

FACTSHEET 2020-2021

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*

Ctra. Pozuelo-Majadahonda Km. 1.800

28223 Pozuelo de Alarcón (Madrid, España)

Telephone: +34 91 70911400

International Relations Office (IRO) COORDINATORS	INCOMING MOBILITY	OUTGOING MOBILITY
<p>Alessia Tressoldi (during Ms. Gartner's temporary leave) <i>Head of IRO</i> <i>Contact for ERASMUS+ Agreements</i> incoming@ufv.es</p> <p>Dr. Belén Navajas <i>Contact for BILATERAL Agreements</i> b.navajas@ufv.es</p>	<p>incoming@ufv.es</p> <p>Mónica Alberich <i>Head of International Administrative Office</i> <i>Contact for Incoming Teaching/Staff Mobility</i> m.alberich@ufv.es</p> <p>Esther de Santos <i>International Coordinator</i></p> <p>Belén Sanz Gil <i>International Coordinator</i></p>	<p>outgoing@ufv.es</p> <p>María José Marín <i>International Coordinator</i></p> <p>Belén Sanz Gil <i>International Coordinator</i></p> <p>Esther de Santos <i>International Coordinator</i></p>

STUDENTS' NOMINATION AND APPLICATION PROCEDURES

Online Nomination for Partners	Autumn Semester and Full Academic Year: 16th March – 1st May 2020 Spring Semester: 1st October – 15th November 2020 <i>Nomination link will be sent via email to our partners.</i>
Online Application for Students	Autumn Semester or Full Academic Year: 1st April – 31st May 2020 Spring Semester: 1st October – 30th November 2020 <i>Learning Agreement is compulsory and must be sent with the online application.</i>

UFV REQUIREMENTS FOR EXCHANGE STUDENTS

Language Requirements	<p>As the teaching language at UFV is Spanish a B1 level is highly advisable to be able to follow lectures.</p> <p>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.</p> <p>Traineeships: students of Nursing, Physiotherapy and Medicine must hold at least a B1 level of Spanish (an official language certificate is required).</p>
Intensive/ Semester-long Spanish Language Courses	<p>Intensive Spanish Course (4 ECTS) Available before the semester starts. (<i>More information about fees and details will be sent upon successful completion of our online application.</i>) Autumn Semester: to be confirmed Registration and tuition fees: idiomas@ufv.es</p> <p>Semester-long Spanish Course (6 ECTS) All levels (basic/intermediate/advanced) available for free to all international students. (<i>*Please note that you must complete a Spanish level test.</i>)</p>

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 remains. Without a valid health insurance students will not be able to complete their enrolment at UFV.
VISA	Documentation for non-EU students: 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

ACADEMIC INFORMATION

Mandatory Orientation Sessions	Autumn Semester: 17th & 18th September 2020 Spring Semester: mid-January 2021 (dates to be confirmed)
Academic Calendar <i>*subject to changes due to COVID-19*</i>	Autumn Semester: 21st September 2020 – 23rd December 2020 Spring Semester: 30th January 2021 – 14th May 2021
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 <i>*subject to changes due to COVID-19*</i>	Autumn Semester: From 8th to 26th January 2021 Spring Semester: From 17th May to 2nd June 2021 Resit examination (for failed courses only): From 23rd June to 9th July 2021
Exams Calendar	https://www.ufv.es/calendario-academico-y-horarios/
Grading System	http://www.ufvinternational.com/escala-de-calificaciones/
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.

EXCHANGE STUDENT INFORMATION

International Student Guide	http://www.ufvinternational.com/wp-content/uploads/2019/06/FolletoVRII-WelcomeGuide-Erasmus_19.pdf
Buddy Program and Mentoring	http://www.ufvinternational.com/en/8093-2/ http://www.ufvinternational.com/en/programa-de-mentorias/
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 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

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 (<i>Interurbanos</i>) http://www.crtm.es/tu-transporte-publico/autobuses-interurbanos/lineas.aspx Metro: https://www.metromadrid.es/es/index.html