

FACTSHEET 2023-2024

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*

Ctra. Pozuelo-Majadahonda Km. 1.800
28223 Pozuelo de Alarcón (Madrid, Spain)
Telephone: +34 91 70911400 ext. 1376

International Relations Office (IRO) COORDINATORS	INCOMING MOBILITY	OUTGOING MOBILITY
<p>Alma Vázquez (during Ms. Gartner's temporary leave) <i>Head of IRO</i></p> <p>Alessia Tressoldi <i>Contact for ERASMUS+ Agreements</i> intoffice@ufv.es</p> <p>Dr. Belén Navajas <i>Contact for BILATERAL Agreements</i> b.navajas@ufv.es</p>	<p>incoming@ufv.es</p> <p>Mónica Alberich <i>Head of International Administrative Office Incoming Mobility and Teaching/Staff Mobility</i> m.alberich@ufv.es</p> <p>Lidia Caminero Vegas <i>International Coordinator</i></p>	<p>outgoing@ufv.es</p> <p>María José Marín <i>International Coordinator</i></p> <p>Belén Sanz Gil <i>International Coordinator</i></p> <p>Rocío Iglesias de Ussel Rubio <i>International Coordinator</i></p>

STUDENTS' NOMINATION AND APPLICATION PROCEDURES

Online Nomination for Partners	Autumn Semester and Full Academic Year: 17th April – 19th May 2023 Spring Semester: 25th September – 20th October 2023 <i>*Academic year is from September 23 to July 24</i> Nomination will be only by Mobility Online.
Online Application for Students	Autumn Semester or Full Academic Year: 17th April – 2nd June 2023 Spring Semester and extensions: 25th September – 27th October 2023 <i>Learning Agreement is compulsory and must be sent with the online application.</i>

INTERNSHIP'S NOMINATION AND APPLICATION PROCEDURES (NEW!)

Online Nomination for Partners	Autumn Semester and Full Academic Year: 17th April – 19th May 2023 (for internships that it will take place from September to December) Spring Semester: 25th September – 20st October 2023 (for internships that it takes place from January to July) Applications out these deadlines will not be admitted. <i>Internships are not eligible in August.</i> Nomination will be only by Mobility Online.
Online Application for Trainees	Autumn Semester or Full Academic Year: 17th April – 2nd June 2023 Spring Semester: 25th September – 27th October 2023

UFV REQUIREMENTS FOR EXCHANGE STUDENTS

Language Requirements	As the teaching language at UFV is Spanish, we require a B1 level. B2 is highly advisable in Communication Studies. A B2 level is required for students wishing to follow English-taught courses , only available in some study areas with limited spots. Traineeships: students of Nursing, Physiotherapy and Medicine must hold at least a B2/C1 level of Spanish.
Intensive/ Semester-long Spanish Language Courses	Intensive Spanish Course (ECTS to be determined) Available before the start of each semester depending on the number of applicants. (<i>More information about fees and details will be sent upon successful completion of our online application.</i>) More information, 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. (<i>*Please note that you must complete a Spanish level test upon arrival.</i>)
Health Insurance Requirements for students	Residents EU students must have the European Health Insurance Card or any other equivalent private insurance including conditions. Non-Residents EU students must have a private insurance that covers medical assistance, accidents and the repatriation of mortal remains.



Health Insurance Requirements for Internships	Residents EU students must have the European Health Insurance Card or any other equivalent private insurance including conditions. Non-Residents EU students must have a private insurance that covers medical assistance, accidents and the repatriation of mortal remains. <i>Vaccination record and civil liability insurance.</i>
Visa	Additional documentation for non- Residents EU students: copy of valid passport and visa or a valid residence permit during the stay in Spain. Ministerio de Interior – visa studies information (information in Spanish) Touristic Visas are not valid to study at UFV
ACADEMIC INFORMATION FOR STUDIES MOBILITIES	
Mandatory Orientation Sessions (compulsory)	Autumn Semester: 7th & 8th September 2023 Spring Semester: 18th & 19th January 2024
Academic Calendar	Autumn Semester: 11th September 2023 – 15th December 2023 Spring Semester: 22nd January – 10th May 2024 <i>*Update information in April 2023</i>
Academic Offer (changes may occur at the beginning of each semester)	Courses in Spanish and English <i>Please note that programs cannot be mixed. Students must register in courses belonging to their specific area of study.</i>
Examination Period	Autumn Semester: From 18th to 22nd December 2023 and from 8th to 20th January 2024 Spring Semester: From 13th May to 1st June 2024 Resit examination (for failed courses only): From 17th June to 6th July 2024
Exams Schedule	https://www.ufv.es/calendario-academico-y-horarios/
Grading System	http://www.ufvinternational.com/en/spanish-system-of-transcripts/
Transcript of Records	Transcripts will be sent directly to partner universities: Autumn Semester: second fortnight February Spring Semester: second fortnight June Resit Call: last week July
EXCHANGE STUDENT INFORMATION	
International Student Guide	Student Guide
Buddy Program and Mentoring	International student support programs (some of these offer ECTS credits): Buddy Program Mentoring Program
Housing	https://www.ufv.es/incoming-housing/ 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. 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	Ministry of Foreign Affairs
Madrid	http://www.esmadrid.com/
Student Life	http://www.studentwelcomeday.com/ http://www.citylifemadrid.com/
Public Transport How to get to UFV	UFV bus shuttle: https://www.ufv.es/welcome-to-ufv-madrid/getting-to-ufv/ 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
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	