

WELCOME TO THE PUBLIC UNIVERSITY OF NAVARRRE!



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Introduction

Pamplona is the capital of Navarre, a region in the north of Spain on the border with France. In the Middle Ages, Navarre was an important crossroads for travellers and pilgrims on the Way of St James. In addition to its historical importance, Navarre is, above all, wealthy in terms of natural diversity. In just 10,400 square kilometres, there are three climatologically distinguishable zones, making for a great variety of natural landscapes.

More information: <http://www.turismo.navarra.es/esp/home/>
Pamplona, famous all round the world for the San Fermin fiesta, is a small, safe, peaceful city with a great student life.

Find out more at: <http://www.pamplona.net/>



General information on the UPNA



Institution: Public University of Navarre (Spain)
Address: Campus de Arrosadia,
31006 Pamplona (Spain)
University Erasmus Code:
E PAMPLON 02
Website: www.unavarra.es

Built in the 80s and 90s, the Public University has three campuses: the main campus, called the Arrosadia Campus, is in Pamplona. And there are two smaller ones: another one in Pamplona for Health Sciences and one in Tudela, a town 100 km away from Pamplona, for Physiotherapy and Technical Design Engineering. The university is committed to providing quality higher education. Outstanding resources complement teaching at this young, dynamic university. Multimedia centres, a library, sports facilities and cultural activities are all easily available at the university. There is a map and information on the Campuses at:

<http://www1.unavarra.es/conocerlauniversidad/campus>

1. Application process

1.- **Nomination:** the university of origin must notify the UPNA that the student has been selected to study here (by e-mail or post).

2.- When the UPNA receives this notification (or nomination), or in the case of the ISEP program, once the UPNA has received and approved the applications for ISEP students from the central office in Washington, **the student will receive the information and documentation needed for the exchange by e-mail.**

3.- The university of origin or the student must complete and send (e-mail or post) the following **documents** to the UPNA's External Relations office (Relaciones Exteriores) before the **15th of June 2011** (for students coming in September to do the first semester or the full year) or the **15th of November 2011** (for students coming in January):

1. Exchange student **application form**
2. **Provisional programme of study** at the UPNA. Consult the information on the academic options and curricula in the later sections to fill in this programme of study properly.
3. Photocopy or scan of **passport** or national ID document
4. 1 passport-size **photo** with name and surname/s on the back. A scan of the photo can be sent but it must be in colour and high quality

These documents must be sent to the following address:

*Universidad Pública de Navarra
Oficina de Relaciones Exteriores
Edificio Las Sóforas
Campus Arrosadía
31006 Pamplona, Spain
relext@unavarra.es*

When this documentation has been received, it is understood that the application has been accepted. You will then receive an e-mail with the information you need in order to organise your journey to Pamplona. Non-European Union citizens will be sent a **letter of acceptance** by post so that they can apply for their visas.

2. Academic Options

Academic activity at the University is organised in Faculties and Schools, which are:

Facultades y Escuelas

- Faculty of Economics and Business Science
- Faculty of Human and Social Sciences
- Faculty of Law
- Higher Technical School of Agricultural Engineers
- Higher Technical School of Industrial Engineers and Telecommunications
- University School of Health Studies

Each of these offers different qualifications and degrees, which you can consult at:
<http://www1.unavarra.es/centrosydepartamentos/facultades-y-escuelas>

Estudios - Grado

Grado

Más información sobre **preinscripción** y **matrícula**

- Facultad de Ciencias Económicas y Empresariales
 - Grado en Economía
 - Grado en Administración y Dirección de Empresas
 - Doble Grado en Administración y Dirección de Empresas y en Derecho
 - Programa Internacional del Grado en Economía
 - Programa Internacional del Grado en Administración y Dirección de Empresas
 - Programa Internacional del Doble Grado en Administración y Dirección de Empresas y en Economía
- Facultad de Ciencias Humanas y Sociales
 - Grado de Maestro en Educación Infantil (también en euskera)
 - Grado de Maestro en Educación Primaria (también en euskera)
 - Grado en Trabajo Social

Undergraduate Studies due to the gradual implementation of studies adapted to the European Higher Education Area (Bologna), there are currently two types of Undergraduate qualifications on offer:

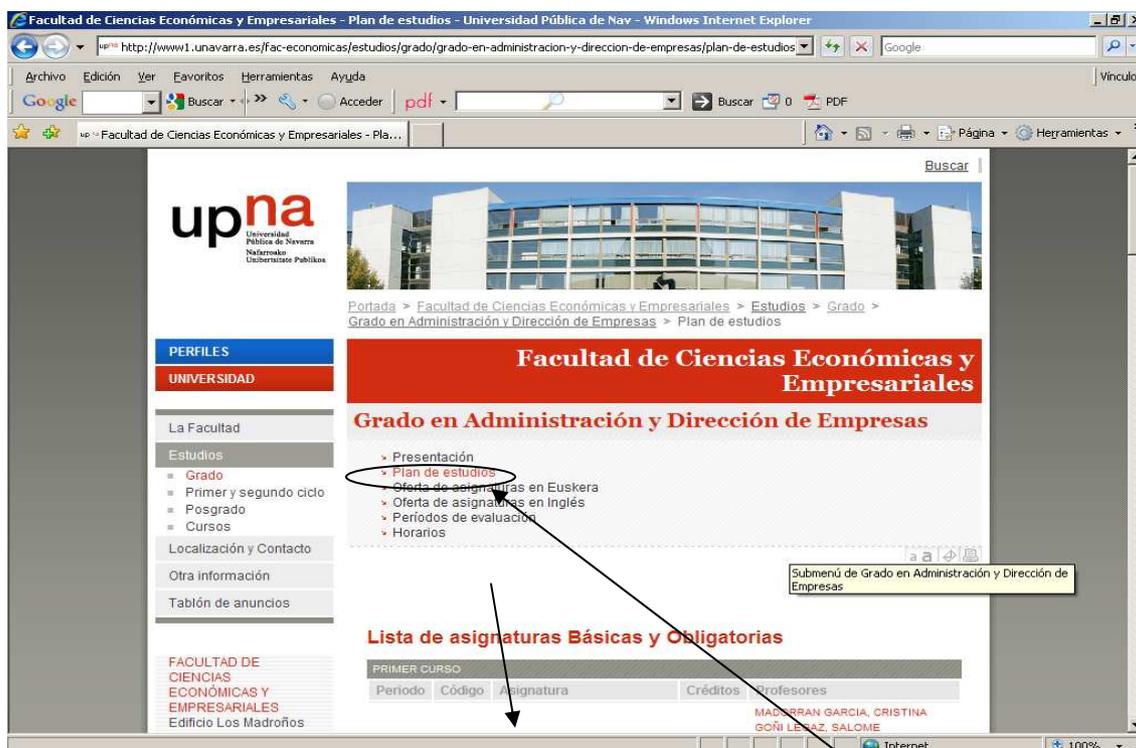
- **Degree** (adapted to the European Higher Education Area)
 one ECTS credit = 25 hours of student work.
- **First and second cycle** (older academic offer on his way out)
 one credit = 10 hours of class e (theory and practical classes).

Due to this process of adaptation to European regulations, the following will be on offer in the academic year 2011-2012:

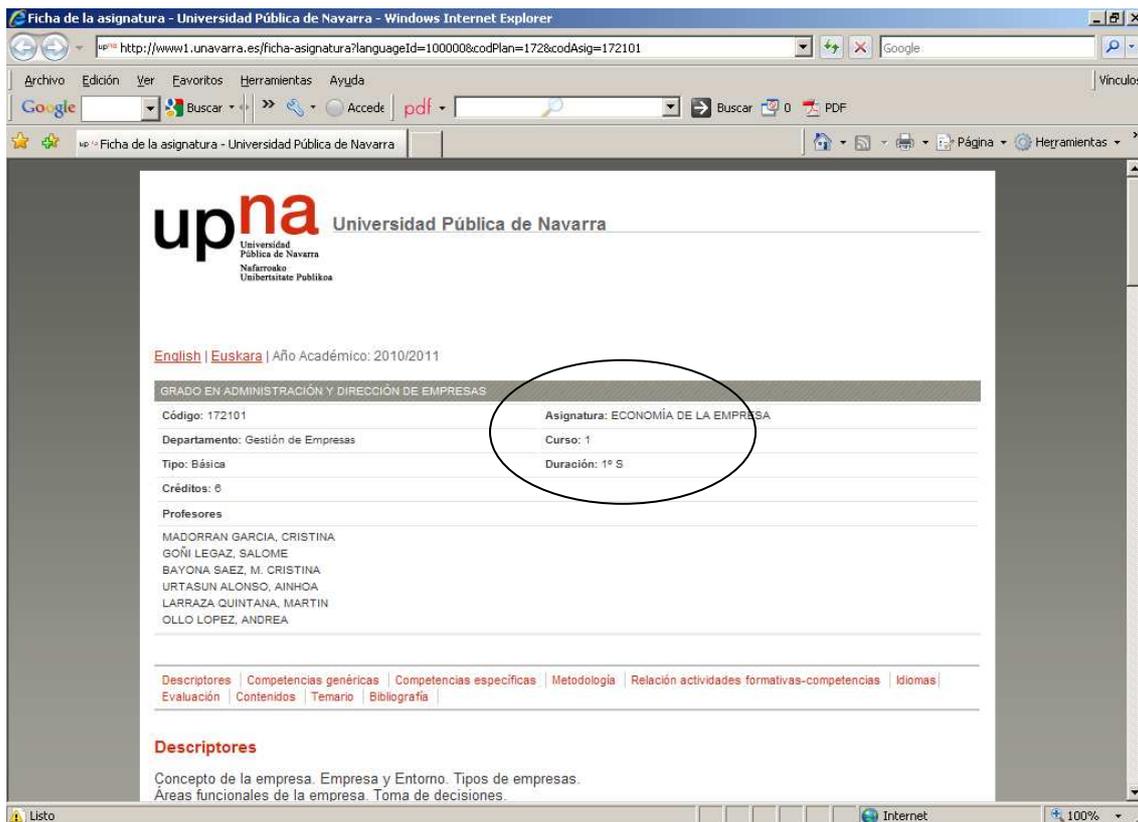
- a. The first and second years of all the First Degree qualifications
- b. First, second and third years of the First Degree in Infant and Primary Education
- c. Third, fourth and fifth years of the First and Second Cycle qualifications

We always recommend that you ask your teachers or academic coordinator about the exam period and assessment system.

As an exchange student, **you can take any Degree or First and Second cycle subject on offer at the UPNA whether they belong to the same qualification or several.**



1. To consult the subjects that you can take, you should go to each qualification (be it degree or first and second cycle) and click on “academic offer”. A list of subjects by year will appear. If you click on each subject, a description of the contents will appear.



2. Before selecting the subject that you wish to take, make sure that it is going to be given during your stay at the UPNA: 1st Semester or 1st Four-month period, the second (2nd S or 2nd F) or for the full year (year). Remember that you cannot take full-year subjects if you are only going to be here for one semester.

3. In addition to the subjects of each qualification, the UPNA also offers a set of subjects called “free choice subjects”. The options for 2011-12 will be published as of June.

You can see the options from last year to get an idea of these subjects http://www.unavarra.es/estudiantes/Libre_eleccion/LE_asignaturas.htm

4. **Subjects in English:**

FACULTY OF BUSINESS AND ECONOMICS		
Year	Semester	Subject
1	Fall	Mathematics
1	Fall	Introduction to Management
1	Spring	Statistics I
1	Spring	Microeconomics I
1	Spring	Financial Accounting I
2	Fall	Optimization Theory
2	Fall	Financial Accounting II

FACULTY OF BUSINESS AND ECONOMICS		
Year	Semester	Subject
2	Fall	Organizational Design and Behavior
2	Fall	Macroeconomics I
2	Spring	Economic History I
2	Spring	Econometrics I
2	Spring	Human Resource Management
2	Spring	Macroeconomics II
3	Fall	Strategic Management
3	Fall	Marketing Research
3	Spring	Topics on International Economics
**	Fall	Advanced Macroeconomics
**	Fall	Financial Econometrics
**	Fall	Topics on Macroeconomics
** Master of Science in Economic Analysis and Finance		
FACULTY OF SOCIAL AND HUMAN SCIENCES		
Year	Semester	Subject
1	Spring	English I
1	Spring	Foreign Language I
2	Fall	English II
2	Spring	English III
HIGHER TECHNICAL SCHOOL OF AGRICULTURAL ENGINEERING		
Year	Semester	Subject
1	Fall	Mathematics I
1	Fall	Mathematics II
1	Fall	Computer Science
1	Fall	Fundamentals of Physics
1	Spring	Statistics
1	Spring	Chemistry
2	Fall	Animal Production
2	Fall	Microbiology and Plant Biotechnology
2	Spring	Crop Protection and Plant Production
3	Spring	Crop Protection
4	Fall	Irrigation
4	Spring	Animal Production

HIGHER TECHNICAL SCHOOL OF INDUSTRIAL, TELECOMMUNICATIONS AND COMPUTERS ENGINEERING		
Year	Semester	Subject
1	Fall	Mathematics I
1	Fall	Mathematics II
1	Fall	Computers
1	Spring	Statistics
1	Spring	Chemistry
1	Spring	Physics

Other complementary courses offered by the UPNA

In addition to the official studies, you also have the chance to sign up for other courses and activities to gain credits.

- **Languages:** through the Advanced Language Centre <http://www1.unavarra.es/centroidiomas/> . If you wish to improve your Spanish, then see section 5 of this guide.
- **Sports:** <http://www1.unavarra.es/deportes/>
- **Cultural activities:** <http://www1.unavarra.es/cultural/>

3. Registration

Exchange students have to send their provisional registration to the UPNA; once in Pamplona, they have two weeks to register formally with the help of their academic coordinator.

When you arrive in Pamplona there will be a **guidance meeting** so that we can get to know one another and we will explain what you have to do to register formally then. We will also provide you with other information of interest to help you adapt and get used to life at the UPNA and in Pamplona.

You have to register in the relevant offices to sign up for other language courses or sporting or cultural activities.

Tuition fees

Exchange students are exempt from tuition fees, except those for sporting activities, Advanced Language Centre courses and cultural courses.

4. Academic Calendar* (pending approval)

First Semester

- For students taking the intensive Spanish course:
Date of arrival: 25th of August 2011
Guidance Meeting: 26th of August 2011
Intensive Spanish course: from the 29th of August to the 2nd of September 2011
- For students not taking the intensive Spanish course:
Date of arrival: 1st of September 2011
Guidance Meeting: 2nd of September 2011
- For all students:
Lesson period: from the 5th of September to the 23rd of December 2011
Holiday period: from the 24th of December 2011 to the 8th of January 2012
Exam period: from the 12th to the 31st of January 2012

Second Semester

- For all students:
Date of arrival: 26th of January 2012
Guidance Meeting: 27th of January 2012
Intensive Spanish course: from the 30th of January to the 3rd of February 2012
- For all students:
Lesson period: from the 30th of January to the 22nd of May 2012
Holiday period: from the 5th to the 15th of April 2012
Exam period: from the 23rd of May to the 6th of June 2012
Extraordinary exam period: from the 20th of June to the 4th of July 2012

**Due to the gradual implementation of studies adapted to the European Higher Education Area (Bologna), there are currently two different academic calendars for Undergraduate qualifications:*

Degree calendar:

<http://www1.unavarra.es/estudios/informacion-academica/calendario-academico>

First and Second Cycle calendar:

<http://www1.unavarra.es/estudios/informacion-academica/calendario-academico?opcion=2>

TAKE INTO ACCOUNT THE KIND OF QUALIFICATION (DEGREE OR FIRST AND SECOND CYCLE) OF THE SUBJECTS THAT YOU CHOOSE AND THEIR DIFFERENT CALENDARS TO KNOW WHEN YOU´LL FINISH THE ACADEMIC COURSE.

5. Spanish courses

- **Free intensive course on your arrival:** As an exchange student, you have the chance to take a free intensive Spanish course the week before the start of the semester (see the academic calendar in the previous section for the dates). To confirm attendance, send an e-mail to centro.idiomas@unavarra.es **before the 15th of August** for the first semester and **before the 10th of January** for the second semester. You can find information on this course at: <http://www1.unavarra.es/centroidiomas/oferta-academica-idiomas/espaniol/oferta-academica?contentId=116886>
- **Spanish bridge course:** The Advanced Language Centre Offers foreign students the chance to sign up for a 3-week intensive Spanish course which is held before the start of each semester (and before the 1-week intensive course). The registration fee for the course includes accommodation. You can get more information at: <http://www1.unavarra.es/centroidiomas/oferta-academica-idiomas/espaniol/oferta-academica?contentId=116885>
- **Semestral Spanish courses:** You can also improve your Spanish while at the UPNA by taking two semestral courses:
 - **The subject “Communication Skills and ICTs”:** aimed at foreign students to improve their communication in Spanish.
 - **Semestral Spanish courses offered by the Advanced Language Centre:** There are also more complete Spanish courses available during both semesters at low prices (free for ISEP program students). You have to register in the Advanced Language Centre. For more information, see: <http://www1.unavarra.es/centroidiomas/oferta-academica-idiomas/espaniol/oferta-academica?contentId=116884>

6. Other services for UPNA students

- **Student information office,** where you will find information on accommodation. More information: oficina.informacion@unavarra.es
- **Library:** Opens every day of the week from 8.15 a.m. to 9.30 p.m., Monday to Friday, and from 10 a.m. to 6 p.m. at weekends and on public holidays.
- **Computer service:** WiFi, e-mail, etc.

7. Student visas

EUROPEAN UNION STUDENTS

If you are a citizen of the European Union, then there are no special requirements for entry.

NON-EUROPEAN STUDENTS

If you are not from the European Union (EU), the European Economic Area (EEA) or a country that is a member of the Schengen Area, then you need to apply for a student visa from your nearest Spanish embassy or consulate before leaving your country if you are going to study here for more than three months. In order to obtain your visa, you will need a letter of acceptance from the UPNA, which will be sent to you from the External Relations office.

We recommend that you find out about the documents you will need and how long it will take to process your visa at your nearest Spanish Consulate or Embassy so that you do not have to start later than expected.

It is important to know that a student visa alone does not allow you to work in Spain

8. Accommodation

The Public University of Navarra offers you the chance of spending your first four nights in the university hall of residence Los Abedules or, if there is no room, with a family (the cost of this accommodation will be covered by the UPNA. If you stay in this temporary accommodation longer, then you will have to cover the cost as of the 5th night; approximately €25/night, accommodation only).

You will have time to look for suitable accommodation during these 4 days. When you arrive in Pamplona, you will be provided with a list of flats available to share with other students and advice on how best to look for accommodation. Each student can look for a room in a flat already rented by other students or you can group together on arrival and look for a flat to rent between 2-3-4 people.

ACCOMMODATION OPTIONS

1. University Residence Hall

The UPNA has a Residence Hall for students on the Arrosadia Campus. It can house 250 people and there are different types of room: single rooms with kitchen, single rooms with shared kitchen and double suites for overnight stays.

More information: http://www.resa.es/eng/residencias/los_abedules

Foreign exchange students have a 25% discount on the normal price published on the Website. This accommodation costs about €350 a month plus costs. Consult the conditions in the leaflet attached. If you choose this option, then you must book directly at the address and/or on the telephone numbers given.

2. Shared flats

Most foreign exchange students live in shared flats in the city near the Campus. There is a wide range of flats is available.

If you would like to know about flats and rooms for rent before arriving in Pamplona, then you can ask the university accommodation service for the list of flats and rooms for rent currently available (updated every month) by e-mail. oficina.informacion@unavarra.es

Although prices vary a great deal, depending on the flat itself and the area it is in, most students pay between €250 and €300 a month for a single room in a flat shared by 3 or 4 people, including electricity, water and heating. Not all the flats have telephones and Internet, but in those that do, these count as additional costs.

Normally when you rent a flat, you will be expected to pay the first month in full and a deposit of one month's rent, meaning that you should expect to have to pay out about €500 in the first few days you are here.

9. Health Care

If you are a citizen of a country that is a member of the **EU**, the **European Economic Area** or **Switzerland** and have health coverage there, then you should have a European health card which you can obtain from the health authorities in your country of origin. This card gives you the right to health coverage in Spain.

If this is not the case, then you should find out if there is an agreement between the Social Security in your country and the Spanish Social Security, as is the case with numerous Latin American countries. If such an agreement exists, then you should obtain a document from the authorities in your country of origin in order to get free health coverage in Spain.

If you do not belong to any of the categories listed above, then you need to take out private health care insurance to cover you while you are here. In the case of the ISEP program, all students who are not European citizens must take out the ISEP insurance policy.

In all events, the UPNA has a free medical and psychological care service available to all students which you can use for basic health care or to receive advice on health matters or medical insurance.

More information at: <http://www1.unavarra.es/asistenciasanitaria/>

10. Cost of living

The currency in Spain is the EURO. How much you spend will depend on your lifestyle. €500 a month is the minimum you need to live on, although we suggest a budget of €800 a month or more if you want to make the most of your time here by travelling and enjoying leisure activities and/or educational courses.

Approximate outlay per month in Euros:

Accommodation: €250-400

Food: €250-350

Transport: €50-80 (a lot of students ride bicycles)

Books and student material: €150-250 (a year)

Leisure: €150- 250



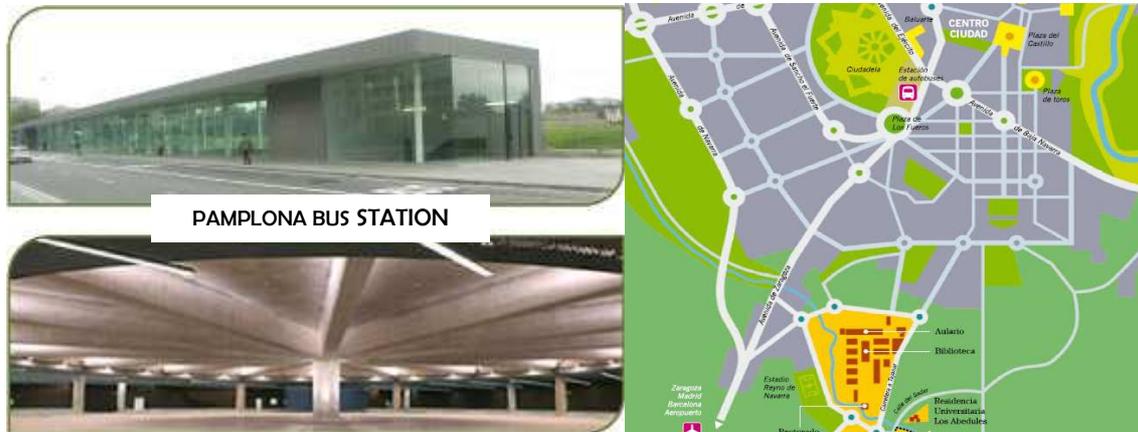
11. Transport

Pamplona is excellently located and is well communicated with the rest of Spain. Zaragoza is just 175 kilometres away, Barcelona is 480 km away, Bilbao is 160 km away and Madrid is 407 km away, most of the journey being possible by motorway. The beach of La Concha in San Sebastián is just a hour's drive from Pamplona. It is also easy to visit France (Bordeaux is 325 kilometres away and Toulouse is 428 km away).

The most common ways of reaching Pamplona are:

- By **aeroplane**: The local airport is in Noain (4 km from Pamplona) and there are daily flights to and from Madrid and Barcelona.
- By **train**: The railway station is in the San Jorge district, near the city centre. You can link up with a long list of Spanish cities. This is the most comfortable and normally the most economical way to travel from Madrid. More information at: <http://www.renfe.es>
- By **coach**: The coach station is in the city centre and there are coaches to and from several cities at reasonable prices. This is the best way to get to Pamplona from the airports in Bilbao and Santander. More information at: <http://www.estaciondeautobusesdepamplona.com>

Urban public transport in Pamplona is useful and cheap, and directly connects most districts with the city centre and the university.



12. Contact

International Relations Office
Edificio de las Sóforas
Campus Arrosadia, 31006 Pamplona,
Spain
Telephone: +34 948169643/9654
Fax: +34 948169641

