Annex to Erasmus+ Inter-Institutional Agreement (2021/22) Institutional Factsheet

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

1. Institutional Information

1.1. Institutional details

Name of the institution	**Universidad Complutense de Madrid**
Erasmus Code	E MADRID03
EUC	**28606**
Institution website	http://www.ucm.es
Online course catalogue	http://www.ucm.es/english/study-programmes

1.2. Main contacts

Contact person	Prof. Dámaso López García
Responsibility	Vicerrector de RRII
Contact details	relint@rect.ucm.es TEL:+34 91 394 6957 FAX:+34 91 394 6956

Contact person	Mrs. Juana AMOROS
Responsibility	Head European Programs
Contact details	**jamoros@ucm.es TEL : +34 91 394 6938**

Contact person	Dr.ss. Nieves Sánchez
Responsibility	Bilateral Agreements
Contact details	**rrinter@ucm.es TEL: +34 91 394 69 60**

Contact person	Mr. Juan Carlos Benitez
Responsibility	Incoming Students
Contact details	**Erasmus1@ucm.es /erasmus2@ucm.es TEL: +34 91 394 6923**

Contact person	Mrs. Ana Duarte
Responsibility	Outgoing Students
Contact details	**Erasmus3@ucm.es TEL: +34 91 394 69 22**

Area Coordinators/ Erasmus Offices	http://www.ucm.es/oficinaserasmus

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2. Detailed requirements and additional information (http://www.ucm.es/alumnos-students)

2.1. Recommended language skills

The sending institution, following agreement with our institution, is responsible for providing support to its nominated candidates so that they can have the recommended language skills at the start of the study or teaching period:

Type of mobility	Subject area	Language(s) of instruction	Recommended language of instruction level *
Student Mobility for Studies	Any	Spanish	Requested level:**B2** **C1 for Master** For detailed information and updates, see: https://www.ucm.es/english/language-requirements NB: Specific Language requirements for language and Literature & Philology
Staff Mobility for Teaching	Any	Spanish	Minimum recommended level: **B2**

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

1. The student must apply for the Free Spanish Language Course by checking the corresponding box in the Application Form.
2. Students who have applied for the course, must take a **compulsory** level test that will be held at UCM the first week of September (for 1st semester/Full year students) and first week February for 2nd semester students. The exact date and place will be provided well in advance to each student by e-mail. Please, bear this course in mind for accommodation arrangements.
3. The intensive language course will be developed along the month of September (for first semester or full year students) and February (for second semester students). This course is previous to the beginning of the Year/Semester. As mentioned above, this free course will be offered for levels under B-2 (B-2 included).

Students **whose level is C-1 or C-2 are not eligible** to attend the FREE Spanish courses. However,

NB	Those students that missed the free course can take other courses at a special price for Erasmus students are available. More info.: http://www.ucm.es/info/cextran/Index.htm

For more details on the language of instruction recommendations, please refer to our course catalogue.

2.2. Additional requirements

2.2.1. The number of students you will send may by no means exceed the number of students mentioned in this agreement. More specifically, we do not accept the mechanism by which shorter periods of stay allow for the sending of more students, i.e. on an exchange of 1 student for 10 months, you may not freely send 2 students for 5 months, not even if their stay covers different semesters. Please take this into consideration when organising your students selection

2.2.2. Complutense University has facilities for students with a learning or physical disability. Disabled students can rely on the support service "Office for the Integration of Persons with Disabilities", which offers material, technical, and social aid. Please **contact** the IRO in order to guarantee adequate information and assistance.

Contact details	Erasmus1@ucm.es
Website	*https://www.ucm.es/oipd* or https://www.ucm.es/office-for-the-integration-of-persons-with-disabilities-

2.2.3. 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 or not to accept a staff visitor. Applications must be sent to rrinter@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.

2.2.4. Master level students (2 nd cycle) must in general have passed 240 ECTS credits. However, some Master students having passed only 180 ECTS may be accepted in Master level courses if their background is solid and approved by the master's coordinator. Students will provide the following documents to the International Relations office of corresponding Faculty/School: CV, transcript of records and motivation letter. The learning agreement of the student must be approved by the master's coordinator.

2.2.5. Admission to a specific course is subject to the exchange student being satisfactorily qualified for the chosen area of study and/or course level, and availability

2.2.6 PhD students need to send a master certificate to the International Relations office of corresponding Faculty/School. . PhD students will only receive ECTS credits if they complete courses at the host institution. Therefore, they will not receive any ECTS credits from the host institution for PhD-related research they undertake. The home institution is responsible for accrediting PhD students with ECTS credits for research completed at the host institution.

2.2.7. It is not possible for student to hand-in their final MA/PhD Thesis at the host institution. Final theses need to be graded by the home institution.

2.2.8. 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.

- 1 full academic year= 60 credits
- 1 semester= 30 credits
- 1 term/ trimester= 15 credits

2.3. Calendar

2.3.1. Nomination procedure & Application Deadlines

- If your Institution uses Moevon4 software please use the e-nomination functionality.

Otherwise:

- Please to nominate your students send an email to:
  Erasmus1@ucm.es

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

Semesters	From	To
Full academic year (September-June)	2 April	30 May
First semester (September-February)	2 April	30 May
Second semester (January-June)	15 October	30 November

2.3.2. Decision Response

We will send our decision within 4 weeks since the end of deadline.

2.3.3. Transcripts of Records

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

2.3.4. 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 agreeded 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

3. Additional information

3.1. Grading system

Website	http://www.ucm.es/sistema-de-evaluacion

3.2. Visa

Nationals of non-EU/EEA countries (so-called "third country nationals") 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:

Website	https://www.ucm.es/english/visa

3.3. Nationals of EU/EEA countries staying in Spain for a period exceeding of 3 months shall register at:

Website	https://www.ucm.es/registro-general-de-extranjeros

3.4. Insurance

Health insurance is **obliged**.
EU-inhabitants: European Health Insurance Card (= blue card)
Non-EU: a copy of your application for health insurance in Spain
For SMP a Liability Insurance is mandatory

Website	http://europa.eu/youreurope/citizens/health/index_en.htm https://www.ucm.es/english/madrid-healthcare-system-1

3.5. Housing

Our institution will offer information to incoming student/staff in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education. Information and assistance can be provided by the following persons and information sources:

Contact details	
Website	https://www.ucm.es/english/housing-agencies

3.6. Miscellaneous

NB:	• 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.
Cost of Living	http://universidad.es/en/spain/living-spain/arrival/useful-data/cost-living-spain http://www.turismomadrid.es/dinero https://www.ucm.es/english/living-in-madrid