

Erasmus+ Programme

E MADRID14

Universidad Carlos III Madrid

Departmental coordinator: Prof. Levati Maria Vittoria

A. Information about higher education institutions

| Name of the institution (Institutional Coordinator and Departmental Coordinator) | Erasmus code | Contact details (email, phone ...) | Website (Home page and course catalogue) |
|---|-------------------|--|---|
| Universidad Carlos III Madrid Institutional Coordinator Silvia Gallart Departmental Coordinator Prof. Nuria López Torres at the Department of Business Administration -Room 9.0.7- Tel: +34 91 624 9607 E- mail:nltores@emp.uc3m.es | E MADRID14 | International Relations Office Postal address: International Relations Office Universidad Carlos III de Madrid Calle Madrid, 126 28903 GETAFE, Madrid Ms. Sonia Górriz, phone +34916248648 and e-mail: sgorriz@pa.uc3m.es C/ Madrid, 126 – Room 8.1.18 - 28903 Getafe (Madrid) Spain | Erasmus information: http://www.uc3m.es/ss/Satellite/UC3MInstitucional/en/TextoDosColumnas/1371219273906/International_Exchange_Students Course catalogue: http://www.uc3m.es/ss/Satellite/Grado/en/ListadoGrados/1371212987094/Bachelor_s_Degrees |

C. Recommended language skills

| Receiving institution [Erasmus code] | Subject area | Language of instruction 1 | Language of instruction 2 | Recommended language of instruction level | |
|---|-------------------------|---------------------------|---------------------------|---|--|
| | | | | Student Mobility for Studies | |
| E MADRID14 | Business Administration | English | Spanish | B2* | |

* About the recommended language skills: we do not require any official certificate; we trust on the selection done by our Partner institutions. Classes are taught in English or/and Spanish, so students should have a sufficient level of one of these languages to follow them.

D. Additional requirements

Student Mobility for Studies

| Receiving institution [Erasmus code] | Subject area | Minimum Number of Credits to be included in the study plan | Faculty or Department(s) where students will be entitled to attend courses/modules | Access to other Faculties or Departments (yes / no) | Support and infrastructure to welcome students/staff with disabilities (yes / no) |
|---|-------------------------|--|--|---|---|
| E MADRID14 | Business Administration | 6 per semester | School of Law and Social Sciences | No | Yes |

E MADRID14:

- **Disabled Students and Staff:** The University has developed actions with the aim of improving the assistance offered to disabled persons. Among others, we offer specific services under the Integration Program for Disabled Students (see link), infrastructure adaptation and investigation projects devoted to improve their quality of life.
http://www.uc3m.es/ss/Satellite/ApoyoEstudiante/en/TextoMixta/1371215920222/Discapacidad_y_NEE

- **Buddy Program:** <http://www.uc3m.es/ss/Satellite/UC3MInstitucional/en/TextoMixta/1371220461929/>

- **Orientation Program and Welcome Event:** The Welcome Event and the Orientation for international students will take place at the beginning of each semester:
<http://www.uc3m.es/ss/Satellite/UC3MInstitucional/en/TextoMixta/1371220464060/>

- Other International Student Support and Orientation:

- ESN (Erasmus Student Network) offers cultural activities for all international students. <http://www.esnuc3m.es>
- BEST: <http://best.uc3m.es> / carlos3@best.eu.org
- ANUDI: <http://www.anudi.org> / madrid@anudi.org

The student service "Espacio Estudiantes" also welcomes international exchange students to take part in the activities they organize:
http://portal.uc3m.es/portal/page/portal/cultura_y_deporte/

E. Calendar

| Receiving institution [Erasmus code] | Autumn term APPLICATION DEADLINE | Spring term APPLICATION DEADLINE |
|---|---|---|
| E MADRID14 | Nomination & Application: Mid-March to mid-May | Nomination & Application: Beginning of October to beginning of November. |

F. Information

1. Grading systems of the institutions

E MADRID14:

| 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+ |

2. Visa

| Institution [Erasmus code] | Contact details (email, phone) | Website for information |
|-------------------------------|-----------------------------------|---|
| E MADRID14 | incoming@uc3m.es | http://www.uc3m.es/ss/Satellite?blobcol=urldata&blobheader=application%2Fpdf&blobheadername1=Content-Disposition&blobheadername2=Cache-Control&blobheadervalue1=attachment%3B+filename%3D%22Immigration_and_Visa.pdf%22&blobheadervalue2=private&blobkey=id&blobtable=MungoBlobs&blobwhere=1371552598135&ssbinary=true |

3. Insurance

| Institution [Erasmus code] | Contact details (email, phone) | Website for information |
|-------------------------------|-----------------------------------|---|
| E MADRID14 | incoming@uc3m.es | http://www.uc3m.es/ss/Satellite/UC3MInstitucional/en/TextoMixta/1371220461335/ |

4. Housing

| Institution [Erasmus code] | Contact details (email, phone) | Website for information |
|-------------------------------|-----------------------------------|---|
| E MADRID14 | --- | http://portal.uc3m.es/portal/page/portal/servicios_jovenes/accommodation |