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INTERNATIONAL RELATIONS OFFICES ON CAMPUSES

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Mr. Oscar Prieto

Please keep this handbook during your stay at the URJC, it will be useful to find answers to frequent questions that may arise.
INDEX

ACADEMIC CALENDAR 2022/23 .............................................................. 3

STUDENT’S APPLICATION, LEARNING AGREEMENT AND ACCEPTANCE ................................................................. 3

ARRIVAL AND ORIENTATION .................................................................................. 5

SPANISH LANGUAGE SUPPORT ........................................................................... 5

FACILITIES AND STUDENTS’ SERVICES ................................................................. 6

VISA REQUIREMENTS .................................................................................................. 7

SPECIAL NEEDS AND DISABILITY SUPPORT ......................................................... 8

ACCOMMODATION ................................................................................................... 8

HEALTH INSURANCE ................................................................................................. 9

ANNEX I APPLICATION AND ELECTRONIC SITE HANDBOOK ................................................................. 9

DEADLINES .................................................................................................................... 9

PROCEDURE ................................................................................................................. 10

HOW TO SELECT CORRECTLY YOUR LEARNING AGREEMENT SUBJECTS .................................................................................. 13

STUDENTS APPLICATION DEADLINE .................................................................... 15

URJC – FULLY DIGITAL PROCEDURE & DOCUMENTS ................................................. 16

AREAS OF STUDY ..................................................................................................... 18

CAMPUS LOCATIONS ................................................................................................. 20
ACADEMIC CALENDAR 2022/23

1st Semester
Semester duration: from September 12th 2022 to January 23rd 2023
Class period: from September 12th, 2022 to December 22nd 2022
Exams period: from January 9th to January 23rd 2023

2nd Semester
Semester duration: from January 24th to May 26th 2023
Class period: from January 24th to May 9th 2023
Exams period: from May 10th to May 26th 2023

Extraordinary period of exams:
Only for students who did not pass any subject during ordinary exams period:
from June 12th to July 5th 2023

These are Official Dates and CANNOT be changed.

Please bear in mind that the attendance to the courses is compulsory so, any delay in the arrival of the student may cause academic problems.

Classes will be 100% in person.

Please check the ACADEMIC YEAR CALENDAR regularly, some dates may vary:

STUDENT’S APPLICATION, LEARNING AGREEMENT AND ACCEPTANCE

DO NOT COMPLETE THE ONLINE APPLICATION IF YOU HAVEN’T RECEIVED THE ACKNOWLEDGEMENT EMAIL. (NOMINATION ACCEPTED EMAIL)

Once you receive the acceptance of your nomination, you can start your application.

Required application documents (3):

1. Special needs and adaptations certificate (if applies) It must be in Spanish or in English.
2. Passport/ID Picture or Copy (valid during your mobility period)
   VERY IMPORTANT NOTICE FOR STUDENTS WHO REQUIRE VISA: Students who may require a visa, their university must have provided a valid passport number for the entire period of mobility when nominating them.
3. Language certificate/s ¹ of your mobility language/s.

¹ Language certificate provided by an official Language Institute (Cambridge, TOEFL, TOEIC, DELE…) or Home University’s document that certify that language level. The required is Spanish B1, English B2.
If the student is 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.
As we previously informed to Home Universities, the students must have their **LANGUAGE CERTIFICATE/S PRIOR TO THEIR NOMINATION**. Otherwise, the application will be stuck, and the student will not be able to go ahead with the process.

**PLEASE READ CAREFULLY THE INSTRUCTIONS GIVEN IN THIS HANDBOOK**

**BRIEF EXPLANATION** of the PROCEDURE that you MUST follow once your nomination has been accepted:

Fill out the on-line application and upload the required documents according to the corresponding stage.

Once your first documents were checked and validated by the URJC, you’ll get to **LEARNING AGREEMENT** stage ([**URJC Learning Agreement Draft Model**](https://www.urjc.es/internacional/erasmus-y-movilidad/252-erasmus)), where you’ll have to choose the subjects.

Once filled correctly you’ll have to:

- Download and print the generated document. ([**URJC’s Learning Agreement Draft Model**](https://www.urjc.es/internacional/erasmus-y-movilidad/252-erasmus)).
- It is compulsory to complete the corresponding table with the subjects approved at your Home University (Table B).
- Sing the document: **Student’s and home university’s signatures** are mandatory.
- Upload the document to the platform.

You can upload your own model of Learning Agreement, if necessary, but **IT IS COMPULSORY TO GENERATE CORRECTLY URJC’S DRAFT MODEL**. The subjects* (**TABLE A**) and the information in both models MUST BE THE SAME. *(Component code, Component title at the Receiving Institution, Semester Number of ECTS credits, etc)*

At this point, if your Learning Agreement is correct, then URJC will validate and sign it digitally. Then your **Acceptance Letter** will be generated.

**FROM THAT MOMENT ON YOU WILL BE OFFICIALY ACCEPTED AS AN URJC STUDENT**

Please don’t send hard copies of the documents neither postal mail nor by e-mail. You must upload them to the platform.

**The whole procedure must be COMPULSORY done through URJC’s PLATFORM.**

For further information please check our website:
[https://www.urjc.es/internacional/erasmus-y-movilidad/252-erasmus](https://www.urjc.es/internacional/erasmus-y-movilidad/252-erasmus)
Welcome day for the 2nd semester exchange students is expected to be:

18th & 19th January 2023

There will be 2 sessions:

1st SESSION in SPANISH: Will take place on 18th January at MÓSTOLES CAMPUS
2nd SESSION in ENGLISH: Will take place on 19th January at VICÁLVARO CAMPUS

Due to the constant changes of Covid Protocols, we don’t know yet if it will be in person or online but there is a high likelihood that it will be IN PERSON.

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

We will send you an email with the information once ready.

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

Late arrival students and/or those who cannot attend Welcome day once here, must contact us at: internacional.in@urjc.es

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

Spanish courses MUST NOT be added to the Learning Agreement, they will not appear on the Transcript of Records since they are subjects from the Language Centre, 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 (Pending of Confirmation)

Erasmus and Munde students can also attend a Spanish course that will take place during the semester. Information on duration, registration deadlines, prices, etc. is pending of confirmation.

Further information contact: University Language Centre centro.cui@urjc.es
Facilities:

- Access to computer facilities including wireless internet access and university e-mail account.
- **URJC's App + Student card / Smart University Card, T.U.I.** (Spanish acronym):
  In order to get your **T.U.I.** you must download and install the **URJC's App**:
  [https://www.urjc.es/todas-las-noticias-de-actualidad/3277-conectate-con-la-urjc-a-traves-de-la-nueva-app-movil](https://www.urjc.es/todas-las-noticias-de-actualidad/3277-conectate-con-la-urjc-a-traves-de-la-nueva-app-movil)
  You'll find information about the **T.U.I.** and how to request it, by clicking on the link below:
  [https://www.urjc.es/actualidad/noticias/844-tarjeta-universitaria](https://www.urjc.es/actualidad/noticias/844-tarjeta-universitaria)
- Access to University sports facilities.
- University restaurants.
- University libraries

**URJC's email account** and other important web pages:

Once Accepted as URJC student all the information related to your mobility will be done via email to your URJC email address. So please check it regularly. You can access to it through our main page on [www.urjc.es](http://www.urjc.es), top right, “INTRANET”. 
On INTRANET page you’ll find and can directly access several important sites, with your username and password. Remember:

Your username is:  x.xxxx.2022
Your email as a student is  x.xxxx.2022@alumnos.urjc.es
The password is the same for all sites.

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

The Virtual Classroom, where you will see the enrolled subjects (your schedule) and you will be able to contact the teachers.

And the site of the STUDENTS’ WEB MAIL: you MUST check it regularly because you will receive information throughout your mobility here.

Buddy Program
The Buddy Program, URJC’s welcome program, helps 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

VISA REQUIREMENTS

Students with citizenship of an EU and EFTA member country (Iceland, Liechtenstein, Norway, and Switzerland) do not need an entry visa, but they do need to obtain the Union Citizen Registration Certificate.
In this link you can find information on how to apply (Notice: It is in only available in Spanish Language):

Students from other countries, but from universities in EU and EFTA member countries, must apply for a stay authorization for studies for 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, to the Foreigner Identity Card (Notice: It is in only available in Spanish Language):

- Foreigner ID Card (TIE) the Spanish acronym for tarjeta de identidad de extranjero:

- Visa extensión for International students:
https://extranjeros.inclusion.gob.es/es/InformacionInteres/InformacionProcedimientos/Ciudadanos nocomunitarios/hoja008/index.html#requisitos
Unity of Attention to Disabled People (UAD DISCAPACIDAD): their principal target is that those members of the university community that have any kind of functional diversity or special educational needs, have the same opportunities than the rest in the development of their university studies or performance of their jobs, under the prism of equal opportunities.

If you are an special needs student and you need special arrangements you must upload your special needs certificate (in English or Spanish) during your application. **It's necessary that you contact** Unity of Attention to Disabled People once you’ve arrived at URJC via email: discapacidad.programa@urjc.es

**URJC DOES NOT PROVIDE ACCOMMODATION.** To help our incoming students, we provide some interesting Housing Information companies and students accommodations enterprises.

URJC has no accommodation agreements, so any relationship initiated through these companies is external to the University. [https://www.urjc.es/en/international/erasmus-mobility#lodging-accomodation](https://www.urjc.es/en/international/erasmus-mobility#lodging-accomodation)

**Accommodation at Vicálvaro Campus**

José Pérez de Vargas Residence Hall is located at Vicálvaro Campus. It has single and double rooms. Each room has its own bathroom and office with fridge and microwave.

<table>
<thead>
<tr>
<th></th>
<th>Single Rooms (17.23 m²)</th>
<th>Double Rooms (32.89 m²)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>816,57 € per month Half Board</td>
<td>676,06 € per month Half Board</td>
</tr>
<tr>
<td></td>
<td>954,83 € per month Full Board</td>
<td>814,31 € per month Full Board</td>
</tr>
</tbody>
</table>

*(These prices are from 2021-2022 - Prices may vary)*

Please visit this link for Bookings: [https://residenciavicalvarourjc.greenlts.es/](https://residenciavicalvarourjc.greenlts.es/)

Further information: [https://residenciavicalvarourjc.es/en/](https://residenciavicalvarourjc.es/en/)

The price also includes weekly cleaning, sheets and towels (changed once a week), high-speed Wi-Fi in rooms and all rooms of the residence, individual air conditioning hot and cold, etc.
EU members and EFTA (Iceland, Liechtenstein, Norway and Switzerland) are exempt of having to contract a Spanish health insurance. If they have the European Health Insurance Card, they can be assisted in any public healthcare center. Additionally, it is also recommended that they contract private health insurance.

Non-EU members must contract -before coming to our university- a health insurance (health card or 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.

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**HEALTH INSURANCE**

**ANNEX I APPLICATION AND ELECTRONIC SITE HANDBOOK**

**DEADLINES**

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**Unique and non-extendable deadline:**

**Wednesday, 21st December 2022**

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We strongly recommend you to complete the procedures as soon as possible, URJC applications are rigorously processed by date of submission.
Please validate your username following the first link you must have received in the ACCEPTED NOMINATION e-mail; You must fill and correct, if necessary, the required personal data, and enter and confirm your own password.

The password must be of 10 characters including numbers, capital letters and lowercase letters and special characters. Please DON’T FORGET YOUR PASSWORD.

Once created your username, please enter in the following link to START THE APPLICATION:

https://sede.urjc.es/movilidad-incoming
To access your application form, click on **Iniciar/Start**

**INCOMING - Movilidad Incoming**

Identify yourself with your **corporate username** and your password. (You will be asked to do it every time that your access to our platform)
Fill out the on-line application and upload the required documents according to the corresponding stage.

**Personal data**
Once the procedure started, your personal data will show up, please check your information, and pay special attention to telephone, e-mail* and postal address.

The e-mail* provided and your URJC e-mail address will be used automatically (as your contact information) by the platform to contact you. Please check your SPAM folder REGULARLY, sometimes important e-mails end there.

If the information/documents provided are Incorrect, you will receive an e-mail with the reasons and requesting you to upload the right document.
If they are Correct, you will receive an e-mail to continue with the procedure.

You will be able to access to a task through the box **Tasks/ Pending Tasks** (please check it frequently):

You will be able access to your **Citizen Folder** anytime through:
https://sede.urjc.es/en/inicio

Once your first documents were checked and validated by the URJC, you'll get to **LEARNING AGREEMENT** stage (URJC's Learning Agreement Draft Model), where you'll have to select the subjects.

In the display, you will be able to see the Degrees/Study Areas taught in the Faculty and Campus you have been nominated to. **AREAS OF STUDY (last pages of this document)**.
Please select the degree and continue the searching.

Bear in mind that you'll only visualize the available subjects corresponding to the period you are nominated to and the system will warn you in case of schedule overlap.

Once filled correctly you'll have to:

- Download and print the generated document. (URJC's Learning Agreement Draft Model)
- Complete the corresponding table with the courses approved at your Home University (Table B)
- **Sing the document**: Student’s and home university’s signatures are mandatory.
- Upload the document to the platform.
You can upload your own model of Learning Agreement, if necessary, but **IT IS COMPULSORY TO GENERATE CORRECTLY THE DRAFT OF THE URJC MODEL.**

The subjects* (TABLE A) and the information in both models MUST BE THE SAME.

*(Component code, Component title at the Receiving Institution, Semester Number of ECTS credits, etc)

At this point, if your Learning Agreement is correct, then URJC will validate and sign it digitally. Then your **ACCEPTANCE LETTER** will be generated. *Only from this moment the student will be accepted.

**HOW TO SELECT CORRECTLY YOUR LEARNING AGREEMENT SUBJECTS**

**AT LEAST 50% OF THE SUBJECTS MUST BE OF THE DEGREE YOU HAVE BEEN NOMINATED TO.**

*It will NOT be possible to select Final Degree Project (FDP) and/or Practicum except for Specific Agreements.*

If you need to mix areas of study, you must **ALWAYS** choose **50% of the subjects of the degree** you have been **nominated to** and the rest among the **degrees of the same field of study, mobility language/es, same mobility period, same FACULTY, and same CAMPUS.**

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.

Only students who have been nominated to **MASTER STUDIES** (under specific agreement) can choose **MASTER SUBJECTS**, and only from the **MASTER they have been nominated to**.

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If you are going to study a Degree from the **Faculty of Health Sciences**, keep in mind that:

Health Sciences students **cannot mix subjects from other degrees.**

**Most of the subjects are ANNUAL**, so if you are coming to study during one semester you **MUST** select the semestral ones 1Q or 2Q, depending on the semester that you are nominated to, Practicum included.

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The number of credits for **ONE SEMESTER** at **URJC CAN’T BE LESS** than **18 ECTS** (minimum).

**Only annual students** can take **annual subjects.**
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 years that make up the degree BUT only those taught in the semester you have been nominated to.

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 is the semester and at the top of the list of subjects you’ll will find the course/year in which the subject is taught within the degree). *(see screenshot below)*

To see the Teaching Itinerary, follow the link:
https://www.urjc.es/estudios/grado

Select the Branch of Knowledge (Rama de Conocimiento) and the Degree.

![Teaching Itinerary screenshot](image)

*In this link you can find the Teaching Guides (Syllabus) of the courses: https://gestion3.urjc.es/guiasdocentes/

Select the study/name of the degree (those that have "in English" in the name are taught in English – see the list at the very last pages of this handbook) and then the course you are interested on, then select "show" and download the content.*
PLEASE READ IT CAREFULLY to learn deeply about the subjects’ contents, level of knowledge required or any other important specific characteristics, which may affect to your future performance.

In the section Identification of the subject - Teaching period, you can find information about the course and semester in which the subject is taught.

+ Info List of Courses: https://gestion4.urjc.es/libroasignaturas/

In order to AVOID EXAMS OVERLAP, please check the date and time of ordinary and extraordinary exams here: https://gestion2.urjc.es/examenes/

SCHEDULE:

You can see the general schedule at:
https://gestion2.urjc.es/horarios/?paso=1

Please note that blended learning subjects (subjects labelled as “semipresenciales”) do not have an assigned schedule, as there are no compulsory presential classes. In this case, once you get enrolled, you will have to check your Virtual Classroom and follow the instructions of each teacher because they may be different for each subject.

Bear in mind that learning agreement modifications “LEARNING AGREEMENT DURING” will be only accepted, once the student has arrived/started his/her studies at URJC and only due to overlapping schedules, lack of quota issues of subjects that were previously selected, and exceptionally - upon request by home university- other reasons will be considered.
Learning agreement modification procedure instructions, will be sent via email to students.

STUDENTS APPLICATION DEADLINE

REMEMBER: Non-extendable deadline: Wednesday, 21st December 2022

We strongly recommend that you complete the procedures as soon as possible, URJC applications are rigorously processed by date of submission.
URJC is always searching the benefit of students and the efficiency on procedures, assuming as part of our compromise the protection of the environment, that is why all the procedure must be arranged through our platform. Therefore:

-No documents will be signed or stamped by hand.

-Don’t send documents by e-mail or postal mail.

- All your mobility documents are fully available at your Citizen Folder. You can access them through the tab “File” (2022/INCOMI-xxxx) or through the tab “Documents”.

Our institutional documents are digitally signed*. In order to access and download them, click on “Copia auténtica /Authentic copy”.

*the signature contains the name of the signatory, date of signature and a verification bar code.
Due to lack of quota issues, subjects and schedules may suffer changes.

Given that URJC allows Erasmus and Munde students to choose subjects from different years, even from different degrees, to draw up their Learning Agreement, it may happen that the schedules of some subjects overlap. That's the reason why we cannot absolutely guarantee the chosen subjects or schedules.
### AREAS OF STUDY

#### MADRID CAMPUS – VICÁLVARO

**Faculty of Legal and Social Sciences**
- Administration and Business Management
- Accounting and Finance
- Criminology
- Law
- Business Administration and Management in the Digital Field
- Economy
- Actuarial and Financial Economics
- **Primary Education in English**
- Marketing
- **Marketing in English**
- Protocol, Event and Corporate Communications
- **International Relations in English**
- **Tourism in English**

**MANUEL BECERRA (BRANCH)**
- **Faculty of Legal and Social Sciences**
- Science, Management and Engineering

**QUINTANA/FERRAZ (BRANCH)**
- **Faculty of Legal and Social Sciences**
- Fashion Design and Management
- **Economy in English**
- **Protocol, Organization of Events and Corporate Communications in English**

**MANUEL BECERRA & Quintana Branches are about 45min. far from Vicálvaro Campus**

#### MÓSTOLES CAMPUS

**Superior School of Experimental Sciences and Technology**
- Biology
- Food Science and Technology
- Environmental Science
- Experimental Science
- Environmental Engineering
- Energy Engineering
- Materials Engineering
- Industrial Technologies Engineering
- Industrial Electronic and Automatic Engineering
- Industrial Organization Engineering
- Mechanical Engineering
- Chemical Engineering
- Hydrological Resources

**Superior Technical School of Computer Engineering Teaching**
- Game Design and Development
- Computer Engineering
- Cybersecurity Engineering
- Software Engineering
- Computer Engineering (Informatics)
- Mathematics

**Faculty of Legal and Social Sciences**
- Pre – primary Education
- Primary Education

*Those Degrees that have **in English** in the name are taught in English and are highlighted in blue. The rest are taught in Spanish.*
FUENLABRADA CAMPUS

Faculty of Communication Sciences
Audiovisual Communication
Journalism
Advertising and Public Relations

Faculty of Legal and Social Sciences
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
Spanish Language and Literature
International Relations
Tourism

ALCORCÓN CAMPUS

Faculty of Health Sciences
Nursing
Pharmacy
Physiotherapy
Medicine
Dentistry
Psychology
Occupational Therapy

Superior Technical School of Telecommunications Engineering Teaching
Aeronautical and Aerospace Engineering
Aerospace Engineering in Transportation and Airports
Aerospace Engineering in Aerospace Vehicles
Biomedical Engineering
Robotics Software Engineering
Media studies and Audiovisual Systems Engineering
Telecommunication Systems Engineering
Telecommunication Technologies Engineering
Telematics Engineering

Faculty of Legal and Social Sciences
Biomedical Engineering in English*

Physical Activity Sciences and Sports
Spanish Sign Language and the Deaf Community
Human Resources and Labour Relations
Social Work

ARANJUEZ CAMPUS

Faculty of Legal and Social Sciences
Landscaping
Translation and Interpreting

*Those Degrees that have “in English” in the name are taught in English and are highlighted in blue. The rest are taught in Spanish.
PLEASE CHECK THE LOCATIONS

MADRID- VICÁLYVARO CAMPUS
http://www.urjc.es/universidad/campus/campus-de-madrid/563-situacion-p

MANUEL BECERRA BRANCH
https://goo.gl/maps/KaaoPmJwsTR2

FERRAZ-QUINTANA BRANCH
https://goo.gl/maps/tgvioQYqiuB2

MÓSTOLES CAMPUS
https://goo.gl/maps/qEboxTxDwpZiNnZm8

FUENLABRADA CAMPUS
https://goo.gl/maps/kobasMWohWxfavSL7

ALCORCÓN CAMPUS
https://goo.gl/maps/qZyvkJzpEgWnNf76

ARANJUEZ CAMPUS
https://goo.gl/maps/TkWMtEc1AWmbZypB8