INTERNATIONAL RELATIONS OFFICE INCOMING STUDENTS

Facultad de Ciencias Jurídicas y Sociales
Campus de Madrid- Vicálvaro
Paseo de los Artilleros s/n
28032 Madrid, España.

Administration Building, Ground Floor, Office 052

Phone: +34 91 488 77 22 / 92 76
Email: internacional.in@urjc.es

INTERNATIONAL RELATIONS OFFICES IN THE CAMPUS

<table>
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<tr>
<th>MADRID-VICALVARO CAMPUS</th>
<th>MÓSTOLES CAMPUS</th>
<th>FUENLABRADA CAMPUS</th>
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| Facultad de Ciencias Jurídicas y Sociales
Paseo de los Artilleros s/n
28032 Madrid, España. | Edificio Rectorado, 1° planta
C/ Tulipán, S/n,
28933 Móstoles, Madrid
España | Edificio Biblioteca, 1° planta
Camino del Molino s/n.
28943 Fuenlabrada, Madrid
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Email: oscar.prieto@urjc.es |
| Phone: +34 91 488 77 22 / 92 76
Email: internacional.madrid@urjc.es | | D. Oscar Prieto |

Dª Mª Teresa Chávarri
Dª Socorro Vera
1st Semester
Duration of the semester: September 5, 2018 to January 15, 2019
Period of classes: September 5, 2018 to December 13, 2018
Examination Period: December 14, 2018 to January 15, 2019

2nd Semester
Duration of the semester: January 16, 2019 to May 18, 2019
Period of classes: January 16, 2018 to May 3, 2019
Examination Period: May 6 to 18, 2019

Extraordinary exams period for 1st and 2nd semester: June 10 to 27, 2019

DO NOT COMPLETE THE ONLINE APPLICATION IF YOU HAVEN’T RECEIVED THE ACKNOWLEDGEMENT EMAIL

Once you receive the acceptance of your nomination you can apply

Required application documents (3):

1. If needed, special needs and needed adaptations certificate in Spanish or in English.
2. Passport/ID photocopy (valid during all the mobility)
3. Language certificate for the mobility

PLEASE READ WITH ATTENTION THE ANNEX WITH THE HANDBOOK

Please follow this link to enter the application process: https://sede.urjc.es/movilidad-incoming

Dates to COMPLEAT the procedure from 1st to 31st October 2018

PROCEDURE SUMMARY: fill out the on-line application and upload the required documents according with the corresponding phase.

Once checked, we will ask you to fill out in the same platform your Learning Agreement.

Once checked and validated this Learning Agreement by URJC, the student will must:

- Download and Print the generated document.
- Complete the correspond table with the courses that will be approved at home University(Table B)
- Sign the document that will have to be signed by the student and the home university.
- Upload the document to the platform.

You can upload your own model of Learning Agreement if necessary, but IT IS COMPULSORY GENERATE CORRECTLY THE DRAFT OF THE URJC MODEL. The courses in both models MUST BE THE SAME
Deadline to COMPLETE this phase: 31st October 2018

Once uploaded the document, correctly completed and signed, URJC will validate and sign digitally the document; at the same time, the Acceptance Letter will be generated.

FROM THAT MOMENT THE STUDENT WILL BE ACCEPTED

Please don’t send hardcopies of the documents by postal mail. You have to upload them to the platform

For more information please check our website: http://www.urjc.es/internacional/erasmus-y-movilidad

ARRIVAL AND ORIENTATION

Welcome day will take place for all the exchange students on Friday 11th January 2019 in:

Salón de Actos de Edificio Biblioteca  
Campus de Madrid - Vicálvaro  
Paseo de los Artilleros s/n.  
28032 Madrid

For those students who are going to study in Spanish, the Welcome session will be at 09:30h.

For those students who are going to study in English, the Welcome session will be at 12h.

Please check regularly the following link in case some change occurs: http://www.urjc.es/internacional/erasmus-y-movilidad#jornadas-de-acogida-welcome-day

ATTENDANCE TO THE WELCOME DAY IS HIGHLY RECOMMENDED in order to get important information about the procedures for the mobility.

The students that can’t come to the Welcome day and arrive later, once here, they must come to the International Relations Office.

During the first week, different cultural and Madrid touristic activities will take place. We recommend your participation in them. We will inform about the programs in the Welcome day.

Arrivals later than 31st January 2019 won’t be accepted.
Spanish courses do not have to be added to the Learning Agreement, they will not appear on the Transcript of Records since they are subjects from the Language Center and they have an extra cost.

When the students finish the course, they will receive a certificate indicating their attendance, grades and credits.

**Semester Spanish courses**

Erasmus and Munde students can also attend a 45-hour (2 ECTS) Spanish course that will take place during one semester (January – April).

The cost of the course will be 245€ aprox.

**Further information:** University Languages Center [centro.cui@urjc.es](mailto:centro.cui@urjc.es)

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**Facilities**

- Access to computer facilities including wireless internet access and university e-mail account
- Student card: once in Spain, you must go to Banco de Santander office of your campus with your ID and your URJC username
- Access to University sports facilities.
- University restaurants.
- University libraries.

**Buddy Program**

The Buddy Program, a URJC welcome program, helps all international students to integrate into the university and to know the city.

For more information: [https://www.urjc.es/internacional/erasmus-y-movilidad/252-erasmus#buddy-program](https://www.urjc.es/internacional/erasmus-y-movilidad/252-erasmus#buddy-program)
Unity of Attention to Disabled People (UAD DISCAPACIDAD) principal target is to enjoy the same opportunities than the rest for the development of their university studies or performing their jobs, under the prism of equal opportunities, for those members of the university community that have any kind of functional diversity or special educational needs.

For further information, please contact: discapacidad.programa@urjc.es

URJC DOES NOT PROVIDE ACCOMMODATION. In order to facilitate its search, we provide as follows some interesting information of housing companies and students accommodations enterprises.

The University has not agreements with these companies that is why any relationship initiated through those companies is alien to the University.

https://www.urjc.es/en/international/erasmus-mobility#lodging-accomodation

Accommodation on Campus

Residencia Universitaria José Pérez de Vargas is located at Vicálvaro Campus. It has single rooms, double rooms. Each room has a surface of approximately 18m², 34m² in the case of double rooms. Each one has an ensuite bathroom and office with refrigerator and microwave. (Places are limited)

http://www.residenciavicalvarourjc.es/es/

EU members and EFTA (p.e. Iceland, Liechtenstein, Norway and Switzerland) are exempted from having to purchase Spanish health insurance, if they have the European Health Insurance Card, they can be assisted in any public Healthcare center.

Non- EU members must purchase before coming to our University, a health insurance (health card of private insurance) to cover the contingencies that can occur during his/her stay period in cases of illness, accident or health repatriation of the insured person.

EU members and EFTA (p.e. Iceland, Liechtenstein, Norway and Switzerland) do not need an entrance visa/student visa.

The students from the rest of the countries must inform themselves of the requirements and, if necessary, initiate the process of obtaining the visa, for which you may need the acceptance letter.
Unique and non-extendable deadline: Until 31st January 2019

PROCEDURE

Please validate your username following the first link that you have received in the ACCEPTED NOMINATION e-mail; You must fill and correct, if necessary, the required personal data, and enter and confirm an own password.

The password must be of 10 characters including numbers, CAPITALS and lowercase letter and special characters. Please DON’T FORGET IT

Once created your username, please enter in the following link to start the solicitude:
https://sede.urjc.es/movilidad-incoming
To access your application form click START

Identify yourself with your corporate username and your password.
Once the procedure started, your personal data will appear, please CHECK THEM, specially telephone, e-mail and postal address.

- Telephone number must not exceed 15 characters.
- **The e-mail will be used automatically by the platform to contact you**
- In case you live outside Spain, you will have to click it to enter correctly the postal address.

A notice to start a new file will be displayed

As it is the first time you access to the procedure, you must choose the option Yes.
A form to generate the solicitude will be displayed, please VERIFY AND COMPLETE ALL THE DATA.

WRITE CORRECTLY THE CONTACT DATA OF YOUR HOME UNIVERSITY, THEY WILL THE ONES THAT URJC WILL USE.
Special needs students

If you are a student with special needs, you must tell us and upload the document in **Spanish** or in **English** that certify those special needs and the needed adaptations.

This document has to be checked by **URJC** before you can continue with the procedure.
If it is incorrect, you will receive an e-mail with the reasons and asking you to upload the correct document.

You will be able to access to that task through the box Pending Tasks

If it is Correct, you will receive an e-mail to continue with the procedure.

Upload documentation

Once the previous document accepted, or if it is not necessary, a new form will be displayed to upload the necessary documentation in that phase and that will have to be then checked by the International Relations Service:

Ejem:

**INCOMING - Erasmus+ y Munde**

**Erasmus / Munde Incoming - Phase 1 - Upload Passport/ID**

*The student should keep the original documents that could be required by URJC in any moment.*

Upload copy of your Passport(ID):

![Select file](Ningun archivo seleccionado)

Verify that the copy of the attached document does NOT expire until the end of your mobility.

Required fields are marked with ✗

Uploaded file will be automatically converted to pdf. If the file already is a pdf document, it will not be converted.

Continue
Required documents:

- Certificate of the Language level for the mobility\(^1\)
- National ID or Passport valid during all the mobility period\(^2\)

Once the task completed, you will have to click on the button “Continue” and the message “Completed task” will appears.

**Validation of the documentation**

Universidad Rey Juan Carlos will value if the uploaded documentation is correct or not.

If one of the documents is incorrect, you will receive an e-mail with the reasons and requiring uploading the correct document and how to do it.

Ejem:

<table>
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<tr>
<th>Name</th>
<th>Created</th>
<th>File Number</th>
</tr>
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</table>

It will be necessary uploading only the documentation signed as *incorrect*

If everything is Correct, you will receive an e-mail to continue with the procedure and

Moreover you will receive an e-mail showing the file number of 2018/INCOMI-xxxx open, please **USE ALWAYS THIS FILE FOR YOUR MOBILITY PROCEDURES**

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\(^1\) Certificate provided by an official Language Institute (Cambridge, TOEFL, TOEIC, DELE…) or a home University document that certify that language level. The required is Spanish B1, English B2.

If the students are going to study in both languages, he/she will have to provide both certificates.

For courses in Health Sciences (except Occupational Therapy), a B2 Spanish certificate will be required.

Mother tongue level is not compulsory to be certified, in that case you can upload a second copy of your passport or national ID.

\(^2\) It will be the number we will identify you as student during all the mobility period. It is compulsory. Please check the expiration date.
You will be able to enter again in your Citizen Folder through:  https://sede.urjc.es/en/inicio

Please select Citizen Folder- and identify yourself with your corporative username and your password

Generate Learning Agreement

A form will be displayed to generate your Learning Agreement.

Some data will appear by default, please VERIFY them and if necessary, correct them.

If you detect some error, and you can’t correct it, please contact with internacional.in@urjc.es

Please pay special attention to the mobility data: home University, study area at home University, language of the mobility, mobility period, and study area at Destination University
Once the personal and both universities dates filled, a new form will be displayed where you will have to select your courses.
How to select correctly your Learning Agreement courses.

*MOST OF THE COURSES HAVE TO BE OF THE DEGREE YOU HAVE BEEN NOMINATED FOR.

If you need to mix study areas, you must choose ALWAYS MOST of the courses of the Degree you have been nominated for, and the rest among the Degrees of the same study area; for example if you have been nominated to study Business and Administration Management, you can select courses of the Marketing degree; or if you have been nominated for Computer engineering you can select courses of the Software Engineering degree.

*The number of credits for one semester at URJC CAN’T BE less to 18 ECTS.

*Due to the limited places, you can only take the course “Computer Apply to” taught in the degree you have been nominated for.

*Only the annual students can take annual courses.

*Modern Language course is a semester course. The courses to be chosen are English, French or Italian. The availability and timetable will depend on the language and the selected level, so once registered, you will be able to find the information, the level test, the groups timetable and the exams dates in the following link: https://www.urjc.es/principal-intranet idioma-moderno

If you choose this course, once in Spain you will have to contact: dpto.idiomamoderno@urjc.es

In this link you can find the Teaching Guides (Syllabus) of the courses, you must select the study (degree) and then the course you are interested on https://gestion3.urjc.es/guiasdocentes/
Select “Add a course” and click “Continue”

In the display, you will be able to see the Degrees/Study Areas taught in the Faculty and Campus you have been nominated for. Check Annex of Study Areas.

Please select the degree and continue the searching.

In the display you can only see the degree courses and the study period (2nd semester) you have been nominated for. The timetable that appears with the courses is PROVISIONAL AND IT CAN suffer changes.

Please select one of them and Continue

Repeat the same procedure all the necessary times; each time you do it, you will see and Information screen with all the courses you have selected until that moment.
Delete courses

You can delete some or all the chosen courses selecting “Delete a course” and Continue.

In the display, you will be able to see the courses you have selected before, please choose the ones you want to delete and press Continue.

Repeat the same procedure all the necessary times; each time you do it, you will see and Information screen with all the courses you have selected, before continuing with the procedure

Finish the procedure

Once you have finished adding or deleting courses, please select FINISH THE PROCEDURE and CONTINUE

The platform will generate a draft of the Learning Agreement, CHECK IT CAREFULLY before CONTINUE
The platform will generate a draft of the Learning Agreement, CHECK IT CAREFULLY before CONTINUE.

If you detect some error, select NO and continue; the platform will direct you to the selection of the courses phase.

If everything is correct, select YES and Continue; the platform will generate a document, DOWNLOAD AND PRINT IT.
The student and the home University MUST:

- Complete the table in which the subjects that will be recognized or validated at the university of origin are specified (Table B)
- Sign both the Learning Agreement

Once the Learning Agreement completed and signed, THE STUDENT MUST UPLOAD IT TO HER/HIS CITIZEN FOLDER.

You can upload your own model Learning Agreement if necessary, but IT IS COMPULSORY GENERATE CORRECTLY THE DRAFT OF THE URJC MODEL. The courses in both models MUST BE THE SAME
Deadline to COMPLETE this phase: 31st October 2018

This document has to be checked by URJC before you can continue with the procedure.

If it is incorrect, you will receive an e-mail with the reasons and the steps to correct it.

If it is Correct, you will receive an e-mail informing you about it.

At the same time, the Acceptance Letter will be generated.

FROM THIS MOMENT YOU WILL BE ACCEPTED

Universidad Rey Juan Carlos is always searching the benefit of the students and the efficiency in the procedures, assuming as part of our compromise the protection of the environment, that is why all the procedure must be arranged through our platform.

-Please don’t send the documents by e-mail or postal mail, neither documents sent by e-mail

-You can access to the documents by the box Expediente (2018/INCOMI-xxxx) or by the box Documents

All of our documents are signed digitally; in order to access to it (it will appears as a bar code) please download the link “Authentic copy”
I remind you that the subjects and schedules may be subject to changes due to the availability of places of the offered courses.
MADRID CAMPUS – VICÁLVARO

Faculty of Legal and Social Sciences
Administration and Business Management
Administration and Business Management in English
Accounting and Finance
Criminology
Law
Economy
Actuarial and Financial Studies
Elementary Education in English with specialization in foreign language: English.
Marketing
Marketing in English
Protocol, Event and Corporate Communications
International Relations in English
Tourism in English

MANUEL BECERRA CENTER
Faculty of Legal and Social Sciences
Sciences, Management and Engineering

QUINTANA/FERRAZ CENTER
Faculty of Legal and Social Science
Fashion Design and Management
Economy in English
Protocol, Event and Corporate Communications in English

MOSTOLES CAMPUS

Superior School of Experimental Science and Technology
Biology
Food Science and Technology
Environmental Science
Experimental Science
Environmental Engineering
Energy Engineering
Materials Engineering
Industrial Technology Engineering
Industrial Organization Engineering
Mechanical Engineering
Chemical Engineering

Superior Technical School of Computer Engineering
Game design and Development
Computer engineering
Software Engineering
Computer engineering (informatics)
Mathematics

Faculty of Legal and Social Sciences
Early childhood Education
Elementary Education
FUENLABRADA CAMPUS

Faculty of Communication Sciences
Audiovisual communication
Journalism
Advertising and Public Relations

Superior Technical School of
Telecommunication Engineering
Aeronautical and Aerospace Engineering
Ingeniería Aeroespacial en Vehículos Aeroespaciales
Biomedical Engineering
Media studies and Audiovisual Systems engineering
Telecommunications systems engineering
Telecommunication Technology Engineering
Telematics Engineering

Faculty of Legal and Social Sciences
Visual Arts and Dance (only annual students will be accepted)
Fine Arts
Political Science and Public Administration
Comprehensive Design and Image Management
Philosophy
Fundamentals of Architecture
History
Lengua y Literatura Española
International Relations
Tourism

ALCORNÓN CAMPUS

Faculty of Health Sciences
Nursing
Physiotherapy
Medicine
Dentistry
Psychology
Occupational Therapy

Superior Technical School of
Telecommunication Engineering
Biomedical Engineering in English

Faculty of Legal and Social Sciences
Physical Activity Sciences and Sports
Spanish Sign Language and Deaf Community
Human Resources and labor relations
Social Work

ARANJUEZ CAMPUS

Faculty of Legal and Social Sciences
Landscaping
Translation and interpretation