LEARNING AGREEMENT MODIFICATION (MODMAT)
HANDBOOK 2022-2023- 1Q y Annual

UNIVERSIDAD REY JUAN CARLOS INFORMATION

UNIVERSIDAD REY JUAN CARLOS
Calle Tulipán s/n
28923 Móstoles (Madrid) ESPAÑA
ERASMUS CODE: EMADRID26

INTERNATIONAL RELATIONS OFFICE INCOMING STUDENTS

Facultad de Ciencias Jurídicas y Sociales
Campus de Madrid- Vicálvaro
Paseo de los Artilleros s/n
28032 Madrid, España.

Administration Building, Ground Floor, Office 052

Phone: +34 91 488 77 22 / 92 76
Email: internacional.in@urjc.es
Website: https://en.urjc.es/internacional/inicio/252-erasmus

INTERNATIONAL RELATIONS OFFICES ON CAMPUSES

MADRID-VICALVARO CAMPUS	**MÓSTOLES CAMPUS**	**FUENLABRADA CAMPUS**
Facultad de Ciencias Jurídicas y Sociales Paseo de los Artilleros s/n 28032 Madrid, España. Administration Building, Ground Floor, Office 052 Phone: +34 91 488 77 22 / 92 76 Email: internacional.madrid@urjc.es Mrs. Socorro Vera	Edificio Rectorado, 1ª planta C/ Tulipán, S/n, 28933 Móstoles, Madrid España Phone: +34 91 488 4567 Email: internacional.in@urjc.es Mrs. María Pilar Delgado Mrs. Ana Pereira González	Edificio Biblioteca, 1ª planta Camino del Molino s/n. 28943 Fuenlabrada, Madrid España 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

LEARNING AGREEMET MODIFICATION DEADLINE · 1Q y Anual

NEW DEADLINE
From September 26th till October 10th 2022

* *

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

* *

PROCEDURE

1. Enter https://sede.urjc.es/catalogo-tramites
2. Press **INCOMING** – Modificación de matrícula (**2022/MODMAT-xxx**)
3. Press **Start**

4. Start the session with your corporative username and password.

Applicant personal data

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

- Telephone number must not exceed 15 characters.

- The **e-mail address provided** will be **used automatically by the platform to contact you**.

- In case you live outside Spain, you will have to select it to enter the postal address correctly.

You will receive an e-mail showing the number of **MODMAT** file opened, please **USE THAT FILE ALWAYS (ONLY AND 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 - DECISSION 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 - DECISSION 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 be able to see the courses you have selected before, please choose the ones you want to delete, and press "Continue".

Erasmus / Munde Incoming - Removal of the courses

Please select the registered course that you want to remove:

Continue

Repeat the same procedure as much as you need; each time you do it, you'll see on the screen the subjects that you have selected, before continuing with the procedure.

Adding subjects:

Select "Add a subject" and click "Continue"

Erasmus / Munde 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 **Annex of Study Areas** (last pages of this document).

Please select the degree/bachelor and continue searching.

In the display you can only see the available degree courses and the study period that you have been nominated to. The system will warn you in case there are schedule overlaps.

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 courses you have selected till that moment.

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

Bear in mind that you **must select 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**.

* **IMPORTANT NOTICE:**
If you are an Annual Student, **DO NOT CHANGE 2ND SEMESTER SUBJECTS.**
We will open a new period at the beginning of 2nd semester.

Information screen:

Erasmus / Munde Incoming - Registration summary

Press Continue to carry on with your procedure.

Provisional courses:

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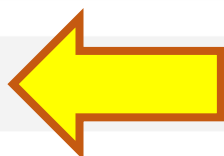2110021 - STRATEGIC MARKETING (MAÑANA A) - 2Q - 4.5 ECTS

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

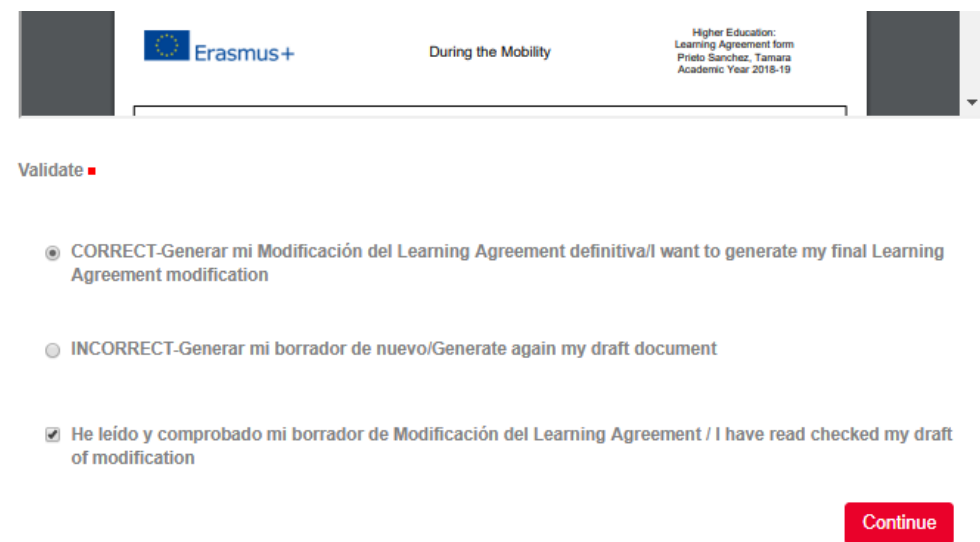- ○ Remove course

- ○ 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.

If you detect any mistake, select INCORRECT and "Continue"; the platform will re-direct you to the courses selection screen.

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

You will be able to find it always at your **Citizen Folder - 2022/MODMAT-xxx-** in the section **"Documents"**, and you will receive an **email.**

Please DOWNLOAD and PRINT IT.

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

- Download and print 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 to your **MODMAT** file.

Universidad
Rey Juan Carlos

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

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: ▪

| Seleccionar archivo | 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.

Continue

This document must be verified by URJC

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.

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.

CHECK SCHEDULE ONCE ENROLLED

To see your schedule, you have two options:

- You can see your personal schedule at the "**Horarios / Schedules***" **link** and login with your **URJC user** in "**Acceso Estudiantes / Students Access**":
  https://gestion2.urjc.es/horarios/?paso=1

  *Important notice: Those subjects labeled as "SEMIPRESENCIAL" do not appear in the schedule, you must contact your teachers in the Aula Virtual/Virtual Classroom.

  If you have problems visualizing the schedule, contact to unidad.horarios@urjc.es

- **Through the URJC App** in the " **Académico / Academic**" section, you MUST download and install it:
  https://www.urjc.es/todas-las-noticias-de-actualidad/3277-conectate-con-la-urjc-a-traves-de-la-nueva-app-movil

* *

REMEMBER:
NEW DEADLINE !!!
From September 26th till October 10th 2022
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We strongly recommend that you complete the procedures as soon as possible, URJC applications are rigorously processed by date of submission.

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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:
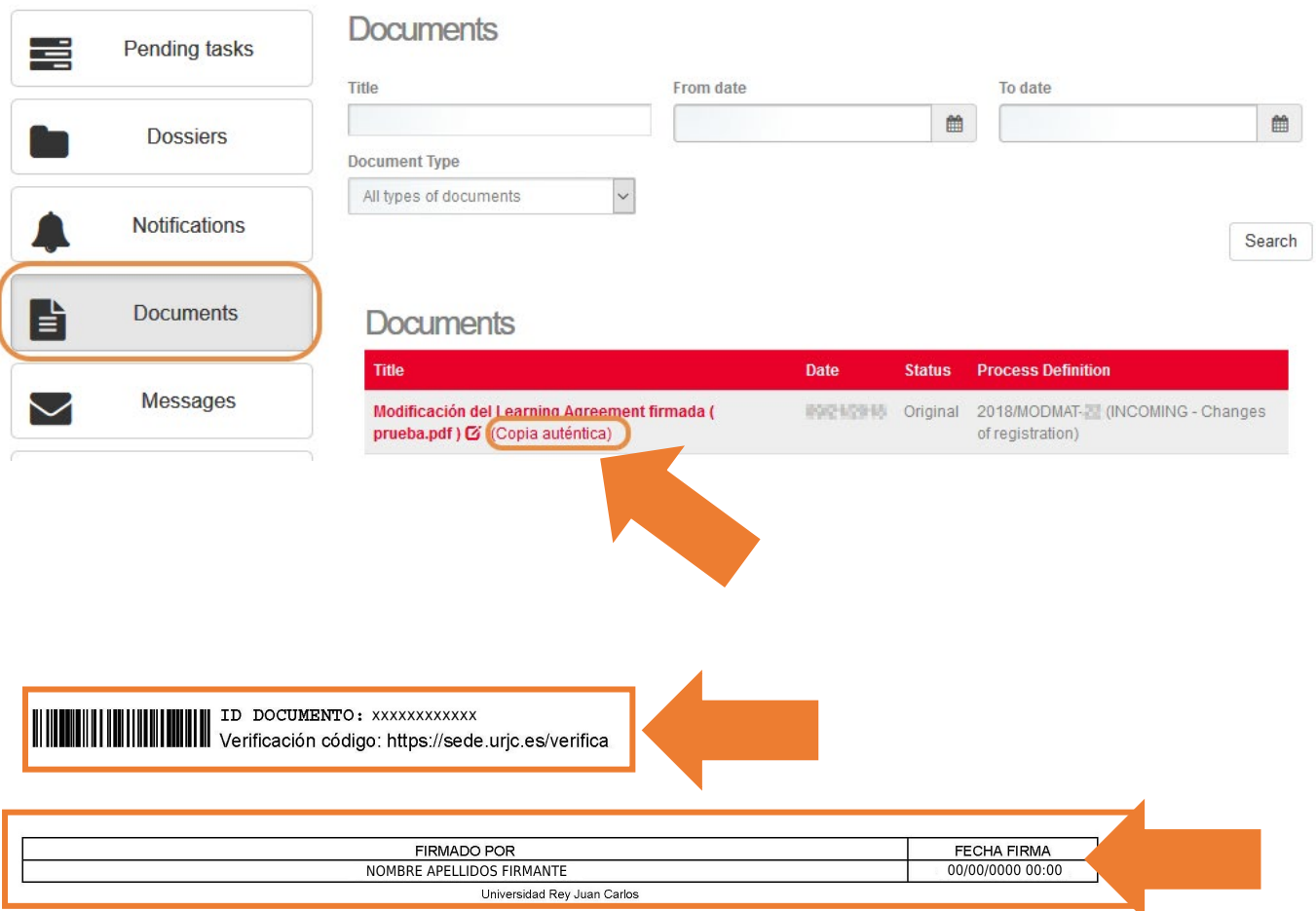
-No documents will be signed or stamped by hand.
-Don't send documents by e-mail or postal mail.
- All your mobility documents are fully available at your **Citizen Folder**. You can access them through the tab "**Dossiers**" or through the tab **"Documents"**.

Our institutional documents are digitally signed*. In order to 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)

Erasmus+

**Higher Education
Learning Agreement for Studies**

**Academic Year
2021-22**

ID DOCUMENTO : xxxxxxxxxxx
Verificación código: https://sede.urjc.es/verifica

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

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

	Name	Erasmus code (if applicable)	Faculty/Department	Field of education at receiving institution	Address	Country	Contact person name; email; phone
Receiving Institution	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)
Table A Before the mobility	0000000 - SUBJECT 1 (TARDE A) - 0Q - Day 1 (00:00-00:00), Day 2 (00:00-00:00) - 0 ECTS 0000000 - SUBJECT 2 (TARDE A) - 0Q - Day 1 (00:00-00:00), Day 2 (00:00-00:00) - 0 ECTS 0000000 - SUBJECT 3 (TARDE A) - 0Q - Day 1 (00:00-00:00), Day 2 (00:00-00:00) - 0 ECTS 0000000 - 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 ☐

UNIVERSIDAD REY JUAN CARLOS   **Página 1 de 3**

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

AREAS OF STUDY

MADRID CAMPUS – VICÁLVARO

Faculty of Legal and Social Sciences

Administration and Business Management

Administration and Business Management in English*

Accounting and Finance

Criminology

Law

Business Administration and Management
in the Digital Field

Economy

Actuarial and Financial Economics

Primary Education in English*

Marketing

Marketing in English*

Protocol, Event and Corporate Communications

International Relations in English*

Tourism in English*

MANUEL BECERRA (BRANCH)**
Faculty of Legal and Social Sciences

Science, Management and Engineering

QUINTANA/FERRAZ (BRANCH)**
Faculty of Legal and Social Sciences

Fashion Design and Management

Economy in English*

Protocol, Organization of Events and Corporate Communications in English*

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

MÓSTOLES CAMPUS

Superior School of Experimental Sciences and Technology

Biology

Food Science and Technology

Environmental Science

Experimental Science

Environmental Engineering

Energy Engineering

Materials Engineering

Industrial Technologies Engineering

Industrial Electronic and Automatic Engineering

Industrial Organization Engineering

Mechanical Engineering

Chemical Engineering

Hydrological Resources

Superior Technical School of Computer Engineering Teaching

Game Design and Development

Computer Engineering

Cybersecurity Engineering

Software Engineering

Computer Engineering (Informatics)

Mathematics

Faculty of Legal and Social Sciences

Pre – primary Education

Primary Education

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

FUENLABRADA CAMPUS

Faculty of Communication Sciences

Audiovisual Communication

Journalism

Advertising and Public Relations

Faculty of Legal and Social Sciences

Arts and Dance (only annual students will be accepted)

Fine Arts

Political Science and Public Administration

Comprehensive Design and Image Management

Philosophy

Fundamentals of Architecture

History

Spanish Language and Literature

International Relations

Tourism

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 Labour Relations

Social Work

ARANJUEZ CAMPUS

Faculty of Legal and Social Sciences

Landscaping

Translation and Interpreting

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

PLEASE CHECK THE LOCATIONS

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

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

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

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

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

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

ARANJUEZ CAMPUS
https://goo.gl/maps/TkWMtEc1AWmbZvpB8