

Welcome to the Faculty of Science

UAM

Universidad Autónoma
de Madrid



FACULTAD DE
CIENCIAS

excelencia Campus Internacional UAM+
CSIC



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International Relations Office's team

Vicedean of IRR and mobility:

Prof. Fátima Franco Múgica

Directors of the Office:

Marta Sobrón Rosado // Ana Díaz Morales

Email: ori.ciencias@uam.es

Contact information:

Oficina de Relaciones Internacionales Facultad de Ciencias
C/ Francisco Tomás y Valiente, 7
Universidad Autónoma de Madrid
28049 Madrid

Telephone numbers:

00 34 91 497 44 52 (Ana)
00 34 91 497 80 48 (Marta)

Open Hours:

Monday to Friday from 10:00 to 14:00
Always with an appointment (ori.ciencias@uam.es)

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International relations offices and their different duties:

IRO, International Relations Office at the Faculty of Science:

<http://www.uam.es/Ciencias/Internacional/1446752194127.htm?language=es&nodepath=Internacional&pid=1446752194127>

- Course registration
- Mobility coordinator assignation
- Official Transcript of Records, ToR, at the end of the stay.

SERIM, International Relations and Mobility Service at the Plaza Mayor UAM:

<https://www.uam.es/uam/en/international/incoming/estudiantes-intercambio/antes-de-llegar>
<https://www.uam.es/uam/internacional/contacto>

- Admission letter
- UAM Student Card
- Registration
- Attendance Certificate

Essential tasks:

Institutional email:

name.surname@estudiante.uam.es

You can activate it by following the steps at www.uam.es/id

If you have any problem you should contact the UAM's IT Department: cau@uam.es

You can redirect it to another email account, but is very important that you check it regularly. Everyone from the UAM will write to you there. Also, it is necessary for using: MOODLE, SIGMA and the WIFI.

Requesting changes in the Learning Agreement:

At the beginning of each semester we open a period of ten days for changes.

You should send them signed to ori.ciencias@uam.es

Always using the document "Changes in the Learning Agreement"

Useful applications:

SIGMA: https://secretaria-virtual.uam.es/Navegacion/InicioAlumno_cons.html



Is the **administrative** management tool

When you arrive at our Faculty you are already enrolled in the courses and groups stated on your Learning Agreement, so you may check them in Sigma by clicking “Matrícula” on the left menu.

Also, you should confirm your timetable in Sigma by clicking “Publicación Horaria” on the left menu. This step is mandatory to complete a correct course selection avoiding overlaps between classes.

Moodle: <https://moodle.uam.es/>

Please activate your account with your student email as user name.

Is the virtual campus and is managed directly by the **professors**. There you will find:

- Academic guide or syllabus
- Additional teaching materials
- Dates of evaluation
- Grades





Schedules and classrooms:

Where is my classroom?

[https://secretaria-virtual.uam.es/pds/consultaPublica/look\[conpub\]InicioPubHora?entradaPublica=true&idiomaPais=es.ES&planDocente=2021¢ro=104](https://secretaria-virtual.uam.es/pds/consultaPublica/look[conpub]InicioPubHora?entradaPublica=true&idiomaPais=es.ES&planDocente=2021¢ro=104)

You can always ask in the Information Office located at the entrance of every building.

i.e. **01.00.AU.210 (XX.YY.AU.ZÑÑ)**

All classes beginning with **01** are at the **Science building**, the ones with **02** at the **Biology** one and **FM** at the **Faculty of Medicine** (outside the Cantoblanco Campus).

YY: Module

AU = Aula (classroom) or LAB = Laboratory

Z: Floor

ÑÑ: Room

Syllabi of the courses:

Where?

[https://secretaria-virtual.uam.es/doa/consultaPublica/look\[conpub\]BuscarPubGuiaDocAs?entradaPublica=true&idiomaPais=es.ES&_anoAcademico=2021&_centro=104&_planEstudio=445](https://secretaria-virtual.uam.es/doa/consultaPublica/look[conpub]BuscarPubGuiaDocAs?entradaPublica=true&idiomaPais=es.ES&_anoAcademico=2021&_centro=104&_planEstudio=445)

Which info do they provide?

- Name and contact of the professor in charge of the course.
- Class attendance requirements
- Course objectives, prerequisites, semester and language of instruction.
- Course contents and recommended bibliography
- Teaching methodology
- Student workload
- Evaluation procedures
- Calendar

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Keep informed:

Check the news at our website (<http://www.uam.es/ciencias>)

Check the BIE (newsletter from the Faculty of Science):

<http://uam.es/Ciencias/BIE/1446744491898.htm?language=es&nodepath=Boletín%20Informativo%20del%20Estudiante>

Check Erasmus student network, ESN: <https://www.esn.org/> (second floor at the Plaza Mayor)

Welcome days, Low cost travels, Social and cultural activities, etc.

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Other services at the UAM:

Language service:

<https://www.uam.es/uam/servicio-idiomas>

<https://www.uam.es/uam/servicio-idiomas/matricula/espanhol-lengua-extranjera>

Wifi eduroam:

<http://www.uam.es/uam/wifi>

Welcome office (Plaza Mayor): Visa, Buddy Program, Housing, etc.

<https://www.uam.es/uam/internacional/oficina-agocida-internacional>

Sports service:

<https://servdep.sefd.uam.es/>

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