Erasmus+
Enriqueciendo vidas, abriendo mentes.

UNIVERSIDAD COMPLUTENSE MADRID

Cofinanciado por la Unión Europea

Erasmus Welcome Session

Academic Year 2024 / 2025

OFICINA DE RELACIONES INTERNACIONALES
UNIVERSIDAD COMPLUTENSE DE MADRID

General scheme

WELCOME TO UCM

- History
- Campus
- Programmes
- Public transport

FIRST STEPS

- Enrollment
- UCM Account
- TUI
- WIFI

ADDITIONAL INFORMATION

- Health insurance
- Foreigners' Affairs
- Student Services

Five Centuries of History

The Universidad Complutense de 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

Map

[Campus Maps]

[Getting to UCM by Public Transport]

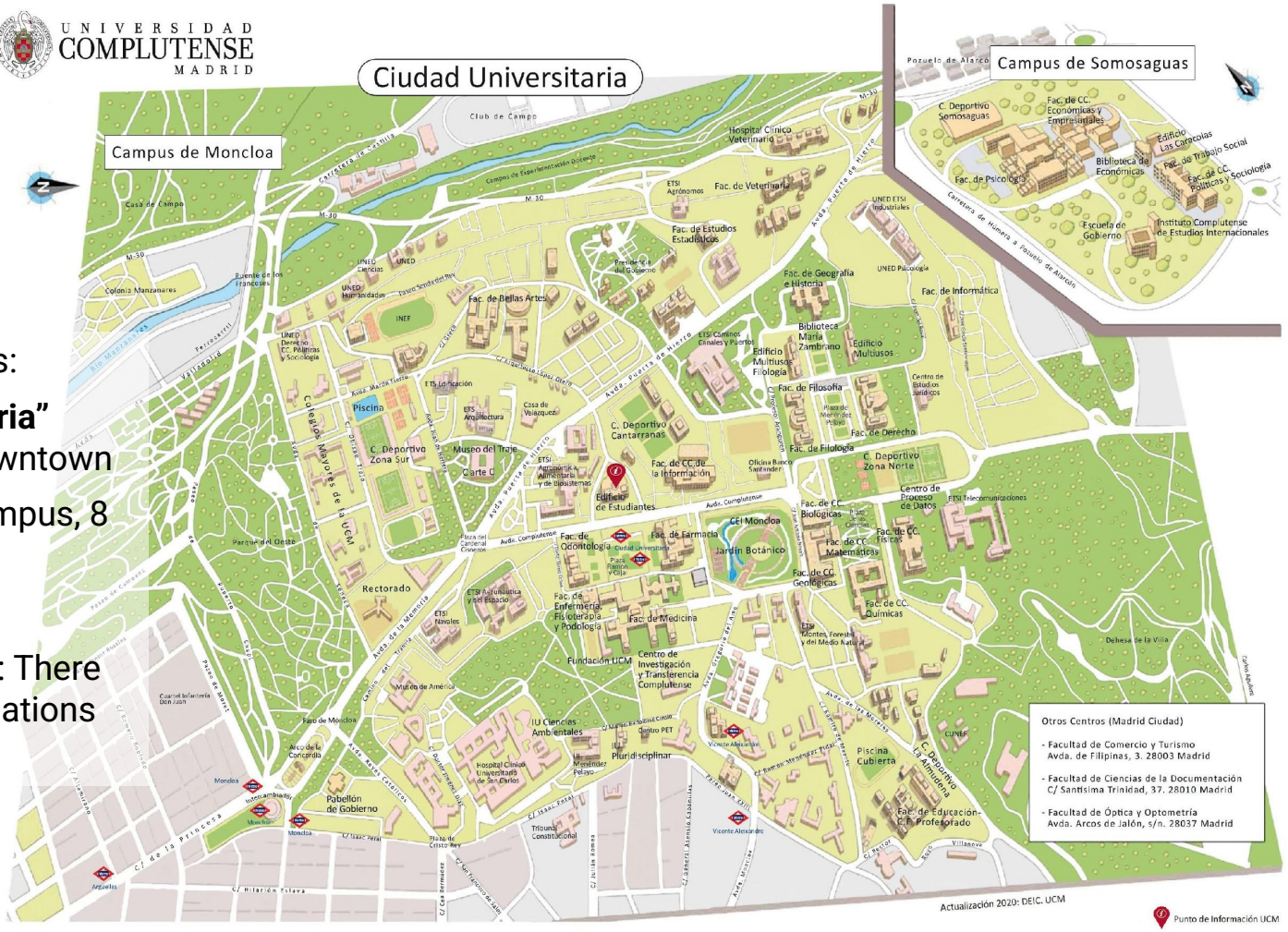
[Moverse por Madrid]

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)

[Click to download]



Public Transport Card

30 días / Una sola zona

Zona/ Abono	A	B1	B2	B3	C1	C2	E1	E2
Normal	21,80€	25,40€	28,80€	32,80€	32,80€	32,80€	44,20€	52,70€
Joven	8,00€							
Tercera Edad	Gratuito						-	

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.

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)

Moncloa Campus

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

Campus de Somosaguas

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.

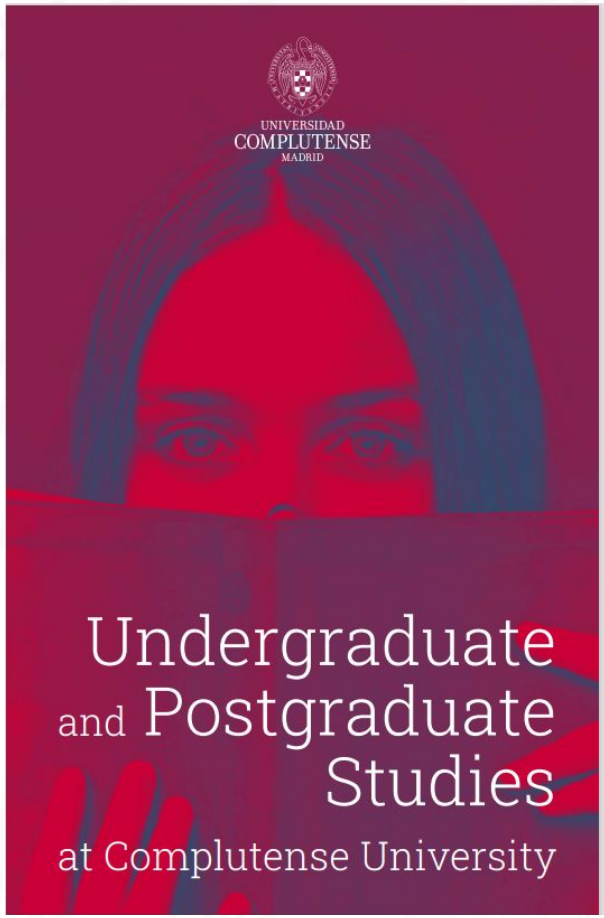
The Campus includes the following faculties:

- 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

Educational Opportunities



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

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!

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
- Get your TUI (Tarjeta Universitaria Inteligente)

4

- Register and enroll in your UCM courses at your host Faculty's Erasmus Office - Contact Academic Calendar

Welcome Session

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

- Sign and print your **certificates of arrival/departure**
- The Erasmus coordinator at your host faculty will sign/print your Erasmus **Learning Agreement (OLA/LA)** and/or modify 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 it to your home university after the Exam Boards

ERASMUS OFFICES

ERASMUS OFFICES

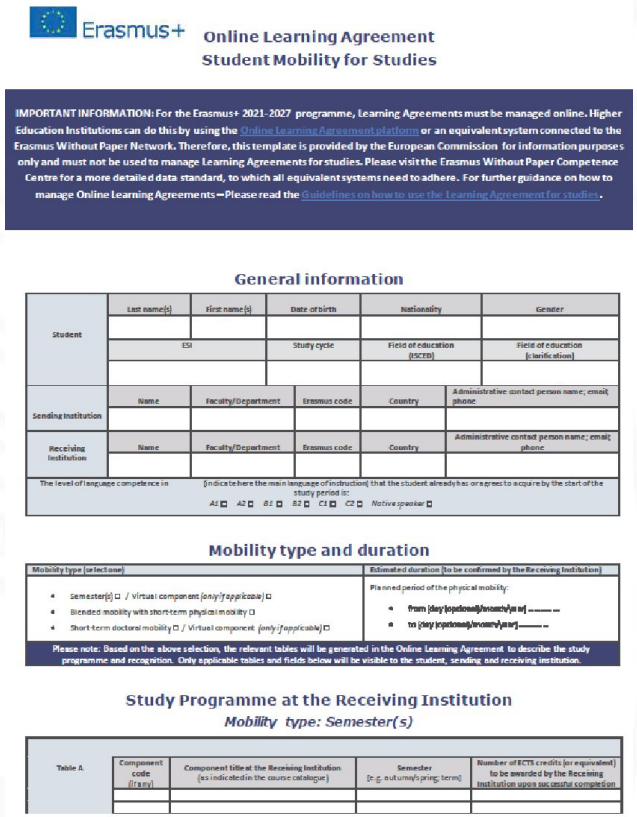
LEARNING AGREEMENT:

It 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 the document.
Please check with **your Erasmus Office** for its approval and signature.



Erasmus+ Online Learning Agreement
Student Mobility for Studies

IMPORTANT INFORMATION: For the Erasmus+ 2021-2027 programme, Learning Agreements must be managed online. Higher Education Institutions can do this by using the Online Learning Agreement platform or an equivalent system connected to the Erasmus Without Paper Network. Therefore, this template is provided by the European Commission for information purposes only and must not be used to manage Learning Agreements for studies. Please visit the Erasmus Without Paper Competence Centre for a more detailed data standard, to which all equivalent systems need to adhere. For further guidance on how to manage Online Learning Agreements – Please read the Guidelines on how to use the Learning Agreement for studies.

General information

Student	Last name(s)	First name(s)	Date of birth	Nationality	Gender
	ISI		Study cycle	Field of education (ISCED)	Field of education (clarification)
Sending Institution	Name	Faculty/Department	Erasmus code	Country	Administrative contact person name; email; phone
Receiving Institution	Name	Faculty/Department	Erasmus code	Country	Administrative contact person name; email; phone
The level of language competence in	[indicate here the main language of instruction] that the student already has or agrees to acquire by the start of the study period is: A1 ☐ A2 ☐ B1 ☐ B2 ☐ C1 ☐ C2 ☐ Native speaker ☐				

Mobility type and duration

Mobility type (selection)	Estimated duration (to be confirmed by the Receiving Institution)
• Semester(s) ☐ / Virtual component (only if applicable) ☐ • Blended mobility with short-term physical mobility ☐ • Short-term doctoral mobility ☐ / Virtual component (only if applicable) ☐	Planned period of the physical mobility: • from (day [optional]/month/year) …… • to (day [optional]/month/year) ……
Please note: Based on the above selection, the relevant tables will be generated in the Online Learning Agreement to describe the study programme and recognition. Only applicable tables and fields below will be visible to the student, sending and receiving institution.	

Study Programme at the Receiving Institution
Mobility type: Semester(s)

Table A	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Semester (e.g. autumn/spring; term)	Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion

Register as an Erasmus Student

➽ Please, check with the Faculty first

- ❑ **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**

UNIVERSIDAD COMPLUTENSE DE MADRID

Modelo 077 [2011] Gestión Académica

Solicitud Matrícula de Estudiantes Erasmus

CURSO ACADÉMICO ..... / .....

Nombre del Centro donde se matricula/ Faculty or Center where registration is being applied	Código de Centro
Universidad de Origen/ Sending Institution	Código/Code(ie: E-MADRID03)

☐ 1er Cuatrimestre/ Semester 1 ☐ 2º Cuatrimestre/ Semester 2 ☐ Anual/ Annual

Apellidos/ Surname:	Nombre/ Name:
Nº Registro ERASMUS ERAS -	Pasaporte o Tarjeta de Identidad/ ID Card-Passport

DIRECCIÓN EN MADRID/ ADDRESS IN MADRID

Dirección: Calle/Plaza/Nº/Piso/Puerta/Escalera			
Código Postal/Zip	Ciudad/ City	Provincia/ Region	País/ Country
Teléfono Fijo/ Telephone	Teléfono Móvil/ Mobile	Correo Electrónico/ E-Mail (preferentemente Estumail)	

Fecha _____ Firma del interesado/a _____

El firmante declara que los datos son ciertos

REGISTRATION

Modelo 077 [2011] Gestión Académica

DETALLES DEL PLAN DE ESTUDIOS (E002)
*** Periodo = S1 = Primer cuatrimestre; S2 = Segundo cuatrimestre; A = Anual**

	Código Asignatura	Denominación de la Asignatura	Profesor	Grupo	Periodo*
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

ASIGNATURAS DE OTRO CENTRO (máximo 2 anuales ó 2 por cuatrimestre) (1)
La misma para todas las asignaturas

Centro:	Código de Centro

	Código Asignatura	Denominación de la Asignatura	Profesor	Grupo(2)	Periodo*
1					
2					

V Bº Centro 2	Observaciones:

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

Steps to follow…

SUPPORTING DOCUMENTS

- UCM Email Activation
- Log in to your UCM account
- Differences between Virtal Campus and UCM Account
- University Smart Card (TUI)
- Two Factor Authentication (2FA)
- Forgot your password?
- Log in to Vitual Campus
- UCM WIFI

ICT Support Services

TECH SUPPORT SERVICES:
https://ssii.ucm.es/estudiante

- ❑ 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

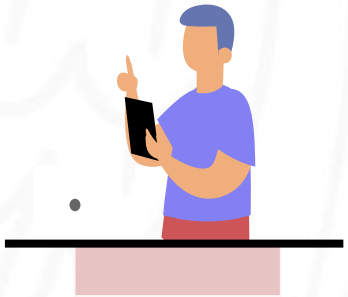
2. Eduroam: check this video:
https://youtu.be/XlV9BKtfV1w?feature=shared

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



European Health Insurance Card

- This card is compulsory for Erasmus students **(<u>except for ICM KA107 students</u>, who must be provided with 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)

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

Central Register of Foreign Nationals

As a citizen of an EU member state or a state party to the European Economic Area (EEA) Agreement, you have the right to live in Spain. However, **if your stay will be longer than 3 months**, you must register with the **Registro Central de Extranjeros**. This is a simple administrative procedure.

You can register in person at:

- Oficinas de Extranjería de Madrid
- Comisarías de Policía de Madrid

Find here more information for detailed information on the registration process and required documents.

We recommend contacting the relevant office (Immigration Office or Police Station) before your visit to confirm the necessary documents.

NON - EU STUDENTS

Entry and stay in Spain as an Non- European student:

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 "**Autorización Estancia Estudios" 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 a planned stay **longer that 6 months.**

Application Period: within **1 month** from arrival in Spain

- Please check our **TIE Guide** here

Academic Calendar

UNIVERSIDAD COMPLUTENSE MADRID

CALENDARIO ACADÉMICO DEL CURSO 2024– 2025[1]

Septiembre

L	M	X	J	V	S	D
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Octubre

L	M	X	J	V	S	D
	1	2	3	=	5	6
7	8	9	10	11	12	13
14	15	16	17	=	19	20
21	22	23	24	25	26	27
28	29	30	31			

Noviembre

L	M	X	J	V	S	D
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	=	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Diciembre

L	M	X	J	V	S	D
						1
2	3	4	5	6	7	8
=	10	11	12	=	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Enero

L	M	X	J	V	S	D
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	=	25	26
27	28	29	30	31		

Febrero

L	M	X	J	V	S	D
					1	2
=	4	5	6	7	8	9
=	11	12	13	14	15	16
17	18	19	20	21	22	23
=	25	26	27	28		

Marzo

L	M	X	J	V	S	D
					1	2
3	4	5	6	=	8	9
10	11	12	13	14	15	16
=	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Abril

L	M	X	J	V	S	D
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	=	23	24	25	26	27
28	29	=				

Mayo

L	M	X	J	V	S	D
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	=	31	

Junio

L	M	X	J	V	S	D
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Julio

L	M	X	J	V	S	D
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Agosto

L	M	X	J	V	S	D
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Festivos nacionales y de la Comunidad de Madrid

Festivos locales

Apertura de curso

Festividad de Sto. Tomás de Aquino

= **Festividades académicas de Centros**

Días no lectivos

[1]Aprobado por la Comisión Permanente del Consejo de Gobierno en su sesión de 8 de mayo de 2024 BOUC n.º 19, de 17 de mayo de 2024 y modificado en su sesión de 12 de junio de 2024 BOUC n.º 22, de 18 de junio de 2024
En el ánimo de que la comunidad universitaria disponga de la mayor información posible, en este documento se han integrado los períodos no lectivos que han sido establecidos en el calendario de organización docente oficial del curso académico 2024-2025, aprobado por acuerdo del Consejo de Gobierno en su sesión de 30-04-2024 BOUC n.º 18, de 7 de mayo de 2024

No se integra la información relativa al calendario laboral, que se aprueba cada año natural en Mesa Sindical por acuerdo entre la Gerencia y los representantes sindicales.

About Una Europa
@una_europa
#Una_Europa

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

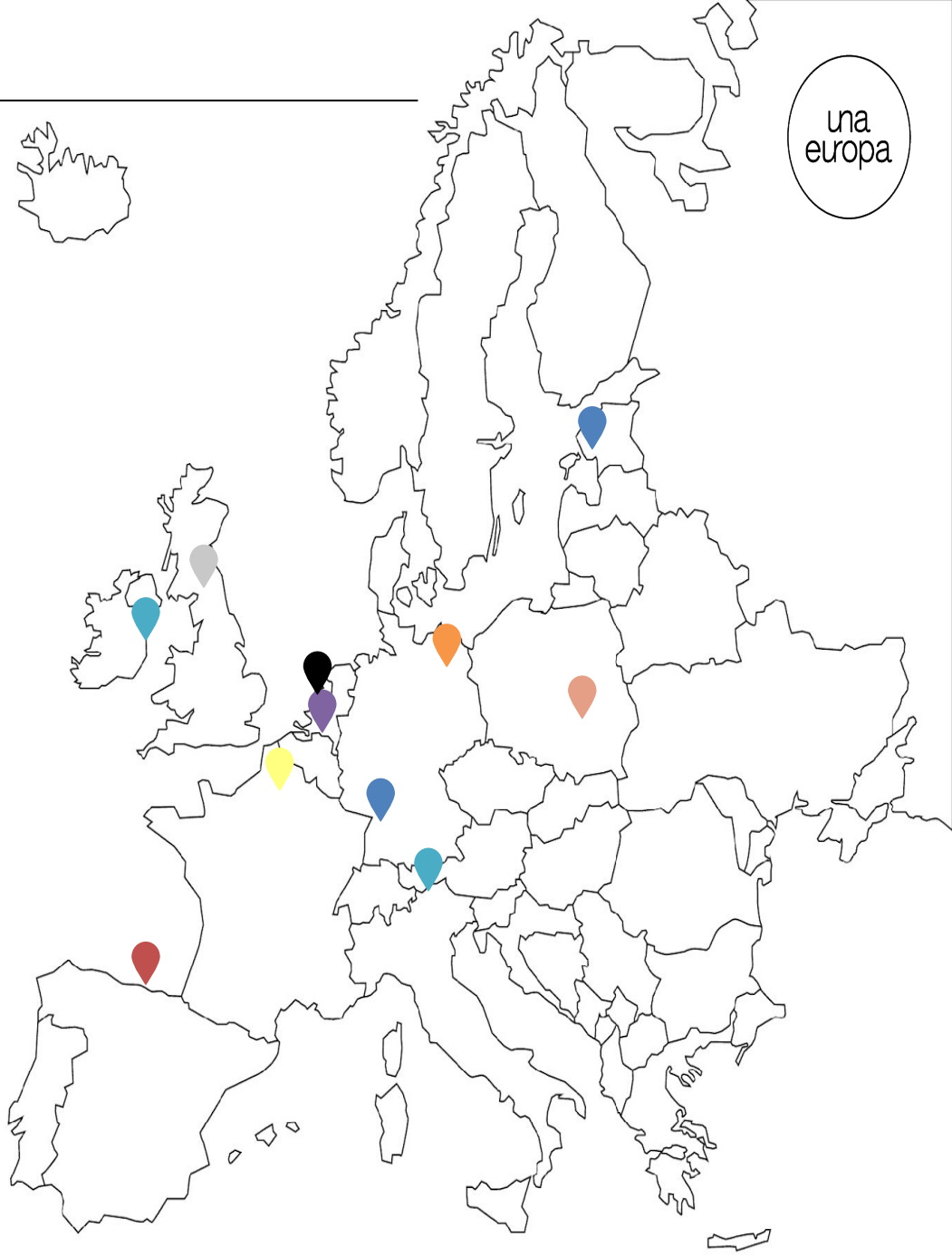
If you don't want to miss out on any of the opportunities that Una Europa has to offer, follow the alliance at **Twitter**, **Instagram** or **LinkedIn**.

Co-funded by the Erasmus+ Programme of the European Union

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



Co-funded by the
Erasmus+ Programme
of the European Union

Student Services

La Casa del Estudiante
UNIVERSIDAD COMPLUTENSE DE MADRID

The Student House. The Centre for students and their associations, with a permanent presence in many different academic professional and personal areas.

ope
OFICINA DE PRÁCTICAS Y EMPLEO
UNIVERSIDAD COMPLUTENSE DE MADRID

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

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; they vary in duration, hour intensity and mode of delivery (classroom learning, blended learning and e-learning).

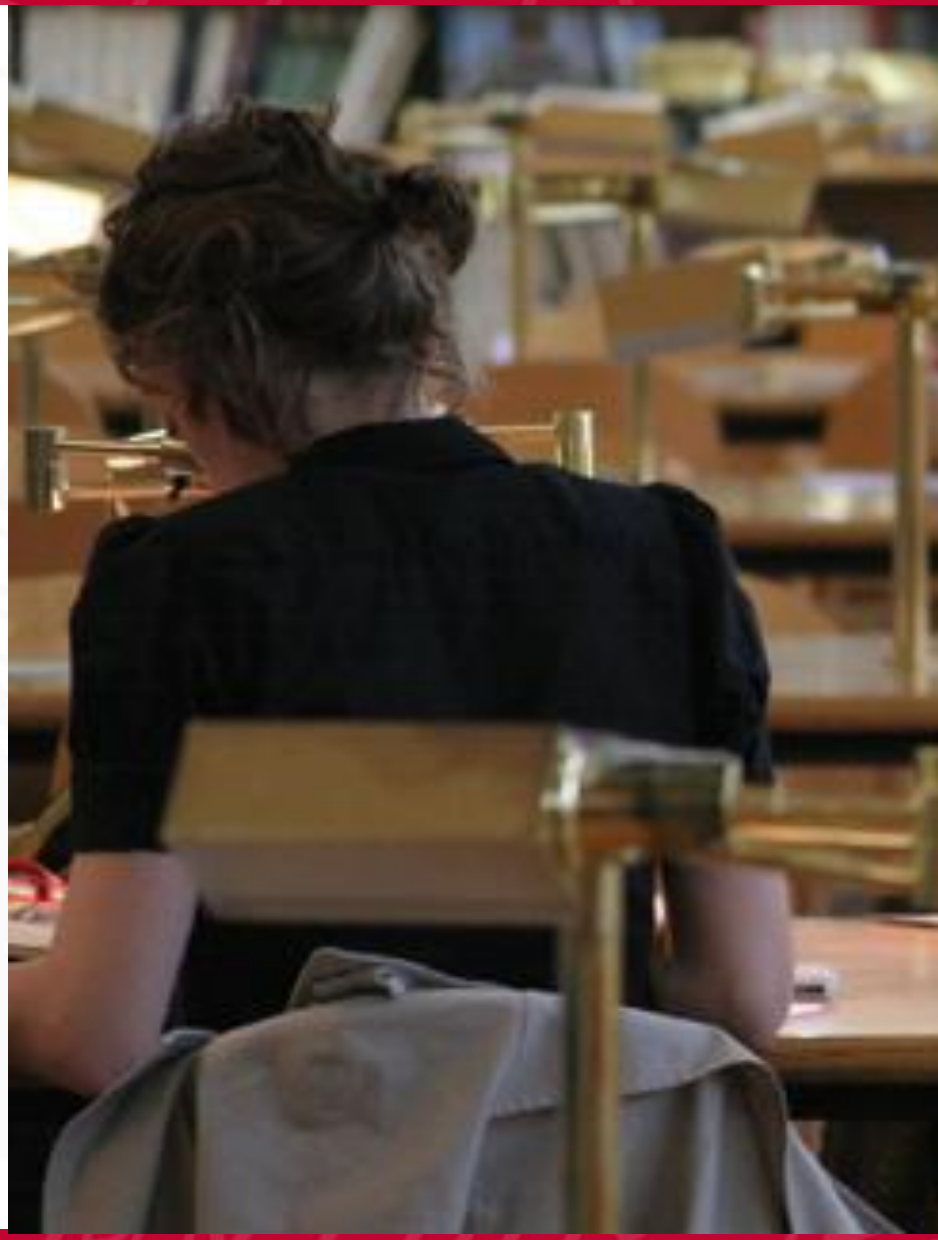
The UCM offers **350** Complutense Qualifications:

Courses requiring prior university qualifications:

- ➔ 115 Unofficial Master's Degrees
- ➔ 22 Specialisation Diplomas
- ➔ 22 Experts

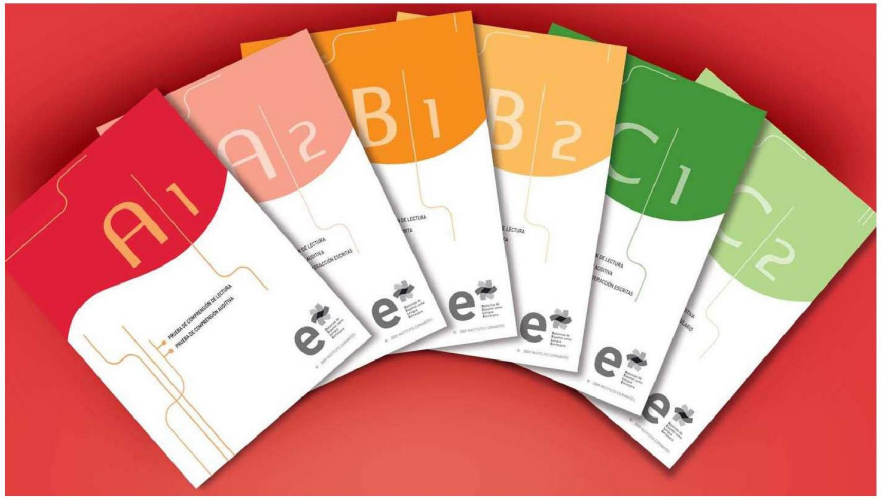
Courses not requiring prior university qualifications:

- ➔ 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

DELE Centro de examen DELE INSTITUTO CERVANTES

siele SERVICIO INTERNACIONAL DE EVALUACIÓN DE LA LENGUA ESPAÑOLA

idiomas COMPLUTENSE

Centro Superior de Idiomas Modernos

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

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

- 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…

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.

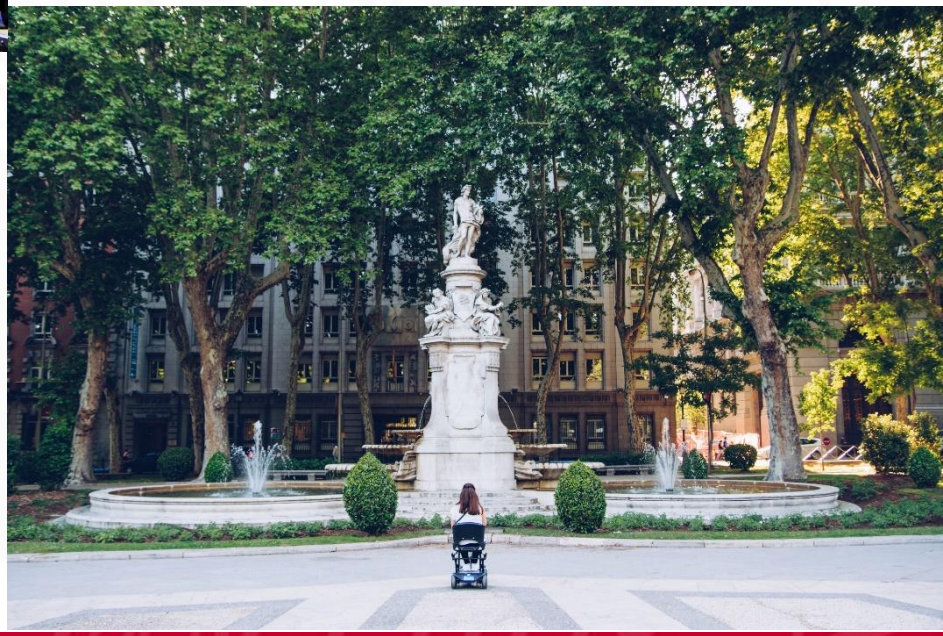
The means of communication to provide this service differs according to the characteristics of each demand and the preference of callers. The telephone is the main tool of PsiCall, supported by chat and email, which allows them to provide a quick response to emergency problems and provide guidance, counseling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



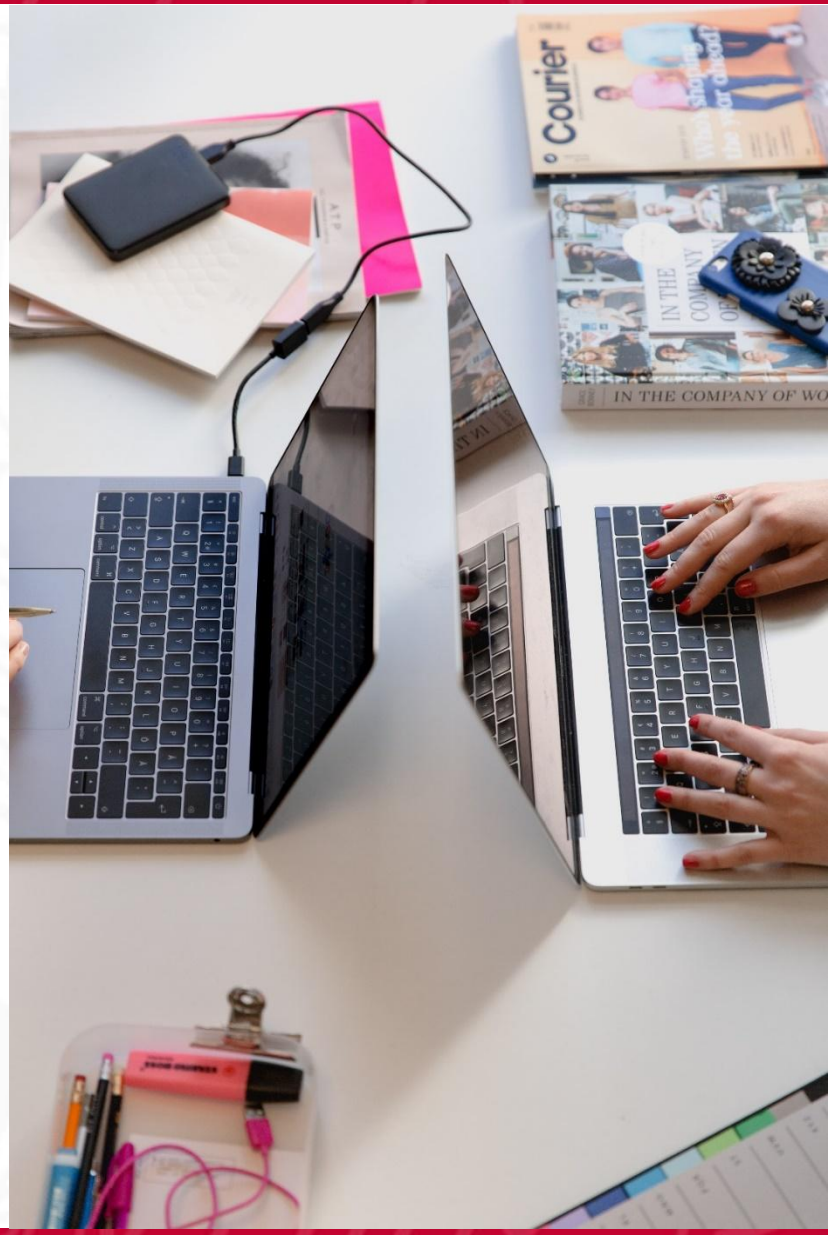
Madrid is

- ★ 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

FAQs

Frequently Asked Questions



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