

# Fact Sheet

2021-2022

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Universidad Villanueva	Fact Sheet
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Full legal name of the institution	Universidad Villanueva
Erasmus Code	E MADRID 03
Address	C/ Costa Brava 2 / 28034 Madrid (Building A) C/ Costa Brava 6 / 28034 Madrid (Building B) 28034 Madrid. Tel. +34 917 340 413
Transports	METRO: Paco de Lucía (línea 9) and Fuencarral (línea 10) EMT: 178 Pza. de Castilla–Montecarmelo, 133 Pza. de Callao– Mirasierra, 134 Pza. de Castilla–Montecarmelo RENFE: Paco de Lucía, Ramón y Cajal (Cercanías)
Application	<a href="https://www.villanueva.edu/en/admission-for-international-students/">https://www.villanueva.edu/en/admission-for-international-students/</a>
Institutional Incoming Coordinator	Phd.Prof. Ana Cuquerella <a href="mailto:acuquerella@villanueva.edu">acuquerella@villanueva.edu</a> - Office: Building A, room 2.5. Ms. Ana del Moral <a href="mailto:adelmoral@villanueva.edu">adelmoral@villanueva.edu</a> - Office: Building A, room 2.5.
Administration & Accomodation Advisor	Ms. Carmen Santillana <a href="mailto:csantillana@villanueva.edu">csantillana@villanueva.edu</a> Administrative office, main floor, Building B
Website information on courses offered for Incoming Students	<a href="https://www.villanueva.edu/en/programs-for-international-students-incoming/">https://www.villanueva.edu/en/programs-for-international-students-incoming/</a> <a href="https://www.villanueva.edu/grados/">https://www.villanueva.edu/grados/</a> > Select the Degree program of your choice
Language of instruction	It depends on which course: courses from International program, in English (B2 min. required); courses from regular programs (degrees) in Spanish (B1 min. required).

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Accommodation	Shared apartments, apartments, Spanish families, Residences: <a href="mailto:csantillana@villanueva.edu">csantillana@villanueva.edu</a> Company specialized in shared apartments for students. Short and long terms: <a href="http://www.aluni.net">www.aluni.net</a>
Academic Calendar	Fall: September 6th- December 17TH Spring: 17 January 6th May
Approximate costs (in Euros)	Public transport 20€-30€ monthly ticket A cup of coffee 1,5€ A coke or a beer with tapa 2-3 € A sandwich in a cafeteria 2-4 € Menu in a restaurant near university 10-14 € Room in a shared apartment 500-700 € month Dorms (2 meals) 1200 € month A drink in a club 7-10 €
Madrid Public Transportation Card	<a href="https://www.metromadrid.es/en/travel-in-the-metro/fares-and-tickets/tickets">https://www.metromadrid.es/en/travel-in-the-metro/fares-and-tickets/tickets</a> <a href="https://www.crtm.es/billetes-y-tarifas/billetes-y-abonos/abono-transportes/abono-treinta-dias.aspx?lang=en">https://www.crtm.es/billetes-y-tarifas/billetes-y-abonos/abono-transportes/abono-treinta-dias.aspx?lang=en</a>
Health Insurance	<a href="https://www.angloinfo.com/how-to/spain/healthcare/healthsystem/eu-health-card-ehic-">https://www.angloinfo.com/how-to/spain/healthcare/healthsystem/eu-health-card-ehic-</a>
Internship Department & Student's Activities	Ms. Ana Visiers   <a href="mailto:avisiers@villanueva.edu">avisiers@villanueva.edu</a> Building B, 2nd Floor
Global Buddies Coordinator	<a href="mailto:acuquerella@villanueva.edu">acuquerella@villanueva.edu</a> <a href="mailto:adelmoral@villanueva.edu">adelmoral@villanueva.edu</a>

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<p>Nomination Procedure</p>	<p>The partner institution should send a nomination email to : <a href="mailto:acuquerella@villanueva.edu">acuquerella@villanueva.edu</a></p> <p>We should receive the following information:</p> <ul style="list-style-type: none"><li>- Student's full name</li><li>- Student's email (that s/he actively uses)</li><li>- Period of studies (semester 1 or 2 / whole academic year)</li></ul>
<p>Registration Procedure</p>	<p>The nominated student should send to <a href="mailto:csantillana@villanueva.edu">csantillana@villanueva.edu</a>:</p> <ul style="list-style-type: none"><li>- Passport Number</li><li>- Scanned passport size picture</li><li>- Heath Insurance proof</li></ul>
<p>Study regulations</p>	<p>-Assistance to classes is mandatory. Students must present a justification in case of absence. Too many absences may result in failing the course.</p> <p>-Examination dates cannot be changed unless a justification is presented to the faculty in advance.</p> <p>-Students may extend their stay by making a formal request in advance to International Office Incoming who will pass it on to the faculty in question for assesment.</p>
<p>Transcript of Records</p>	<p>A Transcript of Records will be issued in February for semester 1 students and in late June semester 2 students. The exact dates may vary. We will send a signed PDF by email to the students, and the original by post to the home university when requested.</p>

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## Grading

A+ First-Class Honours 10  
A Excellent 9-9.9  
B Notable 7 – 8.9  
C Passed 5 – 6.9  
F Fail 0 – 4.9  
NP Not Presented