



**Incoming
Guide
2022/2023**

Welcome to *Universidad Europea de Madrid* and thanks for choosing UEM as your exchange destination!

This guide has been designed to provide visiting students with information on all aspects of their stay at the UEM. Please read this guide carefully prior to your arrival.

If you have any questions about this guide, do not hesitate to contact the international Office by email at incoming@universidadeuropea.es.

We look forward to meeting you at Universidad Europea de Madrid.

*International Mobility Officer
Student Affairs and International Relations
Department
First floor, building B
Universidad Europea
C/ Tajo s/n, Villaviciosa de Odón
28670 Madrid
Phone: (+34) 91 211 55 69*



	Introduction	
The University		5
Department of International Mobility		5
How to Arrive		6
Sanitary Measures COVID-19		7
	Before Arrival	
CityLife Madrid		10
Health Insurance		10
Entering Spain		11
Practical Information		11
Accommodation		11
	During your Stay	
Academic Calendar		14
Welcome Webinar		14
Registration		14
Registration Process		15
Email		15
Virtual Campus		15
Learning Agreement		16
International Mobility Advisor		17
Choice of Courses		18
Absence from Class		18
Change on the Courses		18
Language Courses		19
Evaluation System		20
Exam Results		21
Grading System		21
	Useful Information	
Emergency, Facilities, Diversity Management Unit, Medical Service, Clubs		23



Introduction



The University

The *Universidad Europea de Madrid* was Founded in 1989, and it is one of Spain's most international universities. We have a student population of around 17,000, a large international community of students and more than 1,100 teachers and staff, making us **the largest private university in Madrid**.

We hope that, by experiencing all the University has to offer, you will find your time at UEM enriching both academically and personally.

The UEM is a dynamic institution, aimed at adding value to society and actively contributing to its progress. True to its innovative spirit, it promotes research that is applicable and useful to society and bases its activity on empowering the individual, with an international educational model that is connected to the professional world and offers high quality academics.

This philosophy has made it the top private university in Spain in terms of number of students.

The Department for International Mobility is part of the *Student Services Department*, and it is located in **first floor** in **Building B**.

How to Arrive

The easiest way to arrive at *Universidad Europea de Madrid* (Villaviciosa de Odon's campus) is by bus. **Villaviciosa de Odón** is in the **B2 zone** of the Madrid public transport system. There is a monthly pass that offers unlimited travel between this and other zones (A and B1), which can be purchased in tobacco shops, metro ticket offices, EMT bus stands and through the web of the [Consortio de Transportes de Madrid](http://www.consorcio-transportes-madrid.es).

The **price** of youth pass (under 26 years) offers a considerable discount (20 euros per month). There is also a special monthly ticket available for passengers who only travel between Villaviciosa de Odón and the University (urbanization *El Bosque*).

- Information on monthly passes: (+34) 91 580 45 40
- Information on public transport lines: (+34) 91 580 19 80.

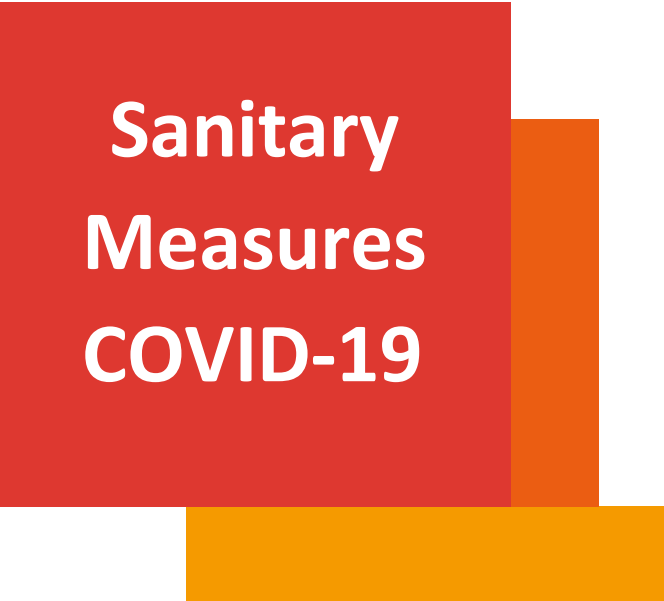
The regular bus line travelling to the campus from Madrid is **Line 518 Madrid (Príncipe Pío) - Villaviciosa de Odón**. The 518 bus leaves from dock 26 of the bus transport interchange every 10-20 minutes.

- Príncipe Pío metro station: line 6 (circular), line 10 and ramal Ópera of Metro de Madrid.

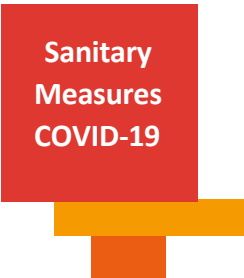


The following links will be helpful for public transport:

- <http://www.ctm-madrid.es/>. Official website of Consorcio de Transportes of Comunidad de Madrid.
- <http://www.arrivadeblas.es/>. Official website of the Green bus line 518 Madrid- Villaviciosa de Odón.
- <http://www.emtmadrid.es/>. Official website of the bus lines of Madrid centre.
- <https://www.metromadrid.es/es/index.html>. Official website of the underground



**Sanitary
Measures
COVID-19**



Sanitary
Measures
COVID-19

Health and Safety Measures and Teaching Formats COVID-19 during S1

In the course of 2020-2021 several health and safety measures have been taken to help prevent contagion from Covid 19. These measures are modular and may change according to the guidelines given by the health authorities and by the University authorities depending on the different scenarios that occur during the course.

These measures will be communicated to the students before their arrival at our Center and will include, among others, issues of hygiene, protection, seating capacity, social distance, quarantines (for individual cases; or for students from a country whose visitors have to be quarantined when coming to Spain, if applicable).

Compliance with these health and safety protocols is mandatory, and failure to comply with them may result in a university sanction which will be communicated to the student's home university; our University reserves the right to take any action it deems necessary if non-compliance with health and safety measures puts the university community at risk.

Likewise, the teaching formats for the 2021-2022 academic year may be conditioned by the health situation due to COVID-19. These teaching formats, to which students will have to adapt, will be communicated as they are adopted.

In any case, the academic quality, teaching hours, monitoring, evaluation and credits obtained will be guaranteed in any of the formats to which the subjects are adapted.

For any additional information, please consult the COVID-19 [FAQs](#). You can also find the COVID-19 FAQs when accessing the [Virtual Campus](#).

Due to the uncertainties that exist today, students are not recommended to pay for accommodation and air tickets at this time; and, if they do, make sure the fees are refundable.

You can find updated information on the current situation in Spain on the [website](#) of the Ministry of Health.



**Before
Arrival**



Guide UEM CityLife

In order to make your upcoming stay easier, UEM has created along with [CityLife Madrid](#) some guides with relevant information that will help you through your first days in Spain:

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

All incoming students should have the [European Health Insurance Card](#) (EHIC) or a private health insurance that covers their stay in Spain. UEM recommends [Mutua Nueva Sanitaria](#). This insurance covers assistance in the best centers and hospitals throughout the country and also allows you to quickly and immediately contact a primary care doctor at any time simply through the application on your mobile. The coverage of this insurance is as follows:



Health Insurance

- Full coverage for all COVID-19 treatments (except the tests)
- Primary Care
- 24-hour home assistance
- 24-hour emergency service
- Travel Assistance
- Medical Specialties
- Therapeutic Methods
- Additional Covered Services
- Preventive Medicine

You will be able to contract your medical insurance from 28 euros per month and you will start paying the amount from the date you have chosen. In addition, the New Mutual Health Insurance will allow you to apply for and renew your Study Visa because it meets all the Spanish Government's requirements for visa procedures. You can take out the insurance at any time and from your country of origin, simply by clicking on the following [link](#).

For its part, the European Health Insurance Card covers any medical treatment required during your stay, whether due to illness or accident. Students must bring a copy of the policy on the first day of registration at UEM.

The *European Health Insurance Card* covers any medical treatment that becomes necessary during your trip, because of either illness or accident. The card gives access

to

state-provided medical treatment only and you will be treated on the same basis as an “insured” person living in the country you are visiting.

Entering Spain

Students from **any European Union member state**, who are on a student exchange program, will require a full passport or valid national ID card in order to enter Spain. No other documentation is required.

Students who are **nationals of non-EU countries** must check in advance with the authorities of their home country what **documentation is required**. Keep in mind that it will take time to apply for a visa. Please be aware that your visa application is your responsibility.

Cost of living: the cost of living in Madrid can add up to an average of 1,000€ per month including accommodation, food and other expenses.

Banks: On arrival to *Universidad Europea*, you may wish to exchange money, and this can be done at most banks. If you choose to open a bank account, it is advisable to choose a bank which is reasonably

close to the University campus or residence. You will need to take along the following documents: Student ID card, Passport and Official Admission Letter from the university

Banks usually open from 8:30 am to 2:00 pm Monday to Friday. The bank listed below (Banco Santander) is located within the UEM University campus:

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

Accommodation

One of the commitments of Universidad Europea de Madrid is to guarantee that all students have a **high-quality stay** at our University. We are aware of the difficulties involved when moving to an unknown city or country. The place where you are going to live during your time spent at University is very important for you to feel settled and to obtain the maximum benefit from both your studies and the university experience.

Whilst many International students choose to live in the marvellous city of **Madrid** to make the most of their experience, others prefer to live in **Villaviciosa de Odón** to be closer to the campus.

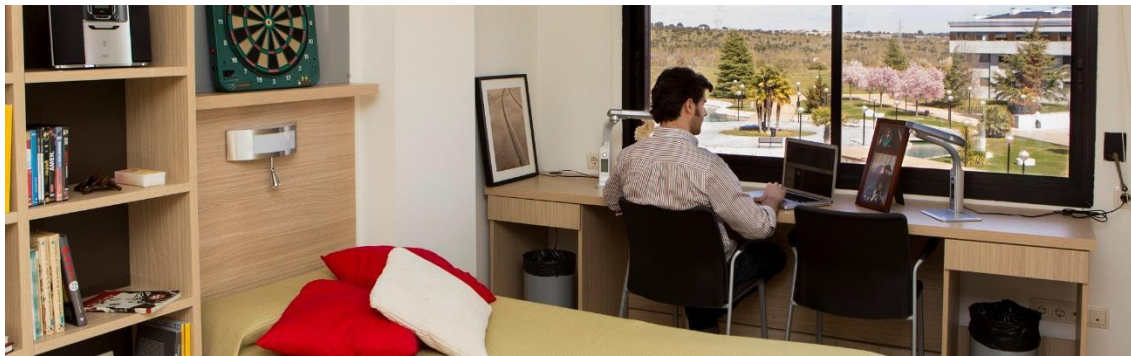
Here are some of the different accommodation alternatives available to you so that you can find the one that best suits your needs, possibilities and tastes:

Practical Information



University Dormitories: Within the campus in Villaviciosa de Odon there are two residencies located on campus. *Leonardo Da Vinci* residencies, with rooms for up to 550 persons, having all the domestic, academic and safety facilities required. For more information:

✓ campusUEM@xior.es



Other accommodation options:

- www.citylifemadrid.com
- www.aluni.net
- www.madrideasy.com
- www.helphousing.com
- www.smartinsiders.com

Even though the Department of International Mobility is at your disposal for any trouble, finding accommodation is your own responsibility.



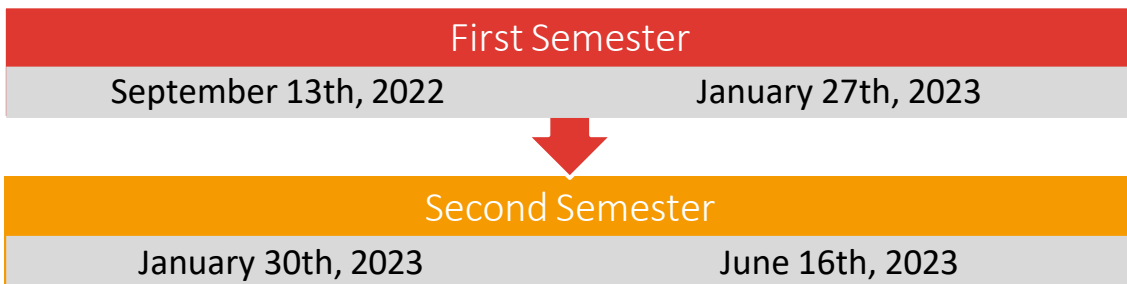
During your Stay

Academic Calendar

At *Universidad Europea de Madrid*, the academic calendar for undergraduate studies is divided in semesters.

We usually recommend arriving at UEM, at least, **one week before the beginning of the classes**. Accordingly, the student will get an easier and quicker adaptation to the country before the beginning of the course. The beginning and end of each trimesters is specified

as follows:



You can check the full academic calendar for 2020/2021 academic course in the [website](#) of the university.

Welcome Webinar: The Department for International Mobility has organized a on-line welcome session during June 2020 and it is highly recommended to attend. You will receive more information about this event in the next few days

Welcome Webinar

Registration

First semester and full year stay students: All students must register themselves upon arrival at the UEM. More information regarding this topic will be released soon.

A graphic consisting of a red square with the text 'Registration Process' in white, positioned above a yellow horizontal bar and an orange square below it.

Registration Process

Registration as a student at UEM: The Department of International Mobility will be your main point of contact for non-academic issues before your arrival and during your time in UEM.

Please email the [Department of International Mobility](#) with any questions you may have. Please note that we receive a large amount of emails, so we will try to answer as soon as possible but might take a bit of time.

Email communication: When you register at UEM you will get your **username** and **password** activated that will allow you to access all online services. One of these services is your personal email address from UEM.

A graphic consisting of a red square with the text 'Email' in white, positioned above a yellow horizontal bar and an orange square below it.

Email

The university will contact you by email during term-time. These emails will be sent to your university email account: studentnumber@live.uem.es.

It is your responsibility to ensure that you check your email on a regular basis. We recommend that you use your university email account to read and respond to university communications.

You should note that failure to check your email or failure to receive email due to non-delivery of an e-mail forwarded to a non-university email account will not be accepted as grounds for appeal.

A graphic consisting of a red square with the text 'Virtual Campus' in white, positioned above a yellow horizontal bar and an orange square below it.

Virtual Campus

Virtual Campus: You can access the Virtual Campus from the University homepage by clicking on “Acceso Alumnos”. Your login and password will be given to you in the International Office for your final registration.

You should use your [Virtual Campus](#) to check your personal data, and to find other information such as, schedule, study and more. Professors guides use the virtual campus to inform about exams, submission deadlines, assignments etc. and it is extremely important for you to master this tool.



Learning Agreement

If you need your *Learning Agreement* (LA) to be signed by UEM, check that your courses on your LA are the same one that you previously enrolled at UEM. No LA will be signed with different courses than the ones enrolled.

If your LA is correct, you will have to request the sign by using one of the two following alternatives:

1. Through Online learning agreement. This tool allows the creation of the e-version of the LA, share the e-document with the host and guest institution and get it signed by all parts using a touch screen. The aim is not to use the current footprint and replace it by a digital document, improving the signature process and the document's management.

There are two ways to create an online learning agreement

- Through 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 electronic devices

The International Mobility Advisor will be your reference person in case you have any doubt or question related to academic issues of your stay. Once you arrive at UEM, you can meet your International Academic Coordinator in the area of *Student Services* (building B).

These are the International Mobility Advisors for each area at UEM:



International Mobility Advisor

Choice of Courses

Workload for UEM students: Maximum number of ECTS credits depending on the duration of your stay: Students with an annual stay can enroll up to 60 ECTS. Students with a stay of one semester can enroll up to 30 ECTS.

1 semester	2 semesters
30 ECTS	60 ECTS

Please note that all students are expected to participate fully in classes and to complete all assignments for the classes for which they are registered. To be eligible to attend lectures or practical sessions you must be officially registered for the course.

Absence from classes and exams: Unless you are ill or have other good reasons, you should attend all your classes and exams. If you are unable to attend classes for medical reasons, or you feel that your academic performance has been affected by your health, you must submit relevant medical certificates. If you are absent from class for health reasons for more than six days, you should submit a medical certificate from a doctor.

Absence from Classes

Changes on the courses

All students will receive a confirmation of their list of courses during the summer. You have been enrolled according to your requests (wherever possible) and your eventual communications with our Enrolment department.

Please, take into consideration that the number of places available and course changes depend on the availability of each School/Faculty.

If you need more information about deadlines, procedures and rules for course changes, check the regulation to our shared [folder](#).

A graphic consisting of three overlapping rectangular shapes: a large red one at the top, a smaller yellow one in the middle, and a small orange one at the bottom. The text 'Language Courses' is written in white on the red shape.

Language Courses

UEM offers [online language courses through](#) a virtual language platform. During your studies at our university with a great variety of schedules and levels.

The language courses on this platform do not provide ECTS, do not provide a certificate upon completion, and can be taken during both semesters. In order to know in which level of Spanish you must register you [need to take the level test](#). These courses

have a registration fee for all new students (also for exchange students).

Please see our full range of English courses on the university [website](#). For more information, please do not hesitate to contact us. As for the face-to-face language courses, university and 6 ECTS Spanish courses (without additional cost, as they are part of the university curriculum), these are not regular Spanish courses, but Spanish courses focused on the profession of the degree in which they are taught.

These courses are limited, have limited spaces, and only admit students with a previous level of Spanish according to the course. The following courses are offered in 2020-2021 and are part of the following degrees:

- Language to I (6 ECTS), Business Spanish group. Degree in International Business. Global Bachelor's degree in International Business. School of Social Sciences and Communication. Level of Spanish required: A1. Limited places.
- Language to II (6 ECTS), Business Spanish group. Bachelor's degree in International Business. Global Bachelor's degree in International Business. School of Social Sciences and Communication. Level of Spanish required: A2. Limited places.
- Language to III (6 ECTS), Business Spanish group. Bachelor's degree in International Business. Global Bachelor's degree in International Business. School of Social Sciences and Communication. Level of Spanish required: B1. Limited places.
- Modern Language (6 ECTS), Spanish Psychology group. Degree in Psychology 100% English. Level of Spanish required: B2. School of Biomedical and Health Sciences. Limited places.
- Modern Language (6 ECTS), Spanish for Dentistry group. Degree in Dentistry 100% English. School of Biomedical and Health Sciences. Level of Spanish required: B2. Limited places.
- Modern Language (6 ECTS), Spanish for Physiotherapy group. Degree in Physiotherapy 100% English. School of Physical activities and Sport Sciences. Level of Spanish required: B2. Limited places.

The grade of these courses, unlike the online courses, will appear on the student's Transcript of Records. These courses can only be taken by students enrolled at the

Faculty of the degree that has that course. In the case of students of Architecture, Engineering and Design, since their Faculty does not offer Spanish courses in its programs, and although students are not authorized to enroll in courses from other

Faculties, in this unique case they are authorized to enroll in Spanish courses from the Faculty of Social Sciences (Language I, II or III).

In order to be able to register for one of these courses, you must apply for it either at the time of your registration or during the period of modification of your registration, attaching a document that accredits the language level required for that course (official language certificate; certificate from your home university; [self-assessment test certificate from the European University](#)).

The allocation of places will be given only if there are places available, in order of application for that registration, and will be conditional on you proving that you have the required level of Spanish at that time.

For more information, contact your International Mobility Advisor.

The course learning guides will specify the evaluation criteria for the continuous assessment activities, the final test of the semester and the extraordinary test in July (for students who do not pass the course).

A graphic consisting of a red square at the top with the text "Evaluation System" in white. Below it are two horizontal bars, one yellow and one orange, partially overlapping each other.

Evaluation System

System of continuous assessment during the semester:

Almost all subjects are organized in a system of continuous assessment, in which the teacher will ask the students throughout the semester to carry out several activities, exercises and assessable tests, whose grades, together with the grade of the final semester test, will make a weighted average in order to calculate the final grade of the course.

Attendance model: The teacher will require, in addition to the continuous assessment activities and the final semester test, that the student has a minimum attendance in class - either in person or from a distance - and that he/she actively participates in class. These attendance and participation criteria will be indicated in the course learning guide.

Blended mobility: In the case of a Blended mobility model, few face-to face classes and large number of on-line teaching classes, the teacher, through the learning guide, will establish the different assessment methodologies, as well as participation criteria during the attendance period, and the number of tutorials and participation during the distance period.

Final exams of the semester: The registration in the subjects automatically gives the right to the exams, tests, or final deliveries, without the need to pay any extra fee. Your teachers will inform you of the dates and times of these final exams. These final exams, whose grades will be weighted with other types of tests, activities and partial deliveries

made during the semester in the continuous assessment system, will be taken in the last week of the semester (see academic calendar).

Extraordinary July exams: In the case of students who do not pass the course during the semester, they have the right to take an extraordinary exam in the period established for this purpose in July (see academic calendar).

Exam Results

If you are registered for and attending a course for the first time, you will automatically be entered to the exam in that course and there is no fee. You will be informed of exam dates and times by your professors.

You will be able to access your exam results as soon as they become available via your Virtual Campus and uploaded to your online "[Expediente](#)".

Afterwards, the Transcript of Records will be sent **directly** to you by email. Please note that transcripts will be sent only once the exam results for all students have been processed. You will normally receive your transcript 4-8 weeks after the end of the trimester.

In accordance with the provisions of Official Decree 1125/2003 of September 5th 2003, the level of learning achieved by students for each course in the curriculum will be expressed by numerical grades, according to the following scale from 0 to 10, written as a decimal, to which a corresponding qualitative grade can also be added.

Grading System

Local grading:

- Outstanding (SB): 9.0-10
- Noteworthy (NT): 7.0-8.9
- Approved (AP): 5.0-6.9
- Fail (SS): 0-4.9

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

- Excellent: A (10%)
- Very Good: B (25%)
- Good: C (30%)

- Satisfactory: D (25%)
- Sufficient: E (10%)
- Fail: F

Equivalence between local qualifications and the ECTS Grade system: The relationship between local qualifications and the ECTS grade system by Faculty and program can be found on our [website](#), in the lower part of the page, in the box "ECTS Grading system".



Useful Information



Sustainability

Curricular sustainability is an integral and interdisciplinary part of the curriculum in all our programs. 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; among other sustainable good practices in daily life. In addition, we share and

promote among students training videos, which are aimed at university mobility managers, who have, for example, tools to measure CO2 emissions generated by university mobility, etc.

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 persons belonging to minorities and inclusion/non-discrimination. The commitment of the University to this is evident in the declared Mission of the European University

Foundation, which seeks to promote improved living conditions, equal rights between men and women, to safeguard health, the environment and cultural heritage and to promote social development and entrepreneurship.

These values are acquired both abroad and on campus, integrated into the daily learning of the subjects, activities and clubs. To further illustrate these objectives, outside the classroom we also encourage incoming students to join projects to foster social action in our university community, such as: the Mandela Campus Social Group, which encourages volunteer initiatives, the University Project for Development, which allows our students and teachers to gain experience in the field of international cooperation, or the Young Social Entrepreneurs Awards, which annually recognize 10 projects that are having a positive impact on society.

Furthermore, to help build these values, we encourage our incoming students to join the seminars on European values (given by the Faculty of Social Sciences and Communication, in the Communication week) which are open to all students; we also encourage them to participate in cooperation projects such as the SocialErasmus Project or WE AfriHug, which promote cultural diversity, as well as other Cooperation projects developed by local students and teachers.



Civic engagement

Emergency

- Emergencies
 - ✓ Phone: 112

Computer facilities

The University campus and is enabled with free Wi-Fi. You will be able to use our computer rooms freely.

Library facilities

Registered students are automatically members of the University Library. The library is in building C with the following schedule:

- **Library**
 - ✓ Monday to Friday from 8:00 am to 9:00 pm
 - ✓ Saturday from 9:00 am to 8:30 pm
 - ✓ Sunday from 9:00 am to 2:45 pm

There are also study rooms and free Access computer labs:

- **Study room** (Building A, first floor)
 - ✓ Monday to Friday from 8:00 am to 9.00 pm
 - ✓ Saturday from 8:00 am to 8:00 pm
- **Work room** (Sport Club, first floor)
 - ✓ Monday to Friday from 7:30 am to 10:00 pm
 - ✓ Saturday from 9:00 am to 9:30 pm
 - ✓ Sunday from 10:00 am to 2:30 pm

UEM Medical Service

All UEM students can visit our doctor and nurse located in **building B** in case of illness with no cost. They'll help you out and will let you know which hospital you should visit if needed.

Diversity Management Unit

The Diversity Management Unit provides support and promotes the inclusion of students with special educational support needs, facilitating global accessibility as well as fostering their competence development, full participation in the educational community. This unit manages all the necessary actions to ensure there are afforded equal opportunities. Likewise, this unit coordinates with teachers different support actions (e.g., providing for

extra time during exams or coursework, etc.). The student will have double support: The Diversity Management Unit Counsellor and the International Mobility Advisor.

- [Diversity Management Unit](#)
✓ unidad.diversidad@universidadeuropea.es

UEM Sports Club

Since 2002 the [University Sports Club](#) has been working towards demonstrating that sports represent not only a form of leisure activity, but also a healthy lifestyle.

International students will benefit from a special fee that will grant them access to all the activities that the Sports Club offers at the best price.

The Sports Club offers students a team of more than 40 qualified professionals who share one aim: that our clients achieve their objectives. Therefore we offer you the latest technological advances in material, equipment, and sports facilities, which are essential for the proper practice of sports.

Our professional trainer will guide you through your training towards health, well-being, and high performance.

UEM Clubs

The [UEM Clubs](#) are extra-curricular activities organized by and for the students.

These Clubs provide you with ideal ways of expanding your horizons and having fun, while carrying out and sharing your most important interests with your fellow students:

- International Club
- Dance Club
- Photography Club
- Theatre Club
- GLUEM Club
- Motor Club
- Music Club
- Literature Club
- Campus Cinema Club

Student Life in Madrid

Our friends from [CityLife](#) will help you settle in quickly and start living and enjoying your new and exciting life in Madrid!

[Official Facebook forum for international students](#)

Join us to the [Official Facebook Forum](#) for international students where you can be informed, resolve your doubts, activities, etc.