

BAES Mobility (Incoming Students)

GUIDELINES FOR BAES STUDENTS APPLYING FOR A MOBILITY SEMESTER AT THE UCM
(Tips for Mobility - INCOMING STUDENTS)

Important Information BEFORE the mobility:

Please bear in mind that exchange students are **solely responsible** for:

- Obtaining at their own cost passports, visas and other travel documents (*Acceptance by the host institution of an exchange student onto an exchange programme does not guarantee that the student will obtain a visa or necessary travel documents to enter the host country*).
- Meeting all entry requirements of the host country;
- Travel expenses to and from the host country and within the host country;
- Finding and paying for their own accommodation and living expenses. However, the Host Institution (UCM) offers students the following services to help them find accommodation in Madrid. See:
 - o [Private Housing Agencies](#)
 - o [Residence Hall](#)
 - o [Programa Convive](#)
- **Health insurance is obliged:** Obtaining any additional insurance policies (including health insurance) covering the entire period of your stay at UCM.

EU-inhabitants, please, visit the following links:

- [European Health Insurance Card](#) (Blue card)
- [Health](#)

Non-EU:

- A copy of your application for health insurance in Spain is needed.
- For **student on trainships**: a Civil Liability Insurance is obliged.

2025-26 ACADEMIC CALENDAR

UCM Faculty of Communication (Major in Communication):

- . First term (*including the ordinary exam period*): 08.09 - 16.01 (exams results by 02.02)
- . Second term (*including the ordinary exam period*): 19.01 - 29.05 (results by 10.06)
- . Retake period: 11.06 - 26.06 (results by 09.07)

[Faculty Location](#): Avenida Complutense, 3, Moncloa - Aravaca, 28040

UCM Faculty of History (Major/Minor in History):

- . First term (*including the ordinary exam period*): 05.09 - 22.01 (exams results by 02.02)
- . Second term (*including the ordinary exam period*): 26.01 - 29.05 (results by 10.06)
- . Retake period: 15.06 - 26.06 (results by 08.07)

[Faculty Location](#): Edif. B, Calle del Prof. Aranguren, s/n, Moncloa - Aravaca, 28040 Madrid



UCM Faculty of Economics (Major in Economics, Minor in Business):

- . First term (*including the ordinary exam period*): 05.09 - 16.01 (exams results by 03.02)
- . Second term (*including the ordinary exam period*): 19.01 - 20.05 (results by 10.06)
- . Retake period: 12.06 - 27.06 (results by 09.07)

Faculty Location: Campus de Somosaguas, Pozuelo de Alarcón, Madrid, 28223

UCM Faculty of Education (Minor in Education):

- . Second term (*including the ordinary exam period*): 26.01 - 29.05 (exams results by 10.06)
- . Retake period (*including the ordinary exam period*): 11.06 - 26.06 (results by 08.07)

Faculty Location: Calle del Rector Royo-Villanova, 1, Moncloa - Aravaca, 28040

UCM Faculty of Law (Major in Law):

- . First term (*including the ordinary exam period*): 08.09 - 16.01 (exams results by 02.02)
- . Second term (*including the ordinary exam period*): 19.01 - 29.05 (results by 10.06)
- . Retake period: 08.06 - 03.07 (results by 08.07/13.07)

Faculty Location: Plaza Menéndez Pelayo, 4, Moncloa - Aravaca, 28040

UCM Faculty of Politics (Major in Politics, Minor in Diversity, Minor in Politics, Minor in Nationalism, Minor in Social Challenges):

- . First term (*including the ordinary exam period*): 08.09 - 16.01 (exams results by 02.02)
- . Second term (*including the ordinary exam period*): 19.01 - 29.05 (results by 10.06)
- . Retake period: 08.06 - 30.06 (results by 08.07)

Faculty Location: Campus de Somosaguas, Pozuelo de Alarcón, Madrid, 28223

Christmas Holidays: December 19th – January 7 (both inclusive)

Easter Holidays: March 27th – Abril 6 (both inclusive)

[Map with all UCM Faculties](#)

WHICH SUBJECTS CAN BE TAKEN AT UCM EACH SEMESTER OF THE MAJOR? Check this [link](#)

CLASS SCHEDULE Check this [link](#)

EXAM DATES

You can find the exam dates in the [UCM BAES Website](#); also, you can check the website of the Faculty responsible for your Major/Minor. If they exam dates have not been posted yet, please continue checking regularly or consult with your major professors (*the faculties where the majors are taught are responsible for setting the exam dates*).
No exams are held after the 15 July.

Please, check the following section **“FIRST STEPS AT UCM”** to get information about:

- . UCM Email Activation
- . Log in to your UCM account
- . Differences between Virtual Campus and UCM account

- . University Smart Card (TUI)
- . Two Factor Authentication (2FA)
- . Forgot your password?
- . Log in to Virtual Campus
- . UCM WIFI

REGISTERED COURSES

When will I be enrolled at UCM?

- . Students in the first part of the major (second semester): between June-July.
- . Students in the second part of the major (first semester): between November-December.

I am already enrolled, how can I view my enrollment in UCM GEA Portal?

Go to <https://geaportal.ucm.es/>, select "**OTROS SERVICIOS**" (*Other services*) and log in with your UCM account.

From the menu on the left, please select "**MATRÍCULA**" (*Enrollment*): "*Resumen de mi matrícula*" (*Summary of my enrollment*) to check your courses.

You can download a document that serves as proof of the subjects you are enrolled in.

ONLINE LEARNING AGREEMENT (this section is only for students who has an Erasmus Grant):

What information should be included about the host/home institution?

1. Exchange details →

Receiving substitution: *always* Faculty of Law (*regardless of your major since BAES is associated with the Faculty of Law*), regardless of the major you choose.

Start date & End date:

- . Students in the first part of the major (second semester): September 1, 2025 – January 30th, 2026
- . Students in the second part of the major (first semester): January 19th – June 26th, 2026

2. Institution UCM contacts: BAES UCM (baes@ucm.es), Enrique Vallines.

3. Stay (receiving), Learning Components → UCM Major subjects, name, code/, ECTS, you can find [the information in this link](#)

Institution sending institution:

LEUVEN: Surname: Tutenel; Name: Sylvia; email: baes@kuleuven.be

UNIBO: Surname: Mobility Office; Name: International; email: spbo.erasmus@unibo.it

JU: Surname: Nawrot-Adamczyk; Name: Izabela Urszula; email: izabela.nawrot-adamczyk@uj.edu.pl

CERTIFICATE OF ATTENDANCE (UNIBO) / CONFIRMATION OF STAY (LEUVEN & JU)

When you will arrive at UCM, please send a copy of your arrival boarding pass (plane) or ticket (train/bus) to baes@ucm.es. When you will leave UCM, you have to do the same process with your departure boarding pass (plane) or ticket (train/bus).

What is the purpose of this document? It's a proof to be able to receive the Erasmus Grant from your Start University.



UCM TRANSCRIPT OF RECORDS

When will I receive the Transcript of Records issued by the UCM?

- . Students in the first part of the major (second semester): from September - October 2026.
- . Students in the second part of the major (first semester): from February - March 2026

INTERNSHIP AT UCM

Undertaking a BAES internship is only possible during the major semester, so either in the 2nd semester of year 2 or the 1st semester of year 3 but even then, it is your major university that determines whether or not an Internship can be opted for as not all universities and specializations allow for it.

Please refer to [Internship portal — Student portal](#) and [Bachelor of European Studies \(Programme for students started before 2025-2026\) \(Leuven et al\) - Programme structure | KU Leuven](#) for the general BAES internship information.

For more information: [UCM – specific internship webpage](#)

BAES ACADEMIC COORDINATORS

General Academic Coordination: Professor Enrique Vallines García (baes.academic@ucm.es)

General Administrative Coordination: Ms María Ferrer Sánchez (baes@ucm.es)

Faculty of Communication: Professor Olga Kolotouchkina Shevdova (olga.kolotouchkina@ucm.es)

Faculty of Education: Professor Gonzalo Jover Olmeda (decedu@ucm.es)

Faculty of Economics: Professor Cristina del Campo (baes.ccee@ucm.es)

Faculty of History: Professor Inmaculada Matía Polo (mmatia01@ucm.es)

Faculty of Law: Professor María Moreno Serrano (marimo36@ucm.es)

Faculty of Politics: Professor Alfonso Casani (acasani@ucm.es)

If you have any questions, please contact us: baes@ucm.es

Guide updated 2025/26 AY
BAES UCM (baes@ucm.es)

