# FACTSHEET 2018-2019

## UNIVERSIDAD FRANCISCO DE VITORIA

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

**Universidad Francisco de Vitoria**  
Vicerrectorado de Internacionalización  
Ctra. Pozuelo-Majadahonda Km. 1.800  
28223 Pozuelo de Alarcón (Madrid, España)  
Telefonos: +34 91 7091444/1400

### International Relations Office COORDINATORS

- **Clara Gartner**  
  Head of International Relations Office  
  Erasmus Institutional Coordinator  
  Contact for ERASMUS+ Agreements  
  c.gartner@ufv.es

- **Dr. Belén Navajas**  
  Contact for BILATERAL Agreements  
  b.navajas@ufv.es

### International Relations Office INCOMING MOBILITY

- **Esther de Santos**  
  International Coordinator

- **Mónica Alberich**  
  Head of International Administrative Office  
  Contact for Incoming Teaching/Staff Mobility  
  m.alberich@ufv.es

### International Relations Office OUTGOING MOBILITY

- **Maria José Marin**  
  International Coordinator

- **Leticia Fernandez**  
  International Coordinator

## STUDENTS’ NOMINATION AND APPLICATION PROCEDURES

<table>
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<th>Details</th>
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| Online Nomination        | Autumn Semester or Full Academic Year: March 15th – May 1st  
Spring Semester: September 1st – October 15th  
Nomination link will be sent via email to our partners. |
| Online Application       | Autumn Semester or Full Academic Year: April 1st – May 31st  
Spring Semester: September 1st – October 31st  
Learning Agreement is compulsory and must be sent with the online application. |

## UFV REQUIREMENTS FOR EXCHANGE STUDENTS

### Language Requirements

As the teaching language at UFV is Spanish a B1 level is highly advisable to be able to follow lectures. All non-native Spanish students will be asked to complete a Spanish level test to facilitate their course selection. More information will be sent to students upon successful completion of our online application.

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 (4 ECTS)** is available before the semester starts.  
More information about fees and details will be sent upon successful completion of our online application.  
Autumn Semester: August 27th, 2018 – September 9th, 2018  
Spring Semester: January 7th, 2019 – January 18th, 2018

**Semester-long Spanish Course (6 ECTS)** All levels (basic/intermediate/advanced) available for free to all international students.  
*Please note that you have to complete a Spanish level test. More information will be sent upon successful completion of the online application.*

### 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. Without insurance students will not be enrolled.

VISA

Documentation for non-EU students: Passport and Visa. Students must bring a copy of their Visa to the Orientation Session.

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

ACADEMIC INFORMATION

Mandatory Orientation Sessions
- Autumn Semester: September 6th & 7th, 2018
- Spring Semester: January 10th & 11th, 2018

Academic Calendar **NEW**
- Autumn Semester: September 10th, 2018 – January 12th, 2019
- Spring Semester: January 14th, 2019 – May 17th, 2019

Academic Offer
- International student handbook
  Please note that programs cannot be mixed. Students must register in courses belonging to their specific area of study.

Academic Offer in English
- Only for Business Administration, International Relations, Gastronomy and Biotechnology: International student handbook

Examination Period
- Autumn Semester: December 14th, 2018 – January 12th, 2019
- Spring Semester: April 29th, 2019 – May 17th, 2019

Resit examination for failed courses only: June 15th – 30th 2019

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 4 weeks after the official assessment period has finished at Universidad Francisco de Vitoria.

EXCHANGE STUDENT INFORMATION

International Student Guide

Buddy Program

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 1000-1200€/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

Madrid
- http://www.esmadrid.com/

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

Public Transport