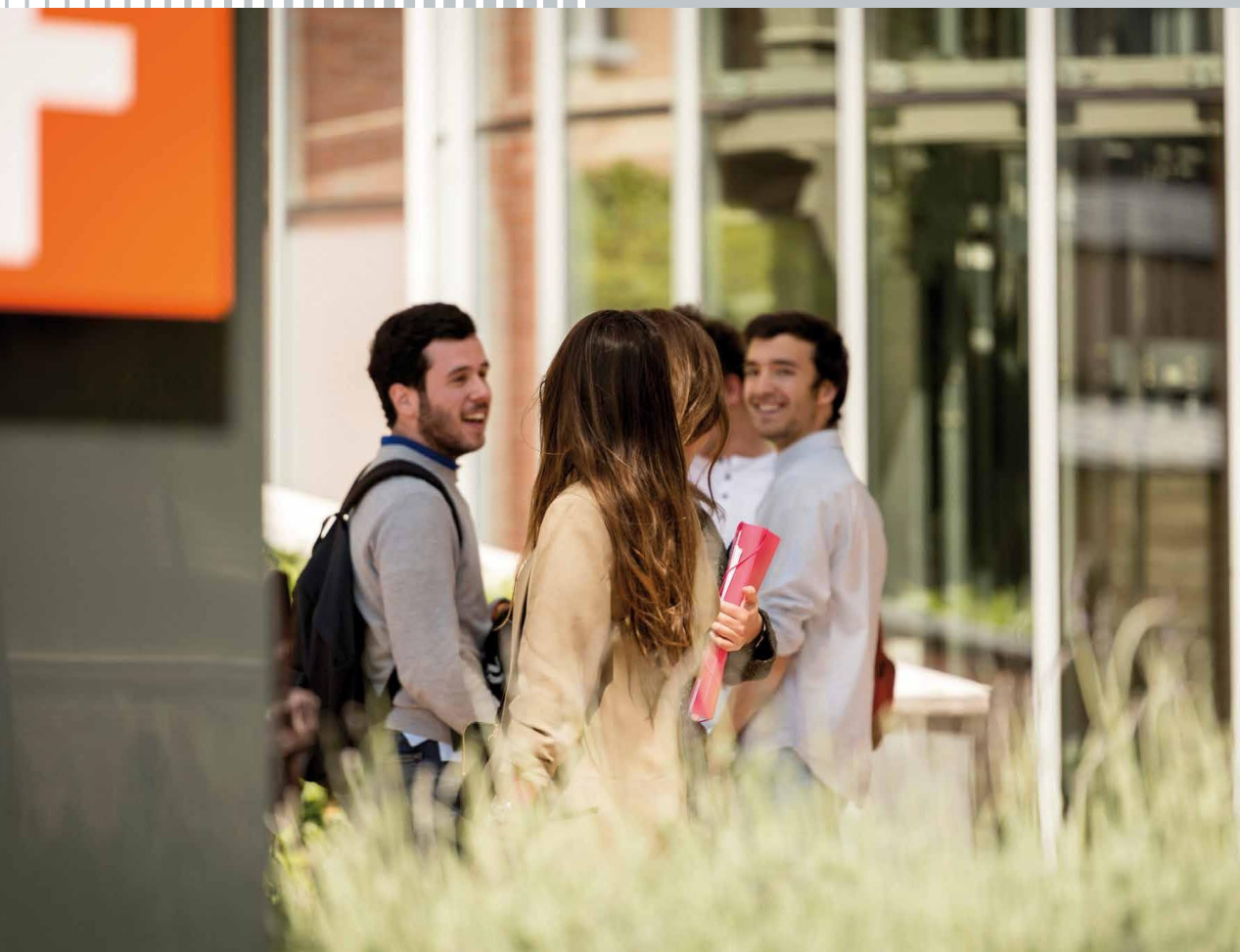


CUNEF
COLEGIO UNIVERSITARIO DE
ESTUDIOS FINANCIEROS



CUNEF is, affiliated to the Universidad Complutense de Madrid (UCM). We specialize in Business Administration, Economics, Law and Finance.

CLASSES

The teaching method is based on a combination of classes, given by an excellent staff of recognized professors, together with a practical approach focused on the professional world.

These enable you to get in-depth knowledge of the module contents to reflect and debate with the professor and with your colleagues.

PRACTICAL SESSIONS

In these sessions, either individually or as part of a team, you will analyze and discuss practical cases and resolve specific exercises.

The aim is for you to work with actual or simulated examples which enable you to analyze the main variables that have an influence on the case study, its development and consequences.

(*) You may consult the details of the study plans in the Guide Appendix

STUDENT CARD

On the day you join CUNEF you will receive the **student card** which, in addition to being used for ID purposes, will enable you to access the following services:

- Proof of membership of CUNEF.
- Access to the campus.
- Library loan through the barcode on the reverse.
- Access to computers and IT

- Access to restricted work areas and rooms that require entry control (having previously reserved these).
- Printing of documents (recharging at the information point available in the Reprography Hall, U building).



THIS CARD IS NOT TRANSFERABLE AND CAN ONLY BE USED BY ITS OWNER.

For further information or in the event of any incident or loss, request a copy from the IT Department at soporte@cunef.edu



CUNEF CAMPUS

The campus boasts 15,000 m² distributed over five buildings (C.U.N.E.F.) completely refurbished, accessible and surrounded by a natural environment.

The University has flexible areas and the latest teaching technology in classrooms. An ecosystem where teaching, technology and the surroundings encourage active learning, debate and initiative.

MAP

C - WorkCafe with a cafeteria, dining room and buffet service. Outdoor terrace, social and living areas, offices of staff.

U - Teaching classrooms, printing (only cash accepted) and student store, medical centre, academic counselling, offices of staff, social and living areas.

N - Auditorium, conference room, library (control and lending area, reading room, study rooms and group work rooms), social and living areas.

E - Classrooms, professors offices and staff, social and living areas.

F - Information - reception service, student's office, Classrooms, professors offices and staff, IT, social and living areas

■ VISITOR'S BUILDING

- Visitor Reception, Security and Control.

■ UNDERGROUND PARKING

- 207 car parking lots.

■ LANDSCAPED ZONES AND SOCIAL AREAS

Central square, esplanade and gardens.

Although the campus is permanently open, the buildings are open from Monday to Friday from 7:30 a.m. to 10 p.m. Check opening times on Saturdays, holidays and non-academic periods.

The use of CUNEF student card is compulsory to access the campus. If you do not have a student card you must identify yourself at the Control Building.

INFORMATION AND RECEPTION

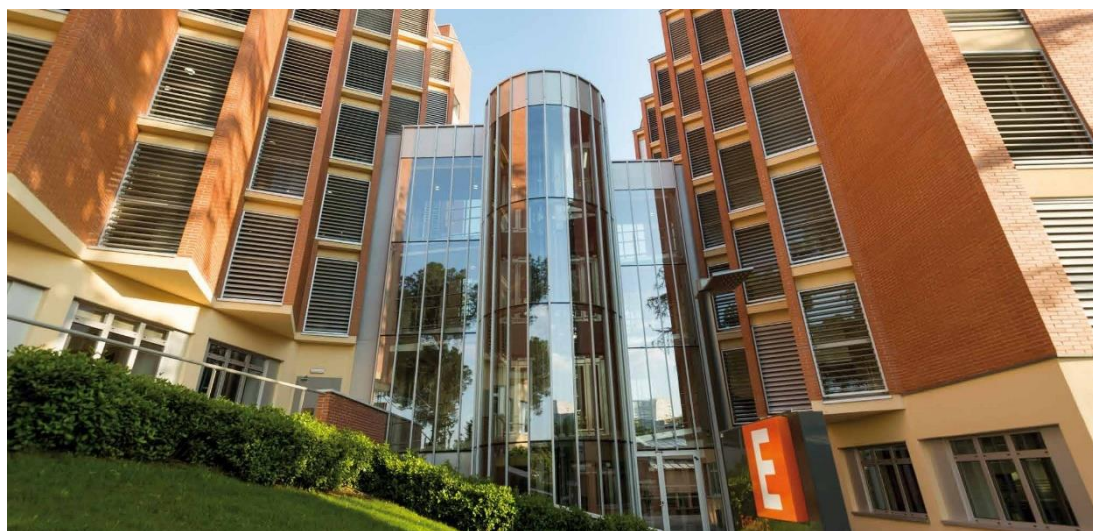
The Campus has an information centre, a helpdesk and student's office in the hall of building **F**.

This provides support to the entire university community.

The contact telephone numbers are

(+34) 91 448 08 92 and (+34) 902 21 00 91.

Opening times are from 8:30 am to 8 pm.



CAFETERIA AND VENDING

There is a Workcafe in Building **C**.

This is a place where students can have something to eat or drink while they are working, or socialising.

There is a set daily menu and bar service with a range of dishes prepared on the basis of a Mediterranean diet. There is also microwave service available.

The monthly menu is available on CUNEF's website via Material Resources and Services in the Cafeteria section.

<http://www.cunef.edu/web/carreras-grado/-por-que-cunef-grado-/recursos>

Opening times during the academic course are from 8 a.m. to 8 p.m. Monday to Friday, and 9 a.m. to 2 p.m. on Saturdays.

In July, opening times are from 8 a.m. to 5 p.m. Monday to Friday.

The cafeteria is closed in August.

Outside the building there are vending machines offering snacks and cold drinks.

UNDERGROUND PARKING FOR VEHICLES AND BICYCLES PARKING

CUNEF offers its students 100 car parking spaces with the possibility of choosing between a range of periods and times.

Access to the car park is subject to availability.

The cost ranges between € 45-60/month, depending on the selected option.

The Campus also has an area where bicycles can be left free of charge.

Further information available at oficinaacademica@cunef.edu



REPROGRAPHY AND THE STUDENT'S STORE

Located in the **U** building.

It offers document printing and copying services as well as reprography, digitalisation, binding and laminating of documents, the sale of stationery as well as the sale of CUNEF merchandising articles. Only acceptas payments in Cash

Opening times during the academic course are Monday to Friday from 9:30 a.m. to 2 p.m. and 4:30 p.m. to 7:30 p.m.

LIBRARY

Located in the **N** Building, offering students the following services:

- Reading room.
- Document loan and book.
- Reservation and renewal of documents.
- Information and reference service.
- Training courses.
- Newspaper library.
- Reservation of work rooms.
- Wi-Fi.

Opening times during the academic course will be from Monday to Friday from 8 a.m. to 9 p.m., with extended hours on weekends and holidays during exam periods.

Opening times will be shorter once the academic course has finalised.

Further information available at <http://biblioteca.cunef.edu> or by sending an email to biblioteca@cunef.edu

IT LABORATORY

Located in the (Ground floor) **U**, Buildings (groundfloor) and E Building (fifth floor), with 125 computers available to students.

The laboratory is open from 9 a.m. to 9 p.m. Further information available from soporte@cunef.edu



COUNSELLING

The counselling service offered by CUNEF aims to help all students achieve their academic and personal well-being, helping them to sort out the different concerns they may have, always within a framework of complete confidentiality.

Located in the **U** Building and open every Thursday from 11 a.m. to 5 p.m. Further information from counseling@cunef.edu

MEDICAL CENTRE

Located in the **U** Building.

Here, students have a first aid kit and a nursing service available. The CUNEF campus is a cardio-protective area.

OTHER SERVICES

There are lockers for charging mobile telephones and other electronic equipment.

Located on the ground floor of the **F** Building.

CAMPUS RULES

- Respect teaching material and the Campus facilities.
- Respect plants and gardens.
- Keep the campus clean, placing any waste in the indoor and outdoor rubbish bins.
- CUNEF is committed to recycling and environmental protection: We have special containers for batteries, glass, paper, etc.
- No gambling or board games allowed within the Campus enclosure.
- No smoking allowed on the campus, except in the area permitted.
- Unless expressly authorized, information distribution or advertising of any kind are not allowed within the university campus. Authorizations shall be granted by the Student Office or CUNEF'S Marketing and Communications Department.
- Any behavior that hinders coexistence is prohibited.
- Failure to comply with this regulation can lead to the opening of disciplinary proceedings by the Academic Behavioural Assessment Commission or a fine.







STUDENTS SERVICES



Academic OFFICE

Located on the ground floor of the **F** Building, the Student's Office is the place where the students can go if they have any queries concerning academic or administrative issues or matters related to Undergraduate university life.

It is open from 9 a.m. to 6 p.m. Monday to Thursday and 9 a.m. to 3 p.m. on Fridays. In July, opening times are 9 a.m. to 3 p.m.

THE STUDENT'S OFFICE PROVIDES THE FOLLOWING SERVICES

- Counselling and information on any queries that students may have concerning the Centre.
- Customized service for students and their families.
- Counselling to achieve academic and personal well-being within a framework of confidentiality (counseling@cunef.edu)
- Absence excuses.
- Issue of certificates and academic records.

Further information about the Student's Office available at the Services Portal <http://intranet.cunef.edu/> menu Departments section Student's Office or by sending an email to oficinaacademica@cunef.edu

INFORMATION AND COMMUNICATION TECHNOLOGIES

CUNEF OFFERS THE FOLLOWING IT SERVICES

■ VIRTUAL CAMPUS

CUNEF's Virtual Campus (<http://campusvirtual.cunef.edu>) is an online working environment that fosters communication between the university community of the Centre, teaching staff and students, through messages, notifications, fora, blogs... As well as encouraging online training through the download of teaching resources, the uploading of works or exercise tests.

■ SERVICES PORTAL

The Services Portal of CUNEF (<http://intranet.cunef.edu/>) provides you with all academic information required: marks, timetables, events, exam and revision dates, academic schedule, enrolment for subjects, academic record, academic progress, average mark and ranking, notice board, student's requests, etc.

There is also a space where you will find all the information about the Academic Office.



■ MOBILE APP

You can download a mobile app compatible with iOS and Android devices, where you can check your academic information.

■ SENDING OF MARKS BY SMS

This service enables you to receive provisional marks through SMS messages. You may apply through the Services Portal.

■ EMAIL ACCOUNT

CUNEF offers you an email account within the cunef.edu domain.

You can access via the CUNEF website or through the URL:

<https://cunefmail.cunef.edu/owa/>

You may also configure the email on any mobile device or PC.

There is a settings guide available on the Services Portal or via the Virtual Campus.

■ CUNEF SUPPORT

For any queries concerning IT services, you may write to us at soporte@cunef.edu or visit us on the fourth floor of the **F** building.

■ OFFICE 365

CUNEF offers its students a Microsoft Office 365 license during their academic stage.

They can use it on 5 PCs + 5 Tablets + 5 mobile phones (providing access to Word, Excel, PowerPoint, OneDrive and OneNote among other applications). To use them, you must log in any of these websites:

<https://www.office.com>

<https://logging.microsoftonline.com>

■ WIFI NETWORK

You have and advanced WIFI Network throughout CUNEF's campus.

You must click "AreaWifiCunef" and then access to your device's internet browser. You will be able to make use of it once you log in with the same password you use for the rest of the IT services.





EXTRACURRICULAR ACTIVITIES

These are activities that are performed outside of teaching hours and which contribute towards the students' academic, professional and personal development. CUNEF OFFERS different types of activities.

CUNEF CLUBS

At CUNEF there are non-academic activities that are directed and coordinated by the students and which we refer to as Clubs. Joining these clubs is completely voluntary. Furthermore, students may set up new Clubs that enable them to grow and develop personally and professionally.

At CUNEF we believe that these kind of activities, beyond the academic sphere, help students to integrate into campus life and assist them in creating contact networks of great use in their professional future.

The Student's Office provides support and the means required to undertake these kinds of initiatives.

So, if you are a student who is restless, motivated and with new ideas, do not hesitate to contact us to turn these ideas into reality. Send your proposal to clubs@cunef.edu

DEBATE TEAM

DEBATE CLUB

Debating is one of the non-academic activities that is valued most highly in the professional world. At CUNEF, the Debate Club is run and coordinated by students.

Through courses given by specialists, the Club offers theoretical-practical training on speaking and debating skills, to give students the capabilities required to speak in public and to debate. The Club meets once a week at CUNEF Campus.

The session revolves around a theoretical part in which techniques, means and the bases of speaking are given, and a practical part with illustrative videos and debates.

The Debate Club holds tournaments in which its own members take part and debate on current issues.

■ VOLUNTEER CLUB

The Volunteer Club is created and coordinated by CUNEF students that perform multiple activities. Its main purpose is to encourage participation of students in volunteer activities, fostering both solidarity values as well as social commitment.

Some of the activities carried out by the Club are the following:

- Solidarity breakfast: club members give out coffee and pastries to homeless people on the streets of Madrid.
- School support: they help children at risk of exclusion with their homework.
- Food collection: volunteers organise food collection campaigns and help classify the foods.
- Activities with intellectually disabled persons: volunteers build a friendship with a disabled person and maintain weekly contact.
- Activities to raise funds: they collaborate at concerts, meals, theatre plays... to help build school infrastructures in underdeveloped countries.

■ CUNEF SOCIETY

This is a university association created and run by students.

The purpose is to bring the professional world closer to its members, carry out practical activities and encourage the creation of a network of contacts.

- Stock Exchange Club. Its main purpose is to discover how markets work. Members of the Association who form part of the Stock Exchange Club have the opportunity to open a securities account with very low commissions.
- Strategic Challenges Programme (SCP). This is a programme about strategic business management, where participants solve business cases studied at the leading business schools.

- Financial Markets Programme. Due to associates' huge interest in the world of finance, we have developed a programme within the Association that deals with the world of investment banking.

■ BUSINESS CASE COMPETITION

The aim of this initiative is to bring CUNEF students closer to the business world so that they can see how classroom theory, often very abstract, is a valid instrument in solving real life problems.

Throughout the competition, participants can see how the theoretical expertise acquired helps the process of analysis and solving a case.

■ CUNEF LEGAL CHALLENGE

This is a simulated legal case competition organised by students for the purpose of making the legal training of students more complete.

The competition involves taking part in solving actual legal cases (Administrative Law, Civil Law and Corporate Law) to develop the knowledge, skills and aptitudes required for the legal practice.

The competition benefits from the essential collaboration of the Legal Areas of CUNEF, both with regard to proposing the specific case to be resolved as well as judging the claims and responses prepared by participants.





The final will take place in the Auditorium, firstly by the claimant (professors, lawyers, etc.) setting out the caseclaim. Then the finalist groups, in an order previously drawn, will submit their responses to the claim. Subsequently, the panel will determine the third, second and first places.

■ EVENTS

The daily teaching activities at CUNEF are complemented with another series of tasks that enable you to broaden your knowledge, strengthen your professional orientation, experience on-the-spot professional exercise or gain first-hand experience on initiatives and proposals carried out by leading experts in the professional exercise of finance, law or business administration.

To get further information on the programme of conferences, seminars, courses, workshops and other supplementary activities, check the events section of the website <http://www.cunef.edu/web/conoce-cunef/actualidad-cunef>

■ CUNEF SPORTS

CUNEF encourages the development of sporting activities within the University world. We believe that sport fosters the development of skills and values such as teamwork,

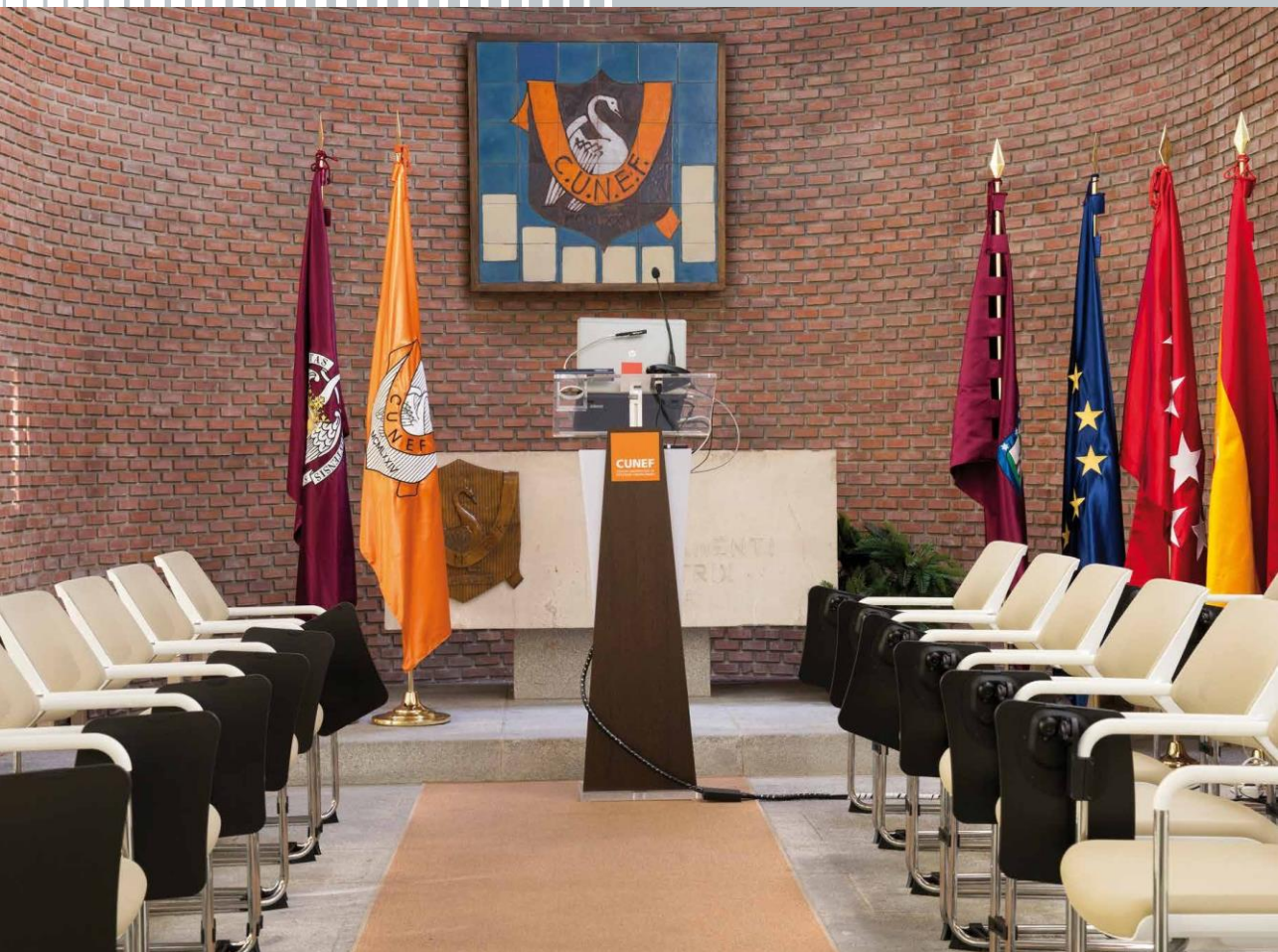
motivation, a sense of belonging, leadership, temperance, the ability to overcome, etc. It also favours a healthy lifestyle. In the University Competition, CUNEF is currently represented by seven teams, five in the male category and two in the female category.

In the female category, volleyball is the sport that is played in the University league. In the male category, 11-a-side football and rugby are competing in the leading category and are the most traditional teams at the centre. There is also 7-a-side football, which features a high number of students competing, 5-a-side football, which is becoming more popular, and basketball, a team with a good grass-roots level and major goals.

As well as the University league, during this academic year CUNEF will hold internal 5-a-side and 7-a-side football championships as well as a paddle tennis tournament.

If you are keen on running, join our Running Club which is made up of students, former students, professors and personnel of CUNEF.

If you have an idea or suggestion concerning the world of sport or you wish to take part in these or any other disciplines, please contact the Student's Office at **clubs@cunef.edu** or **deportes@cunef.edu**



ACADEMIC REGULATIONS

CUNEF Regulations are set out in several documents detailed below.

The process of enrolment at CUNEF requires students to accept these regulations.

You can access the regulations on the Services Portal: portaldeservicios.cunef.edu menu Departments section Student's Office.

These regulations may be updated during the academic year

ATTENDANCE

It is **Not** mandatory for International Students (Erasmus+, Bilateral and Free Movers) to attend classes.

Nevertheless, is the **student responsibility** to keep track of what is being taught in class as there is a continuous evaluation system (Homework, surprise quizzes, group projects, etc..) which can affect the student overall result if missed continuously.

**We do not recommend students to miss any classes.

THE FOLLOWING IS CONSIDERED SERIOUS MISCONDUCT:

Constantly repeated absence from classes or from academic activities arranged by the professor in charge.

Students committing serious misconduct will lose their student status for a period of sixteen days to six months and, depending on the case, may also be barred from the first sitting of the examination in the subject or subjects affected by the misconduct. These sanctions will be notified to all the CUNEF teaching staff.

See the full CUNEF Academic Rules and Regulations at:

<http://portaldeservicios.cunef.edu/>

EXAMS

For any petition of changing a date of a final Exam due to the following reasons: (Have another final at the same day and time, the student must return to their home campus for academics purposes, internships, etc), The Student will be responsible to contact the professor in advance (weeks before) NOT after leaving the COUNTRY and request a change on date, **the Professor will have the final say.**

Some faculty do not send exams abroad, so please consult with them before making any travel arrangements.

****IT IS CRUCIAL THAT ALL STUDENTS ARE AWARE OF THE FINAL EXAMS AND RETAKE EXAMS DATES. YOU NEED TO FOLLOW THE ACADEMIC CALENDAR. LEAVING BEFORE A PROGRAMMED EXAM CAN RESULT AS A FAILURE IN THE CLASS.**





LOCATION

MAP

CUNEF campus is located in Ciudad Universitaria de Madrid, in an academic setting, surrounded by green areas and just a few minutes away from the city centre.

BY METRO

The following two metro lines provide access to CUNEF campus:

- Line 6, Metropolitano station
- Line 7, Francos Rodríguez Station

Diagrama de la Línea 10 de Metro de Santiago, Zona A. Muestra la ruta circular entre Puerta del Ángel y Conde de Casal, pasando por estaciones como Príncipe Pio, Argüelles, Mendoza, Ciudad Universitaria, Metropolitano, Guzmán el Bueno, Cuatro Caminos, Nueva Minsterios, República Argentina, Avenida de América, Diego de León, Manuel Becerra, O'Donnell, Sanz de Brander, Conde de Casal, Pacífico, Miraflores, Plaza Elipático, Urea, Oporto, Carpetana, Laguna, Lucero, Alto de Extremadura y Puerta del Ángel. Se indican los colores de las estaciones y los tipos de trenes que circulan.

132 **Mondoa**
Hospital La Paz

EMT
¡MADRID!

Moncloa
3

Moncloa
3

MONCLOA
(Meléndez Valdés)

Plaza Moncloa

Isaac Peral

Avenida Reyes Católicos

Plaza Cardenal Cisneros

Ciudad Universitaria
6

Avenida Complutense

José Antonio Novais

Metropolitano
6

Avenida Gregorio del Amo

Metropolitano
6

Paseo Juan XXIII

Ramiro de Maeztu

Avenida Moreiras

Almirante Francisco Moreno

Francos Rodríguez
7

Avenida Pablo Iglesias

Francos Rodríguez

Avenida Santo Ángel de la Guarda

Valdezarza
7

Alcalde Martín de Alzaga

Antonio Machado
7

Antonio Machado

César Manrique

Peñagrande
7

La Bañeza

Barrio del Pilar
9

Avenida Monforte de Lemos

Finisterre

Pedro Rico

Arzobispo Morcillo

HOSPITAL LA PAZ
(Pedro Rico)



CLASSES & ENROLMENT FOR INTERNATIONAL STUDENTS



- International Students can register in different courses from different levels and degrees.
- Some courses are taught only in Spanish, while other classes are offered in English and in Spanish (Course list upon request).
- If the student wishes to be enrolled in a Spanish speaking course, the student MUST provide a B2 level certificate verifying the knowledge of the language. We also accept formal letters from home campuses verifying the students Spanish level.
- The list of courses is provided upon request.
- Diploma Courses are only accredited by CUNEF and they do not belong to the Business Administration Study Plan. All those courses will appear in a separate certificate from the Transcript of Records. Diplomas are private certificates offered by CUNEF.
- The students will have around 3-4 weeks upon the beginning of classes to decide in which classes they want to enroll. They will have the opportunity to attend different courses throughout the days and once they have their schedule set if they have change any courses from the Pre-Learning Agreement, they must communicate their Home academic advisor about the changes and needs to be approved by them before we enrolled them.

***It is the students responsibility to inform their home coordinator about the changes of courses (if any) from the pre-learning agreement.**

- Once the international students are enrolled they will have access to the Virtual Campus Online Platform.





