



Universidad
Europea



02 Key To Settle In

Practical Information Guide for International Students

Madrid

Go beyond

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01

Welcome to Universidad Europea

It is a pleasure to welcome you to
Universidad Europea.



01

Welcome to Universidad Europea

Founded in 1989, **40% of our students are international and come from more than 125 countries**, making us one of the most international universities in Spain.

We have **more than 30,000 students from over 130 nationalities** and more than **116,000 alumni** across our campuses in **Madrid, Valencia, Canarias, and Málaga**.

We have designed this Guide to give you the practical information you need to plan your trip to Madrid and the first steps to take when you arrive.





02

Plan your stay in Madrid



02

Before you arrive in Madrid



Health insurance

Students coming from a member country of the European Union can apply for the **European Health Insurance Card** to access the Spanish health system. For further information and to apply, visit the [official website of the European Commission](#).

The University **recommends all international students take out private health insurance**; it is important to be covered in case of an emergency or unexpected situation.

We offer you **several health insurance options**, which also allow you **to apply for and renew your student visa**, as they meet all Spanish Government's requirements for this process. You can take it out at any time and from your country: [Nueva Mutua Sanitaria](#), [Sanitas](#), and [Asisa](#).

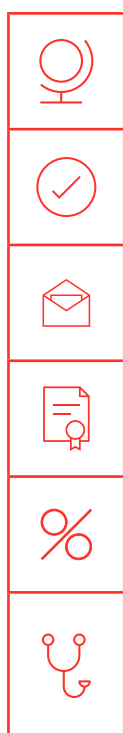


Student visa*



Students who need a visa must apply for one themselves at their nearest Spanish Consulate or Embassy. Visit the [website of the Ministry of Foreign Affairs and Cooperation of Spain](#) to find out the address of the Spanish Consulate or Embassy in each country, as well as the application process and documentation needed.

The following is an indicative list of the requirements and documents needed to obtain a visa:



Passport: valid for at least the period for which the stay is requested (this must be presented by the student).

Financial evidence: proof that you have sufficient funds (to be provided by the student).

Admissions letter: from the educational institution (this will be provided by Universidad Europea).

Criminal record certificate: to be provided by the student.

Fee: you must have paid the fee for processing your application.

Health insurance: private health insurance including repatriation costs (to be provided and paid for by the student).

If you would prefer a specialist company to manage your visa application, you can get in contact with **Homologation Student Services** for information and fees on how they can help you with the procedure by emailing info@hostudents.com or calling **+34 628 237 237**.

* The information provided is for informational purposes only and is subject to immigration regulations. If you have any questions, visit the website of the [Ministry of Foreign Affairs](#).





Access Documentation

These are the academic documents that **you must provide in order to access the University's courses.**

It is important to start the procedures in good time, it can take several weeks to certify and obtain apostilles for documents or have prior studies recognised.

If you do not submit these documents by the date established, your record will be closed and you will not be able to continue with your studies.

For further information, click [here](#).

If you are an Undergraduate or Higher-Level Technical Degree student, you can get in contact with Homologation Student Services for information and fees on how they can help you with the procedure by emailing info@hostudents.com or calling **+34 628 237 237**.



Accommodation in Madrid



Student accommodation contact details:

Residencias de Estudiantes Picasso – Velázquez de XIOR Student Housing:

Universidad Europea de Madrid offers two on-campus residences in Villaviciosa de Odón with a total capacity of 536 places, so you won't waste time commuting and can enjoy an ideal environment.

Websites for finding accommodation:

- [Idealista](#)
- [Fotocasa](#)
- [Spot A Home](#)
- [City Life Madrid](#)
- [Madrid Easy](#)
- [Help Housing](#)
- [Uniplaces](#)
- [Dflat](#)
- [Aluni.net](#)

We recommend that you visit the accommodation first and do not make any payments before signing the rental agreement.

Other options near the Alcobendas campus:

Be Casa Alcobendas:

Just 6 km from the campus Alcobendas, **Be Casa** is a new flexible housing concept that combines the **privacy of an apartment with the services of a hotel** and shared common areas where you can relax and connect with others.





Cost of living in Madrid

Madrid is one of the most **international and cosmopolitan** capitals in Europe today, with a diverse offering of cultural and culinary activities and jobs.

The average cost of living is difficult to calculate, but we have listed some figures that may help you:

- Renting a **studio** in Madrid can cost **between 800 and 1,500 euros** per month, depending on the area. Click [here](#) to see the different districts in Madrid.
- **Utilities** (water, electricity and gas) vary according to the time of year, in the summer you may use air conditioning and in the winter heating, but roughly speaking, they could cost you around **150 euros** per month.
- A **monthly shop** could cost around **250 euros** per month.
- If you are under the age of 26, the monthly transport card costs **20 euros**.
- **Mobile tariffs** can vary **between 20 and 50 euros** per month, while home internet is around 50 euros per month.



How to get to campus



Villaviciosa de Odón

Google maps

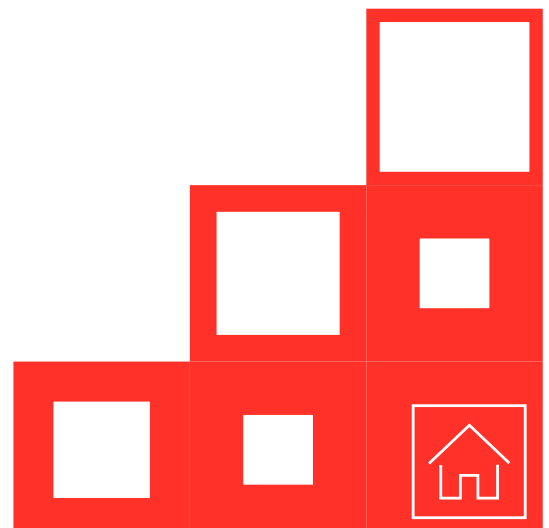
- **Car:** junction 8 of the M-501.
- **Public transport:**
 - **518 bus.** Madrid (Príncipe Pío) - Villaviciosa de Odón. Príncipe Pío Metro. Metro lines 6 (circular) 10 and Ramal.
 - **538 bus.** Villaviciosa (Universidad) - Boadilla (Pta. de Boadilla).
 - **519 bus.** Móstoles - Villaviciosa de Odón.
 - **510 bus.** Alcorcón - Villaviciosa de Odón - El Bosque.
 - **567 bus.** Majadahonda - Villaviciosa de Odón.
- **Lanzadera BusUp:** Direct transport service to the Villaviciosa campus.
- **Hoop Carpool App:** The new app for sharing a ride to university.

Click on the following link to take a [virtual tour](#) around your future campus.

Alcobendas

Google maps

- **Car:** junction 17 of the A1.
- **Public transport:**
 - **827 bus** - Av.Barajas-Hotel
 - **159 bus** – Parada Av.La Vega-Av.Barajas
- **Lanzadera BusUp:** Direct transport service to the Alcobendas campus.
- **Hoop Carpool App:** The new app for sharing a ride to university.



03

After arrival in Madrid





Transport in Madrid

You will need the transport card to be able to **use public transport in Madrid** and travel by bus, metro or tram. For further information **on the personal public transport card** and how to get one, click [here](#).

Click on the following links to view the [standard](#) version of the **Madrid Metro map** or the [tourist](#) version highlighting the main attractions in the city.

Also you can move in the city by:



Travel by motorbike with [Cooltra](#).



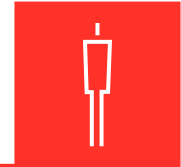
Drive with [Zity](#) or [Sharenow](#).



Cycle with [BiciMAD](#).



Foreigner Identification Number (NIE)*



Generally speaking, the visa issued by Spain allows you to move freely between the countries in [the Schengen area](#). The visa is not valid outside this area.

What is the NIE?

The **NIE is the identification number for foreigners**. This number is unique and personal.



If you are a **national or resident of an EU country**, you will be given a NIE number **when you apply for registration in the Register of EU Citizens**. To obtain this certificate, book an appointment in advance [here](#).



If you are a **national of a country outside the EU**, the NIE number will be included on **your student card**.

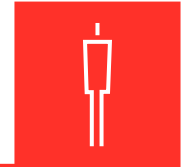
The student card will replace the student visa issued in your country of origin and provides a legal basis for your stay in Spain.

You must apply for it within one month of entering Spain and before your visa expires. This card will assign you a Foreigner Identification Number (NIE). **It is not recommended to leave Spain** until you have this card.

* The information provided is for informational purposes only and is subject to immigration regulations. If you have any questions, visit the website of the [Ministry of Internal Affairs](#).



Foreigner Identification Number (NIE)*



How do I apply for it?

To apply for the NIE (registration in the Register of EU Citizens) or the Student Card for non-EU citizens, you will need to book an appointment online via:

<https://icp.administracionelectronica.gob.es/icpplus/index.html>

Online:

1. Select **the province** where you are going to study.
2. Then select “**trámites cuerpo nacional de policía**” [national police procedures] and the procedure you wish to carry out:
 - a. “**toma de huellas**” [fingerprint] for the issuance of the student card.
 - b. or “**certificado de registro de ciudadano de la UE**” [EU citizen registration certificate] in the case of EU citizens.

The system will assign you an appointment, indicating the **place, date and time** when you will be seen.

If you would prefer a specialist company to help you obtain your TIE/NIE, you can get in contact with Homologation Student Services for information and fees on how they can help you with the procedure by emailing info@hostudents.com or calling **+34 628 237 237**.

* The information provided is for informational purposes only and is subject to immigration regulations. If you have any questions, visit the website of the [Ministry of Internal Affairs](#).



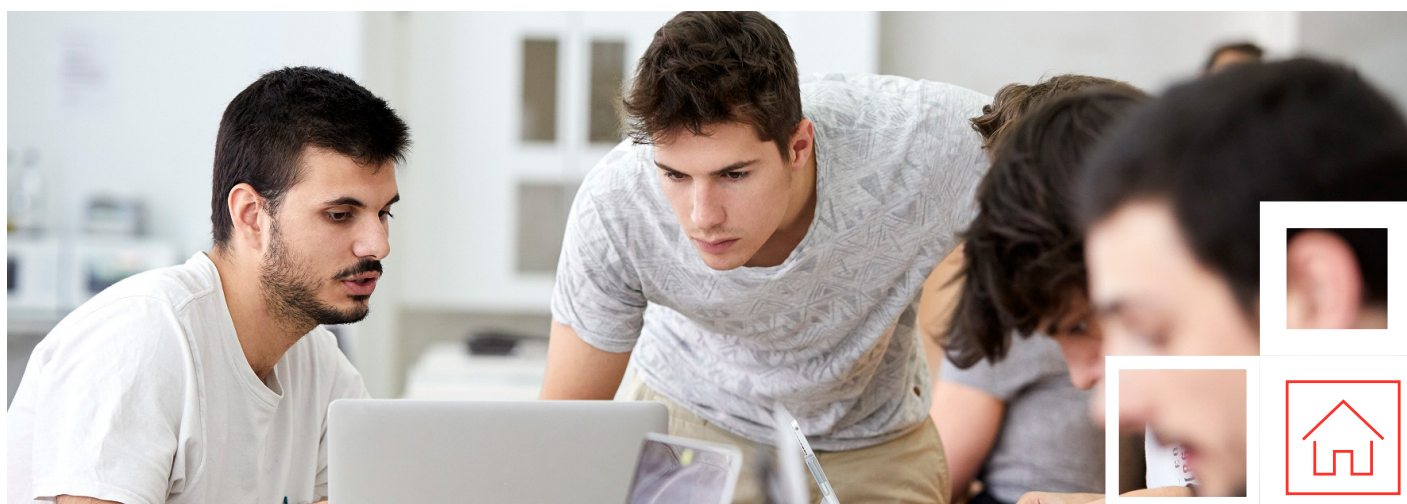


Spanish bank account

For your day-to-day finances, we recommend opening a Spanish bank account and offer the following two options:

- **Imagin Caixa bank account:** through the online app, you can manage everything easily and quickly, with no fees or management charges. In addition, we **have designated branches very close to your campus where you can open your bank account using your passport. iStop by and discover all the benefits!**
 - **Campus Villaviciosa:** C/ Tajo S/N, Urb. El Bosque. 28670 Villaviciosa de Odón (Madrid).
 - **Campus Alcobendas:** Avda. de la Ermita 2. 28100 Alcobendas (Madrid).
 - **Campus Creativo:** C/ María de Molina 39. 28006 (Madrid).
- **Bank Account with Santander:** on our Villaviciosa de Odón campus, you'll find the bank branch located in the parking area of Building B.

Bear in mind that banks may ask to see your Foreigner Identification Number (NIE) / Foreigner Identification Card (TIE) to open your bank account.



Academic calendar and personal timetable



Click on this [link](#), to download the academic calendar and access your personal timetable.

In general:

- The **first term** begins in September and finishes at the end of January, with a two-week holiday at **Christmas** (usually the final week of December and the first week of January).
- The **second term** begins in February and finishes in the middle of June, with a one-week holiday during **Holy Week** (the date varies every year).





Other information of interest

Useful websites for living in Madrid:

- [Madrid City Council](#)
- [Villaviciosa de Odón Council](#)
- [Activities Guide](#)
- [EMT Madrid](#) (bus)
- [Madrid Metro](#)

Useful websites for living in Spain:

- [Tourism in Spain](#): discover all the historic cities, museums, monuments, natural parks and much more to enjoy during your free time.
- **Explore Spain by Train:** [Renfe](#) is the main railway company for people and goods in Spain.
- **Travel around Spain by bus:** [Alsa](#) is the most popular bus company in Spain.

Emergency contact numbers:

- Emergencies: 112.
- Police: 112.
- Madrid City Council: 010.



04

Information Document: Incoming Students



04.1 Background Information & Introduction: International Relations Office

What is an incoming student?

An exchange or incoming student is the student from a foreign university who carry out semester or annual stays within the framework of a mobility agreement between Universidad Europea de Madrid and the university of origin of the student (Erasmus (European Union) or Bilateral (Outside the European Union) program).

If you have any queries, please contact the International Relations Office by email: incoming@universidadeuropea.es.

At the office, we're excited to meet you. You can find us at:



International Relations Office

Vice-Rector's Office for Students and University Life
Ground floor, Building B, Universidad Europea
C/ Tajo s/n, Villaviciosa de Odón 28670 Madrid
Telephone: (+34) 91 211 55 69

Prior to your exchange, the international office at your university must have nominated you through the relevant form as required by our agreement.

Once we have received the nomination from your university, we'll send you confirmation and a link to the **MoveOn platform**, where you must formally register by providing your personal and academic details.

After your registration has been checked and confirmed, we'll put you in contact with your **international mobility coordinator** and provide you with information about our range of subjects related to your degree. You can ask your coordinator any questions you may have, and once you decide which subjects you wish to take, the next step will be enrolment. If you're an Erasmus+ student, you can complete your **Online Learning Agreement** at this point.



University Admission Documents for Incoming Students

It's important to start the process in good time; it can take several weeks to certify and obtain apostilles for documents or have prior studies recognised.

- National ID/Passport.
- Academic transcript detailing your grades.
- Health insurance.
- Language certificate (compulsory for Medicine and Dentistry degrees).
- Erasmus Learning Agreement (OLA).

UEM Citylife Guides

To ease you into your future stay at UEM, the university has teamed up with [CityLife Madrid](#) to create several guides with useful information to help you find your feet in Spain:

- [Housing Guide](#)
- [Getting Legal](#)
- [Getting Healthcare](#)
- [Getting Transportation Card](#)

Entering the Country

Students taking part in an exchange programme from **any European Union state** will require a full passport and/or valid ID document to enter Spain; no other additional documentation is required.

Students who **are nationals from non-EU member states** must check the information provided by the authorities of their source country to find out what [documentation is required for entry into Spain](#). Please bear in mind that the process for getting a visa may take a considerable amount of time, and that the entire visa process is your own responsibility.



Banks

Upon arriving at Universidad Europea, you may find yourself needing to exchange money. If you decide to open a bank account, the best thing to do would be to choose a bank with a branch near the campus or near to where you are staying. To open a bank account, the bank may require at least the following documents: student card, passport and letter of acceptance from the university.

Banks are usually open Monday to Friday from 08:30 to 14:00. The following bank (Banco Santander) is located on the UEM campus:

- Oficina 4307 Campus UEM, 28670 Villaviciosa de Odón.
- Telephone: (+34) 91 604 48 44 / (+34) 91 616 77 42.



04.2 Academic Information

Rules on Study Abroad Periods

It is important that you read the university's rules for study abroad students, Section II ('Students from Foreign countries'), which you can download from this [link](#).

Incoming Student Registration

All students must register before joining UEM.

Registration Process

Register as a student at UEM: the International Relations Office will be your first point of contact for any non-academic issues both before and during your time at UEM. Please don't hesitate to contact the **International Relations Office** (incoming@universidadeuropea.es) with any questions you may have. We will aim to respond to your query as soon as possible.

Before their arrival, all international students must visit the International Relations Office and submit the following valid documentation in order to receive the acceptance letter for their correct registration process:

- 1. Passport or National Identity Document** (European citizens).
- 2. Document that proves that the student is enrolled in his or her home university** (transcript of records or similar).
- 3. European health card or copy of the health insurance policy** that provides coverage in Spain.

The International Relations Office will send the acceptance letter to the students once they have sent this information before their arrival at the UEM, thus registering the student.





E-mail

Email communications

Once you are registered at UEM, your **student number and password** will be activated, allowing you to access all the online services offered by UEM. One of these services is the personal email account that UEM makes available to you.

During the duration of the teaching period, the university will make any announcement regarding your academic training through this medium. Your account will follow the following pattern: **numerodeestudiante@live.uem.es**.

It is your responsibility to check this account regularly. We also recommend that you use this same account to read and respond to communications from the university.

You must bear in mind that complaints and claims filed due to problems arising from not checking the email or due to reception problems in emails sent to non-university accounts will not be accepted.

Virtual Campus

Virtual Campus

You can access the Virtual Campus from the university website by clicking 'Private Area'. Your login details will be provided by the International Office during your initial registration.

The [Virtual Campus](#) should be used to check your personal details and find information such as timetables, course guides, etc. Similarly, professors use the Virtual Campus to give you information about exams, deadlines, assignments and so on, so it's important you familiarise yourself with the tool.

Online Learning Agreement

If you need UEM to sign your Online Learning Agreement (OLA), please first check that the subjects listed in your LA are the same as those you registered for with UEM. UEM will not sign your LA if it does not list the same subjects for which you have previously registered.





If your OLA is correct, you must request it to be signed by the UEM team and also by your institution.

Online Learning Agreement

This tool allows you to create an Online Learning Agreement, share the document with both your source and host university, and sign it from a mobile device using a touch screen.

There are two ways of creating an Online Learning Agreement:

- By accessing the [website](#) created by the European University Foundation and Erasmus Student Network in collaboration with the European Commission.
- Through the [app](#) available for iOS and Android mobile devices.

To obtain UEM's signature, you must identify the **International Mobility Coordinator** of your faculty at UEM as the contact person at the destination. You can check who is your Mobility Coordinator in the following section.

International Mobility Coordinator

The International **Mobility Coordinator** will be your point of contact if you have any queries about your studies during your study abroad period. Once you have arrived at UEM, you can visit your **International Mobility Coordinator** in the International Relations Office (Building B).

Below you'll find information on who is the International Mobility Coordinator for each UEM department:



Below you'll find information on who is the International Mobility Coordinator for each UEM department:

Faculty/School	International coordinator	Degree
Economy & Business Faculty Faculty of Law	José Antonio Campos	Business, Law, Criminology, IIRR
Architecture and Engineering School Design – Creative Campus Faculty of Communication Faculty of Education	Valeria Sentina	Communication, Marketing, Architecture, Art, Design, Engineering, Education
Biomedical Sciences Faculty Health Sciences Faculty	Rocío Lorca	Medicine, Dentistry, Pharmacy, Biotechnology, Biomedicine, Nursing, Psychology, Sports, Sports Management, Physiotherapy

José Campos

joseantonio.campos@universidadeuropea.es

Valeria Sentina

valeria.sentina@universidadeuropea.es

Rocío Lorca

rocio.lorca@universidadeuropea.es



Choosing Your Subjects

Workload for UEM students

The maximum number of credits varies depending on the duration of your study period. Students studying for one year can enrol for 60 ECTS credits. Students studying for one semester can enrol for up to 30 ECTS credits.

1 semestre	2 semestres
30 ECTS	60 ECTS

Please remember that all students are expected to actively take part in classes and must complete all required assignments. To take part in seminars or practical sessions, you must register beforehand. You can check the catalogue of available courses that may be of interest to you via our [website](#).

You can check the catalogue of available courses that may be of interest to you via our website, at the bottom of the page in the 'Course Catalogue' section. It includes the name of the subjects in Spanish and English, the semester in which they take place and the language in which they are taught. Any changes will be included in an updated version.

Non-attendance

Non-attendance of classes and exams

Unless you are unwell or have a reasonable excuse, you must attend all classes and exams. If you cannot attend classes due to medical reasons or you feel your academic performance is being impacted by your health, you must provide us with the relevant medical certificates. If you are absent from class for more than six days due to medical reasons, you must provide us with a doctor's note. All students will receive confirmation of their subjects list before the beginning of their international stay. Students will be enrolled based on their requests (as far as possible) and on the various communications with our Enrolment department.



Please bear in mind that the subjects and number of places available depend on each school/faculty's availability.

If you need more information about submission dates, procedures and rules on changing subjects, please check the rules with your international coordinator.

Language Courses

UEM offers in-person academic **language courses** worth 6 ECTS credits (at no additional cost, since they form part of the university curriculum).

These courses are limited with a set number of places available. The following courses are available as part of the degree indicated:

- Language AI (6 ECTS), Spanish business group. Bachelor's Degree in International Business. Global Bachelor's Degree in International Business. School of Social Sciences and Communication. Level of Spanish required: None.
- Language All (6 ECTS), Spanish business group. Bachelor's Degree in International Business. Global Bachelor's Degree in International Business. School of Social Sciences and Communication. Level of Spanish required: None.
- Language AllI (6 ECTS), Spanish business group. Bachelor's Degree in International Business. Global Bachelor's Degree in International Business. School of Social Sciences and Communication. Level of Spanish required: None.

The grades achieved in these courses, unlike the online courses, will be listed on the student's transcript of records. All study abroad students may take these courses.

To enrol for one of these courses, you must apply either during your enrolment or during the enrolment modification period.

Places will only be granted where places are available, on a first come, first served basis.

For more information, contact your **International Mobility Coordinator**.

The learning guides for each subject will specify the assessment criteria for continuous assessment activities, the final exam for the semester and the resit exam in July (the resit being for students who do not pass the subject).



Assessment System

- **Continuous assessment system during the semester:** Almost all subjects are organised according to a continuous assessment system, where professors will require students to complete different activities, exercises and assessment tests throughout the semester. The corresponding grades, together with the grade of the end-of-semester exam, will be weighted as an average to calculate the final grade for the subject.
- **Classroom-based model:** In the standard classroom-based model, as well as the continuous assessment activities and the end-of-semester exam, your professor will require you to attend a minimum number of classes (on campus or online) and to actively participate in class. The details of the required attendance and participation will be included in the subject learning guide.
- **End-of-semester exams:** Enrolling in a subject automatically gives you the right to sit exams, tests or submit final assignments, without needing to pay an extra fee. Your teachers will inform you about the dates and times of these final exams. These final exams will take place in the last week of the semester (see academic calendar), and the grades achieved in them will be weighted with other types of tests, activities and assignments submitted throughout the semester as part of the continuous assessment system.
- **July resits:** Students who do not pass the subject during the semester will have the right to take a resit exam in the period set for this purpose in July (see academic calendar).

Grades

Enrolling in a subject automatically gives you the right to sit exams without needing to pay an extra fee. Your teachers will inform you about the dates and times of exams.

You can see your exam results as soon as they are available on the Virtual Campus and when they are uploaded to your [academic record](#).



Grading Scale

Subsequently, a certificate of grades will be sent to you **directly** by email. Please bear in mind that the certificate will only be issued once all students' results have been processed. As a general rule, the certificate will be received by your university in 4-8 weeks following the end of the semester. In line with Spanish law (specifically Decreto Oficial 1125/2003 of 5th September) the skill level achieved by students for each course in the curriculum will be expressed by numerical grades, according to a scale from 0 to 10 to one decimal place, and may include the corresponding qualitative description of the grade.

Local grades:

- Sobresaliente **(SB)** [Excellent]: 9.0-10.
- Aprobado **(AP)** [Pass]: 5.0-6.9.
- Notable **(NT)** [Very Good]: 7.0-8.9.
- Suspenso **(SS)** [Fail]: 0-4.9.

ECTS grades (% of successful grade; students normally achieving the grade):

- Excellent: **A** (10%).
- Satisfactory: **D** (25%).
- Very Good: **B** (25%).
- Sufficient: **E** (10%).
- Good: **C** (30%).
- Fail: **F**.

Equivalence between local grades and ECTS grading system

The relationship between local grades and the ECTS grading system for each faculty and programme can be checked online via our [website](#), at the bottom of the page, in the 'ECTS Grading system' section.



Handling of Complaints and Requests

Level 1 | International Mobility Coordinator.

- If this person can solve the problem, then they will handle it in person. If it involves other departments, it will be passed on and followed up.
- The problem may be communicated in one of the following ways:
 - In-person meeting or via teams.
 - Email: incoming@universidadeuropea.es
- The coordinator will provide written feedback during the resolution of the case, as well as when the case is resolved where possible. If it is not resolved, reasons will be given to explain why.

Level 2 | University Ombud

- If the problem is not resolved by means of the above methods, the student has the right to appeal to the institution's highest figure of last resort.
- The case may be communicated by email:
 - Email: defensora.universitaria@universidadeuropea.es
- The Ombud will provide written feedback once they have received notice of the case, as well as when the case is resolved where possible. If it is not resolved, reasons will be given to explain why.

Level 3 | Evaluation Committee

- If the institution does not resolve the case and the student believes that their rights have been violated, the student has the right to refer the case to the evaluation committee. To do so, the student should contact their international coordinator.



04.3 University Services

Sustainability at our University

Sustainability is a core part of the curriculum across all our programmes. In this regard, we encourage sustainable mobility practices among incoming students, such as the use of existing public transport, Bus-Up and bicycles; online tutoring and teamwork, including combined mobility options; and other sustainable daily practices. We also share and promote training videos among students, geared towards to university mobility managers, which have tools to measure CO2 emissions generated by university mobility, etc.

Civic Engagement

We promote the values of European identity, 'unity in diversity' (*Strengthening European Identity through Education and Culture*, 2017) and other values such as human dignity, freedom, democracy, equality, the rule of law and respect for human rights, including the rights of minority groups and inclusion/non-discrimination. The University's commitment in this regard is evidenced by the mission declared by the Universidad Europea Foundation, which seeks to promote better living standards and gender equality, to protect health, the environment and cultural heritage, and to promote development and social entrepreneurship.

These values are acquired both abroad and on campus, integrated into daily learning through subjects, activities and clubs. To further illustrate these aims, outside the classroom we also encourage incoming students to get involved in projects that foster social action within our university community, such as the Mandela Campus Social Group, which promotes volunteering initiatives; the University Development Project, which allows students and professors to gain experience in the field of international cooperation; and the Young Social Entrepreneurs Award, which takes place every year to recognise 10 projects that are having a positive impact on society.



Moreover, to support the implementation of these values, we encourage our incoming students to attend seminars on European values (given by the School of Social Sciences and Communication) which are open to all students. We also encourage them to take part in cooperation projects such as the SocialErasmus Project and WE AfriHug, which promote cultural diversity, as well as other cooperation projects led by local students and teachers.

IT Facilities

Free Wi-Fi is available throughout the University campus. Students may also use the computer rooms available for free.

Library

UEM students automatically become members of the University library. The library is located in Building C and has the following opening hours:

- Monday to Friday 08:00–21:00.
- Saturday 09:00–20:30.
- Sunday 09:00–14:45.

Study rooms are open during the following times:

Study Room

(Building C, first floor)

- Monday to Friday 08:00–21:00.
- Saturday 08:00–20:00.

UEM Health Service

In the event of illness, all students at UEM have the right to receive a medical consultation through our Health Service, located on the first floor of **Building B**, free of charge. They will offer their support and inform you of the nearest hospitals should you require hospital care.



Educational Guidance, Diversity and Inclusion Unit

The Educational Guidance, Diversity and Inclusion Unit (ODI) offers support and guidance to students throughout their university life to help them achieve their academic achievements. Another of the pillars of its action is the inclusion of students with Specific Educational Support Needs (NEAE), universal accessibility on the different campuses of the university and the equalization of opportunities, thus promoting the development of their skills and full participation in the educational community.

His work focuses on different areas:

Accompaniment

Offers support and pedagogical monitoring by creating personalized plans for students who need to improve their academic performance. In these follow-ups, guidance is offered on organization, daily planning, study techniques that allow them to make the most of their study time, etc. Likewise, they accompany first-year students in adapting to university life.

Attention to Diversity

Non-significant curricular adjustments are made, that is, at the level of methodology and evaluation, pursuing equity of opportunities for all students, promoting full inclusion both in the educational community and outside the classrooms.

Training

The Unit offers students workshops and training resources to develop various skills in our students that will enrich their personal and professional development. Workshops on how to manage time, how to deal with multiple choice exams, study techniques, etc., are some of the topics on which their workshops focus.

If you are an incoming student and have any Specific Need for Educational Support and/or need support in your studies, do not hesitate to contact the Educational Guidance, Diversity and Inclusion Unit of the European University of Madrid through the request appointments at <https://app.bookitit.com/es/hosteds/widgetdefault/28291a1ffd635839e520c576a23785b9c#services>



Inclusion and Non-Discrimination

- Sexual or Sex-Based Harassment and Discrimination Policy <https://universidadeuropea.com/resources/media/documents/Protocolo-contra-acoso-MADRID-v2.pdf>.
- Educational Guidance Support <https://universidadeuropea.com/en/study-ue/educational-counselling/>.

Contact email: orientacioneducativa@universidadeuropea.es. Located in the hall of Building B at UEMadrid.

- **Diversity support:**

Madrid: orientacioneducativa@universidadeuropea.es.

University Life and Social Commitment

Don't miss the recreational and educational activities that will enrich your extracurricular experience. Check all the activities available in <https://vidauniversitaria.universidadeuropea.com/plans>.

Clubs

Meet colleagues with your same interests, talents or abilities in some of our clubs and associations. Check out your campus clubs at <https://vidauniversitaria.universidadeuropea.com/clubs>.

Student Life in Madrid

Our colleagues at [Citylife](#) will help you to quickly find your feet and start to experience and enjoy your new exciting life in Madrid!.

Official Facebook forum for international students

Join our [Official Facebook forum](#) for international students to stay informed, have your questions answered and receive information about activities, etc.

Welcome to Universidad Europea de Madrid!



Universidad Europea de Madrid

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Campus de Valencia | Campus de Alicante

Universidad Europea de Canarias

Campus de Santa Cruz | Campus de La Orotava

Universidad Europea de Málaga

Campus de Málaga

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