

USEFUL VOCABULARY

Alumnos visitantes: Term used to describe foreign students registered at the UCM for non-UCM credit bearing classes. Credit may or may not be awarded by the home institution. Reunidas' students are registered for most of their UCM classes through this venue.

Año: Year of study in a degree program

Año académico: academic year,

Año natural: calendar year.

Asignatura: Course. Asignaturas obligatorias: Mandatory classes for a specific degree. Asignaturas

optativas: Roughly equivalent to major electives.

Apuntes : Class notes. *Tomar, coger apuntes*: to take notes.

Aula: Classroom.

Aula de informática: Computer lab.

Bedel /Conserje: Building staff in charge of the front desk and classroom use.

Biblioteca: Library

Cafetería/Bar: Snack bar and school cafeteria.

Calificación: Grade (see *Notas*)

Campus Virtual: On-line course tool (such as Blackboard) where professors upload pertinent course material and information.

Carga lectiva: Course load.

Carné: ID.

Carné de la Biblioteca: Library card

Carné de la Facultad: Student ID

Casillero: Mailbox assigned to programs (at front desk) or professors (in their departments).

Catedrático: Full professor.

Ciclo: Degree levels: 1º ciclo: Undergraduate level. 2º ciclo: Master level. 3º ciclo: Doctorate level.

Convalidar: To approve course in other system or find equivalent

Convocatoria: Summons to take the final exam. *Segunda convocatoria* refers to exam resits in September.

Créditos ECTS: The type of credit offered in European university system. One credit is equivalent to 25-30 of work (combining class contact hours and homework). Not to be confused with American credits that are based only on class contact hours.

Cuatrimestre o semestre: semester

Curso: School year (such as junior year). In Spanish system it goes from 1st through 4th or 5th year depending on degree.

Curso académico: academic year

Decano /Decanato: Dean/Dean's office.

Departamento: Department within a school.

Despacho/Oficina: Office.

Docencia: Instruction, teaching. Professors are often referred to as *Docentes*.

Erasmus /Sócrates: University exchange programs with other European universities.

Especialidad: Major or area of specialization in a degree program.

Exámenes: *Examen parcial*: Midterm, *examen final*: final exam.

Expediente académico: Academic transcript. *La nota media* is the GPA.

Facultad: A "school" or department within the University which offers degrees in different, but related fields.

Formación básica: Breadth classes, usually common to a number of related degrees (within the same area of study). usually offered in the first two years.

Fotocopiadora: Photocopy machine.

Fichas: Index cards where students put their picture and personal information. One is turned in to each professor within the first weeks of class. It is not a registration form, just an informational card.

Gestión de Alumnos-GEA: Initials referring to the registration computer program used at the UCM. When students enroll as *Alumnos Visitantes*, they are entered into this database.

Grados: Academic system used in Europe as a result of the Bologna process, insuring equivalencies throughout Europe and facilitating exchanges. Education is based on lectures and labs, individual and group learning. Emphasis is placed on acquired skills and not so much on theory. A more hands on approach. ECTS credits are granted and alternative classes/ experiences/activities (such as

previous language instruction, community service, internships, etc. may receive credits. The completed 4 year degree is roughly equivalent to an American undergraduate degree.

Grupo: Course section. Sometimes these are numbered or have letters assigned to them.

Itinerario: Track or focus of studies (within a major)

Lectivo: Days classes are imparted. A *día no lectivo* means there are no classes scheduled.

Librería: Bookstore.

Matrícula: Course registration.

Notas /calificaciones: Grades. In Spain, they follow a 1 to 10 scale, 10 being the highest score, and anything above 5 is considered passing. They use the following terms: *Suspense (SS)* (under 5, thus failure), *Aprobado (AP)*:5-6, *Notable (NT)*:7-8, *Sobresaliente (SB)*: 9-10, *matrícula de honor (MH)*:10+, only awarded to a limited number and implies economic benefits as well as academic ones). *No presentado (NP)*: no show to final exam.

Plan de estudios. This is the degree structure, which specifies the courses and credits which must be taken to qualify for a specific degree.

Plazo: Deadline.

Portería: Front desk.

Profesorado: Faculty members, teaching staff.

Programas: Syllabi.

Rectorado: University administration building.

Reprografía: Photocopy service.

Revisión de examen: Scheduled time for students to meet individually with their professor to review their final exam.

Secretaría: Administrative department.

Temario: List of topics to be covered in class.

Título/titulación: Degree.

Trabajos: Research papers.

Tutor: Advisor

Tutorías: Professor office hours.