

Pamplona Campus

# Bienveni2



Guide for new and exchange  
students

Academic Year 2021/2022



Universidad  
de Navarra

## Pamplona Campus



# Welcome

## to the University of Navarra

Dear students,

This guide is a summary of all the practical information you need to know during your time at the University and in particular information you need to know as a new student. You will receive a lot of information at the beginning and we hope that this guide will be helpful.

**Have a great start to the new academic year.**

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**Bienveni2 Team**

*Vice-Presidency of Students*

*Vice-Presidency of International Relations*

*Admissions Office*

Pamplona Campus

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1. A safe campus
2. Basic tools
3. Academic information
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# A safe campus

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The University of Navarra is ready to welcome you on 1 September.

We have taken all the necessary measures to guarantee your safety on campus and to ensure that you can start your university studies without the global health circumstances being an obstacle.

Consult the safety measures [here](#)



# Basic tools

# 2

So that you can start your life on campus with the necessary tools to access all resources:

- Technical requirements
- Email
- Recommended applications
- Wifi
- University card



# Technical requirements

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## Laptop or desktop computer

Whether you have a laptop or desktop, it will need to comply with the minimum requirements to function correctly :

**RAM Memory: 8-16 GB.**

**Operating System: Windows 10.**

Others could be incompatible with specific programs used in classes.

Click [here](#) to download the guide which contains information about the recommended model.

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## Earphones/microphone (Headset)

Check for ergonomics, noise cancellation and USB connectivity. Minijacks, for compatibility, adaptors, configuration, etc., are not advisable.

Earphones (like those used for smartphones) work well for occasional use. For regular use, invest in a headset.

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## Webcam

Even though many laptops have an inbuilt camera, if your laptop is old or you have a desktop computer, you might need an external webcam installed. The resolution should be **720p or higher**.

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## Internet connection

We advise that you have a stable internet connection, taking into account for example that to have a videoconference of acceptable quality, you will need at least **1.5Mbps**.

If you do not have internet connection where you are, you can access the internet via your smartphone, sharing its data plan with other devices.

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### Email

As a new student you will receive your university email account ([user@alumni.unav.es](mailto:user@alumni.unav.es)) when you enroll.

To access your email go to the following webpage [www.unav.edu/alumnos](http://www.unav.edu/alumnos), select the Email icon and start a session with your email address and password.

The University always sends information to your university email account, so you should check it regularly.

From this email account you will also have access to Google Apps Calendar, Drive, Hangouts, among others.

## Recommended applications

The University has an agreement with Google under which it offers communication tools and G Suite for Higher Education to the university community.

You will have access to all these applications which will help you organize your study.

For more information and advice about the various applications available, click [here](#).



Gmail account



Calendar, to manage your timetable and activities



Drive, to save, organize and work on shared documents



Meet and Hangouts Chat, to communicate and hold online sessions



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### Wifi

The University is part of the Eduroam wifi network, along with many universities throughout the world. You can access the network from any place on the campus.

Find out how to configure your smartphone or laptop [here](#).

### University card

At the beginning of the academic year, every student is given a university card once they have enrolled.

It allows you to:

- Access the library and take out books
- Access all buildings on campus
- Access sports facilities
- As a form of identity during exams

¡REMEMBER!  
Always carry the card with you when you are on campus.

More information [here](#).

# Academic information

It is important that you understand from the start how to manage your academic life.

To this end, the University will offer you support (depending on whether you are a full time undergraduate or an exchange student) and tools you should become familiar with.



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**If you are an undergraduate student...**

**All students are assigned a mentor that provides them with personalized tutoring throughout their studies.**

You should find out who your mentor is in the first few days. It is advisable that you meet with your mentor regularly from the beginning of the academic year so that you can start your studies in the best way.

**Find out how personalized tutoring works by clicking [here](#).**



Campus de Pamplona

**If you are an undergraduate student...**

Every School also has a Study Coordinator, who you should contact regarding any queries in relation to timetables, exams and other academic issues.

Check [here](#) to find out who your Study Coordinator is.





Campus de Pamplona

**If you are an exchange student...**

**Every School has an International Coordinator.**

Contact them directly if you have any academic queries: for example, class registration, grading system, etc.

Contact details [here](#).



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**miUnav**

You are already familiar with miUNAV, the online portal through which you enroll in the university.

miUNAV also enables access to the Academic Information Portal and processes all academic queries: submit a request, check your grades, apply for a certificate, etc.

**Remember how to access [here](#).**



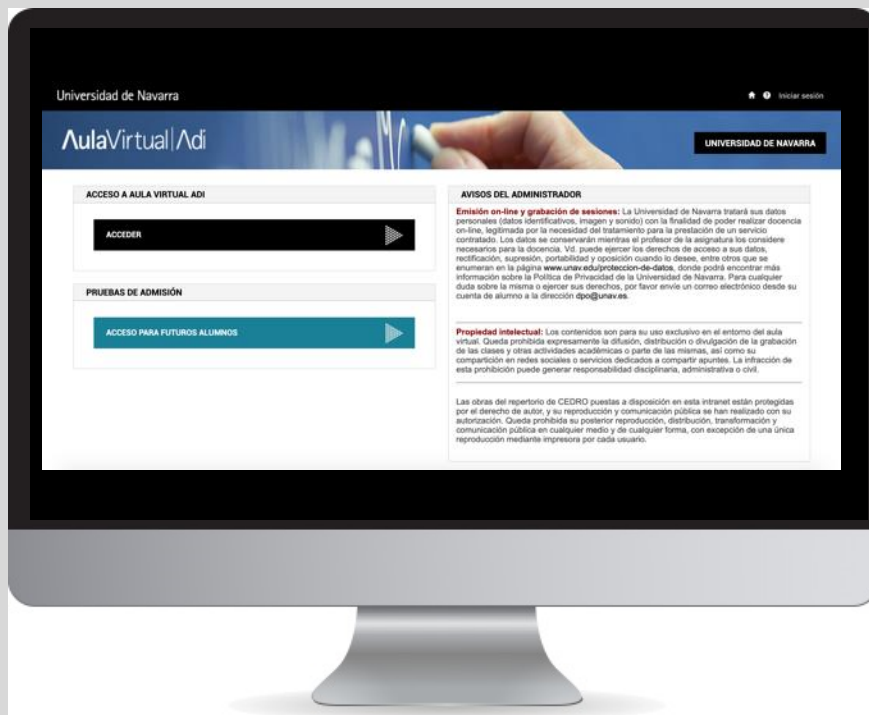
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# ADI Online Classroom

Aula Virtual ADI or ADI Online Classroom is a digital portal for university teaching. This system gives you direct access to:

- The webpage of every subject with information about the program, evaluation criteria, bibliography, etc.
- Notifications and updates from professors.
- Organization and relevant information for the academic year: election of student representatives, calendars, etc.

To access ADI, enter username + password of your @alumni.unav.es account [here](#).



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# Universidad de Navarra App

Use the *Universidad de Navarra* app to check your exam results whenever you want, from wherever you are.

Using your smartphone you can check your results, see the date, time and place of revision, and find out whether the grade is provisional or definitive. Furthermore, you can receive a notification every time a new result is published.

To access the app, all you need is your username + password of your email @alumni.unav.es and select your academic transcript.

You can download the app [here](#).





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# Academic Regulations

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Like all organizations and as a third level institution according to national law, the University has a series of regulations to be followed so as to ensure it continues to be a center of academic excellence.

It is your responsibility to know the regulations.

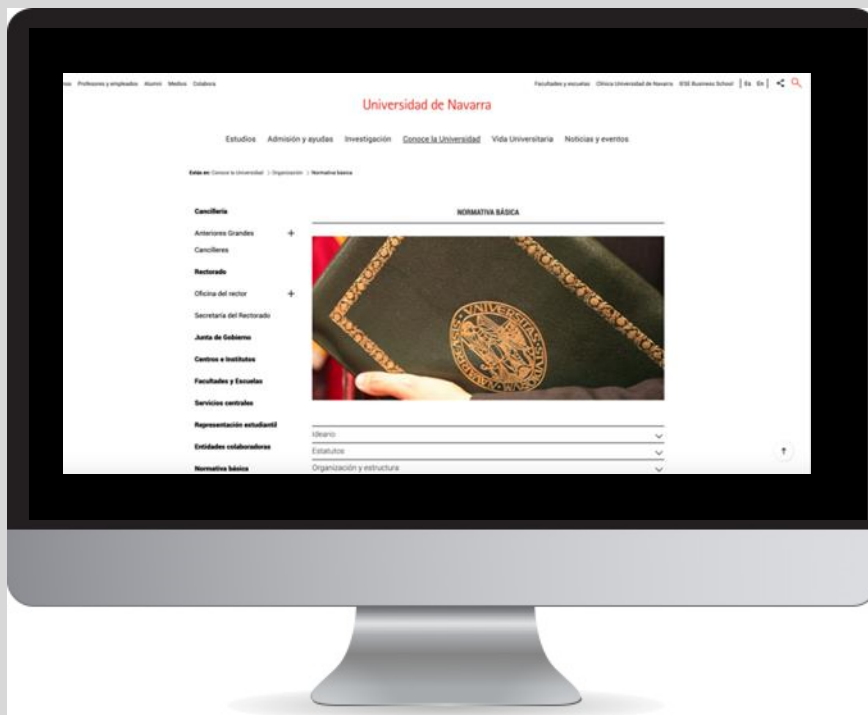


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# Student regulations

There are many types of regulations covering different areas: evaluation procedures, behavior, personalized mentoring, requisites to fulfill to pass from one academic year to the next, etc.

All the information is available [here](#). Make sure you select “Students” on the menu.



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# Practical information

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For campus life

- Academic calendar
- Housing
- Transport
- Campus safety
- Where to eat on campus
- Reserve classrooms and seminar rooms
- Library
- Printing on campus
- University style
- AJÁ (Free Legal Aid for students by students)



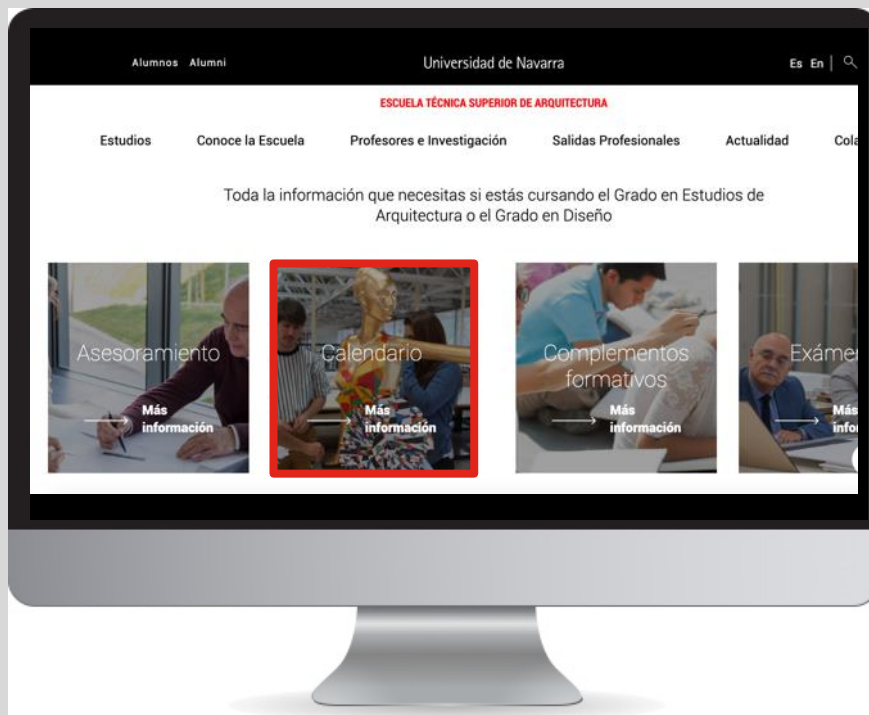
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# Academic calendar

The academic year usually begins on the first day of September and finishes in the final week of June, with holidays at Christmas and Easter.

The academic calendar may vary slightly for some Schools.

**Check the *Students* section of your School website.**

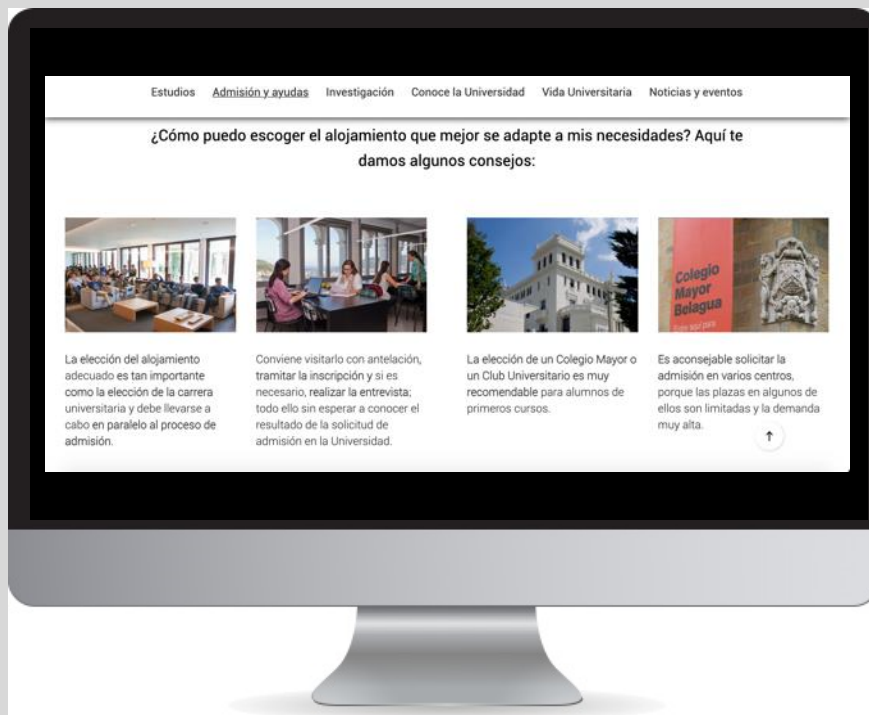




# Housing

Whether you live on or off campus, in a residence hall or an apartment, there are many excellent options available to enable you enjoy your university experience.

If you do not have accommodation yet, check out the options [here](#).



# Pamplona Campus

## Transport

### Arriving in Pamplona

Pamplona has an [airport](#) with regular flights to Madrid (Iberia) and Frankfurt (Lufthansa). The nearest international airport is in [Bilbao](#), with flights to many European cities. There is a bus from Bilbao to Pamplona.

You can travel to Pamplona from Madrid and Barcelona (and other Spanish cities) by [train](#).

The bus is also an option, with routes to many cities throughout Spain. There is a [direct connection](#) with Adolfo Suárez-Barajas Airport in Madrid

Click [here](#) for further information

### Urban transport in Pamplona

It is very common to go everywhere on foot in Pamplona because of the size of the city and the short distances between the campus, housing areas and the city center. There is a bus network popularly called “Villavesas”. See the different routes [here](#).



It is worth purchasing a [travel card](#) to reduce costs.

# Pamplona Campus

## Transport

### University Parking Lots

There are several parking lots on the University of Navarra Campus.

Some are exclusively for employees, others for employees and students, and others are open access.

Users of the restricted-access parking lots are university professors, employees and students.

Students wishing to use these parking lots [must register their vehicle in advance](#).

Students may register two vehicles.

All the relevant information is available [here](#).

→ **Student parking with prior registration:**

Central Building (next to Dining Hall)  
Sports Center  
CIMA (Open air)

→ **Visitor parking:**

Central Building (next to Dining Hall):  
Open access from 12.30 to 15.30  
Sports Center: open access from 13:00 to 23:00  
Museum (restaurant area) for museum visitors and restaurant users.

## Pamplona Campus

# Campus safety

The campus and the city are very safe, but it is always useful to have the relevant information about steps to follow in case of emergency



In case of accident or emergency you should call 112, which is the national emergency number. Please save it in your telephone contacts list. If you are on campus you should ring the Control Center (948174448) or contact a doorman at the nearest building.



If you have an accident on campus, your enrollment fees include healthcare coverage. It is important that you read the conditions in the section “En caso de accidente” [here](#).

All safety-related information is available [here](#).



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# Where to eat on campus

There are cafés located in different buildings on campus. You can have a coffee with your friends and most of the cafés also provide lunch with healthy options.

The main canteen, Comedores, offers a full lunch service. There are also self-service coffee machines, and machines serving cold drinks and snacks.

Find out where the cafés are located [here](#).



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# Reserve classrooms and seminar rooms

Students are allowed to reserve classrooms and seminar rooms in different buildings for group work or presentations.

Reserve by clicking [here](#).



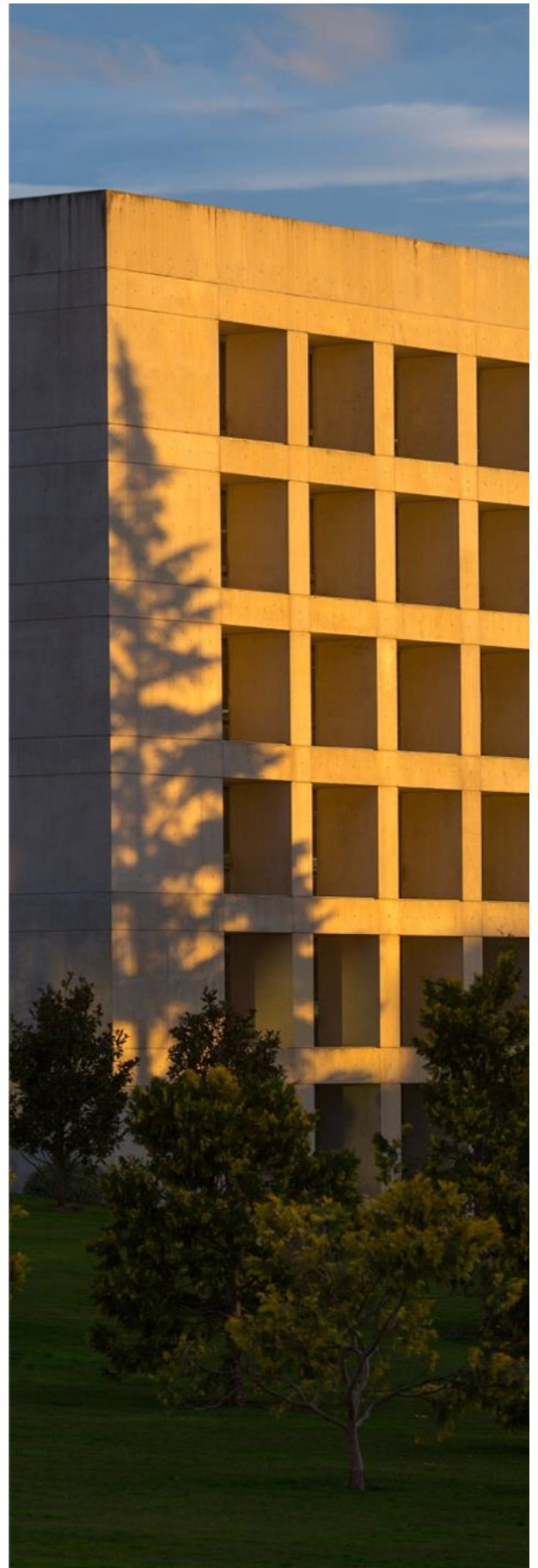
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# Libraries

The University Library Services provide a wide range of paper-based and electronic resources to ensure you have all the necessary reference material for your studies, as well as workspaces that meet your needs.

- Main Library
- Science Library
- Architecture Library

For more information, opening hours, reservations , etc., click [here](#).



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## Printing on campus

**Copy centers are located in two buildings on campus: Sciences and the Amigos Building.**

There are also printers and photocopiers in many buildings. To print documents (.pdf format only) or make photocopies for yourself, you will need a printing card that can be bought and topped up in the copy centers.





## Pamplona Campus

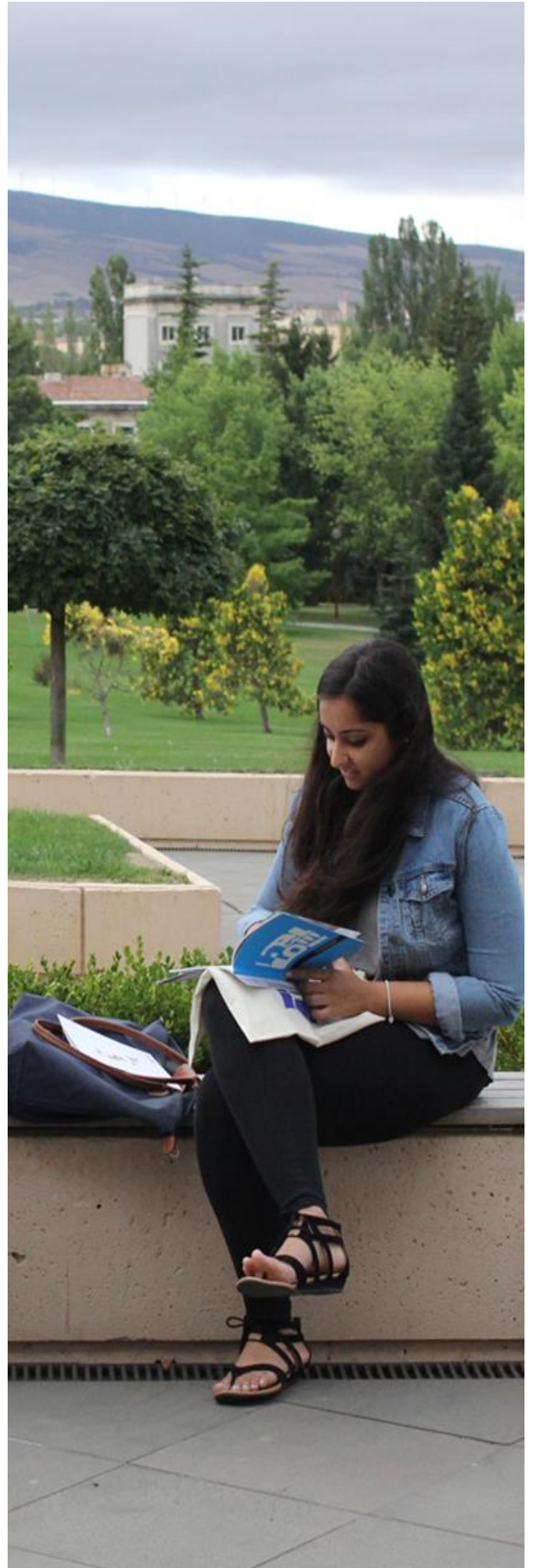
# University style

Your university experience is another step towards professional life, an idea that shapes our approach at the University of Navarra.

How we dress reflects respect for professors and the institution. The context of professionalism means shorts, see-through clothing, sports clothes or any other garments that are not appropriate for an academic environment should not be worn to class. The dress code is smart casual/business casual.

We would also ask for your cooperation in keeping our facilities clean and tidy. You can only bring a bottle of water into the classroom. Food and drink should be consumed in the appropriate eating areas.

For more information, [click here](#).





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Legal advice for students,  
from students

If you require legal advice at any time,  
contact AJÁ, which offers free legal advice  
about your rights and how to proceed.

Click [here](#) for further information



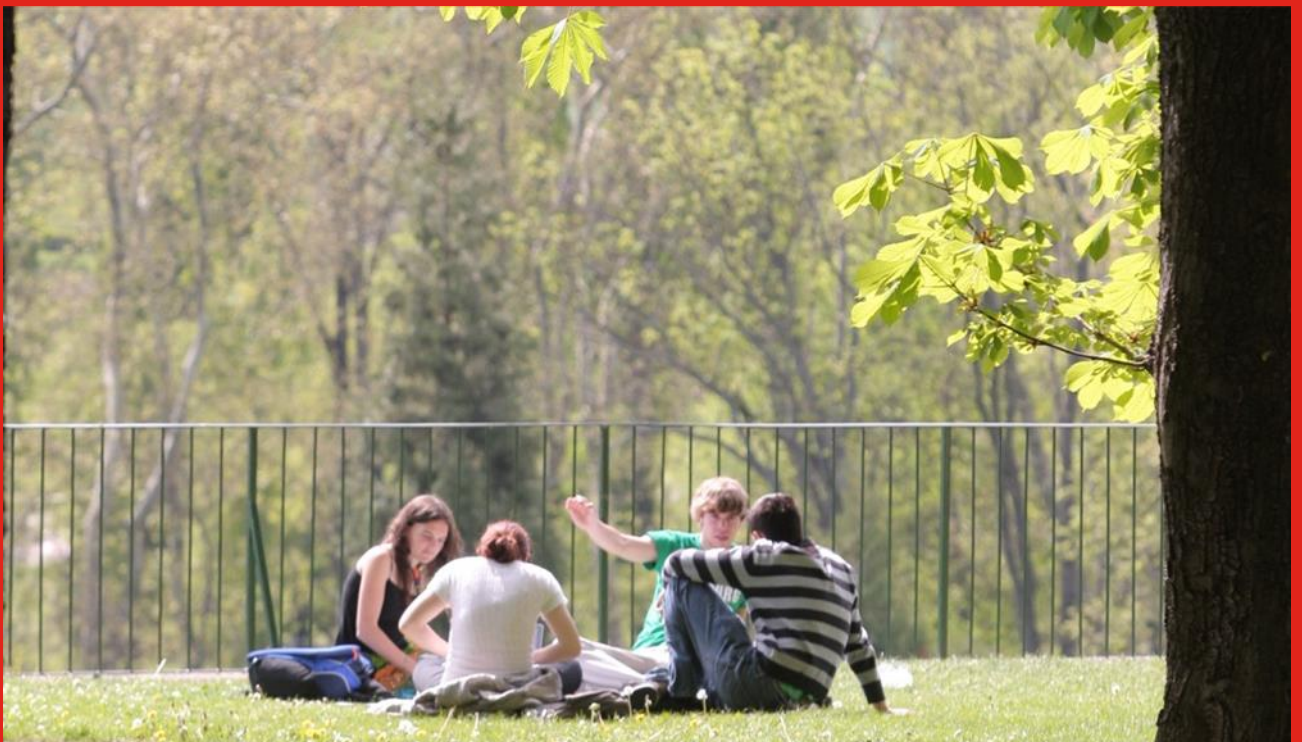
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# Campus experience

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University life is more than classes,  
presentations, or the laboratory.

This section offers information about life on campus  
beyond the classroom walls.



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# Sports

The University Sports Center has a number of sports clubs, competitions and activities. Highlights include the Sports Talent Program and the Center for Olympic Studies.

Find out more information, including how to reserve courts, etc. on the [web](#).





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# Tantaka

Tantaka is the Voluntary Work Time Bank at the University. Through Tantaka, you can devote time to the marginalized in our community.

Find out about the volunteering programs that best fit your personality and talents by clicking [here](#).



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# Museums on campus

The University of Navarra has two museums that are a perfect complement to campus activity.

Follow their calendars of events so that you do not miss out on any of their events or projects.





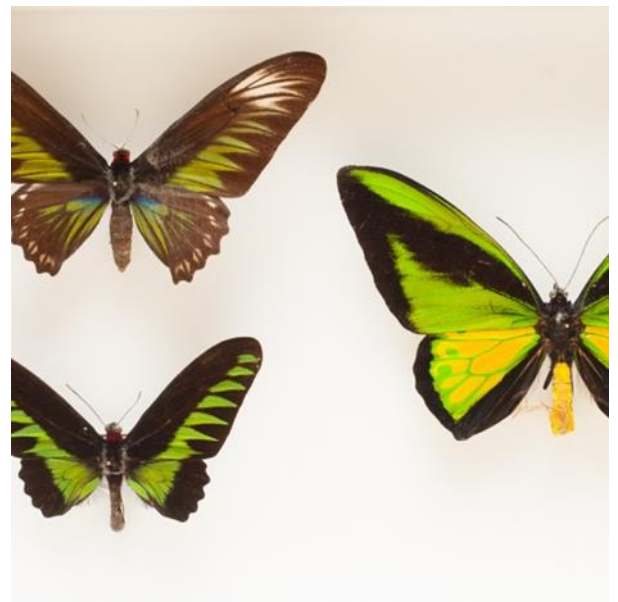
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## Museums on campus

● Museo  
de Ciencias  
Universidad  
de Navarra

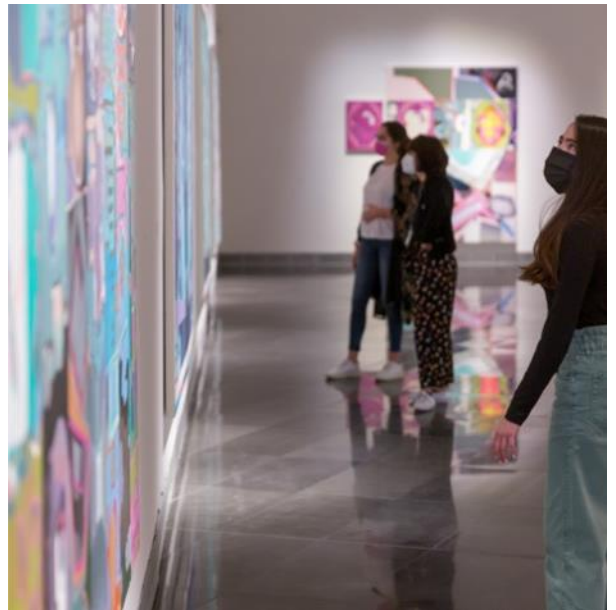
The Science  
Museum offers a  
wide range of  
events and  
activities relating to  
scientific research  
and science  
communication for  
people of all ages  
and backgrounds.

More information [here](#).



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## Museums on campus



A museum of contemporary art with important fine art and photography collections which holds many exhibitions throughout the year. The Museum Theater is a great venue and hosts many dance recitals, plays and concerts run by prestigious companies.

Visit the [web](#).



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# Museums on campus



Museo  
Universidad  
de Navarra

**Campus  
Creativo**

If you would like to act, join a choir or form part of a university orchestra, participate in the Artistic Talent program or “The Voice of your School” competition among many other activities, check out all the details [here](#).





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## Chaplaincy

**The Chaplaincy service and its priests are available for all students in all Schools.**

Activities include the celebration of Mass and administering the sacrament of Penance to Catholic students, but the chaplaincy also organizes a wide range of other activities which all students are welcome to attend regardless of their beliefs.

**The chaplains are always available to listen and talk in confidence.**

**Find out who is the chaplain for your School and further information about activities [here](#).**

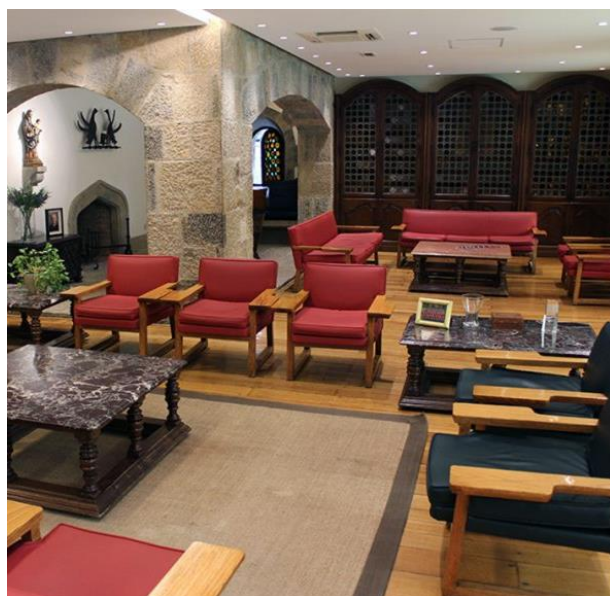


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## Residence Halls (Colegios Mayores)



The residence halls or colegios mayores offer accommodation with a special atmosphere and features that enrich the university experience.



Even if you don't live in a colegio mayor, you are welcome to attend many of the academic and cultural events organized there.

**They are a key part of campus life. Find out more about the activities they organize by clicking on the websites below:**

[www.alumnicollege.es](http://www.alumnicollege.es)

[www.cmbelagua.com](http://www.cmbelagua.com)





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## Career Services

During your time at university, you will be able to do internships in businesses or institutions related to your area of study, as well as benefit from the opportunities and tools that Career Services offers you in preparation for your future professional life.

Don't miss out on opportunities: check out their [web](#).



Pamplona Campus

# Innovation Factory



Throughout your time at university, you will be able to develop and fulfil all your entrepreneurial potential thanks to Innovation Factory and its different programs and projects.

Click [here](#) for full information

# International students

International students need information and support in certain processes and procedures to ensure their integration in Pamplona and on campus is as quick and easy as possible.

This guide deals with a few specific areas, but you can find all the necessary information [here](#).





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# Inmigration

**International students need to complete several processes so that their stay in Spain is legal**

If you are a citizen of a EU country, or a national of a non-EU country, you will find all the relevant information [here](#).

**Please address any queries to the International Relations Office at [visa@unav.es](mailto:visa@unav.es).**



## Healthcare and medical insurance

To receive healthcare in Spain, international students need medical insurance which has a good coverage, valid for a whole academic year, to be renewed annually.



If you are an exchange student, the medical insurance should cover the whole period of your stay.

The University offers [several insurance options](#) according to student needs.



Students from the EU can use their European Health Insurance Card for healthcare, but private insurance will include more coverage (like repatriation) which is advisable.

Please find out more information about how to get a medical appointment or go to hospital [here](#).



## Pamplona Campus

### Banks

**To open a bank account you will need to have a TIE (Foreign Identity Card), which takes some time to obtain.**

For this reason, a number of banks make useful exceptions. In the University branch of the Banco Santander in Pamplona (Calle La Rioja, 2) you can open an account using your passport as ID.

### Cell phones

**There are several cell phone companies in Spain offering competitive deals.**

If you will be studying for several years at the University, it is better to sign a contract; however, you will need the TIE (Foreign Identity Card) to do so.

## Pamplona Campus

# Exchange students

The key contact for exchange students is the International Coordinator in your School,

Contact your Coordinator for any queries about subjects, timetables or any academic issues that arise. You can find their contact details [here](#).

The University also offers a [Buddy Program](#), which is run by students of the International Committee. It is a good idea to contact the 'buddy' who has been assigned to you, as they can help you settle into university life and life in Pamplona.



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# International Relations Office

All international students, including exchange students, can contact this service for any non-academic questions or queries that may arise.

The Office is located on the ground floor of the Central Building. (Edificio Central), and can also be contacted at [welcome@unav.es](mailto:welcome@unav.es)

Or via other channels:

**Grupo de Facebook:**  
[2022](#)

[UNAV International Students 2021-](#)

**Instagram:** [@unavunited](#)



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# Discover Navarre

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Get to know Navarre to get  
the most out of your stay  
here.





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# Nature and historical heritage



**Pamplona and Navarre have a great deal to offer in terms of culture and leisure.**

The historical heritage of the region is complemented by varied and spectacular natural environment.

**You can organize a range of tours via [Turismo de Navarra](#).**





## Pamplona Campus

# Pamplona



Pamplona also has a lot to offer in terms of culture and leisure.

For further information, click [here](#).

# Bienveni2



Happy  
2021/2022



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