



PROCEDURES FOR ERASMUS INCOMING STUDENTS Academic year: 2013-2014

If you wish to study at Universidad Complutense de Madrid as an Erasmus student, you need to contact the Erasmus Coordinator at your home institution. **We can only consider students from institutions with which we have a current bilateral agreement in the relevant subject area.**

The home Erasmus coordinator must nominate all his selected students coming to UCM.

I. NOMINATIONS:

UCM has established its e-nomination procedure for incoming students through **moveonnet**, of which our institution is user. (See www.moveonnet.eu)

Only information received through moveonnet will be processed

To nominate your students, please follow this link:

www.moveonnet.eu/institutions/myinstitution/enomination

To proceed with the e-nomination, the institution will be asked to register and obtain the login and password. This registration is free of charge and is possible only **once per institution**; usually the person in charge for the exchange programmes at the international relations office has already obtained this access.

The partner university informs UCM about nominated student data: name, sex, birthday, Email, subject, level of study and number of semesters.

II. ACKNOWLEDGEMENT

UCM confirms the receipt of the nominations by sending an email to the partner university and to the student, providing further information related to the application procedure. **This acknowledgement email does not imply acceptance!!!**

Once students have been nominated, they should follow the instructions below:

III. APPLICATION:

Students must do their UCM Erasmus **application** within the following **deadlines**:

Full academic year/ first semester:	From	March 30 th	to	June 15 th
Second semester:	From	October 15 th	to	November 30 th

For MEDICINE STUDENTS:

Full academic year/first semester:	From	March 30 th	to	May 15 th
Second semester:	From	October 15 th	to	November 30 th

*Please see special requirements for Medicine students at the Faculty webpage

All Erasmus students need to complete the **Application Form**. Please, click on the following link:

<https://movilidadinternacionalucm.ucm.es/moveonline/incoming/>

1. Complete this online application by filling in all the boxes on the form in all the four sections: Personal Data, Previous studies, Mobility, Language Skills (see point IV..Language requirements) and Miscellaneous
2. Click on the menu button
3. Check your entries one last time and click the send button to forward your data
4. Click on "create pdf file"
5. Print the pdf-application form, sign it and ask your Erasmus coordinator to sign and stamp it too
6. If any modification to the application is needed, it will be done by e-mail. No further applications from the same student will be considered.



7. Send by mail a scanned copy of the application and attached documents: learning agreement, Academic Transcript,...etc.
 - **Learning Agreement** (please check with the UCM area coordinator for details on the Curricula) Once your Application is approved, all parts (student, sending institution and host institution) need to sign the Learning Agreement. This has to be preferably done before the student leaves for Spain.
Modifications: Should the Learning Agreement need to be modified due to unexpected changes in the programme, this has to be done before October 31st for annual / first semester students and March 15th for second semester students. The Learning Agreement includes all course units to be followed at UCM.
 - Academic Transcript. This document contains the main courses you have completed at your home institution.

These documents need several signatures and stamps from your home university, so it is very important that you start the procedure on time. The above mentioned documents **MUST** be sent by e-mail to the following address below. **Fax will not be accepted.**

erasmus1@pas.ucm.es

erasmus2@pas.ucm.es

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

IV. LANGUAGE REQUIREMENTS:

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

B1 Level is advised (According to the European Common Framework of Languages)

UCM offers a FREE Spanish Language Course for levels under C-1 (this excluded) to students who apply for it.

PROCEDURE:

1. The student must apply for the Spanish Language Course by checking the corresponding box in the Application Form.
2. Students having applied for this 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 of 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 (this included).

Students whose level is C-1 or C-2 do not have the option to attend the FREE Spanish courses. However, other courses at a special price for Erasmus students are available. More info: <http://www.ucm.es/info/cextran/Index.htm>

V. ACCEPTANCE

After checking applications, UCM 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.

We thank our partners for their cooperation.

VI. ENROLLING AT HOME INSTITUTION

Please make sure you are officially enrolled at your home university, even if your stay at the UCM will cover a whole academic year. No additional fee should be paid at UCM.

Health insurance must be settled at home country. Check the European Health Card at <http://ec.europa.eu/social/main.jsp?langId=en&catId=559>:



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Educación y Cultura
Programa en el ámbito del
Aprendizaje Permanente
ERASMUS

Arrival at UCM:

A welcome/informative session will be organized both in September (for full academic year/first semester students) and in February (for second semester students)

Notice on the date, time and place of this meeting will be sent by mail to all Erasmus accepted students before their departure.

All relevant and useful information about UCM facilities, course registration, student card ... etc. will be provided in this welcome meeting.

Study completion:

Once you have completed your study programme successfully, a Transcript of Records will be handed out by the faculty and the (ECTS) credits for the course units mentioned in the Learning Agreement to be integrated into your curriculum at the home institution. This transcript is delivered by the local co-ordinator (never by the central ERASMUS Office).

Housing:

Erasmus incoming students can find accommodation in shared flats, mainly. UCM offers support to students in finding accommodation. If you wish to ask for help on this, please fill in the form in the following link:

<http://www.ucm.es/oficina-de-alojamiento-en-la-ucm>

“Accommodation” Service contact:

E-mail: alojamientoenlaucm@rect.ucm.es

Tlf: +34913941897.”