

ACADEMIC INFORMATION FOR INTERNATIONAL STUDENTS – 2019/2020

1. Welcome to San Pablo CEU University!

San Pablo CEU University (USPCEU) is a private University located in Madrid, Spain, founded in 1933. It has two campuses, the Moncloa Campus and the Montepincipe Campus (located 20km north of the city). The School of Business and Economics is located within the Moncloa Campus along with the School of Law and the School of Humanities and Communication Sciences. The Faculties of Pharmacy, Medicine and Architecture are located in the Montepincipe Campus.

2. Subject Availability

As an **exchange student** at the School of Business and Economics at USPCEU you are able to enroll in any subject from any of the Bachelor degrees offered by the three Schools in the Moncloa Campus (School of Business and Economics, School of Law and School of Humanities and Communication Sciences), as they are located within walking distance.

3. Registration Procedure

- Upon arrival, students should bring a proposed Learning Agreement with the subjects that have been approved by their home institution (“**Learning Agreement – BEFORE MOBILITY**”).
- During the first two weeks of the semester, international students are able to attend any classes, thus being able to “shop around” to find those appropriate for their needs. Students must pay attention to the schedules, as attendance is compulsory. If timetables clash, an alternative subject must be found.
- Once students have decided on their classes/timetable, they need to enroll in them. Please note that availability is limited for classes taught in English.
- Enrolment day is **September 18th**. Students must report to the Administrative Office (“Secretaría”) of the Moncloa Campus (C/ Julián Romea, 23, between Building A and B). They must present:
 - Their **HOJA DE MATRICULA (Registration sheet)**, which indicates the subjects they wish to study and the corresponding group for each subject. For example, if the subject is *Financial Management (code b308)* 3rd year GAD, the student must check this subject and the group that he/she wants to attend; eg: (3.11, 3.01). Once a subject is chosen from one group, the student must follow the subject in that same group. A 6 ECTS subject will meet twice a week, two hours each time.
 - Their **PASSPORT** or **ID**.
- Once students have enrolled they cannot add any more subjects but they can drop subjects until mid-term. Otherwise, the subject will appear on their Transcript of Records (ToR) after completion of the mobility.

If students want to enroll in subjects offered by other Faculties they must follow the respective registration procedure of each Faculty.

4. Tuition and Assessment

Morning groups are those numbered 11, 12, 02, 03, ... (classes start at 8.00h and finish at 13.30h or 14.30h) and afternoon groups numbered 06, 07, 16 (from 15.00h to 20.00h). As an exchange student you can choose classes from all the different groups, morning and/or afternoon (providing places are available).

E.g. Year 1 – Groups 1.11; 1.12; 1.01; 1.02; ...

Year 2 – Groups 2.02; 2.03; 2.16; ...

Year 3 – Groups 3.01; 3.02; 3.03; ... and so on

The methodology followed is that of continuous evaluation. (Presentations, project assignments, midterms and so on will be assigned, weighted and graded as indicated in the “**Guía Docente**” (Course Guide) of each subject. It is essential to check these Guías Docentes, that also include the course syllabus:

<https://www.uspceu.com/Portals/0/docs/movilidad-internacional/Course%20Descriptions%20-%20Offer%202019-20.pdf?ver=2019-06-18-110710-830×tamp=1560849304186>

Attendance is mandatory at least 75% of the classes.

International students must meet the same criteria of continuous evaluation and grading established by the professor in the Guía Docente

5. Academic Calendar

The academic year is divided into two semesters. The first (1S) or Fall semester runs from September to December. The second (2S) or Spring semester from February to May.

	1st Semester	2nd Semester
<i>Classes</i>	Sept 2 nd to Dec 5 th , 2019	Feb 4 th to 17 th May 2020
<i>Exam period</i>	Dec. 10 th to Dec 21 st , 2019	May 19 th to 2 st June 2020
<i>Resit Exam period (1st and 2nd Semester)</i>	Jan 16 th to Jan 31 st , 2019	12 th to 24 th June 2020

6. Examination and Grading System

All students have two opportunities (per academic year) to pass a subject: “*Convocatoria Ordinaria*” (first attempt exam period) and “*Convocatoria Extraordinaria*” (resit exam period). Please refer to the Academic calendar for specific dates of exam periods: <http://www.uspceu.com/es/alumnos/facultad-ciencias-economicas-empresariales/informacion-util/index.aspx>

After each exam period students can go through their final exam by meeting with their corresponding lecturer. This is called “*Revisión de Exámenes*” and usually takes place a week after the official exam period has ended. It is important students attend these meetings, especially when they have failed.

IMPORTANT: In the event that international students cannot do the exam on the official date, they should inform their lecturer as soon as possible to find an alternative date. Under no circumstances can an exam be faxed or sent by email!

CEU University Grading System

Matrícula de Honor (M)	Excellent	10
Sobresaliente (SB)	Very Good	9,9-9,0
Notable (NT)	Good	8,9-7,0
Aprobado (A)	Satisfactory	6,9-5,0
Suspense (SS)	Fail	4,9-0,0

European Credit Transfer System (ECTS)

Excellent	A	10-9,0
Very Good	B	8,9-8,0
Good	C	7,9-7,0
Satisfactory	D	6,9-6,0
Sufficient	E	5,9-5,0
Fail	FX	4,9-4,0
Considerable Fail further work is required	F	3,9-0,0

7. Paperwork

International Relations Office/ Academic Coordinators

(C/Julián Romea 23; First floor, Office 1.11B)

Learning Agreement (before, during and after mobility)

Instructions:

- Students must submit their Learning Agreement (including the before mobility LA) and “Informe de Matrícula” (previously requested in the Administrative Office (Secretaría)).
- First semester (1S) students must have their LAs signed and stamped during the months of October and November.
- Second semester (2S) students must have their LAs signed and stamped during the months of March and April.
- The subjects that appear on the Learning Agreement must be exactly the same as shown on the student’s Registration Report (“Informe de Matrícula”)

International Office

(C/Julián Romea 20)

- **Certificate of Arrival, Certificate of Departure**
- **Student ID** and CEU-email address on the day of the student sign-up
- **ToR (Transcript of Records)** at the end of the student’s exchange. The ToR will be issued once all the grades have been officially published. The ToR will be sent to the home institution of the students. This process will take place about two weeks after the end of the resit period (end of July). If the student has passed all the subjects in the “convocatoria ordinaria” he/she may request for the ToR to be sent earlier by communicating this to CEU’s International Office.

**Language Centre
(Centro de Idiomas)**

(C/Julián Romea 20)

Organizes the **Spanish Language Placement test** at the beginning of each semester.

8. Academic Calendar

Public Holidays & Holidays (1st & 2nd semester)

Día de la Hispanidad: 12th October 2019
 Día de Todos los Santos: 1st November 2019
 Día de la Constitución: 6th Dec 2019
 Día de la Inmaculada: 8th Dec 2019
 Christmas: Dec 21, 2019 to Jan 8, 2020
 Conversión de San Pablo: Jan 25, 2020
 Santo Tomás: Jan 28, 2020
 Easter: From April 5 to April 13, 2020
 San Vicente Ferrer (Facultad de Económicas): April 5, 2020
 Día de la Comunidad de Madrid: May 1 and 2, 2020
 San Isidro: May 15, 2020

9. Academic Contacts

Countries coordinated by
Marina Laso Taylor



Canada, Denmark, Finland, Sweden,
The Netherlands, Turkey, United
Kingdom, South Korea, USA.

Countries coordinated by
Elizabeth Frank



Austria, Australia, Belgium, China, Estonia,
France, Germany, Switzerland, Taiwan,
USA.

Countries coordinated by
Gloria Aznar



Argentina, Brazil, Bulgaria, Chile,
Colombia, Croatia, Czech Republic, Hungary,
Ireland, Italy,
México, Perú, Poland, Portugal, Hungary,
Russia.