



PROCEDURES FOR ERASMUS INCOMING STUDENTS Academic year: 2014-2015

Erasmus Exchange students coming to Universidad Complutense de Madrid (UCM) need to contact the Erasmus Coordinator at their home institution. **We can only consider students from institutions with which we have a current Erasmus+ Bilateral Agreement in the relevant subject area.**

An Erasmus+ agreement between both institutions in the specific subject area is needed otherwise mobility will not be possible. Unfortunately, due to pressure of numbers, “free movers” can not be accepted.

Students must be nominated by their Erasmus Coordinator.

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

To nominate your students, please follow this link:

www.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 to the partner university and to the student, providing further information related to the application procedure.

This acknowledgement email 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 (October-June)	7 April	15 June
First semester (October-February)	7 April	15 June
Second semester (February to June)	15 October	30 November

For Medicine Students	From	To
Full academic year (October-June)	7 April	15 May
First semester (October-February)	7 April	15 May
Second semester (February to June)	15 October	30 November

IV. LANGUAGE REQUIREMENTS:

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

B1 Level is advised (According to the European Common Framework of Languages)

UCM offers a FREE Spanish Language Course to students who apply for it. The student must apply for the Spanish Language Course by checking the corresponding box in the on-line Application Form. This course is not open to Students whose Spanish Language level is C-1 or C-2.

For Philology students please see: <https://filologia.ucm.es/data/cont/media/www/pag-44788/REQUISITOS%20DE%20LENGUAS.pdf>



V. APPLICATION PROCEDURE

All Erasmus students need to complete the UCM on-line **Application Form**.
Please, click on the following link:

<http://forms.moveon4.com/1160/form/53038cf80f9d302c69000003/eng>

All sections should be completed.
You have the option to complete and save your application in multiple sessions.

erasmus1@pas.ucm.es

erasmus2@pas.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)

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, it will be done by e-mail.

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

V. ACCEPTANCE:

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

Two other situations are possible:

Refusal: If UCM cannot accept a student, both she/he and the partner institution will receive an email.

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.