



Frequently Asked Questions and Answers

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 going to Spain

- [http://www.uam.es/UAM/\(en\)3Erasmus-Antes/1242649728991.htm?language=en&pid=1242663040257](http://www.uam.es/UAM/(en)3Erasmus-Antes/1242649728991.htm?language=en&pid=1242663040257)

3. Housing information

- http://www.uam.es/ss/Satellite/es/1234886380011/sinContenido/Alojamientos_universitarios.htm
- http://www.uam.es/ss/Satellite/es/1234886381434/contenidoFinal/Residencia_Universitaria_ERASMO..htm

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 maps: <http://www.planometromadrid.org>

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

Commuter Rail ("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 for information relating the Public Transport Card.



5. Offer of undergraduate courses

- <http://www.uam.es/ss/Satellite/Economicas/es/1242654659118/contenidoFinal/Grado.htm>

Areas available:

Economía: *Economics*

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

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

Turismo: *Turism*

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

6. Offer of Master courses

- http://www.uam.es/ss/Satellite/Economicas/es/1242678427675/contenidoFinal/Masters_oficiales.htm

- 6 areas available:

MBA

Master in Accounting, Auditing and Capital Markets

Master in Marketing Management

Master in International Economics (English-taught)

Master in Economic Development and Public Policy

Master in Economics and Management of Innovation

7. Course description and details

- http://www.uam.es/ss/Satellite/Economicas/es/1234888164898/listadoGuiasDocentes/Guias_y_programas_docentes.htm?idenlace=1242649718188
- Select the area of study, course year and course. You are not allowed to select 1st year courses, identifiable by the group code (X1X)

8. Timetables and classrooms

- http://www.uam.es/ss/Satellite/Economicas/es/1234888164844/sinContenido/Horarios_y_aulas_de_clase.htm?idenlace=1242649718026

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

- First, you need to register on **Sigma** (May 15th – June 15th, first semester, until October 31st, second semester).

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

There are two sections: you will need to register as a user, and then complete an application informing about where you are coming from, the Faculty you are coming to, and what studies you are doing with us. It is very important that you upload your photo correctly. If you do not do this, your application will not be processed.



- Send in your Learning Agreement, before May 31st if you are a first-semester of full-year student; or before October 31st 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.
- **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.

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 website (ori.feco.uam.es) where you can find all 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 and the same email address you used for Sigma when registering.
- 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.
- The schedule for next year is not yet published, you will have it when we send you the information about ori.feco.uam.es
- Once you are finished, you will be able to print your course selection. Please, save that pdf file as proof. However, this is not your official registration (matrícula). There may be last-minute changes to courses that could affect your selection. If this happens, we will let you know as soon as possible and offer you other options.
- [Ori.feco.uam.es](http://ori.feco.uam.es) will be open for students during two periods: before the semester begins (June, 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 (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 go to their International Relations Office and request them. Once they accept you for the course(s), you should come back to our office for the enrollment. Bear in mind that the majority of credits should be taken in our Faculty.

12. Which courses are available for international students?

- As a general rule, all courses offered in our Faculty are available for you. You are not allowed to select 1st year courses, identifiable by the group code (X1X) or groups ending in 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

14. How do I apply for Master courses?

- a. If you wish to study master courses here at UAM, you should send to ori.economicas@uam.es the following information before of 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.

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.

Remember that the maximum number of ECTS per semester is 30 (60 for the full year).

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

- We, the International Relations Office, will enroll you in the courses you have selected **previously** through the course selection website ori.feco.uam.es. Please pay attention to the e-mail you will receive with the dates of when to reserve your spots.

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

- First you should register yourself in the office called **Servicio de Relaciones Internacionales y Movilidad** located at Plaza Mayor. They will complete the Attendance certificate for you.
- Check the date in your e-mail when you are requested to sign your course enrollment in the **International Relations Office from our Faculty of Economics**.
- You can locate both offices in the map you can download from the link below. Plaza Mayor (H5) and Faculty of Economics (F4)

<http://www.uam.es/UAM/Plano-Campus-Cantoblanco-Universidad-Aut%C3%B3noma-de-Madrid-/1234886383762.htm?language=es&pid=1242649468298&title=Plano%20del%20Campus%20UAM>

17. Who will sign my Learning Agreement

- Your Learning Agreement will be signed by your **academic coordinator** at our University. When you register yourself at the **SERIM** office (Servicio de Relaciones Internacionales y Movilidad), they will hand over a document which includes the name of your academic coordinator.
- When you need your 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

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.
- 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 30**. 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 where to complete the internship.

21. Transcript of Records

- At the end of your stay with us, your Transcript of Records will be sent directly to your home University. They will receive a copy by e-mail and the original by ordinary mail.

22. Attendance certificate

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

23. Buddy program

- 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 send an email to acogida.internacional@uam.es

Contact details Facultad de Ciencias Económicas y Empresariales

International Relations Office
C/ Francisco Tomás y Valiente, 5
28049 Madrid
Tel: +34 914975038
Email: ori.economicas@uam.es
Erasmus code: E MADRID04