



Exchange Student Admission Guidelines 2018-19

| Contact Information | |
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| Name/Erasmus Code/PIC | UNIVERSITY OF BURGOS –E BURGOS01- PIC: 998959642 |
| Office Contact Information | Servicio de Relaciones Internacionales. Edificio de Administración y Servicios. C./ Don Juan de Austria, nº 1 09001 – Burgos (España) |
| Vice-Rector for Internationalization, Mobility and Cooperation | Dra. Elena Vicente / sec.relacionesinternacionales@ubu.es |
| Head of the Office | Ms. Cristina Zaldívar / ☎:+34 947 25 80 99 / relin@ubu.es |
| Outgoing Students | Ms. Reyes Ortúñez/☎: +34 947 25 90 08 / / relin4@ubu.es |
| Incoming Students | Ms. Asunción Albuín /☎: +34 947 25 88 40 / relin3@ubu.es |
| Bilateral Agreements | Ms. Belén González /☎:+34 947 25 90 46/ relin2@ubu.es |
| Administrative Support | Mr. Guillermo Romero / ☎:+34 947 25 90 08/ relin5@ubu.es |
| Office Hours | Monday through Friday 9am to 2pm. Closed on weekends and public holidays. |

| Nomination and Admission Procedure |
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| <ol style="list-style-type: none"> Nomination by sending institution (Student's application will only be accepted if they have been previous officially nominated by the sending Institution): Deadlines: - Fall semester: 30th May 2018 - Spring semester: 30th October 2018 Student: will receive information on registration and application. After application approval, the International Office will send a "Letter of Acceptance" to the student. |

| Application documents (to be uploaded to online registration) |
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| <ol style="list-style-type: none"> Learning agreement signed by the student and the Academic Coordinator at home university Transcript of records A photocopy of your passport or ID One photograph. |

| Application Deadlines |
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| <ul style="list-style-type: none"> 15th June 2018: 1st semester (fall semester)/full academic year students 15th November 2018: 2nd semester (spring semester) students |

| Orientation Meetings (Mandatory) | |
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| 1st SEMESTER/FULL ACADEMIC YEAR: To be determined | 2nd SEMESTER: To be determined |

| Academic Calendar 2018-19 |
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| <ul style="list-style-type: none"> 1st semester (fall semester): Not approved yet. 2nd semester (spring semester): Not approved yet |
| Holidays Period: <ul style="list-style-type: none"> Christmas recess: Not approved yet Easter recess: Not approved yet |



Academic Information for your Learning Agreement

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| Pre-selection of Courses | Prepare your study program with your local coordinator |
| Courses Catalogue 18-19 | Most updated ECTS 2018-2019 full academic offer in Spanish and English |
| Language of Instruction | Most courses are taught in Spanish . Highly recommended B1 level in Spanish. If you can't certify a B1 level of Spanish, you will be required to attend the Intensive Spanish Course (A1/A2) prior to the beginning of the semester. |
| Courses-taught in English | <ul style="list-style-type: none"> • English- taught courses (offer 2017-18). Recommended B1 English • English Friendly Programme (offer 2017-18) wide offer of courses taught in Spanish with support in English upon request: tutorials, materials and exams. |

Spanish Courses for Erasmus and International Students

Intensive Courses:

- **Two-week course:** 40-hour course. Level A1 & A2. 6 ECTS credits:
<http://www.ubu.es/cursos-internacionales-cursos-de-espanol/cursos-intensivos-inicio-de-semester-intensive-course-beginning-semester>

Regular Courses: 50-hour course. 6 ECTS credits.

- **Fall Semester:** September to December.
- **Spring Semester:** February to May.

University of Burgos has been recognized by the Instituto Cervantes as an official DELE exam sitting centre.

Accommodation

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| Students Residences | Students should contact directly the Students Residences. Please check the list |
| Private Accommodation | UBU on-line accommodation database : a noticeboard apartments-for-rent database where flatmates and available rooms can be looked for. |
| Temporary Accommodation | Temporary accommodation: University dorm for the first days.(relin3@ubu.es) If you prefer to stay in a hostel you can check the list and book directly. |

Medical Insurance

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| Iceland, Liechtenstein, Norway, Switzerland and EU nationals | Students coming from the countries mentioned are entitled to the same public healthcare services as the residents of the country they are visiting. They should apply for the European Health Insurance Card at the local social security or sickness insurance office in their home countries. |
| Other countries | Before coming to Spain, citizens from other countries must get private medical insurance covering medical assistance and hospitalisation, including repatriation cover that will cover expenses incurred abroad. It is the students' responsibility to check with their Insurance Company at home that they have adequate insurance cover for their full period of study in Spain and to get familiar in advance with policy conditions. |

Practical Information

Please visit our [GUIDE FOR FOREIGN STUDENTS AND VISITORS](#).