# FACT SHEET FOR INTERNATIONAL EXCHANGE STUDENTS

**ACADEMIC YEAR 2018/2019**

## UNIVERSITY

<table>
<thead>
<tr>
<th>Name</th>
<th>Universidad Carlos III de Madrid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Erasmus University Code</td>
<td>E MADRID14</td>
</tr>
</tbody>
</table>
| Website | [http://www.uc3m.es/Inicio](http://www.uc3m.es/Inicio) (Spanish version)  
[http://www.uc3m.es/Home](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: sgalart@pa.uc3m.es |

## INTERNATIONAL EXCHANGE AGREEMENTS/NOMINATIONS – Contacts for Universities

### ERASMUS+

<table>
<thead>
<tr>
<th>Head of Erasmus+ Mobility</th>
<th>Gregorio Celada Manjón - email: <a href="mailto:gregorio.celada@uc3m.es">gregorio.celada@uc3m.es</a></th>
</tr>
</thead>
</table>
| -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 | Susana Bello - pcsenint@uc3m.es |

### NON EUROPEAN MOBILITY PROGRAM

<table>
<thead>
<tr>
<th>Head of Non European Mobility</th>
<th>David Gil - email: <a href="mailto:dgil@pa.uc3m.es">dgil@pa.uc3m.es</a></th>
</tr>
</thead>
</table>
| -School of Law and Social Sciences  
-School of Humanities, Communication and Library Science  
-School of Engineering |  
| AGREEMENTS/OUTGOING NOMINATIONS | Pilar Grima – email: pgrima@pa.uc3m.es  
Obdulia Dorado – email: odorado@pa.uc3m.es  
Álvaro Castrillo Hidalgo – email: alcastri@pa.uc3m.es |
| INCOMING NOMINATIONS | Iris Rico /Ricardo Checa - incoming@uc3m.es |
## INTERNATIONAL STUDENTS OFFICES – Contacts for students

### International Offices Coordination

**Postal Address**

C/ Madrid, nº 126 Edificio Rectorado – 28903 Getafe – Madrid – España

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### 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
FACT SHEET FOR INTERNATIONAL EXCHANGE STUDENTS
ACADEMIC YEAR 2018/2019

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:
https://www.uc3m.es/ss/Satellite/ApoyoEstudiante/en/TextoMixta/1371215921371/Alojamiento

Pick up service
UC3M doesn’t provide this service

ACADEMIC INFORMATION

Academic Calendar 2018-2019
Check the academic calendar and key dates for exchange students on the website.

Exams are on-site. Distance exams are not allowed.
First semester students from NON EUROPEAN Universities can request UC3M Professors to reschedule fall semester exams from 13 to 20 December 2017. Full academic year students must take their Fall exams in January.

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
https://www.uc3m.es/ss/Satellite/Idiomas/en/TextoDosColumnas/1371241204844/Spanish_courses
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](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](https://aplicaciones.uc3m.es/horarios-web/humanidades/humanidadesGrado.page?vision=ASIG)
- Please note that some courses might not be offered to exchange students:

- 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*
- International Public Law*
- Human Rights*
- Regional and Urban economics*
- Spanish History: 20th Century**

*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*
- World Politics*
- Advertising & Communication**
- Communication and Participation of Civil Society in the Internet**
- Radio Workshop**

## Course Registration

- Website: [http://www.uc3m.es/ss/Satellite/UC3MInstitucional/en/TextoMixta/1371220467391/](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

<table>
<thead>
<tr>
<th>Grade</th>
<th>ECTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>NP</td>
<td>No Report</td>
</tr>
<tr>
<td>&lt;4.9</td>
<td>F</td>
</tr>
<tr>
<td>5 to 5.9</td>
<td>E</td>
</tr>
<tr>
<td>6 to 6.9</td>
<td>D</td>
</tr>
<tr>
<td>7 to 7.9</td>
<td>C</td>
</tr>
<tr>
<td>8. to 8.9</td>
<td>B</td>
</tr>
<tr>
<td>9 to 10</td>
<td>A</td>
</tr>
<tr>
<td>10 MH</td>
<td>A+</td>
</tr>
</tbody>
</table>

### 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. 


It is compulsory to complete the online form before arriving at the university.

**Program registration:**

[https://aplicaciones.uc3m.es/formulario/estudiantes_discapacidad_ingles](https://aplicaciones.uc3m.es/formulario/estudiantes_discapacidad_ingles)

### Immigration and visa

**Website:**

[http://www.uc3m.es/ss/Satellite/UC3MInstitucional/en/TextoMixta/1371220461335/Admission](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](http://www.uc3m.es/ss/Satellite/UC3MInstitucional/en/ListadoHijas/1371206554301/How_to_get_here)