UNIVERSIDAD COMPLUTENSE
MADRID

Erasmus Welcome Session
Academic Year 2022 / 2023

English Version

Spanish Version

UCM PRESENTATION

- •• Get to know UCM
- •• Public transport
- •• UCM Campus
- •• UCM Programmes

STEPS TO FOLLOW ON ARRIVAL

- •• UCM Account
- •• Registration

ADDITIONAL INFORMATION

- •• Wifi
- •• European Health Insurance Card / Health Insurance
- •• UCM Services

Five Centuries of History

- **The Complutense University of Madrid (UCM)** is the largest university in Spain.
- We are also one of the most historic universities in our country.
- Its origin dates back to the late 13th Century.

Find out more here

Campus Maps

Getting to UCM by Public Transport

Moverse por Madrid

UNIVERSIDAD
COMPLUTENSE
MADRID

Ciudad Universitaria

Campus de Somosaguas
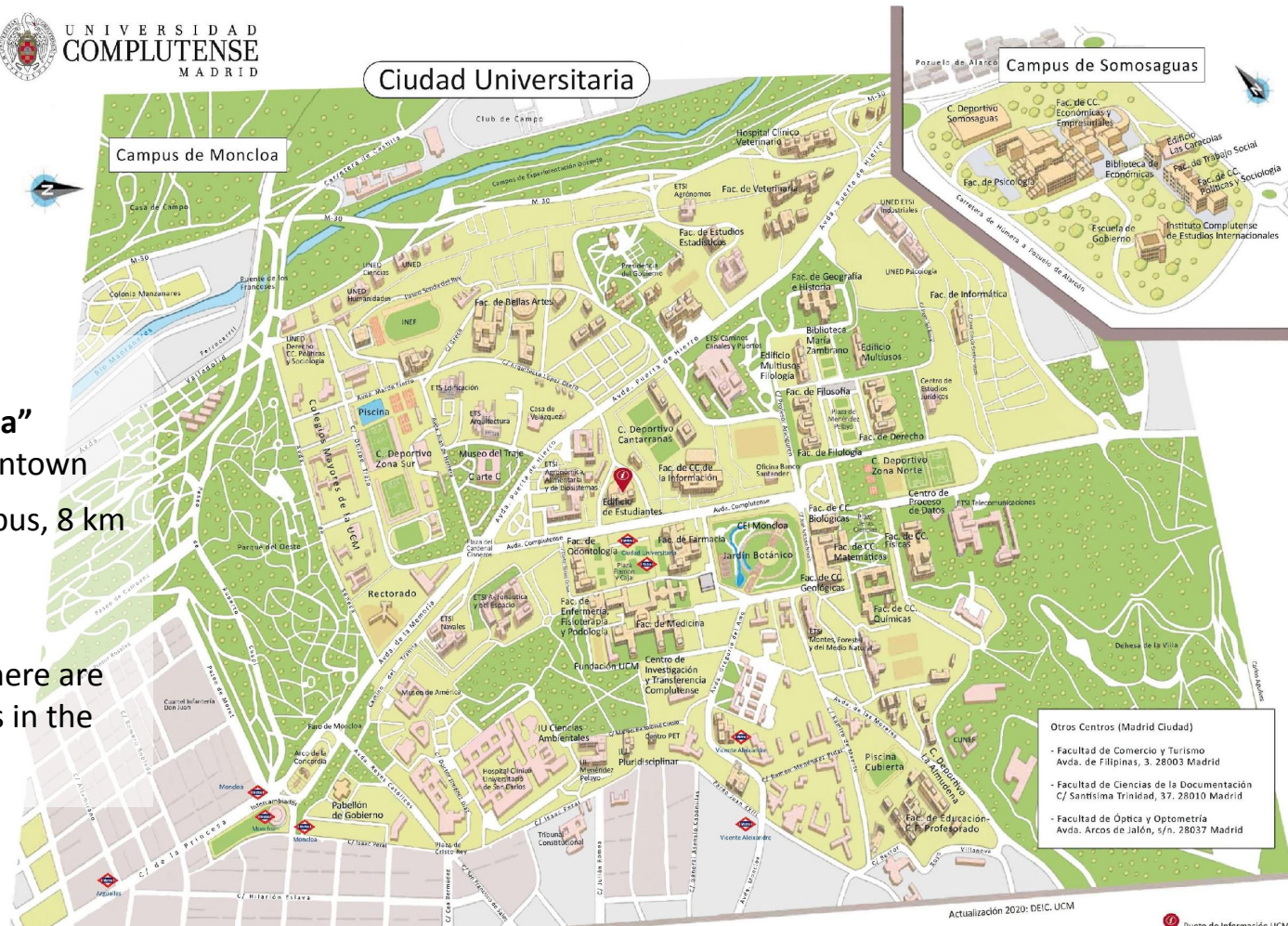
Campus de Moncloa

We have two Campuses:

1. **"Ciudad Universitaria"** Campus, in the downtown

2. **"Somosaguas"** Campus, 8 km from Madrid.

(CENTROS ADSCRITOS: There are also some other locations in the centre of Madrid)

Otros Centros (Madrid Ciudad)

- Facultad de Comercio y Turismo Avda. de Filipinas, 3. 28003 Madrid

- Facultad de Ciencias de la Documentación C/ Santísima Trinidad, 37. 28010 Madrid

- Facultad de Óptica y Optometría Avda. Arcos de Jalón, s/n. 28037 Madrid

Actualización 2020: DEIC. UCM

Punto de Información UCM

Click to download

UNIVERSIDAD COMPLUTENSE MADRID

Request your **Card**, or **set an appointment** for a personalized attention in:
tarjetatransportepublico.crtm.es

For any question or issue, you can contact us by the following ways:

- Phone 012
- Email tarjetatransportepublico@madrid.org
- Management offices of the Public Transport Card

All tickets in the public transport system (with exceptions) can be loaded in the two modalities of contactless cards: the Public Transport Personal Card and the Multi Card.

The Public Transport Personal Card may contain a Travel Pass and two non-personal tickets, or three non-personal tickets.

NUEVOS PRECIOS DEL ABONO TRANSPORTE

TÍTULOS DE 30 DÍAS	DESDE 01/01/23 HASTA 31/01/23	DESDE 01/02/23 HASTA 30/06/23
TARJETA INFANTIL	GRATUITO	
TERCERA EDAD	GRATUITO	
JOVEN	10,00 €	8,00 €
NORMAL ZONA A	27,30 €	21,80 €
NORMAL ZONA B1	31,80 €	25,40 €
NORMAL ZONA B2	36,00 €	28,80 €
NORMAL ZONA B3 - C1/C2	41,00 €	32,80 €

YOUTH TRAVEL CARD

- New user card: **4 €** (FIRST STEP)
- Fare aprox **10 €** (30 Days Travel Pass: all zones: from A to E2)
- Age limit: until you turn **26 years**
- **See APP Tarjeta Transporte/ Imbric (Bus)**

In 1927, the **Ciudad Universitaria** was conceived as an integrated campus where education, science and culture would merge harmoniously with each other. The **Campus of Moncloa** project endeavours to take the lead in responding to the challenges of the 21st century, namely knowledge and sustainable development.

The Campus includes the following Faculties:

- Fine Arts
- Biological Sciences
- Education
- Physical Sciences
- Geological Sciences
- Media & Communication Science
- Mathematical Sciences
- Chemical Sciences
- Law
- Nursing, Physiotherapy and Podiatry
- Statistical Studies
- Pharmacy
- Language Studies
- Philosophy
- Geography and History
- Computer Science and Engineering
- Medicine
- Dentistry
- Veterinary Medicine

Somosaguas Campus is located in the residential area of Somosaguas, in the western outskirts of Madrid, where teaching and administrative buildings are surrounded by green open spaces.

The Campus includes the following faculties:
- Economics and Business Administration
- Political & Social Science
- Psychology
- Social Work

And other centres:
- The Institute for International Studies
- (ICEI)
- School of Government
- Somosaguas Sports Centre

Study Programmes

Studies

Official Degree Programmes: 317

Bachelor's Degrees: 70

Double Bachelor's Degrees: 20

Master's Degrees: 157

Doctoral Programmes: 57

International Degree Programmes: 13
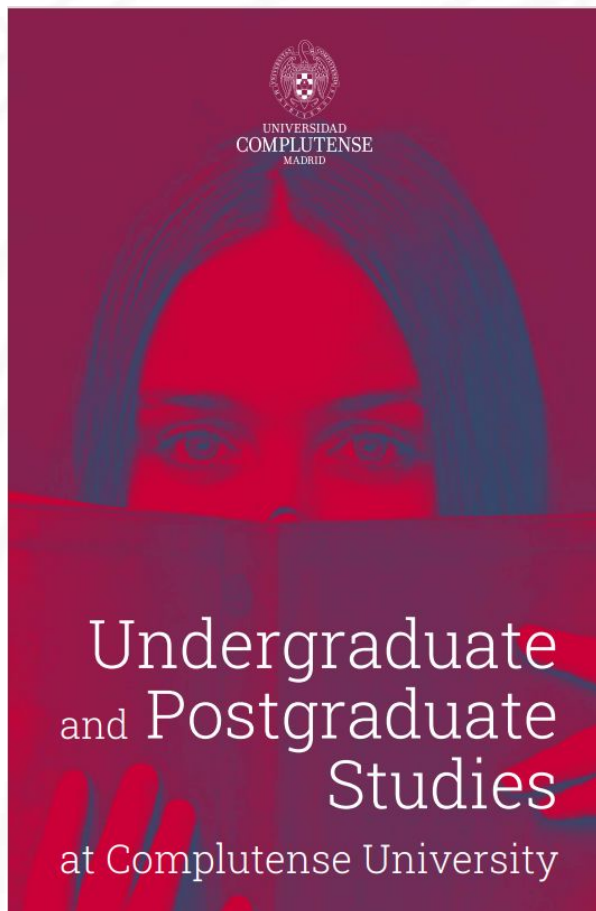
FIRST STEPS YOU NEED TO TAKE UPON YOUR ARRIVAL:

1
- Attend the "Welcome Session" organised by the International Relations Office.

2
- Go to your Faculty's Erasmus Office.
- If your Host Faculties has a specific welcome session, please attend their meeting.

3
- Activate your email account
- Professors will send you any communications to that email address

4
- Register and enroll on your UCM courses at your host Faculty's Erasmus Office -

Contact   Academic Calendar
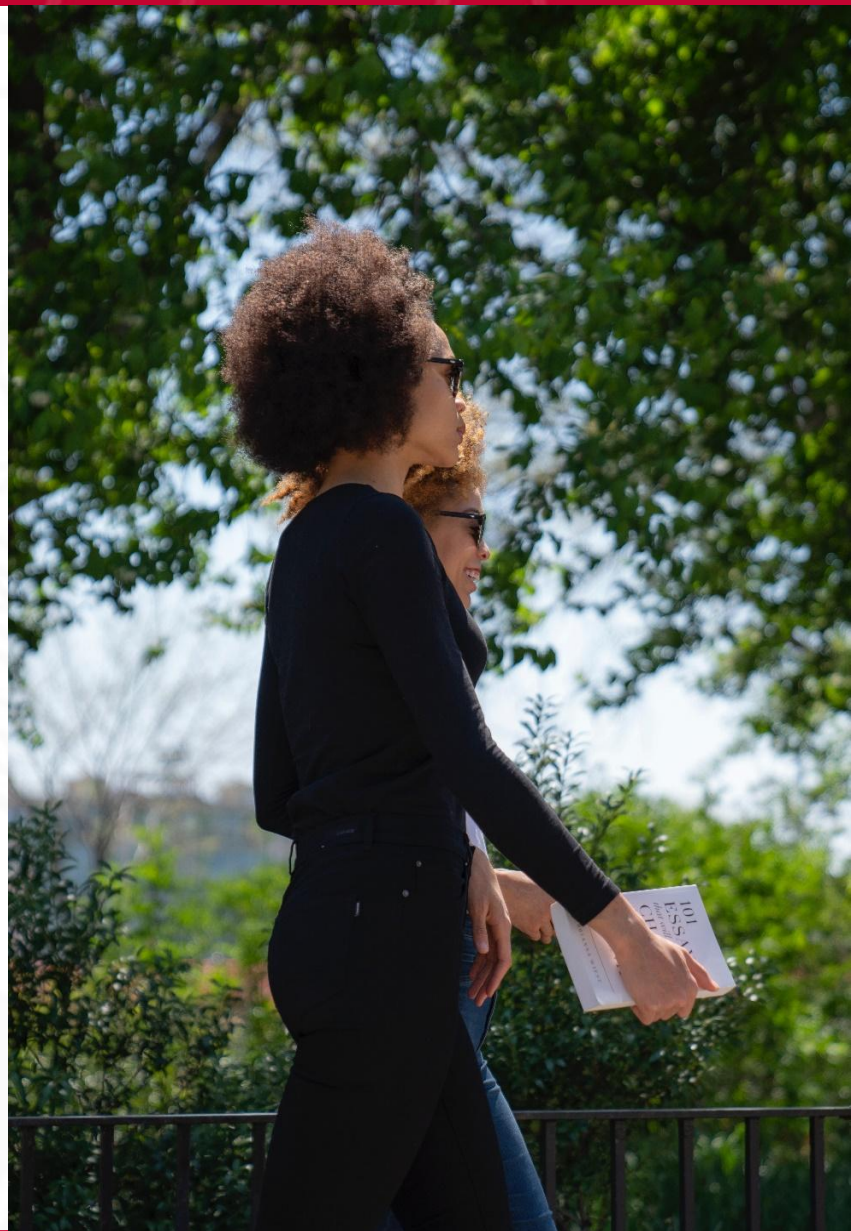
OFICINA DE RELACIONES INTERNACIONALES
UNIVERSIDAD COMPLUTENSE DE MADRID

International Relations Service
(Central Office for the whole university)

Location:
Student Building
Avda. Complutense, s/n
Ciudad Universitaria - 28040 Madrid

Contact details:
European Programmes / Erasmus
Incoming: erasmus1@ucm.es   +34 91 394 6923
Erasmus Program + / Partner Countries
Incoming: epsocio@ucm.es   +34 91 394 6967

Opening Hours:
Monday to Friday - 9,00 am – 2,00 pm
Monday to Thursday – 3,30 pm – 5,30 pm

International Office
We are here to help you!

The **Erasmus Offices** will offer you support and guidance with the following matters:

- Sign and stamp your **certificates of arrival/departure**
- The Erasmus coordinator at your host faculty will sign/stamp your Erasmus **Learning Agreement (OLA/LA)** and/or changes to the LA
- Process your enrolment form ("matrícula")
- Provide you with information about timetables, exams, professors' contact details
- Issue your final Transcript of Records and send to your home university after the Exam Boards

ERASMUS OFFICES

ERASMUS OFFICES

LEARNING AGREEMENT:

Includes the details of your proposed study plan at UCM. Your academic coordinator at your Home University and your academic Erasmus coordinator at your UCM Faculty must approve it.

- ✔ **UCM Erasmus Offices details**: https://www.ucm.es/ola
- ✔ **Further information about academics at**: https://www.ucm.es/english/about-academics

ARRIVAL CERTIFICATE:

Your Home Institution should have provided you with their official template of this document.
Please check with **your Erasmus Office** for its approval and signature.

Erasmus+ Online Learning Agreement Student Mobility for Studies

UNIVERSIDAD COMPLUTENSE MADRID

➥ PLEASE CHECK: https://www.ucm.es/english/email

Activate your email account

Activation of the institutional e-mail for Erasmus+ students. Email address @ucm.es

As an Erasmus student at UCM you need the @ucm.es email address that gives you access to UCM's online academic and administrative services: registration, file consultation, virtual campus, WiFi...

In addition, the @ucm.es account provides you with a secure mailbox where you will receive all notifications and communications from the University, which will take effect from the moment you access its content. We advise you to check your email frequently.

To activate the ucm.es account you need an **ERAS number and an activation code**.

Erasmus Code: ERAS–XXXXXXXXX
Activation Code: XXXXXXXX

Check the instructions here (PDF).

Welcome Erasmus Students. How t...   Ver más ta...   Compartir

2. Username and password

After you have submit your codes you will choose your username and password.

Remember your username and password.

Once you have selected your username and password it is VERY IMPORTANT waiting at least 24 hours to access your UCM account.

Ver en ▶ YouTube

ABOUT THE UCM EMAIL

Your email address is your **username + @ucm.es** (xxxxx@ucm.es)

Please, don't forget your username

The **password** is the one that **you have chosen** during the activation process

IMPORTANT: The activation of your account takes **24 hours**

You will not received any account confirmation email.

Please, just wait 24 hours and your UCM email will be ready!

➤ Please, check with the Faculty first

REGISTRATION

- ☐ **Submit the application form to the respective Faculty** ➤
- ☐ **Confirm the registration period with the Erasmus Office at your Faculty**
- ☐ **Application form available on the following link**

Fill in this section only if you want to choose subjects from other Faculties (max 2 courses per semester, approved by all parties)

appCrue

crue Universidades Españolas

The appCRUE is a mobile platform available to students, Teaching and Research Staff and Administration and Services Staff.

DOWNLOAD HERE

UCM Virtual Card: It is important for the use of services, such as the Library.

Virtual card that identifies the members of the Complutense community.

Services available in AppCRUE for UCM.

UCM studies offer

Information about exchange programs

Contact with the university staff.

Social networks used by the university.

News of interest about the university community.

Upcoming events at UCM

Maps of campuses

Students

List of subjects enrolled in the academic year.

Information related to grades.

Chat with professors: communication channel with professors

Students will receive information soon with the procedure to follow to get the UCM virtual card as an Erasmus student.

Important

UNIVERSIDAD COMPLUTENSE MADRID

TECH SUPPORT SERVICES

- ❏ UCM email (@ ucm.es): access, settings
- ❏ Virtual Campus: technical support for eLearning.

ICT CAMPUS OFFICES

Moncloa Campus:
Multiusos Building. Ground Floor, Room 1006

Somosaguas Campus:
Faculty of Psychology. Main Building.
Ground floor.

WIFI

1. UCM network: simple connection mechanism, not encrypted. The credentials to be used are the UCM email address and personal password

2. Eduroam: Wi-Fi roaming service is free-of-charge to users. The most secure encryption and authentication standards. You can log in with your home university email address and password

For all Operating Systems download your installer through **eduroam Cat**

(https://cat.eduroam.org/)

ANDROID: download the app
EDUROAM CAT
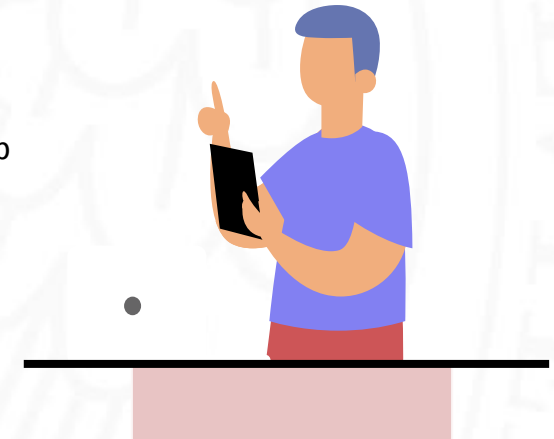
❏ This card is compulsory for Erasmus students **(except for ICM KA107 students, who must take out a Private Health Insurance for the whole duration of their stay).**

❏ The **Spanish National Health System**:

- **Free of charge** for Erasmus Students **(Private Health Insurance holders to consult HI company about the health centers and doctors assigned for medical assistance).**

- **Healthcare Centres** (family medicine, paediatrics and nursing)

- **Hospitals** are all over the country but you'll need to be referred by a doctor for any hospital treatment.

- **Medicines** prescribed by doctors must be purchased in pharmacies and will have the same discounts as Spanish residents.

❏ **Emergency** telephone: **112** (no area code needed)

EUROPEAN HEALTH INSURANCE CARD

ES

3 Name
4 Given names
5 Date of birth   6 Personal identification number
7 Identification number of the institution
8 Identification number of the card   9 Expiry date

UNIVERSIDAD COMPLUTENSE MADRID

Entry and stay in Spain as an European student: information about legal requirements

Central Register of Foreign Nationals

European citizens that will stay in Spain more than 3 months must register with the **Registro Central de Extranjeros**

WHERE: **Oficina de Extranjería:** https://mpt.gob.es/delegaciones_gobierno/delegaciones/madrid/servicios/extranjeria.html

What documents do I need?

1. Official form **(EX-18)**, two copies, filled and signed by the UE national ☐
2. Copy of the passport or other identity document (not expired)
3. Copy of the European Health Insurance Card or any other proof of private health.
4. Erasmus accreditation
5. Fee: 10,78€ (it must be paid before the issue of the certificate). **MODELO 790, CÓDIGO 052.**
   OPTION 5: *Certificado de registro de residente comunitario*

Application Period: no later than **3 months** after arriving to Spain.

Further information: Portal para Extranjeros

Policia.es

Entry and stay in Spain as an Non- European student:
https://www.ucm.es/informacion/no-comunitarios

VISA: stays for study programmes **longer that 90 days** will need a visa.

Where: **Spanish diplomatic mission or consular office** in whose demarcation the foreigner resides.
     Oficina de Extranjería (Madrid).

- Please check our **Visa Guide** here
- If you need a particular acceptance letter, please contact erasmus1@ucm.es

TARJETA DE IDENTIDAD DE EXTRANJERO (TIE): required for visa holders with planned stay **longer that 6 months.**

Application Period: no later than **1 month** after arriving to Spain.

- Please check our **TIE Guide** here

Complutense Arts Centre(c arte c)
This museum-based area offers a view of the historical and artistic heritage and also acts as a dynamic forum for new art trends, culture and social integration.

Encuentros complutense
"Encuentros Complutense" is a forum for discussion and reflection which intends to connect and interact with society and boost the role of the university as a scientific, academic, cultural and social reference.

Music
- Concerts
- Music on Campus
- The Complutense University Choir
- Choral groups (Coro Microcosmos, Cantores de Santo Tomás y Coro Gospel)
- The Pulse and Plectrum Orchestra

Other Cultural Activities
- UCM Spanish Dance Group
- Cinema and Theatre
- Plastic Arts
- Summer Course in El Escorial
- The Complutense Summer School
- Complutense Latin American School

Cultural Activities Website
Museums, Theatre, Literature, Music, etc…

Collections (16)

- Entomology Collection
- Ethnobotany Collection
- "Gómez Pamo" Plant Histology Collection
- Herbarium of the Faculty of Biological Sciences
- Herbarium of the Faculty of Pharmacy
- History and Art Heritage Collection
- Historical Drug Collection
- "José María Prieto" Collection
- "Luis Simarro" Bequest
- Mineralogy Collection (Faculty of Geology)
- Mineralogy Collection (Faculty of Pharmacy)
- Model Collection for the teaching of Botany
- Numismatic Collection
- Pedagogical Collection of Textiles
- Science and Technical Heritage Collection
- UCM Palaeontology Collections

Museums (13)

- Complutense Veterinary Museum
- "García-Santesmases" Museum of Computer Technology
- Hispanic Pharmacy Museum
- "Javier Puerta" Museum of Anatomy
- "Luis de la Macorra" Museum of Odontology
- "Manuel Bartolomé Cossío" History of Education Laboratory
- Museum of American Archaeology and Ethnology
- Museum of Astronomy and Geodesy
- Museum of Comparative Vertebrate Anatomy
- Museum of Geology
- Optics
- Pedagogical Museum of Children's Art
- "Profesor Reverte Coma" Museum of Medical, Forensic, Palaeopathological and Criminal Anthropology

1. Established in 2018, **Una Europa** is one of Europe's leading alliances funded under the prestigious *European Universities* initiative of the European Commission.

2. **Universidad Complutense de Madrid** is a founding partner, together with other 10 great higher education institutions.

3. From the oldest - such as Bologna, the Sorbonne or the Complutense itself, which have been educating generation after generation since the Middle Ages - to the most recently established, all of them pursue **excellence** as a premise and are leaders in Research.

4. Today, more *than half a million students* are educated on their campuses and together they have nearly 100,000 employees (teachers, researchers and staff).

Video: Introducing Una Europa

If you don't want to miss out on any of the opportunities that Una Europa has to offer, follow the alliance at **Twitter**, **Instagram** or **LinkedIn**.

Get to know more at www.una-europa.eu.

Una Europa University Partners

+ Freie Universität Berlin
+ Università di Bologna
+ University College Dublin
+ University of Edinburgh
+ Helsingin Yliopisto
+ Universiteit Leiden
+ Uniwersytet Jagielloński
  w Krakowie
+ KU Leuven
+ Universidad Complutense
  de Madrid
+ Université Paris 1
  Panthéon-Sorbonne
+ Universität Zürich
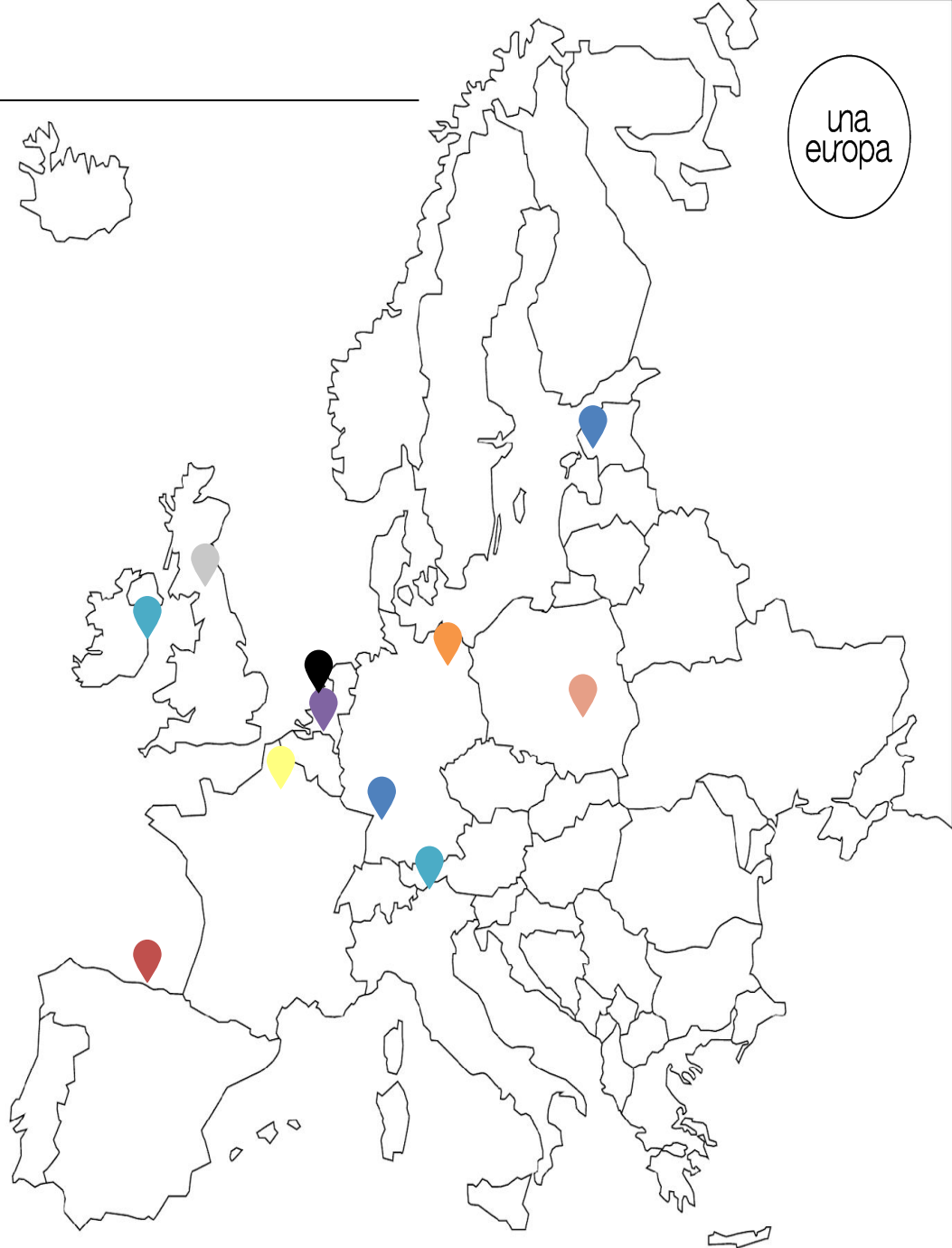
The Student House. The Centre for students and their associations, with a permanent presence in many different academic professional and personal areas.

Internships and Employment Office. The Internships and Employment Office assists students and Complutense graduates to find their place in the labour market.

Studentships and grants. These may be general, for mobility, collaboration, excellent academic performance, for people with disabilities, for study abroad… and UCM Practical Training Scholarships.

Compluemprende. The Office of University Entrepreneurs, created to support university students with a business idea; it is also the Orientation Site for the Entrepreneur Campus Programme, belonging to the Portal of Entrepreneurs of the Community of Madrid.

PROFESSIONAL DEVELOPMENT COURSES

These are **specialized courses, not included in the official degree plans**, which offer opportunities for professional, scientific and technical development and specialization; of varying duration, hour intensity and mode of delivery (classroom learning, blended learning and e-learning).
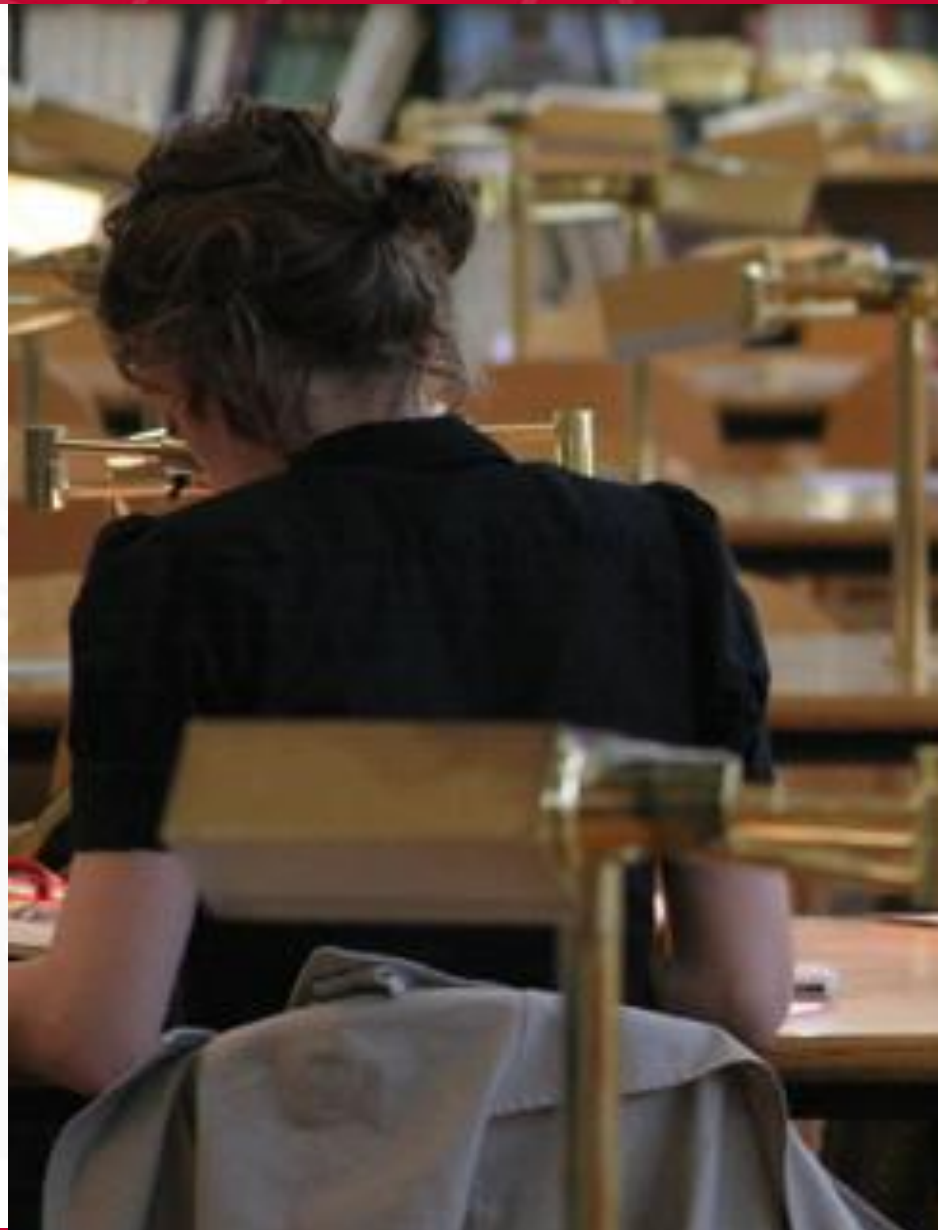
The UCM offers **350** Complutense Qualifications:

Courses requiring prior university qualifications:
- 115 Unofficial Master's Degrees
- 22 Specialisation Diplomas
- 22 Experts

Courses not requiring prior university qualifications:

- 191 Life long learning Diplomas and Certificates

Centro Complutense para la
Enseñanza del Español

The Centre manages courses of Spanish as a Foreign Language,
Spanish Culture and Spanish Teacher Training. In addition, it is
the examining centre for Spanish as a Foreign Language Exams
DELLE and SIELE.

Contact Details

CENTRO COMPLUTENSE PARA LA ENSEÑANZA DEL ESPAÑOL
Faculty of Language Studies – Building A - Ciudad
Universitaria - 28040 Madrid
Tel: (+34) 913.945.325 - (+34) 913.945.336
ceextran@filol.ucm.es

Idiomas COMPLUTENSE offers a wide range of languages, facilitating official recognition across Europe of all certificates obtained, and preparation for tests such as TOEFL, Cambridge, DELF, CELI, etc.
UCM students may enroll in any of 22 different languages at the Faculty of Philology, which will appear in their academic records.

Contact Details
Multiusos Building
C/ Profesor Aranguren, s/n, 2nd floor
Rooms 2.142 y 2.143
Ciudad Universitaria 28040 MADRID

Student Office
Opening hours: from **09.00 to 15.00 h.**
(+34) 91 394 7754

UNIVERSIDAD **COMPLUTENSE** MADRID

Oficina para la Inclusión de las Personas con Diversidad (OIPD)

Office of Diversity & Inclusion

☐ Support for International Mobility students (IN/OUT). Previous contact with home universities. Student Adaptation Reports. Support for follow-up class.

☐ Socio-educational attention and tailored curricular adaptation to the teaching-learning process as well as assessment of personal needs

☐ Counseling

☐ Recognition of Credits Programmes, Sign Language Interpretation, ONCE (visually impaired students) Volunteering, Employability, etc…

Location and Contact:

MONCLOA CAMPUS – The Student House
Avda Complutense s/n. 28040 (Madrid).
Email: oipd@ucm.es
Tel: 91 394 7172 / 7182
Office Hours: Monday to Friday (9,00 – 14,00)

SOMOSAGUAS CAMPUS
Faculty of Economics and Business Administration
Diversity Unit- Main Building, Ground Floor
Pozuelo de Alarcón - 28040
Email: oipd@ucm.es
Tel: 91 394 3113
Office Hours: Monday to Friday from 10,00 to 14,00

Counselling and Psychological Services for Students

PsiCall provides telephone professional counselling to currently enrolled students.

The means of communication to provide this service differs according to the characteristics of each demand and the preference of callers. The telephone is the main tool of PsiCall, supported by chat and email, which allows them to provide a quick response to emergency problems and provide guidance, counseling and psychological care.

Our Counsellors are clinical or counselling psychologists, experienced in working with catastrophes and telephone attention, with experience in clinical practice.

You can get in touch with our service, via telephone 913945200, or email (psicall@ucm.es)
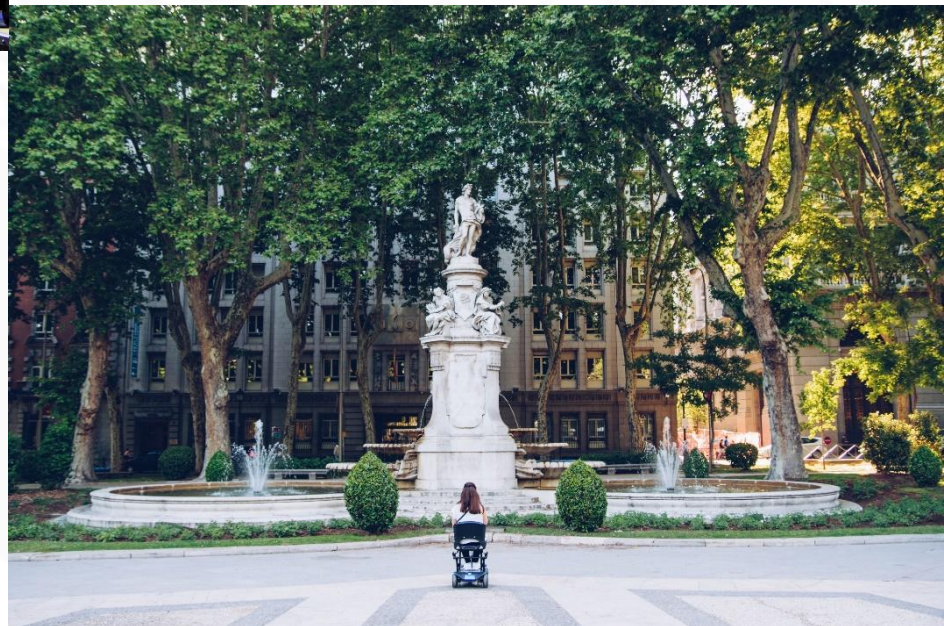
¡Welcome to…

MADRID

Madrid is

- The 3rd most populated city in Europe
- The 2nd safest European Capital
- Over 200.000 students
- Prosperous Lifestyle
- Modern Infrastructures
- Avant-garde facilities

OFFICIAL TOURISM WEBSITE

UNIVERSIDAD **COMPLUTENSE** MADRID

Frequently Asked Questions

erasmus1@ucm.es