

Frequently Asked Questions and Answers

1. What to do before going to Spain

Please check all the information provided in the following link: [http://www.uam.es/UAM/\(en\)-3-Antes-de-llegar/1446797644351.htm?language=en&pid=1446799017232&title=Before%20your%20arrival](http://www.uam.es/UAM/(en)-3-Antes-de-llegar/1446797644351.htm?language=en&pid=1446799017232&title=Before%20your%20arrival)

2. Language requirements

Good level in Spanish is compulsory in order to work in groups, attend courses and take exams (no official certificate required). We strongly recommend that incoming undergraduate students have at least B1 level of Spanish according to the Common European Framework of Reference for Languages (CEFR) and incoming master degree students at least B2 level.

3. Housing information

Most students live in shared flats in Madrid center where all the social and cultural life happens. The best websites for searching for a shared flat are idealista.com, pisos.com and fotocasa.com. We recommend looking for flats that are well connected to the Cercanías train stops (Atocha, Sol, Nuevos Ministerios) to arrive to the campus relatively quickly. You should be able to find a room in a shared flat for 300-400 euro a month with expenses. Expect to be asked for a 1-2 month deposit but avoid paying an extra month for an agency fee. Finding a good flat can be VERY challenging so we recommend arriving at least a week before classes start to give yourself time to get settled. There are many hostels (hostelworld.com) you can stay at while flat searching.

Other options are university residences:

http://www.uam.es/ss/Satellite/es/1234886380011/sinContenido/Alojamientos_universitarios.htm

http://www.uam.es/ss/Satellite/es/1234886381434/contenidoFinal/Residencia_Universitaria_ERASMO_.htm

For more info you can contact with our [Welcome Office](mailto:oficina.acogida@uam.es): oficina.acogida@uam.es

4. Public transport information

The city has great public transport with a metro, one of the best in Europe <https://www.metromadrid.es/es>, train (Cercanías) <http://www.renfe.com/viajeros/cercanias/madrid/> and buses that reach everywhere. The UAM is located at Cantoblanco Campus, which is connected to the city center (15-25 min) by the Cercanías train (train stop: "Cantoblanco Universidad"). It is useful to download the app Madrid Metro/Bus/Cercanías for maps of both the metro and Cercanías as well as estimated time of travel. Also, you will need an "Abono" (pass card) which works on all forms of transport and only costs 20 euros a month for people under 26 years old.

<https://tarjetatransportepublico.crtm.es/CRTM-ABONOS/entrada.aspx>

We recommend making an appointment at one of the central stations (Sol, Nuevos Ministerios, Atocha, Moncloa) before you come as there are limited appointments. You can make the appointment here:

<https://www.tarjetatransportepublico.es/CRTM-ABONOS/entrada.aspx>

Public transportation is the fastest and most efficient way of reaching the Campus:

- Commuter Rail ("Cercanías"): Lines C4A and C4B connect the Campus with Madrid (stops are Fuencarral, Chamartín, Nuevos Ministerios, Sol, Atocha, Villaverde), as well as other closer cities in the South and North of Madrid.

- Buses:
Línea 714: Plaza de Castilla - Campus de Cantoblanco
Línea 827: Canillejas - Alcobendas - UAM - Tres Cantos
Línea 827A: San Sebastián de los Reyes - Alcobendas - UAM
Línea 828: Recintos feriales - Juan Carlos I - Alcobendas - UAM

5. Offer of Undergraduate courses

<http://www.uam.es/Ciencias/Estudios/1234888214171.htm?language=es&nodepath=Estudios&pid=1234888214171>

Areas available:

- Biology
- Biochemistry
- Chemical Engineering
- Chemistry
- Environmental Science
- Food Sciences and Technology
- Physics
- Mathematics
- Human Nutrition and Dietetics

6. Offer of Master courses

<http://www.uam.es/Ciencias/EstudiosPosgrado/1234888218733.htm?language=en&nodepath=Postgraduate%20Studies&pid=1234888214171>

Areas available:

Master's Degree in Advanced Materials

Master's Degree in Applied Chemistry

Master's Degree in Biomolecules and Cell Dynamics

Master's Degree in Biotechnology

Master's Degree in Chemical Engineering

Master's Degree in Condensed Matter Physics and Biological Systems [Specialization in Biophysics / Specialization in Nanophysics]

Master's Degree in Energy and Fuels for the Future

Master's Degree in Inland Water Quality Assessment

Master's Degree in Mathematics and Applications (Specialization in Introduction to Research / Applications of Mathematics)

Master's Degree in Microbiology

Master's Degree in New Food Products

Master's Degree in Science in Biodiversity

Master's Degree in Theoretical Physics

7. Course description and details

<http://www.uam.es/Ciencias/Biolog%C3%ADa/1242655508884.htm?language=es&nodepath=Biolog?a>

Select the area of study, course year and course.

8. Timetables and classrooms

It is very important to check the timetables before sending your Learning Agreement to avoid overlaps.

Please use this tool to check them **weekly**:

<http://www.uam.es/Ciencias/Consulta-tus-horarios/1242697487290.htm?language=es&nodepath=Consulta%20tus%20Horarios%20Online&pid=1234888214163>

All the classes have code, for example: 01.00.AU.312, which means:

XX.YY.AU.ZÑÑ

XX: Building (01 Science, 02 Biology, FM Faculty of Medicine)

YY: Module

AU = Aula or **LAB** = Laboratory

Z: Floor

ÑÑ: Room

9. Now my University has nominated me, what should I do?

First, you need to register on the online UAM system “SIGMA” (from May 15th to May 31st, first semester and whole year applications; from 1st to 31st October, second semester applications).

<https://secretaria-virtual.uam.es/Navegacion/InicioRegistro.movilidad.html>

There are two sections: you will need to register as a user, and then complete an application informing about where you are coming from, the Faculty you are coming to, and what studies you are doing with us. It is very important that you upload your photo correctly. If you do not do this, your application will not be processed.

Online Application Form for Admission

a. **First**, you must register at the UAM here: <https://secretaria-virtual.uam.es/Navegacion/InicioRegistro.movilidad.html>

b. **Second**, you must complete the online application here: <https://secretaria-virtual.uam.es/Navegacion/InicioAdmision.html>

c. Deadlines

i. 1st semester and full academic year: **15th to 31st of May**

ii. Deadline 2nd semester: any time before **1st to 31st of October**

Second, email your Learning Agreement to ori.ciencias@uam.es, before **May 31st** if you are a first-semester of full-year student; or before **October 31st** if you are a second-semester student. If you have any questions related to course content or adequacy, your academic coordinator is the right person to help you.

Learning Agreement for Course Registration

a. Email your Learning Agreement to ori.ciencias@uam.es signed by you and your mobility coordinator at your Home University.

Deadlines:

i. 1st semester and full academic year: **15th to 31st of May**

ii. 2nd semester: any time until the **31st of October**

b. There are **limited** places for incoming students in our courses and reservations are made on a **first come basis**. Therefore, we **highly** recommend you sending your learning agreement **asap**.

c. If we do not receive your Learning Agreement proposal **before the deadline** with this information, we **CANNOT** guarantee a place in the courses you want.

10. How do I select my courses?

The spots available for each course are different, and they will be filled in a first-come-first-served basis. This means that, once a course is full, no more international students will be accepted in it. Please, think of different options to complete your learning agreement.

NOTE that you will see the **code (five digits)**, the **name** of the subject and the **group number (three digits or four)**. You will be able to locate the subject in the schedule by their code. There are different groups for each course, and they determine the hours they will be taught. Attendance is often mandatory, so make sure you don't have two courses at the same time! Groups at the evening are less crowded. Please consider these courses, as the chances of having a spot in them are higher. **You may choose just the three**

digits' groups, the subdivision in the four digits ones will be made by the professors once the course begins and you will be informed through Moodle.

The schedule is always published during April/May before your mobility starts (September/January).

This tool is very useful to check them: <http://www.uam.es/Ciencias/Consulta-tus-horarios/1242697487290.htm?language=es&nodepath=Consulta%20tus%20Horarios%20Online&pid=1234888214163>

There may be last-minute changes to courses that could affect your selection. If this happens, we will let you know as soon as possible and offer you other options.

Once classes start you will be able to make changes in your Learning Agreement if needed (just the first week of classes). Always handing out a signed Learning Agreement including the changes. After this period, no changes will be allowed in your selection.

11. I am interested in courses from other Faculties, how to proceed?

In case you are interested in taking courses from other Faculties, you should request them to their International Relations Office using the following link:

https://forms.office.com/Pages/ResponsePage.aspx?id=7wJm_liOHU-iBuFKO8Ga8n0m13-ycp9KhSm3R6sqO31UMTdWSUI3QjgzWEQwRIZDOEJBQTVIUUZSQS4u

Once they accept you for the course(s), you should come back to our office for the enrollment. Bear in mind that most credits should be taken in our Faculty and that if their answer arrives after the period for changes and they do not accept your application, the course(s) won't be replaced with others from the Faculty of Science.

12. Which courses are available for international students?

Generally, all courses offered in our Faculty are available for you, with exception of Double Degree Courses and Inter-Universities Master's Courses that aren't taught at the UAM Campus.

13. Do you have limits regarding ECTS per period?

We recommend not to exceed 30 ECTS per semester or 60 ECTS per year.

No minimum is required.

14. How do I apply for Master courses?

a. If you wish to study master courses here at UAM, you should send to ori.ciencias@uam.es the following information before of May 31st (first-semester student) or October 31st (second-semester students):

- i. CV
- ii. Transcript of records (from courses taken at your Home University).
- iii. Letter stating your motivation to request the master courses selected at UAM.

Master students are evaluated and accepted by the Master coordination team only, the IRO cannot make this decision. If the Master coordinators does not accept your request, you can take 4th year courses. No application will be considered after the deadlines, so please, be sure to send all your documents on time.

15. Official enrollment (matrícula) in courses, how and when?

We, the International Relations Office, will enroll you in the courses you have selected previously through your Learning Agreement. Please, pay attention to the e-mail you will receive with the copy of it. Always check the codes and groups and go to Sigma to obtain other copies: <https://secretaria-virtual.uam.es/Navegacion/Inicio.html#>

16. What should I do once I arrive at UAM?

First, you should register yourself in the office called Servicio de Relaciones Internacionales y Movilidad located at Plaza Mayor UAM. They will complete the Attendance certificate for you.

Secondly, check in the International Relations Office from our Faculty of Science.

You can locate both offices in the map you can download from the link below. Plaza Mayor (H5) and Faculty of Science (G4)

<http://www.uam.es/UAM/Plano-Campus-Cantoblanco-Universidad-Aut%C3%B3noma-de-Madrid-/1234886383762.htm?language=es&pid=1242649468298&title=Plano%20del%20Campus%20UAM>

17. Who will sign my Learning Agreement?

Your Learning Agreement will be signed by the Vicedean of International Relations and Mobility and you will receive it by email, from ori.ciencias@uam.es

When you register yourself at the SERIM office (Servicio de Relaciones Internacionales y Movilidad), they will hand over a document which includes the name of your academic coordinator, who can help you with academic issues.

18. Do you offer Spanish courses?

Spanish courses can be taken at our Foreign Language Service. You can contact them through email: servicio.idiomas@uam.es

In case you take the Spanish course, they will issue a separate certificate worth 6 ECTS. **This course should not be included in your Learning Agreement as it is not offered by our Faculty.**

Please, find all the information regarding the courses and how to enroll here:

<https://www.uam.es/UAM/Servicio-de-Idiomas/1242654677923.htm?language=en>

19. Extension of period

Deadline for period extension requests is November 30th. First semester students who are interested in extending their stay to a whole academic year need to obtain the approval from their Home University and from our Faculty before the deadline.

20. Internship during period

For doing an internship you should contact directly with the researchers, just in case they are interested and have an offer. You will find more information regarding their research topics here:

<http://www.uam.es/Ciencias/Departamentos/1242664085038.htm?language=es&nodepath=Departamentos&pid=1242664085038>

The selected tutor must appear here: <https://autoservicio.uam.es/paginas-blancas/cargarFiltro.do> and should send us an email confirming his/her availability, the title of the project in Spanish and English, and the number of ECTS (they should be calculated as 1ECTS =25 hours).

The options and their codes for filling the Learning Agreement are:

15292 ESTANCIA SEMESTRAL SIN DOCENCIA 6 ECTS (PREGRADO)

15293 ESTANCIA SEMESTRAL SIN DOCENCIA 6 ECTS (POSTGRADO)

18941 ESTANCIA SIN DOCENCIA 9 ECTS

18835 ESTANCIA SIN DOCENCIA 10 ECTS

15646 ESTANCIA SEMESTRAL SIN DOCENCIA 12 ECTS (PREGRADO)

15647 ESTANCIA SEMESTRAL SIN DOCENCIA 12 ECTS (POSTGRADO)

18942 ESTANCIA ANUAL SIN DOCENCIA 15 ECTS

18943 ESTANCIA DE INVESTIGACIÓN 18 ECTS

19124 ESTANCIA DE INVESTIGACIÓN 24 ECTS

18945 ESTANCIA ANUAL SIN DOCENCIA 30 ECTS
19422 ESTANCIA ANUAL SIN DOCENCIA 36 ECTS
19423 ESTANCIA SEMESTRAL SIN DOCENCIA 36 ECTS
19119 ESTANCIA ANUAL SIN DOCENCIA 60 ECTS

21. Virtual Campus

You should activate your account with your student email as user name. In the online campus, where you will find:

- The syllabus
- Additional teaching materials
- Dates of evaluation, grades

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

22. SIGMA

When you arrive to our Faculty you are already enrolled in the courses, so you can check it 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 is very important to avoid overlaps.

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

[Is the administrative management tool](#)

23. Transcript of Records

At the end of your stay with us, your Electronic Transcript of Records will be sent directly to you and to your home University by email.

24. Attendance certificate

Your attendance certificate with dates of arrival and departure will be signed by SERIM at Plaza Mayor (Servicio de Relaciones Internacionales y Movilidad).

25. Buddy program

We have a Mentor program in place for International students. If you would like us to pair you up with a UAM student, please check the following website: [http://www.uam.es/UAM/\(en\)-Mentores-Internacionales-\(SubHome\)/1446760709476.htm?language=en&nodepath=Buddy%20program](http://www.uam.es/UAM/(en)-Mentores-Internacionales-(SubHome)/1446760709476.htm?language=en&nodepath=Buddy%20program)

For more information, please send an email to oficina.acogida@uam.es

26. Welcome Office:

If you need help with your medical insurance, Visa, housing, etc. Please contact with our Welcome Office.

[http://www.uam.es/UAM/\(en\)-Oficina-de-Acogida/1446760706635.htm?language=en&nodepath=International%20Welcome%20Office&pid=1446760706635](http://www.uam.es/UAM/(en)-Oficina-de-Acogida/1446760706635.htm?language=en&nodepath=International%20Welcome%20Office&pid=1446760706635)

Oficina de Acogida Internacional

Edificio Plaza Mayor
Planta Baja, Isla F
28049 Madrid

Teléfonos de contacto: 91 497 69 07/
6906

Email: oficina.acogida@uam.es

27. Counselling (Psychological support)

The unit offering counselling at UAM is Centro de Psicología Aplicada:

https://www.uam.es/UAM/CPA_AyS-CG/1446761839072.htm?language=es&nodepath=Consultor?a%20General

It is located on campus (not far from our Faculty) and the students can contact them to get more information as how to get an appointment.

Atención al Usuario - UNIDAD CLÍNICA

Localización:

Pabellón C, piso 1º - UAM

C/ Einstein 13

28049 - Cantoblanco (Madrid)

Atención al Usuario:

11.00-14.00 y 15.00-18.00

Eva M^a López Hornero

Teléfono: 91 497 86 87

Correo-e: cpa@uam.es

28. Disability Support Services

The University is here to help you if you have a disability, mental health difficulty, long-term medical condition, autistic spectrum condition, or a specific learning difference such as dyslexia, dyspraxia, dyscalculia and ADHD.

We aim to create an inclusive and equitable teaching and learning environment to benefit all our students.

Please explore our specialist's webpage:

<http://www.uam.es/UAM/Area-Atencion-Discapacidad/1446741820311.htm?language=es&nodepath=?rea%20de%20Atenci?n%20a%20la%20Discapacidad>

Ubicación:

Oficina de Acción Solidaria y Cooperación - Área de Atención a la Discapacidad

Edificio Plaza Mayor. Planta Baja.

C/ Einstein, 7

Ciudad Universitaria de Cantoblanco - 28049 Madrid

Teléfono: (34) 91 497 7628

Correo electrónico: programa.discapacidad@uam.es

Horario de Invierno (del 1 de septiembre al 31 de Mayo)

Mañanas de Lunes a Viernes de 9:00-14:00 y

Tardes de Lunes a jueves de 15:00-16:00

Horario de Verano (del 1 de junio al 31 de Julio)

Lunes a Viernes: 09:00-14:00

29. IRO (International relations office)

Contact details:

Facultad de Ciencias

International Relations Office

C/ Francisco Tomás y Valiente, 7

28049 Madrid

Tel: +34 914974452/8048

Email: ori.ciencias@uam.es

Erasmus code: E MADRID04