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
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INTERNATIONAL RELATIONS OFFICES IN THE CAMPUS

MADRID-VICALVARO CAMPUS
Facultad de Ciencias Jurídicas y Sociales
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.madrid@urjc.es

MÓSTOLES CAMPUS
Edificio Rectorado, 1ª planta
C/ Tulipán, S/n,
28933 Móstoles, Madrid
España

Phone: +34 91 488 9372
Email: internacional.in@urjc.es

FUENLABRADA CAMPUS
Edificio Biblioteca, 1º planta
Camino del Molino s/n.
28943 Fuenlabrada, Madrid
España

Phone: 91 4888189
Email: oscar.prieto@urjc.es

Dª Socorro Vera

D. Oscar Prieto
ACADEMIC CALENDAR 2020/21

1st Semester
Semester duration: from September 28th, 2020 to February 6th, 2021
Class period: from September 28th 2020 to January 20th, 2021
Exams period: from January 21st to February 6th, 2021

2nd Semester
Semester duration: from February 8th to June 4th, 2021
Class period: from February 8th to May 18th, 2021
Exams period: from May 19th to June 4th, 2021

Extraordinary joint and single period of exams FOR THE STUDENTS THAT THEY DID NOT PASS ANY COURSE IN ANY OF THE ORDINARY PERIODS from June 16th to July 8th, 2021

Please take in account that the attendance to the courses in compulsory and so any delay in the arrival of the student can cause the student academic problems

STUDENT'S APPLICATION, LEARNING AGREEMENT AND ACCEPTANCE

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

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.

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.

All the procedure has to be done through the platform.

For more information please check our website: [https://www.urjc.es/internacional/inicio/252-erasmus](https://www.urjc.es/internacional/inicio/252-erasmus)

**PUBLICATION PENDING**

Please check it regularly here: [https://www.urjc.es/internacional/inicio/252-erasmus#jornadas-de-acogida-welcome-day](https://www.urjc.es/internacional/inicio/252-erasmus#jornadas-de-acogida-welcome-day)

**Welcome day will take place for all the exchange students for the whole year and first semester at the beginning of the academic year 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 or you are a 2nd. Semester student: [http://www.urjc.es/internacional/erasmus-y-movilidad#jornadas-de-acogida-welcome-day](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.
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

**Summer Spanish Intensive Course**

Erasmus and Munde students will be able to attend an intensive Spanish course of 31 hours.

The courses will take place between seven and ten days before the official start of the academic course.

The **registration period** for the courses will be from 1\(^{st}\) June to 10\(^{th}\) July 2020

The **payment** period will be from 13\(^{th}\) to 20\(^{th}\) July 2020, inclusive. The cost of the course will be 180€ aprox.

**Semester Spanish courses**

Erasmus and Munde students can also attend a 44-hour (2 ECTS) Spanish course that will take place during one semester (September – December or January – April)

The cost of the course will be 245€ aprox.

**Further information:** University Languages Center centro.cui@urjc.es

**Facilities and students services**

- 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.

**University email account** and other important pages

If you prefer to use your email as a URJC student, or if you have written it by mistake as the contact address, you can access it through our main page on www.urjc.es, top right, INTRANET.
On the INTRANET page you find and can directly access several important sites, with your username and password.

Remember:
Your username is x.xxxx.2020
Your email as a student is x.xxxx.2020@alumnos.urjc.es

The password is the same on all sites.

The Services Portal, where you will see links and information about your life as a student, and the final notes at the end of your mobility.

The Virtual Classroom, where you will see the enrolled subjects and you will be able to contact the teachers ONCE YOUR MOBILITY HAS BEGUN.

And the site of the E-MAIL OF STUDENTS.

You should consult it regularly, IN ANY CASE, because in it you will receive information throughout your mobility.

**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)
Students with citizenship of an EU and EFTA member country (e.g., Iceland, Liechtenstein, Norway and Switzerland) do not need an entry visa, but they do need to obtain the Union Citizen Registration Certificate.


Students from other countries, but from universities in EU and EFTA member countries, must apply for a stay authorization for studies. Mobility within the European Union


SEMESTRAL non-community students and from non-community universities must apply for the student visa,


ANNUAL non-community students from non-community universities must APPLY IN ADDITION to the student visa, the Foreigner Identity Card


SPECIAL NEEDS AND DISABILITY SUPPORT

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 about housing companies and student accommodation 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-accommodation

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.residenciaavicalvarourjc.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.

Annex I Application and Electronic Site Handbook

Deadlines

Unique and non-extendable deadline: 2020 July 24th, Friday

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.

Policy for the protection of personal data

POLICY FOR THE PROTECTION OF PERSONAL DATA

Conditions of Use
We inform users of this site that may create an automated personal data that are processed to it as a result of the use of this website and in strict compliance with the provisions in the legislation on protection of data.

Users ensure the accuracy and authenticity of the information and data communicated under the use of this website. In this sense of obligation will be to keep users updated information and data so that they reflect reality at all times. Any false or inaccurate to occur as a result of information or data as well as the damage that could cause such information shall be the responsibility of the users.

Pursuant to the provisions of Law 15/1999 of December 13, Protection of Personal Data, we inform that the personal data will be collected and stored in a data file under the responsibility of our department of computer science.

Users may exercise at any time, access rights, rectification, cancellation and opposition of the data collected and archived. The exercise of these rights shall be affected by written communication addressed to the our Legal Service. The exercise of these rights does not affect in any way to access the website or if any, subscriber the condition of the user.

The recorded data might be used for the statistical purposes, the remission of scientific information, the management of incidents or the realization of market studies, in addition to those expressly data were sought.

Where appropriate, the personal data provided by users will be able to be communicated to a third party only to fulfill the purposes identified above, adjusting to the provisions of Articles 11 and 21 of the Organic Law 15/1999 Data Protection Personal Character, together with any text, the consent of the interested party when necessary.

By providing personal data to us, users claim to accept fully and without reservation the same treatment.

We are committed to complying with the obligation to maintain the secrecy of personal data processed and declare its intention to implement all necessary technical and organizational measures to ensure the security of personal data and avoid alteration, loss, treatment or unauthorized access, given the state of technology, the nature of the data stored and the risks they are exposed, whether from human action or natural or physical environment.
Personal data

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.
Application Form
A form to generate the solicitude will be displayed, please VERIFY AND COMPLETE ALL THE DATA.
Pay attention to the e-mail because will be used automatically by the platform to contact you.

WRITE CORRECTLY THE CONTACT DATA OF YOUR HOME UNIVERSITY, THEY WILL THE ONES THAT URJC WILL USE.
If your mobility language is your mother tongue, please write it clearly on LEVEL, TEST an MARK. In EXAM DATE write the current date.

**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.
Trámite completado

Your tasks have been completed, your request has been sent to the administrative body for processing.

En caso de comunicaciones/indicaciones podrás recopitarlas en su carpeta del ciudadano.

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** (please check it frequently)

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:
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:**

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 2020/INCOMI-xxxx open, please USE ALWAYS THIS FILE FOR YOUR MOBILITY PROCEDURES

\(^1\) 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 Phycology and 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 always 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. Picture 1

Once the personal data and from both universities have been filled in, a new form will be displayed in which you will have to select your subjects. Picture 2
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 areas of study, you must ALWAYS choose the MAJORITY of subjects of the Degree for which you have been nominated and the rest among the Degrees of the same area of study; for example, if you have been nominated to study Business Administration you can select Marketing Degree subjects; or if you have been nominated for Computer Engineering you can select subjects from 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.

The Spanish academic calendar is divided into 2 periods, which correspond approximately to the 1st semester (from September to January) and the 2nd semester (from January to May)

You can choose subjects from all the courses / years that make up the degree BUT only those taught in the semester you have been nominated for.

So you can see these references: 1Q = 1st semester, 2Q = 2nd semester. A = annual

You can find this information in the Teaching Itinerary of each Degree, (the number in the left column) and also in the Teaching Guide for each subject (Identification of the subject- Teaching period)

*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/

You must select the name of the degree (those who have “inglés” in the name are taught in English), and in the ASIGNATURAS section, select TODAS, or only the one in which you are interested, then select MOSTRAR, and you can download the content.
Select courses
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 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.
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, signed by the student and the home University, 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**
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.

You will be able to find always both documents signed by URJC in your Citizen Folder. You will also receive them in your contact e-mail.

FROM THIS MOMENT YOU WILL BE ACCEPTED

REMEMBER: The single and non-renewable deadline: 2020 July 24th, Friday

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 (2020/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
Business Administration and Management in the Digital Field
Economy
Actuarial and Financial Studies
Marketing
Marketing in English
Primary Education in English
Pre-primary Education 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, Organization of Events 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
Primary Education
Pre – primary 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
Administration and Business Management
Accounting and Finance
Law
Economy
Marketing

ALCORCÓN 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

Please check here location:

Madrid- Vicalvaro Campus http://www.urjc.es/universidad/campus/campus-de-madrid/563-situacion-p
Manuel Becerra center https://goo.gl/maps/KaaoPmJwsTR2
Ferraz-Quintana center https://goo.gl/maps/tgvioQYqiuB2
Móstoles Campus https://goo.gl/maps/qEboxTxDwpZIlnrZm8
Fuenlabrada Campus https://goo.gl/maps/kobasMWohWxfavSL7
Alcorcón Campus https://goo.gl/maps/ZZyvkJzpEgWnNi76
Aranjuez Campus https://goo.gl/maps/TkWMZeCEAWmbZxpB8