

# WELCOME TO THE FACULTY OF PSYCHOLOGY



International Relations Office(ORI)

*(Module 7 – upper level)*

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

## INTERNATIONAL RELATIONS TEAM

**Vice Dean for IRR and Mobility:** Prof. María Pilar Aivar

**International Relations Coordinator:** Mar Aguado

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### **Contact information:**

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# INTERNATIONAL RELATIONS OFFICES AND THEIR DIFFERENT DUTIES:

## **IRO, International Relations Office at the Faculty of Psychology:**

[More info here](#)

- Course registration
- Administrative support
- Mobility coordinator assignation
  
- Contact:
  - [ori.psicologia@uam.es](mailto:ori.psicologia@uam.es)

## **SERIM, International Relations and Mobility Service at the Plaza Mayor UAM:**

[Before Arriving at UAM](#)

- Admission letter
- UAM Student Card
- Registration
- Attendance Certificate
  
- Contact:
  - [erasmus@uam.es](mailto:erasmus@uam.es)
  - [serim.movilidad@uam.es](mailto:serim.movilidad@uam.es)

# REGISTRATION AT UAM:

## Periods:

- For first-semester and full-year students: from May 15 to June 15
- For second-semester students: from May 15 to October 31.

## Registration:

You must access:

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

## Application:

You must access:

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

Make sure you have a recent ID photo in a .jpg format

Once your Application is completed and validated, you will receive an admission letter (aprox. 3 weeks later).

More info at:

<https://www.uam.es/uam/en/international/incoming/estudiantes-intercambio/antes-de-llegar>

## COURSE SELECTION:

Course selection will take place in June. You will receive an email when the time comes.

Website:

<http://weboripsico.fpsi.uam.es/>

You will need to register on the website. Access is not automatic; the IRO team will review your registration request and grant you access.

Courses spots are filled in a first-come first-served basis, so we recommend you register and select courses as soon as possible.

A second round on the website will take place in September, to request course changes.

## COURSE SELECTION:

You will only be able to select courses available on the website.

To prepare, you can start getting familiarized with our [course offer](#) and [schedule](#).

Max ECTS for a semester: 30 ECTS

Max ECTS for a full year: 60 ECTS

### Spanish courses:

The [Language Center](#) offer Spanish courses → contact them for registration.

The Spanish course is not an official course at the Faculty of Psychology:

- It is worth 4 ECTS.
- It should not be part of your LA.
- It will not show on your official Transcript or Records. You will need to ask for a certificate from the Language Center.

## COURSE SELECTION:

### VERY IMPORTANT:

Free-movers and students choosing Master courses must request their courses outside the Course Selection website.

Please visit our [website](#) to know more.

# COURSE SELECTION:

## Course Syllabi:

[https://drive.google.com/file/d/16KRQ6nYhFj\\_kunOoYQwJcDqsedyqi91b/view](https://drive.google.com/file/d/16KRQ6nYhFj_kunOoYQwJcDqsedyqi91b/view)

## Which info do they provide?

- Name and contact of the professor in charge of the course
- Class attendance requirements
- Course objectives, prerequisites, semester and language of instruction
- Course contents and recommended bibliography
- Teaching methodology
- Student workload
- Evaluation procedures
- Calendar



# ARRIVAL AT UAM:

**Welcome day:** September 5. You will receive more info from our colleagues at SERIM.

The Faculty of Psychology Will also have a **welcome session** on September 11:  
1 pm – Aula Magna at the Faculty of Psychology.

## **Once you arrive at UAM:**

- Make sure you visit our colleagues at SERIM to register your arrival.

## **Once you arrive at the Faculty of Psychology:**

- You will be registered in the courses you selected in June and you can start attending classes right away.
- If you want to make any changes in your courses from the Faculty of Psychology, there Will be a second round on the website.
- If you wish to request a course from a different Faculty, you will need to fill a form (more info later on).

# ARRIVAL AT UAM:

## Where is my classroom?

- Rooms A1, A2, A3 and A4 are located at the Annex building
- Rooms starting with V are located on the lower floor of our main building
- Rooms starting with a number will indicate you the module to locate them:  
i.e. Aula 51 is at the 5 module on the main floor

You can always ask at the Information Office located at the entrance of every building.

# DURING YOUR UAM:

## Learning Agreement:

- Once you have your final selection of courses and are attending classes regularly, the IRO will need to receive your Learning Agreement.
- Please send it to [ori.psicologia@uam.es](mailto:ori.psicologia@uam.es) before October 31, for the first semester, and March 31 for the second semester.
- Your LA Will need to match your registration.
- If you need it signed before your arrival, please send it to us by e-mail.

## Buddy program:

The [Erasmus Student Network at UAM](#) organizes a buddy program so incoming students can match with UAM students in a Mentor Program. Please contact them for more information.

## LEAVING UAM:

Don't forget to go to SERIM to register your leaving.

### **Transcript of Records:**

You can issue your own ToR online.

You can find instructions on how to do it on our [website](#).

The IRO no longer issues ToR for its incoming students unless their Home University contacts us and request we do it.

# OTHER INFO:

**Your Institutional email:** [name.surname@estudiante.uam.es](mailto:name.surname@estudiante.uam.es)

You can activate it by following the steps at [www.uam.es/id](http://www.uam.es/id)

If you have any problem, you should contact the UAM's IT Department: [cau@uam.es](mailto:cau@uam.es)

You can redirect it to another email account, but it is very important that you check it regularly.

Everyone from the UAM will only write to your institutional email and It is also necessary to access MOODLE, SIGMA or WIFI.

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

Once we complete your enrolment in the courses and groups, you may check them in Sigma by clicking “Matrícula” on the left menu.

**Moodle:** <https://moodle.uam.es/>

Please activate your account with your student email as user name once you receive confirmation of your enrolment or ask your professors to activate you.

It is the virtual campus, managed directly by the **professors** where you will find:

- Academic guide or syllabus
- Additional teaching materials
- Dates of evaluation
- Grades

## OTHER SERVICES AT THE UAM:

**Wifi eduroam:** <http://www.uam.es/uam/wifi>

**Welcome office (Plaza Mayor):** Visa, Buddy Program, Housing, etc.

<https://www.uam.es/uam/internacional/oficina-agocida-internacional>

**Sports service:** <https://servdep.sefd.uam.es/>

## **Any questions?**

Do not hesitate to come see us or send us an email, we Will be happy to help you!