



## General Actions

### Coordinating Universities for the Proposal: UCM and UPM

<b>Title of Action</b>	<b>International Visitors Reception Centre (CIVA)</b>		
<b>Participating partners</b>	UCM, UPM	<b>Other participants</b>	
<b>Start date</b>	2010	<b>End date</b>	
<b>Action</b>	<b>A10</b>		
<b>Areas of action</b>	Comprehensive Social Campus / Interaction with the Environment		
<b>Location</b>	Campus Building		
<b>Infrastructures involved</b>			
<p><b>Objectives:</b></p> <p>The purpose is twofold:</p> <ol style="list-style-type: none"> <li>To establish a Visitors Centre as such, in charge of providing campus information (architectural, historical, environmental, cultural events, etc.) to visitors, while being the starting point of the possible campus visiting routes and schedules.</li> <li>To establish an international visitors reception centre for students and researchers joining the campus, setting a "one stop" system for information and problem solving on issues related to their arrival and settling into the campus: legal assistance, grants, accommodation, registration for courses and related activities, documentation, etc.</li> </ol>			
<p><b>Description of the action:</b></p> <p>An office will be set up on the lower floor of the Moncloa Campus Building with desks for the Visitor Centre and hosting point. In particular, terminals will be installed for registration and other services for foreign students.</p>			