



UPM

GUIDE FOR INTERNATIONAL STUDENTS

UNIVERSIDAD
POLITÉCNICA
DE MADRID



POLITÉCNICA

"Engineering the future"

INTERNATIONAL
CAMPUS OF
EXCELLENCE

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GUIDE FOR INTERNATIONAL STUDENTS



At the Technical University of Madrid (UPM) we firmly intend to be a university with a strong international outlook. We have taken this idea as a challenge and have encouraged student exchanges at both graduate and postgraduate level for many years.

International students are therefore particularly welcome at the UPM, regardless of where they are from and whether they are undergraduate, graduate or postgraduate students. We have set up many exchange programmes that the UPM upholds and promotes with other universities around the world. Through these exchanges, international students can access our education system and culture and enjoy a range of experiences they would undoubtedly miss out on without the opportunity to participate in a student exchange programme.

We hope that students who spend time at our university will be our best ambassadors, and that their comments and suggestions will help us to provide the welcome and assistance we trust you will find if you do decide to study at the UPM.

This guide has been prepared to help you during your stay among us. It is intended to give you practical, useful information about our city and our university and to help you as much as possible to integrate into your new environment.

*Javier Uceda Antolín
Rector of the Technical University of Madrid*

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1. INTRODUCTION

1.1. THE UNIVERSITY

Most of the Technical University of Madrid Schools and Faculties have a long, prestigious history, as they began teaching activity during the reign of Carlos III, making some of them nearly 200 years old. It is therefore no exaggeration to say that a large part of the history of Spanish technology in the last 150 years has been written by the UPM Schools of Architecture and Engineering, and that most of the major figures in Spanish university lecturing and research have passed through our lecture halls both as students and teaching staff. The Technical University of Madrid was created as such in 1971, when all the Higher Technical Schools that had previously formed the Higher Technical Institute were brought together, with the addition of the University Schools in 1972.

The UPM now has 22 Centres of Study, 2 Affiliated Centres and 16 Research Centres and Institutes.

1.2. SHORT DESCRIPTION OF THE UPM

The Technical University of Madrid is a leading university in the teaching of Architecture and Engineering in Spain and is internationally renowned for the quality of its courses and the research undertaken at its Centres, Departments and Institutes. The qualifications it offers cover all areas of Architecture and Engineering in today's society, where technological advances have a decisive influence and scientists and engineers are taking on increasingly greater responsibility. As a guarantee for the training of future generations, the Technical University of Madrid combines the four main functions of a modern higher education centre: teaching, knowledge generation, transfer of knowledge to production sectors and administration, and popularisation of science and technology as an exponent of the global service a university should offer in our society.

The Technical University of Madrid has the classification of International Campus of Excellence. This distinction from the Spanish Ministry of Education has been earned by nine Spanish universities and confirms the quality of the UPM in terms of teaching, research, and the transfer of knowledge to the community.

The UPM has approximately 36,500 students at present, enrolled in undergraduate courses, Masters and doctorate programmes.

As a university with an international outlook, the UPM places great importance on international education. The courses it offers include more than 900 agreements signed with European universities for the Erasmus programme.

Every academic year more than 900 students go on an Erasmus Exchange to a European university and approximately 650 international students come to the UPM through this programme.

2. STRUCTURE OF UNIVERSITY COURSES

The Spanish university system is being adapted to the European Higher Education Area (EHEA). The 2011-2012 academic year is the second year of its introduction. The previous structure, divided into first cycle (3-year courses: Diploma, Technical Architect and Technical Engineer), first and second cycle (5-year courses for qualifications of Degree, Architect and Engineer) and third cycle (2-5 years of study to obtain the qualification of PhD), currently coexist with the new structure (degree, Masters and doctorate), which will gradually replace the previous structure.

Erasmus students who would like to spend time at our university may organise their learning agreement among the currently valid curriculums. They must ensure that the topics or subjects they have chosen will actually be taught as part of a current curriculum, whether from a former qualification or a new degree course.

Degree:

Degree courses are designed to prepare students to undertake professional activities. Curriculums leading to a Degree have 240 credits divided over four years. These courses will conclude with the preparation and public defence of an end of degree project worth six to 30 credits.

Official Masters:

Masters courses are designed to prepare graduates for advanced professional activities and are oriented towards academic and professional specialisation and research. Curriculums leading to a Masters degree will comprise 60 to 120 ECTS credits divided over one or two years. Courses will conclude with the preparation and public reading of an end of Masters project worth 6 to 30 ECTS credits.

Doctorate:

Doctorate courses are designed to provide advanced training for students in research techniques. The duration of doctorates is not determined by credits; they are structured as a Doctorate Programme, comprising a training period and a research period (doctoral thesis).

3. THE SPANISH CREDIT AND GRADING SYSTEM. EUROPEAN CREDITS.

In earlier curriculums still in force (not adapted to the EHEA), Spanish credits are for 10 class hours, whether they are theory or practical, except in some curriculums where no credits are assigned.

In the new curriculums adapted to the European Higher Education Area, European Credits (ECTS) are used.

When Erasmus students entering the UPM choose subjects from a previous curriculum they must find out about the equivalence between the credits assigned to the subject and the ECTS credits.

ECTS credits are the standard adopted by all universities in the EHEA as a way to ensure academic recognition of courses studied abroad. They improve the quality of education and encourage student mobility among universities, as they measure higher education in Europe using common criteria.

The European Credits Transfer System measures the total time required to pass a subject: theory classes, practicals, study, assignments, etc. One ECTS credit is equivalent to 25 hours of student workload.

The ECTS system establishes a workload of 60 credits for a full time student in one academic year. Therefore, a semester is equivalent to 30 credits and a term is equivalent to 20 credits. The minimum number of hours per credit is 25 and the maximum is 30.

The European Commission has published a user guide for the ECTS system, which you can find at the following link: http://ec.europa.eu/education/lifelong-learning-policy/doc/ects/guide_es.pdf.

GRADING SYSTEM

The Spanish grading system is a decimal system from 0 to 10. These grades are accompanied on the transcript by a non-numerical grade. A minimum grade of 5 is required to pass a subject. For most subjects a final written or oral exam must be passed in order to pass the subject

Students who do not pass an end of term or end of semester exam will have the chance to resit it in the July exams (curriculums adapted to the EHEA) or in September (previous curriculums).

- 0 – 4.9: *Suspenso* (SS) - Fail
- 5.0 – 6.9: *Aprobado* (AP) - Pass
- 7.0 – 8.9: *Notable* (NT) - Very Good
- 9.0 – 10: *Sobresaliente* (SB) - Excellent

A distinction of “*Matrícula de Honor*” may be awarded to the best students who have obtained the grade of *Sobresaliente* (Excellent), entitling them to a free enrolment in one subject for the following academic year.

Under the ECTS credit system, a student’s results are accredited by a grade. In the EHEA (European Higher Education Area) it is good practice to include a reference to the ECTS system, where students are graded in line with a statistical base. **ECTS Grading Scale:**

A	Excellent	Outstanding performance with only minor errors
B	Very Good	Above the average standard but with some errors
C	Good	Generally sound work with a number of notable errors
D	Satisfactory	Fair but with considerable shortcomings
E	Sufficient	Performance meets the minimum criteria
FX	Fail	Some more work required before the credit can be awarded
F	Fail	Considerable further work is required

Nowadays the new ECTS grading scale is frequently used, as it allows easier comparisons to be made between two or more cultures and grading systems. That is, instead of trying to fit existing grading practices to a standard scale of distribution, universities only have to determine the real percentage of students who receive each local grade.

The correspondence between the ECTS scale and the UPM grading scale will be shown on the list of exam grades by the Erasmus Coordinator of the UPM Centre of Study.

4. COURSES AND GRADES

The Technical University of Madrid offers 42 new degree qualifications (while also offering the courses that remain until the previous 42 qualifications are no longer in force), 54 official masters and 44 doctorate programmes adapted to the European Higher Education Area.

Degrees:

You can check out the Official Degree Courses at the following website: http://www.upm.es/institucional/Estudiantes/Estudios_Titulaciones/EstudiosOficialesGrado

Official Masters:

You can check out the Official Masters Programmes at the following website:
http://www.upm.es/institucional/Estudiantes/Estudios_Titulaciones/Estudios_Master/ProgramasMaster

Doctorate:

You can check out the Official Doctorate Programmes at the following website:
http://www.upm.es/institucional/Estudiantes/Estudios_Titulaciones/Estudios_Doctorado/Programas+de+Doctorado

DOUBLE DEGREES

The UPM offers students the opportunity to study for an international degree through double degree agreements, combining training in two engineering disciplines and providing better preparation for graduates starting out in their professional life. On completing their studies, graduates will obtain the qualification from the UPM in addition to the qualification from the university abroad where they did the exchange of their choice. The UPM currently has 93 specific double degree agreements with Centres of Excellence at various European universities, open to students from the UPM and to students from universities outside of Spain with which agreements have been signed.

[→http://www.upm.es/institucional/Estudiantes/Movilidad/DoblesTitulaciones](http://www.upm.es/institucional/Estudiantes/Movilidad/DoblesTitulaciones)

5. ACADEMIC CALENDAR

First day of classes: second half of September.

Last day of classes: last week of May.

- **First term:**
 - Classes: second half of September – first half of January.
 - Exams: first half of January – mid February.
- **Second term:**
 - Classes: mid February – end of May.
 - Exams: end of May and during June.



Resit exams:

- Degree qualifications: first half of July.
- Previous qualifications: first half of September.

Holidays during the academic year:

- Christmas: two weeks.
- Easter: one week.

[Academic calendar](#)

6. ADMINISTRATION AND RECEPTION FOR ERASMUS STUDENTS

The Vice Rector's Office for Student Affairs (*Vicerrectorado de Alumnos*), through its Student Services and University Extension Office, administers the international Erasmus Programme.

The objective of this office is to encourage UPM students to participate in mobility programmes and to help incoming exchange students to integrate. Contact details:

Servicio de Atención al Alumno y Extensión Universitaria

Rectorado, Edificio B
Paseo Juan XXIII, 11
28040-Madrid
Tel: +34 913367986/ +34 913366018
Fax: +34 913367980
e-mail: erasmus@upm.es

The Vice Rector of International Relations, through the Director of European Programmes, is responsible for administering and signing Bilateral Agreements with universities that belong to the Erasmus Programme. Contact details:

Director de Programas Europeos
Rectorado, Edificio A
Calle Ramiro de Maeztu, 7
28040-Madrid
Tel: +34 91 3363660
Fax: +34 91 3363664
e-mail: director.prog.eu@upm.es

The Erasmus Coordinator at each Centre of Study provides guidance for students and is responsible for academic matters relating to both UPM and incoming students. In conjunction with the Vice Rector of Student Affairs, the Erasmus Coordinators are responsible for welcoming students from other universities.

Most UPM Centres hold **Orientation for New Students** during the first week of September. Information about orientation is provided by the Erasmus Coordinator.

6.1. UPM CENTRES AND ERASMUS COORDINATORS

CENTRE	ERASMUS COORDINATOR
ETS DE ARQUITECTURA (Higher Technical School of Architecture) Avenida Juan de Herrera, 4 Ciudad Universitaria 28040-Madrid http://www.aq.upm.es	Blanca Lleó Fernández Sub-Director of External and International Relations Tel: +34 91 3365249 Fax: +34 91 3366521 e-mail: intercambio.arquitectura@upm.es

CENTRE	ERASMUS COORDINATOR
<p>ETSI AERONAUTICOS (*) (Higher Technical School of Aeronautical Engineering) Plaza Cardenal Cisneros, 3 Ciudad Universitaria 28040-Madrid http://www.aero.upm.es (*)See <i>School of Aeronautical and Space Engineering for new degree qualifications</i></p>	<p>José Luis Sagredo Ruiz Sub-Director of External Relations Tel: 91 3366356 Fax: 91 3366356 e-mail: subdirector.re.aeronauticos@upm.es</p>
<p>ESCUELA DE INGENIERÍA AERONÁUTICA Y DEL ESPACIO (*) (School of Aeronautical and Space Engineering) Plaza Cardenal Cisneros Ciudad Universitaria 28040-Madrid http://www.eiae.upm.es/ (*) See <i>Higher Technical School of Aeronautical Engineering and University School of Technical Aeronautical Engineering for qualifications with curriculums prior to degree courses</i></p>	<p>José Luis Sagredo Ruiz Sub-Director of External Relations, Higher Technical School of Aeronautical Engineering Tel: 91 3366356 Fax: 91 3366356 e-mail: subdirector.re.aeronauticos@upm.es</p> <p>Juan Manuel Holgado Vicente Sub-Director of External Relations, University School of Technical Aeronautical Engineering Tel: 91 3367470 Fax: 91 5447409 e-mail: subdirector.re.aeronautica@upm.es</p>
<p>ETSI AGRONOMOS (Higher Technical School of Agricultural Engineering) Avenida Complutense, s/n Ciudad Universitaria 28040-Madrid http://www.etsia.upm.es</p>	<p>María Carmen González Chamorro Sub-Director of University Extension Tel: 91 3365807 Fax: 91 5434879 e-mail: Subdirector.eu.agronomos@upm.es</p>
<p>ETSI CAMINOS, CANALES Y PUERTOS (Higher Technical School of Civil Engineering) Profesor Aranguren s/n 28040-Madrid http://www.caminos.upm.es http://www.mater.upm.es/materiales/</p>	<p>Luis Garrote de Marcos Sub-Director of International Relations Tel: 91 3366734 Fax: 91 5492628 e-mail: sd58@caminos.upm.es</p>
<p>ETSI INDUSTRIALES (Higher Technical School of Industrial Engineering) Calle José Gutiérrez Abascal, 2 28006-Madrid http://www.etsii.upm.es</p>	<p>Isabel Ortiz Marcos Director of the Office for International Relations Tel: 91 3363047 Fax: 91 3363279 e-mail: internacional@etsii.upm.es</p>
<p>ETSI MINAS (Higher Technical School of Mining Engineering) Calle Ríos Rosas, 21 28003-Madrid http://www.minas.upm.es</p>	<p>Alberto Ramos Millán Sub-Director of Student Affairs and Institution Image Tel: 91 3363241 Fax: 91 3367068 e-mail: subdirector.aeu.minas@upm.es</p>
<p>ETSI MONTES (*) (Higher Technical School of Forestry Engineering) Ciudad Universitaria s/n 28040-Madrid http://www.montes.upm.es (*) See <i>School of Forestry and Environmental Engineering for new degree qualifications</i></p>	<p>María Paz Arraiza Bermúdez-Cañete Sub-Director of University Extension Tel: 91 3367092 Fax: 91 3367093 e-mail: subdirector.eu.montes@upm.es</p>

CENTRE	ERASMUS COORDINATOR
<p>ESCUELA DE INGENIERÍA FORESTAL Y DEL MEDIO NATURAL (*) (School of Forestry and Environmental Engineering) Avenida Ramiro de Maeztu s/n 28040-Madrid</p> <p>http://www.upm.es/institucional/UPM/Centros/CampusCiudadUniversitaria/ForestalMedioNatural</p> <p>(*)See <i>School of Forestry and Environmental Engineering for curricula prior to degree courses</i></p>	<p>María Paz Arraiza Bermúdez-Cañete Sub-Director of University Extension, Higher Technical School of Forestry Engineering Tel: 91 3367092 Fax: 91 3367093 e-mail: subdirector.eu.montes@upm.es</p> <p>Leticia de Salas Regalado Sub-Director of External Relations and University Extension, University School of Technical Forestry Engineering Tel: 91 3367553 Fax: 91 3367554 e-mail: subdirector.eure.forestaes@upm.es</p>
<p>ETSI NAVALES (Higher Technical School of Naval Engineering) Avenida Arco de la Victoria, s/n Ciudad Universitaria 28040-Madrid</p> <p>http://www.etsin.upm.es</p>	<p>Miguel Angel Herreros Sierra Sub-Director for Studies Co-ordination and University Extension Tel: 91 3367213 Fax: 91 5442149 e-mail: subdirector.je.navales@upm.es</p>
<p>ETSI TELECOMUNICACION (Higher Technical School of Telecommunications Engineering) Avenida Complutense, 30 28040-Madrid</p> <p>http://www.etsit.upm.es</p>	<p>Alberto Almendra Sánchez Sub-Director of Student Affairs and Exchange Programmes Tel: 91 3367299 Fax: 91 3367299 e-mail: internacional@etsit.upm.es</p>
<p>ETSI EN TOPOGRAFIA, GEODESIA Y CARTOGRAFÍA (Higher Technical School of Topography, Geodesy and Cartography Engineering) Campus Sur. Camino de la Arboleda s/n Km 7 de la Carretera de Valencia 28031-Madrid</p> <p>http://www.topografia.upm.es</p>	<p>Rufino Pérez Gómez Sub-Director of International Relations Tel: 91 3366475 Fax: 91 3322560 e-mail: subdirector.ri.topografia@upm.es</p>
<p>FACULTAD DE CIENCIAS DE LA ACTIVIDAD FISICA Y DEL DEPORTE (Faculty of Physical Activity and Sports Sciences) Avenida Martín Fierro 7 Ciudad Universitaria 28040-Madrid</p> <p>http://www.inef.upm.es</p>	<p>Javier Coterón López Deputy Dean of Student Affairs and Career Guidance Tel: 91 3364012 Fax: 91 3364080 e-mail: vicedecano.eol.inef@upm.es</p>
<p>FACULTAD DE INFORMATICA (Faculty of Computer Science) Campus de Montegancedo 28660-Boadilla del Monte</p> <p>http://www.fi.upm.es</p>	<p>Marinela García Fernández Deputy Dean of International Relations Tel: 91 3366895 Fax: 91 3363667 e-mail: international-office@fi.upm.es</p>
<p>EU DE ARQUITECTURA TÉCNICA (University School of Technical Architecture) Avenida Juan de Herrera, 6 28040-Madrid</p> <p>http://www.euatm.upm.es</p>	<p>Pascual Marín Moreno Student Mobility, Teaching Staff, and Administration and Services Staff Assistant Tel: 91 3367595 Fax: 91 3367644 e-mail: pascual.marin@upm.es</p>

CENTRE	ERASMUS COORDINATOR
<p>EUIT AERONAUTICA (*) (University School of Technical Aeronautical Engineering) Plaza Cardenal Cisneros s/n 28040-Madrid http://www.euita.upm.es</p> <p>(*)See <i>School of Aeronautical and Space Engineering for new degree qualifications</i></p>	<p>Juan Manuel Holgado Vicente Sub-Director of External Relations Tel: 91 3367470 Fax: 91 5447409 e-mail: subdirector.re.aeronautica@upm.es</p>
<p>EUIT AGRICOLA (University School of Technical Agricultural Engineering) Ciudad Universitaria 28040-Madrid http://www.agricolas.upm.es</p>	<p>Joaquín Fuentes-Pila Estrada Sub-Director of External Relations and Mobility Tel: 91 3365405 Fax: 91 3363727 e-mail: subdirector.rem.agricolas@upm.es</p>
<p>EUIT FORESTAL (*) (University School of Technical Forestry Engineering) Avenida Ramiro de Maeztu s/n 28040-Madrid http://www.forestaes.upm.es</p> <p>(*) See <i>School of Forestry and Environmental Engineering for qualifications with curriculums prior to degree courses</i></p>	<p>Leticia de Salas Regalado Sub-Director of External Relations and University Extension Tel: 91 3367553 Fax: 91 3367554 e-mail: subdirector.eure.forestaes@upm.es</p>
<p>EUIT INDUSTRIAL (University School of Technical Industrial Engineering) Calle Ronda de Valencia, 3 28012-Madrid http://www.euiti.upm.es</p>	<p>Javier Albéniz Montes Sub-Director for Doctorate and Postgraduate Studies, Research and International Relations Tel: 91 3367566 Fax: 91 3365588 e-mail: adjunto.relinter.industrial@upm.es subdirector.dopiri.industrial@upm.es</p>
<p>EUIT OBRAS PUBLICAS (University School of Technical Public Works Engineering) Calle Alfonso XII, 3 28014-Madrid http://www.op.upm.es</p>	<p>Rafael Soler Medem Sub-Director of International Relations Tel: 91 3364209 Fax: 91 3367961 e-mail: subdirector.ri.obraspublicas@upm.es rafael.soler@upm.es</p>
<p>EUIT TELECOMUNICACION (University School of Technical Telecommunications Engineering) Campus Sur. Camino de la Arboleda, s/n Km 7 de la Carretera de Valencia 28031-Madrid http://www.euitt.upm.es</p>	<p>Rafael Herradón Díez Sub-Director of External and Institutional Relations Tel: 91 3367792 Fax: 91 3319229 e-mail: srei@euitt.upm.es</p>
<p>EU INFORMATICA (University School of Computer Science) Campus Sur. Camino de la Arboleda s/n Km 7 de la Carretera de Valencia 28031-Madrid http://www.eui.upm.es</p>	<p>Francisca López Hernández Sub-Director of External Relations Tel: 91 3367902 Fax: 91 3367893 e-mail: flopez@eui.upm.es international.relations@eui.upm.es</p>
<p>AFFILIATED CENTRE MADRID HIGHER CENTRE OF FASHION DESIGN Campus Sur de la UPM Km 7 de la Carretera de Valencia Bloque I, planta baja 28031 Madrid http://www.csdmm.upm.es/</p>	<p>Diana Fernández González Erasmus Coordinator Tel: 91 3310126 Fax: 91 3321767 e-mail: director.csdmm@upm.es</p>

6.2. MENTOR PROGRAMME

The aim of the UPM mentoring project is to set up a guidance and assistance programme for first year and Erasmus students. Mentoring is done by more senior students under the supervision of lecturers.

At the Erasmus Exchange Office of the Centre where you are studying, you will be told if the mentor programme is running and who the mentors are, so they can help you adapt to life at the UPM.

The main aim of the Mentor programme is to set up help and guidance mechanisms for new students (first-year and Erasmus students) to ensure they continue and succeed in their university studies and to help them integrate into the university both academically and socially.

This is achieved by:

1. **Academic guidance:** Providing mentored students the help they need to cope with the subjects they are studying, from the perspective of the mentor as a former student of these subjects.
2. **Social guidance:** Helping new students adapt to the university, with particular attention to diversity.
3. **Administrative guidance:** Providing new students with guidance for general administrative procedures.

7. THE ERASMUS PROGRAMME

The Erasmus Programme is the main international mobility programme at the UPM. During the 2010-2011 academic year, 970 students from our university took part in the programme and we received 630 incoming students.

The UPM has signed a total of 932 [bilateral agreements](#) for the Erasmus Programme, divided over 353 universities and including 93 double degrees. See: <http://www.upm.es/institucional/Estudiantes/Movilidad/DoblesTitulaciones>.

7.1. PROCEDURES TO COMPLETE BEFORE ARRIVING ON EXCHANGE

First of all, students who wish to do an Erasmus Exchange at the Technical University of Madrid need to contact the International Relations Office and the Erasmus Coordinator at their home Study Centre or University for information about the procedures required for doing part of their studies at our university through the Erasmus Programme.

For an application to be made, a bilateral agreement must have been signed between the home university and the host university.

Once you have been selected as an Erasmus student by your home university to go to the Technical University of Madrid, you will need to send the completed original of the [Application Form](#) to the tutor or coordinator responsible for the Erasmus exchange at the UPM Centre where you wish to study, accompanied by the following documents:

- Credentials or certificate from your Study Centre to show that you have been chosen as an Erasmus student.
- The [Learning Agreement](#), signed by you and the Erasmus Coordinator at your home university.
- Certificate showing you have sufficient language ability.

- Any other document that may be required by the Centre of Study for admission: transcript of records, language ability, interview, a report on your studies or the topic of your end of degree project, etc.

Deadline for receipt of applications:

- 30 June for students wishing to study during a full academic year or in the first semester.
- 31 December for students arriving for the second semester.

If everything is in order, the tutor, coordinator or lecturer responsible for exchanges at the UPM Centre of Study will send a letter of acceptance to either the student or the tutor, indicating the courses the student may take, as well as the signed Learning Agreement. Through these links you will find information on the [curriculum](#) of each Centre of Study, as well as official [Degree](#) courses, official [Masters](#) courses and official [Doctorate](#) studies.

For all other information or any changes that may be made to your Exchange, see the UPM [Erasmus Programme](#) web page.

7.2. PROCEDURES TO COMPLETE DURING YOUR STAY AT THE UPM

7.2.1. REGISTRATION

It is a good idea to arrive at least 10 days before classes start so you can look for accommodation and complete the [academic procedures](#) required.

Once you are in Madrid you will need to go to the Rector's Office (*Rectorado*) at the UPM, where you will be given information about:

- How to find accommodation (if you have not already arranged any before your arrival): Halls of Residence, University Residences, student apartments, etc.
- Cultural and sports activities.
- Practical matters concerning life in and around Madrid. You will be given a pack containing tourist brochures about Madrid, maps for public transport in Madrid and information about the UPM.
- Assistance with any problems you may encounter during your time in Spain.
- Your chosen Centre of Study at the UPM.

You will need to go to the Erasmus Office at the **UPM Centre where you will study** to register as an Erasmus student and apply for your UPM student ID card.

On arrival, you will be required to **show**:

- A photocopy of your Passport, or ID card for students from the European Union.
- Letter of acceptance from the Centre of Study at the Technical University of Madrid.
- The [Learning Agreement](#), signed by you and the Erasmus Coordinator of your home university, if you did not send it before your arrival.
- Two original passport-size photos.

At the host university Erasmus Office you will also be told about the steps to follow to enrol and organise your timetable, and you will be given the Enrolment Certificate, which your home university will need for processing your Erasmus exchange.

To ensure your health cover in Spain, you will need to bring with you a European Health Insurance Card or private health insurance valid for the entire time of your stay at the UPM if this is not covered under the European Health Insurance Card.

➔ More information: [European Health Insurance Card](#).

7.2.2. ENROLMENT

Before enrolling it is a good idea ask the Erasmus Coordinator at the UPM for advice about the subjects shown on the Learning Agreement. Then you can enrol with the assistance of the office responsible for the Erasmus Programme at your Centre of Study.

To process your enrolment you will need to include the completed Learning Agreement showing the studies you wish to follow. The Agreement must be signed and stamped by the coordinators of the home and the host university (you may enrol only in the subjects showing on the Agreement) and your enrolment must include a photocopy of the European Health Insurance Card or private medical insurance providing health cover in Spain. Enrolment takes place at the administrative office of the Centre of Study.

Enrolment periods may vary depending on the Centre of Study. Ask at the host Centre.

The following periods are given as a guideline:

- Enrolment period: second half of July or during September.
- First enrolment period, for first semester subjects: during September.
- Second enrolment period, for second semester subjects and extension of enrolment for semester subjects in curriculums that are mainly annual: end of January and during February.

7.3. PROCEDURES REQUIRED ON COMPLETING YOUR STUDIES

When you finish your studies you will need to complete the following procedures before returning home:

Request the following documents from the Erasmus Coordinator of the UPM Centre where you have studied:

- Certificate of Attendance showing the period of time you have studied at the UPM.
- Transcript of Records.

You will need to provide the originals of these documents to your home university or centre of study.

If the Transcript of Records is not available when you leave, the Erasmus Programme office at the host centre will forward it to your home university or centre of study.

8. UPM SERVICES

8.1. ACCOMMODATION

The best way to find accommodation is to check out the [accommodation](#) options so you can book temporary accommodation in Madrid before arriving. Once you are in Madrid you will be able to choose accommodation that is better suited to your needs. This service is exclusively for the purposes of providing information about accommodation available and does not arrange accommodation for students.

If you do not find accommodation before you arrive, you should plan to be in Madrid 10 to 15 days before classes start to give you time to arrange a place to stay. You will find information about the types of accommodation available at the Student Accommodation Office (*Oficina de Alojamiento de Estudiantes*) and may receive advice from the Student Mobility Office (*Oficina de Movilidad de Estudiantes*) or International Relations Office at the UPM host Centre.

The Student Services and University Extension Office provides information about different types of accommodation available: apartments to rent or share, halls of residence, youth hostels, the *Vive y Convive* Programme and so on. Contact details:

Servicio de Atención al Alumno y Extensión Universitaria

Rectorado. Edificio B.

Paseo Juan XXIII nº 11, 28040 Madrid

e-mail: extension.universitaria@upm.es

Tel: 91 336 62 54 / 91 336 79 84

Other useful addresses:

Community of Madrid Housing website (*Portal Vivienda*)

This website has information about housing and rentals in the Community of Madrid.

<http://www.madrid.org/vivienda>

Further information:

Oficina Vivienda de Madrid

Avenida de Asturias 28, Madrid. Tel: 91 7285299.

e-mail: oficinavivienda@madrid.org.

Through the Directorate-General for Universities and Research, the Community of Madrid provides the Service "[Vivienda Virtual Universitaria](#)", where you can find all types of accommodation for university students (shared rooms, homestays, apartments to rent, etc.) in the Community of Madrid.

Other useful links:

<http://www.aluni.net/>

<http://www.accommadrid.com/alojamiento-madrid.html>

<http://www.mumdadspain.com>

http://www.provivienda.org/index_a.php

<http://www.madridinsider.com/>

<http://www.madridenteasy.com/>

<http://www.casaswap.com>

<http://www.easyflat.eu.com>

<http://www.liferasmus.com>

8.2. PSYCHOLOGICAL SUPPORT AND COUNSELLING

Technical assistance to provide psychological support and counselling for students at the UPM. This service offers support and counselling to students to help improve their academic performance by acting on psychological factors that may negatively affect them during their academic training.

Appointments are held at the Centres of Study after the student has arranged a day and time through the following addresses: psicologia@medycsa.com or angellison@cop.es.

8.3. ASSISTANCE FOR THE DISABLED

The Vice-Rectorate for Student Affairs has a Disabled Care Unit to assist disabled students with everything they need, providing as much help as possible so they are able to study.

Tel: 91 336 59 24.

e-mail: discapacidad.alumnos@upm.es

[➔ more information](#)

8.4. SPANISH LANGUAGE COURSES

The Technical University of Madrid provides a number of language courses, including:

- Intensive Courses in Spanish Language and Culture.
- Intensive Course in Spanish Language and Culture for International Relations.
- Spanish courses applied to Science and Technology.

Courses for Erasmus students start in September for students arriving in the first term and in February for those arriving in the second term. Online and summer courses are also available.

[➔ more information](#)

8.5. STUDENT CLUBS

Clubs play a major role at the UPM, which currently has 195 clubs operating, with activities ranging from all kinds of cultural pursuits such as cinema, theatre, *tunas* (traditional student musical groups) and photography to professionally-oriented clubs for exchange and research. If you would like to be a member of a club or take part in club activities, you can ask for information at your Centre of studies, or see the Sub-Director responsible for University Extension, the Student Council at your Centre of Study, or the Student Services and University Extension Office.

e-mail: extension.universitaria@upm.es

[➔ more information](#)

8.6. CULTURAL ACTIVITIES

The Technical University of Madrid organises numerous inexpensive cultural activities for all UPM students, including those on Erasmus or any other exchanges.

The Cultural Service (*Aula de Cultura*) organises courses of all kinds: photography, diction and public speaking, astronomy, visits to museums, guided visits of Madrid, ballroom dancing, Latin dancing, Sevillian dancing, salsa line dancing, improvisation, drawing and painting, reading club and so on. During the academic year courses are held twice, from October to February and from March to June.

Every year the UPM holds its highly successful Theatre Festival, when the university's 11 theatre groups put on more than 20 plays, including comedy, drama, theatre of the absurd and musicals. Performances are attended by more than 6500 spectators and all interested students may take part.

Another annual event is the UPM Cinema Showcase (*Jornadas de Cine*), which has a different theme every year: gender equality, crime in cinema, etc. Students who attend the Showcase will be awarded ECTS credits.

International students who would like to take part in any of these activities should request information from the Student Services and University Extension Office:

Servicio de Atención al Alumno y Extensión Universitaria

Rectorado. Edificio B.

Paseo Juan XXIII, nº 11.

28040-Madrid.

Tel: 91 3367984 or 91 3366254

e-mail: extension.universitaria@upm.es

[➔ more information](#)

8.7. SPORTS

The Technical University of Madrid promotes and encourages sports activities by organising its own competitions and participating in championships with other Spanish universities. The university also runs a variety of activities at its sports facilities.

For students interested in taking part in sports, the UPM provides the following activities: chess, athletics, skiing, badminton, basketball, handball, cycling, fencing, judo, karate, kendo, swimming, tennis, archery, GAP (legs, glutes, abs), keep fit, yoga, Pilates, kick boxing, body building (without instructor), paddle tennis and more.



Further information:

Deportes

Paseo Juan XXIII, nº 11

28040 Madrid

Tel: 91 336 62 34/91 336 62 28

[Sports activities](#)

8.8. TRAVEL GRANTS

[Travel grants](#) provide financial assistance which UPM students may apply for to help with travel expenses, in Spain and abroad, for activities related to their studies.

8.9. LIBRARIES AND COMPUTER LOANS

The Technical University of Madrid has a large library network, comprising the 17 libraries at the Centres of Study and the European Documentation Centre (CEYDE).

University libraries are busy resource centres housing scientific, technical and cultural information. Their purpose is to assist library members in the process of learning, research and ongoing education and to help raise the level of quality provided by the UPM integral education model.

All UPM students may request a computer loan. They must have a UPM email account and computers may only be used at the libraries.

Library hours are Monday to Friday, 9 am to 9 pm. During exams some of the libraries extend their opening hours.

Further information:

Servicio de Coordinación de Bibliotecas

Rectorado. Edificio A.
Avenida Ramiro de Maeztu, 7.
28040-Madrid
Tel: 91 336 61 93

[➔ More information](#)

8.10. WI-FI ON CAMPUS

The wireless network was devised as an alternative connection to the university's wired network as a way to provide mobility and allow access to the network from any point within range.

The Wi-Fi network is available at all UPM Schools and at the Rector's Office. This means that users from any School can connect to the network at the areas provided, regardless of the School they belong to.



To access the wireless network you will need to set up an email account at the Rector's Office and have a portable computer with a wireless network card.

8.11. COIE: CAREER GUIDANCE AND INFORMATION CENTER – (CENTRO DE ORIENTACION E INFORMACIÓN DE EMPLEO)

The UPM Career Guidance and Information Centre provides information and guidance to students to help them enter the workforce, particularly in terms of work experience and finding their first job.

For further information:

COIE

Rectorado. Edificio B
Pº Juan XXIII, 11
28040 Madrid
Tel: 91 336 62 32/20
Hours. 9 am to 2 pm, Monday to Friday.
e-mail: coie@upm.es

[➔ information](#)

8.12. STUDENT COUNCIL (DELEGACIÓN DE ALUMNOS)

The Student Council represents students and defends their interests, providing advice and assistance about academic matters and other areas of university life. The Council also promotes cultural and sports activities and supports activities undertaken by students at each Centre of Study. Each Centre has a Student Council office.

The **Student Council** is located in:
Rectorado de la UPM Edificio A
Avenida Ramiro de Maeztu, 7 Sótano 1
28040 Madrid
Tel: 91 336 60 11/12
E-mail: delegation@da.upm.es
<http://www.da.upm.es/>

8.13. UNIVERSITY OMBUDSMAN (*DEFENSOR UNIVERSITARIO*)

The University Ombudsman helps to ensure that the rights and liberties of teaching staff, students and administration and services staff are respected. At the UPM, the objective of the Ombudsman is to perform this function effectively and sympathetically, with particular emphasis on improving the quality of the university through every task undertaken. Contact details:

Defensor Universitario

Rectorado. Edificio A

Avenida Ramiro de Maeztu, 7

28040 Madrid

Tel: 91 336 36 50

defensor.universitario@upm.es

<http://www.upm.es/laupm/defensor>

9. PRACTICAL INFORMATION

9.1. MADRID

Madrid, capital of Spain and of the Community of Madrid, is in the geographical centre of the country. With a population of more than five and a half million, it is considered to be Spain's largest city and the third largest urban area in the European Union.

As the capital of the country, Madrid is the home to the central offices of the Government and Parliament and the main centres of the central public administration. It is also the official place of residence of the Spanish royal family.

In terms of the economy, Madrid is noted for being a major financial and industrial centre, home to the head offices of numerous Spanish companies and several of the world's largest corporations.

Madrid is known for its high level of cultural and artistic activity. Its internationally renowned museums include the Prado Art Museum, the Thyssen Bornemisza Art Museum and the Queen Sofia National Art Museum.

In recent years Madrid has become a multicultural city that welcomes tourists, students and visitors of all nationalities who are interested in learning about the history, customs and traditions of the Spanish capital.



9.2. ENTRY INTO SPAIN

- **Citizens of the European Union, Norway, Iceland, Liechtenstein and Switzerland:**
Citizens of European member states may enter Spain with a valid passport or identity card.
Ministry of Internal Affairs Information: Tel: 900 150 000
- **Citizens of non-EU countries:**
Citizens from non-EU countries will need to enquire before departure at the Spanish embassy or consulate whether they need a visa to enter Spain.
[Spanish embassies](#)

9.3. HEALTH INSURANCE

Social Security

If you are from a country within the European Union, all you need to do is apply for a European Health Insurance Card in your own country. This will allow you to use the Spanish Social Security system during your stay in Spain.

Once you are in Madrid, you will need to find out which is your designated health centre. This will depend on where you live in the Community of Madrid. You can receive information about your designated health centre or any other aspect of the Social Security system in Spain by calling 900166565 or going to the following web page: <http://www.centrossanitarios.sanidadmadrid.org/>.

If you are from outside the European Union but your country has signed a healthcare agreement with Spain, you will need to find out about the necessary procedures in your own country.

To receive health care in Madrid you will be required to show your European Health Insurance Card or a current replacement certificate at your designated Health Centre in the area where you live. You will be treated in the emergency service or if necessary you will receive ongoing care (Primary Health Care or Specialised Care).

Students who have a chronic disease and are already receiving ongoing health care must provide, in addition to the European Health Insurance Card or replacement certificate, an E112 or S2 from their country of origin.

European Health Insurance Card

Private health insurance

If your country has no Social Security system and has not signed a health agreement with Spain, you will need to take out private health insurance. Your policy must in all cases provide full health cover during your time at the UPM. You may take out a policy in your country of origin or when you arrive in Spain

The UPM has an agreement with the insurance company Mapfre, for which international students are eligible. Further information:

<http://www.upm.es/institucional/Estudiantes/Atencion/SeguroAsistencia>

9.4. GETTING TO MADRID



• By plane:

There are daily flights between Madrid-Barajas Airport and the main European capitals, and to other major cities throughout the world, as well as daily flights to other principal airports in Spain.

Madrid-Barajas Airport is 13 km from the centre of Madrid, at km 13 on the Barcelona Motorway (Carretera de Barcelona). It has four terminals: T1, T2, T3 and T4. Transport to the city centre is by bus, with departures every 10 minutes, Metro (line 8), or taxi.

Barajas Airport Information: +34 91 305 83 43
+34 91 305 83 44
+34 91 305 83 45

AENA General Information: +34 902 404 704
(Spanish Airports Authority)

<http://www.aena.es/csee/Satellite/Aeropuerto-Madrid-Barajas/es>



• By train:

Madrid has two train stations:

Chamartín: Located in the north of the city, this station has services to and from Albacete, Alicante, Ávila, Bilbao, Cadiz, Cartagena, Ciudad Real, Cordova, Galicia, Irún, León, Malaga, Palencia, Salamanca, Santander, Segovia, Seville, Soria, Valladolid, Vitoria and Saragossa, and is also the station for trains to and from France.

Address:

Calle Agustín de Foxá, s/n
Metro station: Chamartín.

Atocha: Located in the south of the city, this station has services to and from Andalusia, Barcelona, Valencia, Extremadura and Portugal. It is where the AVE, the Spanish high-speed train, arrives and departs from and is also the central station for the local trains in the Madrid area. It is connected by underground train to the Chamartín station.

Address:

Glorieta del Emperador Carlos V
Metro station: Atocha-Renfe.

Further information: www.renfe.es

Information and booking: 902 32 03 20

International information: 902 24 34 02

Internet sales information: 902 10 94 20

The following international passes provide discounts for train travel:

- **InterRail.**

This pass allows train travel in more than 30 European countries in first or second class over several days. Further information on the web page: www.interrailnet.com

- **Eurail**

This is an international pass for unlimited travel, depending on the kind of pass chosen, which may be purchased by persons with permanent residence outside of Europe, in the Russian Federation or Turkey. It is an individual, non-transferable pass requiring ID. Further information on the web page: <http://www.eurail.com/home>.

- **Rail Plus**

This is an individual, non-transferable card which allows holders to purchase train tickets at special prices from participating companies. Further information is available on the following web pages: http://www.renfe.com/ofertas/oferta_railplus.html and <http://www.railplus.com.au>.



• **By bus:**

Estación Sur de Autobuses (Madrid South Station) is the largest bus station in Madrid. From here you can take a bus to most Spanish and European cities. Due to changes that may occur, you should check information from your own country.

Calle Méndez Álvaro, 83

28045-Madrid

Tel: +34 91 468 42 00

e-mail: info@estaciondeautobuses.com

<http://www.estacionautobusesmadrid.com/frameset.html>



• **By road**

Entry into Spain by road is through France or Portugal.

Coming from France, you can take one of the following expressways:

A1: Irun-Burgos-Madrid

A2: La Junquera-Barcelona-Saragossa-Madrid

A7: French border-Barcelona; A2: Barcelona-Madrid

From Portugal:

A.5 Badajoz-Madrid

Provincial Traffic Headquarters (*Jefatura Provincial de Tráfico*) Information: +34 91 3018500 / +34 91 5104470. **Travel times to Madrid:** From Barcelona - 6 hours 30 minutes; from Seville - 6 hours; from Lisbon - 6 hours 30 minutes.

Expressways (*autovías*) are indicated with the letter A; motorways (*autopistas*) are indicated with the letters AP; national roads with more than one carriageway between cities and towns are indicated with the letter N; and the Madrid ring roads are indicated by the letter M. Expressways, motorways and the main national roads are indicated by a letter followed by either one, two or three digits. Many of the motorways are toll roads.

Driving in Spain is on the right and no one under the age of 18 may hire or drive a vehicle of more than 75 cc. Seatbelts must be used in all seats of any type of vehicle where they are fitted, and helmets are compulsory on motorcycles. The speed limits for cars and motorcycles are 120 km/h on expressways, 100 km/h on dual carriageways, 90 km/h on roads outside built-up areas, 50 km/h in cities or towns and 20 km/h in residential areas. Driving or riding a bicycle is not permitted with a blood alcohol limit of more than 0.5 grams per litre or a breath alcohol content of more than 0.25 grams per litre. The use of mobile telephones or any other system or method of communication while driving is prohibited. A points system operates in Spain, which awards an initial credit of 12 points to all drivers. Points are lost for certain driving offences.

Foreign visitors require a driving licence valid for Spain. Driving licences from all European Union countries are accepted, although citizens of countries such as the USA, Canada and Australia must obtain an international licence. Every car on the road in Spain is required by law to have civil liability insurance that covers all possible third party damage in the case of accident and must also carry documentation at all times to prove it has this insurance. A Green Card (*Tarjeta Verde*) is also recommended, although this is only compulsory for drivers from countries outside the European Union.

Drivers in difficulty can contact **Road Assistance** (*Ayuda en Carretera*), a service operated by the Civil Guard, from the SOS phones located along the roadsides.

9.5. TRANSPORT IN MADRID

- Metro:

This is the quickest way to move around Madrid, with services running at frequent intervals from 6.00 am to 1.30 am every day of the week. There are single and 10-trip tickets, as well as monthly passes that let you travel as often as you want during the month. The price of a monthly ticket varies depending on the zone and on the age of the passenger and is valid for travel on both metro and buses.



You can view a map of the metro and check fares on the following web page:
www.metromadrid.es

Tel: 902 44 44 03

- **Urban buses (EMT):**

Madrid has more than 216 regular bus routes run by the Municipal Transport Company (EMT - *Empresa Municipal de Transportes*) that go to all parts of the city from 6 am to midnight. You can buy a single or 10-trip ticket, which is valid for both the metro and buses.

Buses are usually red or blue. There are also night buses known as "Owls" (*Búhos*) that run from midnight to 6 am, leaving from Plaza de Cibeles. The "Night Owl Metro" (*Metrobúhos*) are night time buses that cover similar routes to the 11 metro lines on Fridays, Saturdays and the night before public holidays, from 00.45 am to 5.45 am.



Information about routes and fares can be found at: www.emtmadrid.es

Customer Services Office

Tel: 902 50 78 50

E-mail atencioncliente@emtmadrid.es

- **Local Trains (Cercanías):**

Local Trains: The local network of the Spanish train company, RENFE, runs between most towns in the Madrid area and the city centre. Fares for the local trains vary depending on the zone.

A variety of ticket types and fares are available.

Information: www.renfe.es/cercanias/madrid/index.html

Information and bookings: 902 24 02 02



For further information about transport in Madrid see: www.ctm-madrid.es

- **Taxis:**

Madrid taxis are white with a diagonal maroon-coloured stripe and the city shield showing on the side. A green light or a sign saying *libre* shows when taxis are not carrying passengers. The fare consists of an initial fixed rate, known as the flag fall (*bajada de bandera*), which increases with every kilometre of the journey. Additional charges apply for journeys to the airport or bus or train stations, carriage of suitcases and journeys at night or on public holidays. All taxis must display a sticker with information on the flag fall rate and additional charges. Contact numbers for taxi companies:

Radio-Taxi Asociación Gremial: 91 447 51 80 / 91 447 32 32

<http://www.radiotaxigremial.com/>

Tele-Taxi: 91 371 21 31 / 902 501 130

<http://www.tele-taxi.es/>

Radio-Taxi Independiente: 91 405 12 13 / 91 405 15 00

<http://www.radiotaxiindependiente.com/rti/>

Radio-Taxi de Madrid: 91 547 82 00 / 91 547 85 00 / 91 547 86 00

<http://www.radiotelefono-taxi.com/>

Taxiflot: 902 501 130 / 91 371 21 31 / 91 405 12 13 / 91 405 55 00

www.taxiflot.com

You can also see the web page of the Madrid City Hall www.munimadrid.es for fare information.

9.6 DISCOUNT CARDS

9.6.1. UPM STUDENT ID CARD

The Technical University of Madrid provides student ID cards to all its students, including those on exchange programmes. This card allows holders to use all the services and facilities available at the UPM. It is also valid for discounts at a number of locations, such as shops, cinemas, theatres, etc.

➔ [+Guide to establishments offering discounts](#)

9.6.2. YOUTH CARD (CARNE JOVEN)

This card is part of the European Network aimed at young people from 14 to 30. It allows cardholders to benefit from discounts and services offered to young people throughout Europe for transport, shopping, sports, gifts, computers and a lot more. It is valid from the date of issue until the holder reaches 31 and is equivalent to other cards in the Spanish Autonomous Communities and the 41 countries in Europe that belong to the programme. The card includes travel insurance that covers cardholders around the world. The insurance comes into effect automatically from the time you acquire the Youth Card.

Further information: <http://www.carnejovenmadrid.com/>

9.6.3. ISIC: INTERNATIONAL STUDENT IDENTITY CARD

This card identifies the holder as a student from outside of Spain and provides discounts on transport, accommodation, admission to museums and so on. You must prove you are a student to obtain this card, and the minimum age is 12. The card is valid from September of the current year until December of the following year, starting from the date of issue.

Further information: <http://www.isic.org/>

9.6.4. FYTO (Federation of International Youth Travel Organisations)

This organisation is responsible for the International Youth Card, which entitles holders to the same services as the International Student Card, although they do not need to be students. It is valid for young people aged from 14 to 25 and runs from September of the current year until December of the following year, starting from the date of issue.

9.6.5. YOUTH HOSTELS (REAJ and IYHF)

This card entitles holders to use the 206 Youth Hostels in Spain (Spanish Youth Hostels Network - *Red Española de Albergues Juveniles*) and gives them access to more than 4200 youth hostels in other countries participating in the International Youth Hostel Federation (IYHF).

All young people may apply for an IYHF card, which comes under different types: Youth (14 to 29); Adult (30 plus); Family (parents with children under 14); Group (minimum of 10 persons, mostly young people); and Foreigners (14 and over).

Further information: <http://www.reaj.com/carnet-alberguista.asp>.

These cards are issued at:

Oficina Joven de la Comunidad de Madrid – TIVE (Youth Tourism Office)

Calle Fernando el Católico 88

28015-Madrid

Tel: 91 5437412

E-mail: tive.juventud@madrid.org

Open Monday to Friday, 9 am to 2 pm.

Regional Youth Information and Documentation Centre (*Centro Regional de Información y Documentación Juvenil*)

Paseo de Recoletos, 7-9

28004 Madrid

Open Monday to Friday, 9 am to 2 pm and 5 pm to 8 pm.

Tel: 901 510 610 or 912 767 563

Email: correo.cridj@madrid.org

➔ more information: www.madrid.org/inforjoven

9.7. LIVING IN MADRID

9.7.1. CURRENCY

The official currency in Spain is the euro (€).

9.7.2. COST OF LIVING

The approximate monthly cost of living in Madrid ranges from 600 to 900 euros (accommodation and food), taking into account that this will depend on the cost of your accommodation. As an example, sharing a rented apartment will cost around 400 euros (accommodation only).

The following list of items and prices is included as a guideline:

- A ticket for a one-way bus or metro journey: €1,50
- 10-trip metrobus ticket: €9.30
- Cinema ticket: approximately €8.00
- Bread stick: approximately €0.70
- Soft drink or beer: €2.00
- Newspaper: €1,20

9.7.3. POSTAL SERVICE

Post offices are normally open from 8:30 am to 2:30 pm, from Monday to Friday, although some also open in the afternoon, depending on the services they provide. The on-campus post office is in Ciudad Universitaria, at Avenida de la Complutense number 99, and is open from 8:30 am to 2:30 pm.

For further information call 902 197 197.

www.correos.es

9.7.4. BANKS AND SAVINGS BANKS

Usual opening hours for banks and savings banks are from 8:30 am to 2:00 pm. In the winter months savings banks also open on Thursday afternoons.

Regardless of your nationality, you will need to provide evidence of your resident or non-resident status to be able to open a bank account in Spain.

If you have already organised your residence status and you have a residency card, all you will need to do is present this card at the bank when you open an account.

If you are a non-resident, you will normally have two choices:

- a) The first option is take your passport, including a photocopy, to the Directorate-General for Police (*Dirección General de la Policía*), in Calle General Pardiñas, number 90, Madrid, and apply for a “non-resident certificate”. Approximately 10 days later you will need to go back to collect the certificate. You can then take your passport and the certificate to any bank and open an account, which will be operative immediately. Funds deposited in the account will also be available from the moment it is opened.
- b) The second option is to go directly to the bank with your passport and ask to open an account. In this case the bank will apply for the non-resident certificate, using an authorisation you will be required to sign. An account opened in this way will not be operative until the certificate is received, and any funds deposited in the account will be blocked.

An administration fee of around €15 applies in this case.

No minimum amount applies for opening an account in euros, but for some currencies a minimum does apply.

9.7.5. WEATHER

Winter in Madrid is not very cold, with a minimum temperature of around 2°C and a maximum of 15°C. Spring and autumn are very pleasant, with a maximum temperature of 20.5°C and a minimum of 7.5°C. Summer in Madrid is usually hot, with maximum temperatures ranging from 30°C to 40°C. Madrid enjoys a high number of sunny days throughout the year.

9.8 CULTURAL AND TOURISM ACTIVITIES

The city of Madrid has extensive cultural attractions that students should take the time to discover. Its many museums include: the Sorolla Museum, the Museum of Contemporary Art, the Archaeological Museum, the Museum of Natural Sciences, the Army Museum, the Museum of the Americas, the Wax Museum, the Costume Museum, and the museums of football teams Real Madrid and Atlético de Madrid. The principal museums in Madrid are:

- **Museo del Prado (El Prado Art Museum):** This is one of the world’s major art museums. Address: Paseo del Prado. It is open from Tuesday to Sunday and on public holidays, from 9 am to 8 pm. Closed on Mondays.
Metro station: Banco de España or Atocha.
Visitor information centre: 902 107 077
<http://www.museodelprado.es/>

- **Museo Thyssen-Bornemisza:** Exhibition of paintings with a wide range of masters and schools, from Early Netherlandish to contemporary avant-garde. Address: Palacio de Villahermosa. Paseo del Prado No. 8. Open from Tuesday to Sunday from 10 am to 7 pm. Closed on Sundays.
Metro station: Banco de España.
Tel: 91 3690151
www.museothyssen.org
- **Museo Nacional Centro de Arte Reina Sofía (Queen Sofia National Art Museum):** Modern and contemporary painting and sculpture. Address: Calle Santa Isabel No. 52. Open on Mondays, and from Wednesday to Saturday, from 10 am to 9 pm. Open on Sundays from 10 am to 2.30 pm. Closed on Tuesdays.
Metro station: Atocha.
Tel: 91 7741000
www.museoreinasofia.es

Other tourist attractions you might like to visit include:

The Royal Palace: The Spanish royal palace is one of the best in Europe. Address: Calle Bailén. Open from Monday to Saturday from 9.30 am to 5 pm and on Sundays and public holidays from 9 am to 2 pm. The palace closes for official state events.
Metro station: Ópera.
Tel: 91 4548800
www.patrimonionacional.es

- **Plaza Mayor:** This is a large square with balconied buildings, whose construction dates from 1617 to 1619. The most emblematic buildings are the *Casa de la Panadería* (the bakery house) and the *Casa de la Carnicería* (the butcher's house).
Metro station: Sol.
- **Puerta del Sol:** This square has acquired many symbols over time: the clock that gives the last 12 chimes every year on 31 December, the statue of the Bear and the Strawberry Tree, kilometre zero of the Spanish road network, and the Tío Pepe sign, the last surviving example of the many neon advertising signs that once adorned the surrounding rooftops.
Metro and train: Sol.
- **Gran Vía:** Planned in the 19th century and started in the early 20th century, the Gran Vía was the major city construction project designed to modernise the city and join the historic centre onto the new districts that grew up in the surrounding area. Today it is one of the busiest streets due to its thriving shopping area and the theatres that have made it Madrid's Broadway.
Metro station: Gran Vía.
- **Plaza de Cibeles:** This is one of the principal icons of Madrid. Here you will find the Cibeles fountain, the former Communications Centre (*Palacio de Comunicaciones*), now home to the city hall, the Bank of Spain, the House of the Americas (*Casa de América*) and the magnificent building of the Palacio de Buenavista. The Cibeles fountain features a figure of the goddess of nature and abundance and was designed by Ventura Rodríguez to decorate the Paseo del Prado.
Metro station: Banco de España.

- **Plaza de Toros de Las Ventas – Las Ventas Bull Ring:** Built in the Neo-Mudejar style and with a capacity for 25,000 spectators, Las Ventas Bull Ring was opened in 1931. Bull fights are held every Sunday from March to October, although the highlight is during the Feria de San Isidro (festivities in honour of Saint Isidore), in May. The Bullfighting Museum is housed inside the complex. Guided visits are conducted every day except Monday. Address:
Calle Alcalá, 237.
Metro station: Ventas
- **Debod Temple:** This Egyptian building dating from the time of Ptolemy is dedicated to the goddesses Amon and Isis. It is more than 2000 years old and was brought to Spain stone by stone from the south of Egypt when the Aswan dam was built. It was reconstructed in Madrid and opened to the public in 1972, at Calle Ferraz No. 1. The temple is well worth a visit in the early evening to watch the sunset. Metro station: Plaza de España.
- **Parque del Retiro (Retiro Park):** This is the most important historic and artistic park in Madrid and is located in Plaza de la Independencia. Metro station: Retiro or Menéndez Pelayo.
- **Rastro de Madrid:** the Rastro is a street market that sprawls over several streets of Madrid: Plaza de Cascorro, La Latina, Calle de Embajadores and the surrounding area. It is held on Sunday from 9 am to 3 pm.
Metro station: La Latina.
- **Parque de Atracciones de Madrid (Fun Park):** In the natural setting of La Casa de Campo. Transport: Metro station: Batán. Bus number 33 or 65. Tel: 91 4632900
www.parquedeatracciones.es
- **Other places to visit:** Puerta de Alcalá (*Alcalá Gate*), Biblioteca Nacional (*National Library of Spain*), Catedral de Nuestra Señora de la Almudena (*Our Lady of Almudena Cathedral*), Iglesia de San Francisco El Grande (*Church of St Francis the Great*), Ermita de San Antonio de la Florida (*Chapel of St Anthony of La Florida*), Faro de Moncloa (*Moncloa observation tower*), Monasterio de las Descalzas Reales (*Convent of the Royal Barefoot Nuns*), Monasterio de la Encarnación, Real Fábrica de Tapices (*Royal Tapestry Factory*), art galleries and Parque del Capricho.
- **Nearby tourist attractions:** Alcalá de Henares (30 km from Madrid); Aranjuez (47 km); Chinchón (45 km); El Escorial (50 km); Toledo (71 km); Segovia (91 km); Ávila (113 km) and Cuenca (167 km).

Madrid also has a large number of cinemas, theatres and shows. For information on shows currently playing, see the newspapers or the *Guía del Ocio* (What's on Guide), on sale at newsstands.

On your arrival, you will be given tourist brochures at the Student Services and University Extension Office.

Tourism information:

www.spain.info

www.descubremadrid.com

www.esmadrid.com

9.9. USEFUL ADDRESSES AND TELEPHONE NUMBERS

Information on procedures for entering Spain: Ministry of Internal Affairs	+34 900 150 000
Citizens' Information (City Hall)	010
Citizens' Information (Community of Madrid)	012
Information on General State Administration	060 / www.060.es
Telephone Directory Service.....	11818
International Directory Service.....	11825
Civil Guard.....	900 101 062
National Police.....	091
Municipal Police.....	092
Fire Service.....	080
Emergency Services in the Community of Madrid, Fire Service, National Police, Municipal Police.....	112
Medical Emergencies (INSALUD – Spanish Health Service).....	061
Red Cross.....	902 22 22 92
Emergency Pharmacy.....	010
Traffic Information.....	900 123 505
Lost Property	91 527 95 90
Radio Taxi	91 447 51 80 / 91 371 21 31 91 405 12 13 / 91 547 82 00
Transport Information Service.....	91 580 19 80
Madrid-Barajas Airport.....	91 305 83 43 / 44 / 45
Train Information (RENFE)	902 320 320
Bus Information (EMT).....	902 507 850
Madrid South Bus Station (Estación Sur de Autobuses).....	91 468 42 00
Metro	902 44 44 03

Instituto de la Juventud – INJUVE (Youth Institute)

Calle José Ortega y Gasset, 71

28006-Madrid

Tel: 91 3637700

<http://www.injuve.mtas.es>

Centro Regional de Información y Documentación Juvenil (*Regional Youth Information and Documentation Centre*)

Paseo de Recoletos 7-9, planta baja

28004-Madrid

www.madrid.org/inforjovent

correo.cridj@madrid.org

Tel: 901 510 610

Oficina de Información Juvenil de Sol (*Youth Information Office – Plaza del Sol*)

Sol metro station, in the main hallway.

Open from Monday to Friday, from 8 am to 8 pm non-stop.

Tel: 91 5219511

Embassies:

Information about embassies, available from Monday to Friday from 9 am to 2 pm. This service provides information about diplomatic representation in Spain and about Spanish diplomatic representation abroad.

Tel: 91 379 96 00

www.embajada-online.com