



UCAV

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International Student Guide

CATHOLIC UNIVERSITY OF AVILA





International Student Guide

CATHOLIC UNIVERSITY OF AVILA

INTERNATIONAL RELATIONS OFFICE Catholic

University of Avila

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RECTOR'S ADDRESS

As Rector of the Catholic University of Ávila, I would like to warmly welcome all of our international students to UCAV. Here at our university, we take pride in our reputation for providing a student-friendly campus environment, which offers a unique atmosphere for learning. We succeed in doing this by integrating the best of our academic and cultural traditions with a modern and innovative approach towards teaching and research.

Without a doubt, we all come to a university to prepare ourselves for our future of entering the world of work, and in doing so; we stand ready to contribute to society in a meaningful way, which is why I am confident that, for that reason, many students attend our university. Along with being a university student, we broaden our worldwide knowledge, open our eyes and heart to the world at large, and make the world a better place through research and inquiry endeavors. It also means acquiring in-depth



understanding of the society we live in and be willing to look at it with both a critical eye and a gracious heart.

Furthermore, studying at a catholic university adds yet further aspirations: to love and strive to reach for truth, to be fully opened to God without bias, to appreciate freedom without strife, and to defend the dignity of humanity. In addition, moving forward in instilling solidarity among all men and women, fostering justice universally, having the ability to share information with fellow students from other universities, and receiving first-rate professional training. The Catholic University of Ávila extends our hand to you, as a pact to work closely with each and every one of you. I hope that you have an enjoyable and prolific experience studying at our university.

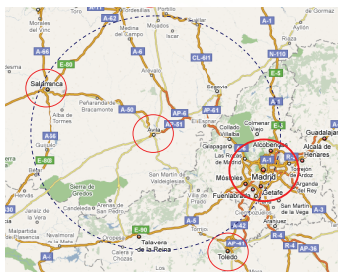
M^a del Rosario SÁEZ YUGUERO
Rector



1. INTRODUCTION TO AVILA AND THE UCAV

Geographical Location

A map of Spain with its autonomous communities labeled. Ávila is highlighted in red and is located in the center of the country, within the region of Castilla-La Mancha. An arrow points from the word 'Ávila' to this region. Other regions shown include Galicia, Asturias, Cantabria, País Vasco, Navarra, La Rioja, Aragón, Cataluña, Castilla-La Mancha, Madrid, Extremadura, Andalucía, Murcia, Comunidad Valenciana, Islas Baleares, and Islas Canarias. The cities of Ceuta and Melilla are also marked.





Avila: A World Heritage Site

Ávila is one of the oldest and most beautiful cities in Spain. It has been designated a World-Heritage City – one of only three cities in Castilla y León to earn this distinction – in recognition of its rich and varied literary, religious, architectural, and cultural heritage. Walking along its narrow, winding streets, one easily sees vestiges from its past. The Celtic Iberians were the first to leave their mark, which can be seen in the stone boars and the nearby Castro de las Cogotas (hill fort), epicentre of the Vettone culture. The Romans and Arabs also both reached this area and filled it with their culture, their Romanesque and Gothic churches, monasteries, convents, and Renaissance palaces, until the final conquest by the Christians.

For almost a millennium, Ávila's wall was a means of protection for the city and a way of inspecting trade exchanges. The 2.5 km rectangular walls (the equivalent of a 1-hour walk) contain nine gateways and over 2,000 crenellations keep watch over Ávila's horizon as in past times. The Puerta del Alcázar and the gateway next to the Basílica de San Vicente are a must for every visitor.

Ávila is known as a "City of Three Cultures" (Jewish, Islamic, and Christian). From the Christian perspective, Ávila is the birthplace of two great figures: Santa Teresa and San Juan de la Cruz, who through their poetry and writings on mysticism brought the Spanish language to one of its highest levels. Today both of these saints are remembered in the city; many are the historical spots where one can follow in their footsteps.



The City Wall. Full Panoramic



Likewise, Avila's history has been marked by Hebrew and Islamic writers. Notable figures include Hebrew authors Abraham Nissim Ben (*El Libro de la Sabiduría*) and Mose de León (*La Rosa del Testimonio* and *Esplendor*), as well as the Arab author Mancebo de Arévalo (*Tafçira*).

The Generación del 98 would become the generation of writers that best reflect the spirit of Santa Teresa's capital. Illustrious writers such as Azorín, Pío Baroja and Miguel de Unamuno ponder on the city from a perspective typical of that generation of writers. The universally renowned Federico García Lorca dedicated some of his earlier work as a young boy to Ávila, having spent a short period of time there. Dionisio Ridruejo and Luis Rosales also were captivated by the city famous for its walls.



Ávila is also a modern, dynamic city offering students many different possibilities for enjoyment and leisure. In this unparalleled setting, the Catholic University of Ávila is able to give foreign students a wonderful opportunity to learn and improve Spanish and to broaden their knowledge of Spanish civilization and culture.





1.2. THE CATHOLIC UNIVERSITY OF ÁVILA



The Catholic University 'Santa Teresa de Jesús' of Avila opened on the 24th of August in 1996 by decree of the bishop of Avila. UCAV is a private, non-profit organization of the Spanish Catholic Church.

UCAV is committed to providing an environment in which students can learn, develop, and mature.

The Catholic University of Avila is located outside the city walls, in the north. Signs directing you to the university are posted throughout the roads leading into the city.



Colleges and Departmental Academic Schools

Degrees offered at UCAV

The UCAV offers a total of 21 undergraduate degrees divided amongst its four Colleges and six Departmental Academic Schools. The degrees offered during the academic year are as follows:

COLLEGE OF ARTS AND SCIENCES

School of Earth and Environmental Science

- Agricultural and Food Industry Engineering
- Forest Engineering and the Environment
- Environmental Science

School of Technology

- Mechanical Engineering
- Industrial Electronics and Automation Engineering
- Computer Engineering - Information Systems
- Bioinformatics
- Design and Development of Videogames and Virtual Environments



COLLEGE OF HEALTH SCIENCES

School of Health Sciences

- Nursing
- Physiotherapy
- Psychology
- Human Nutrition and Dietetics
- Pharmacy

COLLEGE OF SOCIAL AND JURIDICAL SCIENCES

School of Economics and Business

- Economics
- Business Administration

School of Law

- Law
- Security and Crime Control Policies

COLLEGE OF HUMANITY AND EDUCATION

School of Education

- Pre-School Education
- Primary Education
- Degree in Physical Activity and Sports Sciences



MÁSTER DEGREES

- Agrifood Biotechnology
- Forestry Engineering
- Agronomic Engineering
- Industrial Engineering University Master's Degree in Occupational Risk Prevention
- Health Management and Administration University
- General Health Psychology University
- Manual Therapy of the Musculoskeletal System
- Humanised Health Services Management and Leadership University
- Nutrition and Dietetics in Physical Activity and Sports Practice University
- Management of Educational Institutions
- Human Resources Management
- Project Management
- Advanced Accounting and Account Auditing
- Internationalisation of Companies and Foreign Trade



- Management of Sports Facilities and Institutions (MBA in Sports Facilities and Institutions)
- Protection, Research and Preservation of Cultural Heritage
- Bioethics and Training University
- Management and Administration in Social Economy and Cooperativism
- Professional Promotion for Crisis Management in Security and Defence
- Applied Criminology and Police Investigation
- Business Administration and Management (MBA)
- Access to the Legal Profession and Public Prosecutor's Office
- Teaching Spanish as a Foreign Language
- Compulsory Secondary Education and Baccalaureate, Vocational Training and Language Teaching



The International Office

Welcome to UCAV! We hope that your stay here will be enjoyable and comfortable. Feel free to contact your academic department, which will be your primary contact. However, the International Office will be available for any advice and assistance you might need throughout your studies here at UCAV.

If you encounter any problems and wish to discuss any issues, please do not hesitate to contact us in the Academic Mobility Office. We would be more than happy to assist you in your needs and create the best study abroad experience for you as possible.

ANNETTE BEERMANN

*Head of the Academic Mobility Unit
International Relations Office*

**International Coordinators****Head of Academic Mobility Unit**

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School of Business Studies/Economics

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School of Law

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**School of Security and Crime
Control Policies**

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School of Education

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School of Informatics

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School of Technology

Pablo Fernández Arias
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School of Nursing

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School of Nutrition

Carolina García Barroso
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School of Pharmacy

Isabel Arranz Hernández
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School of Psychology

María Victoria Moreno García
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PhD Programmes:**Agri-food quality and environment**

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Cultural Heritage and Digitalization

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ACADEMIC

First Semester

September

2nd week Classes begin.

October

12 Day of Nuestra Señora del Pilar. No classes.
15 Feast of Santa Teresa de Jesús. No classes.

November

01 All Saint's Day. No classes.

December

06 Day of the Constitution. No classes.

08 Day of the Immaculate Conception.
No classes.

Last week Christmas Vacation begins.

January

2nd week Classes resume.
Mid Jan. First semester classes end.
Mid Jan First semester exams begin.

**CALENDAR****Second Semester****January**

3rd week	Second semester classes begin.
28	St. Thomas Aquinas. No classes

March/April

One week	Holy Week. No classes
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April

23	Castile and Leon Day. No classes
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May

01	Labor Day. No classes.
02	Festivity of Saint Secundus (Patron Saint of Avila). No classes.
Last week	Second semester classes end.

June

1st week	Second semester exams begin.
Mid June	Graduation Day

2. PREPARING TO ARRIVE





2.1. ACADEMIC INFORMATION

2.1.1. *Applying to the UCAV*

Erasmus Students and Students from Universities that have Bilateral Agreements with the UCAV

Students are not required to pay tuition fees at the host institution; the student may, however, be required to continue to pay his/her normal tuition fees to the home institution during the study period abroad.

Students participating in these programs will receive full credit for all academic work successfully completed at the UCAV and they will be able to transfer these academic credits to any participating institution as long as there is prior agreement. It will be a matter for the home university to select students to participate in exchanges involving the UCAV. The student should note that it is the Home University that officially recognizes their time studying abroad. It is the Home University, therefore, that indicates which subjects should be studied. Any decision concerning study must be submitted to the International Exchange Coordinator at the Home University.

Exchange students coming to the UCAV should send, together with their Application Form, the Study Contract or Learning Agreement from the University of origin three months before their study program is due to start (June 30th for the Fall; October 30th for the Spring).

Students obtain their acceptance automatically.



International Degree-Seeking Students

It is also possible for International Students to fully enrol in the University for the entirety of their degrees. These students are not managed by the Office of International Relations, and should contact the secretarial office about the process of application.

Application Checklist

Item	Who needs to submit?
Application Form (separate form for Erasmus)	All applicants
Photocopy of Passport or ID	All applicants
1 passport-sized photographs	All applicants
Life and accident insurance coverage certificates	Non EU Bilateral
Copy of European Health Insurance documentation, or proof of Private Health Insurance.	All applicants
Academic record (Transcripts or high-school certificate, diplomas etc.)	All applicants
"Learning Agreement" duly filled. In this document the courses, which the student will take, should be listed as well as signatures of the coordinators of the programme and stamps of the home and receiving Universities.	All applicants (Erasmus and Bilateral have different forms)
If Spanish is not your native language, a copy of Spanish language qualifications and/or certificates. B1 - for studies B2 - for internship	All applicants



Changing modules/course units

Students may change their module choice. It is advisable that students, who are not sure of which modules to take, attend lectures for subjects they may be interested in. Then they may select their preferred module without missing class notes. From the date of registration students only have a limited period in which to change their modules. Students wishing to change modules should return to the International Relations Office with the new list of complete modules. It is the responsibility of each student to ensure that his/her modules are recorded correctly.

For additional information, and to download application forms, please visit us at

<https://www.ucavila.es/servicios/rrii/>

Please note that the Erasmus program has separate application forms.

2.1.2. Spanish language proficiency requirements

Candidates who would like to study at the University of Ávila, must have a good knowledge of Spanish, as all courses are given in Spanish.



Summer Spanish Courses for International Students through the Institute of Spanish Language and Culture (AULCE)

In addition to the classes during the normal academic year, The Catholic University of Avila, within its programme for Hispanic Studies, offers those interested the opportunity to study both the Spanish language and the most important aspects of the Spanish culture.

A special feature of this program, apart from offering Spanish language, literature, business and culture and civilization courses, is the possibility for the students to enroll in a Mystic Literature course in English or in Spanish. This is an exceptional opportunity as Avila is the home of the main mystic figures Saint John of the Cross and Saint Teresa of Jesus.

In addition, the program includes excursions to cities and villages of great touristic interest (Segovia, Salamanca, Madrid), as well as visits to Carmelite places (Fontiveros, where Saint John of the Cross was born, and Alba de Tormes, highly connected to Saint Teresa of Jesus).

For more information, please visit

<https://www.ucavila.es/servicios/aulce>



Spanish Language Course for Exchange Students

Each semester a Spanish Language Course is offered for Exchange Students who need or would like to improve their level of Spanish. During the fall semester the course runs from October-December and in the spring from February-May. Each class is 3 hours a week, for a total of 30 hours or 3 ECTS credits.

2.1.3. Examination Policy

End of semester assessment of international students will follow exactly the procedure applicable to all UCAV students. If necessary, exams will be sorted on an individual basis by the exams office.



The educational system at UCAV is a combination of lectures, seminars and work practice. Attendance is compulsory to all students. Average class time is 25 hours per week.

The type of exam given varies from written to oral, according to the subject. In some given subjects, exams may be replaced by a written assignment. Generally, exchange students (Erasmus and Bi-Lateral) will sit the same exams as their Spanish counterparts, although in some specific cases the exam may be adapted to students' needs.

International students pursuing full-time undergraduate or postgraduate degrees are expected to have a competent standard of Spanish prior to admission. These students are not permitted to use dictionaries or other aids to complete examinations.



2.1.4. The spanish marks systems and ECTS

What is ECTS?

The European Credit Transfer System has been developed by the European Commission and third level institutions over recent years in order to provide common procedures to guarantee academic recognition of courses completed while studying abroad. ECTS provides a means for measuring and comparing learning achievements, and for transferring these achievements from one institution to another.

Credit Equivalency

ECTS credits are unit values allocated to course units to describe the student's workload. These credits reflect the quantity of work each course entails in relation to a year's workload requirements at the institution.



This workload includes lectures, practical work, seminars, private work and examinations.

Under the ECTS program, the workload of a full year of study corresponds to 60 ECTS credits. Under a normal program it is possible to obtain 30 ECTS credits per semester or 20 per term.

In Spain 10 hours teaching correspond to 1 unit of Spanish credits.

60 ECTS credits = 1 year's workload

30 ECTS credits = 1 semester



Marks/Grading Equivalency

The Catholic University of Avila awards marks according to the Spanish grading scale; however, if they are transferred to a Home University as ECTS credits they will be converted to the ECTS scale with the following equivalency:



ECTS scale		Spanish scale
A	Equal or higher than 9,0	Matrícula Honor (Excellent)
B	9,0 a 10	Sobresaliente (Very good)
C	7,0 a 8,9	Notable (Good)
D	6,0 a 6,9	Aprobado (Satisfactory)
E	5,0 a 5,9	Aprobado (Satisfactory)
FX	2,5 a 4,9	Suspense (Fail)
F	0 a 2,5	Suspense (Fail)

* **Matrícula de Honor** can be awarded by the professor to students who having had a mark equal or higher than 9.0 have produced outstanding work throughout the duration of the course. The number of *Matrículas de Honor* granted cannot exceed a 5% of matriculated students in a subject during the academic year.

Scholarships

The scholarship system administered by the Ministry of Education and Science applies only to students with Spanish citizenship or those with legal residence in Spain; however, there are other forms of financial assistance for foreign students. These scholarships are granted by different national institutions based on bilateral agreements between Spain and other countries or programmes, and are awarded for specific academic and research purposes.

For these, it is highly recommended that applicants collect general information and, in particular, consult the following: the Ministry of Foreign Affairs, and especially the Spanish Embassy in their home country. Students from Latin America should address their inquiries to the *Instituto*



de Cooperación Iberoamericana. Other State and private institutions grant financial assistance to a limited extent. In any case, it is imperative that students submit their applications for a grant or financial assistance at the earliest opportunity and always before arrival in Spain.

For more information about grants for studying in Spain, visit these web sites:

<https://www.aecid.es/becaslectorados>

<http://www.cervantes.es>



2.2. ACCOMMODATION

Lodging is not provided by the UCAV on the University campus; however there are a number of excellent housing options available to you in Ávila.

Residence Halls

If you are going to remain just a short time in our country, a good option is staying in one of the halls of residence available in Ávila. These are not connected to the University. They offer single or double rooms with or without bathroom. The cost can range from approximately 600 € per person a month to 900 € a month including all meals. The payment will be made monthly. You have to pay a deposit which won't be returned to you if you leave the residence within three months upon your arrival.

Information about the different residences can be found in the university web page:

<https://www.ucavila.es/estudiantes-internacionales/alojamiento/>

If you choose to live in a hall of residence and need assistance in booking a room, you must send the Accommodation Application Form, duly filled, to the Servicio de Relaciones Internacionales. Deadline for full





academic year and 1st term students is June 30th. For 2nd term students it is October 30th.

Note that most residence halls are closed during summer and Christmas and do not open until courses begin.

Individual Room in a Flat

The University of Avila does not own students flats. Private owners rent flats. In a flat you will generally have your own room, while sharing the kitchen, living room and bathroom with other renters or the flat owners. Finding a flat in the private rental sector is not difficult.

If you would like to acquire your flat before arriving in Avila, there are various websites that specialise in the supply and demand of shared dwellings, for example:

<http://www.housinganywhere.com/>

<http://www.fotocasa.es/>

or

<http://www.idealista.com/>

Once you arrive in Ávila, there are two other options open to you:

- Checking out the classified advertising sections on housing in the newspapers. The local newspaper *Diario de Ávila* and *Compra-Venta* magazine and free advertisers always have an *Accommodation to Let* column with details of vacant rooms.
- Going to a real estate agency. Accommodation agencies charge a commission for their services.



The approximate cost for a room is 270 €/month, and it is customary to pay a deposit (fianza), which is normally the equivalent of one month's rent. This money is returned to you if you leave the accommodation in good condition and you stay the period agreed in the contract. Expenses such as electricity, gas and water are not included in the monthly rent; they are paid separately according to the consumption.

Most students' flats are equipped with basic cooking and food storage facilities. In general basic kitchen equipment is provided, such as cutlery, plates, pans and cleaning equipment. Flats are equipped with a bed and a mattress but bedding is not supplied; you will have to bring your own linen, a quilt cover and a pillow case. You might also bring your sleeping bag, if you prefer, but bring linen. All rooms will have furniture.

Temporary Accommodation

If you have not already secured accommodation by the time you arrive in Avila, you may need to book temporary accommodation until your accommodation for the rest of the academic year is secured.

There are several hotels and B&B (Bed and Breakfast) around the town. More information is available from:

<https://www.avilaturismo.com/>
<https://www.hostelworld.com/st/hostels/europe/spain/>

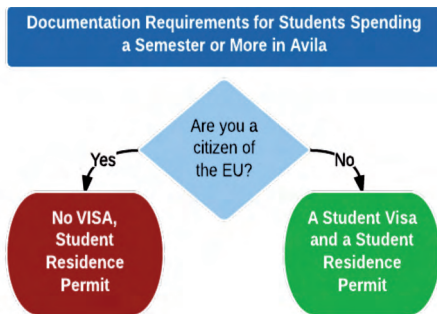


2.3. WHAT TO ACQUIRE BEFORE YOU ARRIVE

Visa and Student Residence Permit Requirements

Navigating Visa requirements can be complex; however, as a student coming to spend a semester or more in Avila, there are several things you need to know.

If you need a Visa, you must apply for the appropriate 'study abroad visa' from the Spanish Diplomatic Missions and Consulate Offices in your country of origin or residence. It is important that the visa you apply for is for student residence, as with any other type of visa you will be unable to get the card you need to live in Spain.



Once in Spain, get in touch with the International Office here at UCAV, and they will guide you through the application process for the student residence card through the Foreigners Office and the Police Station.

Please note that the Student Visa does not permit you to work in Spain, and that Visa requirements may vary if your stay is of a shorter duration.

For more info, see:

https://europa.eu/youreurope/citizens/index_en.htm

International Student Identity Card

To obtain student discounts in Spain and the rest of Europe, you will need to have an International Student Card. These cards enable students to be eligible for discounts on transport, accommodation, restaurants, cinemas, concerts, museums, historical sites and exhibitions. For students, the most advantageous is the world-wide recognised ISIC (International Student Identity Card). The cardholders may also buy also health insurance and travel insurance with the card, or purchase a version that doubles as a debit card. This card is only for students under the age of 26, and can be bought at



<http://www.isic.org/>



Packing for Avila's Climate

The climate in Avila ranges from cold winters with temperatures below 0° C (32° F) to very hot summers with average temperatures of around 30° C (86° F).

If you visit us in winter, the weather is generally dry and windy with plenty of sunshine and the occasional snowfall. You will need wool sweaters, fleece or a coat, scarf, warm boots, hat and gloves. It doesn't rain quite often but it is advisable to bring waterproof outerwear and a small umbrella.

The coldest months are November, December, January and February while March, April, May, September and October are warmer. June, July and August are quite hot. So, students visiting our university in the spring semester are advised to bring a mixture of heavy and light





clothing (t-shirts, swimming suit), as temperatures rise steadily from April on.

2.4. MEDICAL INSURANCE

Medical insurance is compulsory in Spain. And the following forms guarantee that if you are taken ill, your national government will bear the cost of emergency treatment.

Students from European Union countries must apply for the European Health Insurance Card, which 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 latinamerican countries.

In order to benefit from this agreement which guarantees free medical care and the partial reimbursement of the cost of medicines, the European Health Insurance Card must be requested in the country of origin.

Foreign students from countries not included above and students who, even though they are from a European Union country or one of those above mentioned, are not covered by the Social Security of their country, **must bring and provide proof of having a private Medical Insurance policy.**

If you plan to use your existing private Medical Insurance policy, ensure that it includes coverage in a foreign country, because most policies will have limited to no coverage outside your home country. In this case you will



need to purchase an additional policy for foreign medical coverage. These are often sold by travel insurance providers or bundled with travel insurance policies. It is your responsibility to inform yourself about the terms of your existing policy.

UCAV will be able to contract private medical insurance for those students interested in obtaining it for the duration of the period of study at the UCAV.

Social Security Web page: <http://www.seg-social.es>

Additionally, one should consider taking other forms of private insurance such as Travel Insurance, Accident/Life Insurance, etc.

- Other telephone numbers of interest:
- Emergencies: 112
- Citizens Advice Bureau: 010





3. UPON YOUR ARRIVAL



Most international students will probably arrive in Avila via Madrid, the capital city of Spain.

The student can reach Madrid by train, coach or plane. The easiest way to get to Madrid from abroad is by plane to *Adolfo Suárez Madrid - Barajas Airport*, located on the outskirts of Madrid, to the northwest of the city centre.

FROM MADRID-BARAJAS TO THE CITY CENTRE

From Barajas, you will need to get to the city centre in order to travel to Avila. The easiest way is by Metro or RENFE Cercanías (the light-rail commuter train network).

By Metro

Follow the signs to one of the metro stations at the Barajas airport. You will need to purchase the ticket with the airport extension. The total cost is around 4,50 euros, and you can purchase it at the blue automatic ticket machines. It takes 42 minutes to get from the airport to Príncipe Pío (rail station) and 55 minutes to reach Méndez Álvaro (bus station) by metro. Precise routes and transit times can be found on the Metro website:



<http://www.metromadrid.es>



By Cercanías:

The RENFE Cercanías station is in Terminal 4 of the Barajas airport. Follow the signs with the Cercanías logo, and purchase a ticket to Príncipe Pío (rail station) or Méndez Álvaro (bus station) at the grey and red Cercanías machines. Trains leave every 30 minutes. More information can be found on the Cercanías website:



<https://www.renfe.com/es/es/cercanias/cercanias-madrid>

From Madrid to Ávila

There are approximately 100 km from Madrid to Ávila. From Madrid to Ávila one has to come by train or coach.

By Coach (Bus):

The Bus Station in Madrid with service to Ávila is Estación Sur – Méndez Álvaro. It takes 1.5 hours to reach Ávila by bus. Buses leave every 1-2 hours.

Bus station website:

<https://estacionsurmadrid.avanzagrup.com/>

Bus timetables and prices:

<https://www.jimenezdorado.com/>



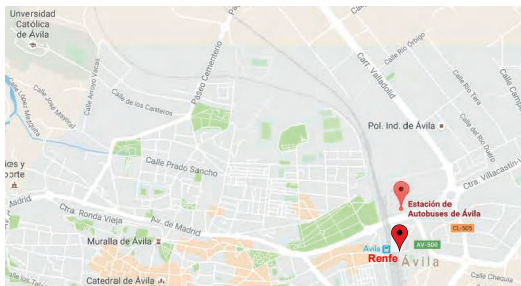
By Train

It takes 1.5 hours to reach Avila by train. Trains leave approximately every 30-60 minutes.



Train timetables and prices:

<http://renfe.com>



Partial map of Avila with locations of the bus and train (Renfe Avila) stations.



From your Residence to the UCAV

When you arrive in Ávila, you will first want to make arrangements to get to your place of residence (see section II.3 Accommodation on page 12). Ávila has an extensive bus network; however, upon your first arrival you may find it easiest to walk or take a taxi. Walking directions and approximate times can be easily found through Google Maps. Any location in Ávila is probably no more than a 30 minute walk from the train station.

The main taxi company in Ávila is Radio Taxi (920 35 35 45). They offer 24 hour service, and the fare is very economical (from the train station to the University is around 5 Euros).

On a daily basis, the easiest way to get to the University (if you don't want to walk), is by Bus Line 2, which goes direct to the University. For more information on using public transit, see next page.

Upon arrival in Ávila, all exchange students must contact the International Relations Office at the UCAV at their earliest possible convenience. The International Relations Office is in charge of welcoming students, answering their questions, and taking care of all paperwork. The office is located in the main University building on the 2nd floor, corridor on left.

This office will proceed to make an official registration upon arrival at the University, and will guide you through the process of applying for the Student Residence Permit (see 2.2. Accommodation).



Utilizing Public Transport

Ávila has an extensive bus system which can bring you within several minutes walking of any destination. Line 2 goes direct to the University. A normal bus ticket is 1,30 €, but there are two different bonos (discount passes) that you can acquire. The *bono joven* is a

reloadable card which reduces the fare to 30 cents. You can buy and reload the card at many establishments around the city.

It is also possible to buy a month pass, which permits you to make unlimited voyages for 22 euros/month. All passes can be acquired and renewed in the Oficina Atención al Cliente, situated in the "Centro Recepción de Visitante", Avenida Madrid in Ávila.

More information, including maps, stops, and times, can be found on the website:

<https://avila.avanzagrupo.com/>

Or download the application for your mobile for free, search for "avilabus" in APP STORE or Google Play or scan the QR codes.





4. LIVING IN AVILA



4.1. GETTING INVOLVED IN UNIVERSITY LIFE

UNIVERSITY SERVICES AND FACILITIES

Cafeteria

On the Campus, there is one cafeteria situated in the main building. The cafeteria offers drinks, snacks, sandwiches, and a special menu - *menú del día* - for approximately 10€.

Printing

The printing office is located on the second floor. Black and white printing is 5 cents a page.

Library

The university library is located on the 3rd floor of the main university building. A student library card is needed to use its services. The library is open Monday to Friday from 8:30 a.m. to 9:00 p.m.



The services and facilities include lending of paper and electronic books, inter-library loans, newspapers, and reference/inquiry services. You can also use your own laptop to access any of the electronic information services to which the library subscribes, or to connect to the Internet.

[https://www.ucavila.es/servicios/
biblioteca](https://www.ucavila.es/servicios/biblioteca)
biblioteca@ucavila.es



Academic Advisory Office

This office offers welcome and orientation information to new students to help introduce them to University life. It also serves as a first point of contact for any student requiring help with their general experience of "University Life". The office then interacts and coordinates information with the Central Secretarial Office and other University Services. The Academic Advisory Office (*Servicio de Atención al Estudiante*) is situated in the Main building.

sae@ucavila.es

Integral Personal Attention Service

The Integral Personal Attention Service - SAPI is an area of the UCAV that is responsible for personalised attention to students throughout their university studies; its aim is to listen to and guide students in their main concerns and accompany them in their growth in life.

sapi@ucavila.es

Unit for the Attention of People with Disabilities

The Unit for the Attention of People with Disabilities (UAPD) provides support to all students and staff of the University with disabilities or special needs, establishing the appropriate adaptations for each case.

atencion.discapacidad@ucavila.es



University Extension Program

The Office of the University Extension Programme promotes and manages extra-curricular University activities (academic, research) and more specifically in the area of cultural events and volunteer activities.



extension.universitaria@ucavila.es

Sports

The Athletic department is responsible for organizing and coordinating all sporting activities, intramural (recreational) and intercollegiate (with other institutions). The athletic office welcomes suggestions and/or concerns from students regarding any related matters.

deportes@ucavila.es

Spiritual life on Campus

The University Chaplaincy is in charge of Pastoral care and open to all who might need guidance or assistance in all manner of issues from a human and/or spiritual perspective. The University Chapel (Capilla) is in the main University building on the 3rd floor. Daily mass is celebrated there at 8:15am during the week. Additionally, there is Eucharistic adoration on the first Thursday of every month.

pastoral@ucavila.es

4.2. GETTING TO KNOW AVILA

Basic Information

Mobile Phones

There are two options open to you when acquiring a Spanish number if you are not European. First, you can bring a pre-existing mobile phone here to Spain and buy a Spanish SIM card to use in it; however, if you do this, make sure your mobile phone is unlocked. You can also buy a cheap, preloaded phone here in Spain. If you are European you can use your mobile phone with no additional roaming charges due to the EU "roam like at home" rules.

Voltage

Two pin plugs are used in Spain, so in order to use your electronic appliances in Spain, you may need to purchase a plug adapter. Additionally, the standard mains voltage is 220-230 V (in the US it is 120V). To avoid problems with your devices, check the voltage compatibility on their power cord to make sure that they will work on the European voltage, and if not, ensure your plug adapter changes the voltage as well as the plug connector. Most plug adapters do not convert the voltage.

		
<p>Spain, France, and Italy Adapter</p>	<p>Universal Adapter</p>	<p>Voltage Input Compatibility Label</p>



Smoking

In January 2006 smoking in public and work places became banned. The Public Health (Tobacco) Acts of 2006 prohibit smoking in all enclosed areas and therefore it is illegal to smoke in closed public spaces and on public transport, and in some cafes, clubs, pubs and restaurants outside the smoking area.

Banking

Banks in Spain are generally open from 9:00 a.m. until 2:00 p.m. from Monday to Friday.

However, ATMs (Automated Telling Machines) are available for use all day and are located throughout the commercial areas of Avila. Please note that there is an additional fee each time you withdraw money. Furthermore, the money you withdraw will be automatically converted into the current exchange rate. It is a good idea to apply for internet banking before you leave home, that way you can keep track of your finances and be sure that any grants and/or loans are deposited into your account. Also note that your pin must be 4 digits or less, as 6 digit pins often do not work in Spain.

It is also advisable to notify your bank and any credit card companies that you will be in Spain. If you do not, they may assume that your card has been stolen and lock down your account.

Driving

Driving is on the right hand side in Spain. All drivers in Spain must have a valid driving license. Driving licenses from European countries are valid to drive in Spain. Drivers and all passengers must wear their seatbelts by law. Motorcyclists must wear crash helmets by law. Drunk driving regulations are strictly enforced.

Eating

In Spain, the normal time for lunch is around 2 or 3pm, and dinner is typically eaten around 9pm.

Spain is famous for its *tapas* culture. *Tapas* are most literally translated as “bar food.” They are often quite rich, and their quality can vary greatly from simple to gourmet. *Tapas* are intended to be eaten with a drink, and they often come included when you order a *copa* or a *caña*, so be sure to ask. They are often set out in a case on the bar, and can be served hot or cold.

Some useful vocabulary specific to Spanish cuisine is:

- *pincho* = tapa, small portion; normally saucer-size
- *bocadillo* = sandwich made with a baguette
- *ración* = a substantial snack, a portion of something, a serving; normally a plateful





Shopping

Ávila is full of small, family-owned shops, but if you want a shopping mall or an all-inclusive store like Walmart, you will have to go out to *El Centro Comercial "El Bulevar."* Here can be found various chain stores, a movie theatre, a McDonalds, and a Carrefour – a store comparable to Walmart or Target. *El Bulevar* is located west of Ávila (Av. Juan Carlos 1, 45). It takes approximately 20 minutes to reach the commercial center by bus, and it is accessible by lines 1, 3, 4, 5, and 6.

In addition to the individual, specialized stores that sell bread, fruit, meat, or pastries, Ávila has several medium-sized supermarkets. Their locations can be found in the index at the back of this guide.

In Ávila, although individual store hours will vary, most local shops close during the early afternoon around 2, open again around 5, and then close before dinner. Additionally, stores are closed on Sundays, with the occasional exception of Carrefour. On Saturday, shops generally do not re-open after the midday meal.

Ávila also has several bazaars, which offer eclectic collections of goods, usually cheap and made in China, for very low prices. These more or less resemble dollar stores in quality, selection, and price.

Cost of Living

The cost of living in Ávila is about of 600 - 900 Euros (monthly estimate for lodging and meals). Expenses, which are mere approximations, could be broken down as follows:



- Lodging: 300 - 700 Euros
- Food: 200 - 500 Euros
- Newspaper 1 Euro
- Bus ticket 1,30 Euro

Prices at the Supermarket (estimated):

- 1 loaf of bread 1,10 Euros
- 1 litre of milk 1,00 Euros
- 1 kg of rice 1,80 Euros
- 1 litre of olive oil 8,00 Euros
- 1 box of biscuits 2,00 Euros
- 1 kg of macaroni 1,50 Euros

Prices at Restaurants:

- Daily special 12-00-16,00 Euros
- Combination platter 9,00 Euros
- Hamburger/sandwich 5,00 Euros
- Döner Kebab: 6,50 Euros
- Medium Size Pizza 11,00 Euros

Cinema Price: 8 €.

These are merely estimates which will vary according to the individual needs of person and possible unforeseen circumstances that may occur.



Services Index

Emergency Number	112
Libraries (Public)	
• Main Branch Plaza de la Catedral, 3	920212132
• "José Jiménez Lozano" Avenida de la Inmaculada, 15	920350000
Mall	
Centro Comercial El Boulevard	
Cinema/ Movie Theatre / Theatre	
• Cines Estrella Centro Comercial El Boulevard.....	920219009
• Tomás Luis de Victoria c/ Lesquinas, 4.....	
• Lienzo Norte - Congress Center Avda. Madrid, 102.....	920 27 08 38
• Teatro Santo Tomás Avenida de la Juventud, 4	
Police	
• City c/ Molino del Carril	920352424
• City Emergency Line	092
• National San Roque, 34.....	920353910
• National Emergency Line.....	091
Post Office	
Plaza de la Catedral, 2.....	920353106



Tourist Info

- Visitor Center
Avenida Madrid, 39 920350000
- Castilla y León Tourism
Casa de las Carnicerías, C/San Segundo,17..... 920211387

Taxi

- Radio Taxi 920353545

Train Station

- Paseo de la Estación
www.renfe.es 912320320

Bus Station

- Avda. de Juan Carlos 1
<https://estacionavila.avanzagrupo.com/>..... 920220154

UCAV

- c/ Los Canteros..... 920251020
- Avda. de la Inmaculada..... 920251020

Health Centres

- "La Estación"
Paseo de la Estación, 28..... 920353680
- "Ávila Sur"
c/ Fray Gil 10920213163
- "Ávila Norte"
c/ Arturo Duperier, 4..... 920212843
- "Ávila Rural"
c/ Santa Fe 920253436

Hospital

- "Nuestra Señora de Sonsoles"
Carretera de Madrid, Km. 109..... 920358000
- "Clínica Santa Teresa"
c/ Santa Cruz de Tenerife,11..... 920221450



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