2015/2016

"WELCOME TO the UCV"

International Relations Office
Universidad Católica de Valencia
"San Vicente Mártir"

Universidad
Católica
de Valencia
San Vicente Mártir

"WELCOME TO the UCV"

On behalf of the Universidad Católica de Valencia (UCV), I would like to welcome you to our institution and avail myself of this opportunity to introduce our Guide for International Students.

In this document, you will find relevant information about our institution, which we hope will be useful during the first weeks of your stay with us: information on enrollment, changes in the learning agreement, how to obtain and activate your UCV student card, practical information on health issues and extramural activities that you can participate in.

I also would like to inform you that the UCV is a modern university, with an increasingly international vision and trying to accommodate international students, and immersed in the process of convergence towards the European Space in Higher Education. We are a university with an eye on Europe and America, which is composed of students that make it more international and therefore we thank you for choosing us.

You have chosen to study in Valencia, the second most attractive European city for Erasmus students. The open, hospitable and cheerful character of Valencia, can be seen in the various services the UCV offers you from the very moment you become one of our international students: the International Office, the Sports Service, different Secretariats, the Language Center,...

For all these reasons, I hope and wish that these pages will be helpful and make your stay in our institution enriching and unforgettable both academically and personally.

Pablo Vidal González

(Vice-president of International Relations)

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Dear student,

This guide contains current information about your stay at the Universidad Católica de Valencia "San Vicente Mártir", and for your exchange period during this academic year. This guide will help you at the beginning of your stay in Valencia and at our institution. We hope that you find it useful.

The UCV has 14 different campuses located in 6 emblematic cities in the area of Valencia, such as Valencia, Godella, Torrente, Alzira, and Xátiva. Each building has its own facilities and services: library, canteen, students' counselor, etc.

By uniting faith and reason, the UCV seeks to facilitate a strong college community through an atmosphere of academic friendship, while also providing a highly personalized experience for each student.

Again, we welcome you to our institution.

The International office is at your disposal by e-mail: incoming@ucv.es

We are located in San Juan Bautista Campus at the following address:

c/ Guillem de Castro, 175

Valencia 46008

Tel. +34 96 363 74 12

Fax. +34 96 391 98 27

https://www.ucv.es/exchange_0.asp

The city of Valencia

Valencia is one of the most vibrant, forward-thinking and cosmopolitan cities in Spain. It is the country's third largest city and has a heritage, culture and nightlife to rival the best cities in Europe. Valencia is very proud of its dedication to forward thinking architecture and cultural projects. The world famous City of Arts and Sciences has to be seen to be believed. It is a cultural center stretching over 2 km and made up of buildings and open spaces that look like they are straight out of a science fiction film.

The city is also a great place to head if you fancy relaxing in the outdoors. Not only does it boast 13 km of golden sandy beaches, there are also parks and gardens throughout the city offering tranquility and beauty.

The riverbed of the River Turia has been dried out and now offers 9 km of parks and botanical gardens that cut right through the heart of the city.

Valencia is situated by the Mediterranean Sea, just in front of the astonishing Balearics Islands. It is almost 350 km far both from Madrid and Barcelona. Valencia train station is connected with all main domestic destinations. It takes only 1 1 hour and 20 minutes to get to Madrid by speed train (AVE)!

Valencia is a relatively small city. However, if you don't want to go on foot, public transport is a good idea.

There are several ways to travel round the city:

- The underground (Metro) has several lines and covers most of the city. It is one of the quickest and easiest ways to get around it.

- If you prefer to take a bus, this will offer you the opportunity to get around the city whilst sightseeing as you travel.

- There are some options that offer you limited or unlimited use of buses, tram or metro, but it depends on the period of use. Check the nearest Valencia Tourist Info to decide what is most convenient for you.

Tourist App for Android and iOS

IN WHICH CAMPUS I'M GOING TO STUDY?

The UCV has many campuses in Valencia and other surrounding cities: Godella, Torrent, Alzira and Xativa.
All our Campus can be easily reached either by metro, bus, bicycle or train.

CAMPUS	DEGREE	ADDRESS	HOW TO GET TO IT
Godella – Sagrado Corazón Campus	-TEACHER TRAINING -SOCIAL EDUCATION -ANTROPOLOGY -SOCIAL WORK	Calle Sagrado Corazón, 5. Godella 46110	METRO: line 1 (yellow line)
Santa Úrsula	-BIOTECHNOLOGY -MULTIMEDIA AND DIGITAL ARTS -SEA SCIENCES -VETERINARY	Calle Guillem de Castro Nº 94 Valencia 46001	Metro: Lines 1, 3 and 5 (yellow, red and green lines) Train: Estación del Norte Bus lines: 1, 2, 5, 7, 28, 60, 62, 63, 73, 79, 80, 81 y 95
Marqués de Campo	-BUSINESS ADMINISTRATION -MULTIMEDIA AND DIGITAL ARTS	Calle Corona Nº 34 Valencia 46008	Metro: Lines 1, 3 and 5 (yellow, red and green lines) Train: Estación del Norte Bus lines: 1, 2, 5, 7, 28, 60, 62, 63, 73, 79, 80, 81 y 95
Torrent - La Inmaculada Campus	-PHISIOTHERAPY -PODIATRY -SPORTS SCIENCES	Calle Ramiro de Maeztu, 14. Torrent 46900	METRO: line 1 (yellow line)
San Carlos Borromeo	-MEDICINE -DENTISTRY -HUMAN NUTRITION AND DIETETICS	Calle Quevedo Nº 2 Valencia 46001	Metro: Lines 1, 3 and 5 (yellow, red and green lines) Train: Estación del Norte

			Bus lines: 1, 2, 5, 7, 28, 60, 62, 63, 73, 79, 80, 81 y 95
Virgen de los Desamparados	-NURSING	Calle D´ Espartero Nº 7 Valencia	Metro: Lines 1, 3 and 5 (yellow, red and green lines) Bus lines: 5, 28, 79, 80, 81 y 95.
San Juan y San Vicente	-LAW -CRIMINOLOGY	Calle de Jorge Juan Nº 18 Valencia 46004	Metro Lines: 3,5 and 7 (red, green and orange) Bus lines: 2, 3, 5, 10, 13, 32, 41 y 81
San Juan Bautista	-TEACHER TRANING -PSYCHOLOGY -OCUPATIONAL THERAPY -SPEECH THERAPY	Calle Guillem de Castro Nº 175 Valencia 46008	Metro: line 1 (yellow) Bus lines: 5, 28, 79, 80, 81 y 95.

How to reach my campus: links of interest.

metrovalencia

Information about **metro** network, cards and timetables:

http://www.metrovalencia.es/page.php?idioma=_en

EMT VALENCIA

Information about **bus** network, cards and timetables

https://www.emtvalencia.es/ciudadano/index.php?lang=en

Bike (Valenbisi): http://www.valenbisi.es/

There is a Valenbisi station in front of each campus

Application and Learning agreement

Every incoming student must already have completed the online application process before arriving at the UCV. This includes our internal document, the electronic learning agreement (LA).

Once you have done this, if you need **to make any changes to your LA**, first it must be approved by both your UCV coordinator and your home coordinator (you can do it by e-mail). After that, to do the changes on your Learning agreement- internal document, please, go to the following link: https://www.ucv.es/internacional/login.aspx , fill it in with your username and password. Follow the same steps you did the first time: go to **Learning Agreement** on the UCV page and enter your e-mail and password. You will be able to do any changes you have decided.

Official Enrolment

Incoming students may go to classes before doing their official registration. When you are sure about the courses you are going to follow, you should go to see your UCV coordinator. He/she is the person in charge of doing your official enrolment. At the end of the process he/she will give you a document, called "*justificante de matrícula*" with the list of matters included on it.

Please, check and read it carefully. On this document, you will find our information about: the password to access **your personal intranet** (see below), as well as information on how to make your photo (to get **your UCV student card**) and how to activate **your UCV mail box**.
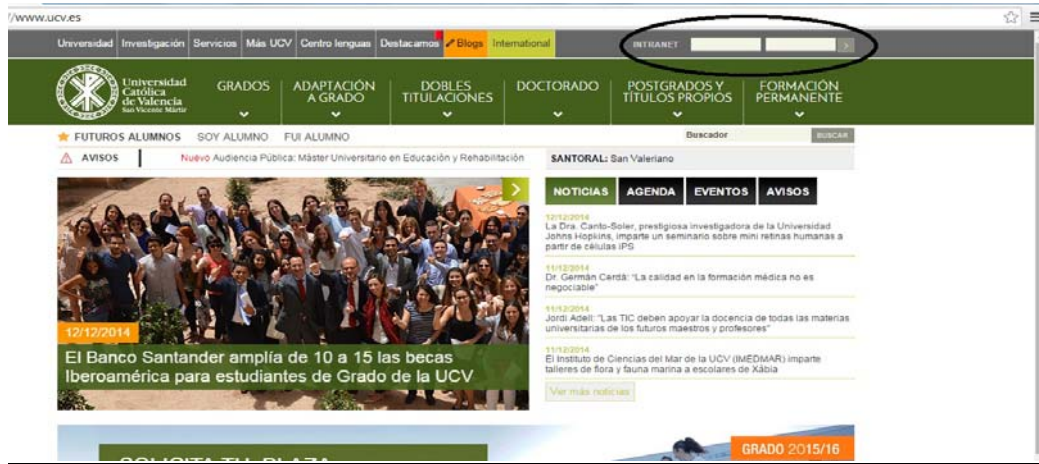
Modification of your stay period

You can extend/reduce your period of stay at the UCV (only for the current academic course). If you want to do so, you should get the authorization by your home institution and your UCV coordinator. Then inform us at: incoming@ucv.es
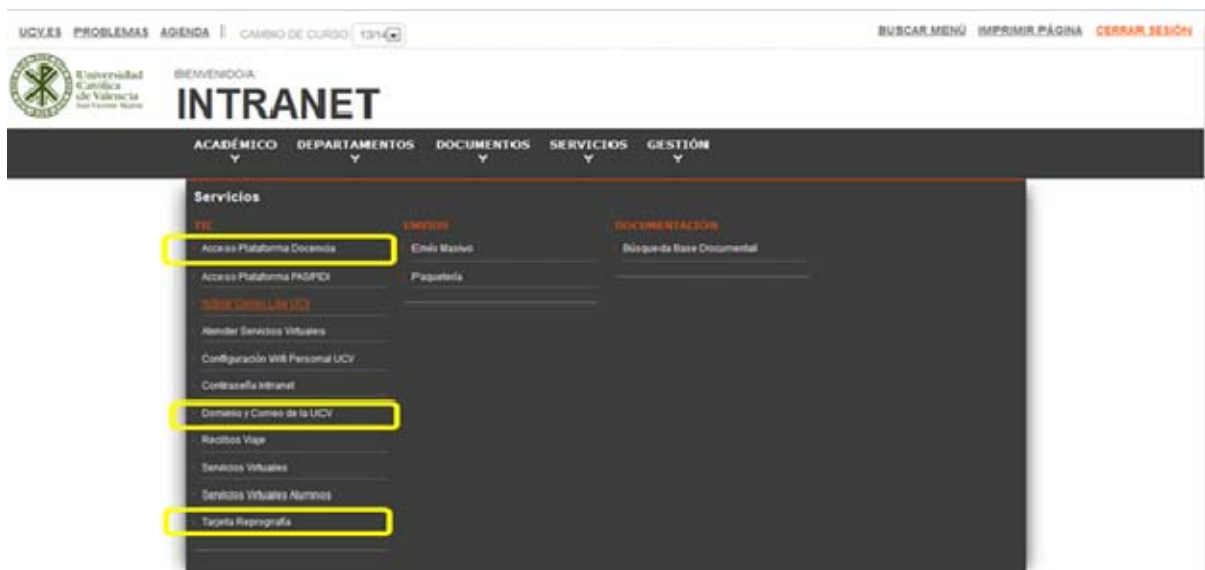
The UCV Intranet

On the Intranet you can find lot of academic information and services about the UCV.
The access is done through our web page:

A screenshot of the Intranet:

Through it, you are able to find information about:

1)   Access the **Academic Platform** (Virtual Campus)**.** This gives you all the academic information regarding the courses you are following at the UCV: interesting academic dates, courses information and direct e-mail contact with your teachers are available on there.

   You should go to the UCV website, www.ucv.es, and click on "**Campus Virtual UCV Net"** (at the bottom of the page). You can access   this with your user name and password that were given to you when you completed the official registration at UCV. To top it up,   please go to Conserjería (Reception Desk) at the entrance of the campus.

2) **Students' UCV card** *(Tarjeta Reprográfica)*

This card allows you to have access to the different services provided by the University: photocopy service, library and computer lab. Also you can use it to have some interesting prices for students in Valencia (transport, cine …).

3) You can also activate your UCV **e-mail address** by clicking on *Dominio y Correo de la UCV*.

How to get the UCV student's card:

1st step:

You have to be enrolled at our institution through the international coordinator. The international coordinator confirms your UCV-learning agreement and does your enrolment at UCV.

2nd step:

With your username and password given on the enrolment form, enter to the intranet and go to *Departamentos* and click on *Datos personales.* There you could find the following information: *usuario* and *ticket*, to do your digital photo on the photo boxes located in some of our Campuses (St Ursula, San Juan Bautista, San Carlos, Godella and Torrent).

3rd step:

You will receive an e-mail from the International office, where the student's card will arrive.

4th step:

Once you have your UCV card with you, do not forget to activate it in your Intranet, please, go to **Servicios Virtuales** and click on **Activar tarjeta** (with your user name and password).

Changing your courses after enrolment at the UCV

If you have already been enrolled by your international coordinator at UCV, and you would like to change some courses, firstly you will need permission from both, your home and your UCV coordinators.

Secondly, you must take an appointment with your UCV coordinator to show him/her the proposal and the coordinator will do the changes (deleted/ added courses) on your digital enrolment, at the intranet. At the end, please check your "*justificante de matricula*", it will be included all the courses in it.

At the end of your stay at UCV, after the official dates, **the transcript of records (ToR)** will be created with the following information: name of the subject, number of credits and qualification obtained. This official document will be send by ordinary post directly to your international home office.

Academic calendar

https://www.ucv.es/documentos/calendario2014-2015.pdf
1st semester: beginning of September – mid-January (exams period included)
2nd semester: end of January- mid-July (exams period included)

Spanish courses/DELE Certificates

If you are a non-native Spanish speaker you will be required to provide a B1 Diploma of *Spanish as a Foreign Language* (DELE), not older than 2 years, which proves your level of proficiency in the Spanish language and which is awarded by the Spanish Ministry of Education and Science.

If you do not have this certificate, you should have the Spanish language skills that allow you to take courses in Spanish.

General Services you may find at the UCV

1. LIBRARY
There is one library almost in each campus.
To borrow books you will need your UCV Student Card.
You can also check list of available documents in the computer of the library or in
https://www.ucv.es/alexandria/doc_ini.aspx

2. PHOTOCOPY SERVICE
To print out documents and make photocopies the UCV Student Card is also needed.
Check at your campus where the Photocopy service is located.

3. COMPUTER LAB
There is one computer lab in almost in each campus.
You may use your username and the password to log into the UCV computers.

4. SPORTS ACTIVITIES (SAFD)
Sports activities, prices, dates and conditions are available at https://www.ucv.es/servicios_1_6.asp
If you need more information, please, contact directly on safd@ucv.es

5. CENTRO DE LENGUAS (LANGUAGE CENTER) offers 6 ECTS-Spanish Courses for all incoming students who are willing to improve their level of Spanish.
Some levels are offered to our incoming students: A2- B1 - B2 and **DELE B2**
These Spanish Courses (*Curso de Español para Extranjeros*) run in both semesters (Spring and/or Fall).

6. BUDDY PROGRAM
Thank you to all of you taking part of the program!
This program is meant to offer our International students a mentor service during their stay at the UCV. If you have joined the Buddy Program you have already been assigned a Buddy which will give you a hand in both academic and social issues.
In the case you are staying with us for the whole academic year, you still have the possibility to apply for the 2nd semester.
We will do our best to make the Buddy Program really helpful for you.
You can find us at San Juan Bautista campus or contact by e-mail to ori@ucv.es.
Follow us on Facebook: https://www.facebook.com/UCV.BuddyProgram

Health Insurance information

<u>Non- EU residents</u> must have a medical insurance to enter in Spain. You can obtain it in your country, or you can ask the International Center to help you with this procedure.

<u>If you are an EU citizen, you are covered by the European Health Service</u>. You must ask for your **European Health Card** (valid for one year) before leaving your country. You can use it to receive medical services either in Spain or in any other EU country.

In Spain, health care is provided at *Centros de Atención Primaria* (Primary Health Care Centers, or *CAPs*) and Hospitals. **CAPs** have fixed opening hours and you will be assigned one depending on where you live. Check your nearest *Centro de Salud* on:

http://www.san.gva.es/web/dgoeicap/centros-sanitarios

If you need to see a General Practitioner (Family Doctor), you should ask at your CAP to be assigned one. If you have an urgent problem but it is not an emergency, the professionals at your CAP can see you during opening hours.

Hospitals give assistance for emergencies, and you should go there when you have a serious emergency, with your European Health Card. You should only go to the emergency services when you really need them, that way overcrowding of hospitals can be avoided.

If you need medical assistance, it is important to bring with you a copy of your medical insurance or medical card, since you may be asked to do so give it at the medical center.

Security information phones

General Emergency	112
National Police	091
Local Police in Valencia	092
Fire Department Emergency	112

INTERESTING APP's FOR INCOMING STUDENTS

Below you could find some useful App's for your staying in Valencia.

APP	DESCRIPTION
EMT VALENCIA (BUS VALENCIA)	The official App public bus in Valencia. Very useful app with information about lines, bus stop, timetables, prices, … Download here: **https://play.google.com/store/apps/details?id=es.emtvalencia.emt&hl=es**
METROVALENCIA	Do you want to know everything about arrivals, itineraries, prices and discounts, recharge your metro card? All the updated information about metro in Valencia is there. Download here: **https://play.google.com/store/apps/details?id=org.metrovalencia.app&hl=es**
VALENBISI (PUBLIC BICYCLE SERVICE IN VALENCIA)	This App allows all the users to see in real time the available bicycles in each station as well as the available places to leave your bike. It also shows your favorite stations in another color in the map and automatically situates you in the map without the need of using the GPS. Download here: **https://play.google.com/store/apps/details?id=es.jcag.valenbisi&hl=es**
PIDETAXI (TAXIS IN VALENCIA)	Do you need a taxi? This App helps you to ask for a taxi wherever you are at any time. You could also know the car and number of license of the taxi that is picking you up. Download here: **https://play.google.com/store/search?q=taxi%20valencia&c=apps&hl=es**
VLC VALENCIA TOURIST APP	Tourist information about Valencia. Use this App to orientate yourself in the city, pointing your preferences in a map with GPS. Identify places to eat, sleep, monuments, services and recommendations, as well as tours to enjoy and improve your experience in the city. Download here: **https://play.google.com/store/apps/details?id=mobi.turisvalencia.app&hl=es**
MI UCV	MiUCV, is the Universidad Católica de Valencia's APP. It allows you to access the main services of the university. It has 3 sections: MiSocial: Messages service that connect the students with their classmates, and teachers with students via individual or grouped private conversations. MiCampus: UCV platform for mobile use allows you to create, ask and answer virtual tutorial support, making easier the students learning and teachers 'job. MiIntranet: Allows you to access info of interest for the university community: Personal info, class schedule, marks, students attention, etc... Download here: **https://play.google.com/store/apps/details?id=com.ucv.MiUCV&hl=es**