

INSTITUCIONAL HANDBOOK 2021-2022

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.

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Mrs. Socorro Vera

MÓSTOLES CAMPUS

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

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Mrs. María Pilar Delgado

FUENLABRADA CAMPUS

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

Phone: 91 4888189
Email: oscar.prieto@urjc.es

Mr. Oscar Prieto

ACADEMIC CALENDAR 2021/22

1st Semester

Semester duration: from September 13th 2021 to January 24th 2022

Class period: from September 13th 2021 to December 22nd 2021

Exams period: from January 10th to January 24th 2022

2nd Semester

Semester duration: from January 25th to May 27th 2022

Class period: from January 25th to May 10th 2022

Exams period: from May 11st to May 27th 2022

Extraordinary period of exams

FOR STUDENTS WHO DID NOT PASS ANY COURSE IN ANY OF THE ORDINARY PERIODS from June 13th to July 5th 2022

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.

It is expected that the **classes will be 100% in person**.

Please check the ACADEMIC YEAR CALENDAR regularly some dates may vary:

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

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 picture/image** (valid during the complete period of your mobility)
3. **Language certificate for the mobility**

As we previously informed to Home Universities, the **students must have their LANGUAGE CERTIFICATE (s) PRIOR TO HIS NOMINATION**. If they don't have it, we will reject his application.

PLEASE READ CAREFULLY THE INSTRUCTIONS GIVEN IN THIS 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 stage.

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 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 subjects* and the information in both models **MUST BE THE SAME**. *(Component code, Component title at the Receiving Institution, Semester Number of ECTS credits, etc)

Once uploaded the document, correctly filled 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 must upload them. All the procedure must be done through the URJC's PLATFORM.

For further information please check our website:

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

ARRIVAL AND ORIENTATION

PUBLICATION PENDING

Welcome day for the **2nd Semester exchange students** is expected to be on:

January 24th 2022

Due to the constant changes of Covid Protocols, we don't know yet if it will be in person or online. Please check it regularly here:

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

We will have two welcome sessions, one for English speakers and another for Spanish speakers:

For those students who are going to study **in Spanish**, the **Welcome session will be at** (we don't have exact date and hour yet, please check the link regularly).

For those students who are going to study **in English**, the **Welcome session will be at** (we don't have exact date and hour yet, please check the link regularly).

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

The students whose cannot come to the **Welcome day** and arrive later, once here, 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.

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 contact: University Language Centre centro.cui@urjc.es

FACILITIES AND STUDENTS SERVICES

Facilities:

- Access to computer facilities including wireless internet access and university e-mail account.
- **URJC's App + Student card / Smart University Card, T.U.I** (Spanish acronym):
In order to get your **T.U.I.** you must download and install the **URJC's App**:
<https://www.urjc.es/todas-las-noticias-de-actualidad/3277-conectate-con-la-urjc-a-traves-de-la-nueva-app-movil>
You'll find information about the **T.U.I.** and how to request it, by clicking on the link below:
<https://www.urjc.es/actualidad/noticias/844-tarjeta-universitaria>
- Access to University sports facilities.
- University restaurants.
- University libraries.

URJC's email account and other important web 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.2021

Your email as a student is x.xxxx.2021@alumnos.urjc.es

The password is the same to 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 STUDENTS' WEB MAIL.

You MUST check it regularly, 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**.

In this link you can learn **how to apply** (*Notice: It is in only available in Spanish Language*):

<https://extranjeros.inclusion.gob.es/es/InformacionInteres/InformacionProcedimientos/CiudadanosComunitarios/hoja101/index.html>

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**

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

ANNUAL non-community students from non-community universities must APPLY 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. To help our incoming students, we provide 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 Vicálvaro Campus

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

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

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

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

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

HEALTH INSURANCE

EU members and EFTA (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:

Wednesday 22nd December 2021

We strongly recomend that you complete the procedures as soon as possible,
URJC applications are rigorously processed by date of submission.

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, CAPITAL LETTERS and lowercase letters and special characters. Please **DON'T FORGET YOUR PASSWORD**.

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	First surname	Second surname
<input type="text" value="Xihui"/>	<input type="text" value="Zhai"/>	<input type="text" value="Second surname"/>
Type of identification	Date of birth	Gender
<input type="text" value="Passport"/> <input type="text" value="E78246546"/>	<input type="text" value="23-02-1997"/>	<input type="text" value="Female"/>
E-mail	Nationality	
<input type="text" value="421346258@qq.com"/>	<input type="text" value="CHINA"/>	

Family address

Country	State
<input type="text" value="Choose a country"/>	<input type="text" value="State"/>
Family address	Postal code
<input type="text" value="Family address"/>	<input type="text" value="Postal code"/>
Address	
<input type="text" value="Address"/>	

User information

Corporate e-mail	<input type="text" value="x.zhai.2018@alumnos.urjc.es"/>
User	<input type="text" value="x.zhai.2018"/>
Password	<input type="password" value="Password"/>
Repeat password	<input type="password" value="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/web/agpd/index-idioma.php>), 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 5 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 Estudiantes, C/ Tulipán s/n, 28933 Mostoles.

[Create user](#)

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

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

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

INCOMING - Movilidad Incoming

 [Iniciar](#) [Imprimir](#)

Descripción

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

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

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

Contacto: internacional.in@urjc.es

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.

 [CARPETA CIUDADANA](#)  [MENÚ PRINCIPAL](#)  [NORMATIVA](#) [SOPORTE TÉCNICO](#)

 **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 tick on: “Aceptar Política de Privacidad” and accept it

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 15/1999 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

Personal data

Once the procedure started, your personal data will appear, please **CHECK YOUR INFORMATION**, pay special attention to : telephone, **e-mail** and postal address.

Enter the following information to begin processing

Applicant details

Name:

DNI:

Address:

Province - City:

Email:

Notification contact data

Notification type:

Phone Number:

Email:

Type Street:

Street:

Stair:

Floor:

Zip code:

City:

Province:

Postal address abroad

Does your residence abroad?

Number:

Gate:

Letter:

Province:

Save data for the next time

Required fields are marked with *

- Telephone number must not exceed 15 characters.

- The **e-mail address** will be used automatically (as your contact information) by the platform to contact you. Please check your SPAM folder, it might be there.
- In case that your residence is not in Spain, you will have to click it to fill out the postal address correctly.

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 **Si/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 / Solicitud

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

It is EXTREMELY IMPORTANT that you make sure that the DATA is CORRECT because this data CANNOT BE CHANGED LATER.

Pay attention to the **e-mail address provided** 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*

12/12/2000

Formal ID* (YYYYYY)

Nationality*

ES

Country of birth*

ES

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 INFORMATION 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/home 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 FILL **YOUR MOBILITY INFORMATION AT URJC**.

DETAILS OF MOBILITY:

Mobility program: *

ERAS
ERAS if your 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 TEST RECORD. 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** (no other language will be accepted) 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 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: ▪

Seleccionar archivo 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 must 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

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	2018INCOMING2044

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. 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.

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 pop up.

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 **requesting you to upload the correct document and explaining how to do it**.

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

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

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

 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	2021/INCOMI-30844

Only will be necessary **uploading only** the documentation **signed as Incorrect**

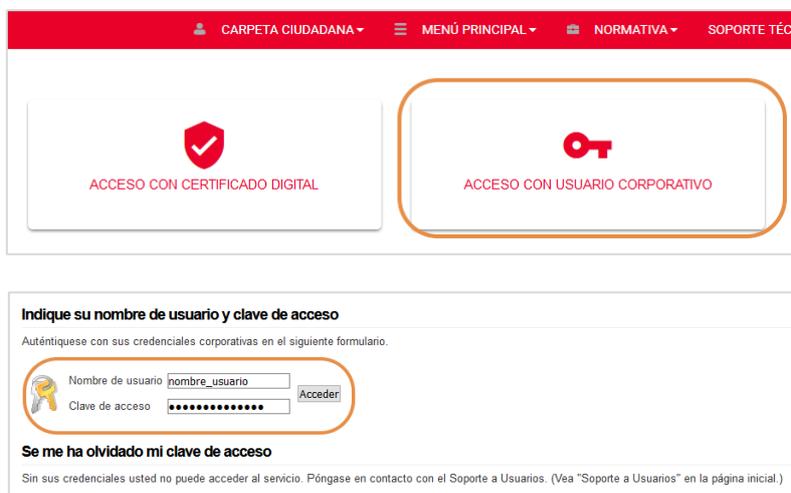
If everything is **Correct**, you will receive an e-mail to continue with the procedure and moreover you will receive an e-mail showing the file number of 2021/INCOMI-xxxx open, please **USE ALWAYS THIS FILE FOR YOUR MOBILITY PROCEDURES**

You will be able to enter always your **Citizen Folder** through:

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

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

At your **Citizen Folder** you will find all important documents regarding your mobility, and it's the quickest access to them.



The screenshot shows the login page for the Citizen Folder. At the top, there is a navigation bar with links for 'CARPETA CIUDADANA', 'MENÚ PRINCIPAL', 'NORMATIVA', and 'SOPORTE TÉCNICO'. Below this, there are two main options: 'ACCESO CON CERTIFICADO DIGITAL' (highlighted with a red shield icon) and 'ACCESO CON USUARIO CORPORATIVO' (highlighted with a red key icon). The 'ACCESO CON USUARIO CORPORATIVO' option is selected. Below these options is a login form titled 'Indique su nombre de usuario y clave de acceso'. The form includes a sub-header 'Auténtiquese con sus credenciales corporativas en el siguiente formulario.' and two input fields: 'Nombre de usuario' (with a placeholder 'nombre_usuario') and 'Clave de acceso' (with a masked password '*****'). An 'Acceder' button is located to the right of the password field. At the bottom of the form, there is a link for 'Se me ha olvidado mi clave de acceso' and a note: '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 **CHECK THEM** and if necessary, correct them.

If you detect some error, and you cannot 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: *

Sex (Male/Female): *

Study cycle at home university: *

Field of education at home university: *

Sending Institution:

Name: *

Faculty/Department: *

Erasmus code (if applicable): *

Address: *

Country: *

Contact person name: *

Contact person email: *

Contact person phone: *

Receiving Institution:

Name: Universidad Rey Juan Carlos

Faculty/Campus: *

Field of study: *

Erasmus code: E MADRID 26

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

Country: SPAIN

Contact person name, email and phone: internacional.in@urjc.es; Phone:+34 91 488 7722

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 *

How to correctly select your Learning Agreement courses.

*MOST OF THE **SUBJECTS** MUST BE OF THE **DEGREE YOU HAVE BEEN NOMINATED FOR**.

It will NOT be possible to select Final Degree Project (FDP) and/or Practicum except for Specific Agreements

If you need to mix areas of study, you must **ALWAYS** choose **most of the subjects of the Degree** for which you have been nominated and **the rest** among the **Degrees of the same field of study, same FACULTY and same CAMPUS**.

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

Please check the link to Libro de Asignaturas/List of Courses:

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

You can find this information in the Teaching Itinerary of each Degree, (the number in the left column) and 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/>

(Published teaching guides may correspond to another academic year. Until they are updated, they can serve as in information for guidance)

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.

VERY IMPORTANT NOTICE:

DUE TO LACK OF QUOTA, WE STRONGLY RECOMMEND NOT TO SELECT “OPTATIVA” (OPTIONAL) SUBJECTS.

To know if a subject is “OPTATIVA”, search it at **Libro de Asignaturas /List of Courses**, <https://gestion4.urjc.es/libroasignaturas/> just on right of the Name of the Subject you will see: Credits, Semester and Typology, there you will see if it is “OPTATIVA” or not:

CUARTO CURSO				
Código	Asignatura	Créditos	Semestre	Tipología
2048034	INTERNSHIP PLACEMENT	24	E	OBLIGATORIA
2048035	END OF DEGREE PROJECT	6	I	OBLIGATORIA
2048036	LABOUR LAW	6	1Q	OBLIGATORIA
2048041	ACADEMIC RECOGNITION OF CREDITS	6	I	OBLIGATORIA

OPTATIVAS CUARTO CURSO				
Código	Asignatura	Créditos	Semestre	Tipología
2048037	CORPORATE ASSESSMENT AND ACQUISITION	4,5	1Q	OPTATIVA
2048038	CORPORATE ACCOUNTING	4,5	1Q	OPTATIVA
2048039	OPERATIONS MANAGEMENT IN SERVICE CORPORATIONS	4,5	1Q	OPTATIVA
2048040	CORPORATE GAMES	4,5	1Q	OPTATIVA
2048044	ORGANIZATIONAL BEHAVIOR AND DESIGN (SEMI PRESENCIAL)	4,5	1Q	OPTATIVA

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

Select courses/subjects

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** (at the end of this document).

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

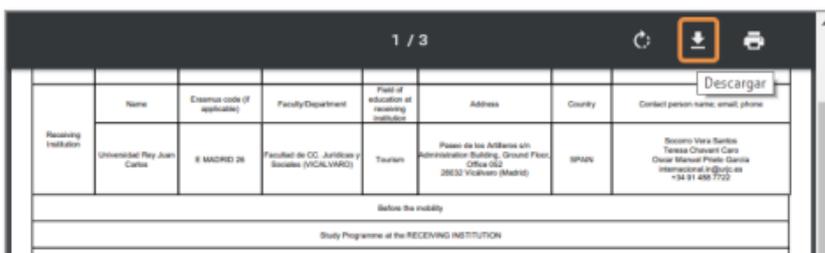
Repeat the same procedure all the necessary times; each time you do it, you will see and Information screen with all the courses you have selected, before continuing with the procedure

Finish the procedure

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

INCOMING - Erasmus+ y Munde

Erasmus / Munde Incoming - Phase 1 - Learning Agreement



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	8 MADRID 28	Facultad de CC. Jurídicas y Sociales (URJC/URJC)	Turkology	Plaza de los Artiles s/n Administración Building, Ground Floor, Office 022 28032 Ycollado (Madrid)	SPAIN	Soledad Vera Santos Teresa Chacón Gato Claire Manuel Pardo García Internacional@urjc.es +34 91 488 7722
Before the mobility							
Study Programme at the RECEIVING INSTITUTION							

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

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 your own model Learning Agreement, signed by the student and by the home University, but IT IS COMPULSORY GENERATE CORRECTLY THE DRAFT OF THE URJC MODEL. The subjects and the information displayed on **TABLE A** models **MUST BE THE SAME** in both documents.



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 will 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 only and non-renewable deadline:
Wednesday 22nd December 2021**

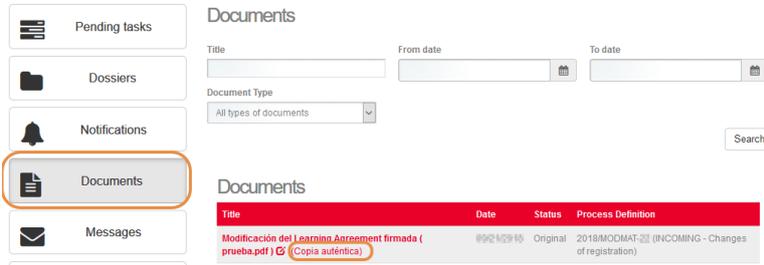
We strongly recomend that you complete the procedures as soon as possible,
URJC applications are rigorously processed by date of submission.

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.**

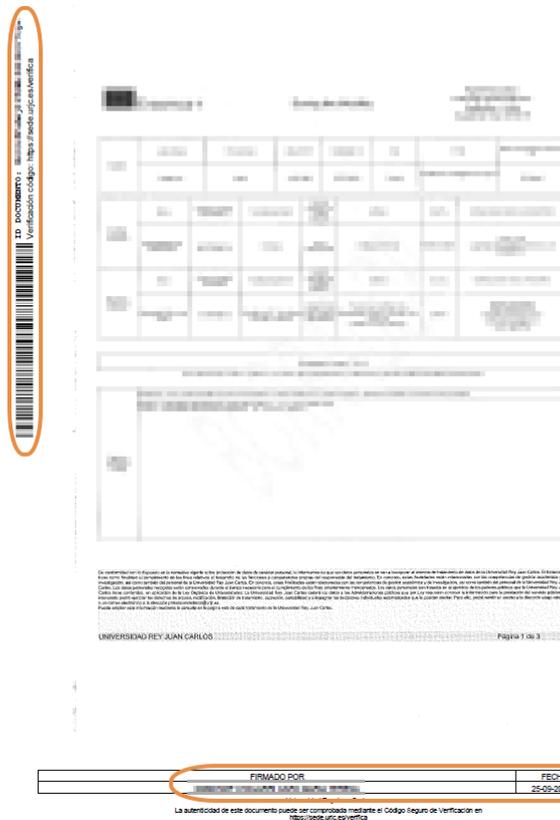
-Don't send the documents by e-mail or postal mail, neither document sent by e-mail

-You can access to the documents by the box Expediente (2021/INCOMI-xxxx) or by the box Documents

Our institutional documents are digitally signed (the signature will appear as a bar code); in order to access to them click on “Copia auténtica /Authentic copy” in order to download them.



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



UNIVERSIDAD REY JUAN CARLOS

Página 1 de 3

FIRMADO POR: [Signature]

FECHA FIRMA: 25/02/2018 17:37:12

La autenticidad de este documento puede ser comprobada mediante el Código Seguro de Verificación en [https://sede.urjc.es/verifica](#)

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

Given that the URJC allows Erasmus and Munde students to choose subjects from different courses, even from different degrees, to draw up their Learning Agreement, it may happen that the schedules of the subjects coincide, which is why we cannot absolutely guarantee the chosen subjects or schedules.

AREAS OF STUDY

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 Economics

Primary Education in English*

Marketing

Marketing in English*

Protocol, Event and Corporate Communications

International Relations in English*

Tourism in English*

MANUEL BECERRA (BRANCH)

Faculty of Legal and Social Sciences

Science, Management and Engineering

QUINTANA/FERRAZ (BRANCH)

Faculty of Legal and Social Sciences

Fashion Design and Management

Economy in English*

Protocol, Organization of Events and Corporate

Communications in English*

MOSTOLES CAMPUS

Superior School of Experimental Sciences and Technology

Biology

Food Science and Technology

Environmental Science

Experimental Science

Environmental Engineering

Energy Engineering

Materials Engineering

Industrial Technologies Engineering

Industrial Electronic and Automatic Engineering

Industrial Organization Engineering

Mechanical Engineering

Chemical Engineering

Superior Technical School of Computer Engineering Teaching

Game Design and Development

Computer Engineering

Cybersecurity Engineering

Software Engineering

Computer Engineering (Informatics)

Mathematics

Faculty of Legal and Social Sciences

Pre – primary Education

Primary Education

FUENLABRADA CAMPUS

Faculty of Communication Sciences

Audiovisual Communication

Journalism

Advertising and Public Relations

Faculty of Legal and Social Sciences

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

Spanish Language and Literature

International Relations

Tourism

ALCORCÓN CAMPUS

Faculty of Health Sciences

Nursing

Pharmacy

Physiotherapy

Medicine

Dentistry

Psychology

Occupational Therapy

ARANJUEZ CAMPUS

Faculty of Legal and Social Sciences

Landscaping

Translation and Interpretation

Superior Technical School of

Telecommunications Engineering Teaching

Aeronautical and Aerospace Engineering

Aerospace Engineering in Transportation and Airports

Aerospace Engineering in Aerospace Vehicles

Biomedical Engineering

Robotics Software Engineering

Media studies and Audiovisual Systems Engineering

Telecommunication Systems Engineering

Telecommunication Technologies Engineering

Telematics Engineering

Superior Technical School of

Telecommunications Engineering

Biomedical Engineering in English*

Faculty of Legal and Social Sciences

Physical Activity Sciences and Sports

Spanish Sign Language and the Deaf Community

Human Resources and Labor Relations

Social Work



PLEASE CHECK THE LOCATIONS

MADRID- VICÁLVARO CAMPUS

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

MANUEL BECERRA BRANCH

<https://goo.gl/maps/KaaoPmJwsTR2>

FERRAZ-QUINTANA BRANCH

<https://goo.gl/maps/tgvioQYqiuB2>

MÓSTOLES CAMPUS

<https://goo.gl/maps/qEboxTxDwpZiNrZm8>

FUENLABRADA CAMPUS

<https://goo.gl/maps/kobasMWohWxfavSL7>

ALCORCÓN CAMPUS

<https://goo.gl/maps/qZ5yvkJzpEgWnNf76>

ARANJUEZ CAMPUS

<https://goo.gl/maps/TkWMtEc1AWmbZvpB8>