

# International Business Certificate

Taught in English

📍 Dortmund · Frankfurt/Main · Munich · Hamburg · Cologne · Berlin

**ISM**  
INTERNATIONAL  
SCHOOL OF MANAGEMENT  

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University of Applied Sciences



**International.  
Individual.  
Inspiring.**

# Why ISM?

The International School of Management (ISM) has been one of the leading business schools in Germany for over 30 years. With our study programs, we prepare young people for management tasks in national and international companies.

All lecturers at the ISM are experienced practitioners from the economy. In this way, a high practical relevance and the topicality of the teaching contents are ensured. Small study groups provide learning success.

## International

- German language courses
- 80 nationalities across all programs
- 30% of all students are internationals
- ≈190 partner universities

## Practical Focus

- Lecturers with hands-on experience
- Case studies and workshops
- Excursions

## Personal

- Intensive support by lecturers
- Interactive classroom environment
- 1:7 faculty/student ratio

## Student Life

- Student clubs
- Extracurricular activities
- Buddy program



# International Business Certificate

You are interested in a study abroad semester at a German university? Then the ISM International Business Certificate program is the perfect choice for you. It allows you to take business classes in English and earn ECTS credits during your stay at ISM. Individual support and academic guidance are important elements during your stay abroad.

The program consists of six courses with 5 ECTS credits each. Thus, students enrolled in the ISM Business Certificate program can earn 30 ECTS credits in one semester.

As a prerequisite, we expect you to have a B2 level of English.

The ISM Business Certificate can be studied at six ISM campuses:

- Dortmund, Frankfurt, Berlin: spring or fall semester
- Munich, Hamburg: fall semester only
- Cologne: spring semester only

## Application Procedure



1

Apply Online

- Via [exchange-students-application.en.ism.de](https://exchange-students-application.en.ism.de)
- Upload all required documents



2

Email

- Send the pdf that has to be created after the online application to [carolin.krabs@ism.de](mailto:carolin.krabs@ism.de)



3

Confirmation/Denial

## Required Documents

- Transcript of records
- Proof of international health insurance
- Confirmation of English skills (minimum B2)
- Copy of passport or ID card
- Photo

## Application Deadline

- For spring term: November 15th
- For fall term: April 15th

## Dortmund Campus

Start in September or March

### Core Business Subjects (1 of 3)

#### BLOCK I

- Strategic Management
- International Business Law
- Project Management
- Operations Management

#### BLOCK II

- Strategic Controlling
- Crisis Management
- Branding & Communication Management
- Doing Business in a Global Economy

#### BLOCK III

- International Finance Management
- International Trade & Sales
- Marketing Controlling
- Business Ethics

### Specializations (1 of 4)

#### Tourism Track

- Strategic Tourism Management
- International Tourism Markets

#### International Management Track

- Leading to High Performance
- Competitive Advantage

#### Finance Track

- Implementation of Derivatives
- International Financial Reporting (fall)/ International Auditing (spring)

#### Communication Track

- Strategic Public Relations
- Intercultural Communication

## Frankfurt/Main Campus

Start in September or March

### Core Business Subjects

#### BLOCK IV (Fall term)

- Business Ethics
- Business Planning, Theory & Exercises
- Moderation & Presentation
- Principles of Corporate Management

#### BLOCK V (Spring term)

- International Finance Management
- Strategic Management
- Marketing Controlling
- International Trade & Sales

### Specialization (Fall term)

#### Communication Track

- Strategic Public Relations
- Intercultural Communication

#### Specializations (Spring term, 1 of 2)

#### Communication Track

- Strategic Public Relations
- Intercultural Communication

#### Finance Track

- Implementation of Derivatives
- International Financial Reporting

## Munich Campus

Start in September

### Core Business Subjects

#### BLOCK VI

- International Trade & Sales
- Strategic Management
- Global Communications
- International Finance Management

### Specialization

#### International Management Track

- Leading to High Performance
- Competitive Advantage

### Core Business Subjects

#### BLOCK VII

- Marketing Controlling
- International Finance Management
- Strategic Controlling
- International Trade & Sales

### Specialization

#### Psychology & Management Track

- Consumer Psychology
- Structuring of Consulting Projects

## Cologne Campus

Start in March

### Core Business Subjects

#### BLOCK VIII

- Strategic Controlling
- Branding & Communication Management
- Crisis Management
- Doing Business in a Global Economy

### Specialization

#### Luxury & Fashion Management Track

- Marketing of Luxury Goods & Fashion
- Luxury & Fashion Buying and Merchandising

### Core Business Subjects

#### BLOCK IX (Fall term)

- Marketing Controlling
- International Trade & Sales
- International Finance Management
- Moderation & Presentation

### Specialization (Fall term)

#### Sports Management Track

- Introduction to International Sports Management
- Management of International Professional Sports

#### BLOCK X (Spring term)

- Project Management
- Strategic Management
- Operations Management
- International Business Law

#### Specialization (Spring term)

#### Law Track

- Introduction to German Law
- Trademark Law & Unfair Competition Law

# Choose your Campus

A study abroad semester is an unforgettable experience. Students who choose to go abroad expand their horizons. They enrich their academic record, open up to a foreign culture, and make friends for life.

The ISM campuses offer you an international atmosphere with a growing number of exchange students coming to the ISM every year. At the ISM, you can study in international teams and meet students from all over the world.

All locations of the ISM offer beyond that:

- bright and modern study rooms
- a comfortable lounge
- several group workrooms
- a library
- computer rooms
- good accessibility



## Dortmund

Otto-Hahn-Straße 19  
44227 Dortmund

The campus in Dortmund was founded in 1990 and, with around 840 students, is ISM's largest location. It is surrounded by a thriving technology park and only 15 minutes from the city center.

In recent years, Dortmund has developed from a former coal and steel center into a booming location for modern technologies. As the largest city in Westphalia and the Rhine-Ruhr metropolitan region, Dortmund is one of the most dynamic cities representing the new economy in Germany.



## Hamburg

Brooktorkai 22  
20457 Hamburg

The Hamburg campus was opened in September 2010. 530 students are currently studying in our two modern buildings at the Hafencity. The city center and the main railway station are only a ten-minute walk away.

Whether you are looking for a cosmopolitan metropolis or the rough hanseatic charm, Hamburg combines many facets. As cultural and economic center of Northern Germany, Hamburg's structure is characterized by the service sector, in which around three quarters of all employees are working.



## Cologne

Im MediaPark 5c  
50670 Cologne

Since 2014, ISM has had a campus in Cologne. Currently, 390 students are studying at the ISM campus, not far from the Hansaring S-Bahn station. Cologne is one of the most important business hubs in Germany and impresses with its convenient location. Its tradition as center for trade and industry goes back to the Roman Empire. In recent decades, the region has been able to expand its position as a service and logistics center and to build up a special reputation as an innovative media city.



## Frankfurt/Main

Mörfelder Landstraße 55  
60598 Frankfurt/Main

The Campus Frankfurt/Main opened in 2007 and is located in Sachsenhausen, two underground stations away from the city center. 830 students are currently enrolled here.

Frankfurt is the city with the highest job density in Germany and an important European financial and service center. It also has other important industries such as creative businesses, IT and telecommunications, biotechnology or life sciences, logistics and industry.



## Munich

Karlstraße 35  
80333 Munich

The Munich campus has been located in the Karlshofen since 2009. It is close to the Königsplatz and easy to reach from the main station.

The 680 students in Munich particularly appreciate the contrasts that unite in the Bavarian capital – cosmopolitan young people and traditions, urban atmosphere and rural charm. Important economic sectors in Munich are for example tourism, vehicle construction or electrical engineering. In addition, the city is of nationwide importance as a media location.



## Berlin

Hauptstraße 27  
10827 Berlin

Since September 2019 the ISM has also been represented with a campus in Berlin. Around 220 students are currently studying at the campus, which is located in the heart of Berlin Schöneberg and combines culture, cosmopolitanism and innovation.

As the capital of Germany, Berlin is an important international economic and political center. The city thus attracts companies from all industries.



# Contact

If you need further information, please contact us. We will be happy to assist you.



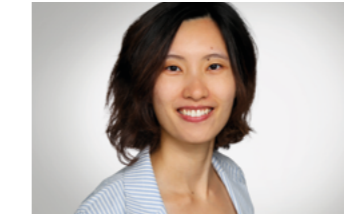
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Accredited by:





Studying abroad at the ISM helped me a lot in terms of leaving my comfort zone and to preparing myself for my next career steps – you get the chance to be taught by professional and international experienced professors, you work a lot in teams, you improve your social and language skills, you get a great support from the International Office and you meet a lot of different cultures and people who will become friends for life. It was definitely a once-in-a-lifetime experience!

Alla Arkhipova, ISM Graduate

## Study Abroad @ ISM

### International Students at the International School of Management - International Business Certificate -



# Study Abroad @ ISM Dortmund Campus

## International Business Certificate (IBC)

- entirely taught in English
- semester program with 30 ECTS/ 6 courses with 5 ECTS each
- start in September or March

Students choose Block I or Block II or Block III + one of the following specialisations:

### Core Business Subjects

#### BLOCK I

Strategic Management  
International Business Law  
Project Management  
Operations Management

#### BLOCK II

Strategic Controlling – *fully taught online*  
Crisis Management – *fully taught online*  
Branding & Communication Management – *fully taught online*  
Doing Business in a Global Economy – *fully taught online*

#### BLOCK III

International Finance Management  
International Trade and Sales  
Marketing Controlling  
Business Ethics

### Specialisations

#### Tourism Track

Strategic Tourism Management  
International Tourism Markets

#### International Management Track

Leading to high performance – *fully taught online*  
Competitive Advantage – *fully taught online*

#### Finance Track

Implementation of Derivatives  
International Financial Reporting (fall) / International Auditing (spring)

#### Communication Track

Strategic Public Relations  
Intercultural Communication

Please note that we can only guarantee that there are no overlappings in the schedule if you stay in one block (so please do not mix courses of different blocks)!

# Study Abroad @ ISM Frankfurt Campus

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## International Business Certificate (IBC)

- entirely taught in English
- semester program with 30 ECTS/ 6 courses with 5 ECTS each
- start in September or March



### FALL TERM:

#### Core Business Subjects / BLOCK IV

Business Ethics  
Business Planning, Theory & Exercises  
Moderation & Presentation  
Principles of Corporate Management *(new from fall 2020 onwards)*

#### Specialization COMMUNICATION TRACK

Intercultural Communication  
Strategic Public Relations

### SPRING TERM:

#### Core Business Subjects / BLOCK V

International Finance Management  
Strategic Management  
Marketing Controlling  
International Trade and Sales

#### Specialization FINANCE TRACK

Implementation of Derivatives  
International Financial Reporting

#### Specialization COMMUNICATION TRACK

Intercultural Communication  
Strategic Public Relations

# Study Abroad @ ISM Munich Campus

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## International Business Certificate (IBC)

- entirely taught in English
- semester program with 30 ECTS/ 6 courses with 5 ECTS each
- start in September

### Core Business Subjects / BLOCK VI

1. International Trade & Sales
2. Strategic Management
3. Global Communications
4. International Finance Management

### Specialization INTERNATIONAL MANAGEMENT TRACK

5. Leading to High Performance
6. Competitive Advantage





# Study Abroad @ ISM Hamburg Campus

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## International Business Certificate (IBC)

- entirely taught in English
- semester program with 30 ECTS/ 6 courses with 5 ECTS each
- start in September

### Core Business Subjects / BLOCK VII

1. Marketing Controlling
2. International Finance Management
3. Strategic Controlling
4. International Trade & Sales

### Specialization PSYCHOLOGY & MANAGEMENT TRACK

5. Consumer Psychology
6. Structuring of Consulting Projects



# Study Abroad @ ISM Cologne Campus

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## International Business Certificate (IBC)

- entirely taught in English
- semester program with 30 ECTS/ 6 courses with 5 ECTS each
- start in March

### Core Business Subjects / BLOCK VIII

1. Strategic Controlling
2. Branding & Communications Management
3. Crisis Management
4. Doing Business in a Global Economy

### Specialization LUXURY & FASHION MANAGEMENT TRACK

5. Marketing of Luxury Goods & Fashion
6. Luxury & Fashion Buying and Merchandising



# Study Abroad @ ISM Berlin Campus

## International Business Certificate (IBC)

- entirely taught in English
- semester program with 30 ECTS/ 6 courses with 5 ECTS each
- start in September or March



### FALL TERM:

#### Core Business Subjects / BLOCK VIII

Marketing Controlling  
International Trade and Sales  
International Finance Management  
Moderation and Presentation

#### Specialization SPORTS MANAGEMENT TRACK

Introduction to International Sports Management  
Management of International Professional Sports

### SPRING TERM:

#### Core Business Subjects / BLOCK X

Project Management  
Strategic Management  
Operations Management  
International Business Law

#### Specialization LAW TRACK

Introduction to German Law  
Trademark Law and Unfair Competition Law

# UNDERGRADUATE FACT SHEET 2022-2023

## For ESIC UNIVERSITY

<b>Head of International Office</b> <b>Erasmus Institutional Coordinator</b>	Mr Antonio Alcántara <a href="mailto:antonio.alcantara@esic.edu">antonio.alcantara@esic.edu</a> +34914524160/+34600470611
<b>Outgoing Students Coordinator</b>	Ms Arancha Castellanos <a href="mailto:arancha.castellanos@esic.university">arancha.castellanos@esic.university</a> +34914524168/+34600488380
<b>Incoming Students Coordinator</b> <b>Chinese Students Coordinator</b>	Ms Xinyi Ying <a href="mailto:xinyi.ying@esic.university">xinyi.ying@esic.university</a> +34689307239

**Available campus for Exchange program: Madrid (E MADRID232)**

### Academic Information for International Students: 2022-2023

<b>Academic Calendar</b>	<b>Semester 1:</b> 15 September – 22 December 2022*	<b>Semester 2:</b> 31 January - 20 May, 2023*
<b>Examination Period</b>	10 – 28 January 2023*	23 May, -12 June, 2023*
<b>Academic Breaks</b>	Winter break: 23 December 2022- 9 January 2023*	Spring break: 9 -17 April, 2023*
<b>Extra Examination Period</b>	20 June -20 July 2023*	20 June, 2021-20 July, 2023*

<b>Application Documents</b>	Application Documents to be sent by email to universities and be resent after completion via email	
<b>Nomination Deadline</b>	<b>May 15</b> (Annual/Semester 1 students)	<b>October 15</b> (Semester 2 students)
<b>Application Deadlines</b>	<b>May 30</b> (Annual/Semester 1 students)	<b>November 1</b> (Semester 2 students)
<b>Orientation Meeting</b>	TBA (Beginning of September)	TBA (End of January)

\*Final Dates to be advised

<b>Admission Process</b>	1-Reception of application documents (see below) 2-Admission confirmed by invitation to Welcome & Orientation Day 3-Admission certificates will be issued only upon request of students or universities, as well as visa certificate for nationals from outside the EU. 4-Welcome Documents (Academic Calendar and Tentative Course Plan) are sent
<b>Application Documents</b>	<ul style="list-style-type: none"> <li>• ESIC International Application Form</li> <li>• ID Card/Passport photocopy</li> <li>• Student's Transcript of Records,</li> <li>• 1 ID Photograph accepted only <b>format JPG.</b></li> <li>• Language Level Accreditation: Spanish (B2 or higher) and/or English (B2 or higher)</li> </ul> <p><b>E-mail address to send scanned documents:</b> <a href="mailto:international.office@esic.university">international.office@esic.university</a></p>
<b>Exams</b>	Exchange students are entitled to take exam held at the end of each semester and resit exams held at the end of the academic year. No remote exams are going to be organized
<b>Transcript Of Records</b>	Transcript of records to be sent directly to universities <b>4 weeks</b> after the official end of the corresponding examination period

### Grading system:

At ESIC, the grading scale is from 1 to 10. (5) Is considered the minimum pass mark.

GRADING SYSTEM	FAIL	PASS	SATISFACTORY	GOOD	VERY GOOD	EXCELLENT
ECTS	F	E	D	C	B	A
ESIC	(0 – 4,9)	(5 - 5,9)	(6 - 6,9)	(7 - 7,9)	(8 - 8,9)	(9 - 10)/MH

### Accommodation:

	EU students	Non-EU students
<b>Accommodation</b>	ESIC has no specific accommodation service, but we provide with information to the students.	
<b>Insurance Requirements</b>	Are covered by the European Health Card	Exchange students must have their own Private Medical insurance
<b>VISA</b>	Do not need to apply for a Spanish visa. (From the European Union)	Have to check with the Spanish Embassy in their home country
<b>Students With Disability Or Special Needs:</b>	In case of students with special needs please confirm on the Application Form	

## Information Sheet 2022-2023

### Universidad Nebrija, Madrid, Spain

Complete Name of the Institution	Universidad Nebrija		
ERASMUS+ Code	E MADRID12		
Institutional Web Site	<a href="http://www.nebrija.com">www.nebrija.com</a>		
Contact Information	Office of International Affairs, Universidad Nebrija, Madrid-Princesa Campus, Calle Santa Cruz de Marcenado, 27, 28015, Madrid, España • Emails: <a href="mailto:incoming@nebrija.es">incoming@nebrija.es</a> , <a href="mailto:erasmus@nebrija.es">erasmus@nebrija.es</a> , <a href="mailto:outgoing@nebrija.es">outgoing@nebrija.es</a> • Teléfono: +34 91 452 11 03		
<b>INFORMATION FOR INCOMING EXCHANGE AND STUDY ABROAD STUDENTS</b>			
Web Site	In Spanish: <a href="http://www.nebrija.com/programas-internacionales/universidad-nebrija/index.php">http://www.nebrija.com/programas-internacionales/universidad-nebrija/index.php</a> In English: <a href="http://www.nebrija.com/programas-internacionales/study-abroad-madrid-spain/index.php">http://www.nebrija.com/programas-internacionales/study-abroad-madrid-spain/index.php</a>		
Contacts	<b>Ana Keller</b> Director <i>All exchange agreements and supervision,</i> <a href="mailto:akeller@nebrija.es">akeller@nebrija.es</a> +34 91 452 11 01 Ext. # 4214	<b>Iván Wong</b> Incoming Coordinator <i>Incoming Student Mobility</i> <a href="mailto:incoming@nebrija.es">incoming@nebrija.es</a> +34 91 452 11 01 Ext. # 4218	<b>Alexandra Marques</b> Erasmus Coordinator <i>Erasmus+ agreements, Faculty / Staff mobility Outgoing (Erasmus+),</i> <a href="mailto:erasmus@nebrija.es">erasmus@nebrija.es</a> +34 91 452 11 01 Ext. # 4215
	<b>Paola Vázquez</b> Outgoing Coordinator <i>Outgoing Student Mobility</i> <a href="mailto:outgoing@nebrija.es">outgoing@nebrija.es</a> +34 91 452 11 01 Ext. # 4217	<b>Javier Valero</b> Outgoing Coordinator <i>Outgoing Student Mobility</i> <a href="mailto:outgoing@nebrija.es">outgoing@nebrija.es</a> +34 91 452 11 01 Ext. # 4221	
Application Form and Deadlines	In Spanish: <a href="http://www.nebrija.com/programas-internacionales/pdf/inscripcion.pdf">http://www.nebrija.com/programas-internacionales/pdf/inscripcion.pdf</a> In English: <a href="http://www.nebrija.com/programas-internacionales/pdf/application-form.pdf">http://www.nebrija.com/programas-internacionales/pdf/application-form.pdf</a> Fall semester (September to December/January) or full year: <b>1st June</b> Spring semester (January or February, depending on programme, to May / June): <b>15th October</b>		
Other Required Documentation	It is necessary to send the following documentation to <a href="mailto:incoming@nebrija.es">incoming@nebrija.es</a> : <ol style="list-style-type: none"> <li>1. Photocopy of Passport</li> <li>2. Photocopy of academic transcript</li> <li>3. Two passport-size photographs</li> <li>4. If participating in an Integrated Programme in Spanish, the student must be able to demonstrate a level of B2 proficiency or higher in Spanish. A DELE certificate would be ideal, although currently no official documentation is necessary for this requirement. If a student wishes to take <u>classes taught in English</u>, the home university should make sure the student has a minimum level of B2 as well.</li> <li>5. Photocopy of medical insurance valid in Spain</li> <li>6. Payment details or proof of bank transfer (for preparatory Spanish course, room and board with a Spanish family, or direct enrolment ("Study Abroad Student") tuition)</li> </ol>		
Semester Dates (including exams)	<b>Autumn Semester 2022-2023:</b> <b>Integrated Programmes:</b> Sept. 5 – Jan 20 <b>Hispanic Studies Programme:</b> Sept. 15 – Dec. 16		<b>Spring Semester 2022-2023:</b> <b>Integrated Programmes:</b> Jan 23 – June 2 (*Education courses may have different dates) <b>Hispanic Studies Programme:</b> Feb 6 – May 19
Orientation Sessions	<b>Autumn Semester 2022-2023:</b> <b>Integrated Programmes:</b> Sept. 1 <b>Hispanic Studies Programme:</b> Sept. 15		<b>Spring Semester 2022-2023:</b> <b>Integrated Programmes:</b> Jan. 19 <b>Hispanic Studies Programme:</b> Feb. 6

<p>Course Listings and Descriptions</p>	<p><b>Integrated Programmes:</b> Online for a general overview, please write to <a href="mailto:incoming@nebrija.es">incoming@nebrija.es</a> for updated listings. Final timetables and class codes each semester are only provided to students approximately <b>one month before start of studies</b>, during the process of auto-enrollment.</p> <p><b>Hispanic Studies Programme:</b> Available online in case of not being able to travel to Madrid, please write to <a href="mailto:incoming@nebrija.es">incoming@nebrija.es</a> for more information. Final timetables and class codes each semester will be provided to students <b>by the personnel from the Hispanic Studies Center</b> one or two weeks before the start of studies</p>	
<p>Other Helpful Information</p>	<p><b>General Visa Information:</b> <a href="https://www.nebrija.com/en/international-programmes/study-abroad-madrid-spain/visa.php">https://www.nebrija.com/en/international-programmes/study-abroad-madrid-spain/visa.php</a></p> <p><b>General Health Insurance Information:</b> <a href="http://www.nebrija.com/programas-internacionales/study-abroad-madrid-spain/health-insurance.php">http://www.nebrija.com/programas-internacionales/study-abroad-madrid-spain/health-insurance.php</a></p> <p><b>Important:</b> The Office of Internacional Mobility is not responsible for delays in the processing of student visas as a result of students having either requested appointments late with the Consulate or having handed in their application documentation to us passed the deadline for each semester.</p>	
<p>Language of Instruction</p>	<p><b>Spanish; some courses available in English.</b> <i>Please note:</i> Minimum level of B2 in Spanish (according to the CEFR) required to study in Spanish in the Integrated Programmes. Due to high demand, <u>placement in English-language taught courses may not be guaranteed</u>. (If a student wishes to take classes taught in English, the home university should make sure the student has a minimum level of B2 in English.)</p> <p>No minimum level of Spanish required for the Hispanic Studies Programme.</p>	
<p>Programme Information and Course Selection</p>	<p>Students must choose <b>one</b> of the following <b>Integrated Programmes:</b></p> <ul style="list-style-type: none"> <li>● Social Sciences (PICS)</li> <li>● Polytechnic School (PIEPS)</li> <li>● Communication Sciences (PICC)</li> <li>● Arts and Letters (PIAL)</li> </ul> <p><u>Or</u>, they may choose to participate in the <b>Hispanic Studies Programme (PEH)</b>. Students may choose courses from within the <b>same programme</b>. Please see our Application Form for more information.</p>	
<p>About our new "hybrid" methodology</p>	<p>Implemented as a response to the start of the COVID pandemic, this system is now only activated <b>temporarily</b> or for certain courses on an exceptional basis (according to considerations made by the Faculty in question).</p> <p>In general, the learning methodology in Nebrija requires <b>face-to-face physical presence on campus</b>, although this can be complemented with virtual material provided through the Blackboard Ultra online platform.</p>	
<p><b>Optional Preparatory Spanish Course Information *</b></p> <p><small>*Only for students studying PEH or PSP programmes</small></p>	<p><b>Hispanic Studies Programme Preparatory Spanish course:</b> 1 Sept. – 14 Sept.</p> <p>Cost: 395€ + 70€ administration fee Credits Awarded: 6 ECTS</p>	<p><b>Hispanic Studies Programme Preparatory Spanish course:</b> 9 January – 3 February</p> <p>Cost: 780€ + 70€ administration fee Credits Awarded: 12 ECTS</p>
<p>Study Abroad Student Tuition Fees</p>	<p>For fee-paying "Study Abroad" students coming from Partner universities, we offer a discount of 20 percent on tuition fees. Therefore, the tuition cost for 2022-2023 is 3.756€ (per <u>semester</u> with discount) + 70€ registration fee = <b>3.826€ TOTAL</b></p> <p>The <b>deadline</b> to receive payment is <b>June 15<sup>th</sup> (Fall semester) and October 30<sup>th</sup> (Spring semester)</b>. Kindly send a copy of the proof of bank transfer directly to <a href="mailto:administracionalumno@nebrija.es">administracionalumno@nebrija.es</a> with a copy to <a href="mailto:incoming@nebrija.es">incoming@nebrija.es</a>.</p>	
<p>Other Fees</p>	<p>All students participating in a <b>preparatory Spanish course</b> are responsible for the corresponding fee. Additionally, all students are responsible for <b>typical non-tuition expenses</b> (personal expenses, housing, textbooks, etc.).</p>	

ADDITIONAL INFORMATION	
<b>Accommodation Options</b>	<p>International students can choose from the following options:</p> <ul style="list-style-type: none"> <li>• Stay with a Spanish family under our <u>HomeStay</u> program (half- or full- board) arranged by Nebrija University. Contact Ms. Mélody Sánchez (<a href="mailto:msanchezcam@nebrija.es">msanchezcam@nebrija.es</a>) for more information.</li> <li>• The official Nebrija University <u>Residence Halls</u> (limited spots). Contact <a href="mailto:residencias@nebrija.es">residencias@nebrija.es</a> for more information.</li> <li>• Housing in a flat, rented room, etc. (the student's responsibility)</li> </ul>
<b>Local Airport</b>	Adolfo Suárez Madrid-Barajas International Airport (Airport code: MAD)
<b>Approximate Cost of Living</b>	<p><b>Accommodation:</b> Varies widely:</p> <ul style="list-style-type: none"> <li>• A rented room in the city can average 460€/month (utilities not included), whereas a rented studio apartment can be 800€/month</li> <li>• HomeStay with a family (arranged through the University) during 2022-2023 will be <u>870€/month</u> for half room and board; full room and board will be <u>1.025€/month</u>.</li> <li>• Limited spots at our Residence Halls may be available, please consult them for pricing.</li> </ul> <p><b>Study materials/books:</b> Depends on the programme. In the Hispanic Studies Programme, students may spend an average of 45€ per course, for example. In an Integrated Programme, students may spend 30€ per semester.</p> <p><b>Food/drink:</b> At the discretion of the student. Average prices for meals at restaurants are breakfast, 3-5€; lunch, 12-15€; dinner, 10-15€. What students spend on groceries varies widely.</p> <p><b>Transportation:</b> Monthly pass prices on the Metro de Madrid Web site: <a href="https://www.metromadrid.es/en/travel-in-the-metro/fares-and-tickets/tickets#panel2">https://www.metromadrid.es/en/travel-in-the-metro/fares-and-tickets/tickets#panel2</a>.</p> <p>Students under the age of 25 may apply for a pass that covers all zones for 20€ each month.</p>

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In addition to exchanges and Study Abroad, Nebrija is also pleased to develop custom programs for groups of students, new degree programmes in conjunction with Partner universities, and much more. If your institution would like to work with us on a new project, please let us know, and we will direct you to the right regional representative.

For more information please write to [incoming@nebrija.es](mailto:incoming@nebrija.es).

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**INSTITUCIONAL HANDBOOK 2021-2022**

**UNIVERSIDAD REY JUAN CARLOS INFORMATION**

**UNIVERSIDAD REY JUAN CARLOS**  
**Calle Tulipán s/n**  
**28923 Móstoles (Madrid) ESPAÑA**  
**ERASMUS CODE: EMADRID26**

**INTERNATIONAL RELATIONS OFFICE INCOMING STUDENTS**

Facultad de Ciencias Jurídicas y Sociales  
Campus de Madrid- Vicálvaro  
Paseo de los Artilleros s/n  
28032 Madrid, España.

Administration Building, Ground Floor, Office 052

Phone: +34 91 488 77 22 / 92 76

Email: [internacional.in@urjc.es](mailto:internacional.in@urjc.es)

**INTERNATIONAL RELATIONS OFFICES IN THE CAMPUS**

**MADRID-VICALVARO CAMPUS**

Facultad de Ciencias Jurídicas y  
Sociales  
Paseo de los Artilleros s/n  
28032 Madrid, España.

Administration Building, Ground Floor,  
Office 052

Phone: +34 91 488 77 22 / 92 76  
Email: [internacional.madrid@urjc.es](mailto:internacional.madrid@urjc.es)

Mrs. Socorro Vera

**MÓSTOLES CAMPUS**

Edificio Rectorado, 1º planta  
C/ Tulipán, S/n,  
28933 Móstoles, Madrid  
España

Phone: +34 91 488 9372  
Phone: +34 91 488 4567

Email: [internacional.in@urjc.es](mailto:internacional.in@urjc.es)

Mrs. María Pilar Delgado

**FUENLABRADA CAMPUS**

Edificio Biblioteca, 1º planta  
Camino del Molino s/n.  
28943 Fuenlabrada, Madrid  
España

Phone: 91 4888189  
Email: [oscar.prieto@urjc.es](mailto:oscar.prieto@urjc.es)

Mr. Oscar Prieto

## ACADEMIC CALENDAR 2021/22

### 1st Semester

Semester duration: from September 13th 2021 to January 24th 2022

Class period: from September 13th 2021 to December 22nd 2021

Exams period: from January 10th to January 24th 2022

### 2nd Semester

Semester duration: from January 25th to May 27th 2022

Class period: from January 25th to May 10th 2022

Exams period: from May 11st to May 27th 2022

### Extraordinary period of exams

FOR STUDENTS WHO DID NOT PASS ANY COURSE IN ANY OF THE ORDINARY PERIODS from June 13th to July 5th 2022

Please take in account that **the attendance to the courses is compulsory** and so any delay in the arrival of the student can cause the student academic problems.

It is expected that the **classes will be 100% in person**.

Please check the ACADEMIC YEAR CALENDAR regularly some dates may vary:

[https://www.urjc.es/images/EstudiarURJC/Admision\\_matricula/archivos/calendario\\_academico.pdf](https://www.urjc.es/images/EstudiarURJC/Admision_matricula/archivos/calendario_academico.pdf)

## STUDENT'S APPLICATION, LEARNING AGREEMENT AND ACCEPTANCE

**DO NOT COMPLETE THE ONLINE APPLICATION IF YOU HAVEN'T RECEIVED THE ACKNOWLEDGEMENT EMAIL.**

Once you receive the acceptance of your nomination you can apply.

### Required application documents (3):

1. If needed, **special needs** and needed adaptations certificate in Spanish or in English.
2. **Passport/ID picture/image** (valid during the complete period of your mobility)
3. **Language certificate for the mobility**

As we previously informed to Home Universities, the **students must have their LANGUAGE CERTIFICATE (s) PRIOR TO HIS NOMINATION**. If they don't have it, we will reject his application.

## PLEASE READ CAREFULLY THE INSTRUCTIONS GIVEN IN THIS HANDBOOK

Please follow this link to enter the application process: <https://sede.urjc.es/movilidad-incoming>

PROCEDURE SUMMARY: fill out the on-line application and upload the required documents according with the corresponding stage.

Once checked, we will ask you to fill out in the same platform your **Learning Agreement**.

Once checked and validated this **Learning Agreement** by URJC, the student must:

- Download and Print the generated document.
- Complete the correspond table with the courses that will be approved at home University(Table B)
- Sign the document that will have to be signed by the student and the home university.
- Upload the document to the platform.

You can upload your own model of Learning Agreement, if necessary, but **IT IS COMPULSORY GENERATE CORRECTLY THE DRAFT OF THE URJC MODEL**. The subjects\* and the information in both models **MUST BE THE SAME**. \*(Component code, Component title at the Receiving Institution, Semester Number of ECTS credits, etc)

Once uploaded the document, correctly filled and signed, **URJC will validate and sign digitally the document; at the same time, the Acceptance Letter will be generated.**

**FROM THAT MOMENT THE STUDENT WILL BE ACCEPTED**

**Please don't send hardcopies of the documents by postal mail. You must upload them. All the procedure must be done through the URJC's PLATFORM.**

For further information please check our website:

<https://www.urjc.es/internacional/erasmus-y-movilidad/252-erasmus>

## ARRIVAL AND ORIENTATION

### PUBLICATION PENDING

**Welcome day** for the **2<sup>nd</sup> Semester exchange students** is expected to be on:

**January 24<sup>th</sup> 2022**

Due to the constant changes of Covid Protocols, we don't know yet if it will be in person or online. Please check it regularly here:

<https://www.urjc.es/internacional/inicio/252-erasmus#jornadas-de-acogida-welcome-day>

We will have two welcome sessions, one for English speakers and another for Spanish speakers:

For those students who are going to study **in Spanish**, the **Welcome session will be at** (we don't have exact date and hour yet, please check the link regularly).

For those students who are going to study **in English**, the **Welcome session will be at** (we don't have exact date and hour yet, please check the link regularly).

**ATTENDANCE TO THE WELCOME DAY IS HIGHLY RECOMMENDED** in order to get important information about the procedures for the mobility.

The students whose cannot come to the **Welcome day** and arrive later, once here, must come to the **International Relations Office**.

During the first week, different cultural and Madrid touristic activities will take place. We recommend your participation in them. We will inform about the programs in the Welcome day.

## SPANISH LANGUAGE SUPPORT

**Spanish courses do not have to be added to the Learning Agreement, they will not appear on the Transcript of Records since they are subjects from the Language Center and they have an extra cost.**

When the students finish the course, they will receive a certificate indicating their attendance, grades and credits.

### Semester Spanish Courses

Erasmus and Munde students can also attend a 44-hour (2 ECTS) Spanish course that will take place during one semester (September – December or January – April)  
The cost of the course will be 245€ aprox.

**Further information contact:** University Language Centre [centro.cui@urjc.es](mailto:centro.cui@urjc.es)

## FACILITIES AND STUDENTS SERVICES

### Facilities:

- Access to computer facilities including wireless internet access and university e-mail account.
- **URJC's App + Student card / Smart University Card, T.U.I** (Spanish acronym):  
In order to get your **T.U.I.** you must download and install the **URJC's App**:  
<https://www.urjc.es/todas-las-noticias-de-actualidad/3277-conectate-con-la-urjc-a-traves-de-la-nueva-app-movil>  
You'll find information about the **T.U.I.** and how to request it, by clicking on the link below:  
<https://www.urjc.es/actualidad/noticias/844-tarjeta-universitaria>
- Access to University sports facilities.
- University restaurants.
- University libraries.

**URJC's email account** and other important web pages:

If you prefer to use your email as a URJC student, or if you have written it by mistake as the contact address, you can access it through our main page on [www.urjc.es](http://www.urjc.es), top right, INTRANET.



On the INTRANET page you find and can directly access several important sites, with your username and password.

Remember:

Your username is x.xxxx.2021

Your email as a student is [x.xxxx.2021@alumnos.urjc.es](mailto:x.xxxx.2021@alumnos.urjc.es)

The password is the same to all sites.

The **Services Portal**, where you will see links and information about your life as a student, and the final notes at the end of your mobility.

The **Virtual Classroom**, where you will see the enrolled subjects and you will be able to contact the teachers ONCE YOUR MOBILITY HAS BEGUN.

And the site of the STUDENTS' WEB MAIL.

You MUST check it regularly, because in it you will receive information throughout your mobility.

### **Buddy Program**

The Buddy Program, a URJC welcome program, helps all international students to integrate into the university and to know the city.

For more information:

<https://www.urjc.es/internacional/erasmus-y-movilidad/252-erasmus#buddy-program>

## VISA REQUIREMENTS

Students **with citizenship of an EU and EFTA member country** (eg Iceland, Liechtenstein, Norway and Switzerland) do not need an entry visa, but they do need to obtain **the Union Citizen Registration Certificate**.

In this link you can learn **how to apply** (*Notice: It is in only available in Spanish Language*):

<https://extranjeros.inclusion.gob.es/es/InformacionInteres/InformacionProcedimientos/CiudadanosComunitarios/hoja101/index.html>

Students **from other countries, but from universities in EU and EFTA member countries**, must apply for a **stay authorization for studies. Mobility within the European Union**

**SEMESTRAL non-community students and from non-community universities** must apply for the student visa,

**ANNUAL non-community students from non-community universities** must APPLY IN ADDITION to the student visa, the Foreigner Identity Card

<http://extranjeros.mitramiss.gob.es/es/InformacionInteres/InformacionProcedimientos/Ciudadanoscomunitarios/hoja092/index.html>

## SPECIAL NEEDS AND DISABILITY SUPPORT

**Unity of Attention to Disabled People (UAD DISCAPACIDAD)** principal target is to enjoy the same opportunities than the rest for the development of their university studies or performing their jobs, under the prism of equal opportunities, for those members of the university community that have any kind of functional diversity or special educational needs.

For further information, please contact: [discapacidad.programa@urjc.es](mailto:discapacidad.programa@urjc.es)

## ACCOMMODATION

**URJC DOES NOT PROVIDE ACCOMMODATION.** To help our incoming students, we provide some interesting Information of Housing companies and students accommodations enterprises.

The University has not agreements with these companies that is why any relationship initiated through those companies is alien to the University.

<https://www.urjc.es/en/international/erasmus-mobility#lodging-accomodation>

## Accommodation on Vicálvaro Campus

**José Pérez de Vargas Residence Hall** is located at **Vicálvaro Campus**. It has single and double rooms. Each room has its own bathroom and office with fridge and microwave.

Single Rooms (17.23 m <sup>2</sup> )	Double Rooms (32,89 m <sup>2</sup> )
<b>816,57 €</b> per month <b>Half Board</b> <b>954,83 €</b> per month <b>Full Board</b>	<b>676,06 €</b> per month <b>Half Board</b> <b>814,31 €</b> per month <b>Full Board</b>

Please visit this link for Bookings: <https://residenciavicalvarourjc.greenlts.es/>

Further information: <https://residenciavicalvarourjc.es/en/>

The price also includes: weekly cleaning, sheets and towels, changed once a week, high-speed Wi-Fi in rooms and all rooms of the residence, individual air conditioning hot and cold, etc.

## HEALTH INSURANCE

**EU members and EFTA** (p.e. Iceland, Liechtenstein, Norway and Switzerland) are exempted from having to purchase Spanish health insurance, if they have the European Health Insurance Card, they can be assisted in any public Healthcare center.

**Non- EU members** must purchase before coming to our University, a health insurance (health card of private insurance) to cover the contingencies that can occur during his/her stay period in cases of illness, accident or health repatriation of the insured person.

## ANNEX I APPLICATION AND ELECTRONIC SITE HANDBOOK

## DEADLINES

Unique and non-extendable deadline:

**Wednesday 22nd December 2021**

\*\*\*\*\*

We strongly recommend that you complete the procedures as soon as possible,  
URJC applications are rigorously processed by date of submission.

\*\*\*\*\*

## PROCEDURE

Please **validate your username** following the **first link** that you have received in the **ACCEPTED NOMINATION e-mail**; You must fill and correct, if necessary, the required personal data, and enter and confirm an own password.

The password must be of 10 characters including numbers, CAPITAL LETTERS and lowercase letters and special characters. Please **DON'T FORGET YOUR PASSWORD**.

Student information

**ATTENTION!**  
It is compulsory to fulfill all the fields.  
Please pay attention to:  
• To check your ID or Passport number (valid till the end of the student mobility)  
• To check your birth date (DD/MM/YYYY)  
• To check your email address

Name	First surname	Second surname
Xihui	Zhai	Second surname
Type of identification	Date of birth	Gender
Passport	23-02-1997	Female
E-mail	Nationality	
421346258@qq.com	CHINA	

Family address

Country	State
Choose a country	State
Family address	Postal code
Family address	Postal code
Address	
Address	

User information

Corporate e-mail	x.zhai.2018@alumnos.urjc.es
User	x.zhai.2018
Password	Password
Repeat password	Password

The personal data that you provide will be stored in a file called Academic Management (Gestión Académica) which is used to manage students' academic records while at this university, from their registration until they are awarded their degree, including their doctoral studies and individualized degrees, in addition to administering financial aid, student mobility programs, practicum, internships, and any orientation and/or educational activities that are organized by the university. This file is registered in the Personal Data Registry (Registro de Ficheros de Datos Personales), which is overseen by the Spanish Data Protection Agency (Agencia Española de Protección de Datos : <https://www.agpd.es/portal/web/agpd/index-idioma.php>), and the data it contains can be transferred to third parties in accordance with the provisions of the law. The Vice-Chancellor's Office for Student Affairs is responsible for the management of this file and, pursuant to Article 5 of Spanish Organic Law 15/1999, dated December 13, on Personal Data Protection, those who wish to exercise their right to access, rectify, cancel or oppose the data held in this file may do so through this office at: Vicerrectorado de Estudiantes, C/ Tulipán s/n, 28933 Mostoles.

Create user

Once **created your username**, please enter in the following link to **START THE APPLICATION**:

<https://sede.urjc.es/movilidad-incoming>



To access your application form, click **Iniciar/Start**

### INCOMING - Movilidad Incoming

[Iniciar](#) [Imprimir](#)

**Descripción**

Si eres estudiante de otro país, y quieres venir a la URJC con el programa Erasmus+ o con el Programa Munde, pincha [aquí](#).

Este procedimiento está destinado única y exclusivamente a aquellos alumnos que hayan sido aceptada su nominación en la Universidad y deberán presentar los documentos que le sean solicitados.

Para alumnos del curso académico 2017-18 podrán seguir con sus trámites pinchando en su Carpeta del ciudadano - Tareas pendientes.

Contacto: [internacional.in@urjc.es](mailto:internacional.in@urjc.es)

**Modo de inicio de la tramitación:** con certificado electrónico, DNI electrónico o usuario corporativo de la Universidad.

**Información sobre el estado de la tramitación:** en el expediente electrónico correspondiente accesible desde la carpeta del ciudadano.

**Categorías de procesos**

- Estudiantes

**Iniciado por**

- a instancia de parte
- por oficio

Identify yourself with your **corporate username** and your password.


[CARPETA CIUDADANA](#) [MENÚ PRINCIPAL](#) [NORMATIVA](#) [SOPORTE TÉCNICO](#)

 **ACCESO CON CERTIFICADO DIGITAL**

 **ACCESO CON USUARIO CORPORATIVO**

### Indique su nombre de usuario y clave de acceso

Auténtiquese con sus credenciales corporativas en el siguiente formulario.

 Nombre de usuario

Clave de acceso

### Se me ha olvidado mi clave de acceso

Sin sus credenciales usted no puede acceder al servicio. Póngase en contacto con el Soporte a Usuarios. (Vea "Soporte a Usuarios" en la página inicial.)

## Policy for the protection of personal data

Please tick on: “Aceptar Política de Privacidad” and accept it

### POLICY FOR THE PROTECTION OF PERSONAL DATA

#### Conditions of Use

We inform users of this site that may create an automated personal data that are provided to it as a result of the use of this website and in strict compliance with the provisions in the legislation on protection of data.

Users ensure the accuracy and authenticity of the information and data communicated under the use of this website. In this sense of obligation will be to keep users updated information and data so that it reflects reality at all times. Any false or inaccurate to occur as a result of information or data as well as the damage that could cause such information shall be the responsibility of the users.

Pursuant to the provisions of Law 15/1999 of December 13, Protection of Personal Data, we inform that the personal data will be collected and stored in a data file under the responsibility of our department of computer science.

Users may exercise at any time, access rights, rectification, cancellation and opposition of the data collected and archived. The exercise of these rights shall be effected by written communication addressed to the our Legal Service . The exercise of these rights does not affect in any way to access the website or, if any, subscriber to the condition of the user.

The recorded data might be used for the statistical purposes, the remission of scientific information, the management of incidents or the realization of market studies, in addition to those expressly data were sought.

Where appropriate, the personal data provided by users will be able to be communicated to a third party only to fulfill the purposes identified above, adjusting to the provisions of Articles 11 and 21 of the Organic Law 15/1999 Data Protection Personal Character, recabandose, in any case, the consent of the interested parties when necessary.

By providing personal data to us, users claim to accept fully and without reservation the same treatment.

We are committed to complying with the obligation to maintain the secrecy of personal data processed and declares its intention to implement all necessary technical and organizational measures to ensure the security of personal data and avoid alteration, loss, treatment or unauthorized access, given the state of technology, the nature of the data stored and the risks they are exposed, whether from human action or natural or physical environment.

Aceptar Política de Privacidad

## Personal data

Once the procedure started, your personal data will appear, please **CHECK YOUR INFORMATION**, pay special attention to : telephone, **e-mail** and postal address.

Enter the following information to begin processing

**Applicant details**

Name:

DNI:

Address:

Province - City:

Email:

**Notification contact data**

Notification type:

Phone Number:

Email:

Type Street:

Street:

Stair:

Floor:

Zip code:

City:

Province:

Postal address abroad

Does your residence abroad?

Number:

Gate:

Letter:

Province:

Save data for the next time

Required fields are marked with \*

- Telephone number must not exceed 15 characters.

- The **e-mail address** will be used automatically (as your contact information) by the platform to contact you. Please check your SPAM folder, it might be there.
- In case that your residence is not in Spain, you will have to click it to fill out the postal address correctly.

## A notice to start a new file will be displayed

As it is the **first time you access** to the procedure, you must **choose** the option **Si/Yes**.

### INCOMING - Erasmus+ y Munde

#### Erasmus / Munde Incoming - Phase 1 - Information

Dear student. This procedure will allow you to initiate a new registration solicitude so that you can upload all of the documents that are required by the International Relations Department.

If you have already initiated a registration solicitude, choose "No" from the dropdown menu and go to your Student Folder (Carpeta del Ciudadano) to continue processing your solicitude.

Do you want to initiate a registration solicitude? \*

Yes

Required fields are marked with \*

Continue

## Application Form / Solicitud

A form to generate the solicitude will be displayed, please **VERIFY AND COMPLETE ALL THE DATA INFORMATION REQUIRED**.

**It is EXTREMELY IMPORTANT that you make sure that the DATA is CORRECT because this data CANNOT BE CHANGED LATER.**

Pay attention to the **e-mail address provided** because will be used automatically by the platform to contact you.

### INCOMING - Erasmus+ y Munde

#### Erasmus / Munde Incoming - Phase 1 - Application form

Fill in the following form:

##### PERSONAL INFORMATION

###### Email\*

erasmus@ruj.es

Please confirm your e-mail address that will be used automatically through the platform to contact you.

###### Gender\*

Male

###### Date of birth\*

12/12/2000

###### Formal ID\* (YYYYYY)

###### Nationality\*

ES

###### Country of birth\*

ES

###### Nationality 2:

Person to notify in case of emergency:

##### EMERGENCY CONTACTS

###### Name\*

###### Relationship\*

For example: mother, father, etc.

###### Email\*

###### Phone number\*

WRITE CORRECTLY THE **CONTACT INFORMATION OF YOUR HOME UNIVERSITY**, THEY WILL BE THE ONES THAT URJC WILL USE.

EDUCATIONAL BACKGROUND

Country of home University: \*

Home University: \*

Please pay attention to write CORRECTLY the contact dates with your home university. Those dates will be used by Universidad Rey Juan Carlos.

Faculty/School/home Department: \*

Home University study area: \*

Begin of studies at the institution: \*

Language of instruction: \*

Home coordinator: \*

Coordinator's e-mail: \*

Coordinator's address: \*

PLEASE VERIFY AND FILL **YOUR MOBILITY INFORMATION AT URJC**.

DETAILS OF MOBILITY:

Mobility program: \*

ERAS  
ERAS if your home University is from Europe. MUND if your university is from any other part of the world.

Faculty: \*

Facultad de CC. Jurídicas y Sociales  
Please check the information. In case of error, please contact: internacional.in@urjc.es

Language of nomination: \*

English  
Please check the information. In case of error, please contact: internacional.in@urjc.es

Field of study: \*

Tourism  
Please check the information. In case of error, please contact: internacional.in@urjc.es

Academic year: \*

2018-19

Start semester (1st Semester: September - January or 2nd Semester: January - June): \*

segundo  
Please check the information. In case of error, please contact: internacional.in@urjc.es

Planned date of arrival: \*

LANGUAGE SKILLS

Mother tongue: \*

Mother tongue 2: \*

LANGUAGE REQUIRED FOR MOBILITY

Language: \*

Language level: \*

Name of test: \*

Test score: \*

Subscore - Writing: \*

Subscore - Speaking: \*

Subscore - Listening: \*

Subscore - Reading: \*

Date of test: \*

If your mobility language is your **mother tongue**, please write it clearly on LEVEL, TEST and TEST RECORD. In EXAM DATE write the **current date**.

## Special needs students

If you are a student with special needs, you must tell us and upload the document in **Spanish** or in **English** (no other language will be accepted) that certify those special needs and the needed adaptations.

SPECIAL NEEDS

Do you have a disability, impairment or long-term medical condition which may affect your studies? ▪

No ▼

In the affirmative case, IMMEDIATELY a certificate to prove it, written in Spanish or English will be required.

Los datos personales recogidos serán incorporados y tratados en el fichero de Gestión Académica, cuya finalidad es el seguimiento del expediente de los alumnos, inscrito en el Registro de Ficheros de Datos Personales de la Agencia de Protección de Datos de la Comunidad de Madrid (www.madrid.org/apdcm), y podrán ser cedidos según lo previsto en la Ley. El órgano responsable del fichero es el Vicerrector/a de Alumnos, y la dirección donde el interesado podrá ejercer los derechos de acceso, rectificación, cancelación y oposición ante el mismo es C/ Tulipán s/n, Móstoles, 28933 Madrid, todo lo cual se informa en cumplimiento del artículo 5 de la Ley Orgánica 15/1999, de 13 de diciembre, de Protección de Datos de Carácter Personal

Required fields are marked with ▪

Continue

**INCOMING - Erasmus+ y Munde**

Erasmus / Munde Incoming - Phase 1 - Special needs

Please upload the document: ▪

Seleccionar archivo Ningún archivo seleccionado

Required fields are marked with ▪

Uploaded file will be automatically converted to pdf. If the file already is a pdf document, it will not be converted.

Continue

**This document must be checked by URJC before you can continue with the procedure.**

Su solicitud ha sido enviada al Servicio de Relaciones Internacionales. ✕

Una vez revisada la documentación, si es correcta recibirá un correo electrónico con los pasos para adjuntar el resto de documentación necesaria. Si es incorrecta se notificará, junto con los pasos a seguir para corregirlo.

-----

Your document has been sent to the International Relations Service.

Once checked the documentation, if it is correct, you will receive an e-mail with the steps for uploading the rest of the requested documents. If it is incorrect, we will notify it to you, with the steps to correct it.

## Trámite completado

Your tasks have been completed, your request has been sent to the administrative body for processing.

En caso de comunicaciones/notificaciones podrá recepcionarlas en su [carpeta del ciudadano](#).

If it is **Incorrect**, you will receive an e-mail with the reasons and asking you to upload the correct document.

You will be able to access to that task through the box **Pending Tasks** (please check it frequently)

Pending tasks

### Pending tasks

These are the task of the dossiers that have you as interested

Name	Created	File Number
Erasmus / Munde Incoming - Fase 1 - Application Form	24-09-2018 13:38	2018INCOMING2044

If it is Correct, you will receive an e-mail to **continue with the procedure**.

## Upload documentation

Once the previous document accepted, or if it is not necessary, a new form will be displayed to upload the necessary documentation in that phase. That will have to be then checked by the International Relations Service:

### INCOMING - Erasmus+ y Munde

Erasmus / Munde Incoming - Phase 1 - Upload Passport/ID

THE STUDENT SHOULD KEEP THE ORIGINAL DOCUMENTS THAT COULD BE REQUIRED BY URJC IN ANY MOMENT

Upload copy of your Passport/ID: \*

Ningún archivo seleccionado

Verify that the copy of the attached document does NOT expire until the end of your mobility.

Required fields are marked with \*

Uploaded file will be automatically converted to pdf. If the file already is a pdf document, it will not be converted.

Continue

Required documents:

- **Certificate of the Language level** for the mobility<sup>1</sup>
- **National ID or Passport** valid during all the mobility period<sup>2</sup>

Once the task completed, you will have to click on the button “**Continue**” and the message “Completed task” will pop up.

### Validation of the documentation

Universidad Rey Juan Carlos will value if the uploaded documentation is correct or not.

If one of the documents is **incorrect**, you will receive an e-mail with the **reasons** and **requesting you to upload the correct document and explaining how to do it**.

---


<sup>1</sup> Certificate provided by an official Language Institute (Cambridge, TOEFL, TOEIC, DELE...) or a home University document that certify that language level. The required is Spanish B1, English B2.


If the students are going to study in both languages, he/she will have to provide both certificates.

For courses in Health Sciences (except Psychology and Occupational Therapy), a B2 Spanish certificate will be required.

Mother tongue level is not compulsory to be certified; in that case, you can upload a second copy of your passport or national ID.

<sup>2</sup>It will be the number we will identify you as student during all the mobility period. It is compulsory. Please check the expiration date.

 Pending tasks

 Dossiers

### Pending tasks

*These are the task of the dossiers that have you as interested*

Name	Created	File Number
Erasmus / Munde Incoming - Fase 1 - Adjuntar certificado de idiomas	24-09-2018 13:47	2021/INCOMI-30844

**Only** will be necessary **uploading only** the documentation **signed as Incorrect**


If everything is **Correct**, you will receive an e-mail to continue with the procedure and moreover you will receive an e-mail showing the file number of 2021/INCOMI-xxxx open, please **USE ALWAYS THIS FILE FOR YOUR MOBILITY PROCEDURES**

You will be able to enter always your **Citizen Folder** through:

<https://sede.urjc.es/en/inicio>

Please select **Citizen Folder**- and identify yourself with your corporative username and your password.

At your **Citizen Folder** you will find all important documents regarding your mobility, and it's the quickest access to them.



## Generate Learning Agreement

A form will be displayed to generate your **Learning Agreement**.

Some data will appear by default, please **CHECK THEM** and if necessary, correct them.

If you detect some error, and you cannot correct it, please contact with [internacional.in@urjc.es](mailto:internacional.in@urjc.es)

Please pay special attention to the mobility data: home University, study area at home University, language of the mobility, mobility period, and study area at Destination University. **(Picture 1)**

Once the personal data and from both universities have been filled in, a new form will be displayed in which you will have to select your subjects. **(Picture 2)**

**Picture 1**

**INCOMING - Erasmus+ y Munde**

Erasmus / Munde Incoming - Fase 1 - Generar Learning Agreement I

Rellene los datos que luego aparecerán en su Learning Agreement:

**PERSONAL INFORMATION**

**Last name(s):** \*

**First name(s):** \*

**Date of birth:** \*

**Nationality:** \*

**Sex (Male/Female):** \*

**Study cycle at home university:** \*

Short cycle (EQF level 5) / Bachelor or equivalent first cycle (EQF level 6) / Master or equivalent second cycle (EQF level 7) / Doctorate or equivalent third cycle (EQF level 8).

**Field of education at home university:** \*

**Sending Institution:**

**Name:** \*

**Faculty/Department:** \*

**Erasmus code (if applicable):**

A unique identifier that every higher education institution that has been awarded with the Erasmus Charter for Higher Education (ECHE) receives. It is only applicable to higher education institutions located in Programme Countries.

**Address:** \*

**Country:** \*

**Contact person name:** \*

Person who provides a link for administrative information and who, depending on the structure of the higher education institution, may be the departmental coordinator or works at the international relations office or equivalent body within the institution.

**Contact person email:** \*

**Contact person phone:** \*

**Receiving Institution:**

**Name:**

**Faculty/Campus:** \*

**Field of study:** \*

**Erasmus code:**

**Address:**

**Country:**

**Contact person name, email and phone:**

**Planned period of the mobility (from):** \*

Format dd/mm/yyyy

**Planned period of the mobility (to):** \*

Format dd/mm/yyyy

Los campos obligatorios están marcados con \*

[Continuar](#)



Picture 2

INCOMING - Erasmus+ y Munde

Erasmus / Munde Incoming - Fase 1 - Generar Learning Agreement II

Rellene los datos que luego aparecerán en su Learning Agreement.

**BEFORE THE MOBILITY**

Asignaturas seleccionadas:

¿Qué desea hacer? \*

- Añadir asignatura
- Borrar asignatura
- Finalizar el proceso

Los campos obligatorios están marcados con \*

**Continuar**

### How to correctly select your Learning Agreement courses.

\*MOST OF THE **SUBJECTS** MUST BE OF THE **DEGREE YOU HAVE BEEN NOMINATED FOR**.

**It will NOT be possible to select Final Degree Project (FDP) and/or Practicum except for Specific Agreements**

If you need to mix areas of study, you must **ALWAYS** choose **most of the subjects of the Degree** for which you have been nominated and **the rest** among the **Degrees of the same field of study, same FACULTY and same CAMPUS**.

*For example: if you have been nominated to study Business Administration you can select Marketing Degree subjects; or if you have been nominated for Computer Engineering you can select subjects from the Software Engineering Degree.*

The number of credits for **ONE SEMESTER** at URJC **CAN'T BE LESS to 18 ECTS**.

\*Due to the limited places, you can only take the course “Computer Applied to...” taught in the degree you have been nominated for.

\*Only the annual students can take annual courses.

The Spanish academic calendar is divided into 2 periods, which correspond approximately to the 1st semester (from September to January) and the 2nd semester (from January to May)

You can choose **subjects from all the courses / years** that make up the degree **BUT only** those **taught in the semester you have been nominated for**.

So, you can see these references: 1Q = 1st semester, 2Q = 2nd semester. A = annual

Please check the link to Libro de Asignaturas/List of Courses:

<https://gestion4.urjc.es/libroasignaturas/>

You can find this information in the Teaching Itinerary of each Degree, (the number in the left column) and in the Teaching Guide for each subject (Identification of the subject- Teaching period)

\*In this link you can find the Teaching Guides (Syllabus) of the courses, you must select the study (degree) and then the course you are interested on <https://gestion3.urjc.es/guiasdocentes/>

*(Published teaching guides may correspond to another academic year. Until they are updated, they can serve as in information for guidance)*

You must select the name of the degree (those who have “inglés” in the name are taught in English), and in the ASIGNATURAS section, select TODAS, or only the one in which you are interested, then select MOSTRAR, and you can download the content.

**VERY IMPORTANT NOTICE:**

**DUE TO LACK OF QUOTA, WE STRONGLY RECOMMEND NOT TO SELECT “OPTATIVA” (OPTIONAL) SUBJECTS.**

To know if a subject is “OPTATIVA”, search it at **Libro de Asignaturas /List of Courses**, <https://gestion4.urjc.es/libroasignaturas/> just on right of the Name of the Subject you will see: Credits, Semester and Typology, there you will see if it is “OPTATIVA” or not:

CUARTO CURSO				
Código	Asignatura	Créditos	Semestre	Tipología
2048034	INTERNSHIP PLACEMENT	24	E	OBLIGATORIA
2048035	END OF DEGREE PROJECT	6	I	OBLIGATORIA
2048036	LABOUR LAW	6	1Q	OBLIGATORIA
2048041	ACADEMIC RECOGNITION OF CREDITS	6	I	OBLIGATORIA

OPTATIVAS CUARTO CURSO				
Código	Asignatura	Créditos	Semestre	Tipología
2048037	CORPORATE ASSESSMENT AND ACQUISITION	4,5	1Q	OPTATIVA
2048038	CORPORATE ACCOUNTING	4,5	1Q	OPTATIVA
2048039	OPERATIONS MANAGEMENT IN SERVICE CORPORATIONS	4,5	1Q	OPTATIVA
2048040	CORPORATE GAMES	4,5	1Q	OPTATIVA
2048044	ORGANIZATIONAL BEHAVIOR AND DESIGN (SEMI PRESENCIAL)	4,5	1Q	OPTATIVA

In order to **AVOID EXAMS OVERLAP**, please check the date and time of ordinary and extraordinary exams here: <https://gestion2.urjc.es/examenes/>

## Select courses/subjects

Select “Add a course” and click “Continue”

**INCOMING - Erasmus+ y Munde**

Erasmus / Munde Incoming - Phase 1 - Generate Learning Agreement II

Fill in the data to generate your Learning Agreement:

BEFORE THE MOBILITY

Selected courses:

What you want to do? \*

- Add a course
- Delete a course
- Finish the process

Required fields are marked with \*

**Continue**

In the display, you will be able to see the Degrees/Study Areas taught in the Faculty and Campus you have been nominated for. **Check Annex of Study Areas** (at the end of this document).

**INCOMING - Erasmus+ y Munde**

Erasmus / Munde Incoming - Phase 1 - Generate Learning Agreement - Available study plans

Please select the degree: \*

Required fields are marked with \*

**Continue**

Please select the degree and continue the searching.

In the display you can only see the degree courses and the study period you have been nominated for. The timetable that appears with the courses is **PROVISIONAL AND IT CAN suffer changes**.



### INCOMING - Erasmus+ y Munde

Erasmus / Munde Incoming - Phase 1 - Generate Learning Agreement - Available courses

Please choose the course you want to register:

Please remember that the timetable may change and that your subjects may be subject to changes due to the availability of the courses offered.

Continue

Please select one of them and Continue

Repeat the same procedure all the necessary times; each time you do it, you will see and Information screen with all the courses you have selected until that moment.

### INCOMING - Erasmus+ y Munde

Erasmus / Munde Incoming - Phase 1 - Generate Learning Agreement - Selected courses

Courses already selected:

2048006 - INTRODUCTION TO ECONOMICS (MAÑANA A) - 2Q - Miércoles (09:00-11:00),Jueves (13:00-15:00) - 6 ECTS

Continue

### Delete courses

You can delete some or all the chosen courses selecting “Delete a course” and Continue. In the display, you will be able to see the courses you have selected before, please choose the ones you want to delete, and press Continue.

### INCOMING - Erasmus+ y Munde

Erasmus / Munde Incoming - Phase 1 - Generate Learning Agreement - Delete courses

Please select the courses you want to delete:

Continue

Repeat the same procedure all the necessary times; each time you do it, you will see and Information screen with all the courses you have selected, before continuing with the procedure

### Finish the procedure

Once you have finished adding or deleting courses, please select FINISH THE PROCEDURE and CONTINUE

INCOMING - Erasmus+ y Munde

Erasmus / Munde Incoming - Phase 1 - Generate Learning Agreement II

Fill in the data to generate your Learning Agreement:

BEFORE THE MOBILITY

Selected courses:

What you want to do? \*

- Add a course
- Delete a course
- Finish the process

Required fields are marked with \*

Continue

The platform will generate a draft of the Learning Agreement, **CHECK IT CAREFULLY** before **CONTINUE**. Make sure that **"Table A" is not blank** and that **check the the list of subjects** displayed is correct.

INCOMING - Erasmus+ y Munde

Erasmus / Munde Incoming - Phase 1 - Generate Learning Agreement - Learning Agreement Draft

1 / 3

Receiving Institution	Name	Erasmus code (if applicable)	Faculty/Department	Field of education at receiving institution	Address	City	Contact person name; email; phone
Universidad Rey Juan Carlos	E MADRID 26	Facultad de CC. Jurídicas y Sociales (VICALVARO)	Torrelavega	Plaza de San Juan de los Rios Administración / Subida, 3rd Floor C/Alcazar 26 28014 MADRID (M)	SPAIN	Socorro Vera Santos Teresa Chavez Cano Criste Manuel Prado Garcia Internacional@urjc.es +34 91 489 9122	

Before the mobility

Study Programme of the RECEIVING INSTITUTION

Component code (1)	Component title at the Receiving Institution (1)	Number of ECTS credits (or equivalent) (2)
10000001	INTRODUCTION TO ECONOMIC POLICY AND...	6 ECTS

**Table A**  
Before the mobility

The level of language competence (3) in \_\_\_\_\_ [indicate here the main language of instruction] that the student already has or agrees to acquire by the start of the study period is: A1 A2 C1 C2 Native speaker

De conformidad con lo establecido en el artículo segundo del Real Decreto 1363/2007, de 19 de septiembre, de que son datos personales en su momento el sistema de procesamiento de datos de la Universidad Rey Juan Carlos, se informa de que los datos personales de los usuarios de este sistema de procesamiento de datos de la Universidad Rey Juan Carlos se encuentran en el momento de su inscripción en el sistema de procesamiento de datos de la Universidad Rey Juan Carlos. Los datos personales recogidos serán tratados para el cumplimiento de los fines antes mencionados. Los datos personales son tratados en el ejercicio de las potestades que le confiere la Ley Orgánica 15/1999, de 13 de mayo, de Protección de Datos de Carácter Personal, en aplicación de la Ley Orgánica de Regulación y Control del Tratamiento de Datos de Carácter Personal, de 15 de mayo de 2018, y de la Ley Orgánica de Protección de Datos Personales y garantía de la seguridad de la información, de 31 de diciembre de 2018. Puede ampliar esta información visitando la consulta en la página web de este sistema de la Universidad Rey Juan Carlos.

UNIVERSIDAD REY JUAN CARLOS Página 1 de 3

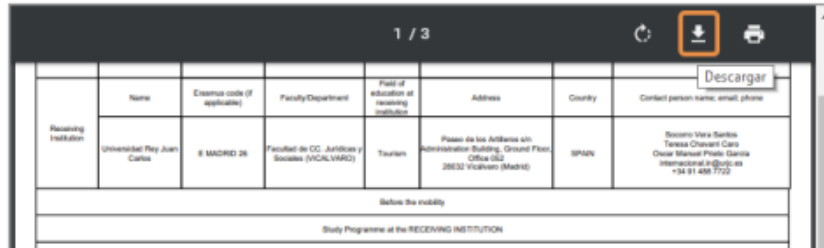
Continue

If you detect some error, select NO and continue; the platform **will direct you to the selection of the courses phase**.

If everything is correct, select YES and Continue; **the platform will generate a document, DOWNLOAD AND PRINT IT.**

## INCOMING - Erasmus+ y Munde

### Erasmus / Munde Incoming - Phase 1 - Learning Agreement



Receiving Institution	Name	Erasmus code (if applicable)	Faculty/Department	Field of education at receiving institution	Address	Country	Contact person name, email, phone
	Universidad Rey Juan Carlos	8 MADRID 28	Facultad de CC. Jurídicas y Sociales (URJC/URJC)	Turkology	Plaza de los Artiles s/n Administración Building, Ground Floor, Office 022 28032 Ycollado (Madrid)	SPAIN	Soledad Vera Santos Teresa Chantrel Gata Claire Manuel Pineda Garcia Internacional@urjc.es +34 91 488 7722
Before the mobility							
Study Programme at the RECEIVING INSTITUTION							

## INCOMING - Erasmus+ y Munde

### Erasmus / Munde Incoming - Phase 1 - Validate Learning Agreement

**IMPORTANT:** If your draft is correct, please print the document that will appear next. You will have to upload it signed by you and your home university and with the table "Recognition at Sending Institution" of the filled document.

Is it correct the generated Learning Agreement? \*

Yes

No

Required fields are marked with \*

Continue

The student and the home University **MUST**:

- **Complete the table in which the subjects that will be recognized or validated at the university of origin are specified (Table B)**
- **Sign both the Learning Agreement**

Once the **Learning Agreement completed and signed**, THE **STUDENT MUST UPLOAD IT TO HER/HIS CITIZEN FOLDER**.

**You can upload your own model Learning Agreement, signed by the student and by the home University, but IT IS COMPULSORY GENERATE CORRECTLY THE DRAFT OF THE URJC MODEL.** The subjects and the information displayed on **TABLE A** models **MUST BE THE SAME** in both documents.



### INCOMING - Erasmus+ y Munde

#### Erasmus / Munde Incoming - Phase 1 - Upload Learning Agreement signed

Important: You can come back to this screen in any time entering in Citizen Folder – Pending tasks.

Upload the Learning Agreement, generated in the previous step, signed by your university and by you and with the table "Recognition at Sending Institution" of the filled document. ■

Selecionar archivo Ningún archivo seleccionado

You can download the original document from your Citizen Folder clicking in number of the document. Among the documents, you will find one with the name "Learning Agreement".

Required fields are marked with ■

Uploaded file will be automatically converted to pdf. If the file already is a pdf document, it will not be converted.

Continue

**This document will be checked by URJC before you can continue with the procedure.**

If it is **Incorrect**, you will receive an **e-mail** with the reasons and the steps to correct it.

If it is **Correct**, you will receive an **e-mail** informing you about it.  
At the same time, the **Acceptance Letter** will be generated.

You will be able to find always both documents signed by URJC in your **Citizen Folder**. You will also receive them in your contact e-mail.

### FROM THIS MOMENT YOU WILL BE ACCEPTED

**REMEMBER: The only and non-renewable deadline:  
Wednesday 22nd December 2021**

\*\*\*\*\*

We strongly recomend that you complete the procedures as soon as possible,  
URJC applications are rigorously processed by date of submission.

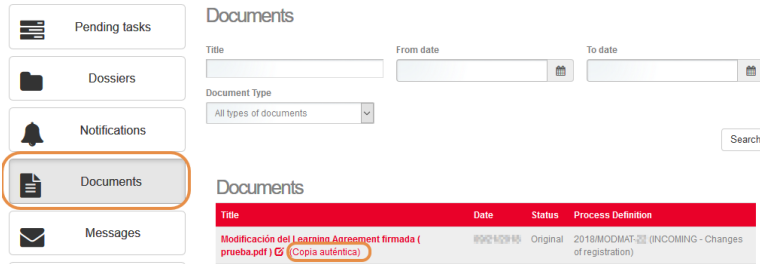
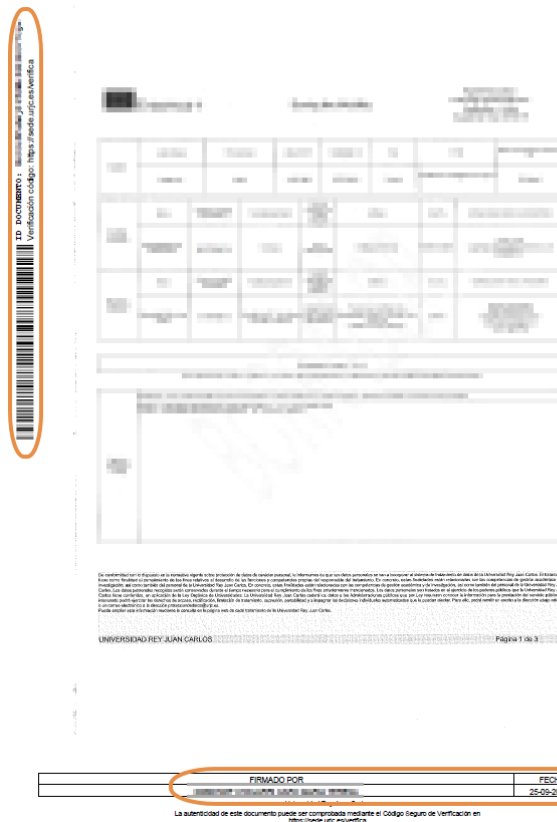
\*\*\*\*\*

Universidad Rey Juan Carlos is always searching the benefit of the students and the efficiency in the procedures, assuming as part of our compromise the protection of the environment, that is why all **the procedure must be arranged through our platform.**

**-Don't send the documents by e-mail or postal mail, neither document sent by e-mail**

-You can access to the documents by the box Expediente **(2021/INCOMI-xxxx)** or by the box Documents

**Our institutional documents are digitally signed (the signature will appear as a bar code); in order to access to them click on “Copia auténtica /Authentic copy” in order to download them.**

**We want to remind you that the subjects and schedules may be subject to changes due to the availability of places of the offered courses.**

Given that the URJC allows Erasmus and Munde students to choose subjects from different courses, even from different degrees, to draw up their Learning Agreement, it may happen that the schedules of the subjects coincide, which is why we cannot absolutely guarantee the chosen subjects or schedules.



## AREAS OF STUDY

### **MADRID CAMPUS – VICÁLVARO**

#### **Faculty of Legal and Social Sciences**

Administration and Business Management

**Administration and Business Management in English\***

Accounting and Finance

Criminology

Law

Business Administration and Management in the Digital  
Field

Economy

Actuarial and Financial Economics

**Primary Education in English\***

Marketing

**Marketing in English\***

Protocol, Event and Corporate Communications

**International Relations in English\***

**Tourism in English\***

### **MANUEL BECERRA (BRANCH)**

#### **Faculty of Legal and Social Sciences**

Science, Management and Engineering

### **QUINTANA/FERRAZ (BRANCH)**

#### **Faculty of Legal and Social Sciences**

Fashion Design and Management

**Economy in English\***

**Protocol, Organization of Events and Corporate**

**Communications in English\***

### **MOSTOLES CAMPUS**

#### **Superior School of Experimental Sciences and Technology**

Biology

Food Science and Technology

Environmental Science

Experimental Science

Environmental Engineering

Energy Engineering

Materials Engineering

Industrial Technologies Engineering

Industrial Electronic and Automatic Engineering

Industrial Organization Engineering

Mechanical Engineering

Chemical Engineering

#### **Superior Technical School of Computer Engineering Teaching**

Game Design and Development

Computer Engineering

Cybersecurity Engineering

Software Engineering

Computer Engineering (Informatics)

Mathematics

#### **Faculty of Legal and Social Sciences**

Pre – primary Education

Primary Education

## **FUENLABRADA CAMPUS**

### **Faculty of Communication Sciences**

Audiovisual Communication

Journalism

Advertising and Public Relations

### **Faculty of Legal and Social Sciences**

**Arts and Dance (only annual students will be accepted)**

Fine Arts

Political Science and Public Administration

Comprehensive Design and Image Management

Philosophy

Fundamentals of Architecture

History

Spanish Language and Literature

International Relations

Tourism

## **ALCORCÓN CAMPUS**

### **Faculty of Health Sciences**

Nursing

Pharmacy

Physiotherapy

Medicine

Dentistry

Psychology

Occupational Therapy

## **ARANJUEZ CAMPUS**

### **Faculty of Legal and Social Sciences**

Landscaping

Translation and Interpretation

### **Superior Technical School of**

#### **Telecommunications Engineering Teaching**

Aeronautical and Aerospace Engineering

Aerospace Engineering in Transportation and Airports

Aerospace Engineering in Aerospace Vehicles

Biomedical Engineering

Robotics Software Engineering

Media studies and Audiovisual Systems Engineering

Telecommunication Systems Engineering

Telecommunication Technologies Engineering

Telematics Engineering

### **Superior Technical School of**

#### **Telecommunications Engineering**

**Biomedical Engineering in English\***

### **Faculty of Legal and Social Sciences**

Physical Activity Sciences and Sports

Spanish Sign Language and the Deaf Community

Human Resources and Labor Relations

Social Work



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## PLEASE CHECK THE LOCATIONS

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### **MADRID- VICÁLVARO CAMPUS**

<http://www.urjc.es/universidad/campus/campus-de-madrid/563-situacion-p>

### **MANUEL BECERRA BRANCH**

<https://goo.gl/maps/KaaoPmJwsTR2>

### **FERRAZ-QUINTANA BRANCH**

<https://goo.gl/maps/tgvioQYgiuB2>

### **MÓSTOLES CAMPUS**

<https://goo.gl/maps/qEboxTxDwpZiNrZm8>

### **FUENLABRADA CAMPUS**

<https://goo.gl/maps/kobasMWohWxfavSL7>

### **ALCORCÓN CAMPUS**

<https://goo.gl/maps/qZ5yvkJzpEgWnNf76>

### **ARANJUEZ CAMPUS**

<https://goo.gl/maps/TkWMtEc1AWmbZvpB8>



## PABLO DE OLAVIDE UNIVERSITY DATA SHEET

Name of University	Universidad Pablo de Olavide
Erasmus code – EUC number (if any)	E SEVILLA03
Website	<a href="http://www.upo.es">www.upo.es</a>
Head of the Institution	SR. D. FRANCISCO OLIVA BLÁZQUEZ
Postal address	Carretera de Utrera Km 1, 41013 Sevilla, Spain
Telephone number	+34 954 34 93 72 / +34 954 34 93 98
Fax number	+34 954 34 93 04
E-mail	Please, contact to IRO by using our new contact system TIKa ( <a href="https://www.upo.es/tika">https://www.upo.es/tika</a> ) > personas no vinculadas a la universidad
Institutional Mobility Coordinator (tel, fax, email)	<b>MIGUEL Á. HERRERA SÁNCHEZ</b> +34 954 34 93 72 +34 954 34 93 98
<b>IRO CONTACT DETAILS</b>	
Institutional Coordinator	<b>MIGUEL ÁNGEL HERRERA SÁNCHEZ</b> Tel: +34 954 34 93 72 / +34 954 34 93 98
Bilateral Agreements contact person	<b>GLORIA MOREJÓN FERNÁNDEZ &amp; CARMEN M<sup>a</sup> SERENA CORTÉS :</b> ERASMUS +  <b>PABLO MARTÍNEZ GONZÁLEZ:</b> SICUE, ANUIES/CRUE – SANTANDER GRADO  e-mail: <a href="mailto:erasmus@upo.es">erasmus@upo.es</a>  Tel: +34 954 34 93 72 / +34 954 34 93 98



Incoming students' contact person	<b>LAURA ROBLES PEREA</b>  Please, contact to IRO by using our new contact system TIKA ( <a href="https://www.upo.es/tika">https://www.upo.es/tika</a> ) > personas no vinculadas a la universidad  Tel: +34 954 34 93 72 / +34 954 34 93 98
<b>INFORMATION FOR INCOMING STUDENTS</b>	
E-mail for Nominations	Please, fill in the nomination form we send to you by email and send it back to us by new contact system TIKA ( <a href="https://www.upo.es/tika">https://www.upo.es/tika</a> ) > personas no vinculadas a la universidad
Nominations deadline	<b>ALL STUDENTS MUST BE NOMINATED WITHIN THIS DATE ( WINTER SEMESTER, SUMMER SEMESTER AND FULL YEAR): 30<sup>TH</sup> APRIL</b> <i>IF YOU CANNOT NOMINATE WITHIN OUR DEADLINES, PLEASE CONTACT US</i>
Website for incoming students	<a href="https://www.upo.es/aric/foreign-students/">https://www.upo.es/aric/foreign-students/</a>
Application deadline	<b>WINTER SEMESTER, SUMMER SEMESTER AND FULL YEAR: 30<sup>TH</sup> MAY</b> <i>THESE DATES MAY CHANGE BUT EVERY NOMINATED STUDENT WILL BE TOLD</i>
Application process	<ol style="list-style-type: none"><li>1. CONTACT THE NOMINATED STUDENTS (IN MAY) TO GIVE THEM INSTRUCTIONS ABOUT THE ONLINE INSCRIPTION PROCEDURE.</li><li>2. AN ACCEPTANCE LETTER WILL BE SENT TO THOSE WHO COMPLETED THEIR APPLICATION PROCEDURE.</li><li>3. SEND TO ALL ACCEPTED STUDENTS INFORMATION ABOUT COURSES ENROLMENT PROCEDURE WHICH MUST BE COMPLETED IN JUNE OR JULY (THE EXACT ENROLMENT PERIOD WILL BE CONFIRMED BY EMAIL TO EACH STUDENT)</li><li>4. CONTACT STUDENTS BEFORE THEIR ARRIVAL TO INFORM THEM ABOUT THE INTERNATIONAL WELCOME BRIEFING.</li></ol>



Academic calendar	<a href="https://www.upo.es/aric/foreign-students/he-sido-seleccionado/">https://www.upo.es/aric/foreign-students/he-sido-seleccionado/</a>	
Guide for International Students	<a href="https://www.upo.es/aric/foreign-students/he-sido-seleccionado/">https://www.upo.es/aric/foreign-students/he-sido-seleccionado/</a>	
Recommended arrival dates	IT WILL BE TOLD BY EMAIL TO ACCEPTED STUDENTS	
Link to course catalogue index	<a href="https://www.upo.es/matricula/oferta-academica/">https://www.upo.es/matricula/oferta-academica/</a>	
Teaching language	<ul style="list-style-type: none"><li>• SPANISH</li><li>• ENGLISH (NOT ALL COURSES – SEE ACADEMIC OFFER ABOVE)</li></ul>	
<b>ECTS Credit System</b>		
ECTS Grading Scale	<b>ECTS GRADES</b>	<b>LOCAL GRADES</b>
	A	MATRICULA DE HONOR
	B	SOBRESALIENTE
	C	NOTABLE
	D	APROBADO
	E	APROBADO
	F	SUSPENSO
	FX	SUSPENSO
Minimum ECTS credits required for enrolment	REQUIRED BY HOME INSTITUTION	
<b>EXCHANGE RELATED INFORMATION</b>		
Orientation session for incoming students	IT WILL TAKE PLACE AT THE BEGINNING OF EACH SEMESTER. ACCEPTED STUDENTS WILL RECEIVE AN EMAIL WITH THIS INFORMATION	
Language courses available for international students	FREE INTENSIVE SPANISH COURSE FOR BEGINNERS: <a href="mailto:INTL@UPO.ES">INTL@UPO.ES</a> OTHER LEVELS: <a href="http://WWW.UPO.ES/INTL/">HTTP://WWW.UPO.ES/INTL/</a>	
<b>HOUSING INFORMATION</b>		
WE DO NOT OFFER ANY ACCOMMODATION SERVICE. STUDENTS CAN CHECK ACCOMODATION POSSIBILITIES IN OUR GUIDE FOR INCOMING STUDENTS		

<b>INTERNATIONAL OFFICE</b>	
<i>Director of International Office</i>	Mrs. Mirjana Schädler
Main Address	Fürst-Franz-Josef-Strasse, LI - 9490 Vaduz
Telephone	+423 265 11 07
E-mail	Mirjana.Schaedler@uni.li
<i>Study Abroad Advisor – Incomings</i> Telephone E-mail	Mrs. Hilde Zimmermann +423 265 11 16 Hilde.Zimmermann@uni.li
<i>Study Abroad Advisor – Outgoings</i> Telephone E-mail	Mrs. Jasmine Ziegler +423 265 11 03 Jasmin.Ziegler@uni.li
International Office Website (for any information)	<a href="http://www.uni.li/international">http://www.uni.li/international</a>
<b>EXCHANGE PROGRAM INFORMATION</b>	
Academic System:	<input checked="" type="checkbox"/> Semester system
Academic Year Dates:	<p><b>Semester 1 - 2022/23 Winter Semester:</b>            Orientation: Beginning of September 2022            Class begins: Beginning of September 2022            Class (exams) ends: January 27, 2023</p> <p><b>Semester 2 - 2023 Summer Semester:</b>            Orientation: Beginning of February 2023            Class begins: Beginning of February 2023            Class (exams) end: June 30, 2023</p>
Deadlines for nominations:	<p><b>Semester 1:</b>            Nomination deadline: May 15 (business students)            Nomination deadline: April 15 (architecture students)</p> <p><b>Semester 2:</b>            Nomination deadline: November 1</p>
Academic Level(s) offered to Exchange Students	According to our Inter-institutional agreement <input checked="" type="checkbox"/> Undergraduate <input checked="" type="checkbox"/> Graduate
Language of Instruction	<input checked="" type="checkbox"/> English <input checked="" type="checkbox"/> German
Do you offer any preparatory language courses?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Do you offer internships for International Students?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Language requirements	To participate in the courses taught at the University of Liechtenstein, an upper-intermediate Level B2 (+) is required. You can submit an official diploma or certificate. Certificates of attainment are also accepted.
Exams	Exchange students are required to stay until the end of the scheduled exams as mentioned in the academic calendar.
Grading	6.0 = excellent performance 5.5 = very good performance 5.0 = good performance 4.5 = adequate to good performance 4.0 = performance which meets requirement despite faults 3.5 = performance which does not quite meet requirements 3.0 = performance which clearly does not meet requirements
Application Process	<ol style="list-style-type: none"> <li>1) Online application in <a href="#">Mobility Online</a></li> <li>2) Provide a letter of motivation</li> <li>3) Provide a signed learning agreement</li> <li>4) Provide the transcript of records</li> <li>5) Provide a portfolio (Architectural students only)</li> </ol>
<p>The University of Liechtenstein has limited capacity for the studio in the Architecture programs. Therefore, we cannot guarantee that we will be able to admit all exchange students. We do our best to fulfill our obligations towards our partners, but in some cases exchange students might be rejected in competition with other strong candidates. We strongly encourage you to have an alternative destination in case you are not admitted.</p>	
Accommodation	University of Liechtenstein offers residential facilities. As soon as a student is accepted by the University of Liechtenstein, they can reserve a room: <a href="http://www.uni.li/studentdormitory">http://www.uni.li/studentdormitory</a>
Living and staying	The most frequently asked questions about <a href="#">living and staying in Liechtenstein</a>
Visa Requirements	<p>All students who wish to take up temporary residence in Liechtenstein for the purpose of study need to apply for a short-term residence permit.</p> <p>Residence permits and Visa are issued by the Immigration and Passport Office. All students will receive the application form from Coordination Centre for permit <a href="mailto:bewilligungen@uni.li">bewilligungen@uni.li</a></p> <p>All students residing outside of EU/EEA states or Switzerland require a Schengen Visa for entry to Liechtenstein. They need to get in contact with the nearest Swiss Embassy in their country.</p> <p>For additional information and help please contact: <a href="mailto:bewilligungen@uni.li">bewilligungen@uni.li</a></p>



## Modules in ENGLISH at the University of Liechtenstein 2022/23

### Bachelor of Business Administration

Winter semester WS22/23 (Sep-Jan)	ECTS	Semester
<a href="#">C12 Risk Management, Financial Institutions &amp; Research Seminar (IFS)</a>	6	5
<a href="#">C12 Portfolio management and Financial Analysis (IFS)</a>	6	5
<a href="#">C12 International Economics (IME)</a>	6	5
<a href="#">C12 International Marketing (IME)</a>	6	5
<a href="#">C12 E-Commerce (IMIT)</a>	6	5
<a href="#">C12 Systems Analysis and Design (IMIT)</a>	6	5

Summer semester SS23 (Feb-Jun)	ECTS	Semester
<a href="#">C21 Financial Markets and Institutions (IFS)</a>	3	4
<a href="#">C21 Corporate Finance (IFS)</a>	3	4
C21_Innovative Finance and Research Project (IFS)	6	4
<a href="#">C21 International Management (IME)</a>	3	4
C21_Innovation Seminar (IME)	3	4
C21_Entrepreneurship & Family Business (IME)	6	4
C21_Process Management (IMIT)	3	4
<a href="#">C21 Enterprise Systems (IMIT)</a>	3	4
<a href="#">C21 Information Management (IMIT)</a>	6	4

*Abbreviation:*

IFS = Bachelor of Business Administration, International Financial Services

IME = Bachelor of Business Administration, International Management and Entrepreneurship

IMIT = Bachelor of Business Administration, Information Management and Information Technology

### SOME OTHER COURSES AVAILABLE

WS <a href="#">Language courses</a> , English, German, Spanish	2-4	ECTS
SS <a href="#">Language courses</a> , English, German, Spanish		
<a href="#">Cross Faculties</a>	3-6	ECTS

\*Cross Faculties are open for Bachelor and Master of both faculties, Architecture and Economics.

Please only write [Cross Faculties](#) in your **Learning Agreement**. As we have not yet the detailed information for the winter- and summer term.

**Important:** English at level B2 according to the CEFR is required

## Master of Science in Entrepreneurship and Management

Winter semester WS22/23 (Sep-Jan)	ECTS	Semester
<a href="#">Main courses only in German</a>		
<a href="#">Startup Management 2</a>	3	1

### SOME OTHER COURSES AVAILABLE

WS <a href="#">Language courses</a> , English, German, Spanish SS <a href="#">Language courses</a> , English, German, Spanish	2-4	ECTS
<a href="#">Cross Faculties</a>	3-6	ECTS

\*Cross Faculties are open for Bachelor and Master of both faculties, Architecture and Economics.

Please only write [Cross Faculties](#) in your **Learning Agreement**. As we have not yet the detailed information for the winter- and summer term.

**Important:** English at level B2 according to the CEFR is required

## Master of Science in Information Systems

Winter semester WS22/23 (Sep-Jan)	ECTS	Semester
<a href="#">C19 Business Process Management</a>	6	1
<a href="#">C19 Business Statistics</a>	3	1
<a href="#">C19 Information Systems Development</a>	3	1
<a href="#">C19 Information Systems Modelling</a>	3	1
<a href="#">C19 Data Management</a>	3	1
<a href="#">C19 Innovation Lab *</a>	3	1
<a href="#">C19 Management Information Systems</a>	6	1
<a href="#">C19 Emerging IT Topics</a>	3	3
<a href="#">C19 Human-Centred Design</a>	3	3
<a href="#">C19 Research Methods</a>	3	3
<a href="#">C19 Research Seminar*</a>	3	3
<a href="#">C19 Project Seminar*</a>	6	3
<a href="#">C19 Business Process Analysis</a>	3	3
<a href="#">C19 Process Mining</a>	3	3
<a href="#">C19 Intrusion Detection and Mitigation</a>	3	3
<a href="#">C19 Network and System Security</a>	3	3
<a href="#">C19 Advanced Machine Learning</a>	3	3
<a href="#">C19 Data Visualisation</a>	3	3
<a href="#">C19 Digital Entrepreneurship</a>	3	3
<a href="#">C19 Autonomous Tools, Design, and Innovation</a>	3	3

\*Seminar with Project work need to have prior knowledge

Summer semester SS23 (Feb-Jun)	ECTS	Semester
<a href="#">C19 Artificial Intelligence and Deep Learning</a>	3	2
<a href="#">C19 BPM and Organizational Practice</a>	3	2
<a href="#">C19 Data Science</a>	6	2
<a href="#">C19 Digital Business *</a>	3	2
<a href="#">C19 Digital Innovation</a>	6	2
<a href="#">C19 Enterprise Architecture Management</a>	3	2
<a href="#">C19 Data and Application Security</a>	6	2
<a href="#">C19 Security Management</a>	3	2

\*Seminar with Project work

### SOME OTHER COURSES AVAILABLE

WS <a href="#">Language courses</a> , English, German, Spanish	2-4	ECTS
SS <a href="#">Language courses</a> , English, German, Spanish		
<a href="#">Cross Faculties</a>	3-6	ECTS

\*Cross Faculties are open for Bachelor and Master of both faculties, Architecture and Economics.

Please only write [Cross Faculties](#) in your **Learning Agreement**. As we have not yet the detailed information for the winter- and summer term.

**Important:** English at level B2 according to the CEFR is required

## Master of Science in Finance

Winter semester WS22/23 (Sep-Jan)	ECTS	Semester
<a href="#">C20 Effective Communication</a>	3	1
<a href="#">C20 Statistics</a>	4	1
<a href="#">C20 Econometrics</a>	2	1
<a href="#">C20 Empirical Methods</a>	3	1
<a href="#">C20 Qualitative Methods</a>	2	1
<a href="#">C20 Financial Markets</a>	3	1
<a href="#">C20 Financial Economics</a>	3	1
<a href="#">C20 International Business Finance</a>	3	1
<a href="#">C20 Seminar in Applied Finance</a>	4	1
<a href="#">C20 Corporate Governance</a>	3	3
<a href="#">C20 Ethics</a>	3	3
<a href="#">C20 Investment Strategies and Asset Management</a>	3	3
<a href="#">C20 Alternative Investments</a>	3	3
<a href="#">C20 Pension Finance</a>	3	3
<a href="#">C20 Corporate Finance</a>	3	3
<a href="#">C20 Research Greenhouse</a>	3	3

Summer semester SS23 (Feb-Jun)	ECTS	Semester
<a href="#">C20 Risk Management</a>	3	2
<a href="#">C20 Financial Derivatives</a>	3	2
<a href="#">C20 Empirical Asset Pricing</a>	4	2
<a href="#">C20 Applied Portfolio Management</a>	2	2
<a href="#">C20 Seminar in Finance</a>	3	2
C20 Core Elective: (subject to availability)		
<a href="#">C20 Innovative and Crypto Finance I</a>	3	2
<a href="#">C20 Innovative and Crypto Finance II</a>	3	2
<a href="#">C20 Innovative Finance: Data Science and Machine Learning I</a>	3	2
<a href="#">C20 Innovative Finance: Data Science and Machine Learning II</a>	3	2
<a href="#">C20 Sustainable Finance I</a>	3	2
<a href="#">C20 Sustainable Finance II</a>	3	2
<a href="#">C20 International Financial Markets Law</a>	3	2
<a href="#">C20 International Taxation of Individuals and Legal Entities</a>	3	2
<a href="#">C20 International Private Wealth Management</a>	3	2
<a href="#">C20 International Tax Planning of Individuals (UHNWI) with Wealth Structures</a>	3	2
(all subjects with "I" and "II" has: "I" first to be completed)		

### SOME OTHER COURSES AVAILABLE

WS <a href="#">Language courses</a> , English, German, Spanish	2-4	ECTS
SS <a href="#">Language courses</a> , English, German, Spanish		
<a href="#">Cross Faculties</a>	3-6	ECTS

\*Cross Faculties are open for Bachelor and Master of both faculties, Architecture and Economics.

Please only write [Cross Faculties](#) in your **Learning Agreement**. As we have not yet the detailed information for the winter- and summer term.

**Important:** English at level B2 according to the CEFR is required

# UNIVERSIDAD DE LAS AMÉRICAS PUEBLA

## Institutional Fact Sheet 2022-2023



Universidad de las Américas Puebla (UDLAP) is one of the most prestigious private universities in Mexico with an outstanding international recognition and tradition. As a space in which different cultural contexts merge, UDLAP provides students with a rich framework for freethinking and the best resources available so that students are able to successfully develop their professional aptitudes in their area of interest.

### UDLAP AT A GLANCE

- ✓ Excellence and prestige in a single-campus location
- ✓ Internationally accredited degrees
- ✓ SACSCOC Accredited (U.S.A.)
- ✓ 5 QS Stars in internationalization
- ✓ Ranked among the Top 10 Universities in Mexico (#5 Private HEI) and Top 60 Universities in Latin America in 2019 according to QS Ranking
- ✓ Diverse student community
- ✓ International students and faculty from over 30 countries
- ✓ On-campus housing available, and surrounded by multiple off-campus housing options
- ✓ 24/7 Security and Surveillance on campus and its perimeter
- ✓ Ideal location within Mexico, close to archeological sites and a metropolitan city
- ✓ Close to many main touristic destinations in Mexico
- ✓ Great variety of cultural and sport activities

### GENERAL INFORMATION

- ✓ Located in San Andrés Cholula, Puebla, México, 2.5 hours down south from Mexico City (<https://www.visitmexico.com/destino/cholula/>)
- ✓ City Population of almost 150,000 inhabitants
- ✓ Student Population of 9,500+
- ✓ International Students per year: 500+
- ✓ Student-to-Faculty Ratio: 20
- ✓ Class Size: 25-30 (on average)

### UDLAP MISSION

"To educate well informed, critical, creative and innovative professionals that are also highly skilled in technology, but above all, aware of their great social responsibility to ensure a fair distribution of the benefits of globalization.

### CONTACT INFORMATION

<b>Georgina García Romero</b>	<b>International Affairs Manager</b>	<a href="mailto:georgina.garcia@udlap.mx">georgina.garcia@udlap.mx</a> <a href="mailto:udla.internacional@udlap.mx">udla.internacional@udlap.mx</a>
<b>Erika Barba</b>	<b>Head of International Programs</b> <i>(Academic Mobility for Exchange and Visiting Students)</i>	<a href="mailto:erika.barba@udlap.mx">erika.barba@udlap.mx</a> <a href="mailto:recepcion.oi@udlap.mx">recepcion.oi@udlap.mx</a>
<b>Elsa Gonzalez</b>	<b>Incoming Students Exchange Coordinator</b> <i>(Bachelor and Master Students)</i>	<a href="mailto:incoming.udlap@udlap.mx">incoming.udlap@udlap.mx</a>
<b>Tania Luna</b>	<b>Internships Coordinator</b>	<a href="mailto:internship.abroad@udlap.mx">internship.abroad@udlap.mx</a>
<b>Zaira Hernández</b>	<b>Outgoing UDLAP student exchange and Summer Programs Coordinator</b> <i>(Bachelor and Master Students)</i>	<a href="mailto:outgoing.udlap@udlap.mx">outgoing.udlap@udlap.mx</a> <a href="mailto:summer.udlap@udlap.mx">summer.udlap@udlap.mx</a>
<b>Tania Luna</b>	<b>International Certifications Coordinator</b>	<a href="mailto:certificaciones.internacionales@udlap.mx">certificaciones.internacionales@udlap.mx</a>
<b>Eduardo González</b>	<b>Dual Degree Programs Coordinator</b> <i>(Incoming and Outgoing Bachelor and Master Students)</i>	<a href="mailto:dual.programs@udlap.mx">dual.programs@udlap.mx</a>
<b>Edit Maupome</b>	<b>Immigration Services Coordinator</b>	<a href="mailto:migratory.services@udlap.mx">migratory.services@udlap.mx</a>

### CONTACT UDLAP

- ✓ Phone: +52 (222) 229 20 00 ext. 3160
- ✓ E-Mail: [recepcion.oi@udlap.mx](mailto:recepcion.oi@udlap.mx) / [udla.internacional@udlap.mx](mailto:udla.internacional@udlap.mx)
- ✓ UDLAP Homepage: [www.udlap.mx](http://www.udlap.mx)
- ✓ International Affairs website: [www.udlap.mx/internacional](http://www.udlap.mx/internacional)
- ✓ Facebook: [/udlapinternacionalstudents](https://www.facebook.com/udlapinternacionalstudents)
- ✓ [/udlapinternacional](https://www.facebook.com/udlapinternacional)
- ✓ Instagram: [udlap\\_internacional](https://www.instagram.com/udlap_internacional)
- ✓ **Virtual office (please use Chrome):**  
<https://ca.bbcollab.com/guest/546221f8675c41bba731e739629c8a19>

### MAILING ADDRESS

**Universidad de las Américas Puebla - UDLAP**  
*(Please insert the Contact Person's full name)*  
International Affairs Office  
Office HU 216  
Ex hacienda Sta. Catarina Mártir  
San Andrés Cholula  
72810, Puebla, México

ACADEMIC INFORMATION AND REQUIREMENTS FOR EXCHANGE STUDENTS

<b>Nomination Deadlines</b>	<b>May 1</b> for the Fall semester 2022 and Full Year 2022-2023 <b>October 1</b> for the Spring semester 2023 and Full Year 2023
<b>Application Deadlines</b>	<b>May 15</b> for the Fall semester 2022 and Full Year 2022-2023 <b>October 15</b> for the Spring semester 2023 and Full Year 2023
<b>Required supporting documents with application</b>	<b>You will be required to handle specific documentation to be accepted at UDLAP</b> Please follow this link to download up-to-date mobility forms and instructions: <a href="http://www.udlap.mx/internacional">www.udlap.mx/internacional</a> Please note that all documents must be sent in PDF by email.
<b>Spanish Proficiency Test</b>	Undergraduate students interested in taking courses in Spanish, who come from a non-native Spanish speaking country are required to take an Online Spanish Proficiency Test during the Online Orientation Program, prior to the student's arrival in Mexico.
<b>Spanish language Coordination</b>	<b>Magdalena Mejía Gómez PhD.</b> Spanish Language Coordinator Phone number: +52 (222) 229'20 00 ext. 3185 e-mail: <a href="mailto:magdalena.mejia@udlap.mx">magdalena.mejia@udlap.mx</a> Office location: Humanities Building, HU303
<b>Courses available for exchange students</b>	<b>All courses in the catalogue are available for international students (some exceptions apply), as long as all course prerequisites are met and a minimum B1 Spanish level can be proven.</b> Please consult the Institutional Course Catalog in <a href="http://www.udlap.mx/inscripciones/default.aspx#catalogoCursos">www.udlap.mx/inscripciones/default.aspx#catalogoCursos</a>  <b>Some disciplinary courses in each School are taught in English and are available for international students.</b> Please contact the incoming coordinator in order to have the list of courses taught in English.  Undergraduate students with a fluent level of Spanish Proficiency are entitled to enroll in English, French, Italian and/or German language courses.  <b>IMPORTANT:</b> The Courses' availability is subject to demand. Therefore, the International Affairs Office cannot guarantee a spot in the student's selected courses.
<b>Courses description/ Course system</b>	<b>Please check the academic programs at:</b> <a href="http://www.udlap.mx/ofertaacademica/mapaoferta.aspx#licenciaturas">www.udlap.mx/ofertaacademica/mapaoferta.aspx#licenciaturas</a> (undergraduate level) <a href="http://www.udlap.mx/ofertaacademica/mapaoferta.aspx#maestrias">www.udlap.mx/ofertaacademica/mapaoferta.aspx#maestrias</a> (graduate level)
<b>Credit system</b>	<b>Undergraduate-level students may enroll to up to 5 courses per semester (30 ECTS).</b> <b>Graduate-level (Master) students may enroll up to 2 courses per trimester (12 ECTS).</b> All courses are 6 UDLAP Academic units (equivalent to 6 ECTS), which include weekly guided instruction and independent study hours for the entire duration of the 16-week semester or 10-week trimester. The total duration of each course is 48 guided hours and 48 independent study hours.
<b>Grading system</b>	<b>The minimum passing grade at the undergraduate level (Bachelor) is 7.5 on a 0.0-10.0 scale</b> <b>The minimum passing grade at the Graduate level (Master) is 8.0 on a 0.0-10.0 scale.</b> At the end of the student's stay, the International Affairs Office will send one official transcript to the student's home university.
<b>Academic Calendar</b>	<a href="https://www.udlap.mx/calendario/files/calendario-semesteral-UDLAP-2022.pdf?8892">https://www.udlap.mx/calendario/files/calendario-semesteral-UDLAP-2022.pdf?8892</a> (undergraduate level) <a href="https://www.udlap.mx/calendario/files/calendario-trimestral-UDLAP-2022.pdf?8892">https://www.udlap.mx/calendario/files/calendario-trimestral-UDLAP-2022.pdf?8892</a> (graduate level)
<b>Arrival at UDLAP</b>	<b>Coming to Mexico from the main global destinations is very easy, either through Mexico City or Puebla City airport.</b> Detailed information may be found in UDLAP's Guide Book.
<b>Online Orientation Program</b>	<b>International Students are offered an Online Orientation Program prior their travel to Mexico.</b> During the Online Orientation Program, students will have a welcoming session to inform them about their mobility program, living in Puebla and UDLAP, institutional services, cultural shock, payments, visas, internship and course enrollment, among others.
<b>Accommodation</b>	<b>Accommodation options in Cholula are vast, either on campus (Residential Colleges) or off campus (private housing).</b> Accommodation at UDLAP Residential Colleges may be consulted at <a href="http://www.udlap.mx/colegios/?idioma=2">www.udlap.mx/colegios/?idioma=2</a> <b>Note:</b> Accommodation is subject to availability and the Residential Colleges' Rules and Regulations. The Amigos Internacionales will support international students that opt to stay on external facilities during the Online Orientation Program for finding proper accommodation.
<b>Workshops</b>	<b>UDLAP offers a variety of cultural, sports and artistic workshops throughout the semester.</b> Please consult the following link for more information: <a href="http://www.udlap.mx/talleres">www.udlap.mx/talleres</a>
<b>Weekend trips</b>	<b>Explore Mexico through the exciting and enriching travel opportunities offered by the Office of Student Life</b> Please consult the following link for more information <a href="http://www.udlap.mx/vidaenelcampus/aprovechatu tiempo.aspx?idioma=2">www.udlap.mx/vidaenelcampus/aprovechatu tiempo.aspx?idioma=2</a>
<b>Student Associations</b>	<b>There are many academic, sport, cultural, and lifestyle organizations created and directed by students.</b> Being part of an organization offers international students the possibility to develop new skills and an increased social awareness. Organizations may be consulted at: <a href="http://www.udlap.mx/vidaenelcampus/organizacionesestudiantiles.aspx?idioma=2">www.udlap.mx/vidaenelcampus/organizacionesestudiantiles.aspx?idioma=2</a>

### VISA INFORMATION

International students coming to UDLAP must take into account the following information according to their nationality and duration of their studies in Mexico.

#### FOR 1 SEMESTER OF STUDY ONLY "VISITORS WITHOUT PERMISSION TO PERFORM PAID ACTIVITIES"

To participate in an academic program at UDLAP with a duration of up to 180 days (1 semester or 2 trimesters), students are entitled to travel to our country as a **Visitor** (previously known as *Tourist*) if they are citizens of a country that has no visa restrictions in Mexico. This condition of stay authorizes students to remain in Mexican territory uninterruptedly for up to 180 days from the date of entry, **without permission to engage in remunerated activities**. Foreigners who come to Mexico as Visitors without permission to perform remunerated activities cannot change their migratory status and will have to leave the country by the end of the authorized period of stay.

**EXCEPTION:** If the student is a citizen of a country with visa restrictions in Mexico, he/she will need to request a **Temporary Resident Visa-Student** at the nearest Embassy or Consulate of Mexico, as he/she will not be able to enter the country as a visitor.

#### FOR 2 OR MORE SEMESTERS OF STUDY "TEMPORARY RESIDENT VISA – STUDENT"

To participate in an academic program at UDLAP for a period that is longer than 180 days (2 semesters or more), it is necessary to request a **Temporary Resident Visa – Student**. Students in this case will need to complete a 3-step process:

1. Request for a visa at the nearest Mexican Embassy or Consulate. The visa will be originally issued for 180 days, valid for a single entry to Mexico during this period.
2. When students enter Mexico, they will be provided a "**Forma Migratoria Múltiple (FMM)**". They will need to present this FMM to the "**Instituto Nacional de Migración (INAMI)**" once they are in Mexico to get the **Temporary Residence Permit**.
3. This **Temporary Residence Permit** must be requested from the INAMI within the first 30 calendar days from the date of entry into Mexico. This card will be valid for one year and allows multiple entries to the country. If this procedure is not completed within the designated time, the student will be subject to pay a fine to the INAMI.

UDLAP will provide migratory support for all international students, especially for those coming from a visa-restricted country or for those students coming for two or more semesters, but it is the student's own responsibility to fulfill the INAMI's requirements and to abide by the Mexican Government Laws.

Students coming from visa-restricted countries must request such permit before traveling to Mexico. The UDLAP International Office will send an Acceptance Letter to the Home University or to the Mexican Embassy/Consulate in such country in order for students to process a student visa, if necessary.

**To verify if a country requires a visa or not to travel to Mexico, please consult the following web sites:**

1. Countries and regions that require a VISA to travel to MEXICO: [www.inm.gob.mx/index.php/page/Paises\\_Visa](http://www.inm.gob.mx/index.php/page/Paises_Visa)
2. Countries and regions that do not require a VISA to travel to MEXICO: [www.inm.gob.mx/index.php/page/Paises\\_No\\_Visa](http://www.inm.gob.mx/index.php/page/Paises_No_Visa)

All Visas (either "**Visitor without permission to perform paid activities**" and/or "**Temporary Resident – Student**") are issued in the Student's country of origin by an Embassy or Consulate of Mexico, and cannot be obtained at their arrival in our country. Please check the location of the Mexican Embassy or Consulate that is closest to the Student or the Home University:

1. **EMBASSIES:** <https://directorio.sre.gob.mx/index.php/embajadas-de-mexico-en-el-externo>
2. **CONSULATES:** <https://directorio.sre.gob.mx/index.php/consulados-de-mexico-en-el-externo>

Once in Mexico, students must register their stay at the Migratory Services Office at UDLAP. This shall be done during the Online Orientation Program.

### INTERNATIONAL MEDICAL INSURANCE INFORMATION

**Medical Insurance is Mandatory to come to UDLAP.** Without exception, all International students are required to have health insurance coverage at their own expense that meets all the international coverage requirements (it must include COVID-19, full repatriation of remains and sanitary or emergency evacuation, as a minimum) necessary to cover them during the entire duration of their stay in Mexico. The students must provide a copy of their medical insurance policy to the International Affairs Office at UDLAP as a requirement to complete their registration process. This policy has to contain the following information:

1. Student's name
2. Insurance company name
3. Insurance policy number
4. Insurance company's emergency telephone
5. Insurance coverage dates
6. Main coverage details (repatriation of remain + emergency or sanitary evacuation must be clearly identifiable + COVID-19)

UDLAP provides all international students with free Medical Services (basic care) on campus. Students can access these services by appointment or by arriving at the Health Services Clinic (CL 104) during office hours. Further information may be consulted at [www.udlap.mx/serviciosmedicos/contacto.aspx?idioma=2](http://www.udlap.mx/serviciosmedicos/contacto.aspx?idioma=2)

Psychological support and counseling is also available under request at the Student Center. Please visit: [www.udlap.mx/internas/asesoria.aspx?idioma=2](http://www.udlap.mx/internas/asesoria.aspx?idioma=2)

### COSTS AND FEES

All courses at UDLAP (Undergraduate and Graduate level) are 6 UDLAP Units (equivalent to 6 ECTS). The cost for each **academic unit for 2022** are:

- \$3,210.00 Mexican Pesos for Undergraduate level courses; and
- \$3,600.00\* Mexican pesos for graduate-level courses.

As part of a bilateral agreement, exchange students are entitled to enroll up to five courses per semester in the case of Undergraduate level courses, or two per trimester in the case of Master level courses (unless otherwise agreed with specific institutions). Additional courses may be taken by covering the corresponding costs attached to the extra courses enrolled.

Visiting students should cover the total cost of the courses enrolled, plus a 2-unit administrative fee. The minimum number of courses to enroll under this scheme is three per semester, unless otherwise agreed.

All other services are included for international students so no additional fees need to be considered (i.e. gym, library, medical services, Wi-Fi, etc.). Costs related to extra-curricular activities are additional and need to be covered by the participating students.

Please note that these costs are subject to change without notice.

*\*To be confirmed*

### ESTIMATION OF LIVING EXPENSES

Living in Mexico, and in particular in Puebla is quite affordable. Accommodation options are very ample on campus and off campus, as close as crossing the street. The average cost of living for an international student will depend on their particular lifestyle, but some estimations can be exemplified as follows:

<b>On-Campus Housing</b>	\$25,820.00 to \$38,680.00 Mexican Pesos per semester, depending on room selection and additional amenities. No meals included.* Please note that when housing is not included in the bilateral agreement, the students must pay the full cost of the selected dormitory prior to their arrival at UDLAP. On-Campus housing for graduate students is not available unless they enroll 400-level courses only (considered Undergraduate level courses at UDLAP). There is a strict age restriction for students applying to Residential Colleges: they must be over 18 and under 24 years of age.
<b>Off-Campus Housing</b>	Similar costs, depending on the type of accommodation.
<b>Meals</b>	\$6,000.000 to \$8,000.00 Mexican Pesos per month.
<b>Local Transportation</b>	\$10.00 Mexican Pesos on public bus, \$8.00 Mexican Pesos on UDLAP bus Taxi, Uber, DiDi and Cabify is available at very affordable rates.
<b>Academic expenses</b>	\$2,000.00 to \$3,000.00 Mexican Pesos per semester. Textbooks may cost between \$500.00 and \$1,000.00 Mexican Pesos depending on the discipline.
<b>Personal expenses</b>	Movie theater tickets cost between \$50.00 and \$150.00 Mexican Pesos. A night out at a club may cost up to \$350.00 Mexican Pesos
<b>Bank Information</b>	Students are advised to bring an international credit or debit card. There are several ATMs located on campus and throughout the city. It is not possible to open a bank account in Mexico while on exchange so it is recommended that students handle their finances through their home bank.
<b>Cell Phone</b>	All International students are required to have a <b>Mexican phone number</b> during their stay in Mexico. A SIM card may be easily acquired at many shops and convenience stores throughout the country. International students <b>MUST</b> provide their Mexican phone number to the International Affairs Office to be contacted in case of emergency. <i>*To be confirmed.</i>

### INFORMATION ABOUT COVID-19

As part of the **health surveillance and international health protocols**, anyone who has arrived from abroad within the past 14 days, must fulfill **one** of the following criteria in order to have access to campus (the first time):

- ✓ Show **proof of COVID-19 complete vaccination**
- ✓ Show a **negative PCR test** no more than 72 hours prior to entry
- ✓ Complete a **14-day voluntary self-isolation period** from the date of arrival to **Mexico**.

Last Update: December, 2021



## Fact Sheet | 2022-2023

General Information		
Institution	Universidade Europeia	
Erasmus Code	P LISBOA 08	PIC number: 949281577
International Office Coordinator	<b>Liliana Rosalino</b> lrosalino@universidadeeuropeia.pt	
International Office Specialist	<b>Ana Forte &amp; Beatriz Mateus</b> internationaloffice@universidadeeuropeia.pt	
Campus	Location & Contacts	Study Areas
Carnide Campus	<b>Estrada da Correia, 53, 1500-210 Lisboa,</b> <a href="mailto:internationaloffice@universidadeeuropeia.pt">internationaloffice@universidadeeuropeia.pt</a> T. +351 213 939 680	Management – PT & EN Law – PT Human Resources – PT Psychology - EN
Lispolis Campus	<b>Rua Laura Ayres, n°4 1600-510 Lisboa</b> <a href="mailto:internationaloffice@universidadeeuropeia.pt">internationaloffice@universidadeeuropeia.pt</a> T. +351 213 939 680	Tourism / Hotel Management – PT & EN Sports Management - PT

Academic Calendar TENTATIVE DATES	
<b>1<sup>st</sup> Semester</b>	
Welcome week (mandatory)	from 05-09-2022 to 09-09-2022
Start of the 1st semester	12-09-2022
Christmas Break	From 23-12-2022 to 03-01-2023
End of 1st Semester	04-01-2023
Final Exams	from 05-01-2023 to 10-02-2023
<b>2<sup>nd</sup> Semester</b>	
Welcome week (mandatory)	from 06-02-2023 to 10-02-2023
Start of the 2d semester	13-02-2023
Easter Break	From 10-04-2023 to 16-04-2023
End of 2nd Semester	31-05-2023
Final Exams – 2nd semester	from 05-06-2023 to 21-07-2023

Note: The academic calendar may differ according to degrees and academic years. The exact dates of the semester will be mentioned in the acceptance letter of each student.

### Student Nomination and Application

**Nomination:** The partner universities should nominate the students through the **online [Nominations Form](#)**.

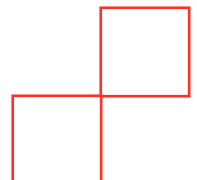
**Online Application:** All students need to fill in an online application and submit the required documentation at : <https://international.europeia.pt/>

- A photo (jpeg, jpg, png, gif)
- A copy of the front and back of your national ID Card or of your valid Passport (depending if you're an European citizen or not)
- A copy of your transcript of records from your Home University
- A copy of your Health Insurance Card or International Health Insurance
- Learning Agreement (duly approved and signed by your coordinator)

Deadlines	1st Semester (Autumn Semester)	2nd Semester (Spring Semester)
Nomination and Online Application Non-European Students	15th May	15th October
Nomination and Online Application European Students	31 <sup>st</sup> May	31 <sup>st</sup> October

### Important information

Health insurance	Incoming students must have a valid International Insurance. The European Health Card is enough for students coming from Europe.
Personal Accident Insurance	Incoming student must have a valid International Personal Accident Insurance. If not, it's mandatory to pay the insurance fee on the Academic Services during the Welcome Week. It costs 30€ and it covers personal accidents at Universidade Europeia and on students' way back home or home to Universidade Europeia.
Visa	Non-European students must have student visa
Housing	<p><b>Student Residences (Partners with special conditions for UE students)</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Xior</a></li> <li>• <a href="#">Livensa Living (Marquês de Pombal &amp; Cidade Universitária)</a></li> </ul> <p><b>Other Options</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Uniplaces</a></li> <li>• <a href="#">Erasmus Life Housing</a></li> <li>• <a href="#">ESN Housing</a></li> </ul>



# Student Guide

Academic Year 2021/2022

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# 01

Welcome



## It is with great pleasure that I welcome you to **Universidade Europeia**.

At a time when a new phase of your life begins, we want to be part of your journey in a decisive way, we want to mark your life.

Over the next few years, we will share the instruments and tools needed to face an increasingly competitive world, we will support you to think strategically, with the ability to critically reflect on new trends, in a world where change is really the only one constant and, therefore, adaptability and flexibility are essential.

We believe that your journey with us will also make you an even better person. Universidade Europeia is a young, irreverent, avant-garde institution, which has known how to adapt to the world around it. Endowed with state-of-the-art technology to support different stakeholders (professors, students, employees), with a vision of emerging areas of knowledge, approaching new and different types of students, with very well-defined growth goals, it represents well the personality of young people from today. It represents you and we want you to feel involved in our activities from day one.

The orientation towards the solution, not the problem, with a focus on critical and analytical thinking, creativity and initiative, resilience and flexibility, new models of leadership and the constant presence of technology, with the presence of an innovative academic model, will be the motto of our relationship that now begins.

The Universidade Europeia promotes a teaching model centered on today's student, who will be the professional future we want to be successful, with skills that enhance their employability in any part of the world. This can only be done with a strong university, capable of attracting students, and this objective is achieved through quality higher education. Therefore, we are committed to the qualification of the teaching staff, excellent infrastructure, level of service, up-to-date content and oriented towards guaranteeing the excellence of the training process for our students.

In this first step, as a student at the Universidade Europeia, I want, from now on, to challenge you to overcome your limits and pursue your dreams, uncompromisingly. The future is in your hands and, for that, count on us now.

An excellent school year! ■

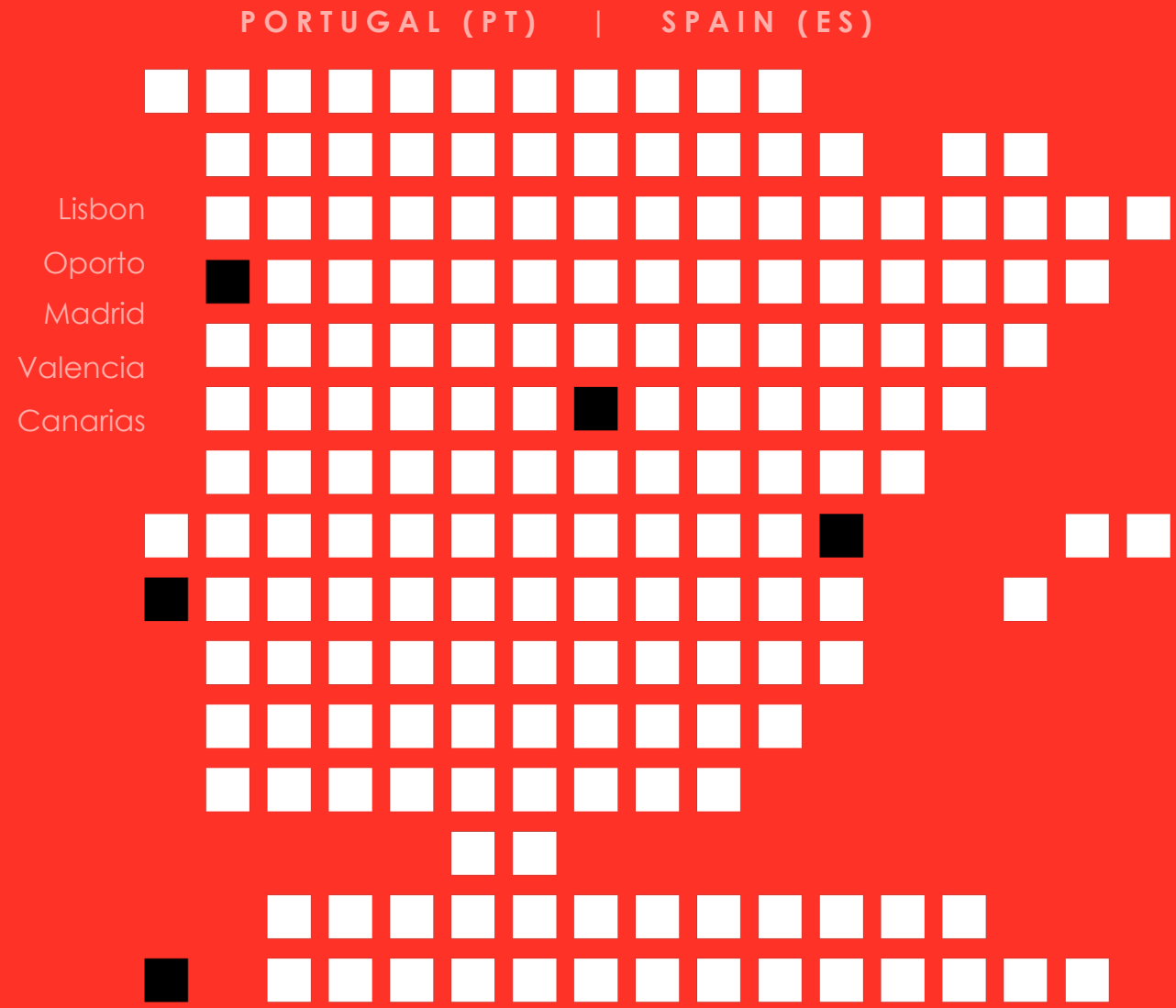
**Hélia Gonçalves Pereira**  
**Rector of the Universidade Europeia**



# 02

Who we are?





**33 000**  
students



**3 000**  
employees



**Presential**  
**25 000**  
students



**Online**  
**8 000**  
students





# 03

## Academic Structure



## **FCST - Faculty of Social Sciences and Technology**

FCST's mission is to prepare the professionals and leaders of the future to intervene in the relevant areas of our global society. The interdisciplinary nature of FCST offers the opportunity for students to explore complex and socially relevant problems from different perspectives, stimulating critical thinking and creative problem solving. The strong relationship with the business fabric and the use of active learning methodologies, such as simulation and problem-based learning, facilitates the integration of our students into the labor market.

## **IADE - Faculty of Design, Technology and Communication**

IADE has been a laboratory of creativity, talent and leadership recognized by society as a whole. It has encouraged students to test their own talent, to believe in themselves, making them the best of the best, in personal life or in future professional integration. It is today a reference in the teaching of Creativity, a pioneer school in the teaching of Design in Portugal and one of the best in Europe, in addition to being among the first in teaching Advertising, Marketing and Photography.



## **Universidade Europeia Online**

The Universidade Europeia was the first private institution in Portugal to have a fully online faculty, demonstrating, once again, that it is at the forefront of higher education and that, through modern education, adapted to the new times and of maximum quality, it seeks play an essential role in the development of both the university community and society at large.



# FCST

Faculty of Social Sciences and Technology

## Undergraduate Degree

Course Name	Coordinator	Campus	Email
Management (PT)	Carlos Silva	QBN	<a href="mailto:carlos.silva@universidadeeuropeia.pt">carlos.silva@universidadeeuropeia.pt</a>
Business Management (PT)	Ana Lucas	QBN	<a href="mailto:ana.lucas@universidadeeuropeia.pt">ana.lucas@universidadeeuropeia.pt</a>
Human Resource Management (PT)	Carla Costa	QBN	<a href="mailto:carla.costa@universidadeeuropeia.pt">carla.costa@universidadeeuropeia.pt</a>
Management	Filipa Rodrigues	QBN	<a href="mailto:filipa.rodrigues@universidadeeuropeia.pt">filipa.rodrigues@universidadeeuropeia.pt</a>
Psychology (PT)	Teresa Santos	QBN	<a href="mailto:teresa.santos@universidadeeuropeia.pt">teresa.santos@universidadeeuropeia.pt</a>
Tourism (PT)	Sofia Lopes	Lispolis	<a href="mailto:sofia.lopes@universidadeeuropeia.pt">sofia.lopes@universidadeeuropeia.pt</a>
Tourism	Marcelo Oliveira	Lispolis	<a href="mailto:marcelogoncalves.oliveira@universidadeeuropeia.pt">marcelogoncalves.oliveira@universidadeeuropeia.pt</a>
Hotel Management (PT)	Anabela Monteiro	Lispolis	<a href="mailto:anabela.monteiro@universidadeeuropeia.pt">anabela.monteiro@universidadeeuropeia.pt</a>
Hospitality and Tourism Management	Marcelo Oliveira	Lispolis	<a href="mailto:marcelogoncalves.oliveira@universidadeeuropeia.pt">marcelogoncalves.oliveira@universidadeeuropeia.pt</a>
Law (PT)	Susana Videira	Lispolis	<a href="mailto:susana.videira@universidadeeuropeia.pt">susana.videira@universidadeeuropeia.pt</a>
Sports and Physical Activity Sciences (PT)	Sandra Martins	Lispolis	<a href="mailto:sandra.martins@universidadeeuropeia.pt">sandra.martins@universidadeeuropeia.pt</a>
Sports Management (PT)	Thiago Santos	Lispolis	<a href="mailto:thiago.santos@universidadeeuropeia.pt">thiago.santos@universidadeeuropeia.pt</a>

## Master's Degree

Course Name	Coordinator	Campus	Email
Management	Luís Pimentel	QBN	<a href="mailto:luis.pimentel@universidadeeuropeia.pt">luis.pimentel@universidadeeuropeia.pt</a>
Human Resources Management (PT)	Carla Costa	QBN	<a href="mailto:carla.costa@universidadeeuropeia.pt">carla.costa@universidadeeuropeia.pt</a>
Tourism and Hotel Management (PT)	Luís Mota	Lispolis	<a href="mailto:luis.mota@universidadeeuropeia.pt">luis.mota@universidadeeuropeia.pt</a>
Clinical and Health Psychology (PT)	Teresa Santos	QBN	<a href="mailto:teresa.santos@universidadeeuropeia.pt">teresa.santos@universidadeeuropeia.pt</a>
Judiciary Law (PT)	Susana Videira	Lispolis	<a href="mailto:susana.videira@universidadeeuropeia.pt">susana.videira@universidadeeuropeia.pt</a>

## PhD

Course Name	Coordinator	Campus	Email
Management (PT)	Tawfiq Rkibi	QBN	<a href="mailto:tawfiq.rkibi@universidadeeuropeia.pt">tawfiq.rkibi@universidadeeuropeia.pt</a>



# 04

## School Calendar

1st CYCLE – Degree		
PERIOD	START	END
<b>1st Semester</b>		
Contact Classes (except 1st year)	13-09-2021	22-12-2021
Contact Classes (1st year)	04-10-2021	21-01-2022
Christmas Holidays	23-12-2021	02-01-2022
Other teaching activities (compensation classes)	03-01-2022	07-01-2022
Normal Evaluation Period (except 1st year)	10-01-2022	28-01-2022
Normal Evaluation Period (1st year)	24-01-2022	02-02-2022
Evaluation Appeal Period (except 1st year)	31-01-2022	11-02-2022
Evaluation Appeal Period (1st year)	03-02-2022	11-02-2022
<b>2nd Semester</b>		
Contact Classes	14-02-2022	27-05-2022
Carnival (interruption)	28-02-2022	01-03-2022
15th International Week	21-03-2022	25-03-2022
Easter Holidays	11-04-2022	17-04-2022
Other teaching activities (compensation classes)	30-05-2022	03-06-2022
Normal Evaluation Period	06-06-2022	25-06-2022
Evaluation Appeal Period	27-06-2022	09-07-2022
<b>Degree in Management (3º ano/5º semestre)</b>		
Contact Classes (3º ano)	13-09-2021	30-11-2021
Normal Evaluation Period	06-12-2021	14-12-2021
Evaluation Appeal Period	15-12-2021	22-12-2021

2nd CYCLE - Master's Degree		
PERIOD	START	END
<b>1st Semester</b>		
Contact Classes	27-09-2021	14-01-2022
Christmas Holidays	23-12-2021	03-01-2022
Other teaching activities (compensation classes)		15-01-2022
Normal Evaluation Period (except 1st year)	17-01-2022	28-01-2022
Deadline for submission of dissertation or equivalent works (p/ cursos 3 sem.)		17-01-2022
Evaluation Appeal Period	31-01-2022	11-02-2022
<b>2nd Semester</b>		
Contact Classes	14-02-2022	27-05-2022
Carnival (interruption)	28-02-2022	01-03-2022
15th International Week	21-03-2022	25-03-2022
Easter Holidays	11-04-2022	17-04-2022
Other teaching activities (compensation classes)	30-05-2022	03-06-2022
Normal Evaluation Period	06-06-2022	25-06-2022
Deadline for submission of dissertation or equivalent works (p/ cursos 3 sem.)		06-06-2022
Evaluation Appeal Period	27-06-2022	09-07-2022

3rd CYCLE – PhD		
PERIOD	START	END
<b>1st Semester</b>		
Contact Classes	27-09-2021	14-01-2021
Christmas Holiday	23-12-2021	03-01-2022
Other teaching activities (compensation classes)		15-01-2022
Normal Evaluation Period (except 1st year)	17-01-2022	28-01-2022
Evaluation Appeal Period	31-01-2022	11-02-2022
<b>2nd Semester</b>		
Contact Classes	14-02-2022	27-05-2022
Carnival (interruption)	28-02-2022	01-03-2022
15th International Week	21-03-2022	25-03-2022
Easter Holidays	11-04-2022	17-04-2022
Other teaching activities (compensation classes)	30-05-2022	03-06-2022
Normal Evaluation Period	06-06-2022	25-06-2022
Deadline for submission of dissertation or equivalent works (p/ cursos 3 sem.)		06-06-2022
Evaluation Appeal Period	27-06-2022	09-07-2022
<b>SPECIAL PERIOD FOR 1st, 2nd AND 3rd CYCLES</b>		
Special Evaluation Period / Worker-Student Period / Mobility Period / Course Completion Period	30-05-2022	03-06-2022
Special Period of Course Completion for Student Worker / Period of Mobility Resource	05-09-2022	16-09-2022

# 05

## Campus



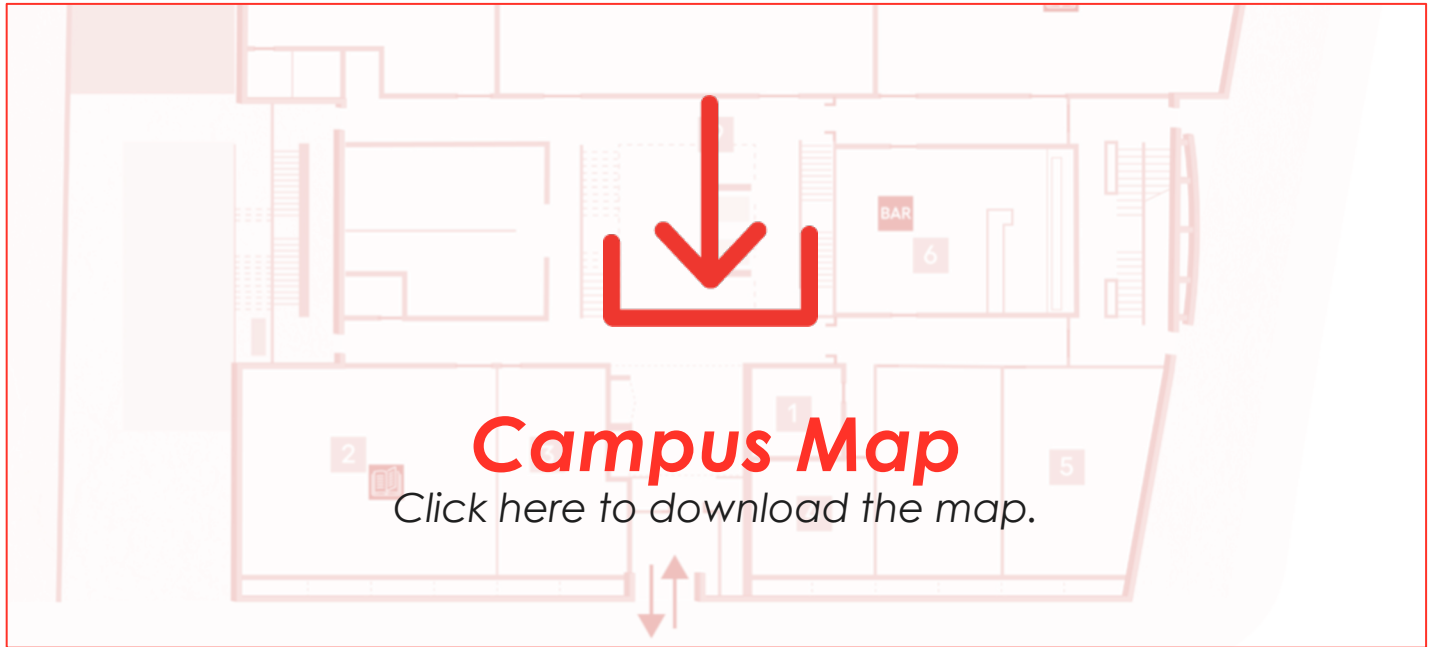


# Quinta do Bom Nome Campus





# Lispolis Campus





# Campus Access



## QUINTA DO BOM NOME CAMPUS – CARNIDE

Estrada da Correia, N.º 53, 1500-210 Lisboa

### Bus – Carris

- 726** Pontinha (Centro) - Sapadores
- 729** Bairro Padre Cruz - Algés
- 768** Quinta Olival - Cidade Universitária
- 202** Linda-a-Velha - Cais do Sodré (rede madrugada)

### Bus - Rodoviária de Lisboa

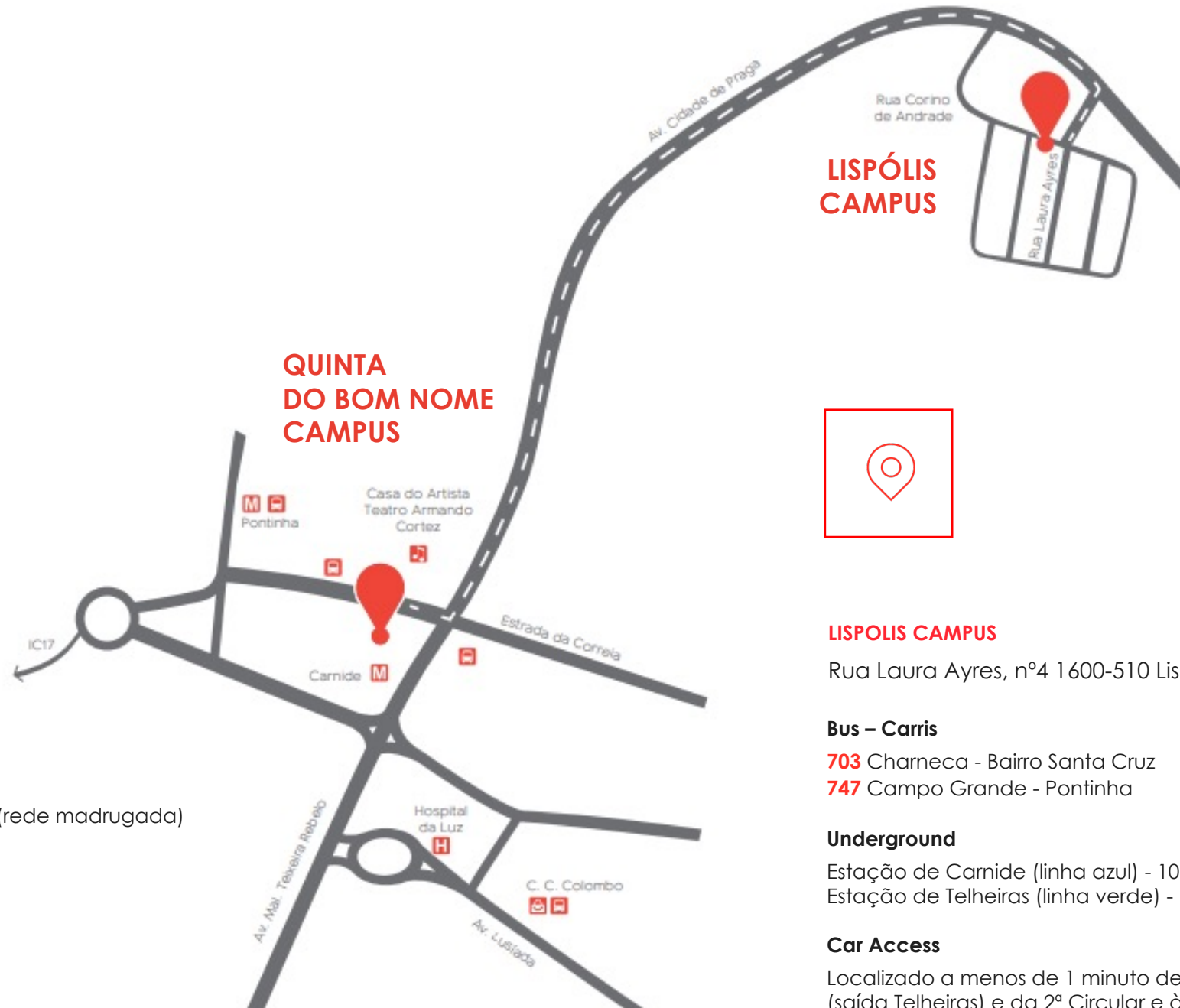
- 210** Caneças - Colégio Militar
- 205** Odivelas - Colégio Militar
- 213** Dolce Vita – Pontinha

### Bus - Vimeca

- 143** Amadora Este - Pontinha
- 128** Dolce Vita - Colégio Militar
- 165** Dolce Vita - Colégio Militar (rede madrugada)

### Underground

Estação de Carnide (Blue Line)



## LISPÓLIS CAMPUS



## LISPÓLIS CAMPUS

Rua Laura Ayres, nº4 1600-510 Lisboa

### Bus – Carris

- 703** Charneca - Bairro Santa Cruz
- 747** Campo Grande - Pontinha

### Underground

Estação de Carnide (linha azul) - 10 a 15 min. a pé  
Estação de Telheiras (linha verde) - 15 a 20 min. a pé

### Car Access

Localizado a menos de 1 minuto de Eixo Norte-Sul (saída Telheiras) e da 2ª Circular e às principais vias rodoviárias de Lisboa.





# 06

## Student Services



# Platforms



**Student Portal**  
the portal to all  
administrative services.

[portalestudante.europeia.pt](http://portalestudante.europeia.pt)

Schedules, Exams Calendar, Academic Activities Calendar, Notes, Treasury status, Regulations, Notices, Payments and requests for Administrative Services.

**CANVAS**  
the portal to access  
classes and  
academic content.

[mycampus.pt](http://mycampus.pt)

Virtual classes, consultation of active curricular units and respective contents, course calendar, pending assignments and tests, and other features.



Access is via the student number and a password provided by the services. You must ensure that you have access before classes start.

# Administrative Services

Here you will find what you can order, channels where to order, terms and prices (if applicable).

All information provided in this document is also accessible on the [Student Portal](#).

Student Card	Documentation	Credits
Exams	Grades	Tuition Fees
Scholarships	Change of Course	Worker-Student Status



## Student Card

### Which is this?

At the beginning of the school year you are automatically assigned a student card, which is used for campus access and attendance control.

### Rules:

For the assignment of the student card, it is necessary to hand in a photo at the time of registration.

### Loss:

You can request a new card, in case of loss or theft.

### Costs:

2nd copy: 10€

### Channel:

You must access the [Student Portal » My Course » Requests » Other Requests](#)



Make sure you have sent a photo to the Admissions department to issue your student card.

## Documentation

### Documentation issued:

Diploma, Diploma Supplement, Course Letter, Doctoral Letter, Certified Programs, Certificate of Attendance, Declarations, Pass Sub 23, Declaration with additional specific information, Certified timetable.

### Channel:

You must access the [Student Portal » My Course » Requests » Other Requests](#), indicating the type of document you want.

### Deadlines:

All documentation is issued within the deadlines defined in the current price list.

Declarations – 3 working days

Authenticated programs – 30 working days

Remaining documentation – 20 working days

### Costs:

Please consult the current price list for each type of documentation at [Student Portal » InfoPoint » School Secretary » Price List](#). Statements for social or banking purposes with no associated cost.

### Payments:

After your order, the amount is entered for payment on the [Student Portal » Financial Area » Payment Receipts](#)



The document is only issued after settlement of the value. If it is not settled, after 10 days it is cancelled.



## Credits (equivalences)

### What type of credits (equivalences) can you request:

- From another educational institution;
- From another course at our institution (including attendance in isolated curricular units).

### Rules:

- From another educational institution – Deliver the Certificate of Qualifications/Diploma with authenticated grades and syllabus of the Curricular Units in question.
- From another course at our institution – Submit an application within the stipulated period, not having to attach documentation.

### Channel:

You must access the [Student Portal](#) » [My Course](#) » [Requests](#) » [Other Requests](#)

It must include in the subject "Credits".

### Deadlines:

Requests for credits (equivalence) are answered within a maximum period of 30 working days.

### Costs:

No costs.



Consult the regulation on the deadlines to comply with these requests.

## Exams

### Which exam periods:

The normal assessment period:

- For Continuous Assessment Regime;
- For Final Assessment Regime.

Special Times:

- Resource Regime;
- Student-worker regime and other special regimes legally provided for;
- International mobility student regime;
- Scheme for completion of the course.

More information at [Student Portal](#) » [Infopoint](#) » [Academic Mode](#) » [Assessment](#).

### ▪ Exam Registration:

You are automatically enrolled in the Normal Trial Season.

Registration is mandatory for Special Seasons.

### Channel:

You must access the [Student Portal](#) » [My Course](#) » [Requests](#) » [Exam Registration](#)

Indicate in the subject the name of the course unit and date of the exam.

### Deadlines:

Up to 72 business hours (3 working days) before the assessment test, preferably before.

### Costs:

Please consult the current price list for season of appeal and special season.



**Payment:**

After your order, the amount is entered for payment on the [Student Portal » Financial Area » Payment Receipts](#)

Payment for an exam must be paid within 72 business hours (3 working days) before the date of the exam. Payment details will be made available to you in the payment area. Consult current price list.

▪ **Examination Registration Cancellation**

**Channel:**

You must access the [Student Portal » My Course » Requests » Exam Registration](#)

Submission of the application with the subject "Cancellation of Enrollment in Exam".

**Deadlines:**

You must complete the application within 72 business hours (3 working days) before the exam date. If you do not comply with the cancellation deadlines, as provided for, you will have to pay the amount corresponding to the examination.

**Payment:** without cost.

▪ **Exam Overlay**

**Channel:**

You must access the [Student Portal » My Course » Requests » Exam Registration](#)

Submission of the Order putting in the subject "Exams Overlay".

**Deadline:**

You must complete the application within 72 business hours (3 working days) before the exam date.

If you do not comply with the cancellation deadlines, as provided for, you will have to pay the amount corresponding to the examination.

**Payment:** without cost.



- When registering for exams, always include the subject "Name of the Course Unit and Exam Date".
- All enrollment requests made less than 72 business hours (3 working days) before the exam date will be completed without success and you will only have to enroll in the following academic year or in the Special Season, if you are a student/course completion worker.



## Grades

### Channel:

Final rankings are published in the [Student Portal](#) » [My Course](#) » [Academic Path](#)

### Deadline:

Within a maximum period of 5 calendar days from the date of completion of the assessment elements.

When the classifications are published, the teachers set the date and time for attending to the students and consulting the evaluation elements. The clarification session must take place within a maximum period of three working days after the availability of the classifications and must precede, at least 48 hours, the date of other tests in the same curricular unit.

### ▪ Grade Improvement Subscription

#### Channel:

You must access the [Student Portal](#) » [My Course](#) » [Requests](#) » [Exam Registration](#)

Submission of the Request putting in the subject "Grade Improvement" and name of the curricular unit.

#### Deadline:

You have one academic year following the approval of the course to improve your grade.

#### Costs:

Please consult the current price list for Season of Appeal and Special Season.

#### Payment:

After the order, the amount is posted to payment in the [Student Portal](#) » [Financial Area](#) » [Payment Receipts](#)

Payment for an exam must be paid within 72 hours before the date of the exam.





## Tuition Fees

### Fractionation:

The annual tuition fee is normally paid in 10 monthly installments.

### Prompt Payment Discount:

If you pay all tuition fees for the academic year in which you are enrolled, by the due date of the first tuition fee, you benefit from the 3% prompt payment discount.

### Accepted Payment Methods:

Portal do Estudante: Multibanco Reference, MBWay or Flywire

Direct Debit Account Authorization.

### Channel:

[Student Portal](#) » [Financial Area](#)  
» [Amounts to be paid](#)

Direct Debit: You must send the [authorization for direct debit](#) to a duly filled and signed account, through the [Student Portal](#) » [Requests](#) » [Financial Matters](#)

### Payment Term:

Tuition fees must be paid by the due date. In the first month of attending your course, the tuition fee is due on the last day of the month; in the second month, on the 15th; and in the remaining months, on the 8th. If you have chosen to pay your tuition fee by direct debit to your account, it will be debited on the due date.



### Delays:

If you do not pay by the stipulated date, you will be charged a supplementary fee of 30€. In the case of students with debt, the institution reserves the right to make it impossible to obtain any document (declarations, diplomas, certificates) from the Educational Institution for the period for which the debt relates.

The Institution reserves the right to make it impossible for students with debts to access support materials for their courses.

## Scholarships

### Partner/Promotional Scholarship:

Tuition Reduction Scholarships.

### Eligibility Rules:

Proof of partners.

### Duration:

Scholarships can last for one academic year or for the duration of the study cycle.

### Deadlines:

Scholarships are awarded upon first enrollment.



Scholarships are awarded only at the time of first enrollment, and no activation is possible during the study cycle.

## Change of Course

### Eligibility Rules:

For course change, you must have the mandatory access conditions for the desired course, namely, admission tests.

### Deadlines:

Consult the academic regulations in force.

### Channel :

You must place an order through the [Student Portal » Requests » Changes](#)

**Costs:** without cost.



You must have valid proof. Conditioned on the number of vacancies.

## Worker-Student Status

### What it is:

Students who benefit from legally foreseen statutes are entitled to a Special Period.

### Eligibility Rules:

Submission of proof of your work activity (employment contract or pay slip or Social Security statement). You must submit a company statement, in the case of rotating shifts.

### Deadlines:

Students who wish to benefit from the Worker-Student Statute must fill in the application within one month, after enrollment or commencement of labor activity.

Students have until the last working day of the 2nd Semester to submit their applications for Student-Worker status.

### Channel :

To obtain the Worker-Student Status you must formalize your request through the [Student Portal » Requests » Other Requests](#)

Other Requests should include in the subject "Worker-Student Status".

### Costs:

No costs if within the deadline / €30 if outside the deadline.



The application for Worker-Student status must be renewed annually.

# Employability Office

The **Employability Office** offers a set of activities/events in order to promote and optimize the development of student skills, explore and learn about professional opportunities.

## Services:

- Help in awareness of the importance of extracurricular activities for the development of skills valued by the labor market;
- Support in the elaboration of the CV/portfolio; contact with companies; support in preparing for interviews;
- Monitoring and support in the search and during the internship;
- Preparation of documentation for internship, whether curricular, extracurricular or professional;
- Preparation and support for entering the labor market;
- *Workshops* and Job Fairs;
- Provision of an [Employability Portal](#) where you can:
  - Access national and international job and internship offers;

- Upload the CV and create the profile so that companies can view it and contact it directly;
- Schedule virtual sessions with the Employability Office;
- Sign up for workshops and other activities;
- Find support manuals prepared by the Employability Office (Resources) for the various stages of the academic path and entry into the labor market.

## Channel:

Contact with the Employability Office is made through the [Student Portal](#) » [Requests](#) » [Employability](#)



Registration on the Employability Portal is done with the institutional Student email.

# International Office

The **International Office** develops initiatives within the scope of international academic cooperation and mobility, through the Erasmus Program and other Cooperation Protocols.

Altogether, there are more than 200 partner universities that allow our students, teachers, researchers and employees to benefit from a teaching or training experience abroad, thus contributing to their personal and professional enrichment.

## **Services:**

Management of mobility processes.

Mobility Options:

- *Erasmus+* - allows students to move around the European space, acquiring a cultural, social, academic and professional perspective of the countries participating in the programme.
- *Other mobility protocols - outside Europe to countries like Brazil, Chile, China, Colombia, South Korea, Japan, Mexico, Peru and Thailand.*
- *Global Programs - Bachelors and Masters Degrees taught entirely in English, with a mandatory international semester in countries such as the USA, New Zealand, Ireland, Spain, Austria, Norway, among others.*

## **Channel:**

Contact with the International Office is made through the [Student Portal](#) » [My Course](#) » [Requests](#) » [International Mobility](#)



In addition to managing mobility processes, the International Office organizes various events with a view to promoting internationalization among its regular students and the integration of international students.



# IT Computer Service

The **IT team** provides support for questions related to access to platforms and software provided by the Universidade Europeia.

## Services:

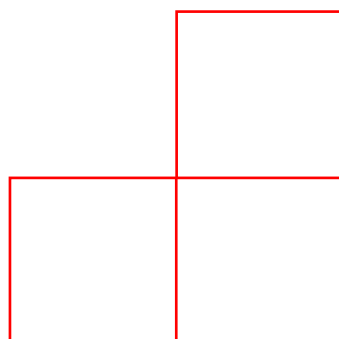
- **University Email:**  
The University provides all students with an Office 365 institutional email account, with 1 TB of space available on OneDrive. Access is via the [login.microsoftonline.com](https://login.microsoftonline.com)
- **Access to classroom computers:**  
You can access classroom computers with the same Student Portal credentials.
- **Help for installing programs:**  
You should consult the Computer Support section, in the Infopoint menu of your Student Portal.

In case of doubt or clarification, contact the IT department through the [Student Portal » Requests](#)

- **Password recovery:**  
Log into the [PWM](#) platform and choose the "Forgotten Password" option. You will need to have a registered email and mobile phone contact to use this option. After changing your password to the new one, you will again have access to the University's Virtual Campus, computers and email .
- **Channel:**  
Contact with IThelpdesk is made through the [Student Portal » My Course » Requests » IThelpdesk](#)

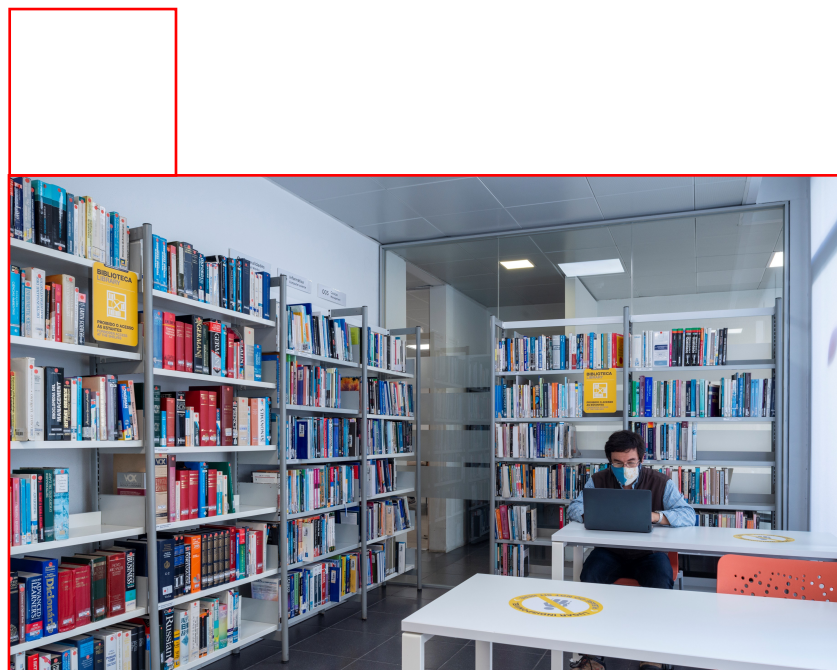


Only in the situation where you do not have access to the Student Portal, you can contact through the [ithelpdesk@univesidadeeuropeia.pt](mailto:ithelpdesk@univesidadeeuropeia.pt)



# Library

Students at Universidade Europeia can use the network of libraries present on the Quinta do Bom Nome campus, Santos campus and Lispolis campus.



## Services:

### ▪ Bibliographic Catalog:

The libraries, together, currently provide around 50,000 books, magazines, articles, multimedia, among other materials.

In addition to the bibliographic collection, available for consultation and borrowing in library spaces, you also have at your disposal several online resources, such as [b-on, online knowledge library\\*](#), [eBooks EBSCO\\*](#), [Euromonitor Passport\\*](#) and [Open access online resources](#) (more information at [Student Portal » Infopoint](#))

### ▪ Book Requisition:

You can request up to 4 books at the same time, in any of the libraries. You can also return books to any of the libraries. The loan is for one week (7 days), within which you must return the books or renew the loan.

Loans can be renewed twice, as long as they are not overdue, or reserved by other users.

### ▪ Study Room:

Students are provided with a study room open 24 hours, 7 days a week.

## Channel:

You can access the [collective bibliographic catalog](#) in the menu of [Student Portal » My Course » Requests » IThelpdesk](#)



If you have books overdue, you will receive a notice from the library informing you of your delay and will be subject to a penalty of €3 per book and per full week overdue. [Student Portal » My Course » Requests » IThelpdesk](#)

\*To access online resources with restricted access off campus, you need to have **institutional VPN** installed.

# Student Provider

Professor Maria Isabel Roque

The **Student Provider** is an independent body, under the terms of the statute of the European University, enjoying, in the exercise of its functions, complete autonomy in relation to the other bodies of the Universidade Europeia.



## **It is incumbent upon the Provider:**

- Promote and ensure the well-being of students, defending their rights and legitimate interests;
- Acting as a mediator between students, or between these and other members, bodies or services of the Universidade Europeia, favoring personal contact with students;
- Evaluate the complaints and claims of students against acts or omissions of the bodies of the Universidade Europeia;
- Receive, within the scope of its competences, the proposals and suggestions presented to it by the students of the Universidade Europeia;
- Develop initiatives for the promotion and defense of students within the Institution;
- Submit proposals to the bodies of the Universidade Europeia on the regulations in force at the Institution, which contribute to the quality of the academic environment of the Universidade Europeia;

- Propose solutions for individual or collective problems that are presented to it, and for this purpose, hold periodic meetings with the Class Delegates of the courses;
- Recommend the Dean to carry out the investigations he deems appropriate.

## **When to contact the Provider:**

The Student Provider should only be contacted after the means of solution within the competent bodies of the Universidade Europeia have been exhausted, within the stipulated deadlines. The Provider is not competent to cancel, revoke or modify any acts of the competent statutory bodies.

## **Channel:**

Contact with the Provider is made through the [Student Portal](#) » [Requests](#) » [Provider](#)



Complaints must always, in a first stage, be submitted through the [Student Portal](#) » [Requests](#) » [Claims](#)

# 07

## Communities

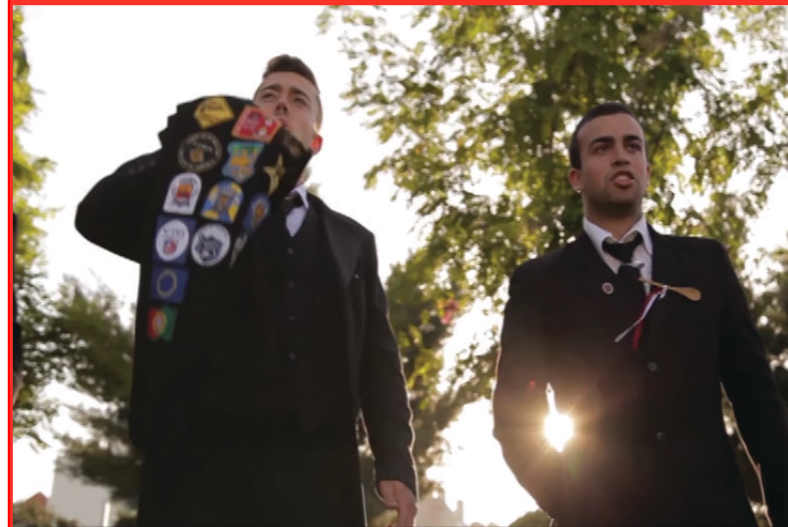




## Universidade Europeia Student Association

[www.facebook.com/AEUniversidadeEuropeia](http://www.facebook.com/AEUniversidadeEuropeia)

E. [aeuniversidadeeuropeia@gmail.com](mailto:aeuniversidadeeuropeia@gmail.com)



## Universidade Europeia Musical Group

[www.facebook.com/TunadaUniversidadeEuropeia](http://www.facebook.com/TunadaUniversidadeEuropeia)

E. [tuna@europeia.pt](mailto:tuna@europeia.pt)

## Universidade Europeia Feminine Musical Group

[www.facebook.com/tunalizue/](http://www.facebook.com/tunalizue/)

E. [tunaliz@universidadeeuropeia.pt](mailto:tunaliz@universidadeeuropeia.pt)





Universidade  
Europeia

# Contact us through the Student Portal

[Access to Student Portal](#)

Know more at:  
[europeia.pt](http://europeia.pt)

Go beyond

# Study Abroad

## *Undergraduate*

Bachelor of **Business**

Bachelor of **Commerce**

Bachelor of **Economics**

Bachelor of **Tourism, Hospitality and Events**

Bachelor of **Business and Environmental Science**

Bachelor of **Business and Environmental Science (Majoring in Aquaculture)**

Bachelor of **Education (Early Childhood Education)**

Bachelor of **Cybersecurity**

Bachelor of **Information Technology**

Bachelor of **Arts (Majoring in Psychology Studies)**

Bachelor of **Science**

## *Postgraduate*

Master of **Business Administration**

Master of **Information Technology**

Master of **International Tourism and Hospitality Management**

Master of **Psychological Science (Majoring in Business Psychology)**



Orchard Road

5.8km

8.6km

7.2km



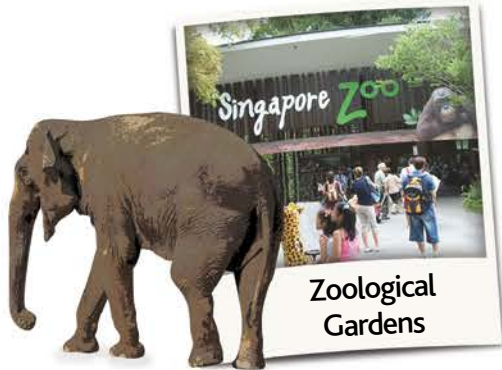
7km

23.2km



James Cook Unive

15.9km



# Singapore

- Ranked as the city with best quality of living in Asia
- The most competitive country in Asia and no. 5 worldwide
- Foreign talent rank Singapore as Asia's best country to work in
- The world's 1st for city infrastructure
- The best place in Asia to live, work & play!

*\*adapted from various web sources*



7.1km

16.5km

7.4km



# About James Cook University

The Singapore campus of James Cook University is fully owned by James Cook University Australia, which is ranked in the top 300 universities in the world <sup>1,2</sup>. James Cook University Australia established its Singapore campus in 2003 as part of its expressed intent of internationalising its activities and offers a suite of university level programs at the Singapore campus covering the areas of Business, Information Technology, Psychology, Education, Science, Commerce, Accounting, Aquaculture, Environmental Science, Games Design, Tourism and Hospitality.

James Cook University offers Higher Degree by Research programs such as Doctor of Philosophy, Master of Philosophy and pathways to a higher degree.

## EduTrust Star

James Cook University has the highest level of quality assurance in Singapore for Private Education Institutions. This is known as EduTrust Star and is a symbol of recognition for outstanding achievement. EduTrust Star is awarded to those institutions for attaining a commendable level of performance in managing their institutions and providing an outstanding quality of education and welfare for their students.

James Cook University is the first organisation with EduTrust Star. By obtaining this award for the second time in 2019, James Cook University has displayed its commitment and focus as a student centric educational institution.

## SQC STAR

James Cook University has also been awarded the Singapore Quality Class STAR (SQC STAR). The SQC STAR recognises SQC organisations that have made further improvement in their business excellence journey.

<sup>1</sup> 2022 Times Higher Education (THE) World University Rankings

<sup>2</sup> The 2021 Academic Ranking of World Universities (ARWU)



SINGAPORE  
QUALITY CLASS  
STAR★



## Study Abroad Program - A True Australian High Quality University Experience in the Asian Hub

The Study Abroad program enables you to study for one or two Trimesters (4 or 8 months), earning credits towards your home institution degree. To virtually experience this program, go to our Study Abroad webpage at [www.jcu.edu.sg](http://www.jcu.edu.sg) > courses > study abroad or <http://bit.ly/jcustudyabroad>

## Undergraduate

**Business and Commerce** – Singapore campus of James Cook University has been awarded AACSB accreditation for its business programs. Less than 5% of the world's 13,000 business programmes have earned AACSB accreditation. JCUS offer subjects in Hospitality and Tourism Management, International Business, Human Resources Management, Management, Business Intelligence and Information Systems, Marketing for the Digital Age, Accounting, Banking and Finance, Economics, Financial Management and International Trade

**Economics**

**Education**

**Environmental Science**

**Information Technology** - The Bachelor of Information Technology is accredited by the Australian Computer Society at the 'Professional Level'. Our IT students are entitled to membership with the Institute of Electrical and Electronics Engineers (IEEE) and the Singapore Computer Society (SCS)

**Psychology** - Bachelor of Psychological Science courses are accredited by the Australian Psychology Accreditation Council (APAC)

**Science** - There are subjects available from areas of Data Science, Aquaculture Science and Technology and Internet of Things



## Postgraduate

**Business** - There are subjects available from areas of Analytics and Business Solutions, Creative Marketing, Entrepreneurship, Finance, General Stream, Global Talent Management, MICE, Tourism and Hospitality

**Information Technology** - There are subjects available from areas of Business Informatics, Computing and Interactive Technologies and Games Design

**International Tourism and Hospitality Management**

**Psychology**

For lists of available subjects, go to [www.jcu.edu.sg](http://www.jcu.edu.sg) > courses > study abroad or <http://bit.ly/jcustudyabroad>

## Program Facts

### Tuition Fees

#### Undergraduate

STUDY ABROAD PROGRAM, UNDERGRADUATE  
[1 TRIMESTER, 4 SUBJECTS] – S\$9,972

STUDY ABROAD PROGRAM, UNDERGRADUATE  
[2 TRIMESTERS, 8 SUBJECTS] – S\$19,944

#### Postgraduate

STUDY ABROAD PROGRAM, POSTGRADUATE  
[1 TRIMESTER, 4 SUBJECTS] – S\$13,056

Note: All course fees include prevailing 7% Goods and Services Tax (GST)

All study abroad students are required to pay a S\$321 international student registration fee which funds a variety of services provided to students during their stay at James Cook University. Further information on these services is available in the student induction pack at [www.jcu.edu.sg](http://www.jcu.edu.sg) > campus life > student services office or <http://jcu.sg/handbook>

### Intakes

March, July, November

### Living Cost

Including accommodation, utilities, food, public transport, telecommunications, books & stationery and personal expenses, the estimated living expense in Singapore will be around S\$1,800 per month (varies for each individual).

### Housing

You can opt for off-campus hostel or apartment.

### Campus Activities

You are encouraged to join a variety of clubs and societies of your interests at James Cook University. Our clubs and societies aim to complement the academic life of students, providing an avenue for personal growth and development, leadership training, hands-on project organising and management, soft skills development and a fun-filled university experience. Popular clubs for Study Abroad students include Language Club (Chinese, French, Japanese, etc.), Football Club, Dragonboat Club and many more.

Note: International students in Singapore on a Student Pass are not permitted to work. For more information please visit [www.ica.gov.sg](http://www.ica.gov.sg)

James Cook University is EduTrust Certified. The EduTrust certification scheme is administered by the Committee for Private Education (CPE), a part of SkillsFuture Singapore (SSG). EduTrust requires all students to be covered under a Fee Protection Scheme. In James Cook University, this is provided through Fee Protection Scheme Group Insurance. All students from James Cook University are covered hospitalization, surgery and treatment costs in accordance to insurance policy term and conditions under the Group Hospitalisation and Surgical insurance scheme. James Cook University will advise in the Standard Student Contract the total amount of insurance payable.

For more details please visit the Committee for Private Education (CPE), a part of SkillsFuture Singapore (SSG) website: [www.ssg.gov.sg/cpe/pei.html](http://www.ssg.gov.sg/cpe/pei.html)

Your Local Representative:

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— James Cook University —

149 Sims Drive Singapore 387380

T +65 6709 3888 | F +65 6709 3889 | E [admissions-singapore@jcu.edu.au](mailto:admissions-singapore@jcu.edu.au) | W [www.jcu.edu.sg](http://www.jcu.edu.sg)

CPE Registration No. 200100786K | Period of registration: 13 July 2018 to 12 July 2022

 [jcu.singapore.fanpage](#) |  [jcusingaporevideo](#) |  [@jcu\\_singapore](#) |  [@jcusingapore](#) |  [@James Cook University Singapore](#)

James Cook University Australia offers pathway, undergraduate and postgraduate at the Singapore campus of James Cook University.  
This publication is intended as a general guide. The information is correct at the time of printing. James Cook University reserves the right to alter any course contents or admission requirements without prior notice. Version SIN12/21  
James Cook University, Australia CRICOS Provider Code 00117J





# Providence University

## Exchange Program Information Sheet

Latest update: 2022/03

### 1. General Information:

Name of your university	Providence University
Website for PU	<a href="http://www.pu.edu.tw/">http://www.pu.edu.tw/</a>
Location/ Address	200, Section 7, Taiwan Boulevard, Taichung 43301, Taiwan
Language of instruction	Chinese/English/Japanese
Brief introduction	Providence University is the direct result of eastern and western collaboration. Throughout its history of rapid growth, it has valued other cultures and welcomed students from all over the world while preserving its own Taiwanese heritage. It is committed to the promotion of Mandarin Chinese language and Taiwanese culture, wider and greater academic international opportunities for students, and the internationalization of the campus.

### 2. Requirements:

GPA	Minimum GPA 2.50
Language proficiency test score ( e.g. TOEFL, JLPT, HSK )	Prefer students with TOEFL iTP 500, but it's not mandatory if with the partner's nomination and recommendation. PU provides English and Chinese taught courses as well as a handful of Japanese taught courses. Students are required to be evaluated of their language proficiency by the home university prior to taking the exchange program.
VISA	<b>All exchange students need to apply VISA!</b> 1. <i>Visitor VISA</i> (Please apply for Multiple Entry if exchange for one semester) 2. <i>Residence VISA</i> (if exchange over one semester) For more information about applying visa outside of Taiwan: <a href="#">HERE</a> **Under the COVID situation, the visa type might be different from above. Please keep updated with the PU OIA office.

Insurance	Please purchase accidental insurance upon arrival with the assistance of the coordinator in OIA. The insurance fee is 10 USD/ per semester in average. Students are advised to purchase medical insurance at home country and make sure the policy terms are applicable in Taiwan.
Restriction about the Student type	We cannot accept student with Chinese nationality from our foreign partners. Chinese nationality students must apply for the exchange program only through our Chinese Partner.

### 3. Application Information:

	Semester 1 (Fall Term)	Semester 2 (Spring Term)
Nomination deadline	May 15	November 15
Application deadline	June 1	December 1
Website for application (online application)	<a href="http://alcat.pu.edu.tw/oia_incoming/index.php">http://alcat.pu.edu.tw/oia_incoming/index.php</a> (Please select <b>Exchange Program</b> )	
<p>Note:</p> <ol style="list-style-type: none"> <li>Applicants must submit online application first and then deliver the required documents before the application deadline.</li> <li>Either hard copies or the electronic copies are acceptable for us.</li> </ol>		
Required documents (please check all the documents ready for submission)	<ol style="list-style-type: none"> <li>An application form (Print your online application form after filling in)</li> <li>An official home university transcript in English</li> <li>One copy of health certificate from a hospital dated within 3 months prior to the date of application.               <ol style="list-style-type: none"> <li>Exchange for one semester, please include proof of positive rubella antibody titers or rubella vaccination certificates, and examination result of Chest X-Ray for the Tuberculosis).</li> <li>Exchange for one year (two semesters), please include required items in the following link. (<a href="#">HERE</a> to download the forms for either one semester or one year depends on your study period)</li> </ol> </li> <li>A photocopy of the ID page of your passport</li> <li>Three passport-size photographs (one is pasted on the application form)               <p>Note: photo spec.</p> <ol style="list-style-type: none"> <li>made in recent 6 months</li> <li>no hat is worn</li> <li>white background</li> </ol> </li> </ol>	

	<p>(4) color photo without modification or being specially processed. On the back of the photo, please write down your name</p> <p>6. Study plan (please include your major, explain academic goals for studying abroad and why you choose exchange program in Providence University.)</p> <p>7. Financial Statement (at least 2,000 USD, with stamp or signature from banks)</p> <p>8. Consent Form for Personal Data Disclosure (<a href="#">HERE</a> to download)</p>
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#### 4. Semester Dates:

	Semester 1 (Fall Semester)	Semester 2 (Spring Semester)
Registration	June 1, 2022	December 1, 2022
Official Arrival Day	August 31, 2022 (tentative)	February 16, 2023 (tentative)
Orientation	September 1, 2022 (tentative)	February 17, 2023 (tentative)
First day of semester	September 5, 2022 (tentative)	February 21, 2023(tentative)
Last day of semester	January 5, 2023 (tentative)	June 24, 2022 (tentative)
Exchange student calendar	To be confirmed after receiving admission letter from PU	
Academic calendar	To be confirmed after receiving admission letter from PU	

Note: The semester dates are general reference and subject to change due to Chinese New Year Holidays.

#### 5. Housing Options:

Type of housing (e.g. Dormitory, Apartment)	Type 1 School dormitories (On-campus)		Type 2 House Renting (Off campus )
General	Female exchange students will be assigned to Schultz Hall.	Male exchange students will be assigned to Bosco Hall.	Students are free to choose renting house (Type 2) by contacting FORMOSA.

Website	On-campus dormitory: <a href="#">HERE</a>		FORMOSA <a href="https://www.formosalifeservices.com/">https://www.formosalifeservices.com/</a>
Check on PU website for more information: <a href="https://oia.pu.edu.tw/p/403-1048-445.php">https://oia.pu.edu.tw/p/403-1048-445.php</a>			
Dormitory Application deadline	Together with your online application		Contact FORMOSA directly
Move-in date	Same as official arrival date		varies
Cost	Dormitory Fee: \$9,000 TWD /semester	Dormitory Fee: \$11,000 TWD /semester	TWD7,500~\$11,000 TWD /month depends on the room type.
Deposit (refundable)	\$ 550TWD		2 months deposits
Type of rooms	4-people room	3-people room	Suite for one person
Method of payment	Cash upon campus		Various, please refer to website directly.
Note	<p>1. PU dorm has the curfew at midnight. Students must return to the dorm before 0.00 am.</p> <p>2. Students who cancel the dorm reservation after applying will be required to pay the full amount of one-semester dorm fee.</p> <p>3. The fee for new bedding set will be around 2000 TWD, please do prepare it for the bedding set and pay upon arrival <b>in cash</b>. (The bedding set includes pillow, duvet, and bedding sheet)</p>		

## 6. Academic Options:

Exchange students have following three options for course arrangement. (choose only one)

Option 1	<p>1. Chinese language course for 10 hours per week (10 credits)</p> <p>2. Regular courses for 11 credits</p> <p>English taught courses: <a href="#">HERE</a></p> <p>Japanese taught courses: <a href="#">HERE</a></p> <p>Chinese language courses information: <a href="https://clec.pu.edu.tw/">https://clec.pu.edu.tw/</a></p> <p>Search engine for other courses: <a href="http://alcat.pu.edu.tw/2011courseAbstract/main.php?lang=en">http://alcat.pu.edu.tw/2011courseAbstract/main.php?lang=en</a></p>
Option 2:	<p>1. Chinese language courses for 6 hours per week (6 credits)</p> <p>2. Regular courses for 15 credits (course refer to above course info.)</p>
Option 3:	Students can choose any regular courses from any faculties for 21 credits

Note:

1. The maximum credit for exchange students is 21-22 credits.
2. There are no minimum credits, please feel free to take courses which you need.
3. Exchange Students: Transcripts will be mailed to home university, International office within 1.5 months after the end of semester.
4. ISEP students, PU will send the transcript to ISEP center, then ISEP will dispatch the package to your home university.
5. For non-exchange students, only option 2 is available. The tuition is TWD 54,000.
6. Web information for [Academic option](#).

## 7. Airport pickup

- On Official Arrival day and the flight before 15:00, we offer free airport group pickup. If your flight can meet the arrival day, please apply online below.

<http://alcat.pu.edu.tw/2011oiaAAP/> (Select type: [International Exchange Student](#))

- If you cannot meet the group pickup and want PU arrange personal pickup, then it will cost NTD 850 one way. (Email to [ynchang@gm.pu.edu.tw](mailto:ynchang@gm.pu.edu.tw) Ms. Alanda Chang for arrangement)

## 8. Short-term Program

Refer to PU website: <https://oia.pu.edu.tw/p/406-1048-18993,r445.php?Lang=zh-tw>

## 9. Fees for Exchange students:

All of the exchange students **must pay** the mandatory fee list as below to complete their enrolment.

### Mandatory Fees:

Facility's Maintain Fee	200 TWD/ semester
Internet Usage Fee	750 TWD/ semester
Program Fee	2800 TWD / semester
General Medical Examination	570 TWD/ one time
Books	Depends on the class (For Mandarin Class each book costs around 600 TWD)
Note:	Please submit the above fees in the first week of the exchange semester at Providence

### Optional Fees:

Gym's Fee	700 TWD (For a semester) 1200 TWD (For a year)
Swimming Pool Fee's	100 TWD (For a semester) 200 TWD (For a year)
Student's Insurance Fee (Accidental incident type insurance)	900 TWD/ semester

## 10. Contact Information:

Office of International and Cross-Strait Affairs	<a href="https://oia.pu.edu.tw/app/home.php">https://oia.pu.edu.tw/app/home.php</a>
Regional Coordinator (England, Ireland, Australia and NewZealand Region / Outgoing Exchange Program	Name: Steven Su (Mr.) Tel: 886-4-26328001 ext .11564 E-mail: <a href="mailto:stevensu@pu.edu.tw">stevensu@pu.edu.tw</a>
Regional Coordinator (America Region)/ Incoming Exchange Program/ISEP	Name: Alanda Chang (Ms.) Tel: 886-4-26328001 ext .11562 E-mail: <a href="mailto:yunchang@pu.edu.tw">yunchang@pu.edu.tw</a>
Regional Coordinator (Asia Region)	Name: Mark Lan (Mr.) Tel: 886-4-26328001 ext .11561 E-mail: <a href="mailto:yslan@pu.edu.tw">yslan@pu.edu.tw</a>

## 11. About the Campus and follow us on social media platforms:



Flickr <https://www.flickr.com/photos/163274388@N08/albums>



Youtube <https://www.youtube.com/channel/UCwVbcnNxxhcdy9hUfFSHCzw>



IG <https://www.instagram.com/pustudyabroad/?hl=zh-tw>



**TAMKANG UNIVERSITY**  
**Student Exchange Program Information Sheet 2022**

**CONTACT INFORMATION**

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<b>Telephone Number</b>	+886-2-2629-6579
<b>Fax Number</b>	+886-2-2629-6582
<b>Website</b>	Chinese version : <a href="http://www.tku.edu.tw">www.tku.edu.tw</a> English version : <a href="http://english.tku.edu.tw/">http://english.tku.edu.tw/</a>

**ACADEMIC CALENDAR**

<b>Fall Semester</b>	(TBC)September, 2022 to January, 2023
<b>Spring Semester</b>	February 21, 2022 to June 26, 2022
<b>Academic Calendar :</b>	<a href="http://english.tku.edu.tw/Calendar.asp">http://english.tku.edu.tw/Calendar.asp</a>

**ADMISSION PROCEDURE**

<b>Nomination Deadline</b>	Fall Semester: March 14 to March 30 Spring Semester: October 10 to October 20
<b>Nomination Link</b>	<a href="https://auix.in.tku.edu.tw/incoming_partner">https://auix.in.tku.edu.tw/incoming_partner</a>
<b>Application Deadline</b>	Fall Semester: April 15 to May 10 Spring Semester: November 10 to November 30
<b>Online Application System</b>	<a href="https://auix.in.tku.edu.tw/incoming_stu">https://auix.in.tku.edu.tw/incoming_stu</a>
<b>Application Documents</b>	<ol style="list-style-type: none"><li>1. Official Transcript in English</li><li>2. Study Plan</li><li>3. Resume</li><li>4. Copy of Passport</li><li>5. Photo (jpg, 3.5cm x 4.5cm)</li><li>6. Recommendation letter (Those who applied scholarship need to provide this item)</li></ol>

<b>Application Method</b>	Please apply via online application. *No need to send original copy.
<b>GPA Requirement</b>	2.0 out of 4.0 scale
<b>Language Proficiency Requirement</b>	Not required, but recommended: - TOEFL iBT score of 61 or equivalent for English taught program - HSK Level 3 or equivalent for Chinese taught program

### **ACADEMIC INFORMATION**

<b>Colleges Open for Exchange Students</b>	<ol style="list-style-type: none"> <li>1. College of Liberal Arts</li> <li>2. College of Science</li> <li>3. College of Engineering</li> <li>4. College of Business and Management</li> <li>5. College of Foreign Language and Literatures</li> <li>6. College of International Studies</li> <li>7. College of Education</li> </ol> <p>List of the Departments:  <a href="http://english.tku.edu.tw/Academics.asp">http://english.tku.edu.tw/Academics.asp</a>            *Exchange student can take courses from different departments.            *Please note that the Department of Mass Communication only offers very limited spots.</p>
<b>Course Registration Procedure</b>	Incoming exchange students will be given a course selection form during orientation. Students have to fill the form and have their teachers' approval signatures.
<b>Course Registration Period</b>	The first two weeks of each semester. (The exact time will be announced in the importance notice for exchange students, which will be sent before the semester begins.)
<b>Language Facilities and Support</b>	TKU offers 4 levels free Chinese Language Program for exchange students from beginning to advance: <ol style="list-style-type: none"> <li>1. Basic Chinese</li> <li>2. Intermediate Chinese(I)</li> <li>3. Intermediate Chinese(II)</li> <li>4. Advanced Chinese</li> </ol>
<b>Restricted Subjects for International Exchange Students (Not open to exchange students)</b>	<ol style="list-style-type: none"> <li>1. Executive Master's Program</li> <li>2. On-the-job Continuing Education Program</li> <li>3. Teacher Education Program</li> <li>4. Honors Program</li> </ol>
<b>Minimum credit per semester</b>	Undergraduate student: 4 credits Graduate student: No limitation
<b>Number of Weeks of Study</b>	18 weeks
<b>Course Syllabus (website)</b>	Chinese version : <a href="http://esquery.tku.edu.tw">http://esquery.tku.edu.tw</a> English version : <a href="http://esquery.tku.edu.tw/acad/default.asp?func=eng">http://esquery.tku.edu.tw/acad/default.asp?func=eng</a>



<b>Courses offered in English</b>	<b>Programs taught in English</b>	<b>Degree</b>	<b>Campus</b>
	Department of Computer Science and Information Engineering	Master Bachelor	Tamsui campus
	Department of Business and Management	Master	Tamsui campus
	Department of International Business, Division of Global Commerce Management	Bachelor	Tamsui campus
	Global Financial Management	Bachelor	Tamsui campus
	Department of Diplomacy and International Relations	Bachelor	Tamsui campus
	Department of International Tourism Management	Bachelor	Tamsui campus
	Department of English	Bachelor	Tamsui campus
	Department of Global Political Economics	Bachelor	Tamsui campus

### **DORMITORY INFORMATION**

<b>Name</b>	<b>Reitaku International House</b>
<b>Room Type</b>	On-campus Room for 3-4 persons
<b>Fee</b>	(1) Dormitory fee: 11,100 NTD /semester (2) Management fee: 2,000 NTD /semester
<b>Remark</b>	In responding to Covid-19, Reitaku International House might be designated as a quarantine place. Student might need to find the off-campus apartment by themselves.

### **MANDATORY HEALTH / MEDICAL INSURANCE**

<p><b>1. Student Accident Insurance and TKU Exchange Student Medical Insurance</b></p> <p>(1) New Student <u>must</u> purchase Student Accident Insurance (185 NTD /semester).</p> <p>(2) Student who has not purchased overseas medical insurance in their home country will be required to buy TKU Exchange Student Medical Insurance (2,500 NTD/ 5 months).</p> <p><b>2. National Health Insurance (NHI)</b></p> <p>National Health Insurance is mandatory for students who stay for one academic year (two semesters) and have Alien Resident Certificate (ARC). The international students who have stayed in Taiwan for six consecutive months, or exited Taiwan once for less than 30 days, must apply for NHI through the district office by themselves. The fee is \$826 NTD/month.</p> <p>*The fees of insurance are subject to change.</p>
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# Be in the center of it all.

## Study abroad facts 2022

For institutional partner universities

### Berkeley College—an excellent choice in today’s global economy

Founded in 1931, Berkeley College is at the forefront of global education, preparing students to excel in the business world. We offer your students the following:

- The opportunity to study in the heart of New York City
- Supportive international community atmosphere with students from nearly 50 different countries
- Career-focused programs regularly updated to meet professional market demands
- Excellent instructors with professional experience in the subjects they teach
- Special assistance for international students with help adjusting to life in the United States.

### Accreditations of the highest standards

Berkeley College is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104. (267-284-5000). The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation.

Berkeley College has received specialized accreditation for its business programs through the International Accreditation Council for Business Education (IACBE) located at 11374 Strang Line Road, Lenexa, Kansas, USA.



Berkeley College is authorized by the New York State Board of Regents to offer programs in New York leading to the degrees of Bachelor of Business Administration (B.B.A.), Bachelor of Science (B.S.), Associate in Science (A.S.), and Associate in Applied Science (A.A.S.).

Berkeley College is certified to enroll foreign students under the Student and Exchange Visitor Program (SEVP).

### Academic start dates

- Winter: January 3, 2023
- Spring: April 3, 2023
- Fall: September 25, 2023

### An intense educational component

Students from participating educational institutions engage in a full course curriculum of either four or five courses. Although this is a specific program for students from participating partner schools, these students complete the same academic workload and fulfill the same academic requirements as all Berkeley College students. At the end of the session, participating institutions will receive notification of the grades obtained by their students. Education credit is granted solely by the students’ home school based on the results of their coursework at Berkeley College.

### Internship option

Students also have the opportunity to participate in an internship with a company or organization in the United States. Berkeley College will assist students in finding and participating in an unpaid internship that can give them valuable work experience in a professional environment.

CREDIT CONVERSION AND EQUIVALENCY		
	Berkeley College Credits	ECTS credits
4 courses	12	24
5 courses	15	30

### An excellent value

Here are the institutional tuition rates for 2021. Amounts are in U.S. dollars.

Four classes (for 10 or more students from one institution)	\$4,650
Four classes (for less than 10 students)	\$5,055
Five classes (for 10 or more students from one institution)	\$5,440
Five classes (for less than 10 students)	\$6,075

This is an institution-to-institution tuition rate. Tuition is collected by the institution and paid directly to Berkeley College.

### Residence facilities

#### New York City

Off-campus housing options are provided by independent housing agencies in New York. A housing list may be obtained through the International Department upon request.

## Berkeley College Study Abroad Program Course Listing

The following constitutes the different academic curricula currently available in the Berkeley College Exchange Program. Each curriculum lasts 12 weeks and is comprised of the courses listed. (Note: With approval from your home university, your program will consist of four or five courses selected from the program list.)

### Business Program

*(fall and winter semesters)*

- Public Speaking
- Managing for Change
- Comparative International Management
- New Product Development
- International Banking and Finance
- Public Policy and Economic Organizations
- Data Mining for Business Analytics
- Business Intelligence and Analytics

### Fashion Program

*(spring and fall semesters)*

- Fashion Textiles for Apparel and Home
- Fashion Product Knowledge
- Merchandise Planning and Buying
- Fashion Forecasting
- Product Development
- Public Speaking
- Sustainability in Fashion
- Fashion Public Relations and Events
- Fashion Innovation Capstone
- The Great Fashion Designers
- Visual Merchandising

### Legal Studies Program

*(spring and fall semesters)*

- Public Speaking
- Intro to Law and the American Legal System
- Constitutional Law
- Civil Litigation
- Business Law 1

### Human Resources Program

*(spring and fall semesters)*

- Developing Managerial Competence
- Human Resources and Organizational Behavior
- Leadership
- Staffing
- Training and Development

### Management Program (formerly Marketing Programs)

*(spring and fall semesters)*

- Emotional Intelligence in Business
- Leadership
- Strategic Marketing Management
- International Management
- Public Relations
- Management Simulation

### Business Marketing Program

*(spring and fall semesters)*

- Developing Managerial Competence
- Leadership
- New Product Development
- Strategic Marketing Management
- Marketing Metrics and Analytics

### Accounting Program

*(spring and fall semesters)*

- Developing Managerial Competence
- Introduction to Financial Services
- International Banking and Finance
- Leadership
- Managerial Accounting

### Please send all inquiries to:

#### Berkeley College International Department

12 East 41st Street, 5th Floor  
New York, NY 10017  
United States of America

Tel: +1-212-687-3730

Email: [International@BerkeleyCollege.edu](mailto:International@BerkeleyCollege.edu)

[BerkeleyCollege.edu/International](http://BerkeleyCollege.edu/International)



[BerkeleyCollegeInternationals](https://www.facebook.com/BerkeleyCollegeInternationals)



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