



LEARNING AGREEMENT MODIFICATION (MODMAT)
HANDBOOK 2025-26 · 2Q

UNIVERSIDAD REY JUAN CARLOS INFORMATION

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INTERNATIONAL RELATIONS OFFICES ON CAMPUSES

MÓSTOLES CAMPUS

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Phone: +34 91 488 81 89
Email: oscar.prieto@urjc.es

Mr. Oscar Prieto

Please keep this handbook during your stay at the URJC,
it will be useful for any questions you may have about your
Learning Agreement Modification - MODMAT



INDEX - MODMAT

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LEARNING AGREEMET MODIFICATION DEADLINE (MODMAT) · 2Q

Unique and non-extendable deadline:
February 2nd, 2026

We strongly recommend you to complete the procedures as soon as possible,
URJC applications are rigorously processed by date of submission.

PROCEDURE

1. Enter: https://sede.urjc.es/en_GB/catalogo-de-servicios?path=MODMAT/
2. Search and Press **INCOMING** – Modificación de matrícula (**2026/MODMAT-xxx**)
3. Press **Start**

INCOMING - Modificación de matrícula



Description

This procedure is intended for students who want to make or have made changes to their original Learning Agreement. Those students with a file already open (2018/MODMAT-xxx) and who need to attach the document "Modification of the study agreement" or "During mobility", please access your Citizen's Folder - Pending tasks. If you have any problems, contact with internacional.in@urjc.es

Process categories

- Estudiantes

Individuals

Yes

Started by

- a instancia de parte

Companies

No

On-line processing

Yes

Requires certificate

No

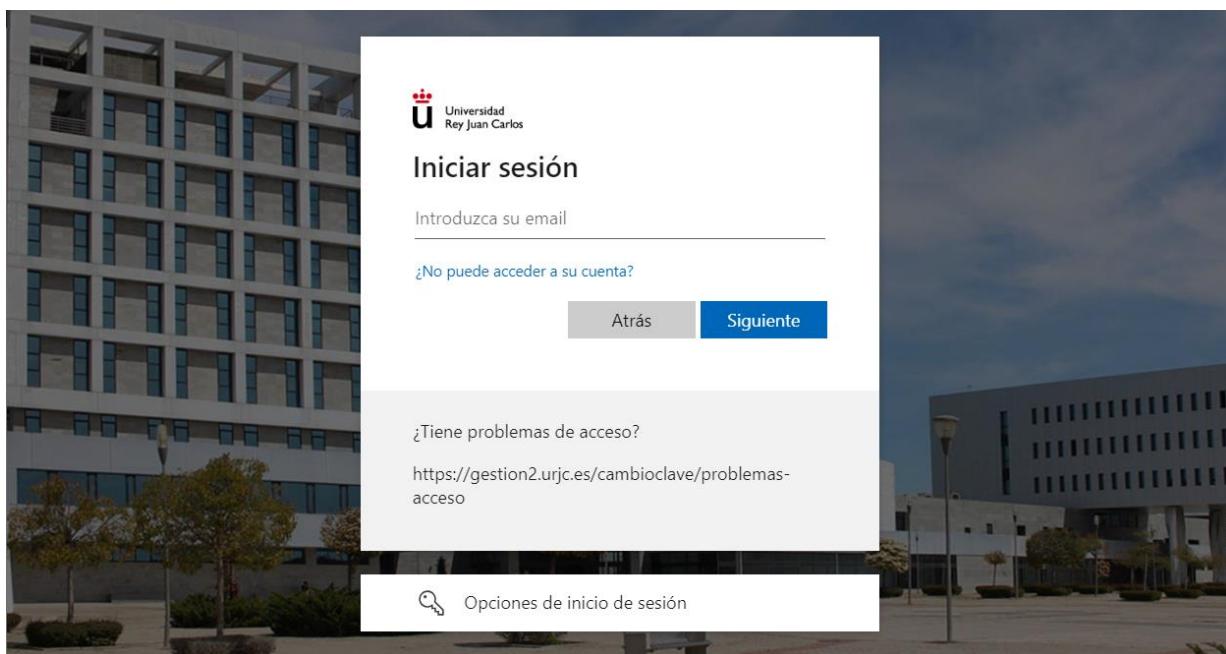
4. Login with **SSO URJC CREDENCIALES**:



There are currently 2 options for identification:

You must select “CREDENCIALES”

LOGGING IN WITH "CREDENCIALES": It allows you to identify yourself by **logging in using your URJC email** (for example: your.user.2025@alumnos.urjc.es) and **password**. If necessary, a **second authentication factor** (Microsoft Authenticator) will also be required to verify identification.



Applicant's personal data

Once the procedure started YOUR PERSONAL DATA WERE SHOWN, please verify **SPECIALLY** your **TELEPHONE NUMBER, E-MAIL ADDRESS** and postal address.

Enter the following information to begin processing

| Applicant details | |
|-------------------|-----------------------------|
| Name: | Tomás Pérez Hernández |
| DNI: | 123456789 |
| Address: | Calle Tulipán |
| Province - City: | MÓSTOLES - Madrid |
| Email: | tperezhernandez@outlook.com |

| Notification contact data | |
|--|---|
| Notification type | <input checked="" type="checkbox"/> Electronic mail |
| Select 'No electronic notification' if you want to receive any notification by conventional mail. Select 'Electronic notification' if you want to access your notifications electronically. | |
| <input type="checkbox"/> Postal address abroad | Phone Number |
| Does your residence abroad? | <input type="text"/> |
| Number | Type Street |
| <input type="text"/> | <input checked="" type="checkbox"/> Calle |
| Gate | Street |
| <input type="text"/> | <input checked="" type="checkbox"/> Tulipán |
| Letter | Stair |
| <input type="text"/> | <input type="text"/> |
| Province | Floor |
| <input checked="" type="checkbox"/> Madrid | <input type="text"/> |
| Zip code | |
| <input type="text"/> 28938 | |
| City | |
| <input checked="" type="checkbox"/> MÓSTOLES | |
| <input type="checkbox"/> Save data for the next time | |

Required fields are marked with **■**

START

- Telephone number must not exceed 15 characters.
- The **e-mail address provided** will be **used automatically by the platform to contact you.**

You will receive an e-mail showing the number of **MODMAT** file opened, you **MUST USE** this **FILE EXCLUSIVELY** for **LEARNING AGREEMENT MODIFICATIONS.**

Generate Changes in your Learning Agreement

Once generated your **MODMAT** File (Learning Agreement Modification), an information screen will pop up showing the subjects that you are currently enrolled in.

Erasmus / Munde Incoming - Registered courses

Actual registered courses:

2048007 - FINANCIAL MATHEMATICS (MAÑANA A) - 2Q - 6 ECTS
2110020 - DECISION MAKING METHODS APPLIED TO MARKETING (MAÑANA A) - 2Q - 4.5 ECTS
2110021 - STRATEGIC MARKETING (MAÑANA A) - 2Q - 4.5 ECTS

IMPORTANT: Please remember that once you have done the changes, you won't be able to enter and make more changes.

Continue



Erasmus / Munde Incoming - Changes of registration II

Registered courses actually:

2048007 - FINANCIAL MATHEMATICS (MAÑANA A) - 2Q - 6 ECTS
2110020 - DECISION MAKING METHODS APPLIED TO MARKETING (MAÑANA A) - 2Q - 4.5 ECTS
2110021 - STRATEGIC MARKETING (MAÑANA A) - 2Q - 4.5 ECTS

You can check your courses in your schedule (<https://gestion2.urjc.es/horarios/alumno/login>)

What you want to do with your registration? ■

- Add course
- Remove course
- End session

Please remember that when you "Add course" only appear the courses in which there are provisional available places.

Required fields are marked with ■

Continue

Deleting subjects:

You can delete some or the whole list of subjects selecting “Delete a subject” and “Continue”.

In the display, you will see the subjects that you previously selected in the Learning Agreement by which you were accepted in the URJC (URJC’s Learning Agreement Before model), choose the one you want to delete and press "Continue".

Erasmus / Mundus Incoming - Removal of the courses

Please select the registered course that you want to remove:



Continue

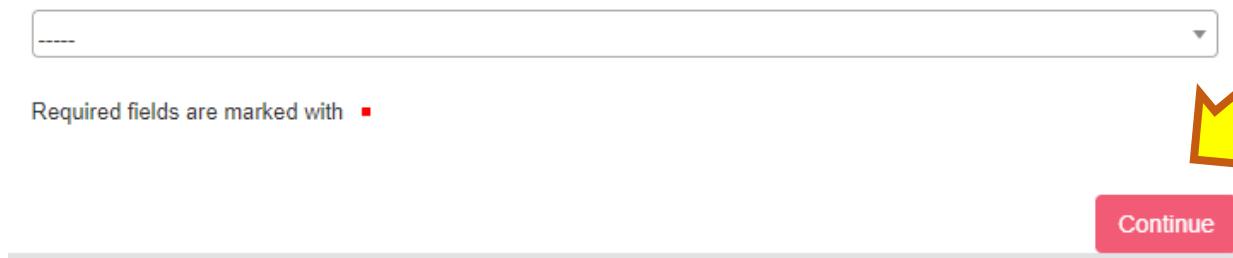
Repeat the process as many times as necessary. Each time you do this you will see an information screen with the subjects you are still enrolled in, before continuing with the process. The subjects that you have selected to be deleted will appear in the Learning Agreement Modification document as (DELETED).

Adding subjects:

Select “Add a subject” and click “Continue”

Erasmus / Mundus Incoming - Offered degrees in your campus

Please choose the degree to check the available courses: ■



Required fields are marked with ■

Continue

In the display, you will be able to see the Degrees/Study Areas taught in the Faculty and Campus you have been nominated to. Check the Academic offer (last pages of this document).

Please select the degree/bachelor and continue searching.

In the display you can only see the degree courses available and the study period that you have been nominated for.



Before adding new subjects, you must check the schedules and make sure that **THERE ARE NOT TIMETABLE CONFLICTS**, learn more about [how to check the schedules here](#).

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

Erasmus / Munde Incoming - Available courses of the selected degree

Select the course you want to register:

Continue

Please select one of them and **“Continue”**.

Repeat the same procedure as much as you need; each time you do it, you will see an information screen with all the subjects you have selected, and that you will be enrolled in (ADDED).

If you are studying a Degree from the **Faculty of Health Sciences**, remember that **Health Sciences students cannot mix subjects from other degrees/bachelors**.

Bear in mind that you **must finally be enrolled mainly in subjects from the degree you have been nominated to and the rest among the degrees of the same field of study, mobility language, same mobility period***, same **FACULTY** and same **CAMPUS**.

Remember that you must keep enrolled in: **18 ECTS or 3 subjects minimum per semester**.

*** IMPORTANT NOTICE:**

You can **ONLY CHANGE 2nd SEMESTER (2Q) SUBJECTS**. You **cannot add or drop ANY courses that are marked as 1st SEMESTER (1Q) or ANNUAL (A)**.

YOU CAN DO JUST ONE LEARNING AGREEMENT MODIFICATION PER SEMESTER.

Once the Modification has been signed by the URJC, no further modification can be done, nor can it go backwards.

Information screen:

Erasmus / Munde Incoming - Registration summary

Press Continue to carry on with your procedure.

Provisional courses:

2110020 - DECISION MAKING METHODS APPLIED TO MARKETING (MAÑANA A) - 2Q - 4.5 ECTS
2110021 - STRATEGIC MARKETING (MAÑANA A) - 2Q - 4.5 ECTS

[Continue](#)

Finish the procedure:

Once you have finished adding or deleting courses, please select “**FINISH**” (End session) and “**CONTINUE**”.

Erasmus / Munde Incoming - Changes of registration II

Registered courses actually:

2048007 - FINANCIAL MATHEMATICS (MAÑANA A) - 2Q - 6 ECTS
2110020 - DECISION MAKING METHODS APPLIED TO MARKETING (MAÑANA A) - 2Q - 4.5 ECTS
2110021 - STRATEGIC MARKETING (MAÑANA A) - 2Q - 4.5 ECTS

You can check your courses in your schedule (<https://gestion2.urjc.es/horarios/alumno/login>)

What you want to do with your registration? ■

• Add course

• Remove course

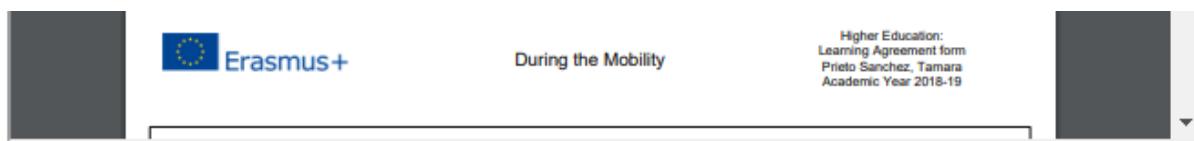
• End session

Please remember that when you "Add course" only appear the courses in which there are provisional available places.

Required fields are marked with ■

[Continue](#)

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



Validate ■

- CORRECT**-Generar mi Modificación del Learning Agreement definitiva/I want to generate my final Learning Agreement modification
- INCORRECT**-Generar mi borrador de nuevo/Generate again my draft document
- He leído y comprobado mi borrador de Modificación del Learning Agreement / I have read checked my draft of modification

Continue

If you detect any mistake, select “**INCORRECT**” and “Continue”; the platform will redirect you to the subject selection screen.

If everything is correct, select “**CORRECT**” and “Continue”; the platform will generate the document.

INCOMING - Modificación de matrícula

Erasmus / Mundus Incoming - Modificación del Learning Agreement

Pulse en "Continuar" para recibir una copia de su Modificación del Learning Agreement al correo electrónico internacional.madrid@urjc.es.

Recuerde que tendrá que adjuntar este documento firmado por su universidad de origen a través de su Carpeta ciudadana > Tareas pendientes.

Please click on "Continuar" in order to receive a copy of your Modification of Learning Agreement in the e-mail address internacional.madrid@urjc.es.

Please remember that you will have to upload this document signed by your home university through your Citizen Folder > Pending Tasks

Continuar

You will be able to find it always at your **Citizen Folder - 2026/MODMAT-xxx-** in the section “**Documents**”, and you will receive an **email**.

Once you have done your **Learning Agreement Modification (MODMAT)**, you **MUST**:

- Download and save the generated document. (URJC's Learning Agreement Modification Draft Model)
- **IT IS COMPULSORY** to complete **TABLE B** with the subjects and changes approved at your Home University.
- **Sign** the document: **Student's and home university's signatures** are mandatory.
- Upload the document to the platform on your **MODMAT** file.

You can upload your own Learning Agreement model, 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).

DO NOT MODIFY the list of subjects on TABLE A of the signed document, it must be exactly the same as TABLE A of the URJC's Learning Agreement Modification draft.

If you **need to re-select the subjects**, upload a **pdf document** in which you indicate that you need to do it. *For example: I made a mistake selecting the subjects. Please let me select them again.*

COMPULSORILY the whole procedure MUST BE COMPLETED THROUGH the URJC PLATFORM.

Erasmus / Munde Incoming - Upload Changes of Learning Agreement document signed

IMPORTANT: Please remember that you can go back to this screen any time entering in your Citizen Folder- Pending tasks

Upload your Charges of Learning Agreement document SIGNED previously by your University: ■

Ningún archivo seleccionado

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.



This document must be verified by URJC

If it is **INCORRECT**, you will receive an e-mail with the reasons and the steps to amend it.

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

From that moment the **learning agreement modification** will be effective, and you will be able to check the changes in your **virtual classroom**, **service portal** and **schedule** in about **24-48 hours**.

YOU CAN DO JUST ONE LEARNING AGREEMENT MODIFICATION PER SEMESTER.

Once the Modification has been signed by the URJC, no further modification can be done, nor can it go backwards.

HOW TO CHECK THE SCHEDULE

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.

Due to external reasons to this service regarding quota availability, URJC cannot guarantee the schedule of the selected subjects. (Students can be assigned to morning or afternoon timetables).

SPECIAL SCHEDULES – only for DANCE students:

<https://iudaacampusarte.org/>

PERSONAL SCHEDULE (only after subjects' enrolment):

To check your **personal schedule**, you must enter the link (<https://gestion2.urjc.es/horarios/?paso=1>), click on ‘**students**’ and login with your URJC username and password. Remember that you will only be able to see it once **you are enrolled**.

GENERAL SCHEDULES:

To check **subjects' general schedules** you must search in the **List of Subjects** (<https://gestion4.urjc.es/libroasignaturas/>) the **Degree** to which it belongs, the **Course**, and the **Semester** and then with these data search in **schedule link**.

For instance:

To check **2048010- FINANCIAL ACCOUNTING II** schedule:

1.- Search the degree by **AREA OF STUDY CODE: 2048** is the code for **GRADO EN ADMINISTRACION Y DIRECCION DE EMPRESAS (INGLES) (VICALVARO) – (Administration and Business Management in English at Vicálvaro Campus)**



Bienvenido a la plataforma de Libro de asignaturas de la Universidad Rey Juan Carlos

● Seleccione la titulación que deseé visualizar.

GRADO EN ADMINISTRACION Y DIRECCION DE EMPRESAS (INGLES) (VICALVARO) (2048)

2048

GRADO EN ADMINISTRACION Y DIRECCION DE EMPRESAS (INGLES) (VICALVARO) (2048)

CURSO ACADÉMICO 2024-25

GRADO EN ADMINISTRACION Y DIRECCION DE EMPRESAS (INGLES) (VICALVARO)

PRIMER CURSO

| Código | Asignatura | Créditos | Semestre | Tipología |
|---------|--------------------------------|----------|----------|------------------|
| 2048001 | ECONOMIC HISTORY | 6 | 1Q | FORMACIÓN BÁSICA |
| 2048002 | CORPORATE MATHEMATICS | 6 | 1Q | OBLIGATORIA |
| 2048003 | INTRODUCTION TO CORPORATIONS I | 6 | 1Q | FORMACIÓN BÁSICA |

2.- Find the subject in the list: **2048010- FINANCIAL ACCOUNTING II** is a **SEGUNDO CURSO (Second year)** and **2nd semester (2Q)** subject.

SEGUNDO CURSO

| Código | Asignatura | Créditos | Semestre | Tipología |
|---------|--|----------|----------|------------------|
| 2048005 | FINANCIAL ACCOUNTING I | 6 | 1Q | OBLIGATORIA |
| 2048010 | FINANCIAL ACCOUNTING II | 4,5 | 2Q | OBLIGATORIA |
| 2048012 | INTRODUCTION TO MARKETING AND COMMUNICATIONS IN THE FIRM | 6 | 1Q | FORMACIÓN BÁSICA |
| 2048013 | MODELS OF IMAGE | 6 | 1 | FORMACIÓN BÁSICA |
| 2048014 | MICROECONOMICS | 4,5 | 1Q | OBLIGATORIA |
| 2048015 | CORPORATE STATISTICS I | 6 | 1Q | OBLIGATORIA |

3.- Then go to **HORARIOS (SCHEDULES)**: <https://gestion2.urjc.es/horarios/?paso=1>



urjc.es | Sugerencias | CAU

Inicio | Estudiantes | Profesores | Gestores

Universidad Rey Juan Carlos Horarios

Grado | Máster

Consulta de Horarios

● Seleccione el tipo de estudio del que quiere consultar sus horarios.

Consulta Grado

Consulta Máster

4.- Select **Consulta Grado**, complete the form and click on “Buscar” (search):

Consulta de Horarios

CALENDARIO 2024-25

Titulación (2048) GRADO EN ADMINISTRACION Y DIRECCION DE EMPRESAS (INGLES) (VICALVARO)

Curso 2º

Grupo Mañana - Grupo A

Semestre Segundo Semestre

Buscar

Horario Asignaturas y docentes

Calendario

« < > » hoy 11 – 15 nov 2024 semana lista completa

| lun 11/11 | mar 12/11 | mié 13/11 | jue 14/11 | vie 15/11 |
|-----------|-----------|-----------|-----------|-----------|
| 7 | | | | |

Horario Asignaturas y docentes

(2048) GRADO EN ADMINISTRACION Y DIRECCION DE EMPRESAS (INGLES) (VICALVARO)
Curso: 2º | Grupo: G_ADEBIL_2A(V) | Segundo semestre

« < > » hoy 27 – 31 ene 2025 semana lista completa

| lun 27/1 | mar 28/1 | mié 29/1 | jue 30/1 | vie 31/1 |
|----------|---|--|--|--|
| 7 | | | | |
| 8 | | | | |
| 9 | (2048010) FINANCIAL ACCOUNTING II - MAÑANA A | | | |
| 10 | (2048) GRADO EN ADMINISTRACION Y DIRECCION DE EMPRESAS (INGLES) (VICALVARO) | | | |
| 11 | 11:00 CORPI MAÑANA | Profesor: VERA GELASHVILI | | |
| 12 | 9 Aula: Aulario - Aula 210 (MADRID - VICÁLVARO) | | | |
| 13 | 13:00 - 15:00 FINANCIAL ACCOUNTING II - MAÑANA A (2048010) | 13:00 - 15:00 CORPORATE STATISTICS II - MAÑANA A (2048020) | 12:00 - 13:00 MACROECONOMICS - MAÑANA A | 12:00 - 13:00 FINANCIAL ACCOUNTING II - MAÑANA A (2048021) |
| 14 | | | 13:00 - 15:00 PRODUCTION MANAGEMENT - MAÑANA A (2048033) | 13:00 - 15:00 MARKETING MANAGEMENT - MAÑANA A (2048021) |
| 15 | | | | |
| 16 | | | | |

You must **roll-over** on the **subject** to see the **Teacher (Professor)** and the **Classroom (Aula)** where the subject is taught.

To **AVOID EXAMS OVERLAPS**, you must check the date and time of ordinary and extraordinary exams here: <https://gestion2.urjc.es/examenes/>



MODMAT APPLICATION DEADLINE

REMEMBER, the MODMAT application deadline:
February 2nd, 2026

We strongly recommend that you complete the procedures as soon as possible,
URJC applications are rigorously processed by date of submission.

URJC – FULLY DIGITAL PROCEDURE & DOCUMENTS

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:

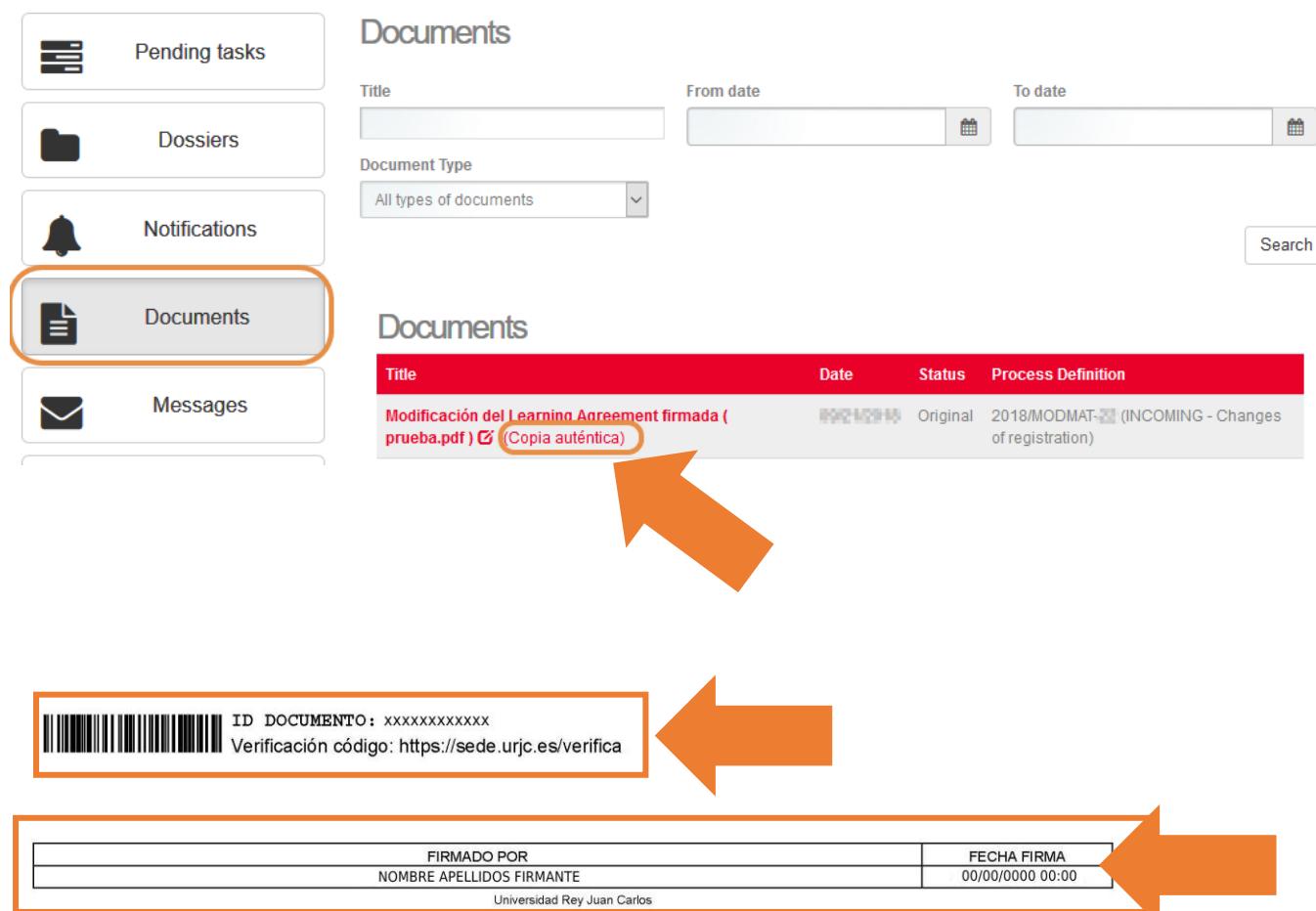
-No documents will be signed or stamped by hand.

-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 “**Dossiers**” or through the tab “**Documents**”.

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

**the signature contains the name of the signatory, date of signature and a verification bar code)*



Documents

Pending tasks

Dossiers

Notifications

Documents

Messages

Documents

| Title | Date | Status | Process Definition |
|--|------------|----------|---|
| Modificación del Learning Agreement firmada (prueba.pdf)  | 2023-09-01 | Original | 2018/MODMAT-  (INCOMING - Changes of registration) |

ID DOCUMENTO: xxxxxxxxxxxx
Verificación código: <https://sede.urjc.es/verifica>

| | |
|--|---------------------------------|
| FIRMADO POR NOMBRE APELLIDOS FIRMANTE | FECHA FIRMA 00/00/0000 00:00 |
|--|---------------------------------|

Universidad Rey Juan Carlos



 Erasmus+ Higher Education Learning Agreement for Studies Academic Year 2021-22

| Student | Last name(s) | First name(s) | Date of birth | Nationality (1) | Sex | Email | Study cycle at home university (2) |
|---------|--------------|---------------|---------------|-----------------|-----|-------|------------------------------------|
| | | | | | | | |

| Sending Institution | Name | Erasmus code (if applicable) (3) | Faculty/Department | Field of education at sending Institution | Address | Country | Contact person name (4); email; phone |
|---------------------|------|----------------------------------|--------------------|---|---------|---------|---------------------------------------|
| | | | | | | | |

| Receiving Institution | Name | Erasmus code (if applicable) | Faculty/Department | Field of education at receiving Institution | Address | Country | Contact person name; email; phone |
|-----------------------------|-------------|------------------------------|--------------------|---|---------|---------|-----------------------------------|
| Universidad Rey Juan Carlos | E MADRID 26 | | | | | SPAIN | |

Before the mobility

Study Programme at the RECEIVING INSTITUTION

Planned period of the mobility: from

| Component code (5) | Component title at the Receiving Institution (6) | Semester | Number of ECTS credits (or equivalent) (7) |
|---|--|----------|--|
| 0000000 - SUBJECT 1 (TARDE A) - Q0 - Day 1 (00:00-00:00), Day 2 (00:00-00:00) | 0 ECTS | | |
| 0000000 - SUBJECT 2 (TARDE A) - Q0 - Day 1 (00:00-00:00), Day 2 (00:00-00:00) | 0 ECTS | | |
| 0000000 - SUBJECT 3 (TARDE A) - Q0 - Day 1 (00:00-00:00), Day 2 (00:00-00:00) | 0 ECTS | | |
| 0000000 - SUBJECT 4 (TARDE A) - Q0 - Day 1 (00:00-00:00), Day 2 (00:00-00:00) | 0 ECTS | | |

The level of language competence (8) in Indicate here the main language of instruction that the student already has or agrees to acquire by the start of the study period is: A1 A2 B1 B2 C1 C2 Native speaker

Table A Before the mobility

De conformidad con lo dispuesto en la normativa vigente sobre protección de datos de carácter personal, le informamos de que sus datos personales se van a incorporar al sistema de tratamiento de datos de la Universidad Rey Juan Carlos. El tratamiento tiene como finalidad el cumplimiento de los fines relativos al desarrollo de las funciones y competencias propias del responsable del tratamiento. En concreto, estas finalidades están relacionadas con las competencias de gestión académica y de investigación, así como también del personal de la Universidad Rey Juan Carlos. En concreto, estas finalidades específicas son: la gestión administrativa y de investigación, así como la gestión de los recursos humanos y de la personalidad del trabajador. Los datos personales tratados son: los datos identificativos que se obtienen durante el desarrollo de las actividades profesionales y laborales. Los datos personales que se tratan en el ejercicio de los derechos que la Universidad Rey Juan Carlos tiene conferidos, en aplicación de la Ley Orgánica de Universidades. La Universidad Rey Juan Carlos cederá los datos a las Administraciones públicas que por Ley requieran conocer la información para la prestación del servicio público. El interesado podrá ejercer los derechos de acceso, rectificación, limitación de tratamiento, supresión, portabilidad y a impugnar las decisiones individuales automatizadas que le puedan afectar. Para ello, podrá remitir un escrito a la dirección abajo referida o un correo electrónico a la dirección protecciodedatos@urjc.es. Puede ampliar esta información mediante la consulta en la página web de cada tratamiento de la Universidad Rey Juan Carlos.

UNIVERSIDAD REY JUAN CARLOS

Página 1 de 3

| FIRMADO POR | FECHA FIRMA |
|---------------------------|------------------|
| NOMBRE APELLIDOS FIRMANTE | 00/00/0000 00:00 |

Universidad Rey Juan Carlos
La autenticidad de este documento puede ser comprobada mediante el Código Seguro de Verificación en
<https://sede.urjc.es/verifica>

Página: 1 / 3

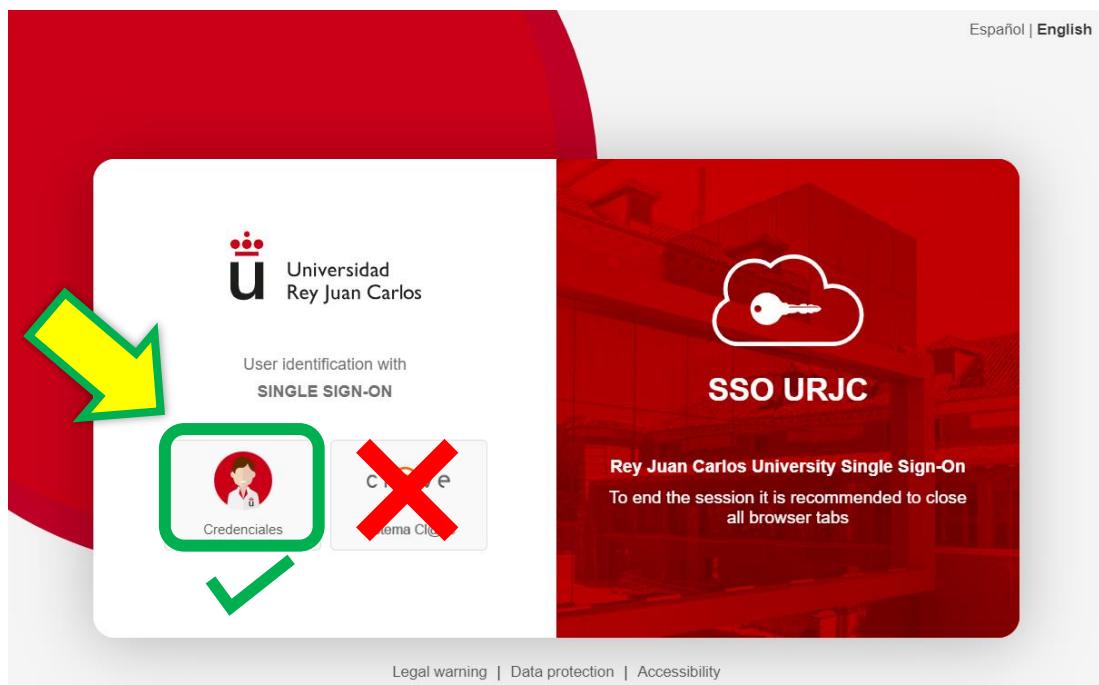
BRIEF GUIDE ABOUT THE NEW SSO LOGIN · URJC

How do I access the SSO – CREDENCIALES*?

The SSO is not a direct access platform. It is only requested when it is necessary to identify yourself after trying to access the URJC corporate applications and/or services integrated within the SSO single sign-on system.

How do I identify myself in the URJC SSO - CREDENCIALES*?

When an application requests identification via SSO the following screen will appear:

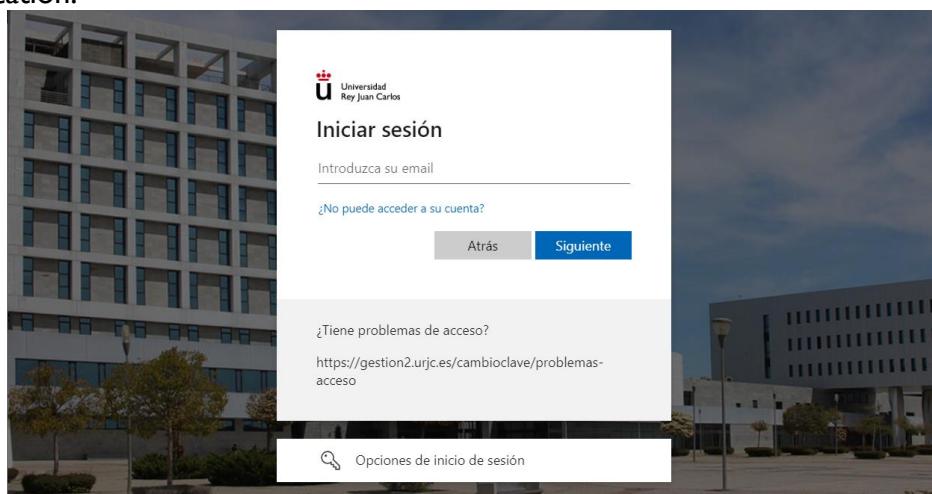


There are currently 2 options for identification:

You must select “CREDENCIALES”*

LOGGING IN WITH "CREDENCIALES"*: It allows you to identify yourself by **logging in using your URJC email** (for example: your.user.2025@alumnos.urjc.es) and **password**.

If necessary, a **second authentication factor** (Microsoft Authenticator) will also be required to verify identification.



Microsoft Authenticator Settings:

As a user you must configure the **double factor**:

1. Authenticator App in your smartphone.
If you change your device, you will not be able to authenticate.
<https://urjc.atlassian.net/wiki/spaces/BDCP/pages/9900202/App+Microsoft+Authenticator+como+primer+m+todo>
2. You must add a **second authentication method**. For example, the mobile number (call or SMS):
<https://urjc.atlassian.net/wiki/spaces/BDCP/pages/9900203/Tel+fono+m+vil+para+recibir+llamada+o+SMS>
3. You can also set up software in a second different device:
<https://urjc.atlassian.net/wiki/spaces/BDCP/pages/9899830/Token+software>
4. If you have any problems with Microsoft Authenticator, please report the problem to:
<https://gestion4.urjc.es/ayuda/cau/>

URJC's applications currently integrated in SSO are:

These are the apps integrated into the SSO, that is, every time you want to access these applications you will have to do it using your complete e-mail account (your.user.2025@alumnos.urjc.es) and your password:

- **Aula Virtual – Virtual Classroom**
- **Horarios - Schedule**> “**Estudiantes-Stundents**” (to access your personal schedule)
- **Intranet**
- **Mis exámenes – My exams**
- **Sede Electrónica – Electronic Office:** https://sede.urjc.es/en_GB/ultimo

Login issues:

If you try to access any URJC app with a URJC corporate account and you are undergoing login issues, it may be due to:

- **You are entering your username incorrectly:**

Depending on the service you want to access, it may be necessary to enter the user using your **URJC full email address** (your.user.2025@alumnos.urjc.es) **or not** (`your.user.2025`). You must check if this is the reason why you cannot access normally. Remember that the **password is always the same**.

- **You may have forgotten your password:**

You can reset your password through this link. <https://cambioclave.urjc.es/>

You will receive an email to your personal email account or an SMS to your contact mobile phone with instructions on how to reset your password.

- **You are trying to log in via Simplified Sign-On (SSO) – “CREDENCIALES*” while you are already logged in with a different account.**

Please note that if you use **another Office365 account** different to your personal URJC corporate account, **access will fail**.

To avoid this, **use different web browsers for each account**.



Additionally, you can **log in with a different browser, private window or log out of the SSO** clicking on "**Cerrar sesión**" (Log out) button at <https://identifica.urjc.es> and then close the browser.

If the issue persists, go to: <https://ayuda.urjc.es>

USEFUL LINKS RELATED TO SIMPLIFIED SIGN-ON (SSO):

General Information:

<https://infotic.urjc.es/pages/viewpage.action?pagId=182978425>

Logging in with Simplified Sign-On (SSO) Tutorial:

<https://view.genial.ly/64a67603424c94001948f1d6>

<https://infotic.urjc.es/display/BDCP/Tutorial+de+Ayuda>

Login issues guide:

<https://infotic.urjc.es/pages/viewpage.action?pagId=182978438>

Microsoft Authenticator Issues:

<https://gestion4.urjc.es/ayuda/cau/>

REQUEST IT's ASSISTANCE DUE TO TECHNICAL ISSUES

Request IT's assistance (ONLY FOR TECHNICAL ISSUES):

1.- Go to: <https://gestion4.urjc.es/ayuda/cau/>

2.- Click on **USUARIO INVITADO**

3.- Click on "**No puedo acceder..."**

4.- Report the technical issue provide the information below:

- Indicate the type of student you are. In your case, you should write the following:
"I am an Erasmus/Mundé Incoming Mobility student."
- Short description of the issue
- Screenshot or short video
- Name and Surname
- ID/Passport Number
- URJC user
- Alternative email address (not the URJC mail address)



ACADEMIC OFFER 2025-26 AREAS OF STUDY & CAMPUS DISTRIBUTION

MADRID – VICÁLVARO CAMPUS

| | |
|---|---|
| FACULTY OF ECONOMICS & BUSINESS SCIENCES (VICÁLVARO CAMPUS) | AREA OF STUDY CODE (First four digits of the subject's component codes) |
|---|---|

| | | |
|---|--|------|
| Administration and Business Management | | 2012 |
| Administration and Business Management in English* | | 2048 |
| Accounting and Finances | | 2021 |
| Business Administration and Management in the Digital Field | | 2246 |
| Economics | | 2017 |
| Actuarial and Financial Economics | | 2016 |
| Marketing | | 2024 |
| Marketing in English* | | 2110 |
| Tourism | | 2006 |
| Tourism in English* | | 2010 |

| | |
|--|---|
| FACULTY OF LEGAL & POLITICAL SCIENCES (VICÁLVARO CAMPUS) | AREA OF STUDY CODE (First four digits of the subject's component codes) |
|--|---|

| | | |
|-------------------------------------|--|------|
| Criminology | | 2014 |
| Law | | 2015 |
| International Relations in English* | | 2126 |

| | |
|---|---|
| FACULTY OF EDUCATION & SPORTS SCIENCES, & INTERDISCIPLINARY STUDIES (VICÁLVARO CAMPUS) | AREA OF STUDY CODE (First four digits of the subject's component codes) |
|---|---|

| | | |
|-------------------------------------|--|------|
| Pre – primary Education in English* | | 2128 |
| Primary Education in English* | | 2170 |



*Those Degrees that have "in English" in the name are taught in English and are highlighted in blue (UK flag icon).
The rest are taught in Spanish (Spanish flag icon)





FACULTY OF COMMUNICATION SCIENCES
(VICÁLVARO CAMPUS)

AREA OF STUDY CODE
(First four digits of the subject's component codes)

Protocol, Organization of Events and Corporate Communications



2211

QUINTANA/FERRAZ BRANCH **

FACULTY OF COMMUNICATION SCIENCES
(MADRID CAMPUS – QUITANA / FERRAZ BRANCH) **

AREA OF STUDY CODE
(First four digits of the subject's component codes)

Protocol, Organization of Events and Corporate Communications in English*



2277

FACULTY OF ECONOMICS & BUSINESS SCIENCES
(MADRID CAMPUS – QUITANA / FERRAZ BRANCH) **

AREA OF STUDY CODE
(First four digits of the subject's component codes)

Economics in English*



2276

** Quintana/Ferraz & Manuel Becerra Branches are 45min. far from Vicálvaro Campus.



*Those Degrees that have "in English" in the name are taught in English and are highlighted in blue (UK flag icon).
The rest are taught in Spanish (Spanish flag icon)



MANUEL BECERRA BRANCH **

FACULTY OF ECONOMICS & BUSINESS SCIENCES
(MADRID CAMPUS – MANUEL BECERRA BRANCH) **

AREA OF STUDY CODE
(First four digits of the subject's component codes)

Science, Management and Engineering of Services



2176

** Manuel Becerra & Quintana/Ferraz Branches are 45min. far from Vicálvaro Campus.

MÓSTOLES CAMPUS

| SCHOOL OF EXPERIMENTAL SCIENCES & TECHNOLOGY (MÓSTOLES CAMPUS) | AREA OF STUDY CODE (First four digits of the subject's component codes) |
|---|--|
| Biology |  2365 (only 2 nd , 3 rd & 4 th year subjects) 2393 (only 1 st year subjects) |
| Food Science and Technology |  2338 (only 2 nd , 3 rd & 4 th year subjects) 2395 (only 1 st year subjects) |
| Environmental Science |  2337 (only 2 nd , 3 rd & 4 th year subjects) 2396 (only 1 st year subjects) |
| Experimental Science |  2336 (only 2 nd , 3 rd & 4 th year subjects) 2397 (only 1 st year subjects) |
| Environmental Engineering |  2107 (only 2 nd , 3 rd & 4 th year subjects) 2398 (only 1 st year subjects) |
| Energy Engineering |  2029 (only 2 nd , 3 rd & 4 th year subjects) 2399 (only 1 st year subjects) |
| Materials Engineering |  2030 (only 2 nd , 3 rd & 4 th year subjects) 2400 (only 1 st year subjects) |
| Industrial Technologies Engineering |  2120 (only 2 nd , 3 rd & 4 th year subjects) 2401 (only 1 st year subjects) |
| Industrial Electronics and Automation Engineering |  2342 (only 2 nd , 3 rd & 4 th year subjects) 2402 (only 1 st year subjects) |
| Industrial Organization Engineering |  2148 (only 2 nd , 3 rd & 4 th year subjects) 2403 (only 1 st year subjects) |
| Mechanical Engineering |  2286 (only 2 nd , 3 rd & 4 th year subjects) 2404 (only 1 st year subjects) |
| Chemical Engineering |  2143 (only 2 nd , 3 rd & 4 th year subjects) 2405 (only 1 st year subjects) |
| Nanoscience and Nanotechnology |  2362 (only 2 nd , 3 rd & 4 th year subjects) 2406 (only 1 st year subjects) |
| Hydrological Resources |  2343 |

| SCHOOL OF ADVANCED COMPUTER ENGINEERING (MÓSTOLES CAMPUS) | AREA OF STUDY CODE (First four digits of the subject's component codes) |
|--|---|
| Game Design and Development |  2175 |
| Computer Engineering |  2032 |
| Cybersecurity Engineering |  2285 |
| Software Engineering |  2034 |
| Computer Engineering (Informatics) |  2033 |
| Artificial Intelligence |  2361 |
| Mathematics |  2347 |

CAMPUS DE FUENLABRADA

| FACULTY OF COMMUNICATION SCIENCES (FUENLABRADA CAMPUS) | AREA OF STUDY CODE (First four digits of the subject's component codes) |
|--|--|
| Audiovisual Communication |  2002 |
| Journalism |  2001 |
| Advertising and Public Relations |  2043 |
| Digital Communication NEW (Only 1 st , 2 nd & 3 rd year subjects) |  2373 |
| FACULTY OF ARTS AND HUMANITIES (FUENLABRADA CAMPUS) | AREA OF STUDY CODE (First four digits of the subject's component codes) |
| Arts and Dance <small>(There are pre-admission requirements and only nominations for Annual students during the URJC Academic Year will be accepted).</small> |  2313 |
| Philosophy |  2248 |
| History |  2234 |
| Spanish Language and Literature |  2228 (only 2 nd , 3 rd & 4 th year subjects) 2388 (only 1 st year subjects) |
| Translation and Interpreting NEW |  2408 (only 1 st year subjects) |
| FACULTY OF EDUCATION & SPORTS SCIENCES, & INTERDISCIPLINARY STUDIES (FUENLABRADA CAMPUS) | AREA OF STUDY CODE (First four digits of the subject's component codes) |
| Pre – primary Education |  2101 |
| Primary Education |  2173 |
| IMPORTANT NOTICE: PHYSICAL ACTIVITY SCIENCES AND SPORTS IS IN EXTINCTION AT ALCORCÓN CAMPUS 1 st , 2 nd and 3 rd year subjects are taught at FUENLABRADA CAMPUS · only 4 th year subjects are taught at ALCORCÓN CAMPUS. Both CAMPUSES are approximately 45 minutes far by public transport. | |
| Physical Activity Sciences and Sports (FUENLABRADA CAMPUS) |  2371 (only 2 nd and 3 rd year subjects) 2409 (only 1 st year subjects) |
| Physical Activity Sciences and Sports (ALCORCÓN CAMPUS) |  2282 (only 4 th year subjects) |

| FUENLABRADA SCHOOL OF ENGINEERING (Formerly called: SCHOOL OF ADVANCED TELECOMMUNICATION ENGINEERING) (CAMPUS FUENLABRADA) | | AREA OF STUDY CODE (First four digits of the subject's component codes) |
|---|---|--|
| Data Science and Engineering |  | 2360 |
| Aeronautical Engineering NEW (it will replace: 2339, 2341, 2356) |  | 2383 (only 1 st year subjects) |
| Aeronautical and Aerospace Engineering Airports |  | 2339 (only 2 nd , 3 rd & 4 th year subjects) 2383 (only 1 st year subjects) |
| Aerospace Engineering in Transportation |  | 2341 (only 2 nd , 3 rd & 4 th year subjects) 2383 (only 1 st year subjects) |
| Aerospace Engineering in Aerospace Vehicles |  | 2356 (only 2 nd , 3 rd & 4 th year subjects) 2383 (only 1 st year subjects) |
| Biomedical Engineering |  | 2229 (only 2 nd , 3 rd & 4 th year subjects) 2385 (only 1 st year subjects) |
| Robotics Software Engineering |  | 2327 |
| Telecommunication Technologies Engineering NEW (it will replace: 2039, 2040, 2041, 2042) |  | 2042 (only 2 nd , 3 rd & 4 th year subjects) 2386 (only 1 st year subjects) |
| Media studies and Audiovisual Systems Engineering |  | 2039 (only 2 nd , 3 rd & 4 th year subjects) 2386 (only 1 st year subjects) |
| Telecommunication Systems Engineering |  | 2040 (only 2 nd , 3 rd & 4 th year subjects) 2386 (only 1 st year subjects) |
| Telematics Engineering |  | 2041 (only 2 nd , 3 rd & 4 th year subjects) 2386 (only 1 st year subjects) |
| Fundamentals of Architecture |  | 2127 (only 2 nd , 3 rd & 4 th year subjects) 2382 (only 1 st year subjects) |
| IMPORTANT NOTICE: <u>LANDSCAPING</u> IS IN EXTINCTION AT ARANJUEZ CAMPUS 1 st , 2 nd & 3 rd year subjects are taught at FUENLABRADA CAMPUS · ONLY 4 th year subjects are taught at ARANJUEZ CAMPUS. Both CAMPUSES are approximately 2 hours far by public transport. | | |
| Landscaping (FUENLABRADA CAMPUS) |  | 2376 (only 2 nd & 3 rd year subjects) 2387 (only 1 st year subjects) |
| Landscaping (ARANJUEZ CAMPUS) |  | 2251 (only 4 th year subjects) |
| IMPORTANT NOTICE: <u>BIOMEDICAL ENGINEERING</u> in ENGLISH IS IN EXTINCTION AT ALCORCÓN CAMPUS 1 st , 2 nd & 3 rd year subjects are taught at FUENLABRADA CAMPUS · ONLY 4 th year subjects are taught at ALCORCÓN CAMPUS. Both CAMPUSES are approximately 45 minutes far by public transport. | | |
| Biomedical Engineering in English* (FUENLABRADA CAMPUS) |  | 2374 (only 2 nd & 3 rd year subjects) 2384 (only 1 st year subjects) |
| Biomedical Engineering in English* (ALCORCÓN CAMPUS) |  | 2291 (only 4 th year subjects) |



*Those Degrees that have "in English" in the name are taught in English and are highlighted in blue (UK flag icon).
The rest are taught in Spanish (Spanish flag icon)





FACULTY OF LEGAL & POLITICAL SCIENCES
(FUENLABRADA CAMPUS)

AREA OF STUDY CODE
(First four digits of the subject's component codes)

Political Science and Public Administration



2181

International Relations



2156

ALCORCÓN CAMPUS

FUENLABRADA SCHOOL OF ENGINEERING *

(Formerly called: SCHOOL OF ADVANCED TELECOMMUNICATION ENGINEERING)
(ALCORCÓN CAMPUS)

AREA OF STUDY CODE
(First four digits of the subject's component codes)

IMPORTANT NOTICE: BIOMEDICAL ENGINEERING in ENGLISH

IS IN EXTINCTION AT ALCORCÓN CAMPUS

1st, 2nd & 3rd year subjects are taught at FUENLABRADA CAMPUS · ONLY 4th year subjects are taught at ALCORCÓN CAMPUS. Both CAMPUSES are approximately 45 minutes far by public transport.

Biomedical Engineering in English*
(ALCORCÓN CAMPUS)



2291 (only 4th year subjects)

Biomedical Engineering in English*
(FUENLABRADA CAMPUS)



2374 (only 2nd & 3rd year subjects)
2384 (only 1st year subjects)

***IMPORTANT NOTICE:** Though it is called "FUENLABRADA SCHOOL OF ENGINEERING", Biomedical

Engineering in English is taught at two different CAMPUSES ALCORCÓN CAMPUS (only 4th year subjects) & FUENLABRADA CAMPUS (only 1st, 2nd and 3rd year subjects).



*Those Degrees that have "in English" in the name are taught in English and are highlighted in blue (UK flag icon).
The rest are taught in Spanish (Spanish flag icon)



FACULTY OF EDUCATION & SPORTS SCIENCES, & INTERDISCIPLINARY STUDIES -
(ALCORCÓN CAMPUS)

AREA OF STUDY CODE
(First four digits of the subject's component codes)

Spanish Sign Language and the Deaf Community



2250 (only 2nd, 3rd & 4th year subjects)
2380 (only 1st year subjects)

IMPORTANT NOTICE:

PHYSICAL ACTIVITY SCIENCES AND SPORTS IS IN EXTINCTION AT ALCORCÓN CAMPUS

1st, 2nd and 3rd year subjects are taught at FUENLABRADA CAMPUS · only 4th year subjects are taught at ALCORCÓN CAMPUS . Both CAMPUSES are approximately 45 minutes far by public transport.

Physical Activity Sciences and Sports
(ALCORCÓN CAMPUS)



2282 (only 4th year subjects)

Physical Activity Sciences and Sports
(FUENLABRADA CAMPUS)



2371 (only 2nd and 3rd year subjects)
2409 (only 1st year subjects)

| FACULTY OF LEGAL & POLITICAL SCIENCES (ALCORCÓN CAMPUS) | | AREA OF STUDY CODE (First four digits of the subject's component codes) |
|---|---|--|
| Human Resources and Labour Relations |  | 2051 |
| Social Work |  | 2213 |
| FACULTY OF HEALTH SCIENCES (ALCORCÓN CAMPUS) | | AREA OF STUDY CODE (First four digits of the subject's component codes) |
| Nursing |  | 2035 |
| Pharmacy |  | 2340 |
| Physiotherapy |  | 2036 |
| Medicine |  | 2000 |
| Dentistry |  | 2037 |
| Psychology |  | 2366 (Only 1 st , 2 nd and 3 rd year subjects) 2038 (Only 4 th year subjects) |
| Occupational Therapy |  | 2105 |

ARANJUEZ CAMPUS

| FUENLABRADA SCHOOL OF ENGINEERING * (Formerly called: SCHOOL OF ADVANCED TELECOMMUNICATION ENGINEERING) (ARANJUEZ CAMPUS) | | AREA OF STUDY CODE (First four digits of the subject's component codes) |
|---|---|--|
| IMPORTANT NOTICE: LANDSCAPING IS IN EXTINCTION AT ARANJUEZ CAMPUS 1 st , 2 nd & 3 rd year subjects are taught at FUENLABRADA CAMPUS · ONLY 4 th year subjects are taught at ARANJUEZ CAMPUS. Both CAMPUSES are approximately 2 hours far by public transport. | | |
| Landscaping (ARANJUEZ CAMPUS) |  | 2251 (only 4 th year subjects) |
| Landscaping (FUENLABRADA CAMPUS) |  | 2376 (only 2 nd & 3 rd and year subjects) 2387 (only 1 st year subjects) |
| *IMPORTANT NOTICE: Though it is called "FUENLABRADA SCHOOL OF ENGINEERING", the bachelor above is taught at two different campuses: ARANJUEZ CAMPUS (only 4 th year subjects) & FUENLABRADA CAMPUS (only 1 st , 2 nd and 3 rd year subjects). | | |



FACULTY OF ARTS AND HUMANITIES
(ARANJUEZ CAMPUS)

AREA OF STUDY CODE
(First four digits of the subject's component codes)

| | | |
|--|--|--|
| Fine Arts | | 2196 |
| Comprehensive Design and Image Management | | 2194 |
| Fashion Design and Management | | 2247 |
| Translation and Interpreting | | 2410 (only 1 st year subjects) 2358 (only 2 nd , 3 rd & 4 th year subjects) |
| Art History and Cultural Heritage NEW | | 2389 (only 1 st year subjects) |



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The rest are taught in Spanish (Spanish flag icon)





PLEASE CHECK THE LOCATIONS

MADRID- VICÁLVARO CAMPUS

<https://maps.app.goo.gl/UKR8tHAJkYHxEFQUA>

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://maps.app.goo.gl/9SdZW18LMHSKJsNS8>

ALCORCÓN CAMPUS

<https://goo.gl/maps/qZ5yvkJzpEgWnNf76>

ARANJUEZ CAMPUS

<https://maps.app.goo.gl/5qpguG2RBus7s4Yo8>