



FACT SHEET 2017-2018

UNIVERSIDAD FRANCISCO DE VITORIA	
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.ufvinternacional.com/en/

UFV INTERNATIONAL RELATIONS OFFICE

Address	Universidad Francisco de Vitoria (Madrid) Vicerrectorado de Relaciones Internacionales (<i>Ed. Central - Módulo 1</i>) Ctra. Pozuelo-Majadahonda Km. 1,800 - 28223 Pozuelo de Alarcón - Madrid - SPAIN	
Website for international students	International student handbook	
Telephone	+34 91 7091444/1400	
Head of International Relations Office	International Relations Office – INCOMING MOBILITY	International Relations Office - OUTGOING MOBILITY
Clara Gartner <i>Head of International Relations Office</i> <i>Erasmus Institutional Coordinator</i> <i>Contact for ERASMUS+ Agreements</i> c.gartner@ufv.es +34 91 7091236	Mónica Alberich <i>Head of International Administrative Office</i> <i>Contact for Incoming Teaching/Staff Mobility</i> m.alberich@ufv.es	María José Marín <i>International Coordinator</i> mj.marin@ufv.es
Dr. Belén Navajas <i>Contact for BILATERAL Agreements</i> b.navajas@ufv.es	Esther de Santos <i>International Coordinator</i> esther.desantos@ufv.es	Ana Benítez <i>International Coordinator</i> ana.benitez@ufv.es

STUDENTS' NOMINATION AND APPLICATION PROCEDURES

Online Nomination	Fall Semester or Full Academic Year: March 15th – May 1st Spring Semester: September 1st – October 15th <i>Nomination link will be sent via email to our partners.</i>
Online Application	Fall Semester or Full Academic Year: April 1st – May 15th Spring Semester: September 1st – October 30th <i>Learning Agreement is compulsory and must be sent with the online application.</i>

UFV REQUIREMENTS FOR EXCHANGE STUDENTS

Language Requirements	As the teaching language at UFV is Spanish a B1 level is required all non-native Spanish students will be asked to complete a Spanish level test , in order to facilitate their course selection. <i>More Information will be sent upon successful completion of our online application.</i> English-taught courses require an English B2 level , and are only available in modules of Business Administration, International Relations, Gastronomy and Biotechnology. Only students from universities with an agreement in these specific areas can enrol in these modules. Yet, we cannot guarantee spots for all students.
Intensive/ Semester-long Spanish Language Courses	Intensive Spanish Course (3/4 ECTS) is available before the semester starts. <i>More Information about fees and details will be sent upon successful completion of our online application.</i> Fall Semester: August 28 th – September 8 th 2017 (4 ECTS) Spring Semester: January 8 th – January 13 th 2018 (3 ECTS) Semester-long Spanish Course (6 ECTS) All levels (basic/medium/advanced) available for free to all international students. <i>*Please note that you have to complete a Spanish level test. More Information will be sent upon successful completion of the online application.</i>



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 including repatriation of remains. <i>Without insurance students will not be enrolled.</i>
VISA	Documentation for non-EU students: Passport and VISA. <i>Students must bring a copy of their VISA to the Orientation Session.</i>

APPLICATION PROCEDURE FOR INCOMING TEACHING/STAFF MOBILITY

Requests must be sent to us before the 15th September 2017 for autumn/spring semester.
Contact for Incoming Teaching /Staff Mobility: Mónica Alberich - m.alberich@ufv.es

ACADEMIC INFORMATION

Mandatory Orientation Sessions	Fall Semester: 7th/8th September 2017 Spring Semester: 11th/12th January 2018
Academic Calendar <i>**NEW**</i>	Fall Semester: September 11th 2017 – January 13th 2018 Spring Semester: January 15th 2018 – May 17th 2018
Academic Offer	International student handbook <i>Please note that programs cannot be mixed. Students must register in courses belonging to their specific area of study.</i>
Academic Offer in English	<i>Only for Business Administration, International Relations, Gastronomy and Biotechnology:</i> International student handbook
Examination Period	Fall Semester: December 15th 2017 – January 13th 2018 Spring Semester: April 28th 2018 – May 17th 2018 Resit exams period (only for students who have failed some course): June 18th 2018 – July 2nd 2018
Exam 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 3 weeks after the official assessment period has finished at Universidad Francisco de Vitoria.

EXCHANGE STUDENT INFORMATION

International Student Guide	http://www.ufvinternational.com/wp-content/uploads/2016/11/Bienvenida_RRII_mail_pliegos.pdf
Buddy Program	http://www.ufvinternational.com/buddy-program-2/
Housing	http://www.ufvinternational.com/en/students-studying-at-ufv/accommodation/ Citylife Madrid is an international company based in Madrid that can help exchange students find accommodation: http://www.citylifemadrid.com/
Cost of Living	Around 900-1000€/month depending on the type of housing and students lifestyle. Costs may increase if the student wishes to live in a residence which usually costs around 800€/month.
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: m.alberich@ufv.es ; esther.desantos@ufv.es

RESOURCES IN MADRID AND SPAIN

Ministry of Foreign Affairs	http://www.exteriores.gob.es/Portal/en/Paginas/inicio.aspx
Madrid	http://www.esmadrid.com/
Student Life	http://www.studentwelcomeday.com/ http://www.citylifemadrid.com/
Public Transport	Bus (EMT) http://www.emtmadrid.es/Home.aspx ; Bus (Interurbanos) http://www.crtm.es/tu-transporte-publico/autobuses-interurbanos/lineas.aspx Metro: https://www.metromadrid.es/es/index.html