



NOMINATION AND APPLICATION PROCEDURE FOR EXCHANGE STUDENTS MOBILITY (non Erasmus):

Length of the semester at the UCM:

- ❖ 1st Semester (Fall Semester): September 2023 – January 2024
- ❖ 2nd Semester (Spring Semester): January – June 2024

General Academic Calendar: <https://www.ucm.es/calendario-escolar>

STEP 1: Students Nomination

The students need to be officially nominated by their home University. The nomination will be done by sending an email to conveniosin@rect.ucm.es with the following data:

NAME	SURNAME	Email	Exchange Period ("1st Semester or "2nd Semester")	Nº Pasaporte

STEP 2: Online Application (MoveOn Platform)

In order to complete the acceptance process, all nominated students must fill in the UCM online application. Please follow the instructions below:

1. **Access to Move-On (Mozilla Firefox recommended):**
<https://ucm.moveon4.de/locallogin/53038cf80f9d302c69000003/eng#>
 - All sections should be completed
 - You have the option to complete and save your application in multiple sessions.
 - Once you have submitted the application online, any modification will be done by e-mail: conveniosin@rect.ucm.es
2. **You must upload the following documents to complete your application:**
 - a. CV
 - b. Valid Passport
 - c. Spanish language certificate. You can check the language requirements here: <https://www.ucm.es/language-requirements>.
 - d. If your native tongue is Spanish, there is no need to provide us with a language certificate, you can put C1.
 - e. Transcript of Records
 - f. Learning Agreement with the courses you would like to follow at UCM: <https://www.ucm.es/file/ra>.
3. **DEADLINES (<https://www.ucm.es/plazos-deadlines-erasmus>):**
 - a. First Semester/ Fall Semester (September 2022 – January 2023):
2 April - 30 May
 - b. Second Semester/Spring Semester (January – June 2023):
15 October - 30 November

STEP 3: Courses Selection

You can consult our academic offer at the UCM:

- **Grado** (Undergraduate degree): <https://www.ucm.es/grado>
- **Máster** (Postgraduate degree): <https://www.ucm.es/master>
- **Doctorado** (PhD): <https://edotorado.ucm.es/>

CLARIFICATION:

In Europe, courses are set under the ECTS (European Credit Transfer and Accumulation System). Most of the semestral courses are set under **6 ECTS** but it will be usual to find some exceptions depending on each degree.

Here is an example for Law Undergraduate program on how to see and select subjects (list of degrees on the In Europe courses are under the ECTS (European Credit Transfer and Accumulation System).)

Segundo Curso		ECTS
Primer cuatrimestre		
Derecho Penal I		7
Derecho Administrativo I		8
Derecho Comunitario		6
Derecho Internacional Público		6
Derecho Civil III		6
Segundo cuatrimestre		
Derecho Penal II		7
Derecho Administrativo II		8
Derecho Procesal I		6
Derecho Financiero y Tributario I		6

As shown in the table, subjects are taught under a determined period, either in the first semester or in the second semester.

Given this, if a student wants, for example, to take **Derecho Penal I**, he/she will only be able to come to the first semester.

Subjects

IMPORTANT:

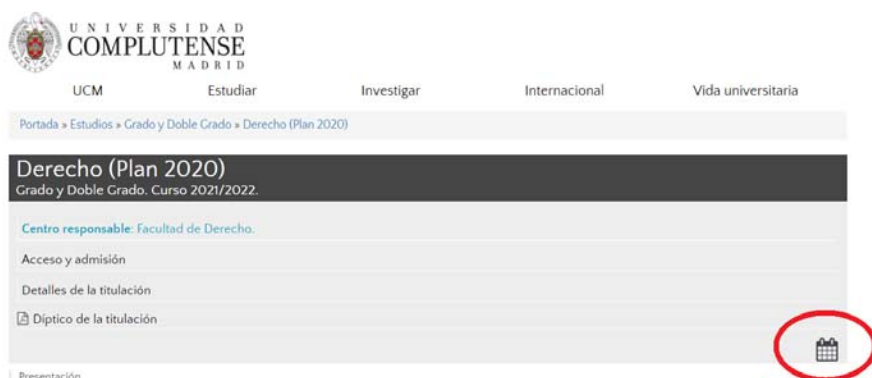
Students can NOT apply to:

- Subjects of the first year of the undergraduate programs.
- Subjects given on graduate programs facilitating the entrance in professional regulated areas.
- Master's courses if they are not graduate of their home universities.
- PhD students should send a work plan in order to apply for a tutor.

Before you choose your courses, please check the corresponding schedules because they may overlap if subjects are from different years or faculties.

For example, courses and timetables for Law Degree:

- 1) Go to <https://www.ucm.es/grado>, click on Law and then on the "calendar icon" shown in the picture.



- 2) Click on the course of your selection to consult the course's information sheet and the schedule.

GRADO EN DERECHO (2020)

Curso Académico 2021-22

Curso 1				
Código	Asignatura	Carácter	Créditos	Ofertada
805822	DERECHO CIVIL: DERECHO DE LA PERSONA Y DE LAS RELACIONES FAMILIARES	BÁSICA	6.0	Si
805814	DERECHO CONSTITUCIONAL: CONSTITUCIÓN Y FUENTES DEL ORDENAMIENTO JURÍDICO, JUSTICIA CONSTITUCIONAL	BÁSICA	6.0	Si
805821	DERECHO CONSTITUCIONAL: ORGANIZACIÓN CONSTITUCIONAL Y TERRITORIAL DEL ESTADO	BÁSICA	6.0	Si
805813	DERECHO ROMANO	BÁSICA	6.0	Si
805820	FILOSOFÍA DEL DERECHO	BÁSICA	6.0	Si
805819	FUNDAMENTOS DEL DERECHO MODERNO Y CONTEMPORÁNEO	BÁSICA	6.0	Si
805818	FUNDAMENTOS DEL DERECHO PENAL Y CONSECUENCIAS JURÍDICAS DEL DELITO	BÁSICA	6.0	Si
805816	HABILIDADES BÁSICAS DEL JURISTA	OBLIGATORIA	3.0	Si

You have to possibility to follow courses from different degrees or faculties as long as you respect the following conditions:

1. You can NOT enroll in:

- Subjects of the first year of the undergraduate programs.
- Subjects given on graduate programs facilitating the entrance in professional regulated areas.
- End-of-degree and end-of-master's work subjects.
- Master's subjects if you have not completed your master's degree at your home university.

2. A B1 level in Spanish is mandatory

- For **Philology, Geography, History and Communications Sciences studies**, a higher language knowledge is required (**DELE o B2 SIELE**).
- For Masters and Doctorate, it is highly recommended a C1 Spanish level, since courses or investigation programs in other languages cannot be guaranteed.
- For more information please see: <https://www.ucm.es/language-requirements>.

3. Number of credits you can choose without any additional cost*:

- Between 12 y 30 ECTS per semester for **undergraduate** programs.
- Between 12 y 18 ECTS per semester for **graduate** programs.

4. Please take into account specific conditions depending on the faculties:

<https://www.ucm.es/limites-y-condiciones-visitantes>.

IMPORTANT:

- If the exchange mobility is programmed for one semester, annual subjects cannot be taken
- Students that are studying an undergraduate program are not able to choose subjects from graduate levels.
- The registration of subjects will be free (maximum 30 ECTS credits for undergraduate studies and 18 ECTS credits for graduate studies), although there is a possibility to pay an administrative fee that could be a maximum of 100€ and that would be paid, where appropriate, when the registration is formalized.

STEP 4: The last one!

Once you selected the courses you would like to follow, please fill in the "learning agreement" (available in <https://www.ucm.es/file/ra>) or a similar one containing the following information:

- **NAME AND SURNAME**
- **HOME UNIVERSITY**

Faculty	Degree	Subject code	ECTS Credits	Name of the subject	Level 2º, 3º or 4º	Semester

<i>Example:</i>	Historia del Arte	801653	6	Literatura contemporánea	2	1
Facultad de Geografía e Historia						

You must upload the document with your application or you can send your document at conveniosin@rect.ucm.es

It is important to provide us with the following data in order to identity you:

- Name, email, Home University, period of stay, UCM faculty where you will be studying.

DO NOT FORGET TO DO EVERYTHING WITHIN THE DEADLINE:

- First Semester/Fall Semester (September 2022 – January 2023):
2 April – 30 May
- Second Semester/Spring Semester (January – June 2023):
15 October - 30 November

Once acceptance has been obtained from the Faculty (or Faculties), we will send the acceptance letter by email from the UCM to the Mobility Office of the home university and to the student.

() It is recommended to book flight tickets and to contract your international medical insurance (covering the entire period of the exchange) only after having received this letter.*

Once you arrive in Madrid...

We will have a welcome meeting. We will inform you about the date and time in the acceptance letter. The meeting will be held at Salón de Actos del Edificio de Estudiantes de la UCM. It is located in the Student Office building in calle Avenida Complutense, s/n 28040 Madrid. At the meeting, we will give information on how and where to register your courses.

If you have any doubts about the classrooms or the timetables of the subjects you have chosen, you should ask at your Faculty (<https://www.ucm.es/oficinaserasmus>). If you wish to make any changes to the initially proposed curriculum, you will have to contact the International Relations Office.

When your stay is over...

When you finish your courses, you must request and pick up your transcript of records from the **Visiting Student Office** fill in the following online form: <https://www.ucm.es/certificado-visitantes>.

Remember that you can find useful information here: <https://www.ucm.es/informacion/estudiantes-internacionales>

If you have any questions about this mail, you can contact our International Relations Office at the following e-mail address: conveniosin@rect.ucm.es

Kind regards,