Welcome meeting incoming students 2020–21, 2nd semester

Date: 27/01/2021 – online ZOOM
Time: 11:30 hours
International Relations Office
Faculty of Business and Economics
Course selection

Official enrollment document = Matrícula

1. ORIFECO: Course reservation website

2. Sigma: Academic platform used for student’s official registration and enrollment in courses at UAM [https://id.uam.es/id/ helpdesk: cau@uam.es]

3. Moodle: Online learning platform used by professors to share information with students: [https://moodle.uam.es helpdesk: docencia.red@uam.es]

4. Teams: Platform used by professors for online sessions (contact profesor if you can’t see the group)

Your Transcript of Records will show the courses in your “matrícula”
Language courses from our Servicio de Idiomas are not included – separate certificate 4 ECTS
Course change request

Start date second semester:
Monday 08/02/2021

- Request to change courses from your Host Faculty Ciencias Económicas y Empresariales:
  from 08/02/2021 till 15/02/2021

  Online form: (accessible on 08/02/2021 09:00 am)
  https://cutt.ly/CjC2Fo1
  Answers to your requests: a.s.a.p. if spots are available or 22/02/2021 at the latest.

- Request OTHER Faculty’s courses:
  from 01/02/2021 till 12/02/2021

  Online form: (accessible on 01/02/2021 09:00 am)
  https://cutt.ly/XjC2RCN
  Answers to your requests: 19/02/2021

Deadline for course changes: 25/02/2021

The Faculty of Filosofía y Letras only offers limited degrees to Other Faculty’s incoming students.

Sección 2 of the online form contains links to each faculty’s course offer. Make sure you only request courses that are available to you.

For questions regarding other Faculty’s courses, contact the corresponding IRO directly.
As an Exchange student you are allowed to take courses from different degrees, so you need to check the timetables to make sure your courses don’t overlap. If you don’t remember which degree the course belongs to, the Group code on your matrícula will give you the information.

Group code: Z26
1XX = Grado en Administración y Dirección de Empresas
2XX = Grado en Economía
3XX = Grado en Turismo
4XX = Grado en Economía y Finanzas
5XX = Grado en Gestión Aeronáutica
7XX = Grado en Filosofía, Política y Economía (Facultad de Filosofía y Letras)

Group code: X2X
X1X = First-year course NOT AVAILABLE to Exchange students
X2X = Second year
X3X = Third year
X4X = Fourth year
How to read timetable information – horarios y aulas de clase

<table>
<thead>
<tr>
<th>Time</th>
<th>Subjects</th>
</tr>
</thead>
<tbody>
<tr>
<td>16:00-18:00</td>
<td>Economía Pública, Estructura y Relaciones Económicas Internacionales, Economía de la Información</td>
</tr>
<tr>
<td>18:00-20:00</td>
<td>Economía Pública, Estructura y Relaciones Económicas Internacionales, Economía de la Información</td>
</tr>
</tbody>
</table>

2nd and 3rd year courses are divided into sub-groups (X2X and X3X)
You can see which sub-group you belong to depending on your (first) last name registered in SIGMA.

First week of classes, sub-group A starts with in class teaching on campus
Second week of classes, sub-group B will attend in class teaching on campus.

4th year courses are not divided into sub-groups. All students will have in class teaching on the same day.

Dates for in class teaching for courses marked in Orange (90% online) or dates indicated by professors.
Courses from degree Economía, group 226 classroom: 2-101

Our Faculty is divided into 16 sections (módulos) and different floors. The classroom number will tell you where to locate it.

**Classroom 2-101**  
**Modulo: 2**  
**Classroom: 101** – first number of the classroom indicates on which floor it can be found. In this case, on the first floor.

You can find us, The International Relations office, in Módulo A on the first floor.
Contact information

Your International Relations Office

Vice-dean: Prof. Rafael de Arce Borda
E-mail: vicedecano.economicas.rrii@uam.es

Staff:
Mr. Joaquín Arjona
Mrs. Kaman Wu
Mrs. Elena Terrero (Wed, Thu, Fri)

E-mail: ori.economicas@uam.es
Phone: (0034) 914973795 / 5038

Academic coordinator incoming students:
SIGMA - “Tutor de la UAM”.
This professor will sign your Learning Agreement. Attach a copy of your “matrícula” to proof you are enrolled in the courses.

Contact details of all personnel can be found through the UAM directory located on UAM homepage www.uam.es

SERIM Plaza Mayor

- Registration incoming student
- Certificate of arrival and departure

Erasmus
E-mail: erasmus@uam.es
Phone: (0034) 914975133 / 5542

SEMP (Swiss Mobility Programme)
E-mail: semp.mobility@uam.es
Phone: (0034) 914972392

CEAL
E-mail: ceal@uam.es
Phone: (0034) 914975711

Convenios internacionales
E-mail: serim.movilidad@uam.es
Phone: (0034) 914972145

KA107
E-mail: erasmus.ka107.en@uam.es
Phone: (0034) 914972935

SICUE
E-mail: sicue@uam.es
Phone: (0034) 914972392