



# FACTSHEET 2023-2024

## 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.ufvinternacional.com/en/

## UFV INTERNATIONAL RELATIONS OFFICE

### Universidad Francisco de Vitoria - *Vicerrectorado de Internacionalización*

Ctra. Pozuelo-Majadahonda Km. 1.800  
28223 Pozuelo de Alarcón (Madrid, Spain)  
Telephone: +34 91 70911400 ext. 1376

#### International Relations Office (IRO)

##### COORDINATORS

**Alma Vázquez** (during Ms. Gartner's temporary leave)  
*Head of IRO*

**Alessia Tressoldi**

Contact for ERASMUS+ Agreements  
[intoffice@ufv.es](mailto:intoffice@ufv.es)

**Dr. Belén Navajas**

Contact for BILATERAL Agreements  
[b.navajas@ufv.es](mailto:b.navajas@ufv.es)

#### INCOMING MOBILITY

[incoming@ufv.es](mailto:incoming@ufv.es)

**Mónica Alberich**

*Head of International Administrative Office  
Incoming Mobility and Teaching/Staff Mobility*

[m.alberich@ufv.es](mailto:m.alberich@ufv.es)

**Lidia Caminero Vegas**

*International Coordinator*

#### OUTGOING MOBILITY

[outgoing@ufv.es](mailto:outgoing@ufv.es)

**María José Marín**

*International Coordinator*

**Belén Sanz Gil**

*International Coordinator*

**Rocío Iglesias de Ussel Rubio**

*International Coordinator*

## STUDENTS' NOMINATION AND APPLICATION PROCEDURES

#### Online Nomination for Partners

Autumn Semester and Full Academic Year: **17<sup>th</sup> April – 19<sup>th</sup> May 2023**  
Spring Semester: **25<sup>th</sup> September – 20<sup>th</sup> October 2023**  
*\*Academic year is from September 23 to July 24*  
**Nomination will be only by [Mobility Online](#).**

#### Online Application for Students

Autumn Semester or Full Academic Year: **17<sup>th</sup> April – 2<sup>nd</sup> June 2023**  
Spring Semester and extensions: **25<sup>th</sup> September – 27<sup>th</sup> October 2023**

## INTERNSHIP'S NOMINATION AND APPLICATION PROCEDURES (NEW!)

#### Online Nomination for Partners

Autumn Semester and Full Academic Year: **17<sup>th</sup> April – 19<sup>th</sup> May 2023** (for internships taking place from September to December)  
Spring Semester: **25<sup>th</sup> September – 20<sup>th</sup> October 2023** (for internships taking place from January to July)  
Applications out these deadlines will not be admitted.  
*Internships are not eligible in August.*  
**Nomination will be only by [Mobility Online](#).**

#### Online Application for Trainees

Autumn Semester or Full Academic Year: **17<sup>th</sup> April – 2<sup>nd</sup> June 2023**  
Spring Semester: **25<sup>th</sup> September – 27<sup>th</sup> October 2023**

## UFV REQUIREMENTS FOR EXCHANGE STUDENTS

#### Language Requirements

**As the teaching language at UFV is Spanish, we require a B1 level. B2 is highly advisable** in Communication Studies.  
A **B2 level** is required for students wishing to follow **English-taught courses**, only available in some study areas with limited spots.  
**Traineeships: students of Nursing, Physiotherapy and Medicine must hold at least a B2/C1 level of Spanish.**

#### Intensive/ Semester-long Spanish Language Courses

**Intensive Spanish Course (ECTS to be determined)**  
Available before the start of each semester depending on the number of applicants. (*More information about fees and details will be sent upon successful completion of our online application.*)  
More information, registration and tuition fees: [idiomas@ufv.es](mailto:idiomas@ufv.es)  
**Semester-long Spanish Course (6 ECTS)**  
All levels (basic/intermediate/advanced) available for free to all international students. (*\*Please note that you must complete a **Spanish level test** upon arrival.*)

#### Health Insurance Requirements for students

**Residents EU students** must have the European Health Insurance Card or any other equivalent private insurance including conditions.  
**Non-Residents EU students** must have a private insurance that covers medical assistance, accidents and the repatriation of mortal remains.

#### Health Insurance Requirements for Internships

**Residents EU students** must have the European Health Insurance Card or any other equivalent private insurance including conditions.  
**Non-Residents EU students** must have a private insurance that covers medical assistance, accidents and the repatriation of mortal remains.



<b>Visa</b>	<i>Vaccination record and civil liability insurance.</i> <b>Additional documentation for non- Residents EU students:</b> copy of valid passport and visa or a valid residence permit during the stay in Spain. <a href="#">Ministerio de Interior – visa studies information (information in Spanish)</a> <b>Touristic Visas are not valid to study at UFV</b>
<b>ACADEMIC INFORMATION FOR STUDIES MOBILITIES</b>	
<b>Mandatory Orientation Sessions (compulsory)</b>	Autumn Semester: <b>7<sup>th</sup> &amp; 8<sup>th</sup> September 2023</b> Spring Semester: <b>18<sup>th</sup> &amp; 19<sup>th</sup> January 2024</b>
<b>Academic Calendar</b>	Autumn Semester: <b>11<sup>th</sup> September 2023 – 22<sup>th</sup> December 2023</b> Spring Semester: <b>22<sup>nd</sup> January – 9<sup>th</sup> May 2024</b> <b>*Update information in April 2023</b>
<b>Academic Offer (changes may occur at the beginning of each semester)</b>	<a href="#">Courses in Spanish and English</a> <i>Please note that programs cannot be mixed. Students must register in courses belonging to their specific area of study.</i>
<b>Examination Period</b>	Autumn Semester: <b>From 18<sup>th</sup> to 22<sup>nd</sup> December 2023 and from 8<sup>th</sup> to 20<sup>th</sup> January 2024</b> Spring Semester: <b>From 10<sup>th</sup> May to 28<sup>th</sup> May 2024</b> Resit examination (for failed courses only): <b>From 20<sup>th</sup> June to 7<sup>th</sup> July 2024</b>
<b>Exams Schedule</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 directly to partner universities: Autumn Semester: end of February Spring Semester: end of June Resit Call: end of July
<b>EXCHANGE STUDENT INFORMATION</b>	
<b>International Student Guide</b>	<a href="#">Student Guide</a>
<b>Buddy Program and Mentoring</b>	International student support programs (some of these offer ECTS credits): <a href="#">Buddy Program</a> <a href="#">Mentoring Program</a>
<b>Housing</b>	<a href="https://www.ufv.es/incoming-housing/">https://www.ufv.es/incoming-housing/</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. 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>
<b>RESOURCES IN MADRID AND SPAIN</b>	
<b>Ministry of Foreign Affairs</b>	<a href="#">Ministry of Foreign Affairs</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 How to get to UFV</b>	UFV bus shuttle: <a href="https://www.ufv.es/welcome-to-ufv-madrid/getting-to-ufv/">https://www.ufv.es/welcome-to-ufv-madrid/getting-to-ufv/</a> 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>
<b>APPLICATION PROCEDURE FOR INCOMING TEACHING/STAFF MOBILITY</b>	
Requests must be sent to us at <b>least 2 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>	