FACTSHEET 2019-2020

UNIVERSIDAD FRANCISCO DE VITORIA - UFV MADRID

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<th>Name of University</th>
<th>Erasmus Code</th>
<th>Rector</th>
<th>Vice-Rector for Internationalization</th>
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UFV INTERNATIONAL RELATIONS OFFICE

Universidad Francisco de Vitoria - Vicerrectorado de Internacionalización
Ctra. Pozuelo-Majadahonda Km. 1.800
28223 Pozuelo de Alarcón (Madrid, España)
Telephone: +34 91 7091444/1400

INTERNATIONAL RELATIONS OFFICE (IRO)

International Relations Office (IRO) COORDINATORS
Clara Gartner
Head of IRO
Contact for ERASMUS+ Agreements
c.gartner@ufv.es

Dr. Belén Navajas
Contact for BILATERAL Agreements
b.navajas@ufv.es

INCOMING MOBILITY
Mónica Alberich
Head of International Administrative Office
Contact for Incoming Teaching/Staff Mobility
m.alberich@ufv.es

Esther de Santos
International Coordinator
Belén Sanz Gil
International Coordinator

OUTGOING MOBILITY
Maria José Marín
International Coordinator
Belén Sanz Gil
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

**Intensive Spanish Course (4 ECTS)**
Available before the semester starts. *(More information about fees and details will be sent upon successful completion of our online application.)*
- Autumn Semester: 26/08/2019 – 06/09/2019
- Spring Semester: beginning of January 2020
- Registration and tuition fees: idiomas@ufv.es

**Semester-long Spanish Course (6 ECTS)**
All levels (basic/intermediate/advanced) available for free to all international students. *(Please note that you must complete a Spanish level test. More information will be sent upon successful completion of the online application.)*

Health Insurance Requirements

- **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.
  - Without insurance students will not be enrolled.

VISA

- **Documentation for non-EU students**: Passport and Visa. Students must bring a copy of their Visa to the Orientation Session.

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](http://www.ufvinternational.com/escala-de-calificaciones/)
- Please note that programs cannot be mixed. Students must register in courses belonging to their specific area of study.

**Academic Offer in English**
- Only for Business Administration, International Relations, Gastronomy and Biotechnology:
  - [International student handbook](http://www.ufvinternational.com/escala-de-calificaciones/)

**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](http://www.ufv.es/calendario-examenes)

**Grading System**
- [http://www.ufvinternational.com/escala-de-calificaciones/](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**

**Buddy Program**

**Housing**
  - Citylife Madrid is an international company based in Madrid that can help exchange students find accommodation: [http://www.citylifemadrid.com/](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

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<td><a href="http://www.citylifemadrid.com/">http://www.citylifemadrid.com/</a></td>
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