uc3m | Universidad Carlos III de Madrid

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 **Director of International Relations and Cooperation Service**	**Matilde Sánchez – phone: +34 91 624 9879 – email: mpsanche@ing.uc3m.es** **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**	**AGREEMENTS/OUTGOING NOMINATIONS**	United States and Canada **Pilar Grima** – email: pgrima@pa.uc3m.es Other countries **Obdulia Dorado** – email: odorado@pa.uc3m.es
-School of Engineering		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
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 ---------- Erasmus+: Austria, Denmark, Finland, Germany, Iceland, Ireland, Netherlands, Norway, Sweden, Switzerland and United Kingdom. Non-European Countries: Australia and New Zealand, Canada and USA. **Iris Rico** – email: irico@pa.uc3m.es Erasmus+: Belgium, Bulgaria, Czech Republic, Croatia, Cyprus, Estonia, France, Greece, Hungary, Italy, Latvia, Lithuania, Poland, Portugal, Romania, Slovakia, Slovenia and Turkey. Non-European Areas: Puerto Rico (USA) and Latin America; Asia; Israel, Lebanon and United Arab Emirates. **Ricardo Checa** – email: rcheca@pa.uc3m.es
Outgoing	email: outgoing-getafe@uc3m.es – phone: +34 91 624 9550 ---------- Erasmus+: All European Universities (except France, Italy, Turkey, Greece and Cyprus) and Switzerland **Olga Rosa** – email: orosa@pa.uc3m.es Non-European Mobility Program Universities Erasmus+: 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	**Check the website:** http://www.uc3m.es/ss/Satellite/UC3MInstitucional/en/TextoMixta/1371220460346/
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. It is not required to complete an online application form. Information on how to submit the compulsory documents after acceptance (copies of passport + student visa, if necessary + European health insurance card): http://www.uc3m.es/ss/Satellite/UC3MInstitucional/en/TextoMixta/1371220461335/
Accommodation	**Website:** http://portal.uc3m.es/portal/page/portal/servicios_jovenes/accommodation
Pick up service	UC3M doesn´t provide this service

ACADEMIC INFORMATION	
Academic Calendar 2017-2018	Check the academic calendar and key dates for exchange students on the website. **Exams are on-site. Distance exams are not allowed.** **Students from NON EUROPEAN Universities** can request UC3M Professors to reschedule fall semester exams from 13 to 20 December 2017.
Orientation and Welcome Event	**Website:** http://www.uc3m.es/ss/Satellite/UC3MInstitucional/en/TextoMixta/1371220464060/
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 strongly recommended.
Spanish Language Courses	UC3M offers fee paying Spanish Courses http://www.uc3m.es/ss/Satellite/C3IS/en/TextoMixta/1371222077857/Spanish_courses_and_exams 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… Most of them are 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:

http://www.uc3m.es/ss/Satellite/UC3MInstitucional/en/TextoMixta/1371220461773/

- ✓ 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 have some reserve choices in case courses are no longer available when they arrive. They should agree these reserve choices with their home academic advisors:

Fall Semester

- ✓ **Consumer Behavior***
- ✓ **Strategic Management***
- ✓ **Origins of Modern Firm***
- ✓ **Spanish History: 20th Century****
- ✓ **International Public Law**

***School of Law and Social Sciences**
****School of Humanities, Communication and Library Science**

Spring Semester

- ✓ **Marketing Management***
- ✓ **Innovation & Technological Change***
- ✓ **International Business Management***
- ✓ **Organization Behavior***
- ✓ **International Financing***
- ✓ **Financial Economics***
- ✓ **Family Business Management***
- ✓ **Labour Law and Social Security***
- ✓ **Economic History***
- ✓ **Advertising & Communication****
- ✓ **Communication and Participation of Civil Society in the Internet****

Course registration

Website:
http://www.uc3m.es/ss/Satellite/UC3MInstitucional/en/TextoMixta/1371220467391/
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://www.uc3m.es/ss/Satellite/ApoyoEstudiante/en/PortadaMiniSite/1371215904885/ **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://www.uc3m.es/ss/Satellite/UC3MInstitucional/en/TextoMixta/1371220461929/
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://www.uc3m.es/ss/Satellite/ApoyoEstudiante/en/TextoMixta/1371215920222/Discapacidad_y_NEE It is compulsory to complete the on line form before arriving at the university. **Program registration:** https://aplicaciones.uc3m.es/formulario/estudiantes_discapacidad_ingles
Immigration and visa	**Website:** http://www.uc3m.es/ss/Satellite/UC3MInstitucional/en/TextoMixta/1371220461335/Admission
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