Welcome bulletin
Faculty of Business and Economics
International Relations Office
January 2023

Contact information
Universidad Autónoma de Madrid
E MADRID04
Facultad de Ciencias Económicas y Empresariales
Calle Tomás y Valiente 5
28049 Madrid – SPAIN

Location
Module A – first floor

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Welcome to UAM and our Faculty
Introduction

The members of the International Relations Office welcome you to Madrid!

By now, except students requesting Master courses, double degree students, Free-Movers and IISMA students, you all have reserved your courses through our course selection website ori.feco.uam.es and you will be officially enrolled (matrícula) in these courses by our office before classes start on January 30.

During the first week of classes, you will be able to request changes to your current course selection and also request courses from other faculties but bear in mind that not all courses from other faculties are open to international students.

If you request changes or courses from other faculties, we urge you to have a plan B in place in case your request cannot be accepted.

We would also like to inform you that we are a very small team trying to give service to all our incoming and outgoing students, so please be patient with us.

We wish you a great stay in Madrid!
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/8tkDJAhHY

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-idiomas

The Spanish language course is not offered at our faculty. Contact: Servicio.idiomas@uam.es

Course selection and changes – during mobility
How to request changes at host faculty

The course selection website ori.feco.uam.es is not active anymore. You will be officially enrolled in the courses you selected through that platform.

Your matrícula 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.

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.

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.

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 matrícula:
24/02/2023

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


International → Estudiantes entrantes
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 online 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.

Spanish language course
Servicio de idíomas

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

ORI-Ciencias
Phone: 34 91 497 44 52
ori.ciencias@uam.es

ORI-Derecho
Phone: 34 91 497 82 31
ori.derecho@uam.es

ORI-Filosofía y Letras
Phone: 34 91 497 43 64
ori.filosofia@uam.es

ORI-Form Profesorado y Educación
Phone: 34 91 497 8624
ori.fprofesorado@uam.es

ORI-Psicología
Phone: 34 91 497 50 90
ori.psicologia@uam.es

ORI-Escuela Politécnica Superior
Phone: 34 91 497 22 98
ori.eps@uam.es
**SIGMA and Moodle**

**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

UAM user account reset / activation form: https://id.uam.es/id
helpdesk: cau@uam.es

**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

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**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 matricula. 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/2QsRLrE

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, XX7 = afternoon and evening classes
XX9 (coopea) NOT AVAILABLE

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**Course syllabus**

Guías y programas docentes
https://cutt.ly/2QsRLrE

Grado = Bachelor
Posgrado = Master
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 1st year master’s degree, you might be interested in our 4th 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
- Análisis de Datos en la Empresa/Big Data Analytics (NUEVO)
- Dirección Y ADE
- Turismo
- Economía y Finanzas
- Gestión Aeroespacial
- 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:
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 (matrícula 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 (matrícula) to your academic coordinator. Make sure that courses on both documents are the same.

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

Horarios y aulas de clase 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.
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Welcome Day organized by Central Office (SERIM)
Servicio de Relaciones Internacionales y Movilidad

You have been invited by our Central Office to join the Welcome Day on January 26. Sign-up for the event is required. Check e-mail sent on December 20/12/2022 by serim.movilidad@uam.es. There will be two groups of students -Grupo 1, English Grupo 2, Spanish and each one with different schedules- More info available on their website.

https://www.uam.es/uam/en/international/incoming/estudiantes/welcome-day-enero-2023

This includes a campus tour, presentation of our university’s services. You will be able to meet a lot of fellow students to start your adventure with.

All academic questions will be handled by your host faculty’s International Relations Office and not during this Welcome Day.

SERIM office located at Plaza Mayor on Campus is responsible for:

- Registration of incoming student
- Arrival and departure certificates
- Student cards
- 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 / FREE MOVERS
Information Buddy Programme
E-mail: oficina.acogida@uam.es
Phone: (0034) 9149726906