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

Manager: Prof. Rafael de Arce Borda
Email: vicedecano.economicas.rrii@uam.es

Administrative staff:
Mrs. Kaman Wu
Mrs. María Luque
Mrs. Elena Terrero (Wed, Thu, Fri)
Email: or.economicas@uam.es
Phone: (0034) 914973795 / 5038 / 6292

Office opening hours:
June to October: 09:00 – 14:00
October to May:
Monday to Thursday: 09:00 – 14:00 and 15:00 – 17:00
Friday: 09:00 – 14:00

Website incoming students:

International → Estudiantes entrantes

Academic calendar 2023-24
(Calendario académico)

https://www.uam.es/uam/estudios/grado/matricula/calendario

First semester: 11/09/2023 – 19/01/2024
Second semester: 30/02/2024 – 30/05/2024
Resit exams: 04/06/2024 – 28/06/2024

Welcome to UAM and our Faculty

Introduction

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

We truly hope you will enjoy your stay and take advantage of the opportunity the mobility programme gives you to get out of your comfort zone and explore new opportunities. Living and or studying abroad will increase your personal and professional skills and gives you a taste of a different culture. It is also the best way to improve your language skills, so be open to this linguistic immersion opportunity.

Have and open mind and try to adapt to the new environment instead of comparing situation to what you are used to. You belong to a large group of incoming students, which mean you will get to know students who are in your exact same situation. You can join forces to face new situations together and make new friends with local students as you will be integrated into their classes.

Due to this integration, you must know that availability of spots depends on the size of the classrooms.

By now, except students requesting Master courses, double degree students, Free-Movers and IISMA students, you all have enrolled in your courses. However, during the first week of classes, you will be able to request changes to your current course selection and 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 (Business and Economics)

https://forms.office.com/e/MEaEKa88HW

Use this form to request changes (add/delete/change group) to your current course selection
More information on page 2

Request courses OTHER faculties

Outside your host faculty

https://forms.office.com/e/SnBHvaxL4X

Use this form to request courses from other faculties. Make sure the courses you request are open to international students
More information on page 2

Spanish language course

Servicio de idiomas

https://www.uam.es/uam/en/estudios/servicio-de-idomas

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

More information on page 2

Main entrance Faculty of Business and Economics

Page 1
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 matrícula 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 (matrícula) 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/GMeaEKis8HW

Form only active during dates:
From: 30/01/2024 (9:00 AM)
Until: 02/02/2024 (17:00 AM)
Answers: 16/02/2024 at the latest

Deadline changes to your matrícula:
16/02/2024 (changes requested between Jan. 30 and Feb. 5 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 exams.

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://www.uam.es/uam/matricula-espanol-lengua-extranjera

Form only active during dates:
From: 30/01/2024 (9:00 AM)
Until: 02/02/2024 (17:00 AM)
Answers: 16/02/2024 at the latest

Deadline changes to your matrícula:
16/02/2024 (changes requested between Jan. 30 and Feb. 5 awaiting confirmation)

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 matrícula.

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 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:
https://www.uam.es/uam/matrícula-espanol-lengua-extranjera

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 host faculty will include the course in your matrícula.

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/SnBHvayL4X

Form only active during dates:
From: 30/01/2024 (9:00 AM)
Until: 02/02/2024 (17:00 AM)
Answers: 16/02/2024 at the latest

Deadline changes to your matrícula:
16/02/2024 (changes requested between Jan. 30 and Feb. 5 awaiting confirmation)

Other Faculty’s International Relations Offices

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORI-Ciencias</td>
<td>34 91 497 41 52</td>
<td><a href="mailto:ori.ciencias@uam.es">ori.ciencias@uam.es</a></td>
</tr>
<tr>
<td>ORI-Derecho</td>
<td>34 91 497 82 31</td>
<td><a href="mailto:ori.derecho@uam.es">ori.derecho@uam.es</a></td>
</tr>
<tr>
<td>ORI-Filosofía y Letras</td>
<td>34 91 497 43 64</td>
<td><a href="mailto:ori.filosofia@uam.es">ori.filosofia@uam.es</a></td>
</tr>
<tr>
<td>ORI-Form Profesorado y Educación</td>
<td>34 91 497 8624</td>
<td><a href="mailto:ori.fprofesorado@uam.es">ori.fprofesorado@uam.es</a></td>
</tr>
<tr>
<td>ORI-Psicología</td>
<td>34 91 497 50 90</td>
<td><a href="mailto:ori.psicologia@uam.es">ori.psicologia@uam.es</a></td>
</tr>
<tr>
<td>ORI-Escuela Política Superior</td>
<td>34 91 497 22 98</td>
<td><a href="mailto:ori.eps@uam.es">ori.eps@uam.es</a></td>
</tr>
</tbody>
</table>
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 16, 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://secretariavirtual.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

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 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 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 clase” 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

Course syllabus
Guías y programas docentes
https://cutt.ly/2QsRLrg

Guía de curso
Curso 2021/2022
Grado = Bachelor
Posgrado = Master
Spanish education system
Bachelor and master’s degrees

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

- 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

Be informed that UAM is not on EWP yet. Instructions on our website for our incoming students:

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.

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 January 30th, 2024. 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, 16079 group 208, 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.
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 25th.

https://www.uam.es/uam/international/incoming/estudiantes/welcome-day-enero-2024

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
• Certificate of arrival and departure
• Student cards
• Insurance related issues

Contact details SERIM per exchange programme

Erasmus
E-mail: erasmus@uam.es
Phone: (0034) 914 975 133 / 5542

SEMP (Swiss Mobility Programme)
E-mail: semp.mobility@uam.es
Phone: (0034) 914 972 392

CEAL
E-mail: ceal@uam.es
Phone: (0034) 914 975 711

Convenios internacionales
E-mail: serim.movilidad@uam.es
Phone: (0034) 914 972 415

KA107
E-mail: erasmus.ka107.en@uam.es
Phone: (0034) 914 972 392

SICUE
E-mail: sicue@uam.es
Phone: (0034) 914 972 392

VISITANTES / FREE MOVERS
E-mail: oficina.acogida@uam.es
Phone: (0034) 914 972 606