

IRO Team

### Request course change Within your host faculty

<https://forms.office.com/r/MEaEKii8HW>

Use this form to request changes (add/delete/change group) to your current course selection

### Request courses other faculties Outside your host faculty

<https://forms.office.com/r/i8rkDJAbHY>

Use this form to request courses from other faculties. Make sure the courses you request are open to international students

### Spanish language course Servicio de idiomas

<https://www.uam.es/uam/en/estudios/servicio-de-idiomass>

The Spanish language course is not offered at our faculty. Contact: [Servicio.idiomass@uam.es](mailto:Servicio.idiomass@uam.es)

## Course selection and changes – during mobility

### How to request changes at host faculty

The course selection website [ori.feco.uam.es](http://ori.feco.uam.es) is not active anymore. You will be officially enrolled in the courses you selected through that platform.

Your matricula in SIGMA is your official enrolment document and the courses that are included in this document are the ones that will show in your Transcript of Records after you finish your mobility stay at UAM.

IMPRESO DE MATRÍCULA  
CURSO ACADÉMICO 2020/21-0  
103 - F.C.Económicas y Empresariales  
118 - Programa de estudiantes de movilidad

El/La estudiante:  
NIA: NIP: DNI:  
Correo electrónico:  
No autorizo la difusión del domicilio  
Alumna/o Becaria/o:

Código	Descripción	Grupo	Idioma	Período	Cur.	Mod.	Cred.	Clase	Conv.	Mod.	Compro.
16679	ESTRUCTURA Y RELACIONES ECONÓMICAS INTERNACIONALES	226	C&E	2	XX	XX	6,0	Libre Elección	No	0	0
16745	ORGANIZACIÓN DE EMPRESAS	123	C&E	2	XX	XX	6,0	Libre Elección	No	0	0
16755	MERCADOS FINANCIEROS	131	C&E	2	XX	XX	6,0	Libre Elección	No	0	0
16795	ENTORNO EMPRESARIAL E INFORMACIÓN ECONÓMICA	140	C&E	2	XX	XX	6,0	Libre Elección	No	0	0
16276	INSTITUCIONES ECONÓMICAS INTERNACIONALES	441	C&E	2	XX	XX	6,0	Libre Elección	No	0	0

Creditos Matriculados: Libre Elección: 30,0  
Creditos Superados:

TOTAL DE MATRÍCULA		
Conceptos aplicados	Descuentos	Total matrícula
6,00 €	0,00 €	6,00 €

PAGOS RESULTANTES DE ESTA OPERACIÓN (Solicitud / Última modificación de matrícula)

Pago	Forma de Pago	Plazo del pago	Cuenta Bancaria	Fecha Pago	Importe a pagar

If you want to request changes you need to complete the on-line form. Through this form you can request to add, delete, or request group changes of courses.

<https://forms.office.com/r/MEaEKii8HW>

Form only active during these dates  
**From: 30/01/2023 (9:00 AM)**  
**Until: 06/02/2023 (17:00)**  
Answers: 13/02/2023 at the latest

Deadline changes to your matricula:  
**24/02/2023**

The requests will be reviewed in request date order. This means that the quicker you complete the form the higher you will be on the waiting list but bear in mind that you depend on fellow students´ changes for the courses that are full. You must wait until a spot becomes available for you and it is possible that this won´t happen. We recommend you include alternative courses in order of your preference and use the comment box to indicate how many courses you really need.

Take note of the dates as change of courses are not indefinite. You must attend classes in at least 80% to be admitted for the final exams.

Remember that you are **not allowed** to take

- First year courses
- Group codes that end with XX9
- Asignaturas transversales

Check our Course Catalogue 22-23 for a full list of available courses and groups.

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

International → Estudiantes entrantes

Make sure to check the timetable for each course to avoid clashes.



<https://www.uam.es/Economicas>

Estudios → horarios y aulas de clase

The advantage of being able to choose courses from all our degrees and different years leads to the inconvenience of having to check the timetables carefully.

In case the timetable partially clashes, the professor of the corresponding course is the only person who can authorize your non-attendance.

Facultad de Ciencias Económicas y Empresariales  
UNIVERSIDAD AUTÓNOMA DE MADRID

### Cambios de asignaturas - 1º sem. Course changes - autumn sem Facultad de Económicas UAM

Este formulario permite a los estudiantes de la Facultad de Ciencias Económicas y Empresariales pedir cambios de asignaturas de los planes que se imparten en la Facultad.  
El formulario estará activo en el siguiente periodo:  
6 de septiembre 2023, 9:00 AM - hasta 13 de septiembre, 22:00

Las solicitudes a las peticiones serán emitidas por correo electrónico antes del día 14 de septiembre.

El formulario tendrá 4 secciones: 1 para datos personales, 2 para añadir asignaturas, 3 para eliminar asignaturas y 4 para el cambio de grupo docente.

Recomiendo comprobar los horarios antes de elegir la asignatura, para evitar solapamientos.

Del Economías  
Correo electrónico: [del@economias.uam.es](mailto:del@economias.uam.es)

Image course change form – host faculty



## Courses from other faculties

### How to request courses outside your host faculty

Before requesting courses from other UAM faculties, you must make sure that these are open to international students. Their offer for other faculty's incoming students might be restrictive, especially regarding admission to their English-taught courses. Both UAM Engineering School (EPS) and UAM Faculty of Arts (Filosofía y Letras) informed that their English-taught courses would not admit additional exchange students in September.

If you still want to have a go, you need to use the corresponding on-line form. On page 2 you will have information regarding the courses offered at each faculty.

<https://forms.office.com/r/i8rkDJAbHY>

Form only active during these dates

**From: 30/01/2023 (9:00 AM)**

**Until: 06/02/2023 (17:00 AM)**

Answers: 20/02/2023 at the latest

Deadline changes to your matricula:  
**24/02/2023**

These requests will be reviewed after their faculty's own incoming students requests, which means that it can take up to 3 weeks before you receive an answer. In the meantime, and if the professor agrees, you can join the classes, but you need to be aware that if finally, you cannot be accepted for the course, you will need to stop attending.

Once you are accepted for the course, your host faculty will include the course(s) in your matricula.

Make sure to check the timetable for each course to avoid clashes. The advantage of being able to choose courses from all our degrees and different years leads to the inconvenience of having to check the timetables carefully. In case the timetable partially clashes, the professor of the corresponding course is the only person who can authorize your non-attendance.

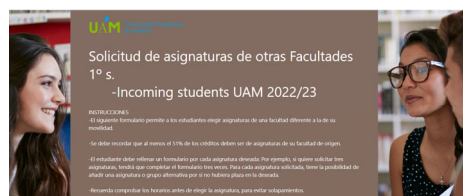


Image course request form – other faculties



## Spanish language course

### Servicio de idiomas

If you are interested in taking a Spanish language course, you must contact our language service through:

[servicio.idiomas@uam.es](mailto:servicio.idiomas@uam.es)

This language course awards students 4 ECTS through an official certificate but this course is not part of your Transcript of Records. You must contact your Home University to make sure that this course meets your university's academic requirements. A small fee applies for the Spanish for foreigners course.

Sign-up for the **placement test** and check the rest of information on their website:

<https://www.uam.es/uam/matricula-espanol-lengua-extranjera>

## Other Faculty's International Relations Offices

### ORI-Ciencias

Phone: 34 91 497 44 52

[ori.ciencias@uam.es](mailto:ori.ciencias@uam.es)

### ORI-Derecho

Phone: 34 91 497 82 31

[ori.derecho@uam.es](mailto:ori.derecho@uam.es)

### ORI-Filosofía y Letras

Phone: 34 91 497 43 64

[ori.filosofia@uam.es](mailto:ori.filosofia@uam.es)

### ORI-Form Profesorado y Educación

Phone: 34 91 497 8624

[ori.fprofesorado@uam.es](mailto:ori.fprofesorado@uam.es)

### ORI-Psicología

Phone: 34 91 497 50 90

[ori.psicologia@uam.es](mailto:ori.psicologia@uam.es)

### ORI-Escuela Politécnica Superior

Phone: 34 91 497 22 98

[ori.eps@uam.es](mailto:ori.eps@uam.es)

## SIGMA and Moodle

Academic and virtual campus

**SIGMA:** Academic platform used for student´s official registration and course enrollment. Only the courses in your matrícula will be graded and included in your Transcript of Records.

Bear in mind that after February 24, you won´t be able to make changes anymore. In case you are enrolled in a course and you decide to stop attending courses, the final grade for this course in your Transcript of Records will show “no evaluado”, not evaluated. It won´t affect the average of grades obtained for your other courses.

SIGMA platform (student´s portal):

[https://secretaria-virtual.uam.es/Navegacion/InicioAlumno\\_cons.html](https://secretaria-virtual.uam.es/Navegacion/InicioAlumno_cons.html)

UAM user account reset / activation form: <https://id.uam.es/id>

helpdesk: [cau@uam.es](mailto:cau@uam.es)



SE LA  
REAL. NUP. DNI  
Código de identificación  
No autoriza la ejecución del documento  
Autorización de ejecución

IMPRESO DE MATRÍCULA  
CURSO ACADÉMICO 2002/03  
01 / 2: Desempeño de la asignatura  
10: Programa de estudiantes de matrícula

DATOS ACADÉMICOS	Grupos	Descripción	Grupos	Módulo	Cód. Mod.	Cód. Curs.	Cód. Curs.	Cód. Curs.	Cód. Curs.	Cód. Curs.	Cód. Curs.
Cód. Curs.	Cód. Curs.	Cód. Curs.	Cód. Curs.	Cód. Curs.	Cód. Curs.	Cód. Curs.	Cód. Curs.	Cód. Curs.	Cód. Curs.	Cód. Curs.	Cód. Curs.
1071	1071	INTRODUCCIÓN A LAS CIENCIAS ECONÓMICAS	1071	CM6	1	XX	XX	6,5	Grado	NO	0
1072	1072	ORGANIZACIÓN DE EMPRESAS	1072	CM6	2	XX	XX	6,5	Grado	NO	0
1073	1073	MARKETING FINANCIERO	1073	CM6	2	XX	XX	6,5	Grado	NO	0
1074	1074	INTRODUCCIÓN A LAS CIENCIAS ECONÓMICAS	1074	CM6	2	XX	XX	6,5	Grado	NO	0
1075	1075	INTRODUCCIÓN A LAS CIENCIAS ECONÓMICAS	1075	CM6	2	XX	XX	6,5	Grado	NO	0
Cálculo Matemático: Línea Educativa: 30,0	Cálculo Integral:										
Cálculo Integral:											
TOTAL DE MATRÍCULA											
Cálculo Integral: 6,00 €											
PAGOS RESULTANTES DE ESTA OPERACIÓN (Subtotal / Última modificación de matrícula)											
Pago: Pago de Pago											
Pago: Pago de Pago											
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**Moodle:** Online Learning Platform used by professors to share information with students and upload presentations.

Once you are enrolled in your courses in SIGMA by the International Relations Office, these will appear automatically in Moodle. Bear in mind that Moodle can take up to 48 hours to update. Professors can add students in **Moodle** for their courses, but this is **not official**, so always make sure that your courses appear correctly in SIGMA.

<https://moodle.uam.es>

helpdesk: [docencia.red@uam.es](mailto:docencia.red@uam.es)



## Course syllabus

Guías y programas docentes

<https://cutt.ly/2QsRLrg>

Grado = Bachelor

Posgrado = Master



**Guías y programas docentes**  
» **Grado**  
Posgrado

## Matrícula 2022-23

Official enrolment document

Your “matricula” will include the courses you are officially taking at our university, and these will appear in your Transcript of Records.

If you are taking course(s) from another faculty, your host faculty is responsible for including the course(s) in your matricula.

Remember that the Spanish language course, offered at Servicio de idiomas, will not be included in your matrícula. You must contact them to sign up for the course and request the corresponding 4 ECTS certificate after you have completed the course.

The group code on your matricula for our faculty´s courses will give you information about how and where to check the timetable.

<https://cutt.ly/2QsRLrg>

Under “**Estudios**” > “**Horarios y aulas de clases**” you will see the timetable per degree and courses.

Example: Group code: **226**. First digit will tell you the degree the course belongs to:

**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**.

Second digit will tell you the year the course belongs to:

**X1X** = First-year course NOT AVAILABLE

**X2X** = Second year

**X3X** = Third year

**X4X** = Fourth year

Group code: **XX6**. Third digit 6, 7, 9  
**XX6 / XX7** = afternoon and evening classes

**XX9** (coopera) NOT AVAILABLE



## Spanish education system

Bachelor and master´s degrees



The Spanish higher education system is a 4- year bachelor´s degree and 1 or 2-year master´s degree. In other words, if you have finished a 3-year bachelor´s degree at your home university and are in your 1<sup>st</sup> year master´s degree, you might be interested in our 4<sup>th</sup> year bachelor courses.

Remember that for our bachelor courses no pre-approval is required. You must check the pre-requisite in the course syllabus and your sign up is subject to availability of spots.

Bachelor´s degrees:

- Economía
- Administración y Dirección de Empresas
- Analisis de Datos en la Empresa/Business Analytics **¡¡NUEVO!!**
- Derecho y ADE
- Turismo
- Economía y Finanzas
- Gestión Aeronáutica
- Filosofía, Política y Economía.

However, to take our master courses, you must send in a separate application and only the master coordinators can accept you for the courses. Approval for the courses is based on your academic profile and availability of spots.

To apply for master courses, you must send in the following documents to:

ori.economicas@uam.es

Deadline first semester: 15/06/2022

Deadline second semester:  
15/11/2022

- ✓ CV
- ✓ Transcript of courses taken at your home university
- ✓ Motivation letter for the courses you are requesting
- ✓ Language certificate
- ✓ Proof of being a master student at your home university

## Master´s degrees

- Máster Universitario en Administración de Empresas
- 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 Interuniversitario en Economía y Gestión de la Innovación

## Learning Agreement

### How to get it signed

Instructions on our website for our incoming students:

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

International → Estudiantes entrantes

*Learning agreement - how to get it signed.pdf*

Your Learning Agreement must be signed by your academic coordinator at UAM after you are officially enrolled in the courses in September (matricula SIGMA).

### Who is your academic coordinator?

Academic coordinators are assigned per university, look up your home university in file:

*Coordinadores movilidad Erasmus-SEMP 2023-24.pdf*

You must send your LA together with a copy of your official enrolment document (matricula) to your academic coordinator. Make sure that courses on both documents are the same

Erasmus+ Learning Agreement Student Mobility for Studies							Higher Education: Learning Agreement form Student's name: Academic Year 20xx/20xx
Student	Last name(s)	First name(s)	Date of birth	Nationality <sup>1</sup>	Sex (M/F)	Study cycle <sup>2</sup>	Field of education <sup>3</sup>
Sending Institution	Name	Faculty/Department	Erasmus code <sup>4</sup> (if applicable)	Address	Country	Contact person name <sup>5</sup> , email, phone	
	Name	Faculty/Department	Erasmus code <sup>4</sup> (if applicable)	Address	Country	Contact person name <sup>5</sup> , email, phone	
Receiving Institution	UAM	Facultad Ciencias Económicas y Empresariales	EMAD004	C/Tomás y Valiente, 5, 28049 Madrid	Spain	Mta. Karan-Va International Relations Office Email: <a href="mailto:ori.economicas@uam.es">ori.economicas@uam.es</a> Phone: 9133-81497/50385	

## Classroom information

### Horarios y aulas de clase: timetable and classroom information

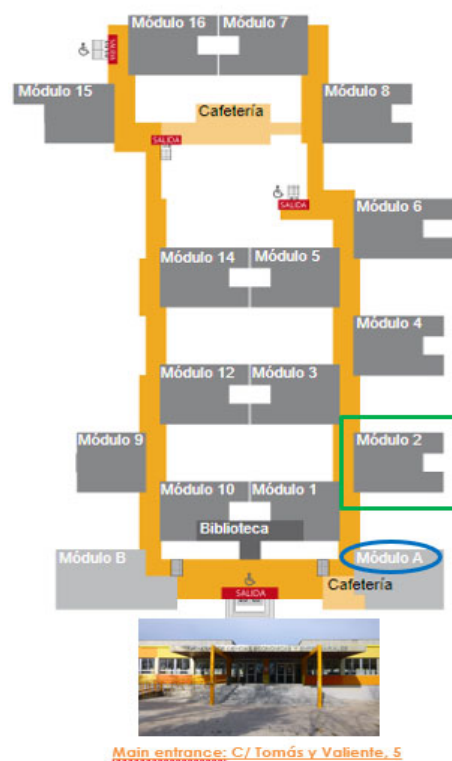
[www.uam.es/economicas](http://www.uam.es/economicas) > Estudios > Horarios y aulas de clase

([link](#) to *classrooms list per group*) - aulas de docencia.pdf (to be updated)

Classroom information will be published a few days before the actual start date of classes on January 30, 2023. We recommend you check this information for the latest update in the morning of January 30.

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

The classroom is assigned to the group code and per degree, so for example, 16679 group 226, classroom 2-101. Classroom: 101 - first number of the classroom indicates on which floor it can be found. In this case, on the first floor. The International Relations Office is located in Modulo A.



Main entrance: C/ Tomás y Valiente, 5

Phone: (0034) 9149726906