BAES Mobility (Incoming Students)

GUIDELINES FOR BAES STUDENTS APPLYING FOR A MOBILITY SEMESTER AT THE UCM

(Tips for Mobility - INCOMING STUDENTS) ***Updated Sep. 2026***

Important Information BEFORE the mobility:

Please bear in mind that 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 onto an exchange programme does not guarantee that the student will obtain a visa or necessary travel documents to enter the host country).*
- Meeting all entry requirements of the host country;
- Travel expenses to and from the host country and within the host country;
- Finding and paying for their own accommodation and living expenses. However, the Host Institution (UCM) offers students the following services to help them find accommodation in Madrid. See:
    - Private Housing Agencies
    - Residence Hall
    - Programa Convive
- **Health insurance is obliged:** Obtaining any additional insurance policies (including health insurance) covering the entire period of your stay at UCM.

EU-inhabitants, please, visit the following links:

- **European Health Insurance Card** (Blue card)
- **Health**

Non-EU:

- A copy of your application for health insurance in Spain is needed.
- For **studen on trainships:** a Civil Liability Insurance is obliged.

2026-27 ACADEMIC CALENDAR

UCM Faculty of Communication (Major in Communication):

. First term *(including the ordinary exam period)*: 07.09 - 22.01 (exams results by 08.02)
. Second term *(including the ordinary exam period)*: 18.01 - 28.05 (results by 09.06)
. Retake period: …. (results by ….)
Faculty Location: Avenida Complutense, 3, Moncloa - Aravaca, 28040

UCM Faculty of History (Major/Minor in History):

. First term *(including the ordinary exam period)*: 07.09 - 22.01 (exams results by 08.02)
. Second term *(including the ordinary exam period)*: 25.01 - 28.05 (results by 09.06)
. Retake period: …. (results by ….)
Faculty Location: Edif. B, Calle del Prof. Aranguren, s/n, Moncloa - Aravaca, 28040 Madrid

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UCM Faculty of Economics (Major in Economics, Minor in Business):
. First term *(including the ordinary exam period)*: 07.09 - 22.01 (exams results by 08.02)
. Second term *(including the ordinary exam period)*: 25.01 - 28.05 (results by 09.06)
. Retake period: …. (results by ….)
Faculty Location: Campus de Somosaguas, Pozuelo de Alarcón, Madrid, 28223

UCM Faculty of Education (Minor in Education):
. Second term *(including the ordinary exam period)*: 18.01 - 28.05 (exams results by 09.06)
. Retake period *(including the ordinary exam period)*: …. (results by ….)
Faculty Location: Calle del Rector Royo-Villanova, 1, Moncloa - Aravaca, 28040

UCM Faculty of Law (Major in Law):
. First term *(including the ordinary exam period)*: 07.09 - 22.01 (exams results by 08.02)
. Second term *(including the ordinary exam period)*: 18.01 - 28.05 (results by 09.06)
. Retake period: …. (results by ….)
Faculty Location: Plaza Menéndez Pelayo, 4, Moncloa - Aravaca, 28040

UCM Faculty of Politics (Major in Politics, Minor in Diversity, Minor in Politics, Minor in Nationalism, Minor in Social Challenges):
. First term *(including the ordinary exam period)*: 07.09 - 22.01 (exams results by 08.02)
. Second term *(including the ordinary exam period)*: 25.01 - 28.05 (results by 09.06)
. Retake period: …. (results by ….)
Faculty Location: Campus de Somosaguas, Pozuelo de Alarcón, Madrid, 28223

Christmas Holidays: December 21th – January 7 (both inclusive)
Easter Holidays: March 19-29th (both inclusive)

Map with all UCM Faculties

WHICH SUBJECTS CAN BE TAKEN AT UCM EACH SEMESTER OF THE MAJOR?

Check this link

CLASS SCHEDULE

Check this link

EXAM DATES

You can find the exam dates in the UCM BAES Website; also, you can check the website of the Faculty responsible for your Major/Minor. If they exam dates have not been posted yet, please continue checking regularly or consult with your major professors *(the faculties where the majors are taught are responsible for setting the exam dates).* ***No exams are held after the 15 July.***

REGISTRERED COURSES

When will I be enrolled automatically at UCM?

. Students in the first part of the major/minor (second semester): October 2026.

. Students in the second part of the major (first semester): June 2026.

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After having been automatically enrolled, please, check the following section **"FIRST STEPS AT UCM"** to get information about:

. UCM Email Activation

. Log in to your UCM account

. Differences between Virtual Campus and UCM account

. University Smart Card (TUI)

. Two Factor Authentication (2FA)

. Forgot your password?

. Log in to Virtual Campus

. UCM WIFI

What is the identification number at the UCM?

It is the BAES number: the number assigned by Leuven, with the 'r' removed. E.g. If your number is r1000001, your UCM number is BAES1000001 (nº de identificación fiscal at UCM)

I am already enrolled, how can I view my enrollment in UCM GEA Portal?

Go to https://geaportal.ucm.es/, select Otros Servicios (Portal de Servicios GEA) and log in with your UCM account. From the menu on the left, please select to check your courses:

Matrícula

Mi resumen de matrícula y recibos (here you can download a pdf)

ONLINE LEARNING AGREEMENT (this section is only for students who has an Erasmus Grant):

What information should be included about the host/home institution?

1. Exchange details →

   Receiving subinstitution: *always* Faculty of Law *(regardless of your major since BAES is associated with the Faculty of Law),* regardless of the major you choose.

   Start date & End date:

   . Students in the first part of the major (second semester): September 1, 2026 – January 30th, 2027
   . Students in the second part of the major (first semester): January 22th – June 20th, 2027

2. Institution UCM contacts: BAES UCM (baes@ucm.es), Joaquín Artés.

3. Stay (receiving), Learning Components → UCM Major subjects, name, code/, ECTS, you can find the information in this link

   Institution sending institution:
   LEUVEN: Surname: Tutenel; Name: Sylvia; email: baes@kuleuven.be
   UNIBO: Surname: Mobility Office; Name: International; email: spbo.erasmus@unibo.it
   JU: Surname: Nawrot-Adamczyk; Name: Izabela Urszula; email: izabela.nawrot-adamczyk@uj.edu.pl

CERTIFICATE OF ATTENDANCE (UNIBO) / CONFIRMATION OF

STAY (LEUVEN & JU)

When you will arrive at UCM, please send a copy of your arrival boarding pass (plane) or ticket (train/bus) to baes@ucm.es. When you will leave UCM, you have to do the same process with your departure boarding pass (plane) or ticket (train/bus).

What is the purpose of this document? It´s a proof to be able to receive the Erasmus Grant from your Start University.

UCM TRANSCRIPT OF RECORDS

When will I receive the Transcript of Records issued by the UCM? As soon as the major´s degree are final in UCM system

DO YOU NEED THE SYLLABUS OF THE COURSES?

You can find the *Original ECTS Fiche* in the UCM BAES website:

. UCM major courses

. UCM minor courses

If you need the actual syllabus, you have to ask the professor of the specific course via email.

"Extracurricular" INTERNSHIP AT UCM *(outside the BAES programme)*

This internships at UCM are to be arranged by the UCM "Oficina de Prácticas y Empleo" (OPE).
This office is located in the "Edificio de Estudiantes". If you are interested, you may email Ms Reyes Robledo (opeinfo@ucm.es), in English, and in the subject, please indicate "Prácticas para estudiante BAES - Att.: Reyes Robledo".

(It will help you get some practical experience, but it will not provide any ECTS to your degree. Special rules apply to BAES students as to the minimum number required to do the internship)

BAES ACADEMIC COORDINATORS

General Academic Coordination: Professor Joaquín Artés Caselles (baes.academic@ucm.es)

General Administrative Coordination: Ms María Ferrer Sánchez (baes@ucm.es)

Faculty of Communication: Professor Olga Kolotouchkina Shevdova (olga.kolotouchkina@ucm.es)

Faculty of Education: Professor Gonzalo Jover Olmeda (decedu@ucm.es)

Faculty of Economics: Professor Cristina del Campo (baes.ccee@ucm.es)

Faculty of History: Professor Rocío Pérez Campaña (unaeuropageohis@ucm.es)

Faculty of Law: Professor María Moreno Serrano (marimo36@ucm.es)

Faculty of Politics: Professor Alfonso Casani (acasani@ucm.es)

If you have any questions, please contact us: baes@ucm.es

Guide updated 2026/27 AY

BAES UCM (baes@ucm.es)

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