

# FACT SHEET – FACULTY OF BUSINESS AND ECONOMICS - UAM

Erasmus Code: **E MADRID04**  
Academic year: **2024-25**



<b>Faculty name</b>	Facultad de Ciencias Económicas y Empresariales E MADRID04 Calle Tomás y Valiente, 5. 28049 Madrid. España <a href="https://www.uam.es/Economicas/Home.htm">https://www.uam.es/Economicas/Home.htm</a>
<b>Head &amp; Institucional coordinator</b>	Prof. Rafael de Arce Borda E-mail: <a href="mailto:vicedecano.economicas.rrii@uam.es">vicedecano.economicas.rrii@uam.es</a>
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<b>Web incoming students</b>	<a href="http://www.uam.es/economicas">www.uam.es/economicas</a> > International (upper menu) > Estudiantes entrantes / Incoming students (link <a href="#">here</a> ) Online application information (link <a href="#">here</a> )

<b>Language of instruction</b>	Spanish and English, however the courses offered in English are limited.
<b>Language requirements</b>	We strongly recommend students to have at least a B2 level in Spanish/English according to the Common European Framework of Reference for Language (CEFR) in order to work in groups, attend courses and take final exams. If you take our Bachelor courses, we do not require an official language certificate. However, if you wish to take our <b>Master courses</b> , you do need to send in an <b>official language certificate</b> .
<b>Accommodation /Public transportation</b>	<p><i>What kind of accommodations is offered to the students?</i></p> <p>UAM does not provide accommodation for exchange students, however you can find useful information about housing and public transportation on our website:</p> <p><a href="https://www.uam.es/uam/internacional/alojamiento">https://www.uam.es/uam/internacional/alojamiento</a></p> <p>Additional information about public transportation in Madrid can be found on:</p> <p><a href="https://www.comunidad.madrid/servicios/transporte/tarifas-abonos">https://www.comunidad.madrid/servicios/transporte/tarifas-abonos</a></p>
<b>Students´ s assistance</b>	<p>ESN (Erasmus Student Network) offers guidance to all exchange students and organize leisure and cultural activities.</p> <p><a href="http://www.esnuam.org">www.esnuam.org</a></p> <p>Join our buddy programme and get in touch with a local student who will help you out before and during your stay at UAM.</p> <p><a href="https://www.uam.es/uam/internacional/internacionalizacion/actualidad/buddy-programe">https://www.uam.es/uam/internacional/internacionalizacion/actualidad/buddy-programe</a></p>
<b>Nomination deadline (for partner institutions)</b>	<p>Fall semester and full year: <b>April 1 – April 30</b></p> <p>Spring semester: <b>September 1 – September 30</b></p> <p>Nominations must be done through an online form. The link to the online nomination form will be e-mailed to our partners.</p>

**Application deadline  
(for incoming  
students)**

Fall semester and full year: **May 1 – May 31**

Spring semester: **October 1 – October 31**

Students must follow the **2-step** registration process through SIGMA platform. Once the registration has been completed by the students, the IRO will accept the requests and students will receive their admission letter in approx. 3 weeks after registration.

**Step 1:** Register as user (click [here](#)) Please register with a valid ID / passport number as this will appear on your Transcript of Records)

**Step 2:** Complete your application (solicitud de admisión)  
(click [here](#))

Information about online **course enrolment process** will be sent to incoming students in June/July.

**Academic calendar**

Official academic calendar for bachelor's degrees and courses

<https://www.uam.es/uam/estudios/grado/matricula/calendario>

Fall semester: **September 9, 2024 – January 17, 2025**

Spring semester: **January 28, 2025 – May 29, 2025**

Resit exams: June 3 – June 27, 2025

Master programmes' calendar: The terms and start dates of our Master programmes might vary. Check the specific calendar on the website for each Master.

(click [here](#)) and choose your Master

**Course information**

You can find the **official course offer** on our website (click [here](#))

By selecting one of our degrees, it will show you the corresponding courses, ECTS, prerequisites, language of instruction and it's syllabus.

There are some **restrictions for incoming students:**

- First-year courses are not open to incoming students (group codes X1X)
- Asignaturas transversales are not open to incoming students

- Courses belonging to Coopera programme are not open to international students. (Group codes XX9)

For your convenience we have created a list of the “**course catalogue**” for incoming students, and it can be found on our website. The updated file for upcoming year will be published in June. Check the downloadable area (área de descargas) at the bottom of the page. (click [here](#))

*Can students combine courses from different faculties?*

**Yes, but 51% of ECTS must be from our faculty.** Other faculties courses can only be requested during the first week of classes through an online form. Admission to their courses is subject to availability of spots and can only be confirmed 3 weeks after course start date.

*Can students combine Bachelor and Master courses?*

**Only Master students can combine Bachelor and Master courses.** Admission to Master level courses (5<sup>th</sup>/6<sup>th</sup> year at UAM) requires submission of an additional application (see our FAQs document)

## Master courses

*How do I apply for Master courses?*

If you wish to study our master-level courses at UAM (5<sup>th</sup> / 6<sup>th</sup> year), you must send in the following documents before June 15, for first semester students or November 15 for second semester students to [ori.economicas@uam.es](mailto:ori.economicas@uam.es)

1. Curriculum vitae
2. Transcript of courses taken at home university
3. Motivation letter and courses you wish to take
4. Language certificate B2 Spanish/English
5. Proof of being a Master student at home university

Click [here](#) for our Master degrees and courses

Your application will be evaluated by the corresponding Master coordinator at UAM. The IRO cannot intervene in this decision. Approval will be subject to your academic history, profile, and availability of spots in the courses. In case of non-acceptance for the master courses you can take our 4<sup>th</sup> year Bachelor courses.

Bear in mind that the master programmes can have **different** course start and end dates, so please check their website carefully.

### Learning Agreement

Unfortunately, UAM is not on EWP yet so if you need your Learning Agreements signed, it must be done through (scanned) paper-based documents. Our faculty does not need your Learning Agreement upfront as you will need to take part in the course selection process in July. Only **after your official course enrolment** in SIGMA (matricula), your academic coordinator at UAM can sign your Learning Agreement.

The instructions on how to get your Learning Agreement signed are published on our website, under “área de descargas”. (click [here](#))

If you are an exchange student from a non-Erasmus+ institution, please follow the instructions received from our main office SERIM: [serim.movilidad@uam.es](mailto:serim.movilidad@uam.es)

### Extension of period

Deadline for requesting extension of mobility period at UAM is **November 15**. Only first semester students can request to stay the full academic year. Approval from both home university and faculty is needed before November 15.

### Internship during mobility period

You can only be registered for internship once you have found a company where to complete the internship. Incoming students don't have access to the offers UAM receive for their own students.

### Transcript of Records

At the end of your stay with us, you will be able to download your official Transcript of Records from our website. This document contains a csv code (secured verification code) for third parties to check the validity of the document. Pay attention to the “**cierre de actas**” date as this date will change your grades from “provisional” to “confirmed”.

Academic calendar (calendario académico) [here](#)

**Attendance certificate**

Attendance certificates can only be issued and signed by our Central office (SERIM) at our on-campus Plaza Mayor. Documents signed by any other office lack validity and won't be communicated correctly to your home university. You will receive instructions per e-mail regarding this issue.

Erasmus+ mobility: [erasmus@uam.es](mailto:erasmus@uam.es)

Swiss-European Mobility program: [semp.mobility@uam.es](mailto:semp.mobility@uam.es)

Erasmus+ KA107: [Erasmus.ka.107.em@uam.es](mailto:Erasmus.ka.107.em@uam.es)

Programa CEAL – Banco Santander: [ceal@uam.es](mailto:ceal@uam.es)

SICUE: [sicue@uam.es](mailto:sicue@uam.es)

Convenios Internacionales: [serim.movilidad@uam.es](mailto:serim.movilidad@uam.es)

**Grading system**

Scale from 0 - 10

9,0 – 10: MH Matrícula de Honor – Excellent with honors (5%)

9,0 – 10: MH Sobresaliente – Excellent

7,0 – 8,9: Notable – Good

5,0 – 6,9: Aprobado – Satisfactory

0,0 – 4,9: Suspenso – Fail

No evaluado – not evaluated (no exam taken)

**Spanish language course**

Spanish for foreigners' language course offered at UAM's language service **Servicio de idiomas**

For more information about fees and admissions, please check their website: click [here](#)

Bear in mind that this course **will not appear** on your Transcript of Records as it falls outside our official degrees, however our "Servicio de Idiomas" can award up 4 ECTS per course and upon request after finishing the course. Students must check with their home university about how these credits will show in their academic files.

**Insurance**

*What kind of insurance do students need to hold?*

European Health insurance card for EU citizens

Proof of personal insurance for non-European students

Websites

UAM:

<https://www.uam.es/uam/en/international/incoming/estudiantes-intercambio/antes-de-llegar>

**Facultad Ciencias Económicas y Empresariales**

<https://www.uam.es/Economicas/Home.htm> → International → Estudiantes entrantes

