

GUIDE FOR INCOMING INTERNATIONAL STUDENTS 2018-2019 VALENCIA



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Section 1: Introduction

Welcome to Universidad Europea in Valencia

It is a pleasure to welcome you to Universidad Europea in Valencia. Founded in 1989, the University is one of Spain's most international universities. We have a student population of around 16.000, a large international community of students and more than 1.100 teachers in our three headquarters, Madrid, Canary Islands and Valencia. We hope that, by experiencing all the University has to offer, you will find your time in UEV enriching both academically and personally.

This guide has been designed to provide visiting students with information on all aspects of their stay at UEV. We recommend you to read this guide carefully prior to your arrival. In addition, a more detailed guide about administrative procedures in Spain is also provided jointly to this document.

If you have any other questions about this guide, do not hesitate to contact us at international.valencia@universidadeuropea.es

We look forward to meeting you at Universidad Europea in Valencia.





Section 2: Applying to Study at UEV

- **Eligibility**

Before the exchange, the International Coordinator of your University must have you nominated to us by email as per our bilateral agreement.

- **Language Requirements**

We offer subjects taught in English, but with limited seats. Universidad Europea is a private institution which guarantees a personalized learning experience for each student. To achieve this, class groups are small and places are limited. **Therefore, we cannot guarantee a place to every student who requests a particular class in English and a Spanish equivalent will be offered, hence why we request all candidates to have at least a certified B2 level of Spanish.**

Once a class taught in English is full, we will redirect the student to that same class but in Spanish. That's why we require the incoming students to have a basic level of Spanish (B2) to be able to follow classes taught in Spanish. The International Office could randomly request students to have an online interview to check their level before confirming their exchange program to avoid academic problems for those students and to make sure they can make the most of their stay.

- **Application Procedures**

Once we have received your nomination from your university, we will send you by email the confirmation of acceptance. You must follow the next steps:

1. Fill an online application in our platform MoveOn with all your personal data

[Online registration link](#)

You need to register first on the right-hand part to receive your password and then come back and login. **You have between May 1st and May 31st 2018 to fill your application.**

WARNING: You do not have to choose your subjects at this stage.

The screenshot shows the 'AUTHENTICATION' page of the MoveOn platform. It features two main sections: 'Login' and 'Registration'. The 'Login' section includes fields for 'Email' (with the value 'JENNIFER.LEROUX@UNIV...') and 'Password', a CAPTCHA image showing the number '17654', and a 'Log in' button. The 'Registration' section includes fields for 'First name', 'Surname', 'Email', 'Password', and 'Password confirmation', and a 'Register' button. A red circle highlights the 'Registration' section.



2. Once your application is validated, we will communicate you the name of your International tutor. He is a teacher who will be your point of contact during all your stay for all academic questions.

We will also send an official acceptance letter for students in need of a VISA for Spain as well as the list of subjects.

3. The International Tutor will help you to do the selection. For Erasmus students, you will be able to fill the Learning Agreement document during this step. Learning Agreement is then signed by the International office.

Please, note that this election of courses is a request, and not a formal enrolment. Students will need to enroll upon their arrival to the University.

- **Contacting the International Office**

Upon their arrival, students will have to attend an orientation session to get all the practical details about the university before starting their first day of class.

The International Relations office will be your main point of contact for non-academic issues before your arrival and during your time in UEV. Please e-mail us with any questions you may have prior to or during your time in UEV international.valencia@universidadeuropea.es



Section 3: Structure of the University

• Structure of the University

UEV has four Schools that cover a wide range of fields. Each School is granted independence in their teaching methodology, as well as in the specialization and articulation of the theoretical and practical content per field and per specific degree. This certifies our degree- holders will be efficient professionals when entering the job market. The University Schools are:

- School of Health Sciences
- School of Social Sciences
- School of Architecture and Polytechnics
- School of Languages and Translation

All our degrees are officially recognized accredited degrees. They offer curricular branches linked directly to companies and boast the latest technologies applied to their individual learning needs.

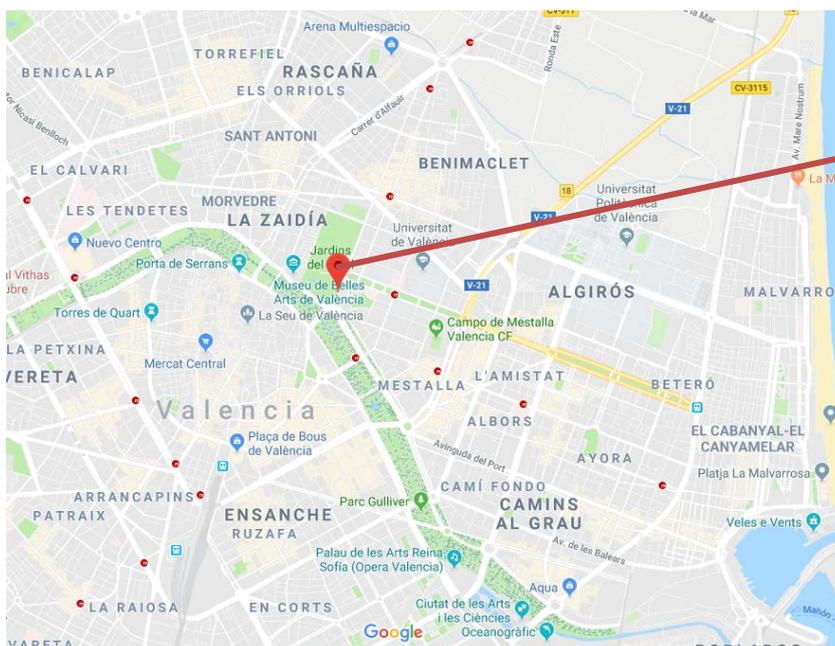
- Universidad Europea de Valencia offers:
- Single Degrees
- Double Degrees
- Bilingual Degrees

For more information visit:

<http://valencia.universidadeuropea.es/estudios-universitarios/grados>

• Where are we?

Located in the center of Valencia city, our campus consists of two buildings:

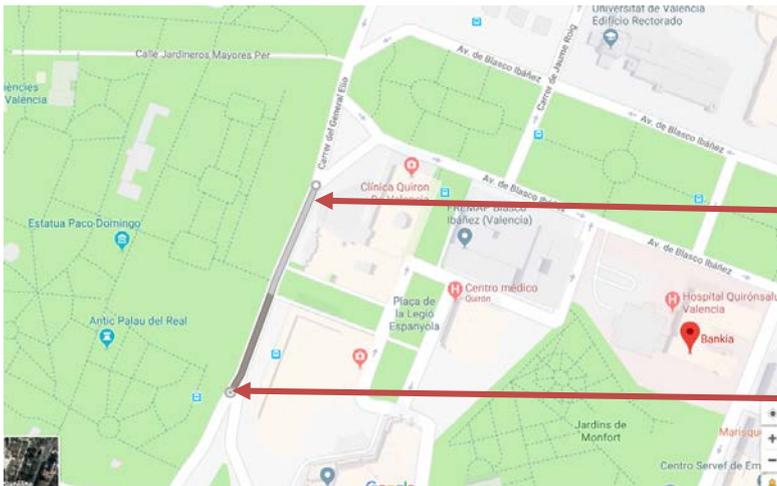


Calle general Elio,
46010 Valencia



**Universidad
Europea**

LAUREATE INTERNATIONAL UNIVERSITIES



Building B Calle general Elio, 10

Building C Calle general Elio, 2

A third building for administration is located Paseo de la Alameda, a 5-minute walk from the Academic premises.

By bus

Lines: 1,6,9,11,12,16,26,28,30,31,32,70,71,79,80,81,94,95

By subway

Lines 3 and 5 Stop FACULTATS

By Tram

Lines 4 and 6 Stop BENIMACLET





Section 4: Course Policies

- **Spanish Language Courses**

Incoming exchange students are offered face to face class of Spanish. We offer A level and B level. We offer courses in September and in February. Their duration is 6 months and represent 6 ECTS.

- **English Language Training**

The UEV Language Center provides English language training all year long for those students interested (with a value of 6 ECTS). Students are required to do a level test before choosing their group.

- **Workload for UEV students**

60 ECTS Credits per academic year (30 each semester) is the normal workload for UEV students and you will not normally be permitted to register for significantly more credits than this.

Please note that all students are expected to participate fully in classes and to complete all assessments for the classes for which they are registered. In order to be eligible to attend lectures or practical sessions you must be officially registered for the course.

- **Absence from Classes and Exams**

Unless you are ill, or have other good reason, you should attend all your classes and exams. If you are unable to attend classes for medical reasons, or you feel that your academic performance has been affected by your health, you must submit relevant medical certificates **issued by a Spanish medical institution/professional.**

If you are absent from class for health reasons for more than six days, you should submit a medical certificate from a doctor.

A trip is not an excuse to miss class!



Section 6: Logistics

- **Academic Calendar 2018-2019**

FALL SEMESTER From September 10th 2018 to January 25th 2019. Including two weeks of holidays from December 24th 2018 to January 4th 2019.

SPRING SEMESTER From January 28th 2019 to June 14th 2019. Including one week of holidays from April 18th 2019 to April 30th 2019.

Warning: the welcome session for foreign student will be communicated by email.

- **Entering Spain**

Students from any European Union Member State or the European Economic Area who are on a student exchange program, will require a full passport or valid national ID card in order to enter Spain. You must also be covered by a health insurance (European health card). No other documentation is required.

Students who are nationals of non-EU countries must check in advance with the authorities of their home country what documentation is required. Keep in mind that it will take time to apply for a visa. Please be aware that your visa application is your responsibility. You must submit your application to the UEV in sufficient time for it to be processed and an appropriate acceptance letter sent to you. A medical assurance is also required, check with your current company for an extension abroad.

Warning: Health assurance cards or certificates must be provided to us at your arrival.

- **Accommodation: General Information**

We are aware of the difficulties involved when moving to an unknown city or country. The place where you are going to live during your time spent at University is very important for you to feel settled and to obtain the maximum benefit from both your studies and the university experience.

The student is responsible of finding his own accommodation. Nevertheless here are some of the different accommodation alternatives available to you so that you can find the one that best suits your needs, possibilities and tastes:



- University Dormitory: Universidad Europea de Valencia has signed an agreement with a University Dormitory next to the football stadium meeting all your domestic, academic and security requirements. <http://www.resa.es/Residencias/Colegio-Mayor-La-Concepcion> for booking.
- Students normally prefer to share flats with other international students. While our university is in no way responsible for housing, we can suggest the following private agencies:
ALUNI.NET: www.aluni.net
UNIVERSAL STUDENTS: www.universalstudents.es
Room4valencia www.rooms4valencia.com
- You can also find a flat on the following traditional websites:
www.idealista.com
www.pisos.com
www.enalquiler.com
www.yaencontre.com

- **European Health Insurance Card**

All incoming European students should have the European Health Insurance Card or a private health insurance that covers their stay in Spain.

The EHIC covers any medical treatment that becomes necessary during your trip, because of either illness or an accident. The card gives access to state- provided medical treatment only, and you'll be treated on the same basis as an 'insured' person living in the country you are visiting.

For more information visit: <http://www.euhealthcard.org/index.htm>

If you need a private insurance this is the option recommended in UEV: www.aonstudentinsurance.com.

For non-European students, check with your local Health insurance what are the covers options for Spain.



- **Other Practical Information**

Cost of Living

The cost of living in Valencia is relatively cheap compared to other cities:

Sharing a flat: around 280€/month

Supermarket: around 250€/ month

Local transportation: depending on where you live, you may be able to walk to the university.

Local transportation (bus/subway) can cost around 30€ /month, depending how often it is used.

Banks

On arrival to Universidad Europea, you may wish to exchange money and this can be done at most banks. Banks are normally open from 8:30 am to 2:00 pm Monday to Friday. If you choose to open a bank account, it is advisable to choose a bank which is reasonably close to the University campus or residence.

You will need to take along the following documents: Student ID card, passport and an official letter from the University.

Post Offices

The nearest Post Office to Universidad Europea is 500 metres far on Primado Street with Jaime Roig street. Post Offices are open from 8.30 am to 8.30 pm Monday to Friday and on Saturday mornings between 9.30 am and 13.00 pm. www.correos.es.

Check the “LIVING IN VALENCIA DETAILED GUIDE” for more practical information to come and live in Valencia.



Section 7: Who's who?

School	International Tutors	E-mail
School of Health Sciences	Nieves de Bernardo NURSING and FISIOTHERAPY	marianieves.debernardo@universidadeuropea.es
	Javier Molina DENTISTRY	Javier.molina@universidadeuropea.es
School of Social Sciences	Lance Pedlar BUSINESS	Lance.pedlar@universidadeuropea.es
	Lucía Aparicio LAW-INTERNATIONAL RELATIONS	Lucia.aparicio@universidadeuropea.es
	Lynn Summerfield TRANSLATION	Lynn.summerfield@universidadeuropea.es
School of Architecture	Sergio Alonso	sergio.alonso@universidadeuropea.es
International Office	Emmanuel Haze Director	Emmanuel.haze@universidadeuropea.es
	Jennifer Leroux International coordinator	Jennifer.leroux@universidadeuropea.es
Student Affairs	Offices in building C	Ate.valencia@universidadeuropea.es
Library	In building B	Biblioteca.valencia@universidadeuropea.es
Language Center		Languagecenter.valencia@universidadeuropea.es



Section 8: You and the UEV

- **E-mail Communication**

The university will normally use e-mail to communicate with you during term-time. These e-mails will be sent to your University e-mail account. This account will be activated by your International tutor. In the meantime we will communicate with you via the email you registered in your online application.

It is your responsibility to ensure that you check your e-mail on a daily basis. We recommend that you use your University e-mail account to read and respond to University communications.

You should note that failure to check your e-mail or failure to receive e-mail due to non-delivery of an e-mail forwarded to a non-University e-mail account will not be accepted as grounds for appeal.

- **Computer Facilities**

The University campus is enabled with free Wi-Fi. You'll be able to use freely our computer rooms (room B1)-Check available time on the door of the classroom. The library also offers some free access computers.

The password for Wifi is: **Wifival2011**

- **Virtual Campus**

You can access the Virtual Campus, named "Blackboard", from the University homepage by clicking on 'Student Access'. You will receive your login and password by email, or we can give it again to you during your first week at the University after registering you in the different subjects chosen.

You should use your Virtual Campus to check the information held on you, and to find other information such as: Schedule, Changes of classrooms, Important information given by the teachers, Study guides and more...

- **Library Facilities**

Registered students are automatically members of the University Library. The library is located in building B and you also have access to the Dulce Chacon Online library.

To access the library as well as the sport facilities, you will need a student ID card. Once in Valencia, we will tell you what to do to obtain it from Student Affairs department.



Section 9: Leisure Activities

- **UEV Sports Activities**

Thanks to a special agreement signed with different gyms in Valencia, students from UEV can access the sport facilities (gym, swimming pool, spinning and aerobic classes with a big discount on the normal rate) You will also be able to participate to UEV Football league, (if you come during the first semester). More details can be obtained during the welcome week in September. All information will be post also in Blackboard, in the community UE Experience.



- **UEV Clubs**

During the welcome week, you will receive information about our different clubs: international club, running club, volunteer club, E-sport club, theater club, dental club, Reading club.

If you want to practice languages and make new friends, the Language Center is organizing frequent meetings of the Conversation club in different places and with different linguistic combination.



You will also find information about other activities offered by the university following us in the social media:

Facebook: <https://es-es.facebook.com/UEValencia/>

Twitter: @UEValencia

Instagram: @ueuropea



- **International activities**

FIND YOUR BUDDY PROGRAM



FIND YOUR BUDDY

You will have the opportunity to get assigned another UEV student as your sponsor in order to help you in your integration at Universidad Europea. He or She will be there to guide you in the campus, answer your questions about the way we work, but also to show you the better places in Valencia to enjoy your stay here! Sponsors must organize some fun activities with you so you can discover the city. You will have the opportunity to register to the program during the welcome week at international.valencia@universidadeuropea.es.

OTHER ACTIVITIES

During the year, the International Office will organize activities to allow foreign students discovering better our country but also for sharing with Spanish students their own culture. If you are interested to participate, you can join the International Club registering at international.valencia@universidadeuropea.es. You are the best ambassadors of your country in our campus so check your email to be aware of the events program. As an example, you can check our blog to see the past events:

<http://blog.universidadeuropea.es/es/experiencias-internacionales/world-wide-uev>

PLEASE, PARTICIPATE TO OUR UNIVERSITY ACTIVITIES!



Section 12: Exams and the End of Your Stay

• Examinations

If you are registered for and attending a course for the first time, you will automatically be entered for the exam in that course and there is no fee. You will be informed of exam dates and times by your teachers and they will also appear in your Online Campus.

According to our examination policy, international students will be allowed to attend extraordinary exams (second chances) in July.

• Exam Results

You will be able to access your exam results as soon as they become available via your Virtual Campus.

Universidad Europea uses a grading scale from 0 to 10 where 0 is fail and 10 is excellent.

NOT ATTENDED:	NP
FAIL:	0-4,9
SATISFACTORY:	5-6,9
GOOD:	7-8.9
VERY GOOD:	9-10
EXCELLENT:	10

• Transcripts

When you have completed your period of study at UEV and the results you have obtained have been processed, a Transcript of Records detailing these results will be sent directly to the International Office of your home university.

Please note that Transcripts will be sent only once the exam results for all students have been processed. **You will normally receive your Transcript 4-8 weeks after the end of the semester.**

• Extending Your Period of Study

If you apply to study at the Universidad Europea for the first semester only and would like to extend your stay until the end of the second semester, this may be possible. In order for the International Office to extend your period of study, you will need:

- The approval of your home university
- The approval of your Erasmus Departmental Tutor at the UEV

The International office will require e-mail confirmation of this approval from both parties (sent to international.valencia@universidadeuropea.es)

If the request receives full approval, the International Office will update your Student Record accordingly.



Section 13: Pre-Departure and Arrival Checklists

- **Before Departure**

Did you send your completed application documents to the International Office of Universidad Europea de Valencia?

Did you receive a confirmation of the subjects chosen by your tutor?

Did you arrange accommodation?

Is your passport/national ID card valid?

Did you make your travel arrangements?

Has your Learning Agreement been approved by your academic coordinator of your home university?

- **On Arrival**

Attend the Orientation session for international students.

Have a copy of the Insurance card or certificate to give to your international tutor.

Get signed the arrival certificate from your home university.

- **Links of Interest**

Ministry of the Interior – Procedures for Foreigners -

<http://www.mir.es/SGCAVT/extranje/Madrid>

Ayuntamiento de Valencia (Valencia City Hall): <http://www.valencia.es/>

Valencia Transport network: <http://www.emtvalencia.es/ciudadano/index.php>

Tourism in Valencia <http://www.turisvalencia.es/>

- **Phones of Interest**

Emergencies: 112

Police: 062

Ambulance: 092

Fire: 080