Welcome to the School of Engineering
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International relations offices and their different duties:
IRO, International Relations Office at the Escuela Politécnica Superior:
- Course registration
- Mobility coordinator assignment
- 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
- Admission letter
- UAM Student Card-Registration
- Attendance Certificate
Welcome to the *Escuela Politécnica Superior*

- **International Relations Office’s team**
  - **Vice-Dean for Internationalization, School of Engineering (EPS):**
  - Dña. Ángela Fernández
  - **Email:** ori.eps@uam.es
  - **Contact information:**
    - Escuela Politécnica Superior - UAM
    - Desk: 121 - Building A- Groundfloor
    - C/ Francisco Tomás y Valiente,11. CP.28049. Madrid
    - Tel.: +34 91 497 22 98 / +34 91 497 6214

- **Open Hours:**
  - From September to June:
    - Monday to Friday from 10:00 to 14:00 Face to Face (Mondays, Tuesdays and Fridays except for 5th of September)
    - Tuesday and Wednesday from 15:00 - 16:00 - Face to Face (Tuesdays)
  - June to September (both included):
    - Monday to Friday from 9:00 to 14:00
Important dates.

5TH OF SEPTEMBER

Welcome Meeting.

SEPTEMBER 2023

“Certificate of Stay”
Place: In Central Services - Plaza Mayor
If you need to register in a different date, please, send and email to: erasmus@uam.es or sicue@uam.es or serim.movilidad@uam.es

SEPTEMBER 2023

“Official Enrolment Document“
All International students nominated at EPS have already been enrolled
Students should have received one email with the enrolment document (July 2023) - if it you do not have it, please, send an email to ori.eps@uam.es

SEPTEMBER 2023

The academic year starts for Master Courses.
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>11th SEPTEMBER</td>
<td>The academic year starts for <strong>Undergraduate courses</strong></td>
</tr>
<tr>
<td>SEPTEMBER:</td>
<td><strong>UAM student card</strong></td>
</tr>
<tr>
<td></td>
<td><strong>SERIM</strong></td>
</tr>
<tr>
<td>Until 29th of SEPTEMBER</td>
<td>Deadline for <strong>changes in your Learning Agreement</strong>. You can change courses and groups (upon availability). You can send an email to <a href="mailto:ori.eps@uam.es">ori.eps@uam.es</a></td>
</tr>
<tr>
<td>OCTOBER 1st</td>
<td>Deadline To send by email to <a href="mailto:ori.eps@uam.es">ori.eps@uam.es</a> the last version of your Learning Agreement.</td>
</tr>
</tbody>
</table>
Important information to solve FAQ

- **EPS Home Page:**
  - https://www.uam.es/EPS/Movilidad/1242690085505.htm?language=es&nodepath=Internacional%20(%20ORI%20)&pid=1242690085505

- **International Students:**
  - http://www.uam.es/UAM/InformacionC3B3ngeneral/1242649468298.htm?language=es&nodepath=InformacionC3B3ngeneral&pid=1242649468298

- **Check in and attendance certificate:**
  - At the SERIM - ORI Central (Plaza Mayor) erasmus.uam@uam.es

- **Student ID:**
  - At the Plaza Mayor UAM. You should go with your ID card / Passport

You can ask for the information in erasmus@uam.es / serim@uam.es / sicue@uam.es

Escuela Politécnica Superior
Universidad Autónoma de Madrid
Important information to solve FAQ

- **Mobility coordinator:**
  - You have an academic Mobility coordinator, if you need help, please send an email to the IRO and I will put in contact with him.

- **Institutional email:**
  - name.surname@estudiante.uam.es;
    - you can activate it by following the steps at www.uam.es/id
    - If you have any issue you should contact the UAM’s IT Department: cau@uam.es
  - You can redirect it to another email account but it is very important that you check it regularly. Everyone from the UAM will write to you there.
  - Also, it’s necessary for using: MOODLE, SIGMA and the WIFI.

- **Changes in the Learning Agreement:**
  - Spring Semester: At the EPS (until 29th of September)
  - Necessary next documents: “Christ in Art” in both subjects.
Important information to solve FAQ

**SIGMA:**
- [https://secretaria-virtual.uam.es/Navegacion/InicioAlumno_cons.html](https://secretaria-virtual.uam.es/Navegacion/InicioAlumno_cons.html)
- It is the administrative management tool. When you arrive to our School you are already enrolled in the courses, so you can check it in Sigma by clicking “Matricula” 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.

**Moodle:**
- [https://moodle.uam.es/](https://moodle.uam.es/)
- It is for undergraduate courses
- You should activate your account with your student email as user name.
- Is the virtual campus, where you will find:
  - The syllabus
  - Additional teaching materials
Important information to solve FAQ

- **Where is my classroom?**

  There are 3 buildings (A, B, C). Almost all classes are at the building A. You can always ask at the information office at the entrance of the building A.

- **Keep Informed:**

  - 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.**
Syllabus of the courses

Where?:


Which info do they provide?

• Name and contact of the person in charge of the course.
• Class attendance requirements
• Course objectives, Prerequisites, semester and language.
• Course contents and bibliography
• Teaching methodology
• Student workload
• Evaluation procedures - Exams
• Calendar

Escuela Politécnica Superior
Universidad Autónoma de Madrid
Procedure to apply for courses from other faculties

1. **Application for subjects from other faculties.**
   - The application form for subjects from other faculties will be open from 11 September 2023 from 9 a.m. until 15 September until 5 p.m.
   - [https://forms.office.com/e/SnBHVayL4X](https://forms.office.com/e/SnBHVayL4X)
   - If you are accepted, please, send the Learning agreement modified and with the signature of the coordinator of your home university to this office (ori.eps@uam.es), and we will make the official registration in these subjects (official enrolment).
   - If you are not accepted, you will be able to choose subjects from this school, with the same procedure described in the previous paragraph.
   - Deadline: 29 September 2023 at 12:00 hours.

   - After this, you would have to do the registration of these courses (enrolment) at the Office of International Relations of the Faculty / School you belong to.
Other services at UAM

**Language service:**
- Spanish courses: 6 ECTS

**Wifi eduroam:**
- [https://www.uam.es/UAM/Red-Inalámbrica-de-la-UAM/1234886530667.htm?pid=1234886352083&title=Cat%C3%A1logo%20de%20Servicios%20ofrecidos](https://www.uam.es/UAM/Red-Inalámbrica-de-la-UAM/1234886530667.htm?pid=1234886352083&title=Cat%C3%A1logo%20de%20Servicios%20ofrecidos)

**Welcome office (Plaza Mayor):**
- Visa, Buddy Program, Housing, etc.
- [https://outlook.office365.com/owa/calendar/UniversidadAutonomadeMadridRRII@dauam.onmicrosoft.com/bookings/](https://outlook.office365.com/owa/calendar/UniversidadAutonomadeMadridRRII@dauam.onmicrosoft.com/bookings/)
Other services at UAM

- **Sports service:**
  - [https://servdep.sefd.uam.es/](https://servdep.sefd.uam.es/)

- **Buddy program**

- **Email:** oficina.acogida@uam.es
Summary - Once in Madrid at UAM

1/ You will need to contact for the registration of your arrival at the Central International Relations and Mobility Service. Erasmus@uam.es

2/ Official Enrolment Document

3/ Changes in your Enrolment Document / Learning Agreement (deadline 29th of Sept)

4/ Where to find the classrooms - Building A (check in advance, the classroom number in the web page).

5/ To check regularly the student email address - @estudiante.uam.es

6/ Technical problems: cau@uam.es