UCM Institutional Factsheet 2026/27

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 catalog	http://www.ucm.es/english/study-programmes

1.2. Main contacts

Contact person	Prof. Dr. María Del Rosario Cristóbal Roncero
Responsibility	Vice-Rectorate for International Relations, Cooperation and Volunteering
Contact details	vr.internacional@ucm.es TEL:+34 91 394 69 57 FAX:+34 91 394 69 56

Contact person	Mrs. Rosimar Guardia
Responsibility	European Programs
Contact details	sec.europa@ucm.es TEL : +34 91 394 69 38

Contact person	Dr.ss. Nieves Sánchez
Responsibility	Bilateral Agreements
Contact details	rrinter@ucm.es TEL: +34 91 394 69 67

Contact person	Incoming team
Responsibility	Incoming Students
Contact details	erasmus1@ucm.es TEL: +34 91 394 69 23

Contact person	Mr. Luis Vallejo
Responsibility	Outgoing Students
Contact details	erasmus3@ucm.es TEL: +34 91 394 69 22

Area Coordinators/ Erasmus Offices of the Faculties/Centres	http://www.ucm.es/ola

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

Language Requirements

It is the sole responsibility of the sending institution to prepare their nominated candidates with the appropriate language skills before they begin their study or teaching program.

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

* 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 for Erasmus Students

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: erasmusfgucm@ucm.es

Free Spanish Course - 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 enroll.
- 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 you 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 email at the end of the course.

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.

Contact details	erasmus1@ucm.es
Website	https://www.ucm.es/diversidad/

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 **pdimovilidad_ori@ucm.es** (teaching) or to **movinternacional@ucm.es** (staff) 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.

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

Academic Calendar

1st semester / Autumn Semester	2nd Semester / Spring Semester
From September to January	From January to May
Extraordinary period of exams: June	
For further specific information please contact the International Erasmus Office at UCM: erasmus1@ucm.es	
Holidays: ● Christmas: From 19th December to 7th January (dates may vary slightly depending on the year) ● Easter: One week in March or April (depending on the year) ● Summer: from July to end of August	

Nomination procedure & Application Deadlines

IMPORTANT! Nominations must be sent through **Erasmus Without Papers (EWP) - Digital nominations.**

Only if you don't work with EWP, we accept nominations by **email** (to **erasmus1@ucm.es**) using this template:

Home Institution: [*name and Erasmus code*]
Surname, First name:
Faculty at UCM / ISCED code: [based on bilateral agreements]
Level of studies (Bachelor/Master/PhD):
Exchange period (1st semester, 2nd semester or full course):
E-mail address:

Nominations Deadlines

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

After nomination, students will receive a link to our online application form. They must upload, at least, the following documents: a copy of valid passport or ID document, an academic transcript of records and a draft of the Learning agreement. Other documents could be requested if necessary.

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 September	20 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.

Additional Information

Welcome Session	Welcome meeting for Bachelor and Master's incoming students September and January of each academic year. Upon application and successful acceptance, students will be informed of all details.
Courses	Bachelor's and Master's students are registered in a specific faculty at UCM (main faculty) and can choose a **maximum of two courses** in a faculty other than their main faculty. https://www.ucm.es/oferta-academica
Online Learning Agreements	It is very important that your students contact their reference faculty to sign their OLA. From (erasmus1@ucm.es) we will not manage the academic documentation of the students. For this purpose, they must send their OLA correctly, following the indicated contacts of the reference faculty of the UCM: https://www.ucm.es/ola
Housing	Our institution will offer information to incoming students/staff in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education. **Official University Options:** ● **Complutense University of Madrid (UCM) Housing:** We recommend checking the UCM's official housing webpage for available residences and application details: https://www.ucm.es/english/housing-office **Community of Madrid Accommodation:** ● **Community of Madrid Website:** Explore additional housing options and resources on the official website of the Community of Madrid: https://www.comunidad.madrid/servicios/educacion/vivir-madrid-alojamiento-universitarios **Connecting with Flatmates:** ● **ESN Madrid Instagram:** Follow ESN Madrid on Instagram (@esnucm) and check their featured stories for student-run flatmate searches or open contracts. ● **ESN Madrid Housing Partners:** Find a list of ESN Madrid's partnered accommodation providers with possible student discounts here: https://sites.google.com/view/esncard-madrid/discounts/housing?authuser=0 **Disclaimer:** The International Relations Office can't be held responsible for any issues arising during your accommodation booking process. We recommend exercising caution and conducting thorough research before finalizing any agreements. 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. 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 350€ 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 500€-550€/month.

VISA	**Nationals of non-EU/EEA countries** 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. ● UCM will provide all the documentation the student needs to apply for a visa. ● Students requiring a visa should apply online as soon as possible. ● Once accepted, students should email for their visa acceptance letter. **Nationals of EU/EEA countries** staying in Spain for a period exceeding of 3 months shall register at: https://www.ucm.es/informacion/comunitarios
Health 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 http://europa.eu/youreurope/citizens/health/index_en.htm https://www.ucm.es/english/madrid-healthcare-system-1
Grading System	https://www.ucm.es/sistema-de-evaluacion
Cost of Living	https://www.ucm.es/informacion/coste-de-la-vida https://www.ucm.es/data/cont/media/www/pag-10989/Visitor%20Guide.pdf https://www.ucm.es/informacion/estudiantes-internacionales

Miscellaneous:

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

● 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 webpages is only partially in english. For further details please contact: erasmus1@ucm.es