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Studying at the University of Cantabria



2.1. Admissions procedure

Students coming from another university or country who are interested in pursuing studies at the University of Cantabria can apply for admission with the aim of spending either a study period that is recognised academically by their university of origin, or of obtaining an official 1st or 2nd cycle, postgraduate or doctorate qualification. The admissions procedure is different for each of these two categories.

2.1.1. Non-degree students: exchange and visiting students

Exchange students

Exchange students are those students from other universities who come to the University of Cantabria to spend a study period within the framework of exchange programmes (ERASMUS, etc) and bilateral agreements with foreign universities. These students are exempt from enrolment fees at the University of Cantabria. Admissions procedure is carried out at the International Relations Office.

Documents to be produced depending on programme:

ERASMUS

Documents required:

- Online application form print-out after having been sent by computer to the ORI.
- Learning Agreement duly signed by the home university co-ordinators.

- Document certifying status as a SOCRATES-ERASMUS student.
- Photocopy of passport or identity card clearly showing passport number and photograph.
- European Health Card, Form E-111/E128 or else private medical and accident insurance valid for the whole exchange period.
- 2 original passport or ID photographs on a white background.

Application Deadline: 30th June (whole academic year and first semester) and 30th November (second semester).

BILATERAL AGREEMENTS: THE USA, CANADA, AUSTRALIA AND LATINAMERICA

Documents required:

- Online application form print-out after having been sent by computer to the ORI.
- Document issued by university of origin certifying exchange student status.
- Certificate showing subjects studied to date with corresponding marks or grades.
- Learning Agreement duly signed by the home university co-ordinators.
- Passport with student visa (for more than 90 days) valid for the whole stay at the UC.
- Private medical and accident insurance valid for the whole exchange period.
- Photocopy of passport clearly showing passport number and photograph.
- Original certificate issued by home university or bank stating that you have financial means equivalent to the minimum wage (€ 540,90 a month) because you are a grant holder, or because your parents are going to send you the aforementioned amount on a regular basis, etc. This document must be drawn up in Spanish.
- 2 original passport or ID photographs on a white background.

Application Deadline: 30th June (whole academic year and first semester) and 30th November (second semester).

Visiting students

Visiting students are those students from a university institution of comparable level to a Spanish university with no bilateral agreement with the UC, who are spending a study period of not longer than one academic year and who must pay the fees corresponding to the credits they enrol for.

VISITING STUDENT

Documents required:

- Application form (available on the ORI website).
- Certificate showing what you are studying plus a complete and up-to-date academic record.
- Student's curriculum vitae.
- Learning Agreement duly signed by the home university .
- Photocopy of passport or identity card clearly showing number and photograph.
- Any of the following documents: European Health Card, Form E-111/E128 or else private medical and accident insurance valid for the whole exchange period.
- Original certificate in Spanish issued by home university stating that you have financial means equivalent to the minimum wage (€ 540,90 a month) because you receive income of some sort, or because your parents are going to send you the aforementioned amount on a regular basis, etc.
- Two letters from lecturers at your home institution endorsing your application.
- 2 original passport or ID photographs on a white background.

Only for students not from the European Union:

- In addition to the preceding requirements, you must hold a passport with student visa (for a stay of longer than 90 days) valid for the whole period spent at the UC.

Application Deadline: 1st June (whole academic year and first semester) and 1st December (second semester).

Document templates are to be found at the ORI Web site.

Exchange and Visiting Students' Admissions

International Relations Office
 Edificio de la Facultad de Derecho y Ciencias Económicas
 y Empresariales
 Avda. de los Castros, s/n. 39005 Santander
 ☎ +34 942 20 10 52.
 📠 +34 942 20 10 78
 E-mail: relint@gestion.unican.es
 Web: <http://www.unican.es/WebUC/Unidades/relint/impresos>

2.1.2. Degree-seeking students having completed secondary education abroad:

The procedure is in two parts:

- Obtain official approval of school-leaving certificate from the Spanish Ministry of Education and Science:

MINISTERIO DE EDUCACIÓN Y CIENCIA
 C/ Alcalá 36, 28071 Madrid - España
 ☎ +34 91 7018500. 📠 +34 91 5065698 / 706
 Web: <http://www.mec.es/mecd/titulos/convalidacion.html>

- Pass university entrance examination (PAAU). This examination, also known in Spain as "Selectividad" is administered by the Spanish Open University (UNED) and registration deadlines vary depending on country and examination dates:

SECCIÓN DE SELECTIVIDAD DE LA U.N.E.D.
 C/ Senda del Rey 11, 28040 Madrid - España
 ☎ +34 91 3986612 / 13 / 16. 📠 +34 91 3986679
 E-mail: selectiv@adm.uned.es
 Web: <http://www.uned.es/selectividad/index.html>

2.1.3. Degree-seeking students having started university studies abroad:

This is the procedure called "Partial Recognition":

- Applications for places for students with partial or completed studies from a foreign university, but which have been

rejected for official approval by the Spanish Ministry of Education and Science (having expressly indicated the possibility of partial recognition so as to be able to continue the same or an equivalent course at Spanish universities), will be decided upon by the University's Rector, taking into account whether admission is being applied for to a course with a limited number of places (in which case the School or Faculty's recognition board must be in favour of validating at least 60 compulsory credits). If there is no place limit, the student will only be required to have authenticated a minimum of 15 credits or one subject.

Negociado de Alumnos e Información

Pabellón de Gobierno. Servicio de Gestión Académica
 ☎ +34 942 20 10 55.
 📠 +34 942 20 10 60
 E-mail: alumnos@unican.es
 Web: <http://www.unican.es/infoacademica/default.htm>

2.1.4. Graduate degree-seeking students

Foreign students who have a degree (or equivalent academic level) conferred by a university or higher education institution abroad can gain access to postgraduate studies at the University of Cantabria in two ways:

- **Following official approval of the foreign degree:** This is applied for at the Spanish Ministry of Education and Science (MEC) and is a long process, as once the application has been made and required documents provided, the MEC passes the file to the Universities Board which must decide and give its opinion before the official deadline:

MINISTERIO DE EDUCACIÓN Y CIENCIA
 C/ Alcalá 36, 28071 Madrid. España
 ☎ +34 91 7018500.
 📠 +34 91 5065698 / 706
 Web: <http://www.mec.es/mecd/titulos/convalidacion.html>


- **Without official approval of foreign degree** or with the approval process in progress, students may apply for admission at the chosen study programme. This admission is considered provisional until authorization by the rector or a positive answer of the approval process by the Ministry is obtained.


Servicio de Gestión Académica

Sección de Postgrado y Títulos

Pabellón de Gobierno

Avda. de los Castros s/n 39005 Santander

 +34 942 20 01 09

 +34 942 20 10 60

E-mail: doctorado@gestion.unican.es

Web: <http://www.unican.es/infoacademica>

2.2. Exchange Students at the UC

2.2.1. The International Relations Office (ORI)


The ORI, which is dependent on the Vice-rectorate for International Relations, is the focal point for exchange students, as it co-ordinates services that are organised for students coming from other universities and deals with student mobility programmes on an overall basis. It gives the university community information and advice on different international co-operation programmes in the Higher Education sphere and co-ordinates the setting-up and development of those international training actions in which the University takes part.

Oficina de Relaciones Internacionales (ORI)

Edificio de la Facultades de Derecho y CC. EE.

Avda. de los Castros s/n. 39005 Santander

 +34 942 2010 18 / 52 / 38.

 +34 942 2010 78

Web: <http://www.unican.es/WebUC/Unidades/relint/inicio.htm>

It is open to the public from 9 a.m. to 2 p.m.

2.2.2. The International Relations Co-ordinators

The International Relations Co-ordinator at each university faculty or school acts as tutor to the students on the various degree and diploma courses who are taking part in the national and international exchange programmes.

After their first visit to the ORI, students are advised to meet with their International Relations Co-ordinator. Contact information is available on the Office website. A key part of the Co-ordinator's specific responsibilities as tutor is the acceptance and modification, if needs be, of the Study Plan (Learning Agreement) students have drawn up at their home university. As far as Third Cycle students are concerned, co-ordination activities will be carried out by the Programme Director of the Doctorate the student is enrolled on.

International Relations Co-ordinators are also known as "Departmental Co-ordinators". Their names and e-mails are to be found at the ORI Web page.

2.2.3. Getting ready for your stay: before you come

- **Application and documentation:** It is essential to fill in the online application form, send it by computer, print it up and send it to the ORI together with the documents required depending on the exchange programme you wish to take part in (see section 2.1.1.).
- **Learning Agreement and Study Plan:** To help you choose the subjects you are going to study, the University of Cantabria has an ECTS guide on the International Relations Office website. This course selection process should take place prior to your arrival in Santander so that both the departmental and institutional co-ordinators at your home university can approve and sign the Learning Agreement. Once you are in Santander, you will have the chance to

make changes to your study plan after enrolling. For information on subjects:

ECTS guide (by study plan):

Web: <http://www.unican.es/WebUC/Unidades/relint/english/catalogue/default.htm>

ECTS guide (by subject –in Spanish–):

Web: http://www.unican.es/WebUC/catalogo/busqueda/busqueda_asignaturas.htm

ECTS guide (specific optional subjects –in Spanish–):

Web: <http://www.unican.es/WebUC/catalogo/planes/index.htm>

2.2.4. Upon arrival at the UC

Once you have received an e-mail giving you contact information regarding the person or service that is to provide you with accommodation, you should make direct contact to specify the date and time of your arrival, terms of contract, etc. You should come to the ORI to introduce yourself and make sure that all the documentation is in order. You should then meet with your International Relations Co-ordinator at the UC. We do recommend that you take part in the Welcome and Mentoring Programmes to make it easier to find your way around the university community.

- **Welcome Programme:** Through its International Relations Office the University of Cantabria organises a Welcome Programme for exchange students before classes begin so as to provide an initial contact with the University, the city of Santander and Spanish culture in general.

The programme includes a Welcoming Session at which students are given basic information regarding their stay and a presentation about the Spanish culture. The welcome sessions are also made up of a tour of the main university services, an apéritif offered by the Vice-rectorate and several excursions. To be able to go on these excursions you must send the Welcome Programme form and pay the corresponding fees upon arrival.

Taking part in these activities is extremely helpful to exchange students as it facilitates integration and the subsequent stay. You can see what events are held on the International Relations website and also download the application form from here.

- **Mentoring Programme:** As a complement to the Welcome Programme, the UC organises the Mentoring Programme so that exchange students who have just arrived can benefit from the support and experience of Spanish students. The advantages are twofold: exchange students can make use of the mentor's experience in finding solutions for the typical problems that can arise on arrival in a foreign country, and at the same time get to know Spanish students and become integrated more quickly in the university community.