



Annex to Erasmus+ Inter-Institutional Agreement (2014/15-2020/21)

Institutional Factsheet



NB: This information is subject to update on an annual basis.

1. Institutional Information

1.1. Institutional details

Name of the institution	Universidad Complutense de Madrid
Erasmus Code	E MADRID03
EUC	28606
Institution website	http://www.ucm.es
Online course catalogue	http://www.ucm.es/english/study-programmes

1.2. Main contacts

Contact person	Prof. Isabel Durán
Responsibility	Vicerrectora de RRII
Contact details	relint@rect.ucm.es TEL:+34 91 394 6957 FAX:+34 91 394 6956

Contact person	Mrs. Juana AMOROS
Responsibility	Head European Programs
Contact details	jamoros@ucm.es TEL : +34 91 394 6938

Contact person	Dr.ss. Nieves Sánchez
Responsibility	Bilateral Agreements
Contact details	rrinter@ucm.es TEL: +34 91 394 69 60

Contact person	Mrs. Rosana Martín
Responsibility	Incoming Students
Contact details	Erasmus1@ucm.es / erasmus2@ucm.es TEL: +34 91 394 6923

Contact person	Mrs. Monica Alonso
Responsibility	Outgoing Students
Contact details	Erasmus3@ucm.es TEL: +34 91 394 69 22

Area Coordinators/ Erasmus Offices	http://www.ucm.es/oficinaserasmus
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2. Detailed requirements and additional information

2.1. Recommended language skills

The sending institution, following agreement with our institution, is responsible for providing support to its nominated candidates so that they can have the recommended language skills at the start of the study or teaching period:

Type of mobility	Subject area	Language(s) of instruction	Recommended language of instruction level *
Student Mobility for Studies	Any	Spanish	A B1 level advised For Students taking Hispanic Studies a C1 Spanish Language Level is requested (DELE)
Staff Mobility for Teaching	Any Span	ish	Minimum recommended level: B2

* Level according to Common European Framework of Reference for Languages (CEFR), see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

1. The student must apply for the Free Spanish Language Course by checking the corresponding box in the Application Form.
2. Students who have applied for the course, must take a **compulsory** level test that will be held at UCM the first week of September (for 1st semester/Full year students) and first week February for 2nd semester students. The exact date and place will be provided well in advance to each student by e-mail. Please, bear this course in mind for accommodation arrangements.
3. The intensive language course will be developed along the month of September (for first semester or full year students) and February (for second semester students). This course is previous to the beginning of the Year/Semester. As mentioned above, this free course will be offered for levels under B-2 (B-2 included).

Students **whose level is C-1 or C-2 are not eligible** to attend the FREE Spanish courses. However,

NB	Those students that missed the free course can take other courses at a special price for Erasmus students are available. More info.: http://www.ucm.es/info/cextran/Index.htm
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For more details on the language of instruction recommendations, please refer to our course catalogue.

2.2. Additional requirements

2.2.1. The number of students you will send may by no means exceed the number of students mentioned in this agreement. More specifically, we do not accept the mechanism by which shorter periods of stay allow for the sending of more students, i.e. on an exchange of 1 student for 10 months, you may not freely send 2 students for 5 months, not even if their stay covers different semesters. Please take this into consideration when organising your students selection

2.2.2. Complutense University has facilities for students with a learning or physical disability. Disabled students can rely on the support service "Office for the Integration of Persons with Disabilities", which offers material, technical, and social aid. Please **contact** the IRO in order to guarantee adequate information and assistance.

Contact details	Erasmus1@ucm.es
Website	http://www.ucm.es/discapacidad or https://www.ucm.es/office-for-the-integration-of-persons-with-disabilities-

2.2.3 Master level students (2nd cycle) must have passed 240 ECTS credits. - students will provide the following documents to the International Relations office of corresponding Faculty/School:- CV,



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transcript of records and motivation letter. The learning agreement of the student must be approved by the master's coordinator. Admission to a specific course is subject to the exchange student being satisfactorily qualified for the chosen area of study and/or course level, and availability

2.3. Calendar

2.3.1. Nomination procedure & Application Deadlines

- Please follow this link to nominate your students:

www.moveonnet.eu/institutions/myinstitution/enomination

- Applications/information on students nominated must reach our institution by:

Autumn term	The students who are nominated for the whole academic year or the first semester will have to apply starting March 30th and ends June 15th . Except, for the students applying to the Faculty of Medicine the deadline is May 30st
Spring term	For those students that are nominated to come for the second semester then they will have to apply starting October 15th and will end November 30th . However, the students applying to the Faculty of Medicine in the second semester will have to contact directly with the Erasmus Office of Medicine to confirm the deadline

2.3.2. Decision Response

We will send our decision within 4 weeks since the end of deadline.

2.3.3. Transcripts of Records

A Transcript of Records will be issued no later than 6 weeks after the assessment period has finished at our institution.

2.3.4. Termination of Agreement

The above parties agree on the present agreement and the activities listed below replace any other previous agreement. For each academic year, both parties will have the opportunity to review the exchanges. After notifying the partner institution, and if agreed by that institution, amendments of the mobility figures can be made annually. One of the parties may also decide to cancel the agreement, after having notified the partner institution not later than 1 year prior to the start of respective academic year. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict

3. Additional information

3.1. Grading system

Website	http://www.ucm.es/sistema-de-evaluacion
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3.2. Visa

Nationals of non-EU/EEA countries (so-called "third country nationals") need an entry visa or residence permit for entry into and residence in Spain. The type of permit depends on the length and purpose of the stay.

For details please visit:

Website	https://www.ucm.es/entrada-y-residencia-en-espana-como-estudiante
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3.3. Nationals of EU/EEA countries staying in Spain for a period exceeding of 3 months shall register at:

Website	https://www.ucm.es/registro-general-de-extranjeros
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3.4. Insurance

Health insurance is **obliged**.

EU-inhabitants: European Health Insurance Card (= blue card)

Non-EU: a copy of your application for health insurance in Spain

For SMP a Liability Insurance is obliged

Website	http://universidad.es/en/spain/living-spain/arrival/useful-data/health-spain
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3.5. Housing

Our institution will offer information to incoming student/staff in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education. Information and assistance can be provided by the following persons and information sources:

Contact details	alojamientoenlaucm@ucm.es Tel:+34 91 394 1897 / 2061
Website	https://www.ucm.es/oficina-de-alojamiento-en-la-ucm

3.6. Miscellaneous

NB:	<ul style="list-style-type: none"> • We can only accept incoming students for the study areas specified in the bilateral agreements between Universities. • The ECTS Student Application includes: <ol style="list-style-type: none"> 1. Student Registration filled ON LINE once printed 2. Academic Recognition / Learning Agreement (please check with the UCM area coordinator for details on the Curricula) 3. Academic Transcript <p>These documents, with the original signatures and stamps from the home university have to be sent to us, by post. Its reception in our Erasmus Central Office closes the whole inscription process.</p> <ul style="list-style-type: none"> • Students must choose their courses among those offered by the Faculty in our University (exceptionally, they would be allowed to take a maximum of two annual or two semester courses each semester in a different area) • Due to the overpopulation of our University, we are not able to split semesters, neither to accept extra students. • We can only accept applications from students who have been nominated by their home university with which we have a formal bilateral agreement. We regret we are unable to accept Erasmus free movers.
Cost of Living	http://universidad.es/en/spain/living-spain/arrival/useful-data/cost-living-spain http://www.turismomadrid.es/dinero