



Universidad Autónoma
de Madrid

Frequently Asked Questions and Answers

Language requirements.....	2
Housing information.....	2
Public transport information.....	2
Offer of Undergraduate courses.....	3
Offer of Master courses.....	3
Course description and details.....	4
Timetables and classrooms.....	4
Now my University has nominated me, what should I do?.....	4
How do I select my courses?.....	5
I am interested in courses from other Faculties, how to proceed?.....	5
Which courses are available for international students?.....	5
Do you have limits regarding ECTS per period?.....	5
How do I apply for Master courses?.....	6
Official enrollment (matrícula) in courses, how and when?.....	6
What should I do once I arrive at UAM?.....	6
Who will sign my Learning Agreement.....	6
Extension of period.....	6
Virtual Campus.....	7
SIGMA.....	7
Transcript of Records.....	7
Attendance certificate.....	7
Buddy program.....	7
Disability Support Services.....	7
Useful applications:.....	8

Language requirements

A good level of 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 a B1 level of Spanish according to the Common European Framework of Reference for Languages (CEFR) and incoming master's degree students at least a B2 level.

Housing information

Please, check the information on this web page where you can find all options and an orientation about the costs.

[http://uam.es/UAM/Alojamiento-E-\(OfAc\)-Page/1446742177173.htm?language=es&nodepath=Alojamiento](http://uam.es/UAM/Alojamiento-E-(OfAc)-Page/1446742177173.htm?language=es&nodepath=Alojamiento)

Finding a good accommodation can be VERY challenging so it could be a good idea to arrive at least a week before classes start to give yourself time to get settled. If you choose to live in the Madrid centre, we recommend your accommodation is well connected to the Cercanías train stops (Atocha, Sol, Nuevos Ministerios) to arrive at the campus relatively quickly.

Public transport information

UNDERGROUND

The city has great public transport with a metro, one of the best in Europe
<https://www.metromadrid.es/es>,

TRAIN

<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

Offer of Undergraduate courses

<http://www.uam.es/EPS/Estudios/1242669161138.htm?language=en&nodepath=Estudios&pid=1242669161138>

Areas available:

- Biomedical engineering
- Computer Science Engineering
- Telecommunication Technology and Service Engineering
- Computer Engineering & Mathematics
- Degree in Data Science and Engineering

Offer of Master courses

<http://www.uam.es/EPS/Master/1242661951090.htm?language=en&nodepath=Official%20Master%27s%20Degrees>

Areas available:

- Master's Degree in Bioinformatics and Computational Biology (MUBBC)
- Master's Degree in Computer Engineering (MUII)
- Máster's Degree in Telecommunication Engineering (MUIT)
- Master's Degree in ICT Research and Innovation (I2ICSI)
- Master's Degree in Formal Methods and Computer Engineering (MFII)
- Master's Degree in Image Processing and Computer Vision (IPCV)
- Master's Degree in Deep Learning for Audio and Visual Signal Processing (MUDL4AVS)

Course description and details

<http://www.uam.es/EPS/GuiasDocentesGrado/1242700889012.htm?idenlace=1446764777645&language=en&nodepath=Gu?as%20Docentes>

Select the area of study, course year

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: Undergraduate courses:

<http://www.uam.es/EPS/HorariosGII/1446764142597.htm?language=en&nodepath=Schedule>

<http://www.uam.es/EPS/HorariosITST/1446764164323.htm?language=en&nodepath=Schedule>

Master courses:

<http://www.uam.es/EPS/Master/1242661951090.htm?language=en&nodepath=Official%20Master%27s%20Degrees&pid=1242669161138>

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 16th of June, first semester and whole year applications; from 1st to 15th 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 School 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://secretariavirtual.uam.es/Navegacion/InicioAdmision.html>

Deadlines

1st semester and full academic year: **15th to 16th of June**

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

Second, email your Learning Agreement to ori.eps@uam.es, before 16th of June 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.eps@uam.es signed by you and your mobility coordinator at your Home University.

Deadlines:

1st semester and full academic year: **15th to 16th of June**

2nd semester: **before 30th of November**

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.

How do I select my courses?

The spots available for each course are different, and they will be filled in a first-come-firstserved 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). 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!. The schedule is always published during May/ June before your mobility starts (September/January).

This tool is very useful to check them:

<http://www.uam.es/EPS/HORARIO-GII-2/1242699763544.htm>

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 (two weeks after the classes start). Always handing out a signed Learning Agreement including the changes. After this period, no changes will be allowed in your selection.

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-iBuFKO8Ga8n0m13ycp9KhSm3R6sqO31UMTdWSUI3QjgzWEQwRIZDOEJBQTVIUUZSQS4u

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 School and that if their answer arrives after the period for changes and they do not accept your application, the course(s) will not be replaced with others from the School of Engineering.

Which courses are available for international students?

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

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.

How do I apply for Master courses?

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

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#>

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 (erasmus@uam.es, serim@uam.es, sicue@uam.es)

Secondly, inform the International Relations Office from our School of Engineering (ori.eps@uam.es)

Who will sign my Learning Agreement

Your Learning Agreement will be signed by the Academic Coordinator at UAM and you will receive it by email, from ori.eps@uam.es

If you do not know who is your academic coordinator, please send an email to: ori.eps@uam.es . The academic coordinator can help you with academic issues.

17. 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 School. 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>

Extension of period

Deadline for period extension requests is the October 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 School before the deadline.

Virtual Campus

You should activate your account with your student email as username. www.uam.es/id

Is the online campus (<https://moodle.uam.es/>), where you will find:

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

SIGMA

When you arrive to our School 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 It

is the administrative management tool

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.

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). Please, send an email (erasmus@uam.es, serim@uam.es, sicue@uam.es)

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-](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 acogida.internacional@uam.es

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 specialists webpage:

<http://www.uam.es/UAM/Area-Atencion->

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

Address:

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

Useful applications:

SIGMA: https://secretaria-virtual.uam.es/Navegacion/InicioAlumno_cons.html is the administrative management tool. When you arrive at our School 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. It 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