FACTSHEET 2020-2021

UNIVERSIDAD FRANCISCO DE VITORIA - UFV MADRID

<table>
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<tr>
<th>Name of University</th>
<th>Universidad Francisco de Vitoria (Madrid)</th>
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<td>Erasmus Code</td>
<td>E MADRID28</td>
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<tr>
<td>Rector</td>
<td>Daniel Sada Castaño</td>
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<td>Vice-Rector for Internationalization</td>
<td>Dr. Juan Pérez-Miranda</td>
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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 70911400

International Relations Office (IRO)

COORDINATORS
Clara Gartner (*on maternity leave)
Head of IRO
Contact for ERASMUS+ Agreements
incoming@ufv.es

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

INCOMING MOBILITY
incoming@ufv.es

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
outgoing@ufv.es

María 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: 16th March – 1st May 2020
Spring Semester: 1st September – 15th October 2020
Nomination link will be sent via email to our partners.

Online Application
Autumn Semester or Full Academic Year: 1st April – 31st May 2020
Spring Semester: 1st September – 31st October 2020
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. A B2 level is highly advisable for students wishing to follow English-taught courses. These modules are only available within the subject areas of Business Administration, International Relations, Gastronomy and Biotechnology. Only students from universities with an agreement in these specific areas can enrol in these courses. 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 language 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: to be confirmed
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*)
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 that covers the repatriation of remains.

Without a valid health insurance students will not be able to complete their enrolment at UFV.

VISA

Documentation for non-EU students: Passport and Visa.

APPLICATION PROCEDURE FOR INCOMING TEACHING/STAFF MOBILITY

Requests must be sent to us at least 3 months before the requested mobility.

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

ACADEMIC INFORMATION

Mandatory Orientation Sessions

Autumn Semester: 17th & 18th September 2020

Spring Semester: mid-January 2021 (dates to be confirmed)

Academic Calendar

*subject to changes due to COVID-19*

Autumn Semester: 21st September 2020 – 23rd December 2020

Spring Semester: 30th January 2021 – 14th May 2021

Academic Offer

International student handbook

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

Examination Period

*subject to changes due to COVID-19*

Autumn Semester: From 8th to 26th January 2021

Spring Semester: From 17th May to 2nd June 2021

Resit examination (for failed courses only): From 23rd June to 9th July 2021

Exams 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/

Buddy Program and Mentoring


http://www.ufvinternational.com/en/programa-de-mentorias/

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. 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


Madrid

http://www.esmadrid.com/

Student Life

http://www.studentwelcomeday.com/

http://www.citylifemadrid.com/

Public Transport


Metro: https://www.metromadrid.es/es/index.html