



## 13/14 NON EUROPEAN EXCHANGE PROGRAM

### INSTITUTIONAL CONTACTS

<b>Head of Non European Mobility</b>	Mr. David Gil: <a href="mailto:dgil@pa.uc3m.es">dgil@pa.uc3m.es</a>
<b>Incoming Coordinator</b>	Ms. Raquel del Pozo: <a href="mailto:rpozo@pa.uc3m.es">rpozo@pa.uc3m.es</a>
<b>Incoming Coordinator-Engineering studies</b>	Mr. José González: <a href="mailto:jagon@pa.uc3m.es">jagon@pa.uc3m.es</a>
<b>Outgoing Coordinator</b>	Ms. Pilar Grima: <a href="mailto:pgrima@pa.uc3m.es">pgrima@pa.uc3m.es</a>
<b>Outgoing Coordinator- South American countries</b>	Ms. Ana Gimeno: <a href="mailto:agimeno@pa.uc3m.es">agimeno@pa.uc3m.es</a>

<b>UC3M website (English version)</b>	<a href="http://www.uc3m.es/portal/page/portal/home">http://www.uc3m.es/portal/page/portal/home</a>
<b>Undergraduate exchange program website</b>	<a href="http://www.uc3m.es/international/students/exchange">http://www.uc3m.es/international/students/exchange</a>
<b>English undergraduate curricula (English-taught courses)</b>	<a href="http://www.uc3m.es/portal/page/portal/home/studies/degree_programmes/bachelors_degree_english">http://www.uc3m.es/portal/page/portal/home/studies/degree_programmes/bachelors_degree_english</a>
<b>Spanish undergraduate curricula (Spanish-taught courses)</b>	<a href="http://www.uc3m.es/portal/page/portal/degree_programmes">http://www.uc3m.es/portal/page/portal/degree_programmes</a>
<b>List of courses taught in English language</b>	<a href="http://www.uc3m.es/international/students/exchange/prior_arrival/learning_agreement">http://www.uc3m.es/international/students/exchange/prior_arrival/learning_agreement</a> (the offer may change depending on the department of the course)

### NOMINATION AND APPLICATION PROCEDURE

TO BE DONE BY THE PARTNER UNIVERSITIES	
<b>On line Nomination Deadlines for partner Universities</b>	<ul style="list-style-type: none"> <li><b>FOR THE FIRST SEMESTER (Fall semester): from March 19 to May 17</b> (official dates will be reminded via email)</li> <li><b>FOR THE SECOND SEMESTER (Spring semester): from October 3 to November 5</b> (official dates will be confirmed via email and website)</li> </ul> <p>In order to nominate your students, please visit the following website : <a href="http://www.uc3m.es/international/students/exchange/prior_arrival/nomination">http://www.uc3m.es/international/students/exchange/prior_arrival/nomination</a></p> <p>Partner Universities will have to log in with a password that they will get by email and fill out an <b>ONLINE NOMINATION FORM</b> with their nominated students.</p>
TO BE DONE BY THE NOMINATED STUDENTS	
<b>On line Application Deadlines for nominated students</b>	<ul style="list-style-type: none"> <li><b>FIRST SEMESTER STUDENTS: from March 19 to May 17</b> (official dates will be reminded via email )</li> <li><b>FOR THE SECOND SEMESTER (Spring semester): from October 3 to November 5</b> (official dates will be confirmed via email and website)</li> </ul> <p>Application form should be submitted on line by the nominated student: <a href="http://www.uc3m.es/international/students/exchange/prior_arrival/application">http://www.uc3m.es/international/students/exchange/prior_arrival/application</a></p> <p>Compulsory documents to be submitted via email after acceptance: <b>copy of passport+ student visa+ international health insurance card</b>: <a href="http://www.uc3m.es/international/students/exchange/prior_arrival/documents">http://www.uc3m.es/international/students/exchange/prior_arrival/documents</a></p>
<b>Accommodation</b>	<p>UC3M accommodation information website: <a href="http://www.uc3m.es/portal/page/portal/servicios_jovenes/accommodation">http://www.uc3m.es/portal/page/portal/servicios_jovenes/accommodation</a></p> <p>contact: <a href="mailto:alojamiento@uc3m.es">alojamiento@uc3m.es</a></p>
<b>Pick-up service</b>	UC3M doesn't provide this service but some student associations do. Please contact them



#### ACADEMIC INFORMATION

<b>Academic Calendar 2013/14</b>	<a href="http://www.uc3m.es/international/students/exchange/prior_arrival/academic_calendar">http://www.uc3m.es/international/students/exchange/prior_arrival/academic_calendar</a> <b>Fall Semester:</b> September – Mid January (including exams period) <b>Spring Semester:</b> Mid January – Beginning June (including exams period) <b>Retake Period (Fall &amp; Spring):</b> Mid June
<b>Orientation and Welcome Event</b>	The Welcome Event and the Orientation for international students will take place at the beginning of each term: <a href="http://www.uc3m.es/international/students/exchange/upon_arrival">http://www.uc3m.es/international/students/exchange/upon_arrival</a>
<b>Minimum GPA requirement</b>	Not applicable. We rely on our partners' selection process
<b>Language Requirements</b>	UC3M relies on the selection of students made by the home institutions. It is advisable to have an intermediate level of Spanish or English to follow the courses.
<b>Courses Information</b>	<a href="http://www.uc3m.es/international/students/exchange/prior_arrival/learning_agreement">http://www.uc3m.es/international/students/exchange/prior_arrival/learning_agreement</a> <ul style="list-style-type: none"> <li>Exchange Students are required to choose a minimum of 1 course (6 ECTS credits). Exchange students usually enroll in 3-5 courses per semester.</li> <li>UC3M course offering is different for each semester (Fall / Spring). Courses from the first Semester won't be offered on the second semester and vice versa.</li> <li>Non European students are allowed to take courses from any School and Campus but some courses may be restricted. Course registration is based on "first come first served".</li> </ul>
<b>Course registration</b>	<a href="http://www.uc3m.es/portal/page/portal/international/students/exchange/upon_arrival/registration">http://www.uc3m.es/portal/page/portal/international/students/exchange/upon_arrival/registration</a>
<b>Spanish Grading system</b>	Out of 10
<b>Language Center</b>	UC3M Spanish Language Courses: not part of the regular university academic offer so the tuition fee is not waived for exchange students. Although UC3M won't give credits for this course, home universities can. This course won't be included on the transcript of grades. UC3M language center will issue a specific certificate. <a href="http://www.uc3m.es/portal/page/portal/centro_idiomas_fernando_lazaro_carreter/spanish_courses">http://www.uc3m.es/portal/page/portal/centro_idiomas_fernando_lazaro_carreter/spanish_courses</a> contact: <a href="mailto:cursosidiomas@fund.uc3m.es">cursosidiomas@fund.uc3m.es</a>

#### ADDITIONAL INFORMATION FOR YOUR STUDENTS

<b>International Student Support</b>	<p><b>ESN (Erasmus Student Network):</b> <a href="http://www.esnuc3m.es">http://www.esnuc3m.es</a> ; <a href="mailto:esn.uc3m@gmail.com">esn.uc3m@gmail.com</a>            This association welcomes Non-European students as well.</p> <p><b>Chinese Students Association:</b> QQ Group 26193529 ; <a href="http://sites.google.com/site/aecuc3m">http://sites.google.com/site/aecuc3m</a> ;  <a href="http://aecuc3muece.blogspot.com">http://aecuc3muece.blogspot.com</a> <a href="http://aecuc3muecj.blogspot.com">http://aecuc3muecj.blogspot.com</a></p> <p><b>BEST:</b> <a href="http://best.uc3m.es">http://best.uc3m.es</a> ; <a href="mailto:carlos3@best.eu.org">carlos3@best.eu.org</a></p> <p><b>ANUDI:</b> <a href="http://www.anudi.org">http://www.anudi.org</a> ; <a href="mailto:madrid@anudi.org">madrid@anudi.org</a></p> <p><b>UC3M Student Office (Espacio Estudiantes):</b> sports, championships &amp; cultural activities. In addition, psychological and psychopedagogical orientation, volunteer work.  <a href="http://www.uc3m.es/espacioestudiantes">www.uc3m.es/espacioestudiantes</a> ; <a href="http://www.uc3m.es/portal/page/portal/cultura_y_deporte">http://www.uc3m.es/portal/page/portal/cultura_y_deporte</a></p> <p><b>Incoming students- Facebook group:</b>  <a href="http://www.facebook.com/incoming.uc3m">http://www.facebook.com/incoming.uc3m</a></p>
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<b>Buddy program</b>	Buddies are regular UC3M students assigned to small groups of new students to help them with practical issues upon arrival and during their stay. Please register at: <a href="http://www.uc3m.es/international/students/exchange/prior_arrival/buddy">http://www.uc3m.es/international/students/exchange/prior_arrival/buddy</a>
<b>Immigration and visa</b>	<a href="http://www.uc3m.es/portal/page/portal/international/students/exchange/prior_arrival/immigration Visa">http://www.uc3m.es/portal/page/portal/international/students/exchange/prior_arrival/immigration Visa</a>
<b>Living cost in Madrid</b>	Living expenses in Madrid (including sharing an apartment, food and transportation) would be around 800 € / month.
<b>Transportation</b>	<i>How to get to UC3M:</i> <a href="http://www.uc3m.es/portal/page/portal/get know us/how get here">http://www.uc3m.es/portal/page/portal/get know us/how get here</a> Madrid Community train: Getafe stop: Las Margaritas. Leganes stop: Leganes central. Madrid-south subway line: Getafe stop: Juan de La Cierva. Leganes stop: Leganes Central