



## UNDERGRADUATE FACT SHEET 2020-2021

<b>Head of International Office</b> <b>Erasmus Institutional Coordinator</b>	Mr Antonio Alcántara <a href="mailto:antonio.alcantara@esic.edu">antonio.alcantara@esic.edu</a> +34914524160/+34600470611
<b>International Projects Coordinator</b>	Ms Ana Escalero <a href="mailto:ana.escalero@esic.edu">ana.escalero@esic.edu</a> +3491424153/+34662316168
<b>Outgoing Students Coordinator</b>	Ms Arancha Castellanos <a href="mailto:arancha.castellanos@esic.edu">arancha.castellanos@esic.edu</a> +34914524168/+34600488380
<b>Incoming Students Coordinator</b> <b>Chinese Students Coordinator</b>	Ms Xinyi Ying <a href="mailto:xinyi.ying@esic.edu">xinyi.ying@esic.edu</a> <a href="mailto:chinacenter@esic.edu">chinacenter@esic.edu</a> +34689307239

### POZUELO-MADRID CAMPUS

<b>Address</b>	Avda. de Valdenigrales s/n	
<b>Postcode / City</b>	28223	Pozuelo de Alarcón (Madrid)
<b>Country</b>	SPAIN	
<b>Website/Erasmus Code</b>	<a href="http://www.esic.edu">www.esic.edu</a> / E MADRID114	

### Academic Information for International Students: 2019/2020

<b>Academic Calendar</b>	<b>Semester 1:</b> Beginning September-Mid-December	<b>Semester 2:</b> Mid-January-Mid-May
<b>Examination Period</b>	Mid-December-Mid-January	Mid-May-End-May
<b>Academic Breaks</b>	Winter Period (3 weeks) (December 21 <sup>st</sup> , 2020 to January 7 <sup>th</sup> , 2021)	Spring Period (1 week) (March 29 <sup>th</sup> , 2021 to April 4 <sup>th</sup> , 2021)
<b>Extra Examination Period</b>	June	June

<b>Application Documents</b>	Application Documents to be sent by email to universities and be resent after completion via email	
<b>Nomination Deadline</b>	<b>May 1</b> (Annual/Semester 1 students)	<b>October 15</b> (Semester 2 students)
<b>Application Deadlines</b>	<b>May 15</b> (Annual/Semester 1 students)	<b>November 1</b> (Semester 2 students)
<b>Orientation Meeting</b>	TBA (Beginning of September)*	TBA (Mid-January)*

\***NOTE** : Dates subject to definitive approval

<b>Admission Process</b>	<p>1-Reception of application documents (see below)</p> <p>2-Admission confirmed by invitation to Welcome &amp; Orientation Day</p> <p>3-Admission certificates will be issued only upon request of students or universities.as well as visa certificate for nationals from outside the EU.</p> <p>4-Welcome Documents (Academic Calendar and Tentative Course Plan) are sent</p>
<b>Application Documents</b>	<ul style="list-style-type: none"> <li>• ESIC International Application Form</li> <li>• ID Card/Passport photocopy</li> <li>• Student's Transcript of Records,</li> <li>• 1 ID Photograph, accepted only <b>format JPG.</b></li> <li>• Language Level Accreditation: Spanish (B2 or higher) and/or English (B2 or higher)</li> </ul> <p><b>E-mail address to send scanned documents:</b> <a href="mailto:oficina.internacional@esic.edu">oficina.internacional@esic.edu</a></p>
<b>Exams</b>	<p>Exchange students are entitled to take exam held in the end of each semester and resit exams held in the end of the academic year.</p> <p>No remote exams are going to be organized</p>
<b>Transcript Of Records</b>	<p>Transcript of records to be sent directly to universities 4 weeks after the official end of the corresponding examination period</p>

#### Accommodation:

	<b>EU students</b>	<b>Non EU students</b>
<b>Accommodation</b>	ESIC has no specific accommodation service, but we provide with information to the students.	
<b>Insurance Requirements</b>	Are covered by the European Health Card	Exchange students must have their own Private Medical insurance
<b>VISA</b>	Do not need to apply for a Spanish visa. (from the European Union)	Have to check with the Spanish Embassy in their home country
<b>Students With Disability Or Special Needs:</b>	In case of students with special needs please confirm on the Application Form	

#### Grading system:

At ESIC, the grading scale is from 1 to 10. (5) Is considered the minimum pass mark.

<b>GRADING SYSTEM</b>	<b>FAIL</b>	<b>PASS</b>	<b>SATISFACTORY</b>	<b>GOOD</b>	<b>VERY GOOD</b>	<b>EXCELLENT</b>
<b>ECTS</b>	F	E	D	C	B	A
<b>ESIC</b>	(0 - 5)	(5 - 5,9)	(6 - 6,9)	(7 - 7,9)	(8 - 8,9)	(9 - 10)/MH