



WORLD CES.CARDENAL CISNEROS INCOMING STUDENTS

(Non European Erasmus students)



Cardenal Cisneros University College (CES.CC) wishes to extend to you its warmest welcome and inform you that we are at your entire disposal to help you with your International exchange program.

International Relations Office
Alexandra Lázaro Touza
General Díaz Porlier, 58
28006 Madrid
Phone: + 34-913096139
erasmus@universidadcisneros.es

WHO, WHERE AND WHEN



The CES.CC is a university college which currently has over 1000 students studying Law, Psychology, Business Administration and Management (ADE) degrees and the simultaneous Law and ADE (Business Administration and Management) degree.

Our core philosophy is that our students progress in educational, personal, emotional and work aspects to become healthy and competent adults.

The following general objectives result from our core philosophy:

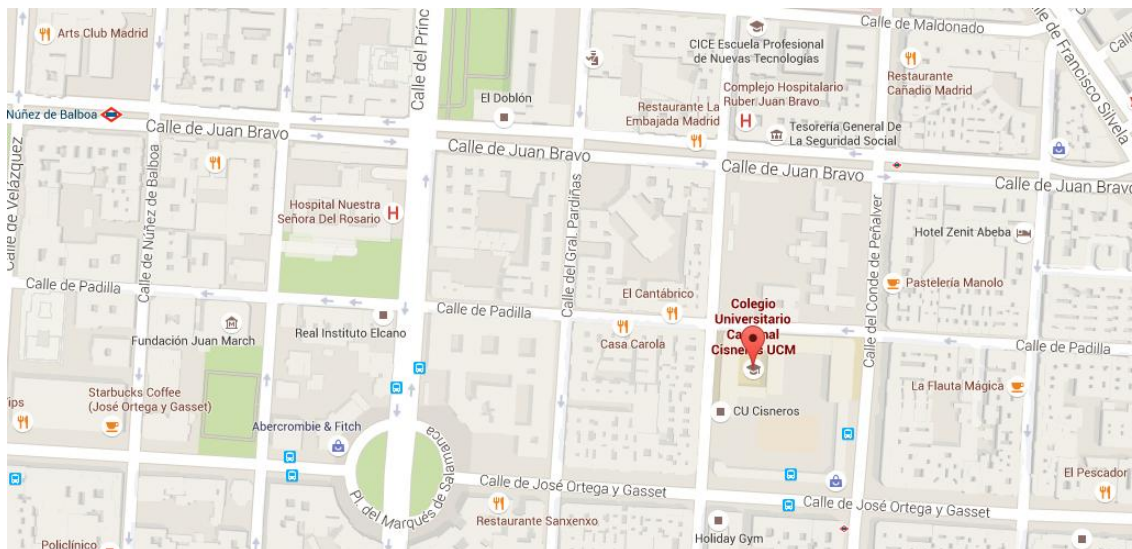
- . Provide students with wide ranging and plural training.
- . Prepare students to practice their profession by means of appropriate theoretical and practical teachings.
- . Enhance the students' potential by means of ongoing attention enabling them to participate actively in society.
- . Contribute to the development of the academic and scientific community based on the use of an efficient educational and professional orientation system and promote research in all areas.

WHERE WE ARE



The headquarters of the CES.CC is located in a building of historical interest in the heart of Madrid.

Due to the age of its facade, authorities have listed it as a protected building; nonetheless, the inside of the building has been renovated in order to provide students with a warm, bright, light-coloured functional environment.



Since we are in the centre of Madrid there is a wide choice of public transport which connects to the rest of the city.

Buses:

1, 12, 26, 29, 43, 48, 52, 56, 61, 72, 73, 74, 114, 115, C1 and C2.

Subway:

Diego de León (Diego de León exit)

Lista (Ortega y Gasset exit)

Núñez de Balboa (Plaza Marqués de Salamanca exit).

Bus station:

Avenida de América.

Suburban trains:

Recoletos (connection with Line 4 of the Metro).

Nuevos Ministerios (connection with Line 6 of the Metro).

REQUIREMENTS TO BECOME AN INTERNATIONAL STUDENT AT OUR UNIVERSITY COLLEGE.



In order to be accepted by the CES.Cardenal Cisneros (CES.CC) as an international student and profit from education in a center with characteristics such as ours, the first requirement is that your university of origin must have a bilateral agreement with us. See the International Relations Office of your university, or contact

Alexandra Lázaro
International Coordinador
C.E.S Cardenal Cisneros
C/ General Díaz Porlier, 58
28006 Madrid
Spain
Phone: 00 34 913096139
erasmus@universidadcisneros.es

Given that most of the classes are taught in Spanish you must demonstrate adequate knowledge of the Spanish language; **B1 Level is advised.**

All necessary documentation must be signed by and carry the seal of the University of origin and be delivered in Madrid in due time.

1. Application Form
2. Academic Recognition /Learning Agreement

FEE-PAYING STUDENTS

If your university doesn't have an agreement with us you can come as a fee-paying student.

Please enquire about our fees and discounts for international students.

ACADEMIC CURRICULUM

PSYCHOLOGY ACADEMIC CURRICULUM

FIRST YEAR PSYCHOLOGY			
	SUBJECTS	PERIOD	ECTS CREDITS
140	Foundations of Psychobiology I	1 ST SEMESTER	6
142	Psychology: History, Science and Profession	1 ST SEMESTER	6
143	Psychology of Learning	1 ST SEMESTER	6
146	Statistics Applied to Psychology I	1 ST SEMESTER	6
149	Anthropological and sociological bases of conduct	1 ST SEMESTER	6
141	Foundations of Psychobiology II	2 ND SEMESTER	6
144	Psychology of Motivation and Emotion	2 ND SEMESTER	6
145	Psychology of Attention and Executive Functions	2 ND SEMESTER	6
147	Statistics Applied to Psychology II	2 ND SEMESTER	6
148	Research methods, designs and techniques	2 ND SEMESTER	6

All subjects are taught in Spanish.

SECOND YEAR PSYCHOLOGY			
CODE	SUBJECTS	PERIOD	ECTS
150	Social Psychology I	1 ST SEMESTER	6
152	Psychology of	1 ST SEMESTER	6
153	Psychology of Human Learning and Memory	1 ST SEMESTER	6
155	Psychology of Thought	1 ST SEMESTER	6
156	Cognitive Development	1 ST SEMESTER	6
151	Social Psychology II and Group Psychology	2 ND SEMESTER	6
154	Psychology of the Language	2 ND SEMESTER	6
157	Social and Personality Development	2 ND SEMESTER	6
158	Psychometrics	2 ND SEMESTER	6
159	Physiological Psychology	2 ND SEMESTER	6

All subjects are taught in Spanish

THIRD YEAR PSYCHOLOGY			
CODE	SUBJECTS	PERIOD	ECTS
160	Educational Psychology	1 ST SEMESTER	6
161	Psychopathology	1 ST SEMESTER	6
162	Psychology of the Personality	1 ST SEMESTER	6
163	Differential Psychology	1 ST SEMESTER	6
164	Psychological assessment and diagnostic	1 ST SEMESTER	6
165	Assessment of the psychological processes	2 ND SEMESTER	6
166	Applied Assessment in Contexts I	2 ND SEMESTER	6
167	Applied Assessment in Contexts II	2 ND SEMESTER	6
168	Organizational Psychology	2 ND SEMESTER	6
169	Psychological Intervention and Treatment	2 ND SEMESTER	6

All subjects are taught in Spanish

FOURTH YEAR PSYCHOLOGY			
CODE	SUBJECTS	PERIOD	ECTS CREDITS
170	Intervention and Treatment in Clinical Psychology	1 ST SEMESTER	6
198	Clinical Psychology	1 ST SEMESTER	6
199	Clinical Psychology of Children and Teenagers	1 ST SEMESTER	6
179	Psychology of Human Resources and Consumption	1 ST SEMESTER	6
180	Personnel Selection and Training	1 ST SEMESTER	6
204	Forensic Psychology	1 ST SEMESTER	6
205	Community Psychology and Psychology for Social Problems	1 ST SEMESTER	6
171	Intervention and Treatment in Social, Labour and Educational Psychology	2 ND SEMESTER	6
172	Neuropsychological and Psychopharmacological Intervention and Treatment	2 ND SEMESTER	6
174	Degree dissertation	2 ND SEMESTER	6
197	Psychology of Health	2 ND SEMESTER	6
181	Ergonomics and Prevention of Risks in the Workplace	2 ND SEMESTER	6
203	Psychology of Persuasion: Conflict, Mediation and Negotiation	2 ND SEMESTER	6

All subjects are taught in Spanish.

LAW ACADEMIC CURRICULUM

FIRST YEAR LAW			
CODE	SUBJECTS	PERIOD	ECTS CREDITS
380	Constitutional Law I	1 ST SEMESTER	8
381	Civil Law I	1 ST SEMESTER	8
382	Jurisprudence and Legal Theory	1 ST SEMESTER	6
383	Roman Law: History and Institutions	1 ST SEMESTER	8
384	History of Law	1 ST SEMESTER	6
385	Civil Law II	2 ND SEMESTER	6
386	Constitutional Law II	2 ND SEMESTER	6
387	Law and Religion	2 ND SEMESTER	6
388	Introduction to Economics	2 ND SEMESTER	6

All subjects are taught in Spanish.

SECOND YEAR LAW			
CODE	SUBJECTS	PERIOD	ECTS
389	Criminal Law I	1 ST SEMESTER	7
391	European Union Law	1 ST SEMESTER	6
392	Administrative Law I	1 ST SEMESTER	8
394	International Public Law	1 ST SEMESTER	6
397	Civil Law III	1 ST SEMESTER	6
390	Criminal Law II	2 ND SEMESTER	7
393	Administrative Law II	2 ND SEMESTER	8
395	Civil Procedural Law I	2 ND SEMESTER	6
396	Financial and Tax Law I	2 ND SEMESTER	6

All subjects are taught in Spanish.

THIRD YEAR LAW			
CODE	SUBJECTS	PERIOD	ECTS CREDITS
398	Civil Procedural Law II	1 ST SEMESTER	6
402	Comercial Law I	1 ST SEMESTER	8
404	Civil Law IV	1 ST SEMESTER	6
405	Labour Law	1 ST SEMESTER	8
399	Criminal Procedural Law	2 ND SEMESTER	6
400	Financial and Tax Law II	2 ND SEMESTER	6
401	Philosophy of Law	2 ND SEMESTER	6
403	Comercial Law II	2 ND SEMESTER	8
406	International Private Law	2 ND SEMESTER	6

All subjects are taught in Spanish.

FOURTH YEAR LAW			
CODE	SUBJECTS	PERIOD	ECTS CREDITS
	Please note subjects in 4th year change every year, see: http://www.universidadcisneros.es/grados/derecho/plan-de-estudios/		
407	External Internships	2 ND SEMESTER	6
438	Degree Dissertation	2 ND SEMESTER	6

All subjects are taught in Spanish.

BUSINESS ACADEMIC CURRICULUM

FIRST YEAR BUSINESS			
CODE	SUBJECTS	PERIOD	ECTS
263	Economic History	1 ST SEMESTER	6
260	Business Law	1 ST SEMESTER	6
262	Basics of Business Administration	1 ST SEMESTER	6
261	Introduction to Economics	1 ST SEMESTER	6
264	Business Mathematics I	1 ST SEMESTER	6
268	Business Statistics I	2 ND SEMESTERS	6
266	Financial Accounting I	2 ND SEMESTER	6
267	Principals of Business Financial Administration	2 ND SEMESTER	6
265	Microeconomics	2 ND SEMESTER	6
269	Business Mathematics II	2 ND SEMESTER	6

All subjects are taught in Spanish

SECOND YEAR BUSINESS			
CODE	SUBJECTS	PERIOD	CREDITS
274	Industrial and Business Sociology	1 ST SEMESTER	3
273	Comercial Law	1 ST SEMESTER	3
275	Financial Accounting II	1 ST SEMESTER	6
271	International Economic Environment	1 ST SEMESTER	6
270	Macroeconomics	1 ST SEMESTER	6
272	Financial Mathematics	1 ST SEMESTER	6
278	Spanish Economy	2 ND SEMESTER	3
279	Tax System I	2 ND SEMESTER	3
276	Management Accounting	2 ND SEMESTER	6
281	Organization and Design	2 ND SEMESTER	6
277	Economic Policy	2 ND SEMESTER	6
280	Business Statistics II	2 ND SEMESTER	6

THIRD YEAR BUSINESS			
CODE	SUBJECTS	PERIOD	ECTS CREDITS
282	Accounting Analysis and Consolidation	1 ST SEMESTER	6
283	Valuation of Assets and Investment Analysis	1 ST SEMESTER	6
284	Decision-Taking Methods	1 ST SEMESTER	6
285	Fundamental Principles of Marketing	1 ST SEMESTER	6
286	Human Resources Management	1 ST SEMESTER	6
287	Tax System II	2 ND SEMESTER	6
288	Finance Decision-Taking	2 ND SEMESTER	6
368	Econometrics	2 ND SEMESTER	6
290	Market Research	2 ND SEMESTER	6
291	Production Management	2 ND SEMESTER	6

FOURTH YEAR BUSINESS			
CODE	SUBJECTS	PERIOD	ECTS
294	Strategic Management	1 ST SEMESTER	6
292	Financial Planning and Analysis	1 ST SEMESTER	6
293	Consumer Behaviour	1 ST SEMESTER	6
300	Domestic and International Financial Markets	1 ST SEMESTER	4
299	Financial Economics of Self-Employment and Employee-Owned Businesses	1 ST SEMESTER	4
302	Integrated Marketing Communication	1 ST SEMESTER	6
303	Commercial Distribution	1 ST SEMESTER	6
301	Data Analysis	1 ST SEMESTER	6
321	Degree Dissertation	2 ND SEMESTER	6
310	Economics and Banking Management	2 ND SEMESTER	4
311	Banking and Stock Market Transactions	2 ND SEMESTER	4
312	Risk Analysis and Management	2 ND SEMESTER	4

309	Corporate Governance, Social Responsibility and Sustainability	2 ND SEMESTER	4
316	Marketing Plan	2 ND SEMESTER	4
317	International Marketing	2 ND SEMESTER	4

VISA

International students wishing to study in Spain must be in possession of a visa in order to be able to reside legally in the country.

Lecturers, who have entered Spain with a residence visa which allows them to work without obtaining a work permit, must begin the procedures for obtaining a resident's card within 30 days of their date of arrival in Spain.

Study visas and length of stay

For study periods lasting less than three months no study visa is necessary, unless the interested party is from a country for which a visa is required as standard practice.

For periods between three and six months a visa is required, but no other documents need to be applied for in Spain.

For study periods lasting more than six months, visitors must apply for both a visa and a student's residence card in Spain. The student must begin the application process within a month of his/her arrival in the country. The student's residence card is processed at the Oficinas de Extranjería (Foreign Nationals Offices) of the Spanish Police.

Foreign nationals of countries outside the European Union wishing to study in Spain for a period longer than three months must apply for a **study visa**.

To study in Spain, students from non-EU countries must apply for a study visa at the Spanish Consulate of their country of origin or legal residence.

To apply for a study visa, prospective students should:

1. Pre-enrol at a public or private teaching centre that is officially recognized in Spain.
2. Contact the Spanish Consulate to process the study visa with the certificate or letter of acceptance issued by the Center.

Required Documents

The following documents are needed to process the study visa:

- Valid passport.
- A document certifying admission to an officially recognized public or private teaching center for the purposes of study, research or training.
- The contents of the study, training or research syllabus that the applicant intends to pursue (learning agreement).
- A medical insurance policy covering medical expenses and repatriation in the case of accident or sudden illness for the entire period of the stay in Spain.
- A medical certificate specifying that the applicant does not suffer an illness requiring quarantine in accordance with international health regulations.
- A certificate of solvency for the period in question, if necessary to cover the cost of returning to the country of origin.
- A criminal record certificate issued by the authorities of the country of origin or the country in which the applicant has lived during the past five years.

TIMETABLE

Please check our timetables in order to create your learning agreement.

PSYCHOLOGY http://www.universidadcisneros.es/grados/psicologia/horarios/	TIMETABLE
LAW http://www.universidadcisneros.es/grados/derecho/horarios/	TIMETABLE
BUSINESS http://www.universidadcisneros.es/grados/ade/horarios/	TIMETABLE

ACADEMIC CALENDAR



The table below shows the approximate dates for CES.CC registration, start of course, start of level tests and reviews.

We hope you will find this useful when planning your trips and length of stay in Madrid.

ACADEMIC CALENDAR			
	FIRST SEMESTER	SECOND SEMESTER	REMEDIAL TESTS
CURRICULA REGISTRATION	MID-SEPTEMBER - MID-OCTOBER	FEBRUARY	
START OF COURSE	LAST MONDAY IN SEPTEMBER	MID FEBRUARY	
LEVEL TEST	LAST WEEK OF JANUARY	FIRST THREE WEEKS OF JUNE	FIRST TWO WEEKS OF SEPTEMBER
REVIEW	MARCH	LAST DAYS OF JUNE	MID SEPTEMBER

The following link will take you to the actual ACADEMIC CALENDAR

<http://www.universidadcisneros.es/cisneros/calendario-academico/>

EVALUATION

Remember that each of the courses you take must be evaluated in order to send the marks to your university of origin; you will therefore not be able to leave before the date set by your university or without having taken the corresponding test at CES.CC.

The following link will take you to the evaluation information <http://www.universidadcisneros.es/cisneros/alumnos/examenes-y-revisiones/>

SPORTS AND CULTURAL ACTIVITIES



The CES.CC manages various activities so that its students may develop at a global level.

Some of the activities all CES.CC students may take advantage of are the [sports club](#), [conference cycles](#), [seminars](#) or [the theatre club](#).

Join them, suggest activities; our aspiration is to help create a community of proactive students wishing to generate new ideas to be shared amongst all

HOW TO APPLY?

Steps you should take before and during your stay in Madrid

Step	Phase
Step 1	Contact your local international co-ordinator in your home university or your local IRO (International Relations Office) who will provide you with the information about the application procedure with us.
Step 2 30 Dic - 30 Feb	Fill your Registration/application form and your learning agreement duly signed. Send a copy to: Oficina de Relaciones Internacionales Alexandra Lázaro Touza General Díaz Porlier, 58 28006 Madrid Phone: + 34-913096139 erasmus@universidadcisneros.es
Step 3	Obtain your visa and student's residence card at the Spanish Consulate of your county.
Step 4 April	Contact and reserve accommodation.
Step 5	Get a private insurance for Spain
Step 6 Once in Madrid	Go to the International Relations Central Office in Oficina de Relaciones Internacionales Alexandra Lázaro Touza General Díaz Porlier, 58 28006 Madrid Phone: + 34-913096139 and bring your student credential/certificate provided by your IRO
Step 7 10 days after your arrival	Register as a non-UE citizen and get your student's residence at the Oficinas de Extranjería (Foreign Nationals Offices) of the Spanish Police

	http://extranjeros.empleo.gob.es/es/InformacionInteres/InformacionProcedimientos/Ciudadanosnocomunitarios/hoja004/index.html
Step 8 Before you leave Madrid	Transcript of Records will be handed out by your local coordinator at CES.CC

AREA COORDINATORS

DEPARTMENT OF PSYCHOLOGY

Miguel Ángel González Felipe
maglez@universidadcisneros.es

91-3096375

DEPARTMENT OF LAW

María Dolores Hernández Díaz-Ambrona
mdoloreshernandez@universidadcisneros.es

91-3096123

DEPARTMENT OF BUSINESS ADMINISTRATION AND MANAGEMENT

Concepción Díaz
concepciondiaz@universidadcisneros.es

91-3096376

IMPORTANT ADDRESSES YOU SHOULD HAVE

Links of interest

- [Embassies](#)
- [Ministries](#)

<http://extranjeros.empleo.gob.es/es/InformacionInteres/InformacionProcedimientos/Ciudadanosnocomunitarios/hoja004/index.html>

INTERNATIONAL RELATIONS OFFICE CES. CARDENAL CISNEROS

Alexandra Lázaro Touza
General Díaz Porlier, 58
28006 Madrid
Phone: + 34-913096139
erasmus@universidadcisneros.es

SPANISH CLASSES

Those who apply must demonstrate adequate knowledge of the Spanish language. Given that most classes are given in Spanish; B1 Level is advised.

As such, it is recommended that you sign up for a Spanish Course at the beginning of each semester, both to improve your knowledge of the language and to familiarise with the many university activities.

We have agreements with two institutions, the UCM ([link to https://www.ucm.es/ccee](https://www.ucm.es/ccee)) and EF ([link to http://www.ef.edu/aya/programmes/](http://www.ef.edu/aya/programmes/))

-For Spanish classes at the UCM please contact <https://www.ucm.es/ccee/presentacion-ingles> as a CES. Cardenal Cisneros international exchange student.

-For Spanish classes at EF please contact www.ef.com as a CES. Cardenal Cisneros exchange student.

ACCOMMODATION

CES.CC can help you find an accommodation but the student is responsible to do so with enough time.

The following list shows the nearest residences to our University College.

RESIDENCE	EMAIL	RATES
COLEGIO MAYOR MONTALBÁN	info@cmmontalban.com	850€/MONTH
RESIDENCIA LA LUNA	residencialaluna@gmail.com	DOUBLE ROOM: 650-750 €/MONTH
RESIDENCIA UNIVERSITARIA TAGASTE	universitaria@tagaste.com	
SAGRADO CORAZÓN	info@residenciauniversitariasagradocorazon.com	FROM 672€/MONTH TO 795€/MONTH
RESIDENCIA VERBO ENCARNADO	residencia@verboencarnado.es	770€/MONTH
RESIDENCIA VIRGEN DEL PILAR	resivirgendelpilar@gmail.com	DOUBLE ROOM: 480€/MONTH
RESIDENCIA LA INMACULADA	residencia@peretarres.org	829€-1.054€/MONTH
COLEGIO MAYOR SANTA MARÍA DE EUROPA	info@cmueuropa.org	932,71€/MONTH
COLEGIO MAYOR ZURBARÁN	info@colegiomayorzurbaran.es	MONTHLY FEE: 840 €
GÓMEZ PARDO	residencia@fgomezpardo.es	FULL BOARD: 950€/MONTH

Exchange students may find accommodation in shared flats (approx-prices 290 € to 350 €) (a one month deposit is required).

We recommend the following web pages to find shared flats.

NAME	WEB PAGE	TYPE OF PROPERTY	APPROXIMATE PRICES
EASY PISO	www.easypiso.com	HOUSE / FLAT	ABOUT 350 - 550 €/MONTH
FOTOCASA	www.fotocasa.es	SHARED HOUSE / FLAT / CHALET /PENTHOUSE STUDIO/LOFT /DUPLEX	ABOUT 240 - 450 €/MONTH
ROOMLALA	www.roomlala.es	SHARED ROOM IN PRIVATE HOUSE LODGING IN EXCHANGE FOR SERVICES	ABOUT 240 - 400 €/MONTH
IDEALISTA	www.idealista.com	SHARED FLAT (ROOM) RENTING FLATS , FULL STUDIO	ABOUT 250-500 €/MONTH
PISO COMPARTIDO	www.pisocompartido.com	ROOMS FULL FLATS	ABOUT 250 - 400 €/MONTH
MIL ANUNCIOS	www.milanuncios.com	ROOMS FULL FLATS (PARTICULAR)	ABOUT 200 - 500 €/MONTH
SEGUNDA MANO	www.segundamano.es	ROOMS FULL FLATS CHALETs STUDIOS	ABOUT 200 - 450 €/MONTH

YA ENCONTRÉ	www.yaencontre.com	RENTING FULL FLATS SHARED FLATS (ROOM)	ABOUT 200-500 €/MONTH
BPISO	www.bpiso.es	RENTING FULL FLATS SHARED FLATS (ROOM)	ABOUT 200-400 €/MONTH
ALQUILER JOVEN	www.alquilerjoven.com	PARTICULAR FLAT ROOM IN A STUDENT FLAT	ABOUT 200 - 500 €/MONTH
COOMPY	www.coompy.es	SHARED FLATS INDIVIDUAL ROOMS	ABOUT 200- 350 €/MONTH
MUNDIAL ROOMS	http://www.mundialrooms.com	DOUBLE ROOMS, SINGLES, DÚPLEX, STUDIOS	ABOUT 150 - 750 €/MONTH
LOQUO MADRID	www.loquo.com	RENTING FLATS SHARED	ABOUT 200 - 450 €/MONTH

CAN WE HELP YOU?

Should you require any further information, please do not hesitate to contact us.

erasmus@uiversidadcisneros.es