

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

Vice-dean: Prof. Rafael de Arce Borda
E-mail: vicedecano.economicas.rrii@uam.es

Administrative staff:
Mrs. Kaman Wu
Mrs. María Luque
Mrs. Elena Terrero (Wed, Thu, Fri)

E-mail: ori.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:
<https://www.uam.es/ss/Satellite/Economicas/es/home.htm>
International → Estudiantes entrantes

Academic calendar 2024-25

(Calendario académico)

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

First semester: 09/09/2024 - 20/01/2025
Second semester: 28/01/2025 - 29/05/2025
Resit exams: 04/06/2025 - 28/06/2025

CALENDARIO DE CLASES Y EVALUACIÓN. CURSO ACADÉMICO 2024-2025 (versión actualizada en página 10)

Septiembre 2024	Octubre 2024	Noviembre 2024	Diciembre 2024	Enero 2025	Febrero 2025	Marzo 2025	Abril 2025	Mayo 2025	Junio 2025	Julio 2025	Agosto 2025
Clases	Clases	Clases	Clases	Clases	Clases	Clases	Clases	Clases	Clases	Clases	Clases
Evaluación	Evaluación	Evaluación	Evaluación	Evaluación	Evaluación	Evaluación	Evaluación	Evaluación	Evaluación	Evaluación	Evaluación



Main entrance Faculty of Business and Economics

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 an 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 means 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/r/MEaEKii8HW>

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/SnBHvayLAX>

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-idiomas>

The Spanish language course is not offered at our faculty. Contact: Servicio.idiomas@uam.es
More information on page 2

Course selection and changes - during mobility

How to request changes at host faculty

The automatrícula option in SIGMA 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 showing will appear 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: 28/01/2025 (9:00 AM)

Until: 03/02/2025 (22:00 PM)

Answers: 07/02/2025 at the latest

Deadline changes to your matricula:

17/02/2025 (changes requested between Jan 28 and 31 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 24-25 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: 28/01/2025 (9:00 AM)

Until: 31/01/2025 (17:00 AM)

Answers: 14/02/2025 at the latest

Deadline changes to your matricula:

17/02/2025 (only changes requested between Jan 28 and 31 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 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.

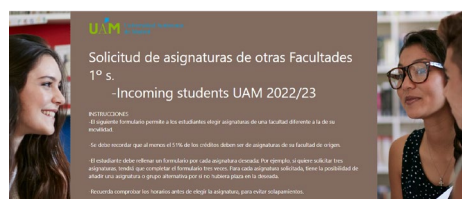


Image course request form - other faculties

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 January 31, 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 2024-25

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 202021-0
100 - F.C. Económicas y Empresariales
110 - Programa de estudiantes en 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	Periodo	Car.	Mod.	Cred.	Clase	Convuls.	Cód. PT	Concep. aplicad.
16579	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 Matrículados: Libre Elección: 30,0
Créditos Superados:

TOTAL DE MATRÍCULA		
Conceptos aplicados	Descuentos	Total matrícula
6,00 €	0,00 €	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

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: 15/06/2024
Deadline second semester: 15/11/2024

- ✓ 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 2024-25.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

Erasmus+ 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 ¹	Field of education ²		
Sending Institution	Name	Faculty/Department	Erasmus code ³ (if applicable)	Address	Country	Contact person name ⁴ email phone			
	Name	Faculty/Department	Erasmus code (if applicable)	Address	Country	Contact person name ⁴ email phone			
Receiving Institution	UAM	Facultad Ciencias Económicas y Empresariales	EMAD0004	C/Tomás y Valiente, 5 28049 Madrid	Spain	Mrs. Karan Wu International Relations Office Email: ori.economicas@uam.es Phone: 0034-914975200x			

Classroom information

Horarios y aulas de clase: timetable and classroom information

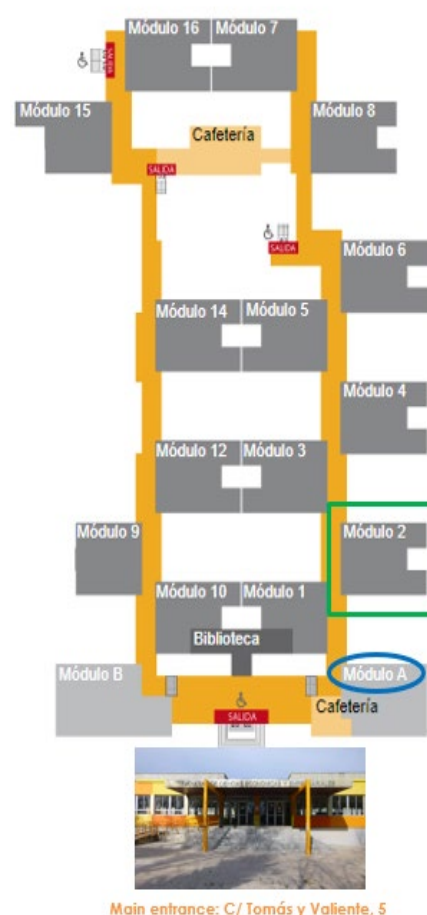
www.uam.es/economicas > Estudios > Horarios y aulas de clase

([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 9, 2024. **We recommend you check this information for the latest update in the morning of September 9.**

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 per bachelor 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.





Welcome Day organized by Central Office (SERIM)

Servicio de Relaciones Internacionales y Movilidad

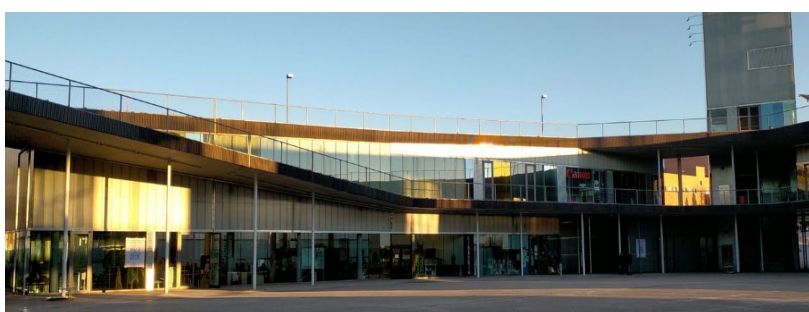
You have been invited by our Central Office to join the Welcome Day on January 24.

<https://www.uam.es/uam/international/incoming/estudiantes/welcome-day-enero-2025>

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



Servicio de Relaciones Internacionales y Movilidad - Campus de Cantoblanco - Edificio Plaza Mayor, planta baja - C/ Einstein, 7, Madrid, España

Erasmus

E-mail: erasmus@uam.es

Phone: (0034) 914975133 / 5542

SEMP (Swiss Mobility Programme)

E-mail: semp.mobility@uam.es

Phone: (0034) 914972392

CEAL

E-mail: ceal@uam.es

Phone: (0034) 914975711

Convenios internacionales

E-mail: serim.movilidad@uam.es

Phone: (0034) 914972145

KA107

E-mail: erasmus.ka107.en@uam.es

Phone: (0034) 914972935

SICUE

E-mail: sicue@uam.es

Phone: (0034) 914972392

VISITANTES / FREE MOVERS

E-mail: oficina.acogida@uam.es

Phone: (0034) 9149726906