

## FREQUENTLY ASKED QUESTIONS FOR INCOMING STUDENTS 2023/2024

### LANGUAGE REQUIREMENTS

#### **1. What are the language requirements at the Faculty of Law at UAM?**

Teaching at the Faculty of Law takes place mostly in Spanish. The vast majority of our lessons are taught in Spanish, with only a few lessons in English each year.

For this reason, international students whose mother tongue is not Spanish are required to provide proof of at least a B1 level Spanish, according to the European reference framework. We do not need students to provide a specific certificate, we can also accept any kind of document issued by an academic institution with the student's name and their Spanish level in CEFR system.

In any case, it is your responsibility to ensure that your skills in Spanish are good enough to follow the classes, work in groups, take exams and submit assessments in Spanish.

#### **2. Can I take my exams in English?**

Since the teaching language at our Faculty is Spanish, most of our courses are taught in Spanish, which means that lectures, essays, materials and exams are in Spanish. Despite this, some professors may allow you to submit essays or exams in English. This is an exceptional measure and it is a choice of each professor to attend to this request or not, they are not compelled to do it. If you have difficulties following lessons, we recommend you to contact the professors and ask them for extra material and this possibility.

### ACADEMIC ORGANIZATION

#### **3. What can I study at the Faculty of Law?**

At UAM Faculty of Law you can find four Bachelor's Degrees:

- Bachelor's Degree in Law (4 years). Morning and afternoon shifts.
- Bachelor's Degree in Political Science (4 years). Only morning shift.
- Double Bachelor's Degree in Law and Political Science (5 years). Only morning shift.
- Double Bachelor's Degree in Law and Business (6 years). Morning and afternoon shifts.

In addition, we have several Master's Degrees that you can [find here](#). Some of the Master's courses are taught in English.

Course description and details can be found [here](#). Elective courses (*optativas*) can change from one year to another. Updated information for the next academic year will be posted at the end of June.

#### **4. Which courses are available for international students?**

International students can choose any course from any Bachelor's taught in our Faculty, except from the subjects from the first year (*Curso 1º*) of each Bachelor's (group number 1XX). As long as your home university allows it, you are not restricted to one study plan (for example if you study Law, you can also choose Political Science courses).

Master's courses are not granted, and they must be requested upon arrival at UAM through a specific procedure that takes into account your profile, level of studies...etc.

### 5. Is there a minimum-maximum of ECTS that I should take?

International students should be enrolled in at least 10 ECTS in courses our Faculty, even if the only goal of their mobility is research. In some cases we can allow a student to take less than 10 ECTS, but they must be enrolled in at least one course. As per maximum ECTS, generally no more than 75 ECTS per academic year or 39 per semester. Recommended ECTS is 60 per academic year or 30 per semester.

### 6. Can I take courses from different faculties?

In order to be accepted as international student in our Faculty, you have to take at least 51% of your ECTS from courses at Faculty of Law.

You can also apply for courses at different Faculties once you arrive in UAM, usually during the first week of lessons we will provide an online form to do so. Admission to the requested courses from other Faculties is granted depending on availability, so we cannot ensure that you will get a place on those courses. In addition, some faculties have restrictions concerning the admission of additional students to their English-taught courses.

### 7. How are the lessons organized at Faculty of Law? What is a “magistral” and a “seminario”?

At the Faculty of Law you can find two kinds of courses: Obligatorias (mandatory) and optativas (elective).

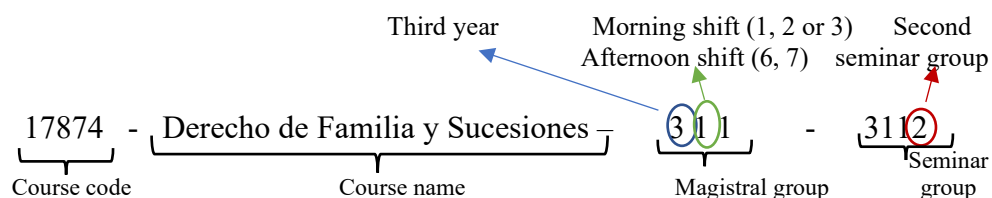
Each course is identified with a five-digit number that you must specify in your course wish-list and in any communication regarding courses.

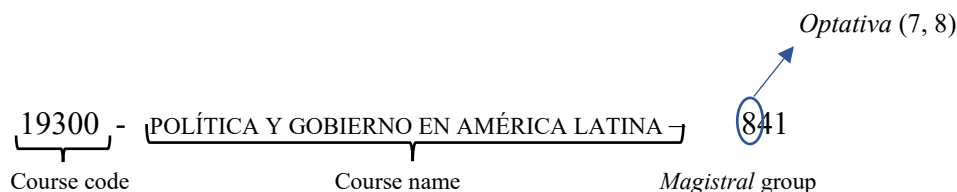
Mandatory courses (*obligatorias*) have two kinds of sessions: lectures (*magistrales*) and seminars (*seminario*). *Magistrales* take place usually once a week, there are focused on the theoretical part of the subject and they are identified with a three-digit group number. Each *magistral* is then divided in several smaller group *seminarios*, identified with a four-digit code in which the first three numbers are common to the *magistral* where they belong. *Seminarios* often start later in the semester, and these sessions are usually workshops, where more practical information is taught. Each *seminario* group has a different schedule.

Elective courses (*optativas*) have only lecture sessions (*magistrales*), that can take place once or twice a week. Their three-digit group code starts with 8 or 7.

Remember to include the courses's code, courses's name, magistral group and seminar group when requesting/asking about courses.

Example:





### 8. Where can I find my timetable?

Schedule / timetable for the upcoming academic year is to be confirmed by June 2023, and will be available in [our website](#).

In addition, under the section “Información académica” at our [Important information for incoming students](#) page you will find both a document with the current academic offer and an extended tutorial that shows how to consult your schedules.

In order to check the schedule of the courses, students must take into account the *magistral* session and then choose one of the *seminarios* for that magistral. Keep in mind that some courses are offered for more than one Bachelor’s degree, so there will be one *magistral* group for each degree, each with its own *seminario* groups assigned.

Example:

#### 1. MAGISTRALES. GRUPO 431. Aula M-II

	JUEVES
9:30 – 10:15h 10:30 – 11:15h	ANÁLISIS DE POLÍTICAS PÚBLICAS

For all Students in 431 group

#### 2. SEMINARIOS Y TUTORÍAS OBLIGATORIAS. GRUPOS 4311, 4312 y 4313

	LUNES	VIERNES
9 – 10:30h		4311 ANÁLISIS P. PÚBL. P-IX
10:30 – 12h		4313 ANÁLISIS P. PÚBL. M-VII
12 – 13:30h	4312 ANÁLISIS P. PÚBL. P-V	

Choose one from 4311, 4312 or 4313

### 9. When do the classes begin and finish?

You can download our academic calendar at UAM for 23/24 [here](#).

Master programmes at UAM have their own academic calendar, including different terms. Information about their schedules, and begin-end dates are available on the website for each programme, that you can [find here](#).

### 10. When do the exams take place?

At UAM, you have two opportunities to pass a course: ordinary exam period and extraordinary exam period (resit exams).

Ordinary: January for first semester courses or May for second semester courses and year-long course.

Extraordinary: June for all courses.

### 11. Is attendance mandatory?

Attendance is mandatory for every lesson, so it is important that when you choose your courses, you make sure they do not clash. In addition, if you are going to join a course late in the semester or you are going to miss some lessons for a justified reason, you must inform the professor and ask for any information you may have missed and a way to make up for missed lessons.

### 12. Can I do my internship while I am at UAM?

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.

You can ask for more information about this at [administracion.practicasgrado.derecho@uam.es](mailto:administracion.practicasgrado.derecho@uam.es) (write in Spanish only).

### 13. Do you offer Spanish courses?

Spanish courses can be taken at our [Foreign Language Service](#). You can contact them at [servicio.idiomas@uam.es](mailto:servicio.idiomas@uam.es).

If you take the Spanish course, it will not appear on your Transcript of Records, as it is not considered a subject. However, you will obtain a separate certificate worth 4 ECTS that you can send to your home university for recognition.

## ADMINISTRATIVE ORGANIZATION

### **14. I have been selected in my university to go to UAM. When will you contact me?**

Specific information for incoming students will be sent directly to the students by email after the nomination deadline expires. If you don't receive that information, find out which email address was sent us, because we use the information given by your university about their selected students.

If you need some information before we contact you, we recommend you to have a look at [our website](#) and all the documents included there, such as the incoming mobility guide. If after carefully reading the documents you have any specific questions, we will be glad to answer them via email at [ori.derecho@uam.es](mailto:ori.derecho@uam.es).

### **15. What do I need to complete my application?**

First, you need to register as a user in our system [here](#), then you will receive your username and password by email (please check your SPAM folder). It is important that you register with your passport number, which will be used later in your admission letter.

After that, please complete the admission [application form](#) on the SIGMA platform. Application periods for incoming students are:

- May 15th to June 15th, first semester (Fall) and full-year mobilities
- From October 1st to October 31st, second semester (Spring) mobilities

You will need to have handy the following information and documents:

- A recent photo (passport size picture). Only .JPG image files are accepted. This is the only document you need to submit during the on-line application.
- The university where you are studying (home university)
- The Faculty you are coming to (select "Facultad de Derecho").
- The area of your studies (Law, Political Science, International Relations)

### **16. How can I get my Admission Letter?**

After completing your Application, you must send us ([ori.derecho@uam.es](mailto:ori.derecho@uam.es)) your Spanish B1 or higher certificate before 30th June (First semester and Full year mobilities) or 30<sup>th</sup> November (Second Semester mobilities) together with your signed Learning Agreement in .pdf in order to be officially accepted.

Your admission letter will be emailed to you at the beginning of July from our main mobility office ([erasmus@uam.es](mailto:erasmus@uam.es) or [serim.movilidad@uam.es](mailto:serim.movilidad@uam.es) for the rest of exchange programmes).

### **17. Who is my "Responsible person at the host institution"?**

Your responsible person at UAM is our Vice-Dean of International Relations, M<sup>a</sup> Cecilia Güemes. Her email is [ori.derecho@uam.es](mailto:ori.derecho@uam.es) and her phone number is +34 91 497 8231

### **18. Who will sign my Learning Agreement?**

Once filled, your Learning Agreement has to be sent in .pdf via e-mail to [ori.derecho@uam.es](mailto:ori.derecho@uam.es), with the signature of the student and also with the signature and stamp of the home university. Every change that you make on this document has to be approved and signed again by the three parties.

Please consider that we are not using currently the Online Learning Agreement platform, and the document must be sent to us in .pdf via mail, apart from using the OLA platform.

**19. Where can I get my Certificate of Arrival/Departure signed?**

The responsible office for signing your Certificate of Arrival and Departure is the Serim (Central mobility office). You can find their address and contact details [here](#).

**20. How can I apply for the courses I want to be enrolled in?**

By the beginning of July (First semester and Full academic year) or the end of November (Second Semester), we will send you an email with a link to the course selection form(wish-list) and instructions about how to select and book your courses / groups at the UAM Faculty of Law. This form will be active only during a specific period, so it is very important that you don't miss it.

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 students will be accepted in it. Anticipate to this situation by planning for substitute courses in case there are not available spots in the ones you apply for.

This form is your course wish-list, not your official registration (matrícula). 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.

**21. When will I be officially enrolled?**

The International Relations Office (us) will enroll you in the courses you have selected previously through the course selection form (wish-list).

Once the student enrollment process is finished by the ORI staff, a copy of the enrollment will be sent to the student.

If you are finally enrolled in courses that were not included in your initial Learning Agreement, you must submit a new Learning Agreement signed and approved by your home institution.

**22. 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 they arrive to the Faculty of Law at the UAM. This could mean that they have to change their initial Learning Agreement.

**23. How do I apply for Master courses?**

If you wish to study master-level courses here at UAM, you should send to [ori.derecho@uam.es](mailto:ori.derecho@uam.es) the following information:

- List of courses you are interested on
- Master's they belong to
- CV
- Transcript of courses taken at your home university.
- Letter stating your motivation to request the master courses selected at UAM.
- Proof of language level Spanish B1.
- Proof of being a Master student at home university.



Petitions will be managed during the first week of each semester, so it is not possible to ensure beforehand that students will be granted access to said courses.

Do not forget to check the schedule for each master programme, since they might have different terms and start-end dates.

#### **24. Can I change my enrolled courses?**

Once classes start, students can attend their courses and add new ones if needed. We will let you know about deadlines before your arrival at UAM. After this period, no changes will be allowed in your enrollment, you will only be able to eliminate courses as long as you do it before the final exam of the course.

#### **25. I would like to extend my stay at UAM, how can I do it?**

First semester students who are interested in extending their stay to a whole academic year need to obtain approval by home University and our Faculty before deadline. You must send us the Extension form (*Formulario de ampliación de estancia*) [available at our website](#) before November 15<sup>th</sup> 2023.

It is not possible to extend your stay further than the end of the academic year (30<sup>th</sup> June 2023)

#### **26. I would like to return back to my country before finishing my stay, what should I do?**

If due to your personal circumstances you must return to your country before the end of your stay, the only thing you must do is send us an email to [ori.derecho@uam.es](mailto:ori.derecho@uam.es) asking for the cancellation of your enrollment, with your home university in CC.

Before making this decision, we recommend you to contact us so we can advise you the best way to proceed to ensure academic fulfillment adapted to your personal situation.

#### **27. I finished my stay at UAM and I took my exams, when can I get my Transcript of Records?**

At the end of your stay with us, you will be able to download your Transcript of Records from our official platform.

The document downloaded from our platform is digitally signed and stamped. It has a barcode, a CSV verification code and a QR code to access our verification website, where your home university can make sure that the contents are true and your Transcript has not been tempered with. The document is, therefore, an original.

As a general rule we are not longer sending Transcripts directly to your home university, students are responsible for sending the documents to the correct department.

Please note that your Transcript of Records can only be issued after the grade registration deadline, which is 7<sup>th</sup> February 2024 for first semester grades, 6<sup>th</sup> June 2024 for second semester grades and 3<sup>rd</sup> July 2024 for resit exams.

#### **28. I took a resit exam, what should I do to get an updated Transcript of Records?**

Even though some retake exams take place earlier, our official date for retake exams is during June. For this reason, you can only download an updated Transcript of Records after the grade registration deadline for retake exams, which is 3<sup>rd</sup> July 2024.

## IT SERVICE

### **29. How can I get access to my student's email account?**

You can activate your e-mail account [XX.XXX@estudiante.uam.es](mailto:XX.XXX@estudiante.uam.es) by following the instructions on [www.uam.es/id](http://www.uam.es/id).

If you have problems to activate your account, you should contact the UAM's IT Department by sending an e-mail to [cau@uam.es](mailto:cau@uam.es)

### **30. What is Moodle?**

The UAM uses Moodle as its online learning platform. You will find there the courses' materials and tasks. You have to log in to <https://moodle.uam.es/>, your username is your UAM e-mail address [xxx.xxx@estudiante.uam.es](mailto:xxx.xxx@estudiante.uam.es). If you need assistance, you can contact [docencia.red@uam.es](mailto:docencia.red@uam.es)

### **31. How can I connect to Wi-Fi UAM?**

Once you have activated your UAM e-mail account you will be able to use UAM Wifi

If you have problems to activate your account, you should contact the UAM's IT Department by sending an e-mail to [cau@uam.es](mailto:cau@uam.es)

## EVERYDAY LIFE AT UAM

### **32. Where can I find accommodation in Madrid?**

Please check the different options [on the website](#) of the Serim, UAM's Central International Office.

### **33. ESN**

The [Erasmus Student Network](#) is a student's association of volunteers students that will help you get in touch both with locals and with other international students. If you want to join ESN UAM you can check [their website](#).

### **34. Public Transport**

Madrid has one of the best underground systems in Europe and it is used by most people to move around in their daily life. Use [this link](#) to obtain the underground and Renfe Cercanías plan.

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

Train ("Renfe Cercanías"):

- Lines C4A and C4B connect the Campus with Madrid as well as other closer cities in the South and North of Madrid.
  - IMPORTANT: Due to ongoing renovation work, the direct train connection between Nuevos Ministerios and Cantoblanco will be interrupted until the end of 2023.

Buses:



