



Affiliated with Universidad Complutense

FINANCIAL [THINKING]

CUNEF (COLEGIO UNIVERSITARIO DE ESTUDIOS FINANCIEROS)

Institution Name	CUNEF (Colegio Universitario de Estudios Financieros)
Erasmus Code	EMADRID03
Head of International Department	Patricia Enríquez
New Address (from September 2014)	C/ Leonardo Prieto Castro, 2, 28040-Madrid, Spain
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Website	http://www.cunef.edu/web/internacional

Name & Title	Responsibilities	Contact
Patricia Enríquez	Head & Director of Department	patricia.enriquez@cunef.edu
Rosario Sánchez	Outgoing Officer Erasmus/Bilateral	rsanchez@cunef.edu
Natalia Rebolledo	Incoming/Outgoing Bilateral Officer	natalia.rebolledo@cunef.edu

Academic Calendar	
Fall 2019	Spring 2020
5th of September: Welcome Day for International Students: 10:30hrs and Welcome Party(TBC time)	27th of January: Welcome Day(TBC date subject to change)
6th of September- 13th of December classes for Fall term	27th of January-14th of May classes for Spring
Final Exams:	Final Exams:
16th-19th of December & 8th-18th of January	18th of May-3rd of June
Bank Holidays:	Bank Holidays:
12th of October	Easter Break: 3rd-13th of April
1st of November	1st of May
9th of November	2nd of May
6th of December	15th of May
8th of December	
9th of December	

ACADEMICS

- 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.
- For any petition of changing a date of a final Exam due to the following reasons: (Have a another final at the same day and time, the student must return to their home campus for academics purposes, etc), The Student will be responsible to contact the professor in advance (weeks before) and request a change on date, the Professor will have gives the final decision. Note* please



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follow the academic dates, as some professors do not send exams abroad.

- 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/taught 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 will be provided upon request.
- The students will have around 3-4 weeks upon the beginning of classes to decide in which classes they want to enrolled. They will have the opportunity to attend different courses through out 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 informed their home coordinator about the changes (if any).**
- Once the international students are enrolled they will have access to the Virtual Campus Online Platform.

OTHER INTERNATIONAL COURSES 2 credits / semester (Free of charge)

CUNEF offers the possibility of carrying out the following courses, in addition to those offered in the syllabus:

- **Spanish for Business (Course description Upon Request)- B1 Level is required.**

ACCOMMODATION

There are different possibilities offered to students for a semester or a full academic year (homestay, shared apartments, residences): <http://www.cunef.edu/web/internacional/alojamiento>

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APPLICATION PROCESS

Pre-registration Procedure

The deadlines for submitting the application

Autumn Semester: 30th May

Spring Semester: 30th November

Arrival: Welcome Meeting (Suitable to Changes)

Autumn Semester: 5th of September 2019

Spring Semester: TBC

GRADING SYSTEM

CUNEF	CUNEF	CUNEF	ECTS	Definition
10+	Matrícula de Honor	4	A	Excellent
9-10	Sobresaliente	3	B	Very good
7-8.9	Notable	2	C	Good
5-6.9	Aprobado	1	D & E	Satisfactory+Sufficient
0-4.9	Suspenso	0	F & FX	Fail

1 ECTS is 25 hours.

Full academic year around 60 ECTS.