

GUIDE FOR INTERNATIONAL STUDENTS



FACULTY OF EDUCATION TOLEDO

ACADEMIC YEAR 2017-2018

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1. FACULTY OF EDUCATION TOLEDO

Founded in 1868 the Faculty of Education of Toledo, possesses a great tradition in the formation of teachers. All our study programs are focused on the Education and the Formation of Teachers.

The improvement of the international relationships is one of the objectives of the Faculty of Education in Toledo and its Dean Francisco Javier Valenciano Valcárcel, who personally supports the international programs of exchange of students, researchers, teachers and university managing staff.

Our Faculty has International Exchange Agreements with countries such as USA, México, Colombia and other European countries such as Portugal, Poland, France or Belgium. More than 40 students take part every year in mobility programs.

The Faculty got Andrew Heiskell Award in 2011 for having one of the best International Academic Exchange Programs together with General Foundation and the University of Nebraska at Lincoln. The aim of the program is to develop and exchange educational practices at local schools in both sides of the Atlantic.

In the case of students, such programs give them the opportunity to take some academic credits for their degrees in those foreign academic institutions with which UCLM has signed an exchange agreement.

If you wish to have more information about UCLM and it's programs of exchange and international relations, contact with raquel.FCezar@uclm.es (Academic Coordinator of International Affairs)

Study Programss

All our programs of study are related to the Education and the Formation of the Professorship.

- 1** Degree of Primary Education
- 2** Degree of Early Childhood Education
- 3** Teacher's Master of Secondary Education, Vocational Training and Language Teaching
- 4** Teacher's Master of Early Care and Education



2. ABOUT TOLEDO

Toledo is surrounded by the Tagus in its flight towards the Atlantic, is a lesson in history and well-preserved art right in the middle of the plateau meseta of Castilla-La Mancha. With a distance of 71 kilometres from Madrid and 119 from Ciudad Real, it offers students, professor and all visitors so many treasures that it was declared a World Heritage City by UNESCO IN 1986. Its 70,000 inhabitants are probably the Spaniards that can appreciate the most moments and beauty per square metre just by taking a walk.

With over two thousand years of history, having first been a Celtiberian city, Toledo has the special characteristic of being a melting pot where all the cultures and eras of Spain have come together and intermingled, and which together make up a small but rich example of the history of the land.

Thus, Toledo is known as The City of the Three Cultures, a name which refers to the Christian, Islamic, and Hebrew cultures that coexisted during centuries within its walls, impregnating it with its own special identity. This almost brotherly union and plurality of traditions can best be seen in the architecture, where the customary artistic styles of each one are interwoven, exchanging influences and forming hybrids with their own personalities. The Mudejar style, a mixture of Islamic and Christian styles, predominates in the city, combining principally Romanesque structures and purely Muslim elements.

There were various important examples of intercultural exchange, such as the so-called School of Translators of the 12th and 13th centuries, which was decisive in preserving and disseminating knowledge of the Greco-Latin and Arab cultures.

A very important town developed while Christianity took hold around the first century, remaining until the present day and maintaining, for better or worse, the Greco Latin cultural legacy.

3. HOW TO ARRIVE IN TOLEDO

From Barajas Airport (T1-T3 or T4) to Atocha Renfe (Railway Station)

TAXI:

You can take a taxi and go directly to Atocha Renfe (Railway station). Price: 26 € aprox.

LINEA EXPRESS (BUS):

You can get on a bus that brings you directly from the Airport (T-4) to Atocha Station. Service available 24 a day from 23:30 to 06:00 a.m.; At night, route terminus in Plaza de Cibeles and connected to EMT night buses net. Fare: 5€. Trip takes around 40 minutes:
<http://www.emtmadrid.es/lineaAeropuerto/index.html>

SUBWAY:

You can take the subway (metro), which has a station at the airport, and go to Atocha-Renfe; you should make some changes, which we report you as follows:

- Pink Line (Number 8) from Barajas to Nuevos Ministerios.
- Grey Line (Number 6) from Nuevos Ministerios to Pacífico.
- Blue light Line (Number 1) from Pacífico to Atocha Renfe.
- Trip takes 45-60 minutes. Price 2 € aprox.

Subway map:

http://www.metromadrid.es/es/viaja_en_metro/red_de_metro/planos/index.html

Once in Atocha Renfe, look for “PUERTA DE ATOCHA” (Departure Gate of High- Speed Trains to Toledo). Ticket price is 12.10€. Trip takes 30 minutes. You can find the train schedule at the following link: <http://horarios.renfe.es/hir/ingles.html> (AV Media Distancia Madrid – Toledo)

You can book your ticket online in the following link: <https://w1.renfe.es/vol/>

From Barajas Airport to “Intercambiador Plaza Elíptica”

You can pick a taxi and go straight to the “Intercambiador Plaza Elíptica”. Price 31€ aprox.

You can take the subway (metro), which has a station at the airport, and go to Plaza Elíptica station, you should make some changes, which we indicate you as follows:

- Pink Line (Number 8) from Airport Barajas to Nuevos Ministerios.
- Grey Line (Number 6) from Nuevos Ministerios to Plaza Elíptica.

When you arrive at “Intercambiador Plaza Elíptica” look for the information point of ALSA - Galiano Continental Company. Buses to Toledo run every 30 minutes from Monday to Saturdays. Trip lasts 60 minutes. Price 4,70 €.

Timetables: http://www.t-Descubre.com/es/info/autobuses_interurbanos_toledo.php

BUS STATIONS

Bus STATIONS

	Madrid	Toledo
Address	ALSA - CONTINENTAL	Estación de autobuses de Toledo
	Estación Plaza Elíptica - Madrid	Avenida de Castilla-La Mancha, s/n.
	Avenida Lusitana, s/n. http://www.alsa.es/portal/site/Alsa	http://www.ayto-toledo.org/servicios/estacionbus/bus.asp
Timetable	06:00h. a 01:00h.	07:00h. a 00:30h.
Telf / fax		Teléfono: +34 925 223 641

RENFE (RAILWAY STATION)

RENFE: <http://horarios.renfe.es/hir/index.html>

RENFE STATION

	Madrid	Toledo
Address	Glorieta Carlos V s/n. Madrid	Paseo de la Rosa, s/n. Toledo http://www.tscubre.com/es/info/trenes_toledo.php
Timetable	05:00h. a 01:00h. Telf. 902 24 02 02	06:00h. a 23:00h.

From Railway/BUS Satation in Toledo to the O.R.I. (International Relations Office)

Once in Toledo (either at the Bus or the Railway Station), you should go to the Central International Office, located in the old town (Faculty of San Pedro Mártir). Two options:

- You can take a **taxi**, just at the exit of both stations. Ask for "Facultad de San Pedro Mártir". Trip takes 5-10 minutes. Price 5 € aprox.
- You can get a **bus** to the historic city centre (Zocodover square is the last stop in all bus lines and it's the centre of the old town). Lines 5 and 6.1 – 6.2 (inside the station and at the exit of the station respectively) will pick you to Zocodover. Trip takes 5 minutes. Fare 1.40 € aprox.

It takes you 10 minutes walking to reach the International Relations Office (09:00 to 14.30) from Zocodover square to San Pedro Martir Faculty.

Map of Toledo: <http://xurl.es/q0cbm>

4. ONCE YOU ARRIVE

Once you arrive at your city of study, you should do the following:

1. Proceed to your residence or apartment (if you already have one)
2. Visit the International Relations Office, where:
 - We will make a copy of your personal ID (Identification Document) and your European Health Insurance Card, E111/E128 documents, or private insurance documents.
 - You will fill out an International Student Application Form if you have not already done so.
 - You will be given a Course Guide for your school or academic centre and a Course Registration Form, with which you will register for classes at a later date.
 - We will make a copy of your International Student Application Form. You will take this copy along with a library card filled out in your name and a passport photo to turn in to the Central Library. They will then complete your library card, which will give you borrowing privileges and access to other library services.
 - We will help you with any other questions you have about your studies or stay in Spain.
3. Proceed to your school (Humanities, Law, Engineering, etc.) or academic department, where you should:
 - Begin to choose the courses that you will take at the UCLM. To do so, you will want to consult the University web page (www.uclm.edu) and browse the course offerings and academic calendar of each school or department. Or, you may obtain a course guide from the corresponding academic centre of interest.

Once you have viewed the course offerings, you will want to go to the classes that might interest you. Speak to the professors of these courses. In addition, in each academic centre there will be an Erasmus coordinator who will be able to help clarify your questions.

4. Registration: After a period of approximately 15 days, you will begin to complete the class registration process by turning in your Course Registration Form to the ORI. You will then want to return a week later to sign the updated, computer-inputted Registration Form. One copy will be for your records.

4.1 SPANISH COURSES

The University of Castilla-La Mancha offers all interested international students an intensive course in the Spanish language.

One course will be offered during each academic semester (towards the beginning of each). The course will consist of 40 hours of class and the schedule of the course will be arranged by the professor of each course.

The course consists of several levels of Spanish, depending on the number of people enrolled. Levels follow the European Reference Framework (A1, A2, B1, B2, C1, C2). Each level should have a minimum number of 21 students and a maximum number of 28 students, although there could be more. Once a student is registered for the course, he or she will take a test to determine his or her language level.

The courses cost 60 €-100€ (approximately) each and they include learning materials.

Students will obtain 3 ECTS credits as long as they pass the course and have attended 80% of the lessons.

Students interested in taking the Spanish language course should express such interest in the Learning Agreement. Towards the beginning of each semester, the International Relations Office will notify students of the dates and location of the course.

4.2 LIBRARIES

As an Erasmus student you have the right to use the University's libraries. To access these libraries, you must have a proper library card. The ORI will provide Erasmus students with this card so that they can fill it out and turn it in to their campus library for formal approval and activation (See section "Once You Arrive").

The Central Campus Libraries (Bibliotecas Generales de Campus) are open to the public throughout the year. For more information on hours of operation during the calendar year, please consult the following web page: <http://www.biblioteca.uclm.es/horario.html>

For a general idea, during the academic year the libraries are open:

- Monday to Friday, 9:00 to 21:00.
- Exam Periods: Monday to Friday, 9:00 to 23:00 (with the circulation desk and other services closing at 21:00).

Saturdays: 9:30 to 20:00

Sundays: 10:00 to 14:00

Note: Circulation desk and other services are not open on weekends.

The majority of the books are available for patron borrowing.

For questions, suggestions, and additional information, you can contact: bvirtual@uclm.es

Feel free to visit the web page for UCLM libraries.

<http://www.biblioteca.uclm.es>

4.3 SPORTS

UCLM Sports and recreation services (servicio de deporte de la UCLM)

www.uclm.es/deportes

Sports and Recreation Services (El Servicio de Deporte) of the University of Castilla-La Mancha offers you the possibility to compliment your academic agenda with physical activities in your free time. This service offers activities that can be divided in the following two groups:

Sports competitions

The competitions include the Chancellor's Cup (Trofeo Rector), different intercampus competitions, and those organized by the High Council of Sports (Consejo Superior de Deportes) or the Junta de Comunidades Cup (Trofeo Junta de Comunidades) with the participation of the University Championships of Spain (Campeonatos de España Universitarios) and the LevanteGroupUniversities.

4.4 RECREATIONAL ACTIVITIES

The recreational activities, which enjoy increasing participation and demand, consist of aerobics, weight lifting, tennis, table tennis, fencing, hiking, ballroom dance, yoga, archery, and many more, all depending on the preferences of the Sports and Recreation participants.

If you regularly participate in the types of sporting and recreational activities mentioned above, you will most likely want to obtain a University Sports Card (Tarjeta Deportiva de la Universidad), which can be purchased at a small annual fee. With this card you will be able to enjoy numerous benefits including:

- Open and free use of the University's sports facilities.

- Free sign-up for individual sports competitions that form part of the Chancellor's Cup and for those team sports competitions for which 80% of the team has the University Sports Card.
- Substantial reduction of prices for the various recreational activities offered.
- Possible use of municipal facilities (at established prices).
- Discounts on sports equipment and apparel in different stores and businesses.

In Toledo, the local government organizes sports activities in city-managed facilities. Below you will find the Internet link where the local governments announce their sports activities.

Toledo

Avenida General Villalba s/n

Tel: 925254838. <http://www.patronatodeportivotoledo.com/>

Cultural Events

You can find information about cultural events in Toledo in the following links:

- Local Theatre
<http://www.teatroderojas.es/>
- Cultural activities organized by the Town Hall
<http://www.ayto-toledo.org/cultura/cultura.asp>
<http://www.ayto-toledo.org/juventud/el/el.asp>

Email

All students of the UCLM have an email account which is accessible through the Internet and POP3 and which has a storage capacity of 3MB.

Internet Connection from Your Home

The University of Castilla-La Mancha offers remote Internet access to all of its students. To connect you will need a computer, a modem, a telephone line. Then you will have to follow the fairly simple instructions listed in the following web page:
<http://alumnos.uclm.es/AccesoRemoto/>

Directory Service

You can find the email address of any student through the following University web page directory: <http://alumnos.uclm.es/directorio/>

Communicating Problems and Questions

If you have any question, problem, or suggestion related to Computing Services you can send an email to: soporte.alumnos@uclm.es

4.5 HEALTH INSURANCE

Students from European Union member states have the right to health care in the affiliated centres and hospitals or those that have an agreement with Spain's Social Security office. In order to access these health care services all Erasmus students should bring with them their **European Health Insurance Card** (or their E-128/E-111 documents), which they can obtain in the corresponding health care offices of their country.

Assignment of Doctor

- If you need medical assistance you should take your European Health Insurance Card (or documents E-128/E-111) and a copy to the Health Centre (Centro de Salud) closest to your university residence. There you will ask them to assign you a doctor.

- Before seeing your doctor you should make an appointment by calling the corresponding Health Centre (Centro de Salud).
- If you should need specialized attention, the Zone Doctor (Médico de Zona) will have to assign you to the appropriate Specialist Doctor (Médico Especialista).
- With respect to dental services, the Spanish Social Security System (Sistema Español de Seguridad Social) only covers tooth extractions. To receive other more specialized dental care you will have to go to a private dentist office and will have to pay for all associated dental costs yourself.

Emergency Treatment

- In the case of an emergency you should go to the Emergency Room of a local hospital or Health Centre (Centros de Salud). To locate these emergency medical services, go to:

<https://sescam.jccm.es/web1/sHome.do?main=/ciudadanos/citaPrevia/citaPreLogin.jsp>

Prescribed Medication

- When you go to purchase your prescribed medication, you will need to present the pharmacist with the doctor's prescription. This way, you will only have to pay part (non-reimbursable amount) of the normal cost of the medication.
- For more information, you can contact the information office of SESCAM (Servicio de Salud de Castilla-La Mancha), Telephone: 900-252-525.

Students that are **not citizens of the European Union** will need to consult with their health insurance company for specific guidelines and procedures, or will need to purchase private health insurance once they arrive in Spain.

4.6 INFORMATION OF HOUSING

Students Halls

University Residence Halls. The University of Castilla-La Mancha reserves a limited number of rooms in university residence halls run by the Government of the community of Castilla-La Mancha (JCCM) for students participating in exchange programmes with UCLM. To solicit a spot in one of these residence halls you should contact the UCLM service of International Relations. Be aware that these university residence halls have rules and regulations for peaceful coexistence and for the proper use and respect for the installations.

Residence halls that offer rooms for students participating in exchange programmes:

Toledo

Francisco Tomás y Valiente

Address: C/ Cuesta del Carmen s/n

Telephone: +34 925 255 808

Characteristics: Mixed, individual and shared rooms, rooms reserved for handicapped students.

Services: Room and Board, Internet and computer room, library, meeting room, self-service laundry, game room, photography lab, TV room, periodical and newspaper library, music room and bicycle parking lot.

Capacity: 202 (15 spots are reserved for international students only).

The deadline to apply for accommodation is the **30 th of June**.

The application is subject to the availability of rooms. To confirm the booking, you will be required to make a deposit in July, which will be refunded at the end of your stay, after the room has been inspected for any possible damage during your stay. The exact amount of the deposit will be confirmed to you via e-mail in July, along with instructions for payment and the rules and regulations of the living quarters, detailing the proper use and respect of the facilities.

5. FREQUENTLY ASKED QUESTIONS

In this section we will answer some of the most frequently asked questions when considering the possibility of studying at the University of Castilla-La Mancha (UCLM) or applying for a grant (outside the Erasmus programme).

- I'm interested in studying at UCLM until the completion of my studies. Which is the procedure?
- I'm interested in studying one or two semesters of my studies at UCLM. Which is the procedure?
- What kind of grants can I apply for and how do I have to proceed?
- I am applying for a MAEC-AECI Which is the procedure to apply for a pre-admission letter at UCLM?

I'm interested in studying at UCLM until the completion of my studies. Which is the procedure?

If you have not started yet university studies, this is the registration procedure:

1. You must apply for the Credit Transfer Certificate (Homologación or Convalidación) of your Secondary studies to the Spanish Ministry of Education and Science.
2. You have to pass the Entry Test (Selectividad).
3. Now you can make the pre-registration in the dates fixed by the UCLM.

If you have already started university studies and you would like to continue your studies at University of Castilla-La Mancha, you have to follow these steps:

First of all, you must make the partial credits transfer application at the faculty/school you are planning to study. This application must contain the official transcript of records with the courses you have done, specifying that you have not completed your degree. You also have to include your study program published by your faculty, the courses' contents and your passport or official document where your place and date of birth are shown. To qualify, students must transfer 60 credits at least from the courses' program that is stipulated at UCLM or 15 credits, when you are applying for a degree which has not limited admission.

Once the applicants have received the credits transfer official document, they can pre-register at University of Castilla-La Mancha, having into account procedures and deadlines.

For more specific information about requirements:

- Admission requirements
- Admission rules

I'm interested in studying one or two semesters of my studies at UCLM. Which is the procedure?

If you want to study one or more semesters at UCLM, you can apply for admission as a visiting student, previously paying tuition and administrative fees. The documents you will be required to send to the International Office are these:

- Application form, including the courses that the visiting student wants to attend (level, name and semester course).
- 2 photographs.
- ID or Passport photocopy.
- Certificate of having been registered at another University (either in Spain or abroad). Candidates must provide transcript of records from the previous University, showing the courses undertaken.

- Foreigner applicants, whose first language is not Spanish, must provide academic document showing Spanish language knowledge and level.
- Any other supporting document.

University of Castilla-La Mancha has established the following deadlines:

1. Applicants who want to attend the UCLM for the whole academic year or for the first semester must make their applications before 15 th June of the previous academic year.
2. Applicants who want to attend the second semester at UCLM (from February to June), must provide the required documents before 30 th November of the previous year.

If an undergraduate student wants to continue his degree at UCLM, he must apply for a partial credit transfer at the faculty where the candidate is planning to continue his degree. To apply for it, candidates must provide transcripts of records, showing all grades received, courses' contents and an ID or passport photocopy. Once the candidate is accepted in terms of essential equivalency in course contents, he can pre-register in the established deadlines. For further information:

- Admission requirements
- Admission rules

What kind of grants can I apply for and how do I have to proceed?

To find information about available grants you can visit the following web:
<http://www.uclm.es/ori/convocatorias.asp>

In some of these grants (MAEC-AECI, ALBAN) it is compulsory to provide a pre-admission letter. Before applying for the grant, candidates must send the pre-admission application, the curriculum vitae and the academic transcript of all studies previously undertaken. These documents must be sent to the School Director or PhD Director of the faculty where you would like to continue your studies. Afterwards, you must send the

same information to the Vice-Chancellor for International Relations (Vic.relacionesinternacionales@uclm.es).

The pre-admission letter will be sent to candidates by e-mail or fax, which will be valid only in case the applicant obtains the grant.

Another possibility to get a grant is through the mobility program based on the collaboration agreement between your home University and UCLM. The guidelines and procedures are explained in this web:
http://www.uclm.es/ori/estudiante_internacional.asp

I am applying for a MAEC-AECI grant. Which is the procedure to apply for a pre-admission letter at University of Castilla-La Mancha?

The procedure to apply for a MAEC-AECI grant (Ministry of Foreign Affairs-International Cooperation Spanish Agency) or ALBAN (High Level Latin America Grants) is available at their websites.

In some of these grants (MAEC-AECI, ALBAN), it is compulsory to provide a pre-admission letter. Before applying for the grant, candidates must send the pre-admission application, the curriculum vitae and the academic transcript of all studies previously undertaken. These documents must be sent to the School Director or PhD Director of the faculty where you would like to continue your studies. Afterwards, you must send the same information to the Vice-Chancellor for International Relations (Vic.relacionesinternacionales@uclm.es). The pre-admission letter will be sent to candidates by e-mail or fax, which will be valid only in case the applicant obtains the grant.