

Course selection and changes – during mobility

How to request changes at host faculty

The automatrícula option is not active anymore. You are enrolled in the courses you selected during this process.

Your matricula in SIGMA is your official enrolment document and the courses that are included will show on your Transcript of Records after you finish your mobility stay with us.

If you want to request changes to your current enrolment (matricula) you need to complete the on-line form. Through this form you can request to add, delete, or request group change of courses.

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

Form only active during dates:

From: 11/09/2023 (9:00 AM)

Until: 15/09/2023 (17:00 PM)

Answers: 21/09/2023 at the latest

Deadline changes to your matricula:

30/09/2023 (*changes requested between Sept. 11 and Sept. 15 awaiting confirmation*)

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, and "asignaturas transversales" -refer to our Course Catalogue 23-24 for a full list of available courses and groups.

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.

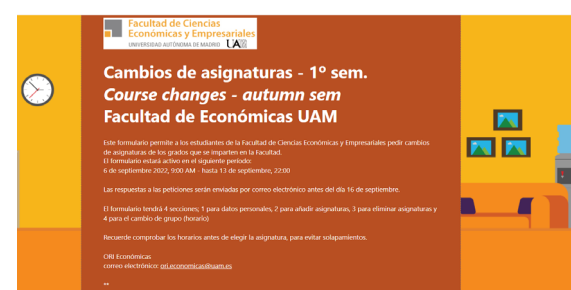


Image course change form – host faculty

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, as their offer for other faculty's incoming students might be restrictive, especially on what concerns your admission to their English-taught courses. Both UAM Engineering School (EPS) and UAM Faculty of Arts (Filosofía y Letras) have informed that their English-taught courses will 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/e/SnBHvayLAX>

Form only active during dates:

From: 11/09/2023 (9:00 AM)

Until: 15/09/2023 (17:00 AM)

Answers: 30/09/2023 at the latest

Deadline changes to your matricula:

30/09/2023 (*only changes requested between Sept. 11 and Sept. 15*)

These requests will be reviewed after faculty's own incoming students requests, which means that it can take up to 3 weeks before you receive a final 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 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

This language course awards you up to 4 ECTS through an official certificate but this course won't appear on your Transcript of Records. You must contact your Home University to make sure that this course meets your academic requirement. A small fee is payable for the Spanish for foreigners course.

Sign-up for the **placement test** and check the rest of information on [UAM Servicio de Idiomas website](https://www.uam.es/servicio-de-idiomas/).



Other Faculty's International Relations Offices

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

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 September 26, 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 on your Transcript of Records will be "no evaluado", not evaluated. It won't affect the average grade for the 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



Course syllabus

Guías y programas docentes

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

Grado = Bachelor
Posgrado = Master



Guías y programas docentes
➤ Grado
Posgrado

Matrícula 2023-24

Official enrolment document

Your "matricula" will include the courses you are officially taking at our university, and these will appear on 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 matrícula.

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 matrícula 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

IMPRESO DE MATRÍCULA
CURSO ACADÉMICO 2022/23
100 - F.C. Económicas y Empresariales
110 - Programa de estudiantes de movilidad

El/la estudiante:
NIA: NIF: DNI:
Correo electrónico:
No autorizo la difusión del domicilio
Alumno/a Becario/a:

DATOS ACADÉMICOS											
Código	Descripción	Grupo	Idioma	Período	Car.	Mod.	Cred.	Clase	Convuls.	Cód. PT	Convuls. Agiles
16679	ESTRUCTURA Y RELACIONES ECONÓMICAS INTERNACIONALES	226	Cast.	2	XX	XX	6,0	Libre Elección	No	0	0
16745	ORGANIZACIÓN DE EMPRESAS	123	Cast.	2	XX	XX	6,0	Libre Elección	No	0	0
16755	MERCADOS FINANCIEROS	131	Cast.	2	XX	XX	6,0	Libre Elección	No	0	0
16795	ENTORNO EMPRESARIAL E INFORMACIÓN ECONÓMICA	140	Cast.	2	XX	XX	6,0	Libre Elección	No	0	0
16276	INSTITUCIONES ECONÓMICAS INTERNACIONALES	441	Cast.	2	XX	XX	6,0	Libre Elección	No	0	0

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

TOTAL DE MATRÍCULA		
Conceptos aplicados	Descuentos	Total matrícula
6,00 €	6,00 €	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
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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. This means that 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 needed. 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: 15/06/2023
Deadline second semester: 15/11/2023

- ✓ 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).

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

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	Sex (M/F)	Study cycle ²	Field of education ¹		
Sending Institution	Name	Faculty/Department	Erasmus code ³ (if applicable)	Address	Country	Contact person name ⁵ email phone			
	Name	Faculty/Department	Erasmus code (if applicable)	Address	Country	Contact person name email phone			
Receiving Institution	UAM	Facultad Ciencias Económicas y Empresariales	EMADRID04	C/Tomás y Valiente, 5 28049 Madrid	Spain	Mrs. Karan Wu International Relations Office Email: ori.economicas@uam.es Phone: 0034-9149750385			

Classroom information

Horarios y aulas de clase: timetable and classroom information

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 September 11th, 2023. We recommend you check this information for the latest update in the morning of September 11.

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.

