INFORMATION FOR INTERNATIONAL STUDENTS

2018-2019 ACADEMIC YEAR

THE PLACE TO "BE"
PRESENTATION

Dear student,

I would like to welcome you to CEU-San Pablo University, where over the next six to twelve months you will carry out your international mobility. You have chosen to study part of your degree in another country so as to increase your cultural, academic and professional knowledge, but moreover so, your personal experience. I sincerely believe that you made the correct choice when you chose to come to San Pablo-CEU University.

Our University combines tradition and modernity where internationalization plays an increasingly important role. You are an essential part of our University, where we would like you to feel as a fundamental part of it. Your international mobility will be a vital experience for you, and we also want to be part of it, not only by contributing to your academic training but by learning from each other's cultural diversity.

I am absolutely convinced that when you return home -and even more as years go by- you will realize that you have lived a unique and exceptional experience and that CEU-San Pablo University was an essential part of it.

Yours faithfully,

Prof. Dr. Jesús Paúl Gutiérrez
Vice-Rector for International Relations
CEU San Pablo University
WHO'S WHO IN INTERNATIONAL RELATIONS?

Vice-Rector for International Relations
Prof. Dr. Jesús Paúl Gutiérrez

International Office – Moncloa Campus

Alejandra Villena Uerkvitz
Head of International Office
international.office@ceu.es

Estela Herránz Méndez
International Mobility Coordinator
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Mareike Kiwitt
International Mobility Coordinator
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Julián Romea, 20. 28003 Madrid
Tel.: +34 91 514 01 05

Opening times
AM: Monday – Friday 9:30-13:30h
PM: Monday – Thursday 16:00-18:00h

International Office – Montepríncipe Campus

Ana Ibarra Alcaraz
Administrative Officer
ana.ibarra@ceu.es

Escuela Politécnica Superior
Carretera de Boadilla del Monte, Km. 5,300 - Boadilla del Monte - 28668 Madrid
Tel: +34 91 372 40 40

Opening times
AM: Monday – Friday 9:30-13:30h
PM: Monday – Thursday 15:30-17:00h
ACADEMIC COORDINATORS BY FACULTY

MONCLOA CAMPUS

School of Humanities and Communication Sciences
Paseo Juan XXIII, 3 – 28040 Madrid
Tel.: +34 91 456 42 01
Prof. Miguel Delgado Yoldi
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Olga Kolotouchkina
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Berta Garcia Castiella
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School of Law
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Tel.: +34 91 514 04 00
Prof. Lucana Estévez Mendoza
lucana@ceu.es
Prof. Alejandro Corral Sastre
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School of Economics and Business Studies
Julián Romea, 23 – 28003 Madrid
Tel.: +34 91 456 63 00
Prof. Marina Laso
marlaso@ceu.es
Prof. Elizabeth Frank
elizabeth.frank@ceu.es
MONTEPRÍNCIPE CAMPUS

School of Pharmacy
Carretera de Boadilla del Monte, Km. 5,300
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Tel.: +34 91 372 47 00
Prof. Carmen Pérez García
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Prof. Paola Otero Gomez
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Institute of Technology
Carretera de Boadilla del Monte, Km. 5,300
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Prof. Juan Arana
agiralt@ceu.es
Prof. Cristina Sánchez López de Pablo
cristina.sanchezlopezpablo@ceu.es

School of Medicine
Carretera de Boadilla del Monte, Km. 5,300
Boadilla del Monte - 28668 Madrid
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Prof. Verónica Alonso (Ext.4675)
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Prof. Begoña Jiménez Reguera
bjreguera@ceu.es
WELCOME DAY – INTERNATIONAL STUDENTS

General Presentation of CEU San Pablo University:

Monday, 3rd September
Time: 16:00 h.
Place: Aula Magna – Facultad de CC. Económicas y Empresariales
(Street: Julián Romea, 23 – 1st Floor) https://goo.gl/maps/eQ3FanBC1cP2

Academic Presentations of the different Faculties: please read the “Welcome Programme”.

ACADEMIC CALENDAR 2018 -19

Fall Semester

- Classes Fall Semester: 3rd September to 7th December 2018
- Christmas Holidays: 24th December to 7th January 2019
- Exams first semester: 10th December to 22nd December 2018
- Resit exams: 16th January to 2nd February 2018
EVALUATION

The evaluation methods vary according to the course and the criteria of the Faculty board of each course, although they are all based on continuous assessment. The main methods applied are:

- Written and Oral Exams
- Individual or group writing assignments
- Individual/group oral presentations

DEGREES AND SYLLABUS

Students may consult the course structure of the various degree programmes offered at the University by visiting the section dedicated to international students in our webpage:


STRUCTURE OF STUDIES

Studies at CEU San Pablo University are on the whole divided into semesters. Nevertheless, there are also year-long courses. Erasmus and International students may enrol in either annual or semester courses. If a student decides to become enrolled in an annual course and is staying for the entire academic year they should enrol for the complete course.

There are two exam periods in each academic year, an ordinary one (December or May) and a retake (January and June)

TUTORING

At the beginning of the academic year, all students at the University are assigned a tutor for academic support. The Coordinator of International Relations of each Faculty provides this service of helping to resolve any academic questions which Erasmus and international students may have related to their studies at the University (Learning Agreement and others).
Living in Madrid

INTERNATIONAL STUDENT ID CARD

All CEU students have an ID Card which allows them to access all University services as well as benefit from the various discounts that our collaborating entities offer. International and Erasmus students can pick up the ID Card on Campus at the Banco Santander, once you have officially registered your courses.

MADRID

Madrid is a vast city, with a population of approximately five million inhabitants, which is continuously increasing. It is located in the centre of the Iberian Peninsula on a plateau at an altitude of 650 meters. It has a continental climate with cold winters and very hot summers.

Life in Madrid is very cheerful. There are many traditional cafes, cafes which serve chocolate, sidewalk cafes, bars which specialize in beers and bars which serve typical appetizers or cocktails. It is easy to adapt since Madrileños (Madrid natives) are very hospitable and used to talking to people from different places in the country and in the world. There are also many establishments for practicing a variety of sports, including golf and skiing. The ski station of Navacerrada is located only 50 kilometers from the centre of Madrid.

The city offers many other leisure opportunities. Madrid boasts three magnificent portrait museums, the Prado Museum, the Thyssen-Bornemisza Museum and the Reina Sofia Centre of Modern Art, all located in the same area otherwise known as “The Art Triangle”.

As well as museums and other interesting tourist places such as the Retiro Park or the Rastro (a second-hand market), its traditional neighbourhoods, such as the Austrias or the Plaza Mayor also deserve special attention. Many interesting trips can also be made outside the city without having to travel long distances. El Escorial, El Pardo, Toledo, Segovia, Aranjuez, Chinchón, La Granja or Ávila are all more or less an hour away from the city of Madrid.
CLIMATE

The climate in Madrid is dry with cold winters, and very hot summers. The difference in temperature between winter and summer is rather severe and there are hardly any in-between seasons.

ARRIVING IN MADRID

Barajas airport is located 16 Kilometres away from the city centre, and is linked to it by means of a train, metro and bus service (every 15 minutes). The journey takes approximately half an hour. Taxis from the airport accept up to 4 passengers and the cost of the journey to the centre of the city is of approximately 30 Euros.

There is also a Metro line that connects the airport with the city centre (line 8). The new Terminal 4 of Barajas airport can also be reached by metro on the same line. Trains coming from France and the north of the Peninsula arrive at Chamartín station in the north of Madrid. One of the train lines is linked to Atocha station which is much more central and provides access to the south, east and west as well as Portugal. Both stations contain metro stops.

Bus stations are dispersed around the city, although the main one, especially dedicated to international journeys, is the Estación Sur (Metro Pacífico)

URBAN TRANSPORT

The easiest way to move around Madrid is by Metro, which reaches most of the sites, which may be of interest to visitors (www.metromadrid.es). There is a complete bus network (www.emtmadrid.es), as well as a commuter train network, which connects the capital with surrounding towns (www.renfe.es/cercanias).

The best option is to have a transport card per month (abono mensual) you can use for all types of transport. This card has different prices depending on the age of the applier and the areas of Madrid included. There is no specific transport card for students.

Students studying in Moncloa Campus should ask for an A card. Students studying in Montepríncipe Campus have to ask for a B2 card.
ACCOMMODATION

International Students may choose to rent an apartment, which is usually shared.

The average price of a room in a shared apartment is usually from 370 to 600 euros a month.

CEU San Pablo University collaborates with the following companies that offer student accommodation: www.aluni.net, https://www.uniplaces.com, https://www.citylifemadrid.com/housing/housing-request-form-madrid/


International students may book their rooms in advance through the aforementioned webpages, or may wait until they meet other students on arrival, and start looking for a shared flat.

If they choose this last option, we recommend the following hostels which are close to our Moncloa Campus for the first days:

- Hostal Angelines. Hilarión Eslava, 12. Tfno: +34915435640
- Hostal Arrate. Gaztambide, 61. Tfno: +34915433066
- Hostal Ártico. Donoso Cortés, 69. Tfno: +34915431512
- Hostal Horche. Gaztambide, 61. Tfno: +34915434242
- Hostal Universal. Princesa, 84. Tfno: +34915439454

ELECTRICITY

The current used in Spain is 220 volts.
COST OF LIVING

The cost of living in Madrid can reach between 800 and 1.000 Euros per month on average. This includes accommodation, maintenance, and various expenses.

Here is an estimate of different expenses:

**Approx. price in euros:**

- Room in shared flat 370 € - 600 €
- 1 litre of milk 0,85 €
- 1 loaf of bread 0,50 €
- Daily lunch menu at the University’s canteen 6,45 €
- Daily lunch menu in restaurant 10 €
- Abono joven (monthly travelcard for the Madrid area, students aged under 26): Approx. 20€
- Abono Adulto (monthly travelcard for the Madrid area, students aged over 26): Approx. 55€
- 1 cinema ticket:8 €

BANK ACCOUNTS

In order to open a bank account, it is only necessary to show the bank branch a passport or a valid identity document. Euro (€) is the currency. There is a Banco de Santander office in both our campuses.

INTERESTING WEBSITES FOR YOUR STAY IN MADRID

Culture, Leisure and Tourism: [www.esmadrid.com](http://www.esmadrid.com)

Information for international students in Madrid: [www.madridyoung.com](http://www.madridyoung.com)

Tourism Office: [www.turismomadrid.es](http://www.turismomadrid.es)

Madrid Information: [www.madrid.org](http://www.madrid.org) (Teléfono 012)  [www.madrid.es](http://www.madrid.es) (Teléfono 010)
USEFUL CONTACT NUMBERS IN CASE OF EMERGENCY:
Comunidad de Madrid Emergency Number: 112
Ambulances: 061
National Police Service: 091
Local Police Service: 092
Guardia Civil: 062
Fire Brigade: 085

Police Station, Moncloa:
C/ Rey Francisco, 15. 28008 Madrid
Tel.: 9000 150 000 (Information)
Metro: Ventura Rodríguez
Bus: 1, 2, 44, 74, 133, 202.

IF YOU´RE NOT FEELING WELL AND YOU NEED A DOCTOR

CEU San Pablo disposes a medical service for the student community on both campus. The opening times of the nursery are from 10:30 to 17:30 from Monday to Friday, whereas the doctor attends at the same office from 13:30 to 15:30 from Monday to Thursday.

If you are an EU citizen and you hold the European health card, you must find out which “Centro de Salud” you belong to depending on the area of the city in which you live (you must at least know the post code to search for the right centre online).

You can look for your designated centre at:
http://www.centrossanitarios.sanidadmadrid.org/Buscadores/CentrosAsistenciales.aspx

If you are a non-EU citizen, you probably have an international insurance. You may check the insurance company’s website or call them to find out where you should go to see a doctor.

Pharmacies on duty: www.canaldefarmacia.com / call 098

In case of doubts or difficulty with the language, please come to see us at the International Office, send us an e-mail to international.office@ceu.es or call us on 91 514 01 05.
HOW DO YOU GET TO CEU?

Moncloa Campus  (Schools of Law/School of  Economics and Business Studies/ School of Humanities and Media Studies)

**Metro Stations:** Metropolitano (line 6), Guzmán el Bueno (lines 6 and 7)

**Buses:** 2, 44, 45 or Circular (C1/C2)

Montepríncipe Campus (Schools of Medicine/School of Pharmacy, and Institute of Technology)

FREE UNIVERSITY BUS - AUTOBUS CEU

From MADRID to MONTEPRÍNCIPE:

From Plaza de Castilla  
(at the corner with Avenida de Asturias - https://goo.gl/maps/itJUom5bj4D2)  
**Times:** 7,45h. and 13,35h*.

From Moncloa  
(Avenida de Séneca-in front of Colegio Mayor San Agustín  
https://goo.gl/maps/gmdnoBMnuMP2  
Or  
Plaza Marqués de Comillas https://goo.gl/maps/ZP8aMZpkPkw)  
**Times:** 7,45h. and 13,35h*.

From MONTEPRÍNCIPE to MADRID:

To Moncloa  
(Intercambiador de Moncloa https://goo.gl/maps/XPvkqCKebtR2  or Plaza del Marqués de Comillas https://goo.gl/maps/ZP8aMZpkPkw)  
**Times:** 14,30h., 18,30h. y 20,30h*.

PUBLIC TRANSPORT - COMUNIDAD DE MADRID:

Metro Ligero: Line 3, station “Montepríncipe”

Buses: 571, 573 y 574 (from “Faro de Moncloa” – Avenida General Fanjul  
https://goo.gl/maps/2f1FpuHZ4Qo)

*These timetables may be modified for special reasons throughout the year.
WHERE IS THE INTERNATIONAL OFFICE?

MONCLOA CAMPUS:

The Office is located in c/ Julián Romea, 20 https://goo.gl/maps/g7veBzBdziT2

Metro station: Guzmán el Bueno – Line 6 and 7
Buses: 44 or Circular (C1/C2)

Opening times

AM: Mon-Fri 9.00-13.30h
PM: Monday to Thursday, 16.00-18.00h

MONTEPRÍNCIPE CAMPUS:

Escuela Politécnica Superior
Carretera de Boadilla del Monte, Km. 5,300 - Boadilla del Monte - 28668 Madrid
https://goo.gl/maps/fT42viHjY8o

Opening times

AM: Mon-Fri 9.30-13.30h
PM: Monday to Thursday, 15:30-17.00h

WHAT DOCUMENTS SHOULD I HAND IN AT THE INTERNATIONAL OFFICE ON ARRIVAL?

If your Home University asks for it, you must bring us the certificate of attendance/certificate of arrival to have it signed and stamped.

Make sure you come and see us first thing, as we need to check that we have all your data and the necessary documents.

We also need to give you a username and password (which you will be able to change later) to access the Student Portal and your University’s e-mail account.

A few days after you arrive, you should also come to get your student ID card, which entitles you to access the library as well as other university services, and to get discounts in several collaborating companies/leisure activities/museums.

WHAT SHOULD I DO WITH MY LEARNING AGREEMENT WHEN I ARRIVE?

First of all, your academic coordinators in CEU will give you a definitive list of the available courses at the academic presentation of your School.

At the beginning, you will have a couple of weeks to try the different courses. Afterwards you have to include the definitive courses on your learning agreement. Once you have the approval of the Academic Coordinators you will have to do the definitive registration at the Secretary of your School (please check registration days at the Welcome Programme).

The courses shown on the LA must have the approval of the academic coordinator in your Home University. When you have his/her approval, go and see your CEU academic coordinator to have the learning agreement signed and stamped.

When the LA is ready, send a copy to your Home University and keep the original to hand in when you go back to your country of origin.