



# UNIVERSIDAD COMPLUTENSE CONTACT DATA SHEET

**ERASMUS+**

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

<b>Nome legale dell'Istituzione</b>	<b>Universidad Complutense de Madrid</b>
<b>Codice Erasmus</b>	E MADRID03 EUCX: 28606
<b>Rettore</b>	Carlos Andrada Heranz
Indirizzo	Rectorado Avda. Séneca, 2
CAP	28040
Regione e Paese	Madrid, Spagna
<b>Sito web dell'Istituzione:</b>	<a href="https://www.ucm.es/english">https://www.ucm.es/english</a>
<b>Sito web Relazioni Internazionali</b>	<a href="https://www.ucm.es/english/international">https://www.ucm.es/english/international</a>
<b>Coordinatrice Istituzionale</b>	Isabel Durán Giménez-Rico Vicerettorato per le Relazioni Internazionali e la Cooperazione
Tel. (include il prefisso internazionale)	+34 91 394 3696
Fax (include il prefisso internazionale)	+34 91 394 6957
<b>Programmi Europei (Responsabile)</b>	Juana Amorós
Tel. (include il prefisso internazionale)	+34 91 394 6938
Fax (include il prefisso internazionale)	+34 91 394 6924
Via	Oficina Erasmus Edificio de Estudiantes Avda. Complutense, s/n Ciudad Universitaria
CAP	28040
Regione e Paese	Madrid, Spagna
E-Mail	rrinter@ucm.es



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<b>Accordi Bilaterali</b> Tel. (include il prefisso internazionale) Fax (include il prefisso internazionale) Via  CAP Regione e Paese E-Mail	Nieves Sánchez, +34 91 394 6960 +34 91 394 6924 Ufficio Erasmus Edificio de Estudiantes Ciudad Universitaria, s/n 28040 Madrid, Spagna rrinter@ucm.es
<b>Studenti Incoming (ERASMUS)</b> Tel. (include il prefisso internazionale) Fax (include il prefisso internazionale) Via  CAP Regione e Paese E-Mail	Rosana Martín +34 91 394 6923  Ufficio Erasmus Edificio de Estudiantes Ciudad Universitaria, s/n 28040 Madrid, Spagna <a href="mailto:erasmus1@ucm.es">erasmus1@ucm.es</a> <a href="mailto:erasmus2@ucm.es">erasmus2@ucm.es</a>
<b>Studenti Outgoing(ERASMUS)</b> Tel. (include il prefisso internazionale) Fax (include il prefisso internazionale) Via  CAP Regione e Paese E-Mail	Mónica Alonso +34 91 394 6922 +34 91 394 6924 Ufficio Erasmus Edificio de Estudiantes Ciudad Universitaria, s/n 28040 Madrid, Spagna <a href="mailto:Erasmus3@pas.ucm.es">Erasmus3@pas.ucm.es</a>

<b>UFFICI ERASMUS DI FACOLTÀ</b>	<a href="https://www.ucm.es/oficinaserasmus">https://www.ucm.es/oficinaserasmus</a>
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## CALENDARIO ACCADEMICO

L'anno accademico inizia a settembre e termina a metà luglio. Sono previsti i seguenti periodi di pausa:

### Il primo semestre inizia a settembre \*

- Open Day: da definire
- Festa nazionale spagnola: 12 ottobre
- Festa di tutti i Santi: 1 novembre
- Festa della Costituzione: 6 dicembre
- Vacanze natalizie: 2 settimane, dal 22 dicembre all'8 gennaio
- San Tommaso: 28 gennaio

### Il secondo semestre inizia a febbraio\*\*

- Vacanze di Pasqua: 10 giorni a marzo o ad aprile (fino al giorno di Pasquetta)
- Festa dei lavoratori: 1 maggio
- Festa della città di Madrid: 2 maggio
- Festa della città di Madrid: 15 maggio
- Vacanze estive: 15 luglio - settembre

**\*/ \*\*** Contatta l'ufficio Erasmus della tua facoltà per ottenere informazioni riguardo all'inizio delle lezioni: <https://www.ucm.es/english/erasmus-offices>



UNIVERSIDAD COMPLUTENSE DE MADRID  
Relaciones Internacionales

## GUIDE FOR ERASMUS INCOMING STUDENTS

### Academic year: 2020-2021

We welcome Erasmus Exchange students coming to Universidad Complutense de Madrid (UCM). To be nominated students you need to contact the Erasmus Coordinator at home institution.

An Erasmus+ interinstitutional agreement between both institutions in the specific subject area is needed, otherwise mobility will not be possible.

Students must be nominated by their Erasmus Coordinator, by following next steps:

#### I. NOMINATIONS:

Nominations must be sent by the home university throughout the online nomination system within the established deadlines.

#### II. ACKNOWLEDGEMENT:

UCM confirms the receipt of the nominations by sending an email both to the partner university and the student. This email provides with further information related to the application procedure.

This acknowledgement email to the nomination does not imply acceptance!!!

Once students have received this acknowledgement e-mail they can start the application process.

#### III. APPLICATION DEADLINES

Semesters	From	To
Full academic year (September-June)	1 April	30 May
First semester (September-February)	1 April	30 May
<a href="#">Second semester (January-June)</a>	15 October	30 November

  

For Philology Students	From	To
Full academic year (September-June)	1 April	15 May
First semester (September-February)	1 April	15 May
<a href="#">Second semester (January-June)</a>	15 October	15 November

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

At least B1 Level is required (According to the European Common Framework of Languages) B2 is required in some faculties. Please see: <https://www.ucm.es/english/language-requirements>

Philology students, please see: <https://www.ucm.es/english/language-requirements#filol>

Fine Arts students: CERTIFICATE Level B2 of SPANISH is required. All classes are in Spanish.

All Erasmus nominated students need to complete the UCM on-line

### **Application Form.**

<https://ucm.moveon4.de/form/53038cf80f9d302c69000003/eng>

All sections should be completed.

The application can be modified, saved and finally completed in multiple sessions before final submission. If any modification to the application is needed once it has been submitted online, please, do it by e-mail to: [erasmus1@ucm.es](mailto:erasmus1@ucm.es)

You must upload the following documents to your application:

- Photo (jpg,jpeg)
- Learning Agreement (signed and stamped by your home Institution) (pdf)
- Transcript (pdf)
- Languages certificate ( only compulsory for Philology, Media & Communication Science, Commerce and Tourism and Geography & History and Fine Arts students)

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!

If any modification to the application is needed once it has been submitted online, it will be done by e-mail.

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

### **VI. ACCEPTANCE:**

After checking applications, UCM will send an acceptance email both to the student and the partner institution.

Two other situations are possible:

- o Refusal: If UCM cannot accept a student, both the student and the partner institution will receive an email.
- o Cancellation: If a student withdraws from the programme, the partner institution will inform UCM as soon as possible.

We thank our partners for their cooperation.