

FACT SHEET 2022/23



WEBSITE : **[CES.CUNEF.EDU](https://ces.cunef.edu)**

ERASMUS ID CODE : **MADRID 03**

ADDRESS : **C/ LEONARDO PRIETO CASTRO 2 , 28040 , MADRID**



*ACADEMIC INFORMATION

REQUIRED APPLICATION DOCUMENTS	<ul style="list-style-type: none"> - Learning agreement - Application Form - Proof of English/ Spanish proficiency (B2 minimum) - Passport/ ID - Photo
CREDITS	Courses are measured in ECTS credits: <ul style="list-style-type: none"> • 30 ECTS one semester. • 60 ECTS one academic year
COURSE CATALOGUE	<ul style="list-style-type: none"> • Please, find the courses available¹ at CUNEF in the following links: https://ces.cunef.edu/en/international-experience/exchange-and-international-mobility-programmes/

*GRADING SYSTEM

ECTS GRADE	CUNEF	DEFINITION
A	9.0 – 10	EXCELLENT
B	8 – 8.99	VERY GOOD
C	7 – 7.99	GOOD
D	5 – 6.99	SATISFACTORY
F	0 – 4.99	FAIL
Not Attended	NP	ABSENT

*IMPORTANT DATES

2022/23	FALL SEMESTER	SPRING SEMESTER
APPLICATION DEADLINE	May, 31 st	Nov., 30 th
WELCOME DAY	Sept., 2 nd	TBD
START OF CLASSES	Sept., 5 th	TBD
END OF SEMESTER (EXAMS INCLUDED*)	TBD	TBD
RETAKE EXAMS PERIOD	TBD	TBD

* IMPORTANT INFORMATION

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VISA	<p>If you are a non-EU student, be aware you need to apply for a student visa. Please consult with the Spanish Embassy or Consulate in your current country.</p> <p>For more information, on the following link : http://www.exteriores.gob.es/Portal/en/ServiciosAlCiudadano/InformacionParaExtranjeros/Paginas/Inicio.aspx</p>
HEALTH INSURANCE	<p>Insurance is mandatory before a stay in our institution. All Incoming Students must send us a valid copy of the Insurance policy they have contracted before their arrival at CUNEF.</p> <p>Students from EU are entitled to health care and must present EHIC-card. For more information click on the following link : http://ec.europa.eu/social/main.jsp?catId=509&langId=en</p>
ACCOMODATION	<p>Our Departmental Coordinators will guide incoming students in finding accommodation.</p>
COUNSELING	<p>The counselling service offered by CUNEF aims to help all students achieve their academic and personal well-being, helping them to sort out the different concerns they may have, always within a framework of complete confidentiality.</p>
SPORTS AND VOLUNTEER WORK	<p>These are activities that are performed outside of teaching hours, and which contribute towards the students' academic, professional and personal development. CUNEF offers different types of activities.</p> <ul style="list-style-type: none"> • Debate Club • Volunteer work • Sports • Legal Challenge • Business Case Competition
CAREER SERVICES	<p>At CUNEF we have a Career Services Department to provide students and alumni with all the tools and skills they need, and the best possible opportunities to maximize their professional development.</p> <p>Some of the services provided by this department are:</p> <ul style="list-style-type: none"> • Employment platforms • Career Forum • Individual mentoring sessions

BUDDY PROGRAM	Upon arrival at CUNEF, each incoming student will be assigned a CUNEF Buddy (local student) who will help him/ her to settle in both the university and the city.
WELCOME DAY	CUNEF organizes a Welcome Day for incoming students to meet our community, get acquainted with the university campus and academic procedures and non-academic information.
MEET AND GREET	To promote greater cultural, and social integration, CUNEF offers to the incoming students different activities outside campus through the international club of CUNEF.

*CONTACTS



IVÁN ROSELL

Erasmus Program Coordinator

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Our Campus

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NATALIA REBOLLEDO

Bilateral Program Coordinator

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CUNEF Campus

15.000m² distributed among 5 buildings (C.U.N.E.F.), all fully renovated, accessible and surrounded by nature.

Flexible spaces with the latest classroom technology. An ecosystem where teaching, technology and the environment foster active learning, debate, and students initiatives.

- C** Ground floor: Work/Café
First Floor: Communication and Admission departments, Professional Careers and Employment Office
- U** Ground floor: IT classroom, Classroom U0.1, Reprography and Student Shop, Administration
First Floor: Classrooms U1.1 and U1.2, ITs Department
Second floor: Classrooms U2.1 and U2.2, International Relations Office
- N** Ground floor: Auditorium, Library
First Floor: Study rooms
- E** Floors 1 to 3: Classrooms E
Floors 4 to 7: Offices
- F** Ground floor: Student Support Office
Floors 1 to 3: Classrooms F
Floors 4 to 7: Offices
- I** Control and information
- P1 P2** Parking 1 and 2
- Ac** Access gate
- Pc** Central square
- B** Bicycle Parking

