



School of Economics and Business Administration  
Fact-Sheet 2014 / 2015

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**GENERAL INFORMATION**

**University Name:**

Universidad de Navarra

**University website address:**

<http://www.unav.edu/>

**School website address:**

<http://www.unav.edu/en/web/facultad-de-ciencias-economicas-y-empresariales/home>

**Web link for incoming Students:**

<http://www.unav.edu/en/web/facultad-de-ciencias-economicas-y-empresariales/internacionalidad/estudiantes-internacionales>

**CONTACTS**

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**Address**

Oficina de Relaciones Internacionales

Facultad de Ciencias Económicas y Empresariales

Universidad de Navarra

31009 Pamplona

Spain

### **NOMINATION DEADLINES**

Fall 2014: April 1st 2014

Spring 2015: October 1st 2014

Nominations have to be submitted online through a link that it will be previously sent to all partners Institutions.

### **APPLICATION DEADLINES**

Fall 2014: May 1st 2014

Spring 2015: November 1st 2014

### **APPLICATION PROCEDURES**

Application materials and information will be sent by the International Relations Office of the School of Economics and Business Administration.

You can also find this information on 'Incoming' on the following link:

<http://www.unav.edu/en/web/facultad-de-ciencias-economicas-y-empresariales/internacionalidad/estudiantes-internacionales/si>

**Application forms and supporting documents can be sent to us by courier to the above University address.**

### **TERM DATES**

**Fall 2014:** September 1<sup>st</sup> - December 23<sup>rd</sup> 2014

**Exams:** 4<sup>th</sup>-23<sup>rd</sup> December 2014 (\*) See learning expectations: examinations

**Orientation Week begins:** August 28<sup>th</sup> 2014

**Expected Arrival Date:** August 27<sup>th</sup> 2014

**Spring 2015:** January 8<sup>th</sup> - May 22<sup>nd</sup> 2015

**Exams:** 4<sup>th</sup> - 22<sup>nd</sup> May 2015 (\*) See learning expectations: examinations

**Orientation Week begins:** January 7<sup>th</sup> 2015

**Expected Arrival Date:** January 6<sup>th</sup> 2015

**Retake exams:** 8<sup>th</sup> - 27<sup>th</sup> June 2015 (\*) See learning expectations: examinations

\* Term dates are approximate. They might be subject to small changes.

### **Vacations:**

Winter/Christmas: December 24<sup>th</sup> 2014 - January 7<sup>th</sup> 2015

Spring/Easter: 1<sup>st</sup> - 12<sup>th</sup> April 2015

### **ORIENTATION**

The International Relations Office of the University of Navarra will host orientation activities for all International Students (campus tour, explanation of the library and other facilities, visit to the city of Pamplona and trip to San Sebastián). Additional activities and trips are organized through the year.

### **LANGUAGE OF INSTRUCTION**

Spanish and English

### **LANGUAGE REQUIREMENTS**

Although it is not mandatory a minimum level of Spanish recommended (e.g. DELE B2 or SAT 540-670) if the student takes courses in Spanish.

### **INSTITUTE OF SPANISH AND LANGUAGE CULTURE (ILCE):**

Spanish Language Courses are available for exchange students during the semester:

<http://www.unav.es/centro/ilce/ordinary>

Intensive Spanish Summer Course August (Cost of this course not included in the exchange agreement)



### COURSES IN ENGLISH

<http://www.unav.edu/en/web/facultad-de-ciencias-economicas-y-empresariales/internacionalidad/asignaturas-en-ingles>

### COURSES IN SPANISH

<http://www.unav.edu/web/grado-en-administracion-y-direccion-de-empresas/asignaturas>

<http://www.unav.edu/web/grado-en-economia/plan-de-estudios/asignaturas>

Please note that course enrollment is subject to class and faculty availability, fulfillment of pre-requisites, and timetabling factors.

### APPROXIMATE LIVING COSTS

**Off Campus Accommodation:** 300 Euros- 500 Euros (per month, not including food)

**Food:** 200 Euros- 300 Euros (per month)

**Other Living Expenses:** Travel and Social Activities (dependent on student)

**Local Transportation:** 30 Euros per month in case you need to take the bus to come to the University. However, most places are within walking distance.

### LEARNING EXPECTATIONS

**Class Format:** Most are Lecture/Discussion courses. Exams, Personal Dissertations and Oral Presentations

**Attendance:** Attendance is mandatory and often taken into account for the final grade. Additionally all testable materials are covered in class

**Participation:** Participation can count for up to 30% of the final grade

**Grading:** Grades range from 0-10

5= Pass, 6-7= Good, 8= Very Good, 9= Excellent, 10=Honors

**Course Load for local full time students:** 30 ECTS/semester

No minimum or maximum workload is required for exchange students

**Examinations:** Midterm Examinations are common, Final Examinations standard.

\* Both regular semester and retake exams are compulsory to be taken at the University of Navarra

### HEALTH INSURANCE

**Mandatory Insurance:** Students must have adequate coverage before arrival. No Students will be accepted without proof of health insurance. This is the responsibility of the student.

The University of Navarra provides health insurance coverage for students:

<http://www.unav.edu/en/web/admision-y-ayudas/asistencia-sanitaria/estudiantes-espanoles>

### STUDENT SERVICES AVAILABLE

**Accommodation:** Please visit the following link

<http://www.unav.edu/en/web/admision-y-ayudas/alojamiento/tipos>

**Buddy Program:** There is a buddy program available for all the exchange students at the School of Economics and Business Administration. The online registration form and information will be sent to all exchange students accepted at the School of Economics and Business Administration.

**Academic Advising:** Students are given academic advisement through the semester. Professors and Assistants are available through the week and are required to post hours. Tutors and extra assistance can be arranged.

**International Student Services:** The International Relations Office of the University of Navarra hosts events through the semester and is available to assist students with their diverse needs.

<http://www.unav.edu/web/relaciones-internacionales>

**Computer Services:** All students are given an e-mail address, personal access numbers and passwords to access all computer labs and Wi-Fi.

**On-Campus Facilities:** Cafeterias in all buildings, University Hospital, Sports Complex, multiple libraries and Reading Rooms, Copy Centers are available.