

INTERNATIONAL STUDENT'S GUIDE

Universidad de Cantabria
Vice-rectorate for international relations

Dear Student,

The University of Cantabria, via its International Relations Office, sees the internationalisation of the entire university community as one of its main goals and mobility as the essential requirement to successfully achieve this international objective.

In an attempt to further improve services for students we have prepared this complete Exchange Students' Guide, which will hopefully be a very useful tool for rapid consultation as to what studies our university has to offer, thereby allowing you to better understand its academic system, the conditions and processes of admission and to know where the Office for International Relations is and what activities it carries out.

You will also find in this guide a description of the most relevant aspects of the city of Santander and its region, as well as practical information on accommodation, medical assistance or the cost of living in our 'Comunidad Autónoma' (self-governed region).

There is also an extremely useful appendix in which you will find the answers to the questions the staff at the Office for International Relations have been most frequently asked over the years and which, thanks to their efficiency and experience, will help many exchange students.

We trust that the information offered in this guide will help to make your stay here at the university fulfilling, both academically and personally, and that you will enjoy the many attractions of this pleasant city and this beautiful region.

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1. The University of Cantabria

1.1. General Description

The University of Cantabria (UC) is the only on-site public institution to offer official university study courses in the self-governed region of Cantabria. It is a young, dynamic public university, founded in 1972, whose main objective is to contribute to social progress via its commitment to teaching and scientific excellence. To achieve these goals, it aims at constant quality control of its work, which means that all its teaching, research and administrative activities continually undergo review and improvement processes. It is precisely this demanding nature that has led it to be considered as one of the ten best universities in the country for quality and scientific productivity.

The University of Cantabria offers its students all the necessary resources for a well-rounded education. In the academic area, the study plans strive to find the perfect balance between practice and theory, and which the student can further enrich through several different complementary services: work placement programmes, language courses, access to new technologies, orientation and tutoring activities and exchange programmes with universities of other countries are to mention but a few.

In this sense, the UC has clearly made a great effort over the last few years to promote itself internationally. At the present moment it is both a member of national university networks such as *Grupo 9 de Universidades*, and of such international networks as the *Compostela Group* and the *Santander Group*, it being a founder member of the latter. Likewise, it has signed more than 250 Bilateral Agreements with European universities in the LLP-ERASMUS Programme Framework. Beyond Europe the UC has established co-operation links with US and Australian universities and has furthered its relations with Asia and Latin America through bilateral agreements and under the auspices of collaboration programmes established not only by UNESCO (*UNITWIN* Chairs), but also through the European Union (*ALFA* and *Erasmus Mundus External Cooperation Window* Programmes) and other institutions like the *Carolina Foundation* or the Spanish Agency for International Cooperation (*MAEC-AECID* Grants).

Within this general performance framework, the mobility of students, academic staff, and administration and service staff is considered to be one of the key activities in its internationalisation process.

1.2. The UC in figures (academic year 2008-2009)

Students

First and Second Cycle: 10,393

Master: 1,081

 Official Programmes: 307

 University Own Studies: 774

Doctorate: 860

Teaching staff

Lecturers and Researchers: 1,194

External Researchers: 222

Staff

Administration and Services staff: 575

Faculties and Schools: Degree Programmes

Faculties and Schools: 13

Degrees awarded: 44

 Degrees (Bologna Process): 7

 Degrees: 37

Departments: 31

Official Masters: 23

Official Doctorate Programmes: 15

Library

Number of books: 416,541

Journal Collections: 7,260

Electronic Journals available on-line: 11,265

Language Courses

Students in general courses of Spanish as a Foreign Language: 328

Students in German, Chinese, French, English, Italian and Portuguese regular courses: 683

Students in tailor-made Spanish Language and Culture Programmes: 214

Mobility Programmes

National Students: 37

Outgoing: 24

Incoming: 13

International Students: 773

Outgoing: 295

Incoming: 478

Exchange students: 371

Other programmes: 107

Work Placements (academic year 2007-2008)

Agreements: 1,136

Placement Grants: 2,183

Summer Courses

Number of Courses: 99

Organising Centres: 16

1.3. Academic Offer

1.3.1. Regular programmes and courses

Graduate Studies (Adapted to the Bologna Process)

- Degree in Physics
- Degree in Geography and Spatial Planning
- Degree in History
- Degree in Mathematics
- Degree in Medicine
- Degree in Tourism (ascribed institution)
- Degree in Physiotherapy (ascribed institution)

Degrees and Diplomas

Faculty of Sciences

- Engineer in Computer Science (5 years)
- Degree in Physical Sciences (5 years)
- Degree in Mathematics (5 years)

Faculty of Economics and Business Studies

- Diploma in Business Studies (3 years)
- Degree in Business Administration and Management (4 years)
- Degree in Economics (4 years)

Faculty of Law

- Diploma in Labour Relations (3 years)
- Degree in Law (5 years)

Faculty of Education

- Teacher speciality in Physical Education (3 years)
- Teacher speciality in Children's Education (3 years)
- Teacher speciality in Primary Education (3 years)
- Teacher speciality in Foreign Languages (3 years)
- Degree/ Bachelor in Psychopaedagogy (2nd cycle – 2 years)

Faculty of Humanities

- Degree in Geography (4 years)
- Degree in History (5 years)

Faculty of Medicine

- Degree in Medicine (6 years)

School of Civil Engineering

- Civil Engineer (5 years)
- Technical Engineer in Public Works, Civil Constructions (3 years)

School of Industrial Engineering and Telecommunications

- Industrial Engineer (5 years)
- Chemical Engineer (5 years)
- Telecommunications Engineer (5 years)
- Technical Industrial Engineer, speciality in Electricity (3 years)
- Technical Industrial Engineer, speciality in Industrial Electronics (3 years)
- Technical Industrial Engineer, speciality in Mechanics (3 years)
- Technical Industrial Engineer, speciality in Industrial Chemistry (3 years)
- Technical Telecommunications Engineer, speciality in Electronic Systems (3 years)

School of Nautical Studies

- Diploma in Marine Engineering (3 years)
- Diploma in Marine Navigation (3 years)
- Diploma in Naval Engineering: Propulsion and Ship Services (3 years)
- Degree in Marine Engineering (2nd cycle – 2 years)
- Degree in Maritime Studies and Transportation (2nd cycle – 2 years)

School of Nursing ‘Casa de Salud Valdecilla’

- Diploma in Nursing (3 years)

School of Technical Mining Engineering

- Technical Mining Engineer, speciality in Mining Exploitation (3 years)
- Technical Mining Engineer, speciality in Minerallurgy and Metallurgy (3 years)
- Degree in Environmental Engineering –Specific University Degree- (2nd cycle - 2 years)

“Gimbernat Cantabria” School of Physiotherapy (ascribed institution)

- Diploma in Physiotherapy (3 years)

“Altamira” School of Tourism (ascribed institution)

- Diploma in Tourism (3 years)

Programmes in English

The UC offers courses taught in English by UC faculty staff with wide teaching and research experience. These courses are organised in three different one-semester programmes of between 25 and 30 ECTS credits:

- Diploma in European Business and Economics
- Diploma in Advanced Applied Technologies for Industry
- Diploma in Experimental Physics
- Civil Engineering Programme with Cornell University (one year programme)

Teaching is carried out in small groups. It is possible to register for individual courses but, in order to obtain a Diploma, students need to successfully complete all the courses that make up the Diploma.

More information:

http://www.unican.es/WebUC/Unidades/relinteng/catalogue/offer_in_english.htm

Postgraduate Studies

The UC offers a broad range of postgraduate studies aimed at responding to the current needs of society. Their objective is, on the one hand, to train professionals capable of accepting and overcoming the contemporary socio-economic challenges and, on the other hand, of creating an entire generation of top-rate researchers.

The UC postgraduate courses are organised into official masters and doctorates adapted to the Bologna Process.

Masters

The official masters offered by the UC have been adapted to the Bologna Process guidelines. They provide advanced training that facilitates academic or professional specialisation, or else foster the initiation of a research career. These studies carry between 60 and 120 ECTS credits and may be applied for by anyone holding an official university degree. In order to have access to doctoral studies it is compulsory to elaborate and defend a Master Thesis.

There are also some non-official masters and other specialization courses which provide further preparation in many different areas of expertise and which are directly focused on the professional applications of the disciplines being taught.

Doctorate

Doctoral studies are aimed at training academics and researchers of the very highest level. They combine specialisation within a scientific and technical area with training in research techniques.

Further information about postgraduate offer:

Servicio de Gestión Académica

Pabellón de Gobierno

Avda. de los Castros s/n. 39005 Santander.

Tel. + 34 942 20 10 55

Fax + 34 942 20 10 60

E-mail: gestion.academica@gestion.unican.es

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

1.3.2. Non-regular Courses

Courses in Spanish Language and Culture

The Language Centre (CIUC) organises two types of programmes: general courses and those specially tailored to meet specific demands. Within the first category, there exist two different types of courses: summer courses (80 hours of class, with four hours per day over a 4 week period), and intensive courses throughout the year (a total of 60 hours are given in daily 3-hour sessions).

As regards the tailor-made programmes, regular courses at the university are usually combined with the CIUC Spanish courses. When a foreign university so requires, there also exists the possibility of exchange programmes of varying length and which can include teaching staff both from the UC and the CIUC itself or the Department of Philology.

It is possible to obtain the “Diploma de Español” (DELE) awarded by the Cervantes Institute, corresponding to the Ministry for Education. The Department of Philology of the University organises the exams twice a year.

Summer Courses

The Vice-rectorate for Extramural Activities organises summer courses on monographic areas, which are, depending on the course, either general or specialised, and are of between 20 to 30 hours. Various institutions and firms collaborate in these courses which are held in several municipalities all over Cantabria.

Throughout the summer and on different regional sites, a series of parallel activities such as conferences and concerts, all open to the general public are also programmed to enhance the university cultural offer.

Secretaría de los Cursos de Verano

Edificio de las Facultades de Derecho y Económicas

Avda. de los Castros, s/n. 39005 Santander

Tel. + 34 942 20 16 16

Fax + 34 942 20 09 75

E-mail: cursos.verano@gestion.unican.es

<http://www.unican.es/WebUC/cverano>

1.4. General Services

These university services help students to find suitable tools to complement their studies and support in their academic and research work.

The University Library (BUC)

The Library is the service that meets the needs of university teaching and research by means of scientific documents, and also manages and circulates the University's bibliographic material. The main offices are located in the Edificio Interfacultativo. There are nine divisions or service points at different Schools and Faculties, which provide users with direct service and house collections relating to the specific nature of the centre where they are held.

Biblioteca de la Universidad de Cantabria

Avenida de los Castros s/n. 39005 Santander

Tel. + 34 942 20 11 80

Fax + 34 942 20 11 83

<http://www.buc.unican.es/>

Extramural Services and Activities

Together with the summer activities, the Vice-rectorate for Extramural Activities, organises and manages a wide range of cultural activities in collaboration with public and private institutions. It also fosters and spread projects and information on courses, competitions, prizes, seminars, etc.

More information:

<http://www.unican.es/Aulas/>

Physical Activities and Sports Service

This service encourages physical education and promotes activities that include physical preparation, sports competitions, self-expression through movement as well as outdoor activities. Most of these courses go on for four months (October to January and February to May). There are substantial discounts for UC students.

Servicio de Deportes

Pabellón Polideportivo

Avda. de los Castros s/n. 39005 Santander

Tel. + 34 942 20 18 81

Fax + 34 942 20 18 80

<http://www.unican.es/deportes/presentacion.htm>

Language Centre

The "CIUC" provides the university community with foreign teaching services. It also covers the need for Spanish teaching for students taking part in exchange programmes. The CIUC offers English, German, French, Italian and Chinese courses. In addition, Spanish courses are held during the summer months and throughout the academic year for foreign students on exchange programmes or bilateral agreements. It also provides tailor-made Spanish language and culture programmes for foreign universities.

Centro de Idiomas (CIUC)

Edificio Facultades de Derecho y Económicas, planta -1
Avda. de los Castros s/n. 39005 Santander
Tel. + 34 942 20 13 13
Fax + 34 942 20 13 16
E-Mail: ciuc@gestion.unican.es
<http://www.unican.es/ciuc/index.htm>

Information Technologies Service

This service co-ordinates and manages all the university computer services and IT applications, including students e-mail accounts. To be able to use this service, students must be holders of the University Student Card (TUI). The IT Service also enables use the virtual campus to look up marks, academic reports, class times and examination timetables on-line, and to find teaching material. There is a space for private websites in addition to the ALUMNOS-i cordless network, which provides connection to portable equipment.

Servicio de informática

Edificio de Filología. Bajo.
Avda. de los Castros s/n. 39005 Santander.
Tel. + 34 942 20 10 93
Fax + 34 942 20 10 83
E-mail: Secretaria_sdi@gestion.unican.es
<http://www.unican.es/Sdel>

Orientation and Psychological Attention Service for Students (SOUCAN)

The SOUCAN gives out administrative and general information for secondary education students, organises Study Welcome and Personal Training Courses, and provides university students with counselling. There is also a Normalisation Programme, which aims to support students who are undergoing academic difficulties or who have to deal with barriers of a physical (through disability) and social nature.

SOUCAN

Edificio Interfacultativo 3ª planta.
Avda. de los Castros s/n. 39005 Santander.
Tel. + 34 942 20 12 16
E-mail: soucan@unican.es
<http://www.unican.es/soucan/ofrece/index.htm>

Careers and Employment Information Centre (COIE)

The COIE depends on the Vice-rectorate for Students and aims at providing work experience to students' university education. It organises training places in companies and institutions and administers different type of grants to work on and off campus. This service also provides career advice and work orientation.

Centro de orientación e información de empleo (COIE)

Facultad de Ciencias
Avda. de los Castros s/n. 39005 Santander.
Work experience and employment Tel. + 34 942 20 14 14
Careers advice Tel. + 34 942 20 20 32
Training Tel. + 34 942 20 09 60
E-mail: coie.uc@unican.es
<http://www.coie.unican.es/index.asp>

University Ombudsman

The Ombudsman ensures that the rights of all the members of the university are upheld and acts whenever any of these members (students, lecturers, clerical workers and maintenance staff) feel their rights have been infringed. The Ombudsman's responsibilities are: dealing with complaints and grievances, giving consultation, mediating between opposing parties, drawing up reports and making suggestions and recommendations.

Defensor Universitario

Facultad de Derecho, 2ª planta, zona norte
Avda. de los Castros s/n. 39005 Santander
Tel. + 34 942 20 20 21
Fax + 34 942 20 20 23
E-mail: defensor@unican.es
<http://www.defensor.unican.es/>

2. Studying at the University of Cantabria

2.1 The Spanish University System

This organisation of degrees in Spain is currently undergoing revision due to the Bologna process and the setting-up of the European Higher Education Area. The new degrees will be easily comparable within Europe and will be divided in graduate and postgraduate degrees (Masters and Doctorates). In general, graduate degrees will last four years (240 ECTS credits) and Master degrees, one or two years (between 60 and 120 ECTS credits). It will only be possible to study a Doctorate having previously completed an official Master.

The new system will co-exist for a few years with the previous one which has the following structure:

- Diplomado, Ingeniero Técnico or Arquitecto Técnico: these are first cycle studies, which usually last three years.
- Licenciado, Ingeniero or Arquitecto Superior: these are second cycle studies (after successful completion of the first cycle) and usually last four or five years. These degrees grant access to doctorate degrees.

Universities are able, by law, to offer its own postgraduate and professional specialisation degrees. These diplomas and qualifications do not have the value that is legally attached to official ones; however, they are of great importance with a view to completing one's academic curriculum and acquiring or completing a particular professional specialisation.

2.2 Access to the University of Cantabria

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, graduate, postgraduate or doctorate qualification. The admissions procedure is different for each of these two categories.

2.2.1 Non-degree seeking students

Exchange students within the framework of programmes and bilateral agreements

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 and it is essential that they are nominated by their sending institution.

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.

Exchange and Visiting Students' admissions and registration are carried out at the University of Cantabria IRO (ORI in Spanish) and it is different for the two groups. The complete application procedures, the required documents and forms and the established deadlines are included in the ORI's Website.

Oficina de Relaciones Internacionales (ORI)

Edificio de la Facultad de Derecho y Económicas

Avda. de los Castros, s/n. 39005 Santander

Tel. + 34 942 20 10 52

Fax + 34 942 20 10 78

E-mail: relint@gestion.unican.es

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

2.2.2 Degree-seeking students

Degree-seeking students having completed secondary education abroad

If you have foreign qualification equivalent to the Bachiller or to advanced vocational qualification, you can apply for admission, however the procedure is different depending on the country of origin:

a) **Students of the European Union, Switzerland, China, Iceland, Norway and Liechtenstein or students who have obtained a European or International Baccalaureate**

- These students do not need to officially validate their degree nor do they need to sit for the university examination entrance. In this case, it is only necessary to check the requirements needed to apply to university established by the Universidad Nacional de Educación a Distancia (UNED): <http://www.uned.es/>

b) **Students coming from other countries must follow a two-part procedure:**

- Obtain official approval of baccalaureate certificate or equivalent from the Spanish Ministry of Education.

Ministerio de Educación

Subdirección General de Títulos Convalidaciones y Homologaciones

Paseo del Prado, 28, 28014 Madrid

Tel. + 34 91 701 85 00

Fax + 34 91 506 56 98 / 57 06

<http://www.educacion.es/educacion/sistema-educativo/convalidaciones.html>

- Register for the University examination. 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 UNED

C/ Senda del Rey 11, 28040 Madrid

Tel. + 34 91 398 66 12 / 13 / 16

Fax + 34 91 398 66 79

E-mail: selectiv@adm.uned.es

<http://www.uned.es/selectividad/index.html>

For more information from outside Spain:

Consejerías de Educación y Ciencia de las Embajadas de España

<http://www.mec.es/educa/>

Oficinas Consulares de las Embajadas de España

<http://www.maec.es/es/EYC/Paginas/embajadasyconsulados.aspx>

For electronic information:

infociencia@mec.es

Once the legal requirements for university entrance are met, the students will have to pre-register at the University of Cantabria through the Servicio de Gestión Académica.

Servicio de Gestión Académica

Pabellón de Gobierno

Avda. de los Castros s/n. 39005 Santander

Tel. + 34 942 20 10 55

Fax + 34 942 20 09 84

E-mail: gestion.academica@unican.es

http://www.unican.es/WebUC/Unidades/Gestion_Academica/Informacion_academica/Futuros+Alumnos.htm

Degree-seeking students having started university education abroad

Students that have been rejected for official recognition of their degrees or have not applied for it, may use this procedure known as Partial Recognition so as to be able to continue the same or an equivalent programme at Spanish universities. If the admission is for degrees with place limit, the student will need to have completed at least 60 ECTS compulsory credits and have a favourable report from the Recognition Commission of the Faculty. If the admission is for degrees without place limit, it is enough to have completed 15 compulsory credits or a subject. The application procedure will be carried out by the corresponding faculties and decided upon by the Rector.

Postgraduate Degree-seeking students having started university education abroad

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 at the Spanish Ministry of Education:**

Ministerio de Educación

Subdirección General de Títulos Convalidaciones y Homologaciones

Paseo del Prado, 28, 28014 Madrid

Tel. +34 91 701 85 00

Fax + 34 91 506 56 98 / 57 06

Web: <http://www.educacion.es/educacion/sistema-educativo/convalidaciones.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 resolution of the Ministry.

Servicio de Gestión Académica

Pabellón de Gobierno

Avda. de los Castros s/n. 39005 Santander

Tel. + 34 942 20 10 55

Fax + 34 942 20 09 84

E-mail: gestion.academica@unican.es

Web: http://www.unican.es/WebUC/Unidades/Gestion_Academica/Informacion_academica/Futuros+Alumnos.htm

2.3 Student Administration and Reception

2.3.1 The UC International Relations Office

The International Relations Office dependent on the Vice-rectorate for International Relations, is the focal point for exchange and visiting students and also for the students received within the framework of agreements and European and International programmes. It co-ordinates the services 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 Area and collaborates in the setting-up and development of those international education actions in which the University takes part.

Oficina de Relaciones Internacionales (ORI)

Edificio de las Facultades de Derecho y Económicas

Avda. de los Castros s/n. 39005 Santander

Tel. + 34 942 20 10 18 / 52 / 38.

Fax + 34 942 20 10 78

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

2.3.2 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. They play an essential role in the academic organization and success of student mobility.

The names and contact details of the Faculty coordinators can be seen in the ORI's Website:
<http://www.unican.es/WebUC/Unidades/relinteng/students/>

2.3.3 Reception at the University

Welcome Programme

Through its International Relations Office, the University of Cantabria offers 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, a buffet lunch offered by the Vice-rectorate and several excursions to the city and the region. Taking part in these activities is extremely helpful to exchange students as it facilitates integration and the subsequent stay:

<http://www.unican.es/WebUC/Unidades/relinteng/students/-+Orientation+Programme.htm>

Mentoring Programme

As a complement to the Welcome Programme, there is a 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 within the university community.

Student Associations: Students' Council and AEGEE

The CEUC is the official student body for debate, consultation and representation. Its mission is to defend and uphold students' rights and obligations as well as to supervise that university services are working correctly. It is made up of all student members of Senate and the delegates from the various schools and faculties. It gives orientation material and sessions to new students, manage students' activities and provides accommodation databases and books.

The Student's Council and the European student association AEGEE through its antenna in Cantabria, prepare cultural, leisure and sport activities for international relations students through the whole academic year. They also organise conversation exchanges to promote the learning of languages.

Consejo de Estudiantes (CEUC)

Edificio de Filología.
Avda de los Castros, s/n. 39005 Santander
Tel. + 34 942 20 17 06
Fax + 34 942 20 12 06
E-mail: ceuc@alumnos.unican.es
<http://www.ceuc.unican.es>

AEGEE - Santander

Facultad de Derecho y Económicas
Avda de los Castros, s/n. 39005 Santander
Tel. + 34 942 20 17 06
Fax + 34 942 20 12 06
E-mail: juan.carlos.gutierrez@aegeesantander.org

3. Academic aspects

3.1 ECTS System and Credits

ECTS is the European Union's Credit Transfer and Accumulation System, which was introduced to set up common procedures that guarantee academic recognition of studies undertaken abroad. To this end, it provides a study assessment and comparison system, as well as a transfer system from one institution to another.

ECTS credits are a value allocated to course units to describe the student workload required to complete them. They reflect the quantity of work each course requires in relation to the workload of a full year of academic study at the institution; that is, lectures, practical work, seminars, private work –in the library or at home– and examinations or other assessment activities. In ECTS, 60 credits represent the workload of a year of study; normally 30 credits are given for a semester and 20 credits for a term.

One ECTS credit is equivalent to 25 working hours.

Owing to the internal structure of some of the University of Cantabria's study plans which are still not adapted to Bologna, in some courses the number of ECTS credits does not coincide with the number of University of Cantabria credits. Therefore students should rely exclusively on the information given in the ECTS guide.

The ECTS grading scale is set as follows:

- A – Excellent
- B – Very Good
- C – Good
- D – Satisfactory
- E – Sufficient
- FX – Fail
- F – Fail

3.2 Course Offer and Teaching Methods

Exchange and visiting students are to choose the courses they will be following during their exchange period within the academic offer taught at the University.

Course catalogue or ECTS Guide

Web: <http://www.unican.es/WebUC/Unidades/relinteng/catalogue/default.html>

Teaching Methods effectively applied vary in accordance with the nature of the subject and the lecturer's preferences. Lectures accompanied by practical classes or, where appropriate, work in laboratories and workshops, is the most usual procedure. The new degree programmes adapted to Bologna offer more practical and active methodologies including the participation in seminars, the production of written work or team project work may also be required. Lecturers have to set aside six hours' tutorial time a week from their usual class timetable in order to advise students and supervise their academic performance.

3.3 Assessment Systems, Grading Scale and Transcript of Records

The most commonly used system at the University of Cantabria to assess students' academic performance has been the written examination. However, once again, the new degree programmes use a continuous assessment system replacing or combining the written exam with other assessment procedures, such as an oral exam, the presentation of written work, etc. Students' active participation in class is generally valued positively in the final grade.

The national grading scale goes from 0 to 10. All subjects passed must be given a numerical grade to a decimal point, from 5.0 to 10.0 according to the following scale:

- a) "Aprobado": from 5.0 to 6.9
- b) "Notable": from 7.0 to 8.9
- c) "Sobresaliente": from 9.0 to 10.0

A failed subject is included as "Suspenso" on the report but is not given a numerical mark. Lecturers may award a distinction ("Matrícula de Honor") to students who have obtained a mark equal to or higher than 9.0. The number of distinctions may not exceed five per cent of the students enrolled on a subject in the same academic year.

Equivalence between the ECTS scale and the UC's grading scale, in accordance with exchange student guidelines, is as follows:

Sobresaliente (9-10)	A
Notable (7,0-8,9)	B
Aprobado (5-6,9)	C
Suspense	FX

Grades D, F and E do not have equivalence with the UC's grading scale.

At the end of the stay, the University of Cantabria issues a transcript of records in duplicate, which shows the grades obtained on each course students have registered for.

Under no circumstances can the transcript be sent before August (March in the case of students staying at the UC only during the 1st semester) because of the UC's grading administrative procedures. Home universities should be informed about these dates.

3.4 Academic Calendar

Classes are held, save exceptions, from the last fortnight in September to the last week in May. During the academic year classes are suspended on two occasions for approximately two weeks at Christmas and one week at Easter. Similarly, there are no classes on national and local holidays and on each Faculty or School's patron saint's day.

Start of Academic Year:

Second fortnight of September

End of classes:

End of May

First semester:

Classes: Second fortnight of September – end of January

Exams: Last week of January – mid February

Second semester:

Classes: mid February – end of May or beginning of June

Exams: June

Extraordinary examination session:

First half of September

3.5 Spanish courses

The CIUC (UC Language Centre) offers foreign students who have come to the University of Cantabria within the framework of European programmes and bilateral agreements the chance to attend Spanish courses during each of the two semesters in order to improve their command of Spanish. At the beginning of each semester students are given information on timetables and prices for 40 and 60-hour courses.

Centro de Idiomas de la Universidad de Cantabria (CIUC)

Facultades de Derecho y Económicas, planta -1

Avda. de los Castros s/n. 39005 Santander

Fax +34 942 20 13 16

E-mail: ciuc@gestion.unican.es

Web: <http://www.unican.es/ciuc/index.htm>

4. Administrative and legal aspects

4.1. Administration

The ORI centralises the administration of all documentation generated within the framework of the mobility programmes in which the UC participates.

4.1.1. University Student Card (TUI)

TUI stands for “Tarjeta Universitaria Inteligente”. This card is issued by Banco Santander through the Students’ Services and the ORI. Its uses include:

- University accreditation: the card identifies the student as students from the University of Cantabria.
- Checking student marks.
- E-mail account application and use of university computers.
- Borrowing books from the library: enables you to take out books quickly and easily.
- Electronic purse: for paying for some university services. The card can be topped up with cash at cash point terminals placed around the campus.
- Discounts/special offers in shops: if you show your TUI when making purchases at certain shops and commercial centres in Cantabria you can get discounts, pay on credit or be entitled to other special offers.

4.2. Legalising the stay

4.2.1. Residence Card

To enter Spanish territory it is required to produce a passport or, where appropriate, a valid identity card showing the holder’s nationality. If the stay is to be for longer than three months, it is necessary to obtain a student visa from the Spanish Embassy in the country of origin. In these cases it is also necessary to apply for the Residence Card, except in the case of citizens of one of the Member States of the European Union, of other States that are part of the Agreement on the European Economic Area or the Swiss Confederation, who are self-employed workers or employees, students or beneficiaries of the right to reside in Spain permanently.

The application is processed at the ‘Oficina de Extranjeros de Santander’ and should be started no later than a month after the entrance. It will not entail any obstacle for the provisional stay of the applicants or the development of their activities.

4.2.2. NIE (Foreigner’s Identity Number)

This number is obtained when applying for the Residence Card and it is required to open a bank account and for any banking operation.

For more information, both on the Residence Permit and the NIE:

Oficina de Extranjeros de Santander
C/ Vargas, 53. 39010 Santander
Tel. + 34 942 99 90 00
Fax + 34 942 99 93 89
Opening hours: 9 am to 2 pm from Monday to Friday

5. Living in Cantabria and in Santander

5.1 The region of Cantabria and the city of Santander

The city of Santander is located in the self-governed region of Cantabria, which lies on the northern coast of Spain between Asturias and the Basque Country. This region stands out because of the great diversity of its environment. The coastal landscape of beaches, bays and cliffs blends together with valleys and highland areas. The surrounding nature and the historical importance of many of its villages and buildings make this region very appealing for tourism, especially during the summer season.

Cantabria is a one-province region that is an excellent place to learn Spanish because this is the only official language spoken here.

It is very mild with moderate temperatures and rain throughout the year:

The average temperature in Cantabria (°C)

Winter	Spring	Summer	Autumn
9	14	22	11

The average pluviometry in Cantabria (mm)

Winter	Spring	Summer	Autumn
600	540	330	650

Santander is a coastal city that grew in 19th century thanks to a flourishing commercial activity and also throughout the 20th century thanks to tourist activity promoted by the Spanish Royal Family. It currently offers a friendly atmosphere within a very beautiful natural setting with large beaches and attractive promenades. All these features make Santander a comfortable city to live in, with a wide range of cultural and sport attractions.

More information: <http://www.turismodecantabria.com>

5.2 Leisure and Cultural Life

Sports

Cantabria is endowed with facilities for sports, Santander, the capital, being the best equipped municipality. Football pitches and the outdoor bowling areas (a local sport) are the most widespread sports facilities throughout the region. Several yacht harbours are located along the coast, providing facilities for sailing and surfing. In the mountainous areas, hill-walking, trekking, skiing and climbing can be practised. For the important sport events, Santander has the Palacio de Festivales and the “Racing” football ground, both of them located in the Sardinero area.

Exchange students have the same rights to use sports facilities and participate in the different activities organized by the Sport Service under the same conditions as the regular students.

<http://www.deportes.unican.es/>

More information on sports:

<http://www.guiadecantabria.com/ocioyturismo/deporte.htm>

Active Tourism:

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

Activities for young people

Santander municipality, through its youth office, organizes every year two cycles of activities for young people between the ages of 15 and 30. The first cycle takes place from October to December and the second cycle from March to May. This leisure time programme is called “La noche es joven” (*The night is young*) and covers several types of activities and creative workshops free of charge.

Oficina de la Juventud

C/ Enseñanza, 1. 39001 Santander

Tel. + 34 942 20 30 28 / 29

E-mail: oficina_joven@mundivia.es

<http://www.juventudsantander.es>

Other activities organised by the local government:

<http://www.jovenmania.com>

Cultural Activities

The city of Santander offers several cultural and leisure facilities, among which the following are the most outstanding:

- Palacio de Festivales. It offers a broad programme of activities throughout the year: classical music concerts, opera, zarzuela, jazz, theatre, dance and other performing arts.

<http://www.palaciofestivales.com>

- Centro cultural Caja Cantabria (Cultural centre)

<http://www.obrasocial.cajacantabria.com>

- Palacio de Congresos y Exposiciones, located at the Sardinero area where many events take place every year.
- Cinema and alternative cinema in original version: information about films showing, times and addresses can be found on:

<http://www.santanderciudadviva.com/cartelera/>

<http://eldiariomontanes.hoycinema.com/>

The city and the region have a lot of museums, libraries, planetary, Roman ruins, prehistoric caves and galleries of art.

<http://www.guiadecantabria.com/cultura/cultura.htm>

<http://www.cantabriajuven.com/arte/>

It is possible to find all the information about concerts, music, cinema, theatre, leisure, restaurants and pubs of Cantabria on the following site: <http://www.laguiago.com/cantabria/>.

Nature

The region is known by its green open areas and natural parks. The features of Cantabrian orography together with the action of water have created impressive caves such as El Soplao Cave (an authentic natural treasure that used to be a mine in the past) El Castillo Cave, Altamira Cave.

http://www.turismocantabria.net/info_arteycultura.htm

<http://www.cantabria102municipios.com/>

Night Life

Santander is a city well known for its pleasant and lively nightlife. Note should be made of the “wine bar areas”, where people have drinks both inside and outside the bars. The most popular are those of *Cañadío* and *Perines* at night and *Peña Herbosa* and *Vargas* at midday. There are all kinds of restaurants, including international cuisine.

There is a special city bus service ‘Nocturno 1, 2 and 3’ available at night in summer. Information about schedules can be found in:

<http://www.tusantander.es/nocturno.php>

<http://www.tusantander.es/red-de-lineas.php>

Popular celebrations:

There are celebrations throughout the year, although it is in summer when most of these take place.

More information:

http://www.welcometospain.net/fiestas/fiestas_cantabria.php

6. Practical Information

6.1 Getting to Santander

There are several ways of travelling to Santander:

Plane:

The airport, located 5 kilometres to the east of the city centre, has flights connecting Santander with several Spanish and European cities. There is a permanent bus service which connects Santander airport with the city centre bus station every 30 minutes. The bus fare is approximately 2 €.

<http://www.transportedecantabria.es/web/guest/aeropuerto>

Additionally, Bilbao Airport, located about 120 kms from Santander, operates international flights to and from the main European capitals. There are buses and trains to and from Bilbao Airport to the city centre, where there is a coach service to Santander.

Spanish Airports (Santander)
<http://www.aena.es>

Information Iberia
Tel. + 34 902 40 05 00
<http://www.iberia.es>

Information Ryanair
<http://www.ryanair.com>

Information Alsa Bus
<http://www.alsa.es/portal/site/Alsa>

Ferry

A ferry links Santander with Plymouth (United Kingdom) once a week in March and then twice a week from April onwards.

Brittany Ferries
Zona Marítima, s/n. Santander
Tel. + 34 942 36 06 11
<http://www.brittanyferries.es>

Train

Santander has two railway stations that correspond to two different railway companies (RENFE and FEVE) and they are situated at opposite ends of the same building.

RENFE Railway Station
Information and reservations: Tel. + 34 902 24 02 02
International information: Tel. + 34 902 24 34 02
<http://www.renfe.es>

FEVE Railway Station
Tel. + 34 942 20 95 66 / + 34 942 20 95 22
<http://www.feve.es>

Buses

There are coaches from the French border linking Irún with Santander several times a day. This is the easiest route for those who reach Hendaya by train. There are also coaches that operate the routes to Paris, Brussels, London, Zurich and Geneva.

The City Bus Service links The University of Cantabria with the rest of the city.

Santander Bus Station
Tel. + 34 942 21 19 95
<http://www.santandereabus.com>

The city bus service
<http://www.tusantander.es/red-de-lineas.php>

Car

Those who prefer to drive can cross the border at Irún-Hendaya, taking the National Road 634, or the toll motorway A-8 to Bilbao, and then following directions for Santander.

Once here, the visitor will realise that the city's lay-out is along three main roads: Avenida de los Castros (with the University campus in its northern part), Paseo de General Dávila, and the road which joins Cuatro Caminos with the city-centre and Sardinero.

Santander map: http://www.ayto-santander.es/Concejalias/Turismo/Turismo_callejero_Santander.htm

6.2 How to get around in Santander

The city of Santander is connected by an urban buses network. The price of the ticket is 1.10€. A rechargeable card that reduces the price of the ticket to 0.60 € can be bought at any tobacco shop. There are also special night services:

<http://www.tusantander.es/nocturno.php>

There is also a free service of bicycles exists for all students who prefer to use bicycle lanes that are available in different points of the city.

<http://www.tusbic.es>

6.3 Accommodation

Santander is a tourist city in the summer and offers a wide variety of flats for rent in the private sector, while the availability of places at University Halls of Residence, either public or private, is rather more limited.

The International Relations Office does not accept responsibility for finding accommodation during the summer months (July, August and 1-15 September). It should also be borne in mind that there is a much greater selection of accommodation on offer in the first semester than in the second one.

To book accommodation, the corresponding form, available on its Web page, should be sent to the ORI, clearly marking the preferred option among the ones available: shared flats with other students, Halls of Residence or staying with a family.

IMPORTANT: The ORI provides the necessary information to the student in order to contact with the person or service in charge of the accommodation. However, the student will be responsible for completing the procedures for renting the flat, for which purpose there is information available at the International Relations Office.

It is possible to choose from the following options:

6.3.1. Private flats shared with other students

The most popular and affordable type of accommodation is sharing a rented flat with other students, either Spanish or foreign. The monthly cost per person is around €150-180, without including utilities. In most cases, a deposit must be paid on signing the contract, and is usually equivalent to a month's rent. This deposit is not returnable if the tenant leaves the flat before the end of the contract. Flats are furnished (beds, tables, chairs and full kitchen), but usually they do not have either bed linen or towels, which must be provided by the student. It is necessary to contact the owner in order to get more detailed information.

6.3.2. University Halls of Residence

Colegio Mayor Torres Quevedo

Its facilities belong to the Universidad Internacional Menéndez Pelayo. Inquiries and the booking process should be made directly with the Hall of Residence.

Colegio Mayor “Torres Quevedo” (UIMP)

Avda. de los Castros, 42. 39005 Santander

Tel. + 34 942 29 87 00.

Fax. + 34 942 29 85 00

E-mail: ahontanon@uimp.es

<http://www.uimp.es/blogs/santander/alojamientos/>

6.3.3. Staying with a Family

Students may live with a Spanish family, usually with full board (single room and three meals). The price may vary from 20 to 30 € per day.

The Office for Solidarity and Volunteering manages the programme known as “sharing accommodation”. This option offers the student the possibility of sharing an apartment with elderly people at a much reduced price in return of the student helping with some housework.

Oficina de Solidaridad y Voluntariado

Edificio Interfacultativo (Despacho 339)

Avda. de los Castros, s/n. 39005 Santander

Tel. + 34 942 20 08 86

E-mail: solidaridadyvoluntariado@unican.es

6.3.4. The Students’ Council (CEUC) Housing List

The CEUC has its own housing list. A database of available flats and the contact details of the different flat owners are available on its Web page. It is the student’s responsibility to make any arrangements via telephone with the owners.

E-mail: ceuc@alumnos.unican.es

<http://www.ceuc.unican.es/Secciones/Alojamientos.html>

6.4 Access to Libraries and Study Rooms

Exchange students may use the study facilities at all Faculties and Schools which include computer and study rooms at the libraries. Wi-Fi connexion is available throughout the campus. Every faculty has photocopying services to allow students to make copies or to buy academic and computer material at reduce prices.

<http://www.buc.unican.es/LaBuc/Horarios/horarios.htm>

In order to have access to all the above mentioned facilities, it is necessary to activate the student card (T.U.I) in the computers available in any of the libraries, following the instructions indicated in the following link:

<http://campusvirtual.unican.es/tui2/>

6.5 Medical Assistance

The Spanish National Health System covers medical assistance for all EU citizens and those coming from countries with a bilateral agreement with Spain. A photocopy of the European Health Insurance Card, which will entitle E U students to medical care and partial coverage of the costs of medicines, is a compulsory requirement for registration..

Foreign students from countries not included in these agreements **must take out a private insurance policy**, as must those students who, for whatever reasons, are not covered by the National Health System of their country, despite being from a EU country. No student will be admitted without submitting written proof of medical insurance valid for the whole exchange period.

If students need to make use of this service during their stay, they should go to the nearest Doctor's Surgery or Health Centre with their passport and the European Health Insurance Card or a copy of the E-128 form.

In case of need, these are the Health Centres and Surgeries in Santander:

http://www.scsalud.es/mapa_sanitario/

Hospital Universitario Marqués de Valdecilla
Avda. Valdecilla, s/n. 39008 Santander.
Tel. Main office: + 34 942 20 25 20
Tel. Emergencies: 061 (all around Cantabria)

6.6 Cost of Living

The following estimates have been made taking the academic year 2008-09 as a point of reference. Hence, the following information should only be used as a guideline.

Some examples:

Monthly Budget:	
Accommodation + utilities	300 €
Maintenance costs	230 €
Transport	25 €
School equipment	40 €
Extra expenses	95 €
Total (monthly average)	690 €

Other examples:

1 loaf of bread	0.75 €
1 litre of milk	0.95 €
1.5 litre of mineral water	0.50 €
1 coffee at the university	0.80 €
1 haircut.....	25.00 €
1 newspaper:	1.00 €
1 book	25.00 €
1 cinema ticket.....	6.00 €
1 photocopy	0.05 €
1 city bus ticket	1.10 €

6.7. University Dining Halls

There are cafeterias in almost every building, with long opening hours available for students. Their prices are usually lower than at other restaurants. During the Welcome programme, exchange students are shown the location of the different cafeterias and the special areas with micro-waves for taking their own food.

Students need to take into account that most restaurants and pubs adapt their opening hours to the Spanish customs (meals are served at midday from 1 to 4 pm and at night from 9 pm to 12 am). However, it is possible to have a snack all throughout the day.

6.8. Bank and Postal Services

There are several Spanish and International bank offices available for students to open a bank account. This is a highly recommended procedure as utilities are usually paid for via bank accounts in Spain.

In order to open an account it is necessary to show the Foreigner Identification Number (NIE). Some banks and Cajas de Ahorros ask for a photocopy of the passport and proof of registration at the UC.

The opening hours of the bank offices on campus are: from 9:30 to 14:00 and from 16:30 to 18:30 h. for Caja Cantabria, and from 8:30 to 14:00 and from 17:00 to 18.30 for Banco Santander. In general the opening hours of Spanish business are from 10 to 13:30 pm and from 17 to 20pm.

The main Post Office is located at Plaza de Alfonso XIII. There are other offices all over the city, provided with fax services and postal transfer services. Information about the location and timetables of the main office can be found in the Post Office Web page.

Oficina de Correos
Plaza Alfonso XIII. Santander
Tel. + 34 942 36 55 19
<http://www.correos.es>

6.9 Telephone Services

6.9.1. How to make a phone call

To make an international call it is necessary to dial the following codes:

00 + Country code + Local code + Phone number

For telephone calls in Cantabria:

942 + **Phone number**
Cantabria code Six digits

For telephone calls in Spain:

Province code + **Phone number**
2 or 3 digits 7 or 6 digits

For Telephone calls to mobile phone in Spain:

Phone number
9 digits

On campus, you can find public telephones which accept coins, though some of these telephones accept only phone cards. The minimum price for a local call is 20 cents.

6.9.2 Useful Addresses and Telephone Numbers

Emergencies	112
Spanish Telephone numbers information	11818
International Telephone numbers information	11825
Local Police	092
National Police	091
Guardia Civil (Spanish Civil Police)	062
On-call pharmacy:	+ 34 942 22 02 60
Firemen	080
Radio-Taxi	+ 34 942 33 33 33
Information on the state of roads	
Guardia Civil de Tráfico:	+ 34 942 23 68 12
Tele-Ruta:	+ 34 91 441 72 22
Municipal Tourist Office	
Hernán Cortés, 4 (Mercado del Este). 39003 Santander	+ 34 942 31 07 08

FAQs

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2. When is the ORI open to the public?
3. When should I arrive in Santander?

Accommodation

4. Who will help me finding accommodation?
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While at the University

22. Where can I find a computer room?
23. What is the TUI?
24. When will I get my TUI?
25. Is it necessary to open an e-mail account at the UC?
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28. When and where are the exams?
29. Is it necessary to open a bank account?

End of your stay

30. Can I stay longer in Santander?
31. Do I have to do any paperwork in the ORI before I leave?
32. What is the Attendance Certificate?
33. Where should I go to get my Transcript of Records?

Arrival in Santander

1. What is the ORI?

ORI stands for International Relations Office and it is the reference point for all exchange students or visitors that come to the University of Cantabria. Its offices are on the first floor of the building for the Faculty of Economics and the Faculty of Law, directly above the bank offices.

2. When is the ORI open to the public?

The ORI is open from Monday to Friday from 9 a.m. until 2 p.m. You should keep this fact in mind if you plan to arrive in Santander in the afternoon or at the weekend.

3. When should I arrive in Santander?

Although the official start of the academic year appears in the UC calendar, all students should attend the Welcome and Orientation sessions that are usually held a few days prior to this (you can find this information on our Web page). Some students usually come at the beginning of September to attend the Spanish courses.

Accommodation

4. Who will help me finding accommodation?

Bearing in mind what the city of Santander is like, the accommodation that we offer is in private flats shared with other exchange students. The ORI can find you your first accommodation. If that is what you want, you should send us, sufficiently in advance, the accommodation reservation form that you will find on our Webpage, indicating that you wish to share a flat with other students. The fact these flats are private means that the ORI cannot be held responsible for any discrepancy that may arise between the flat owners and the students. For all other kinds of information (Halls of Residence, host families, etc,...) it is up to the student to make his/her own reservations.

5. How do I find out the address of my accommodation?

The ORI sends out to those students that have requested shared accommodation with other students an e-mail giving the address of the flat, the date from when it will be available and the personal details of the flat owner. Students should get in direct touch with the flat owner for whatever questions they may wish to ask.

6. Are there any rules that I should follow regards my accommodation?

The student is usually obliged to pay the flat owner a deposit (this is usually one month's rent in advance) to cover two kinds of contingencies: either the student leaves the flat before the period of time established in the contract expires, or because there have been damages or breakages in the flat. In these cases the flat owner is within his rights to refuse to return the deposit and the ORI cannot force him to do so under any circumstances. It is extremely important that, prior to the signing of the lease, the student be quite clear in his/her decision to stay in the said flat for the stipulated period of time. It should be remembered that the rent does not usually cover utility costs (gas, electricity, water, telephone etc.)

7. If I do not like the flat found, can I change?

Yes, but we always give priority to those students who are looking for a flat for the first time. Only if there are flats still available once the above condition has been met, we can help you. Anyway, the ORI does not generally undertake to find other flats after that moment because the number of flats is limited. If you decide to look for a flat by yourself, please do not forget to give us the new address so that we can get in touch with you if need be.

Subjects and Registration

8. Will I be given guidance in the ORI as to what subjects I should choose?

To be given academic guidance you should get in touch with your International Relations coordinator. When you arrive you will be given an information table with details on how to contact your coordinator.

9. When should I register?

There is a timetable for registration, which must be respected by students, based on the first letter of their family name or the study programme to which they belong. This timetable will be given to students when they arrive in Santander. Even so, the registration will not begin until the Welcome and Orientation Sessions have finished. It is possible to go to classes for some days before registering.

10. What is the registration procedure?

If you have filled the Learning Agreement correctly with the courses you are to follow, you simply validate your registration at the Office front desk when you are due to register (See registration calendar at the ORI) If not, you need to fill in a registration form.

11. Can the Learning Agreement be used as a registration form?

Those students who have to use a Learning Agreement because it is a requirement of the exchange programme that they belong to, may easily confuse the two forms due to their similarity in appearance. However, the registration form does not require the coordinator's signature, whereas the Learning Agreement does. Each of these forms is for a different purpose.

12. Where should I register for my courses?

At the ORI, within the periods stipulated on the registration timetable. Make sure about the number of ECTS credits that each subject gives, since this figure does not always coincide with that of the UC credits. Only our ECTS Guide (on our Webpage) will provide you with reliable information on the number of ECTS credits.

13. Can I change the courses I have registered for?

Yes, during the 'add and drop'. It is necessary to fill out a specific form if you wish to do so.

14. Once I have completed my registration, do I have to go back to the ORI?

Yes, you must go back to pick up your registration receipt and your student accreditation. The registration receipt is necessary for you to be able to check which courses you have registered for (registration code and subject) and to detect any possible problems in the registration; the student accreditation is a document which you will need whenever you need to prove that you are an exchange student at the University of Cantabria.

Spanish Course

15. What is the CIUC?

CIUC (Centro de Idiomas de la Universidad de Cantabria) means "University of Cantabria Language Centre" and it is the department that organises the Spanish courses. The Centre is on the lower first (-1) floor of the building housing the Economics and Law faculties. It is open to the public Monday to Friday from 10:30 to 13:30 and Monday to Thursday from 16:00 to 18:00.

16. Is the Spanish course compulsory?

No, but it is highly recommended because of its highly practical nature and content. Although it is possible to attend a Spanish course in the month of September, the CIUC offers courses at the start of each semester.

17. Do I have to pay to attend for the Spanish course?

The Spanish course does cost money, but those students coming to study at the UC via an exchange programme can get a discount if they go to the ORI to pick up the enrolment form for the Spanish course with the office stamp on it. Two different courses are offered (one of 40 hours and the other of 60), for which there are two different prices.

Orientation Programme

18. Should I attend the Orientation Programme?

The Orientation Programme includes two types of activities: some are free and open to all students, and others are only available to you if you have previously paid the fee and handed in the corresponding enrolment form for the activity. The activities that are free are: Welcome Session, Introducing you to your Mentors, University Tour, Apéritif and Conferences. Those activities for which you have to pay are the excursions to different parts of Santander and Cantabria. We here at the ORI feel that these activities are a wonderful opportunity for all the students and the mentors to get to know one another.

19. How should I go about paying for the Orientation Programme excursions?

The fee for these activities is made in one single payment. Bear in mind that the amount to pay will not change no matter how many excursions you actually go on in the end. Also, once you have made your payment, no refunds will be given. You should not pay before you have actually arrived at the UC because, in order to carry out this step properly, you need first to go to the ORI to pick up the corresponding form. The right to enjoy to the Orientation Programme paying activities is personal and cannot be passed to anyone else.

20. What is a UC mentor?

A mentor is a Spanish student who has already been on an exchange that we will introduce to you at the Welcome Session so that he/she can accompany you on the University Tour and all the other Welcome and Orientation Session activities and who will help you to communicate in Spanish for anything you need to do related with your arrival at the UC.

21. Are the times of the Orientation Programme activities going to coincide with that of my Spanish Course?

No, the activities are organised in such a way that they are compatible with your Spanish Course.

During your stay at the UC

22. Where can I find a computer room?

In each faculty there is a computer room that you may use only if you have the TUI. Off Campus, the UC also has another building, the University Main Hall, where it is also possible to use the computer service as long as you show your TUI card. If you still do not have your TUI card, you may use the ORI computers provisionally if you put your name down on the reservation list.

23. What is the TUI?

TUI stands for "Tarjeta Universitaria Inteligente" (University Student Card). It is a card that identifies you as a member of the university community and contains a chip that makes it possible to carry out a number of important functions: applying for an e-mail account, checking your grades, use of computers, access to certain areas...etc. The card can also be used to take out library books or to get discounts in certain shops.

24. When will I get my TUI?

As long as you have sent the ORI all the papers that we have asked you for in order to formally give you a place at the UC early enough (at least one month before your arrival here), you will be able to pick your TUI card up in the ORI. Remember that the later you submit your papers, the longer you will have to wait to get your card.

25. Is it necessary to open an e-mail account at the UC?

Yes, it is vital. Any communication with you will be made via this system. Once you have registered at the UC, we will no longer use your previous personal e-mail address.

26. What do I have to do to be able to use my account?

You have to insert your TUI card in the self-service terminals that you will find in all the UC buildings and then simply follow the procedure to request an e-mail account. You will straight away receive a receipt with the details of your user name and key code. As a rule, it will take a couple of days from the moment you request the account for it to become activated.

27. How do I find out where the subjects I have registered for are to be held?

The easiest way is to ask your mentor for help. Even so, amongst the papers that we give you at the Welcome Session you will find a map of the campus on which you can locate your faculty. At the porters' office in each faculty you can get information as to how the lecture rooms are set out. Generally, this lay-out corresponds to the year of the degree that the subject belongs to.

28. When and where are the exams?

The dates for all exams are published in the study plan guides that are available in the photocopying services. However, once you have registered and you have your TUI, you may look up these dates on the Virtual Campus (Internet). Approximately two weeks before the date of an exam, details of this particular convocation will be placed on the faculty notice boards, stating the time and the room where the exam will take place.

29. Is it necessary to open a bank account?

We do recommend that you do this, because rent and utility expenses etc. are normally paid in Spain by direct debit from your account. While the paperwork to legalise your being in Spain is going through, it is possible to open a provisional account at either of the banks located immediately below the ORI Office.

End of your stay

30. Can I stay longer in Santander?

Yes, you can, as long as there is an academic justification, authorised by your own university and for which it sends us this authorisation by mail, fax or e-mail. Remember, though, that during the months of July, August and September there is no regular teaching activity at the university.

31. Do I have to do any paperwork in the ORI before I leave?

If your own university asks you for an Attendance Certificate, we can prepare one for you (using the dates for arrival and departure that you put on your form at the beginning of your stay here), which will show officially that you have completed your stay at the UC. Except for this document, we do not require you to do anything else.

32. What is the Attendance Certificate?

This is a document which justifies a student's stay at the UC. The maximum length of this period is from September to June/July. Certificates will not include the month of August, since there is no academic activity during the summer, unless the student has received express written authorisation to stay during this period and which document is duly signed by the issuing university.

33. Where should I go to get my Transcript of Records?

The ORI automatically sends off your academic results, so it is not necessary for you to ask for them. These certificates are sent out in duplicate, one copy going to your home address and the other to your own university. Those students who are at the UC only for the first semester may go to the ORI to request that the Transcript of Records be sent during the month of March. In all other cases, remember that, due to the way in which the grade lists are sent in at the UC, your grades will not reach your university before the month of August. Your university should keep in mind the fact that, because of the above, no claims of any kind can be dealt with during the month of July.