



# Institutional Factsheet 2024/25



**NB: This information is subject to update on an annual basis.**

## 1. Institutional Information

### 1.1. Institutional details

<b>Name of the institution</b>	Universidad Complutense de Madrid
Erasmus Code	E MADRID03
EUC	28606
Institution website	<a href="http://www.ucm.es">http://www.ucm.es</a>
Online course catalogue	<a href="http://www.ucm.es/english/study-programmes">http://www.ucm.es/english/study-programmes</a>

### 1.2. Main contacts

<b>Contact person</b>	Prof. Dr. María Del Rosario Cristóbal Roncero
<b>Responsibility</b>	Vicerrectora de Relaciones Internacionales y Cooperación
<b>Contact details</b>	<a href="mailto:relint@rect.ucm.es">relint@rect.ucm.es</a> TEL:+34 91 394 6957 FAX:+34 91 394 6956

<b>Contact person</b>	Mrs. Andrea Martínez
<b>Responsibility</b>	European Programs
<b>Contact details</b>	<a href="mailto:sec.europa@ucm.es">sec.europa@ucm.es</a> TEL : +34 91 394 6938

<b>Contact person</b>	Dr.ss. Nieves Sánchez
<b>Responsibility</b>	Bilateral Agreements
<b>Contact details</b>	<a href="mailto:rrinter@ucm.es">rrinter@ucm.es</a> TEL: +34 91 394 69 60

<b>Contact person</b>	Mrs. Kelly Borburema
<b>Responsibility</b>	Incoming Students
<b>Contact details</b>	<a href="mailto:erasmus1@ucm.es">erasmus1@ucm.es</a> TEL: +34 91 394 6923

<b>Contact person</b>	Mr. Luis Vallejo
<b>Responsibility</b>	Outgoing Students
<b>Contact details</b>	<a href="mailto:erasmus3@ucm.es">erasmus3@ucm.es</a> TEL: +34 91 394 69 22

<b>Area Coordinators/ Erasmus Offices</b>	<a href="http://www.ucm.es/oficinaserasmus">http://www.ucm.es/oficinaserasmus</a>
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Detailed requirements and additional information (<https://www.ucm.es/alumnos-students>)

## Language Requirements

It is the responsibility of the sending institution, in agreement with our institution, to provide support to its nominated candidates so that they have the language skills at the start of the study or teaching period:

Type of mobility	Subject area	Language(s) of instruction	Language of instruction level *
Student Mobility for Studies	Any	Spanish	<p>The minimum level required is <b>B1 (according to the CEFR)</b>, but each faculty/center has specific requirements.</p> <p>For <b>Master and PhD</b> programs, it is highly recommended to have a <b>C1 level in Spanish</b>, as we cannot guarantee any course or research in other languages.</p> <p><b>Detailed information and updates:</b>  <a href="https://www.ucm.es/english/language-requirements">https://www.ucm.es/english/language-requirements</a></p>
Staff Mobility for Teaching	Any	Spanish	Minimum recommended level: <b>B2</b>

\* Level according to Common European Framework of Reference for Languages (CEFR): <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

## Free Spanish Course

Incoming mobility students who wish to improve their level of Spanish during their stay at the UCM can enroll in one of the two free courses offered by the [Centro Complutense para la Enseñanza del Español \(CCEE\)](#) at the beginning of each semester. Contact email: [erasmusfqucm@ucm.es](mailto:erasmusfqucm@ucm.es)

## Admission requirements

- Having completed the **online application** as an Erasmus student at the UCM during the current academic year, at the International Relations
- The **Spanish course must be requested** in the application form.
- Only accepted mobility students who are going to study at the Complutense University during the current academic year and have a level lower than C1 can enrol
- Students who have applied for the course must take a compulsory level test.
- Students with a C1 or C2 level can opt for other courses offered by the CCEE, with special prices for Erasmus students. For more information, please click [here](#).

At the end of the course, students will receive a diploma certifying their attendance and the number of hours they have studied at the Spanish level according to the Common European Framework of Reference for Languages.

- This course and the accreditation document do not allow to obtain ECTS credits.
- In order to receive the certificate, it is necessary to have attended 80% of the classes.
- The certificate will be sent by post at the end of the course.



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## Important Information

1. The number of students you send **must not exceed the number of students specified in this agreement**. In particular, we do not accept the mechanism whereby shorter periods of stay allow you to send more students, i.e. if you exchange 1 student for 10 months, you may not freely send 2 students for 5 months, even if their stay covers different semesters. Please consider this when choosing your students.
2. The UCM has facilities for students with **learning or physical disabilities**. Disabled students have access to the Office for the Integration of People with Disabilities (IRO), which provides material, technical and social assistance. Please contact the IRO to ensure adequate information and assistance.

<b>Contact details</b>	<a href="mailto:Erasmus1@ucm.es">Erasmus1@ucm.es</a>
<b>Website</b>	<a href="https://www.ucm.es/ojpd">https://www.ucm.es/ojpd</a> or <a href="https://www.ucm.es/office-for-the-integration-of-persons-with-disabilities-">https://www.ucm.es/office-for-the-integration-of-persons-with-disabilities-</a>

3. **Staff Mobility for Training and for Teaching:** Complutense University welcomes applications from foreign Staff for a training/teaching period; however, it is at the discretion of the department concerned whether to accept a staff visitor. Applications must be sent to [rinter@ucm.es](mailto:rinter@ucm.es) at least two months prior to the desired training/teaching period. The training/teaching period cannot be scheduled during summer (i.e. July-August) in the Academic year.

## Academic Information

Students at Master level (2nd cycle) must have completed 240 ECTS credits. However, some Masters students with only 180 ECTS credits may be admitted to Masters level courses if their background is sound and approved by the Masters coordinator. Students must submit the following documents to the International Relations Office of the relevant Faculty/School Curriculum Vitae, Transcript of Records and Letter of Motivation. The student's Learning Agreement must be approved by the Masters Coordinator.

**Admission to a specific course is subject to the exchange student's satisfactory qualifications for the chosen field of study and/or course level and availability.**

PhD students must send a Master's certificate to the International Relations Office of the relevant Faculty/School. PhD students will only receive ECTS credits if they take courses at the host institution. Therefore, they will not receive ECTS credits from the host institution for any PhD-related research they undertake. The home institution is responsible for awarding doctoral students ECTS credits for research undertaken at the host institution.

**It is not possible for students to submit their final MA/PhD thesis to the host institution. Final theses must be assessed by the home institution.**

## ECTS

Credit load at UCM: Students will be awarded ECTS credits when they have passed the assessments corresponding to the courses to which ECTS credits are allocated.

<b>1 full academic year</b>	<b>60 ECTS</b>
<b>1 semester</b>	<b>30 ECTS</b>
<b>1 term/ trimester</b>	<b>15 ECTS</b>



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## Academic Calendar

1 <sup>st</sup> semester / Autumn Semester	2 <sup>nd</sup> Semester / Spring Semester
From September to January	From January to June
For further specific information please contact the International Erasmus Office at UCM: <a href="mailto:erasmus1@ucm.es">erasmus1@ucm.es</a>	
<b>Holidays:</b> <ul style="list-style-type: none"> <li>• <b>Christmas:</b> From 22nd December to 7th January (dates may vary slightly depending on the year)</li> <li>• <b>Easter:</b> One week in March or April (depending on the year)</li> <li>• <b>Summer:</b> July 15th to September</li> </ul>	

## Nomination procedure & Application Deadlines

We accept nominations through **MoveOnLite** (if you are not a MoveOnLite user, you can register [here](#) - once registered you will receive an email with details of your MoveONLite instance) or by email ([erasmus1@ucm.es](mailto:erasmus1@ucm.es)) using this template:

Home Institution: *[name and code]*  
 Surname, First name:  
 Date of birth:  
 Nationality:  
 Faculty at UCM: *[based on bilateral agreements]*  
 Level of studies:  
 Exchange period:  
 E-mail address:

Applications/information on students nominated must reach our institution by:

### Nominations Deadlines

Semesters	From	To
Full academic year (September–June)	1 February	15 May
First semester (September-February)	1 February	15 May
Second semester (January-June)	1 September	15 November

### Applications Deadlines

Semesters	From	To
Full academic year (September–June)	1 April	31 May
First semester (September-February)	1 April	31 May
Second semester (January-June)	15 October	30 November

**Decision Response:** We will send our decision within 4 weeks since the end of deadline.

**Transcripts of Records:** A Transcript of Records will be issued no later than 6 weeks after the assessment period has finished at our institution.

**Termination of Agreement:** The above parties agree on the present agreement and the activities listed below replace any other previous agreement. For each academic year, both parties will have the opportunity to review the exchanges. After notifying the partner institution, and if agreed by that institution, amendments of the mobility figures can be made annually. One of the parties may also decide to cancel the agreement, after having notified the partner institution not later than 1 year prior to the start of respective academic year. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.



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## Additional Information

<b>Welcome Session</b>	Welcome meeting for Bachelor and Master's incoming students September and February of each academic year.
<b>Courses</b>	Bachelor and Master's students will be registered in a specific Faculty at UCM (main Faculty) and will be able to take two courses at a maximum in a Faculty other than their main one.  <a href="https://www.ucm.es/oferta-academica">https://www.ucm.es/oferta-academica</a>
<b>Online Learning Agreements</b>	<a href="https://www.ucm.es/ola">https://www.ucm.es/ola</a>
<b>Housing</b>	<p>Our institution will offer information to incoming student/staff in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education. We recommend the following private agencies: <a href="https://www.ucm.es/english/housing-agencies">https://www.ucm.es/english/housing-agencies</a></p> <p>There is a variety of alternatives for accommodation in Madrid. The most common among students are: renting rooms or residences for students. The cost to rent a room in a shared apartment in Madrid ranges currently from 300€ to 700€ per month depending mostly on the area you would like to live in as well as the style of the flat itself. The average rate for renting a room runs around 475€/month.</p> <p>Please note that you should look for accommodation on reliable platforms and inform yourself thoroughly on how student accommodation Works in Madrid. This knowledge will help to avoid potential issues like scams.</p>
<b>VISA</b>	<p><b>Nationals of non-EU/EEA countries</b> need an entry visa or residence permit for entry into and residence in Spain. The type of permit depends on the length and purpose of the stay. For details please visit:</p> <p><b>Nationals of EU/EEA countries</b> staying in Spain for a period exceeding of 3 months shall register at: <a href="https://www.ucm.es/registro-general-de-extranjeros">https://www.ucm.es/registro-general-de-extranjeros</a></p>
<b>Health Insurance</b>	<p>Health insurance is obliged.</p> <p><b>EU-inhabitants:</b> European Health Insurance Card (= blue card)</p> <p><b>Non-EU:</b> a copy of your application for health insurance in Spain For SMP a Liability Insurance is mandatory</p> <p><a href="http://europa.eu/youreurope/citizens/health/index_en.htm">http://europa.eu/youreurope/citizens/health/index_en.htm</a></p> <p><a href="https://www.ucm.es/english/madrid-healthcare-system-1">https://www.ucm.es/english/madrid-healthcare-system-1</a></p>
<b>Grading System</b>	<a href="https://www.ucm.es/sistema-de-evaluacion">https://www.ucm.es/sistema-de-evaluacion</a>
<b>Cost of Living</b>	<p><a href="https://www.ucm.es/informacion/coste-de-la-vida">https://www.ucm.es/informacion/coste-de-la-vida</a></p> <p><a href="https://www.ucm.es/data/cont/media/www/pag-10989/Visitor%20Guide.pdf">https://www.ucm.es/data/cont/media/www/pag-10989/Visitor%20Guide.pdf</a></p> <p><a href="https://www.ucm.es/informacion/estudiantes-internacionales">https://www.ucm.es/informacion/estudiantes-internacionales</a></p>



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## Misceallaneous

We can only accept incoming students for the study areas specified in the bilateral agreements between Universities.

The ECTS Student Application includes:

1. Student Registration filled ON LINE once printed
2. Academic Recognition / Learning Agreement (please check with the UCM area coordinator for details on the Curricula)
3. Academic Transcript

These documents, with the original signatures and stamps from the home university have to be sent to us, by post. Its reception in our Erasmus Central Office closes the whole inscription process.

- Students must choose their courses among those offered by the Faculty in our University (exceptionally, they would be allowed to take a maximum of two annual or two semester courses each semester in a different area)
- Due to the overpopulation of our University, we are not able to split semesters, neither to accept extra students.

**We can only accept applications from students who have been nominated by their home university with which we have a formal bilateral agreement. We regret we are unable to accept Erasmus free movers.**

The exchange students are solely responsible for:

- Obtaining at their own cost passports, visas and other travel documents. Acceptance by the Host Institution of an exchange student does not guarantee that they will obtain a visa or necessary travel documents to enter the host country.
- Meeting all entry requirements of the host country.
- Finding and paying for their own accommodation and living expenses. However, the Host Institution will make all reasonable efforts to provide incoming exchange students with assistance in finding accommodation for the exchange period, provided the Host Institution's application procedures are fulfilled.
- Paying travel expenses to and from the host country and also within the host country.
- Purchasing at their own cost all books, equipment and consumables needed during the exchange period.
- Obtaining at their own cost any additional insurance policies (including health insurance, medical expenses insurance) or vaccinations, if required by the Host Institution, and any other incidental expenses.

The information available through the mentioned web pages is only partially in English.

For further details about courses and study programmes please contact the Erasmus Office at the corresponding Faculty: <https://www.ucm.es/oficinaserasmus>