This program is offered by International Academic Programs (IAP) at the University of Wisconsin-Madison in partnership with the University of Indiana and Purdue University (WIP) through the University of Madrid Complutense. Throughout the course of your study abroad experience you will be communicating with both IAP and on-site program staff in Madrid. It is essential that you pay close attention to all information provided to you from both organizations.

This IAP Program Handbook supplements handbook(s) or materials you receive from the WIP Program as well as the IAP Study Abroad Handbook and provides you with the most up-to-date information and advice available at the time of printing. Changes may occur before your departure or while you are abroad.

WIP program staff handles the program’s day-to-day operations. Generally, questions about aspects of your program abroad (housing information, program facilities abroad, extracurricular activities offered as part of the program, etc.), as well as questions relating to your relationship with UW-Madison or your academics (i.e. course credits, equivalents, UW Madison registration, etc.) should be addressed to International Academic Programs at UW-Madison.

This program handbook contains the following information:
- Program Dates .................................................................................................................................... 2
- Preparations Before Leaving ............................................................................................................... 2
- Travel and Arrival Information ........................................................................................................ 3
- The Academic Program .................................................................................................................. 4
- Living Abroad ...................................................................................................................................... 8
- Student Advice .................................................................................................................................... 9

Contact Information

On-Site Program Information
Your primary contacts in Madrid, Spain will be the Resident Director, Reyes Vila-Belda of Indiana University, the Assistant Director, María del Carmen Castaño (Mamen) and Amy Olson, Student Services Coordinator.

Programa de Indiana, Purdue y Wisconsin
Facultad de Geografia e Historia
Edificio B
Ciudad Universitaria
Madrid 28040 Spain
Tel: 011-34-91-544-7668
Cell: 011-34-66-651-4610
Fax: 011-34-91-544-1432
E-mail: wipmadrid@rect.ucm.es
UW-Madison Information
International Academic Programs (IAP)
University of Wisconsin-Madison
106 Red Gym, 716 Langdon Street
Madison, WI 53706
Tel: 608-265-6329 Fax: 608-262-6998
Web: www.studyabroad.wisc.edu

Angela McNutt
Study Abroad Advisor
Phone: (608)265-6329
E-mail: amcnutt@studyabroad.wisc.edu

Emergency Contact Information
In case of an emergency, call the main IAP number (608) 265-6329 between 8:00 a.m.-4:30 p.m. Monday-Friday; after-hours or on weekends call the IAP staff on call at (608) 516-9440.

Embassy Registration
Program participants who are U.S. citizens must register with the U.S. Embassy before departure as this will help in case of a lost passport or other mishap. You can register on-line at https://travelregistration.state.gov. If you are not a U.S. citizen, register at your home country’s embassy or consulate.

U.S. EMBASSY Madrid
Calle Serrano 75
28006 Madrid
Tel: + (34)91-587-2240
Tel: + (34)91-587-2200 (emergencies after hours)
Fax: + (34)91-587-2303
Website: http://madrid.usembassy.gov/

Program Dates
Program usually begins at the end of August and ends at the end of June for the academic year. Spring semester usually begins mid-January throughout June. Program dates are provided in the WIP Program Handbook and in your MyStudyAbroad.

Preparations Before Leaving
Refer to the Pre-Departure Checklist in the IAP Study Abroad Handbook for essential information.

Passport
A passport is required for travel to Spain. It should be valid at least six months beyond the ending date of the program.
Visa
A Spanish student visa is required. You are responsible for applying for your own visa. IAP will provide you with visa application instructions but it will be your responsibility to apply for and obtain your visa prior to departure. U.S. citizens must have a U.S. passport valid for at least six months beyond the end of the program.

You are advised NOT to leave the U.S. for any international travel up to three months before the program begins as your passport must be turned over to the consulate for visa processing. If you must be out of the country more than a couple of days prior to the program start date, there is no guarantee that the consulate will process the visa in time for your departure.

Student visas cannot be extended in Spain.

Important Legal Info/Arrival Info
Academic year students, after arrival in Madrid, will obtain the required residency permit (carnet de estudiante). Program staff will assist you with this. This permit takes the place of the visa and allows you to legally live and study in Spain. Students must be sure to save their boarding passes from the flight into Madrid and give it to staff upon arrival. The boarding pass will be used to prove entry into Spain and must be submitted to authorities during the process of application for student residency.

Spring semester students will not obtain the residential permit and will apply for a 180-day visa that will be stamped in your passport. The visa stamp might also say that it is a 90-day visa. Please verify that the length that is also mentioned in months (e.g. January-June) covers 180 days. As long as that part is accurate, it’s not a problem if it says “90-day visa.”

All students - You must not enter Spain before your visa validity begins. This usually coincides with the start date of the program, so keep this in mind when booking your flight (if you aren't taking the group flight). Keep your boarding pass and turn it in to the program office staff upon arrival. If you enter the country too early or do not save your boarding pass into Madrid, you will need to leave Schengen territory and re-enter it, without exception.

If you arrive before the start date of the visa, you must leave Schengen territory (go to the U.K, for example) once the visa’s validity begins. The program office staff cannot get a student residency card for you if you have not correctly "activated" your visa. Visas are only correctly activated if you enter on or after the start date of the visa.

If you have any questions regarding this legal information and your arrival into Spain, you may contact Amy Olson, Student Services Coordinator in Madrid.

Travel and Arrival Information
Please refer to the WIP Program Handbook for information pertaining to Travel and Arrival.
The Academic Program

**Reunidas**
The Wisconsin, Indiana, and Purdue Program in Madrid (WIP) is a member of a consortium of American universities at the Complutense called the Universidades Reunidas. This consortium offers American students a range of special three-credit courses that are a semester in length and generally follow the calendar and curriculum of American institutions. All Reunidas classes are offered apart from University of Madrid courses but are taught in Spanish by University of Madrid professors.

Reunidas Course Offerings: [http://pendientedemigracion.ucm.es/info/reunidas/asignaturas.htm](http://pendientedemigracion.ucm.es/info/reunidas/asignaturas.htm)

**Complutense Courses**
In addition to Reunidas classes, students are required to take at least one Complutense course for the fall semester and two Complutense courses during the spring semester. Complutense courses must be taught in Spanish to fulfill this requirement. (Students studying in Madrid for only the spring semester need to take at least two Complutense courses.) This means that students are required to enroll in a regularly scheduled University of Madrid class alongside Spanish students.

Offerings span a full range of depth and breadth in world geography and history (including area studies), world literature, anthropology, philosophy, and economics. See below for a list of participating Facultads.

As a rule, Complutense courses carry six credits for year-long classes and three credits for each semester-long class. They typically start several weeks later than Reunidas classes. Year-long program participants can take one yearlong Complutense course and an additional course in the spring semester. Final exams, which may include an oral component, are scheduled in January and June. Mid-term examinations are customary.

Prior to leaving for Spain, students should research Complutense course listings available online here. A guide for navigating the Complutense website is available on the IAP Madrid program page: [http://www.studyabroad.wisc.edu/study/forms/Finding%20UCM%20courses%20online.pdf](http://www.studyabroad.wisc.edu/study/forms/Finding%20UCM%20courses%20online.pdf)

Facultad de Filología: [http://filologia.ucm.es/](http://filologia.ucm.es/)
Students take courses in Spanish language and literature in this Facultad.

Students take courses in Philosophy, religion, and ethics, in this Facultad.

Facultad de Geografía e Historia: [http://geografiaehistoria.ucm.es/](http://geografiaehistoria.ucm.es/)
Students take courses in Geography, History, Art History and Music in this Facultad.

Students may apply to take courses at other Facultads in the Complutense, but they must pay the registration fees to that Facultad upon registration.

**Final Exams in Complutense**
It is highly recommended that students take advantage of the Revisión de examen (revision session), a scheduled time for students to meet individually with their professor to review their final exam.
Individual professors set specific revision dates for each of their classes, which tend to be 1-2 weeks after the final exam. Detailed information about this will be presented in the WIP Academic Manual.

In case the student is leaving Madrid before the official grades are going to be posted, the student should meet with the professor to discuss the class work before leaving and let the professor know s/he will be gone during the revision session. This is of importance especially in the spring semester Complutense grades. Even if the student thinks they’ve done well, it is still highly recommended to meet with the professor. Don’t let the grades on the transcript become a surprise! It is easier to discuss a low or failing grade with the professor on-site rather than 1-2 months after the fact, especially if they will allow extra work to help the grade.

Tutoring
The program provides tutoring services for students in the three Facultads listed above. This is encouraged. Most tutors are classmates or graduate students in the field. More information is provided in the WIP Program Handbook. There are no program-provided tutoring services available for students who elect to take classes outside of the three participating Facultads.

Registration
Registration for both Reunidas and Complutense courses will take place in September and early October in Madrid. It is highly recommend that students come to Madrid with courses picked out and alternate options for courses. This will make the process much smoother. The Advising Worksheet, as part of your post-acceptance documents, will be provided to the Resident Director to discuss the courses you plan to take in Madrid. See the Complutense course information in the above section.

Equivalents and Course Equivalent Request (CER)
Each course you take abroad must be assigned a UW-Madison “equivalent” course in order for your grades and credits to be recorded on your UW-Madison transcript. In order to establish UW-Madison course equivalents for your study abroad courses, you will submit a Course Equivalent Request (CER) through your My Study Abroad account. Course equivalency requests are due by the date listed in your MyStudyAbroad. Information on the UW course equivalent process is also available in the IAP Study Abroad Handbook.

NOTE: All courses that show up on your WIP Madrid transcript MUST be put onto your UW Madison transcript. There are no exceptions. To avoid a delay in your study abroad courses posting to your UW Madison transcript, it is important to submit your equivalent information as soon as you can.

Communication with the UW-Madison Spanish Department
UW-Madison students who are studying (or have studied) in Madrid should communicate with Professor Ksenija Bilbija (kbilbija@wisc.edu) concerning credit and equivalents. You may also communicate with Professor Bilbija if you have questions about a particular equivalent while abroad. You should include in your e-mail the following information:

- Name, UW ID number, major(s), expected date of graduation
- Your phone number (if you are in Madison)
- Hours that you may be reached (if you are in Madison)
- Most advanced Spanish language and literature classes you have taken at UW-Madison
- Reference to the particular program you are (were) on and how long you are (have studied) abroad
Make sure to forward confirmation to International Academic Programs of any course equivalencies approved by the Spanish Department.

**Course Information**
In consultation with the Department of Spanish and Portuguese, International Academic Programs has established the following guidelines for assigning course equivalents:

**Spanish 223 and 224**
Students should make an effort to take at least one of these classes on the UW-Madison campus before studying abroad if at all possible, since they provide good background. In addition, these survey level courses are difficult to find abroad.

If students have not had these classes prior to leaving, the Spanish department recommends either looking for a similar survey-type class or taking these classes when you return to Madison.

If students decide to take a survey-type course abroad, they should find out what the department teaches in the particular class and look for as close a match as possible. Students need to check with Professor Ksenija Bilbija (kbilbija@wisc.edu) before taking the class.

If students decide to take these courses when they return to UW-Madison, they may receive credit for a more advanced literature class (e.g., Spanish 326) and then return to take Spanish 224. Students who take this route still find the survey-level classes interesting.

In order to receive a course equivalent for Spanish 224, the course should concentrate on analyzing basic literary forms, conventions, genres, and representative short texts in Spanish. Note that Spanish 224, Introduction to Hispanic Literatures, is a course that provides an introduction to reading and analyzing literary works, with special emphasis on development of oral and written skills for the discussion literature.

In order to receive a course equivalent for Spanish 223, students must complete an intermediate level class that covers issues that shape the national cultures and the cultural practices of the Hispanic world. The course should place emphasis on diversity, emergence of new imagined communities, cultural hybridity, and social movements with a historical framework. Any course (or combination of courses) considered for civilization credit should deal with a wide variety of cultural aspects, and should combine social science with study of the humanities (for example, not sociology or economics only; not art, music, or literature by themselves).

**Spanish Majors on the UW-Madison campus**
UW-Madison students majoring in Spanish must keep the following information in mind:

1) You must take at least 15 credits of the upper level work in the Spanish major “in residence” (that means, here on campus or in programs sponsored by UW-Madison). All Spanish courses numbered 300 or above count toward this requirement.

2) You must take at least 6 credits of Spanish at the 300 level or above while physically present at UW-Madison.
If you would like more information or clarification on this, please contact Karen Thompson, Undergraduate Spanish Advisor (klthompson3@wisc.edu).

For course equivalent issues please contact Professor Ksenija Bilbija (kbilbija@wisc.edu).

For questions about practical issues on this program contact Angela McNutt (amcnutt@studyabroad.wisc.edu).

**Credits**
For credit conversions, please see information provided in Reunidas and Complutense sections above about credits. Most courses carry a 1:1 conversion with UW-Madison courses, meaning, a 3-credit course in Madrid is equivalent to 3 credits at UW-Madison.

**Limits and Load**
Students are required to enroll each semester as full-time students and complete a minimum of fifteen (15) credits. There are no exceptions to this rule. Before registering for classes, students must meet with the resident director to discuss their course of study. Students should select courses that will fulfill requirements on the UW-Madison campus.

**Pass/Fail/Drop/Audit**
Please refer to the IAP Study Abroad Handbook for academic policies. A Pass/Fail option will be available in the Course Equivalency Request. The due date for Pass/Fail submission can be found in the Academics tab of your My Study Abroad account.

**Grades and Grade Conversions**

**WIP Grading Scale for Reunidas Courses**

<table>
<thead>
<tr>
<th>If Grades are Reported as</th>
<th>If the Reunidas Grades are Reported as</th>
<th>UW-Madison Equivalent Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+/A</td>
<td>9.50 – 10.09</td>
<td>A</td>
</tr>
<tr>
<td>A-/B+</td>
<td>8.59 – 9.49</td>
<td>AB</td>
</tr>
<tr>
<td>B</td>
<td>7.51 - 8.49</td>
<td>B</td>
</tr>
<tr>
<td>B-/C+</td>
<td>6.51- 7.50</td>
<td>BC</td>
</tr>
<tr>
<td>C/C-</td>
<td>5.51 - 6.50</td>
<td>C</td>
</tr>
<tr>
<td>D</td>
<td>4.51 - 5.50</td>
<td>D</td>
</tr>
<tr>
<td>F</td>
<td>0.00 – 4.50</td>
<td>F</td>
</tr>
</tbody>
</table>
WIP Grading Scale for Complutense Courses

<table>
<thead>
<tr>
<th>Complutense Grade</th>
<th>UW-Madison</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.00 – 8.50</td>
<td>A</td>
</tr>
<tr>
<td>8.49 – 7.00</td>
<td>AB</td>
</tr>
<tr>
<td>6.99 – 6.00</td>
<td>B</td>
</tr>
<tr>
<td>5.99 – 5.00</td>
<td>BC</td>
</tr>
<tr>
<td>4.99 – 4.50</td>
<td>C</td>
</tr>
<tr>
<td>4.49 – 3.50</td>
<td>D</td>
</tr>
<tr>
<td>3.49 – 0.00</td>
<td>F</td>
</tr>
</tbody>
</table>

The Wisconsin School of Business has an exchange with Universidad Complutense de Madrid. The grading scale that the Wisconsin School of Business uses is different than the WIP grading scale. If you are a Wisconsin School of Business student on the WIP program, grades will be determined by the WIP scale only, not the School of Business scale.

Living Abroad

Educate yourself about your host country. Read the Preparing to Live in Another Culture section of the IAP Study Abroad Handbook. Remember- it won't be possible to prepare yourself completely. There will be situations you will not have anticipated and your flexibility will determine in great part the kind of experience you will have while abroad.

UW-Madison International Academic Programs (IAP): http://www.studyabroad.wisc.edu


Social Activities/Discounts: http://disfrutamadridmas.com/
You will have access to this program that organizes weekly event offerings, activities, and area discounts so you can participate in activities each week to help you enjoy the Spanish culture and meet like-minded students.

Communications
When making calls, keep in mind time zone differences (www.timeanddate.com/worldclock). To make an international call to the United States, dial the access code for the country from which you are calling plus the United States country code (always “1”) followed by the appropriate U.S. area code and local number. To call internationally from the United States, dial “011”, the country code, country access code (if necessary) and the phone number. Country and city codes can be found online (www.timeanddate.com/worldclock/dialing.html). Some of above steps can vary if you are using a calling card.

Student Advice
The advice below is from past participants; they reflect various students’ experiences and are included to provide different perspectives. IAP does not endorse any specific view expressed in this section.

Preparations Before Leaving
As for packing, pack light. You'll be bringing more home than when you came, so be prepared. A winter coat is necessary; it will get to about 32 some days. Don't worry about looking "American". No matter what you do, you will look American. I thought that wearing a Superman shirt would single me out, and when I got there more Spaniards wore them than I did. So it's really up to you.

Pack layers.

Packing: calling home can be one of the most expensive things in Europe. If you have a laptop computer, I would highly recommend bringing it - you can use programs like Skype to call real phones in the US for just a couple of cents per minute. Also, pack lightly. You will most likely do some traveling (a travelers or hikers backpack is great!) and also will probably buy clothes and other items while in Spain. Many participants were overweight limits when they returned home.

Bring a good pair of shoes that are comfy to walk in, but a little bit dressy. You'll walk around loads, and nice shoes in Spain are expensive!

Make a budget before leaving and stick to it!

Travel and Arrival Information
To get to Madrid, I took the group flight. It was a little more expensive than booking on my own, but meeting people on the plane and the shuttle to the hard-to-find dormitory where we were staying made it worth it.

Check out and research the city before you arrive. If you can use public transportation instead of taxis, you will save LOTS of money! (Use the monthly bus/metro pass).

There are tons of low-budget airlines in Europe. Most of the time, if you do a little research, it is less expensive to fly than to take trains (even between cities in Spain!). Some good websites for cheap flights are: edreams.es, ryanair.com, vueling.com, skyscanner.com, and easyjet.com. Keep in mind that these low-cost airlines have strict weight restrictions on luggage and pack light! Also, you'll want to research
the airport you're flying into/out of in advance - sometimes they are a ways outside of the city and you'll need to arrange for transportation to a more central location.

Busses within Spain are also cheap. There are several good companies listed in the WIP handbook.

Other amazing places in Spain: Barcelona (go during nice weather - it is an incredible city!), Granada (guided tour of the Alhambra is definitely worth the money!), Toledo, Segovia (day trips), Valencia (Las Fallas - in the spring - should definitely not be missed!), Northern Spain is beautiful and green, Southern Spain is vast and gorgeous.

Travel within Spain as much as you can. As great as international travel is, it's also nice to really get the feel of one specific country. Besides, you get to practice more Spanish that way!

Go to the Canary Islands. I went to Lanzarote, a lesser known island, and it was fantastic. A pretty cheap flight, too!

Make sure to travel to small towns and not only big cities. Living in Madrid gets overwhelming sometimes--go hiking in the mountains, make friends in a small village, get off the beaten path!

I loved being close to everything in Europe to be able to travel often.

Academic Program
The Madrid program is challenging, and, like most challenging things, extremely rewarding.

The breadth of the academic program was a gift and a challenge - that WIP students were able to take 2 classes with other Spanish students!

Classes: Take your time and select classes carefully! (You will take classes with other American students - Reunidas - and within the larger university – Complutense – with Spanish students). Selecting classes that fit your interests and are appropriate for the amount of time you are prepared to invest is critical to a successful semester. Classes can take up a lot of time and be very challenging - but also, very interesting!

Don't worry too much about the Complutense courses. If they seem less organized than American classes, it's because they are. Study throughout the semester and you'll do way better than all the Spaniards who wait until the last minute to cram for the final. After getting this far in the American educational system, you probably have better study skills than most Spaniards--use them!

Talk to the Spaniards in your courses. Ask to copy notes from them and have them clarify topics for you.

Take advantage of the tutors for Complutense courses.

There aren't that many good study spots in Madrid. Get to know your local public library--not only will you escape the monotony of studying all day in the Complutense, but you can also check out materials--including books for classes that you might otherwise have to buy.
I enjoyed the amount of integration there was between the study abroad students and those of the host country in a normal academic setting.

**Living Abroad**

I enjoyed being in the heart of Spain, its cultural center for the language. And, being able to live with a host-family and in an apartment because I learned how both Spanish family and Spanish students live.

The most impressive part of the program, I think, was that we stayed with a homestay for the first month. This allowed us to become familiar with cultural norms, get familiar with the city, and practice our Spanish. After this, the option to find our own housing was fantastic. It was difficult, but one of the most rewarding experiences. With this, I found great friends and it was very liberating to have the opportunity to feel like an adult.

It was an opportunity to live with a Spanish family and experience the everyday culture, and later, the chance to live with other students in a shared apartment. Never again will I have a chance to live with people from all over the world!

Do not hurry to find an apartment because there are nice apartments available for less than you think.

Make sure to get to know your roommates before agreeing to live with them, or you could be looking for another apartment sooner than you think. Don't be afraid to venture out to find an apartment a little farther away from the city either, many students are afraid to leave the student areas, but there are many nice areas of Madrid with students all over. It’s important to ask questions to potential roommates/landlords that we don't think about as much here, for example: Are any of you smokers and do you smoke in the house (smoking is a lot more common in Spain). Do you allow visitors (many landlords take the position that even though you live there, it is still their house and they control who can enter and leave). Landlords generally have more control in Spain than they do here, so it’s important to figure out their ground rules and see if the relationship with them will work. The best situation in my experience is to live with more people as opposed to less, with most of them native Spanish speakers. Sometimes it’s nice to live with at least one American from the program so if things get too crazy or too culturally difficult, you have one person that understands where you’re coming from.

Madrid: If you're not from a big city, it may take you a little bit of time to adjust to Madrid. It is big, metropolitan, and busy. Finding an apartment may seem like a daunting task -- don't dawdle! Get started right away and utilize the resources in the WIP Program office. The WIP coordinators have a lot of great advice and resources - so you will be prepared for the task of finding your own apartment.

Don't pay too much for an apartment. It gets really frustrating when all the cheap places you find are either disgusting or horribly small or already taken, but keep trying! I ended up regretting my decision to pay more for a nicer place. Get up early in the morning to go apartment hunting--you may have more luck.

Live with Spaniards! If you live with other Americans, you will eventually give in and start speaking English. All the time. Besides, there are way too many other opportunities to speak English. Be relentless about speaking Spanish. That’s the only way you'll improve.
I loved that the participants were so integrated in the school and community and that we had the freedom to find our own housing.

Be as outgoing as possible. You might feel inferior because you aren't fluent in Spanish. Try to get over that initial intimidation right away and speak up! Not only will you improve you Spanish, but you will also make more friends and have a more meaningful immersion experience.

There is so much to see and do in the city. I would definitely advocate investing in a guidebook before arriving. It is much more interesting to see things you have a background on, and it will help you narrow down which places/things you are really interested in seeing. My favorite places in Madrid: the Reina Sofia (modern art museum), the Prado (art museum), El Paseo del Prado (walkway near the museum - absolutely beautiful in the spring!), Parque Retiro (check out the drummers on Sunday evenings), Templo de Debod (Egyptian temple) and the Teleferico (at Parque del Oeste). Try to frequent a cafe or panaderia (bakery) in your neighborhood - it will really help you to feel at home.

Pickpocketing is a huge issue, especially on the Metro and in tourist areas. If you decide to use a wallet, it should go in your front pocket at all times. I stopped two pickpocketers while there by using a hidden money belt. It looked stupid every time I had to pay for something, but at the end of the trip I never lost anything.

The advice and warnings given in on-site orientations prepared me very well. It is always wise, especially for females, to walk together at night just like anywhere else.

The program orientation did a good job at addressing personal safety issues, especially pick pocketing, and luckily I never fell victim to any sort of robbery or theft.

Don't get too attached to the Metro. Depending upon where you live, you can sometimes forego the expensive monthly Metro pass and walk almost everywhere.

If you want to earn a little extra cash while abroad, teaching English is a great option. You may want to bring along a good English grammar or ESL instruction handbook if you plan to teach at all - it can be challenging to find good resources while in Madrid.

Make friends with Spaniards who can take you to places you wouldn't find on your own.

I volunteered with Solidarios and it was one of the most meaningful things I did all year. It really helped me feel like I was a part of the Madrid community and I learned a lot about things that most tourists don't see. I'm still in contact with the friends I made through volunteering. If you do volunteer, though, be sure to be consistent. Sometimes foreign exchange students have reputations for quitting after a short period of time.