FACTSHEET 2021-2022

UNIVERSIDAD FRANCISCO DE VITORIA - UFV MADRID

<table>
<thead>
<tr>
<th>Name of University</th>
<th>Universidad Francisco de Vitoria (Madrid)</th>
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<tr>
<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
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28223 Pozuelo de Alarcón (Madrid, Spain)

Telephone: +34 91 7091400

International Relations Office (IRO)
Clara Gartner  
Head of IRO  
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INCOMING MOBILITY
Lidia Caminero  
International Coordinator  
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OUTGOING MOBILITY
Maria José Marín  
International Coordinator  
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Belén Sanz Gil  
International Coordinator  

Lidia Caminero  
International Coordinator  

STUDENTS’ NOMINATION AND APPLICATION PROCEDURES

Online Nomination for Partners  
Autumn Semester and Full Academic Year: 5th April – 15th May 2021
Spring Semester: 20th September – 20th October 2021
Nomination link will be sent via email to our partners.

Online Application for Students  
Autumn Semester or Full Academic Year: 15th May – 31st May 2021
Spring Semester: 1st October – 31st October 2021
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 start of each semester depending on the number of applicants. (More information about fees and details will be sent upon successful completion of our online application.) Registration and tuition fees: idiomas@ufv.es  
Due to organizational reasons, there will be no Intensive Spanish Language course before the official start of the 2nd semester.

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 upon arrival.)

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 mortal remains.

Visa  
Additional documentation for non-EU students: copy of valid 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

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### ACADEMIC INFORMATION

| Mandatory Orientation Sessions | Autumn Semester: 2nd & 3rd September 2021  
| Spring Semester: 13th & 14th January 2022 |
| Academic Calendar | Autumn Semester: 7th September 2021 – 14th January 2022  
| Spring Semester: 17th January 2022 – 19th May 2022 |
| Academic Offer 2020-21 | International student handbook |
| Academic Offer in English 2020-21 | Only for Business Administration, International Relations, Gastronomy and Biotechnology: International student handbook |
| Examination Period | Autumn Semester: From 13th to 25th December 2021 and from 8th to 14th January 2022  
| Spring Semester: From 3rd May to 19th May 2022  
| Resit examination (for failed courses only): From 16th June to 2nd July 2022 |
| Exams Schedule 2020-21 | https://www.ufv.es/calendario-academico-y-horarios/ |
| 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. |

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### EXCHANGE STUDENT INFORMATION

| 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 |

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### RESOURCES IN MADRID AND SPAIN

| Madrid | http://www.esmadrid.com/ |
| Student Life | http://www.studentwelcomeday.com/  
| http://www.citylifemadrid.com/ |
| Metro: https://www.metromadrid.es/es/index.html |

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### HEALTH AND SAFETY COVID-19 PROTOCOL

1. International students must respect all the indications and security protocols while on campus.
2. Smoking is forbidden in the whole campus.
3. The use of a face mask is mandatory in all public indoor spaces.
4. All persons entering Spain from other countries, including international transits, regardless of their nationality, age or any other consideration, must complete the Health Control Form and obtain their QR to present at boarding and health controls on arrival in Spain. (https://www.spth.gob.es/info-pcr)