

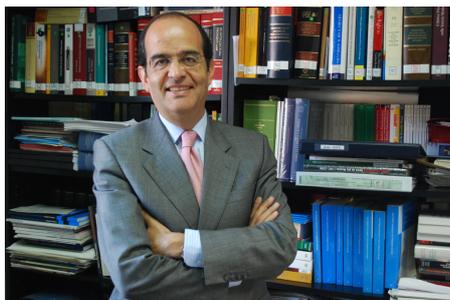


CEU
*Universidad
San Pablo*

2012-13

Information for International Students





Prof. Dr. José Luis Piñar Mañas
*Vice-Rector for International
Relations*

PRESENTATION

I wish to welcome all students coming from Universities and Centres of Higher Education in Europe and the rest of the world who are going to study at our Institution, CEU San Pablo University. For many years, our University and previously the University Schools of CEU have constituted a Centre of reception and reference for students coming from other countries and wishing to complete their studies in Spain. There are thousands who have already attended our lessons for various degree programmes.

With the intention of continuing and improving this task, CEU San Pablo University counts on student exchanges with other Universities as an additional way of strengthening the quality of teaching at the university and cooperation in educational projects.

In this guide you will find the main features of our University as well as some practical information that you as students should take into consideration in order to successfully organize your stay in CEU San Pablo University.

I hope your stay at our University is fully satisfactory and that, with everybody's efforts, our University will contribute to complete your education whilst enabling you to create pleasant memories of your stay among us.

Prof. Dr. José Luis Piñar Mañas
Vice-Rector for International Relations
CEU San Pablo University
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WHO'S WHO IN INTERNATIONAL RELATIONS?

Vice-Rector for International Relations

PhD. José Luis Piñar Mañas

Director of International Programmes

D. Alejandro García Barrientos

International Office

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www.rrii.uspceu.es

Opening times

AM: Mon-Fri 9.00-13.30h

PM: Monday and Thursday, 17.00-19.00h

Month of July: Mon-Fri 9.00-14.00h

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

international.hum@ceu.es

Prof. Francisco Cabezuelo Lorenzo

francisco.cabezuelolorenzo@ceu.es

Prof. Emiliano Blasco Doñamayor

emiliano.blascodonamayor@ceu.es

School of Law

Julián Romea, 22 – 28003 Madrid

Tel.: +34 91 514 04 00

Prof. Lucana Estévez Mendoza

international.law@ceu.es

School of Economics and Business Studies

Julián Romea, 20 – 28003 Madrid

Tel.: +34 91 456 63 00

Prof. Marina Laso

marlaso@ceu.es

Prof. Pablo Arés Gastesi

international.eco@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. Beatriz Ramos Solano

international.phar@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. Mayka García Hípola

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Assistant

Mrs. Ana Ibarra Alcaraz

ibarra.coie@ceu.es

School of Medicine

Prof. Begoña Jiménez Reguera

bjreguera@ceu.es

WELCOME DAY – INTERNATIONAL STUDENTS

General Presentation of CEU San Pablo University:

January 29th , 2013

10.00h

Aula Magna (Conference Hall - c/Julián Romea, 23 – 1st Floor)

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

ACADEMIC CALENDAR 2012-13

Spring Semester

- ∅ START OF CLASSES: 29th January
- ∅ END OF CLASSES: 20th May
- ∅ EXAM PERIOD: 20th May – 8th June
- ∅ EXAM RESITS: 27th June – 12th July

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

SUMMER SCHOOL

July 2013

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:

www.rrii.uspceu.es

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 (December 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 at the International Office during the days following their arrival.

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 Sofía 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).

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.aaluni.net , www.welcome2spain.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 €
- Daily lunch menu in restaurant 10 €
- *Abono joven* (monthly travelcard for the Madrid area, students aged under 21): Approx. 35€
- *Abono Adulto*(monthly travelcard for the Madrid area, students aged over 21): 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 Moncloa Campus (c/Julían Romea,20, Ground Floor).

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 91 456 63 18.

HOW DO YOU GET TO CEU?

Moncloa Campus (Schools of Law, Economics and Humanities)

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, 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 and Plaza del Marqués de Comillas)

7.45h , 8.45h y 13.45h

From Montepríncipe to Madrid

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

13.00h , 14.30h , 18.30 h y 20.30 h

To Plaza de Castilla (at the corner with Avenida de Asturias)

14.30 h y 20.30 h

Metro Ligero: Line 3, "Montepríncipe" 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?

The Office is located in c/ Julián Romea, 23 (School of Economics), on the first floor.

Opening times

AM: Mon-Fri 9.00-13.30h

PM: Monday and Thursday, 17.00-19.00h

Month of July: Mon-Fri 9.00-14.00h

www.rrii.uspceu.es

Be our friend on Facebook! (Search for us as "Relaciones Internacionales USP CEU")

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 (please check the "Step by Step" page).

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 list of available courses at the academic presentation of your School.

When you have chosen the subjects you want to follow, you will have to register for those courses (*) and write them on your *learning agreement*.

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. After you get that signature, come to the International Office, where we will provide the second signature needed.

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.

* Please check the official registration day for your School in the "Welcome Programme".