GUIDE FOR ERASMUS INCOMING STUDENTS
Academic year: 2020-2021

We welcome Erasmus Exchange students coming to Universidad Complutense de Madrid (UCM). To be nominated students you need to contact the Erasmus Coordinator at home institution.

An Erasmus+ interinstitutional agreement between both institutions in the specific subject area is needed, otherwise mobility will not be possible.

Students must be nominated by their Erasmus Coordinator, by following next steps:

I. NOMINATIONS:

UCM e-nomination procedure for incoming students is managed through moveonnet, of which our institution

is user. (See www.moveonnet.eu)

Only information received through moveonnet will be processed; unless you use MOVEON4, then you can send your nomination by this platform.

Otherwise, to nominate your students, please

https://ww.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.

Using this link, the partner university informs UCM about nominated student data: name, sex, date of birth, Email, subject, level of study and number of semesters.

II. ACKNOWLEDGEMENT:

UCM confirms the receipt of the nominations by sending an email both to the partner university and the student. This email provides with further information related to the application procedure.

This acknowledgement email to the nomination does not imply acceptance!!!
Once students have received this acknowledgement e-mail they can start the application process.

III. APPLICATION DEADLINES

Semesters	From	To
Full academic year (September-June)	1 April	30 May
First semester (September-February)	1 April	30 May
Second semester (January-June)	15 October	30 November

For Philology Students	From	To
Full academic year (September-June)	1 April	15 May
First semester (September-February)	1 April	15 May
Second semester (January-June)	15 October	15 November

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

At least B1 Level is required (According to the European Common Framework of Languages)
B2 is required in some faculties. Please see: https://www.ucm.es/english/language-requirements

Philology students, please see: https://www.ucm.es/english/language-requirements#filol

Fine Arts students: CERTIFICATE Level B2 of SPANISH is required. All classes are in Spanish.

All Erasmus nominated students need to complete the UCM on-line

Application Form.

https://ucm.moveon4.de/form/53038cf80f9d302c69000003/eng

All sections should be completed.

The application can be modified, saved and finally completed in multiple sessions before final submission. If any modification to the application is needed once it has been submitted online, please, do it by e-mail to: erasmus1@ucm.es

You must upload the following documents to your application:

- Photo (jpg,jpeg)
- Learning Agreement (signed and stamped by your home Institution) (pdf)
- Transcript (pdf)
- Languages certificate (only compulsory for Philology, Media & Communication Science, Commerce and Tourism and Geography & History and Fine Arts students)

You can submit your application once all the sections on the menu are marked with green checkmarks. No more changes will be possible after submitting the application!

If any modification to the application is needed once it has been submitted online, it will be done by e-mail.

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

VI. ACCEPTANCE:

After checking applications, UCM will send an acceptance email both to the student and the partner institution.

Two other situations are possible:

- o Refusal: If UCM cannot accept a student, both the student and the partner institution will receive an email.
- o Cancellation: If a student withdraws from the programme, the partner institution will inform UCM as soon as possible.

We thank our partners for their cooperation.