FACULTAD DE CIENCIAS

Frequently Asked Questions and Answers

1. What to do before going to Spain

Please check all the information provided in the following link:
https://www.uam.es/uam/international/incoming/estudiantes-intercambio

2. Language requirements

A good level of Spanish is compulsory to work in groups, attend courses and take exams (no official certificate required). We strongly recommend that incoming undergraduate students have at least a B1 level of Spanish according to the Common European Framework of Reference for Languages (CEFR) and incoming master's degree students at least B2 level.

3. Housing information

Most students live in shared flats in Madrid center where all the social and cultural life happens. The best websites for searching for a shared flat are idealista.com, pisos.com, and fotocasa.com. We recommend looking for flats that are well connected to the Cercanías train stops (Atocha, Sol, Nuevos Ministerios) to arrive at the campus relatively quickly. You should be able to find a room in a shared flat for 300-400 euro a month with expenses. Expect to be asked for a 1-2 month deposit but avoid paying an extra month for an agency fee. Finding a good flat can be VERY challenging so we recommend arriving at least a week before classes start to give yourself time to get settled. There are many hostels (hostelworld.com) you can stay at while flat searching.

Other options are university residences:

https://www.uam.es/uam/internacional/alojamiento

For more info, you can contact our Welcome Office: oficina.acogida@uam.es

4. Public transport information

The city has great public transport with a metro, one of the best in Europe https://www.metromadrid.es/es, train (Cercanías) http://www.renfe.com/viajeros/%20cercanias/madrid/ and buses that reach everywhere. The UAM is located at Cantoblanco Campus, which is connected to the city center (15-25 min) by the Cercanías train (train stop: "Cantobalnco Universidad"). It is useful to download the app Madrid Metro/Bus/Cercanías for maps of both the metro and Cercanías as well as estimated time of travel. Also, you will need an "Abono" (pass card) which works on all forms of transport and only costs 20 euros a month for people under 26 years old. https://tarjetatransportepublico.crtm.es/CRTM-ABONOS/entrada.aspx

We recommend making an appointment at one of the central stations (Sol, Nuevos Ministerios, Atocha, Moncloa) before you come as there are limited appointments. You can make the appointment here: https://www.tarjetatransportepublico.es/CRTM-ABONOS/entrada.aspx

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

5. Offer of Undergraduate courses

http://www.uam.es/Ciencias/Estudios/1234888214171.htm?language=es&nodepath=Estudios&pid=1234888214171

Areas available:
- Biology
- Biochemistry
- Chemical Engineering
- Chemistry
- Environmental Science
- Food Sciences and Technology
- Physics
- Mathematics
- Human Nutrition and Dietetics

6. Offer of Master courses

http://www.uam.es/Ciencias/EstudiosPosgrado/1234888218733.htm?language=en&nodepath=Postgra duate%20Studies&pid=1234888214171

Areas available:
Master's Degree in Advanced Materials
Master's Degree in Applied Chemistry
Master´s Degree in Biodiversity
Master´s Degree in Biomolecules and Cell Dynamics
Master's Degree in Biotechnology
Master's Degree in Chemical Engineering
Master's Degree in Condensed Matter Physics and Biological Systems [Specialization in Biophysics / Specialization in Nanophysics]
Master´s Degree in Ecology* (limited to courses taught at UAM only)
Master's Degree in Energy and Fuels for the Future
Master's Degree in Inland Water Quality Assessment
Master's Degree in Mathematics and Applications (Specialization in Introduction to Research / Applications of Mathematics)
Master's Degree in Microbiology
Master's Degree in New Food Products
Master's Degree in Science in Biodiversity
Master's Degree in Theoretical Physics

7. Course description and details

http://www.uam.es/Ciencias/Biolog%C3%ADa/1242655508884.htm?language=es&nodepath=Biolog?a

Select the area of study, course year and course.

8. Timetables and classrooms

It is very important to **check the timetables on the Degree's website** **before sending your Learning Agreement** to avoid overlaps. Please wait until they are published, usually on May.
Then click "**horarios y aulas**", find your courses and check **all the weeks** on each pdf.
http://www.uam.es/Ciencias/Biolog%C3%ADa/1242655508884.htm?language=es&nodepath=Biolog?a%20

All the classes have code, for example, 01.00.AU.312, which means:
XX.YY.AU.ZÑÑ
XX: Building (01 Science, 02 Biology, FM Faculty of Medicine)
YY: Module
AU = Aula or **LAB** = Laboratory
Z: Floor
ÑÑ: Room

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

First, you need to register on the online UAM system "SIGMA" (from 1st to 31st, May, first-semester and whole year applications; from 1st to 31st October, second-semester applications). https://secretaria-virtual.uam.es/regis/controlreg/%5bmtoAlta%5dRegistroPublico?entradaPublica=true&pais=ES&idioma=es
There are two sections: you will need to register as a user, and then complete an application informing where you are coming from, the Faculty you are coming to, and what studies you are doing with us. You must upload your photo correctly. If you do not do this, your application will not be processed.

Online Application Form for Admission

a. **First**, you must register at the UAM here: https://secretaria-virtual.uam.es/Navegacion/InicioRegistro.html#
b. **Second**, you must complete the online application here: https://secretaria-virtual.uam.es/Navegacion/InicioAdmision.html
c. **Deadlines (it is just open BETWEEN those dates)**
   - 1st semester and full academic year: **15th to 31st of May**
   - 2nd semester: any time before **1st to 31st of October**

Second, complete your self-enrolment **within the timeframe** and **email your Learning Agreement** to ori.ciencias@uam.es, after completing your online autoenrollment. If you have any questions related to course content or adequacy, your academic coordinator is the right person to help you.

Learning Agreement and course registration

a. Comlete your self-enrolment within the timeframe (**except Master degree students**)
b. Email your Learning Agreement to ori.ciencias@uam.es signed by you and your mobility coordinator at your Home University.
   Deadlines:
   1st semester and full academic year: **31st of July (31st May for Master Degree students)**
   2nd semester: any time until the **15th of December**
c. There are **limited places** for incoming students in our courses and reservations are made on a **first-come basis**. Therefore, we **highly** recommend you **access the self-enrolment as it opens**.
d. If we do not receive your Learning Agreement proposal before the deadline with this information, we **CANNOT** guarantee a place in the courses you want.

10. How do I select my courses?

The spots available for each course are different, and they will be filled on a first-come-first-served basis. This means that once a course is full, no more international students will be accepted into it. Please, think of different options **before** the self-enrolment day.

NOTE that you will see the **code (five digits)**, the name of the subject, and the **group number (three digits or four)**. 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 in the evening are less crowded. Please consider these courses, as the chances of having a spot in them are higher. You may choose **just the three digits' groups**, the **subdivision in the four digits** ones will be made by the professors once the course begins and you will be informed through **Moodle.**

The schedule is always published during May before your mobility starts (September/January). This tool is very useful to check them: http://www.uam.es/Ciencias/Consulta-tus-horarios/1242697487290.htm?language=es&nodepath=Consulta%20tus%20Horarios%20Online&pid=1234888214163

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.

Once classes start you will be able to make changes in your Learning Agreement if needed (just the first

week of classes). Always handing out a signed Learning Agreement including the changes. A**fter this period, no changes will be allowed in your selection.**

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

Solicitud de asignaturas de otras Facultades 1er semestre - Incoming students UAM 2023/24

In case you are interested in taking courses from other Faculties, you should request them to their International Relations Office using the following link. Please, be aware that **it will only be activated during certain periods (we will email the exact dates to you ÅŤ è2dz KI·ØŜ 2ŭKŜℕ ŦI·Ödzťüè¹ä Ö2dzℕäŜ ÅY [!)**
https://forms.office.com/e/SnBHvayL4X
Once they accept you for the course(s), ØŜ ØÅtf Ö2YLJfŜüŜ üKŜ Ŝyℕ2ffYŜyü I·ü 2dzℕ office. Bear in mind that most credits should be taken in our Faculty ópℳ̂ I·ü fŜI·äüü and that, if they reject your application, as it always arrives after the period for changes, the course(s) CANNOT be replaced with others from the Faculty of Science.

We strongly discourage including ourses from other faculties.

12. Which courses are available for international students?

Generally, all courses offered in our Faculty are available for you, with **exception of Double Degree Courses and Inter-Universities Master Degree Courses** that aren't taught at the UAM Campus.

13. Do you have limits regarding ECTS per period?

We recommend **not to exceed 30 ECTS per semester or 60 ECTS per year**. No minimum is required.

14. How do I apply for Master's courses?

If you wish to study master courses here at UAM, in order to prove that you have **passed 240** ECTS, you should send to ori.ciencias@uam.es the following information before **May 31st** (first-semester student) or **October 31st** (second-semester students):

a. CV and signed learning agreement
b. Transcript of records (from courses taken at your Home University).
c. A letter stating your motivation to request the master courses selected at UAM.

Master applications will be evaluated and accepted by the Master coordination team only, the IRO cannot make this decision. If the Master coordinators do 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.**

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

Your will complete your self-enrolment in the courses within a timeframe: SELF ENROLMENT LINK. Then you must include them in your Learning Agreement. Please, pay attention to the e-mail you will receive with a copy of it. Always check the codes and groups and go to Sigma to obtain other copies: https://secretaria- virtual.uam.es/Navegacion/InicioAlumno_cons.html

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

You should register yourself in the office called Servicio de Relaciones Internacionales y Movilidad (SERIM) located at Plaza Mayor UAM. They will complete the Attendance certificate for you.

You can locate it on the map that you can download from the link below. Plaza Mayor (H5) and Faculty of Science (G4): https://www.uam.es/uam/media/doc/1606854713536/folleto-plano-uam-junio-2016-ufd.pdf

17. Who will sign my Learning Agreement?

Your **Learning Agreement** will be signed by the **vice-dean of international relations and mobility** and you will receive it by email, from ori.ciencias@uam.es
When you register yourself at the SERIM office (Servicio de Relaciones Internacionales y Movilidad), they will hand over a document that includes the name of your academic coordinator, who can help you with academic issues. The SERIM will sign your **Attendance Certificate**, please email it to: erasmus@uam.es or serim.movilidad@uam.es if you are not an Erasmus student.

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 it is not offered by our Faculty.
Please, find all the information regarding the courses and how to enroll here:
https://www.uam.es/uam/servicio-idiomas

19. Extension of period

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

20. Virtual Campus

You should activate your account with your student email as your user name. Is the online campus, where you will find:

- The syllabus
- Additional teaching materials
- Dates of evaluation, grades https://moodle.uam.es/

21. SIGMA

When you arrive at our Faculty you are already enrolled in the courses, so you can check it in SIGMA by clicking "**Matrícula**" on the left menu or download it as an enrolment proof at the UAM.
Also, you should confirm your timetable in Sigma by clicking "**Publicación Horaria**" on the left menu, this is very important to avoid overlaps.
https://secretaria-virtual.uam.es/Navegacion/InicioAlumno_cons.html It is the administrative management tool.

22. Transcript of Records

At the end of your stay with us, øŜ øλtf ŜY l·λf è2dz ŭKŜ λyãŭNdzÕŭλ2yã ŭ2 Ř2ønf2l·Ř your Electronic Transcript of Records will be sent directly to you and your home University by email.

23. 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). Serim.movilidad@uam.es

24. Buddy program

We have a Mentor program in place for International students. If you would like us to pair you up with a UAM student, please check the following website:
https://www.uam.es/uam/internacional/mentores/estudiantes-internacionales
For more information, please send an email to oficina.acogida@uam.es

25. Welcome Office:

Oficina de Acogida Internacional
Edificio Plaza Mayor
Planta Baja, Isla F
28049 Madrid

Teléfonos de contacto: 91 497 69 07/
6906
Email: oficina.acogida@uam.es

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

26. Counselling (Psychological support)

The unit offering counselling at UAM is Centro de Psicología Aplicada: https://www.uam.es/uam/cpa
It is located on campus (not far from our Faculty) and the students can contact them to get more information as to how to get an appointment.
Atención al Usuario - UNIDAD CLÍNICA
Localización:
Pabellón C, piso 1º - UAM C/ Einstein 13
28049 - Cantoblanco (Madrid)

Atención al Usuario:
11.00-14.00 y 15.00-18.00
Eva Mª López Hornero Teléfono: 91 497 86 87 Correo-e: cpa@uam.es

27. Disability Support Services

The University is here to help you if you have a disability, mental health difficulty, long-term medical condition, autistic spectrum condition, or a specific learning difference such as dyslexia, dyspraxia, dyscalculia, and ADHD.
We aim to create an inclusive and equitable teaching and learning environment to benefit all our students. Please explore our specialist's webpage:
https://www.uam.es/uam/diversidad-funcional

Ubicación:
Oficina de Acción Solidaria y Cooperación - Área de Atención a la Discapacidad Edificio Plaza Mayor. Planta Baja.
C/ Einstein, 7
Ciudad Universitaria de Cantoblanco - 28049 Madrid Teléfono: (34) 91 497 7628 Correo electrónico: diversidad.funcional@uam.es
Horario de Invierno (del 1 de septiembre al 31 de Mayo) Mañanas de Lunes a Viernes de 9:00-14:00 y Tardes de Lunes a jueves de 15:00-16:00
Horario de Verano (del 1 de junio al 31 de Julio) Lunes a Viernes: 09:00-14:00

28. IRO (International relations office)

Contact details:
Facultad de Ciencias International Relations Office
C/ Francisco Tomás y Valiente, 7 28049 Madrid Tel: +34 914974452/8048
Email: ori.ciencias@uam.es
Erasmus code: E MADRID04
Vice-dean of IIRR and mobility: Fátima Franco Múgica