



# Institutional Factsheet 2023/24



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

## 1. Institutional Information

### 1.1. Institutional details

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

### 1.2. Main contacts

<b>Contact person</b>	Prof. Dámaso López García
<b>Responsibility</b>	Vicerrector de RRII
<b>Contact details</b>	<a href="mailto:relint@rect.ucm.es">relint@rect.ucm.es</a> TEL:+34 91 394 6957 FAX:+34 91 394 6956

<b>Contact person</b>	Mr. Juan Carlos Benitez
<b>Responsibility</b>	European Programs
<b>Contact details</b>	<a href="mailto:jcbenite@ucm.es">jcbenite@ucm.es</a> TEL : +34 91 394 6938

<b>Contact person</b>	Dr.ss. Nieves Sánchez
<b>Responsibility</b>	Bilateral Agreements
<b>Contact details</b>	<a href="mailto:rrinter@ucm.es">rrinter@ucm.es</a> TEL: +34 91 394 69 60

<b>Contact person</b>	Mrs. Kelly Borburema
<b>Responsibility</b>	Incoming Students
<b>Contact details</b>	<a href="mailto:Erasmus1@ucm.es">Erasmus1@ucm.es</a> TEL: +34 91 394 6923

<b>Contact person</b>	Mrs. Andrea Martínez
<b>Responsibility</b>	Outgoing Students
<b>Contact details</b>	<a href="mailto:Erasmus3@ucm.es">Erasmus3@ucm.es</a> TEL: +34 91 394 69 22

<b>Area Coordinators/ Erasmus Offices</b>	<a href="http://www.ucm.es/oficinaserasmus">http://www.ucm.es/oficinaserasmus</a>
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Detailed requirements and additional information (<https://www.ucm.es/alumnos-students>)

## Language Requirements

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

Type of mobility	Subject area	Language(s) of instruction	Language of instruction level *
Student Mobility for Studies	Any	Spanish	<p>The minimum level required is <b>B1 (according to the CEFR)</b>, but each faculty/center has specific requirements.</p> <p>For <b>Master and PhD</b> programs, it is highly recommended to have a <b>C1 level in Spanish</b>, as we cannot guarantee any course or research in other languages.</p> <p><b>Detailed information and updates:</b>  <a href="https://www.ucm.es/english/language-requirements">https://www.ucm.es/english/language-requirements</a></p>
Staff Mobility for Teaching	Any	Spanish	Minimum recommended level: <b>B2</b>

\* Level according to Common European Framework of Reference for Languages (CEFR):

<http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

## Spanish Free Course

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 1<sup>st</sup> semester/Full year students) and first week February for 2<sup>nd</sup> semester students. The exact date and place will be provided well in advance to each student by email. Please, bear this course in mind for accommodation arrangements.
3. The intensive language course will be held in 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 B2.

Students **whose level is C1 or C2 are not eligible** to attend the FREE Spanish courses. However, 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>

**For more details on the language of instruction recommendations, please refer to our course catalog.**



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## Important Information

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 consider this when organising your students' selection.
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.

<b>Contact details</b>	<a href="mailto:Erasmus1@ucm.es">Erasmus1@ucm.es</a>
<b>Website</b>	<a href="https://www.ucm.es/oipd">https://www.ucm.es/oipd</a> or <a href="https://www.ucm.es/office-for-the-integration-of-persons-with-disabilities-">https://www.ucm.es/office-for-the-integration-of-persons-with-disabilities-</a>

3. **Staff Mobility for Training and for Teaching:** Complutense University welcomes applications from foreign Staff for a training/teaching period; however, it is at the discretion of the department concerned whether to accept a staff visitor. Applications must be sent to [rprinter@ucm.es](mailto:rprinter@ucm.es) at least two months prior to the desired training/teaching period. The training/teaching period cannot be scheduled during summer (i.e. July-August) in the Academic year.

## Academic Information

Master level students (2<sup>nd</sup> cycle) must have passed 240 ECTS credits. However, some Master students having passed only 180 ECTS may be accepted in Master level courses if their background is solid and approved by the master's coordinator. Students will provide the following documents to the International Relations office of corresponding Faculty/School: CV, 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**

PhD students need to send a master certificate to the International Relations office of corresponding Faculty/School. . PhD students will only receive ECTS credits if they complete courses at the host institution. Therefore, they will not receive any ECTS credits from the host institution for PhD-related research they undertake. The home institution is responsible for accrediting PhD students with ECTS credits for research completed at the host institution.

**It is not possible for student to hand-in their final MA/PhD Thesis at the host institution. Final theses need to be graded by the home institution.**

## ECTS

Credit load at UCM: Students will be awarded ECTS credits when they have passed the assessments corresponding to the courses to which ECTS credits are allocated.

- 1 full academic year= 60 credits
- 1 semester= 30 credits
- 1 term/ trimester= 15 credits



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## Academic Calendar

1 <sup>st</sup> semester / Autumn Semester	2 <sup>nd</sup> Semester / Spring Semester
From September to January	From January to June
For further specific information please contact the International Erasmus Office at UCM: <a href="mailto:erasmus1@ucm.es">erasmus1@ucm.es</a>	
Holidays:	
<ul style="list-style-type: none"> <li>• <b>Christmas: From 22nd December to 7th January</b> (dates may vary slightly depending on the year)</li> <li>• <b>Easter: One week in March or April</b> (depending on the year)</li> <li>• <b>Summer: July 15th to September</b></li> </ul>	

## Nomination procedure & Application Deadlines

- If your Institution uses Moevon4 software, please use the e-nomination functionality.

Otherwise:

- Please follow this link to nominate your students: [www.moveonnet.eu/institutions/myinstitution/enomination](http://www.moveonnet.eu/institutions/myinstitution/enomination)
- Applications/information on students nominated must reach our institution by:

### Nominations Deadlines

Semesters	From	To
Full academic year (September–June)	1 February	15 May
First semester (September-February)	1 February	15 May
Second semester (January-June)	1 September	15 November

### Applications Deadlines

Semesters	From	To
Full academic year (September–June)	1 April	31 May
First semester (September-February)	1 April	31 May
Second semester (January-June)	15 October	30 November

**Decision Response:** We will send our decision within 4 weeks since the end of deadline.

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

**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.

## Additional Information



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<b>Welcome Session</b>	Welcome meeting for Bachelor and Master's incoming students September and February of each academic year.
<b>Courses</b>	Bachelor and Master's students will be registered in a specific Faculty at UCM (main Faculty) and will be able to take two courses at a maximum in a Faculty other than their main one.  <a href="https://www.ucm.es/oferta-academica">https://www.ucm.es/oferta-academica</a>
<b>Online Learning Agreements</b>	<a href="https://www.ucm.es/ola">https://www.ucm.es/ola</a>
<b>Housing</b>	<p>Our institution will offer information to incoming student/staff in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education. We recommend the following private agencies: <a href="https://www.ucm.es/english/housing-agencies">https://www.ucm.es/english/housing-agencies</a></p> <p>There is a variety of alternatives for accommodation in Madrid. The most common among students are: renting rooms or residences for students. The cost to rent a room in a shared apartment in Madrid ranges currently from 300€ to 700€ per month depending mostly on the area you would like to live in as well as the style of the flat itself. The average rate for renting a room runs around 475€/month.</p> <p>Please note that you should look for accommodation on reliable platforms and inform yourself thoroughly on how student accommodation Works in Madrid. This knowledge will help to avoid potential issues like scams.</p>
<b>VISA</b>	<p><b>Nationals of non-EU/EEA countries</b> 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:</p> <p><b>Nationals of EU/EEA countries</b> staying in Spain for a period exceeding of 3 months shall register at: <a href="https://www.ucm.es/registro-general-de-extranjeros">https://www.ucm.es/registro-general-de-extranjeros</a></p>
<b>Health Insurance</b>	<p>Health insurance is obliged.</p> <p><b>EU-inhabitants:</b> European Health Insurance Card (= blue card)</p> <p><b>Non-EU:</b> a copy of your application for health insurance in Spain For SMP a Liability Insurance is mandatory</p> <p><a href="http://europa.eu/youreurope/citizens/health/index_en.htm">http://europa.eu/youreurope/citizens/health/index_en.htm</a></p> <p><a href="https://www.ucm.es/english/madrid-healthcare-system-1">https://www.ucm.es/english/madrid-healthcare-system-1</a></p>
<b>Grading System</b>	<a href="https://www.ucm.es/sistema-de-evaluacion">https://www.ucm.es/sistema-de-evaluacion</a>
<b>Cost of Living</b>	<p><a href="https://www.ucm.es/informacion/coste-de-la-vida">https://www.ucm.es/informacion/coste-de-la-vida</a></p> <p><a href="https://www.ucm.es/data/cont/media/www/paq-10989/Visitor%20Guide.pdf">https://www.ucm.es/data/cont/media/www/paq-10989/Visitor%20Guide.pdf</a></p> <p><a href="https://www.ucm.es/informacion/estudiantes-internacionales">https://www.ucm.es/informacion/estudiantes-internacionales</a></p>



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## Misceallaneous

We can only accept incoming students for the study areas specified in the bilateral agreements between Universities.

The ECTS Student Application includes:

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

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.

- 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.**

The information available through the mentioned web pages is only partially in English.

For further details about courses and study programmes please contact the Erasmus Office at the corresponding Faculty: <https://www.ucm.es/oficinaserasmus>