

EXTENSION OF MOBILITY HANDBOOK – 2025-26

UNIVERSIDAD REY JUAN CARLOS INFORMATION

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ERASMUS CODE: EMADRID26

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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
regarding your extension.

INDEX – EXTENSION OF MOBILITY

<u>ACADEMIC CALENDAR 2025-26</u>	3
<u>APPLICATION DEADLINE</u>	3
<u>PROCEDURE</u>	4
<u>EXTENSION OF MOBILITY APPLICATION</u>	4
<u>GENERATING THE 2ND SEMESTER EXTENSION OF MOBILITY LEARNING</u>	
<u>AGREEMENT</u>	8
<u>HOW TO SELECT CORRECTLY YOUR LEARNING AGREEMENT</u>	
<u>SUBJECTS</u>	10
<u>HOW TO CHECK THE SCHEDULE</u>	12
<u>APPLICATION DEADLINE</u>	15
<u>URJC – FULLY DIGITAL PROCEDURE & DOCUMENTS</u>	16
<u>LOGIN SSO – TECHICAL ISSUES SUPPORT · URJC</u>	18
<u>AREAS OF STUDY</u>	21
<u>CAMPUS LOCATIONS</u>	29

ACADEMIC CALENDAR 2025-26

1st Semester (Fall-winter):

Welcome Day: predictably will take place during the **9th September 2025**

Semester duration: from **11th September 2025** to **22nd January 2026**

Class period: from **11th September** to **19th December 2025**

Exams period: from **8th** to **22nd January 2026**

2nd Semester (Spring-summer):

Welcome Day: predictably will take place during the **21st – 22nd January 2026**

Semester duration: from **23rd January** to **26th May 2026**

Class period: from **23rd January** to **8th May 2026**

Exams period: from **11th** to **26th May 2026**

Extraordinary Exams period:

Only for students who did not pass any subject during ordinary exams periods.

The **extraordinary exams period** will be from **10th June** to **4th July 2026**.

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:

https://www.urjc.es/images/EstudiarURJC/Admision_matricula/archivos/calendario_academico.pdf

APPLICATION DEADLINE

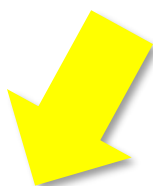
From **30th October** to **27th of November 2025**

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

PROCEDURE

EXTENSION OF MOBILITY APPLICATION

1. Enter: https://sede.urjc.es/en_GB/catalogo-de-servicios?path=AMPLIA/
2. Press **INCOMING** – Ampliación de movilidad (2025/AMPLIA-xxx)
3. Press **Start**:



INCOMING - Ampliación de movilidad

 Iniciar  Imprimir

Descripción

Este procedimiento está destinado única y exclusivamente a aquellos alumnos que hayan iniciado su movilidad del primer semestre y quieran continuar el segundo semestre en la Universidad.

Contacto: internacional.in@urjc.es

Modo de inicio de la tramitación: con certificado electrónico, DNI electrónico o usuario corporativo de la Universidad.

Información sobre el estado de la tramitación: en el expediente electrónico correspondiente accesible desde la carpeta del ciudadano.

Categorías de procesos

• Estudiantes

Iniciado por

• por oficio

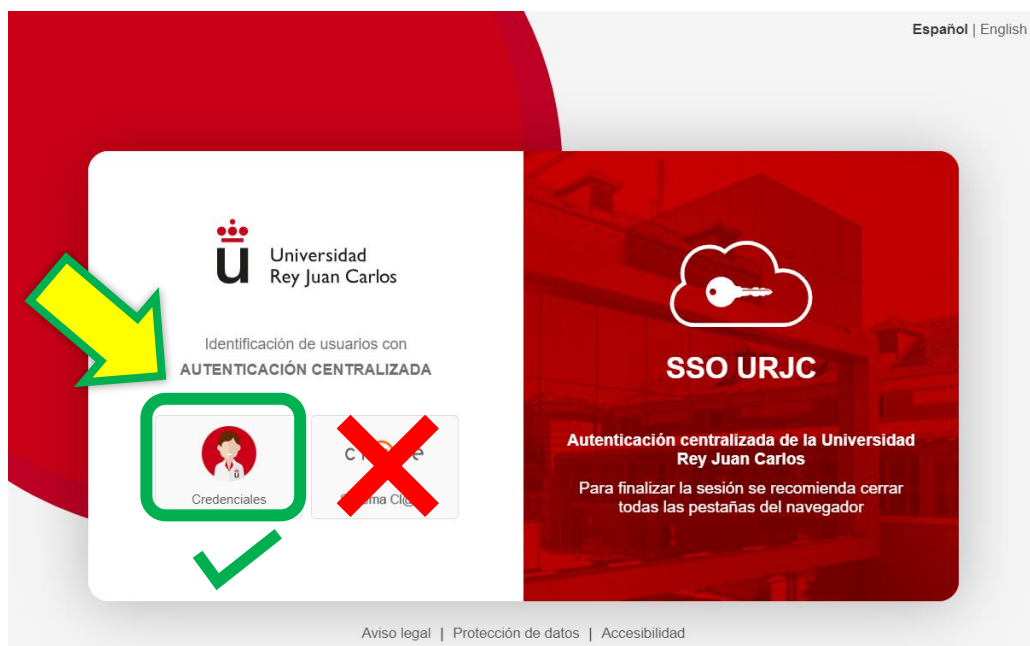
Personas Físicas Si

Empresas No

Procesado on-line Si

Requiere certificado digital Si

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

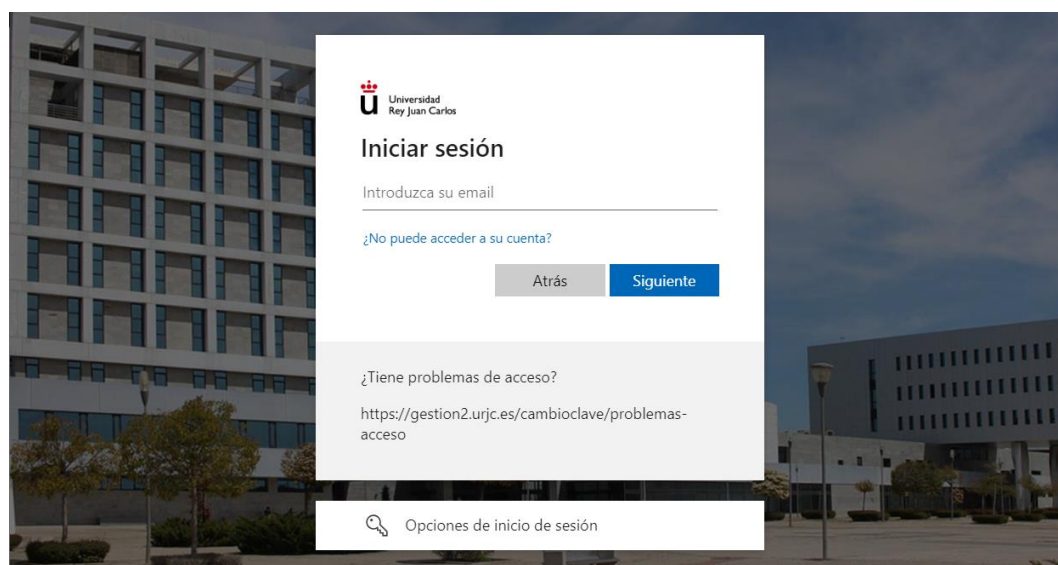


There are currently 2 options for identification:

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.

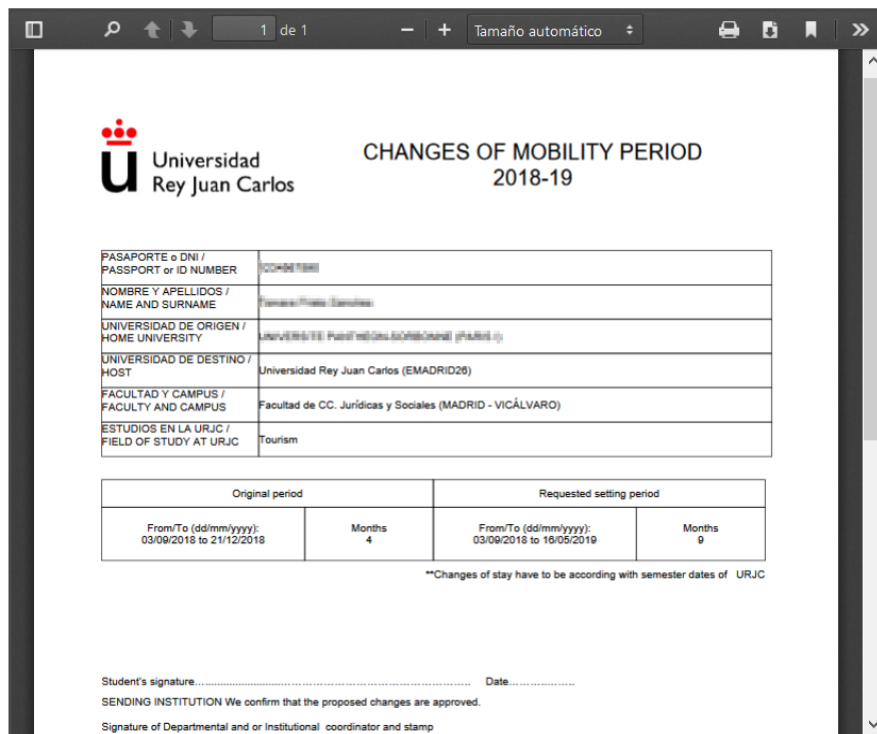


If you encounter **technical issues**, read the section: **[LOGIN SSO – TECHICAL ISSUES SUPPORT · URJC](#)**

The platform will generate a **draft** for your **Extension of Mobility Application Form**, **CHECK IT CAREFULLY** before **CONTINUING**,

Erasmus / Munde Incoming - Validar PDF Changes of Mobility Period

Documento a validar:



U Universidad Rey Juan Carlos

CHANGES OF MOBILITY PERIOD 2018-19

PASAPORTE o DNI / PASSPORT or ID NUMBER	00000000
NOMBRE Y APELLIDOS / NAME AND SURNAME	Perez/Perez/Carolina
UNIVERSIDAD DE ORIGEN / HOME UNIVERSITY	Universidad Rey Juan Carlos (MADRID)
UNIVERSIDAD DE DESTINO / HOST	Universidad Rey Juan Carlos (EMADRID20)
FACULTAD Y CAMPUS / FACULTY AND CAMPUS	Facultad de CC. Jurídicas y Sociales (MADRID - VICÁLVARO)
ESTUDIOS EN LA URJC / FIELD OF STUDY AT URJC	Tourism

Original period		Requested setting period	
From/To (dd/mm/yyyy): 03/09/2018 to 21/12/2018	Months 4	From/To (dd/mm/yyyy): 03/09/2018 to 16/05/2019	Months 9

**Changes of stay have to be according with semester dates of URJC

Student's signature..... Date.....

SENDING INSTITUTION We confirm that the proposed changes are approved.

Signature of Departmental and or Institutional coordinator and stamp

Información Adicional

En caso de ser incorrecto, indique en el campo Observaciones el motivo

Validar ■

☐ Correcto

☐ Incorrecto

Observaciones

Observaciones

☐ He leído el documento antes de realizar la validación

Continuar

If you detect any **mistake**, select **“Incorrect”**, write the mistake on the box and press **“Continue”**.

Once corrected by the URJC the student will receive an email to go ahead with the process.

If everything is **correct**, select “**Correct**” (the verification box) and click on “**Continue**”; the platform **will generate a document (Extension of Mobility Application)**, then you **MUST**:

- **Download** and **save** the document. (**Extension of Mobility Application**)
- **Sign the document**: **Student's** and **home university's signatures are mandatory**.
- **Upload** the document to the platform in your folder: **(2025/AMPLIA-xxx)**

Erasmus / Munde Incoming - Adjuntar PDF firmado Changes of Mobility Period

Importante: Puede volver a esta pantalla en cualquier momento entrando en su Carpeta Ciudadana - Tareas pendientes

Adjunte su Changes of Mobility Period firmado y sellado por su Universidad: ■

No se ha seleccionado ningún archivo.

Los campos obligatorios están marcados con ■

El archivo que suba será convertido automáticamente a PDF. Si el archivo ya es un documento PDF, no será convertido.

This document must be verified by URJC

If it is **Rejected**, you will receive an e-mail with the reasons.

If it is **Accepted**, you will receive an e-mail informing you about it and you can go ahead with the process.

You can upload your own model of Extension of Mobility, (signed by the student and by the home University), but **IT IS COMPULSORY TO GENERATE CORRECTLY THE URJC EXTENSION DRAFT MODEL**. The information displayed on each model **MUST BE THE SAME** in both documents.

GENERATING THE 2ND SEMESTER MOBILITY EXTENSION LEARNING AGREEMENT

Once your **Extension of Mobility Application** has been accepted, you must do your **2nd Semester Extension of Mobility Learning Agreement**.

Go to the platform and enter your file **(2025/AMPLIA-xxx)**

Go to "**Tasks**" and complete the form you **must FILL IN** and **VERIFY ALL DATA***.

It is very important that you make sure that you have entered them correctly because these data **CANNOT BE CHANGED AFTER THEY HAVE BEEN ENTERED**.

Fill in the **contact data of your home university**, it will be used by URJC.

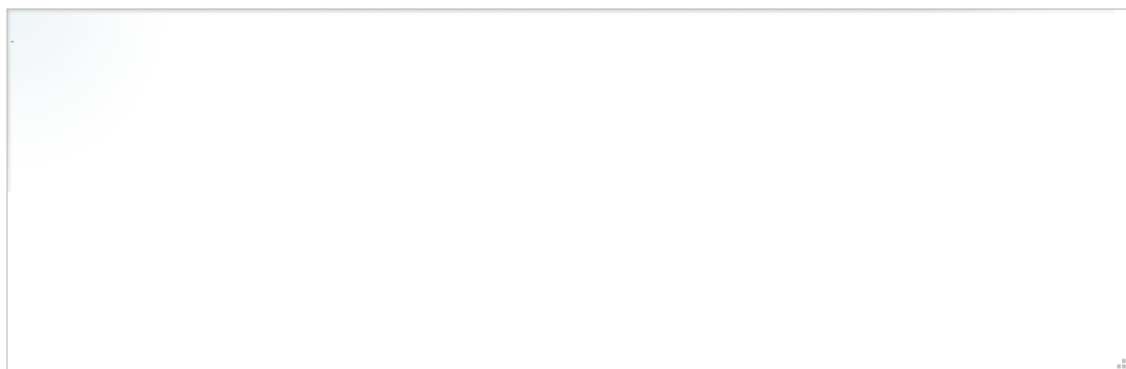
Verify and complete all the **data of your mobility** at **URJC**.

Once you have filled in your personal details and those of both universities, **an information screen will be automatically displayed**. It will show:

I.- At the **top box**, the list of your **1st semester subjects**. **This information can't be modified**.

Erasmus / Munde Incoming - Changes of Mobility Period II

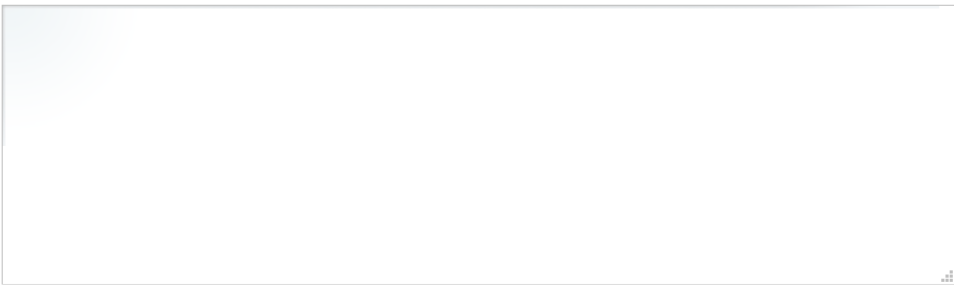
Asignaturas matriculadas del primer cuatrimestre: ■



No editables, sólo consulta.

2.- At the **bottom box**, you will see the **2nd semester subjects** that you select and that you will take during your **2nd semester period. (2Q).**

Asignaturas pendientes de matricular del segundo cuatrimestre:



Asignaturas PROVISIONALES, en función de las añadidas y eliminadas por el alumno-a. Puede comprobar sus asignaturas en su horario (<https://gestion2.urjc.es/horarios/alumno/login>)

¿Qué desea hacer? ▾

- ☐ Añadir asignatura
- ☐ Borrar asignatura
- ☐ Finalizar

Los campos obligatorios están marcados con ▣

Continuar

Add and/or delete one by one the subjects for the **2nd semester (2Q)** of your **2nd Semester Learning Agreement**.

Make sure that **THERE ARE NO TIMETABLE CONFLICTS**, [find out how to check the schedules here](#).

Bear in mind that **you'll only visualize the available subjects corresponding to the extension period (2Q) and the system will warn you in case of schedule overlap.**

In other words, if the system does not show you a subject, it is because it is not related with your area or because it is not available. Check the **AREAS OF STUDY** [\(last pages of this document\)](#).

Faculty of Health Sciences Students must consider that, **BEFORE** selecting the subjects, they **MUST** contact to their **URJC's area of studies coordinator**.

Once filled your **2nd Semester Learning Agreement** you must:

- **Download** and **save the document**. (URJC's Learning Agreement Draft Model)
- Complete the corresponding table with the **subjects approved at your Home University (Table B)**

- **Sign the document: Student's and home university's signatures** are mandatory.
- Upload the document to the platform.

In case of having your own model of Learning Agreement, our recommendation is that the student would upload his/her model, signed by the student and his/her home university, 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 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.*

Once the document has been uploaded, correctly completed and signed, **the URJC will check it and if it is correct, will approve it and sign it digitally**; only from this moment on, your **2nd Semester Learning Agreement** will be approved.

You will receive an **email when the enrolment has been completed**.

Remember that you will not see the changes in your **Virtual Classroom** and **Schedule** in **48 hours**.

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 you must check your **Virtual Classroom** and **follow the instructions of each teacher** because they may be different for each subject.

HOW TO SELECT CORRECTLY YOUR LEARNING AGREEMENT SUBJECTS

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

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 (2Q), 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.

Arts and Dance students are NOT allowed to choose subjects from other degrees.

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.

The number of credits for **ONE SEMESTER** at URJC **CAN'T BE LESS** than **18 ECTS** or **3 subjects (minimum)**. Check the minimum ECTS required per semester at your home university.

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 **you have been nominated to BUT only** those **taught in the 2nd semester**.

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 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**.

Itinerario formativo

[ACCEDE A LAS GUÍAS DOCENTES DE LA TITULACIÓN](#)

FBC: Formación Básica Común, son convalidables con sus homólogas de todos los grados
 FBR: Formación Básica de Rama, son convalidables con sus homólogas de rama teniendo en cuenta la adecuación entre las competencias y conocimientos adquiridos.
 OB: Obligatoria
 OP: Optativa

Semestre	Asignatura	carácter	créd
1	Historia Económica	FBR	6
1	Matemáticas Empresariales	OB	6
1	Introducción a la Empresa I	FBR	6
1	Deontología Profesional, Principios Jurídicos Básicos e Igualdad	FBC	6
1	Historia de las instituciones españolas	FBC	6
2	Introducción a la Economía	FBR	6
2	Matemáticas Financieras	OB	6
2	Introducción a la Empresa II	OB	6
2	Derecho Mercantil	FBR	6
2	Informática Aplicada a la Empresa	FBC	6

Total de créditos a cursar: 60

You can find the **Signed Teaching Guides (Syllabus)** of the **subjects**, here:

<https://gestion3.urjc.es/guiasdocentes/>

PLEASE READ IT CAREFULLY to learn deeply about the subjects' contents, level of knowledge required or any other important specific information, which may affect to your future performance. And double check it with your home university coordinator.

We recommend that you download, save, and print the **Teaching Guides** of the subjects that you are going to take during your mobility at the URJC.

Teaching Guides are **digitally signed**, so if your home university asks you to hand it signed you can download it and forward it to your home university.

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 Vicalvaro Campus)

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

Seleccione la titulación que desee 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 MANAGEMENT	6	1Q	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 Q 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					
10					
11					
12					
13					
14					
15					
16					

(2048010) FINANCIAL ACCOUNTING II - MAÑANA A

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

👤 Profesor: VERA GELASHVILI

📍 Aula: Aulario - Aula 210 (MADRID - VICÁLVARO)

13:00 - 15:00
FINANCIAL ACCOUNTING II - MAÑANA A (2048010)

➡

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/>

Bear in mind that **learning agreement modifications** “LEARNING AGREEMENT DURING” will be **only accepted** only due to **overlapping schedules**, **lack of quota** issues of subjects that were previously selected, and exceptionally - upon request by home university- other justified reasons will be considered. Learning agreement modification procedure instructions, will be sent via email to students once the 2Q has started.

STUDENTS APPLICATION DEADLINE

REMEMBER: Non- extendable deadline:
From 30th October to 27th of November 2025

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:

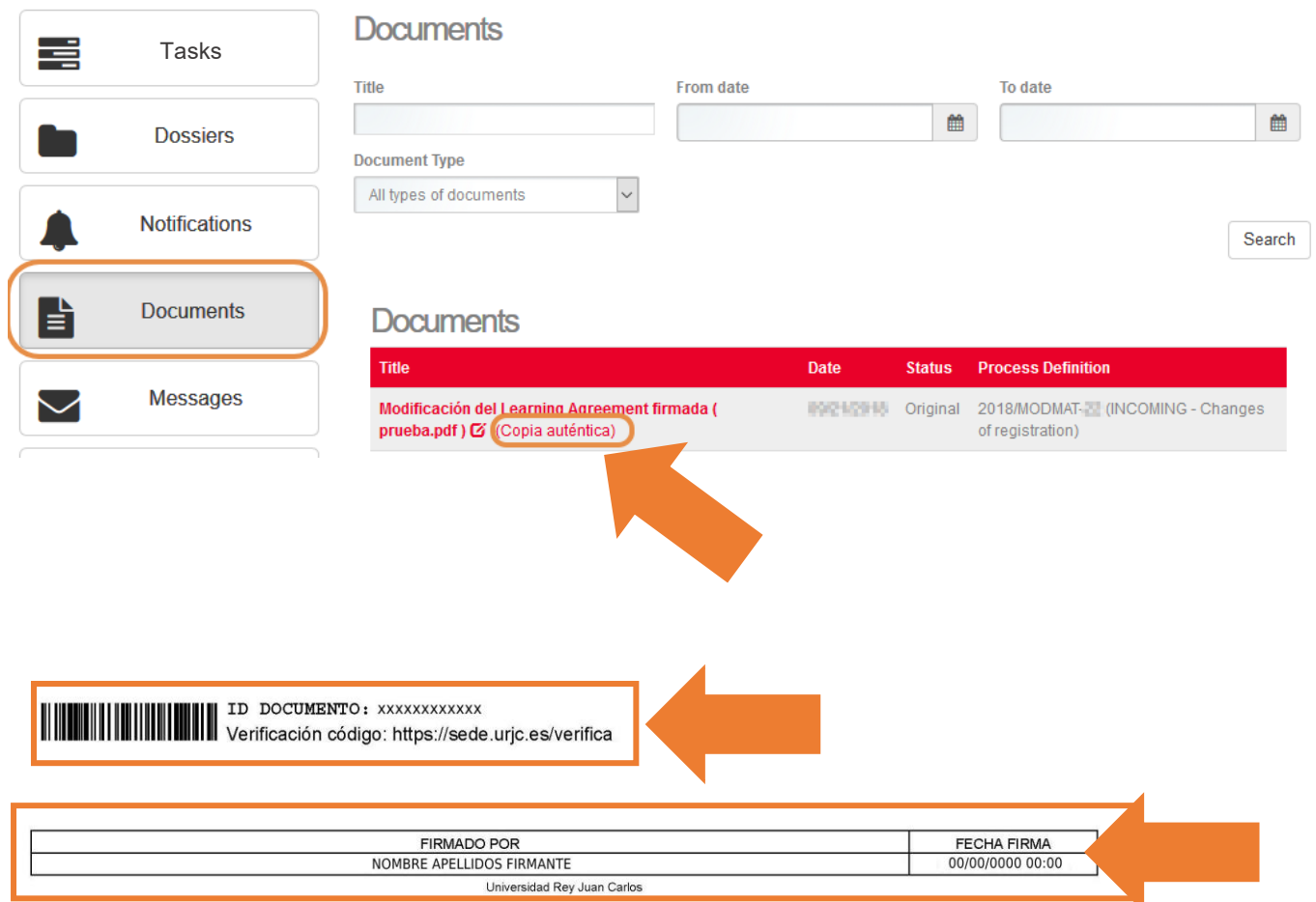
-No documents will be signed or stamped by hand.

-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 "File" (**2025/AMPLIA-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.*



The screenshot shows the URJC Documents interface. On the left is a sidebar with navigation options: Tasks, Dossiers, Notifications, Documents (highlighted with an orange box), and Messages. The main area is titled 'Documents' and contains search filters for Title, From date, To date, and Document Type (set to 'All types of documents'). A 'Search' button is on the right. Below the filters is a table of documents. The first document is 'Modificación del Learning Agreement firmada (prueba.pdf)' with a status of 'Original' and a process definition of '2018/MODMAT-22 (INCOMING - Changes of registration)'. The document title and status are circled in orange, with an orange arrow pointing to a detailed view of the document below. This detailed view shows a barcode, the document ID 'xxxxxxxxxxxx', and the verification URL 'https://sede.urjc.es/verifica'. Below this is a digital signature box with two rows: 'FIRMADO POR' (Nombre Apellidos Firmante) and 'FECHA FIRMA' (00/00/0000 00:00). The signature box is also highlighted with an orange box and an orange arrow.

Title	Date	Status	Process Definition
Modificación del Learning Agreement firmada (prueba.pdf)		Original	2018/MODMAT-22 (INCOMING - Changes of registration)

Document Details:

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



Higher Education Learning Agreement for Studies

Academic Year
2021-22

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

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							
Table A Before the mobility	Component code (5)	Component title at the Receiving Institution (6)			Semester	Number of ECTS credits (or equivalent) (7)	
	00000000 - SUBJECT 1 (TARDE A) - 0Q - Day 1 (00:00-00:00), Day 2 (00:00-00:00) - 0 ECTS						
	00000000 - SUBJECT 2 (TARDE A) - 0Q - Day 1 (00:00-00:00), Day 2 (00:00-00:00) - 0 ECTS						
	00000000 - SUBJECT 3 (TARDE A) - 0Q - Day 1 (00:00-00:00), Day 2 (00:00-00:00) - 0 ECTS						
	00000000 - SUBJECT 4 (TARDE A) - 0Q - 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 ☐							

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. Los datos personales recogidos serán conservados durante el tiempo necesario para el cumplimiento de los fines anteriormente mencionados. Los datos personales son tratados en el ejercicio de los poderes públicos 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 ejercitar 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 protecciondatos@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

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

Página: 1 / 3

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.

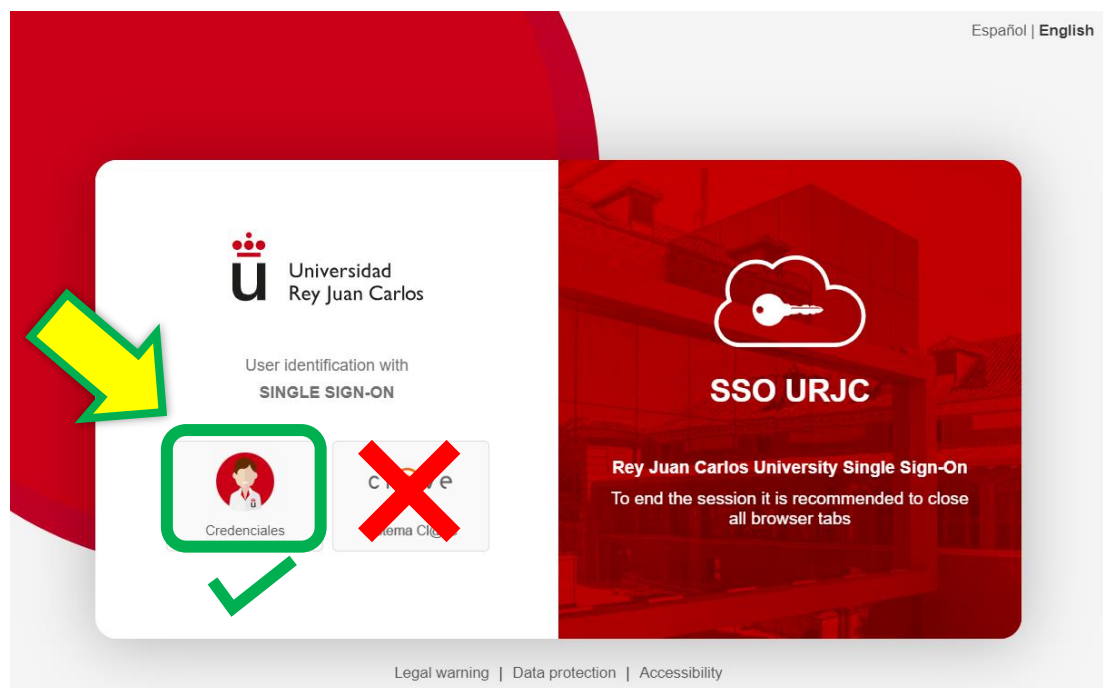
LOGIN SSO – TECHICAL ISSUES SUPPORT · URJC

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:

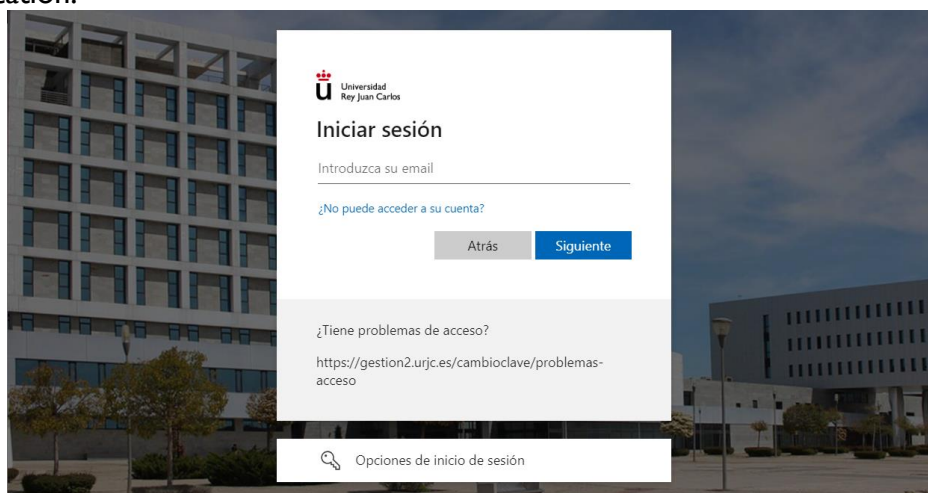


There are currently 2 options for identification:

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-Students”** (to access your personal schedule)
- **Intranet**
- **Mis exámenes – My exams**
- **Sede Electrónica – Electronic Office:** https://sede.urjc.es/en_GB/inicio

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://infotitc.urjc.es/pages/viewpage.action?pageId=182978425>

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

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

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

Login issues guide:

<https://infotitc.urjc.es/pages/viewpage.action?pageId=182978438>

Microsoft Authenticator Issues:

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

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:**

- 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)
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Protocol, Organization of Events and Corporate Communications		2211
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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)
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Protocol, Organization of Events and Corporate Communications in English*		2277
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FACULTY OF ECONOMICS & BUSINESS SCIENCES (MADRID CAMPUS – QUITANA / FERRAZ BRANCH) **	AREA OF STUDY CODE (First four digits of the subject's component codes)
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Economics in English*		2276
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**** 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)	
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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)
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Science, Management and Engineering of Services		2176
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**** 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)
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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)
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Arts and Dance (There are pre-admission requirements and only nominations for Annual students during the URJC Academic Year will be accepted).		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)
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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 <i>(Formerly called: SCHOOL OF ADVANCED TELECOMMUNICATION ENGINEERING)</i> (CAMPUS FUENLABRADA)		AREA OF STUDY CODE <i>(First four digits of the subject's component codes)</i>
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: LANDSCAPING IS IN EXTINCTION AT ARANJUEZ CAMPUS 1st, 2nd & 3rd year subjects are taught at FUENLABRADA CAMPUS · ONLY 4th 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: 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* (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)
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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 4 th year subjects)
Biomedical Engineering in English* (FUENLABRADA CAMPUS)		2374 (only 2 nd & 3 rd year subjects) 2384 (only 1 st 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)
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Spanish Sign Language and the Deaf Community		2250 (only 2 nd , 3 rd & 4 th year subjects) 2380 (only 1 st 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 4 th year subjects)
Physical Activity Sciences and Sports (FUENLABRADA CAMPUS)		2371 (only 2 nd and 3 rd year subjects) 2409 (only 1 st year subjects)

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

******* IMPORTANT NOTICE FOR HEALTH SCIENCES STUDENTS *******

**1st semester, 2nd semester, and Annual Students
must be nominated during the ORDINARY NOMINATION PERIOD**

- * **B2 Spanish Certificate** is required for all Health sciences students
- * **Health sciences students CAN ONLY take subjects from THEIR NOMINATION AREA** (they cannot mix subjects from different areas).
- * **HEALTH SCIENCES ANNUAL** students must bear in mind that their mobility must be **during the SPANISH ACADEMIC YEAR** ([See Academic Calendar](#)). So, **Annual mobilities** taking place during **two different SPANISH ACADEMIC YEAR** will not be accepted.

*For instance: a student nominated and accepted only for 2nd semester 2024-25 (January to May 2025), **CANNOT BE NOMINATED AGAIN** for 1st semester 2025-26 (September 2025 to January 2026).*

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
1st, 2nd & 3rd year subjects are taught at FUENLABRADA CAMPUS · ONLY 4th 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 4th year subjects) & FUENLABRADA CAMPUS (only 1st, 2nd and 3rd 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/KaaoPmJwsTR2>

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>