INTERNATIONAL RELATIONS OFFICE INCOMING STUDENTS

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INTERNATIONAL RELATIONS OFFICES IN THE CAMPUS

MADRID-VICALVARO CAMPUS
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D. Oscar Prieto

INSTITUCIONAL HANDBOOK 2021-2022
UNIVERSIDAD REY JUAN CARLOS INFORMATION
ACADEMIC CALENDAR 2021/22

1st Semester
Semester duration: from September 13th 2021 to January 24th 2022
Class period: from September 13th 2021 to December 22nd 2021
Exams period: from January 10th to January 24th 2022

2nd Semester
Semester duration: from January 25th to May 27th 2022
Class period: from January 25th to May 10th 2022
Exams period: from May 11th to May 27th 2022

Extraordinary period of exams
FOR STUDENTS WHO DID NOT PASS ANY COURSE IN ANY OF THE ORDINARY PERIODS from June 13th to July 5th 2022

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

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.

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 the complete period of your 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 stage.

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 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 must upload them. All the procedure must be done through the platform.

For further information please check our website:
https://www.urjc.es/internacional/erasmus-y-movilidad/252-erasmus

ARRIVAL AND ORIENTATION

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

Welcome day will take place for all the exchange students; annual students and 1st Semester at the beginning of the academic year at:

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

We will have two welcome sessions, one for English speakers and another for Spanish speakers:
For those students who are going to study in Spanish, the Welcome session will be at (we don’t have exact date and hour yet, please check the link regularly).
For those students who are going to study in English, the Welcome session will be at (we don’t have exact date and hour yet, please check the link regularly).

ATTENDANCE TO THE WELCOME DAY IS HIGHLY RECOMMENDED in order to get important information about the procedures for the mobility.
The students that cannot come to the Welcome day and arrive later, once here, 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 LANGUAGE SUPPORT**

**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 can attend an intensive Spanish course of 31 hours, a total of 7 days, 4 and a half hours a day.

Venue and dates: Vicálvaro Campus, between 2nd and 10th September from 9 a.m. to 2.30 p.m.

The registration period will be from 5 to 18 July 2021.

The payment period (bank transfer) 19th to 25th July 2021. The price is: 180€

**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 contact:** University Language Centre centro.cui@urjc.es

**FACILITIES AND STUDENTS SERVICES**

**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.

**University email account** and other important web 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.2021
- Your email as a student is x.xxxx.2021@alumnos.urjc.es

The password is the same to 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 **STUDENTS’ WEB MAIL**.

You MUST check it regularly, 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)
**VISA REQUIREMENTS**

Students with citizenship of an EU and EFTA member country (eg 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

**ACCOMMODATION**

URJC **DOES NOT PROVIDE ACCOMMODATION.** To help our incoming students, we provide 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)

https://residenciavicalvarourjc.es/

**HEALTH INSURANCE**

**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: **Friday the 16th July 2021**

**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, 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 **Iniciar/Start**
Identify yourself with your corporate username and your password.

Policy for the protection of personal data
Please tick on: “Aceptar Política de Privacidad” and accept it
Personal data

Once the procedure started, your personal data will appear, please CHECK YOUR INFORMATION, pay special attention to: telephone, e-mail and postal address.

- Telephone number must not exceed 15 characters.
- The e-mail will be used automatically (as your contact information) by the platform to contact you.
- In case that you live outside Spain, you will have to click it to fill out the postal address correctly.

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

WRITE CORRECTLY THE CONTACT INFORMATION OF YOUR HOME UNIVERSITY, THEY WILL THE ONES THAT URJC WILL USE.
PLEASE VERIFY AND COMPLETE ALL OF YOUR MOBILITY INFORMATION AT URJC.

If your mobility language is your mother tongue, please write it clearly on LEVEL, TEST and TEST RECORD. 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 must 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 (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. 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.

**Only** 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 2021\/-INCOMI-xxxx open, please **USE ALWAYS THIS FILE FOR YOUR MOBILITY PROCEDURES**

You will be able to enter always your **Citizen Folder through:**

https://sede.urjc.es/en/inicio

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

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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 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.
At your Citizen Folder you will find all important documents regarding your mobility, and it’s the quickest access to them.

**Generate Learning Agreement**

A form will be displayed to generate your Learning Agreement. Some data will appear by default, please CHECK THEM and if necessary, correct them.

If you detect some error, and you cannot 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 correctly select 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 most subjects of the Degree for which you have been nominated and the rest among the Degrees of the same area of study, 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.*

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 Applied 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

Please check the link to Libro de Asignaturas/List of Courses:
https://gestion4.urjc.es/libroasignaturas/

You can find this information in the Teaching Itinerary of each Degree, (the number in the left column) and 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/

(Published teaching guides may correspond to another academic year. Until they are updated, they can serve as in information for guidance)

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 must 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: 2021 July 16, 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 document sent by e-mail

-You can access to the documents by the box Expediente (2021/INCOMI-xxxx) or by the box Documents

All of our documents are signed digitally; in order to access to it (it will appear 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.
## 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

### MOSTOLES 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

**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
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

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

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

Superior Technical School of
Telecommunications Engineering
Biomedical Engineering in English

Faculty of Legal and Social Sciences
Physical Activity Sciences and Sports
Spanish Sign Language and the Deaf Community
Human Resources and Labor Relations
Social Work

ARANJUEZ CAMPUS
Faculty of Legal and Social Sciences
Landscaping
Translation and Interpretation
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/KaoPmJwsTR2

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

MÓSTOLES CAMPUS
https://goo.gl/maps/qEboxTxDwpZiNrZm8

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

ALCORCÓN CAMPUS
https://goo.gl/maps/qZ5yvkJzpEgWnNf76

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