

Fact Sheet

2024-2025

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Full legal name of the institution	Universidad Villanueva
Erasmus Code	E MADRID 221
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	https://villanueva.moveonfr.com/locallogin/6220ddef9f29fb03fc780f87/eng
Institutional Incoming Coordinator	Phd.Prof. Ana Cuquerella acuquerella@villanueva.edu - Office: Building A, room 2.5. Ms. Ana del Moral adelmoral@villanueva.edu - Office: Building A, room 2.5.
Administration & Accomodation Advisor	Ms. Carmen Santillana csantillana@villanueva.edu Administrative office, main floor, Building A
Website information on courses offered for Incoming Students	https://www.villanueva.edu/en/programs-for-international-students-incoming/ https://www.villanueva.edu/grados/ > 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	csantillana@villanueva.edu
Academic Calendar	Fall: from September the 5th to December the 20th. Spring: from January the 13th to May the 14th.
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	https://www.metromadrid.es/en/travel-in-the-metro/fares-and-tickets/tickets https://www.crtm.es/billetes-y-tarifas/billetes-y-abonos/abono-transportes/abono-treinta-dias.aspx?lang=en
Health Insurance	https://www.angloinfo.com/how-to/spain/healthcare/healthsystem/eu-health-card-ehic-
Internship Department & Student's Activities	Ms. Miriam Ruiz mruiz@villanueva.edu Building B, 2nd Floor
Global Buddies Coordinator	acuquerella@villanueva.edu adelmoral@villanueva.edu

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<p>Nomination Procedure</p>	<p>The partner institution should send a nomination email to : acuquerella@villanueva.edu</p> <p>1.1. Nomination deadline for Fall Semester: 30th May. 1.2. Application deadline for Fall Semester: 30th June. 1.3. Nomination deadline for Spring Semester: 30th November. 1.4. Application deadline for Spring Semester: 30th December.</p> <p>We should receive the following information:</p> <ul style="list-style-type: none">- Student's full name- Student's email (that s/he actively uses)- Period of studies (semester 1 or 2 / whole academic year)
<p>Registration Procedure</p>	<p>Once the nomination has been accepted, the student must fill out the following form: https://villanueva.moveonfr.com/locallogin/6220ddef9f29fb03fc780f87/eng</p> <p>The nominated student should send to csantillana@villanueva.edu:</p> <ul style="list-style-type: none">- Passport Number- Scanned passport size picture- Heath Insurance proof
<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