School of Economics and Business Administration
Fact-Sheet 2014 / 2015

GENERAL INFORMATION

University Name:
Universidad de Navarra

University website address:
http://www.unav.edu/

School website address:
http://www.unav.edu/en/web/facultad-de-ciencias-economicas-y-empresariales/home

Web link for incoming Students:
http://www.unav.edu/en/web/facultad-de-ciencias-economicas-y-empresariales/internacionalidad/estudiantes-internacionales

Head of International Office
Ms. María del Carmen Bielza

Secretary of International Office
Ms. Amaia Urtasun

Address
Oficina de Relaciones Internacionales
Facultad de Ciencias Económicas y Empresariales
Universidad de Navarra
31009 Pamplona
Spain
NOMINATION DEADLINES
Fall 2014: April 1st 2014
Spring 2015: October 1st 2014
Nominations have to be submitted online through a link that it will be previously sent to all partners Institutions.

APPLICATION DEADLINES
Fall 2014: May 1st 2014
Spring 2015: November 1st 2014

APPLICATION PROCEDURES
Application materials and information will be sent by the International Relations Office of the School of Economics and Business Administration.
You can also find this information on 'Incoming' on the following link:
http://www.unav.edu/en/web/facultad-de-ciencias-economicas-y-empresariales/internacionalidad/estudiantes-internacionales/si

Application forms and supporting documents can be sent to us by courier to the above University address.

TERM DATES
Fall 2014: September 1st – December 23rd 2014
Exams: 4th–23rd December 2014 (*) See learning expectations: examinations
Orientation Week begins: August 28th 2014
Expected Arrival Date: August 27th 2014

Spring 2015: January 8th – May 22nd 2015
Exams: 4th – 22nd May 2015 (*) See learning expectations: examinations
Orientation Week begins: January 7th 2015
Expected Arrival Date: January 6th 2015

Retake exams: 8th–27th June 2015 (*) See learning expectations: examinations

* Term dates are approximate. They might be subject to small changes.

Vacations:
Spring/Easter: 1st–12th April 2015

ORIENTATION
The International Relations Office of the University of Navarra will host orientation activities for all International Students (campus tour, explanation of the library and other facilities, visit to the city of Pamplona and trip to San Sebastián). Additional activities and trips are organized through the year.

LANGUAGE OF INSTRUCTION
Spanish and English

LANGUAGE REQUIREMENTS
Although it is not mandatory a minimum level of Spanish recommended (e.g. DELE B2 or SAT 540-670) if the student takes courses in Spanish.

INSTITUTE OF SPANISH AND LANGUAGE CULTURE (ILCE):
Spanish Language Courses are available for exchange students during the semester:
http://www.unav.es/centro/ile/ordinary
Intensive Spanish Summer Course August (Cost of this course not included in the exchange agreement)
COURSES IN ENGLISH

COURSES IN SPANISH
http://www.unav.edu/web/grafo-en-administracion-y-direccion-de-empresas/asignaturas
http://www.unav.edu/web/grafo-en-economia/plan-de-estudios/asignaturas

Please note that course enrollment is subject to class and faculty availability, fulfillment of pre-requisites, and timetabling factors.

APPROXIMATE LIVING COSTS
Off Campus Accommodation: 300 Euros- 500 Euros (per month, not including food)
Food: 200 Euros- 300 Euros (per month)
Other Living Expenses: Travel and Social Activities (dependent on student)
Local Transportation: 30 Euros per month in case you need to take the bus to come to the University. However, most places are within walking distance.

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
Participation: Participation can count for up to 30% of the final grade
Grading: Grades range from 0-10
5= Pass, 6-7= Good, 8= Very Good, 9= Excellent, 10= Honors
Course Load for local full time students: 30 ECTS/semester
No minimum or maximum workload is required for exchange students
Examinations: Midterm Examinations are common, Final Examinations standard.
* Both regular semester and retake exams are compulsory to be taken at the University of Navarra

HEALTH INSURANCE
Mandatory Insurance: Students must have adequate coverage before arrival. No Students will be accepted without proof of health insurance. This is the responsibility of the student.
The University of Navarra provides health insurance coverage for students:

STUDENT SERVICES AVAILABLE
Accommodation: Please visit the following link
http://www.unav.edu/en/web/admision-y-ayudas/alojamiento/Tipos
Buddy Program: There is a buddy program available for all the exchange students at the School of Economics and Business Administration. The online registration form and information will be sent to all exchange students accepted at the School of Economics and Business Administration.
Academic Advising: Students are given academic advisement through the semester. Professors and Assistants are available through the week and are required to post hours. Tutors and extra assistance can be arranged.
International Student Services: The International Relations Office of the University of Navarra hosts events through the semester and is available to assist students with their diverse needs.
http://www.unav.edu/web/relaciones-internacionales
Computer Services: All students are given an e-mail address, personal access numbers and passwords to access all computer labs and Wi-Fi.
On-Campus Facilities: Cafeterias in all buildings, University Hospital, Sports Complex, multiple libraries and Reading Rooms, Copy Centers are available.