

# 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:

[https://www.uam.es/EPS/EstudiantesEntrantes/1242690347869.htm?language=es&nodepath=Incoming%20Students%20\(Entrantes\)&pid=1242690085505](https://www.uam.es/EPS/EstudiantesEntrantes/1242690347869.htm?language=es&nodepath=Incoming%20Students%20(Entrantes)&pid=1242690085505)

- Course registration
- Mobility coordinator assignation
- 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>

<https://www.uam.es/uam/internacional/contacto-Admission letter-UAM Student Card-Registration-Attendance Certificate>

- 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](mailto: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 an email to : [erasmus@uam.es](mailto:erasmus@uam.es) or [sicue@uam.es](mailto:sicue@uam.es) or [serim.movilidad@uam.es](mailto: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 you do not have it, please, send an email to [ori.eps@uam.es](mailto:ori.eps@uam.es)

SEPTEMBER 2023

**The academic year starts for Master Courses.**

11th SEPTEMBER

The academic year starts for **Undergraduate courses**

SEPTEMBER:

**UAM student card**

SERIM

Until 29th of  
SEPTEMBER

Deadline for **changes in your Learning Agreement**. You can change courses and groups (upon availability). You can send an email to [ori.eps@uam.es](mailto:ori.eps@uam.es)

OCTOBER 1st

Deadline To send by email to [ori.eps@uam.es](mailto:ori.eps@uam.es) the last version of your Learning Agreement.

# Important information to solve FAQ

▶ EPS Home Page :

▶ <https://www.uam.es/ss/Satellite/EscuelaPolitecnica/es/home.htm>

▶ [https://www.uam.es/EPS/Movilidad/1242690085505.htm?language=es&nodepath=Internacional%20\(%20ORI%20\)&pid=1242690085505](https://www.uam.es/EPS/Movilidad/1242690085505.htm?language=es&nodepath=Internacional%20(%20ORI%20)&pid=1242690085505)

▶ International Students:

▶ [http://www.uam.es/ss/Satellite/en/1234886373883/contenidoFinal/Incoming\\_Students.htm](http://www.uam.es/ss/Satellite/en/1234886373883/contenidoFinal/Incoming_Students.htm)

▶ <http://www.uam.es/UAM/Informaci%C3%B3n-general/1242649468298.htm?language=es&nodepath=Informaci%C3%B3n%20general&pid=1242649468298>

▶ Check in and attendance certificate:

▶ At the SERIM - ORI Central (Plaza Mayor) [erasmus.uam@uam.es](mailto: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](mailto:erasmus@uam.es) / [serim@uam.es](mailto:serim@uam.es) / [sicue@uam.es](mailto:sicue@uam.es)

# 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](http://www.uam.es/id)

- If you have any issue you should contact the UAM's IT Department: [cau@uam.es](mailto:cau@uam.es)

- ▶ You can redirect it to another email account but 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 29<sup>th</sup> of September)

- ▶ Necessary next documents:

“Clinical Learning Agreement” in English



# 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/>
- ▶ 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?:

► [https://www.uam.es/EPS/IngenieriaInformatica/1446764153625.htm?language=en&nodepath=Grado%20en%20Ingenieria%20Informatica%20\(EURO-INF?\)](https://www.uam.es/EPS/IngenieriaInformatica/1446764153625.htm?language=en&nodepath=Grado%20en%20Ingenieria%20Informatica%20(EURO-INF?))

## ► 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  
excelencia UAM CSIC

English | Biblioteca de la EPS | Directorio UAM | Intranet EPS

Escuela Departamentos Estudios Estudiantes Investigación Nuevos Estudiantes Internacional (ORI) Oficina

Inicio Estudios Grado Grado en Ingeniería Informática (EURO-INF®)

Grado  
Grado en Ingeniería Biomédica  
Grado en Ingeniería Informática (EURO-INF®)  
Horarios  
Exámenes  
Asignaturas Oportivas  
Opción Bilingüe  
Combinar con Grado en Ingeniería de Tecnologías y Servicios de Telecomunicación  
Trabajos Fin de Grado  
Grado en Ingeniería de Tecnologías y Servicios de Telecomunicación (EUR-ACE®)  
Doble Grado en Ingeniería Informática y Matemáticas  
Máster  
Programas Académicos Grado+Máster  
Doctorado  
Planes Extinguidos  
Enseñanzas propias de la UAM  
Docencia en Otras Titulaciones  
Repositorio de Guías Docentes

Enlaces de Interés  
Herramientas para horarios  
Herramientas para laboratorios

### Horarios de Grado en Ingeniería Informática

Curso	Coordinador/a	Información de Coordinación
Primer curso	Carlos Santacruz Fernández	
Segundo curso	Carlos Aguirre Maeso	
Tercer curso	Iván González Martínez	
Cuarto curso	Francisco Gómez Arribas	

- Las clases del primer cuatrimestre comienzan desde el lunes 14 de septiembre de 2020 y terminan el viernes 22 de enero de 2021.
- Las clases del segundo cuatrimestre comienzan desde el lunes 1 de febrero de 2021 y terminan el lunes 31 de mayo de 2021.

Primer curso  
Primer cuatrimestre  
Grupo 111 (28 de octubre de 2020)

# 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>
- ▶ 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](mailto: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:

- ▶ <https://www.uam.es/UAM/Espa%C3%B1ol/1242669658348.htm?language=es&nodepath=Espa%20para%20extranjeros>
- ▶ Spanish courses: 6 ECTS

## ▶ Wifi eduroam:

- ▶ <https://www.uam.es/UAM/Red-Inal%C3%A1brica-de-la-UAM-/1234886530667.htm?pid=1234886352083&title=Cat%C3%A1logo%20de%20Servicios%20ofrecidos>

## ▶ Welcome office (Plaza Mayor):

- ▶ Visa, Buddy Program, Housing, etc.
- ▶ <https://www.uam.es/UAM/Oficina-deAcogida/1242652242790.htm?idenlace=1234886376451&nodepath=Oficina%20de%20acogida>

- ▶ <https://outlook.office365.com/owa/calendar/UniversidadAutonomadeMadridRRI@dauam.onmicrosoft.com/bookings/>



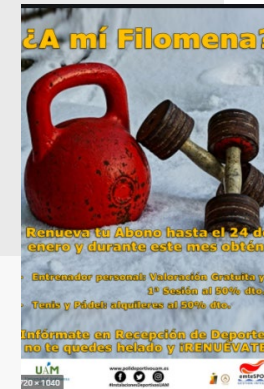
# Other services at UAM

▶ Sports service:

▶ <https://servdep.sefd.uam.es/>

▶ Buddy program

▶ <http://www.uam.es/UAM/MenInt-Quiero-un-Mentor-6739996425.htm?language=es&nodepath=Estudiante%20Internacional:%20Quiero%20un%20Mentor%20/%20I%20want%20a%20Mentor/Buddy>



## 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](mailto: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](mailto:@estudiante.uam.es)
- ▶ 6/ Technical problems: [cau@uam.es](mailto:cau@uam.es)