ERASMUS **IN**

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 Erasmus program in our institution.

WHO, WHERE AND WHEN

The CES.Cardenal Cisneros (CES.CC) is a university college which currently accomodates 1000 students studying Psychology, Business Administration and Management (ADE) degrees or the simultaneous Law and ADE (Business Administration and Management) degrees.

Our core philosophy is that our students progress in educational, personal, emotional and work aspects to become healthy and competent adults.
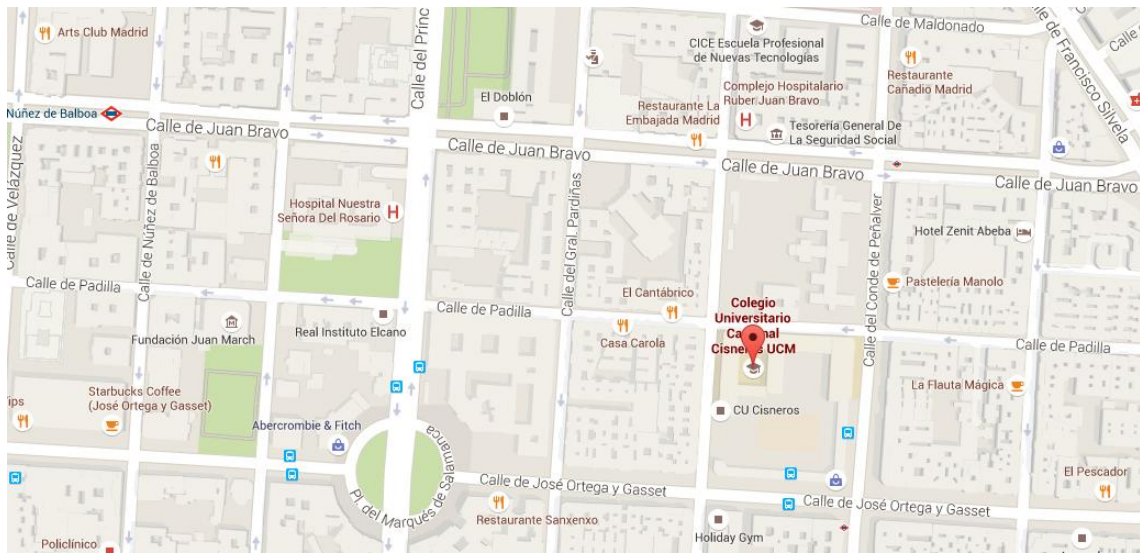
The following general objectives result from our core philosophy:

. Provide students with wide ranging and plural training.

. Prepare students to practice their profession by means of appropriate theoretical and practical teachings.

. Develop 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.

Metro:

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 CENTRE.

In order to be accepted by the CES.CC as an international student and profit from education in a centre 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

Erasmus Coordinator

Colegio Universitario Cardenal Cisneros

C/ General Díaz Porlier, 58

28006 Madrid

Spain

Phone: 00 34 913096139

erasmus@universidadcisneros.es

Given that all 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. Student Registration filled ON LINE and printed
2. Academic Recognition /Learning Agreement (please check with the CES.CC area coordinator for details on the Curricula)
3. Academic Transcript

ACADEMIC PROGRAM

Psychology	http://www.universidadcisneros.es/grados/psicologia/plan-de-estudios/
Law	http://www.universidadcisneros.es/grados/derecho/plan-de-estudios/
Business	http://www.universidadcisneros.es/grados/ade/plan-de-estudios/

TIMETABLES

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

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.

REGISTRATION	MID-SEPTEMBER
START OF COURSE	THIRD WEEK OF SEPTEMBER
LEVEL TEST	SECOND WEEK OF JANUARY- THIRD WEEK

	OF JANUARY
REVIEW OF FIRST TEST	LAST WEEK OF JANUARY
LEVEL TEST	LAST THREE WEEKS OF MAY
REVIEW OF SECOND TEST	FIRST WEEKS OF JUNE
REMEDIAL TESTS	LAST TWO WEEKS OF JUNE
REVIEW OF REMEDIAL TESTS	FIRST WEEKS OF JULY

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

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
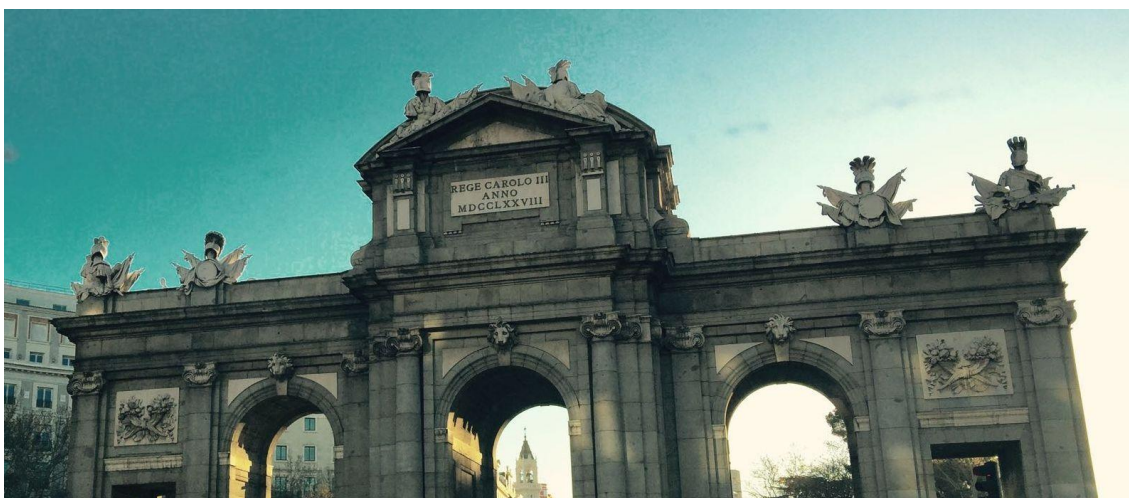
http://www.universidadcisneros.es/cisneros/alumnos/examenes-y-revisiones/

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 Movie-forum.

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
Step1	Contact your local IRO (International Relations Office) who will provide you with the Username and Password required to become a candidate of the Erasmus program in our University.
Step 2 30 march - 30 June	Fill your on line Registration form in http://www.ucm.es/info/descargas?Application and print it out twice.
Step 3 30th March _ 30 June	Send one of the printed Registration Forms to: *Universidad Complutense de Madrid* *Oficina de Relaciones Internacionales* *EDIFICIO DE ESTUDIANTES* *Avda de la Complutense s/n* *Ciudad Universitaria* *28040* *Madrid*
Step 4 Once in Madrid	Go to the International Relations Central Office in *Universidad Complutense de Madrid* *Oficina de Relaciones Internacionales* *EDIFICIO DE ESTUDIANTES* *Avda de la Complutense s/n* *Ciudad Universitaria* *28040* *Madrid* *ESPAÑA*

	PHONE: +34 91 394 7196/7194 *FAX: +34 91 394 7266* and bring your Erasmus student credential/certificate provided by your IRO
Step 5 Once in Madrid	Get in touch with us, we will show you our University and help you with anything you need. Oficina de Relaciones Internacionales Alexandra Lázaro Touza General Díaz Porlier, 58 28006 Madrid Phone: + 34-913096139 erasmus@universidadcisneros.es
Step 6 Before you leave Madrid	Transcript of Records will be handed out by your local co-ordinator at CES.CC

AREA COORDINATORS

DEPARTMENT OF PSYCHOLOGY

Miguel Ángel González Felipe

maglez@universidadcisneros.es

91-3096375

LAW DEPARTMENT

María Dolores Hernández Díaz-Ambrona

doloreshernandez@universidadcisneros.es

91-3096123

DEPARTMENT OF BUSINESS ADMINISTRATION AND MANAGEMENT

Concepción Díaz

concepciondiaz@universidadcisneros.es

Oficina de Relaciones Internacionales CES Cardenal Cisneros

Alexandra Lázaro Touza

General Díaz Porlier, 58

28006 Madrid

Phone: + 34-913096139

erasmus@universidadcisneros.es

LANGUAGE COURSES

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.

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

ACCOMMODATION

Exchange students may find accommodation in shared flats (approx-prices 290 € to 350 €) (a one month deposit is required). The University helps to find lodging, but early information is needed regarding the needs of each student (date of arrival, length of stay, particular wishes about board, economic restrictions, etc.). The housing application form must be received as soon as possible, but, in any case, at least three months prior to the date of arrival.

IN ALL CASES STUDENTS CAN FIND THE HOUSING APPLICATION AT:

http://casaestudiante.ucm.es/encuentra-tu-alquiler

 E-mail: residenciaserasmus@rect.ucm.es

CAN WE HELP YOU?

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

erasmus@universidadcisneros.es