



Universidad
Europea de Madrid

LAUREATE INTERNATIONAL UNIVERSITIES

GUIDE FOR INTERNATIONAL INCOMING STUDENTS 2011-2012

International Office

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www.uem.es

Universidad Europea de Madrid

C/ Tajo, s/n. Villaviciosa de Odón.

28670 Madrid.

Spain



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Section 1: Introduction

WELCOME TO UNIVERSIDAD EUROPEA DE MADRID

It is a pleasure to welcome you to Universidad Europea de Madrid. Founded in 1989, the University is one of Spain's most international universities. We have a student population of around 14.000, a large international community of students and more than 1.100 teachers and non teaching staff, making it the largest university in Madrid. We hope that, by experiencing all the University has to offer, you will find your time in UEM enriching both academically and personally.

This guide has been designed to provide visiting students with information on all aspects of their time at the UEM. We recommend you to read this guide carefully in advance of your arrival and we hope that the following information will also be of use:

- Academic offer : <http://www.uem.es/en/academic-offer/international-programs/international-students/academic-offer>
- Courses available: <https://app.uem.es/apps/MatricRRII/html/Horario.html>

We hope you find this information useful and that you have a very enjoyable stay at UEM. If you have any other questions about this guide, do not hesitate to contact the International Office by email at erasmus@uem.es (*for Erasmus program students*) or international@uem.es (*other exchange programs and bilateral agreements*)

We look forward to meet you at Universidad Europea de Madrid

Mr. Miguel Caso Rioja

ERASMUS Institutional Coordinator

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erasmus@uem.es

www.uem.es

Universidad Europea de Madrid

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Spain



Section 2: Applying to Study at the UEM

2.1 Eligibility

Before the exchange of ERASMUS students or other INTERNATIONAL students can take place, a Bilateral Agreement must be signed by the institutions concerned in the relevant subject area. If you are interested in applying to the UEM you should check with the Coordinator in your home university whether an agreement is in place. Please note that Bilateral Agreements will not be signed to accommodate the wishes of an individual student.

Students who wish to apply to study at the University outside a signed Bilateral Agreement must apply as non-graduating students and will be required to pay tuition fees. If you have more questions about this option please contact: ads@uem.es

2.2 Language Requirements

We have a wide offer of subjects taught in English. Nevertheless, the Universidad Europea de Madrid is a private institution which guarantees a personalized learning experience for each student. To achieve this, class groups are small and places are limited. Therefore, we cannot guarantee a place to every student who requests a particular class.

Once a class taught in English is full, we will redirect the student to that same class but in Spanish. That's why **we recommend the incoming students to have a basic level of Spanish (B2)** to be able to follow classes taught in Spanish.

2.3 Application Procedures

Once we have received your nomination from your university, we will send you by email the confirmation of acceptance and an **application form**. You must fill it with all the information required and make the election of subjects that you are interested in.

You must choose the subjects and prepare your schedule with the help of your departmental coordinator. You will find information about subjects available and schedules in this link: <https://app.uem.es/apps/MatricRRII/html/Horario.html>

Once made, you should **save the application form** and send a copy to erasmus@uem.es (for Erasmus program students) or international@uem.es (other exchange programs and bilateral agreements) in order to be part of our database.



2.4 Application Deadlines

Application Deadlines First Semester and Full Year: August 29th Second Semester: January 23rd	<p>We will contact the students by email and send all the needed information to do the application and choosing of subjects</p> <p>This application should be completed following our instructions as soon as possible, and no later than the deadlines indicated</p> <p>We cannot accept late applications</p>
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2.5 Contacting the International Office

All students **must visit the International Office** before the beginning of classes to do the final registration and to receive their schedule.

The International Office will be your main point of contact for non-academic issues before your arrival and during your time in UEM. Please e-mail the International Office with any questions you may have prior to or during your time in UEM.

Please understand that we receive a big amount of emails, so we'll try to answer as soon as possible.



Section 3: Structure of the University

3.0 Structure of the University

UEM has seven Schools that cover a wide range of fields. Each School is granted independence in their teaching methodology, as well as in the specialization and articulation of the theoretical and practical content per field and per specific degree. This certifies our degree-holders will be efficient professionals when entering the job market. The University Schools are:

- School of **Engineering**
- School of **Arts y Communication**
- School of **Health Sciences**
- School of **Biomedical Sciences**
- School of **Social Sciences**
- School of **Architecture**
- School of **Sports Science**

All our degrees are officially recognized, accredited degrees. They offer curricular branches linked directly to companies and boast the latest technologies applied to their individual learning needs.

Universidad Europea de Madrid's academic offer includes:

- Single Degrees
- Double Degrees
- Bilingual Degrees

For more information visit :

<http://www.uem.es/en/academic-offer/undergraduate?main=81&step=2>



Section 4: Course Policies

4.1 Courses in Spanish Literature and Linguistics

Each year, many of our visiting students seek admission to courses in Spanish literature and linguistics to improve their Spanish skills. At the UEM you'll be able to enroll in the following courses:

COURSE DESCRIPTION	COST AND DURATION	CREDITS
Aula Virtual de Español	50 €/semester	6 ECTS
Spanish for Business	150 €/semester	6 ECTS
Intensive Spanish Course	Free/1 week	4 ECTS
Hispanic Culture	Free/semester	6 ECTS

4.2 English Language Training

The UEM Language Lab provides English language training in both semesters for those students interested (with a value of 6 ECTS.)

For more information visit : <https://portal.uem.es/portal/page/portal/UEMLAB>

4.3 Workload for UEM students

60 ECTS Credits (*30 ECTS each semester*) per academic year is the normal workload for UEM students and you will not normally be permitted to register for significantly more credits than this.

Please note that all students are expected to participate fully in classes and to complete all assessments for the classes for which they are registered. In order to be eligible to attend lectures or practical sessions you must be registered for the course in question by the International Office.

4.4 Absence from Classes and Exams

Unless you are ill, or have another good reason, you should attend all your classes and exams. If you are unable to attend classes for medical reasons, or you feel that your academic performance has been affected by your health, **you must submit relevant medical certificates.**

If you are absent from class for health reasons for more than six days, you should submit a medical certificate from a doctor.



Section 5: Accommodation

5.0 Accommodation: General Information

One of the commitments of Universidad Europea de Madrid is to guarantee all students coming from other parts of Spain and abroad a high quality stay at our University. We are aware of the difficulties involved when moving to an unknown city or country. The place where you are going to live during your time spent at University is very important for you to feel settled and to obtain the maximum benefit from both your studies and the university experience.

The student is responsible of finding his own accommodation. Nevertheless here are some of the different accommodation alternatives available to you so that you can find the one that best suits your needs, possibilities and tastes:

- **UEM Accommodation Portal:** Portal offers you a personalized service to help you search for accommodation in shared apartments, studios, rooms in family houses and so on...
Contact info@alojamientosuem.es or visit www.alojamientosuem.es
- **University Dormitories:** Universidad Europea de Madrid offers two University Dormitories on its Villaviciosa de Odón Campus (Madrid) meeting all your domestic, academic and security requirements.
- **Autonomous Community of Madrid:** The Autonomous Community of Madrid offers the following links to accommodation search tools:
<http://www.emes.es/VivirenMadrid/Alojamientoestudiantes/tabid/219/Default.aspx>
www.madrid.org/inforjoven/



Section 6: Travel Arrangements

6.1 Academic Calendar 2011-2012

FIRST SEMESTER	
August 29 th 2011	Start of the enrollment process for international students
September 5 th – 9 th 2011	Orientation session and welcome event for international students
September 12 th 2011	Course begins
December 24 th 2011 – January 8 th 2012	Holiday vacation period
January 23 rd – February 5 th 2012	Exam period (dates to be confirmed)
February 5 th 2012	End of Semester

SECOND SEMESTER	
January 23 rd 2012	Start of the enrollment process for international students
January 30 th – February 3 rd 2012	Orientation session and welcome event for international students
February 6 th 2012	Course begins
April 2 nd – 8 th 2012	Spring break
June 1 st – 13 th 2012	Exam period (dates to be confirmed)
June 13 th 2012	End of classes



6.2 Entering Spain

Students from any European Union Member State or the European Economic Area who are on a student exchange program, will require a full passport or valid national ID card in order to enter Spain. No other documentation is required.

Students who are nationals of non-EU countries must check in advance with the authorities of their home country what documentation is required. Keep in mind that it will take time to apply for a visa. Please be aware that your visa application is your responsibility. You must submit your application to the UEM in sufficient time for it to be processed and an appropriate acceptance letter sent to you.

6.3 When to arrive

Students should arrive to Universidad Europea de Madrid during the following dates:

1st Semester and Full Year: August 29th – September 12th 2011

2nd Semester: January 23rd – February 6th 2012

During those days they must visit the International Office to finish their registration and collect their schedule. Please note that in those days the Orientation session and welcome event for international students will take place.

6.4 Travelling to UEM

It is your responsibility to arrange your travel to Aberdeen. Detailed information on travelling to UEM can be found at the following website: <http://www.uem.es/en/how-to-get-there/campus-villaviciosa-de-odon>

By car

From the North of Madrid

We recommend that you use the M-40, take exit 36, following signs for Boadilla del Monte (M-501) and then continue in the direction of Villaviciosa de Odon. The purple signs along the M-501 highway will guide you to the University Campus. Take exit 8.

From the South of Madrid

We recommend that you use the M-50, take exit 69, following the signs for Villaviciosa de Odon (M-501). The purple signs along the M-501 highway will guide you to the University Campus. Take exit 8.

From the West of Madrid

We recommend that you use the M-50, take exit 72 (M-511 / M-501 / Boadilla del Monte / Villaviciosa de Odon / Brunete), and continue in the direction of Villaviciosa de Odon (M-501). The purple signs along the M-501 highway will guide you to the University Campus. Take exit 8.



Mapa de cómo llegar al Campus de Villaviciosa



By bus

Villaviciosa de Odon is located in the B2 zone of the Madrid public transport system. There is a monthly pass that offers unlimited travel between this and other zones, which can be purchased in tobacco shops, metro ticket offices and EMT bus stands.

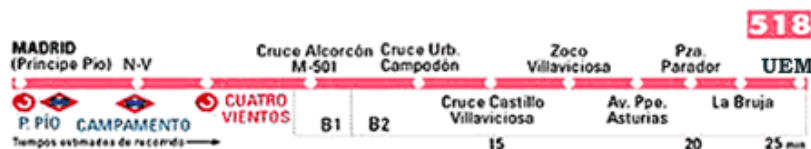
The youth pass offers a considerable discount. There is also a special monthly ticket available for passengers who only travel between Villaviciosa and the University (Urb. El Bosque.)

Information on monthly passes: 91 580 45 40

Information on public transport lines: 91 580 19 80

The regular bus lines serving the campus from different areas in Madrid are:

Line 518 Madrid (Príncipe Pío) - Villaviciosa de Odon. Metro Príncipe Pío. Line 6 (circular) and line 10 of the Metro.



Line 519 Mostoles - Villaviciosa de Odon.





Line 510 Alcorcon - Villaviciosa de Odon - El Bosque.



Line 567 Majadahonda - Villaviciosa de Odon.





Section 7: Registering as a Student at the UEM

7.0 Registering as a Student at the UEM

To complete registration all students **must visit the International Office** before the beginning of classes to do the final registration and to receive their schedule and student ID.

Please bring the following **documents** for the final registration at the International Office:

- Letter of acceptance. *(or email sent to you confirming your acceptance)*
- Application Form from UEM previously sent to you (with election of subjects)
- Duly Learning Agreement completed by your coordinator. *(only Erasmus program)*
- Two European passport-sized photographs.
- Photocopy of your passport.
- Photocopy of your student visa *(For Non EU Citizens)*
- Photocopy of your European Health Insurance Card or, alternately, an international health insurance policy.

You will also need to meet with your Departmental Coordinator, who is also your Adviser of Studies. The details of your Departmental Coordinator/Adviser of Studies will be given to you at the International Office. They are your main academic contact throughout your period of study in UEM. They will be able to discuss your final course choice with you.

You are advised to bring with you any correspondence received from your home University regarding your studies (including a most recent transcript of your academic record).



Section 8: Who/Where?

8.1 International Departmental Coordinators

School	Name	E mail
Engineering	Gonzalo Mariscal	gonzalo.mariscal@uem.es
Arts y Communication	Birgit Strotmann	birgit.strotmann@uem.es
Health Sciences	Úrsula Jaen	ursula.jaen@uem.es
Biomedical Sciences	Andrés Arriaga	andres.arriaga@uem.es
Social Sciences	Ricardo Garcia-Viana	ricardo.garcia-viana@uem.es
Architecture	Pedro Pablo Arroyo	pedropablo.arroyo@uem.es
Sports Science	Laura Augusta Gostián	lauraaugusta.gostian@uem.es

8.2 Location of Schools and Important Offices

School	Building	Office hours
Engineering	C	-----
Arts y Communication	B	-----
Health Sciences	A	-----
Biomedical Sciences	A	-----
Social Sciences	B	-----
Architecture	C	-----
Sports Science	D	-----
International Office	B	9:00 am - 6:00 pm
Student's Ombudsman	B	9:00 am - 2:00 pm
Reprography	A	9:00 am – 7:00 pm



Section 9: You and the UEM

9.1 E-mail Communication

The university will normally use e-mail to communicate with you during term-time. These e-mails will be sent to your University e-mail account.

It is your responsibility to ensure that you **check your e-mail on a regular (at least weekly) basis**. We recommend that you use your University e-mail account to read and respond to University communications.

You should note that failure to check your e-mail or failure to receive e-mail due to non-delivery of an e-mail forwarded to a non-University e-mail account will not be accepted as grounds for appeal.

9.2 Computer Facilities

The University campus is enabled with free Wi-Fi. You will also be able to use freely our computer rooms in buildings A,B and C.

9.3 Online Campus

You can access the Online Campus from the University homepage by clicking on 'Current Students'. Your login and password will be given to you when you visit the International Office for your final registration.

You should use your Online Campus to check the information held on you, and to find other information such as:

- Schedule
- Changes of classrooms
- Important information given by the teachers
- Study guides and more...

9.4 Library Facilities

Registered students are automatically members of the University Library. The library is located in buildings A and C with the following schedule:

LOCATION	OPENING HOURS
Building C	From 8:30 am - 9:00 pm Saturday from 9:00 am - 2:00 pm.
Building A	From 8:00 am - 9:00 pm. Saturday from 9:00 am - 2:00 pm.



Section 10: Leisure Activities

10.1 UEM Sports Club

Since 2002 the University Sports Club has been working towards demonstrating that sports represent not only a form of leisure activity, but also a healthy lifestyle.

International students will benefit from a special fee that will grant them access to all the activities that the Sports Club offers at the best price. *(Ask the International Office how to benefit from these special fees)*

At the Sports Club we offer our clients a team of more than 40 qualified professionals who share one aim: that our clients achieve their objectives. This is why we offer you the latest technological advances in material, equipment, and sports facilities, which are essential for the proper practice of sports. Our professional will guide you through your training towards health, well-being, and high performance.

[Sports Club](#)

[Fitness Room](#)

[Swimming Pools](#)

[Physiotherapy Unit](#)

[Other facilities](#)

[Group Activities](#)

[Dance School](#)

[Tennis and Paddle Area](#)

[Running and Triathlon School](#)

[Swimming School](#)

[Summer Multi-sport Campus](#)

[Pilates School](#)

[Rhythmic Gymnastics School](#)

For more information visit:

<http://www.ue.es/en/get-to-know-ue/the-ue-experience/sports-club>



10.2 UEM Clubs

The UEM Clubs are extra-curricular activities organized by and for the students. These Clubs provide you with ideal ways of expanding your horizons and having fun, while carrying out and sharing your most important interests with your fellow students:

- Dance Club
- Photography Club
- Theatre Club
- GLUEM Club
- Motor Club
- Music Club
- Literature Club
- Campus Cinema Club
- International Club



Section 11: Health and Insurance

11.1 European Health Insurance Card

All incoming students should have a private health insurance that covers their stay in Spain **or the European Health Insurance Card.**



The EHIC is valid for five years and covers any medical treatment that becomes necessary during your trip, because of either illness or an accident. The card gives access to state-provided medical treatment only, and you'll be treated on the same basis as an 'insured' person living in the country you are visiting.

For more information visit : <http://www.euhealthcard.org/index.htm>

11.2 UEM Medical Service

All UEM students can visit our doctor and nurse located on campus (**Building A Floor 0**) in case of illness with no cost. They'll help you out and will let you know which hospital you should visit if needed.

Doctor Office	From 9:00 am - 2:00 pm
Nurse	From 9:00 am – 6:00 pm

11.3 Students with Disabilities

Universidad Europea de Madrid welcomes applications from students with disabilities. If you have a disability such as deafness, visual impairment, dyslexia or other medical problems which may impair your performance in continuously assessed work and in examinations you should ensure that you provide the necessary information at:

Office of the Vice Rector of Academic Quality and Student Affairs
Disability Unit
unidaddiscapacidad@uem.es

For more information : <http://www.uem.es/en/students/disability>



Section 12: Other Practical Information

12.1 Cost of Living

The cost of living in Madrid or Valencia can add up to an average of 1,000 € per month including accommodation, food and other expenses. By way of a guide, we have set out some approximate costs in the following table:

	Madrid	Valencia
Accommodation in a shared apartment	350 € - 450 €	250 € - 300 €
Monthly travel card (metro, bus and regional train)	48 € - 63 € Depending on the zone	38 € Zone A
Food (supermarket)	200 € - 300 €	200 €
Menu of the day in a restaurant	9 € - 12 €	9 € - 12 €
Cinema	7 € - 9 €	7 € - 9 €

12.2 Banks

On arrival to Madrid, you may wish to exchange money and this can be done at most banks. If you choose to open a bank account in Madrid, it is advisable to choose a bank which is reasonably close to the University campus or residence.

You will need to take along the following documents:

Student ID card, passport and an official letter from the University.

Banks are normally open from 8:30 am to 2:00 pm Monday to Friday.
The bank listed below is located within the UEM University campus:

Banco Santander Central Hispano

Oficina 4307 Campus UEM, Edificio B – 28670 Villaviciosa de Odón
+34 916 044 844 /+34 916 167 742

12.3 Post Offices

The nearest Post Office to Universidad Europea de Madrid is in **Villaviciosa de Odón** on **Calle Campos 57**.

Post Offices are open from **8.30 am to 8.30 pm** Monday to Friday and on Saturday mornings between **9.30 am and 13.00 pm**.



Phone: +34 9161 66618

Fax: +34 91616 0718

www.correos.es



12.4 Travel

Do you feel like getting out of Madrid?, Do you need to make an unexpected trip? On the UEM Campus, there is a Travel Agency where you will find the best service for travel arrangements.

LOCATION	OPENING HOURS
Building B Floor 2	From 9:00 am - 2:00 pm and 3:00 pm - 6:00 pm Monday-Friday

Contact Person: Ángeles Arribas

Phone: +34 912 115 543

Phone 2: +34 912 115 544



Section 13: Exams and the End of Your Stay

13.1 Examinations

If you are registered for and attending a course for the first time, you will automatically be entered for the exam in that course and there is no fee. You will be informed of exam dates and times by your teachers and they will also appear in your Online Campus.

13.2 Exam Results

You will be able to access your exam results as soon as they become available via your Online Campus.

13.3 Transcripts

When you have completed your period of study at UEM and the results you have obtained have been processed, a Transcript of Records detailing these results will **be sent directly to the International Office of your home university.**

Please note that Transcripts will be printed only once the exam results for all students have been processed. You will normally receive your Transcript 4-8 weeks after the end of the semester.

13.4 Extending Your Period of Study

If you apply to study at the Universidad Europea de Madrid for the first semester only and would like to extend your stay until the end of the second semester, this may be possible. In order for the International Office to extend your period of study, you will need:

- The approval of your home university
- The approval of your International Departmental Coordinator at the UEM

The International office will require e-mail confirmation of this approval from both parties (sent to erasmus@uem.es or international@uem.es) **by December 23rd 2011 at the latest.**

If the request receives full approval, the International Office will update your Student Record accordingly.



Section 14: Pre-Departure and Arrival Checklists

14.1 Before Departure

CHECKLIST	TICK
Did you send your completed application documents by email to the International Office of Universidad Europea de Madrid?	
Did the International Office confirm your acceptance?	
Did you arrange accommodation?	
Is your passport/national ID card valid?	
Did you make your travel arrangements?	
Has your Learning Agreement been approved by your academic coordinator of your home university?	

14.2 On Arrival

CHECKLIST	TICK
Visit the International Office (<i>Email/Letter of Acceptance, Application form, 2 pictures, passport copy and copy of health insurance card needed</i>)	
Attend the Orientation session and welcome event for international students	
Collect your student ID card	
Get signed the arrival certificate from your home university	



Appendices

Appendix I Useful Contact Information

LINKS OF INTEREST

Ministry of the Interior – Procedures for Foreigners -

<http://www.mir.es/SGACAVT/extranje/Madrid>

Ayuntamiento de Madrid (*Madrid City Council*) - <http://www.madrid.es>

Ayuntamiento de Villaviciosa de Odón (*Villaviciosa de Odón City Council*)

www.aytovillaviciosadeodon.es/

Es Madrid - <http://www.esmadrid.com>

Madrid's Metro.

<http://www.metromadrid.es/en/index.html>

Tourism in Madrid.

www.turismomadrid.es/

PHONES OF INTEREST (*direct dial*)

Emergencies: 112

Police: 062

Ambulance: 092

Fire: 080



Appendix II Map of the University

Universidad Europea de Madrid Villaviciosa de Odón Campus

