



INFORMATION FOR EXCHANGE STUDENTS 2012-2013

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1. WELCOME TO ETEA!

ETEA, as a University Institution of the Society of Jesus, was founded in 1963 and is currently a Faculty of Economic and Business Sciences affiliated to the University of Cordoba.

The same as ESADE (1958, Barcelona) and ICADE (1961, Madrid), ETEA followed DEUSTO's University steps (1916, Bilbao) in order to expand all over Spain Business and Administration Sciences studies.

Today ETEA offers a wide range of courses in Business and Economics field through our Bachelor's Degree in Business Administration and the official Master's Degree in Research Methods in Economics and Business Sciences. Besides, our Business School, **Loyola Leadership School**, offers a wide selection of master's degrees, executive education programs and in house programs focused on a better education, both personal and professional, for people and companies.

All this in a multilingual and multicultural environment as the one **Loyola School of Languages, Culture and Communication** proposes- *Loyola SOL* is much more than just a School of Languages- and also the **ETEA Foundation for Development and Cooperation**- institution for research, education and action to serve those most in need, with over 25 years of work in Asia, America and Africa.

ETEA is promoting the Universidad Loyola Andalucía. It shall be the first private university in Andalusia and it will start running in the academic year 2013-2014. It will have two campuses: **ETEA** in Córdoba and **Palmas Altas** in Sevilla.



CAMPUS ETEA - CÓRDOBA



ETEA – Information for Exchange Students

<http://www.etea.com/web/etea/alumnos-internacionales> - amiguel@etea.com, intoffice@etea.com

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CAMPUS PALMAS ALTAS – SEVILLA



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2. WHAT IS THE UNIVERSIDAD LOYOLA ANDALUCÍA?

The **Universidad Loyola Andalucía** is a social initiative by the Society of Jesus, whose mission is to train people, men and women for others; to train not the best people in the world, but the best people **for** the world.



Gabriel Pérez Alcalá

Rector of Universidad Loyola Andalucía
and ETEA's Director

Promoted by the Universidad Loyola Andalucía Foundation (constituted in June 2010), the Andalusian Parliament passed the Acknowledgement Law of the Universidad Loyola Andalucía on November 23rd 2011, thus enabling the university to offer bachelor's degrees in 2013-2014 in two campuses: the one we have had for the last years, **ETEA** in Córdoba, and **Palmas Altas** in Sevilla.

The Universidad Loyola Andalucía will provide a wide offer of bachelor's degrees in the areas of business, economics, law, political and social sciences, communication, education and engineering. It will also have a strong vocation for research, with more than 15 innovative interdisciplinary strands, thus becoming a **research university**.

Our Values:

Passion for Learning	Commitment	Excellence
Demanding Attitude	Service	Universality and Sustainability
Leadership	Dialogue	Exigency

The University Loyola Andalucía has created the University-Society Cooperation Body to encourage collaboration between the University and society based on the indispensable relationship of the university framework and the private initiative.

3. AN EXCELLENCE TEACHING STAFF

In order to teach the courses of the curriculum and to guide the learning process, ETEA has a teaching staff of proven excellence.

The prestige that ETEA has acquired over its 50 years of existence is supported by the extensive teaching and research experience of our professors, who have a deep knowledge of the economic and business world.

All our teachers will provide you with knowledge, values and skills because in ETEA we have more than one hundred teachers with recognized professional prestige.

3.1. A RIGOROUS AND RECOGNIZED PEDAGOGICAL METHOD

ETEA's academic teaching method is characterized by an active and participative methodology, which focuses on the student as he/she is the main character in the learning process.

This methodology is based on training for leadership. It combines the intellectual training with mastery of technical knowledge, with the development of social relationship skills.

The educative project rests in several performance lines: regular courses, languages, Debate Club, Theater, sport activities, complementary training courses, seminars, internships, academic guidance, academic exchanges... in reduced groups of 60 students.



Prof. Paco Martínez
Chief of Studies

3.2. CLEARLY FOCUSED ON EMPLOYMENT

The labour world: a permanent challenge towards which we put our constant effort so that our students will have a professional and business future.

In this sense, we have mandatory internships supervised by ETEA, in our national market and abroad, job offers, labour market orientation, company presentations and company visits.



Employability and
Entrepreneurship
Director

Our best resources dedicated to facilitate the best possible destination. Some of our partners:

ACCENTURE DELOITTE BANCO SANTANDER VODAFONE PROCTER&GAMBLE
CARREFOUR PWC EL CORTE INGLÉS ERNST&YOUNG MSSPAIN

3.3. MORE THAN 15.000 ALUMNI

Since its foundation in 1963, ETEA has trained more than 15.000 people, the patrimony of our *alumni*. The *ETEA-Loyola Alumni* Association maintains contact with University because ETEA is what its alumni finally will become.



JAVIER RODRÍGUEZ
ZAPATERO

Google's General Manager
for Spain, Portugal and
Turkey

4. OUR UNDERGRADUATE DEGREES

ETEA offers four undergraduate degrees:

- Bachelor's Degree in Business Administration (ADE) (new system)
- Bachelor's Degree in Finance and Accounting (FICON)
- Bachelor's Degree in Business Administration (LADE) (old system)
- Bachelor's Degree in Market Research and Techniques (LITM)



Section 4.3 includes a list of courses that international students can follow.

4.1. Teaching and evaluation system

ETEA students have in general between 20 and 25 contact hours of classes per week. Most of them are lectures in the classroom, sometimes also tutorials, assignments, case studies, practical sessions, etc., depending on the subject and the corresponding lecturer.

The student must normally sit for one or two examinations, either written or oral, in every course. Besides, lecturers may decide on other complementary assessment such as assignments, problem-solving activities, presentations in class, etc.

4.1.1. Grades

Spanish grade scale is numerical, going from 0 to 10. A minimum of 5 is required to pass a course.

The Spanish grade scale is compared to the European scale as follows (ECTS):

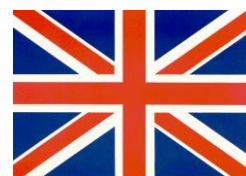
Spanish Scale		ECTS Scale
Numerical (from - to)	Rating	
9 – 10.0	Sobresaliente	A
8 – 8.9	Notable	B
7 – 7.9	Notable	C
6 - 6.9	Aprobado	D
5 - 5.9	Aprobado	E
0 - 4.9	Suspenso	FX/F

4.2. Teaching language

All ETEA courses are taught in Spanish.

However, the following courses are also taught in English

(69 ECTS credits in English):



LADE, ADE, FICON and LITM courses:

- **Contabilidad de Costes, Cost Accounting** * (2nd year FICON, 6 ECTS credits, 2nd S).
Contabilidad de Gestión, Management Accounting (2nd year ADE, 6 ECTS credits, 2S)
- **Economía Española e Internacional, Spanish and International Economy** * (ADE, 3rd year, 6 ECTS credits, 2S).
- **Derecho del Trabajo, Labour Law** (2nd year ADE), 4 ECTS credits, 2nd semester.
- **Dirección Financiera I, Corporate Finance I** (LADE, 4th year). Annual. 9 ECTS credits
Dirección Financiera, Corporate Finance * (3rd year ADE, 6 ECTS credits, 1S).
- **Creación de Empresas, Entrepreneurship** (LADE, 5th year). Annual. 6 ECTS credits
- **Auditoría Financiera, Financial Auditing** (LADE), 2nd semester, 6 ECTS credits.
Auditoría, Auditing * (2^o FICON, 6 ECTS credits, 2S).
- **Gestión de la Información en la Empresa, Business Information Management** (LADE), 1S, 6 ECTS credits
- **Relaciones Públicas, Public Relations** (LADE) 1S, 6 ECTS credits.

- **Análisis de Estados Económicos y Financieros, *Economic and Financial Statement Analysis**** (2nd year ADE, 6 ECTS credits, 1S).

Análisis Económico y Financiero de la Empresa, *Corporate Economic and Financial Analysis* (3rd year FICON, 6 ECTS credits, 1S).

Seminars in English

- **Seminar in European Affairs** (1st semester). 3 ECTS credits
- **Simulation for Economics and Management** (1st semester). 2 ECTS credits
- **Seminar in International Affairs** (2nd semester). 3 ECTS credits
- **Advanced Seminar on International Accounting Standards** (2nd S). 3 ECTS credits
- **Technological Advances in Business** (2nd semester). 2 ECTS credits
- **Introduction to Finance** (1st semester, 1 ECTS credit)



4.3. Syllabus (list of courses)

Abbreviations included in the list of courses:

Duration:

A..... Annual

S1 First semester

S2 Second semester





Language:




Es Spanish

In..... English




In2..... Annual course. Only the second semester is taught in English.



In academic year 2012-2013 international students can take the following courses. The description of courses can be found (in Spanish) on the website www.etea.com/web/etea/oferta-academica, where you can see all the relevant information concerning each course.

Course	Year of studies	Programme	Duration	ECTS Credits	Language
Business Statistics	2	ADE	S1	6	Es
Microeconomics	2	ADE	S1	6	Es
Management Skills	2	ADE	S1	6	Es
Economic and Financial Statement Analysis 	2	ADE	S1	6	Es/In
Financial Mathematics	2	ADE	S1	4	Es
Macroeconomics	2	ADE	S2	6	Es
Marketing	2	ADE	S2	6	Es
Management Accounting 	2	ADE	S2	6	Es/In
Financial Markets	2	ADE	S2	4	Es
Advanced Business Statistics	2	ADE	S2	6	Es
Labour Law 	2	ADE	S2	4	Es/In
Commercial Law	2	FICON	S1	6	Es
Macroeconomics	2	FICON	S1	6	Es
Business Tax System	2	FICON	S1	6	Es
Financial Accounting II	2	FICON	S1	6	Es
Financial Systems and Markets	2	FICON	S1	6	Es
Cost Accounting 	2	FICON	S2	6	Es/In
Fundamentals of Finance	2	FICON	S2	6	Es
Information Systems in Finance and Accounting	2	FICON	S2	6	Es
Statistics II	2	FICON	S2	6	Es
Auditing	2	FICON	S2	6	Es

Course	Year of studies	Programme	Duration	ECTS Credits	Language
Human Resources Management	3	ADE	S1	6	Es
Financial Management	3	ADE	S1	6	Es
Commercial Law	3	ADE	S1	6	Es
Quantitative Business Methods	3	ADE	S1	6	Es
Tax System	3	ADE	S1	4	Es
Operations Management and Control	3	ADE	S2	6	Es
Economic Analysis	3	ADE	S2	6	Es
Strategic Management	3	ADE	S2	6	Es
Spanish and International Economy 	3	ADE	S2	6	Es/In
Consolidation of Financial Statements	3	FICON	S1	6	Es
Corporate Finance I	3	FICON	S1	6	Es
Management Accounting	3	FICON	S1	6	Es
Financial Instruments	3	FICON	S1	6	Es
Corporate Economic and Financial Analysis 	3	FICON	S1	6	Es/In
International Finance	3	FICON	S2	6	Es
Business Valuation	3	FICON	S2	6	Es
Corporate Finance II	3	FICON	S2	6	Es
Financial Operations Valuation	3	FICON	S2	6	Es
Marketing Management	4	LADE	A	9	Es
Financial Statement Analysis	4	LADE	A	9	Es
Corporate Finance I 	4	LADE	A	9	Es/In
Econometrics	4	LADE	A	9	Es

Course	Year of studies	Programme	Duration	ECTS Credits	Language
Human Resource Management I	4	LADE	A	9	Es
Operations Management I	4	LADE	A	9	Es
Strategic Management and Business Policy	5	LADE	A	9	Es
Business Ethics	5	LADE	S1	4,5	Es
Management Control	5	LADE	S1	6	Es
Entrepreneurship 	5	LADE	A	6	Es/In
Business Simulation	5	LADE	S2	6	Es
Economic Policy	5	LADE	A	9	Es
Market Research	1	LITM	A	10	Es
Commercial Communication	1	LITM	A	10	Es
Strategic Management	1	LITM	S2	4,5	Es
Introduction to Marketing	1	LITM	S1	6	Es
Buyer Psycho-Sociology	1	LITM	S1	4,5	Es
Product Policy	1	LITM	S1	4,5	Es
Pricing Policy	1	LITM	S2	4,5	Es
Commercial Distribution	1	LITM	S1	6	Es
Applied Economics	2	LITM	S1	4,5	Es
Applied Statistics	2	LITM	S1	4,5	Es
Marketing Planning and Control	2	LITM	A	12	Es
Sales Management	2	LITM	S1	6	Es
International Trade	2	LITM	S1	6	Es
Market Law	2	LITM	S2	6	Es
Information Systems in Marketing	2	LITM	S2	4,5	Es

Course	Year of studies	Programme	Duration	ECTS Credits	Language
Commercial Ethics	2	LITM	S2	4,5	Es
Business Information Management 	--	LADE/DCE	1	6	Es/In
Human Resource Management II	--	LADE	2	6	Es
Quality and Productivity Management	--	LADE	2	6	Es
Financial System	--	LADE	1	6	Es
Business Taxation	--	LADE	1	6	Es
Financial Audit 	--	LADE/DCE	2	6	Es/In
Corporate Accounting	--	LADE/DCE	1	6	Es
Consolidation of Financial Statements	--	LADE/DCE	2	6	Es
Public Accounting	--	LADE/ADE/FICION	2	6	Es
European Affairs	--	LITM/DCE	1	6	Es
Labour Law II	--	LADE	1	6	Es
Business and the Environment	--	LADE	2	6	Es
Development Cooperation	--	LADE/DCE	2	6	Es
Spanish and World Economic History	--	LADE/DCE	2	6	Es
Social Marketing	--	LADE/LITM	1	6	Es
Sales Forecast	--	LADE/LITM	1	6	Es
Public Relations 	--	LADE/LITM	2	6	Es/In
Services Marketing	--	LADE/LITM	2	6	Es
Financial Marketing	--	LADE/LITM	2	6	Es
Industrial Marketing	--	LADE/LITM	1	6	Es
Relationship Marketing	--	LADE/LITM	2	6	Es
Financial Markets and Systems	-	LADE	2	6	Es

Course	Year of studies	Programme	Duration	ECTS Credits	Language
Group Dynamics	--	LADE/DCE/LITM	1	4,5	Es
Business Creativity	--	LADE/DCE/LITM	2	4,5	Es
Management Skills	--	LADE/DCE/LITM	2	4,5	ES
Negotiation Theory and Analysis	--	LADE/DCE/LITM	2	6	Es
Ethics: Christian and Social Philosophy	--	LADE/DCE/LITM	1	4,5	Es
Christian Perspective of the Human Being and Society	--	LADE/DCE/LITM	1	4,5	Es
Information Technology	-	ADE	2	4	Es
Business English 	-	ADE	2	4	In
Ethics: Christian and Social Philosophy	-	ADE	2	4	Es
Business and the Environment	-	ADE	2	4	Es
Excellence in Management, Quality and Productivity	-	ADE	2	4	Es
Management Informatics	-	FICON	2	6	Es
English for Finance and Accounting	-	FICON	2	6	In
Ethics: Christian and Social Philosophy	-	FICON	2	6	Es
English III 	-	LADE/LITM	1	6	In



4.4. Course selection

International students can choose any course specified within the undergraduate programmes. However, it is highly recommended to choose courses belonging to the same year of study, as to avoid problems with schedule and exam dates.

The number of ECTS credits depends on the study period:

Duration	ECTS
1 year	60
1 semester	30

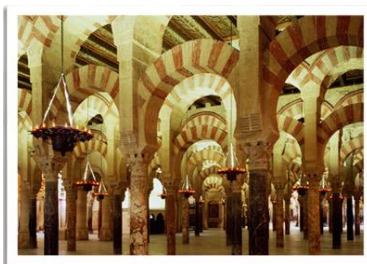
There are some restrictions to be taken into account by international students:

1. **Spanish level.**  Students with a low level of Spanish (under **B1**) will not be accepted in courses taught in Spanish, unless they can prove they are following a course to improve their level in the short term.
2. **English level.**  Students who register for courses in English must prove a minimum of **B1**.
3. Students staying for the first semester can choose annual courses (A) or first semester courses, provided that the exam date is previous to their departure date.
4. Students staying for the whole year who choose annual courses must follow these courses until June.
5. Students staying for the second semester can choose courses in Spanish starting in the second semester. They are also allowed to follow annual courses taught in English.
6. When registering international students must take exam dates into consideration, as exams must take place on the day and at the time specified by the Chief of Studies.
7. **No exam will be faxed or sent to your home institution.**

Exchange students must bear in mind that:

1. **Some optional and free election courses may not be offered. They will only be offered if the number of Spanish students is equal to or higher than 25.**
2. **Some courses cannot exceed a maximum number of students.**
3. **Some courses have different groups which cannot exceed a maximum number of students. Students are recommended to register for courses as soon as possible in order to choose groups.**

5. PRACTICAL GENERAL INFORMATION FOR INTERNATIONAL STUDENTS



Cordoba is a nice and welcoming town. It has some 350,000 inhabitants and displacement within the town is easy, since distances are short.

It is a Mediterranean town, with many hours of sun, where people therefore enjoy being outdoors. Night life is also fun and students will enjoy it.



It is worth learning about the history of Cordoba, World Heritage, (www.cordobaturismo.es, www.turismodecordoba.org) our traditions and festivals specially during May ("patios", the Feria... which are open to the public.).

5.1. How to get to Cordoba and ETEA

From Madrid

If you fly to Madrid Barajas International Airport (<http://www.aena.es/>), then you have to go to the city centre to continue your trip to Cordoba. Madrid Barajas Airport is served by taxi (about 30 min. ride and aprox. 30 € fare), metro (www.metromadrid.es) and bus (every 10-15 min.).

Once in Madrid, you can travel to Cordoba by train or coach:

Madrid-Cordoba by train, from Atocha Train Station (Information on timetables and fares are available at www.renfe.es where you can also get your ticket in advance).

Madrid-Cordoba by coach: The station is located in Méndez Álvaro (metro line 6, www.socibus.es).

From Malaga

From Malaga Airport, you can get a bus (they ride every 30 min.), a train or a taxi to get to town where you can continue your trip to Córdoba by coach (www.estabus.emtsam.es) or train (www.renfe.es)

From Seville

Daily buses run every 30 minutes from Seville Airport to the city centre (<http://www.aena.es/>). One stop along the way is Santa Justa Train Station, where you can get the train to Córdoba (www.renfe.es). A taxi from the airport to the center will cost you around 30 €.

5.1.1. How to get to ETEA

Distances from the areas where students usually live are not far from ETEA.

Information on bus lines is available on Aucorsa's website (Autobuses Urbanos de Cordoba, <http://www.aucorsa.net/>, lines 2 and 5, Dr. Julián R. Martín stop).

Information on real-time stops can also be obtained at (<http://www.aucorsa.net/pasoporparada.htm>).

5.2. Accommodation

5.2.1. Accommodation in flats

International students usually rent flats shared with other students. This is an opportunity to join the student's life and the city life.

ETEA has collaboration agreements with two agencies in town, in order to guarantee quality flats for our international students, with a good service all through their stay. Students can see the photos of the flats, they can seek for information regarding location, price and description of the flats and book a reservation prior to their arrival.

In order to survey the service these agencies give to our students, we kindly request you to put us in copy in your emails to them.

- Solrent (www.solrent.es) offers a wide range of apartments for international students who come to Cordoba for an exchange, either for a semester or for a year. These flats are well located and in very good conditions. Contact person: Patricia Molleda, inmo@solrent.es, tlf +34 664 837 837. Solrent is a private agency and they charge a fare for their services.



- Apartamentos Terraluna (www.terraluna.es) charming apartments right in the historical part of the city. Contact person: Inmaculada León, inma@terraluna.es, tlfs +34 617 363 235 and +34 957 78 01 13.

The members of ETEA's student **Loyola 360** help international students in their search of apartments and other accommodation options prior to their arrival. Each international student is assigned to a group of students from ETEA who will help them with any requirements before and during their stay in ETEA and Córdoba.

If you do not have an accommodation before your arrival, we recommend you to book a room for a few days in the **Youth Hostel** (www.inturjuven.es) – it's unexpensive and well equipped- or in the **Cordoba Bed&Be Hostal** (www.bedandbe.com, contact person: José Fabra, tlf +34 661 420 733)- located in the city centre and friendly.

5.2.2. Halls of residence

We highly advice you to make your reservation in advance as there is not much choice.

- **Colegio Mayor Universitario La Asunción**, next to ETEA's campus. (www.uco.es/servicios/aloja/estudiantes-colegiosmayores-quees.htm)
- **Colegio Mayor Peveda** (cmppoveda.org)

5.3.Living expenses and transportation in Cordoba

Living in Cordoba is not very expensive, although expenses vary according to personal requirements and standards; 600€/month is the average expense for a student in our city (housing included).



Eating out in Spain is often cheap and meals are substantial. One of the best ways to sample Spanish food is to try "tapas". "Tapas" are very typical, but are not a normal daily lunch or dinner. Breakfast and lunch are served at ETEA's cafeteria at a good price. (coffee+toast breakfast is 1,60 €; one course menu is 3,90 €; 2 course menu 4,90 €, etc). You can also get a ticket for ten meals with a discount.

The bus is the most common public transport in our town (<http://www.aucorsa.net/>). Either a single ticket or a 10-ticket "Bonobús" can be acquired. Special fare is applied to students who get a "Bonobús". These can be bought at tobacconist's and news-stands.

Taking a taxi is another possibility we highly recommend for late night, it's not expensive (around 5 €) and distances are short.

5.4.VISA



Visas are not required for EU-citizens.

A student visa is mandatory for any Non-European student wishing to study in Spain for 3 months or longer.

The visa is processed in your country of residence prior to your departure.

All student visas are valid for a period of 90 days from your entry day into Spain, during which time the student must contact local authorities to acquire a student residency card valid until the end of the academic year.

The student needs to apply for the Residence Permit in the Central Police Station.

The following documentation is needed:

1. Two photocopies of the passport or identity card.
2. Three photographs.
3. Financial means: the student is to submit written proof of having enough means to finance the expenses the stay arises.
4. A certificate issued by the host university confirming registration and study period at ETEA.
5. 1 photocopy of the medical insurance policy.
6. Forms provided at the police station, duly completed.
7. A visa issued by Spanish authorities in the country of origin.

Further information is available on <http://www.policia.es/index.htm>.

5.5.SOCIAL SECURITY / MEDICAL INSURANCE

Students from European Union countries must apply for the European Health Card in their country before travelling to Spain or the E-111/128 forms. The health card and these forms will entitle them to medical care within the



Spanish Social Security system.

The Spanish Social Security system covers medical assistance for all EU citizens and has signed an agreement with some countries. The list of countries with which a bilateral agreement has been signed can be found on <http://www.seg-social.es/>, under “Internacional”.

In order to benefit from this agreement which guarantees free medical care and the partial reimbursement of the cost of medicines, the European health card or the E-111/128 forms must be requested in the country of origin.

International students from countries not included above and those students who, despite being from a European Union country or one of those mentioned above, are not covered by the Social Security of their country, must subscribe a private insurance policy.

ETEA offers a voluntary school insurance, which approximately amounts to 15€. It will be arranged at ETEA, upon registration.

Medical assistance: If you need any medical assistance, do not hesitate to contact us at any time. We will tell you what to do and will go to the doctor with you if necessary.

There is usually a medical centre in your area. Most students live in Ciudad Jardín, very near ETEA, whose health centre is located in Avda. del Aeropuerto Tels. +34 957 35 31 40.

Further information is available on the website of the Health Department of the Junta de Andalucía: <http://www.juntadeandalucia.es/salud/>. Other related links can be found there, such as the Andalusian Health Service website, which provides information on medical centres of each Andalusian province.

For emergencies, students should go to the “Reina Sofía” Hospital, just a 10-minute walk from ETEA.

5.6.ARRIVAL

Upon their arrival at ETEA, international students will be supported by the International Office.

An informative meeting will be organized upon their arrival.

Moreover, international students will have a tutor who will be in charge of their integration in Cordoba.

These tutors belong to the so-called Loyola 360, which organizes cultural activities for international students during their whole stay.

5.6.1. Tutors: Loyola 360

“Loyola 360, the former “Grupo Europa”, is a group of ETEA students who collaborate with the International Office in the integration of exchange students.

Each exchange student will have a tutor who will be in contact with him/her prior to their arrival in Cordoba. The International Office will send an e-mail to exchange students indicating their tutor's contact details.

Tutors:

1. Pick up international students at the station upon their arrival in Cordoba and take them to their provisional accommodation.
2. Help international students in finding a definite accommodation in Cordoba.
3. Participate in the organization and execution of activities organized during the induction week.
4. Help international students with the organization of schedules and show them the location of the different departments and offices at ETEA (library, computer rooms, etc.).
5. Organize and participate in tourist visits and other leisure activities for international students all year long.

5.6.2. Induction week

The International Office organizes several activities to facilitate the integration of international students in Cordoba and ETEA during the first week of their stay in Cordoba.

The above-mentioned activities are compulsory for all international students:

1. Induction meeting, which will be held on:
 - 10 September 2012, at 9.00 h. for annual and first semester students.
 - 4 February 2013, at 9.00 h. for second semester students.
2. Small meetings per groups of each university to solve questions and queries about the courses, timetables, lectures, registration in ETEA...and other issues.
3. Cultural activities organized by the Loyola 360.
4. 2 weeks free Spanish language and culture course, 2 levels.

5.6.3. The International Office

At the International Office we are at your entire disposition for any questions or needs you may have. You will find us on the ground floor, in ETEA's Building I.

Head of International Office: Borja Martin (bmartin@etea.com)

Responsible for Incoming students: Alejandra de Miguel (amiguel@etea.com)

Responsible for Outgoing students and EMBS programs: Mayte Lara (mlara@etea.com)



Borja Martin

Head of International Office



5.7. International Day

The International Office organizes an international day in November for ETEA students who want to participate in the exchange programme.

These students can then get information about countries and partner institutions at the different booths located for that purpose, from two groups of students:

- ETEA students who have previously participated in the exchange programme.
- International students.





All exchange students should participate in this activity, so they should bring some promotional information about their home institution prior to their arrival in Cordoba.

6. REGISTRATION PROCEDURE

6.1. Before arriving at ETEA

1. After nomination from their home institution, students must fill in an application form (with Word processor) and send it to amiguel@etea.com
2. Once the application form is received the International Office will send confirmation to the student.
3. Then the International Office will send information to the student by e-mail.
4. Both in June and December (for students arriving at ETEA in September and February respectively) students will receive an e-mail from their tutor, an ETEA student who will be in charge of their integration in Cordoba. Their tutor will be in contact with them prior to their arrival in Spain and will pick them up at the station.
5. As soon as students know their arrival date in Cordoba, they **MUST** communicate it to their tutor indicating approximate time of arrival. If they do not know their exact arrival date in advance (at least 15 days in advance), it will not be possible for tutors to pick up international students at the train or bus station.

6.2. Arrival and welcome week

1. Tutors will pick up international students at the station, provided that they have been informed of their arrival date well in advance.
2. International students **MUST** be in Cordoba for the induction meeting.

The induction meeting will be held on:

- 10 September 2012, at 9.00 h. for annual and first semester students.
 - 4 February 2013, at 9.00 h. for second semester students.
3. During the first days of their stay in ETEA, international students will get information about our institution, our town, the registration procedure, etc. Moreover, the Loyola 360 organizes cultural activities to facilitate their integration.
 4. Exchange students will also follow a free Spanish course during their first days in Cordoba to improve their language skills and to facilitate their integration.
 5. All international students will have to hand in two pictures with their name on the back on the induction day.

7.ANNEXES



7.1.Academic calendar

The academic calendar is as follows:

10 September 2012	9.00 hrs. Induction meeting for exchange students (annual and 1 st semester students)
24 September 2012 to 18 January 2013	Beginning and End of annual and first semester classes
21 January to 8 February 2013	Exam period
4 February 2013	9.00 hrs. Induction meeting for exchange students (2 nd semester students)
11 February to 7 June 2013	Beginning and End of second semester classes
10 June to 5 July 2013	Exam period

7.2.Holidays

The institution will be closed during holidays, that is:

Christmas From December 22 to January 8
 Easter From 22 March to 31 March (Easter Sunday)
 Summer August 1-31

7.3.Non-working days

January 28..... Santo Tomás de Aquino Day
 February 28..... Andalusia Day
 March 1..... Celebration moved of San Vicente Ferrer Day
 May 1 Labour Day
 May 23-24..... Ntra. Sra. de la Salud Fair. Local Holiday
 September 9 Ntra. Sra. de la Fuensanta Day
 October 12 Ntra. Sra. del Pilar Day
 October 24..... San Rafael Day
 November 1 All Saints Day
 December 6 Constitution Day
 December 8 The Immaculate Conception Day