# FACTSHEET 2023-2024

## UNIVERSIDAD FRANCISCO DE VITORIA - UFV MADRID

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

## UFV INTERNATIONAL RELATIONS OFFICE

**Universidad Francisco de Vitoria - Vicerrectorado de Internacionalización**  
Ctra. Pozuelo-Majadahonda Km. 1.800  
28223 Pozuelo de Alarcón (Madrid, Spain)  
Phone: +34 91 70911400 ext. 1376

### International Relations Office (IRO)

- **Head of IRO**
  - Alma Vázquez (during Ms. Gartner’s temporary leave)
- **Contact for ERASMUS+ Agreements**
  - infooffice@ufv.es
- **Contact for BILATERAL Agreements**
  - b.navajas@ufv.es
- **International Coordinator**
  - Alessia Tressoldi
  - Dr. Belén Navajas

### INCOMING MOBILITY

- **Head of International Administrative Office**
  - Mónica Alberich
  - m.alberich@ufv.es
- **International Coordinator**
  - Lidia Caminero Vegas

### OUTGOING MOBILITY

- **International Coordinator**
  - Maria José Marin
  - outgoing@ufv.es
  - Belén Sanz Gil
  - Rocio Iglesias de Ussel Rubio

## 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
- *Academic year is from September 23 to July 24
- **Nomination will be only by Mobility Online.**

### Online Application for Students

- **Autumn Semester of Full Academic Year**: 17th April – 2nd June 2023
- **Spring Semester and extensions**: 25th September – 27th October 2023
- **Learning Agreement is compulsory** and must be sent with the online application.

## 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 will take place from September to December)
- **Spring Semester**: 25th September – 20th October 2023 (for internships that it takes place from January to July)
- **Applications out these deadlines will not be admitted. Internships are not eligible in August.**
  - 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. (More information about fees and details will be sent upon successful completion of our online application.)
  - 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. (*Please note that you must complete a [Spanish level test](#) upon arrival.)

### 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.
Vaccination record and civil liability insurance.

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 |
| Academic Offer (changes may occur at the beginning of each semester) | Courses in Spanish and English  
*Update information in April 2023*

Please note that programs cannot be mixed. Students must register in courses belonging to their specific area of study.

| 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/ |
| 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/  
http://www.studentwelcomeday.com/  
http://www.citylifemadrid.com/

Student Life  
http://www.studentwelcomeday.com/  
http://www.citylifemadrid.com/

Public Transport  
UFV bus shuttle: https://www.ufv.es/welcome-to-ufv-madrid/getting-to-ufv/  
Bus (EMT) http://www.emtmadrid.es/Home.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