

INSTITUTIONAL HANDBOOK 2020-2021
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
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Paseo de los Artilleros s/n
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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 2020/21

1st Semester

Semester duration: from September 28th, 2020 to February 6th 2021

Class period: from September 28th 2020 to January 20th 2021

Exams period: from January 21st to February 6th 2021

2nd Semester

Semester duration: from February 8th to June 4th, 2021

Class period: from February 8th to May 18th 2021

Exams period: from May 19th to June 4th, 2021

Extraordinary joint and single period of exams FOR THE STUDENTS THAT THEY DID NOT PASS ANY COURSE IN ANY OF THE ORDINARY PERIODS from June 16th to July 8th 2021

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.

All the procedure has to be done through the platform.

For more information please check our website: <https://www.urjc.es/internacional/inicio/252-erasmus>

ARRIVAL AND ORIENTATION

PUBLICATION PENDING

Please check it regularly here:

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

Welcome day will take place for all the exchange students for the whole year and first semester at the beginning of the academic year 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 or you are a 2nd. Semester student: <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.

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.

The courses will take place between seven and ten days before the official start of the academic course.

The **registration period** for the courses will be from 1st June to 10th July 2020

The **payment** period will be from 13th to 20th July 2020, inclusive. The cost of the course will be 180€ aprox.

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 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.

University email account and other important pages

If you prefer to use your email as a URJC student, or if you have written it by mistake as the contact address, you can access it through our main page on www.urjc.es, top right, INTRANET.



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

Remember:

Your username is x.xxxx.2020

Your email as a student is x.xxxx.2020@alumnos.urjc.es

The password is the same on all sites.

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

The Virtual Classroom, where you will see the enrolled subjects and you will be able to contact the teachers ONCE YOUR MOBILITY HAS BEGUN.

And the site of the E-MAIL OF STUDENTS.

You should consult it regularly, IN ANY CASE, because in it you will receive information throughout your 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>

VISA REQUIREMENTS

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

http://extranjeros.mitramiss.gob.es/es/informacioninteres/FolletosInformativos/archivos/folleto_ciudadanos_UE_actualizado_22-07-13.pdf

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

<http://extranjeros.mitramiss.gob.es/es/InformacionInteres/InformacionProcedimientos/Ciudadanosnocomunitarios/hoja009/index.html>

SEMESTRAL non-community students and from non-community universities must apply for the student visa,

http://extranjeros.mitramiss.gob.es/es/InformacionInteres/FolletosInformativos/archivos/triptico_estudiantes_eng.pdf

ANNUAL non-community students from non-community universities must APPLY IN ADDITION to the student visa, the Foreigner Identity Card

<http://extranjeros.mitramiss.gob.es/es/InformacionInteres/InformacionProcedimientos/Ciudadanosnocomunitarios/hoja092/index.html>

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.

ANNEX I APPLICATION AND ELECTRONIC SITE HANDBOOK

DEADLINES

Unique and non-extendable deadline: 2020 July 24th, Friday

PROCEDURE

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 fulfill 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 (DD/MM/YYYY)
• To check your email address.

Name: Xoni, First surname: Zhai, Second surname: Second surname

Type of identification: Passport, ID: E7E248548, Date of birth: 23-03-1997, Gender: Female

E-mail: 421346233@es.com, Nationality: China

Family address

Country: Choose a country, State: State

Family address: Family address, Postal code: Postal code

Address: Address

User information

Corporate e-mail: x.zhai2018@alumna.urjc.es

User: x.zhai.2018

Password: Password

Repeat password: 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 migration 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/almacenadatos/index.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 9 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: Viceministerio de Estudiantes, C/ Tulipán s/n, 28003-Madrid.

Create user

Once created 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

Iniciar Imprimir

Descripción

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

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

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

Contacto: internacional.in@urjc.es

Modo de inicio de la tramitación: con certificado electrónico, DNI electrónico o usuario corporativo de la Universidad.

Información sobre el estado de la tramitación: en el expediente electrónico correspondiente accesible desde la carpeta del ciudadano.

Categorías de procesos

- Estudiantes

Iniciado por

- a instancia de parte
- por oficio

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

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, recabandose, 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:

DNI:

Address:

Province:

Email:

Notification contact data

Notification type:

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.

Postal address abroad

Does your residence abroad?

Number:

State:

Letter:

Province:

Save data for the next time

Phone Number

Phone Number:

Email:

Type Street:

Street:

State:

State:

Floor:

Floor:

Zip code:

City:

Required fields are marked with *

▶ START

- 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? *

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: *

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

Gender: *

Date of birth: *

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: *

WRITE CORRECTLY THE CONTACT DATA OF YOUR HOME UNIVERSITY, THEY WILL BE 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/Department: *

Home University study area: *

Begin of studies at the institution: *

Language of instruction: *

Home coordinator: *

Coordinator's e-mail: *

Coordinator's address: *

PLEASE VERIFY AND COMPLETE ALL OF YOU MOBILITY AT URJC DATA

DETAILS OF MOBILITY

Mobility program:

ERAS:

ERAS if you home (University is from Europe), MUNDI if your university is from any other part of the world.

Faculty:

Facultad de C.C. 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:

Studies:

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)

Language:

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 the 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 *

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

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 frequently)

 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 - Application Form	24-09-2018 13:38	2018MUNCOM-20944

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:

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.

Required documents:

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

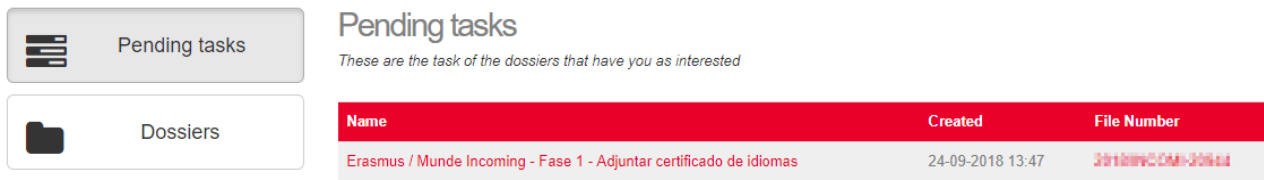
Once the task completed, you will have to click on the button “Continue” and the message “Completed task” will appears.

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:



The screenshot shows a web interface with a sidebar on the left containing 'Pending tasks' and 'Dossiers' buttons. The main content area is titled 'Pending tasks' and includes a subtitle 'These are the task of the dossiers that have you as interested'. Below this is a table with the following data:

Name	Created	File Number
Erasmus / Munde Incoming - Fase 1 - Adjuntar certificado de idiomas	24-09-2018 13:47	2020/INCOMI-3064

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 2020/INCOMI-xxxx open, please USE ALWAYS THIS FILE FOR YOUR MOBILITY PROCEDURES

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 Phycology and Occupational Therapy), a B2 Spanish certificate will be required.

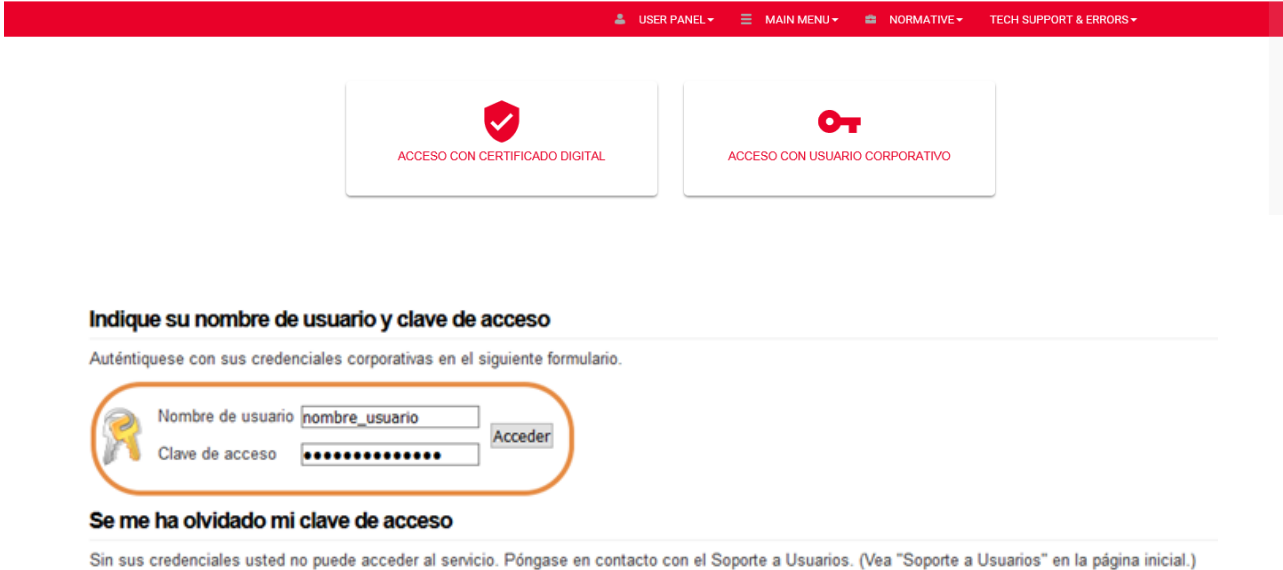
Mother tongue level is not compulsory to be certified; in that case, you can upload a second copy of your passport or national ID.

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

You will be able to enter always 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



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.)

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. **Picture 1**

Once the personal data and from both universities have been filled in, a new form will be displayed in which you will have to select your subjects. **Picture 2**

Picture 1

INCOMING - Erasmus+ y Munde

Erasmus / Munde Incoming - Fase 1 - Generar Learning Agreement I

Rellene los datos que luego aparecerán en su Learning Agreement.

PERSONAL INFORMATION

Last name(s) *

First name(s) *

Date of birth *

Nationality *

Country *

Sex (Male/Female) *

Study cycle at home university *

Start cycle (EGF level 1) / Bachelor or equivalent first cycle (EGF level 1) / Master or equivalent second cycle (EGF level 2) / Doctorate or equivalent third cycle (EGF level 3)

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 *

Facultad/Campus *

Field of study *

Erasmus code *

Address *

Country *

Contact person name, email and phone *

Planned period of the mobility (from) *

Planned period of the mobility (to) *

Los campos obligatorios están marcados con *

[Continuar](#)

Picture 2

INCOMING - Erasmus+ y Munde

Erasmus / Munde Incoming - Fase 1 - Generar Learning Agreement II

Rellene los datos que luego aparecerán en su Learning Agreement.

BEFORE THE MOBILITY

Asignaturas seleccionadas:

¿Qué desea hacer? *

- Añadir asignatura
- Borrar asignatura
- Finalizar el proceso

Los campos obligatorios están marcados con *

[Continuar](#)

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 areas of study, you must ALWAYS choose the MAJORITY of subjects of the Degree for which you have been nominated and the rest among the Degrees of the same area of study; for example, if you have been nominated to study Business Administration you can select Marketing Degree subjects; or if you have been nominated for Computer Engineering you can select subjects from 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.

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

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

So you can see these references: 1Q = 1st semester, 2Q = 2nd semester. A = annual

You can find this information in the Teaching Itinerary of each Degree, (the number in the left column) and also in the Teaching Guide for each subject (Identification of the subject- Teaching period)

*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/>

You must select the name of the degree (those who have “inglés” in the name are taught in English), and in the ASIGNATURAS section, select TODAS, or only the one in which you are interested, then select MOSTRAR, and you can download 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) - 2G - 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

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 need to do:

Add a course

Delete a course

Finish the procedure

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

1 / 3

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 (VIGALVARO)	Tourism	Plaza de las Ciencias del Trabajo, 15, 28040 Madrid, Spain	SPAIN	Socorro Vera Santos Teresa Chavez Caro Oscar Manuel Pineda Garcia internacional@urjc.es +34 91 488 1722

Before the start of the study period at the RECEIVING INSTITUTION

Study Programs 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)	ECTS credits (or equivalent) (7)
08B006 - INTRODUCTION TO ECONOMICS (MANANA A1 - 2018)	Introducción a la Economía (1500-15:00)	6 ECTS

The level of language competence (8) in _____ (indicate here the main language of instruction) that the student already has or agrees to acquire by the start of the study period is: A1 A2 A3 A4 A5 A6 A7 A8 A9 A10 A11 A12 A13 A14 A15 A16 A17 A18 A19 A20 A21 A22 A23 A24 A25 A26 A27 A28 A29 A30 A31 A32 A33 A34 A35 A36 A37 A38 A39 A40 A41 A42 A43 A44 A45 A46 A47 A48 A49 A50 A51 A52 A53 A54 A55 A56 A57 A58 A59 A60 A61 A62 A63 A64 A65 A66 A67 A68 A69 A70 A71 A72 A73 A74 A75 A76 A77 A78 A79 A80 A81 A82 A83 A84 A85 A86 A87 A88 A89 A90 A91 A92 A93 A94 A95 A96 A97 A98 A99 A100

De conformidad con lo dispuesto en la normativa vigente sobre protección de datos de carácter personal, le informamos de que sus datos personales se van a incorporar al sistema de tratamiento de datos de la Universidad Rey Juan Carlos y de que dichos datos serán tratados con el consentimiento de los interesados. En concreto, estos datos serán tratados con los cometidos de gestión académica y de investigación, así como también del personal de la Universidad Rey Juan Carlos. En concreto, estos datos serán tratados con los cometidos de gestión académica y de investigación, así como también del personal de la Universidad Rey Juan Carlos. Los datos personales recogidos serán conservados durante el tiempo necesario para el cumplimiento de los fines anteriormente mencionados. Los datos personales van dirigidos al ejercicio de las potestades públicas que la Universidad Rey Juan Carlos tiene en aplicación de la Ley Orgánica de Universidades. La Universidad Rey Juan Carlos confía los datos a las Administraciones públicas que por Ley requieren conocer la información para la prestación del servicio. El interesado puede ejercitar los derechos de acceso, rectificación, limitación de tratamiento, supresión, portabilidad y oposición de los datos personales a la dirección profesional@urjc.es. Puede ampliar esta información mediante la consulta en la página web de cada tratamiento de la Universidad Rey Juan Carlos.

UNIVERSIDAD REY JUAN CARLOS Página 1 de 3

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 - 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

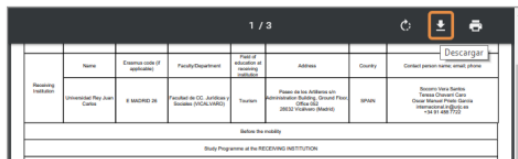
No

Required fields are marked with *

Continue

INCOMING - Erasmus+ y Munde

Erasmus / Munde Incoming - Phase 1 - Learning Agreement



Name	Estudios (code of applicant)	Faculty/Department	Field of Studies or Learning	Address	Country	Contact person (name, email, phone)
Universidad Rey Juan Carlos	4 BACHORR 26	Facultad de CC. Sociales I (FACALUSO2)	Turismo	Plaza de los Abades de...	España	Rafael...

Study Programme at the RECEIVING INSTITUTION

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.

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

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. You will also receive them in your contact e-mail.

FROM THIS MOMENT YOU WILL BE ACCEPTED

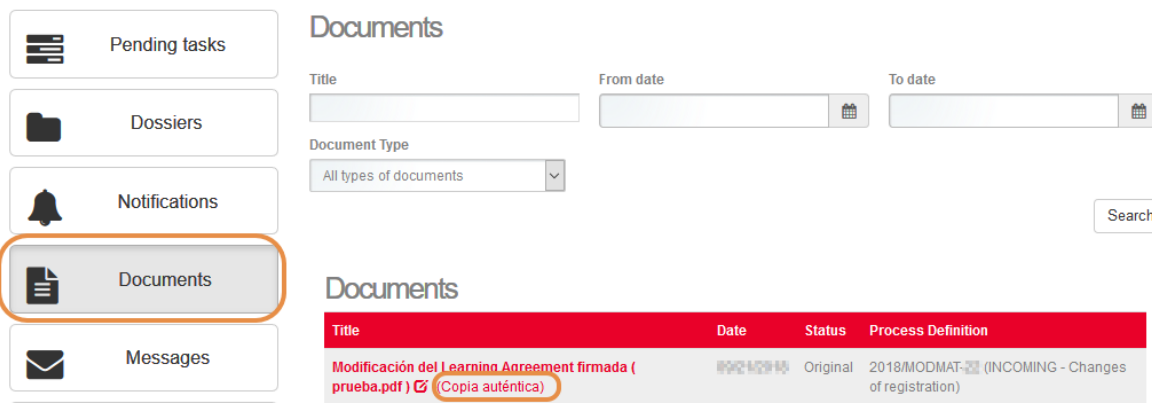
REMEMBER: The single and non-renewable deadline: 2020 July 24th, Friday

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 (2020/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"



Documents

Title From date To date

Document Type
All types of documents

Search

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

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

ASIGNATURA	GRUPO	CRÉDITOS	SEMESTRE	MODALIDAD	PROFESORADO	OTROS DATOS
...
...
...
...

De conformidad con el artículo 14 de la Ley Orgánica 4/2007 de 12 de abril, de acceso a la información pública y a la transparencia del poder judicial, se informa que el contenido del presente documento es de carácter público. En consecuencia, el interesado puede acceder a la información contenida en el presente documento a través del portal de acceso a la información pública de la Universidad Rey Juan Carlos. Los datos personales recogidos en el presente documento se han obtenido a través de los sistemas de gestión de la información de la Universidad Rey Juan Carlos. La información contenida en el presente documento es de carácter público y puede estar sujeta a restricciones de acceso en virtud de la Ley Orgánica 15/1999 de 13 de mayo de 1999, de protección de datos de carácter personal, y de la Ley Orgánica 3/2018 de 5 de mayo de 2018, de protección de datos personales y de garantía del buen funcionamiento de los procedimientos administrativos de los órganos públicos. Puede acceder a la información contenida en el presente documento a través del portal de acceso a la información pública de la Universidad Rey Juan Carlos.

UNIVERSIDAD REY JUAN CARLOS Página 1 de 3

FIRMADO POR	FECHA FIRMA
	25-09-2016 17:37:12

La autenticidad de este documento puede ser comprobada mediante el Código Seguro de Verificación en <https://sede.urjc.es/verifica> Página: 1 / 3

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

MADRID CAMPUS – VICÁLVARO

Faculty of Legal and Social Sciences

Administration and Business Management
Administration and Business Management in English
Accounting and Finance
Criminology
Law
Business Administration and Management in the Digital Field
Economy
Actuarial and Financial Studies
Marketing
Marketing in English
Primary Education in English.
Pre-primary Education 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, Organization of Events 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

Primary Education
Pre – primary 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

Please check here location:

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/kobasMWhWxfavSL7>

Alcorcón Campus <https://goo.gl/maps/qZ5yvkjzpEgWnNf76>

Aranjuez Campus <https://goo.gl/maps/TkWMTecIAWmbZvpB8>

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

Administration and Business Management

Accounting and Finance

Law

Economy

Marketing

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