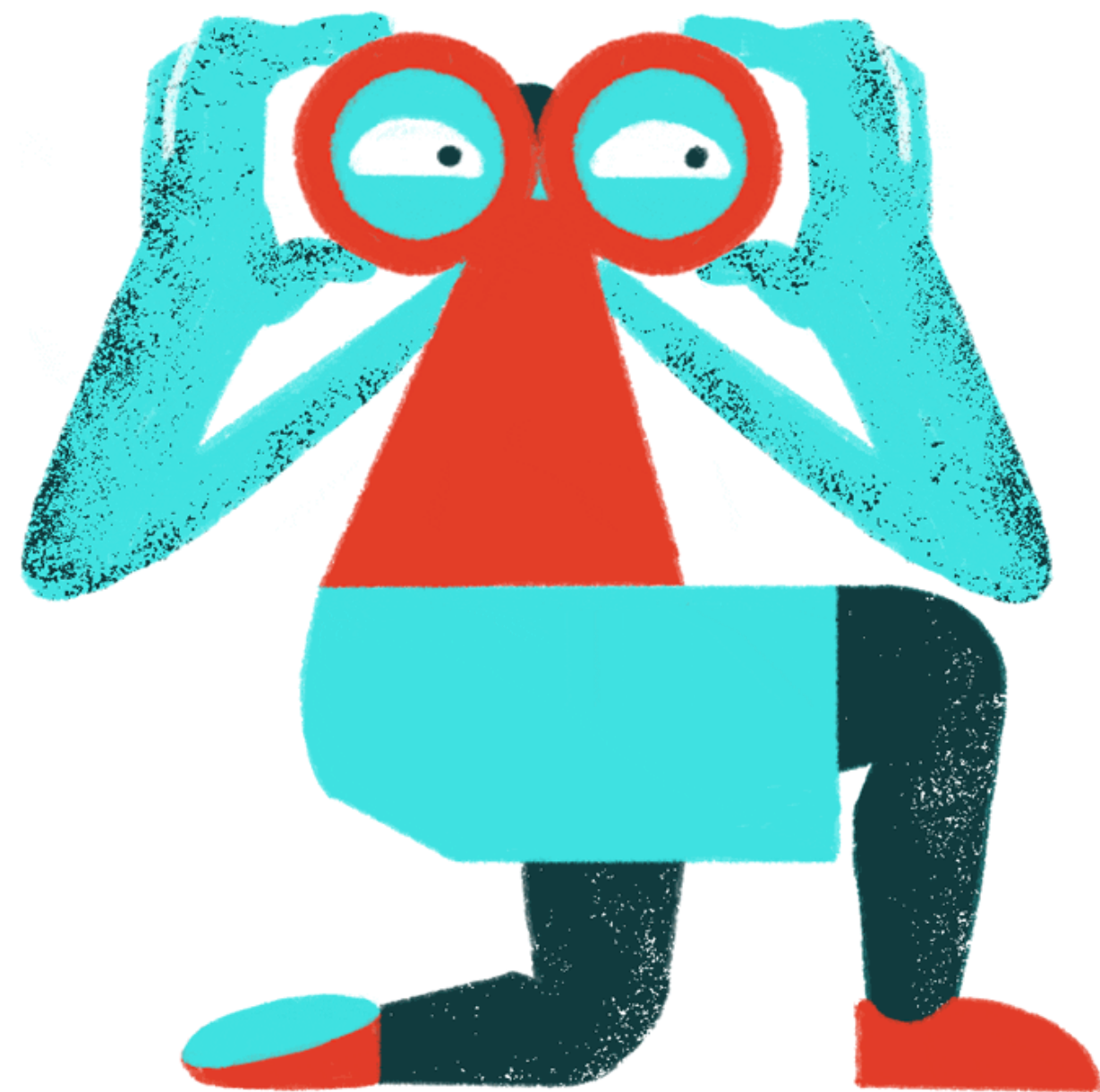


Hi*
welcome
pack

Contents



@u_tad    

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1

Student Affairs

Student life - University experience: encouragement, empowerment and passion

IN PERSON SUPPORT

Office M206 (Madrid Building)

Tuesdays
10:00am to 1:30pm

Thursdays
3:00pm to 5:00pm

ONLINE SUPPORT

sa@u-tad.com



Welcome to U-tad's Community

You are now part of our community and we would like you to enjoy your time studying with us and make the most of the contacts and opportunities you will access surrounded by industry professionals and other students who will be key in the development of your professional career.

Join the student community now and be an active part and make the most of our network of professionals as well as keeping up to date your daily university life.

1. REGISTER HERE:
u-tad-community.com

2. DOWNLOAD the direct access for your mobile phone for easy reach and to get notifications and information about activities within the community.

What is U-tad Community?

A network to connect:

You will be in contact with your fellow students, alumni, faculty and any member of U-tad team.

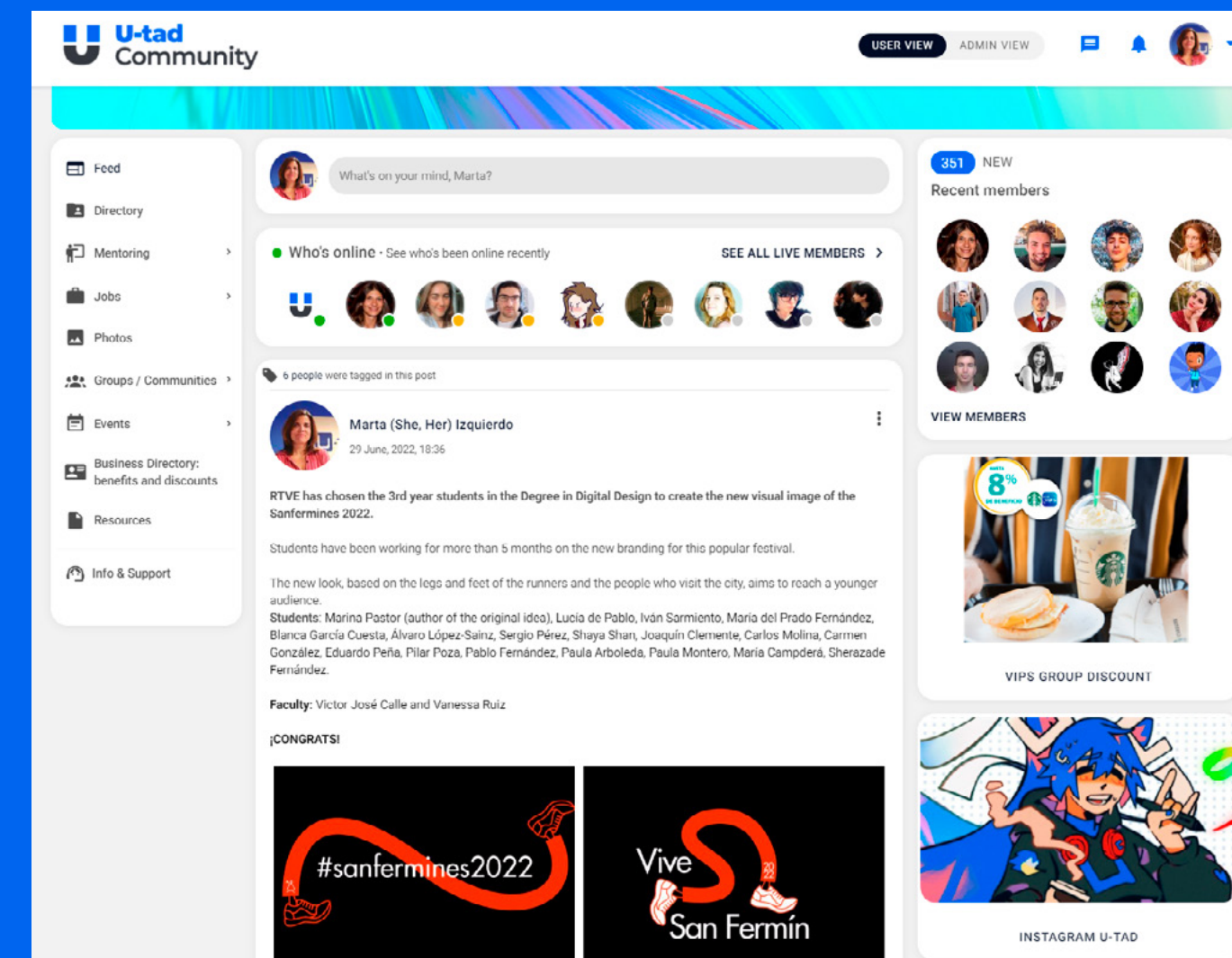
Your community at just one click:

In the app you will find all you need for your student life. Search and find contacts, direct messaging, job opportunities, enrol for activities or clubs, check events or publish your own and stay update on all University news.

Discounts and advantages:

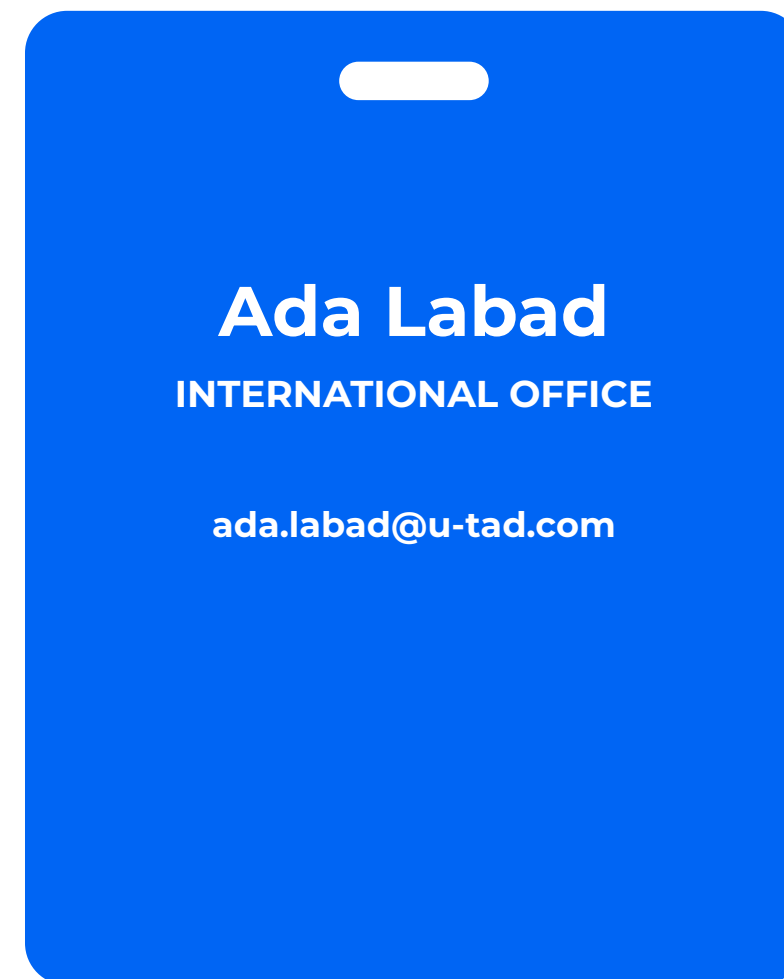
You can also benefit from exclusive discounts and advantages that you can enjoy as a member of the U-tad community.

For any doubt or suggestion please contact the Students Affairs department at: as@u-tad.com



Staff

Academic Secretary & International Office



Staff

Academic Coordinators



Rafael López

ANIMATION

rafael.lopez@u-tad.com



**Pablo Andrés
Martín**

DIGITAL DESIGN

pablo.perez2@u-tad.com



Alfonso Castro

COMPUTER SCIENCE

alfonso.castro@u-tad.com



Mercedes García

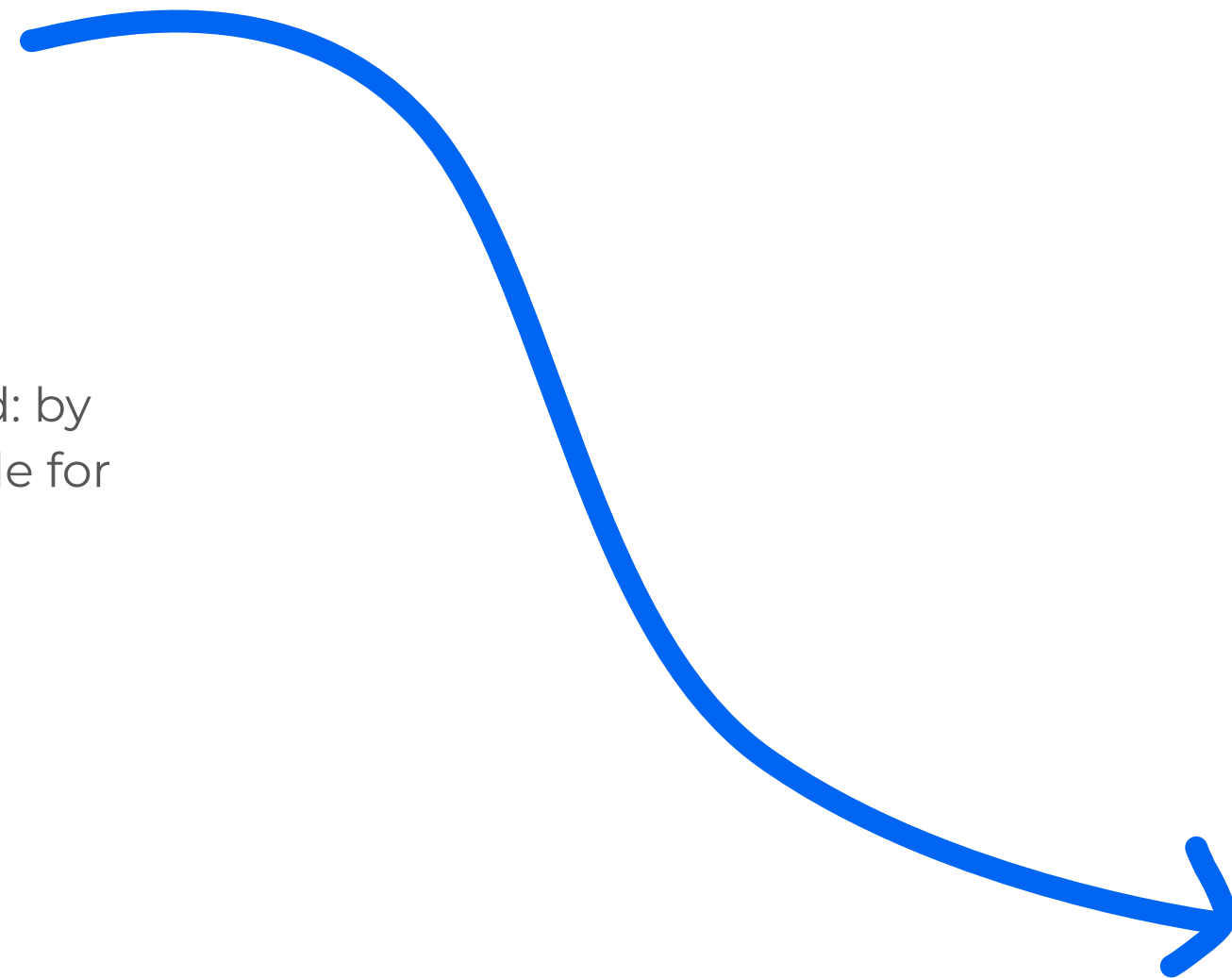
INTERACTIVE PRODUCTS

mercedes.garcia@u-tad.com

2

Getting to U-tad

There are several ways to get to U-tad: by car, train or bus. Please read this guide for transport information.



BY CAR

From downtown Madrid, take the A6 highway to La Coruña exit 24, and at the roundabout change directions and enter the highway side road indicated by “Via de servicio”.

From Collado Villalba and Torrelodones take the A6 towards Madrid, and at Exit 23, take the highway side road until you reach the campus.

The address for your GPS is C/ Rozabella 10, 28290 Las Rozas, Madrid.

BY TRAIN

The Community of Madrid provides a local rail service called “Cercanías”. U-tad is located between two Cercanías stations called “Las Matas” and “Pinar de Las Rozas”, which are both stops on lines C-3, C-8 and C-10. Both stations are about a 20-minute walk from the campus; therefore, you may take the following buses to get from the station to the U-tad campus.

| **Las Matas:** Exit the train station and cross over the highway using the pedestrian bridge. Once you have crossed and have reached the bus stop, take bus 622, 625A or 685 and get off the bus at stop “A6- Parque Europa Empresarial”.

| **Pinar de Las Rozas:** Exit the train station and take bus 622 or 685 towards Las Matas. Get off the bus at stop “Carretera A6- Urbanización Punta Galea”. Once you are off the bus, you will have to cross over the highway using the pedestrian bridge over the A6 to get to campus.

For schedule information, please visit: [renfe.com/viajeros/cercanias/madrid/](https://www.renfe.com/viajeros/cercanias/madrid/)

BY BUS

From **Moncloa** bus station, known as the “Intercambiador de Moncloa”.

Bus 622 from Moncloa: get on the bus at Moncloa and get off at bus stop “Carretera A6-Urbanización Punta Galea”. Once off the bus, cross over the highway using the pedestrian bridge over the A6 to get to campus.

Bus 625 from Moncloa: get on the bus at Moncloa and get off at bus stop “Playa e Sitges-Oficina Europa”. This bus stop is located behind the campus.

For schedule information, please visit: www.autoperiferia.com

From **Collado Villalba** and from **Majadahonda**, you may take bus line **685**.

685 from Collado Villalba: get off bus at stop “Carretera A6- Parque Europa Empresarial”.

685 from Majadahonda: get of bus at stop “Urbanización Punta Galea”. Once you get off the bus, cross over the highway using the pedestrian bridge over the A6 to get to the campus.

For schedule information, please visit: www.autobuseslarrea.com



3

Campus buildings, parking and clean campus

The campus is distributed in three buildings, named after European capitals. Each building houses different spaces, classrooms and services.



3.1

Campus Buildings

MADRID:

This building is located on the southernmost part of the campus. In this building, you will find the undergraduate classrooms. Reception, Academic Coordinators and the Academic Secretary Office as well as the Library and Cafeteria.

BERLÍN:

Vocational training and graduate student classrooms are found here in addition to Administration Services.



3.2 Parking

On campus there are two parking lots. Access to the first is on Rozabella street, and it is located right next to Madrid Building. The second parking area borders Berlin and Bruselas buildings and is accessible from Playa de Liencres Street. Also, in the area surrounding the campus, there is public parking.

3.3 Clean campus

At U-tad our aim is to keep the campus as clean as possible. To contribute, we ask that you help by avoiding littering and smoking by the doors. By minding these small details, we can all contribute to attaining our ideal of a clean campus, which is beneficial to all.

4 Facilities

4.1

Classrooms

The university has workspaces for both individuals and groups in addition to multipurpose areas and others for teaching specific subject areas. U-tad classrooms provide the following:

- | *Workstations equipped with the most advanced technology.*
- | *More than 500 software licenses, which are the same ones that businesses currently use.*
- | *The largest number of Cintiqs found at any European university.*
- | *Mac computer lab.*
- | *Sculpting, modelling, painting and drawing classrooms.*
- | *Photography and motion capture sets.*
- | *Virtual and augmented reality labs.*



Furthermore, important software packages are essential learning tools. The most important being:

- | *Suite Adobe Creative Cloud*
- | *Maya & 3ds Max*
- | *Unreal Engine 4 and/or 5*
- | *NUKE*
- | *Unity 3D*

All U-tad equipment will be at your disposal during the duration of your studies. Once you finish your studies you will still be able to use your U-tad e.mail address so you can stay in touch with members of the community.

4.2

Labs

Depending on the technical needs of the course, U-tad has specialised labs prepared with the instruments and equipment necessary to meet all the demands associated with the objectives of the all the courses, including:

- | *Oculus Rift Development Kits*
- | *Haptic Falcon Dispositive*
- | *Zspace VR Equipment*
- | *EcoDrive Efficient Driving Simulator*
- | *Arduino and Lego Mindstorm Development Kits*
- | *Parrot AR. Drone*
- | *Motion Capture Kit*
- | *Photography Studio*

4.3

Other spaces

The campus is equipped with a Conference Hall where conferences, seminars and various events (screenings, doctoral theses, master classes) are held. In addition, multi-purpose spaces are available that can be adapted to meet any needs that appear throughout the academic year.

All spaces are perfectly adapted to enable persons with disabilities to access all areas on campus, equipment and services, breaking any architectural or communication barriers.



4.4

Bring Your Own Device

Due to the high volume of school work and projects that students shall develop and that require the extensive use of technology both hardware and software on and off campus, students shall require a portable computer.

U-tad offers students the possibility of purchasing computers from their suppliers at discounted prices. Students may bring their own computers or purchase whichever they like as long as it complies with the minimum requirements.*

All software licenses needed to carry out courses and projects shall be provided by the university.

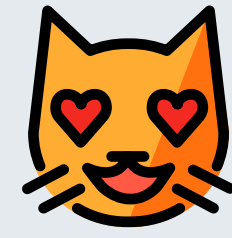
*U-tad shall provide all computer technical information and device specific characteristics in accordance with the type of degree being studied.



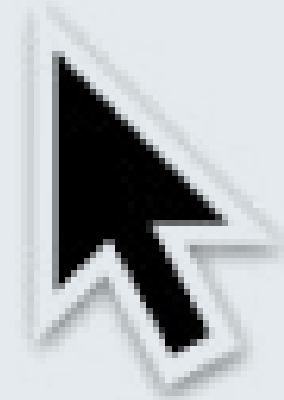
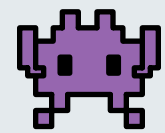
BYOD



5 Virtual Campus

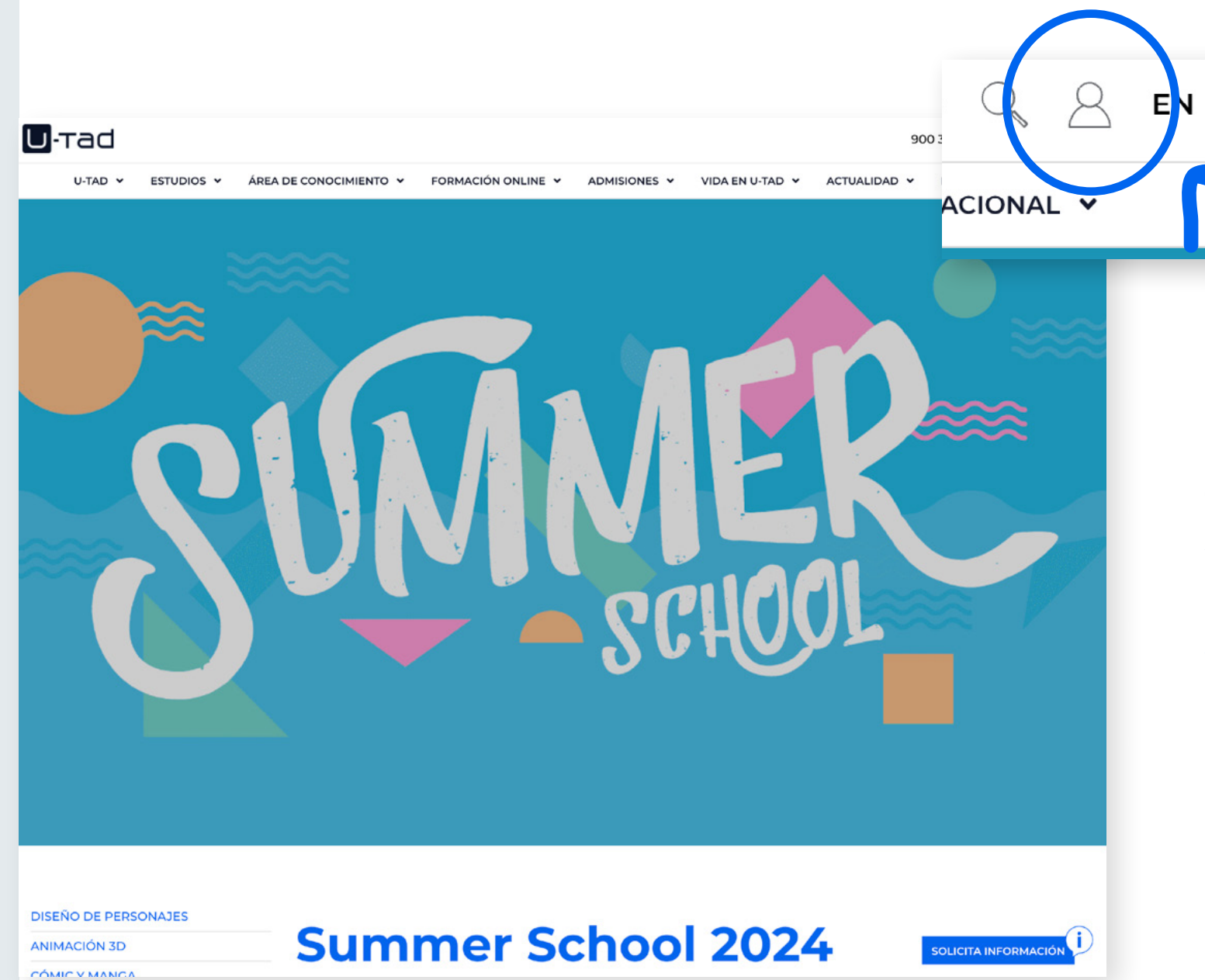


U-tad's virtual campus has been set up as an interactive tool for students, faculty and staff to share information. This exclusive online space offers the following:



01 Forums where students and professors can voice their opinions and hold debates from a place of mutual respect.

02 Send and receive private messages from any U-tad community member. This inbox is completely independent from the U-tad email. Therefore, to view new messages, you shall enter through the virtual campus platform.

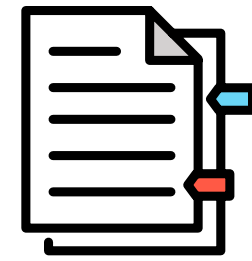


To access U-tad's virtual campus, please visit <https://u-tad.blackboard.com> with the password that shall be provided to you via email at the start of the academic year. Given the relevance of the information found therein, it is important to enter regularly if you want to keep up to date with what happens at the university.

6 Services

6.1

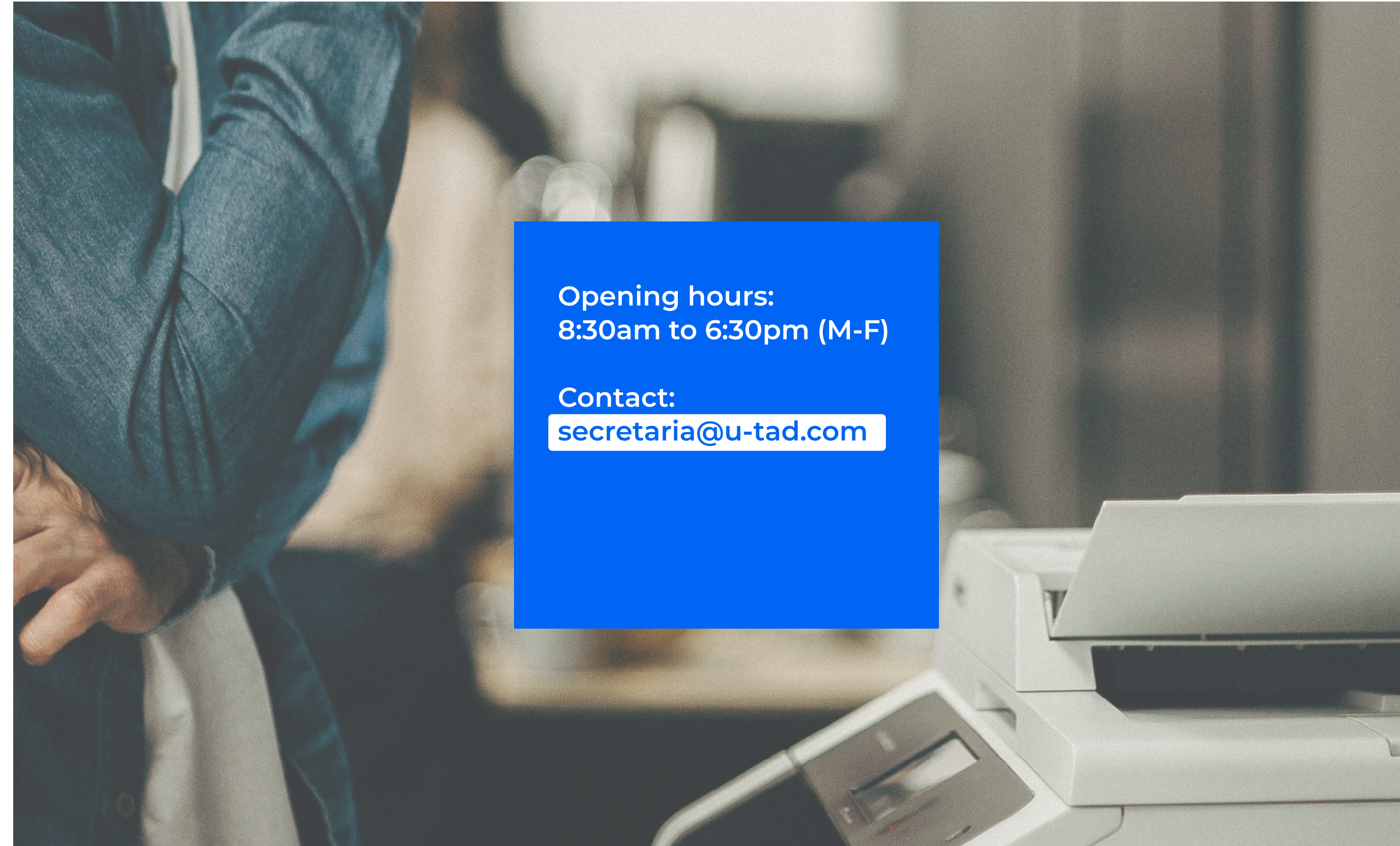
Office of the Academic Secretary



This service tends to all administrative needs of enrolled students, applicants and graduates from yearly enrolment to diploma requests after graduation.

Likewise, **U-tad has an orientation and assessment service** that covers all aspects relating to the type of courses you are taking.

The objective of the service is to meet student needs in **all possible ways and cover all aspects relating to international diploma validation, issuing certificates** and all other administrative processes.



Opening hours:
8:30am to 6:30pm (M-F)

Contact:
secretaria@u-tad.com

6.2

Library

U-tad's library offers many resources for learning, teaching and researching.

The library's mission is to facilitate access and information-sharing resources and to promote knowledge creation processes with the purpose of contributing to reaching the university's objectives.

From the library website biblioteca.u-tad.es, you can access the online catalogue, manage loaned books and reserve them. At your disposal you will have:

- | *More than 500 books comprising the recommended bibliography for the courses.*
- | *Specialised press and media subscriptions.*
- | *Animation films, consoles, video games and board games.*

In addition, you can also enjoy:

- | *A study room and individual computer workspaces.*
- | *Reprography services where you can print, scan and copy.*
- | *Graphic Tablets*
- | *Digitizing Tablets*

To access these services, you must present your student ID (U-tad Student Card, see next page) or your national ID card.

The rules and regulations for these services can be found on the virtual campus.



Opening hours

**Monday to Friday
8:30am to 9:00pm**

**Hours for checking
out books
10:30am to 6:30pm**

Ask for your student card in the Library after enrolment for:

- | Security inside the campus may ask for it
- | Student discounts (cinema, cultural activities, others)
- | Cafeteria discount
- | Access to copy machines in the Library



**U-tad
Student Card**

6.3

Lockers

Lockers are available to students exclusively, and due to the size and amount of equipment required, specifically for students enrolled in **Animation and Digital Design degrees**. The instructions for requesting a locker are available on the virtual campus.

This service is free of charge and has limited availability due to its nature.



6.4

Eating Areas & Cafeteria

The campus is equipped with its own eating area as well as two external cafeterias. The eating area is located on the lower level of the Madrid building and offers microwave services and has water fountains as well as several vending machines.

CAMPUS CAFETERIAS

U-tad

Hours: from 9:00am to 5:00pm

Delina's

Hours: from 8:30am to 4:00pm

Schedules are subject to change throughout the academic year.



6.5

Sports Facilities

The campus is equipped with a paddle tennis court and a multisport field, which are available to all students who request them. There are located next to the Madrid building and their schedule, cost and regulations are:

| *Hours: from 9:00am to 9:00pm*

| *Cost per hour (maximum 2 hours except for special events): Paddle tennis: 5 euros / multipurpose field: 15 euros (2 euros supplement if lighting is required).*

| *Reserving the court and field is available as of 4pm the previous day. The multipurpose field can be used free of charge as long as it has not already been reserved.*

If you have any doubts regarding the reservation process, please refer to the person at the reception of the Madrid building.



6.7

Residence Halls

Residencia La Mansión

C/ Cabo de gata, 3.
Urbanización del Golf de Las Rozas.
28290 Las Rozas de Madrid (Madrid).
Tlf: +34 696576169 / +34 655325638
e-mail:
lamansion.clubdegolf@gmail.com

Residencia Claudio Coello

C/ Claudio Coello, 141.
28006 (Madrid).
Tlf: +34 910380008
e-mail: claudiocoello@resa.com
www.resa.es

Colegio Mayor

Santa María del Estudiante
Paseo Juan XXIII, 13. 28040 (Madrid).
Tlf: +34 912134200
e-mail: santamaria@resa.com
www.resa.es

Residencia Vallehermoso

C/ Melquíades Álvarez, 21.
28003 (Madrid).
Tlf: +34 917882200
e-mail: vallehermoso@resa.com
www.resa.es

Residencia Universitaria Galdós

C/ Ramiro de Maeztu, 2.
28040 (Madrid).
Tlf: +34 681607532
e-mail: ramon.hernandez@
residenciagaldos.es
www.nexoresidencias.com

Residencia El Faro

C/ Plaza de Cristo Rey, 7.
28040 (Madrid).
Tlf: +34 911441656
e-mail: carmen.tena@cmuelfaro.es
www.nexoresidencias.com

Residencia Youniq

Paseo de Juan XXII, 42 .
28040 (Madrid).
Tlf: +34 911 45 56 23
e-mail: info@youniq-students.es
www.youniq.es

Residencia Don Ramón HUBR

C/ Don Ramón de la Cruz, 37.
28001 (Madrid).
Tlf: +34 696586635
e-mail: ia@hubr.es
www.hubr.es

Residencia Collegiate Aravaca

Avenida del Talgo, 79.
28023 (Aravaca, Madrid).
Tlf: +34 911 45 51 75
e-mail:
aravacamadrid@collegiate-ac.com
www.collegiate-ac.es

Residencia MasterHome

C/Edgar Neville, 24 Bis.
Tlf: +34 911 92 00 92
e-mail: info@masterhome.es
masterhome.es

Residencia Casa Do Brasil

Avda. Arco de la Victoria, 3
Tlf: +34 91 455 15 60
casadobrasil.org

Residencia Fundación Spinola

Gral. Rodrigo, 11
Tlf: +34 91 533 14 05
e-mail: residencia@
residenciauniversitariaspinola
residenciacardenalspinola.com

SmartResidence

C/ Paseo General Martínez Campos,
36, Bajo C. 28010 Madrid
Tlf: +34 91 169 28 69 - 634 933 876
e-mail: info@smartresidences.es
smartresidences.es

Residencia Wunder House

C/ San Lorenzo, 20 - 28004 Madrid
Tlf: +34 91 599 03 69
e-mail: info@wunder-house.com
wunder-house.com



6.8

Housing Platforms



7 Career Services

An integral and fundamental part of our philosophy is maintaining direct contact from the very beginning with the industry and working side by side with our students so that they can start developing or redirecting their careers from the get-go.

The goal of U-tad's Career Services is to help students develop a relationship with businesses throughout their studies by providing different opportunities, such as internships, employment, business projects developed in class and career counselling.

This department prepares you for an immediate and fast immersion into the workplace with the idea that before you finish your studies, you have a clear idea of what you will do upon graduation and you are aware of your professional possibilities, thus avoiding the insecurity often associated with entering into the workplace.

Contact: sdp@u-tad.com

In addition, the Career Services brings you the **Career Center U-tad**, an online platform where you will find internship and job offers, professional events of interest and a complete library of useful resources for your professional

development. You can also request a meeting with our team of career counselors.

You can create a Career Service account at utad.jobteaser.com using your U-tad's e-mail as user name.

The screenshot shows the 'CAREER CENTER U-TAD JOYTEASER' website. The top navigation bar includes 'Dashboard', 'Companies', 'Jobs', and 'Advice'. A search bar is present with the text 'What are you looking for?'. Below the search bar are filters for 'CONTRACT' and 'JOB CATEGORY'. Further down, there are filters for 'Industry', 'Business type', 'Duration', 'Start date', 'Experience' (with 2 selected), 'Language' (with 1 selected), and 'Tag'. There are buttons for 'SUBSCRIBE TO JOB ALERTS', 'SAVE MY CRITERIA', and 'POST'. Below the filters, it says '5 jobs match your criteria'. The first job listing is for 'Classical 2D Clean Up and Inbetween' at Yowza Animation, a freelance position in Toronto, Canada, published 16 days ago. The second listing is for 'CFX Senior Artist' at Skydance Animation Madrid, a fixed-term position in Las Rozas de Madrid, Spain, published 27 days ago. The third listing is for 'Lighting Senior Artist' at Skydance Animation Madrid, a fixed-term position in Las Rozas de Madrid, Spain, published 27 days ago. The fourth listing is for 'Software Developer' at Skydance Animation Madrid, a full-time position in Las Rozas de Madrid, Spain, published 27 days ago.

8

International Relations Office

The international Studies Office is responsible for coordinating and reaching agreements with universities around the world and with official institutions responsible for international interuniversity cooperation. Therefore, we have an ample number of bilateral agreements for you to study abroad, as well as the Erasmus+ program for students to enjoy and gain a global vision that will enhance your future professional experience.

Agreements with universities, such as:

[Griffith University \(Australia\),](#)
[Falmouth \(UK\)](#)
[or ArtFX \(France\)](#)

stand among the 30 plus agreements that we currently enjoy.

The International Studies Office coordinates study abroad programs for both U-tad students, as well as those from other universities with

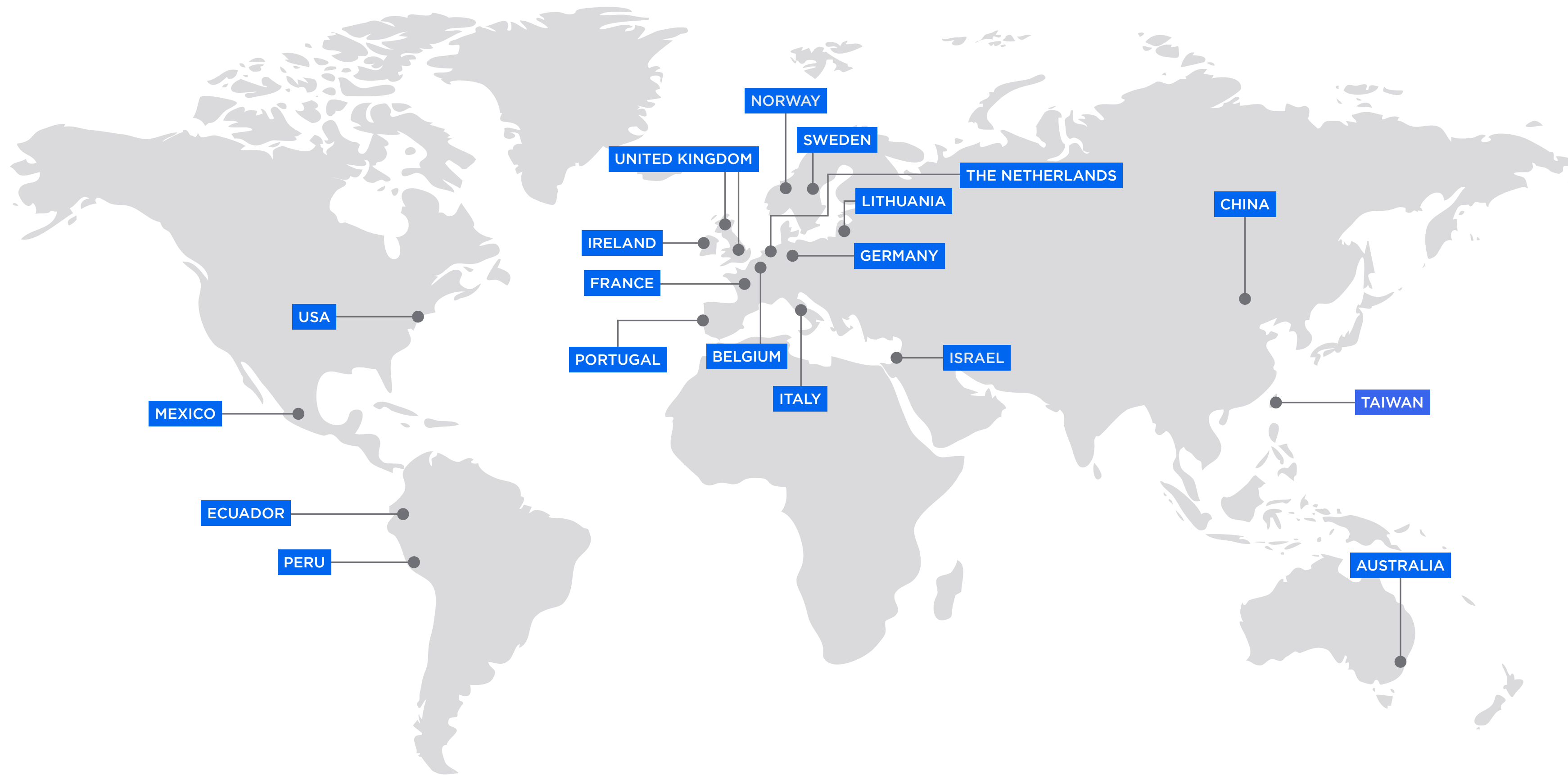
which we have an agreement. Informational meetings are held to guide students throughout the admissions process to the different programmes.

For more information, email:
exchange@u-tad.com

If you are an international student, the virtual campus provides useful information and first hand experiences regarding the aspects

that will influence your academic life. Details such as the academic calendar and schedules, holidays, process for applying for a visa, or information on local medical services at your disposal are available here, along with some useful information on how to move around Madrid city on public transportation.

If you need additional information, please email secretaria@u-tad.com



EUROPE

- | **University of the West of Scotland**
Paisley-Scotland, UK
- | **Abertay University**
Scotland, UK
- | **Falmouth University**
Falmouth, UK
- | **Breda University of Applied Sciences**
Breda, Netherlands
- | **Nord University**
Steinkjer, Norway
- | **IED**
Milan, Italy
- | **Universita' degli Studi di Milano**
Milan, Italy
- | **Istituto Duofin Art - AANT Accademia delle Arte e Nuove Tecnologie**
Rome, Italy
- | **Algebra University College**
Zagreb, Croatia
- | **Haute École Francisco Ferrer**
Bruselas, Belgica
- | **Haute École Albert Jacquard**
Namur, Belgica
- | **ArtFX**
Montpellier, France
- | **Hochschule Darmstadt**
Darmstadt, Germany
- | **Malmö University**
Malmö, Sweden
- | **Universidade Lusófona**
Lisboa, Portugal
- | **IPCA, Barcelos**
Barcelos, Portugal
- | **Instituto Politécnico de Bragança**
Braganza, Portugal
- | **Vilnius Academy of Arts de Lituania**
Vilna, Lithuania

AMERICA

- | **School of Visual Arts**
New York, USA
- | **OCAD University**
Toronto, Canada
- | **Tecnológico de Monterrey**
Monterrey, Mexico
- | **Universidad de Monterrey**
Monterrey, Mexico
- | **Universidad Tecmilenio**
Monterrey, Mexico
- | **U-ERRE**
Monterrey, Mexico
- | **Universidad Panamericana**
Guadalajara, Mexico
- | **UPAEP**
Puebla, Mexico
- | **Anahuac**
Mexico
- | **Universidad San Francisco de Quito**
Quito, Ecuador
- | **Universidad San Ignacio de Loyola**
Lima, Peru
- | **Toulouse Lautrec**
Lima, Peru

ASIA & OCEANIA

- | **Griffith University**
Queensland, Australia
- | **Xi'an Jiaotong-Liverpool University**
Suzhou, China
- | **Chung-Ang University (CAU)**
Seul, Korea
- | **Shih Chien University**
Taipei, Taiwan
- | **National Taiwan University of Arts**
Taipei, Taiwan
- | **Bezalel University**
Jerusalen, Israel

9 Living in Madrid

/ ESN (Erasmus Student Network)
esn-spain.org

/ One of the safest cities in Europe

/ Public Health: Spanish health system is public and universal

/ Cultural activities:

- ◆ El Prado National Museum
- ◆ Subtitled Cinemas: Princesa, Ideal, Bellas Artes
- ◆ Reina Sofía Museum
- ◆ Matadero Madrid

/ Cool areas in Madrid:

- ◆ La Latina
- ◆ Malasaña
- ◆ Lavapiés
- ◆ Ponzano
- ◆ Puerta del Sol



9.1

Public Transportation

/ Buses

- ◆ EMT (Blue buses)
- ◆ Intercity (Green buses)
emtmadrid.es

/ Metro Madrid

- ◆ From 6:00am to 1:30am
metromadrid.es/en

/ Cercanías Renfe

- ◆ Suburban rail system
renfe.com

/ BiciMad bikes

- ◆ Inside Madrid M-30 ring road.
Year pass 15€ with TTP.
Pay per time.
u.bicimad.com

/ Public Transportation Card

(TTP: Tarjeta de Transporte Público)

- ◆ Includes: Metro, Buses and Cercanías
- ◆ If under 25 years old: 20€/month for all the Community of Madrid
- ◆ If 26+ years old: 72€/month up to B2 fare zone (includes Las Rozas)
- ◆ Appointment to acquire the TTP (recommended on-site):
tarjetatransportepublico.crtm.es/CRTM-ABONOS/entrada_cita.aspx
- ◆ Fare zones map:
crtm.es/billetes-y-tarifas/zonas-tarifarias



9.2

Close to Madrid

/ Community of Madrid

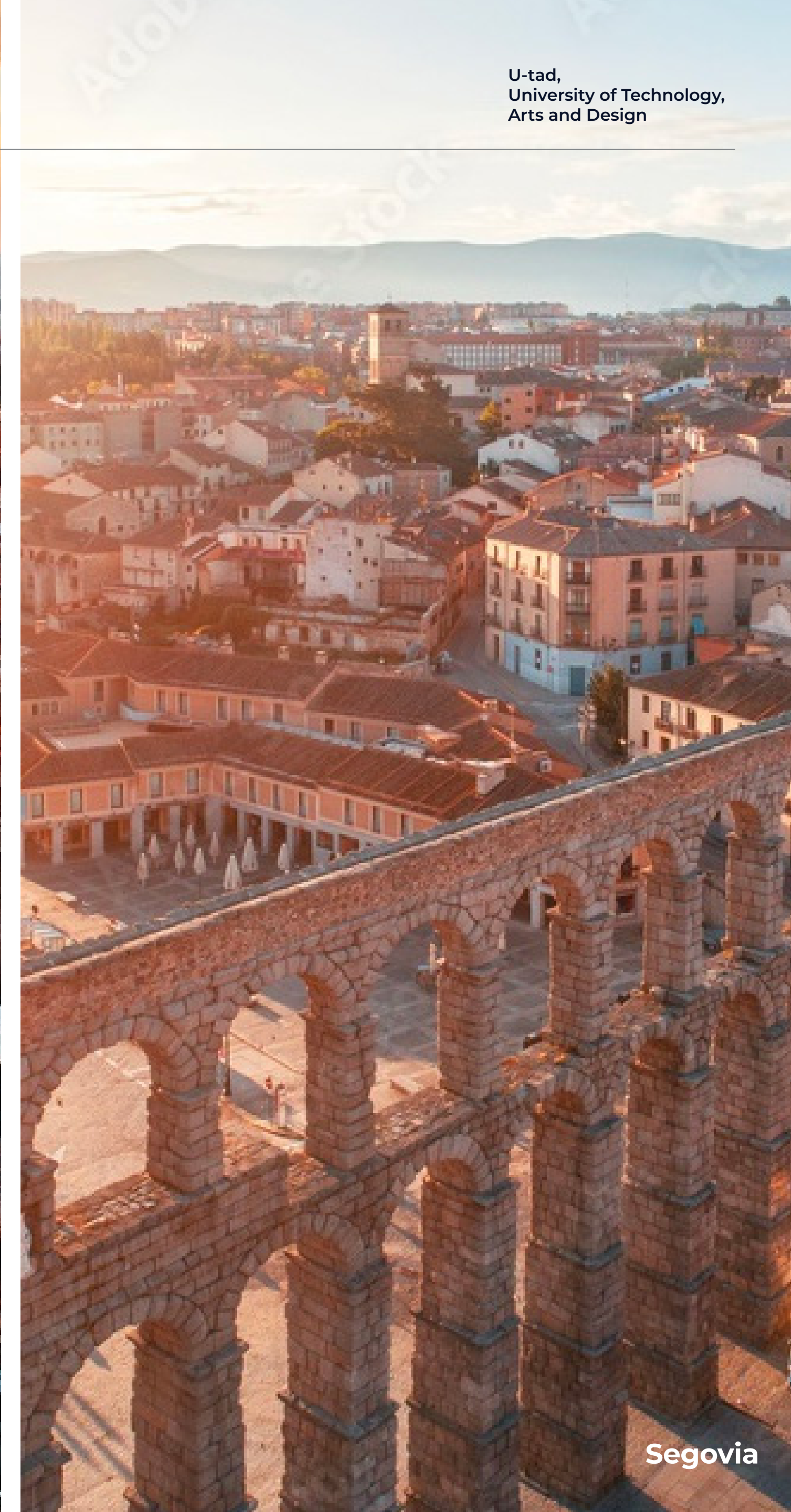
- ◆ Monastery of El Escorial
- ◆ Sierra de Guadarrama mountains
- ◆ Aranjuez
- ◆ Alcalá de Henares

/ Close to Madrid (center of Spain)

- ◆ Toledo
- ◆ Segovia
- ◆ Ávila
- ◆ Burgos
- ◆ Salamanca



Toledo



Segovia

9.3

Travel in Spain

/ North: Galicia, Asturias, Cantabria, País Vasco, Aragón

- ◆ Colder weather
- ◆ Amazing food! Both in quality and quantity
- ◆ Forests, mountains and green plains

/ East: Cataluña, Comunidad Valenciana, Murcia

- ◆ North-East and East coasts
- ◆ Great connection with Madrid by train and plane
- ◆ Barcelona and Valencia cities

/ South: Andalucía, Extremadura

- ◆ Warmer weather
- ◆ Biggest arabic heritage in Spain
- ◆ Sevilla city center, Alhambra in Granada, Mosque of Córdoba, roman ruins of Mérida...



Alhambra of Granada (Granada)



Barcelona

9.4

Transportation in Spain

/ Train

- ◆ Renfe (Avlo, AVE, ALVIA, MD)
renfe.com
- ◆ Ouigo
ouigo.com
- ◆ Iryo
iryoeu.com

/ Bus

- ◆ Avanzabus
avanzabus.com
- ◆ ALSA
alsa.es
- ◆ Jiménez Dorado
jimenezdorado.com

/ Airplane

- ◆ Iberia Express
iberiaexpress.com
- ◆ Vueling
vueling.com



GO
for it!

