

# 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*

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

## STUDENTS' NOMINATION AND APPLICATION PROCEDURES

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

## INTERNSHIP'S NOMINATION AND APPLICATION PROCEDURES (NEW!)

<b>Online Nomination for Partners</b>	Autumn Semester and Full Academic Year: <b>17<sup>th</sup> April – 19<sup>th</sup> May 2023</b> (for internships that it will take place from September to December) Spring Semester: <b>25<sup>th</sup> September – 20<sup>st</sup> October 2023</b> (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> <b>Nomination will be only by <a href="#">Mobility Online</a>.</b>
<b>Online Application for Trainees</b>	Autumn Semester or Full Academic Year: <b>17<sup>th</sup> April – 2<sup>nd</sup> June 2023</b> Spring Semester: <b>25<sup>th</sup> September – 27<sup>th</sup> October 2023</b>

## UFV REQUIREMENTS FOR EXCHANGE STUDENTS

<b>Language Requirements</b>	<b>As the teaching language at UFV is Spanish, we require a B1 level. B2 is highly advisable</b> in Communication Studies. A <b>B2 level</b> is required for students wishing to follow <b>English-taught courses</b> , only available in some study areas with limited spots. <b>Traineeships: students of Nursing, Physiotherapy and Medicine must hold at least a B2/C1 level of Spanish.</b>
<b>Intensive/ Semester-long Spanish Language Courses</b>	<b>Intensive Spanish Course (ECTS to be determined)</b> 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: <a href="mailto:idiomas@ufv.es">idiomas@ufv.es</a> <b>Semester-long Spanish Course (6 ECTS)</b> All levels (basic/intermediate/advanced) available for free to all international students. ( <i>*Please note that you must complete a <b>Spanish level test</b> upon arrival.</i> )
<b>Health Insurance Requirements for students</b>	<b>Residents EU students</b> must have the European Health Insurance Card or any other equivalent private insurance including conditions. <b>Non-Residents EU students</b> must have a private insurance that covers medical assistance, accidents and the repatriation of mortal remains.



<b>Health Insurance Requirements for Internships</b>	<b>Residents EU students</b> must have the European Health Insurance Card or any other equivalent private insurance including conditions. <b>Non-Residents EU students</b> must have a private insurance that covers medical assistance, accidents and the repatriation of mortal remains. <i>Vaccination record and civil liability insurance.</i>
<b>Visa</b>	<b>Additional documentation for non- Residents EU students:</b> copy of valid passport and visa or a valid residence permit during the stay in Spain. <a href="#">Ministerio de Interior – visa studies information (information in Spanish)</a> <b>Touristic Visas are not valid to study at UFV</b>
<b>ACADEMIC INFORMATION FOR STUDIES MOBILITIES</b>	
<b>Mandatory Orientation Sessions (compulsory)</b>	Autumn Semester: <b>7<sup>th</sup> &amp; 8<sup>th</sup> September 2023</b>  Spring Semester: <b>18<sup>th</sup> &amp; 19<sup>th</sup> January 2024</b>
<b>Academic Calendar</b>	Autumn Semester: <b>11<sup>th</sup> September 2023 – 15<sup>th</sup> December 2023</b>  Spring Semester: <b>22<sup>nd</sup> January – 10<sup>th</sup> May 2024</b> <i>*Update information in April 2023</i>
<b>Academic Offer (changes may occur at the beginning of each semester)</b>	<a href="#">Courses in Spanish and English</a>  <i>Please note that programs cannot be mixed. Students must register in courses belonging to their specific area of study.</i>
<b>Examination Period</b>	Autumn Semester: <b>From 18<sup>th</sup> to 22<sup>nd</sup> December 2023 and from 8<sup>th</sup> to 20<sup>th</sup> January 2024</b> Spring Semester: <b>From 13<sup>th</sup> May to 1<sup>st</sup> June 2024</b> Resit examination (for failed courses only): <b>From 17<sup>th</sup> June to 6<sup>th</sup> July 2024</b>
<b>Exams Schedule</b>	<a href="https://www.ufv.es/calendario-academico-y-horarios/">https://www.ufv.es/calendario-academico-y-horarios/</a>
<b>Grading System</b>	<a href="http://www.ufvinternational.com/en/spanish-system-of-transcripts/">http://www.ufvinternational.com/en/spanish-system-of-transcripts/</a>
<b>Transcript of Records</b>	Transcripts will be sent directly to partner universities: Autumn Semester: second fortnight February Spring Semester: second fortnight June Resit Call: last week July
<b>EXCHANGE STUDENT INFORMATION</b>	
<b>International Student Guide</b>	<a href="#">Student Guide</a>
<b>Buddy Program and Mentoring</b>	International student support programs (some of these offer ECTS credits): <a href="#">Buddy Program</a> <a href="#">Mentoring Program</a>
<b>Housing</b>	<a href="https://www.ufv.es/incoming-housing/">https://www.ufv.es/incoming-housing/</a>  Citylife Madrid is an international company based in Madrid that can help exchange students find accommodation: <a href="http://www.citylifemadrid.com/">http://www.citylifemadrid.com/</a>
<b>Cost of Living</b>	Around 1,000-1,200€/month depending on the type of housing and student's lifestyle.
<b>Students with Disabilities</b>	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: <a href="mailto:incoming@ufv.es">incoming@ufv.es</a>
<b>RESOURCES IN MADRID AND SPAIN</b>	
<b>Ministry of Foreign Affairs</b>	<a href="#">Ministry of Foreign Affairs</a>
<b>Madrid</b>	<a href="http://www.esmadrid.com/">http://www.esmadrid.com/</a>
<b>Student Life</b>	<a href="http://www.studentwelcomeday.com/">http://www.studentwelcomeday.com/</a> <a href="http://www.citylifemadrid.com/">http://www.citylifemadrid.com/</a>
<b>Public Transport How to get to UFV</b>	UFV bus shuttle: <a href="https://www.ufv.es/welcome-to-ufv-madrid/getting-to-ufv/">https://www.ufv.es/welcome-to-ufv-madrid/getting-to-ufv/</a> Bus (EMT) <a href="http://www.emtmadrid.es/Home.aspx">http://www.emtmadrid.es/Home.aspx</a> ; Bus ( <i>Interurbanos</i> ) <a href="http://www.crtm.es/tu-transporte-publico/autobuses-interurbanos/lineas.aspx">http://www.crtm.es/tu-transporte-publico/autobuses-interurbanos/lineas.aspx</a> Metro: <a href="https://www.metromadrid.es/es/index.html">https://www.metromadrid.es/es/index.html</a>
<b>APPLICATION PROCEDURE FOR INCOMING TEACHING/STAFF MOBILITY</b>	
Requests must be sent to us at <b>least 2 months before</b> the requested mobility. Contact for Incoming Teaching /Staff Mobility: Mónica Alberich - <a href="mailto:m.alberich@ufv.es">m.alberich@ufv.es</a>	