

INFORMATION GUIDE FOR INCOMING MOBILITY STUDENTS

**Faculty of Law
Academic Year 2023/2024**

**International Relations Office
International Relations Associate Deanship**

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The present document collects the information about the procedures and deadlines that incoming students at the Faculty of Law of the Universidad Autónoma de Madrid (UAM) have to meet during the academic year 2023/2024.

You will be able to find further information through these links:

- [Oficina de Relaciones Internacionales Facultad de Derecho](#)
- [Servicio de Relaciones Internacionales y Movilidad](#)

DISCLAIMER ABOUT THE SITUATION CREATED BY COVID-19

Every deadline and procedure contained in this Guide may be modified due to the global COVID-19 pandemic.

From the ORI we will be as flexible as possible within the marked parameters implemented by the Faculty of Law and the Universidad Autónoma de Madrid, and we will inform you of every new and modification that could affect your mobility conditions.

SUMMARY OF THE PROCEDURE

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

Before arrival, the student must:

- Ensure that their home university has nominated them to study at UAM's Faculty of Law and Political Sciences during the academic year 2023/2024 within a mobility Program, using the online nomination form. For non-Erasmus mobilities, this nomination must be done to the central office [SERIM](#).
- Register as a UAM user (online procedure).
- Fill in the Application Form (online procedure).
- Send the Learning Agreement duly filled and signed by home university along with the certificates or evidence of Spanish B1 or above level (see Section 3.11).
- Fill in the online course 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 Welcome Meeting.
- 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 OFFICE
1- Nomination from the home university	Before May 15th, 2023 (1st semester and full year) Before October 15th, 2023 (2nd semester)	On-line form	ORI of the Faculty of Law SERIM (non Erasmus)
2- Register as UAM user	May 15th –June 15th, 2023 (1st semester and full year) 1st October – October 31st, 2023 (2nd semester)	On-line	ORI of the Faculty of Law
3- Application form			
4- Admission resolution /Letter of acceptance	Non-EU students: June 30th, 2023 (1st semester) / Nov. 15th, 2023 (2nd semester) EU and EEE students: June 30th, 2023 (1st semester)/ Nov. 30th, 2023 (2nd semester)	E-mail	SERIM (Central International Relations Office, Plaza Mayor Building)
5- Learning agreement and Spanish B1 certificate	Before June 30th, 2023 (1st semester and full year) Before October 31st, 2023 (2nd semester)	E-mail	ORI of the Faculty of Law
6- Course wish-list	Last week of July 2023 (1 st semester and full year) Second week of December 2023 (2nd semester)	On-line	ORI of the Faculty of Law
7- Registration upon arrival	September 1st – 29th, 2023 (1 st semester and full year) January 22nd – February 9th, 2024 (2nd semester)	In person	SERIM (Main International Relations Office, Plaza Mayor Building)
8 – Welcome Meeting	First week September 2023 (first semester and full year) Last week of January 2024 (2nd semester)		Faculty of Law
9 - Beginning of classes	September 11th, 2023 (1st sem.) January 30th, 2024 (2nd sem.)		Faculty of Law

1. BEFORE ARRIVAL

[More information for incoming students before their arrival.](#)

1.1. REGISTRATION AS UAM USER

Firstly, the student must register as UAM user. Once registered, a username and a password will be provided. This password will be needed to complete procedures in our university. You will receive your user and password by e-mail, please check your Spam folder.

Follow this link to register as UAM user:

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

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. Similarly, please select the relevant international program.

Follow this link to complete the Application Form:

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

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 e-mail to the ORI of the Faculty of Law (ori.derecho@uam.es), 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 2023/2024 can be found [here](#) after June 2023.

It is also important to check the sections 3.3 and 3.4 of this document to see the courses that are unavailable for mobility students or those that have special requirements.

We will send students a document with our final academic offer soon enough before the course selection.

1.4. SPANISH LANGUAGE PROOF

Generally, the teaching language at UAM is Spanish, and that's the reason why incoming international Students must be fluent enough in Spanish to follow courses. There are some available English taught courses, but there are scarce and we can't ensure that our offer in English courses will be enough to cover the needed ECTS. The

Faculty of Law requires incoming international Students whose mother tongue is not Spanish, to provide a proof of Spanish B1. Your Spanish must be Good enough to at least follow lessons and take exams in Spanish (See 3.11).

We do not require an official certificate, we can also accept any document issued by an academic institution with the student's name and their Spanish level expressed in CEFR system.

1.5. ADMISSION

Once received your signed Learning Agreement and Spanish B1 proof, around mid-July you will be notified if you are accepted as a student in UAM. You will receive a "Letter of Admission". If you need this document to handle your visa, you must ask SERIM (Central Office)

1.6. COURSE WISH-LIST

For the next academic year 2023/2024 incoming students 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 them before anyone else, the place is guaranteed for that student. Since some groups have limited places, it is important to fill up the wish-list as soon as possible. Students must **pay careful attention** to the class schedules before doing the online wish-list as any later modifications are not guaranteed.

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 for the full academic year will fill their wish-list during the last week of July 2023, and the students coming for the second semester will have to complete the document during the second week of December 2023 (exact dates will be provided via mail). You will have to create a user account for the wish-list. The student must consider that the App will be closed right until 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 fill up the online wish-list before the deadline, they will only be able to choose from the remaining groups once everyone else has chosen.

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. This will take place during August (first semester and full year) and January (second semester)

2. ONCE AT UAM

[More information for incoming students upon arrival](#)

2.1. REGISTRATION AT THE MAIN INTERNATIONAL RELATIONS OFFICE

Once at UAM, the first thing students should do is register at the SERIM (Central International Relations Office). Students nominated to the Faculty of Law have to register from September 1st to the 29th, 2023 (students coming for the first semester and full academic year) or from January 22nd to the 9th February, 2024 (students coming for the second semester) in order to be enrolled in the scheduled dates.

The ORI Central Office (SERIM) will send you an email in advance informing you about this process and how to fulfill it depending on the mobility program you are part of.

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), as well as a sworn declaration that you can download [here](#).

2.2. WELCOME MEETING

For the first semester of the next academic year 2023/2024, the Faculty of Law will host a Welcome Meeting during the first week of classes (approximately the 14th of September, to be confirmed), directed to international incoming students of the first semester or full academic year.

For the second semester students, the Welcome Meeting will take place during the first week of classes of the second semester (approximately the 30th January 2024, to be confirmed).

The time a place will be confirmed later on via e-mail.

It is strongly recommended to attend this Informative Meeting as students will be informed about the organization and studies at the Faculty of Law.

In addition, Serim (ORI central), organizes Welcome Days, on-line or in-person. More information about [Welcome days](#)

2.3. ENROLLMENT

Enrollment process in the Faculty of Law will be carried out by the ORI staff during August 2023 for the students coming for the first semester and the full year, and during January 2024, for those students coming only for the second semester. Enrollment will be formalized 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. Therefore it is very 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 once they arrived at Madrid in September. To learn about the procedure of selecting subjects from other faculties, see section 3.8.

Those students that fail to complete their course wish-list before the deadline 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 2023/2024 can be found through the following [link](#).

3. DURING YOUR STAY AT THE UAM

3.1. STUDY PLANS: GRADOS (BACHELOR'S DEGREE)

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*

Teaching format	Lectures, seminars and tutoring. Each lecture (<i>magistral</i>) is divided in smaller groups (<i>seminarios</i>) for practical learning.
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 [this link](#).

Most of the courses at the Faculty of Law are taught in Spanish. For the year 2023/2024, there will be an updated list of available English courses [in our website](#).

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 **3.3** and **3.4** of this Guide.

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

We remind you that the list of available courses for the academic year 2023/2024 will be available [here](#), and we will submit the list to our incoming students soon enough before the course wish-list.

3.3. UNAVAILABLE COURSES FOR INCOMING STUDENTS

- *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 mobility students have three options for their internship:

Option 1: Students find their own internship, and the organization/institution signs an internship agreement with their home university. This is the easiest option, as the students make sure that the contents, length, and tasks in their internship are compliant with their home university's guidelines.

Option 2: Students find their own internship, and the organization/institution signs an internship agreement with UAM. In this option, the internship must comply with UAM requirements for internships, and each student is responsible for making sure that their internship is recognized by their home university. In this case, the internship must be part of the Learning Agreement, and the student will have to write a final report in order to obtain a grade which will be part of their Transcript of Records.

Option 3: Join the internship call for local students at UAM (February-March). UAM offers local students a selection of internships in institutions and organizations with whom there is an internship agreement. The main disadvantage for mobility students is that internship allocation is based on the student's record at UAM, which will place them at the end of the priority list, after local students. In this case, the internship needs also to be part of the Learning Agreement, and the student will have to write a final report in order to obtain a grade which will be part of their Transcript of Records.

If you need further information, you can check [their website](#) or ask via email at administracion.practicasgrado.derecho@uam.es (write in Spanish only).

- **Research papers:**

- **Trabajos de Fin de Grado (TFG, code 17882, 18962, 18961, 18963)** (full year course, taught in Grado, 9 ECTS). Once all 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 2023 for incoming students.
- **Research under the supervision of a professor or “Trabajo de investigación dirigido por un tutor”** In these cases, the student need the previous agreement of an UAM Professor who will tutor them. The student will be graded with a report written by their tutor at the end of their stay.
 - In this case, Students will have to be enrolled in:
 - 15292-ESTANCIA DE INVESTIGACIÓN. 6 ECTS (GRADO)
 - 15293-ESTANCIA DE INVESTIGACIÓN. 6 ECTS (POSTGRADO)
 - 15646-ESTANCIA DE INVESTIGACIÓN.12 ECTS (GRADO)
 - Students are advised to take at least one course related to the topic of their research in the Faculty of Law.

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. In addition, incoming students will also have to take into account and follow 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.
- Most of the faculties will not allow students to take English taught courses if the students come from other faculties.
- ORI Derecho will provide you with a link to an online form at your arrival, in order to apply for the courses from different faculties.
- Please, bear in mind that these courses are limited and not granted.

For further information about the different International Relations Offices at UAM, please visit [this link](#).

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 seminar sessions. Also, it is mandatory to pass each subject individually (we do not apply the compensation system).

First semester		Second Semester	
<i>Ordinary</i>	<i>Extraordinary</i>	<i>Ordinary</i>	<i>Extraordinary</i>
January	June	May	June

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 about Master's programs taught at the Faculty of Law can be found through [the following link](#).

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

Most of 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 send ori.derecho@uam.es the following documents (in Spanish or English):

- List of requested Master's courses
- Master's the chosen courses belong to
- Curriculum Vitae
- Transcript of records of the previous years .
- Motivation Letter in Spanish
- Advanced level of Spanish certification (if Spanish is not the student's mother tongue).
- Proof of being Master's student at home university.

The requests will be dealt with individually on the first week of each semester, and granted depending on availability and student's profile, so **it is not possible to ensure acceptance in Master's courses**.

If your home university need you to take Master's courses, keep in mind that it is not always possible at UAM.

Remember to check the schedule and calendar of each Master's, as it can be different from the Bachelor's.

3.11. LEVEL OF SPANISH AND SPANISH COURSES

Courses at the Faculty of Law are taught mainly in Spanish and this is also the language for exams and essays (except for English-taught courses).

To enjoy your stay and obtain a fair academic performance, it is necessary to have sufficient Spanish skills to follow classes in Spanish. It is 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.

This proof of Spanish B1 level should be attached to the Learning Agreement and be sent before June 30th, 2023

The following certificates and evidence of Spanish B1 or above level will be accepted:

- DELE or SIELE certificates
- OLS online Course results with at least a B1 level
- Any document issued by an academic institution with the student's name and their Spanish level in CEFR system.
- A letter signed by a Professor at home university certifying that the student has at least a level B1 in Spanish.

It is important to remember that classes are shared with native Spanish speakers and the evaluation system is the same for every student.

Home universities have to make sure that their students have a sufficient level of Spanish to be selected to come to UAM.

Even though you meet our requirements, it is recommended to follow some additional Spanish course 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 [this link](#).

These Spanish courses are not part of an official studies program, so they will not appear on the final 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 EXTENSION OF STAY

If you are a first semester student and you want to study at UAM for one extra semester, you must fill up the extension form, available in [our website](#) and send it by e-mail to ori.derecho@uam.es, already signed by your home university, before 15th November 2023.

3.13 BUDDY PROGRAM

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 register [in this website](#).

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.

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).

4. 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 the following [link](#).

5. CONTACT US

	Dirección	Contacto
OFICINA DE RELACIONES INTERNACIONALES FACULTAD DE DERECHO	Calle Kelsen, 1 Campus de Cantoblanco Universidad Autónoma de Madrid 28049 MADRID (Spain)	Tel. (0034) 91 497 2480 / 2588 / 8231 ori.derecho@uam.es
SERVICIO DE RELACIONES INTERNACIONALES Y MOVILIDAD (SERIM / ORI Central)	Calle Einstein 5 Edificio Plaza Mayor Campus de Cantoblanco 28049 Madrid. www.uam.es > Internacional	Tel. (0034) 91 497 49 89/ 87 44 serim@uam.es
Oficina Erasmus	www.uam.es > Internacional	Tel. (0034) 91 497 5542 erasmus@uam.es
Convenios Internacionales	www.uam.es > Internacional	Tel.(0034) 91 497 2935 serim.movilidad@uam.es
Centro de Estudios de América Latina (CEAL)	www.uam.es > Internacional	Tel.(0034) 91 497 2935 ceal@uam.es

SICUE	www.uam.es > Internacional	Tel. (0034) 91 497 2935 sicue@uam.es
Estudiantes Visitantes	www.uam.es > Internacional	Tel. (0034) 91 497 6907 oficina.acogida@uam.es