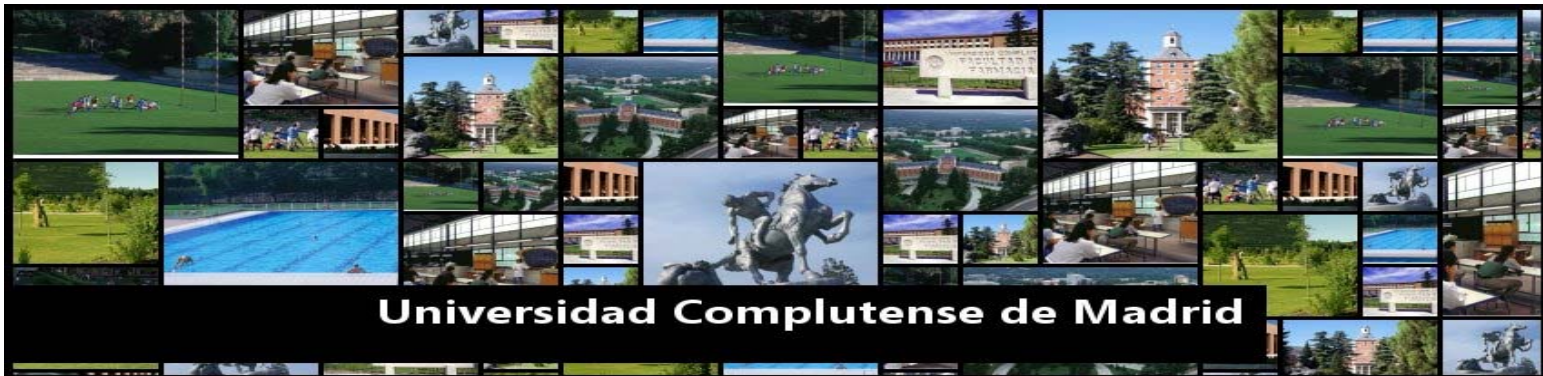




UNIVERSIDAD COMPLUTENSE DE MADRID  
Relaciones Internacionales



Erasmus+



## PROCEDURES FOR ERASMUS INCOMING STUDENTS

Academic year: 2017-2018

### I. ACKNOWLEDGEMENT

In order to complete your acceptance process, you must fill in your UCM on-line application form following the instructions below.

Should you need further information, please, do not hesitate to contact us:

[erasmus1@ucm.es](mailto:erasmus1@ucm.es) / [erasmus2@ucm.es](mailto:erasmus2@ucm.es)

### II. APPLICATION DEADLINES

Semesters	From	To
Full academic year (September-June)	3 April	30 May
First semester (September-February)	3 April	30 May
Second semester (January to June)	15 October	30 November



For h	Students	From	To
	Full academic year (September-June)	3 April	May
	First semester (September-February)	3 April	15 May
	Second semester (January-June)	15 October	30 November

### III. LANGUAGE REQUIREMENTS AT THE FACULTY OF GEOGRAPHY AND HISTORY

An adequate knowledge of the Spanish Language is required, given that classes at UCM are mainly taught in Spanish.

<https://www.ucm.es/language-requirements> (According to the European Common Framework of Languages)

**Bachelor Students:** **B2** is required.

**Postgraduate Students (Master/PhD):** at least **B2** is required.



### V. APPLICATION PROCEDURE

All Erasmus students need to complete the UCM on-line **Application Form**.

Please, click on the following link:

<https://ucm.moveon4.com/locallogin/53038cf80f9d302c69000003/eng>

All sections should be completed.

You have the option to complete and save your application in multiple sessions.

**You must upload the following documents to your application:**

- Photo (jpg,jpeg)
- Learning Agreement (signed and stamped by your home Institution) (pdf)
- Transcript (pdf)

You can submit your application once all the sections on the menu are marked with green checkmarks.

No more changes will be possible after submitting the application!

**Only complete applications sent within the application period can be accepted.**



## V. ACCEPTANCE

After checking applications, The Erasmus Office at the Faculty of Geography and History will review the documents (including the language certificate) and will send an **acceptance email** both to the student and the partner institution.

Two other situations are possible:

**Refusal:** If UCM cannot accept a student, both she/he and the partner institution will receive an email.

**Cancellation:** If a student withdraws from the programme, the partner institution will inform UCM as soon as possible.

A **double** UCM acceptance is needed for students enrolled in doctoral studies, master's degree or dissertation:

1. **Academic acceptance:** Made by the Faculty, through the approval of the Learning agreement, previous to mobility.
2. **Administrative acceptance:** Made by the International Relations Office, through the present confirmation e-mail.

## VI. USEFUL INFORMATION

- Welcome to Madrid: <https://www.ucm.es/english/the-city-of-madrid>
- UCM Web Site: <https://www.ucm.es/english>
- La Casa del Estudiante: <https://www.ucm.es/english/the-student-house>



UNIVERSIDAD COMPLUTENSE DE MADRID  
Relaciones Internacionales



Erasmus+

- Housing, NIE, students unions...
- Sports: <https://www.ucm.es/english/sports>
- Cultural live: <https://www.ucm.es/english/culture>
- European Health Insurance Card: <http://ec.europa.eu/social/main.jsp?langId=en&catId=559>



# UNIVERSIDAD COMPLUTENSE CONTACT DATA SHEET

**ERASMUS+**

2014 - 2020 programme for Education,  
Training, Youth, and Sport

<b>Full Legal Name of Institution</b>	<b>Universidad Complutense de Madrid</b>
<b>Erasmus Code of Institution</b>	E MADRID03 EUCX: 28606
<b>Head of Institution</b>  Street Post code & Town Country and region	Carlos Andrada Heranz Rectorado Avda. Séneca,2 28040 Madrid España
<b>General www address of the Institution</b>	<a href="https://www.ucm.es/english">https://www.ucm.es/english</a>
<b>International Relations web page:</b>	<a href="https://www.ucm.es/english/international">https://www.ucm.es/english/international</a>
<b>Institutional Coordinator</b>  Phone (including country and area codes) Fax (including country and area codes)	Isabel Durán Giménez-Rico Vicerrectorado de Relaciones Internacionales y Cooperació +34 91 394 3696 +34 91 394 6957
<b>European Programmes (Head)</b> Phone (including country and area codes) Fax (including country and area codes) Street  Post code & Town Country and region E-Mail	Juana Amorós +34 91 394 6938 +34 91 394 6924 Oficina Erasmus Edificio de Estudiantes Avda. Complutense, s/n <u>Ciudad Universitaria</u> <u>28040 Madrid</u> Spain rrinter@ucm.es



# UNIVERSIDAD COMPLUTENSE CONTACT DATA SHEET

**ERASMUS+**

2014 - 2020 programme for Education,  
Training, Youth, and Sport

<b>Bilateral Agreements</b> Phone (including country and area codes) Fax (including country and area codes) Street  Post code & Town Country and region E-mail:	Nieves Sánchez, +34 91 394 6960 +34 91 394 6924 Oficina Erasmus Edificio de Estudiantes Ciudad Universitaria, s/n 28040 Madrid Spain rrinter@ucm.es
<b>Incoming Students (ERASMUS)</b> Phone (including country and area codes) Fax (including country and area codes) Street  Post code & Town Country and region E-mail	Rosana Martín +34 91 394 6923 Oficina Erasmus Edificio de Estudiantes Ciudad Universitaria, s/n 28040 Madrid Spain <a href="mailto:Erasmus1@ucm.es">Erasmus1@ucm.es</a> <a href="mailto:Erasmus2@ucm.es">Erasmus2@ucm.es</a>
<b>Outgoing Students (ERASMUS)</b> Phone (including country and area codes) Fax (including country and area codes) Street  Post code & Town Country and region E-mail	Mónica Alonso +34 91 394 6922 +34 91 394 6924 Oficina Erasmus Edificio de Estudiantes Ciudad Universitaria, s/n 28040 Madrid Spain <a href="mailto:Erasmus3@pas.ucm.es">Erasmus3@pas.ucm.es</a>
<b>ERASMUS OFFICES</b>	<a href="https://www.ucm.es/oficinaserasmus">https://www.ucm.es/oficinaserasmus</a>



# UNIVERSIDAD COMPLUTENSE CONTACT DATA SHEET

**ERASMUS+**

2014 - 2020 programme for Education,  
Training, Youth, and Sport

## ACADEMIC CALENDAR

The Academic Year starts in September and ends mid July, with the following holiday periods:

### **The first semester starts in September \***

- Open Day: to be determined
- Spanish National Holiday: October 12<sup>th</sup>
- All Saints' Day: November 1<sup>st</sup>
- Constitution Day: December 6<sup>th</sup>
- Christmas Break: 2 weeks December 22<sup>nd</sup>- January 8<sup>th</sup>
- Saint Thomas: January 28<sup>th</sup>

### **The second semester starts in February\*\***

- Easter Break: 10 days in March or April (up to Easter Monday)
- Labour Day: May 1<sup>st</sup>
- Day off in Madrid: May 2<sup>nd</sup>
- Day off in Madrid: May 15<sup>th</sup>
- Summer Holiday: July 15<sup>th</sup> - September

**\*/ \*\*** Contact the Erasmus office of your faculty for information about the start date of the courses: <https://www.ucm.es/english/erasmus-offices>