from one group, the student must follow the subject in that same group. A 6 ECTS subject will meet twice a week, two hours each time.
  - Their **PASSPORT** or **ID**.
- Once students have enrolled they cannot add any more subjects but they can drop subjects until mid-term. Otherwise, the subject will appear on the Transcript of Records (ToR) after completion of the mobility.

**If students want to enroll in subjects offered in other Faculties  
they must follow the respective registration procedure of each Faculty.**

#### 4. Tuition and Assessment

Morning groups are those numbered 11, 12, 02, 03, ... (classes start at 8.00h and finish at 13.30h or 14.30h) and afternoon groups numbered 06, 07 (from 15.00h to 20.00h). As an exchange student you can choose classes from all the different groups, morning and/or afternoon (providing places are available).

E.g. Year 1 – Groups 1.11; 1.12; 1.01; 1.02; ...

Year 2 – Groups 2.02; 2.03; ...

Year 3 – Groups 3.01; 3.02; 3.03; ... and so on

The methodology followed is that of continuous evaluation (presentations, project assignments, midterms and so on will be assigned, weighed and graded) as indicated in the **“Guía Docente”** (Course Guide) of each subject. Please check these Guías Docentes, that also include the course syllabus:

<http://www.uspceu.com/es/estudios/grado/ciencias-economicas-empresariales/administracion-y-direccion-de-empresas/guias-docentes.php>.

**Attendance is mandatory at least 75% of the classes.**

International students must meet the same criteria of continuous evaluation and follow the methodology established by the professor.

#### 5. Academic Calendar

The academic year is divided into two semesters. The first (1S) or Fall semester runs from September to December. The second (2S) or Spring semester from February to May.

	<b>1<sup>st</sup> Semester</b>	<b>2<sup>nd</sup> Semester</b>
<b>Classes</b>	Sep 7 <sup>th</sup> to Dec 20 <sup>th</sup> , 2017	Jan 22 <sup>nd</sup> to May 16 <sup>th</sup> , 2018
<b>Exam period</b>	Dec 21 <sup>st</sup> to Jan 19 <sup>th</sup> , 2018	May 17 <sup>th</sup> to June 1 <sup>st</sup> , 2018
<b>Resit Exam period (1<sup>st</sup> and 2<sup>nd</sup> Semester)</b>	June 4 to 29, 2018	June 4 to 29, 2018

#### 6. Examination and Grading System

All students have two opportunities per academic year to pass a subject: *“Convocatoria Ordinaria”* (first attempt exam period) and *“Convocatoria Extraordinaria”* (resit exam period). Please refer to the Academic calendar for specific dates of exam periods:

<http://www.uspceu.com/es/facultades-escuelas/ciencias-economicas-y-empresariales/alumnos/informacion-academica.php>

After each exam period students can look into and revise their final exam by meeting with their corresponding lecturer. This is called *“Revisión de Exámenes”* and takes place usually a week after the official exam period has ended. It is important students attend these meetings, especially when they have failed.

**IMPORTANT:** In the event that international students cannot do the exam on the official date, they should inform their lecturer as soon as possible to find an alternative date. Under no circumstances can an exam be faxed or sent by email.

### CEU University Grading System

Matrícula de Honor (M)	Excellent	10
Sobresaliente (SB)	Very Good	9,9-9,0
Notable (NT)	Good	8,9-7,0
Aprobado (A)	Satisfactory	6,9-5,0
Suspense (SS)	Fail	4,9-0,0

### European Credit Transfer System (ECTS)

Excellent	A	10-9,0
Very Good	B	8,9-8,0
Good	C	7,9-7,0
Satisfactory	D	6,9-6,0
Sufficient	E	5,9-5,0
Fail	FX	4,9-4,0
Considerable Fail further work is required	F	3,9-0,0

## 7. Paperwork

### **International Relations Office/ Academic Coordinators**

(C/Julián Romea 23; First floor, Office 1.11B)

#### • Learning Agreement (before, during and after mobility)

##### Instructions:

- First semester (1S) students must have their Las signed and sealed during the months of October and November.
- Students must submit their Learning Agreement (including the before mobility LA) and “Informe de Matrícula” (previously requested in the Administrative Office (Secretaría)).
- Second semester (2S) students during the months of March, April and May.
- The subjects that appear on the Learning Agreement must be exactly the same as shown on the Registration Report (“Informe de Matrícula”).
- Before departure, students must complete the **survey** found in this link: <http://fluidsurveys.com/surveys/rriieconomicas/international-students/>

### **International Office**

(C/Julián Romea 20)

- **Certificate of Arrival, Certificate of Departure**
- **Student ID** and CEU-email address on the day of the student sign-up
- **ToR (Transcript of Records)** at the end of the student’s exchange. The ToR will be issued once all the grades have been officially published. The ToR will be sent to the home institution of the students. This process will take place about two weeks after the end of the resit period (end of July). If the student has passed all the subjects in the “convocatoria ordinaria” he/she may request for the ToR to be sent earlier by communicating this to CEU’s International Office.

**Language Centre**  
**(Centro de Idiomas)**  
(C/Julián Romea 20)

Organizes the **Spanish Language Placement test** at the beginning of each semester.

### 8. Academic Calendar

Public Holidays & Holidays (1<sup>st</sup> & 2<sup>nd</sup> semester)

Día de la Hispanidad: October 12, 2017  
Día de Todos los Santos: November 1, 2017  
Día de la Almudena: November 9, 2017  
Día de la Constitución: December 6, 2017  
Día de la Inmaculada: December 8, 2017  
Christmas: Dec 23, 2017 to Jan 8, 2018  
Conversión de San Pablo: Jan 25, 2018  
Easter: From March 24 to April 2, 2018  
San Vicente Ferrer (Facultad de Económicas): April 5, 2018  
Día de la Comunidad de Madrid: May 1 and 2, 2018  
San Isidro: May 15, 2018

### 8. Academic Contacts

Countries coordinated by  
**Marina Laso Taylor**



Canada, Denmark, Finland, Ireland, Italy,  
Sweden, The Netherlands, Turkey,  
United Kingdom, South Korea, USA.

Countries coordinated by  
**Elizabeth Frank**



Argentina, Austria, Australia, Belgium, Brasil, Chile,  
China, Czech Republic, Estonia, France, Germany,  
Hungary, México, Peru, Poland, Portugal,  
Switzerland, Taiwan, USA.

