

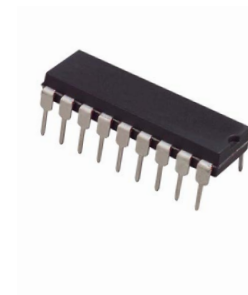
POLITÉCNICA

UNIVERSIDAD POLITÉCNICA DE MADRID



GUIDE FOR INTERNATIONAL STUDENTS

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GUIDE FOR INTERNATIONAL STUDENTS

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It is our firm intent at the Universidad Politécnica de Madrid (UPM) to be a university with a strong international outlook. We have taken this idea as a challenge and have, for many years, encouraged student exchanges at both graduate and postgraduate level.

International students are therefore particularly welcome at the UPM, regardless of where they are from and whether they are undergraduate or graduate 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 gain access to 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.

Since internationalisation is about more than just student exchange, we offer international degrees for undergraduate and postgraduate students. These initiatives are run with our strategic international partners, training professionals for this constantly changing global environment.

We hope that the 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 with us. It is intended to give you practical, useful information about our city and our university and to provide you with all the help you need to adapt to your new environment.

Guillermo Cisneros

RECTOR, UNIVERSIDAD POLITÉCNICA DE MADRID

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1. INTRODUCTION

1.1. THE UNIVERSITY

Most Universidad Politécnica de Madrid schools and faculties have a long and impressive history. Some began their teaching activity during the reign of Carlos III and are nearly 200 years old. It is therefore no exaggeration to say that a large part of the history of Spanish technology over the last 150 years has been written by the UPM's schools of architecture and engineering. And again most of the major figures in Spanish university lecturing and research have passed through our lecture halls as either students or lecturers or both. The Universidad Politécnica de Madrid was established as such in 1971 with the merger of all the higher technical schools that had previously formed the Higher Technical Institute. The university schools joined in 1972.

The UPM now has 19 schools, and 9 research centres and institutes, and 205 departments.

1.2. SHORT DESCRIPTION OF THE UPM

The Universidad Politécnica de Madrid is a leading university in architecture and engineering education in Spain. It is internationally renowned for the quality of its courses and the research undertaken at its schools, departments and institutes. The degree programmes that it offers cover all areas of architecture and engineering in today's society, on which technological advances have a decisive impact and for which scientists and engineers are taking on more and more responsibility. To guarantee the training of future generations, the Universidad Politécnica de Madrid combines the four main roles of a modern higher education

institution as an exponent of the global service that a university should offer in our society: teaching, knowledge generation, knowledge transfer to sectors of production and administration, and the popularisation of science and technology.

The Universidad Politécnica de Madrid is classed as an International Campus of Excellence. The Spanish Ministry of Education awarded this distinction to nine Spanish universities. This is confirmation of the UPM's quality in terms of teaching, research, and knowledge transfer to the community.

The UPM has over 35,000 students at present, enrolled in undergraduate, master's and doctorate programmes.

As a university with an international outlook, the UPM attaches great importance to international education. It has signed more than 900 agreements with European universities in respect of the courses it offers under the Erasmus programme. It also has understandings with Latin American universities under the Magalhaes programme and agreements with the USA, Russia and China, among others.

Every academic year more than 1000 students go on an Erasmus exchange to a European university and approximately 700 international students come to the UPM under this programme.

We also send about 20 students to non-European countries and host about 70 incoming students under the Erasmus+ programme. UPM regularly hosts about 70 students from Chinese universities and sends about 35 UPM students to China as part of the UPM's Spanish-Chinese Campus, funded by CSC scholarships or UPM grants.

2. STRUCTURE OF UNIVERSITY COURSES

The Spanish university system is part of the European Higher Education Area (EHEA).

International students who would like to spend time at our university may design their learning agreement by selecting subjects from any of the currently valid curriculums. They must ensure that the topics or subjects they have chosen will actually be taught as part of the current curriculum of a degree course.



Bachelor's degrees:

Bachelor's degree programmes are designed to prepare students to undertake professional activities. Curriculums leading to a bachelor's degree have 240 credits to be earned over four years. These courses will conclude with the preparation and public defence of a final-year project worth from six to 30 ECTS credits.



Master's degrees:

Master's degree programmes are designed to prepare graduates for advanced professional activities and target academic and professional specialisation and research. Curriculums leading to a master's degree will comprise from 60 to 120 ECTS credits divided over one or two years. Programmes conclude with the preparation and public defence of a master's final project worth from six to 30 ECTS credits.



Doctoral degrees:

Doctoral programmes are designed to provide advanced training for students in research techniques. Doctoral programmes are research degrees and their duration is not determined by credits. They take between three and five years depending on whether the student enrolls on a full-time or part-time basis.



3. THE SPANISH CREDIT AND GRADING SYSTEM: EUROPEAN CREDITS

Universidad Politécnica de Madrid curriculums are adapted to the European Higher Education Area (EHEA) and use European Credits Transfer System (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 ECTS measures the total student workload required to pass a subject: lectures, practicals, self-study, assignments, etc. One ECTS credit is equivalent to a student workload of 25 to 30 hours.

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

The European Commission has published a user guide for the ECTS that is available at the following link:

https://ec.europa.eu/assets/eac/education/ects/users-guide/index_en.htm

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. Students are required to pass a final written or oral exam in order to pass most subjects.

Students who fail an end-of-semester exam will have the chance to resit the exam in the July exam sessions.

0 – 4.9: *Suspense* (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* (with honours) may be awarded to the best students who have attained the grade of *Sobresaliente* (Excellent). Students are entitled to enrol free of charge in one subject in the following academic year for every *Matrícula de Honor* distinction that they attain.

Under the ECTS credit system, a student's outcomes are accredited by a grade. In the EHEA, it is good practice to include a reference to the ECTS, where students are graded on a statistical basis UPM issues an academic transcript stating ECTS grades.

ECTS Grading Scale

Grade	Cumulative %	Definition
A	10	Outstanding performance without errors
B	35	Above the average standard but with minor errors
C	65	Generally sound work with some errors
D	90	Fair but with significant shortcomings
E	~100	Performance meets the minimum criteria
FX	Fail	Some more work required before the credit can be awarded
F	Fail	Considerable further work is required



4. COURSES AND DEGREE PROGRAMMES

The Universidad Politécnica de Madrid offers 52 bachelor's degrees, 67 official master's degrees and 45 doctoral programmes adapted to the EHEA. UPM offers 35 internationally accredited degree programmes (EUR-ACE, EURO-INF, ABET, NAAB)

Bachelor's degrees:

You can check out the official degree programmes at the following website:

<http://www.upm.es/internacional/Students/StudiesDegrees/OfficialUndergraduateDegrees>

Accredited master's degrees:

You can check out the official master's degree programmes at the following website:

<http://www.upm.es/internacional/Students/StudiesDegrees/University%20Masters/Master%20programs>

Doctoral degrees:

You can check out the official doctoral programmes at the following website:

<http://www.upm.es/internacional/Students/StudiesDegrees/PhD%20studies/PhD%20program>

Double Degrees

The Universidad Politécnica de Madrid offers students the opportunity to study for an international degree through double degree agreements. Double degrees involve students working for two different university degrees in parallel and provide better preparation for graduates starting out in their professional life. On completing their studies, graduates will be awarded the degree from the UPM in addition to the degree from the overseas university at which they completed the exchange of their choice. The UPM currently has 119 specific double degree agreements (80 for bachelor's and 39 for master's programmes) with centres of excellence at various European universities, open to students from the UPM and students from universities outside of Spain with which agreements have been signed.

<http://www.upm.es/internacional/Students/StudiesDegrees/DoubleDegrees>



5. ACADEMIC CALENDAR

Lectures commence: early September

Lectures end: late May

- *First semester:*
 - Lectures: early September – end of December
 - Exams: January
- *Second semester:*
 - Lectures: early February – late May
 - Exams: end of May to mid June

Resit exams:

- Bachelor's degree programmes: late June – mid-July

Holidays during the academic year:

- Christmas: two weeks
- Easter: one week

[Link to: Academic calendar](#)



6. INTERNATIONAL EXCHANGE PROGRAMMES

The Vice Rector's Office for Academic Strategy and Internationalisation (Vicerrectorado de Estrategia Académica e Internacionalización) promotes and administers the international exchange programmes.

The objective of this office is to encourage UPM students to participate in mobility programmes and to help incoming exchange students with integration.

6.1. ERASMUS+

Erasmus+ is the EU's programme to support education, training, youth and sport in Europe. The Erasmus+ programme is the main international mobility programme at the UPM. More than 1000 students from our university take part in the programme, and we receive about 900 incoming students every year.

The UPM has signed a total of 932 bilateral agreements for the Erasmus programme with 353 universities, including 93 double degrees.

The Vice Rector for Academic Strategy and Internationalisation is responsible for administering and signing bilateral agreements with universities under the Erasmus programme managed by the Associate Vice Rector for Internationalisation Services and EU Programmes.

VICE RECTOR FOR INTERNATIONALISATION AND EU PROGRAMMES

Contact details:

Rectorado, Edificio B

Paseo de Juan XXIII, 11

28040 Madrid

Tel: +34 910670156

6.1.1. PROCEDURES FOR COMPLETION BEFORE ARRIVAL ON EXCHANGE

Students who wish to do an Erasmus exchange at the Universidad Politécnica de Madrid first need to contact the International Relations Office and the Erasmus coordinator at their home school or university for information about the procedures required in order to complete part of their degree programme at our university through the Erasmus programme.

Before you can apply, a bilateral agreement must have been signed between your home university and your host university.

Once you have been selected as an Erasmus student by your home university for a stay at the Universidad Politécnica de Madrid, you will need to send the completed original of the [application form](#) to the tutor or coordinator responsible for Erasmus exchanges at the UPM school where you wish to study, accompanied by the following documents:

- Credentials or certificate from your school to show that you have been selected as an Erasmus student.
- The [learning agreement](#), signed by you and the Erasmus coordinator at your home university.
- Certificate showing that you have sufficient language proficiency.
- Any other document that may be required by the school for admission: transcript of records, language proficiency, interview, a report on your studies or the topic of your final-year project, etc.

Deadline for receipt of applications:

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



If everything is in order, the tutor, coordinator or lecturer responsible for exchanges at the UPM school will send a letter of acceptance to either the student or the tutor, specifying which courses the student may take, as well as the signed learning agreement. Through these links, you will find information on the [curriculum](#) of each school, as well as accredited [bachelor's](#) and [master's](#) courses and accredited [doctorate](#) programmes.

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

6.1.2. PROCEDURES FOR COMPLETION DURING YOUR EXCHANGE AT THE UPM

6.1.2.1. REGISTRATION

It is a good idea to arrive at least 10 days before lectures start so you can look for accommodation and complete the required academic procedures.

Once you are in Madrid, you will need to go to the International Office at the UPM school where you are to 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 European

Union student ID card

- Letter of acceptance from the UPM school
- 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.

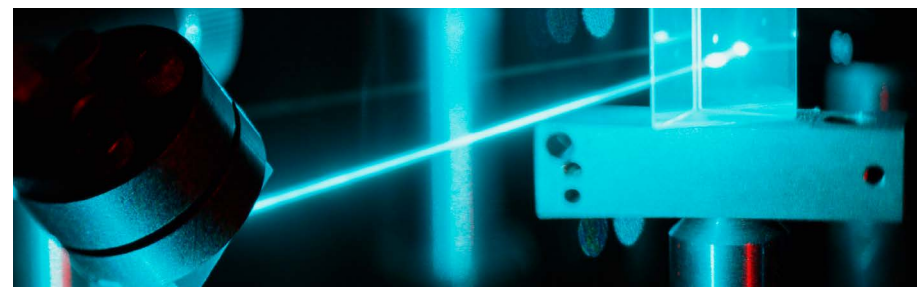
At the International Office, you will also be given instructions on the enrolment procedure and how to organise your timetable. You will be given your enrolment certificate, which your home university will need to process your Erasmus exchange.

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 by your [European Health Insurance Card](#).

Most UPM schools hold New Student Orientation during the first week of September.

6.1.2.2. ENROLMENT

Before enrolling it is a good idea to ask the Erasmus coordinator at the UPM for advice about the subjects shown on your learning agreement. You can then enrol with the help of the office responsible for the Erasmus programme at your host school.





To process your enrolment you will need to attach the completed learning agreement showing the subjects that you intend to take. The learning agreement must be signed and stamped by the coordinators of your home and host universities (you may enrol only in the subjects listed on your learning agreement), and your enrolment must include a photocopy of your European Health Insurance Card or private medical insurance providing health cover in Spain. You should enrol at the administrative office of the school where you are to study.

Enrolment periods may vary from school to school. Enquire at your host school. The following periods are given as a guideline:

- Enrolment period: second half of July
- Unenrollment period: end of January
- Extended enrollment (FYP, practicum, English language certification): early February.

6.1.3. PROCEDURES FOR COMPLETION AT THE END OF YOUR EXCHANGE

When you finish your stay, you will need to request the following documents from the Erasmus coordinator of the UPM school where you have studied:

- Certificate of attendance showing the period of time that you have spent at the UPM
- Transcript of records.

You will need to submit the originals of these documents at your home university or school.

If your transcript of records is not available when you leave, the Erasmus office at your host school will forward it to your home university or school.



6.2. ERASMUS HIGHER EDUCATION STUDENT AND STAFF MOBILITY BETWEEN PROGRAMME AND PARTNER COUNTRIES (KA107)

Erasmus+ also funds academic and youth mobility and cooperation between Europe and other regions in the world. Erasmus+ supports activities that are closely matched with the EU's priorities for cooperation policy with partner countries and regions. UPM participates in this programme and sends and receives about 35 and 80 students, respectively, to and from countries in Africa, Asia, Europe and Latin America. A list of countries with which UPM now has bilateral agreements is available at: <https://drive.upm.es/index.php/s/zi3fmVWKghUoeqd>.

Erasmus+ KA107 Office

Rectorado C
Paseo Juan XXII, 11
28040 Madrid
Phone: +34 91 0670365/70380
email: erasmus.ka107@upm.es

6.2.1. PROCEDURES FOR COMPLETION BEFORE ARRIVAL AT UPM

Students intending to apply for an Erasmus+ KA107 Exchange at UPM first need to contact the International Relations Office at their home school or university for information about the procedures required in order to complete part of their degree programme at UPM as part of the Erasmus+ programme. UPM offers many accredited [degree](#) programmes taught in Spanish and some [courses](#) in English. PhD students should look for a [UPM professor](#) working in their field of interest.

Selected students should be nominated by the International Office at their home university, which should email the following documents to the [Erasmus+ KA107 Office](#) at UPM:

- Copy of their passport,
- [Learning agreement](#) signed by home university

- Transcript of records issued by home university
- Tuition fee receipt at home university
- [Learning agreement](#) approved and signed by a supervisor at UPM (for PhD students or students intending to complete their master's final project at UPM who should have already make contact with a supervisor at UPM).

The deadline for the receipt of nominations is:

- 1 June for students intending to study for a full academic year or during the first semester
- 1 December for students arriving for the second semester.

UPM will then contact students to request personal details, provide a letter of acceptance for visa application, manage their travel allowance and help students find accommodation.

Students will be informed of the UPM School to which they have been admitted and assigned a mentor by the International Office at their respective Schools.

6.2.2. PROCEDURES FOR COMPLETION DURING YOUR EXCHANGE AT UPM

Upon arrival, students should make an appointment and report to the Erasmus+ KA107 Office at UPM to submit:

- Photocopy of passport and visa
- Boarding cards
- Photocopy of insurance policy. The insurance policy must cover at least:
 - o wherever relevant, travel insurance (including damage or loss of luggage),
 - o third party liability (including, wherever appropriate, professional indemnity or insurance for responsibility),
 - o accident and serious illness (including permanent or temporary incapacity),

- o death (including repatriation in case of projects carried out abroad).

Students will sign a financial agreement. They will be given advice about how to open a bank account and will receive part payment (70%) of their Erasmus+ grant into this bank account. Students will also receive guidance about practical matters concerning life in and around Madrid. They will be given a pack containing tourist brochures about Madrid, maps for public transport in Madrid and information about the UPM.

Students should then enroll and apply for their student ID card at their respective host schools. Students can only enroll for the courses stated on their learning agreement. To process enrolment, you will need to attach the completed learning agreement showing the subjects that they intend to take. The learning agreement must be signed and stamped by the coordinators of your home and host universities, and you will need to submit a photocopy of your private medical insurance providing health cover in Spain.

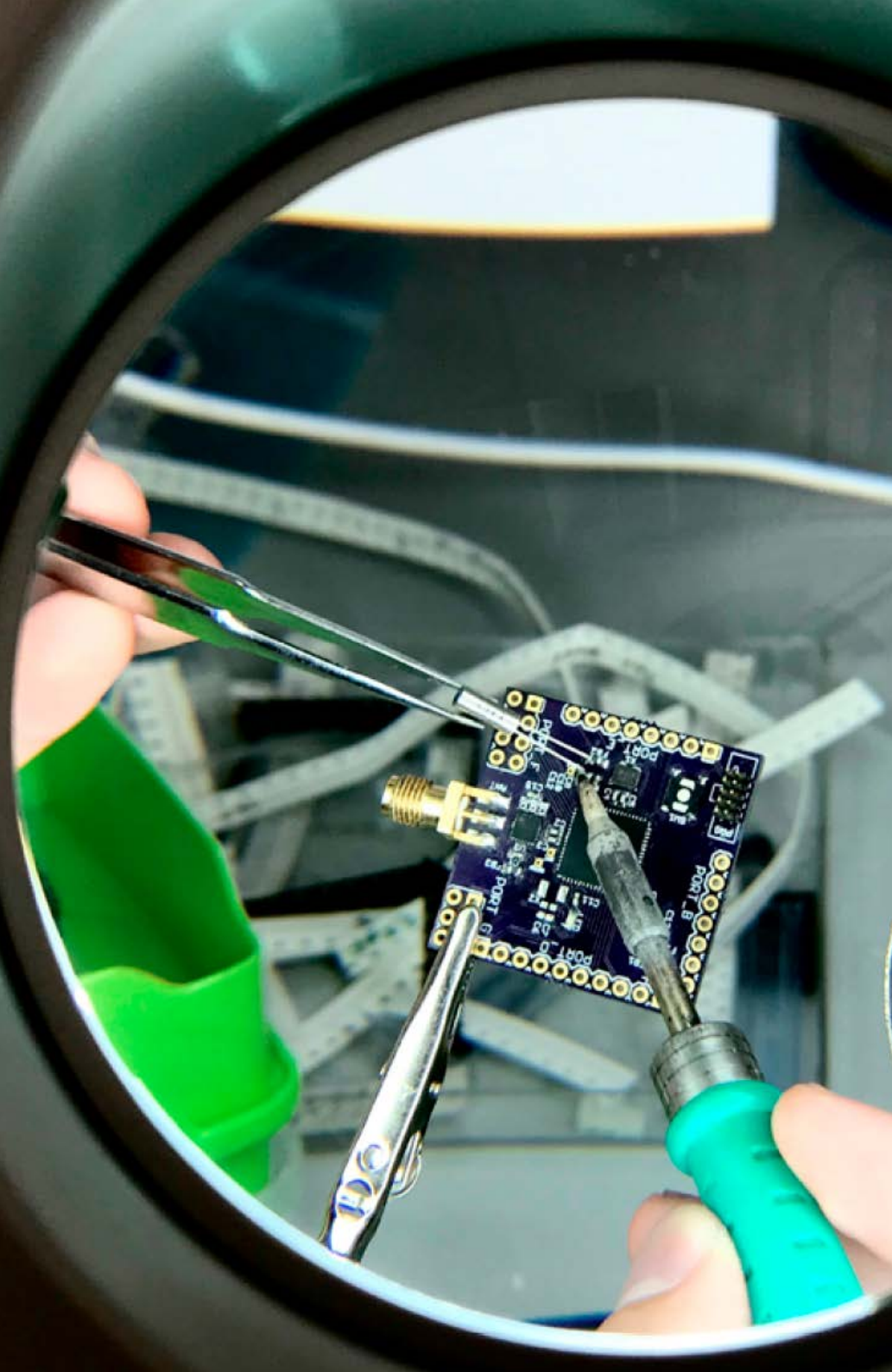
Towards the end of their stay, students should complete the EU survey, which will be emailed directly from the EU. Once they have completed this survey, they will qualify for the remaining 30% of their Erasmus+ grant.

6.2.3. PROCEDURES FOR COMPLETION AT THE END OF YOUR EXCHANGE AT UPM

At the end of their stay, students collect the certificate of departure from the Erasmus+ KA107 Office. The School where they have carried out their mobility will issue a transcript of records or research activities for exchange students. You will need to submit the originals of these documents at your home university or school. If your transcript of records is not available when you leave, the International Office at your host school will forward it to your home university or school.

Within forty-five days after the end of their mobility, students have to complete a recognition report that will be emailed to them directly by EU.





6.3. ATHENS PROGRAMME

The ATHENS network is made up of a total of 15 European higher education institutions (one per country). The UPM is the Spanish university in the network. Within the framework of the ATHENS programme, the participating universities organize week-long courses (twice a year: March and November) in which students from all the network universities participate.

ATHENS courses consist of 30 hours (classes, laboratory, technical visits, practice, etc.) distributed in a week of classes. The subject of the course is chosen by the teacher, as are the (general or specialized) difficulty level, the language in which the course is taught (preferably English), the timetable and the prerequisites for participation by students. Courses can be taught by one or more teachers.

For more information: <http://www.upm.es/internacional/Students/ExchangeMobilityPrograms/InternationalProgram/Athens+Program>

UPM contact address: athens@upm.es

6.4. SMILE (STUDENT MOBILITY BETWEEN LATIN AMERICA AND EUROPE) PROGRAMME

The Magalhães Network connects leading technical universities in Europe and Latin America and the Caribbean. It organizes the SMILE exchange programme for students to study one or two semesters abroad without paying additional fees to the receiving university on the other continent. Every year more than 1000 students participate in exchange studies between Magalhães partners. Equal numbers participate from each continent. Interested students should contact the Interna-

tional Office at their home university to find out which SMILE partners they are eligible for.

For more information:

<https://www.magalhaes-network.org/>

UPM contact address: magalhaes@upm.es

6.5. GLOBAL E3 PROGRAMME

UPM is a member of the Global Engineering Educational Exchange (Global E3). The Global E3 Programme is a consortium-based exchange programme for undergraduate engineering students to study abroad and carry out internships worldwide, while continuing to pay tuition at home. With members in over 20 countries, students at Global E3 member institutions can choose to study abroad at international institutions for a single semester or for an academic year. Interested students should contact the International Office at their home university.

For more information:

<https://globale3.studioabroad.com/>

UPM contact address: rachelkim.elliott@upm.es

6.6. INDIVIDUAL STUDENT EXCHANGES

6.6.1. STUDENTS FROM UNIVERSITIES WITH AGREEMENTS

Incoming exchange students who want to study at the UPM are covered by individual bilateral agreements between the UPM and international universities.

Interested students should contact their home university to find out whether there is a bilateral agreement in place with the UPM and the respec-

tive UPM [School](#). UPM offers many accredited [degree](#) programmes taught in Spanish and some [courses](#) in English.

Interested students first need to contact the International Relations Office at their home school or university for information about the procedures required in order to complete part of their degree programme at UPM under bilateral agreements.

Selected students should be nominated by the International Office at their home university. Nominations should be emailed to the UPM International Office and will be referred to the respective UPM School.

All students will be required to submit the following documents:

- [Application for admission](#)
- [Learning agreement](#)

Students intending to complete a final-year BSc project, MSc project or PhD student exchange should also submit:

- Curriculum vitae
- Transcript of records
- Statement of purpose/Letter of motivation (clearly outlining their field of interest).

Non-Spanish speaking students should also submit:

- Certificate of language proficiency (Spanish or English if intending to take courses taught in English).

The deadline for applications is:

- 1 June for full academic year and fall semester
- 1 December for spring semester.

email: international.incoming@upm.es
(Latin America)

email: rachelkim.elliott@upm.es (China)

6.6.2. STUDENTS FROM UNIVERSITIES WITHOUT AGREEMENTS (VISITING STUDENTS)

Students who have completed at least one academic year at their home university and would like to take courses at the UPM may apply for admission as a visiting student at the UPM. Visiting student admission is not dependent on there being a bilateral agreement between the home university and UPM. Visiting students will be charged tuition fees at UPM.

Interested students should contact the UPM International Office.





Students will be required to submit the following documents, which will be referred to the respective UPM School:

- [Application for admission](#)
- [Learning agreement](#)

The deadline for applications is:

- 1 June for full academic year and fall semester
- 1 December for spring semester.

email: international.incoming@upm.es

6.7. STUDENTS WITH SCHOLARSHIPS FROM OTHER INSTITUTIONS

6.7.1. SCHOLARSHIPS FOR LATIN AMERICAN STUDENTS

UPM collaborates with several national and international agencies providing scholarships for international MSc and PhD students. Interested students should consult the respective scholarship application calls.

BEC.AR

BEC.AR is a scholarship programme for overseas training of Argentine professionals in the fields of science, technology and productive innovation

that bear a strategic relevance for the country's sustainable development.

For more information:

<https://www.argentina.gob.ar/becar/en>

COLFUTURO

COLFUTURO is a Colombian non-profit foundation that was established in 1991 with the support of the National Government and some of the most important private sector companies in the country at that time. Its main objective is to provide financial support and increase the possibilities of Colombian citizens to access high-quality post-graduate study programs abroad.

For more information: <https://www.colfuturo.org/financiacion-para-posgrados-en-el-exterior>

MESCyT

The Ministry of Higher Education, Science and Technology of the Dominican Republic aims to provide international training for Dominican engineers and professionals through the development of scholarships in conjunction with international cooperation organizations and governments of partner countries.

For more information: <https://mescyt.gob.do/becas-internacionales/>

Conacyt

The Mexican government offers scholarships for



Mexican professionals completing or intending to complete postgraduate (master's or doctoral) degrees in high-quality international institutions. For more information: <https://www.conacyt.gob.mx/index.php/becas-y-posgrados/becas-en-el-extranjero>

Pronabec

Pronabec is an institution attached to the Peruvian Ministry of Education, which awards educational scholarships and loans to talented Peruvians with limited financial resources, providing access to quality higher education with a view to promoting social justice.

For more information:

<https://www.pronabec.gob.pe/>

6.7.2. MAEC-AECID SCHOLARSHIPS FOR MASTER PROGRAMMES

This scholarship programme provides the opportunity for civil servants or public sector employees from the Spanish Cooperation priority countries to take face-to-face master programmes in Spain over a nine-month period.

Candidates can apply for any accredited master programmes (60 ECTS credits) offered by a Spanish university related to Spanish Cooperation policy action lines.

Requirements:

Candidates should be:

- Nationals of any of the following countries: Bolivia, Colombia, Cuba, Ecuador, El Salvador, Ethiopia, Philippines, Guatemala, Equatorial Guinea, Haiti, Honduras, Mali, Morocco, Mauritania, Mozambique, Nicaragua, Niger, Palestina, Paraguay, Peru, Dominican Republic and Senegal.
- Civil servants or public sector employees in their country of origin, including education

system or higher education staff, and authorized by the Government of their country of origin.

- Proficient in Spanish or the language in which the master programme is taught.

Applications:

Applications should be submitted through the AECID Electronic Office at

<https://www.aecid.gob.es/>

More information is available from

<http://www.aecid.es/>

For more information, students should write to:

email: internacional.latinoamerica@upm.es

6.7.3. CHINESE SCHOLARSHIP COUNCIL SCHOLARSHIPS

UPM has an agreement in place with the China Scholarship Council for the admission of PhD students. Interested students should consult the [PhD research lines on offer at UPM](#) and contact the research group leader directly.

Selected CSC candidates should then preregister for the respective PhD programme (as instructed by the research group leader) at:

https://www.upm.es/helios/login_upm?p=D10.10.d&idioma=E

email: international.asia@upm.es



7. UPM SCHOOLS AND INTERNATIONAL OFFICES

The International Office at each school provides guidance for students and is responsible for academic matters relating to both UPM and incoming students.

ETS ARQUITECTURA (SCHOOL OF ARCHITECTURE)

Avenida Juan de Herrera, 4
28040 Madrid - Spain
CODE: 0731 (ARCHITECTURE
AND TOWN PLANNING)
Tel: +34 91 0674778
Email: intercambio.arquitectura@upm.es
<http://etsamadrid.aq.upm.es>

ETS DE INGENIERÍA AERONÁUTICA Y DEL ESPACIO (SCHOOL OF AEROSPACE ENGINEERING)

Pza. Cardenal Cisneros, S/N
28040 Madrid - Spain
CODE : 0716 (MOTOR VEHICLES,
SHIPS AND AIRCRAFT)
Tel: +34 91 0675546
Email: internacional.aeroespacial@upm.es
<https://www.etsiae.upm.es/>

ETS INGENIERÍA AGRONÓMICA, ALIMENTARIA Y DE BIOSISTEMAS (SCHOOL OF AGRICULTURAL, FOOD AND BIOSYSTEMS ENGINEERING)

Avda. Complutense S/N
28040 Madrid - Spain
CODE : 0810 (AGRICULTURE)
Tel: +34 91 0670762
Email: movilin.etsiab@upm.es
<http://www.etsiab.upm.es>

ETSI CAMINOS, CANALES Y PUERTOS

C/ Prof. Aranguren, s/n
28040 Madrid - Spain
CODE : 0732 (BUILDING AND CIVIL
ENGINEERING)
CODE : 0722 (MATERIALS GLASS, PAPER,
PLASTIC & WOOD)
Tel: +34 91 0674014 / 0674039
Email: incoming@caminos.upm.es
<http://www.caminos.upm.es>

ETSI INDUSTRIALES (SCHOOL OF INDUSTRIAL ENGINEERING)

C/ José Gutiérrez Abascal, 2
28040 Madrid - Spain
CODE : 0710 (ENGINEERING AND
ENGINEERING TRADES)
Tel: +34 91 0676780 / 0676783 / 0676781
Email: internacional.industriales@upm.es
<http://www.industriales.upm.es/>

ETSI MINAS Y ENERGÍA (SCHOOL OF MINING AND ENERGY ENGINEERING)

C/ Ríos Rosas, 21
28040 Madrid - Spain
CODE : 0719 (ENGINEERING AND
ENGINEERING TRADES)
CODE : 0532 (EARTH SCIENCES)
Tel: +34 91 0676310
Email: incoming.minasyenergia@upm.es
<http://www.minasyenergia.upm.es/>

**ETS DE INGENIERÍA DE MONTES,
FORESTAL Y DEL MEDIO NATURAL
(SCHOOL OF FORESTRY
ENGINEERING AND NATURAL
RESOURCES)**

C/ Antonio Novais, 10
28040 Madrid - Spain
CODE: 0821 (FORESTRY)
CODE: 0531 (ENVIRONMENTAL
SCIENCES)
Tel: +34 91 0671477
[Email: subdirector.alumnos.montes@upm.es](mailto:subdirector.alumnos.montes@upm.es)
<http://www.montesyemedionatural.upm.es/>

**ETSI NAVALES
(SCHOOL OF NAVAL ARCHITECTURE
AND MARINE ENGINEERING)**

Avda. Del Arco de la Victoria, S/N
28040 Madrid - Spain
CODE : 0719 (ENGINEERING AND
ENGINEERING TRADES- MARINE)
Tel: +34 91 0676112
[Email: subdirector.ore.navales@upm.es](mailto:subdirector.ore.navales@upm.es)
<http://www.etsin.upm.es/>

**ETSI TELECOMUNICACIÓN
(SCHOOL OF TELECOMMUNICATIONS
ENGINEERING)**

Avda. Complutense, 30
28040 Madrid - Spain
CODE : 0714 (ELECTRONICS AND
AUTOMATION)
Tel: +34 910671958 / 0671960 / 0671959
[Email: internacional@etsit.upm.es](mailto:internacional@etsit.upm.es)
<http://www.etsit.upm.es/>

**ETSI EN TOPOGRAFÍA, GEODESIA Y
CARTOGRAFÍA (SCHOOL OF LAND
SURVEYING, GEODESY AND MAPPING
ENGINEERING)**

Complejo Politécnica de Vallecas
Km. 7 de la Carretera de Valencia

28031 Madrid, Spain
CODE : 0719 (EARTH SCIENCES)
Tel: +34 910673806
[Email: csf@topografia.upm.es](mailto:csf@topografia.upm.es)
<http://www.topografia.upm.es>

**ETS DE INGENIEROS INFORMÁTICOS
(SCHOOL OF COMPUTER
ENGINEERING)**

Campus de Montegancedo s/n
28660 Boadilla del Monte, Madrid. SPAIN
CODE : 0612 (DATABASE AND NETWORK
DESIGN AND ADMINISTRATION)
CODE: 0613 (SOFTWARE AND
APPLICATIONS DEVELOPMENT
AND ANALYSIS)
Tel: +34 910672821/72822
[Email: orex@etsiinf.upm.es](mailto:orex@etsiinf.upm.es)
<http://www.fi.upm.es>

**ETS DE EDIFICACIÓN (SCHOOL OF
BUILDING TECHNOLOGY)**

Av. Juan de Herrera, 6
28040 Madrid, Spain
CODE : 0739 (ARCHITECTURE
AND CONSTRUCTION)
Tel: +34 910674553
[Email: oficinademovilidad.edificacion@upm.es](mailto:oficinademovilidad.edificacion@upm.es)
<http://www.edificacion.upm.es>

**ETS DE INGENIERÍA DE SISTEMAS
INFORMÁTICOS (SCHOOL OF
COMPUTER SYSTEMS ENGINEERING)**

Complejo Politécnica de Vallecas
Km. 7 de la Carretera de Valencia
28031 Madrid, Spain
CODE : 0610 (INFORMATION AND COM-
MUNICATION TECHNOLOGIES (ICTS))
Tel: +34 910673512
[Email: eri.etsisi@upm.es](mailto:eri.etsisi@upm.es)
<http://www.etsisi.upm.es/>



ETS DE INGENIERÍA Y DISEÑO INDUSTRIAL (SCHOOL OF INDUSTRIAL ENGINEERING AND DESIGN)

C/ Ronda de Valencia, 3
28012 Madrid, Spain
CODE : 0710 (ENGINEERING AND ENGINEERING TRADES)
Tel: +34 910677490

[Email: incoming.etsidi@upm.es](mailto:incoming.etsidi@upm.es)
<http://www.etsidi.upm.es>

ETS DE INGENIERÍA CIVIL (SCHOOL OF CIVIL ENGINEERING - CITY CENTRE CAMPUS)

C/Alfonso XII, 3
28014 Madrid, Spain
CODE : 0732 (BUILDING AND CIVIL ENGINEERING)
Tel: +34 910674553

[Email: inmaculada.lopez@upm.es](mailto:inmaculada.lopez@upm.es)
<http://www.ingenieriacyil.upm.es/>

ETS DE INGENIERIA Y SISTEMAS DE TELECOMUNICACIÓN (SCHOOL OF TELECOMMUNICATIONS AND SYSTEMS ENGINEERING)

Complejo Politécnico de Vallecas
Km. 7 de la Carretera de Valencia
28031 Madrid, Spain
CODE : 0714 (ELECTRONICS AND AUTOMATION)
Tel: +34 910673210

[Email: movilidad@etsist.upm.es](mailto:movilidad@etsist.upm.es)
<https://www.etsist.upm.es/?idioma=EN>

CENTRO SUPERIOR DE DISEÑO Y MODA (MADRID SCHOOL OF FASHION DESIGN)

Campus Sur UPM. Ctra. de Valencia, Km. 7
28031 Madrid, Spain
CODE : 0212 (FASHION, INTERIOR AND INDUSTRIAL DESIGN)

Tel: +34 91 331 0126

[Email: internacional.csdmm@upm.es](mailto:internacional.csdmm@upm.es)
<http://www.csdmm.upm.es>

FACULTAD DE CIENCIAS DE LA ACTIVIDAD FÍSICA Y EL DEPORTE (FACULTY OF SCIENCES FOR PHYSICAL ACTIVITY AND SPORT)

C/ Martín Fierro, s/n
Ciudad Universitaria
28040 Madrid, Spain
CODE : 1014 (SPORTS)
Tel: +34 910677808

[Email: vicedecano.eeu.inef@upm.es](mailto:vicedecano.eeu.inef@upm.es)
<http://www.inef.upm.es>



8. UPM SERVICES

8.1. ACCOMMODATION

The best way to find accommodation is to check out the accommodation options and book temporary accommodation in Madrid before you arrive. Once you are in Madrid, you will be able to look for accommodation that is better suited to your needs.

If you do not find accommodation before you arrive, you should arrange to be in Madrid 10 to 15 days before lectures start. This will give you time to find a place to stay.

The cost of accommodation depends very much on the area you choose to live in.

If your budget is tight, you should look further outside the city centre. If you prefer the city centre (Gran Vía, Bilbao, Sol, Tribunal or La Latina), then you should be prepared to pay more. Average rental prices in Madrid are:

- A room in a shared apartment from €300 per month.
- A studio from €550 per month.
- An apartment for two starting from €800 per month.

- A room in a student residence from €860 per month.

Bear in mind that your rent may not include bills (electricity, water, cleaning, WiFi, gas, taxes). Also take into account that the huge majority of landlords will ask you for a deposit at check-in usually equivalent to one month's rent. This deposit will be refunded to you at the end of your stay provided you leave the accommodation in good condition.

This means that you will have to pay the first month's rent plus the deposit.

Shared flats:

www.aluni.net
www.uniplaces.com
www.spotahome.com
www.emes.es

Student residences:

<http://fundaciongomezpardo.es/residencia/>
<https://nexoresidencias.com/>
<https://residencias-abay.com/>
<https://www.easo.es/en/>





8.2. SPANISH LANGUAGE COURSES

The UPM Language Centre, run by the UPM's Vice Rectorate for Academic Strategy and Internationalisation, has developed a flexible offer of Spanish language courses adapted to the special demands of its higher education community.

The Spanish Language and Culture courses aim to provide students with the necessary Spanish language communication skills and strategies for everyday situations in both academic (formal) and sociocultural (informal) settings, as well as to prompt and encourage interest in and curiosity about Spanish culture, traditions and customs. The UPM Language Centre offers courses for proficiency levels A1/B2 according to the Common European Framework of Reference for Languages (CEFR) and personalized solutions for students of other levels, as well as tailor-made courses for institutions.

Every year international students attend the following courses:

- Pre-semester courses (Aug/Sept and Jan/Feb) – 50-hour intensive Spanish language and culture courses, including a 20-hour cultural programme covering three weeks
- Semester-long courses (Sept/Dec and Feb/May) – 40-hour fall and spring semester courses
- Summer courses (July) – 100-hour intensive course, including face-to-face classes and cultural activities over a four-week period.

The UPM is also an official DELE and SIELE examination centre. DELE and SIELE are Spanish language proficiency certificates awarded by the Cervantes Institute on behalf of the Spanish Ministry of Education, Culture and Sports.

Further information:

<http://www.lenguas.upm.es>

8.3. MENTOR PROGRAMME

The aim of the UPM mentoring project is to set up a guidance and assistance programme for first-year and international students. Senior students are responsible for mentoring under the supervision of lecturers.

The International Office at the school where you are studying will tell you if the mentor programme is running and put you in touch with mentors who can help you adapt to life at the UPM.

The main aim of the mentor programme is to set up mechanisms to help new students (first-year and international students) with their academic and social integration at the university and ensure that they continue and succeed in higher education.

This is achieved through:

1. Academic guidance: providing mentored students with the help they need to cope with the subjects that they are studying from the viewpoint 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.

8.4. 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: 91 067 06 71

e-mail: discapacidad.alumnos@upm.es

Further information:

<http://www.upm.es/UPM/CompromisoSocial/UnidadAtencionDiscapacidad>

8.5. STUDENT CLUBS

Clubs play a major role at the UPM. There are currently 195 clubs in operation, including 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 join a club or take part in club activities, enquire at your school or make an appointment to see the Deputy Director of University Extension, the Student Council at your School, or the Student Services and University Extension Office.

e-mail: extension.universitaria@upm.es

Further information: <http://www.upm.es/Estudiantes/Asociaciones>

8.6. CULTURAL ACTIVITIES

The Universidad Politécnica de Madrid organises numerous reasonably priced cultural activities for all UPM students, including exchange students.

The Cultural Service (*Aula de Cultura*) organises courses of all kinds: diction and public speaking, Latin dancing, drawing and painting, creative writing, ukele and guitar playing and so on. Courses are held twice during the academic year from October to December 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 are awarded ECTS credits.

International students who would like to take part in any of these activities should enquire at 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: 91 067 03 29 / 30 / 31

e-mail: extension.universitaria@upm.es

Further information: http://www.upm.es/UPM/Actividades_Culturales/Aula_Cultura

8.7. SPORTS

The Universidad Politécnica de Madrid promotes and encourages sports activities by organising its own competitions and participates 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, lower body workout, 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 91 067 03 36 / 37 / 38

Further information: <http://www.upm.es/UPM/Deportes>



8.8. LIBRARIES AND COMPUTER LOANS

The Universidad Politécnica de Madrid has a large library network, comprising 17 school libraries and the European Documentation Centre (CEYDE).

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

All UPM students may request a computer loan. They must have a UPM email account, and computers may only be used on library premises.

Library opening hours are: from Monday to Friday, 9 am to 9 pm. During exam periods some libraries extend their opening hours.

Further information:

SERVICIO DE COORDINACIÓN DE BIBLIOTECAS

Rectorado. Edificio A. Avenida Ramiro de Maeztu, 7. 28040-Madrid
Tel: 91 067 00 26

Further information: <http://www.upm.es/internacional/Students/UniversityLibrary>

8.9. WI-FI ON CAMPUS

Wi-Fi 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. Wi-Fi is available at all UPM schools and at the Central Administration Offices.

This means that users from any school can connect to the network in the specified areas, regardless of the school at which they are studying.

The UPM's Wi-Fi network is part of the worldwide eduroam service. Students who have eduroam installed in their devices will have Wi-Fi access directly. Students who do not have eduroam access will be able to use our network as soon as they have a UPM student email account.

8.10. COIE: CAREER GUIDANCE AND INFORMATION CENTRE – (CENTRO DE ORIENTACIÓN E INFORMACIÓN DE EMPLEO)

The UPM Career Guidance and Information Centre provides information and guidance to help students with work experience or practicum placements and to find their first job.

For further information:

COIE

Rectorado. Edificio B Pº Juan XXIII, 11
28040 Madrid
Tel: 91 067 00 13

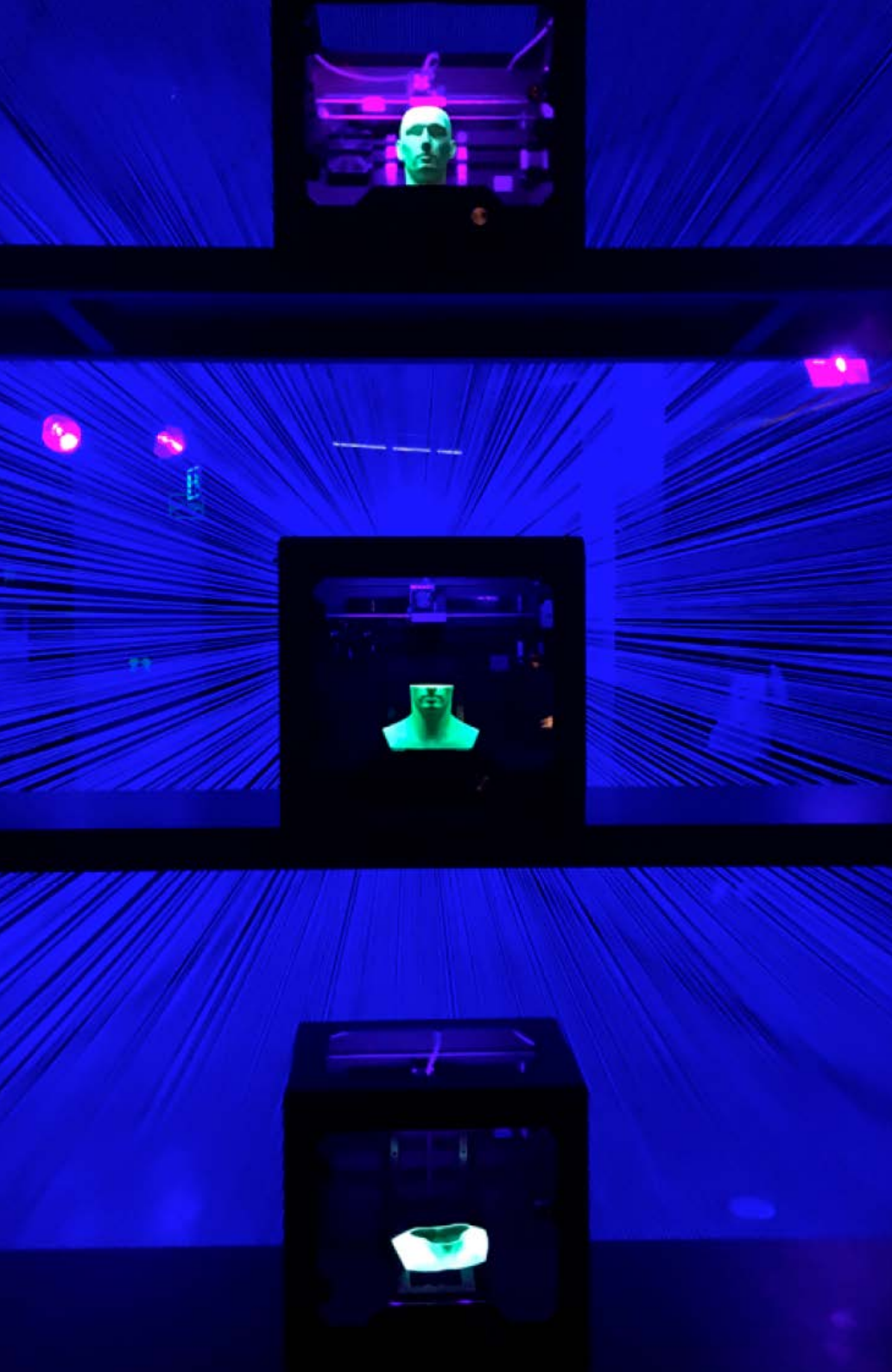
Opening hours: from Monday to Friday, 9 am to 2 pm

E-mail: coie@upm.es

Further information: <http://www.upm.es/Estudiantes/EmpleoPracticas/COIE>

8.11. STUDENT UNION (DELEGACIÓN DE ALUMNOS)

The Student Union represents students and defends their interests, providing advice and assis-



tance about academic matters and other spheres of university life. The Student Union also promotes cultural and sports activities and supports activities undertaken by students at each school. Each school has a Student Union office.

The Student Union is located in:
Rectorado de la UPM, Edificio A
Avenida Ramiro de Maeztu, 7 Sótano 1
28040 Madrid

Tel: 91 067 00 25

E-mail: da@upm.es

Further information: <https://daupm.es>

8.12. UNIVERSITY OMBUDSMAN (DEFENSOR UNIVERSITARIO)

The University Ombudsman helps to ensure that the rights and freedoms of teaching staff, students and administration and services staff are respected. The Office of the Ombudsman at UPM is an independent body that aims to improve the quality of the institution in all fields.

Contact details:

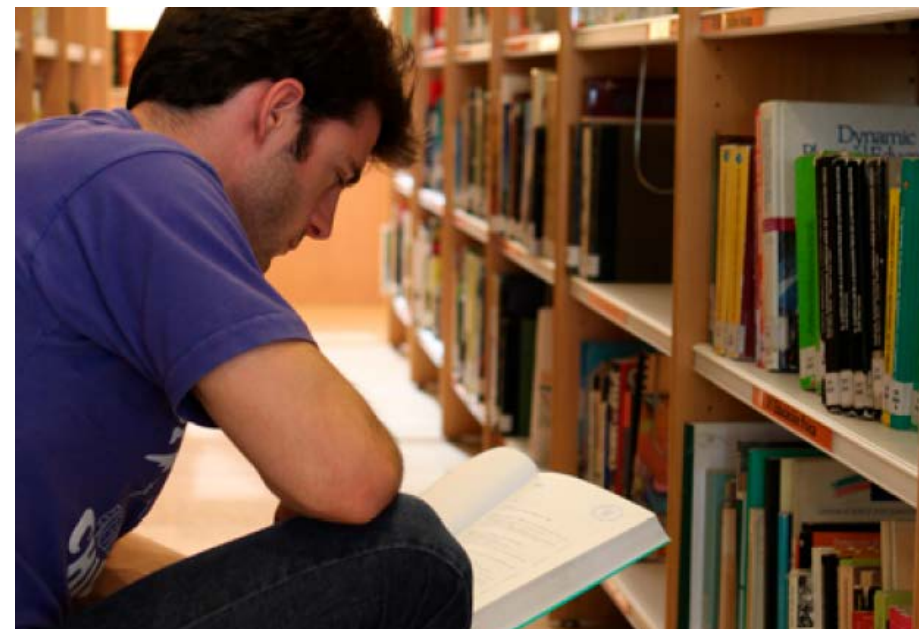
Defensor Universitario Rectorado. Edificio A
Avenida Ramiro de Maeztu, 7 28040 Madrid

Tel: 91 067 00 24

E-mail: defensor.universitario@upm.es

Further information:

<http://www.upm.es/UPM/DefensorUniversitario>





9. PRACTICAL INFORMATION

9.1. MADRID

Madrid, the capital of Spain and of the Community of Madrid, is in the geographical centre of the country. With a population of about 6.5 million in the metropolitan area, 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 seat of the country's government and parliament and accommodates the main departments 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.

Madrid is now 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 from any State of the European Union, Switzerland, Norway, Iceland and Liechtenstein only need a valid national identity document or passport.
Citizens from the United Kingdom and Ireland will require a passport since their countries are not members of the Schengen Area.

- **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.

Further information: <http://www.exteriores.gob.es/Portal/en/ServiciosAlCiudadano/InformacionParaExtranjeros/Paginas/Inicio.aspx>

9.3. HEALTH INSURANCE

State-provided healthcare

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 state-provided healthcare 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. For information about your designated health centre or any other aspect of the state-provided healthcare in Spain visit the following web page:

<http://www.comunidad.madrid/servicios/salud/buscador-centros-sanitarios>

If you are from outside the European Union but your country has signed a healthcare agreement with Spain, you will need to enquire 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 by the emergency service or, if necessary, you will receive ongoing care (primary health care or specialised care).



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

Further information: https://europa.eu/youreurope/citizens/health/unplanned-health-care/temporary-stays/index_en.htm

Private health insurance

If your country does not have a social security system and has not signed a healthcare agreement with Spain, you will need to take out private health insurance. Your policy must in all cases provide full health cover for the entire duration of you stay at the UPM. You may take out a policy in your country of origin or when you arrive in Spain.

9.4. INTERNATIONAL MOBILITY STUDENT INSURANCE

All students, irrespective of their country of origin, are required to take out insurance especially designed for international mobility students to cover risks not covered by the EHIC like rescue and repatriation.

The UPM has an agreement with the On-Campus insurance company, for which international students are eligible. This policy includes accident insurance, healthcare insurance, travel insurance, private liability, etc.

Further information: <https://oncampus.es/en/segueros/oncampus-estudia/>

9.5. TRAVELLING TO MADRID

• By plane:

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

Adolfo Suárez Madrid-Barajas Airport is 13 km from the centre of Madrid off the A-2 (Madrid-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), [train](#) (from T4), [taxi](#) or [vehicle with driver](#).

Adolfo Suárez Madrid - Barajas Airport Information:
<http://www.aena.es/en/madrid-barajas-airport/index.html>
(+34) 913 211 000

• By train:

Madrid has two train stations:

Chamartín: Located in the north of the city, this station has services to and connects Madrid with northwestern Spain, providing a highspeed (AVE) train service to Segovia and León and long-distance trains to Corunna, Ferrol, Bilbao, Gijón, Oviedo, Vigo, Pontevedra and Santander.

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. Most Spanish highspeed trains (AVE) arrive and depart from



Atocha, and it is also the central station for local trains in the Madrid area. It is connected by the underground system (Metro) to the Chamartín train station.

Address:

Glorieta del Emperador Carlos V

Metro station: Atocha-Renfe.

Further information: www.renfe.es

Information and bookings: 912 320 320

The following international passes provide discounts for train travel:

- InterRail

This pass allows first- or second-class train travel in more than 30 European countries over several days. Further information is available at:

<http://www.interrail.eu/>

- Eurail

This is an international pass for unlimited travel depending on the chosen class of pass, which may be purchased by non-European citizens. It is an individual, non-transferable pass requiring ID. Further information is available at:

<http://www.eurail.com>

- 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 at:

<http://www.railplus.com.au>

• By bus:

Estación Sur de Autobuses (Madrid South Coach Station) is the largest coach station in Madrid. From here you can take a coach to most Spanish and European cities. Check the information

in your own country due to possible timetable changes.

Address:

Calle Méndez Álvaro, 83

28045 Madrid

Tel: +34 91 468 42 00

e-mail: info@estaciondeautobuses.com

Further information is available at:

<https://estacionsurmadrid.avanzagrupo.com/>

• By road

Entry into Spain by road is through France or Portugal.

If you are travelling from France, you can take one of the following expressways:

A1: Irun-Burgos-Madrid

A2: La Junquera-Barcelona-Zaragoza-Madrid

AP7: French border-Barcelona; A2: Barcelona-Madrid

If you are travelling from Portugal, take the A5 Badajoz-Madrid

Provincial Traffic Headquarters (Jefatura Provincial de Tráfico)

Tel: +34 91 3018500

Travel times to Madrid: From Barcelona – 6 hours 30 minutes; from Seville – 5 hours 15 minutes; from Lisbon – 5 hours 40 minutes.

Expressways (*autovías*) are labelled with the letter A; motorways (*autopistas*) are labelled with the letters AP; national roads with more than one carriageway between cities and towns are labelled with the letter N; and the Madrid ring roads are labelled by the letter M. Expressways, motorways and the main national roads are labelled 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 in which they are fitted. The use of helmets is 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 that is 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 is insured. 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 Roadside Assistance (*Ayuda en Carretera*), a service operated by the Civil Guard, from the SOS phones located along the roadsides.

9.6. TRAVELLING AROUND 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. All passengers have to purchase a card in which they can load single and 10-trip tickets, as well as monthly passes entitling users to travel as often as they like 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.

A map of the metro and information on fares is available at:

<https://www.metromadrid.es/en>

Tel: 917 796 399

– Inner city buses (EMT):

Madrid has more than 209 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 ticket or use your transport card, which is valid for both the metro and buses.

Buses are usually blue. There are also night buses known as “Owls” (*Búhos*) that run from midnight to 6 am, leaving from Plaza de Cibeles.

Information about routes and fares is available at: <https://www.emtmadrid.es/Index.aspx?lang=en-GB>

Tel: 914068810 (7 am to 9 pm)

– 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 local trains vary depending on the zone. A variety of ticket types and fares are available.



Information about routes and fares is available at <http://www.renfe.com/viajeros/cercanias/madrid/>

Information and bookings: 912 320 320

For further information about transport in Madrid, see:

<https://www.crtm.es/?lang=en>

- Taxis:

Madrid taxis are white with a diagonal red-coloured stripe and the city shield showing on the side. A green light shows when taxis are not carrying passengers. The fare consists of a minimum fare (which is different on weekdays (9am to 6pm) to weekends and other times). The minimum fare is added to every kilometre of the journey (rates vary between Zones A and B and weekdays (7am to 9pm), on weekends and at other times). Additional charges apply for journeys to and from bus or train stations, for carrying suitcases and journeys at night or on public holidays. There is a flat rate of 30 euros for rides from or to the airport within the M-30 ring road and a minimum rate of 20 euros for rides of 9.5 km or less. All taxis must display a sticker with information on the minimum rate and additional charges. Contact numbers for taxi companies:

Taxi Apps and contact numbers:

- **TxMAD**
Official Madrid City Council Taxi App
Download from:
Apple Store: IOS-TXMAD
Google Play: Android-TXMAD
Tel: +34 914 04 33 24
- **FreeNow (mytaxi)** <https://free-now.com/es/>
Tel: +34 902 050 570
- **Join Up Taxi**
<https://joinup.es/>
Tel: +34 915 331 464

- **Tele Taxi** (<https://www.tele-taxi.es/#>)
Tel: +34 913 712 131
- **pidetaxi** (<https://pidetaxi.es/>)
Tel: +34 915 478 200
- **Radio-Taxi Asociación Gremial** (<http://www.gremial-taximadrid.com/>)
Tel: +34 914 47 32 32 / +34 914 47 51 80

Fare information is available at

<https://www.esmadrid.com/en/madrid-taxi>

9.7. TRANSPORT CARDS

- Transport Multicard

You will require a multicard to travel on the Madrid underground system. You can also use your multicard to travel on inner city and intercity buses (although you can buy single bus tickets on-board). You can acquire your transport multicard at:

[Metro de Madrid](#) and [Light Rail](#) automatic ticket machines, [licensed selling points](#) and tobacco shops network .

You can recharge your card with single and 10-trip tickets at:

[Metro de Madrid](#) and Light Rail ([ML1](#), [ML2](#) and [ML3](#) automatic ticket machines)

- [Specified Bankia ATMs](#)
- [Tobacco shops and other licensed selling-points](#)

Place your multicard on the ticket reader, and a trip will be discounted every time you use the card. Your card balance will appear on screen and show the card balance. More than one passenger can travel using the same card, provided that they stay together.

For more information, visit the [Madrid Consortium Website](#).



- Youth Travel Pass

The 30-day youth travel pass costs 20 euros for all fare zones (holders can travel to and from and within zones A to E2). The youth travel pass is valid until the holder turns 26 years of age.

How to qualify for your 30-day youth travel pass

- **Personal Public Transport Card Holders**

Public transport users who already hold a personal public transport card do not need to apply for a new card. Their profile will be automatically updated to the new conditions free of charge during the first card recharge or balance query operation using Metro network automatic ticket machines or at [tobacconists](#).

- **New Users**

Public transport users who do not yet have a personal public transport card can apply [online](#) (the card will be sent to the address stated on the form within 7 to 15 working days following the date of application) or in person at [Public Transport Card Management Offices](#) (appointments are available by phoning 012 or online at [tarjetatransportepublico.crtm.es](#)). A card issuance fee is charged.

For more information, visit the [Madrid Consortium Website](#).

9.8. NATIONAL HOLIDAYS

Public holidays celebrated in Spain include a mix of religious (Roman Catholic), national and regional observances. Each municipality is allowed to have a maximum of 14 public holidays per year; a maximum of nine of these are chosen by the national government and at least two are chosen locally.

If one of the national holidays happens to fall on a Sunday, the regional governments — the Autonomous Communities of Spain — can choose an alternate holiday or allow local authorities to make the choice.

A *puente* (bridge) is sometimes made between weekends and holidays that fall on Tuesday or Thursday. The *puente* is equivalent to a long weekend. The public holidays observed in the city of Madrid are shown in the table below.

Date	English name	Native name
1 January	New Year's Day	Año Nuevo
6 January	Epiphany	Día de Reyes / Epifanía del Señor
March or April	Maundy Thursday	Jueves Santo
	Good Friday	Viernes Santo
1 May	Labour Day	Día del Trabajador
2 May	Regional Day	Fiesta de la Comunidad de Madrid
15 May	Isidore the Farmer, Patron Saint of Madrid	San Isidro
15 August	Assumption	Asunción
12 October	Spanish National Holiday	Fiesta Nacional de España
1 November	All Saints Day	Día de todos los Santos
9 November	Virgin of Almudena, Patron of Madrid	Nuestra Señora de la Almudena
6 December	Constitution Day	Día de la Constitución
8 December	Immaculate Conception	Inmaculada Concepción
25 December	Christmas Day	Navidad

9.9. DISCOUNT CARDS

9.9.1. UPM STUDENT ID CARD

The Universidad Politécnica de Madrid provides all its students, including exchange students, with student ID cards. Cardholders are entitled to use all the services and facilities available at the UPM.

9.9.2. EUROPEAN YOUTH CARD

This card is provided by a European network tar-



getting young people aged from 14 to 30 years. Cardholders benefit from the discounts and services offered to young people throughout Europe for transport, shopping, sports, gifts, computers and much more. It is valid from the date of issue until the holder reaches the age of 31. The card includes travel insurance that covers cardholders around the world. The insurance comes into effect automatically from the time you acquire your European Youth Card.

Further information: <https://www.eyca.org/>

9.9.3. ISIC: INTERNATIONAL STUDENT IDENTITY CARD

This card identifies the holder as a student from outside Spain who is entitled to discounts on transport, accommodation, admission to museums and so on. You must provide proof of student status to be eligible for 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/>

9.9.4. IYTC: INTERNATIONAL YOUTH TRAVEL CARD

The International Youth Travel Card entitles holders to the same services as the ISIC card, although they do not need to be students. It is valid for young people aged under 31 and runs from September of the current year until December of the following year, starting from the date of issue.

The IYTC was created to make it easier and less expensive for young people under 31 years of age to travel. By providing official photo and proof of your age, the IYTC opens the door to thousands of services, benefits and discounts around the globe, as well as special cheap and flexible flight tickets and other travel services.

Further information: <https://www.isic.nl/en/about-isic/iytc-international-youth-travel-card/>

9.9.5. YOUTH HOSTELS (REAJ AND HOSTELLING INTERNATIONAL)

Hostelling International (HI) is a charity that manages a federation of not-for-profit youth hostel associations. Youth Hostel associations such as YHA, Stayokay and DJH combined provide a network of hostels in more than 80 countries, including Spain. The Spanish member of this worldwide association is Red Española de Albergues Juveniles.

Check out your local member of HI for membership conditions here (<https://www.hihostels.com/es/pages/our-network-of-hostels>)

Further information: <https://www.hihostels.com/https://reaj.com/>

9.10. LIVING IN MADRID

9.10.1. CURRENCY

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

9.10.2. 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. For 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: €12.20
- Cinema ticket: approximately €9.00
- Bread stick: approximately €0.70



- Soft drink or beer: €2.50
- Newspaper: €1.90

9.10.3. POSTAL SERVICE

Post offices are normally open from from Monday to Friday, 8:30 am to 2:30 pm, or 8:30 pm depending on the branch. The on-campus post office is in Ciudad Universitaria, at Arquitecto Lopez Otero, 3, 28040 Madrid, and is open from 8:30 am to 2:30 pm.

For further information, call 91 549 24 80.

www.correos.es

9.10.4. BANKS

Usual opening hours for banks are from Monday to Friday, 8:30 am to 2:00 pm.

To open a bank account, you will need to provide:

- A photocopy of your passport and visa page, including your NIE (foreign national identification number)
- Letter of acceptance or alternative document issued by the university
- Proof of Spanish address (rental agreement, record of registration in municipal register of inhabitants, etc.)
- Telephone number or email address.

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

9.10.5. WEATHER

Winter in Madrid is mild, 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 hours of sunshine throughout the year.

9.10.6. EXTERNAL GUIDES AND WEBPAGES

Timeout Madrid Student Guide: <https://www.esmadrid.com/en/student-handbook>

City Life Madrid:

<https://www.citylifemadrid.com/getting-settled/welcome-to-madrid-kit/>

9.11. CULTURAL AND TOURISM ACTIVITIES

The city of Madrid has many 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 Real Madrid and Atlético de Madrid football teams. The principal museums in Madrid are:

- **Museo del Prado** (El Prado Art Museum): This is one of the world's major art museums.
Address: Calle de Felipe IV, 28014 Madrid
Opening hours: From Monday to Friday, 10 am to 8 pm.
Sundays and public holidays, 10 am to 7 pm.
Metro station: Banco de España or Atocha.
Visitor information centre: 902 107 077
<https://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, 8, 28014 Madrid
Open from Tuesday to Sunday, 10 am to 7 pm and Mondays, 12 am to 4 pm
Metro station: Banco de España
Tel: 91 7911370

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, 52, 28012 Madrid
Opening hours: Monday, and from Wednesday to Saturday, 10 am to 9 pm
Tuesday, closed
Sunday, 10 am to 7 pm
Metro station: Estación del Arte
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 s/n, 28071 Madrid
Winter opening hours (October to March): Every day, 10 am to 6 pm
Summer opening hours (April to September): Everyday, 10 am to 8 pm
April to September. The palace closes for official state events.
Metro station: Ópera
Tel: 91 4548803
<http://www.patrimoniounacional.es/real-sitio/palacios/6039>
- **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 whose bells mark the beginning of a new year, the statue of the Bear and the Strawberry Tree, the centre (km 0) 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 station: 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 connect the historic centre to the new districts that grew up in the surrounding area. Today it is one of the city's 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 Madrid's principal icons. Here you will find the Cibeles fountain, the former Ministry of Telecommunications (*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 tours are conducted every day except Monday. Address: Calle Alcalá, 237, 28028 Madrid
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 at Calle Ferraz, 1 and opened to the public in 1972. 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 at 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** (Amusement Park): This amusement park is located in the natural setting of Casa de Campo. Transport:
Metro station: Batán
Bus number 33 or 65
Tel: 91 4632900
For more information:
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* (Monastery of the Incarnation), *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).

Tourism information:

www.spain.info

www.esmadrid.com/en

9.12. USEFUL CONTACTS

Information on procedures for entering Spain: Ministry of Internal Affairs	900 150 000
Citizens' Information (City Council)	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 Force	091
Municipal Police Force	092
Fire Service	080
Emergency Services in the Community of Madrid, Fire Service, National Police Force, Municipal Police Force	112
Medical Emergencies (INSALUD – Spanish Health Service)	061
Red Cross	900 22 11 22
Emergency Pharmacy	010
Traffic Information	011
Lost Property	91 527 95 90
TxMAD	91 447 51 80
Free Now (mytaxi)	902 050 570
Join Up Taxi.....	915 331 464
Tele Taxi	913 712 131
pidetaxi.....	915 478 200
Transport Information Service.....	91 580 19 80
Adolfo Suárez Madrid-Barajas Airport	902 404 704 / 91 321 10 00
Train Information (RENFE)	912 320 320
Bus Information (EMT).....	91 406 88 10
Madrid South Coach Station (Estación Sur de Autobuses).....	91 468 58 74
Metro	917 796 399

Instituto de la Juventud – INJUVE (Youth Institute)

Calle José Ortega y Gasset, 71 28006-Madrid.

Tel: 91 782 76 63

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

Centro Regional de Información y Documentación Juvenil

(Regional Youth Information and Documentation Centre)

Paseo de Recoletos, 14 (Calle Fernando el Católico 88. 28015 Madrid)

<http://www.comunidad.madrid/servicios/juventud>

email: garantia.cridj@madrid.org

Tel: 912 76 74 82

Oficina de Información Juvenil TIVE – Moncloa

Youth Information Office – Moncloa

Calle Fernando el Católico 88

28015 Madrid

Tel: 915 437 412

<http://www.comunidad.madrid/centros/oficina-informacion-juvenil-tive-moncloa>

email: tive.juventud@madrid.org

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



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