

FACTSHEET 2023-24 · ENGLISH VERSION

UNIVERSIDAD REY JUAN CARLOS – E MADRID26

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

International Relations Vice Rector
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Director of Projects and International Relations
Mr. Pablo T. Salvadores Alonso

Head of International Relations Office
Mrs. Constanza Barrios Ramos

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**GENERAL INTERNATIONAL RELATIONS OFFICE
FOR INCOMING STUDENTS**

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**INTERNATIONAL RELATIONS OFFICES
FOR INCOMING STUDENTS ON CAMPUS**

MÓSTOLES CAMPUS

Edificio Rectorado, 1º planta
C/ Tulipán, S/n,
28933 Móstoles, Madrid.
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T: +34 91 488 4567

Email: internacional.in@urjc.es

Mrs. Socorro Vera
Mrs. María Pilar Delgado
Mrs. Ana Isabel Pereira

FUENLABRADA CAMPUS

Edificio Biblioteca, 1º planta
Camino del Molino s/n.
28943 Fuenlabrada, Madrid.
Spain

T: +34 91 488 81 89

Email: oscar.prieto@urjc.es

Mr. Oscar Prieto

NOMINATIONS & STUDENTS' APPLICATION

Nominations must be **done exclusively by the responsible staff of the partner universities** through **our online platform**. Nominations received **by other means will not be accepted**. Our partners will receive an email with all the necessary information to make the nominations once the period for nomination approaches.

They must **ensure that the contact details** of the staff responsible for nominations **are up to date in our database**.

1st Period (Academic Year 2023-24)

- **Ordinary nomination period: 24th April to 26th May 2023*** (for 1st, 2nd semester and annual students)
- **Students' application period: deadline 14th July 2023*** (1st semester and annual students)

2nd Period (Academic Year 2023-24)

- **2nd nomination period: 2nd to 30th October 2023*** (only for 2nd semester students)
- **Students' application period: deadline 21st December 2023*** (only for 2nd semester students)

**Dates may vary for next academic year 2024-25*

ACADEMIC CALENDAR 2023-24

1st Semester (Fall-winter)

Semester duration: from 11th September 2023 to 22nd January 2024

Class period: from 11th September 2023 to 22nd December 2023

Exams period: from 8th to 22nd January 2024

2nd Semester (Spring-summer)

Semester duration: from 23rd January to 27th May 2024

Class period: from 23rd January to 9th May 2024

Exams period: from 10th to 27th May 2024

Extraordinary Exams period

ONLY FOR STUDENTS WHO DID NOT PASS ANY SUBJECT DURING ORDINARY EXAMS PERIODS from 11st June to 5th July 2024.

Please consider that the **attendance is mandatory** and therefore any delay in the arrival of the student may cause him/her academic problems.

We always recommend checking the ACADEMIC CALENDAR regularly, some dates may vary:

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

STUDENT'S APPLICATION, LEARNING AGREEMENT & ACCEPTANCE

Students **MUST NOT** complete the application form if they have not received an e-mail accepting their nomination. (NOMINATION ACCEPTED EMAIL)

Required application documents:

1. **Special needs and adaptations certificate** (if applies) **It must be in Spanish or in English.**

2. **Passport/ID** Picture or Copy (valid during your mobility period)

VERY IMPORTANT NOTICE FOR STUDENTS WHO REQUIRE VISA: Students who may require a visa, their university must have provided a **valid passport number** for the entire period of mobility when nominating them.

3. **Language certificate/s**¹ of the student's mobility language/s.

Students must have their LANGUAGE CERTIFICATE/S PRIOR TO THEIR NOMINATION. Otherwise, the application will be stuck, and the student will not be able to go ahead with the process.

BRIEF EXPLANATION of the PROCEDURE that the student MUST follow his/her nomination has been accepted:

1.- Students **MUST** fill out the **on-line application** and **upload the required documents** according to the corresponding stage.

2.- Once their **first documents** were checked and validated by the URJC, the student will get to the **LEARNING AGREEMENT** stage (URJC Learning Agreement Draft Model), where he/she will have to choose the subjects (the selection **MUST BE DONE** online through our platform).

When drawing up the Learning Agreement, we strongly urge you to check the selected subjects and the number of ECTS credits to ensure that they meet the requirements and needs of the student and the home university regarding possible validations.

Once the **Learning Agreement** has been correctly filled the student will have to:

- Download and print the generated 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.

The student can upload your own model of Learning Agreement, 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)

¹ **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, English B2.

If the student is going to study in both languages, he/she will have to provide both certificates.

For courses in Health Sciences (except Psychology and Occupational Therapy), a **B2 Spanish** certificate will be required.

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

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

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

Please don't send hard copies of the documents neither postal mail nor by e-mail.

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

Once the semester has started, the student will have the possibility to modify the learning agreement **EXCLUSIVELY** due to **schedule overlap, lack of quota, and academic reasons duly justified by home university**.

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).

LANGUAGE REQUIREMENTS

Before being accepted, students must provide their mobility language certificate, by which we refer to the language in which they are going to study here at URJC.

If the **mobility language is English**, the student will need a **B2 certificate** provided by a Language Institute (Cambridge, TOEFL, TOEIC ...) or, failing that, a document from home university that certifies that level of language.

If the **mobility language is Spanish**, the student will need an official **B1 certificate** or, failing that, a document from home university that accredits that language level.

Health Sciences Students, (except Pharmacy and Psychology) it is required **B2 certificate in Spanish** before being accepted.

If the student is going to study both in **English and Spanish**, he/she must provide the required certificates for both languages.

The mother tongue does not need to be certified.

SPANISH LANGUAGE SUPPORT

Spanish language 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.

Spanish courses* during the academic year

Erasmus and Munde students can attend an intensive Spanish course of 44 hours (2 ECTS) that will take place during the semester (from September to December or from January to April).

This course will cost approximately 245€ (*prices may vary*). These courses are external to the Learning Agreement and should therefore not be included in it.

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

For more information: Web: <https://gestion3.urjc.es/cui/> | Email: centro.cui@urjc.es

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://extranjeros.inclusion.gob.es/es/InformacionInteres/InformacionProcedimientos/CiudadanosComunitarios/hoja101/index.htm> |

Students **from other countries** and **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.

ANNUAL non-community students from non-community universities must APPLY for both the student visa and 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

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

HEALTH INSURANCE

EU members and EFTA (Iceland, Liechtenstein, Norway and Switzerland) are exempt of having a Spanish health insurance. If they have the European Health Insurance Card, they can be assisted in any public healthcare center. Additionally, it is mandatory to have a private health insurance that covers the contingencies that may occur during the period of stay in cases of illness, accident, or medical repatriation of the insured person.

Non- EU members must acquire -before coming to our university- **a health insurance** (health card or private insurance) to cover the contingencies that may occur during his/her stay period in cases of illness, accident or health repatriation of the insured person.

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

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

OTHER INFORMATION OF INTEREST

Facilities and services for students:

- Access to computer facilities including wireless internet access and university e-mail account.
- **URJC's App + Student card / Smart University Card, T.U.I** (Spanish acronym):
In order to get their **T.U.I.** students, 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>
For more information about the **T.U.I.** and how to request it, click on the link below:
<https://www.urjc.es/actualidad/noticias/844-tarjeta-universitaria>
- Access University sports facilities
- University restaurants
- University libraries.

USEFUL LINKS

Unity of Attention to Disabled People (UAD):

Web: <https://www.urjc2030.es/uapdnee/>

Email: discapacidad.programa@urjc.es

Teaching Guides:

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

List of Subjects:

<https://gestion4.urjc.es/libroasignaturas/>

Academic Calendar:

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

Schedule:

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

Exams calendar:

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

Student's Handbook:

<https://www.urjc.es/images/Internacional/erasmus%20y%20movilidad/erasmus%20plus/incoming/Handbook%20Eng%20.pdf>

Welcome programs:

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

Accommodation on Campus:

<http://www.urjc.es/internacional/erasmus-y-movilidad/252#alojamiento>

ACADEMIC OFFER 2023-24 · 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. The rest are taught in Spanish.

FACULTY OF COMMUNICATION SCIENCES (VICÁLVARO CAMPUS)	AREA OF STUDY CODE (First four digits of the subject's component codes)
Protocol, Organization of Events and Corporate Communications	2211

QUINTANA/FERRAZ BRANCH **

FACULTY OF COMMUNICATION SCIENCES (MADRID CAMPUS – QUITANA / FERRAZ BRANCH) **	AREA OF STUDY CODE (First four digits of the subject's component codes)
Protocol, Organization of Events and Corporate Communications in English*	2277

FACULTY OF ECONOMICS & BUSINESS SCIENCES (MADRID CAMPUS – QUITANA / FERRAZ BRANCH) **	AREA OF STUDY CODE (First four digits of the subject's component codes)
Economics in English*	2276

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

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

MANUEL BECERRA BRANCH **

FACULTY OF ECONOMICS & BUSINESS SCIENCES (MADRID CAMPUS – MANUEL BECERRA BRANCH) **	AREA OF STUDY CODE (First four digits of the subject's component codes)
Science, Management and Engineering of Services	2176

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

MÓSTOLES CAMPUS

SCHOOL OF EXPERIMENTAL SCIENCES & TECHNOLOGY (MÓSTOLES CAMPUS)	AREA OF STUDY CODE <i>(First four digits of the subject's component codes)</i>
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Biology	2365 <i>(Only 1st and 2nd year subjects)</i> 2317 <i>(Only 3rd and 4th year subjects)</i>
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 Electronic and Automatic Engineering	2342
Industrial Organization Engineering	2148
Mechanical Engineering	2286
Chemical Engineering	2143
Nanoscience and Nanotechnology NEW <i>(only 1st and 2nd year subjects can be taken)</i>	2362
Hydrological Resources	2343

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

CAMPUS DE FUENLABRADA

FACULTY OF COMMUNICATION SCIENCES (FUENLABRADA CAMPUS)	AREA OF STUDY CODE <i>(First four digits of the subject's component codes)</i>
Audiovisual Communication	2002
Journalism	2001
Advertising and Public Relations	2043
FACULTY OF LEGAL & POLITICAL SCIENCES (FUENLABRADA CAMPUS)	AREA OF STUDY CODE <i>(First four digits of the subject's component codes)</i>
Political Science and Public Administration	2181
International Relations	2156
FACULTY OF EDUCATION & SPORTS SCIENCES, & INTERDISCIPLINARY STUDIES (FUENLABRADA CAMPUS)	AREA OF STUDY CODE <i>(First four digits of the subject's component codes)</i>
Pre – primary Education	2101
Primary Education	2102
FACULTY OF ARTS AND HUMANITIES (FUENLABRADA CAMPUS)	AREA OF STUDY CODE <i>(First four digits of the subject's component codes)</i>
Arts and Dance (only annual students will be accepted)	2313
Philosophy	2248
History	2234
Spanish Language and Literature	2228

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 NEW (only 1 st and 2 nd year subjects can be taken)	2360
Aeronautical and Aerospace Engineering Airports	2339
Aerospace Engineering in Transportation and	2341
Aerospace Engineering in Aerospace Vehicles	2284 (Only 3 rd and 4 th year subjects) 2356 (All years)
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

ALCORCÓN CAMPUS

FACULTY OF HEALTH SCIENCES (ALCORCÓN CAMPUS)	AREA OF STUDY CODE <i>(First four digits of the subject's component codes)</i>
Nursing	2035
Pharmacy	2340
Physiotherapy	2036
Medicine	2000
Dentistry	2037
Psychology	2366 (Only 1 st year subjects) 2038 (Only 2 nd , 3 rd and 4 th year subjects)
Occupational Therapy	2105

FUENLABRADA SCHOOL OF ENGINEERING * <i>(Formerly called: SCHOOL OF ADVANCED TELECOMMUNICATION ENGINEERING)</i> (ALCORCÓN CAMPUS)	AREA OF STUDY CODE <i>(First four digits of the subject's component codes)</i>
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Biomedical Engineering in English*	2291 <i>(Only subjects for 2nd, 3rd and 4th year)</i>
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***IMPORTANT NOTICE:** Though it is called "FUENLABRADA SCHOOL OF ENGINEERING", **Biomedical Engineering in English** is taught at **ALCORCÓN CAMPUS**.

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

FACULTY OF LEGAL & POLITICAL SCIENCES (ALCORCÓN CAMPUS)	AREA OF STUDY CODE <i>(First four digits of the subject's component codes)</i>
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Human Resources and Labour Relations	2051
Social Work	2213

FACULTY OF EDUCATION & SPORTS SCIENCES, & INTERDISCIPLINARY STUDIES (ALCORCÓN CAMPUS)	AREA OF STUDY CODE <i>(First four digits of the subject's component codes)</i>
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Physical Activity Sciences and Sports	2282 <i>(Only subjects for 2nd, 3rd and 4th year)</i>
Spanish Sign Language and the Deaf Community	2250

ARANJUEZ CAMPUS

FACULTY OF ARTS AND HUMANITIES (ARANJUEZ CAMPUS)	AREA OF STUDY CODE <i>(First four digits of the subject's component codes)</i>
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Fine Arts	2196
Comprehensive Design and Image Management	2194
Fashion Design and Management	2247
Translation and Interpreting	2358 <i>(Only 1st, 2nd, and 3rd year subjects)</i> 2212 <i>(Only 4th year subjects)</i>

FUENLABRADA SCHOOL OF ENGINEERING * <i>(Formerly called: SCHOOL OF ADVANCED TELECOMMUNICATION ENGINEERING)</i> (ARANJUEZ CAMPUS)	AREA OF STUDY CODE <i>(First four digits of the subject's component codes)</i>
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Fundamentals of Architecture	2240 <i>(Only subjects for 2nd, 3rd and 4th year)</i>
Landscaping	2251 <i>(Only subjects for 2nd, 3rd and 4th year)</i>

***IMPORTANT NOTICE:** Though it is called "FUENLABRADA SCHOOL OF ENGINEERING", the bachelor above is taught at **ARANJUEZ CAMPUS**.

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/Kaa0PmJwsTR2>

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>