

Faculty Services

The facilities in our historic building include a library, 29 classrooms, 3 seminar rooms, 2 meeting rooms, 3 computer labs, one room for videoconferences, a courtroom for moot court (activity), a Conference room, a cafeteria, and a photocopy room. Students Area also has its own facilities.

Our building is also outfitted with the latest educational technology. Wireless Internet (Wifi) is available throughout the entire building, allowing students to use their laptops to access the online databases owned by the university. Also 17 of the 28 classrooms have projectors, computers, and video/DVD systems to facilitate multimedia presentations.

LIBRARY: The library at the Law School offers 250 reading stations for students who want to study, 26 computers with internet available, and two photocopy machines. Our collection includes more than 60,000 texts, about 500 law reviews, and several databases pertaining to different branches of the legal system. Our library collection is supplemented by: a) the integrated library system of the entire University of Alcalá, b) the interlibrary loan system that allows researchers and students to obtain books from numerous other libraries in both Spain and other foreign countries, c) the “Madroño” system (an agreement signed with the public libraries of Madrid) that allow researchers and students to access the collections in other University libraries in Madrid. The normal opening hours for the library is 8:30 a.m. to 8:45 p.m., but during exam periods, the library stays open until 2:00 am to provide a convenient place for students to study.

THE EUROPEAN DOCUMENTATION CENTRE: is also located in the library. The Documentation Centre has its own specialized funds and is managed by its own staff. In this special centre, users can receive help with bibliography and documentation related to the EU (European Union). The libraries are open from 8:30 a.m. to 8:45 p.m. (normally), and from 8:30 a.m. to 2 a.m. (during exam periods) to allow students more time to prepare for their exams. (You can also visit this website: http://www.uah.es/derecho/servicios/centro_doc_eu.htm)

COMPUTER ROOMS: The two computer rooms offer 55 computers available to students, as well as 2 scanners, an inkjet printer, two laser printers, two CD and DVD burners (for backing up data), and a projector to facilitate multimedia learning. We also offer complementary courses on new technology and using computers in the law and labour sciences. The computer room is supervised by student employees and security cameras, and access is controlled by smart card.

VIDEOCONFERENCE ROOM: The videoconference room has twenty stations for videoconferencing with people across the world. The videoconferencing equipment is used to contact and communicate with students and researchers at national and international universities outside of the greater community of Madrid. Together with the Web CT software, this system is being used to provide postgraduate courses and exams in places around the world.

COURTROOM: The Law School also has a courtroom, where students can simulate real courtroom experiences. Simulated trials can be recorded using the room videotape system, and visual presentations can be given using the visual projector. The room is an accurate recreation of a Spanish courtroom, with space for the courtroom proceedings, the defendant and the student audience. Occasionally, real cases are heard in the courtroom to allow students to view real courtroom proceedings without leaving the campus.

CONFERENCE ROOM: The most important events take place in the Conference Room, like the presentation of Doctoral Thesis. Plans have been made for the Conference Room to be equipped with videoconferencing equipment to allow Latin American universities to take part in important events.

CAFETERIA: The Law School also has a cafeteria/restaurant, equipped with approximately 200 seats in two different settings (cafeteria and dining room), both serving affordable snacks and meals with economic prices. From Spring to early Autumn, there is an additional restaurant space outside, in the Law School garden.

COPY ROOM: The copy room is run by a trained staffer who can make copies in both black and white and in colour, as well as blowups. Bookbinding services are also available. There are also self-service copy machines available in the hall and the library so that students and professors can easily make their own copies.

<http://www.uah.es/derecho/facultad/presentacion/instalaciones.htm>

PROVISION OF MEALS (STUDENT HALLS, COSTS, ETC.) AND OTHERS.

Our Law School has a cafeteria that offers convenient, low cost lunches to students at the convenience of the Law School. A menu with a starter, a main course, a drink and a dessert varies in price between 5 and 6 € Ten meal tickets are sold for 37 to

45 € The average monthly expenditure for a student in Alcalá de Henares (meals, transport, some trips and weekend evenings in a bar) can reach approx. 300 €

The scholar insurance covers different risks like accidents occurring during the course of study, general surgery, the services of a psychiatrist, etc. More information can be obtained in:

Instituto Nacional de la Seguridad Social (Sección Seguro Escolar) C/ Velázquez 157, 2ª planta

Telephone number: 91 562 55 91 / 92 / 93

Erasmus Students should not pay the scholar insurance, as it will be paid by the

University of Alcalá.