



## FACTSHEET 2022-2023

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*

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<p><b>International Relations Office (IRO) COORDINATORS</b></p> <p><b>Alma Vázquez (during Ms. Gartner's temporary leave)</b> <i>Head of IRO</i> <b>Alessia Tressoldi</b> <i>Contact for ERASMUS+ Agreements</i> <a href="mailto:intoffice@ufv.es">intoffice@ufv.es</a></p> <p><b>Dr. Belén Navajas</b> <i>Contact for BILATERAL Agreements</i> <a href="mailto:b.navajas@ufv.es">b.navajas@ufv.es</a></p>	<p><b>INCOMING MOBILITY</b> <a href="mailto:incoming@ufv.es">incoming@ufv.es</a></p> <p><b>Mónica Alberich</b> <i>Head of International Administrative Office</i> <i>Contact for Incoming Teaching/Staff Mobility</i> <a href="mailto:m.alberich@ufv.es">m.alberich@ufv.es</a></p> <p><b>Lidia Caminero Vegas</b> <i>International Coordinator</i></p> <p><b>Rocío Iglesias de Ussel Rubio</b> <i>International Coordinator</i></p>	<p><b>OUTGOING MOBILITY</b> <a href="mailto:outgoing@ufv.es">outgoing@ufv.es</a></p> <p><b>María José Marín</b> <i>International Coordinator</i></p> <p><b>Belén Sanz Gil</b> <i>International Coordinator</i></p> <p><b>Lidia Caminero Vegas</b> <i>International Coordinator</i></p>
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### STUDENTS' NOMINATION AND APPLICATION PROCEDURES

<b>Online Nomination for Partners</b>	Autumn Semester and Full Academic Year: <b>18<sup>th</sup> April – 20<sup>th</sup> May 2022</b> Spring Semester: <b>19<sup>th</sup> September – 15<sup>th</sup> October 2022</b>  <i>Nomination will be only by <a href="#">Mobility Online</a>.</i>
<b>Online Application for Students</b>	Autumn Semester or Full Academic Year: <b>18<sup>th</sup> April – 31<sup>st</sup> May 2022</b> Spring Semester: <b>19<sup>th</sup> September – 20<sup>th</sup> October 2022</b> <i>Learning Agreement is <b>compulsory</b> and must be sent with the online application.</i>

### INTERNSHIP'S NOMINATION AND APPLICATION PROCEDURES

<b>Online Nomination for Partners</b>	Autumn Semester and Full Academic Year: <b>18<sup>th</sup> April – 20<sup>th</sup> May 2022</b> (for internships that it will take place from September to December) Spring Semester: <b>19<sup>th</sup> September – 15<sup>th</sup> October 2022</b> (for internships that it takes place from January to July)  <i>Nomination will be only by <a href="#">Mobility Online</a>.</i>
<b>Online Application for Students</b>	Autumn Semester or Full Academic Year: <b>18<sup>th</sup> April – 31<sup>st</sup> May 2022</b> Spring Semester: <b>19<sup>th</sup> September – 20<sup>th</sup> October 2022</b>

### UFV REQUIREMENTS FOR EXCHANGE STUDENTS

<b>Language Requirements</b>	<b>As the teaching language at UFV is Spanish a B1 level is highly advisable</b> to be able to follow lectures. A <b>B2 level</b> is highly advisable for students wishing to follow <b>English-taught courses</b> . 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. <b>Traineeships: students of Nursing, Physiotherapy and Medicine must hold at least a B1 level of Spanish (an official language certificate is required).</b>
<b>Intensive/ Semester-long Spanish Language Courses</b>	<b>Intensive Spanish Course (ECTS to be determined)</b> Available before the start of each semester depending on the number of applicants. ( <i>More information about fees and details will be sent upon successful completion of our online application.</i> ) <i>Dates to be determined.</i> Registration and tuition fees: <a href="mailto:idiomas@ufv.es">idiomas@ufv.es</a>  <b>Semester-long Spanish Course (6 ECTS)</b> All levels (basic/intermediate/advanced) available for free to all international students. ( <i>*Please note that you must complete a <b>Spanish level test</b> upon arrival.</i> )



<b>Health Insurance Requirements</b>	<b>EU students</b> must have the European Health Insurance Card or any other equivalent private insurance including conditions. <b>Non-EU students</b> must have a private insurance that covers the repatriation of mortal remains. Students without a valid health insurance will not be able to complete their enrolment at UFV.
<b>Health Insurance Requirements for Internships</b>	<b>EU students</b> must have the European Health Insurance Card or any other equivalent private insurance including conditions. <b>Non-EU students</b> must have a private insurance that covers the repatriation of mortal remains. Students without a valid health insurance will not be able to complete their enrolment at UFV. <b>COVID-19 vaccination record and civil liability insurance.</b>
<b>Visa</b>	<b>Additional documentation for non-EU students:</b> copy of valid passport and visa. <a href="#">Ministerio de Interior – visa studies information (information in Spanish)</a>
<b>APPLICATION PROCEDURE FOR INCOMING TEACHING/STAFF MOBILITY</b>	
Requests must be sent to us at <b>least 3 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>	
<b>ACADEMIC INFORMATION</b>	
<b>Mandatory Orientation Sessions</b> <i>*subject to changes due to COVID-19*</i>	Autumn Semester: <b>1<sup>st</sup> &amp; 2<sup>nd</sup> September 2022 (to be confirmed)</b>  Spring Semester: <b>12<sup>th</sup> &amp; 13<sup>th</sup> January 2023 (to be confirmed)</b>
<b>Academic Calendar</b> <i>*subject to changes due to COVID-19*</i>	Autumn Semester: <b>5<sup>th</sup> September 2022 – 13<sup>th</sup> January 2023 (to be confirmed)</b>  Spring Semester: <b>16<sup>th</sup> January – 19<sup>th</sup> May 2023 (to be confirmed)</b>
<b>Academic Offer 2021-22*the list for 2022-23 will be published in mid-June</b>	<i>Courses in Spanish and English:</i>  <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> <i>*subject to changes due to COVID-19*</i>	Autumn Semester: <b>From 12<sup>th</sup> to 22<sup>nd</sup> December 2022 and from 9<sup>th</sup> to 13<sup>th</sup> January 2023</b> Spring Semester: <b>From 3<sup>rd</sup> May to 19<sup>th</sup> May 2023</b> Resit examination (for failed courses only): <b>From 17<sup>th</sup> June to 3<sup>rd</sup> July 2023 (to be confirmed)</b>
<b>Exams Schedule 2022-23</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 to partner universities no later than <b>4 weeks</b> after the official assessment period has finished at Universidad Francisco de Vitoria.
<b>EXCHANGE STUDENT INFORMATION</b>	
<b>International Student Guide</b>	<a href="#">Student Guide</a>
<b>Buddy Program and Mentoring</b>	<a href="https://www.ufv.es/internacional/internacionalizacion-en-casa/buddy-program/">https://www.ufv.es/internacional/internacionalizacion-en-casa/buddy-program/</a> <a href="http://www.ufvinternational.com/en/programa-de-mentorias/">http://www.ufvinternational.com/en/programa-de-mentorias/</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. Yet, 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="http://www.exteriores.gob.es/Portal/en/Paginas/inicio.aspx">http://www.exteriores.gob.es/Portal/en/Paginas/inicio.aspx</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 Free Buses: <a href="https://www.ufv.es/la-universidad/vive-la-ufv/como-llegar/">https://www.ufv.es/la-universidad/vive-la-ufv/como-llegar/</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>