



GETAFE



LEGANÉS



COLMENAREJO



PUERTA DE TOLEDO (MADRID)

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
Director of International Relations and Cooperation Service	Silvia Gallart – phone: +34 91 624 59 11 – email: sgallart@pa.uc3m.es

INTERNATIONAL EXCHANGE AGREEMENTS/NOMINATIONS – Contacts for Universities		
ERASMUS +		
Head of Erasmus+ Mobility		Gregorio Celada - email: gregorio.celada@uc3m.es
-School of Law and Social Sciences -School of Humanities, Communication and Library Science -Tourism Studies -School of Engineering	AGREEMENTS	Sonia Górriz - email: sgorritz@pa.uc3m.es
	OUTGOING NOMINATIONS	Carmen Sánchez-Beato – email: cbeato@pa.uc3m.es
	INCOMING NOMINATIONS	Susana Bello - pcserint@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 Engineering	AGREEMENTS/OUTGOING NOMINATIONS	Pilar Grima – email: pgrima@pa.uc3m.es Obdulía Dorado – email: odorado@pa.uc3m.es Álvaro Castrillo – email: alcastr@pa.uc3m.es
All Schools	INCOMING NOMINATIONS	Iris Rico /Ricardo Checa - incoming@uc3m.es

INTERNATIONAL STUDENTS OFFICES – Contacts for students	
International Offices Coordination	
Postal Address	C/ Madrid, nº 126 Edificio Rectorado – 28903 Getafe – Madrid – España
Getafe Campus: School of Law and Social Sciences & School of Humanities, Communication and Library Sciences	
Postal Address	C/ Madrid, nº 126 Edificio Rectorado – 28903 Getafe – Madrid – España
Coordination	Ana Gimeno – email: agimeno@pa.uc3m.es – phone: +34 91 624 8649
Incoming	email: incoming@uc3m.es – phone: +34 91 624 9550 ----- <u>Erasmus+</u>: Austria, Denmark, Finland, Germany, Iceland, Ireland, Netherlands, Norway, Sweden, Switzerland and United Kingdom. <u>Non-European Countries</u>: Australia and New Zealand, Canada and USA. Iris Rico – email: irico@pa.uc3m.es <u>Erasmus+</u>: Belgium, Bulgaria, Czech Republic, Croatia, Cyprus, Estonia, France, Greece, Hungary, Italy, Latvia, Lithuania, Poland, Portugal, Romania, Slovakia, Slovenia and Turkey. <u>Non-European Areas</u>: Puerto Rico (USA) and Latin America; Asia; Israel, Lebanon and United Arab Emirates. Ricardo Checa – email: rcheca@pa.uc3m.es
Outgoing	email: outgoing-getafe@uc3m.es – phone: +34 91 624 9550 ----- <u>Erasmus+</u>: All European Universities (except France, Italy, Turkey, Greece and Cyprus) and Switzerland Olga Rosa – email: orosa@pa.uc3m.es <u>Non-European Mobility Program Universities</u> <u>Erasmus+</u>: France, Italy, Turkey, Greece and Cyprus Ruth Moratilla – email: ruthmorat@pa.uc3m.es
Leganés Campus: School of Engineering	
Postal Address	Avda. Universidad, nº 30, Edificio 2, 28911 Leganés – Madrid – España
Coordination	Carmen Trigo – email: mtrigo@pa.uc3m.es – phone: +34 91 624 5928
Incoming	email: internationaleps@uc3m.es
Outgoing	email: movilidadeps@uc3m.es
Colmenarejo Campus: Tourism Studies	
Postal Address	Avda. de la Universidad Carlos III, nº 22 – Edificio 1 - 28270 Colmenarejo–Madrid – España
Coordination	Mª Jesús Marcos – email: mmarcos@pa.uc3m.es – phone: +34 91 856 1355
Incoming	email: mmarcos@pa.uc3m.es
Outgoing	email: movilidadcolme@uc3m.es

NOMINATION AND APPLICATION PROCEDURE	
TO BE DONE BY PARTNER UNIVERSITIES	
Nomination procedure for Universities	Check the website: http://www.uc3m.es/ss/Satellite/UC3MInstitucional/en/TextoMixta/1371220460346/
TO BE DONE BY NOMINATED STUDENTS	
Application procedure for nominated students	Students who have been nominated by their home institutions and accepted by UC3M will receive an e-mail with the steps to follow. It is not required to complete an online application form. Information on how to submit the compulsory documents after acceptance (copies of passport + student visa, if necessary + European health insurance card): http://www.uc3m.es/ss/Satellite/UC3MInstitucional/en/TextoMixta/1371220461335/
Accommodation	Website: https://www.uc3m.es/ss/Satellite/ApoyoEstudiante/en/TextoMixta/1371215921371/Alojamiento
Pick up service	UC3M doesn't provide this service

ACADEMIC INFORMATION	
Academic Calendar 2019-2020	Check the academic calendar and key dates for exchange students on the website. Exams are on-site. Distance exams are not allowed. First semester students from NON EUROPEAN Universities can request UC3M Professors to reschedule fall semester exams from 10 to 20 December approx. Full academic year students must take their Fall exams in January.
Orientation and Welcome Event	Website: http://www.uc3m.es/ss/Satellite/UC3MInstitucional/en/TextoMixta/1371220464060/
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 strongly recommended.
Spanish Language Courses	UC3M offers fee paying Spanish Courses https://www.uc3m.es/ss/Satellite/Idiomas/en/TextoDosColumnas/1371241204844/Spanish_courses Contact: centro_idiomas@uc3m.es

Courses offer	✓ Check the general courses offer at: http://www.uc3m.es/ss/Satellite/Grado/en/ListadoGrados/1371212987094/Oferta_de_titulaciones Select the desired Degree using filters and click on 'study program' to see the list of courses. You can click on each course to find the course description. Humanities short courses: (short courses about culture, history, Politics... Most of them are taught in Spanish and you can take a maximum of 3 of these courses) https://aplicaciones.uc3m.es/horarios-web/humanidades/humanidadesGrado.page?vision=ASIG ✓ Please note that some courses might not be offered to exchange students: http://www.uc3m.es/ss/Satellite/UC3MInstitucional/en/TextoMixta/1371220461773/ ✓ Some general rules must be taken into account when choosing your courses: ✓ Most courses are ONLY OFFERED in one Semester ✓ Minimum: 6 ECTS for Semester / Maximum: 33 ECTS for Semester ✓ Erasmus+ students can only select courses from the School that they have been accepted into. ✓ Non European students can select any of the courses from ALL the Schools ✓ Although our offer in English-taught courses is very wide, there are some of them which are highly demanded. If your students intend to take some of the courses listed below, please advise them to have some reserve choices in case courses are no longer available when they arrive. They should agree these reserve choices with their home academic advisors: <i>*School of Social Sciences and Law</i> ✓ Artificial intelligence for humanities* ✓ Consumer behavior* ✓ Corporate Governance and social ✓ Responsibility* ✓ Economic History* ✓ Family Business Management* ✓ Financial Economics* ✓ Global environmental challenges* ✓ Globalization and society* ✓ Human rights* ✓ Inequality* ✓ Innovation & Technological Change* ✓ International Business Management* ✓ International Financing* ✓ International Organizations* ✓ Introduction to gender studies* ✓ International public law* ✓ Labour Law and Social Security* ✓ Marketing Management* ✓ Regional and urban economics* ✓ Strategic management* ✓ Supply change management* ✓ World Politics* ✓ Organization Behavior* ✓ Origins of the modern firm* <i>**School of Humanities, Communication and Library Sciences</i> ✓ Advertising & Communication** ✓ Communication and Participation of Civil Society in the Internet** ✓ Film narrative** ✓ History of Journalism** ✓ History of Spain** ✓ Media landscape** ✓ Political philosophy** ✓ Radio Workshop** ✓ Spanish History: 20th Century** ✓ Social networks and virtual communities**
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Course registration	Website: http://www.uc3m.es/ss/Satellite/UC3MInstitucional/en/TextoMixta/1371220467391/ Course registration is based on "first come first served" for students in the same study area.
Institutional Grading System	NO PRESENTADO = NP. The student did not sit the exam FAIL (FROM 0 TO 4.9) Considerable further work is required. The student must resit the exam. PASS (FROM 5 TO 6.9) Satisfactory knowledge of the contents. GOOD (FROM 7 TO 8.9) Students who demonstrate a thorough knowledge of the course contents. EXCELLENT (FROM 9 TO 10) Outstanding performance. HONOURS MH (+9) Exceptional performance.

PRACTICAL INFORMATION

International Student Support	UC3M Student Support Center: sports, championships & cultural activities. In addition, psychological and psychopedagogical orientation, volunteer work. http://www.uc3m.es/ss/Satellite/ApoyoEstudiante/en/PortadaMiniSite/1371215904885/ Incoming students- Facebook group: http://www.facebook.com/incoming.uc3m ESN (Erasmus Student Network): http://www.esnuc3m.es ; esn.uc3m@gmail.com This association welcomes Non-European students as well. Chinese Students Association: http://sites.google.com/site/aecuc3m ; BEST: http://bestuc3m.es/ ; carlos3@best.eu.org ANUDI: http://www.anudi.org/uc3mun/, madrid@anudi.org
Buddy program	Buddies are regular UC3M students assigned to small groups of new students to help them with practical issues upon arrival and during their stay. Program registration: http://www.uc3m.es/ss/Satellite/UC3MInstitucional/en/TextoMixta/1371220461929/
Integration program for students with special needs	The university provides direct assistance for the students who require special support: http://www.uc3m.es/ss/Satellite/ApoyoEstudiante/en/TextoMixta/1371215920222/Discapacidad_y_NEE It is compulsory to complete the on line form before arriving at the university. Program registration: https://aplicaciones.uc3m.es/formulario/estudiantes_discapacidad_ingles
Psychological and Psychopedagogical Orientation	UC3M offers psychological and psychopedagogical Orientation in English and Spanish https://www.uc3m.es/ss/Satellite/ApoyoEstudiante/en/TextoDosColumnas/1371248487888/Psicologica_y_psicopedagogica
Immigration and visa	Website: http://www.uc3m.es/ss/Satellite/UC3MInstitucional/en/TextoMixta/1371220461335/Admission
Living cost in Madrid	Living expenses in Madrid (including sharing an apartment, food and transportation) would be around 700/800 €/month
Transportation	How to get to UC3M: http://www.uc3m.es/ss/Satellite/UC3MInstitucional/en/ListadoHijas/1371206554301/How_to_get_here