



INSTITUTIONAL HANDBOOK 2018-2019

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

INTERNATIONAL RELATIONS OFFICES IN THE CAMPUS

MADRID-VICALVARO 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

D^a M^a Teresa Chávarri

D^a Socorro Vera

MÓSTOLES CAMPUS

Edificio Rectorado, 1^o planta
C/ Tulipán, S/n,
28933 Móstoles, Madrid
España

Phone: +34 91 488 9372

Email: internacional.in@urjc.es

FUENLABRADA CAMPUS

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

Phone: 91 4888189

Email: oscar.prieto@urjc.es

D. Oscar Prieto



ACADEMIC CALENDAR 2018/19

1st Semester

Duration of the semester: September 5, 2018 to 15 January 15, 2019

Period of classes: September 5, 2018 to December 13, 2018

Examination Period: December 14, 2018 to January 15, 2019

2nd Semester

Duration of the semester: January 16, 2019 to May 18, 2019

Period of classes: January 16, 2018 to May 3, 2019

Examination Period: May 6 to 18, 2019

Extraordinary exams period for 1st and 2nd semester: June 10 to 27, 2019

STUDENT'S APPLICATION, LEARNING AGREEMENT AND ACCEPTANCE

DO NOT COMPLETE THE ONLINE APPLICATION IF YOU HAVEN'T RECEIVED THE ACKNOWLEDGEMENT EMAIL

Once you receive the acceptance of your nomination you can apply

Required application documents (3):

1. If needed, special needs and needed adaptations certificate in Spanish or in English.
2. Passport/ID photocopy (valid during all the mobility)
3. Language certificate for the mobility

PLEASE READ WITH ATTENTION THE ANNEX WITH THE HANDBOOK

Please follow this link to enter the application process: <https://sede.urjc.es/en/movilidad-incoming>

Deadline to START the application: 15th May, 2018

PROCEDURE SUMMARY: fill out the on-line application and upload the required documents according with the corresponding phase.

Once checked, we will ask you to fill out in the same platform your Learning Agreement.

Once checked and validated this Learning Agreement by URJC, the student will must:

- Print the generated document.
- Complete the correspond table with the courses that will be approved at home University.
- Sign the document that will have to be signed by the student and the home university.
- Upload the document to the platform.

Deadline to COMPLETE this phase: 1st June, 2018



Once uploaded the document, correctly completed and signed, **URJC will validate and sign digitally the document; at the same time, the Acceptance Letter will be generated.**

FROM THAT MOMENT THE STUDENT WILL BE ACCEPTED

Please don't send hardcopies of the documents by postal mail. You have to upload them to the platform

For more information please check our website:
<http://www.urjc.es/internacional/erasmus-y-movilidad>

ARRIVAL AND ORIENTATION

Welcome day will take place for all the exchange students on Wednesday 5th of September 2018 in:

**Salón de Actos de Edificio Biblioteca
Campus de Madrid - Vicálvaro
Paseo de los Artilleros s/n.
28032 Madrid**

For those students who are going to study in Spanish, the Welcome session will be at 09:30h.

For those students who are going to study in English, the Welcome session will be at 12h.

Please check regularly the following link in case some change occurs:
<http://www.urjc.es/internacional/erasmus-y-movilidad#jornadas-de-acogida-welcome-day>

ATTENDANCE TO THE WELCOME DAY IS HIGHLY RECOMMENDED in order to get important information about the procedures for the mobility.

The students that can't come to the Welcome day and arrive later, once here, they must come to the International Relations Office.

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

WE DO NOT ACCEPT ARRIVALS LATER THAT SEPTEMBER 21ST, 2018



SPANISH LANGUAGE SUPPORT

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

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

Summer Spanish Intensive Course

Erasmus and Munde students will be able to attend an intensive Spanish course of 31 hours, that will take place between 27 August to 4 September 2018

The cost of the course will be 180€ aprox.

Semester Spanish courses

Erasmus and Munde students can also attend a 45-hour (2 ECTS) Spanish course that will take place during one semester (October – December or January – April)

The cost of the course will be 245€ aprox.

Further information: University Languages Center centro.cui@urjc.es

FACILITIES AND STUDENTS SERVICES

Facilities

- Access to computer facilities including wireless internet access and university e-mail account
- Student card: once in Spain, you must go to Banco de Santander office of your campus with your ID and your URJC username
- Access to University sports facilities.
- University restaurants.
- University libraries.

Buddy Program

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

For more information: <https://www.urjc.es/internacional/erasmus-y-movilidad/252-erasmus#buddy-program>



SPECIAL NEEDS AND DISABILITY SUPPORT

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

For further information, please contact: discapacidad.programa@urjc.es

ACCOMMODATION

URJC DOES NOT PROVIDE ACCOMMODATION. In order to facility its search, we provide as follows some interesting Information of Housing companies and students accommodations enterprises.

The University has not agreements with these companies that is why any relationship initiated through those companies is alien to the University.

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

Accommodation on Campus

Residencia Universitaria José Pérez de Vargas is located at Vicálvaro Campus. It has single rooms, double rooms. Each room has a surface of approximately 18m², 34m² in the case of double rooms. Each one has an ensuite bathroom and office with refrigerator and microwave. (Places are limited) <http://www.residenciavicalvarourjc.es/es/>

HEALTH INSURANCE

EU members and EFTA (p.e. Iceland, Liechtenstein, Norway and Switzerland) are exempted from having to purchase Spanish health insurance, if they have the European Health Insurance Card, they can be assisted in any public Healthcare center.

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

VISA REQUIREMENTS

EU members and EFTA (p.e. Iceland, Liechtenstein, Norway and Switzerland) do not need an entrance visa/student visa.

The students from the rest of the countries must inform themselves of the requirements and, if necessary, initiate the process of obtaining the visa, for which you may need the acceptance letter.



ANNEX I APPLICATION AND ELECTRONIC SITE HANDBOOK

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

The password must be of 10 characters including numbers, CAPITALS and lowercase letter and special characters. Please DON'T FORGET IT

Student information

ATTENTION!
It is compulsory to fulfil all the fields. Please pay attention to:
- To check your ID or Passport number (valid till the end of the student's mobility)
- To check your birth date (DDMMYYYY)
- To check your email address.

Name:
First surname: Second surname:

Type of identification: Date of birth: Gender:

E-mail: Nationality:

Family address

Country: State:

Family address: Postal code:

Address:

User information

Corporate e-mail:

User:

Password:

Repeat password:

Deadline to START the application: 15TH May 2018

Once created your username, please enter in the following link to start the solicitude:

<https://sede.urjc.es/movilidad-incoming>

START OF THE PROCEDURE AND CREATION OF THE CITIZEN'S FOLDER

On your left, please select PROCEDURE BOOKS and inside that, INCOMING- Movilidad Incoming

To access your application form click START (up to the right) and identify yourself with your corporate username and your password.



Name	Individuals	Companies	On-Line
Buzón de sugerencias y quejas	✓		✓
OUTGOING - Entrega de documentación Erasmus+ y Munde	✓		
OUTGOING - Solicitud de Convenio de subvención	✓		✓
Solicitud de Certificaciones Académicas Personales	✓		✓
Instancia general	✓	✓	✓
INCOMING - Modificación de matrícula	✓		
INCOMING - Movilidad Incoming	✓		

INCOMING-MOVILIDAD INCOMING

Description:

If you are a student from another country, and you want to come to the URJC with the Erasmus+ or the Munde program, check the following information: <http://www.urj.es/en/international/erasmus-mobility>.

This procedure is intended solely and exclusively for those students whose nomination has been accepted to the University and must submit the documents that are requested.

For students of the academic year 2017-18 you can continue with your paperwork by clicking on your Citizen Folder (Carpeta del Ciudadano) and Pending Tasks.

Contact: internacional.m@urj.es

Individuals: > Yes
Companies: > No
On-line processing: > No
Requires certificate: > No
Attached documents: > Manual de uso de Movilidad Incoming (Español)
User comments: >

To access your application form click **START** (up to the right) and identify yourself with your corporate username and your password.

ERASMUS INCOMING - ERASMUS+ Y MUNDE

Description:

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 admitidos en las Universidades y deberán presentar los documentos solicitados a que se hacen referencia en la base de la convocatoria.

Contacto: internacional.m@urj.es

Personas Físicas: > Sí
Empresas: > No
Procesado on-line: > Sí
Requiere certificado digital: > No
Comentarios de usuarios: >

AUTENTICACIÓN

Esta es la forma de autenticación:

Acceso con Certificado digital (Si usted dispone de certificado digital)

Acceso con Usuario corporativo (Si usted pertenece a esta Universidad)

INDIQUE SU NOMBRE DE USUARIO Y CLAVE DE ACCESO

Auténtíquese con sus credenciales corporativas en el siguiente formulario.

Nombre de usuario: nombre usuario.2017
 Clave de acceso: *****
 Acceder

Personal data

Once the procedure started, your personal data will appear, please **CHECK THEM**, specially telephone, e-mail and postal address.

- Telephone number must not exceed 15 characters.
- The e-mail will be used automatically by the platform to contact you
- In case you live outside Spain, you will have to click it to enter correctly the postal address.

ENTER THE FOLLOWING INFORMATION TO BEGIN PROCESSING

APPLICANT DETAILS

Identifier:

Name:

Apellidos:

Street: Tulipan

Zip code: 28931

City:

Notification contact data

Notification type Electronic mail Phone Number

Select 'Postal notification' if you want to receive any notification by conventional mail. Select 'Electronic' if you want to receive any notification electronically.

Email

access your notifications electronically.

Postal address abroad
Does your residence abroad?

Street Tulipan Number 7

Stair Stair Gate Gate

Floor Floor Letter Letter

Zip code 28931 City Madrid

Province / Region / State Madrid Country ALEMANIA

Save data for the next time.

A notice to start a new file will be displayed

As it is the first time you access to the procedure, you must choose the option Yes.

ERASMUS / MUNDE INCOMING - PHASE 1 - INFORMATION

Dear student. This procedure will allow you to initiate a new registration solicitude so that you can upload all of the documents that are required by the International Relations Department.

If you have already initiated a registration solicitude, choose "No" from the dropdown menu and go to your Student Folder (Carpeta del Ciudadano) to continue processing your solicitude.

Do you want to initiate a registration solicitude?

Yes

Required fields are marked with

Application Form

A form to generate the solicitude will be displayed, please **VERIFY AND COMPLETE ALL THE DATA.**

WRITE CORRECTLY THE CONTACT DATA OF YOUR HOME UNIVERSITY, THEY WILL BE THE ONES THAT URJC WILL USE.



ERASMUS / MUNDE INCOMING - PHASE 1 - APPLICATION FORM	DETAILS OF MOBILITY:
<p>Fill in the following form:</p> <p>PERSONAL INFORMATION</p> <p>Email: <input type="text"/></p> <p><small>¡ Atención! ¡ Atención! ¡ Atención! ¡ Atención!</small></p> <p>Please confirm your e-mail address that will be used automatically through the platform to contact you.</p> <p>Gender: <input type="text"/></p> <p>Date of birth: <input type="text"/></p> <p><small>Today <input type="text"/></small></p> <p>Format yyyy-mm-dd</p> <p>Nationality: <input type="text"/></p> <p>Country of birth: <input type="text"/></p> <p>Nationality 2: <input type="text"/></p> <p>Person to notify in case of emergency:</p> <p>EMERGENCY CONTACTS</p> <p>Name: <input type="text"/></p> <p>Relationship: <input type="text"/></p> <p><small>For example: mother, father, etc.</small></p> <p>Email: <input type="text"/></p> <p>Phone number: <input type="text"/></p> <p>EDUCATIONAL BACKGROUND</p> <p>Country of home University: <input type="text"/></p> <p><small>¡ Atención! ¡ Atención! ¡ Atención! ¡ Atención!</small></p> <p>Home University: <input type="text"/></p> <p><small>¡ Atención! ¡ Atención! ¡ Atención! ¡ Atención!</small></p> <p>Please pay attention to write CORRECTLY the contact dates with your home university. Those dates will be used by Universidad Rey Juan Carlos.</p> <p>Faculty/School/home Department: <input type="text"/></p> <p>Home University study area: <input type="text"/></p> <p>Begin of studies at the institution: <input type="text"/></p> <p>Language of instruction: <input type="text"/></p> <p>Home coordinator: <input type="text"/></p> <p>Coordinator's e-mail: <input type="text"/></p> <p>Coordinator's address: <input type="text"/></p>	<p>Mobility program: <input type="text"/></p> <p>ERAS ERAS if you home University is from Europe. MUND if your university is from any other part of the world.</p> <p>Faculty: <input type="text"/></p> <p><small>¡ Atención! ¡ Atención! ¡ Atención! ¡ Atención!</small></p> <p>Please check the information. In case of error, please contact: internacional.in@urjc.es</p> <p>Language of nomination: <input type="text"/></p> <p>English Please check the information. In case of error, please contact: internacional.in@urjc.es</p> <p>Field of study: <input type="text"/></p> <p><small>¡ Atención! ¡ Atención! ¡ Atención! ¡ Atención!</small></p> <p>Please check the information. In case of error, please contact: internacional.in@urjc.es</p> <p>Academic year: <input type="text"/></p> <p>2018-19</p> <p>Start semester (1st Semester: September - January or 2nd Semester: January - June): <input type="text"/></p> <p>segundo Please check the information. In case of error, please contact: internacional.in@urjc.es</p> <p>Planned date of arrival: <input type="text"/></p> <p>Today <input type="text"/></p> <p>LANGUAGE SKILLS</p> <p>Mother tongue: <input type="text"/></p> <p>Mother tongue 2: <input type="text"/></p> <p>LANGUAGE REQUIRED FOR MOBILITY</p> <p>Language: <input type="text"/></p> <p>Language level: <input type="text"/></p> <p>Name of test: <input type="text"/></p> <p>Subscore - Writing: <input type="text"/></p> <p>Subscore - Speaking: <input type="text"/></p> <p>Subscore - Listening: <input type="text"/></p> <p>Subscore - Reading: <input type="text"/></p> <p>Date of test: <input type="text"/></p> <p>Today <input type="text"/></p>

Special needs students

If you are a student with special needs, you must tell us and upload the document in **Spanish** or in **English** that certify those special needs and the needed adaptations



Once uploaded the required documents the following message will appear:

Su solicitud ha sido enviada al Servicio de Relaciones Internacionales.

Una vez revisada la documentación, si es correcta recibirá un correo electrónico con los pasos para generar a través de la plataforma su Learning Agreement y seguir tramitando el proceso de solicitud. Si es incorrecta se notificará, junto con los pasos a seguir para corregirlo.

Your document has been sent to the International Relations Service.

Once checked the documentation, if it is correct, you will receive an e-mail with the steps to generate through the platform your Learning Agreement and continue with the procedure. If it is incorrect, we will notify it to you, with the steps to correct it.

SUCCESSFULLY SENT

Your tasks have been completed, your request has been sent to the administrative body for processing.

If communications/notifications will receive in your [folder citizen](#).

This document has to be checked by URJC before you can continue with the procedure.

If it is incorrect, you will receive an e-mail with the reasons and asking you to upload the correct document.

If it is Correct, you will receive an e-mail to continue with the procedure.

Upload documentation

Once the previous document accepted, or if it is not necessary, a new form will be displayed to upload the necessary documentation in that phase and that will have to be then checked by the International Relations Service:

Required documents:

- Certificate of the Language level for the mobility¹
- National ID or Passport valid during all the mobility period²

¹ Certificate provided by an official Language Institute (Cambridge, TOEFL, TOEIC, DELE...) or a home University document that certify that language level. The required is Spanish B1, English B2.

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

For courses in Health Sciences (except Occupational Therapy), a B2 Spanish certificate will be required.
Mother tongue level is not compulsory to be certified.

²It will be the number we will identify you as student during all the mobility period. It is compulsory. Please check the expiration date.



If everything is Correct, you will receive an e-mail to continue with the procedure

Pending tasks Dossiers Messages Notifications

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

Name	Created	File Number
Erasmus / Munde Incoming - Fase 1 - Generar Learning Agreement I	18/04/2018 10:00	2018/INCOMI

Generate Learning Agreement

A form will be displayed to generate your Learning Agreement.

Some data will appear by default, please VERIFY them and if necessary, correct them.

If you detect some error, and you can't correct it, please contact with internacional.in@urjc.es

Please pay special attention to the mobility data: home University, study area at home University, language of the mobility, mobility period, and study area at Destination University



ERASMUS/MUNDE INCOMING - PHASE 1 - GENERATE LEARNING AGREEMENT I

Fill in the data to generate your Learning Agreement:

PERSONAL INFORMATION

Last name(s): *

First name(s): *

Date of birth: *

Today |

Nationality: *

Country to which the person belongs administratively and that issues the ID card and/or passport.

Sex (Male/Female): *

Study cycle at home university: *

Short cycle (EQF level 5) / Bachelor or equivalent first cycle (EQF level 6) / Master or equivalent second cycle (EQF level 7) / Doctorate or equivalent third cycle (EQF level 8).

Field of education at home university: *

Sending institution:

Name: *

Faculty/Department: *

Erasmus code (if applicable):

A unique identifier that every higher education institution that has been awarded with the Erasmus Charter for Higher Education (ECHE) receives. It is only applicable to higher education institutions located in Programme Countries.

Address: *

Country: *

Contact person name: *

Person who provides a link for administrative information and who, depending on the structure of the higher education institution, may be the departmental coordinator or works at the international relations office or equivalent body within the institution.

Contact person email: *

Contact person phone: *

Receiving institution:

Name:

Universidad Rey Juan Carlos

Faculty/Campus: *

Facultad de CC. Jurídicas y Sociales - Vicálvaro

Field of study: *

Estudios

Erasmus code:

E MADRID 26

Address:

Paseo de los Artilleros s/n Administration Building, Ground Floor, Office 052 28032 Vicálvaro (Madrid)

Country:

SPAIN

Contact person name, email and phone:

internacional.in@urj.es, Phone +34 91 488 7722

Planned period of the mobility (from): *

Today |

Format yyyy-mm-dd

Planned period of the mobility (to): *

Today |

Format yyyy-mm-dd



Once the personal and both universities dates filled, a new form will be displayed where you will have to select your courses.

ERASMUS/MUNDE INCOMING - PHASE 1 - GENERATE LEARNING AGREEMENT II

Fill in the data to generate your Learning Agreement:

BEFORE THE MOBILITY

Selected courses:

Asignaturas seleccionadas para añadir a su Learning Agreement.

What you want to do? ▾

Add a course

Delete a course

Finish the process

Required fields are marked with ▾

Continue

How to select correctly your Learning Agreement courses.

*MOST OF THE COURSES HAVE TO BE OF THE DEGREE YOU HAVE BEEN NOMINATED FOR.

If you need to mix study areas, you must choose ALWAYS MOST of the courses of the Degree you have been nominated for, and the rest among the Degrees of the same study area; for example if you have been nominated to study Business and Administration Management, you can select courses of the Marketing degree; or if you have been nominated for Computer engineering you can select courses of the Software Engineering degree.

*The number of credits for one semester at URJC CAN'T BE less to 18 ECTS.

*Due to the limited places, you can only take the course "Computer Apply to" taught in the degree you have been nominated for.

*Only the annual students can take annual courses.

In this link you can find the Teaching Guides (Syllabus) of the courses, you must select the study (degree) and then the course you are interested on <https://gestion3.urjc.es/guiasdocentes/>



Select courses

Select “Add a course” and click “Continue”

In the display, you will be able to see the Degrees/Study Areas taught in the Faculty and Campus you have been nominated for. Check Annex of Study Areas.

ERASMUS/MUNDE INCOMING - PHASE 1 - GENERATE LEARNING AGREEMENT - AVAILABLE STUDY PLANS

Please select the degree: ▾

GRADO EN ADMINISTRACION Y DIRECCION DE EMPRESAS (VICALVARO) (Código de titulación: 2012) ▾

GRADO EN ADMINISTRACION Y DIRECCION DE EMPRESAS (INGLES) (VICALVARO) (Código de titulación: 2048)

GRADO EN ADMINISTRACION Y DIRECCION DE EMPRESAS (VICALVARO) (Código de titulación: 2012)

GRADO EN CIENCIA, GESTION E INGENIERIA DE SERVICIOS (MADRID) (Código de titulación: 2176)

GRADO EN CONTABILIDAD Y FINANZAS (VICALVARO) (Código de titulación: 2021)

GRADO EN CRIMINOLOGIA (VICALVARO) (Código de titulación: 2014)

GRADO EN DERECHO (VICALVARO) (Código de titulación: 2015)

GRADO EN DISEÑO Y GESTION DE MODA (MADRID) (Código de titulación: 2266)

GRADO EN ECONOMIA (INGLES) (MADRID) (Código de titulación: 2276)

GRADO EN ECONOMIA (VICALVARO) (Código de titulación: 2017)

GRADO EN ECONOMIA FINANCIERA Y ACTUARIAL (VICALVARO) (Código de titulación: 2016)

GRADO EN EDUCACION PRIMARIA Y EDUCACION PRIMARIA MENCION (INGLES)(VICALVARO) (Código de titulación: 2170)

GRADO EN MARKETING (INGLES) (VICALVARO) (Código de titulación: 2110)

GRADO EN MARKETING (VICALVARO) (Código de titulación: 2024)

GRADO EN PROTOCOLO, ORGANIZACION DE EVENTOS Y COMUNICACION CORPORATIVA (INGLES) (MADRID) (Código de titulación: 2277)

GRADO EN PROTOCOLO, ORGANIZACION DE EVENTOS Y COMUNICACION CORPORATIVA (VICALVARO) (Código de titulación: 2211)

GRADO EN RELACIONES INTERNACIONALES (INGLES) (VICALVARO) (Código de titulación: 2126)

GRADO EN TURISMO (INGLES) (VICALVARO) (Código de titulación: 2010)

Please select the degree and continue the searching.

In the display you can only see the degree courses and the study period (1st.semester, 2nd semester) you have been nominated for. The timetable that appears with the courses is **PROVISIONAL AND IT CAN suffer changes.**

ERASMUS/MUNDE INCOMING - PHASE 1 - GENERATE LEARNING AGREEMENT - AVAILABLE COURSES

Please choose the course you want to register: ▾

2176002 - ASPECTOS ETICOS, LEGISLACION Y PROFESION (MAÑANA A) - 2Q - Lunes (09:00-11:00),Jueves (09:00-11:00)

2176003 - DESARROLLO DE SERVICIOS (MAÑANA A) - 2Q - Lunes (11:00-13:00),Martes (13:00-15:00)

2176005 - INTELIGENCIA EMOCIONAL (MAÑANA A) - 2Q - Miercoles (13:00-15:00)

2176007 - LOGICA (MAÑANA A) - 2Q - Miercoles (11:00-13:00)

2176009 - ORGANIZACION EMPRESARIAL (MAÑANA A) - 2Q - Martes (09:00-11:00),Jueves (11:00-13:00)

2176010 - SISTEMAS OPERATIVOS Y REDES (MAÑANA A) - 2Q - Lunes (13:00-15:00),Martes (11:00-13:00)

2176013 - ARQUITECTURAS DE SISTEMAS DE INFORMACION (MAÑANA A) - 2Q - Lunes (13:00-15:00),Jueves (13:00-15:00)

2176015 - COMUNICACION EMPRESARIAL (MAÑANA A) - 2Q - Miercoles (13:00-15:00),Jueves (11:00-13:00)

2176018 - ECONOMIA EN CIENCIAS DE SERVICIOS (MAÑANA A) - 2Q - Martes (11:00-13:00),Miercoles (11:00-13:00)

2176021 - IDIOMA MODERNO (UNICO) - 1 -

2176022 - INGENIERIA DEL SOFTWARE (MAÑANA A) - 2Q - Martes (13:00-15:00)

2176023 - INTELIGENCIA Y ANALISIS DE NEGOCIO (MAÑANA A) - 2Q - Jueves (13:00-15:00)

2176024 - INVESTIGACION OPERATIVA (MAÑANA A) - 2Q - Miercoles (09:00-11:00)

2176025 - SISTEMAS DE INFORMACION (MAÑANA A) - 2Q - Martes (09:00-11:00)

2176029 - ECONOMIA FINANCIERA Y CONTABILIDAD (MAÑANA A) - 2Q - Lunes (11:00-13:00)

2176030 - GESTION DE SERVICIOS (MAÑANA A) - 2Q - Lunes (13:00-15:00),Miercoles (13:00-15:00)

2176031 - INGENIERIA DE PROCESOS DE NEGOCIO (MAÑANA A) - 2Q - Jueves (09:00-11:00)

2176033 - INTERACCION PERSONA-ORDENADOR Y MULTIMEDIA (MAÑANA A) - 2Q - Miercoles (11:00-13:00),Jueves (11:00-13:00)

2176035 - MARKETING DE SERVICIOS (MAÑANA A) - 2Q - Martes (11:00-13:00),Miercoles (09:00-11:00)

Site map Accesibilidad Data protection Suggestions box Staff access

Please select one of them and Continue



Repeat the same procedure all the necessary times; each time you do it, you will see and Information screen with all the courses you have selected until that moment.

ERASMUS / MUNDE INCOMING - PHASE 1 - GENERATE LEARNING AGREEMENT - SELECTED COURSES

Courses already selected:

2012007 - MATEMATICAS FINANCIERAS (MAÑANA A) - 2Q - Miercoles (09:00-11:00),Viernes (09:00-11:00) - 6 ECTS

Continue

Delete courses

You can delete some or all the chosen courses selecting “Delete a course” 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.

Repeat the same procedure all the necessary times; each time you do it, you will see and Information screen with all the courses you have selected, before continuing with the procedure

ERASMUS / MUNDE INCOMING - PHASE 1 - GENERATE LEARNING AGREEMENT - DELETE COURSES

Please select the courses you want to delete:

2012007 - MATEMATICAS FINANCIERAS (MAÑANA A) - 2Q - Miercoles (09:00-11:00),Viernes (09:00-11:00) - 6 ECTS

2012030 - RECURSOS HUMANOS (MAÑANA A) - 2Q - Lunes (11:00-13:00),Miercoles (09:00-10:00) - 4,5 ECTS

2176021 - IDIOMA MODERNO (UNICO) - I - 6 ECTS

Finish the procedure

Once you have finished adding or deleting courses, please select FINISH THE PROCEDURE and CONTINUE

The platform will generate a draft of the Learning Agreement, CHECK IT CAREFULLY before CONTINUE



ERASMUS/MUNDE INCOMING - PHASE 1 - UPLOAD LEARNING AGREEMENT SIGNED

Important: You can come back to this screen in any time entering in Citizen Folder – Pending tasks.

Upload the Learning Agreement, generated in the previous step, signed by your university and by you and with the table "Recognition at Sending Institution" of the filled document. ■

Examinar... No se ha seleccionado ningún archivo.

You can download the original document from your Citizen Folder clicking in number of the document. Among the documents, you will find one with the name "Learning Agreement".

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](#)

Deadline to COMPLETE this phase: 1st June, 2018

This document has to be checked by URJC before you can continue with the procedure.

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.

At the same time, the Acceptance Letter will be generated.

I remind you that the subjects and schedules may be subject to changes due to the availability of places of the offered courses.

FROM THIS MOMENT YOU WILL BE ACCEPTED

On your left select Citizen Folder- an on your right select Access to my Citizen Folder- identify yourself with your username and password- Pending Tasks.

STUDY AREAS

MADRID CAMPUS – VICÁLVARO

Faculty of Legal and Social Sciences

Administration and Business Management
Administration and Business Management in English
Accounting and Finance
Criminology
Law
Economy
Actuarial and Financial Studies
Elementary Education in English with specialization in foreign language: English.
Marketing
Marketing in English
Protocol, Event and Corporate Communications
International Relations in English
Tourism in English

MOSTOLES CAMPUS

Superior School of Experimental Science and Technology

Biology
Food Science and Technology
Environmental Science
Experimental Science
Environmental Engineering
Energy Engineering
Materials Engineering
Industrial Technology Engineering
Industrial Organization Engineering
Mechanical Engineering
Chemical Engineering

MANUEL BECERRA CENTER

Faculty of Legal and Social Sciences

Sciences, Management and Engineering

QUINTANA/FERRAZ CENTER

Faculty of Legal and Social Science

Fashion Design and Management
Economy in English
Protocol, Event and Corporate Communications in English

“For those universities that have an specific agreement”

Master in International Tourism Directorate
Master in International Tourism Directorate in English

Superior Technical School of Computer Engineering

Game design and Development
Computer engineering
Software Engineering
Computer engineering (informatics)
Mathematics

Faculty of Legal and Social Sciences

Early childhood Education
Elementary Education

FUENLABRADA CAMPUS

Faculty of Communication Sciences

Audiovisual communication

Journalism

Advertising and Public Relations

Superior Technical School of

Telecommunication Engineering

Aeronautical and Aerospace Engineering

Ingeniería Aeroespacial en Vehículos Aeroespaciales

Biomedical Engineering

Media studies and Audiovisual Systems engineering

Telecommunications systems engineering

Telecommunication Technology Engineering

Telematics Engineering

ALCORCÓN CAMPUS

Faculty of Health Sciences

Nursing

Physiotherapy

Medicine

Dentistry

Psychology

Occupational Therapy

ARANJUEZ CAMPUS

Faculty of Legal and Social Sciences

Landscaping

Translation and interpretation

Faculty of Legal and Social Sciences

Visual 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

Lengua y Literatura Española

International Relations

Tourism

Superior Technical School of

Telecommunication Engineering

Biomedical Engineering in English

Faculty of Legal and Social Sciences

Physical Activity Sciences and Sports

Spanish Sign Language and Deaf Community

Human Resources and labor relations

Social Work



Universidad
Rey Juan Carlos

Vicerrectorado de
Digitalización e Internacionalización