



|                           |   |
|---------------------------|---|
| Name of the Institution   | Universidad Carlos III de Madrid                    |
| Institutional coordinator | Prof. Alvaro Escribano                              |
| University code           | E MADRID14  |
| Website                   | <a href="http://www.uc3m.es">http://www.uc3m.es</a> |

#### INTERNATIONAL RELATIONS OFFICE

|                    |  |
|--------------------|--|
| Head of the Office | Mr. Carlos López-Terradas - <a href="mailto:carlos.lopez-terradas@uc3m.es">carlos.lopez-terradas@uc3m.es</a> |
|--------------------|--|

|                |   |
|----------------|---|
| Postal Address | C/ Madrid, 126 – 28903 Getafe – Madrid (Spain)  |
| General fax nr | + 34 91 624 9339  |
| Website        | <a href="http://www.uc3m.es/portal/page/portal/international/serint">http://www.uc3m.es/portal/page/portal/international/serint</a> |

#### ERASMUS STUDENTS

|   |   |
|---|---|
| Responsible   | Ms. Fatima Terol - <a href="mailto:fatima.terol@uc3m.es">fatima.terol@uc3m.es</a>   |
| <b>Faculty Of Social Sciences &amp; Faculty Of Humanities &amp; Communication (Getafe Campus)</b> |   |
| Incoming contact person   | Ms. Iris Rico - <a href="mailto:irismaria.rico@uc3m.es">irismaria.rico@uc3m.es</a><br><a href="mailto:incoming@uc3m.es">incoming@uc3m.es</a>                          |
| Outgoing contact person   | Ms. Olga Rosa - <a href="mailto:olgamar.rosa@uc3m.es">olgamar.rosa@uc3m.es</a><br><a href="mailto:outgoing-getafe@uc3m.es">outgoing-getafe@uc3m.es</a>                |
| <b>Faculty of Engineering (Leganés Campus)</b>  |   |
| Incoming/Outgoing contact person  | Ms. Sonia Górriz - <a href="mailto:soniamaria.gorriz@uc3m.es">soniamaria.gorriz@uc3m.es</a><br><a href="mailto:outgoing-leganes@uc3m.es">outgoing-leganes@uc3m.es</a> |

#### NON-EUROPEAN STUDENTS

|                                  |   |
|----------------------------------|---|
| Responsible                      | Mr. David Gil - <a href="mailto:david.gil@uc3m.es">david.gil@uc3m.es</a>                |
| Incoming/Outgoing contact person | Mr. Isaac Victoria - <a href="mailto:isaac.victoria@uc3m.es">isaac.victoria@uc3m.es</a> |



**NOMINATION AND APPLICATION PROCEDURE**

| <b>UNIVERSITIES</b>                          |   |
|--|---|
| <b>Nomination deadlines for Universities</b> | <ul style="list-style-type: none"> <li>• <b>From March 15<sup>th</sup> to May 15<sup>th</sup>:</b> Nominations of Incoming Exchange students for <b>First Semester and Full Academic Year</b>.</li> <li>• <b>It will be published on our web site:</b> Nominations of Incoming Exchange students for <b>Second Semester</b>.</li> </ul> <p>Partner Universities will have to fill out a <b>NOMINATION FORM</b> and log in with a password that they will get by email.<br/> <a href="http://www.uc3m.es/portal/page/portal/international/students/erasmus_incoming/before_arriving/nomination">http://www.uc3m.es/portal/page/portal/international/students/erasmus_incoming/before_arriving/nomination</a></p> |
| <b>STUDENTS</b>                              |   |
| <b>Application deadlines</b>                 | <ul style="list-style-type: none"> <li>• Incoming Exchange students for <b>First Semester and Full Academic Year:</b> from <b>April 1st to May 31st 2010</b></li> <li>• Incoming Exchange students for <b>Second Semester</b> who did not fill out the application form during the above period can check the deadline on our web site.</li> </ul>  |
| <b>Application form</b>                      | <p>On our web site:<br/> <a href="http://www.uc3m.es/portal/page/portal/international/students/erasmus_incoming/before_arriving/application">http://www.uc3m.es/portal/page/portal/international/students/erasmus_incoming/before_arriving/application</a></p> <p>Fill out the application form. <b>Two steps:</b></p> <ol style="list-style-type: none"> <li>1.- Registration: You will receive an email with your user ID and your password.</li> <li>2.- Application form: Complete the sheets with your exchange data.</li> </ol>   |
| <b>Orientation Program and Welcome Event</b> | <p>International students are invited to participate in our <b>Orientation Program for International Exchange Students</b> at the start of each semester:</p> <p><b>First Semester:</b> Early September. (The exact date will be published on our web site)</p> <p><b>Second Semester:</b> It will be published on our web site</p>   |
| <b>Learning Agreement</b>                    | <p>Check the Learning Agreement guidelines:<br/> <a href="http://www.uc3m.es/portal/page/portal/international/students/erasmus_incoming">http://www.uc3m.es/portal/page/portal/international/students/erasmus_incoming</a></p> <p>Check the information on our web site:<br/> <a href="http://www.uc3m.es/portal/page/portal/international/students/erasmus_incoming/upon_arrival/study_plan">http://www.uc3m.es/portal/page/portal/international/students/erasmus_incoming/upon_arrival/study_plan</a></p>   |
| <b>Information on accommodation</b>          | <p><a href="http://www.uc3m.es/portal/page/portal/servicios_jovenes/accommodation">http://www.uc3m.es/portal/page/portal/servicios_jovenes/accommodation</a></p>  |



**ACADEMIC INFORMATION**

|   |   |
|---|---|
| <b>Academic Calendar<br/>2010-2011</b>  | <a href="http://www.uc3m.es/portal/page/portal/international/students/erasmus_incoming/upon_arrival">http://www.uc3m.es/portal/page/portal/international/students/erasmus_incoming/upon_arrival</a>   |
| <p>(*) New undergraduate programmes adapted to the EHEA. In 2010-2011 only first, second and third years are taught.<br/> (**) Old bachelor degree programmes. In 2010-2011 only fourth and fifth years are taught.</p> |   |
| <b>Language Requirements</b>  | UC3M relies on the selection of students made by the home institutions, therefore no language requirements are demanded by University Carlos III de Madrid.   |
| <b>Spanish Language Courses</b>   | <a href="http://www.uc3m.es/portal/page/portal/centro_idiomas_fernando_lazaro_carreter/spanish_courses">http://www.uc3m.es/portal/page/portal/centro_idiomas_fernando_lazaro_carreter/spanish_courses</a>   |
| <b>Courses description and teaching language</b>  | <p>Policy in university Carlos III is that Exchange Students are allowed to choose a minimum of 1 course (which is 6 ECTS credits). However, regular Spanish students use to take 5 – 6 courses (which is 30 – 36 ECTS credits) depending on their study plan.</p> <p>Most courses are taught in Spanish but there are several study plans offered in English:<br/> <a href="http://www.uc3m.es/portal/page/portal/international/students/erasmus_incoming/upon_arrival/study_plan/subjects_english_0910">http://www.uc3m.es/portal/page/portal/international/students/erasmus_incoming/upon_arrival/study_plan/subjects_english_0910</a></p> |

**ADMINISTRATIVE STAFF IN CHARGE OF THE ERASMUS AGREEMENTS FOLLOW-UP**

|  |   |
|--|---|
| <b>School of Humanities, Communication and Library Science</b> | <p>Ms. Blanca Gomez<br/> Phone: + 34 91 624 86 58<br/> Fax: + 34 91 624 93 39<br/> <a href="mailto:blanca.gomez@uc3m.es">blanca.gomez@uc3m.es</a></p>   |
| <b>School of Engineering</b>                                   | <p>Ms. Sonia Gorriz<br/> International Relations Office at Leganes Campus<br/> Av. Universidad, 30<br/> 28911 – Leganes (Madrid)<br/> Tel.: + 34 91 624 59 28<br/> Fax: + 34 91 624 88 74<br/> <a href="mailto:soniamaria.gorriz@uc3m.es">soniamaria.gorriz@uc3m.es</a></p> |
| <b>School of Law and Social Sciences</b>                       | <p>Ms. Elisa Huete<br/> Phone: + 34 91 624 58 33<br/> Fax: + 34 91 624 93 39<br/> <a href="mailto:elisa.huete@uc3m.es">elisa.huete@uc3m.es</a></p>  |