

UAM Faculty of Economics and Business Administration

Inbound mobility students

FREQUENTLY ASKED QUESTIONS AND ANSWERS

For information about the on-line application procedures, please see section 9 of this document.

**1. Language requirements**

- Good level in Spanish is compulsory in order to work in groups, attend courses and take exams (no official certificate required). We strongly recommend that incoming Erasmus students (undergraduate) have at least B2 level of Spanish according to the Common European Framework of Reference for Languages (CEFR).

**2. What to do before arriving to UAM**

Please make sure you complete your on-line Erasmus + / exchange student on-line application (SIGMA platform) in due deadlines. More information about our procedures is found here:

<https://www.uam.es/uam/en/international/incoming/estudiantes>

1. Nomination by your Home University
2. **Application process** by student (see section 9, below)
3. Learning Agreement
4. Admission to UAM

**3. Housing information**

- Please check the different options on the website of the UAM Welcome Office:  
<https://www.uam.es/uam/en/internacional/oficina-agocida>

**4. Public transport information**

Madrid has one of the best underground systems in Europe and it is used by most people to move around in their daily life. Use the link below to obtain the underground and Renfe Cercanías (commuter train) maps: <http://www.planometromadrid.org>

Public transportation is the fastest and most efficient way of reaching the Campus:

**Commuter Rail** (“Renfe Cercanías”):

Lines C4A and C4B connect the Campus with Madrid (stops are Fuencarral, Chamartín, Nuevos Ministerios, Sol, Atocha, Villaverde), as well as other closer cities in the South and North of Madrid.

**Buses:**

Línea 714: Plaza de Castilla - Campus de Cantoblanco  
Línea 827: Canillejas - Alcobendas - UAM - Tres Cantos  
Línea 827A: San Sebastián de los Reyes - Alcobendas - UAM  
Línea 828: Recintos feriales - Juan Carlos I - Alcobendas - UAM

You can visit [www.crtm.es](http://www.crtm.es) for information relating the Public Transport Card.

**5. Offer of undergraduate courses**

<http://www.uam.es/Economicas/GuiasProgramasDocentes/1242653361369.htm?langua ge=es&nodepath=Gu?as%20y%20programas%20docentes&pid=1242654642115>

Available Bachelor degrees:

Administración y Dirección de Empresas (ADE): **Business Administration and management**

Análisis de datos en la empresa: **Business Analytics**

Economía: **Economics**

Derecho y Ade (DADE): **Double degree Law and Business Management and Administration**

Turismo: **Tourism Management**

Economía y Finanzas (Ecofin): **Economics and Finance**

Gestión Aeronáutica: **Aviation Management**

Filosofía, Política y Economía: **Degree Philosophy, Politics, Economics**

**6. Offer of Master courses**

- 7 areas available:

MBA

Master in Accounting, Auditing and Capital Markets

Master in Marketing Management

Master in Quantitative Economics Analysis (English-taught)

Master in Economic Development and Public Policy

Master in Economics and Management of Innovation

<http://www.uam.es/Economicas/M%C3%A1steresOficiales/1242678427675.htm?languag e=es&nodepath=M?steres%20oficiales&pid=1242654642115>

Admission to Master courses: see section 14 on this document

**7. Course description and details**

- <http://www.uam.es/Economicas/GuiasProgramasDocentes/1242653361369.htm?langua ge=es&nodepath=Gu?as%20y%20programas%20docentes>
- Select the area of study, course year and course. You are not allowed to select 1<sup>st</sup> year courses, (**Curso 1, groups with format X1X**)

**8. Timetables and classrooms**

- [http://www.uam.es/ss/Satellite/Economicas/es/1234888164844/sinContenido/Horarios\\_y\\_aulas\\_de\\_clase.htm?idenlace=1242649718026](http://www.uam.es/ss/Satellite/Economicas/es/1234888164844/sinContenido/Horarios_y_aulas_de_clase.htm?idenlace=1242649718026)

Schedule / timetable for the upcoming academic year is to be confirmed by June.

In case you had to **combine courses from different programmes or different years** of the same programme (or both), instructions about how to check the schedule / rooms for each group are available on our website:

<http://www.uam.es/Economicas/EstudiantesEntrantes/1242662891449.htm?language=es&nodepath=Estudiantes%20Entrantes&pid=1234888163801>

Master programmes at UAM (5<sup>th</sup> / 6<sup>th</sup> year) have their own academic calendar, including different terms. Information about their schedules and begin-end dates is available only on the website for that specific programme.

## 9. Now my University has nominated me, what should I do?

First, you need to register / **complete your on-line exchange student application** on the **SIGMA platform**. Application periods for incoming students are:

- o May 15<sup>th</sup> to June 15<sup>th</sup>, first semester (Fall) and full-year mobilities
- o until October 31<sup>st</sup>, second semester (Spring) mobilities

Please, make sure you have a recent photo (passport size picture) before you begin the process. Only .JPG image files are accepted. This is the only document you need to submit during the on-line application.

<https://secretaria-virtual.uam.es/Navegacion/InicioRegistro.movilidad.html>

There are **two sections**:

- a) you will need to register as a user, and then
- b) complete an application informing about:
  - a. Where you are coming from (home university)
  - b. The Faculty you are coming to (select Facultad de Ciencias Económicas y Empresariales or “Facultad de Económicas”).
  - c. What studies you are doing with us.
  - d. It is very important that you upload your photo correctly. If you do not do this, your application will not be processed.

*Your admission letter will be emailed to you in approximately 3 weeks from our main mobility office: [erasmus@uam.es](mailto:erasmus@uam.es) or [serim.movilidad@uam.es](mailto:serim.movilidad@uam.es) for the rest of exchange programmes.*

Once your on-line application has been sent, make preparations about your Learning Agreement:

- Get ready to have your Learning Agreement approved. We *recommend* you to have a first version of your Learning Agreement before June 15 if you are a first-semester of full-year student; or before October 31<sup>st</sup> if you are a second semester student. If you have any questions relating to course content or adequacy, your academic coordinator is the right person to help you.
- Keep in mind **that our office does NOT need you to submit your Erasmus+ Learning Agreement**. In case your home university requires you to do so and you need a signature from our side on your Learning Agreement, email us with a copy of the document.
- If you are an exchange student from a non-Erasmus + institution, please follow the directions from our main Mobility Office ([serim.movilidad@uam.es](mailto:serim.movilidad@uam.es))
- **NOTE** that the subjects in your Learning Agreement may vary once the course selection process starts. In case you need us to sign your Learning Agreement, please mention that in your e-mail and we will have your academic coordinator at UAM sign it.

Full description of the nomination – application – registration procedures at UAM is available here:

<https://www.uam.es/uam/en/international/incoming/estudiantes>

We will provide you with additional information about how to select and book your courses / groups at the UAM Faculty of Economics, in due time.

#### 10. How do I select my courses? (except for Free movers, Doble degree Paris-Dauphine or Master students)

- By late Spring, we will send you an email with a link to the course selection/registration website to the courses available for international students. If you will only be here for the second semester, you will receive the information in November. Please, for better identification, use your real name as mentioned on your id card, passport.
- The spots available for each course are different, and they will be filled in a **first-come-first-served** basis. This means that, once a course is full, no more international students will be accepted in it. Please, think of different options to complete your learning agreement.
- NOTE that you will see the code (five digits), name of the subject, and the group number (three digits). You will be able to locate the subject in the schedule by their code. There are different groups for each course, and they determine the hours they will be taught. **Attendance is often mandatory**, so make sure you don't have two courses at the same time! Groups at the evening are less crowded. Please consider these courses, as the chances of having a spot in them are higher. Check the timetables through "Horarios y aulas de clase"

- Course selection will be open for students during two periods: before the semester begins (July, for first-semester and full-year students; and November for second-semester and full-year students).
- Once classes start, students can attend their courses and make changes if needed during first week of classes. After this period, no changes will be allowed in your selection.

#### 11. I am interested in courses from other Faculties, how to proceed?

- In case you are interested in taking courses from other Faculties, you should request them through the on-line form. This form will only be **active during a specific period** and you will be informed about the dates.
- Admission to courses belonging to a different UAM Faculty might be subject to the availability of spots in the early weeks of each semester. Some Faculties have important restrictions concerning the admission of additional students to their English-taught courses (specially Filosofía y Letras / Arts). Your application will be answered before the 3<sup>rd</sup> week of the semester.
- Admission to courses from a different Faculty might be subjected to specific limitations. Please see the section “Study contract” here:  
<https://www.uam.es/uam/en/international/incoming/estudiantes-intercambio/antes-de-llegar>

#### 12. Which courses are available for international students?

- As a general rule, all courses offered in our Faculty are available for you except for **1<sup>st</sup> year** courses (groups with format **X1X**), and groups ending with 9 (**XX9**).

#### 13. Do you have limits regarding ECTS per period?

- The maximum number of ECTS awarded per semester: 30 ECTS
- The maximum number of ECTS awarded per academic year: 60 ECTS
- No minimum required, but at least 1 course

#### 14. How do I apply for Master courses?

If you wish to study master-level courses here at UAM (5<sup>th</sup> / 6<sup>th</sup> year), you should send to [ori.economicas@uam.es](mailto:ori.economicas@uam.es) the following information before June 15th (first-semester student) or November 15th (second-semester students):

- i. CV
  - ii. Transcript of courses taken at your home university.
  - iii. Letter stating your motivation to request the master courses selected at UAM.
  - iv. Proof of language level.
  - v. Proof of being a Master student.
- o Master students are evaluated and accepted by the Master coordination team only, the IRO cannot make this decision. If the Master coordinators does not accept your request, you can take 4th year courses. No application will be considered after the deadlines, so please, be sure to send all your documents on time.
  - o See the list of **Master programmes of the UAM Faculty of Economics** and their admission profiles here:  
<http://www.uam.es/Economicas/M%C3%A1steresOficiales/1242678427675.htm?language=es&nodedpath=M?steres%20oficiales&pid=1242654642115>
  - o Remember that the maximum number of ECTS per semester is 30 (60 for the full year).
  - o DO NOT FORGET TO CHECK THE **SCHEDULE** FOR EACH MASTER PROGRAMME, since they might have different terms and start-end dates.

#### 15. Official enrollment (matrícula) in courses, how and when?

- All students will be informed about how to select their courses in November. Please pay attention to the e-mail you will receive with the dates of when and how to reserve your spots. Bear in mind that this is on a first come, first serve basis. This website will be active during specific dates. You must have checked the timetables carefully (to avoid overlapping) before you reserve your courses.

#### 16. What should I do once I arrive at UAM?

- <https://www.uam.es/uam/international/incoming/estudiantes-intercambio>
- Our Central office **Servicio de Relaciones Internacionales y Movilidad** (SERIM) located at Plaza Mayor building on the UAM campus will send you an e-mail with the instructions on how to register and obtain your certificate of arrival. A copy of your passport / id and health insurance is required. If you need your attendance certificate signed and stamped, they will do that for you. [erasmus@uam.es](mailto:erasmus@uam.es) / [serim.movilidad@uam.es](mailto:serim.movilidad@uam.es) / [sicue@uam.es](mailto:sicue@uam.es) / [semp.mobility@uam.es](mailto:semp.mobility@uam.es) / [oficina.acogida@uam.es](mailto:oficina.acogida@uam.es)

- You can locate both offices in the **map** you can download from the link below. Plaza Mayor<sup>6</sup> (H5) and Faculty of Economics (F4)

<https://www.uam.es/uam/vida-uam/campus> > “Plano campus” (campus map)

#### 17. Who will sign my Learning Agreement

- Your Learning Agreement will be signed by your **academic coordinator** at our University. after your official enrollment in the courses. The instructions on how to get your Learning Agreement signed are published on our website.
- When you need your **provisional** Learning Agreement to be signed before your arrival, please send the document to us and we will have it signed for you. Email: [ori.economicas@uam.es](mailto:ori.economicas@uam.es)

#### 18. Do you offer Spanish courses?

- Spanish courses can be taken at our Foreign Language Service. You can contact them through email: [servicio.idiomas@uam.es](mailto:servicio.idiomas@uam.es).  
[www.uam.es/sidiomas](http://www.uam.es/sidiomas)
- In case you take the Spanish course, they will issue a separate certificate worth 4 ECTS. This course should not be included in your Learning Agreement as this course is not offered by our Faculty.

#### 19. Extension of period

- Deadline for extension period requests is **November 15**. First semester students who are interested in extending their stay to a whole academic year need to obtain approval by home University and our Faculty before deadline.

#### 20. Internship during period

- ECTS for internship can only be registered once you have found a company where to complete the internship. International student’s don’t have access to the offers UAM receives for their own students.

#### 21. Transcript of Records

- At the end of your stay with us, you can download your official Transcript of Records from our website.

#### 22. Attendance certificate

- Your attendance certificate with dates of arrival and departure will be issued by **SERIM** at Plaza Mayor (Servicio de Relaciones Internacionales y Movilidad)

### 23. Buddy System

- We have a Mentor program in place for International students. If you would like us to pair you up with one of our students, please sign up through: <https://buddysystem.eu/en/>

General information on:

<https://www.uam.es/uam/internacional/internacionalizacion/actualidad/buddy-programe>

For more information: [oficina.acogida@uam.es](mailto:oficina.acogida@uam.es)

### Contact details Facultad de Ciencias Económicas y Empresariales

International Relations Office

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