Welcome to the UF in Madrid program!

You are about to embark on a learning adventure of a lifetime! We hope that your time in Madrid is successful. We know you may have many questions about what to expect. It is natural to be both elated and anxious, having mixed emotions about leaving home and embarking on your new life abroad. Through this experience, you will gain a better appreciation and understanding of both your own culture and that of your host country. The value of the self-awareness and insights you will gain will be immeasurable.

Studying abroad is an exhilarating time - a time when you can sharpen your mind, discover new interests, and be exposed to new ideas. The fascinating people you will meet will expand your knowledge of the world in wonderfully unexpected ways. When you first arrive, you will find a warm and receptive community that prizes cultural diversity, social responsibility, and individual excellence!

Your primary purpose in attending the program with Universidad Nebrija is to succeed in your academic endeavors, but success requires more than hard work. The success of your experience depends in part upon your own efforts to acclimate yourself to living and studying in a foreign country. Your health, leisure, and social life are also vitally important!

This guide provides information to prepare you for your study abroad experience: what you need to know before leaving home, what to expect when you arrive, and all the services, facilities, and activities provided. The staff at Universidad Nebrija is available to provide information on various aspects of student life in Madrid. So read, enjoy, and keep this guide for future reference.

We wish you all the best in your new adventure.

Joe, Jason, and Kelly

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UF CONTACTS

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Address: P.O. Box 113225, Gainesville, FL 32611

SAL Y VEN CONTACTS

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Housing Director (Directora Alojamientos)
madrid@salyven.net
Phone: 011.34.91.457.47.79

Sal y Ven Con Nosotros
Calle Cochabamba, 14, bajo derecha
28016 Madrid, Spain
Phone: 011.34.91.457.4777
Fax: 011.34.91.4457.4777
Metro: Colombia

UNIVERSIDAD NEBRIJA CONTACTS

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Centro de Estudios Hispánicos
Facebook: Español Nebrija
hispanicos@nebrija.es

ADDRESSES AND PHONE NUMBERS

Universidad Nebrija - Campus Princesa
Calle Santa Cruz de Marcenado, 27
28015 Madrid, Spain
Phone: 011.34.91.452.11.03

The Universidad Nebrija Princesa Campus is located in central Madrid near the Argüelles Metro stop.

Universidad Nebrija Emergency Phone: 011.34.63.877.95.01

Sal y Ven Con Nosotros
Calle Cochabamba, 14, bajo derecha
28016 Madrid, Spain
Phone: 011.34.91.4457.4777

The Sal y Ven Con Nosotros office is located in the Chamartin area near the Colombia Metro stop.
GENERAL INFORMATION

Administrative Issues

- If you have not already done so, be sure to provide any changes to your flight itinerary to the International Programs staff at the Heavener School of Business.
- Be sure to update your permanent and local addresses with the UF Office of the Registrar prior to your departure. You can do this by logging on to one.uf.edu.
- Since you will be living abroad and will most likely not be able to handle personal matters that arise in the USA, we suggest that you sign financial and medical power of attorney forms. These forms will give a designated representative, such as a family member, the authority to speak to university representatives on your behalf. You can pick up the necessary forms at UFIC.
- Register with the U.S. Department of State through their Smart Traveler Enrollment Program. The web address to register your information and travel destination(s) is step.state.gov/step. Download their app to your phone to receive alerts from countries that you designate.

Finances

Program fees are due 30 days prior to the start of the program. If you have any questions concerning fee payment or Financial Aid, Florida Prepaid, or any scholarships, contact June Bristol in the UF International Center at 001.352.273.1504 or at jbristol@ufic.ufl.edu.

Helpful Tips:

- Inform your bank and/or credit card company that you will be leaving the country. They may freeze your account if you do not notify them in advance as a way to protect you against theft.
- Check the Dollar-Euro exchange rate regularly and plan your budget accordingly (www.oanda.com/currency/converter).
- ATM machines will generally offer the most advantageous exchange rates. Make sure your ATM card is part of the Visa/PLUS or MasterCard/Cirrus network and includes a chip.
- Research whether your bank assesses international transaction fees. Some banks may have foreign partners whose ATMs you can use for a lower fee.
- Visa and MasterCard are widely accepted in Madrid. American Express may be accepted in some locations, and Discover is very unlikely to be accepted. Check if your credit card provider charges international transaction fees.
- Create and make a note of the PIN number for each of your credit cards. Although PIN entry is not common for chip credit cards in the US, it is the norm across Europe.
- PIN numbers for credit and debit cards should have four digits for ease of use.
- Make a list of all the credit and debit cards you take with you, along with the telephone numbers to call in the event of a loss. Record the long distance telephone number, as 800 numbers do not work when calling from abroad. Keep one list in a safe place separate from your wallet and another list at home with your family.

As a guide, it is recommended that students budget $500-900 per month for living expenses not included within the program fee. Madrid is expensive, as are most large European cities. Students should arrange for additional funds if they plan to travel outside of Madrid.

Information for Parents

Leave the following information with your parents:

- Names, phone numbers, emails, and address of the staff at Universidad Nebrija
- Names, phone numbers, emails, and addresses of all important UF contacts
- Your return dates with flight information and times. They will want to know when they can expect to have you back home!

Heavener International Programs - Social Media

Join the program Facebook group: UF in Madrid - with Universidad Nebrija. All program participants are invited to the group and may post and communicate with current and past participants.

You can also follow the International Programs Student Ambassadors’ (IPSA) Instagram account (@HeavenerAbroad) to share your photos/videos and see photos/videos from other students who are currently abroad on Heavener programs or exchanges. Don't forget that you will be eligible to become an IPSA after returning in case you are interested!
Communication

Email
You are expected to check your UF email account while in Madrid in order to stay up-to-date with communication.

Phone
Having a cell phone that works internationally is a great way to communicate with family and friends back home, as well as those in the program. Because it is a necessity in emergency situations, it is strongly recommended for all program participants. The good news is that, with the right information, setting up international cell phone service can be a relatively quick, painless, and (if you plan well) inexpensive process. Here are some options:

- **Travel Cell Phone Providers**: Some companies specialize in providing cell phones to international travelers. Many of these companies will offer you a cell phone and/or SIM cards for use abroad, a local phone number in the countries you will be traveling in, and rates that are competitive with local providers. In the past, we have used PicCell Wireless. You receive the SIM card and cell phone before leaving the USA so you have a phone that works upon arrival.

- **Local Pre-Paid Cell Phones/SIM Cards**: It is generally inexpensive and easy to find a pre-paid phone in Madrid. Alternatively, you may be able to purchase a local SIM card that you may be able use with your US phone if it is unlocked. You will have the comfort of knowing that you will not be shocked by a large phone bill at the end of the semester. Purchase as many minutes, data, text messages, etc., as you think you will need at the beginning and then refill ('top up') as necessary. Keep in mind, though, that you will not be able to get your money back for pre-paid minutes not used. One drawback is that you will not have a cell phone upon your arrival abroad. These phones/SIM cards should be available at most phone/wireless stores in Madrid. Some large phone networks/retailers are Orange, Vodafone, and Movistar. However, you may also try Phone House, which can often be cheaper. Be sure to research different options for pricing, where coverage extends, and inclusions that best suit your needs.

- **Your Current Cell Phone**: Depending on the type of cell phone and carrier you have, it may be possible to use your U.S. cell phone overseas by setting up an international plan with your U.S. carrier. As this option can be costly, make sure you are aware of all fees and rate, as well as inclusions (e.g., texting/calling and data limits). Be aware that using a U.S. cell phone abroad without a prepared international plan will likely be very expensive and is therefore not recommended.

Note that in Spain and throughout Europe, cell phones are called 'mobile phones'.

**International Calling Procedures**
- To dial abroad from the USA: 011 + country code + telephone number
- Country code for Spain = 34
- To dial to the USA from abroad: 001 + area code + telephone number

**Electricity**
The voltage in Spain is 220/240. Any electrical items you bring from home will need an adapter to fit into electrical sockets and a converter if the voltage requirement differs. We recommend that you purchase adapters and converters (if necessary) before leaving. If you had planned to bring certain electrical items such as hairdryers, straighteners/curling irons, radios, etc., we recommend to instead purchase those in Spain as needed.

Below are pictures of an adapter for Spain with two prongs and a sketch of a converter with a continental adapter for mainland Europe. The converter changes the European 220/240 volts to the 110 volts needed for American appliances; however, their function can be variable and may fail. If you travel to the UK or Ireland, be aware that the adapters for their electrical plugs differ from the mainland Europe plug adapters. The UK and Ireland do, however, operate on the same 220/240 volts system.
Suggested Packing List

Clothes/Accessories (Girls)
- 3 pairs jeans
- 2 pairs khaki or black slacks
- 2-3 skirts
- 3 dresses
- 5-8 long- and short-sleeved tops
- Cardigan/sweater
- Athletic wear
- 2 pairs sneakers
- 1 pair wedges, flats, or sandals
- 1 pair boots – combat or comfortable (spray with waterproofing)
- Accessories (light scarves, inexpensive jewelry, etc.)

Clothes/Accessories (Everyone)
- Underwear and socks (enough for 14 days)
- Light-weight or rain jacket
- Warm coat, scarf, gloves, hat, and boots for cold weather
- Swimsuit and flip-flops
- Pajamas
- Sunglasses
- Hat (not ball cap)
- Comfortable walking shoes
- Sufficient business casual attire (internship)
- Umbrella

Other
- Towel and washcloths (bring one and buy others upon arrival; bed linens will be provided)
- Spare glasses and/or contacts (if applicable)
- Small sewing kit
- Travel size bottles and Ziploc® bags (all sizes)
- Toiletries, including feminine items (if applicable): toothbrush, toothpaste, shampoo/conditioner, soap/body wash, razor/shaving cream, brush/comb, lotion, perfume/cologne, makeup/nail supplies, tampons, etc.
- Copies of your resume
- Shout® Wipes and Color Catcher® sheets
- Hangers
- Course materials (if applicable)

Clothes/Accessories (Guys)
- 3 pairs jeans
- 2 pairs khaki or black slacks
- Belt and tie(s)
- 4 long-sleeved button-down shirts
- 3-4 polo shirts
- 4 T-shirts
- 5 undershirts
- 5 pairs running shorts
- Athletic wear and shoes
- Sweatpants
- Nice pair shoes and dress socks

In Your Carry-On
- Important documents (passport, IDs, travel documents, Universidad Nebrija/Sal y Ven information, pre-departure guide, credit/debit cards, etc.)
- List of emergency phone numbers
- Prescription medication and original prescription
- Generic medication (if needed/desired)
- Glasses and/or contacts (if applicable)
- Laptop, cell phone, camera, and chargers
- Adapters and converters (if needed)
- One change of clothes
- Good book(s) and/or magazine(s)

IPSA Suggestions on Other Possible Items to Pack
- Spiral notebooks
- Bathrobe/slippers for dorm
- Inexpensive wristwatch
- Padlock and little locks
- Water bottle
- Headphones/ear buds
- Neck pillow, ear plugs, eye mask
- Clothesline with clothespins or clips
- Clothes to layer for cooler temperatures
- One outfit for every weather scenario
- Cards/easy games
- Pillowcase
- First Aid kit/Band-Aids
- Sufficient quantities of contacts and solution, Advil, Tylenol, Pepto, Sudafed/allergy medications (as needed)
- HDMI cable, Ethernet cable
Packing Tips
If you take prescription medication, bring a large enough supply with you to last the duration of your stay and also bring a copy of your prescription. Take any preferred non-prescription medications with you, as obtaining American name-brand drugs may be difficult while in Spain.

Try to pack as lightly as possible. Remember that you will have to carry whatever you bring. Almost anything you may need can almost certainly be purchased while abroad (e.g., clothes, accessories, linens, toiletries/hygiene items, generic medications, etc.). Take care to plan appropriately and consider what you may acquire while abroad that you will have to pack when returning to the USA. **Do not bring valuable or non-replaceable items with you, such as expensive jewelry.**

Check with your airline to confirm what the weight and/or size limitations are for your luggage and for carry-on baggage and stay within those guidelines! Since weight limits are usually 50 lbs/23 kg, it is advised to use luggage no larger than 24 inches.

Here are some additional tips in relation to packing clothes:

- People in other countries dress more formally than in the USA.
- Include durable, drip-dry, no-iron clothes.
- Take items that have multiple uses.
- Consider physical and social climate.
- Dark colors do not show dirt as readily.

For a better idea of what clothes to bring, look over the average weather data for your program location: [www.holiday-weather.com/madrid/averages](http://www.holiday-weather.com/madrid/averages). Of course, average weather data may not always fit exactly with what you will encounter, so you should also check the actual weather leading up to your trip. You may also want to think about what you plan on doing in your free time (in case you travel to anywhere that might have a different climate), as well as how much shopping you plan on doing.

For more information about packing with regard to your internship, please refer to the 'Internship Information' section of this guide.
HEALTH AND SAFETY INFORMATION

Insurance
Students are covered by short-term international health insurance Cultural Insurance Service International (CISI), provided by UFIC. Upon enrollment, students will receive an email from CISI with their individual insurance card, as well as a copy of the insurance policy and instructions on how to create a myCISI online account. Students should print at least one copy of the insurance card and carry it with them at all times. Further, students are encouraged to create a myCISI online account for easy access to CISI information and services. Complete information on the insurance policy is also available online at internationalcenter.ufl.edu/study-abroad/health-safety.

When you pay for medical services that are payable under the CISI plan, you will need to notify CISI in order to receive coverage and reimbursement.

CISI contact information:
   Phone: 001.203.399.5130 (outside the USA)/001.800.303.8120 (within the USA)
   Email: claimhelp@mycisi.com

Medical Assistance
For medical care, the staff at Nebrija will refer students to the English-speaking HM Hospitales clinic in central Madrid (www.hmhospitales.com/servicios-al-paciente/international-patient). HM Hospitales manages urgent medical attention for international patients and all administrative procedures related to the international students and their insurance company. Students will receive further information about HM Hospitales at the Nebrija orientation. HM Hospitales offers the following services:

- 24/7 Emergency medical assistance
- Outpatient consultations with all Specialties
- 24/7 medical interpreting service
- Direct billing to CISI insurance (students should bring their student ID card and insurance card)

HM Hospitales
Plaza del Conde del Valle de Suchil, 16
28015 Madrid
Metro: San Bernardo
Phone (Helpline): 629.823.493
international@hmhospitales.com

If you receive medical services apart from HM Hospitales, you will need to notify CISI Insurance in order to receive reimbursement. The key components of this process are:

- Relay the facts of the claim (including your name, identifying yourself as a UF student and how best to reach you, listing the date you were treated, listing the type of injury or illness, identifying where you were treated and the contact information for that doctor or hospital, and identifying the costs associated with the treatment)
- Provide a copy of the invoice/receipts.
- Include the address where you would like the payment sent

Claims may be faxed to CISI at 001.203.399.5595. Claims may also be scanned and emailed to CISI at evetra-no@culturalinsurance.com. Or, claims can be mailed to:

CISI Claims Department,
River Plaza, 9 West Broad Street,
Stamford, CT 06902, USA

For answers to any questions, contact CISI directly at 001.203.399.5130. Claim forms help with the processing of claims. A claim form is not mandatory, however, many claims require some explanation, so it is strongly recommended that you include the claim form found at the website: www.culturalinsurance.com/pdf/claim_form.pdf or a cover letter (or both). Be sure that you keep copies of all forms, documents, invoices, and receipts. You must submit the first receipt within 28 days of the onset of illness or injury in order for coverage to begin.

When seeking medical care, be sure to have your U.S. doctor’s name on hand, as well as details of any medications you are taking.
**Safety and Security**
Use good judgment and common sense! Don’t walk alone at night, never leave your belongings unattended, etc. Bad things can happen regardless of your location if you don’t take reasonable precautions. Always guard your belongings when in public and be aware of your surroundings at all times. Students have had purses, laptops, and camera bags stolen from them even when the items were just on the ground next to them. Be vigilant with your possessions.

**Common Precautions**
The following are some steps that should be taken to make your stay in Madrid more pleasant:

- Make copies of your passport, documents, and credit cards. Keep the copies separate from the originals and leave a copy with your family in the USA.
- Protect your valuables at all times. Men - place your wallet in your front pocket. Ladies - hold your purse across your body and toward the building side of the street, as purses can easily be snatched by people riding on motorcycles or scooters. Beware of using purses with a brand name displayed prominently.
- Carry only enough cash and documents needed for one day.
- When traveling on overnight trains, always stay in a compartment with other people. Make sure to use the night lock located at the bottom of your compartment door and keep all money, valuables, and documents close to your person.
- Always be alert and conscious of your surroundings.
- Do not operate any motor vehicles (e.g., cars, motorbikes, scooters, etc.) and be conscientious of whatever vehicle you ride in (e.g., taxis, Ubers, etc.). If you rent a bicycle, ride carefully.

**Procedure for Emergencies**
In the event of physical harm or an emergency, please contact the local police: 112. Then, follow the steps below:

1. Call the Universidad Nebrija emergency phone: 011.34.63.877.95.01.
2. After the situation has stabilized, contact the insurance provider, CISI: 001.203.399.5130.
3. Notify your family.
4. Contact the University of Florida International Center: 001.352.273.1539. State your name, program, location, and the nature of the emergency. During evenings and on weekends (Eastern Time), instead call the University of Florida Police Department at 001.352.392.1111. They will then contact the on-call International Center representative.

<table>
<thead>
<tr>
<th><strong>Emergency Phone Numbers</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Police</td>
<td>091 or 112</td>
</tr>
<tr>
<td>Ambulance</td>
<td>092 or 112</td>
</tr>
<tr>
<td>Universidad Nebrija Emergency Phone</td>
<td>011.34.63.877.95.01</td>
</tr>
<tr>
<td>UF International Center</td>
<td>001.352.273.1500</td>
</tr>
<tr>
<td>UF Police Department (evenings/weekends)</td>
<td>001.352.392.1111</td>
</tr>
<tr>
<td>Pan-European/EU Emergency Line</td>
<td>112</td>
</tr>
</tbody>
</table>

*The Pan-European emergency number 112 works in any EU country from any telephone and it’s also the number to call for any emergency services if you’re using a cellular/mobile telephone.*
## PROGRAM CALENDAR

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<tr>
<th>Date</th>
<th>Event</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday, August 20</td>
<td>UF EP business courses begin</td>
<td>Begin watching lectures</td>
</tr>
<tr>
<td>Saturday, August 31</td>
<td>Arrival in Madrid</td>
<td>For students living in apartments</td>
</tr>
<tr>
<td>Sunday, September 1</td>
<td>Arrival in Madrid</td>
<td>For students living in homestays</td>
</tr>
<tr>
<td>Monday, September 2</td>
<td>Universidad Nebrija Orientation; Sal y Ven Orientation</td>
<td>Attendance mandatory; Attendance mandatory for students living in apartments</td>
</tr>
<tr>
<td>Tuesday, September 3</td>
<td>OleSay Orientation</td>
<td>Attendance mandatory for internship students</td>
</tr>
<tr>
<td>Tuesday, September 3 - Friday, September 13</td>
<td>Universidad Nebrija Intensive Spanish classes</td>
<td>Attendance mandatory</td>
</tr>
<tr>
<td>Wednesday, September 18</td>
<td>Universidad Nebrija semester classes begin</td>
<td>Attendance mandatory</td>
</tr>
<tr>
<td>Saturday, September 28</td>
<td>Excursion to Toledo</td>
<td>Sign up with Universidad Nebrija; cost is included in the program fee</td>
</tr>
<tr>
<td>Saturday, October 5 - Sunday, October 6</td>
<td>Excursion to Salamanca</td>
<td>Sign up with Universidad Nebrija; cost is included in the program fee</td>
</tr>
<tr>
<td>Friday, October 18 - Sunday, October 20</td>
<td>Excursion to Valencia</td>
<td>Sign up with Universidad Nebrija; cost is included in the program fee</td>
</tr>
<tr>
<td>Saturday, October 26</td>
<td>Excursion to Segovia</td>
<td>Sign up with Universidad Nebrija; cost is included in the program fee</td>
</tr>
<tr>
<td>Tuesday, October 29 - Thursday, October 31</td>
<td>Universidad Nebrija mid-term exams</td>
<td>N/A</td>
</tr>
<tr>
<td>Friday, November 1</td>
<td>Spanish Holiday (All Saints Day)</td>
<td>No Universidad Nebrija classes</td>
</tr>
<tr>
<td>Monday, November 25</td>
<td>Last day to withdraw from UF EP business courses</td>
<td>Refer to UF’s course withdrawal policy</td>
</tr>
<tr>
<td>Wednesday, December 4</td>
<td>Last day of UF classes</td>
<td>Last day of lectures</td>
</tr>
<tr>
<td>Friday, December 6</td>
<td>Spanish Holiday (Constitution Day)</td>
<td>No Universidad Nebrija classes</td>
</tr>
<tr>
<td>Saturday, December 7 - Friday, December 13</td>
<td>UF final exams</td>
<td>Refer to your syllabus and the ‘UF Exams’ section of this guide for exact dates</td>
</tr>
<tr>
<td>Tuesday, December 17 - Wednesday, December 18</td>
<td>Universidad Nebrija final exams</td>
<td>Refer to your professor for exact dates</td>
</tr>
<tr>
<td>Thursday, December 19</td>
<td>Program ends</td>
<td>Residences must be vacated (apartments and homestays)</td>
</tr>
</tbody>
</table>

**ORIENTATION SCHEDULE**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Session</th>
<th>Location</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, September 2</td>
<td>8:30</td>
<td>Spanish Level Tests</td>
<td>Universidad Nebrija Classroom PR A24</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>9:30</td>
<td>Academic Orientation</td>
<td>Universidad Nebrija Classroom PR A24</td>
<td>Bring laptop and passport</td>
</tr>
<tr>
<td></td>
<td>11:30</td>
<td>Campus Tour</td>
<td>Universidad Nebrija</td>
<td>Campus Princesa and JML</td>
</tr>
<tr>
<td></td>
<td>13:30</td>
<td>Housing Orientation</td>
<td>Salón de Actos Campus JML</td>
<td>Homestay students only</td>
</tr>
<tr>
<td></td>
<td>16:30</td>
<td>Housing Orientation</td>
<td>Sal y Ven Office (c/ Cochabamba, 14)</td>
<td>Apartment students only</td>
</tr>
<tr>
<td></td>
<td>20:00</td>
<td>Welcome Dinner</td>
<td>Meet at Plaza de Las Cortes</td>
<td>Restaurante Villagodio</td>
</tr>
<tr>
<td>Tuesday, September 3</td>
<td>Afternoon</td>
<td>Internship Orientation</td>
<td>OleSay Office (c/ de la Alameda, 22)</td>
<td>Internship students only</td>
</tr>
</tbody>
</table>

**All students are required to participate in the Universidad Nebrija orientation sessions. The goal of these sessions is to introduce students to the Spanish way of life, discuss cultural and academic differences, and to comment on details of life in Madrid, including places of interest, transportation, banks, and health issues.**

All of the above is tentative and subject to change. The orientation schedule will be finalized upon arrival.
ARRIVAL INFORMATION

Immigration and Visa
Students are required to obtain a visa well in advance. By the time you depart, you should already have your visa, having submitted documents to the Spanish consulate with the assistance of UFIC. It is recommended that you take these documents with in case you need them upon arrival going through immigration.

If you are completing an internship and questions are asked about your internship placement by the immigration officers, simply say you are in Spain as a student for a program of study. Make it clear that the internship is unpaid and is part of the program of study for which you are receiving academic credit.

It is recommended that U.S. citizens bring the following documents to prove that you are a student and in Spain for academic reasons:
- A valid U.S. passport
- Proof of adequate funding for the semester (i.e., bank statement, credit card, scholarship award letter)
- Proof of plans to leave at the end of the semester (i.e., return ticket)
- Details about the program through Universidad Nebrija (i.e., pre-departure guide)

Arriving in Madrid
Apartments through Sal y Ven and homestays through Universidad Nebrija are located throughout Madrid. There should be many shops, restaurants, and other places of interest nearby or that can be accessed easily by public transportation. When you arrive in Madrid, make your way directly to your accommodation. You will receive the address and instructions before arrival. Students staying in Sal y Ven apartments will be met by a landlord/representative, and students staying in homestays will be welcomed by their assigned family. If you are staying in a Sal y Ven apartment and your flight is delayed, please call the Sal y Ven office (011.34.67.910.66.77), as they might need to alert the person greeting you at the apartment in Madrid.

From Madrid Barajas Airport (MAD):
- **Bus**: From the airport, the line 203 bus/Exprés Aeropuerto leaves from Terminal 4 (international flights) approximately every 15-20 minutes, and it takes around 30-40 minutes to arrive to the city center at the main train station, Atocha (also a Metro stop). A one-way ticket costs around €5 (cash only)
- **Metro**: The Metro station can be found inside the Barajas Airport and is clearly marked from all terminals. Madrid’s Metro is one of the best and safest subway systems in Europe and is the most used transportation by Madrileños (people from Madrid). Using Metro line 8 (pink), it takes about 20 minutes from the airport to the city center.
- **Taxi**: There is also a taxi stand outside Terminal 1. It is the most comfortable way to go to Madrid but also the most expensive one. A trip to the city center can cost the traveler about €30-40, and you should always ask the taxi driver about luggage supplements, night, and/or holidays fares, etc. Do not share a taxi with anyone you do not know!

Please note that many transportation options tend to be cash only. Regardless of which option you choose, it is suggested that you have cash on hand just in case. If you are unsure about payment options, ask the driver/conductor before you set off. You may take out some cash before you leave. Alternatively, the airport has ATMs available.
Student Services
The staff at Universidad Nebrija welcome your questions and will do their best to assist you.

Teresa Vazquez Luengo – Professor and Coordinator for UF Students
tvazquez@nebrija.es
011.34.91.452.11.03 (ext. 5541)

Universidad Nebrija Address and Phone Number
Universidad Nebrija Princesa Campus
Calle Santa Cruz de Marcenado, 31
28015 Madrid, Spain

Universidad Nebrija number: 011.34.91.452.11.03
Universidad Nebrija emergency number: 011.34.63.877.95.01

Nebrija Policies
The use and abuse of alcohol and drugs can cause problems with the nervous, respiratory, and reproductive and circulatory system, among other things. It also affects the mental and emotional balance in humans. Under the influence of drugs and alcohol, people find themselves much more vulnerable in critical situations and often put themselves at risk, namely: sexual abuse, accidents, risky sexual relations that could result in transmitting sexual diseases like HIV, hepatitis, etc., as well as unwanted pregnancies. Under no circumstances is the use and possession of alcohol permitted in classrooms or on buses used for excursions. Nebrija reserves the right to expel those students whose behavior is inappropriate or whose abuse of drugs and alcohol jeopardize their own safety and well-being, as well as the safety and well-being of their classmates and/or host families. Additionally, class attendance is mandatory. Neither visits from friends or family nor travelling justify an absence.

Housing Information

Apartments (Sal y Ven)
Sal y Ven offers accommodation in apartments throughout Madrid.

Services include:
- Assistance in securing centrally-located housing in Madrid
- Double and some single room assignments in fully furnished apartments
- High-speed internet and utilities (water, electricity, etc.)

Students will need to buy supplies for their apartments, such as soap, toilet paper, dishwashing liquid, cleaning products, etc., as these are not included in the rent. In addition, students may consider buying bed sheets, towels, and kitchen supplies once they arrive in Madrid. As stated in the 'Arrival Information' section of this guide, students receive the address of their respective lodging before departure. Be sure to take the address in your carry-on luggage so you have it on hand upon arrival in Madrid for transportation from the airport. We suggest you practice saying the address and look up the location of the apartment on Google Maps. You should also map the distance between Universidad Nebrija and where you live. It might be necessary to take public transportation to class or to your internship (if applicable).

Sal y Ven will conduct a housing orientation soon after you arrive in Madrid. It is imperative that all students using the services of Sal y Ven attend this meeting. **Please bring your signed contract and a €350 cash deposit to the meeting.**

Here are some tips for living in Sal y Ven apartments:
- Ensure the internet works before the owner of the apartment leaves when you first arrive. Make sure you have the passwords and a contact number to call if the Internet stops working.
- You should consider doing an inventory of the items in your room and common areas.
- Take photos of furnishings or other items in the apartment that are broken or not working properly. Notify Sal y Ven immediately of any damages found.
- Ask where you collect your mail, as you might need an additional key. Also, find out where to place garbage and recyclables.
- Please do not use appliances if you are not sure how to use them. Wait for someone from Sal y Ven to assist you.
- You are responsible for the proper maintenance and upkeep of your room and apartment. Please take out the garbage regularly, wash dishes, and pick up after yourself.
Please note: If you experience maintenance problems of any kind in your room or the apartment, Sal y Ven must be notified immediately. At the end of the program, a representative must conduct a preliminary apartment inspection at least two days before departure. If the student fails to make the inspection appointment or fails to be present for the inspection, they will forfeit the chance to challenge damages and lose their security deposit.

Please make sure that your laptop and other valuables are adequately insured for loss, theft, and damage.

**No guests are allowed to stay in the students’ accommodation.** There are hotels located nearby where friends and family can stay.

**Homestays (Universidad Nebrija)**

Homestay placements are arranged by Ms. Arezoo Mojaverian from the Centro de Estudios Hispánicos at Universidad Nebrija. Homestay placements are located throughout Madrid. Students who elected the homestay option are advised to take a taxi from Madrid Barajas airport to their family placement upon arriving in Madrid.

As stated in the ‘Arrival Information’ section of this guide, students receive the address of their respective lodging before departure. Be sure to take the address in your carry-on luggage so you have it on hand upon arrival in Madrid for transportation from the airport. We suggest you practice saying the address and look up the location of the apartment on Google Maps. You should also map the distance between Universidad Nebrija and where you live. It might be necessary to take public transportation to class or to your internship (if applicable). Please contact Ms. Mojaverian with any questions or concerns about your placement.

Arezoo Mojaverian  
Centro de Estudios Hispánicos - Universidad Nebrija  
Phone: 011.34.91.452.11.00  
Email: amojaverian@nebrija.es

Please make sure that your laptop and other valuables are adequately insured for loss, theft, and damage.

**No guests are allowed to stay in the students’ accommodation.** There are hotels located nearby where friends and family can stay.

**Library and Information Resources**

Universidad Nebrija has a library as well as wireless connectivity throughout the campus that gives students access to online databases, library resources, email, and internet services.

**Sports and Leisure**

Universidad Nebrija’s Sports Club (*Club de Deportes*) organizes activities for all students who might be interested in participating in sports.

Universidad Nebrija’s International Club organizes cultural exchange between students from different nationalities through a great variety of cultural and leisure activities. Language exchange with Spanish students - the Exchange Club (*club de intercambio*) - for international and Spanish students is ideal for those who wish to improve their conversational skills.

Universidad Nebrija hosts a ‘Buddy Program’ to partner visiting students with local students to provide support, answer academic questions, and share recommendations/cultural activities. For more information, email club.buddy@nebrija.es.

If any questions about sports and leisure you have are not addressed, consult with the Nebrija staff to see if they have any recommendations. You may also consult Appendix E (‘IPSA Tips and Tricks’) at the back of this guide for further suggestions.

**Local Transportation**

Madrid has a well-developed public transportation system, making it very convenient to explore the city. The Metro services provide a link between stations around the city center and to areas farther out. The Argüelles (Line 6 - gray, Line 4 - brown) and Ventura Rodríguez (Line 3 - yellow) Metro stops are located near Universidad Nebrija.

The bus is also an option for traveling throughout the city; some bus lines run near to Universidad Nebrija. All students will receive a transportation pass (*Abono*) provided by Nebrija. For students not completing an internship, the *Abono* will be valid for the first month only. You will then be responsible for topping it up each month if you choose. For students completing an internship, the *Abono* will be valid for the duration of the program. Be sure to refer to Appendix B (‘Maps’) at the back of this guide.

**Student ID Cards**

For the Universidad Nebrija student ID card, you are required to bring one passport-size photo. The Universidad Nebrija student ID card likely entitle you to many discounts in Madrid, in Spain, and throughout Europe. Ask for the student rate at museums, cinemas, etc.
COURSE INFORMATION

UF Course Materials
Buy all course materials before leaving the USA. You may contact students currently studying abroad about purchasing books through the Facebook group. All course textbooks will be available for pick-up at the UF Bookstore before the beginning of the semester. If you are away from Gainesville, you can order your books online and have them shipped to you (within the US). Noteshears are available on course websites, or you may purchase by calling Target Copy at 352.376.3826.

Please note: Verify on the course website any changes to the books prior to your departure.

BUL 4310 – Prof. Robert Emerson
• Law, Society and Business, Robert Emerson, 2018 edition, Target Copy

ENT3003 – Dr. Christopher Pryor
• No textbooks

GEB 3373 – Dr. Amanda J. Phalin
• Students are required to purchase access to an online simulation and a customized e-textbook for this course. The first day of class, students will be provided with instructions for accessing these materials via Canvas at a reduced cost of approximately $130.00. For students who would like a hard copy of the textbook in addition to the e-textbook, a print upgrade will be available at the UF Bookstore.

**Do not purchase any additional books or access codes for this course.**

MAN3025 – Dr. Lindy Archambeau
• Management: A Practical Introduction, Kinicki & Williams, 8th edition, McGraw-Hill, course pack (SBN: 9781260213775)
• Students must purchase a custom course pack using the McGraw-Hill Connect button in Canvas. This course pack has access to Connect, the Smartbook application, and an ebook. To purchase this course pack, there are three options:
  ◊ Option 1 is to use the McGraw-Hill (MH) Connect button located on the Modules page in Canvas.
  ◊ Option 2 is to purchase this via the Opt-in process (least expensive).
  ◊ Option 3 is to purchase it directly from the Florida Bookstore (most expensive).

**Do not purchase any additional books or access codes for this course.**

MAN 4504 – Prof. Adam Munson

MAR3023 – Dr. Alan Cooke
• Students will be required to use McGraw-Hill’s Connect platform, which comes with an electronic copy of the text and access to the three book assignments.

Again, be sure to purchase your books for the UF business courses before leaving the USA. Due to customs and mail difficulties, you cannot expect to receive books shipped to Spain.

UF Course Lecture Download Procedures
The UF online business courses consist of videotaped lectures given by UF professors during the current semester. These lectures are uploaded to the UF servers approximately two to three hours after the lectures are given at UF. You may stream lectures through the video lecture website at your residence but if this causes network problems or slowdowns, you may want to download the lecture files and then view the lectures.

Access the video lectures via the WCB MyHeavener website (warrington.ufl.edu/undergraduate-current-students/video-lectures) using one of the options below. You may also use the normal lecture/video download link on the E-Learning Canvas system course website.

- Mediasite: This is the best solution for watching classes on your internet-connected computer. Mediasite supports Mac/PC desktop streaming and downloads connected via Wi-Fi. This method works best with a super-fast/high-speed internet connection.
- iTunes: If you have a mobile device or have limited access to a Wi-Fi connection from your computer, you may want to download the lectures to your device for offline viewing. This may be the best option for downloading lectures to view later. Check your current edition of iTunes to see if it is compatible and then subscribe to the lectures via www.apple.com/itunes.
**RSS Feed for Windows:** This service is provided as an alternative subscription method to using iTunes. RSS syndication is only supported on the Windows PC. Please use Firefox or Internet Explorer to access RSS feeds, as RSS is not currently supported by Google Chrome.

**Choose “View Tutorial” for the format you wish to use in order to learn about how to subscribe and access the video lectures under “Help Me Choose” on the MyHeavener website.**

**UF E-Learning/Canvas**

If you are registered for a business course, the E-Learning website contains all the course information for the online courses: syllabus, assignments, grades, etc. To access, visit the Academic Technology website at elearning.ufl.edu.

Log on to the system entry. Once logged on, you simply click on the course link to view all resources for the course. Various support services are available on the Academic Technology site. You may also find it useful to change your time zone on Canvas so that you can see due dates/times in your local time instead of U.S. Eastern time.

**UF Virtual Private Network**

UF’s Virtual Private Network (VPN) is a set of technologies that allows users to build secure “virtual” paths between hosts on insecure networks. By connecting to the VPN service, you appear to other hosts at UF as if your computer were on the UF network, which allows you to gain access to external resources from off campus (such as library databases) that are based on UF source addresses. With VPN you can access UF resources and sites that are often restricted abroad (YouTube, Pandora, etc.). To download VPN, follow the instructions at net-services.ufl.edu/provided-services/vpn/clients.

**UF Exam Procedures**

Exams for UF EP business courses will be administered through ProctorU. Access to ProctorU guidelines and information can be found on the Canvas site for each course. It is essential for test takers to have a webcam, speakers, and a microphone in their computer. It is also crucial to have a reliable internet connection and, above all, a private space to take the exam. It will be very important for students to make arrangements promptly after arriving at their study abroad destinations with their roommates and/or educational institutions abroad to have access to testing spots before exams. For academic integrity purposes, you may receive a different version of the exam. Exam dates are listed below.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Exam Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUL 4310</td>
<td>Thurs., Oct. 10, Tue., Nov. 12, Wed., Dec. 11</td>
</tr>
<tr>
<td>ENT 3003</td>
<td>No proctored exams</td>
</tr>
<tr>
<td>GEB 3373</td>
<td>Sun., Oct. 6 - Tue., Oct. 8, Sun., Nov. 17 - Tue., Nov. 19, Thursday, Dec. 4 (make-up, if needed)</td>
</tr>
<tr>
<td>MAN 3025</td>
<td>Fri., Sep. 20, Tue., Oct. 29, Thu., Dec. 5</td>
</tr>
<tr>
<td>MAN 4504</td>
<td>Tue., Sep. 17, Tue., Oct. 22, Mon., Dec. 2</td>
</tr>
<tr>
<td>MAR 3023</td>
<td>Thurs., Oct. 3, Tue., Nov. 5, Wed., Dec. 4</td>
</tr>
</tbody>
</table>

Check your course syllabus for the most accurate schedule of exams. However, note that in the event of a conflict with your program schedule (e.g., a UF EP course exam during the program’s break week), Heavener International Programs and/or your professor will contact you with a resolution and/or revised exam date. Please note that ProctorU exam time windows will be adjusted to the European time zones, if applicable.

**No make-up exams will be given! It is imperative that you arrange your travel schedules around the exam times.**

**Grading Guidelines for Universidad Nebrija Courses**

Grades earned in courses offered by Universidad Nebrija, will be posted to the UF transcript but will not be calculated into the UF GPA. Grades will appear on the UF transcript as assigned by Universidad Nebrija. The grades will not be converted to an S/U grade. For example, if a student earns a B, UF will post that grade even though it is not calculated in the UF GPA.

**Exceptions**

Grades earned in a course taken at Universidad Nebrija used to fulfill a specific business degree requirement (core or major) will affect that particular GPA.

Here is an example:

- A business student of any major takes International Business at Universidad Nebrija. That grade would be calculated into the core GPA.

Keep in mind that the Warrington College of Business uses three GPAs to certify graduation:

- **The UF GPA:** This consists of all the courses taken at the University of Florida or an exchange program (UF in Madrid through Universidad Nebrija is not an exchange)
- **The core GPA:** This consists of all business core courses: MAN3025, MAR3023, FIN3403, MAN4504, QMB3250, BUL4310, and GEB3373.
- **The major GPA:** This consists of all courses taken to fulfill a major, like finance, management, or an area of specialization.

**Classroom Behavior**

Please refer to Appendix D (‘Classroom Behavior Guidelines’) at the back of this guide for more information regarding behavioral expectations.
INTERNSHIP INFORMATION

Internship Overview
By now you should have been in touch with OleSay regarding the internship placement process.

Take a moment again to review this information as you prepare for your internship.

Internship Contacts
The staff at Olesay welcome your questions and will do their best to assist you.

Alejandra Monje – Internship Advisor
admin@olesay.com

Carmen Flores – Director
carmen.flores@olesay.com

Internship Realities
It is quite common and perfectly understandable to have high expectations for the experience in Madrid. While we and OleSay absolutely encourage students to expect the best from the program, it is also important to stay grounded and realistic in terms of expectations. It is vital to know that internships are not nearly as widespread or popular abroad as they are in the USA. So what does this mean on a practical level?

Here are some things to bear in mind:

- **All placements are entry-level positions.** As an undergraduate intern, your tasks will reflect that of a student looking to gain work experience in a field you hope eventually to enter professionally. Be aware that confidentiality policies, qualifications, and union rules could limit your exposure. All students should expect to be involved in a variety of tasks in the workplace (e.g., data entry, collection, analysis, research, communications, etc.).

- **The majority of internships are in small- or medium-sized organizations, regardless of the work sector.** These placements allow students to be integrated within the business or organization. Most larger companies and corporations (such as big law firms, media companies, and international banks) have in-house internship programs aimed at Spanish students. Often, these placements are highly competitive, recruited up to a year in advance, and many times require a full-time commitment and are thus not compatible with the program. OleSay has learned from its extensive experience with internships that in the majority of instances, students get a more inclusive and personal experience at smaller placements. Don’t be surprised if you do not recognize the name of your placement - Madrid is an enormous city!

- **It is difficult to generalize, as there is such a wide diversity of placements, but Spain and its industries are often very different from their counterparts in the USA.** This means it is important to research your field in a Spanish context because there will likely be significant differences.

- **For those who will be working in creative industries, it does not necessarily mean you will be working directly on creative tasks.** Due to the competitive nature of the industry, purely creative positions in the arts and media fields are not typically available to a student intern. The majority of creative decisions are made by more senior employees, such as a director, project manager, curator, or designer. However, just being in such an environment is a wonderful and eye-opening experience and a great way to observe and network.

- **The best interns are open-minded and flexible, willing to work hard, and willing to take on unexpected challenges.** There is a terrific experience waiting for you in Madrid, and it’s up to you to make the most of it!

Packing Tips for the Internship
It is hard to predict exactly what you will be expected to wear in your placement, as it will vary a great deal depending on the exact company you will be interning for. Simply try your best when packing, utilizing the guidelines below; most students find that they anticipated the dress code well. During your interview, remember to ask what you will be expected to wear during your internship and have a look around at what your co-workers are wearing. Most businesses in Madrid require employees to wear business casual clothes to work. The working style in Spain will be different in many aspects, and dress code is only one of those aspects. However, outlined below, some industries will be more formal. Hence, what you should pack for your internship depends on a number of factors. See the following suggestions:

The industry that you will be working in
What you will be expected to wear at work will largely be determined by the field you will be working in.

If you will be interning in finance, politics, business, economics, or law, you may be expected to wear a suit or something similar every day. This doesn’t necessarily mean a full suit with jacket and tie, but slacks or skirt and a nice, professional-looking shirt may be sufficient.

If you are interning in media, education, communications, a charity, or a creative environment, it is likely you will wear business casual clothes to your placement (e.g., a collared shirt and khaki/black pants, or sweater and a skirt). Jeans may also be acceptable in a more casual workplace or on Fridays.
If you are working in the fashion industry, work attire will likely be more trendy and fashionable. For a good reference on what’s “in” at the moment, check out European fashion magazines or websites. You will by no means be expected to wear designer clothes, but your outfits will need to be well-put together. Fashion environments could also be fairly casual but with more attention to details like accessories.

For shoes, we recommend that men bring a pair of black dress shoes. These can be worn at the interview and for a typical work day if you are working in a more formal environment. For women, we suggest packing a pair of heels and a pair of nice flats.

For those students working in a more casual industry, a pair of nice sneakers may be also acceptable for work. Keep in mind that you will be doing a lot of walking in Madrid, so don’t pack shoes that will be too uncomfortable. Please note that flip-flops are not suitable for the workplace.

Do not stress out if you do not have a lot of “work attire”. It is best if you select a few key items that you can mix and match. Men could change a tie and shirt but wear the same slacks. Women could bring plain pants and skirts to interchange with different tops. We can’t repeat it enough: Don’t overpack! If you are interning in a more casual industry, it is likely that your work attire may not be all that different than your everyday dress. Plus, you can always purchase items once you arrive in Dublin, as there are plenty of great stores that are not too expensive.

The season and weather
Since the weather can be variable, it is important that you pack clothes that can be layered. Most offices are heated but do not have air conditioning. On cooler days, it is advisable to wear a cardigan or sweater and a long-sleeved shirt. Also, don’t forget a raincoat or jacket and umbrella. In warmer temperatures, you may want to wear a short-sleeved shirt (not tank tops, as they are not professional) and pants or a knee-length skirt to work. If you prepare for a variety of different temperatures, you should be fine.

What you feel comfortable and confident in
When you feel comfortable and have confidence in what you are wearing, it is reflected in your attitude and performance. When packing, consider what looks flattering on you and what is appropriate for the work you will be doing. Obviously, working at a desk vs. working on a film set vs. working with children would all require different selections.
Excursion Overview
Several pre-paid excursions are planned and conducted by the staff at Universidad Nebrija for UF students. Information about the different sites and dates are listed below followed by detailed trip information. All excursions will depart at 8:30a.m. More details about the excursion logistics will be offered during the Nebrija orientation.

**Toledo (Saturday, Sep. 28)**
Toledo is an ancient city set on a hill above the plains of Castilla-La Mancha in central Spain. The capital of the region, it’s known for the medieval Arab, Jewish, and Christian monuments in its walled old city. Known for its cultural diversity, Toledo is a city that cherishes art and religion. With many famous mosques, cathedrals, and synagogues, Toledo provides many interesting places to see, specifically the Mosque of Cristo de la Luz or the church of San Sebastián. El Greco’s House Museum is home to some of the most wonderful art in Spain and made the city world famous. The Moorish Bisagra Gate and the Sol Gate, in Mudéjar style, open into the old quarter, where the Plaza de Zocodover is a lively meeting place.

**Salamanca (Saturday, Oct. 5 - Sunday, Oct. 6)**
Salamanca, in northwestern Spain, is the capital of Salamanca province, part of the Castile and León region. With a history dating back to the Celtic era, it’s known for its ornate sandstone architecture and for the Universidad de Salamanca. Founded in the 1100s and a key intellectual center in the 15th-16th centuries, the university continues to add to the city’s vibrancy with its international student population. Salamanca is known for its beautiful buildings and urban environment. Thanks to its Renaissance period sandstone buildings, Salamanca received the nickname *La Ciudad Dorada* (The Golden City). The Plaza Mayor is in the center of the city, making it a perfect spot to enjoy a coffee and to people watch.

**Valencia (Friday, Oct. 18 - Sunday, Oct. 20)**
The third-largest city in Spain, Valencia is located on the east coast of Spain between Barcelona and Alicante. The city is known for its beautiful beach views, as well as its urban center with modernist architecture. Many may recognize the distinctive *Ciudad de las Artes y las Ciencias*, a state-of-the-art science and culture park designed by Santiago Calatrava. The region is also characterized as being bilingual, with the use of the *valenciano* (similar to Catalan) and Spanish. As with most Spanish cities, Valencia has a rich history tracing back to Roman times.
Segovia (Saturday, Oct. 26)
Surrounded by a medieval wall, Segovia is a city that will transport you back in time. Its twisting alleyways, Romanesque churches and two beautiful rivers represent Spain and Castile at its best. Outside of the wall lies the Alcázar of Segovia, where Queen Isabel promised financial backing for Columbus’s voyage to America and also is rumored to have been one of the many inspirations to Walt Disney. Segovia is also home to one of the best preserved aqueducts in the world which served as the mintmark for all coins produced between the 1400s to the mid-1800s. In this city where the tallest building is a cathedral, visitors can find countless years of history and culture seen nowhere else.

Universidad Nebrija Excursion Policy

NOTA IMPORTANTE
Los alumnos que deseen participar en las actividades y visitas deberán inscribirse en las listas del tablón de anuncios, en las días y horas que se indican en su calendario, antes de la fecha límite. Para participar en las excursiones deberán INSCRIBIRSE en ADMINISTRACIÓN, con Fernanda Rodriguez. Si te apuntas, debes ser responsable y asistir a la actividad. Cualquier ausencia, sin motivo justificado, en aquellas actividades o excursiones en las que usted voluntariamente se haya apuntado, serán posible motivo de sanción para la participación de otras actividades. Si tiene 2 ausencias a las actividades perderá el privilegio de poder participar en ellos el resto del programa.

En caso de no poder asistir, deberán comunicárselo a la Coordinadora de Actividades con previo aviso, tvazquez@nebrija.es.

Es necesario que haya un mínimo de 10 estudiantes para realizar las visitas con las condiciones previstas.

Es necesario que haya un mínimo de 25 estudiantes para realizar las excursiones con las condiciones previstas.

La Universidad Nebrija se reserva el derecho de cambiar o cancelar alguna de estas actividades si fuera necesario.

IMPORTANT NOTE
Students wishing to participate in activities and visits must sign up on the bulletin board list, for the days and times indicated on the calendar, before the deadline. To participate in the excursions, you must REGISTER in the ADMINISTRATION area, with Fernanda Rodriguez. If you sign up, you are responsible for attending the activity. Any absence, without justified reason, in those activities or excursions for which you have voluntarily signed up, will result in sanctions for participation in other activities. If you have two absences, you lose the privilege of participating in the rest of the program.

If you cannot attend, you must notify the Teresa, Activity Coordinator with prior notice, tvazquez@nebrija.es.

A minimum of 10 students is required for the visits to run.

A minimum of 25 students is required for the weekend excursions to take place.

Nebrija University reserves the right to change or cancel any of these activities if necessary.
**TRAVEL INFORMATION**

**It is strongly recommended not to organize trips (i.e., buy airfare, train tickets, etc.; book hotels, hostels, etc.; book tours, events, etc.), without first consulting your finalized Universidad Nebrija class schedule, internship schedule (if applicable), and exam dates of all courses, both UF and Universidad Nebrija. It is also strongly recommended that you do not travel any weekend before an exam.**

**Travel Tips**

- **Buy a Madrid- and Europe-specific travel guide before you go.** Make sure you actually read it! It will really save you time, money, and a lot of headaches. Alternatively, do some research online using the websites listed in this guide as a basis.

- **Budget airlines like EasyJet and Ryanair are good ways to travel; however, be sure to check where flights depart from/arrive to, as these airlines often operate from smaller airports that are not in the city center. Discount airlines generally charge very steep prices for checked luggage. Carry-on luggage is recommended, though be sure to check with your airline, as there are typically strict size/weight requirements and occasionally fees, as well.**

- **When traveling by plane around Europe, be sure to research transportation options to and from the airports. Take into account the cost for this transportation, especially because the airports may be far from the center of the city, as mentioned above. When traveling by air, it’s best not to take a flight that departs very early in the morning, as there may be no transportation to the airport.**

- **Train travel is sometimes cheaper than traveling by air. They are a great way to travel long distances to various European cities. Check out [www.eurostar.com](http://www.eurostar.com) for more info. Reservations are usually required.**

- **Another inexpensive mode of transportation is Euro Lines ([www.eurolines.com](http://www.eurolines.com)). This is a bus line that goes to major cities and takes you right to the center of the city. However, travel time tends to be very long. It is generally the cheapest if you book far enough in advance.**

- **Ensure that you have a valid ticket for whatever transportation method you are using. More often than not, trains and buses between cities have restrictions so that a ticket is only valid for a certain time/route. If you are unsure about where to purchase a ticket or if the ticket is restricted, ask for clarification. Further, many trams, buses, and train require a ticket to be validated/punched (i.e., ‘activated’) by using a machine that may be located either on the vehicle itself or at a station. Again, ask for clarification if you are unsure. Police and other enforcement authorities frequently engage in checking tickets for validity and will take you off the transportation vehicle and fine you (often a hefty sum that is much more than the price of a ticket) if you are caught with the wrong ticket.**

- **Try using [www.hostels.com](http://www.hostels.com), [www.hostelworld.com](http://www.hostelworld.com), or a general Google search for hostels and budget hotels. The rating systems tend to be fairly accurate, so it’s best pay attention to them. It is not recommended to stay in anything lower than an 80% rating. Make sure to always keep your belongings locked up when staying at a hotel, hostel, airbnb, etc. (e.g., in a locker, in a safe, in your padlocked luggage), even if your room is locked.**

- **You may consider buying a sleep sack (available through [www.magellans.com](http://www.magellans.com)) and travel shammy towel, because some hostels require you to rent sheets and towels, which can be expensive, though not always. Depending on your needs, it may also be good to purchase a decent-sized travel backpack.**

- **It’s good to carry cash with you when you travel because you may not know whether a hostel accepts cards. Also, many street vendors (e.g., for food, trinkets, etc.) only accept cash. Make sure to bring your passport when staying in hostels because they may ask to see it for security purposes.**

- **In all big cities, pickpockets can be a problem. Be especially careful on the subways, buses, and airports. You may consider buying a money belt. This is only a warning, but be aware that there may be groups of children and women that try to distract you and pickpocket. When you see someone on the street or subways begging for money, just continue walking or firmly tell them no.**

- **Again, make a list of all the credit and debit cards you take with you, along with the telephone numbers to call in the event of a loss. Record the long-distance telephone number, as 800 numbers do not work when calling from abroad. Be sure to have copies of your passport, IDs, and any other important documents, as well. Keep one copy of everything in a safe place separate from your wallet (e.g., in a safe place within your residence) and another copy at home with your family.**

- **Keep your purse/wallet/backpack on your person at all times. Do not set anything down on the floor or hang it on a chair.**
Checking for Bed Bugs

With planning your trips and studying for your classes, the last thing you may think about is keeping your bed free of bed bugs. However, with recent news about outbreaks of bed bugs, being prepared can help you avoid suffering from the torture of a bed bug infestation. Here are some steps you can take to avoid bed bugs while traveling:

1. When you enter a hotel room or hostel, do not immediately unpack or put your bags on the bed. Take your luggage to a clean bathtub or a rack that will keep it off the floor until you have inspected the room.

2. Grab a flashlight (or use the flashlight app on your phone) to inspect the bed.

3. Pull the blanket and linens off the bed. Start with the corners, where bed bugs like to hide, and look for bugs or dark brown blood spots. Closely examine the folds and seams in the corner of the mattress for signs of bed bugs.

4. Remove the bed cover and check the surface of the bed sheets. Again, you will be looking for small brown spots and dried blood or bugs themselves. Also check any upholstered furniture for signs of bed bugs. The bugs like to hide in dark places, so check the seams and folds of the furniture.

5. Look behind the headboard and in any grooves on the headboard or nightstand. Shine the flashlight in the dark areas as you look for bugs.

If you do find bed bugs, leave the room immediately and contact the hotel/hostel management. Ask to be placed in another room or go to another hotel/hostel.

For more information, check out these resources:

- UF/IFAS - Identifying Bed Bugs: sfyl.ifas.ufl.edu/bed-bugs/identifying-bed-bugs
- BBC video: youtu.be/ObVqT9daRuc

Below are photos of the bugs’ rapid growth to help you identify what they look like:
APPENDIX A: WEBSITES AND APPS

Important Websites
- UF in Madrid Program Website: warrington.ufl.edu/undergraduate-international-study/outgoing/international-programs/uf-in-madrid
- Universidad Nebrija: www.nebrija.com/programas-internacionales/study-abroad-madrid-spain/index.php
- UFIC (UF International Center): internationalcenter.ufl.edu/study-abroad
- CISI Insurance: www.culturalinsurance.com
- U.S. State Department - Smart Traveler Enrollment Program: step.state.gov/step
- Madrid Transportation: www.crtm.es
- U.S. Embassy in Spain: es.usembassy.gov

Other Useful Apps/Websites

Planning and Preparation
- **TripIt** is a free app that keeps track of all your flight info in one place and offline. Just forward your confirmation email, and all the data is populated within seconds to your account.
- **Skyscanner** is a global search engine that enables people to find comparisons for flights.
- **Kayak** is an impressively useful flight search engine.
- **Entrain** helps to reduce the symptoms of jet lag in an easy and effective way.
- **Weather Channel** lets you stay up on the forecast hourly, daily, and/or weekly for your next destination. Add up to 10 cities.

Accommodation
- **HostelWorld** works in a pinch to land last-minute budget accommodation. Try to ensure your hostel has the following: Lockers, A/C or heating, linens/towel provided, walking distance to method of public transportation. Also ensure your hostel is rated roughly 80% or better.
- **Airbnb** and **HomeAway** help you find and make private accommodation reservations. These can be especially useful when traveling with multiple people.

Money Matters
- **XE** lets you keep track of fluctuating conversion rates throughout your trip so you know exactly how much that fancy dinner equated to in US dollars.
- **Mint** is a great way to budget while abroad, and it also lets you keep track of your balances.

Navigation/Transportation
- **Google Maps** is one of the best options to explore new places. Traffic updates, public transit, city tours with 360-degree street views, plus a voice-guided, turn-by-turn GPS navigation are merely some of the features this mobile app offers so you can navigate like a pro. Individual city maps can be downloaded to your device for offline use.
- **Citymapper** is similar to Google Maps in that you can specify a location that you want to go to, and it will tell you the best way to get there, using up-to-date public transit information. It will also estimate the price of transportation. Citymapper functions in many, but not all, large European cities.
- **Uber** is not hard to strongly recommend (as well as other local taxi apps) over waving down taxis. Forget all about the stress of making sure the meter is set correctly, if you have the right bills on hand, being ripped off by the classic “you handed me a 5, not a 20” scam. Just link up your bank account to the app, and the rest is easy. Note: Uber is not available in some locations/countries.
- **Metro Madrid** enables you to view the Madrid Metro map.

Communication
- **WhatsApp, GroupMe, Viber, iMessage, Google Hangouts**, and **Skype** are all messaging and calling apps that use data or Wi-Fi. You can use them in order to keep in touch not only with friends and family back home but also all of your new international friends and others on the program!
Google Translate can make or break your ability to travel through a country in which you do not speak the language. With the ability to download the dictionary per language, you also ensure you have access to the translate ability when away from data or Wi-Fi.

TravelSafe is a potentially life-saving database of emergency service numbers for just about every country.

Leisure

Meetup is a website/app that organizes online groups according to interests that host in-person events for people to get to know each other and engage in activities.

TripAdvisor is extremely useful for locating nearby restaurants and attractions, and will use your current position and GPS to guide you to your destination. With tips, rankings, and reviews, it will ensure that you’re well-traveled and well-fed, no matter the city.

Like a Local will let you avoid the tourist traps and tell you where the real hotspots in town are located. The app lets real locals post reviews and insights about their favorite places in town for you to see. They’re picky about the locals they use, so you won’t be getting reviews from someone who’s only lived there a week.

Historypin is a location-aware augmented reality app that is full of interesting elements. Chief among them is the ability to point your phone’s camera at historic buildings (in tons of cities across the globe) and see a selection of vintage images nearby that can be layered over the modern building or space in front of you. There’s also an option to toggle back and forth and, in many cases, pick photos from different years. These photos come from numerous sources, including other users, and are accessible as collections, as walking tours, or simply via a map showing available photos nearby.

EsMadrid contains useful information for a visitor to Madrid.

Timeout Madrid has information on various sociocultural events taking place in Madrid.

El País is the main newspaper within Spain. In addition to news, the website also contains information on various sociocultural events taking place in Madrid.

Travel

Smart Traveler is an essential tool, especially when traveling to less stable regions. It is somewhat like an abridged version of the CIA’s World Fact Book and has a dossier on every country around the globe, as well as up-to-the-minute travel warnings, be they based on political uprisings or natural disasters. Especially handy is the inclusion of STEP, which lets travelers e-register with their local U.S. embassy or consulate when abroad for an added layer of safety and also lets travelers receive alerts by email.

STA Travel and Student Universe are websites popular for student travel.

Kayak is a website for flight and hotel plans.

Skyscanner is a website for budget air travel.

Vueling is a budget airline company with routes throughout Spain and Europe.

Rail Europe is a website for rail travel throughout Europe.

Renfe is a website for train travel throughout Spain.

LoungeBuddy knows that even within the elite jet set, there are various classes of traveler, and different airport lounges to match. Whether you need a quick pre-flight shower or are hungering for a smorgasbord of exotic fruit, this neat app will suggest a lounge, complete with user reviews. All you have to do is type in your airport and level of access, and the rest is taken care of.

Rome2Rio is a website that compares suggested routes and prices using plane, train, bus, car, and ferry between two locations.

Weekend Student Adventures (WSA Europe) has designed an app that provides a ton of “on-the-go” tips and tricks for many cities. Download city chapters for free and opt into newly-updated sites and favorite venues.

Rick Steves Audio Europe is well-done, free, and informative. Search and download all the subjects on your destinations before you leave on your trip, and listen to them on the plane ride in order to get well-prepared. The entire Rick Steves website also has a wealth of travel information.

Miscellaneous

VAT Refund information can be found at ec.europa.eu/taxation_customs/individuals/travelling/travellers-leaving-eu/guide-vat-refund-visitors-eu_en.
APPENDIX B: MAPS

Universidad Nebrija - Campus Princesa
Calle Santa Cruz de Marcenado, 27
28015 Madrid, Spain
Getting to Universidad Nebrija

Metro
- **Line 6** (Gray line on the subway map) and **Line 4** (Brown line on the subway map). Get off at the “Argüelles” stop. From there, it is a five-minute walk to the university.
- **Line 3** (Yellow line on the subway map). Get off at the “Ventura Rodríguez” stop. From there, it is a six-minute walk to the university.

Bus
- **Nº M2 (Minibus)**. From Argüelles to Sevilla. Get off at the intersection of Calle de los Mártires de Alcalá and Calle Santa Cruz de Marcenado. The University is located at this intersection, at the corner of Calle de los Mártires de Alcalá and Calle Santa Cruz de Marcenado.
- **Nº 2**. From Plaza Manuel Becerra to Avda. de la Reina Victoria. Get off at the intersection of Blasco de Garay and Alberto Aguilera. At the corner of Blasco de Garay and Alberto Aguilera, cross Alberto Aguilera and continue straight on Mártires de Alcalá (Blassco de Garay becomes Mártires de Alcalá after you cross Alberto de Aguilera) until you get to Santa Cruz de Marcenado. The University is located at the corner of Calle de los Mártires de Alcalá and Calle Santa Cruz de Marcenado.
- **Nº 44**. From Callao to Marqués de Viana. Get off at the stop at the intersection of Calle Princesa and Rey Francisco (closest to the address Calle Princesa 32). Take the street “Calle de Seminario de Nobles,” which will merge with Mártires de Alcalá. Continue straight on Mártires de Alcalá. The University is located at the corner of Calle de los Mártires de Alcalá and Calle Santa Cruz de Marcenado. It will be on your left.
- **Nº 1**. From Plaza de Cristo Rey to Prosperidad. Get off at the stop at the intersection of Calle Princesa and Rey Francisco (closest to the address Calle Princesa 29). Take the street “Calle de Seminario de Nobles,” which will merge with Mártires de Alcalá. Continue straight on Mártires de Alcalá. The University is located at the corner of Calle de los Mártires de Alcalá and Calle Santa Cruz de Marcenado. It will be on your left.
- **Nº 133**. From Plaza de Callao to Mirasierra. Get off at the stop at the intersection of Calle Princesa and Rey Francisco (closest to the address Calle Princesa 32). Take the street “Calle de Seminario de Nobles” which will merge with Mártires de Alcalá. Continue straight on Mártires de Alcalá. The University is located at the corner of Calle de los Mártires de Alcalá and Calle Santa Cruz de Marcenado. It will be on your left.
- **Nº C1 (Circular route)**. From Embajadores to Cuatro Caminos. Get off at the stop at the intersection of Calle Princesa and Rey Francisco (closest to the address Calle Princesa 32). Take the street “Calle de Seminario de Nobles” which will merge with Mártires de Alcalá. Continue straight on Mártires de Alcalá. The University is located at the corner of Calle de los Mártires de Alcalá and Calle Santa Cruz de Marcenado. It will be on your left.
APPENDIX C: U.S. EMBASSY INFORMATION

U.S. Embassy in Madrid
The Embassy of the United States of America in Madrid is the diplomatic mission of the United States of America to Spain. The Embassy is located at Calle de Serrano, 75, 28006 Madrid. Under Ambassador Richard “Duke” Buchan III, the Embassy team works to protect and promote U.S. interests in Spain through diplomatic relations with the Spanish government, commercial contacts within the business community, and public diplomacy.

Ambassador: Richard “Duke” Buchan III
Address: Calle de Serrano, 75, 28006 Madrid, Spain
Phone: 011.34.91.587.22.00
APPENDIX D: CLASSROOM BEHAVIOR GUIDELINES

Classroom Behavior Overview
Most students exhibit appropriate behavior in class, but sometimes there is disagreement over the definition of "appropriate" behavior. There can be diverse expectations between students and instructors arising from different perceptions related to behavior. Instructors come from the mindset "if express permission has not been given, then a behavior is not allowed" whereas many students come from the mindset "if we have not been told otherwise, then the behavior is allowed." Essentially, students should ask if they are not sure about any behaviors.

Learning is a group activity, and the behavior of each person in class in some way or the other affects the learning outcomes of others. If these thoughts and the following rules are kept in mind, the classroom experience will be a better one for everyone involved. The following are some basic guidelines on classroom behavior. A faculty member will develop his/her own version of these rules. So, it is vital to read the syllabus for specific rules in each course.

Recommended classroom behavior:
• Class begins promptly at the beginning of the class period. It is advisable that you be in your seat and ready to start participating in class at that time.
• Always bring the required supplies and be ready to be actively engaged in the learning process. This communicates preparedness and interest.
• Don’t read the newspaper during class! Put it away before the start of class. Your attention should be focused on the business at hand – the class, its content, and the professor.
• Turn your cell phone off or to vibrate before the start of class. Put away laptops and other electronic devices unless otherwise approved.
• Check with the instructor to see if they have any policies regarding bringing a drink or a snack to class. In conjunction with this, please PICK UP YOUR TRASH when you leave the room.
• Your professor expects your full attention for the entire class period. It is wise to ask the professor what their preference is if you expect to leave before the class is over or if you arrive to class late. Should you try to sit as close to the door as possible so you may leave with disturbance; and similarly should you just slip in as quietly as possible and take the first available seat you come.
• Do not sleep in class! Dozing off, laying your head on the desk, or sleeping in class is rude, and it is distracting to others.
• Turn in assignments on time.
• Being courteous in class does not mean that you have to agree with everything that is being said. However, your point will be much more credible if conveyed without rudeness, aggression, or hostility. If you strongly disagree with your professor, it is a good idea to speak with him/her after class.
• When you have a question or comment, please raise your hand first as a courtesy to your classmates and the professor. Remember, your questions are NOT an imposition – they are welcome. Chances are, if you have a question, someone else is thinking the same thing but is too shy to ask it. So, ask questions! You’ll learn more, it makes the class more interesting, and you are helping others learn as well.
• If an emergency arises that requires an absence from a session, it is your responsibility to get the notes and all other information that was covered in class from a colleague.

Good manners provide the foundation for proper classroom behavior. Stated another way, all students, regardless of the many perspectives they may bring to a given class, are expected to be courteous while in the classroom. Notably, students must be open to and respectful of the learning process in the classroom, even if, at times, their own beliefs or views about the material being presented are different. Although all students are expected to exhibit appropriate conduct, some simply do not know what constitutes proper classroom behavior. Some unacceptable classroom behaviors occur regularly on campus. Misconduct— which instructors are asked to bring to a halt— includes, but is not limited to, the following:
• Students continuing to talk after being asked by the instructor to stop
• Students conducting side conversations during instruction
• Students nonverbally showing disrespect for others
• Students using vulgar, obscene, or other inappropriate classroom language
• Students making disparaging remarks or making slurs based on age, religion, race, ethnicity, gender, nationality, disability, or sexual orientation
• Student tardiness and disturbing classroom entrances
• Students getting up during class, leaving, and then returning
• Students packing up books and/or belongings before class is dismissed
• Students using their cell phones, allowing them to ring, or text messaging during class
• Students inappropriately using computer or other technology in a disruptive way
  Students verbally indicating dissatisfaction with an activity, assignment, or grade
• Students sleeping in class and other inattentive behavior

The UF Honor Code
Preamble: In adopting this Honor Code, the students of the University of Florida recognize that academic honest and integrity are fundamental values of the University community. Students who enroll at the University commit to holding themselves and their peers to the high standard of honor required by the Honor Code. Any individual who becomes aware of a violation of the Honor Code is bound by honor to take corrective action. Student and faculty support are crucial to the success of the Honor Code. The quality of a University of Florida education is dependent upon the community acceptance and enforcement of the Honor Code.

The Honor Pledge:
We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity by abiding by the Honor Code.

On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: “On my honor, I have neither given nor received unauthorized aid in doing this assignment.”
APPENDIX E: IPSA TIPS AND TRICKS

Madrid Semester Abroad
IPSA Tips & Tricks

CITY LIFE—WANDER, SHOP AND BE MERRY

AREAS OF THE CITY & STREETS
- **Malasaña/Fuencarral**: the best place in Madrid with loads of cute cafes & shops!
  - Recommended shopping: Brownie, Herself
- **Chueca** (LGBT area of the city) similar to Malasaña, Calle de Augusto Figueroa is a street of shoe stores. You can’t leave Madrid without at least one pair!
  - Recommended shopping: Lady Madrid
- **La Latina**: Fun on Sunday afternoon/nights
- **Calle Almirante**: Spanish designers
- **Gran Vía**: Classic Madrid, but very busy and touristy—reminiscent of Times Square
- Can’t miss markets for shopping, eating & passing the time: **Mercado de San Antón; Mercado San Miguel & Platea**

ACTIVITIES IN THE CITY
- **Parque de Buen Retiro**: the most beautiful city park, row a boat for fun
- You can’t miss a **segway tour**: www.madrid-segway.com
- **Teleférico**: Cable car ride over Casa de Campo

SIGHTS TO SEE AND FALL IN LOVE WITH
- Go on all trips organized by **Nebria**—you will never actually make it to them all on your own. Also you will have guides for the tour which is helpful!
  - **Highlights in the city**: Prado Museum; Reina Sofia; Palacio Real
- **“BeMadrid”** hosts events for students around the city and trips around Spain—they are very trustworthy and speak English
- **Plaza Mayor**: main square in Madrid with tons of dining, tapas, desserts & sangria
- **Puerta del Sol**: Similar to Plaza Mayor and very close—pickpockets, street performers and nightlife can also be found here!
- For calming sunset: **Temple of Debod**; For afternoon picnic: **Plaza de España**
- **Santiago de Bernabéu (Real Madrid Stadium)**

NIGHTLIFE IN SPAIN—Nightlife in Spain is very different than in Gainesville. Many clubs and bars do not open until 1am. People start getting ready around 11pm to go out, but clubs do not open until 1am. Most places have a cover at the door and this will include 2 drinks. You will need ID (a copy of DL or passport). Take a taxi home with a friend, they are trustworthy and cheap, you must have cash.
- Explore the area of **Sol**: there’s a ton of bars with great deals. Promoters will walk around with drink tickets to promote their clubs.
- **El Chapandaz** (Cave bar): “Leche de Pantera” – famous milk based drink that literally comes out of the cave walls
- **Azotea** a bar on top of Circulo de Bellas Artes with the best sunset views!
- **Tupperware**: a fun bar in Malasaña
- **El Tigre**: cheap drinks, each one comes with free tapas
- **La Nuits**: Spanish club (more local feeling than many others)
- **Independence Club**: has events on Monday nights that are fun and cheap
- **Joy**: next to 24/7 Chocolate con churros, best nights are Thursday nights
- **Kapital**: 7-story themed club—more expensive than others, very hectic and crowded (be vigilant)

Around town...

Pickpocketing

Madrid has pickpockets, always be aware of your surroundings. If you are in a touristy area there will be people looking for easy targets. Don’t flash your money or expensive phone in busy places. Also, keep in mind that the rate of unemployment in Spain is very high. People may directly ask you for money on the street or in a restaurant—expect this to happen and keep your things close.

Metro

Madrid has one of the nicest metros in Europe and it can make your life easy. The metro is everywhere and can get you almost anywhere. There is an app that allows you to find the closest stop and add in your destination. You can take the metro to the airport, saving you a 30 euro taxi ride. Just ensure that you have plenty of time to ride the metro before your flight.
MORE CULTURAL TIPS

- Speak Spanish — try using手势 respectful.
- Greet others with a kiss on each cheek.
- Stores close between 2 and 5 pm, buy all you need before then.
- Carry cash, you will need it in Madrid.
- Many museums and attractions are free on the 1st Sunday each month.

OTHER HELPFUL TIPS

- If you take an unlocked cell phone, you can get a pre-paid SIM card. Movistar, Orange, Vodafone are carriers that cost around 15 euro/month.
- There are no CVS-type stores, you will visit several places for your needs.
  - Groceries: Carrefour, Dia or Gamma
  - Medication: Farmacia, look for a green plus sign :)  
  - Toiletries: Perfumeria.

THE STUDY PART OF STUDY ABROAD

UF EP Courses

☑ Bring Smoking Notes & any course textbooks
☑ All exams will be proctored in-person at Nebrija. Do not plan any trips until you have your exam schedule. There are no excuses for missing an exam.

Local Courses @ Nebrija

- Class sizes will be small, and generally a mix of UF and non-UF students — befriend the international students in your class!
- Your instructors are passionate about teaching their language to students from countries all over the world. UF students have an established reputation — make them proud of the Gator Nation.
- Respect the cultural differences you may observe in class — in order to do so, you must spend time actively observing.
- Don’t be afraid to connect with the Nebrija faculty and staff — they are there for you and love when you are interested in learning more of their culture and places to visit in their country!

ALL ABOUT THE FOOD

CAFÉ / RESTAURANTS

- Federal Café, Bicicleta Café & MÜR Café: all great brunch spots in Malasaña. Try MÜR Café’s carrot cake.
- Mama Framboises: get carrot macaroons
- Mallorquina Bakery: best deserts and pastries in the city! It is in Sol and you must try a warm Chocolate Napoleon
- Café de Oriente: right in front of the Palace
- Carmencita & La Gringa: two different brunch places in Malasaña, owned by the same people
- San Gines Chocolateria: right by Plaza Mayor and a must do in Madrid! 24/7 chocolate con churros, must try hot chocolate with the churros

QUICK LUNCH

- Masq Menus: a chain all over, quick & cheap
- Faburis: closest thing to make your own salads, very Panera-like and healthy!
- Magazand: sandwiches and salads; can order in. Location in Malasaña is nice to study in.
- La Cien Montaditos: cheapest place in Madrid with nice sangria; 1 euro meal 10ms on Tues and Thurs

DINNER EATORIES

- Ten con Ten: nice, go w/ parents, try artichoke lasagna
- Goya: VERY nice — go with parents or special occasion
- Bazaar: good for big groups
- Sala de Dispecie: really cool tapas place
- Gino's: Chain Italian
- Lateral: a few locations — Plaza Santa Ana is the best
- Minchu: by Real Madrid soccer stadium
- Poncelet Cheese Bar: SO good
- Los Asturianos: authentic Spanish food
- El Botin: oldest restaurant in the world, go for the experience — pricey
- El Pescador: all fish!
- Tapas bars in Plaza Santa Ana: great place to grab dinner before going out; eat outside when it’s nice!
- Tierra Burrito Bar: this place is Chipotle-like
- Order-in options: visit justeat.es and Yoi Sushi

Try “menu del dia” at lunch: 10 euro for 3 courses & drink
ACADEMIC RULES FOR UNIVERSITY OF FLORIDA STUDENTS
SPRING 2017

The Centro de Estudios Hispánicos, in accordance with the Programa Internacional de Español y Negocios de la Universidad de Florida establish the following academic norms:

1. UF students have the responsibility and obligation to check their UF in Madrid WhatsApp group and Nebrija email often (at least twice per week), since it will be the main means of communication between the Nebrija Coordinator and the students.
2. Students will have to provide the coordinator with a telephone number, where they can be contacted, as soon as possible.
3. All of the students who travel outside of Madrid are obligated to send the coordinator the travel form, which will be provided to them via email.
4. The University Antonio de Nebrija understands that the use and abuse of alcohol and drugs supposes a serious risk for the health and safety of his students. Nebrija reserves the right to expel those students whose behaviour is inappropriate or whose abuse of drugs and alcohol jeopardize their own safety and well-being, as well as the safety and well-being of their classmates and teachers, in all the academic activities developed out and inside the educational center.
5. All of the activities and field trips included in the activities calendar for the University of Florida (which are included in the price of the Nebrija program/University of Florida) are an integral part of the academic program. If you want to join just sign-up for them.
6. Any absence, without a valid justification, in those activities or tours that you voluntarily has signed out, will be subject to punishment in the participation of other activities.
7. The group of students from UF will have one group representative person, that will help Teresa Vázquez in the area of group coordination.
8. Nebrija University reserves the right to modify or cancel any of these activities if deemed necessary.
9. In case of failure to comply with these standards, the teachers will take immediate measures that they deem appropriate, without prejudice to other subsequent measures that the Centro de Estudios Hispánicos, Universidad Nebrija, might take.

I have read and understood the conditions and I accept and sign.

Student’s name: ........................................................................................................

Signature:.................................. Date:..................................
### Universidad Nebrija Travel Form for UF Students (Sample)

<table>
<thead>
<tr>
<th><strong>Nombre del estudiante:</strong></th>
<th><strong>Programa:</strong> Otoño / Primavera / Verano</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Destino:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Nombre y dirección del alojamiento planeado (hotel, pensión, casa de amigos):</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Teléfono móvil:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Otros teléfonos (hotel, pensión, casa de amigos):</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Duración del viaje:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Fecha y hora de salida:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Fecha y hora de regreso:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Medio de transporte (bus, tren, avión, coche, barco):</strong></td>
<td></td>
</tr>
<tr>
<td><strong>¿Con quién vas a viajar? Si no es otro estudiante de UF, ¿tienes su teléfono?</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Otra información relevante:</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Firma:**

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