

FACTSHEET 2019-2020

UNIVERSIDAD FRANCISCO DE VITORIA - UFV MADRID	
Name of University	Universidad Francisco de Vitoria (Madrid)
Erasmus Code	E MADRID28
Rector	Daniel Sada Castaño
Vice-Rector for Internationalization	Dr. Juan Pérez-Miranda
Website	www.ufv.es - www.ufvinternational.com/en/

UFV INTERNATIONAL RELATIONS OFFICE

Universidad Francisco de Vitoria - *Vicerrectorado de Internacionalización*

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International Relations Office (IRO) COORDINATORS

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INCOMING MOBILITY

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Esther de Santos
International Coordinator

Belén Sanz Gil
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OUTGOING MOBILITY

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María José Marín
International Coordinator

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International Coordinator

Esther de Santos
International Coordinator

STUDENTS' NOMINATION AND APPLICATION PROCEDURES

Online Nomination

Autumn Semester and Full Academic Year: **15/03/2019 - 01/05/2019**
Spring Semester: **01/09/2019 - 15/10/2019**

Nomination link will be sent via email to our partners.

Online Application

Autumn Semester or Full Academic Year: **01/04/2019 - 31/05/2019**
Spring Semester: **01/09/2019 - 31/10/2019**

*Learning Agreement is **compulsory** and must be sent with the online application.*

UFV REQUIREMENTS FOR EXCHANGE STUDENTS

Language Requirements

As the teaching language at UFV is Spanish a B1 level is highly advisable to be able to follow lectures. All non-native Spanish students will be asked to complete a **Spanish level test** to facilitate their course selection. *More information will be sent to students upon successful completion of our online application.*

English-taught courses require an **English B2 level**, and are only available in modules of Business Administration, International Relations, Gastronomy and Biotechnology. Only students from universities with an agreement in these specific areas can enrol in these modules. Yet, we cannot guarantee spots for all students.

Traineeships: students of Nursing, Physiotherapy and Medicine must hold at least a B1 level of Spanish (an official certificate is required).

Intensive/ Semester-long Spanish Language Courses	<p>Intensive Spanish Course (4 ECTS) Available before the semester starts. (<i>More information about fees and details will be sent upon successful completion of our online application.</i>) Autumn Semester: 26/08/2019 – 06/09/2019 Spring Semester: beginning of January 2020 Registration and tuition fees: idiomas@ufv.es</p> <p>Semester-long Spanish Course (6 ECTS) All levels (basic/intermediate/advanced) available for free to all international students. (<i>*Please note that you must complete a Spanish level test. More Information will be sent upon successful completion of the online application.</i>)</p>
Health Insurance Requirements	<p>EU students must have the European Health Insurance Card or any other equivalent private insurance including conditions. Non-EU students must have a private insurance including repatriation of remains. <i>Without insurance students will not be enrolled.</i></p>
VISA	Documentation for non-EU students: Passport and Visa. <i>Students must bring a copy of their Visa to the Orientation Session.</i>

APPLICATION PROCEDURE FOR INCOMING TEACHING/STAFF MOBILITY

Requests must be sent to us at least 2 months before the requested mobility.

Contact for Incoming Teaching /Staff Mobility: Mónica Alberich - m.alberich@ufv.es

ACADEMIC INFORMATION

Mandatory Orientation Sessions	Autumn Semester: 5th & 6th September 2019 Spring Semester: 9th and 10th January 2020
Academic Calendar	Autumn Semester: 9th September 2019 – 21st December 2019 Spring Semester: 13th January 2020 – 25th April 2020
Academic Offer	International student handbook <i>Please note that programs cannot be mixed. Students must register in courses belonging to their specific area of study.</i>
Academic Offer in English	<i>Only for Business Administration, International Relations, Gastronomy and Biotechnology:</i> International student handbook
Examination Period	Autumn Semester: From 13th to 21st December and from 7th to 11th January 2020 Spring Semester: From 27th April to 16th May 2020 Resit examination for failed courses only: From 15th to 30th June 2020
Exam Calendar	http://www.ufv.es/calendario-examenes
Grading System	http://www.ufvinternational.com/escala-de-calificaciones/
Transcript of Records	Transcripts will be sent to partner universities no later than 4 weeks after the official assessment period has finished at Universidad Francisco de Vitoria.

EXCHANGE STUDENT INFORMATION

International Student Guide	http://www.ufvinternational.com/estudiar-en-la-ufv/manual-del-alumno-internacional/
Buddy Program	http://www.ufvinternational.com/buddy-program-2/
Housing	http://www.ufvinternational.com/en/students-studying-at-ufv/accommodation/ Citylife Madrid is an international company based in Madrid that can help exchange students find accommodation: http://www.citylifemadrid.com/
Cost of Living	Around 1,000-1,200€/month depending on the type of housing and student's lifestyle.
Students with Disabilities	UFV is generally able to receive disabled students. Yet, requests will be analysed on a case-by-case basis. Please contact our International Office for further information: incoming@ufv.es



RESOURCES IN MADRID AND SPAIN	
Ministry of Foreign Affairs	http://www.exteriores.gob.es/Portal/en/Paginas/inicio.aspx
Madrid	http://www.esmadrid.com/
Student Life	http://www.studentwelcomeday.com/ http://www.citylifemadrid.com/
Public Transport	Bus (EMT) http://www.emtmadrid.es/Home.aspx ; Bus (<i>Interurbanos</i>) http://www.crtm.es/tu-transporte-publico/autobuses-interurbanos/lineas.aspx Metro: https://www.metromadrid.es/es/index.html