



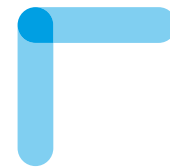
CEU

*Universidad
San Pablo*

INCOMING EXCHANGE STUDENT MANUAL

2020/2021





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A word from the Rector

A globalized world needs University students with an international education. At Universidad CEU San Pablo we are convinced. If you are studying with us, it is because you are convinced too. Thank you for choosing us to train you in this crucial stage that will open the doors of your future to the world. Congratulations on your decision.

I am sure that you will get the most out of your new life in Madrid, but as moving to a different place is never easy, I want you to know that we are here to assist you during this process.

Regarding your integration, we try to put at your disposal all the opportunities to improve the language, to know our culture and that of your classmates.


Welcome to your University, welcome to the CEU San Pablo world.



Rosa Visiedo Claverol
Rector

WELCOME TO UNIVERSIDAD CEU SAN PABLO

MONCLOA CAMPUS

-  School of Law
-  School of Economics and Business Studies
Vice Rectorate for Internationalization and Digital Transformation
Moncloa Campus Secretary
-  School of Humanities and Communication Science
(Temporary location)
-  Future School of Humanities and Communication Science*
-  Admission and New Student Service
Vice Rectorate of Students
-  Other Campus Facilities



Moncloa Campus

C/ Julián Romea, 23.
28003 Madrid

erasmus@ceu.es

Telf. 91 514 04 04

Fax. 91 536 06 60

INTERNATIONAL MOBILITY OFFICE

The International Mobility Office will guide you before the arrival and will assist you during your stay at the Universidad CEU San Pablo. We can provide you information and help regarding the internal university procedures, documentation related to your stay, official communication with your home university, as well as all the information about all the available student services at our university.

MEET THE TEAM



ESTELA HERRÁNZ MÉNDEZ

International Mobility Coordinator
oficina.internacional@usp.ceu.es



MAREIKE KIWITT

International Mobility Coordinator
erasmus@ceu.es

WHERE TO FIND US

Julián Romea 20,
28003, Madrid

Tel.: +34 91 514 01 05

OPENING TIMES

AM: Monday - Friday
9.30-13.30

PM: Monday -Thursday
16.00-18.00

WELCOME TO UNIVERSIDAD CEU SAN PABLO

MONTEPRÍNCIPE CAMPUS

 Institute of Technology

 School of Pharmacy

 School of Medicine

 Other Campus Facilities



Montepríncipe Campus

Urbanización Montepríncipe.
28925 Alcorcón - Madrid

Telf. 91 372 47 00

INTERNATIONAL MOBILITY OFFICE

MEET THE TEAM



ANA IBARRA

Administrative Officer

ana.ibarra@ceu.es

WHERE TO FIND US

Institute of Technology

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

Tel.: +34 91 372 40 40

OPENING TIMES

AM: Monday - Friday
9.30-13.30

PM: Monday -Thursday
15.30-17.00



PREPARE YOUR ARRIVAL

HOW TO GET TO MADRID



AIRPLANE

From Madrid to Barajas Adolfo Suarez Airport to the center of Madrid

BY METRO

Line 8 (PINK LINE)

5€

BY TAXI

Fixed Price

30€



TRAIN

There are a lot of national and international train that depart daily from both Chamartín and Atocha stations.

High-speed trains depart from the Atocha station.

Customer Service: 902 240 202

Sale tickets for both stations in www.renfe.es

PUBLIC TRANSPORT

20€ **Monthly transport pass**
(Students UNDER 26)
BUS, METRO, METRO LIGERO AND CERCANÍAS RENFE COMBINED

55€ **Monthly transport pass**
(Students OVER 26)
BUS, METRO, METRO LIGERO AND CERCANÍAS RENFE COMBINED

55€ **METRO**
10 TRIPS

To obtain your metro card access the website:
www.metromadrid.es

There is also a complete Bus Network:
www.emtmadrid.es

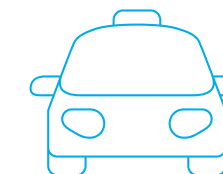
TAXI

To get a taxi you can call:

RADIOTAXI
+ 34 914 473 232

Or download the **app**:

freenow
+34 913 712 131



HOW TO GET TO ...

MONCLOA CAMPUS



METRO
VICENTE
ALEIXANDRE
(line 6)

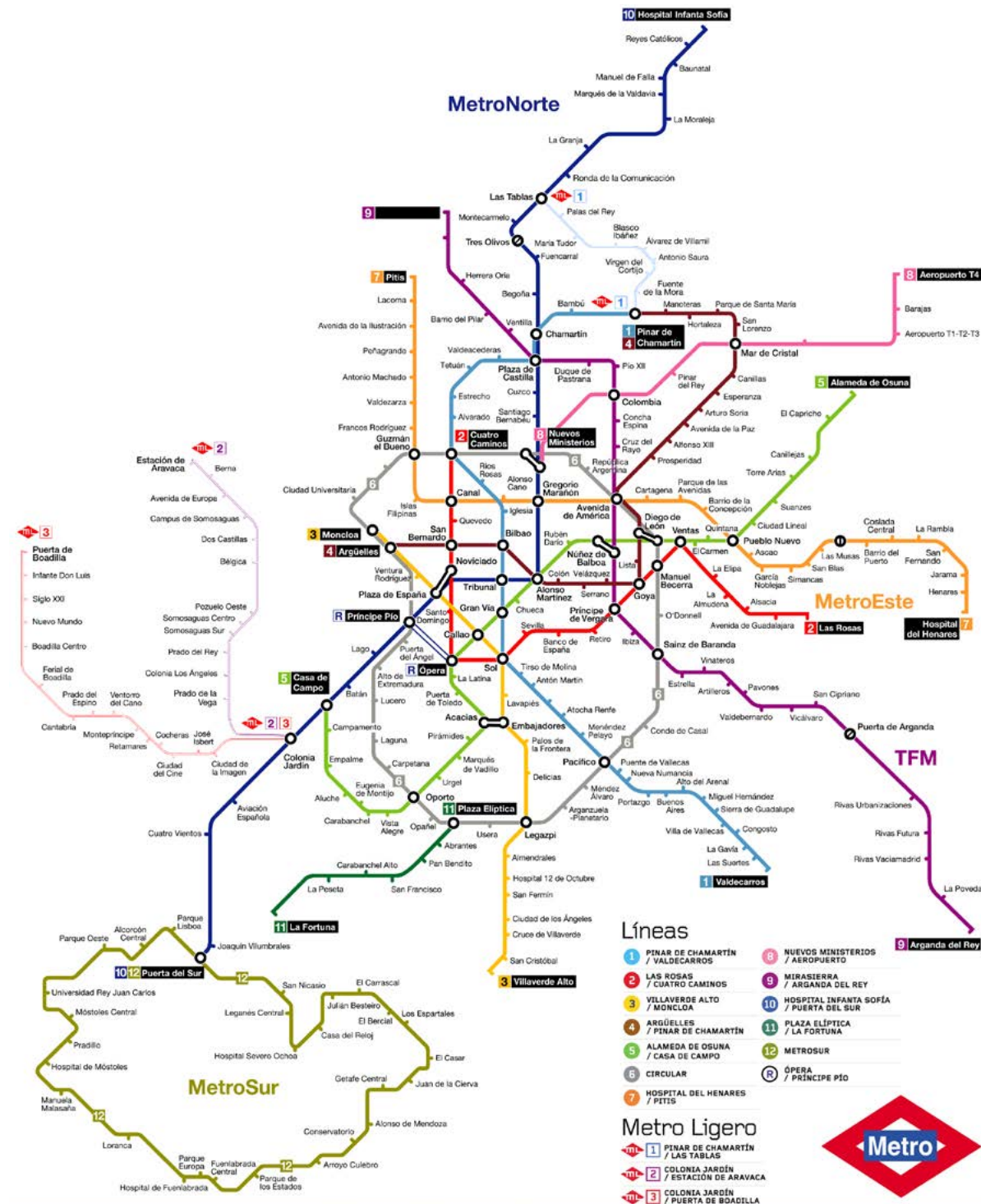
GUZMÁN EL BUENO
(lines 6 and 7)

www.planometromadrid.org



BUS
2
44
45
CIRCULAR
(C17C2)

www.emtmadrid.es



HOW TO GET TO ...

MONTEPRÍNCIPE CAMPUS

FREE
UNIVERSITY BUS FOR
MONTEPRÍNCIPE CAMPUS



LIGHT RAIL

To get to the
campus, you
should take **Line 3**
to Montepíncipe

www.melimadrid.es



NIE APPLICATION PROCEDURE

IMPORTANT

Any citizen of a Member State of the European Union or of another State belonging to the Agreement on the European Economic Area residing in Spain for more than 3 months, is obliged to register as a resident through a procedure known as the **Certificado de Registro**.

This certificate is not valid as an identification document, it must always be accompanied by a passport or identity card.

Obtaining the Certificado de Registro is a long process, so we advise you to request a temporary NIE number. This process gets the name of Asignación de NIE, you can request it at the Spanish Embassy or consulate in your home country.

EU Citizens

You must provide the following documents:

- Original and photocopy of your passport or identification document.
- Payment of the fee.
- Registration certificate, which we will provide you.
- Form EX15, available here.

If you want to get it once you are in Spain:

Get an appointment through our website:
<https://sede.administracionespublicas.gob.es/icpplustiem/citar>

The date of the appoint you'll have to submit:

- ID picture
- Tax Paid Form 790 cod.012 -
- Form EX15
- Select: "Asignación de NIE"
- Copy ID / Passport + original
- 9,64€



VISA APPLICATION PROCEDURE

IMPORTANT

If your only stay for just for 1 semester, the visa you'll get will be valid for your stay. Your NIE number will be stated on your visa, which you may need to open a bank account, get a phone number etc. You have to apply for your Visa at least 3 months before arriving in Spain. Apply for student visa at the Spanish embassy or consulate in the country of origin.

NON-EU Citizens

Documents requested (may vary):

- Application Form.
- Recent color picture passport size.
- Original and copy of the valid Passport.
- Letter of acceptance at the Universidad CEU San Pablo.
- Medical Insurance arranged with an insurance agency authorized in Spain.
- Documents that justify the availability of financial means of subsistence.
- Flight ticket reservation (original and photocopy) to know the date scheduled for the trip.
- Medical Certificate confirming that the applicant does not suffer from any of the diseases that may have serious public health repercussions.
- Criminal Record Certificate, issued by the authorities of the country or countries in which you have resided for the last five years

ACCOMMODATION

01

Universidad CEU San Pablo collaborates with the following companies that offer student accommodation:

www.aluni.net
www.uniplaces.com
www.citylifemadrid.com
www.helpmadrid.com
www.beroomers.com

02

Other webs where you can also find students accommodation are:

www.pyr-solutions.COM
www.studybroadapartments.com
www.atmospherelivingsl.com
nexoresidencias-com
www.spotahome.com
www.micasainn.com
www.roomsinmadrid.com
www.homiii.com

03

If students prefer to wait until they arrive to meet other students and look for a shared flat, we recommend the following hostels which are close to our Moncloa Campus for the first days:

Hotel Angelines. Hilarión Eslava, 12.
Tlfn. +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. +34915491006

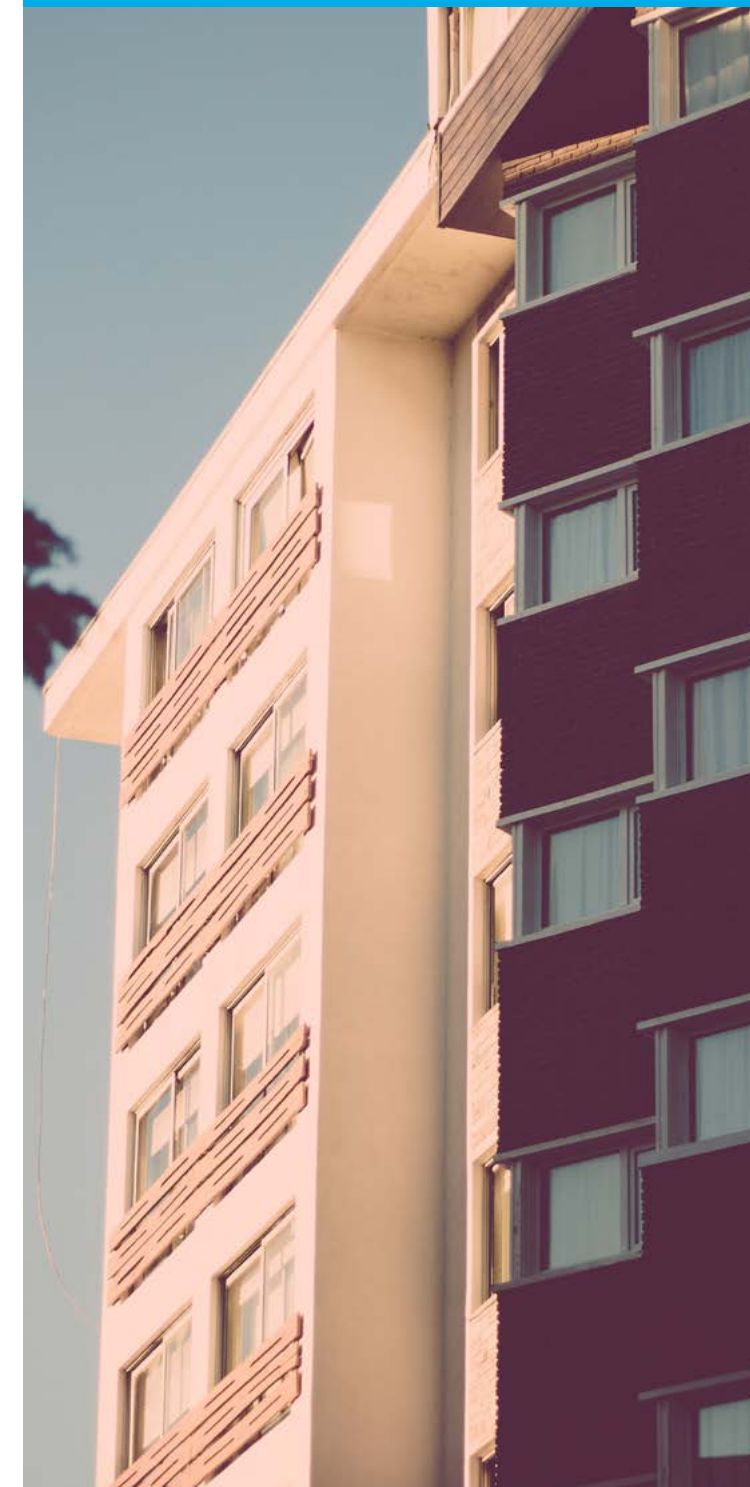
APARTMENT

370-600€

PER MONTH

Room

In shared apartment



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 370 € - 600 €
- 1 liter 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 travel card for the Madrid area, students aged under 26): Approx. 20€
- Abono Adulto (monthly travel card for the Madrid area, students aged over 26): Approx. 55€
- 1 cinema ticket: 8 €



TIPS TO FIND ACCOMMODATION

- 1 Do not wait until the last minute to find your accommodation
- 2 Explore all options. Keep in mind your preferences
- 3 Choose your flatmates carefully. establish some co-habitation rules
- 4 Check if expenses are included. Water, electricity or internet, prices are variable
- 5 Carefully read the conditions of the contract.

COORDINATORS CONTACT INFORMATION

SCHOOL OF HUMANITIES AND COMMUNICATION SCIENCE



Miguel Delgado Yoldi
delgado.fhm@ceu.es



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SCHOOL OF ECONOMICS AND BUSINESS STUDIES



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**Mª Gloria Aznar
Fernández-Montesinos**
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aznarfernandezmonte@ceu.es

SCHOOL OF PHARMACY



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COORDINATORS CONTACT INFORMATION

SCHOOL OF MEDICINE



Verónica Alonso
veronica.alonsorodriguez
@ceu.es



Begoña Jiménez
bjreguera@ceu.es



Ángeles López Martín
angiel@ceu.es

INSTITUTE OF TECHNOLOGY



Juan Arana
agiralt@ceu.es



Cristina Sánchez López de Pablo
cristina.sanchezlopezpablo@usp.ceu.es



INTRANET

Eduroam is a WiFi network promoted by the University in all its centers
Once you have accessed the Eduroam network your intranet password, the system will not ask for your credentials again.

With the Eduroam password, you will have access to the WiFi network of many university centers throughout Europe.

CONNECT TO THE INTRANET

Go to **www.uspceu.es** and click on “Accesos” then click on “alumnos”

or directly access it through the URL:
http://intranet.ceu.es



VIRTUAL CAMPUS

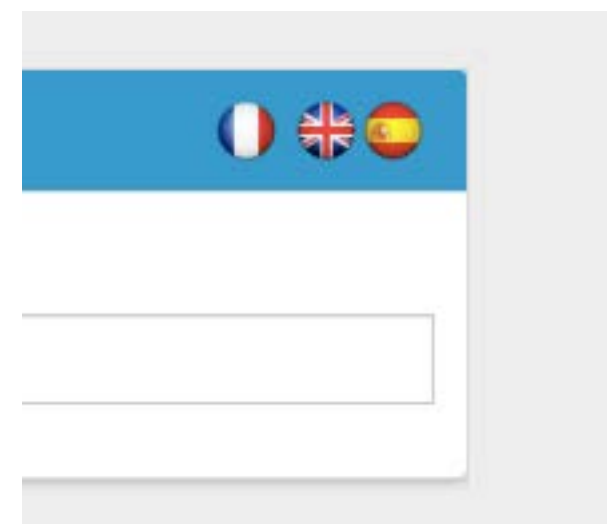
In this space you will find information related to the subjects and courses you are following: Activities, exams, grades...

Click on “*access the virtual campus*”



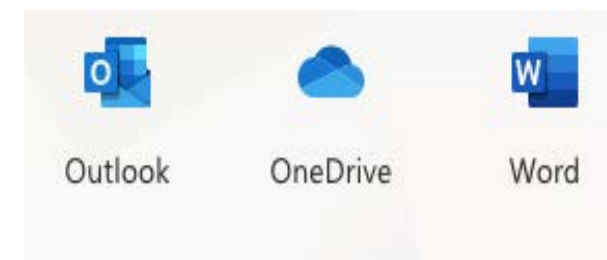
Change the language of your virtual campus.

1. Click on your name
2. Select “*settings*”
3. Then select “*personal information*”
4. Click on “*change personal settings*”
5. Select your language in “*user language pack*”
6. To save the settings, click on “*Send*”



University email

1. Go to the uni apps (left hand corner)
2. Click on “*office 365*”
3. Enter to your mail



STUDENT CARD

All students enrolled at Universidad CEU San Pablo can apply for a student card after arrival. The card has different functions:

- It is a personal identity card for the University
- It gives access to library services and University printers
- It can be used as a convenient prepaid or charge card (if activated at the bank)

We will send you an email once we will have the dates confirmed that are available for the mobility students.



The mobility Office will provide a document *hace constar* which will serve as a replacement to access the library until you get your student card.

You may also be asked to show this document to obtain the public transport card for students or to get some other discounts.

MEDICAL ASSISTANCE

EU citizens with [european health card](#) must find “centro de salud” of the area where they live. You can look for your designated centre at: www.centrossanitarios.com

Non EU citizens with [international insurance](#) must check their insurance company website or call them to find out where to go.

Universidad CEU San Pablo offers a [medical Service for the student community](#) on both campuses.

Opening times

Nursery

Monday - Friday: 10.30 - 17: 30

Doctor

Monday - Thursday: 13.30 - 15:30

In case of doubts or difficulty with the language, please come to see us at the International Office, send us an e-mail to erasmus@ceu.es or call us on +34 91 514 01 05.

IMPORTANT THINGS



In case of emergency
112 TOLL-FREE NUMBER

In Spain you can go to ER even if you **DO NOT** have a health insurance and you will always receive the first aid or treatment.

If you don't have an insurance, the hospital will bill you the amount and you will receive an invoice.

Pharmacies on duty



Visit www.canaldefarmacia.com to find the closest pharmacy in duty.

You can also 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 erasmus@ceu.es or call us on +34 91 514 01 05.

STUDENT SERVICES

LIFE IN CAMPUS



Activity
Agenda



Solidarity



International
student
congress



Ceu
discovers



Ceu radio



Ceu theatre



Zoological
medicine
club



Ceu band



Ceu stock
exchange



“El rotativo”



Debate
forum



Orfeón and
camerata



Sports



United Nation
Model Club



Ceramics



Volunteering



Ceu photo



Writers club

SPORTS

The purpose of the Sports services is to bring the University's Students together through participation in sport.

The main objective is therefore to facilitate and encourage students participation in sporting activities as much as possible.

To achieve this, we organize a busy program of competitions, activities and events to promote a competitive spirit, health, education, an interest in nature and other benefits.



LANGUAGE SERVICES

- Spanish
- English
- French



LIBRARY SERVICES

- General Information and User Service
- Department for Acquisition of bibliographic material and Scientific exchange
- Periodicals Library (Hemeroteca)
- Technical processing and Standardization Department
- Media Library (Mediateca)
- Item Request Service (SOD)
- Institutional repository
- Bibliographic Information and User Education Service
- Bibliometrics Department
- Intellectual property Office Spreading of authors work al CEU (DAUCH)
- European Documentation Centre

Moncloa Campus

Julian Romea 22, 28033, Madrid

Montepríncipe Campus

Avenida Montepríncipe, 280668, Alcorcón, Madrid



ACADEMIC CALENDAR

IMPORTANT DATES

3 rd Feb	First day of class, second semester
3 rd Feb - 14 th may	Second semester classes
26 th Feb	Employment forum monteprincipe
18 th may - 2 nd june	Exam period second semester
12 - 24 june	Resit exam period second semester
15 - 30 june	Summer university

VACATIONS

4 th - 13 th april	Easter break
--	--------------

ACADEMIC CALENDAR 2019-20

SEPTEMBER 2019

M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

OCTOBER 2019

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

NOVEMBER 2019

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

DECEMBER 2019

M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JANUARY 2020

M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FEBRUARY 2020

M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	

MARCH 2020

M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL 2020

M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY 2020

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE 2020

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

JULY 2020

M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Patron Days

18 Oct.	School of Medicine
10 Dec.	School of Pharmacy
13 Feb.	Law School
19 March	Polytechnic School
1 April	School of Economics
24 April	School of Humanities and Communication
24 Jan.	Conversion of St. Paul
28 Jan.	St. Thomas Aquinas

Important Dates

18 Sep.	Official Opening Ceremony
2 Sep.	Beginning of Classes
2 Sep. - 5 Dec.	First Term
9 - 20 Sep.	Extraordinary Sitting End of Degree
22 Oct.	San Pablo CEU Employment Forum (Moncloa)
12 - 13 Nov.	Innovation Week
10 Dec. - 21 Dec.	Ordinary Sitting First Term
13 - 31 Jan.	Winter University
3 Feb.	Beginning of Classes
3 Feb. - 14 May	Second Term
26 Feb.	San Pablo CEU Employment Forum (Montepríncipe)
18 May - 2 June	Ordinary Sitting Second Term
16 - 31 Jan.	Extraordinary Sitting First Term
12 - 24 June	Extraordinary Sitting Second Term
15 - 30 June	Summer University

Holidays

22 Dec. - 8 Jan.	Christmas Holidays
4 April - 13 April	Easter Holidays

* Festivities for 2020 may vary upon decision of the Central Administration, autonomic community or local government. This will be published in their Bulletins.

MADRID: AN OVERVIEW

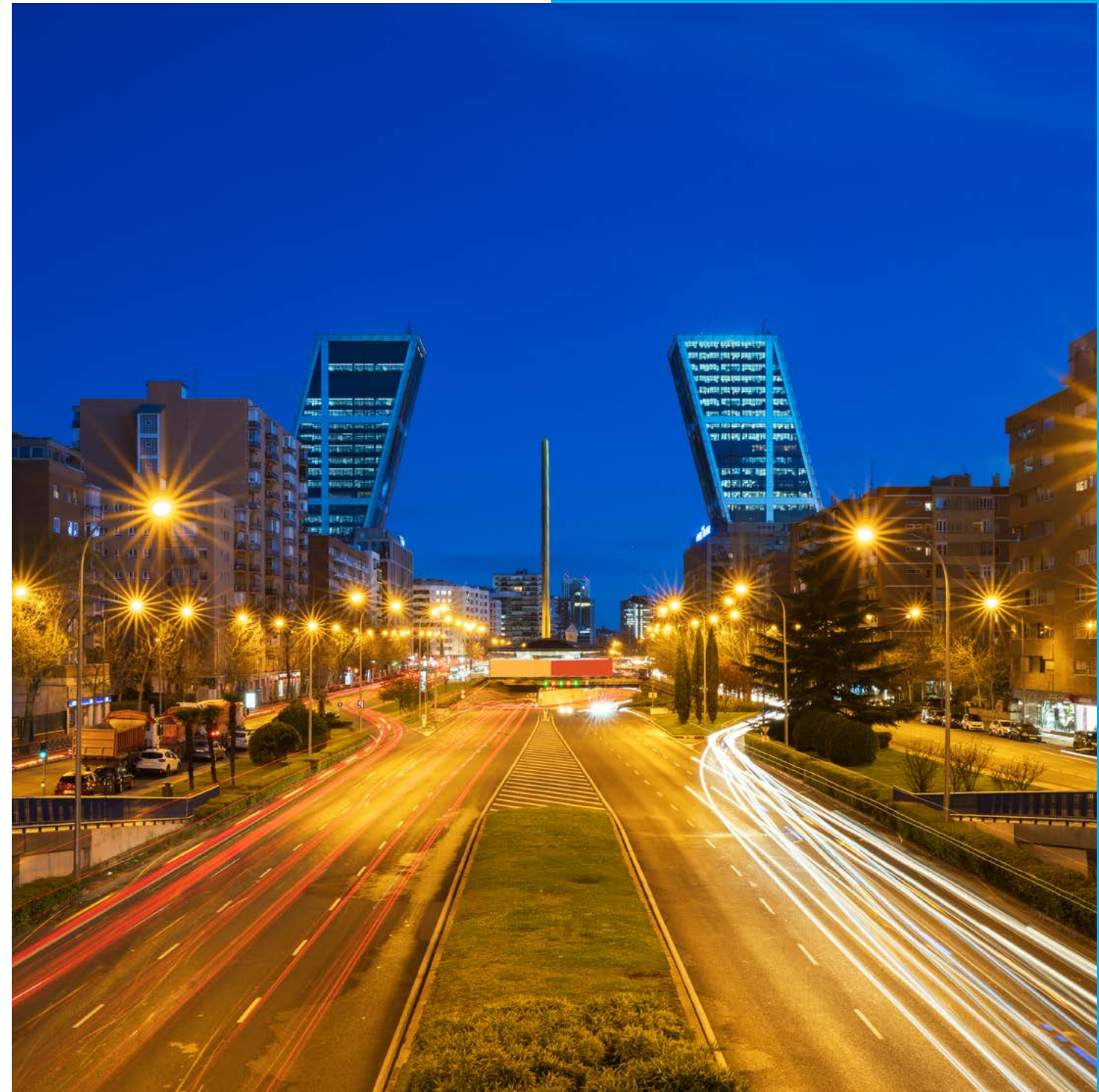
ELECTRICITY

The standard voltage in Spain is 220-240 V AC, 50 Hz. In Spain, the standard European socket with 2 plugs is used. If you come from other continents or from the United Kingdom, you will need an adapter. You will find adapters for sale in most hardware stores or large stores (large supermarkets). You can also try buying an adapter in your country of origin.

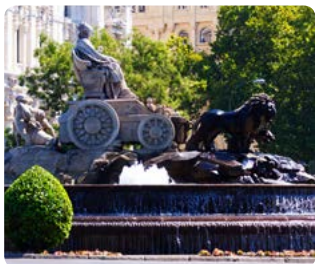
POSTAL SERVICE POST OFFICE

If you wish to send international mail in Madrid we have many post offices that arrange it, you can find the nearest one by searching in the Correos webpage: www.correos.es

For ordinary mail, there are yellow mailboxes in most neighborhoods of the city. You'll find stamps in the newsstands.



WHAT YOU MUST VISIT!



Fuente de Cibeles



Parque El Retiro



Plaza Mayor



Templo Debod



Palacio Cibeles



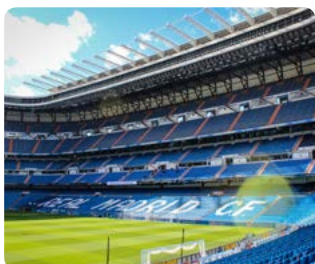
Puerta de Alcalá



Catedral de
la Almodena



Gran Vía



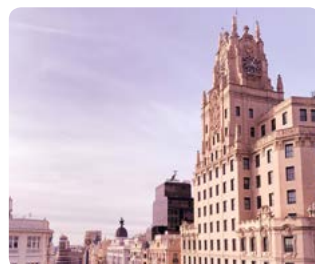
Estadio Santiago
Bernabéu



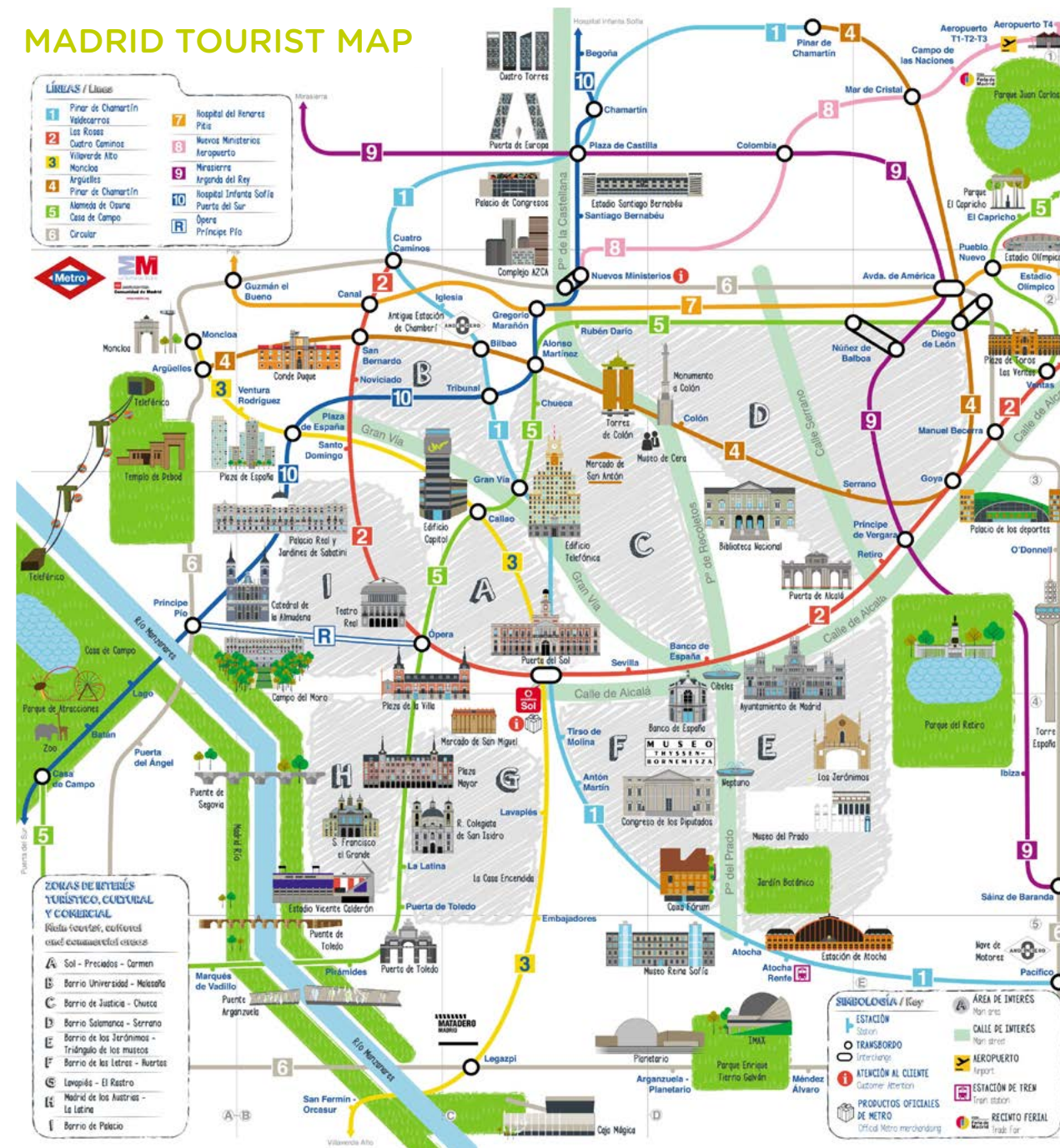
Museo del Prado



Museo Thyssen



Edificio Telefónica



THE WEATHER IN MADRID

The difference in temperature between winter and summer is rather severe and there are hardly any differences between seasons.

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
HIGH	11 °C	12 °C	16 °C	17°C	22°C	28°C	32°C	32°C	28°C	20°C	14°C	11°C
	51,8 °F	53,6 °F	60,8 °F	62,6 °F	71,6 °F	82,4 °F	89,6 °F	89,6 °F	82,4 °F	68 °F	57,2 °F	51,8 °F
LOW	0°C	2 °C	3 °C	6 °C	9 °C	13 °C	16 °C	16 °C	13 °C	8 °C	4 °C	2 °C
	32 °F	35,6 °F	37,4 °F	42,8 °F	48,2 °F	55,4 °F	60,8 °F	60,8 °F	55,4 °F	46,4 °F	39,2 °F	35,6 °F



FREE TIME IN MADRID

In Madrid, there are many plans to spend your free time. The erasmus buddies group organizes different activities every week and you can also find information in the city life website:
www.citylifemadrid.com



TELEPHONE CALLS



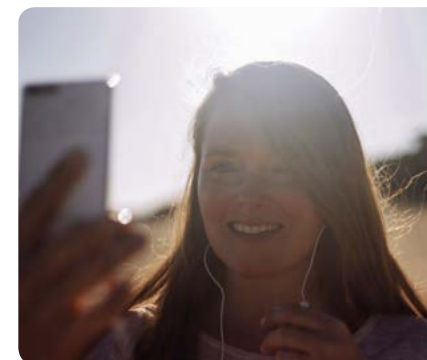
112 EMERGENCY

NATIONAL POLICE: 091
CITY POLICE: 092
CIVIL GUARD: 062
FIRE: 080
RED CROSS: 963 67 73 75



Phone calls

In order to call Spain from another country you should dial 0034 before the number. However, if you are calling a foreign country from a Spanish phone, remember to dial 00 (international prefix) and the country code of the country you are trying to reach, before dialing the rest of the phone number.



Skype

You can also call friends and family abroad via internet. Skype is probably the commonly used free software. It can be downloaded at www.skype.com by registering, you can also call other registered users for free. It can also be used with various smartphones. Also, for external numbers Skype offers a variety of priced options according to your needs. Please note that you cannot make emergency calls through Skype.



Mobile Phone

If you have a mobile phone, we suggest that you buy a Spanish SIM Card. This will allow you to call Spanish numbers and to receive phone calls from your home country with affordable costs. A new Spanish SIM card costs about 5-10 Euros, and you can choose from 4 main mobile operators: Vodafone, Movistar, Orange and Yoigo. In order to buy a SIM Card you should present a copy of your passport or ID, a Spanish address and your Social Security Number (SSN).



Pre-paid cards

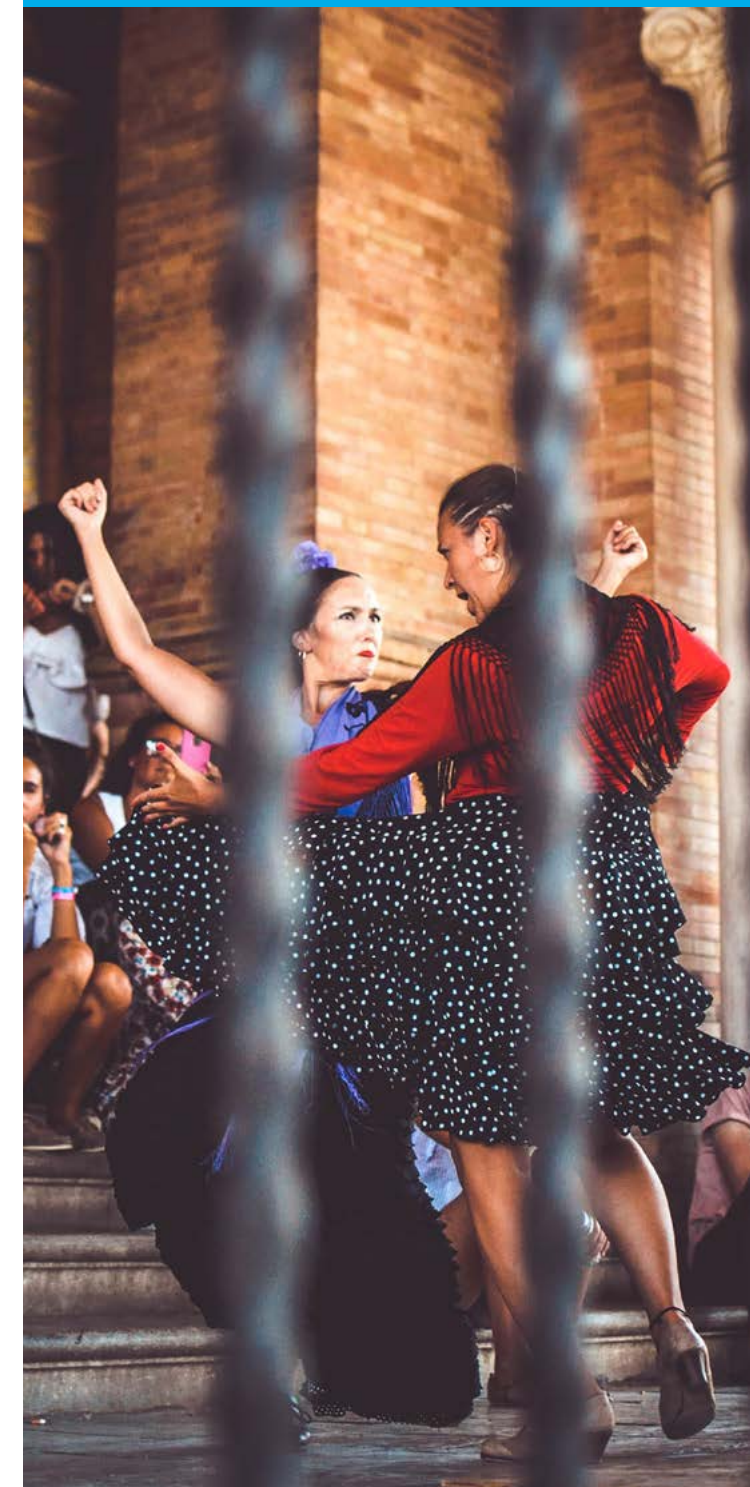
Prepaid cards are the cheapest tool to call abroad if you do not have a mobile phone. You can purchase them at the estancos (small stores around the city that sell postage stamps, phone cards, etc.), newsagents or phones shops. There are different kinds of cards according to the country you wish to call. Please note: Pre-paid cards can be used for a determined period (days, weeks or months). Companies such as OnSpanishTime.com will rent you a mobile if you'd prefer. Some rentals include minutes for calling internationally.

BASIC EXPRESSIONS IN SPANISH

Hello	Hola
Goodbye	Adiós
See you later	Hasta luego
Goof afternoon	Buenas tardes
Good evening/ Goodnight	Buenas noches
Yes	Sí
No	No
Sorry	Lo siento
Please	Por favor
Thank you	Gracias
You are welcome	De nada
How are you?	¿Cómo estás?
I am fine	Bien
What is your name?	¿Cómo te llamas? / ¿Cuál es tu nombre?
My name is...	Me llamo... / Mi nombre es...

Train station	Estación de tren
Bus station	Estación de autobus
Where is?	¿Dónde está?
What?	¿Qué?
Why?	¿Por qué?
When?	¿Cuándo?
I want...	Quiero...
I would like...	Quisiera...
Do you have?	¿Tienes?
I have / I don't have	Tengo / No tengo
What time is it?	¿Qué hora es?

Doctor	Doctor
Pharmacy	Farmacia
Hospital	Hospital
Maybe	Tal vez / Quizás
I am sick	Estoy enfermo
I do not understand	No entiendo
I do not speak spanish	No hablo español
Do you speak english?	¿Hablas inglés?
Passport	Pasaporte
Excuse me / Pardon me	Perdón / Disculpe
No problem	No pasa nada / No hay problema
Police	Policía
Can you help me, please?	¿Puedes ayudarme, por favor?
I need	Necesito
Restaurant	Restaurante



GLOSSARY OF THE UNIVERSITY TERMS

CAMPUS

It is a point of reference for students in the various Department, it helps students with educational activities.

DEPARTMENT

Departments promote, coordinate and organize the academic activities of the Degree Programs, for which they are responsible.

EXAM

For every exam past, students are awarded a certain number of credits . The exam may be written or oral. The minimum passing mark is 5/10.

EXAM DATES

Each course includes 4 different dates in which the related exam can be taken. the exams will be organized by the students and teachers.

LEARNING AGREEMENT

Study plan during the mobility period. It must be approved and sign by the student, the home university and the host university.

OFFICE HOURS

Every professor is required to provide the student a support service in regard to their respective teaching material. Office hours take place at specific time.

SEMESTER

One of the two parts into which an academic year is divided. The first one starts in September and ends in January while the second ends in June.

ACADEMIC YEAR

The Academic Year usually begins in September and in ends in August/September of the following year. Each academic year is divided into two semesters.

ATTENDANCE

Student´s participation is required for all of the educational activities required by his/her Degree programme. Attendance is compulsory.

BLACKBOARD

Every student has a virtual personal area. You can access your Intranet with your student email id and password, given to you upon your registration.

TRANSCRIPT OF RECORDS

Official certificate with the complete list of approved exams.

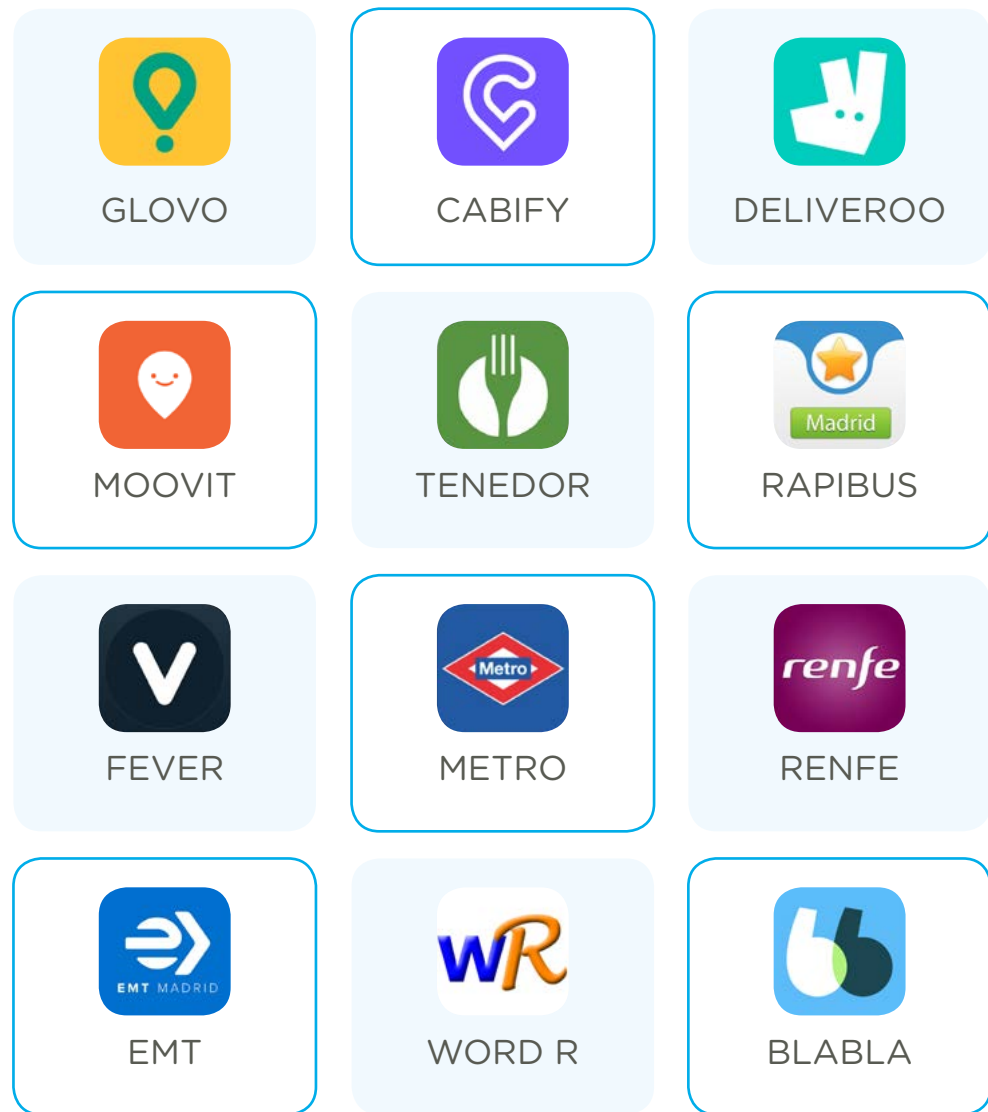
STUDENT CARD

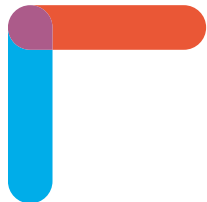
Is given to each student, to be used for university services (libraries, copies, etc).

UNIVERSITY CREDIT (ECTS)

The Spanish University System measures student workload with ECTS. Students should earn 60 university credits per academic year.

APPS OF INTEREST





CEU | *Universidad
San Pablo*

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Timetable

AM: Monday - Friday 09.30 - 13.30

PM: Monday - Thursday 16.00-18.00

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