



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	Matilde Sánchez – phone: +34 91 624 9879 – email: mpsanche@ing.uc3m.es
Head of International Relations and Cooperation Service	Silvia Gallart – phone: +34 91 624 59 11 – email: sgallart@pa.uc3m.es

INTERNATIONAL EXCHANGE AGREEMENTS/OUTGOING 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
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 School of Tourism	AGREEMENTS/OUTGOING NOMINATIONS	United States and Canada Pilar Grima – email: pgrima@pa.uc3m.es
		Other countries Elisa Huete – email: ehuete@pa.uc3m.es
School of Engineering		All countries for Engineering studies José Antonio González – jagon@pa.uc3m.es



INTERNATIONAL STUDENTS OFFICES – Contacts for students	
International Offices Coordination	
Postal Address	C/ Madrid, nº 126 Edificio Rectorado – 28903 Getafe – Madrid – España
Coordination	Fátima Terol – email: fterol@pa.uc3m.es - phone: +34 91 624 8652
	Susana Bello – email: sbello@pa.uc3m.es - phone: +34 91 624 8985
Getafe Campus: School of Law and Social Sciences & School of Humanities, Communication and Library Sciences	
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Incoming	email: incoming@uc3m.es – phone: +34 91 624 9550 ----- Erasmus+: All European Universities (except Germany and Turkey): Arantxa Solano – email: msolano@pa.uc3m.es Non European Mobility Program Universities Erasmus+: Germany and Turkey Switzerland Iris Rico – email: irico@pa.uc3m.es
Outgoing	email: outgoing-getafe@uc3m.es – phone: +34 91 624 9550 ----- Erasmus+: All European Universities (except France, Italy, Turkey, Greece, Cyprus and Malta) and Switzerland Olga Rosa – email: orosa@pa.uc3m.es Non European Mobility Program Universities Erasmus+: France, Italy, Turkey, Greece, Cyprus and Malta Presen Salazar – email: mpsalaza@di.uc3m.es
Leganés Campus: School of Engineering	
Postal Address	Avda. Universidad, nº 30, Edificio 2, 28911 Leganés – Madrid – España
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Outgoing	email: movilidaddeps@uc3m.es
Colmenarejo Campus: Tourism Studies	
Postal Address	Avda. de la Universidad Carlos III, nº 22 – Edificio 1 - 28270 Colmenarejo–Madrid – España
Coordination	M^a Jesús Marcos – email: mmarcos@pa.uc3m.es – phone: +34 91 856 1355
Incoming	email: mmarcos@pa.uc3m.es
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NOMINATION AND APPLICATION PROCEDURE	
TO BE DONE BY PARTNER UNIVERSITIES	
Nomination procedure for Universities	<p>Website: http://portal.uc3m.es/portal/page/portal/international/students/exchange/prior_arrival/nomination</p> <p>Deadlines:</p> <ul style="list-style-type: none"> • FALL SEMESTER / FULL ACADEMIC YEAR: Nomination from March 20th to May 15th • SECOND SEMESTER: Nominations from September 28th to November 2nd <p>Nomination form: http://portal.uc3m.es/portal/page/portal/international/students/exchange/prior_arrival/nomination</p>
TO BE DONE BY NOMINATED STUDENTS	
Application procedure for nominated students	<p>Students who have been nominated by their home institutions and accepted by UC3M will receive an e-mail with details on how to complete the ONLINE APPLICATION FORM on the dates below.</p> <ul style="list-style-type: none"> • Incoming exchange students for Fall Semester and Full Academic Year: until May 20th • Incoming exchange students for Spring Semester: until November 16th <p>Compulsory documents after acceptance submitted by email (copies of passport + student visa, if necessary + European health insurance card): http://portal.uc3m.es/portal/page/portal/international/students/exchange/prior_arrival/documents</p>
Accommodation	Website: http://portal.uc3m.es/portal/page/portal/servicios_jovenes/alojamiento
Pick up service	UC3M doesn't provide this service

ACADEMIC INFORMATION	
Academic Calendar 2015-2016	<p>Academic calendar: http://portal.uc3m.es/portal/page/portal/international/students/exchange/prior_arrival/academic_calendar</p> <ul style="list-style-type: none"> • Fall Semester: COURSES from September 7th to December 15th / EXAMS from January 7th to 22nd • Spring Semester: COURSES from January 25th to May 6th / EXAMS from May 16th to May 31st • Retake Period (Fall & Spring): June 14th to June 29th.
Orientation and Welcome Event	<p>Website: http://portal.uc3m.es/portal/page/portal/international/students/exchange/upon_arrival</p> <ul style="list-style-type: none"> • Fall Semester: 2nd September • Spring Semester: 20th January
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 advisable.																													
Spanish Language Courses	UC3M offers fee paying Spanish Courses http://portal.uc3m.es/portal/page/portal/international/students/exchange/prior_arrival/spanish_courses Contact: centro_idiomas@uc3m.es																													
Courses offer	<p>Bachelor Degrees offer in Spanish*: http://portal.uc3m.es/portal/page/portal/degree_programmes</p> <p>Bachelor Degree offer in English*: http://portal.uc3m.es/portal/page/portal/home/studies/degree_programmes/bachelors_degree_english</p> <p>Humanities short courses: (short courses about culture, history, Politics...They are all taught in Spanish and you can take a maximum of 3 of these courses) https://aplicaciones.uc3m.es/horarios-web/humanidades/humanidadesGrado.page?ano=2009&vision=ASIG</p> <p>*Select the desired Degree and click on 'study program' to see the list of courses. You can click on each course to find the course description.</p> <p>Most courses ONLY OFFERED in one Semester Courses offer & Not allowed courses</p>																													
Course requirements	<ul style="list-style-type: none"> • Minimum: 6 ECTS for Semester / Maximum: 33 ECTS for Semester • Erasmus+ students can only select courses from the School that they have been accepted. • Non European students can select any of the courses from ALL the Schools 																													
Course registration	<p>Website: http://portal.uc3m.es/portal/page/portal/international/students/exchange/upon_arrival/registration</p> <p>Course registration is based on "first come first served" for students in the same study area.</p>																													
Spanish grading System	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center;">Spanish Grading System</th> <th style="text-align: center;">ECTS</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">NP</td> <td style="text-align: center;">No Report</td> <td></td> </tr> <tr> <td style="text-align: center;"><4.9</td> <td style="text-align: center;">Fail</td> <td style="text-align: center;">F</td> </tr> <tr> <td style="text-align: center;">5 to 5.9</td> <td style="text-align: center;">Sufficient</td> <td style="text-align: center;">E</td> </tr> <tr> <td style="text-align: center;">6 to 6.9</td> <td style="text-align: center;">Satisfactory</td> <td style="text-align: center;">D</td> </tr> <tr> <td style="text-align: center;">7 to 7.9</td> <td style="text-align: center;">Good</td> <td style="text-align: center;">C</td> </tr> <tr> <td style="text-align: center;">8. to 8.9</td> <td style="text-align: center;">Very Good</td> <td style="text-align: center;">B</td> </tr> <tr> <td style="text-align: center;">9 to 10</td> <td style="text-align: center;">Excellent</td> <td style="text-align: center;">A</td> </tr> <tr> <td style="text-align: center;">10 MH</td> <td style="text-align: center;">Excellent with Distinction</td> <td style="text-align: center;">A+</td> </tr> </tbody> </table>			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+
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PRACTICAL INFORMATION	
International Student Support	<p>ESN (Erasmus Student Network): http://www.esnuc3m.es ; esn.uc3m@gmail.com This association welcomes Non-European students as well.</p> <p>Chinese Students Association: http://sites.google.com/site/aecuc3m ;</p> <p>BEST: http://best.uc3m.es/best-uc3m/ ; carlos3@best.eu.org</p> <p>ANUDI: http://www.anudi.org/uc3mun/, madrid@anudi.org</p> <p>UC3M Student Office (Espacio Estudiantes): sports, championships & cultural activities. In addition, psychological and psychopedagogical orientation, volunteer work. http://portal.uc3m.es/portal/page/portal/cultura_y_deporte</p> <p>Incoming students- Facebook group: http://www.facebook.com/incoming.uc3m</p>
Buddy program	<p>Buddies are regular UC3M students assigned to small groups of new students to help them with practical issues upon arrival and during their stay.</p> <p>Please register at: http://portal.uc3m.es/portal/page/portal/international/students/exchange/prior_arrival/buddy</p>
Integration program for students with disabilities	<p>http://portal.uc3m.es/portal/page/portal/cultura_y_deporte/discapacidad/english</p>
Immigration and visa	<p>http://portal.uc3m.es/portal/page/portal/international/students/exchange/prior_arrival/immigration_visa</p>
Living cost in Madrid	<p>Living expenses in Madrid (including sharing an apartment, food and transportation) would be around 700/800 €/month</p>
Transportation	<p>How to get to UC3M: http://www.uc3m.es/ss/Satellite/UC3MInstitucional/en/ListadoHijas/1371206554301/How_to_get_here</p>