

INFORMATION GUIDE FOR INCOMING MOBILITY STUDENTS

Faculty of Law

Academic Year 2019/2020

**International Relations Office
International Relations Associate Deanship
May 2019**

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ANNEX 1: COURSE LIST 2019/2020

The present document collects the information about the procedures and dates that have to be done to participate as an incoming student at the Faculty of Law of the *Universidad Autónoma de Madrid* (UAM) during the academic year 2019/2020.

Encontrarás información útil en:

- [Oficina de Relaciones Internacionales Facultad de Derecho](#)
- [Oficina de Relaciones Internacionales Central](#)

1. SUMMARY OF THE PROCEDURE

Stated below are the main steps that the nominated student within a mobility Program has to follow.

Before arrival, the student must:

- Be sure that the Home University has nominated him/her to study at UAM's Faculty of Law and Political Sciences during the academic year 2019/2020 within a mobility Program, informing the International Relations Office of the Faculty of Law (*Oficina de Relaciones Internacionales de Derecho* or "**ORI of the Faculty of Law**").
- Register as a UAM user (online procedure).
- Fill in the Application Form (online procedure).
- Send the Learning Agreement duly filled along with the certificates or evidences of Spanish B1 or above level (see Section 3.11).
- Do an online wish-list selecting the courses that the student wants to take, taking **special care to not select courses whose schedules may clash**.

Once at UAM, the student must:

- Register at UAM upon arrival.
- Attend the Information Meeting and Welcome Event.
- Start classes the first day of the academic year, as indicated in the academic year calendar.

Herewith, you will find a summary-table with the important dates, the means of processing and the responsible department.

What	When	How	Responsible
1- Nomination from the home university	Until May 15th, 2019 (1 st semester and full year) Until October 18th, 2019 (2 nd semester)	E-mail	ORI of the Faculty of Law
2- Register as UAM user	May 15th – June 15th, 2019 (1 st semester and full year)	On-line	Main International Relations Office (Plaza Mayor Building)
3- Application form	June 16th – October 31st, 2019 (2 nd semester)		
4- Admission resolution	Non EU students: June 30th, 2019 (1 st semester) / Nov. 15th, 2019 (2 nd semester) EU and EEE students: July 8th, 2019 (1 st semester)/ Nov. 30th, 2019 (2 nd semester)	E-mail	Main International Relations Office (Plaza Mayor Building)
5- Learning agreement	Until June 30th, 2019 (1 st semester and full year) Until October 31st, 2019 (2 nd semester)	Mail or e-mail	ORI of the Faculty of Law
6- Course wish-list	July 23rd- 26th, 2019 (1 st semester and full year) December 17th – 19th, 2019 (2 nd semester)	On-line	ORI of the Faculty of Law
7- Registration upon arrival	September 1st – 15th, 2019 (1 st semester and full year) January 16th – 31th, 2020 (2 nd sem.)	In person	Main International Relations Office
8- Welcome meeting (mandatory attendance)	Sept 4th, 2019 (first semester and full year) January 23th, 2019 (second semester)		Faculty of Law
9- Beginning of classes	September 9th, 2019 (1 st sem.) January 28th, 2020 (2 nd sem.)		ORI of the Faculty of Law

1. BEFORE ARRIVAL

1.1 REGISTRATION AS UAM USER

Firstly, the student has to register as UAM user. Once registered, a username and a password will be provided. This password will be needed to make arrangements in our University. To successfully register as UAM user, please read the instructions in the section “Before arriving”, in the link below. Please note, you must read the instructions relevant to the program through which you are coming to UAM.

[http://www.uam.es/UAM/\(en\)3Erasmus-Antes/1242649728991.htm?language=en&pid=1242663040257&title=Before%20arriving%20-%20Erasmus%20for%20studies](http://www.uam.es/UAM/(en)3Erasmus-Antes/1242649728991.htm?language=en&pid=1242663040257&title=Before%20arriving%20-%20Erasmus%20for%20studies)

1.2 APPLICATION FORM

Once registered, the student will be able to access the Application Form and fill it in using the same username and password provided in the previous step. The instructions needed to access and fill the form can be found in the following link in the section “Before arriving”. Similarly, please select the relevant international program:

[http://www.uam.es/UAM/\(en\)3Erasmus-Antes/1242649728991.htm?language=en&pid=1242663040257&title=Before%20arriving%20-%20Erasmus%20for%20studies](http://www.uam.es/UAM/(en)3Erasmus-Antes/1242649728991.htm?language=en&pid=1242663040257&title=Before%20arriving%20-%20Erasmus%20for%20studies)

1.3 LEARNING AGREEMENT

The Learning Agreement is a document where the student lists the courses they wish to take at UAM. Once filled, it has to be sent via mail or e-mail to the ORI of the Faculty of Law, with the signature of the student and also with the signature and stamp of the home University. UAM will send each student an official Letter of Acceptance once the ORI of the Faculty Law has accepted the Learning Agreement.

The list of available courses for the academic year 2019/2020 can be found here once it is uploaded in late-May:

http://www.uam.es/ss/Satellite/Derecho/es/1242658842935/contenidoFinal/Informacion_Importante.htm

It is also important to check the sections 12 and 13 of this guide to see the courses that are unavailable for mobility students or those that have special requirements.

1.4 COURSE WISH-LIST

For the next academic year 2019/2020 the students willing to study at the Faculty of Law of UAM will have to make an **online wish-list**, choosing the groups of each course they want to take. The choices will be saved on a first-come first-served basis therefore, if there are places available, and the student requests it, before anyone else, the place is guaranteed for that particular student. Since some groups have limited places, it is important to make the wish-list as soon as possible. Students must **pay careful attention** to the **class schedules** before doing the online wish-list as these are the courses they will be enrolled in, in September.

The wish-list can be done in the following link: <http://premat.fder.uam.es/ori>, where students will find further instructions on how to proceed. The **students coming for the first semester or the full year** will fill their wish-list from **July 23th until the 26th, 2019**. The period for **students coming during the second semester** will be from **December 17th until the 19th, 2019**. A couple of days before this timeframe, the ORI of the Faculty of Law will send a reminder e-mail. You must create a user account for doing the wish-list. The student must take into account that the App will be closed until right before the reservation period starts, therefore they will not be able to create their account until then.

What happens if I do not do the wish list on time?

If the student does not accomplish the online wish list during the dates provided, they will only be able to choose from the remaining groups which were not reserved by the students who did complete this online procedure.

Am I already enrolled at UAM with the wish list?

The wish-list guarantees a place in the lectures and seminars of the course groups chosen. Once the student enrollment process is finished by the ORI staff, a copy of the enrollment will be sent to the student.

2. ONCE AT UAM

2.1 REGISTRATION AT THE MAIN INTERNATIONAL RELATIONS OFFICE (PLAZA MAYOR BUILDING, CAMPUS CANTOBLANCO)

Once at UAM, the first thing students should do is register at the Main International Relations Office. Students nominated to the Faculty of Law have to register from **September 1st to the 15th, 2019** (students coming for the first semester and full academic year) or from **January 16th to the 31st, 2020** (students coming for the second semester) in order to be enrolled in the scheduled dates.

For registration, it is essential to bring both the original, and a copy of ID or passport, and health insurance (European Health Insurance Card or private insurance).

2.2 INFORMATIVE MEETING AND WELCOME EVENT AT FACULTY OF LAW

There will be an **Informative Meeting** to greet incoming students to the Faculty of Law on **September 4th, 2019** for those students coming to UAM for the first semester or the full year. There will be another meeting for students arriving for the second semester on **January 23th, 2019**. The time and place is yet to be set. These final details will be sent to incoming students through an e-mail to be sent by the ORI of the Faculty of Law during the previous weeks.

It is strongly recommended to attend this Informative Meeting every international student accepted to study at UAM during the 2019/2020 academic year must attend this meeting, with no exceptions. At the meeting, students will be informed about the organization and studies at the Faculty of Law. After the meeting, students will have the opportunity to meet other students, mentors and the ORI of the Faculty of Law staff over a “coffee break”.

2.3 ENROLLMENT

Enrollment process in the Faculty of Law will be carried out by the ORI staff during August 2019 for the students coming for the first semester and the full year, and during **January 2020**, for students coming only for the second semester. **Enrollment will be done with accordance to the courses and groups chosen by the students in the wish-list.**

IMPORTANT: A place in the group already chosen in the wish-list is the only guaranteed place. This is why it is so important for the students to take a careful look at the schedules of the courses they select at the online wish-list before doing it in order to avoid clashes, incompatibilities and last minute changes. They should keep in mind that the availability of some courses is very limited.

Students will be able to choose subjects from other faculties. To see requirements for how to select subjects from other faculties, see section 17.

Those students that have not done their wish-list of courses will have to go in person to the ORI at the Faculty of Law to complete their enrollment process as soon as they arrive in the UAM. They will only be able to enroll in the courses still available by that time.

2.4 ACADEMIC YEAR CALENDAR

The calendar for the academic year 2019/2020 can be found through the following link:

http://www.uam.es/ss/Satellite/Derecho/es/1242658795191/contenidoFinal/Calendarios_academicos.htm

3. DURING YOUR STAY AT THE UAM

3.1 STUDY PLANS: GRADOS

Since the academic year 2009-2010 onwards, UAM has been implementing new degrees to fit the **European Higher Education Area (EHEA)**, launched along with the Bologna Process.

These study plans are called **Grados**, and during 2018/2019, the years 1st, 2nd, 3rd, 4th, 5th and 6th will be offered.

GRADOS	
Teaching format	Lectures, seminars and tutoring
Attendance requirements and evaluation system	Class attendance is compulsory, as well as the realization of a minimum number of tests or exercises during the semester. That is why it is very important that the students attend every class since the beginning of the semester.
Credits	ECTS

3.2 DEGREES (GRADOS) AT FACULTY OF LAW

At the Faculty of Law the following Degrees are being taught:

- Degree in Law
- Degree in Political Sciences and Public Administration
- Double Degree in Law and Political Sciences and Public Administration
- Double Degree in Law and Business Administration and Management

All the information related to study plans offered at the Faculty of Law can be found visiting www.uam.es/derecho > Estudios

Most of the courses at the Faculty of Law are taught in Spanish. For the year 2019/2020, there will be [the following courses offered in English](#) for exchange students.

Due to the limited range of courses in English, it is required to every student nominated to study at the Faculty of Law to have a B1 level of Spanish (see section 3.11 below).

Incoming students can attend any of the courses offered at the Faculty of Law - if they have included them in the wish-list and if there are places remaining - **with the exceptions listed in sections 12 and 13 of this Guide.**

We recommend the students to enroll in elective courses (*optativas*). In addition, the **afternoon groups** of Law and Law and Business Administration are more likely to be available.

We remind you that the list of available courses for the academic year 2019/2020 will be available here:

http://www.uam.es/ss/Satellite/Derecho/es/1242658842935/contenidoFinal/Informacion_Importante.htm

3.3 UNAVAILABLE COURSES FOR INCOMING STUDENTS AND OTHER REQUISITES

- *First year courses* from any study plan (*Grado*).
- The course "*Inglés aplicado a las ciencias sociales y jurídicas*" (code 17862).

3.4 COURSES WITH SPECIAL CONDITIONS FOR INCOMING STUDENTS

- **Internship program** (Grados):

Incoming students will only be allowed to enroll in this internship program **if their home institution offers internships with similar content and characteristics to the students coming from UAM**. Furthermore, they will need to send an official communication from their home university stating this information before enrolling at the Faculty of Law.

In the event of applying for these internships, incoming students **may choose from the remaining places after UAM students have chosen**. Students will not know if they have obtained an internship or where, until the ordinary awarding process of places is finished. The date is to be determined.

There is another way for the student to undergo an internship in Spain during their mobility period: through the **modality B**, included in the article 3 of the *Reglamento de Prácticas para el Grado en Derecho*, article 5 for double degrees *Derecho y Ciencia Política* and *Derecho y Administración de Empresas*, or article 6 and 7 for *Ciencia Política*. In this case, it is the responsibility of the the incoming student to find the internship and the acceptance at the proposed institution. Once arranged, the Faculty will start the process to sign the corresponding agreement, **only if the home institution of the student has a compulsory or, at least, optional course of internship program**. The procedure guidelines will stick to the current regulation applied to them approved by the Faculty's Committee in their session of the 3rd of February 2016, in the development of the *Reglamento de Prácticas Externas de Grados de la Facultad de Derecho*. All these documents can be found on the webpage of the *Oficina de Prácticas Externas de la Facultad de Derecho*, section "*normativa y documentación*".

- **Research papers**

- **Trabajos de Fin de Grado (TFG, code 17882, 18962, 18961, 18963)** (full year course, taught in Grado, 9 ECTS). Once all of the students of the Faculty of Law are enrolled in this course, incoming students can apply for these projects. A tutor will supervise their work on a previously determined topic and they will have to defend their project/paper at the end of the second semester before a jury. TFG must be done in Spanish. The list of topics will be available in the last week of September 2018 for incoming students.
- **Research under the supervision of a professor or “Trabajo de investigación dirigido por un tutor”** (6 ECTS –one semester-, or 12 ECTS –full year research). In these cases, the student will be graded with a report written by their tutor at the end of their stay.
- **Research at a Master’s level**
(See section 3.10 below)

3.5 SHIFTS: MORNING AND AFTERNOON CLASSES

Classes at the Faculty of Law from UAM are organized following two shifts: morning and afternoon.

- **Morning shift:** From 8:30 to 14:00 approximately.
- **Afternoon shift:** From 15:00 to 21:00 approximately.

The **usual number of classes** for our students is **5 hours per day**. Usually, students have lunch between 13.30 and 16.00, depending on their schedule.

3.6 MINIMUM AND MAXIMUM WORKLOAD

According to UAM rules, admitted students at the Faculty of Law must follow a **minimum and maximum of credits**:

	Minimum workload	Maximum workload
	ECTS	ECTS
Full year	20	60
One semester	10	30

Important: This is the minimum and maximum workload that exists in the Faculty of Law in UAM. Nevertheless, incoming students will also have to take into account and respect the requirements of their home university.

3.7 USUAL WORKLOAD

The usual workload per semester for UAM enrolled students is about 30 ECTS credits in *Grado*. Nevertheless, it is strongly recommended to take into account the extra effort needed when taking courses in another language.

Students also need to be aware that **the evaluation methods will be the same for incoming students and for regular UAM students.**

3.8 COURSES IN OTHER FACULTIES

Incoming students admitted into the Faculty of Law at UAM can also choose courses from other Faculties, but they must consider the following limitations:

- At least 51% of the total amount of credits must be taken at the Faculty of Law.
- IRO of Law will send to you a form at your arrival, in order to select the courses from other faculties.

For further information about the different International Relations Offices at UAM, please visit: http://www.uam.es/ss/Satellite/es/1234886374034/contenidoFinal/Oficinas_por_facultades_y_centros.htm

3.9 EXAMS

The way in which the exams will be taken is indicated in each subject's study plan (*guía docente*). Students usually take **written exams** but some professors accept evaluating them orally, requesting it in advance. The interested students need to ask directly for the professor's permission as soon as possible, once the course starts.

Every course at UAM has **two examination sessions**, the ordinary and the extraordinary for those students who did not pass the ordinary one – published in the Faculty's [website](#). In any case, the student has to take into account that to be able to take the final exam it is mandatory to reach a minimum mark during the seminars sessions. Also, it is mandatory to pass each subject individually (we do not apply the compensation system).

1st Semester		2nd semester	
<i>Ordinary</i>	<i>Extraordinary</i>	<i>Ordinary</i>	<i>Extraordinary</i>
January	June- July	May	June - July

Students need to plan their trip back home considering these dates.

3.10 POST-GRADUATE DEGREES AT FACULTY OF LAW

- **There are no PhD courses.**
- **Master courses:**

Information with regard to Master programs taught at the Faculty of Law can be found through the following link:

http://www.uam.es/ss/Satellite/Derecho/es/1234889428645/sinContenido/Posgrado:_Masters_Oficiales_y_Doctorado.htm.

Incoming students can only apply for courses taught in ***Masters Oficiales*** (official Masters) of ***Democracia y Gobierno, Relaciones Internacionales y Estudios Africano y Máster en Investigación Jurídica*** (it is not possible to attend classes of the *Máster de Acceso a la Abogacía*).

The Master courses are taught in Spanish, even though some materials and lectures are in English. The work can be written and presented in English but is very important that the students have a **high level of Spanish** (minimum B2, but C1 is recommended).

Students who wish to follow Master courses need to apply before their arrival and to obtain an **explicit acceptance from the Master's coordinator**. Interested students need to contact the Master's director directly, sending them an email (and *copying in (CC)* ORI ori.derecho@uam.es) before **June 15th, 2019** (for students coming during the first semester or the full year) or until **October 31st, 2019** (for students coming only during the second semester).

In the email, they should explain that they are mobility students and attach the following documents:

- **Advanced level of Spanish certification** (if Spanish is not the student's mother tongue).
- **Curriculum Vitae** in Spanish
- **Presentation letter from their supervisor/** coordinator at the home institution, with the student's degree and supervisor/ coordinator's contact data

- **Transcript of records** of the previous years (translated into Spanish).
- **Motivation Letter** in Spanish.

If the Post-Graduate students (Master or Doctorate) are only interested in doing a **Trabajo de Investigación** (research paper), and they need to obtain credits ECTS, they will be able to do it through the **Máster en Democracia y Gobierno (20 ECTS during the second semester** and defend it front of a jury in July). Moreover, students must take **two master courses**, one of them being *Seminario de Investigación*, during the first semester. If the student is accepted he/she will be assigned a professor to supervise his/her work. Papers must be turned in and presented orally during **July**. In this case, **the approval of the Director of the Master is required**. Students must send the above documents to gestion.master.democraciagobierno@uam.es and copy in ori.derecho@uam.es, before June 20th, 2019.

- **Research under the supervision of a professor:**

- To do this research the **previous acceptance** of a professor is necessary. Without it, students will not be admitted. Students who wish to do this kind of research should **send** these documents to ori.derecho@uam.es, before June 20th, 2019:
 - **Advanced level of Spanish certification** (if Spanish is not the student's mother tongue). If the professor accepts to tutor the research in English, they can do it in that language.
 - **Curriculum Vitae**
 - **Presentation letter from their supervisor/** coordinator at UAM with the student's degree and the supervisor/ coordinator's contact data.
 - **Research project** (3 to 5 pages) with bibliography.
- Under this model, the student should enroll to the postgraduate subject "*Trabajo de Investigación – estancia sin docencia*", which can be 6 ECTS for one semester or 12 ECTS for full academic year research. The work must be submitted in writing and shall be mentioned on a certificate signed by the teacher/tutor from the Faculty of Law.
- It is recommended that the students enroll or attend **courses related** to their research topic (in Law or Political Sciences) in the Faculty of Law.

3.11 LEVEL OF SPANISH AND SPANISH COURSES

Classes at Faculty of Law are taught in Spanish, as well as the exams (except courses taught in English).

In order to enjoy your stay and obtain a fair academic performance, it is necessary to have sufficient Spanish skills. For the academic year 2019/20 it will be an essential requirement to provide a Spanish B1 certificate, as a part of the admission process, for non-native Spanish speakers (calendar and acknowledge certificates below).

As stated, the student should have a Spanish level equivalent to **B1 from CEFR (*Common European Framework of Reference for Languages*)** at their arrival. We strongly **recommend** the students, and the universities that select them, to have a level of Spanish equivalent to a **B2** from CEFR. **This proof of Spanish B1 level should be attached to the Learning Agreement and be sent before June 30th, 2019.**

During the academic year 2019/2020 the following certificates and evidences of Spanish B1 or above level will be accepted:

- DELE or SIELE certificates
- Test results from the language service of the home university or a different language institute with at least a B1 level.
- OLS online Course results with at least a B1 level and the commitment to enroll in the Spanish course upon arrival at UAM.

You should bear in mind that the courses are shared with students, from their respective course, whose mother tongue is Spanish and the evaluation system is the same for all.

Home Universities are in charge of confirming that their students have a sufficient level of Spanish.

In any case, if your level is lower than that, it is recommended to follow some additional classes before the academic year starts, as well as Spanish courses once at UAM.

UAM offers Spanish courses for Incoming Students. Interested students must register online for those courses, and take a level test in order to register (the exact dates can be consulted at UAM Language Center). The matriculation will take place at the end of September. For further information, visit:

<http://www.uam.es/UAM/Espa%C3%B1ol/1242669658348.htm?language=es&nodepath=Espa%C3%B1ol%20para%20extranjeros> .

These Spanish courses are not part of the program, so **it is not possible to include them in the Learning Agreement (*Acuerdo de Estudios*)** and will not appear in the Transcript of Records. However, the students that have passed the course will receive a certificate with which they will be able to request 4 ECTS at their home University. The “Servicio de Idiomas” at UAM

will provide you with the forms so you can register yourself, they will help you with all the procedures and they will issue the corresponding certificates.

3.12 WHERE TO FIND US?

Cantoblanco Campus is located 15 km away from Madrid centre. There are different ways to reach the campus in public transport in a fast and easy manner.

It is recommended that you buy the “*Abono Transportes*” (monthly ticket for all transportations). You can find additional practical information about this in www.uam.es/riderecho > Enlaces de interés.

3.13 OTHER USEFUL INFORMATION

See www.uam.es/riderecho > Enlaces de interés.

3.14 CONTACT US

		Dirección	Teléfono, fax, email
INTERNATIONAL RELATIONS OFFICE OF THE FACULTY OF LAW	OFICINA DE RELACIONES INTERNACIONALES FACULTAD DE DERECHO	C/ Kelsen, 1 Campus de Cantoblanco Universidad Autónoma de Madrid 28049 MADRID (Spain) www.uam.es/riderecho	Tel. (0034) 91 497 2480 / 2588 / 8231 ori.derecho@uam.es
MAIN INTERNATIONAL RELATIONS OFFICE	SERVICIO DE RELACIONES INTERNACIONALES Y MOVILIDAD (SERIM)	Calle Einstein 5 Edificio Plaza Mayor Campus de Cantoblanco 28049 Madrid. www.uam.es > Internacional	Tel. (0034) 91 497 49 89/ 87 44 Fax: (0034) 91 497 85 97 ori.uam@uam.es
Erasmus Office	Oficina Erasmus	www.uam.es > Internacional	Tel. (0034) 91 497 51 33 erasmus.uam@uam.es
International Agreements	Convenios Internacionales	www.uam.es > Internacional	Tel.(0034) 91 497 21 45 ori.movilidad@uam.es
CEAL	Centro de Estudios de América Latina (CEAL)	www.uam.es > Internacional	Tel.(0034) 91 497 23 92 ceal@uam.es
Visiting students and SICUE	Estudiantes Visitantes y SICUE / Séneca	www.uam.es > Internacional	Tel. (0034) 91 497 51 72 intercambios.uam@uam.es

3.15 MOBILITY MENTORING

The Reception Office (*Oficina de Acogida*) at the UAM along with the ESN (Erasmus Student Network) provide the *Buddy Program* service which connects incoming international students with local students at the UAM with the aim to facilitate their integration and incorporation into life on Campus at UAM.

To participate in this Buddy Program the incoming students have to fill in the following online form <https://goo.gl/forms/LWWM4EB7v62SdCG83> and download the app in their smartphones. They will be assigned to a *buddy* with similar interests and hobbies.

Mentors will provide students with practical help concerning student life (location of classrooms, timetables of courses, professor offices, administration procedures and life on campus), as well as city life (cultural and social events, transportation system etc.). Even before their arrival at Madrid, students will be able to stay in touch with their *buddies* via e-mail.

The Buddy-up program at UAM is an excellent opportunity to improve your Spanish with a native speaker and get acquainted with life in Madrid.

It will also be possible to sign up in the *Tándem* program to improve and practice Spanish with local students. This program is organized by the Erasmus Student Network (ESN).

ANNEX 1: COURSE LIST 2018/2019

Available on our webpage of Facultad de Derecho > [Internacional](#) > [Movilidad Estudiantes Entrantes/Incoming](#) > [Información Importante](#)