Welcome meeting
Incoming students 2021-22
September 3rd – 11:00 a.m. online
International Relations Office
START DATE 1ST SEMESTER: 07/09/2021

END DATE 1ST SEMESTER: 21/01/2022

RESIT EXAMS: 08/06/2022 – 02/07/2022

Academic calendar 2021/22
https://www.uam.es/uam/estudios/grado/matrícula/calendario

- Classes and exams 1º semester from 7/9/2021 to 21/1/2022
- Classes and exams 2º semester from 31/01/2022 to 2/6/2022
- Resit exams from 8/6/2022 to 2/7/2022
- Exams and resit exams can take place on Saturday mornings
- Last day recording of exam grades in SIGMA by professors
- Bank holidays
- UAM and Faculty’s bank holidays
1. ORIFECO: Course reservation website

2. Sigma: Academic platform used for student’s official registration and enrollment in courses at UAM

   https://id.uam.es/id
   helpdesk: cau@uam.es

3. Moodle: Online learning platform used by professors to share information with students

   https://moodle.uam.es
   helpdesk: docencia.red@uam.es

4. Teams: Platform used by professors for online sessions (contact professor if you can’t see the group) (*)

   (*) Only in case hybrid teaching has to be implemented (50% on-site; 50% remote) for Covid-19 spread control.


- Your Transcript of Records will show the courses in your “matrícula”.

- Language courses offered at our Language service (Servicio de Idiomas) are not included – separate certificate 4 ECTS

- The courses on your matrícula should match with the courses on your Learning Agreement. If you already have a “Before the mobility” LA signed by UAM, you must record your changes in “During the mobility”. You cannot have two “Before the mobility” LA’s signed.
• How to request to change (add/delete) courses from your Host Faculty

From: 07/09/2021 to 13/09/2021
Through online form: https://forms.office.com/r/MEaEKii8HW
Answers to your request at the latest: 17/09/2021

• How to request to add courses from Other Faculties

From: 07/09/2021 to 10/09/2021
Through online form: https://forms.office.com/r/i8rkDJAbHY
Answers to your request at the latest: 24/09/2021

Important:

The Faculty of Filosofía y Letras only offers limited degrees to Other Faculty’s incoming students.

Sección 2 of the online form contains links to each faculty’s course offer. Make sure you only request courses that are available to you.

For questions regarding other Faculty’s courses, contact the corresponding IRO directly: https://www.uam.es/uam/international/incoming/estudiantes-intercambio/antes-de-llegar

Bear in mind that you are taking a risk of not being accepted for other Faculties courses and that you cannot make any more changes after 24/09/2021.
As an Exchange student you are allowed to take courses from different degrees, so you need to check the timetables to make sure your courses don’t overlap. If you don’t remember which degree the course belongs to, the **Group code** on your matrícula will give you the information.

**Group code: 226**

1XX = Grado en Administración y Dirección de Empresas  
2XX = Grado en Economía  
3XX = Grado en Turismo  
4XX = Grado en Economía y Finanzas  
5XX = Grado en Gestión Aeronáutica  
7XX = Grado en Filosofía, Política y Economía (Facultad de Filosofía y Letras)

**Group code: X2X**

X1X = First-year course **NOT AVAILABLE** to exchange students  
X2X = Second year  
X3X = Third year  
X4X = Fourth year

**Group code: XX6**

XX6 / XX7 = afternoon and evening  
XX9 (coopera) **NOT AVAILABLE** to exchange students

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Maximum number of credits  
Semester = 30 ECTS  
Full year = 60 ECTS  
Contact us in case you need to exceed limits
How to read Timetable information

Select degree your course(s) belong to

**Bachelor courses**
- **Grado en Administración y Dirección de Empresas**
  - Horario de los Grupos y Lista de Profesores 2021-2022
- **Grado en Economía**
  - Horario de los Grupos y Lista de Profesores 2021-2022
- **Doble Grado en Derecho y Administración y Dirección de Empresas**
  - Horario de los Grupos y Lista de Profesores 2021-2022 (1° Sem.)
  - Horario de los Grupos y Lista de Profesores 2021-2022 (2° Sem.)
- **Grado en Turismo**
  - Horario de los Grupos y Lista de Profesores 2021-2022
- **Grado en Economía y Finanzas**
  - Horario de los Grupos y Lista de Profesores 2021-2022
- **Grado en Gestión Aeronáutica**
  - Horario de los Grupos y Lista de Profesores 2021-2022
- **Grado en Filosofía, Política y Economía**
  - Horario de los Grupos y Lista de Profesores 2021-2022
- **Asignaturas Transversales**
  - Horario de los Grupos y Lista de Profesores 2021-2022

**Master courses**
- **Máster Universitario en Administración de Empresas, MBA**
- **Máster Universitario en Análisis Económico Cuantitativo**
- **Máster Universitario en Contabilidad, Auditoría y sus efectos en los Mercados de Capitales**
- **Máster Universitario en Desarrollo Económico y Políticas Públicas**
- **Máster Universitario en Dirección de Marketing**
- **Máster Universitario en Economía y Gestión de la Innovación**

Start date of Master courses can differ, please check on corresponding website:

https://cutt.ly/yQsOewP

https://cutt.ly/2QsRLrg
How to read Timetable information
100% in class teaching

Official enrollment document:
Matrícula – SIGMA platform

Course 16679 group 226
Estructura y Relaciones económicas internacionales

- Tuesdays from 16:00 – 18:00
- Thursdays from 18:00 – 20:00

Groups XX6 and XX7 are afternoon / evening groups, these are usually less crowded.

Contact details for all UAM staff through: https://autoservicio.uam.es/paginas-blancas/
How to read Timetable information
**in case of Hybrid teaching**

Draft – to be confirmed

In class teaching on Campus (50%)

Mainly online teaching; check dates for in class teaching on Campus (90% online)

On-line teaching (50% online)

2nd and 3rd year courses are divided into sub-groups (X2X and X3X).
You can see which sub-group you belong to depending on your (first) last name registered in SIGMA.

First week of classes, sub-group A starts with in class teaching on campus.
Second week of classes, sub-group B will attend in class teaching on campus.

4th year (X4X) courses are not divided into sub-groups. All students will have in class teaching on the same day.

Dates for in class teaching for courses marked in Orange (90% online) or dates indicated by professors.
Classroom information – to be confirmed

https://cutt.ly/2QsRLrg
Check our website on September 6th in the afternoon

Course 16679 group 226

<table>
<thead>
<tr>
<th>GRADO EN ECONOMIA</th>
<th>2-101</th>
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<tbody>
<tr>
<td>1ª de Economía (Grupo 212) (excepto Derechos Fundamentals)</td>
<td>3-102</td>
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<tr>
<td>1ª de Economía (Grupo 213)</td>
<td>3-103</td>
</tr>
<tr>
<td>1ª de Economía (Grupo 213) (excepto Derechos Fundamentals)</td>
<td>3-102</td>
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<tr>
<td>Derechos Fundamentales (16666) Gr. 211 y 213 (excepto Derechos Fundamentals)</td>
<td>2-202</td>
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<tr>
<td>1ª de Economía (Grupo 214)</td>
<td>2-102</td>
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<td>1ª de Economía (Grupo 216)</td>
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<td>2ª de Economía (Grupo 221)</td>
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<td>2ª de Economía (Grupo 222)</td>
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<td>3ª de Economía (Grupo 226)</td>
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<td>3-101</td>
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Courses from degree Economía, group 226 classroom: **2-101**

Our Faculty is divided into 16 sections (módulos) and on different floors. The classroom number will tell you where to locate it.

**Classroom 2-101**
**Módulo:** 2
**Classroom:** 101 – first number of the classroom indicates on which floor it can be found. In this case, on the first floor.

You can find us, International Relations Office, in Módulo A – first floor
Your International Relations Office
C/Tomás y Valiente, 5
28049 Madrid
Erasmus code: E MADRID04

Vice-dean: Prof. Rafael de Arce Borda
E-mail: vicedecano.economicas.rrii@uam.es

Administrative staff:
Mrs. Kaman Wu
Mr. Joaquín Arjona
Mrs. Elena Terrero (Wed, Thu, Fri)

E-mail: ori.economicas@uam.es
Phone: (0034) 914973795 / 5038 / 6292

- Learning Agreements
- Course selection
- Transcript of Records

All incoming students will have an Academic coordinator allocated per University. This professor will help you with academic matters. "Listado coordinadores movilidad Erasmus / SEMP.pdf" https://cutt.ly/2QsLXld

Your can also find the name of your academic coordinator on the admission document you receive upon registering at SERIM

- Information for incoming students Faculty’s website: https://cutt.ly/2QsLXld
- Incoming students general information: https://www.uam.es/uam/internacional/incoming/estudiantes
- Contact details for all UAM staff through: https://autoservicio.uam.es/paginas-blancas/

SERIM Plaza Mayor (Central Mobility Office)
https://www.uam.es/uam/internacional/contacto

- Registration incoming student
- Certificate of arrival and departure
- Insurance related issues

Erasmus
E-mail: erasmus@uam.es
Phone: (0034) 914975133 / 5542

SEMP (Swiss Mobility Programme)
E-mail: semp.mobility@uam.es
Phone: (0034) 914972392

CEAL
E-mail: ceal@uam.es
Phone: (0034) 914975711

Convenios internacionales
E-mail: serim.movilidad@uam.es
Phone: (0034) 914972145

KA107
E-mail: erasmus.ka107.en@uam.es
Phone: (0034) 914972935

SICUE
E-mail: sicue@uam.es
Phone: (0034) 914972392

VISITANTES
E-mail: oficina.acogida@uam.es
Phone: (0034) 9149726906
We are a small team attending a large group of international students (incoming and outgoing), so we thank you in advance for your patience and time and we wish you a pleasant stay in Madrid!