



Affiliated with Universidad Complutense de Madrid

CUNEF (COLEGIO UNIVERSITARIO DE ESTUDIOS FINANCIEROS)

Institution Name	CUNEF (Colegio Universitario de Estudios Financieros)
Erasmus Code	EMADRID03
Head of International Department	Patricia Enríquez
New Address (from September 2014)	C/ Leonardo Prieto Castro, 2, 28040-Madrid, Spain
Telephone	+ 34 91 4480892
Fax + 34 91 4489105	
Website	http://www.cunef.edu/web/internacional

Name & Title	Responsibilities	Contact
Patricia Enríquez	Head & Director of Department	patricia.enriquez@cunef.edu
Rosario Sánchez	Outgoing Officer Erasmus/Bilateral	rsanchez@cunef.edu
Natalia Rebolledo	Incoming/Outgoing Bilateral Officer	natalia.rebolledo@cunef.edu

Academic Calendar	
Fall 2019	Spring 2020
5th of September: Welcome Day for International Students: 10:30hrs and Welcome Party(TBC time) 6th of September- 13th of December classes for Fall term Final Exams: 16th-19th of December & 8th-18th of January Bank Holidays: 12th of october 1st of November 9th of November 6th of December 8th of December 9th of December	27th of January: Welcome Day (TBC date subject to change) 27th of January-14th of May classes for Spring Final Exams: 18th of May-3rd of June Bank Holidays: Easter Break: 3rd-13th of April 1st of May 2nd of May 15th of May



Affiliated with Universidad Complutense de Madrid

ACADEMICS

It is Not mandatory for International Students (Erasmus+, Bilateral and Free Movers) to attend classes. Nevertheless, is the student responsibility to keep track of what is being taught in class as there is a continuous evaluation system (Homework, surprise quizzes, group projects, etc..) which can affect the student overall result if missed continuously. We do not recommend students to miss any classes.

For any petition of changing a date of a final Exam due to the following reasons: (Have a another final at the same day and time, the student must return to their home campus for academics purposes, etc), The Student will be responsible to contact the professor in advance (weeks before) and request a change on date, the Professor will have gives the final decision. Note* please

follow the academic dates, as some professors do not send exams abroad.

International Students can register in different courses from different levels and degrees.

Some courses are taught only in Spanish, while other classes are offered in English and in Spanish (Course list upon request).

If the student wishes to be enrolled in a Spanish speaking/taught course, the student MUST provide a B2 level certificate verifying the knowledge of the language. We also accept formal letters from home campuses verifying the students Spanish level.

The list of courses will be provided upon request.

The students will have around 3-4 weeks upon the beginning of classes to decide in which classes they want to enrolled. They will have the opportunity to attend different courses through out the days and once they have their schedule set if they have change any courses from the Pre-Learning Agreement, they must communicate their Home academic advisor about the changes and needs to be approved by them before we enrolled them.*It is the students responsibility to informed their home coordinator about the changes (if any).

Once the international students are enrolled they will have access to the Virtual Campus Online Platform.

OTHER INTERNATIONAL COURSES 2 credits / semester (Free of charge)

CUNEF offers the possibility of carrying out the following courses, in addition to those offered in the syllabus:

- Spanish for Business (Course description Upon Request)- B1 Level is required.



Affiliated with Universidad Complutense de Madrid

APPLICATION PROCESS

Pre-registration Procedure

- The deadlines for submitting the application:
 - Autumn Semester: 30th May
 - Spring Semester: 30th November
 -

Arrival: Welcome Meeting (Suitable to Changes)

- Autumn Semester: 5th of September 2019
- Spring Semester: TBC

GRADING SYSTEM

CUNEF	CUNEF	CUNEF	ECTS
10+	Matrícula de Honor	4	A (Excellent)
9-10	Sobresaliente	3	B (Very Good)
7-8.9	Notabl	2	C (Good)
5-6.9	Aprobad	1	D & E (Satisfactory & Sufficient)
0-4.9	Suspense	0	F & FX (Fail)

1 ECTS is 25 hours. Full academic year around 60 ECTS.

ACCOMMODATION

There are different possibilities offered to students for a semester or a full academic year (homestay, shared apartments, residences): <https://www.citylifemadrid.com/housing/>