



## FACTSHEET 2021-2022

UNIVERSIDAD FRANCISCO DE VITORIA - UFV MADRID	
<b>Name of University</b>	Universidad Francisco de Vitoria (Madrid)
<b>Erasmus Code</b>	E MADRID28
<b>Rector</b>	Daniel Sada Castaño
<b>Vice-Rector for Internationalization</b>	Dr. Juan Pérez-Miranda
<b>Website</b>	www.ufv.es - www.ufvinternational.com/en/

UFV INTERNATIONAL RELATIONS OFFICE		
<p><b>Universidad Francisco de Vitoria - Vicerrectorado de Internacionalización</b>            Ctra. Pozuelo-Majadahonda Km. 1.800            28223 Pozuelo de Alarcón (Madrid, Spain)            Telephone: +34 91 70911400 ext. 1376</p>		
<p><b>International Relations Office (IRO) COORDINATORS</b>  <b>Alessia Tressoldi</b> (during Ms. Gartner's temporary leave)  <i>Head of IRO</i>            Contact for ERASMUS+ Agreements  <a href="mailto:incoming@ufv.es">incoming@ufv.es</a></p> <p><b>Dr. Belén Navajas</b>            Contact for BILATERAL Agreements  <a href="mailto:b.navajas@ufv.es">b.navajas@ufv.es</a></p>	<p style="text-align: center;"><b>INCOMING MOBILITY</b>  <a href="mailto:incoming@ufv.es">incoming@ufv.es</a></p> <p style="text-align: center;"><b>Mónica Alberich</b>  <i>Head of International Administrative Office</i>            Contact for Incoming Teaching/Staff Mobility  <a href="mailto:m.alberich@ufv.es">m.alberich@ufv.es</a></p> <p style="text-align: center;"><b>Esther de Santos</b>  <i>International Coordinator</i></p> <p style="text-align: center;"><b>Belén Sanz Gil</b>  <i>International Coordinator</i></p>	<p style="text-align: center;"><b>OUTGOING MOBILITY</b>  <a href="mailto:outgoing@ufv.es">outgoing@ufv.es</a></p> <p style="text-align: center;"><b>María José Marín</b>  <i>International Coordinator</i></p> <p style="text-align: center;"><b>Belén Sanz Gil</b>  <i>International Coordinator</i></p> <p style="text-align: center;"><b>Esther de Santos</b>  <i>International Coordinator</i></p>
STUDENTS' NOMINATION AND APPLICATION PROCEDURES		
<p><b>Online Nomination for Partners</b></p>	<p>Autumn Semester and Full Academic Year: <b>5<sup>th</sup> April – 7<sup>th</sup> May 2021</b>            Spring Semester: <b>1<sup>st</sup> October – 15<sup>th</sup> November 2021</b>  <i>Nomination link will be sent via email to our partners.</i></p>	
<p><b>Online Application for Students</b></p>	<p>Autumn Semester or Full Academic Year: <b>15<sup>th</sup> April – 31<sup>st</sup> May 2021</b>            Spring Semester: <b>1<sup>st</sup> October – 30<sup>th</sup> November 2021</b>  <i>Learning Agreement is <b>compulsory</b> and must be sent with the online application.</i></p>	
UFV REQUIREMENTS FOR EXCHANGE STUDENTS		
<p><b>Language Requirements</b></p>	<p><b>As the teaching language at UFV is Spanish a B1 level is highly advisable</b> to be able to follow lectures.            A <b>B2 level</b> is highly advisable for students wishing to follow <b>English-taught courses</b>. 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.  <b>Traineeships: students of Nursing, Physiotherapy and Medicine must hold at least a B1 level of Spanish (an official language certificate is required).</b></p>	
<p><b>Intensive/ Semester-long Spanish Language Courses</b></p>	<p><b>Intensive Spanish Course (4 ECTS)</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>)            Autumn Semester: <b>to be confirmed</b>            Registration and tuition fees: <a href="mailto:idiomas@ufv.es">idiomas@ufv.es</a></p> <p><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>)</p>	
<p><b>Health Insurance Requirements</b></p>	<p><b>EU students</b> must have the European Health Insurance Card or any other equivalent private insurance including conditions.  <b>Non-EU students</b> must have a private insurance that covers the repatriation of mortal remains.            Students without a valid health insurance will not be able to complete their enrolment at UFV.</p>	
<p><b>Visa</b></p>	<p><b>Additional documentation for non-EU students:</b> copy of valid passport and visa.</p>	

APPLICATION PROCEDURE FOR INCOMING TEACHING/STAFF MOBILITY	
Requests must be sent to us at <b>least 3 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>	
ACADEMIC INFORMATION	
<b>Mandatory Orientation Sessions</b> <i>*subject to changes due to COVID-19*</i>	Autumn Semester: <b>2<sup>nd</sup> &amp; 3<sup>rd</sup> September 2021</b> Spring Semester: <b>13<sup>th</sup> &amp; 14<sup>th</sup> January 2022</b>
<b>Academic Calendar</b> <i>*subject to changes due to COVID-19*</i>	Autumn Semester: <b>7<sup>th</sup> September 2021 – 14<sup>th</sup> January 2022</b> Spring Semester: <b>17<sup>th</sup> January 2022 – 19<sup>th</sup> May 2022</b>
<b>Academic Offer 2020-21</b> <i>*the list for 2021-22 will be published in mid-April</i>	<a href="#">International student handbook</a> <i>Please note that programs cannot be mixed. Students must register in courses belonging to their specific area of study.</i>
<b>Academic Offer in English 2020-21</b> <i>*the list for 2021-22 will be published in mid-April</i>	<i>Only for Business Administration, International Relations, Gastronomy and Biotechnology:</i> <a href="#">International student handbook</a>
<b>Examination Period</b> <i>*subject to changes due to COVID-19*</i>	Autumn Semester: <b>From 13<sup>th</sup> to 23<sup>rd</sup> December 2021 and from 8<sup>th</sup> to 14<sup>th</sup> January 2022</b> Spring Semester: <b>From 3<sup>rd</sup> May to 19<sup>th</sup> May 2022</b> Resit examination (for failed courses only): <b>From 16<sup>th</sup> June to 2<sup>nd</sup> July 2022</b>
<b>Exams Schedule 2020-21</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 to partner universities no later than <b>4 weeks</b> after the official assessment period has finished at Universidad Francisco de Vitoria.
EXCHANGE STUDENT INFORMATION	
<b>International Student Guide</b>	<a href="http://www.ufvinternational.com/wp-content/uploads/2021/03/FolletoVRII_WelcomeGuide_21web.pdf">http://www.ufvinternational.com/wp-content/uploads/2021/03/FolletoVRII_WelcomeGuide_21web.pdf</a>
<b>Buddy Program and Mentoring</b>	<a href="http://www.ufvinternational.com/en/8093-2/">http://www.ufvinternational.com/en/8093-2/</a> <a href="http://www.ufvinternational.com/en/programa-de-mentorias/">http://www.ufvinternational.com/en/programa-de-mentorias/</a>
<b>Housing</b>	<a href="http://www.ufvinternational.com/en/students-studying-at-ufv/accommodation/">http://www.ufvinternational.com/en/students-studying-at-ufv/accommodation/</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. Yet, 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>
RESOURCES IN MADRID AND SPAIN	
<b>Ministry of Foreign Affairs</b>	<a href="http://www.exteriores.gob.es/Portal/en/Paginas/inicio.aspx">http://www.exteriores.gob.es/Portal/en/Paginas/inicio.aspx</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</b>	Bus (EMT) <a href="http://www.emtmadrid.es/Home.aspx">http://www.emtmadrid.es/Home.aspx</a> ; Bus (Interurbanos) <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>