UNIVERSIDAD
COMPLUTENSE
MADRID

Erasmus Welcome Session

Academic Year 2021 / 2022

International Office

Welcome to Complutense University of Madrid,
One of the most prestigious universities of Spain

Welcome Session

Spanish Version

English Version

Five Centuries of History

The Complutense University of Madrid (UCM) is the largest university in Spain and one of the oldest and most prestigious. Its origin dates back to the late 13th Century.

The Complutense University of Madrid traces its origins to the Estudio de Escuelas Generales de Alcalá, founded by King Sancho IV of Castille in **1293**.

1499: Cardinal Cisneros founds the "El Colegio Mayor San Ildefonso", the predecessor of today's university, in the town of Alcalá de Henares.

1509: The University has five faculties.

1836: Under the reign of Isabel II, the university is moved to Madrid where it took the name Universidad Central.

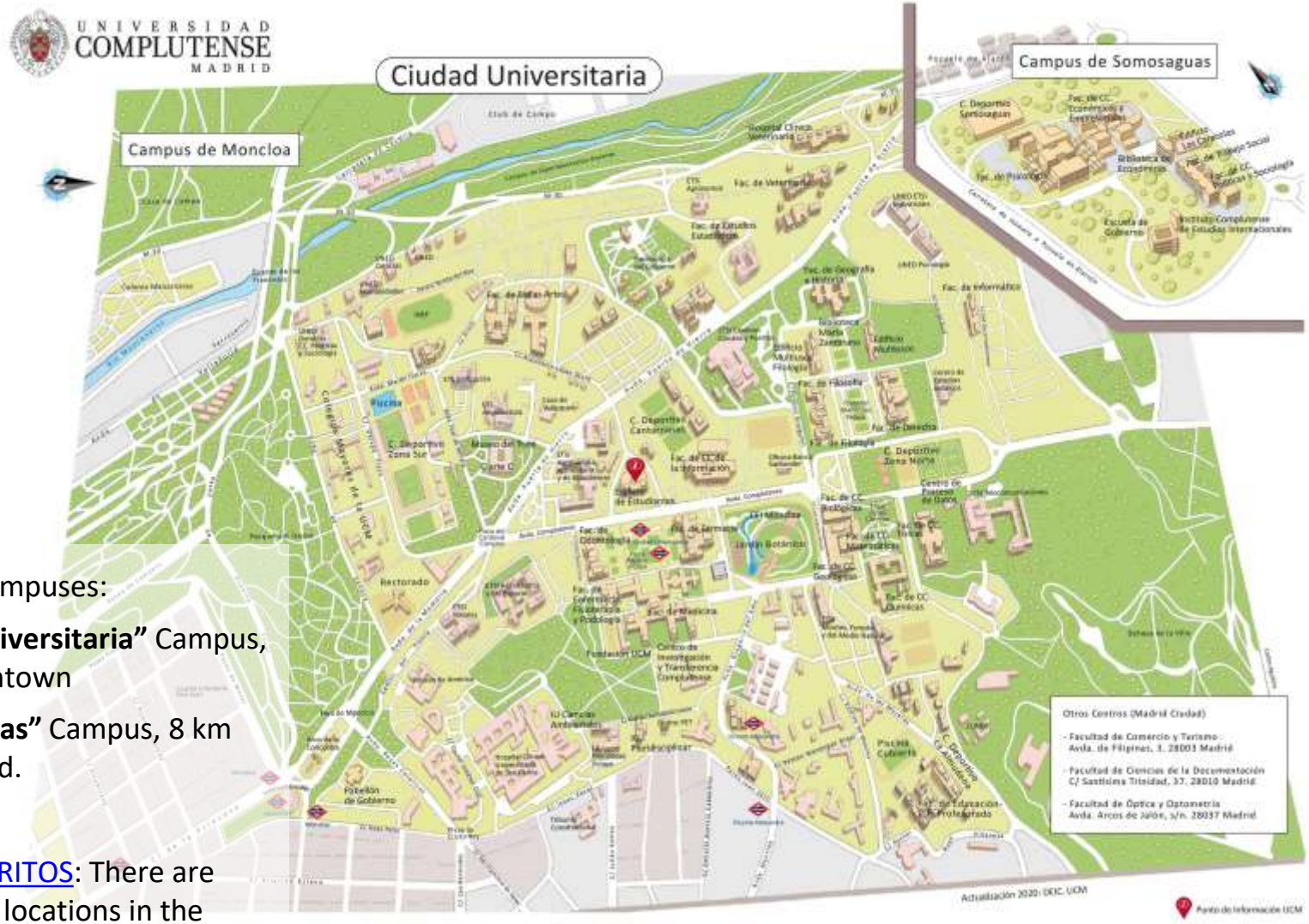
Find out more…

1927: Construction begins on the Moncloa campus on land granted by King Alfonso XIII.

1970: The Central University is renamed the Complutense and the Somosaguas Campus is created.

2018: The Complutense University is now the largest university in Madrid and one of the most important universities in Spain and in Europe.

Map



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

CÓMO LLEGAR

Some useful links here

[Campus Maps]

[Getting to UCM by Public Transport]

[Moverse por Madrid]

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

UNIVERSIDAD COMPLUTENSE MADRID

Public Transport Card

YOUTH TRAVEL CARD

- Fare: 20 €
- Zones from A to E2
- Age limit: 26

You can request it as follows:

- Online request (you will receive the card at the address indicated on the application approximately **7 to 15 working days)**
- In person, scheduling an **appointment** calling at 012 or at tarjetatransportepublico.crtm.es, in the management offices of the Public Transport Card.
- Cards requested by new users shall cost EUR 4.00.

Complutense Quick Facts

Personnel

6,251 Teaching and Researching Staff
1.238 Researchers and trainee staff
3.310 Administration Staff

Students

70.853 Students enrolled

- 52,163 in Bachelors Programmes
- 7,078 in Masters Programmes
- 6,078 in Doctorates Programmes
- 6,413 in Associated Centres

7,338 foreign Students

- 2,060 EU
- 71 North America
- 2,581 South America
- 386 Africa
- 1,960 Asia
- 1 Oceania

139 Students' Unions (2020)

UNIVERSIDAD COMPLUTENSE MADRID

Complutense Quick Facts

Study Programmes

317 Official Programmes
70 Bachelor Programmes

- 20 Double Degree Programmes
- 157 Máster Programmes
- 57 Doctorate Programmes
- 13 International Programmes

350 Professional Development Courses

- 115 unofficial master's degrees
- 22 specialization courses
- 22 experts
- 191 lifelong learning diplomas and certificates

The Library

32 Libraries
3,000,000 volumes

Faculties & Departments

26 Faculties
9 Associated Centres
28 Research Institutes
6 Schools for professional specialization
9 Reserach Assistance Centres
14 Clinics and Hospitals
5 Halls of Residence
1 Complutense Centre Abroad

Educational Opportunities

Study Programmes

- Undergraduate Study
- Posgraduate Study
- PhD Programmes
- International Degrees

Other Learning Opportunities

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 Dplomas and Certificates

Erasmus Students

FIRST STEPS YOU NEED TO TAKE UPON YOUR ARRIVAL:

1

- Attend the "Virtual 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

5

- Request online your appointment for the UCM Student Card

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

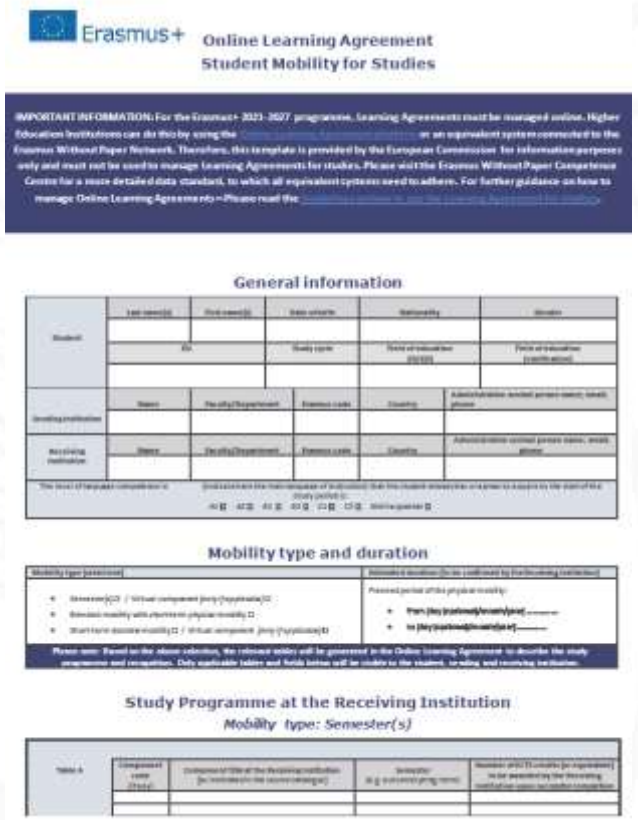
LEARNING AGREEMENT:

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

General information

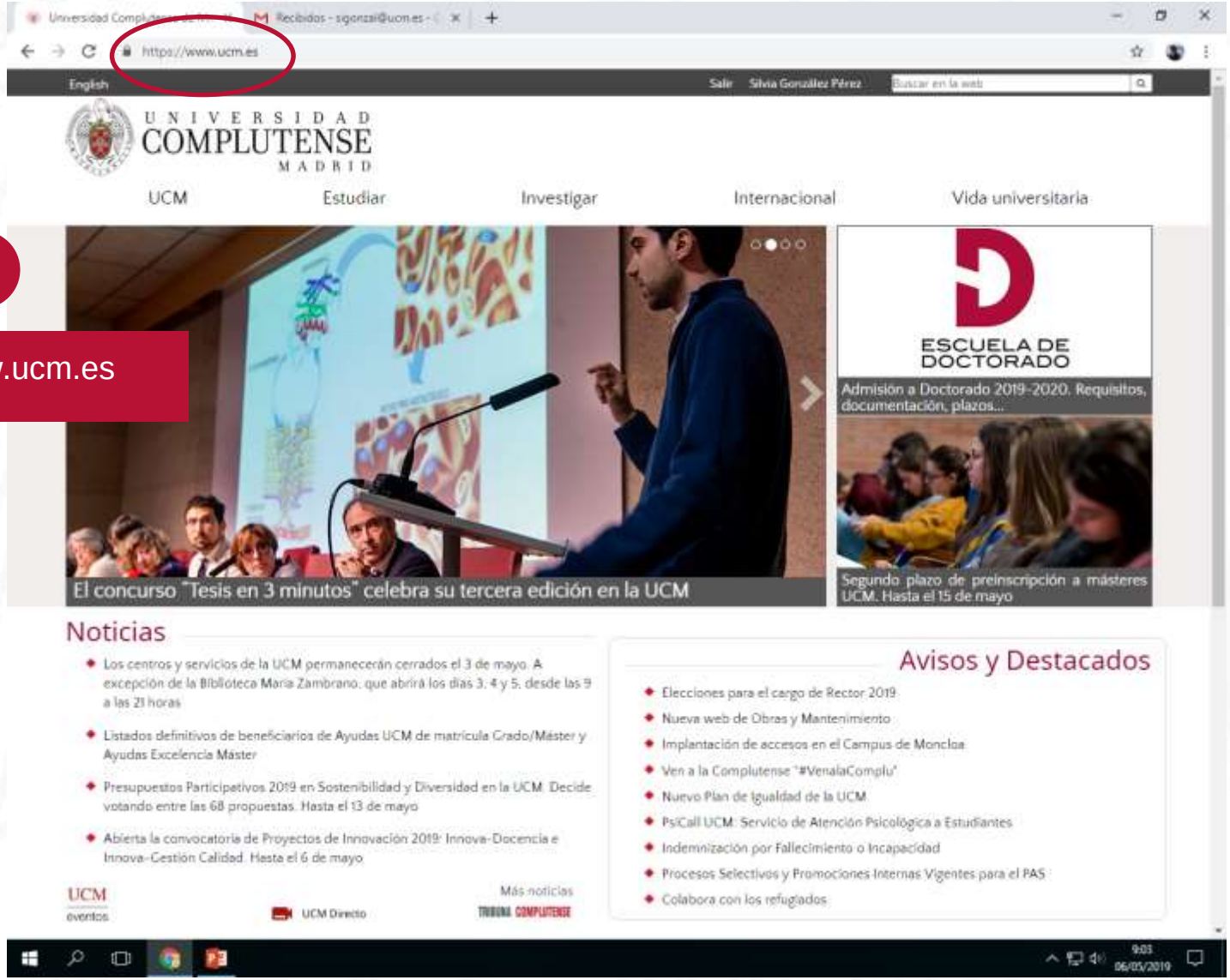
Mobility type and duration

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

Activate your email account

1

Go to www.ucm.es

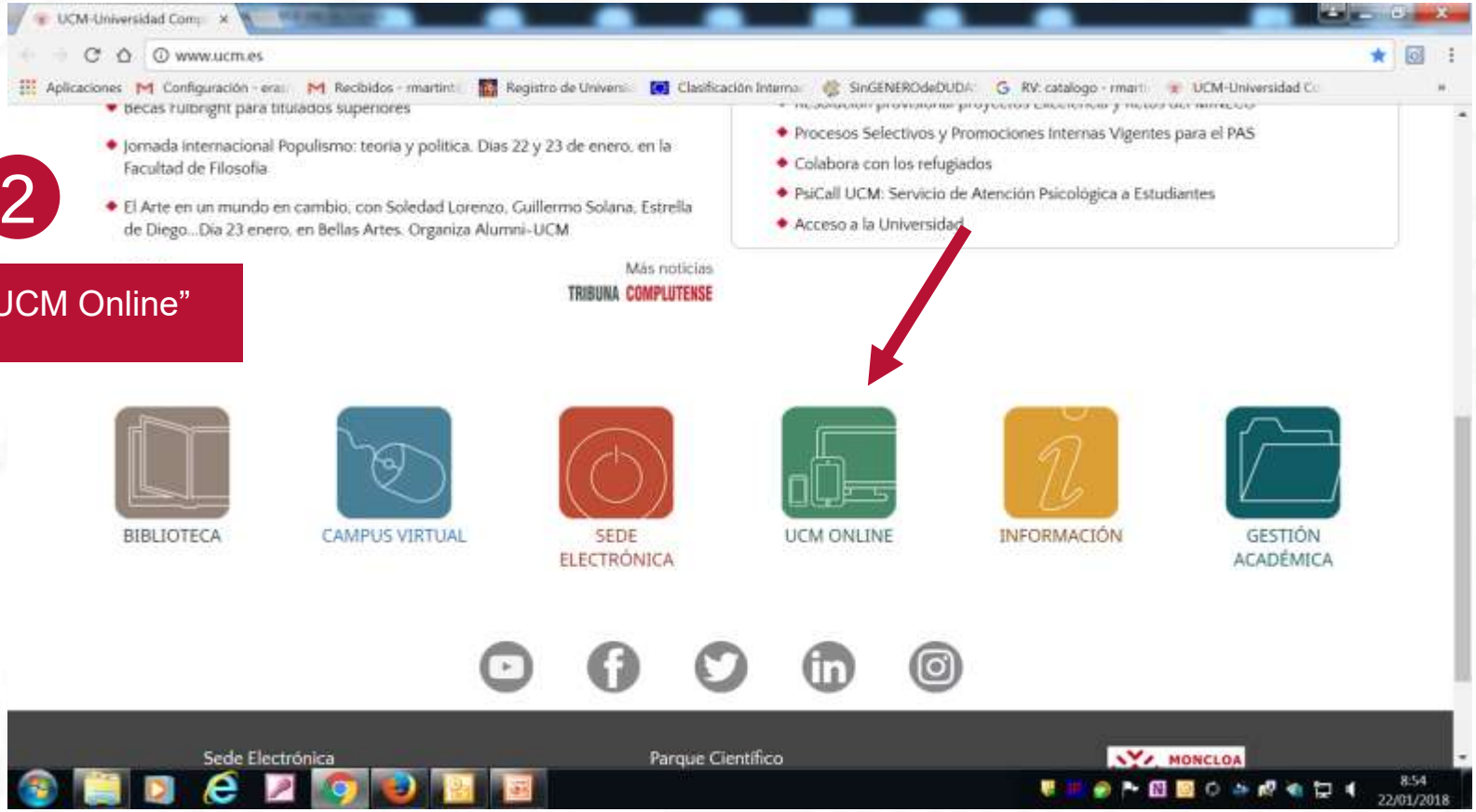


Activate your email account

ACTIVATE YOUR EMAIL ACCOUNT:

2

Click on “UCM Online”

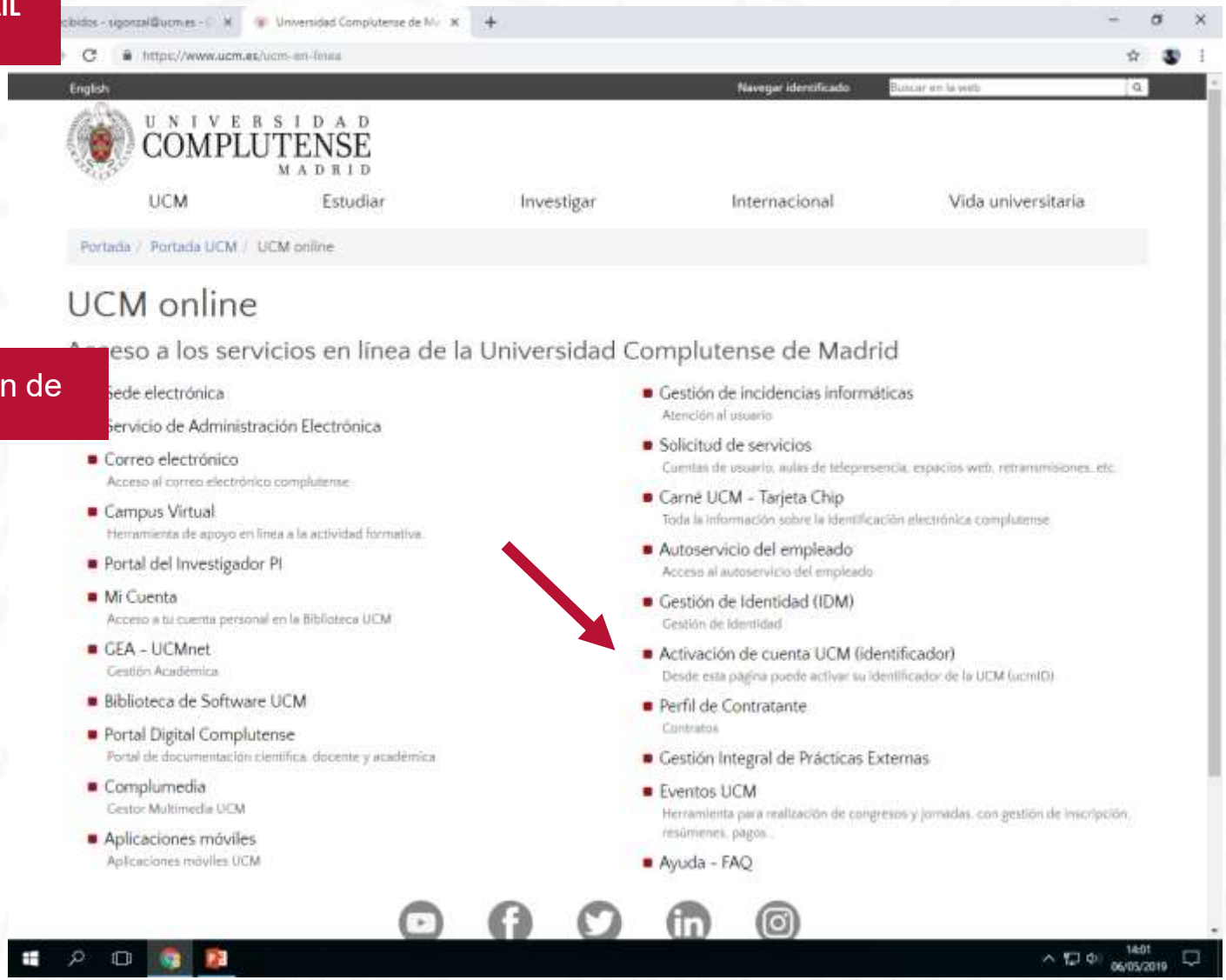


Activate your email account

ACTIVATE YOUR EMAIL ACCOUNT:

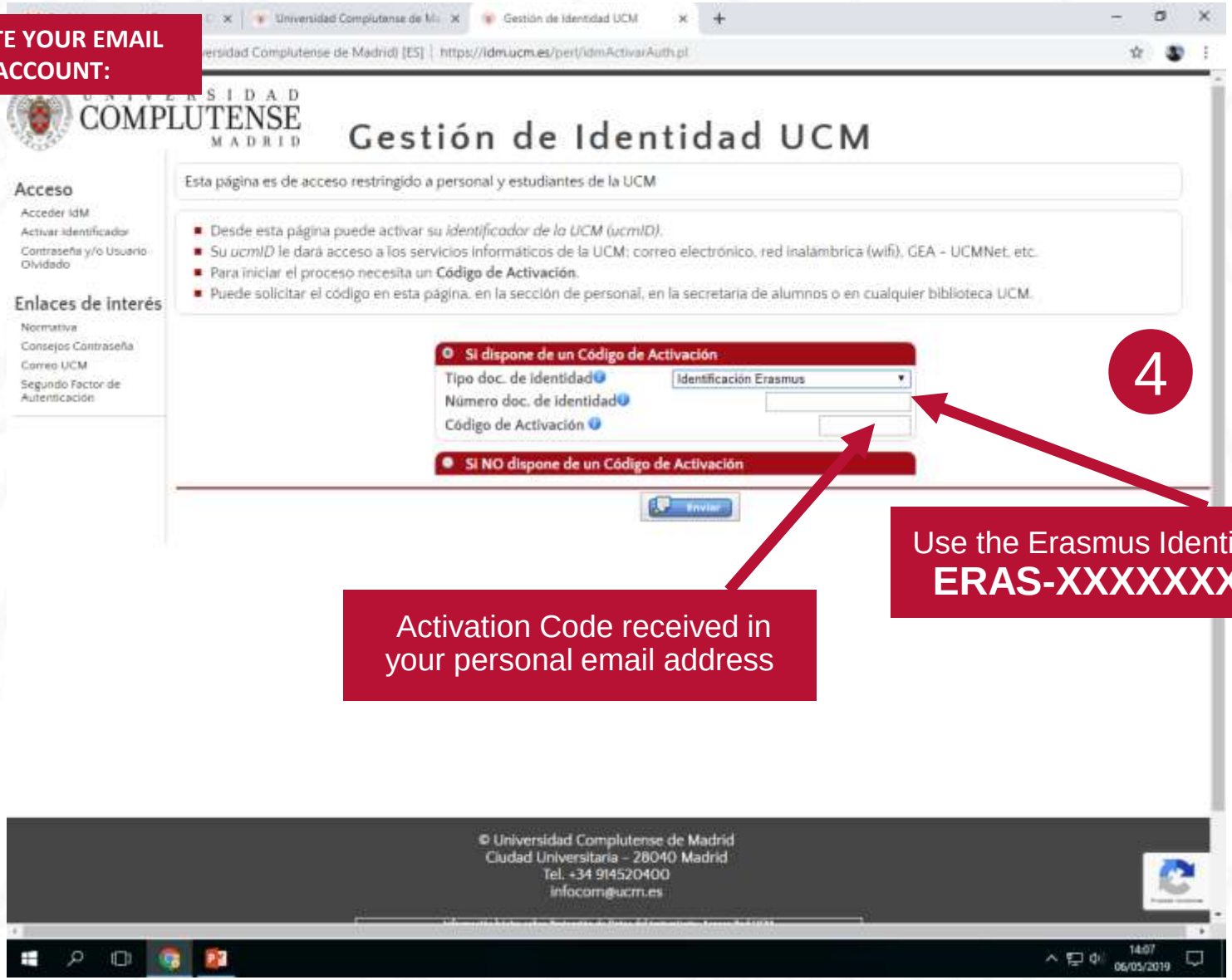
3

Click on “Activación de Cuenta UCM”



Activate your email account

ACTIVATE YOUR EMAIL ACCOUNT:



Activation Code received in your personal email address

Use the Erasmus Identification:
ERAS-XXXXXXXXXX

Activate your email account

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 recived any account confirmation email.

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

Activate your email account

5

If you forget your password, click “¿Olvidó la contraseña?”

Once you activate your email account, you will be able to access to your UCM email, wifi, virtual campus, UCMNet (students’ records), student card, etc…

Register as an Erasmus Student

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

UNIVERSIDAD COMPLUTENSE DE MADRID

Modelo 077

Solicitud Matricula 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 _____

Modelo 077

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)

Request your UCM Student Card

The **UCM Student Card** provides access to library services, sports centres and other UCM facilities on Campus

To obtain your student card you should make an appointment online and go to the following issuing points

https://citatui.ucm.es/

MONCLOA CAMPUS

Santander Bank Work Café
Complutense Avenue, 10
Opening Hours:
Monday to Friday from 8,30 am to 2,00 pm

SOMOSAGUAS CAMPUS

Bank Santander Office Nº 6134
Faculty of Psychology. Ground Floor
Opening Hours:
Monday to Thursday from 8,30 am to 5,00 pm
Friday: from 8,30 am to 2,00 pm

ICT Support Services

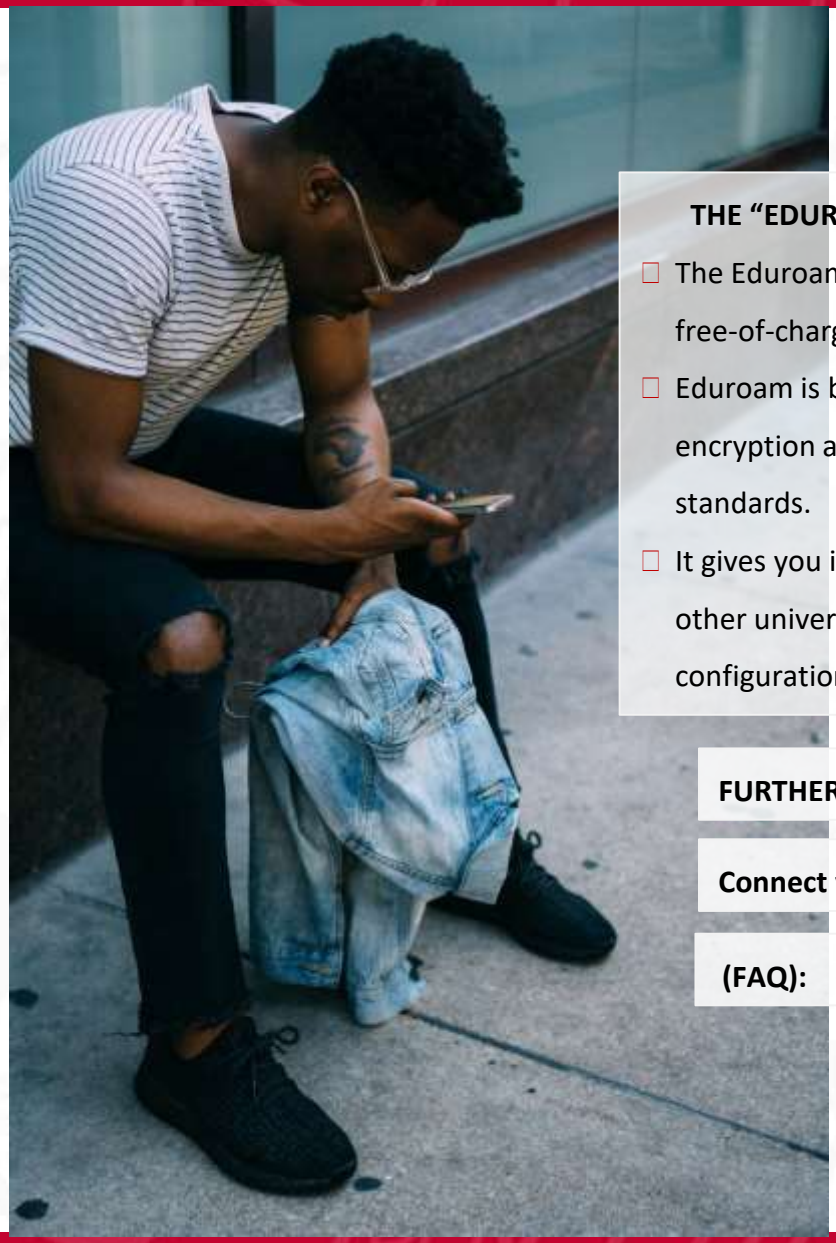
TECH SUPPORT SERVICES

- **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.



THE "EDUROAM" WI-FI NETWORK

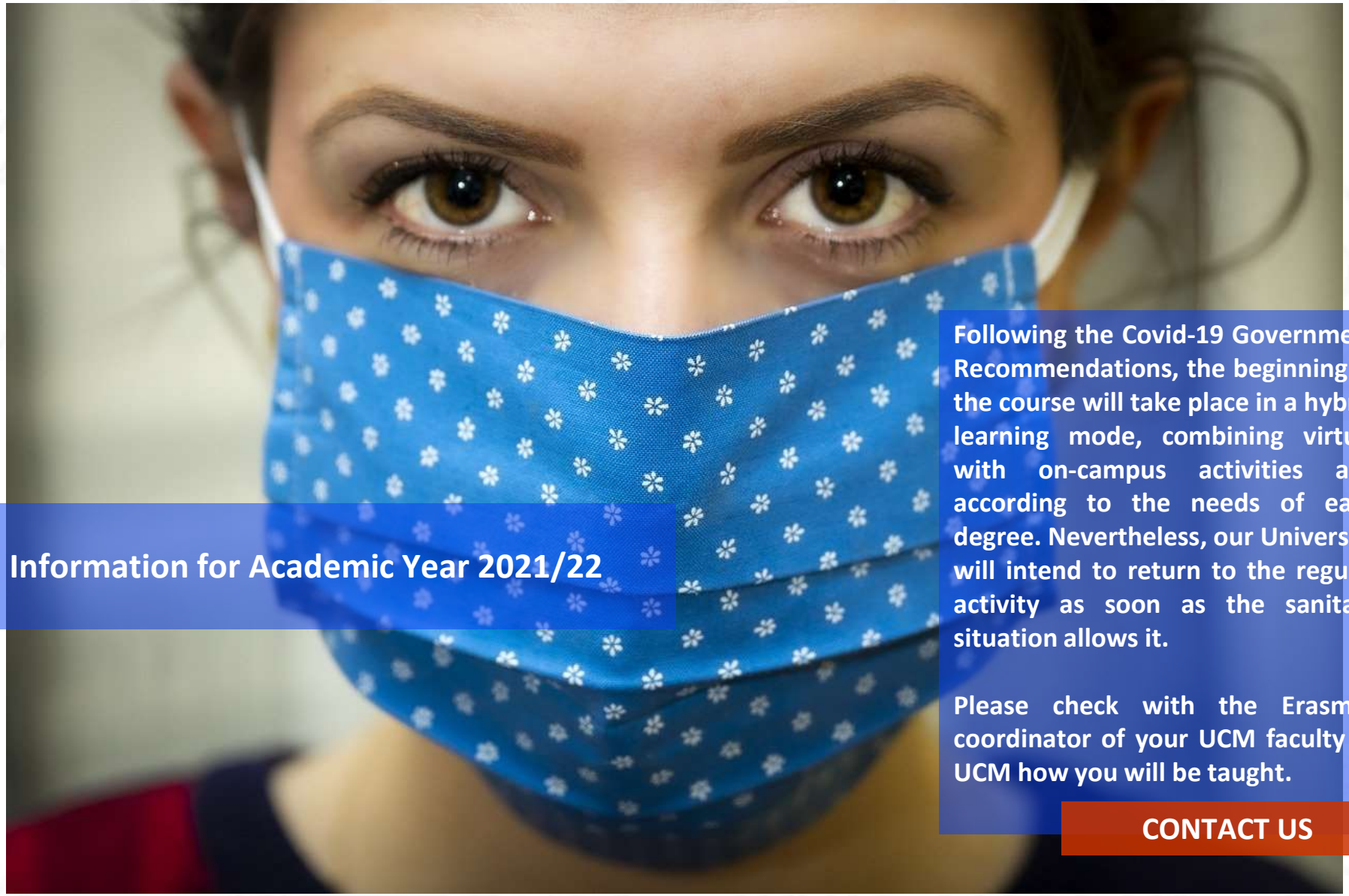
- The Eduroam Wi-Fi roaming service is free-of-charge to users.
- Eduroam is based on the most secure encryption and authentication standards.
- It gives you internet connectivity in other universities abroad with the same configuration.

FURTHER INFORMATION:

Connect your device to Eduroam

(FAQ):

Teaching and Learning in 2021-22



Information for Academic Year 2021/22

Following the Covid-19 Government Recommendations, the beginning of the course will take place in a hybrid learning mode, combining virtual with on-campus activities and according to the needs of each degree. Nevertheless, our University will intend to return to the regular activity as soon as the sanitary situation allows it.

Please check with the Erasmus coordinator of your UCM faculty at UCM how you will be taught.

CONTACT US

European Health Insurance Card

- 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 dicounts as Spanish residents.
- **Emergency** telephone: **112** (no area code needed)

ESN

Erasmus Student Network
UCM Madrid

ESN UCM ASSOCIATION:

- ESN UCM helps for a rapid integration of Erasmus Student
- It organizes cultural, social and sports activities:
  - Trips to the best places and cities in Spain
  - Themed parties
  - Visits to museums
  - Sport competitions
  - Language exchange
  - International dinners
  - Dance lessons, etc…

Register of Foreign Nationals

Central Register of Foreign Nationals

As an EU national, you must register with the Central Register of Foreign Nationals (**Registro Central de Extranjeros**)

What documents do I need?

1. Oficial form (EX-18), two copies, filled and signed by the UE national, available at Ministry of Employment
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. Eramus accreditation

Application Period

- No later than 3 months after arriving in Spain.
- Fee: 10, 78€ (it must be paid before the issue of the certificate)

Further information: Spanish Immigration Portal

Culture

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…

Internacional Campus of Excellence

In December 2009, Spain's Ministry of Education recognized the Complutense University of Madrid (UCM) and the Technical University of Madrid (UPM) as partners in an International Campus of Excellence, Moncloa Campus.

The Moncloa Campus Project identifies six thematic clusters:

1. Global change and new energies
2. Materials for the future
3. AgriFood and health
4. Innovation in health
5. Heritage
6. Sustainable Mobility.

Cultural Heritage

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

Cultural Heritage

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

Sports

The Complutense University has an extensive range of indoor and outdoor sport facilities (260,000 m2) located on campuses

Faculty sport clubs provide the opportunity to participate in inter-faculty competitions, such as:

- women's and men's basketball
- men's handball
- women's and men's futsal
- men's 7 & 11-a-side football leagues
- women's and men's rugby
- women's and men's volleyball

In addition, during the academic year the UCM organizes a competition between universities of Madrid, as well as single championships in a great variety of categories.

There are specific exercise programmes, such as body conditioning, fitness, yoga, pilates, bodysculpt, tennis, paddle, swimming, etc. and assistance program for high level athletes.

Sport Website
Facilities, Student Sport Cards, …

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.

Student Services

HALLS OF RESIDENCE

The Halls of Residence provide residence for students and promote cultural and scientific training and the practice of sports for those who live there. The Halls of Residence plan their activities to serve the University community.

The UCM has 36 student residences, 5 belonging to the University and 31 public or privately owned.

OTHER ACCOMMODATION POSSIBILITIES

BEroomers

HOUSING ANYWHERE

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

Centro de examen DELE INSTITUTO CERVANTES

siele SERVICIO INTERNACIONAL DE EVALUACIÓN DE LA LENGUA ESPAÑOLA

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)

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 Infraestruture
- Avant-garde facilities

OFFICIAL TOURISM WEBSITE

FAQs

Frequently Asked Questions

erasmus1@ucm.es