

# INFORMATION FOR EXCHANGE STUDENTS

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2010-2011



Universidad  
de Navarra

School of Humanities and Social Sciences

# THE UNIVERSITY



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The University of Navarra was founded in 1952 by St Josemaría Escrivá de Balaguer. From the very outset, the University set itself the mission of educating professionals capable of driving society, fully aware of their role as leaders of the future.

Its four campuses have become areas in which a wide range of cultures live side by side, where students receive a personalised, integral education which endows them with the aptitudes needed in order to adapt to a changing environment and offers them courses of study in which teaching and research go hand in hand. Students enjoy a unique life experience on campuses designed to make them true members of a university. On a daily basis, they respond to their social concerns and cultural interests through activities which allow them to take their education beyond the sphere of the classroom.

The daily endeavour of the university community (students, teaching staff, researchers and non-teaching staff) has made the University of Navarra one of the most prestigious centres in Spain. It boasts first place in the ranking of Spanish universities compiled as part of the study "The quality of universities in Spain. Compilation of a multidimensional index", by the Institute of Industrial and Financial Analysis (IAIF) at the Complutense University of Madrid (UCM).

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# SCHOOL OF HUMANITIES AND SOCIAL SCIENCES



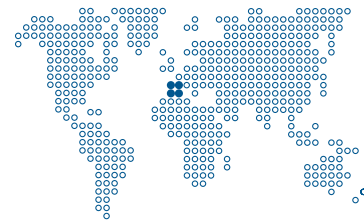
Since its earliest days in 1955, the School of Humanities and Social Sciences of the University of Navarra has pursued the truest essence of the university spirit: uncompromising reflection upon eternal human issues, knowledge of the tradition of the humanities in our culture and the creation of forums for interdisciplinary dialogue.

The School provides quality teaching, applied to the specific needs of today. It endows students with a command of the technology and specific skills required in order to make the most of new job opportunities, allowing them to develop the intellectual abilities so characteristic of the human sciences.

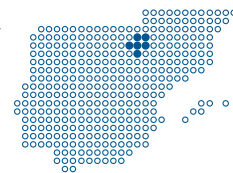
The essential qualities of Humanities students represent a competitive edge which is particularly appreciated in society: a holistic perspective and practical outlook on knowledge, creative solutions to the new challenges of our world and skill in the art of expression. The School of Humanities and Social Sciences is proud to educate the humanists of the future.

The campus is located in the capital of the Autonomous Community of Navarra. Pamplona is a quiet city, with a high quality of life and an enormous amount of parks and gardens.

## › Spain



## › Navarra





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## GENERAL INFORMATION

[University name](#) › Universidad de Navarra [E PAMPLON 01]

[University website address](http://www.unav.es) › <http://www.unav.es>

[International Relations Office Website address](http://www.unav.es/internacional/) › <http://www.unav.es/internacional/>

[School website address](http://www.unav.es/fyl/) › <http://www.unav.es/fyl/>

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## CONTACTS

[International Relations Coordinator](#) ›

**Ms Ares Miquel Ribes**

Universidad de Navarra. Edificio Central

E-31009 Pamplona

Phone: +34 948 42 56 00 (Ext. 2236)

Fax: +34 948 42 56 19

e-mail: [amiquel@unav.es](mailto:amiquel@unav.es)

[International Relations Secretary](#) ›

**Ms Maika Roncero**

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## TERM DATES

### FALL 2010

- [Term](#) › September 1st  
to December 2nd
- [Exams](#) › December 4th  
to December 19th

### SPRING 2011

- [Term](#) › January 11th  
to May 6th
- [Exams](#) › May 7th  
to May 22nd

### VACATIONS

- [Winter/Christmas](#) ›  
December 20th - January 10th
- [Spring/Easter](#) ›  
March 31st - April 11th



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## WELCOMING WEEK

The Welcoming Week is a series of events in the days before each semester, intended to help international students adjust to their new life at the University of Navarra. All international students are welcome, whether they are first year undergraduate students, students on master's or doctoral programs, or students participating in the Bridge Year or ILCE programs. It's a wonderful opportunity to get to know new people.

During the Welcoming Week students will get to know the particulars of the University of Navarra campus, its libraries, study rooms, sports facilities, computer labs and wi-fi system, etc. There will also be a tour of Pamplona and excursions to be announced.

(<http://www.unav.es/servicio/internacional/Welcomingweek>)

Fall Welcoming Week begins › August 29th

Spring Welcoming Week begins › January 11th

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### EXPECTED ARRIVAL DATES

**Fall 2010** › August 28th or slightly earlier

**Spring 2011** › January 10th or slightly earlier

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### APPLICATION DEADLINES

**Fall 2010** › May 30th 2009

**Spring 2011** › October 30th 2009

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### APPROXIMATE LIVING COSTS

**Off Campus Accommodation** › 250-400 euro per month (not including food)

**Off Campus Food** › 160-300 euro per month

**Book and Class Reading Materials** › 100-150 euro per semester

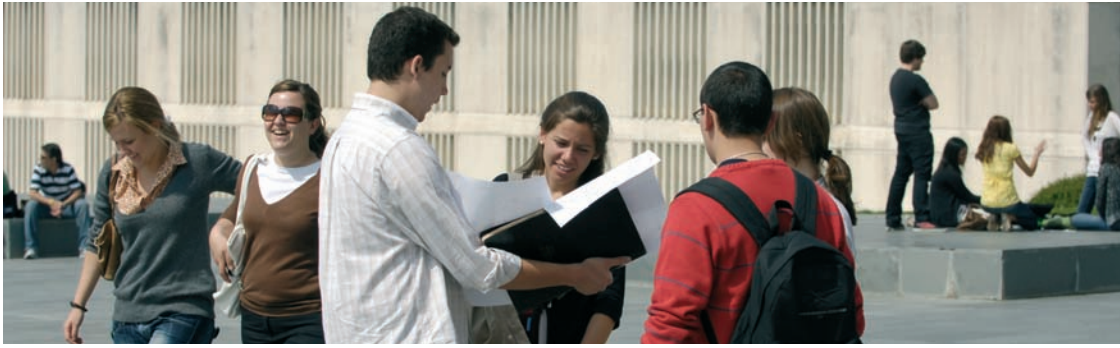
**Local transportation** › 20 euro per month

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### HOUSING

The Office of Student Accommodation of the University of Navarra aids in the process of finding housing and temporary lodging for future students, students and professors.

To find out more information visit <http://www.unav.es/admission/housing/default.html>



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## LEARNING EXPECTATIONS

- [Class Format](#) › Most are Lecture/Discussion courses. Exams, personal dissertations and oral presentations.
- [Attendance](#) › Attendance is mandatory and often taken into account for the final grade. Additionally all testable materials are covered in class.
- [Grading](#) › Grades range from 0-10  
0-4.9= Fail, 5-6.9= Pass, 7-8.9= Good, 9=Excellent, 10= Honors
- [Courses Choice](#) › All courses in the University are open to exchange students.
- [Language of Instruction](#) › Spanish/English

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## HEALTH INSURANCE

Students must have adequate coverage before arrival which is responsibility of the student.

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## STUDENT SERVICES AVAILABLE

- [Academic Advising](#) › Students are given academic advisement throughout the semester by Professors, Assistants and Tutors.
- [Computer Services](#) › Computer Labs are available throughout the campus, Wi-Fi connection is now available in most buildings as well. All students are given an e-mail address, personal access numbers and passwords to access all computers labs and Wi-Fi.
- [On-Campus Facilities](#) › Cafeterias in all buildings, University Hospital, Sports Complex, Libraries, Reading Rooms and Copy Centres are available.



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## STUDY VISAS

If one is not an European (EU) citizen, or from Norway, Island, Liechtenstein or Switzerland, it is necessary to apply for a study visa from the Spanish Embassy or Consulate fulfilling the requisites of the documents required by the visa authorities. At the Spanish Embassy further information can be obtained.

The addresses of different Spanish Embassies and Consulates may be located in the Ministry of Foreign Affairs' web page

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## OBTAINING A STUDENT CARD OR NIE

After entrance into the European Union, directly into Spain, or via any other EU country, you must apply for a definite student card from the immigration authorities. This change must be done in Pamplona, and within the first 30 days from the date of entry permit.

The application for a student card has to be done at the Police Office for foreign citizens (calle Pascual Madoz., 3). It is advisable to get institutional advice from the Office of international students, situated on the 2nd floor of the "Edificio Central", asking for an appointment with the Director, Aires Vaz. He can be contacted at [avaz@unav.es](mailto:avaz@unav.es).

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## DOCUMENTS REQUIRED FOR THE STUDENT CARD

- › Official application form for the student card or NIE.
- › Passport with the study visa.
- › Registration certificate of the studies or research at the University of Navarra.
- › Original bank document giving evidence of sufficient money to afford tuition, housing and boarding
- › In Pamplona, and a return airline ticket to one's home country (and that of any family member living with the applicant).
- › A certificate from the City Hall (Ayuntamiento) giving evidence of living in Pamplona or in the nearby towns.
- › A health insurance policy covering the whole study or research period.

A photocopy of all documents is required

You have to pay a fee and hand in three photographs at the Police Office.

An application for the student card is not necessary if the study or research period is for 180 days or less. In fact, student cards may be limited to the exact dates or months of the study period or research Project.

The validity of the student card is only for an academic year. It has to be renewed.

**Very important notice:** The student card is issued only on entering Spain with a study visa and within the first 30 days from entrance. A study visa can not be issued within Spain, and you are required to return to your home country and apply for the necessary visa.

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## RENEWAL OF STUDENT CARDS

- › Official application form for a student card or NIE.
- › Passport.
- › Student card or NIE.
- › Registration certificate of studies or research at the University of Navarra.
- › Original bank document giving evidence of sufficient money to afford tuition, housing and boarding in Pamplona, and a return airline ticket to country of origin (and that of any family member living with the applicant).
- › A certificate from the City Hall (Ayuntamiento) giving evidence of living in Pamplona or in the nearby towns.
- › Health insurance policy covering the whole study or research period.
- › certificate from the School of the University of Navarra where one is studying or conducting research.
- › 2 photocopies are required of each document.

Renewal of the student cards should commence 40 days before the expiry date of the student card or NIE

You are again advised to make an appointment with Aires Vaz, Director for International Students before going directly to Police. Spanish regulations do not allow foreigners with a student legal status to establish themselves and/or work in Spain without obtaining the necessary work permit.



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