



FACTSHEET 2018-2019

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.ufvinternational.com/en/

UFV INTERNATIONAL RELATIONS OFFICE		
<p>Universidad Francisco de Vitoria Vicerrectorado de Internacionalización Ctra. Pozuelo-Majadahonda Km. 1.800 28223 Pozuelo de Alarcón (Madrid, España) Telephone: +34 91 7091444/1400</p>		
<p>International Relations Office COORDINATORS</p> <p>Clara Gartner <i>Head of International Relations Office</i> <i>Erasmus Institutional Coordinator</i> <i>Contact for ERASMUS+ Agreements</i> c.gartner@ufv.es</p> <p>Dr. Belén Navajas <i>Contact for BILATERAL Agreements</i> b.navajas@ufv.es</p>	<p>International Relations Office INCOMING MOBILITY incoming@ufv.es</p> <p>Esther de Santos <i>International Coordinator</i></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>International Relations Office OUTGOING MOBILITY outgoing@ufv.es</p> <p>María José Marín <i>International Coordinator</i></p> <p>Leticia Fernandez <i>International Coordinator</i></p>

STUDENTS' NOMINATION AND APPLICATION PROCEDURES	
Online Nomination	Autumn 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	Autumn Semester or Full Academic Year: April 1st – May 31th Spring Semester: September 1st – October 31st <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. All non-native Spanish students will be asked to complete a Spanish level test to facilitate their course selection. <i>More information will be sent to students upon successful completion of our online application.</i></p> <p>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.</p>
Intensive/ Semester-long Spanish Language Courses	<p>Intensive Spanish Course (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></p> <p>Autumn Semester: August 27th, 2018 – September 9th, 2018 Spring Semester: January 7th, 2019 – January 18th, 2018</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 have to complete a Spanish level test. More Information will be sent upon successful completion of the online application.</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 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 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 <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	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.ufvinternacional.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.ufvinternacional.com/estudiar-en-la-ufv/manual-del-alumno-internacional/
Buddy Program	http://www.ufvinternacional.com/buddy-program-2/
Housing	http://www.ufvinternacional.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 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	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