



INSTITUTIONAL HANDBOOK 2019-2020
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

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D^a M^a Teresa Chávarri
D^a Socorro Vera

MÓSTOLES CAMPUS

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

Phone: +34 91 488 9372

Email: internacional.in@urjc.es

FUENLABRADA CAMPUS

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

Phone: 91 4888189

Email: oscar.prieto@urjc.es

D. Oscar Prieto



ACADEMIC CALENDAR 2019/20

2nd Semester

Semester duration: from 17th January to 18th May 2020

Class period: from 17th January to 30th April 2020

Exams period: from 4th to 18th May 2020

Extraordinary period of exams ONLY FOR THE STUDENT THAT THEY DID NOT PASS ANY COURSE IN ANY OF THE ORDINARY PERIODS from 10th to 27th June 2020

Please take in account that the attendance to the courses is compulsory and so any delay in the arrival of the student can cause the student academic problems

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/movilidad-incoming>

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:

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

You can upload your own model of Learning Agreement if necessary, but IT IS COMPULSORY GENERATE CORRECTLY THE DRAFT OF THE URJC MODEL. The courses in both models MUST BE THE SAME

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 2nd semester exchange students on Wednesday, 15th January, 2020 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 **COMPULSORY to the International Relations Office of their Campus.**

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.

Arrivals later than January 31st, 2020 won't be accepted.

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

Semester Spanish courses

Erasmus and Munde students can also attend a 44-hour (2 ECTS) Spanish course that will take place during one semester (September – December or January – April)

The cost of the course will be 245€ aprox.

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

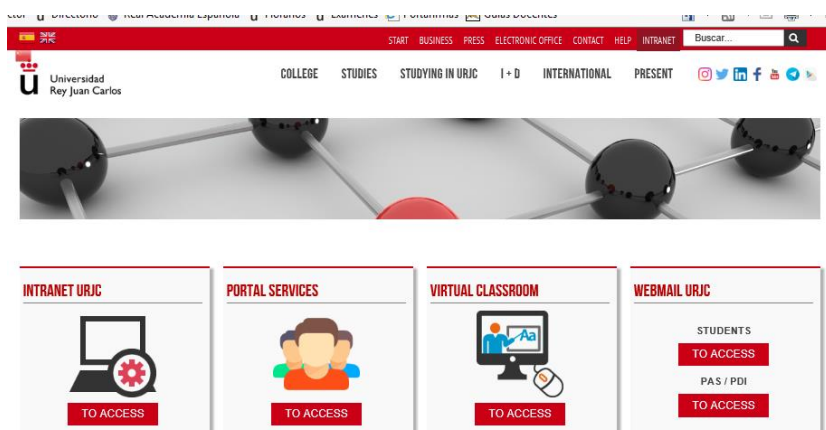
FACILITIES AND STUDENTS SERVICES

Facilities

- Access to computer facilities including wireless internet access and **university e-mail account**
- Student card: once in Spain, you must download URJC app and generate it.
- Access to University sports facilities.
- University restaurants.
- University libraries.

University e-mail account and other important sites.

If you prefer to use it, or by mistake you wrote the urjc students' email account as contact email, you can access to it through our main site, top right INTRANET



In the intranet page you can find some important site, and access them directly with your username and password.

Remember:

your user is like : x.xxxx.2019

your URJC student's email is | x.xxxx.2019@alumnos.urjc.es

The password is the same to all the URJC sites.

The Services Portal, where you will see information and links about your student live, and the final marks at the end of your mobility.

The Virtual Classroom, where you will see the subjects enrolled and contact of the teachers ONCE THE MOBILITY BEGIN

and the STUDENTS WEBMAIL SITE.

Remember check your urjc students' email account regularly IN ANY CASE; there you will receive some information during all the mobility.

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.

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

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

DEADLINES

Unique and non-extendable deadline: Until November 15th 2019

PROCEDURE

Please validate your username following the first link that you have received in the ACCEPTED NOMINATION e-mail; for so 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 mobility)
• To check your birth date (GG/MM/YYYY)
• 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:

The personal data that you provide will be stored in a file called Academic Management (Gestión Académica) which is used to manage students' academic records while at this university, from their registration until they are awarded their degree, including their doctoral studies and individualized degrees, in addition to administering financial aid, student mobility programs, practicum, internships, and any orientation and/or educational activities that are organized by the university. This file is registered in the Personal Data Registry (Registro de Ficheros de Datos Personales), which is overseen by the Spanish Data Protection Agency (Agencia Española de Protección de Datos): <https://www.agpd.es/portal/aweb/AGPD/index-identidad.jsp>, and the data it contains can be transferred to third parties in accordance with the provisions of the law. The Vice-Chancellor's Office for Student Affairs is responsible for the management of this file and, pursuant to Article 15 of Spanish Organic Law 15/1999, dated December 13, on Personal Data Protection, those who wish to exercise their right to access, rectify, cancel or oppose the data held in this file may do so through this office at: Vicerrectorado de Estudios, C/ Tulipán s/n, 28903 Madrid.

[Create user](#)

Once activated your username, please enter in the following link to start the solicitude:
<https://sede.urjc.es/movilidad-incoming>

To access your application form click **START**



INCOMING - Movilidad Incoming

Print

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.urjc.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.in@urjc.es

Attached documents

- Handbook Mobility Incoming (Spanish)
- Handbook Mobility Incoming (English)

Started by

- a instancia de parte

Individuals

Yes

Companies

No

On-line processing

No

Identify yourself with your corporate username and your password.




ACCESO CON CERTIFICADO DIGITAL



ACCESO CON USUARIO CORPORATIVO

Indique su nombre de usuario y clave de acceso

Auténtiquese con sus credenciales corporativas en el siguiente formulario.

 Nombre de usuario

Clave de acceso

Se me ha olvidado mi clave de acceso

Sin sus credenciales usted no puede acceder al servicio. Póngase en contacto con el Soporte a Usuarios. (Vea "Soporte a Usuarios" en la página inicial.)

Policy for the protection of personal data

Please read with attention and ACCEPT our personal data protection.

POLICY FOR THE PROTECTION OF PERSONAL DATA

Conditions of Use

We inform users of this site that may create an automated personal data that are provided to it as a result of the use of this website and in strict compliance with the provisions in the legislation on protection of data.

Users ensure the accuracy and authenticity of the information and data communicated under the use of this website. In this sense of obligation will be to keep users updated information and data so that it reflects reality at all times. Any false or inaccurate to occur as a result of information or data as well as the damage that could cause such information shall be the responsibility of the users.

Pursuant to the provisions of Law 15/99 of December 13, Protection of Personal Data, we inform that the personal data will be collected and stored in a data file under the responsibility of our department of computer science.

Users may exercise at any time, access rights, rectification, cancellation and opposition of the data collected and archived. The exercise of these rights shall be effected by written communication addressed to the our Legal Service . The exercise of these rights does not affect in any way to access the website or, if any, subscriber to the condition of the user.

The recorded data might be used for the statistical purposes, the remission of scientific information, the management of incidents or the realization of market studies, in addition to those expressly data were sought.

Where appropriate, the personal data provided by users will be able to be communicated to a third party only to fulfill the purposes identified above, adjusting to the provisions of Articles 11 and 21 of the Organic Law 15/1999 Data Protection Personal Character, recabándose, in any case, the consent of the interested parties when necessary.

By providing personal data to us, users claim to accept fully and without reservation the same treatment.

We are committed to complying with the obligation to maintain the secrecy of personal data processed and declares its intention to implement all necessary technical and organizational measures to ensure the security of personal data and avoid alteration, loss, treatment or unauthorized access, given the state of technology, the nature of the data stored and the risks they are exposed, whether from human action or natural or physical environment.

☐ Aceptar Política de Privacidad

Send

Personal data

Once the procedure started, your personal data will appear, please **CHECK THEM, SPECIALLY** telephone, E-MAIL and postal address.

Enter the following information to begin processing

Applicant details	
Name:	Fernando Pérez Sánchez
DNI:	123456789
Address:	Calle Tulipán
Province - City:	MÓSTOLES - Madrid
Email:	fernando.perez@gmail.com

Notification contact data	
Notification type * <input type="button" value="Electronic mail"/>	Phone Number <input type="text"/>
Select 'No electronic notification' if you want to receive any notification by conventional mail. Select 'Electronic notification' if you want to access your notifications electronically.	Email * <input type="text"/>
<input type="checkbox"/> Postal address abroad	Type Street * <input type="text"/>
Does your residence abroad?	Street * <input type="text"/>
Number <input type="text"/>	Stair <input type="text"/>
Gate <input type="text"/>	Floor <input type="text"/>
Letter <input type="text"/>	Zip code * <input type="text"/>
Province * <input type="text"/>	City * <input type="text"/>
<input type="checkbox"/> Save data for the next time	

Required fields are marked with *

- 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.

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.

INCOMING - Erasmus+ y Munde

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 *

Continue

Application Form

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

Pay attention to the e-mail because will be used automatically by the platform to contact you

INCOMING - Erasmus+ y Munde

Erasmus / Munde Incoming - Phase 1 - Application form

Fill in the following form:

PERSONAL INFORMATION

Email: *

erasmus@ruj.es

Please confirm your e-mail address that will be used automatically through the platform to contact you.

Gender: *

Male

Date of birth: *

dd/mm/yyyy

Format dd/mm/yyyy

Nationality: *

Country of birth: *

Nationality 2:

Person to notify in case of emergency:

EMERGENCY CONTACTS

Name: *

Relationship: *

For example : mother, father, etc.

Email: *

Phone number: *



Universidad
Rey Juan Carlos

Vicerrectorado de
Digitalización e Internacionalización

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

EDUCATIONAL BACKGROUND

Country of home University: ■

Home University: ■

Please pay attention to write CORRECTLY the contact dates with your home university. Those dates will be used by Universidad Rey Juan Carlos.

Faculty/School/home Department: ■

Home University study area: ■

Begin of studies at the institution: ■

Language of instruction: ■

Home coordinator: ■

Coordinator's e-mail: ■

Coordinator's address: ■



Universidad
Rey Juan Carlos

Vicerrectorado de
Digitalización e Internacionalización

PLEASE VERIFY AND COMPLETE ALL OF YOUR MOBILITY AT URJC DATA

DETAILS OF MOBILITY:

Mobility program: •
ERAS
ERAS if you home University is from Europe. MUND if your university is from any other part of the world.

Faculty: •
Facultad de CC. Jurídicas y Sociales
Please check the information. In case of error, please contact: internacional.in@urjc.es

Language of nomination: •
English
Please check the information. In case of error, please contact: internacional.in@urjc.es

Field of study: •
Tourism
Please check the information. In case of error, please contact: internacional.in@urjc.es

Academic year: •
2018-19

Start semester (1st Semester: September - January or 2nd Semester: January - June): •
segundo
Please check the information. In case of error, please contact: internacional.in@urjc.es

Planned date of arrival: •

LANGUAGE SKILLS

Mother tongue: •

Mother tongue 2:

LANGUAGE REQUIRED FOR MOBILITY

Language: •

Language level: •

Name of test: •

Test score: •

Subscore - Writing:

Subscore - Speaking:

Subscore - Listening:

Subscore - Reading:

Date of test: •

If your mobility language is your mother tongue, please write it clearly on LEVEL, TEST and MARK.
In EXAM DATE write current date

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

SPECIAL NEEDS

Do you have a disability, impairment or long-term medical condition which may affect your studies? •

No

In the affirmative case, IMMEDIATELY a certificate to prove it, written in Spanish or English will be required.

Los datos personales recogidos serán incorporados y tratados en el fichero de Gestión Académica, cuya finalidad es el seguimiento del expediente de los alumnos, inscrito en el Registro de Ficheros de Datos Personales de la Agencia de Protección de Datos de la Comunidad de Madrid (www.madrid.org/apdcm), y podrán ser cedidos según lo previsto en la Ley. El órgano responsable del fichero es el Vicerrector/a de Alumnos, y la dirección donde el interesado podrá ejercer los derechos de acceso, rectificación, cancelación y oposición ante el mismo es C/ Tulipán s/n, Móstoles, 28933 Madrid, 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

Required fields are marked with •

Continue

INCOMING - Erasmus+ y Munde

Erasmus / Munde Incoming - Phase 1 - Special needs

Please upload the document: •

Ningún archivo seleccionado

Required fields are marked with •

Uploaded file will be automatically converted to pdf. If the file already is a pdf document, it will not be converted.

Continue

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

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 adjuntar el resto de documentación necesaria. 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 for uploading the rest of the requested documents. If it is incorrect, we will notify it to you, with the steps to correct it.


Trámite completado

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

En caso de comunicaciones/notificaciones podrá recepcionarlas en su [carpeta del ciudadano](#).

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

You will be able to access to that task through the box Pending Tasks. **Please check it regularly.**




Pending tasks

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-20544



Dossiers

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:

Ejem:



INCOMING - Erasmus+ y Munde

Erasmus / Munde Incoming - Phase 1 - Upload Passport/ID

THE STUDENT SHOULD KEEP THE ORIGINAL DOCUMENTS THAT COULD BE REQUIRED BY URJC IN ANY MOMENT

Upload copy of your Passport/ID: ■

Ningún archivo seleccionado

Verify that the copy of the attached document does NOT expire until the end of your mobility.

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

Required documents:

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

Once the task completed, you will have to click on the button “Continue” and the message “Completed task” will appears.

Validation of the documentation

Universidad Rey Juan Carlos will value if the uploaded documentation is correct or not.

If one of the documents is incorrect, you will receive an e-mail with the reasons and requiring uploading the correct document and how to do it.

Ejem:

Pending tasks

Dossiers

Pending tasks

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

Name	Created	File Number
Erasmus / Munde Incoming - Fase 1 - Adjuntar certificado de idiomas	24-09-2018 13:47	321215COM-30614

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 students are going to study in both languages, 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, in that case you can upload a second copy of your passport or national ID.

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

It will be necessary uploading only the documentation signed as *incorrect*

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

Moreover you will receive an e-mail showing the file number of 2019/INCOMI-xxxx
open, please **USE ALWAYS THIS FILE FOR YOUR MOBILITY PROCEDURES**

You will be able to enter every time you need it in your Citizen Folder through:
<https://sede.urjc.es/en/inicio>

Please select Citizen Folder- and identify yourself with your corporative username and
your password

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
ONCE WRITTEN AND ACCEPTED WON'T BE ABLE TO BE CHANGED.



Universidad
Rey Juan Carlos

Vicerrectorado de
Digitalización e Internacionalización

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



INCOMING - Erasmus+ y Munde

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: *

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:

Faculty/Campus: *

Field of study: *

Erasmus code:

Address:

Country:

Contact person name, email and phone:

Planned period of the mobility (from): *

Format dd/mm/yyyy

Required fields are marked with *

Continue

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



INCOMING - Erasmus+ y Munde

Erasmus / Munde Incoming - Phase 1 - Generate Learning Agreement II

Fill in the data to generate your Learning Agreement:

BEFORE THE MOBILITY

Selected courses:

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. PLEASE SEE STUDY AREA ANEX.

***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" or similar taught in the degree you have been nominated for.**

***Only the annual students can take annual courses.**

Spanish academic year is divided in 2 periods: aprox. 1st (from September to January) and 2nd (from January to May)

You can take subjects for all course (1, 2, 3, or 4) but only for the period/semester you have been nominated.

This is how you can see those references: 1Q = 1st term (from September 2019 to January 2020) and 2Q = 2nd term (from January to May 2020). A = annual



You can see it on in the teaching itinerary of each Degree, (you will see it on the left side a column with the semester) and in the teaching guide of the subject itself (you will see it on “subject identification – teaching period)

*In this link you can find the Teaching Guides (Syllabus) of the courses,
<https://gestion3.urjc.es/guiasdocentes/>

After click View Current Teaching Guides you can select the degrees’ name (important: if appears written (Inglés), this means: taught in English), and in the ASIGNATURAS, you have to drop down and select TODAS or the one you are interested in, then click in MOSTRAR, so you could download the subjects that you would need to check the content.

Select courses

Select “Add a course” and click “Continue”

INCOMING - Erasmus+ y Munde

Erasmus / Munde Incoming - Phase 1 - Generate Learning Agreement II

Fill in the data to generate your Learning Agreement:

BEFORE THE MOBILITY

Selected courses:

What you want to do? *

- ☐ Add a course
- ☐ Delete a course
- ☐ Finish the process

Required fields are marked with *

Continue

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

INCOMING - Erasmus+ y Munde

Erasmus / Munde Incoming - Phase 1 - Generate Learning Agreement - Available study plans

Please select the degree: *

Required fields are marked with *

Continue



Please select the degree and continue the searching.

In the display you can only see the degree courses and the study period you have been nominated for. The timetable that appears with the courses is PROVISIONAL AND IT CAN suffer changes.

INCOMING - Erasmus+ y Munde

Erasmus / Munde Incoming - Phase 1 - Generate Learning Agreement - Available courses

Please choose the course you want to register:

Please remember that the timetable may change and that your subjects may be subject to changes due to the availability of the courses offered.

Continue

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.

INCOMING - Erasmus+ y Munde

Erasmus / Munde Incoming - Phase 1 - Generate Learning Agreement - Selected courses

Courses already selected:

2048006 - INTRODUCTION TO ECONOMICS (MAÑANA A) - 2Q - Miércoles (09:00-11:00),Jueves (13:00-15:00) - 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.

INCOMING - Erasmus+ y Munde

Erasmus / Munde Incoming - Phase 1 - Generate Learning Agreement - Delete courses

Please select the courses you want to delete:

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

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

INCOMING - Erasmus+ y Munde

Erasmus / Munde Incoming - Phase 1 - Generate Learning Agreement II

Fill in the data to generate your Learning Agreement:

BEFORE THE MOBILITY

Selected courses:

What you want to do? *

- ☐ Add a course
- ☐ Delete a course
- ☐ Finish the process

Required fields are marked with *

Continue

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

INCOMING - Erasmus+ y Munde

Erasmus / Munde Incoming - Phase 1 - Generate Learning Agreement - Learning Agreement Draft

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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	Facultad de CC. Jurídicas y Sociales (VICALVARO)	Tourism	Paseo de la Universidad s/n, Administración (Building, C and Floor Office 502) 28002 (Madrid) (Spain)	SPAIN	Socorro Vera Santos Teresa Chaurin Caro Oscar Manuel Prieto Garcia Internacional@urj.es +34 91 488 7722	

Before the mobility

Study Programme at the RECEIVING INSTITUTION

Planned period of the mobility from 21/09/2018 to 31/10/2018

Component code (5)	Component title at the Receiving Institution (6)	Semester	Number of ECTS credits (or equivalent) (7)
048006 - INTRODUCTION TO ECONOMICS (MANANA A) - 2	Introducción a la Economía (Manana A) - 2	1	6 ECTS

Table A
Before the mobility

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, la información de que sus datos personales no van a integrarse al sistema de tratamiento de datos de la Universidad Rey Juan Carlos, tiene como finalidad el cumplimiento de las fines relativos al desarrollo de las funciones y competencias propias del responsable del tratamiento. En concreto, estos finalidades serán: notificación con los correspondientes de grado, licenciados, así como gestión del personal de la Universidad Rey Juan Carlos. En concreto, estos finalidades serán: notificación de los correspondientes de gestión académica y de investigación, así como gestión del personal de la U. Carlos. Los datos personales recogidos serán conservados durante el tiempo necesario para el cumplimiento de los fines anteriormente mencionados. Los datos personales van a integrarse en el sistema de los poderes públicos que la U. Carlos tiene conlleva, 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 gestión del alumnado. El interesado podrá ejercitar los derechos de acceso, rectificación, limitación de tratamiento, supresión, portabilidad y a integrar las decisiones individuales automatizadas que le puedan afectar. Para ello, podrá remitir un escrito a la dirección: internacional@urj.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

Continue

If you detect some error, select NO and continue; the platform will direct you to the selection of the courses phase.



If everything is correct, select YES and Continue; the platform will generate a document, DOWNLOAD AND PRINT IT.

INCOMING - Erasmus+ y Munde

Erasmus / Munde Incoming - Phase 1 - Learning Agreement

Name	Erasmus code (if applicable)	Faculty/Department	Field of education at receiving institution	Address	Country	Contact person (name, email, phone)
Universidad Rey Juan Carlos	83400020	Facultad de CC. Jurídicas y Sociales (VICALVARO)	Tourism	Plaza de las Artes y las Letras s/n, Edificio de la Facultad de CC. Jurídicas y Sociales, 28002 Madrid (Spain)	SPAIN	Rocío Vera Sanja, Teresa Chacón Cano, Oscar Manuel Prieto Sanja, international@urjc.es, +34 91 489 7722

INCOMING - Erasmus+ y Munde

Erasmus / Munde Incoming - Phase 1 - Validate Learning Agreement

IMPORTANT: If your draft is correct, please print the document that will appear next. You will have to upload it signed by you and your home university and with the table "Recognition at Sending Institution" of the filled document.

Is it correct the generated Learning Agreement? ■

☐ Yes

☒ No

Required fields are marked with ■

Continue

You can upload, signed by the student and the home University, your own model Learning Agreement if necessary, but IT IS COMPULSORY GENERATE CORRECTLY THE DRAFT OF THE URJC MODEL. The courses in both models MUST BE THE SAME

The student and the home University MUST:



- Complete the table in which the subjects that will be recognized or validated at the university of origin are specified (Table B)
- Sign both the Learning Agreement

Once the Learning Agreement completed and signed, THE STUDENT MUST UPLOAD IT TO HER/HIS CITIZEN FOLDER.

INCOMING - Erasmus+ y Munde

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. ■

Seleccionar archivo Ningún archivo seleccionado

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

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.

You will be able to find always both documents signed by URJC in your Citizen Folder- Documents tab. You will also receive them in your contact e-mail.

FROM THIS MOMENT YOU WILL BE ACCEPTED

REMEMBER Unique and non-extendable deadline: Until November 15th 2020

Universidad Rey Juan Carlos is always searching the benefit of the students and the efficiency in the procedures, assuming as part of our compromise the protection of the environment that is why all **the procedure must be arranged through our platform.**

-Please don't send the documents by e-mail or postal mail, neither documents sent by e-mail

-You can access to the documents by the box Expediente (2019/INCOMI-xxxx) or by the box Documents

All of our documents are signed digitally; in order to access to it (it will appears as a bar code) please download the link "Authentic copy"

Pending tasks

Dossiers

Notifications

Documents

Messages

Documents

Title

From date



To date

Document Type

All types of documents

Search

Documents

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



ID DOCUMENTO: [Barcode]
Verificación código: <https://sede.urjc.es/verifica>

FECHA	ASIGNATURA	PROFESOR	GRUPO	MODALIDAD	FECHA	FECHA	FECHA
2018	2018	2018	2018	2018	2018	2018	2018
2018	2018	2018	2018	2018	2018	2018	2018
2018	2018	2018	2018	2018	2018	2018	2018
2018	2018	2018	2018	2018	2018	2018	2018

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Firmado por: [Firma]
Fecha firma: 25-09-2018 17:37:12

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

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

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

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

Vicerrectorado de Digitalización e Internacionalización

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

Please check here the location of the campus and centers:

Madrid- Vicalvaro Campus <http://www.urjc.es/universidad/campus/campus-de-madrid/563-situacion-p>

Manuel Becerra center <https://goo.gl/maps/KaaoPmJwsTR2>

Ferraz-Quintana center <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/TkWMtEcIAWmbZvpB8>