

## **INCOMING STUDENT'S HANDBOOK · 2Q · 2024-25**

### **INTERNATIONAL ERASMUS-MUNDE MOBILITY UNIVERSIDAD REY JUAN CARLOS**

**UNIVERSIDAD REY JUAN CARLOS  
ERASMUS CODE: E MADRID26  
Calle Tulipán s/n  
28923 Móstoles (Madrid) ESPAÑA**

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Mr. Oscar Prieto

**We strongly recommend that you read thoroughly this handbook  
& complete the procedure as soon as possible.**

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



# **VERY IMPORTANT NOTICE!**



**UNDER NO CIRCUMSTANCES  
STUDENTS WHO DO NOT HAVE THEIR  
URJC ACCEPTANCE LETTER, WILL BE ACCEPTED**



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## ACADEMIC CALENDAR 2024-25

### **2<sup>nd</sup> Semester (Spring-summer):**

Semester duration: from **23<sup>rd</sup> January to 27<sup>th</sup> May 2025**

Class period: from **23<sup>rd</sup> January to 9<sup>th</sup> May 2025**

Exams period: from **12<sup>th</sup> to 27<sup>th</sup> May 2025**

### **Extraordinary Exams period:**

Only for students who did not pass any subject during ordinary exams periods.  
The **extraordinary exams period** will be from **11<sup>th</sup> June to 5<sup>th</sup> July 2025**.

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 held 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](https://www.urjc.es/images/EstudiarURJC/Admision_matricula/archivos/calendario_academico.pdf)

## STUDENT'S APPLICATION, LEARNING AGREEMENT AND ACCEPTANCE

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

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

### **Required application documents:**

- 1. Special needs & adaptations certificate** (*if applies*) **It must be in Spanish or in English.**
- 2. ID/Passport:** Picture or Copy (*valid during your mobility period*)
- 3. Language certificate/s** <sup>1</sup> of your **mobility language/s.**

As we previously informed to Home Universities, the **students must have their LANGUAGE CERTIFICATE/S PRIOR TO THEIR NOMINATION.** Otherwise, the application will be stucked, and the student will not be able to go ahead with the process.

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<sup>1</sup> **Language certificate** provided by an official Language Institute (Cambridge, TOEFL, TOEIC, DELE...) or Home University's document that certify that language level. The required is **Spanish B1\*** (Spanish B2 is highly recommended), **English B2.**  
If the student is going to study in both languages, he/she will have to provide both certificates.

**\*Health Sciences Students must provide, B2 Spanish certificate.**

**Mother tongue** level is not compulsory to be certified; in that case, you can upload a second copy of your passport.

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

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

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

Once your first documents were checked and validated by the URJC, you'll get to **LEARNING AGREEMENT** stage (**URJC Learning Agreement Draft Model**), where you'll have to choose the subjects online through our mobility platform.

Once your **Learning Agreement** has been correctly completed, you must:

- **Download and save** the document. (URJC's Learning Agreement Draft Model).
- Compulsorily 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.

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

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

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

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

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

For further information please check our website:

<https://www.urjc.es/internacional/erasmus-y-movilidad/252-erasmus>

**ANNEX I APPLICATION AND ELECTRONIC SITE HANDBOOK**

**DEADLINES**

**Unique and non-extendable deadline:**

**20<sup>th</sup> of December 2024**

**VERY IMPORTANT NOTICE!**



**UNDER NO CIRCUMSTANCES  
STUDENTS WHO DO NOT HAVE THEIR  
URJC ACCEPTANCE LETTER, WILL BE ACCEPTED**

\*\*\*\*\*

We strongly recommend that you read thoroughly this handbook &  
complete the procedure as soon as possible,

URJC applications are rigorously processed by date of submission.

\*\*\*\*\*

## PROCEDURE

Please **validate your username** following the **first link** you must have received in the **ACCEPTED NOMINATION email**; You must fill and correct, if necessary, the required personal data, and enter and confirm your own password.

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

### Datos del alumno

**¡ATENCIÓN!**  
Es obligatorio completar todos los campos.  
Preste especial atención a:

- Comprobar su número nacional de identidad o de pasaporte (válido hasta el final de su estancia)
- Comprobar su fecha de nacimiento del estudiante (DD/MM/AAAA)
- Comprobar su correo electrónico

Nombre Isidra	Primer apellido vera	Segundo apellido sanjos
Documento Documento de Idi <input type="text" value="05680539j"/>	Fecha Nacimiento 21-12-1978	Género Mujer
Email Internacional.madrid@urjc.es	Nacionalidad ESPAÑOLA	

### Dirección familiar

País AFGANISTAN	Estado/Provincia eseaes
Localidad seasease	Código postal 20000
Dirección seasease seasewe d dsdsdres	

### Datos del usuario

Email corporativo	Lvera.2018@alumnos.urjc.es
Usuario	Lvera.2018
Contraseña	
Repita la Contraseña	Contraseña

Este campo es obligatorio.

Los datos personales recogidos serán incorporados y tratados en el fichero Gestión Académica cuya finalidad es la gestión académica del alumno a lo largo de todo el ciclo académico, desde el acceso a la emisión del título, incluyendo estudios de doctorado, títulos propios, así como la gestión de becas, movilidad de alumnos, prácticum, prácticas en empresa y actividades de orientación y/o educativas organizadas por la Universidad, inscrito en el Registro de Ficheros de Datos Personales de la Agencia Española de Protección de Datos (<https://www.agpd.es/portalwebAGPD/index-ides-ld.php>), y podrán ser cedidos en virtud de las cesiones previstas en la Ley. El órgano responsable del fichero es el Vicerrectorado de Estudiantes, y la dirección donde el interesado podrá ejercer los derechos de acceso, rectificación, cancelación y oposición ante el mismo es Vicerrectorado de Estudiantes, C/ Tulipán s/n, 28933-Móstoles, todo lo cual se informa en cumplimiento del artículo 5 de la Ley Orgánica 15/1999, de 13 de diciembre, de Protección de Datos de Carácter Personal.

[Crear usuario](#)

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

[https://sede.urjc.es/en\\_GB/catalogo-de-servicios?path=INCOMI/](https://sede.urjc.es/en_GB/catalogo-de-servicios?path=INCOMI/)

To access your application form, click on **Iniciar/Start**:

### INCOMING - Movilidad Incoming



**Iniciar**  Imprimir

**Descripción**

Si eres estudiante de otro país, y quieres venir a la URJC con el programa Erasmus+ o con el Programa Munde, pincha [aquí](#).

Este procedimiento está destinado única y exclusivamente a aquellos alumnos que hayan sido aceptada su nominación en la Universidad y deberán presentar los documentos que le sean solicitados.

Para alumnos del curso académico 2017-18 podrán seguir con sus trámites pinchando en su Carpeta del ciudadano - Tareas pendientes.

Contacto: [internacional.in@urjc.es](mailto: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.

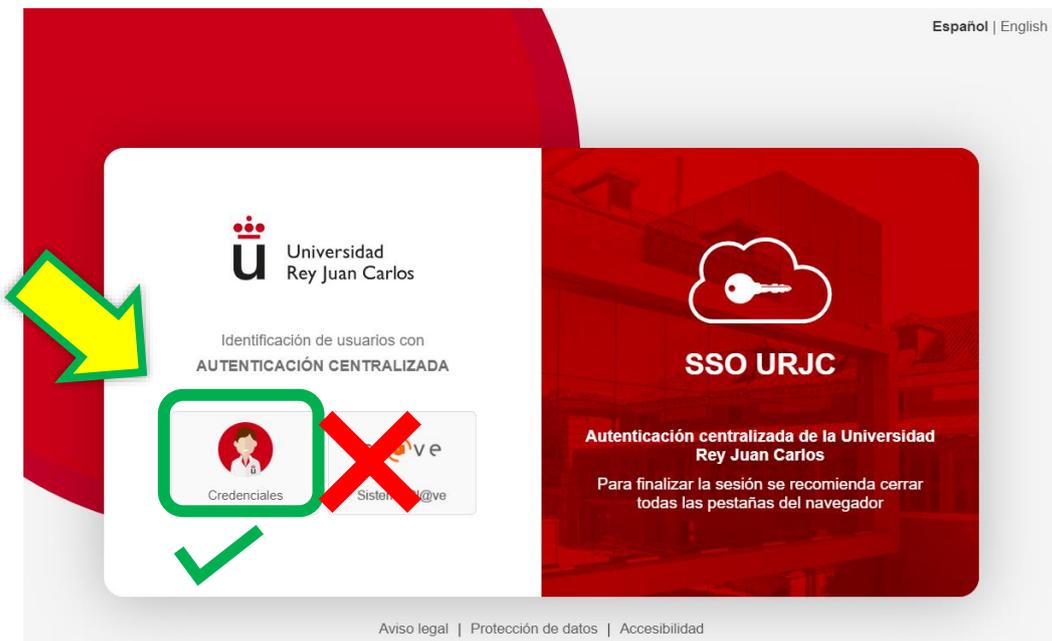
**Categorías de procesos**

- Estudiantes

**Iniciado por**

- a instancia de parte
- por oficio

Login with **SSO URJC CREDENCIALES**:



Español | English

Universidad  
Rey Juan Carlos

Identificación de usuarios con  
**AUTENTICACIÓN CENTRALIZADA**

Credenciales ~~Sistema de identificación~~

**SSO URJC**

Autenticación centralizada de la Universidad  
Rey Juan Carlos

Para finalizar la sesión se recomienda cerrar  
todas las pestañas del navegador

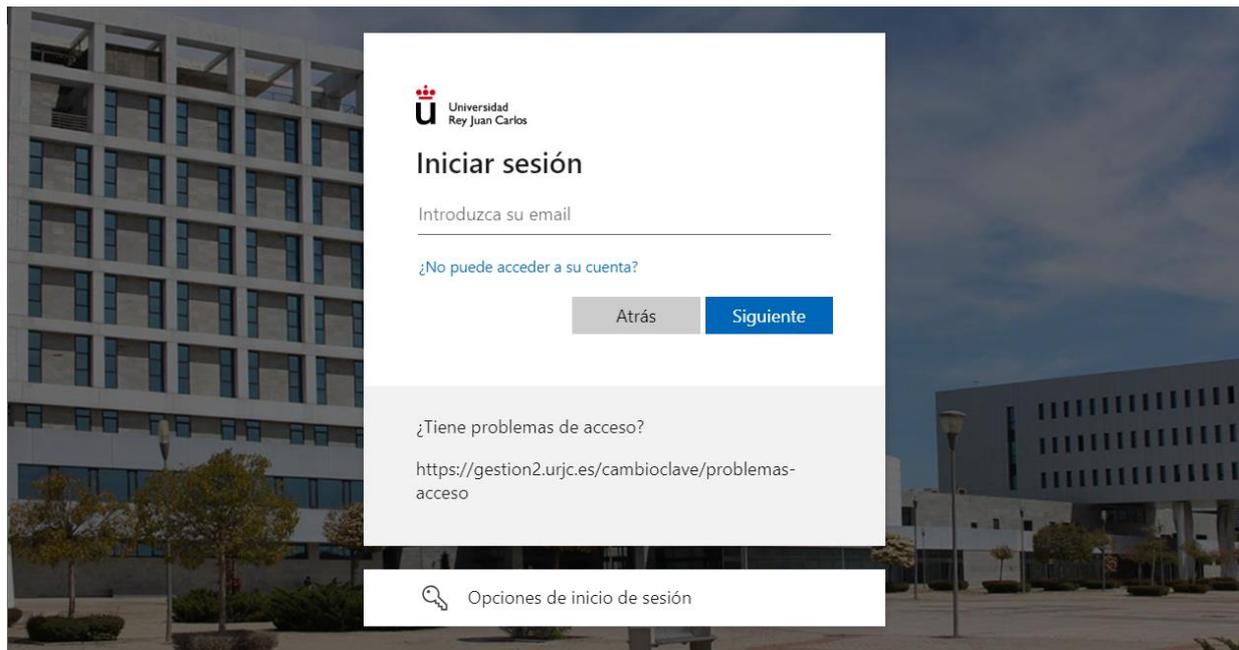
Aviso legal | Protección de datos | Accesibilidad

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.2024@alumnos.urjc.es](mailto:your.user.2024@alumnos.urjc.es)) and **password**.

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



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

### Personal data:

Once the procedure started, your personal data will be displayed, please check your information, and pay special attention to telephone, **email\*** and postal address.

**\*The email\* address you provide at this moment will be used automatically** as your contact address by the platform for all communications related to your mobility.

**The URJC student email address** will be used by this and other services in general for sending important information about mobility and your academic life.

Please **check both email accounts** and your **SPAM folder REGULARLY**, sometimes important emails end up there.

If the information/documents provided are **Incorrect**, you will receive an email with the reasons and requesting you to upload the right document.

If they are **Correct**, you will receive an email to **continue with the application**.

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

 **Tasks (1)**

 **Dossiers**

### Pending tasks

These are the task of the dossiers that have you as interested

Name	Created	File Number
Erasmus / Munde Incoming - Fase 1 - Application Form	24-09-2018 13:38	2018MCOMB-2024

You will be able access to your **Citizen Folder** anytime through:

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

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

**IT IS COMPULSORY TO GENERATE CORRECTLY THE DRAFT OF THE URJC MODEL.**

In the display, you will be able to see the Degrees/Areas of study taught in the Faculty and Campus that you have been nominated to. **AREAS OF STUDY** ([last pages of this document](#)).

First of all, you **MUST** select the area of studies (degree) that you have been nominated to and select the subjects.

After that if you want to select subjects from other degree you need to change the degree and repeat the same process.

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

Once filled correctly you'll have to:

- **Download and save the document.** (URJC's Learning Agreement Draft Model)
- Complete the corresponding table with the **courses approved at your Home University (Table B)**
- **Sing the document: Student's and home university's signatures** are mandatory.
- Upload the document to the platform.

**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.*

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

**The whole procedure must be COMPULSORY DONE through the URJC PLATFORM.**

## HOW TO SELECT CORRECTLY YOUR LEARNING AGREEMENT SUBJECTS

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

It will **NOT** be possible to select **Modern Language, Academic Credit Recognition (RAC), Final Degree Project (FDP) and/or Practicum** except for Specific Agreements.

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

*For example: if you have been nominated to study Business Administration you can select Marketing Degree subjects; or if you have been nominated to 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.**

Faculty of Health Sciences' students MUST bear in mind that:

- **B2 Spanish Certificate.**

- You **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**.

- **ANNUAL students** mobilities **MUST** take place **during the SPANISH ACADEMIC YEAR** ([See Academic Calendar](#)), annual mobilities taking place during **two different SPANISH ACADEMIC YEARS will not be accepted**. *For instance: a student nominated and accepted only for 2<sup>nd</sup> semester 2024-25 (January to May 2025), CANNOT BE NOMINATED AGAIN for 1<sup>st</sup> semester 2025-26 (September 2025 to January 2026).*

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.

**Only annual students** can take **annual subjects**.

The Spanish academic calendar is divided into 2 periods, which correspond approximately to the 1st semester (from September to January) and the **2nd semester (from January to May)**.

You can choose **subjects from all the years** that make up the degree **BUT only** those **taught in the semester you have been nominated to**.

So, you can see these references: 1Q = 1<sup>st</sup> semester, **2Q = 2<sup>nd</sup> semester**, A = annual

You can find this information in the **Teaching Itinerary** of each Degree, (the number in the left column is the semester and at the top of the list of subjects you'll will find the course/year in which the subject is taught within the degree). (*See screenshot below*)

**Not all the subjects** you can see here are available for international students.

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

CURSO 1°

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 **Teaching Guides (Syllabus)** of the **subjects**, here:  
<https://gestion3.urjc.es/guiasdocentes/>

Select the study/name of the degree (*those that have "in English" in the name are taught in English – see the list at the very last pages of this handbook*) and then the course you are interested on, then select “show” and download the content.

**PLEASE READ IT CAREFULLY** to learn deeply about the subjects’ contents, level of knowledge required or any other important specific characteristics, which may affect to your future performance. 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.

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

If your **home university** request **Signed Teaching Guides as a requirement**, you must download it and **request the signature** from the **corresponding URJC ACADEMIC DEPARTMENT** before the end of your stay in Spain. The information about the department is in the teaching guide itself, together with the names of the professors.

**Libro de Asignaturas/List of Subjects:** <https://gestion4.urjc.es/libroasignaturas/>

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

## SCHEDULE:

You can see the general schedule at:

<https://gestion2.urjc.es/horarios/?paso=1>

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

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).

## HOW TO CHECK THE SCHEDULE

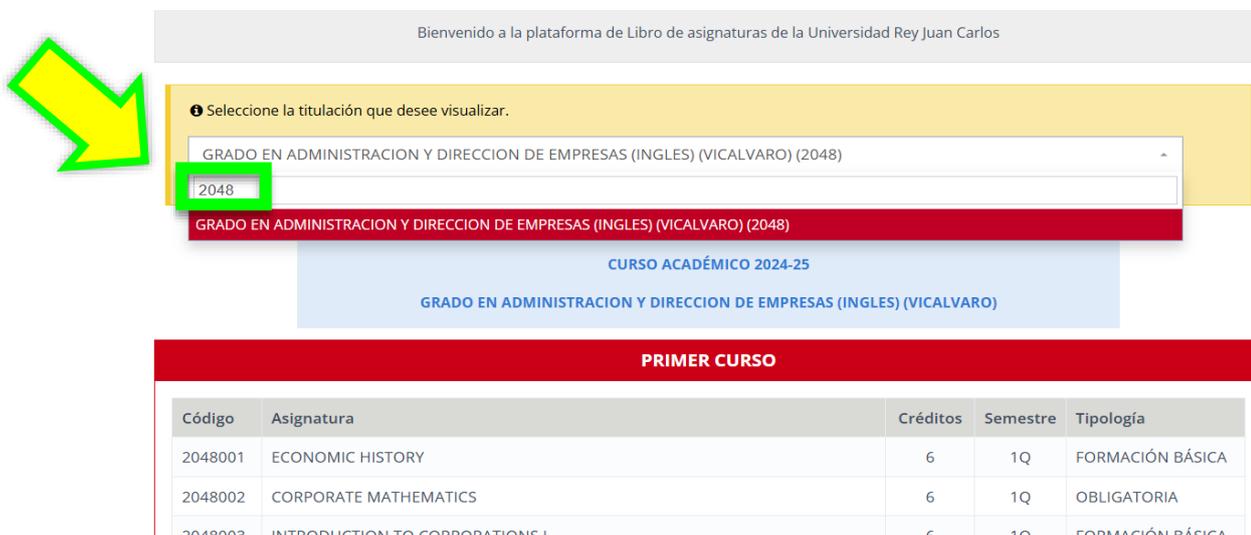
To check your **personal schedule**, you must enter the link ( <https://gestion2.urjc.es/horarios/?paso=1> ), click on ‘**students**’ and login with your URJC username and password. Remember that you will only be able to see it once **you are enrolled**.

To check **subjects’ general schedules** you must search in the **List of Subjects** ( <https://gestion4.urjc.es/libroasignaturas/>) the **Degree** to which it belongs, and 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 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)

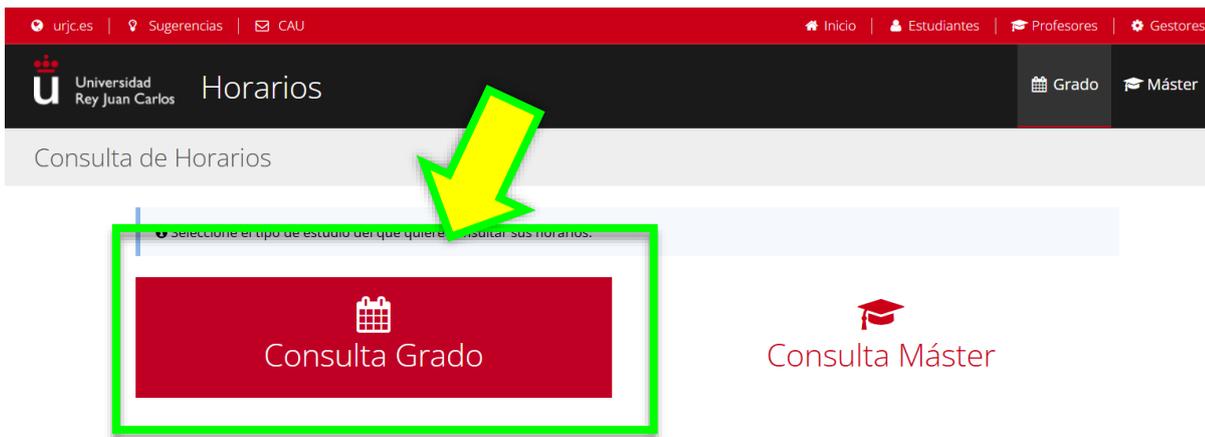
**PRIMER CURSO**

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 **2<sup>nd</sup> 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	MODELLING AND MANAGEMENT	6	I	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.

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

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					
		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 (2048) GRADO EN ADMINISTRACION Y DIRECCION DE EMPRESAS (INGLES) (VICALVARO)				
10	Profesor: VERA GELASHVILI Aula: Aulario - Aula 210 (MADRID - VICÁLVARO)				
11	11:00 - 12:00 CORPORATE STATISTICS II - MAÑANA A				
12				12:00 - 13:00 MACROECONOMICS - MAÑANA A	12:00 - 13:00 FINANCIAL ACCOUNTING II - MAÑANA A (2048021)
13	13:00 - 15:00 FINANCIAL ACCOUNTING II - MAÑANA A (2048010)	13:00 - 15:00 CORPORATE STATISTICS II - MAÑANA A (2048020)		13:00 - 15:00 PRODUCTION MANAGEMENT - MAÑANA A (2048033)	13:00 - 15:00 MARKETING MANAGEMENT - MAÑANA A (2048021)
14					
15					
16					

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

At the beginning of each semester there will be a period for **LEARNING AGREEMENT MODIFICATIONS (Learning Agreement During)** which will only be admitted due to **overlapping schedules, lack of quota** and exceptionally for other reasons, always on prior request and explanation from the home university.

**Learning agreement modification procedure instructions and deadline** will be sent via by e-mail to students in the days following the Welcome Days. It is expected to take place after the beginning of the semester.

**STUDENTS APPLICATION DEADLINE**

**REMEMBER: Non- extendable deadline:  
20<sup>th</sup> Decemeber 2024**

\*\*\*\*\*

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

\*\*\*\*\*

Remember that the **subjects and schedules may be subject to change**  
due to the availability of places on the courses offered.

Given the fact that the URJC allows Erasmus and Munde students to choose subjects from different years, and from different degrees, in their Learning Agreement, it may happen that they have schedule overlap, we cannot absolutely guarantee the subjects chosen or the schedule.

## ARRIVAL AND ORIENTATION

Welcome day sessions for **2<sup>nd</sup> semester incoming students** predictably will take place in:

**21<sup>st</sup> – 22<sup>nd</sup> of January 2025**  
(pending of confirmation)

Please check it regularly here:

<https://www.urjc.es/internacional/inicio/252-erasmus#jornadas-de-acogida-welcome-day>

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

**ATTENDANCE TO THE WELCOME DAY IS COMPULSORY** to get important information about the procedures for the mobility.

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

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

## SPANISH LANGUAGE SUPPORT

Spanish courses **MUST NOT be added to the Learning Agreement**, they will not appear on the Transcript of Records since they are subjects from the Language Centre, and they have an extra cost.

When the students finish the course, they will receive a certificate indicating their attendance, qualifications and credits.

### **Semester Spanish Courses (Pending of Confirmation)**

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

Also, there are **other language courses available**.

**For more information:** Web: <https://gestion3.urjc.es/cui/> | Email: [centro.cui@urjc.es](mailto:centro.cui@urjc.es)

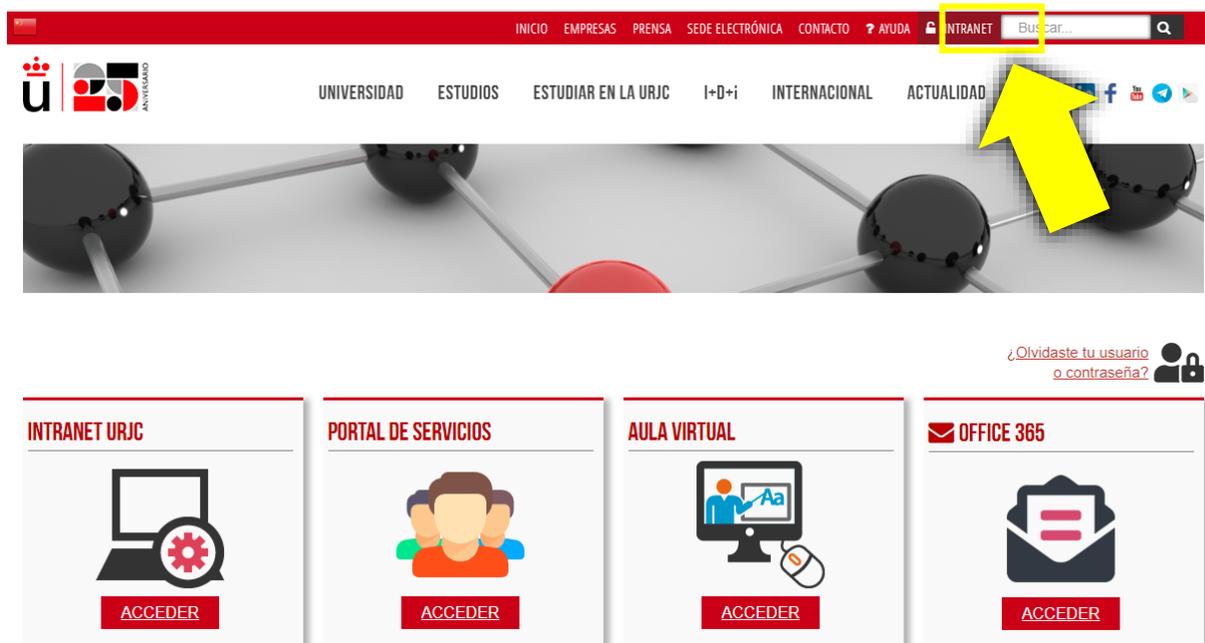
## FACILITIES AND STUDENTS' SERVICES

### Facilities:

- Access to computer facilities including wireless internet access and university email account.
- **URJC's App + T.U.I.\*** (Student card / Smart University Card - Spanish acronym)  
In order to get your **T.U.I.** you must download and install the **URJC's App**:  
<https://www.urjc.es/todas-las-noticias-de-actualidad/3277-conectate-con-la-urjc-a-traves-de-la-nueva-app-movil>  
You'll find information about the **T.U.I.** and how to request it, by clicking on the link below:  
<https://www.urjc.es/actualidad/noticias/844-tarjeta-universitaria>  
Link for picture technical issues: <https://gestion2.urjc.es/fotourjc/>  
With this App you'll be able to access your URJC email account, schedule, and virtual classroom.  
\*It is **compulsory** to have the **URJC App** and the **T.U.I.** installed in your smartphone.
- Access to University sports facilities.
- University restaurants.
- University libraries

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

Once Accepted as an URJC student, all the information related to your mobility will be done via email to your URJC email address. So please, check it regularly. You can access to it through our main page on [www.urjc.es](http://www.urjc.es), top right, "**INTRANET**".



On INTRANET page you'll find and can directly access several important sites, with your username and password.

### Remember:

Your URJC corporative username/email is: [x.xxxx.2024@alumnos.urjc.es](mailto:x.xxxx.2024@alumnos.urjc.es)

The password is the same for all sites.

Click here to read [Login with SSO URJC CREDENCIALES](#) instructions.

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

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

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

### Buddy Program

The Buddy Program, URJC's welcome program, helps international students to integrate into the university and to know the city.

+ INFO: <https://www.urjc.es/internacional/erasmus-y-movilidad/252-erasmus#buddy-program>

## VISA REQUIREMENTS

Students **with citizenship of an EU and EFTA member country** (Iceland, Liechtenstein, Norway, and Switzerland) do not need an entry visa, but they do need to obtain **the Union Citizen Registration Certificate**.

In this link you can find information on **how to apply** (*Notice: It is in only available in Spanish Language*): [https://sede.policia.gob.es/portalCiudadano/es/tramites\\_extranjeria\\_tramite\\_certificadoregistro\\_ciudadanoue.php](https://sede.policia.gob.es/portalCiudadano/es/tramites_extranjeria_tramite_certificadoregistro_ciudadanoue.php)

Students **from other countries, but from universities in EU and EFTA member countries**, must apply for a **stay authorization for studies for mobility within the European Union**

**SEMESTRAL non-community students and from non-community universities** must apply for the student visa at the **Spanish Consulates** in the student's home country **NOT** in Spain.

**ANNUAL non-community students from non-community universities** must APPLY for both the student visa and to the Foreigner Identity Card (*Notice: It is in only available in Spanish Language*):

- **Foreigner ID Card (TIE)** the Spanish acronym for **tarjeta de identidad de extranjero**:  
<https://www.interior.gob.es/opencms/es/servicios-al-ciudadano/tramites-y-gestiones/extranjeria/regimen-general/tarjeta-de-identidad-de-extranjero/>
- **Visa extension for international students**:  
[https://sede.policia.gob.es/portalCiudadano/es/tramites\\_extranjeria\\_tramite\\_prorrogaestancia\\_cortaduracion.php#](https://sede.policia.gob.es/portalCiudadano/es/tramites_extranjeria_tramite_prorrogaestancia_cortaduracion.php#)

**Visa processing can be delayed**, so students requiring a visa must **set an appointment at their embassy or consulate** (*in his/her home country*) and **complete their application on our platform as soon as possible** to obtain **their acceptance letter**.

## SPECIAL NEEDS AND DISABILITY SUPPORT

**Unity of Attention to Disabled People (UAD DISCAPACIDAD):** their principal target is that those members of the university community that have any kind of functional diversity or special educational needs, have the same opportunities than the rest in the development of their university studies or performance of their jobs, under the prism of equal opportunities.

If you are a special needs student and you need specific arrangements you must upload your special needs certificate (in English or Spanish) during your application.

Once you've arrived at URJC you **MUST contact** the **Unity of Attention to Disabled People** via email:

[discapacidad.programa@urjc.es](mailto:discapacidad.programa@urjc.es)

## ACCOMMODATION

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

URJC has no accommodation agreements, so any relationship initiated through these companies is external to the University.

<https://www.urjc.es/en/international/erasmus-mobility#lodging-accomodation>

### Accommodation at Vicálvaro Campus:

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

Single Rooms (17.23 m <sup>2</sup> )	Double Rooms (32,89 m <sup>2</sup> )
<b>816,57 €</b> per month <b>Half Board</b> <b>954,83 €</b> per month <b>Full Board</b>	<b>676,06 €</b> per month <b>Half Board</b> <b>814,31 €</b> per month <b>Full Board</b>

*(Prices may vary)*

Please visit this link for Bookings: <https://residenciavicalvarourjc.greenlts.es/>

Further information: <https://residenciavicalvarourjc.es/en/>

The price also includes weekly cleaning, sheets and towels (changed once a week), high-speed Wi-Fi in rooms and all rooms of the residence, individual air conditioning hot and cold, etc.

## HEALTH INSURANCE

**EU members and EFTA** (Iceland, Liechtenstein, Norway and Switzerland) even if they have the **European Health Insurance Card**, they **MUST COMPULSORILY** have a **private health insurance** (private health card or private health insurance) to cover the contingencies that may occur during his/her mobility period: Civil Liability, Health issues, (due to illness, accident etc.) and Repatriation.

**Non- EU members MUST COMPULSORILY** acquire -before coming to our university- **a private health insurance** (private health card or private health insurance) to cover the contingencies that may occur during his/her mobility period: Civil Liability, Health issues, (due to illness, accident etc.) and Repatriation.

Find out more information about **Health Insurance** here:

<https://www.urjc.es/internacional/inicio/252-erasmus#seguro-de-viaje>

Due to the differences between the health systems, please carefully read the requirements, coverage, contacts in Spain, instructions to follow, and the centre to go to in case of need.

**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:

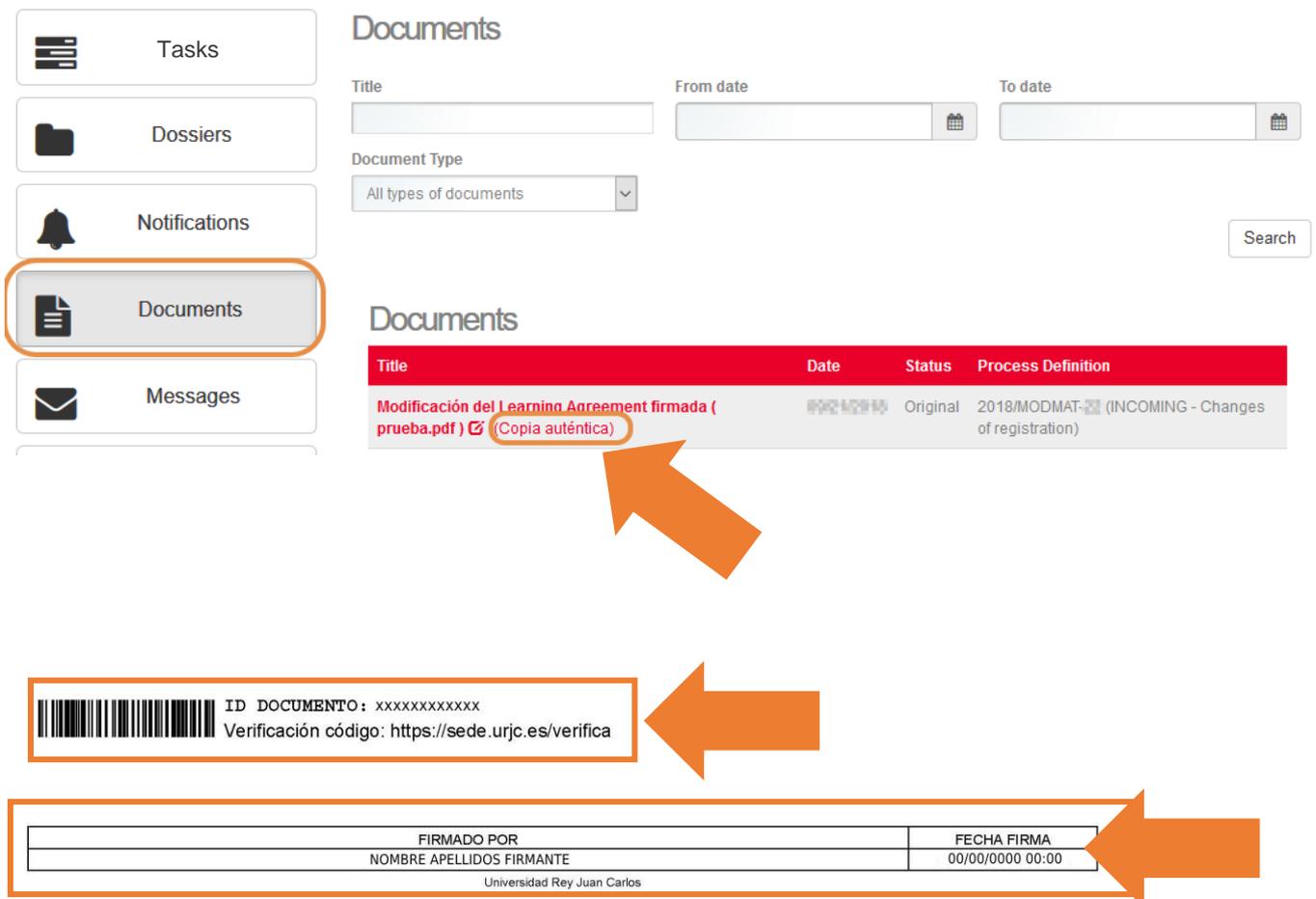
**-No documents will be signed or stamped by hand.**

**-Don't send documents by email or postal mail.**

- All your mobility documents are fully available at your **Citizen Folder**. You can access them through the tab "File" (**2024/INCOMI-xxxx**) or through the tab "Documents".

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

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



**Documents**

Title:  From date:  To date:

Document Type:

Title	Date	Status	Process Definition
Modificación del Learning Agreement firmada (prueba.pdf) <b>(Copia auténtica)</b>	09/02/2024	Original	2018/MODMAT-22 (INCOMING - Changes of registration)



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

FIRMADO POR	FECHA FIRMA
NOMBRE APELLIDOS FIRMANTE	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)
	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

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](mailto: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

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



Make sure you know all the **necessary documents** for your mobility success, those requested from your **home university** as well as **URJC's**. Except for the **transcript of records**, you should have them all in your **Citizen Folder (Carpeta Ciudadana)** before your return.

## EXAMINATIONS AND GRADING SYSTEM

### **EXAMS:**

Check dates and times of **ordinary** and **extraordinary** exams here:

<https://gestion2.urjc.es/examenes/>

The **International Relations Office does not have any competence regarding exams**, as this is an academic matter, and we adhere to departments/teachers' decisions.

Some departments/subjects already have their own policy; therefore, it is necessary to stick to the **teaching guide** of the **specific subject**.

Therefore, it is up to the teacher to make decisions on exams that are not officially timed or are taken online.

You can find the **Teaching Guides** here: <https://gestion3.urjc.es/guiasdocentes/>

### **GRADING SYSTEM:**

The **article 14th** of the [Reglamento de Evaluación de los Resultados de Aprendizaje](#), (Regulation on the Assessment of Learning Outcomes), states that the URJC's grading system is based on a scale of 0 to 10 where:

- 0 - 4.9: Suspenso (Fail)
- 5 - 6.9: Aprobado (Pass)
- 7 - 8.9: Notable (Outstanding)
- 9 - 10: Sobresaliente (Excellent)
- 10: Matrícula de Honor (Honours) (for some subjects)

You can check the **Institutional grading system/leyenda de notas** here:

[https://www.urjc.es/images/Internacional/estudiantes\\_internacionales/grados/Leyenda%20Notas.pdf](https://www.urjc.es/images/Internacional/estudiantes_internacionales/grados/Leyenda%20Notas.pdf)

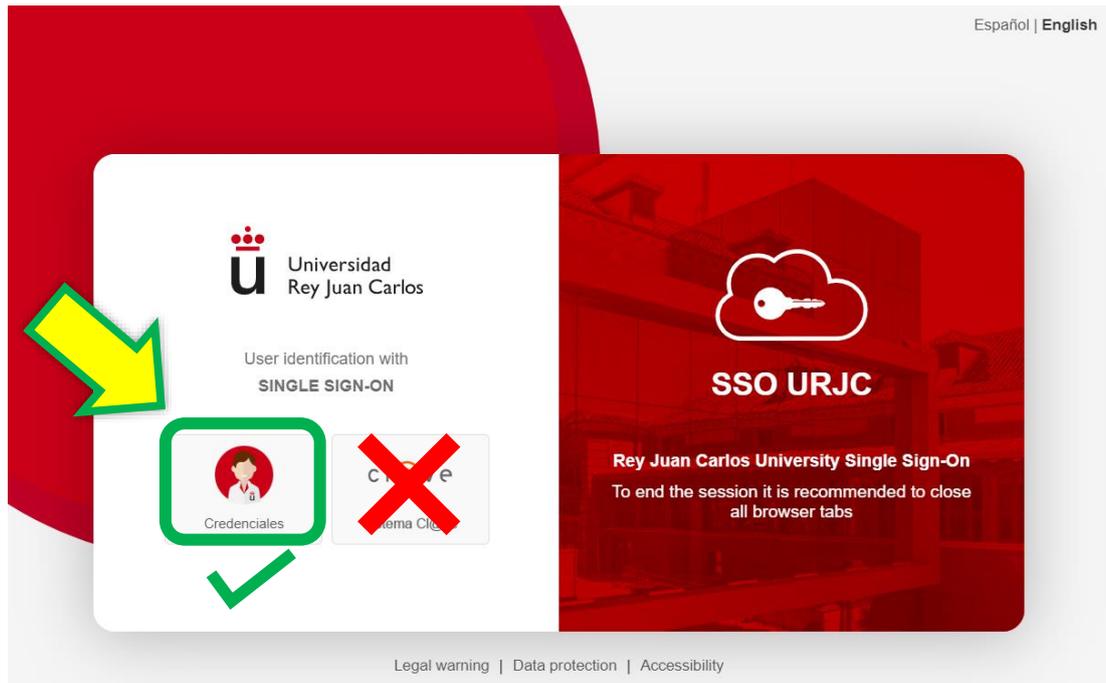
## BRIEF GUIDE ABOUT THE NEW SSO LOGIN · URJC

### 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:

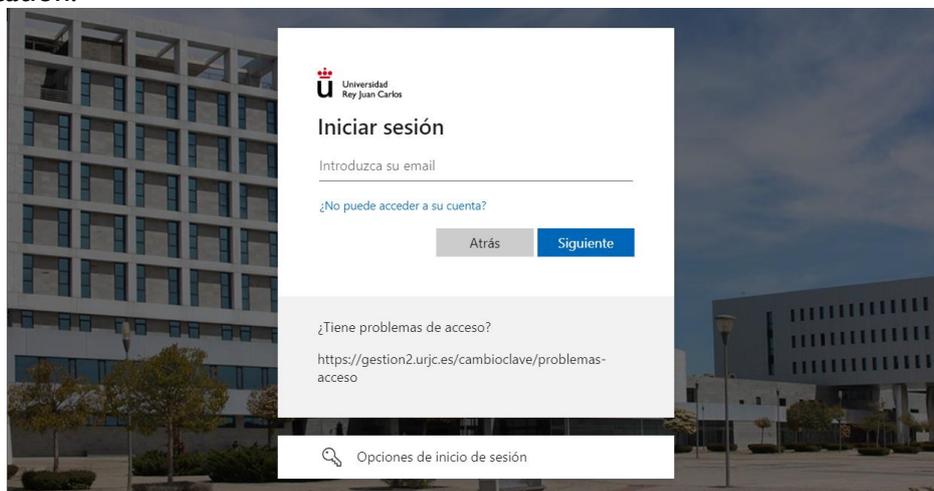


There are currently 2 options for identification:

### 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.2024@alumnos.urjc.es](mailto:your.user.2024@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+lamada+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 a problem:

<https://siou.urjc.es>

### **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.2024@alumnos.urjc.es](mailto:your.user.2024@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](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.2024@alumnos.urjc.es](mailto:your.user.2024@alumnos.urjc.es) ) **or not** (your.user.2024). 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://gestion2.urjc.es/cambioclave/recordatorio>  
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?pageId=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?pageId=182978438>

### **Microsoft Authenticator Issues:**

<https://siou.urjc.es>

## ACADEMIC OFFER 2024-25 · AREAS OF STUDY & CAMPUS DISTRIBUTION

### MADRID – VICÁLVARO CAMPUS

FACULTY OF ECONOMICS & BUSINESS SCIENCES (VICÁLVARO CAMPUS)		AREA OF STUDY CODE <i>(First four digits of the subject's component codes)</i>
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 <i>(First four digits of the subject's component codes)</i>
Criminology		2014
Law		2015
International Relations in English*		2126
FACULTY OF EDUCATION & SPORTS SCIENCES, & INTERDISCIPLINARY STUDIES (VICÁLVARO CAMPUS)		AREA OF STUDY CODE <i>(First four digits of the subject's component codes)</i>
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)



<b>FACULTY OF COMMUNICATION SCIENCES</b> (VICÁLVARO CAMPUS)	<b>AREA OF STUDY CODE</b> <i>(First four digits of the subject's component codes)</i>
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Protocol, Organization of Events and Corporate Communications		2211
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## QUINTANA/FERRAZ BRANCH \*\*

<b>FACULTY OF COMMUNICATION SCIENCES</b> (MADRID CAMPUS – QUITANA / FERRAZ BRANCH) **	<b>AREA OF STUDY CODE</b> <i>(First four digits of the subject's component codes)</i>
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Protocol, Organization of Events and Corporate Communications in English*		2277
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<b>FACULTY OF ECONOMICS &amp; BUSINESS SCIENCES</b> (MADRID CAMPUS – QUITANA / FERRAZ BRANCH) **	<b>AREA OF STUDY CODE</b> <i>(First four digits of the subject's component codes)</i>
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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 \*\*

<b>FACULTY OF ECONOMICS &amp; BUSINESS SCIENCES</b> (MADRID CAMPUS – MANUEL BECERRA BRANCH) **	<b>AREA OF STUDY CODE</b> <i>(First four digits of the subject's component codes)</i>
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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

<b>SCHOOL OF EXPERIMENTAL SCIENCES &amp; TECHNOLOGY</b> (MÓSTOLES CAMPUS)		<b>AREA OF STUDY CODE</b> <i>(First four digits of the subject's component codes)</i>
Biology		2365 (Only 1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> year subjects) 2317 (Only 4 <sup>th</sup> year subjects)
Food Science and Technology		2338
Environmental Science		2337
Experimental Science		2336
Environmental Engineering		2107
Energy Engineering		2029
Materials Engineering		2030
Industrial Technologies Engineering		2120
Industrial Electronics and Automation Engineering		2342
Industrial Organization Engineering		2148
Mechanical Engineering		2286
Chemical Engineering		2143
Nanoscience and Nanotechnology <b>NEW</b> (only 1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> year subjects can be taken)		2362
Hydrological Resources		2343

<b>SCHOOL OF ADVANCED COMPUTER ENGINEERING</b> (MÓSTOLES CAMPUS)		<b>AREA OF STUDY CODE</b> <i>(First four digits of the subject's component codes)</i>
Game Design and Development		2175
Computer Engineering		2032
Cybersecurity Engineering		2285
Software Engineering		2034
Computer Engineering (Informatics)		2033
Artificial Intelligence <b>NEW</b> (only 1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> year subjects can be taken)		2361
Mathematics		2347

## CAMPUS DE FUENLABRADA

<b>FACULTY OF COMMUNICATION SCIENCES</b> (FUENLABRADA CAMPUS)	<b>AREA OF STUDY CODE</b> <i>(First four digits of the subject's component codes)</i>
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Audiovisual Communication		2002
Journalism		2001
Advertising and Public Relations		2043
Digital Communication <b>NEW</b> (Only 1 <sup>st</sup> & 2 <sup>nd</sup> year subjects)		2373

<b>FACULTY OF LEGAL &amp; POLITICAL SCIENCES</b> (FUENLABRADA CAMPUS)	<b>AREA OF STUDY CODE</b> <i>(First four digits of the subject's component codes)</i>
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Political Science and Public Administration		2181
International Relations		2156

<b>FACULTY OF ARTS AND HUMANITIES</b> (FUENLABRADA CAMPUS)	<b>AREA OF STUDY CODE</b> <i>(First four digits of the subject's component codes)</i>
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Arts and Dance <span style="background-color: yellow;">(There are pre-admission requirements and only nominations for Annual students during the URJC Academic Year will be accepted).</span>		2313
Philosophy		2248
History		2234
Spanish Language and Literature		2228

<b>FACULTY OF EDUCATION &amp; SPORTS SCIENCES, &amp; INTERDISCIPLINARY STUDIES</b> (FUENLABRADA CAMPUS)	<b>AREA OF STUDY CODE</b> <i>(First four digits of the subject's component codes)</i>
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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<sup>st</sup> & 2<sup>nd</sup> year subjects are taught at **FUENLABRADA CAMPUS** · 3<sup>rd</sup> & 4<sup>th</sup> year subjects are taught at **ALCORCÓN CAMPUS**  
Both **CAMPUSES** are approximately **45 minutes** far by public transport.

Physical Activity Sciences and Sports <b>(FUENLABRADA CAMPUS)</b>		2371 <i>(only 1<sup>st</sup> and 2<sup>nd</sup> year subjects can be taken)</i>
Physical Activity Sciences and Sports <b>(ALCORCÓN CAMPUS)</b>		2282 <i>(only 3<sup>rd</sup> and 4<sup>th</sup> year subjects can be taken)</i>

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



\*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)



## 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

**1<sup>st</sup> & 2<sup>nd</sup>** year subjects are taught at **FUENLABRADA CAMPUS** · **3<sup>rd</sup> & 4<sup>th</sup>** 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 subjects for 3<sup>rd</sup> and 4<sup>th</sup> year)

Biomedical Engineering in English\*  
(FUENLABRADA CAMPUS)



2374

(Only 1<sup>st</sup> and 2<sup>nd</sup> year subjects can be taken)

**\*IMPORTANT NOTICE:** Though it is called "FUENLABRADA SCHOOL OF ENGINEERING", **Biomedical Engineering in English** is taught at two different CAMPUSES **ALCORCÓN CAMPUS** (only 3<sup>rd</sup> and 4<sup>th</sup> year subjects can be taken) & **FUENLABRADA CAMPUS** (only 1<sup>st</sup> and 2<sup>nd</sup> year subjects can be taken).



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The rest are taught in Spanish (Spanish flag icon)



### 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 <sup>st</sup> and 2 <sup>nd</sup> year subjects) 2038 (Only 3 <sup>rd</sup> and 4 <sup>th</sup> year subjects)
Occupational Therapy		2105

### \*\*\* IMPORTANT NOTICE FOR HEALTH SCIENCES STUDENTS \*\*\*

**B2 Spanish Certificate** /// **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 **2<sup>nd</sup> semester 2024-25** (January to May 2025), **CANNOT BE NOMINATED AGAIN** for **1<sup>st</sup> semester 2025-26** (September 2025 to January 2026).

### 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

<b>FACULTY OF EDUCATION &amp; SPORTS SCIENCES, &amp; INTERDISCIPLINARY STUDIES - (ALCORCÓN CAMPUS)</b>		<b>AREA OF STUDY CODE</b> <i>(First four digits of the subject's component codes)</i>
Spanish Sign Language and the Deaf Community		2250
<b>IMPORTANT NOTICE:</b> <b>PHYSICAL ACTIVITY SCIENCES AND SPORTS IS IN EXTINCTION AT ALCORCÓN CAMPUS</b> 1 <sup>st</sup> & 2 <sup>nd</sup> year subjects are taught at <b>FUENLABRADA CAMPUS</b> · 3 <sup>rd</sup> & 4 <sup>th</sup> year subjects are taught at <b>ALCORCÓN CAMPUS</b> Both <b>CAMPUSES</b> are approximately <b>45 minutes</b> far by public transport.		
Physical Activity Sciences and Sports <b>(ALCORCÓN CAMPUS)</b>		2282 <i>(only 3<sup>rd</sup> and 4<sup>th</sup> year subjects can be taken)</i>
Physical Activity Sciences and Sports <b>(FUENLABRADA CAMPUS)</b>		2371 <i>(only 1<sup>st</sup> and 2<sup>nd</sup> year subjects can be taken)</i>

## ARANJUEZ CAMPUS

<b>FACULTY OF ARTS AND HUMANITIES (ARANJUEZ CAMPUS)</b>		<b>AREA OF STUDY CODE</b> <i>(First four digits of the subject's component codes)</i>
Fine Arts		2196
Comprehensive Design and Image Management		2194
Fashion Design and Management		2247
Translation and Interpreting		2358

<b>FUENLABRADA SCHOOL OF ENGINEERING *</b> <i>(Formerly called: SCHOOL OF ADVANCED TELECOMMUNICATION ENGINEERING)</i> <b>(ARANJUEZ CAMPUS)</b>		<b>AREA OF STUDY CODE</b> <i>(First four digits of the subject's component codes)</i>
<b>IMPORTANT NOTICE: LANDSCAPING IS IN EXTINCTION AT ARAJUEZ CAMPUS</b> 1 <sup>st</sup> & 2 <sup>nd</sup> year subjects are taught at <b>FUENLABRADA CAMPUS</b> · 3 <sup>rd</sup> & 4 <sup>th</sup> year subjects are taught at <b>ARANJUEZ CAMPUS</b> Both <b>CAMPUSES</b> are approximately <b>2 hours</b> far by public transport.		
Landscaping <b>(ARANJUEZ CAMPUS)</b>		2251 <i>(only 3<sup>rd</sup> and 4<sup>th</sup> year subjects can be taken)</i>
Landscaping <b>(FUENLABRADA CAMPUS)</b>		2376 <i>(only 1<sup>st</sup> and 2<sup>nd</sup> year subjects can be taken)</i>

**\*IMPORTANT NOTICE:** Though it is called "FUENLABRADA SCHOOL OF ENGINEERING", the bachelor above is taught at two different campuses: **ARANJUEZ CAMPUS** (only 3<sup>rd</sup> and 4<sup>th</sup> year subjects can be taken) & **FUENLABRADA CAMPUS** (only 1<sup>st</sup> and 2<sup>nd</sup> year subjects can be taken).



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## PLEASE CHECK THE LOCATIONS

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### **MADRID- VICÁLVARO CAMPUS**

<https://maps.app.goo.gl/UKR8tHAJkYHXEFQUA>

### **MANUEL BECERRA BRANCH**

<https://goo.gl/maps/Kaa0PmJwsTR2>

### **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>