



Exchange Student Admission Guidelines 2018-19

Contact Information	
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
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Administrative Support	Mr. Guillermo Romero / ☎:+34 947 25 90 08/ relin5@ubu.es
Office Hours	Monday through Friday 9 am to 2 pm. Closed on weekends and public holidays.

Nomination and Admission Procedure

- 1. 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
- 2. Student:** will receive information on [registration](#) and application.
- 3.** After application approval, the International Office will send a "Letter of Acceptance" to the student.

Application documents (to be uploaded to online registration)

- [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

- 15th June 2018: 1st semester (fall semester)/full academic year students
- 15th November 2018: 2nd semester (spring semester) students

Orientation Meetings (Mandatory)

1st SEMESTER/FULL ACADEMIC YEAR:
3rd September, 2018

2nd SEMESTER:
29th January, 2019

Academic Calendar 2018-19

- 1st semester (fall semester): 5/09/2018 to 1/02/2019. Exams can be taken in December if required by home university.
- 2nd semester (spring semester): 4/02/2019 to 28/06/2019

Holidays Period:

- Christmas recess: 22/12/2018 to 7/01/2019
- Easter recess: 11/04/2019 to 21/04/2019



Academic Information for your Learning Agreement	
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:	
<ul style="list-style-type: none"> • 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.	
<ul style="list-style-type: none"> • 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	
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	
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 .	