

**GENERAL INFORMATION
FOR FOREIGN STUDENTS**



EUROPEAN UNIVERSITY STUDIES STRUCTURE

1.1. SPANISH UNIVERSITY SYSTEM

The Spanish university system includes private and public institutions:

- Public universities are the institutions created by the Legislative Assembly of the “Comunidad Autónoma de Madrid” in which influence area are going to be established and also, those institutions created by the Spanish “Cortes Generales” Law. Spanish public universities are created on Government’s proposal and in accordance with the autonomous region (Comunidad Autónoma) where they will be established.
- Private universities are those created by legal or natural persons under the section number 6 (27th article of the Spanish Constitution) within the respect to the constitutional principles and with submission to the specific arrangements of the University Law (Ley Orgánica 6/2001 de Universidades).

The Universities establish their own academic offer that can be of two types:

- Official degrees valid throughout the state: they are established by the Government and are adapted to the requirements of the European Higher Education Area. Therefore, they are valid in all countries that are part of this education global agreement. These degrees could be validated in other countries that do not belong to this area.
- Specific degrees of each University: those degrees are created by the Universities and are not valid within the European Higher Education Area. In general, they are not equivalent or valid in other countries. These degrees are only guaranteed by the public or private university that teaches them.

The curriculum is the set of teachings organized by the university. The completion of those teachings gives the student the right to obtain a degree.

After being adapted to the European Higher Education Area, university studies in Spain were organized in three cycles: Bachelor, Master and Doctorate.

For more information: [ordenación de las enseñanzas universitarias y la legislación aplicable](#)

1.2. EUROPEAN CREDIT TRANSFER SYSTEM (ECTS)

ECTS, The European Credit Transfer and Accumulation System was developed by the European Commission to provide a common mechanism to all the countries of the Union in order to guarantee the recognition of studies carried out outside the native country. Therefore, it provides a means for comparing academic results and the possibility of transferring them from one institution to another. It makes it easier for students to move between different countries, definitely.

The European credit, ECTS is the unit of evaluation of the teachings. Represents the student amount of work to meet the curriculum objectives, containing not only the number of hours corresponding to the classes, theoretical or practical, but also the hours of personal study. This system also includes the work time that the student dedicates to perform seminars, practices, homework or projects and those hours required for the preparation and conduct of tests and exams.

The minimum number of hours per credit is 25 and the maximum number 30 hours.

ECTS credits vary from 1 to 60, depending on the academic year. They reflect the amount of work necessary to complete an academic course at the receiving institution. In terms of ECTS, 60 credits represent the total amount of work for a full academic year, 30 are equivalent to one semester, and 20 to a quarter.

The credits are obtained and recognised only when the study period has finished, the required exams have been passed and once the necessary projects or works have been successfully completed.

For more information about the ECTS system, you can visit [Web de la Comisión Europea](#)

Teaching system and evaluation methods

The teaching system includes both theoretical classes, seminars and supervised practices. Classes last between 50 and 60 minutes. Professors use additional didactic materials and deepen in the courses using audiovisual methods.

The students' evaluation is carried out by means of a final evaluation in a **regular** call ("convocatoria ordinaria de exámenes"). Students that do not pass the evaluation in the regular call can make use of an **extraordinary** one ("convocatoria extraordinaria de exámenes"). Additionally, practical work, assignments, exams, projects, etc. made throughout the course are usually taken into account for the final grade.

13. GRADING SYSTEM

The grades are awarded according to the score obtained on base 10:

- 9,0 - 10,0 MATRÍCULA DE HONOR (MH) *limitado al 5%* (**With honors, limited to 5%**)
- 9,0 - 10,0 SOBRESALIENTE (SB) (**excellent**)
- 7,0 - 8,9 NOTABLE (NT) (**very good**)
- 5,0 - 6,9 APROBADO (AP) (**good- satisfactory**)
- 0,0 - 4,9 SUSPENSO (SS) (**unsatisfactory**)

The scale of ECTS degrees has been established as follows:

- A - EXCELLENT: Extraordinario (only minor errors)
- B - VERY GOOD: Above average (just with some errors)
- C - GOOD: Good job in general but with some notable mistakes
- D - SATISFACTORY: Good but with significant shortcomings
- E - SUFFICIENT: The minimum required criteria is met
- FX- FAIL: More work is required
- F - FAIL: Much more work is required

2. UNIVERSIDAD AUTÓNOMA DE MADRID ACADEMIC INFORMATION

2.1. STUDY PLANS

To get information about the academic offer of the UAM and the study plans of the different Faculties and Schools please visit [Oferta Académica UAM](#)

Each academic year is divided into two semesters, the first from the beginning of September to the end of January. The second one from the end of January to the end of May. The extraordinary call is held during June.

2.2. COURSES AND SCHEDULES

The course schedules are available in [Horarios Académicos](#). In addition, professors have tutorial schedules.

Most of the courses have several groups, with different professors and each one with a different schedule. It is very important to pay attention to the code of the course and the group that fits with your interests.

2.3. SPANISH COURSES

The UAM offers exchange students (Erasmus, International Agreements and UAM-Banco Santander - CEAL) the possibility of pursuing Spanish language studies at a subsidized rate for one semester.

In order to take part in those courses is strongly recommended to do a test level before formalizing the enrollment to find out your level.

It is very important not to miss this test, otherwise the access to these courses would be not possible.

Important: due to the high demand for the language Spanish training and the limited number of available places, UAM does not guarantee all students who take part in the level test the possibility of taking the Spanish course.

The Spanish courses are not part of any official curriculum of the UAM, however, the UAM awards with 4 official ECTS credits for those students that successfully complete the Spanish courses.

You can ask for an Attendance Certificate of the course in the Language Service once completed which includes, the length of the course and the final mark.

Depending on your home University (find out about that with your institution), these courses are granted with credits (ECTS) or not.

You can check the calendar of the courses and the general conditions in [Español para extranjeros](#)

For international students who are joining us during the fall semester of the 2019-2020 academic year, a **Language Immersion and Review Course** is scheduled from August 26th to September 6th, four hours a day from 10 a.m to 2 p.m, at a cost of € 250.

For further information please email us: studyabroad@uam.es

2.4 ADDITIONAL ACADEMIC INFORMATION OF INTEREST

Normativa reguladora de estudiantes extranjeros en la UAM

International Relations and Mobility Service (SERIM) including several offices on campus: a central one located on the ground floor of the Plaza Mayor building, and specific international relations offices in each of the Faculties and Schools.

You will find the contact details of these offices on:

[Servicio de Relaciones Internacionales y Movilidad](#) and [Oficinas de Relaciones Internacionales y Movilidad](#)

You can find the admission, registration and enrollment calendar of International Mobility Programs students and the academic year calendar, along with other information of interest for international students, in the following link: [Información general](#)

3. FURTHER IMPORTANT INFORMATION

3.1. ACCOMMODATION

The International Welcome Office can send you general information about accommodation in Madrid.

For the purpose of avoiding problems regarding the rental of flats, we advise you to read carefully before signing any document or contract, besides, you have to ask that a **contract must be signed before paying anything**.

Providing a receipt for the amounts paid is mandatory for the apartment's owner, stating his name, his NIF (tax identification number), the student's name, the amount paid and the payment concept.

Below, we indicate you the different accommodation options:

1. **Centro Regional de Información y Documentación Juvenil**, Dirección General de Juventud, Consejería de Educación, Comunidad de Madrid. Information [específica para estudiantes](#):
 - [Pisos y habitaciones](#)
Find shared rent flats with other students, individual rooms and accommodation in families.
 - [Colegios mayores y residencias](#)
Do you prefer a residence hall or a college (Colegio Mayor)? You can get information about that at: [de colegios mayores y residencias de Madrid](#)
 - Here you can get some information about youth hostels [albergues juveniles en Madrid](#)
 - [Programa Convide](#) While you study at the university you can live with an elderly person.

2. We have a collaboration agreement with the **ALUNI.NET** Company, for all those students who wish to live in the center of Madrid, in shared flats with all nationalities students. All procedures are processed through the [ALUNI](#) website.
To make use of this company service you have to send an email requesting a discount code: instituciones@aluni.net including your personal details and the reference to the property.

3. The UAM has also an agreement with [UNIPLACES](#) Company. They have the largest student accommodation platform in Europe with service in more than 40 cities. The process is fast, simple and safe.
Additionally, as a UAM student you have a 25% discount on our service fee.
You can contact them at booking.spain@uniplaces.com or just visit their website <https://www.uniplaces.com/es/>.
UAM students code discount: UAM2018

4. There is the chance of staying in the [Residencia Universitaria Erasmo](#) (residence hall) located in the **Cantoblanco Campus**.
The UAM has an affiliated residence hall (college) located in northern Madrid close to Plaza Castilla, for more information please visit: [C.M. Mayor Juan Luis Vives \(Colegio Mayor\)](#)
Other private residence halls/college not affiliated are:
 - [Colegio Mayor Universitario Castilla](#) (Males)
 - [Colegio Mayor Universitario Santillana](#) (Males)

- [Colegio Mayor Universitario Somosierra](#) (Females)

3.2. TRANSPORT

In order to help you organize your stay in Madrid, we include information about the process to ask for the **Consortio de Transportes de Madrid public transport card**. The type of card you need will depend on your age and place of residence in the city and surroundings, please take into account the Cantoblanco campus of the UAM is located in **Zone B1**.

For further information: <https://tarjetatransportepublico.crtm.es/CRTM-ABONOS/entrada.aspx>

Remember that you can request the card online or you can get a previous appointment at any of the offices of the CRT (Consortio Regional de Transportes) in Nuevos Ministerios, Puerta del Sol y Príncipe Pío. All the information related to the public transport system of Madrid may be found in <http://www.ctm-madrid.es>

3.3. HEALTH COVERAGE

National health systems: The European Health Card is only valid for EU citizens and the European Economic Area (Iceland, Liechtenstein and Norway). Once you have an address in Madrid, you should go with the European Health Card to the nearest health center in order to be assigned with a general doctor. The European Health Card also covers any hospital emergency through the network of public hospitals. We recommend you to ask for detailed information in the corresponding health center as soon as you have an address, in order to be prepared for emergencies.

Information about the closest Health Centers to your home can be obtained on <http://centrossanitarios.sanidadmadrid.org/>

Private insurance: If you do not have any health insurance valid in Spain, you have to hire one with any insurance company of your choice (mandatory).

The UAM requires insurance for all students, so if you do not have any you should hire it. You will not be able to register if you do not have health insurance coverage. In the event that you wish to extend your stay at the UAM, you should also consider an extension of your medical insurance.

3.4. VOLUNTEER PROGRAMMS

Oficina de Acción Solidaria y Cooperación (volunteering office): Association for managing volunteering within the University. If you are interested in associating or participating in any of the volunteer programs that they are carrying out, you can get more information in <http://www.uam.es/otros/uamsolidaria/> or contact iniciativa.solidaria@uam.es.

This office is located on the ground floor of the Plaza Mayor building. If you wish, you can contact this office before coming to the UAM from your native country.

3.5 STUDENT ASSOCIATIONS

Erasmus Student Network: Association of international students, in which you can contact if you are interested in contacting other international students, they can also inform you about the activities they organize (meetings, trips, parties, etc).

You can contact them at: erasmus.student.network@uam.es

For further information: <http://www.esnuam.org>

ESN UAM organizes every year at the beginning of the course a Welcome Meeting and a Welcome Week for all the exchange students. If you want to be informed about the date and place of celebration of that event and also, know the activities they perform, please register in the mailing list on their website.

3.6 COMPUTER ROOMS AND INTERNET CONEXTION

Computer rooms

All UAM student can make free use of the Computer Rooms existing in each Faculty. [Información sobre salas y horarios](#)

Wi-fi Internet access

You have the possibility of accessing the Internet through a wireless network with coverage in several of the main areas of the campus. This wireless access network and broadband will allow you to connect your laptop to the network, being able to work within the coverage areas of the campus. [RED INALÁMBRICA DE LA UAM](#)

3.7 RESIDENCE PERMIT AND STUDENT CARD

3.7.1 Members States of the U.E. citizens or from another State party to the Agreement on E.E.E. who are going to stay in Spain for a more than three months, are obliged to personally apply to the Foreigners Office of the region where they intend to stay or fix their residence or, failing that, to the corresponding Police Station their registration in the **Central Register of Foreign Citizens**.

The application in the **Central Register of Foreign Nationals** has to be submitted within three months from the date of entry in Spain, this service will immediately issue a certificate of registration that will include the name, nationality and address of the registered person, his alien identity number and the date of registration.

[Certificado de Registro de Ciudadano de la Unión.](#)

To request apointment availability:

<https://sede.administracionespublicas.gob.es/icplustiem/index.html>

“POLICIA- CERTIFICADOS UNIÓN EUROPEA”.

3.7.2 Students from other countries

- Before coming to Spain, you must apply for a **student visa** at the Spanish consulate in your home country.
- If the study period is less than 6 months, the study visa will allow you to stay in Spain during your stay.

You do not need to request additional documentation upon arrival.

- If the study time is longer than 6 months, the visa issued has a validity of THREE MONTHS and within the first month of stay in Spain; you must go to an Immigration Office and apply for the student card that will allow you to stay in Spain for the time that their studies last. This card is usually valid for one academic year and, must be renewed annually. For more information, see the section:

[“Trámites después de su entrada en España” del apartado “Información para extranjeros”](#)

From this website: [Procedimientos de Extranjería](#)

For further information: www.mir.es

To request for appointment availability:

<https://sede.administracionespublicas.gob.es/icplustiem/index.html>

“POLICIA- TOMA DE HUELLAS (EXPEDICIÓN DE TARJETA) Y RENOVACIÓN DE TARJETA DE LARGA DURACIÓN”

On the ground floor of the Plaza Mayor building (nº 26th of the Plano de Campus de Cantoblanco) is located the [Oficina de Acogida](#) (Welcome Office), where you can be informed on issues related to residence permits, visas, etc. You can get more information by emailing them at oficina.acogida@uam

3.8 BUDDY PROGRAM

An international mentor is a UAM student who accompanies, advises and guides an international exchange student before arriving at the UAM and during their stay with us, the purpose is facilitate a fast integration of the student in the academic and social activities of the campus and the city. In case you want to participate in the Buddy-mentor program, you just need to fill out this form:

<https://goo.gl/forms/LWWM4EB7v62SdCG83>

After completing the survey, you could download an app so that you may find a buddy at UAM with whom you may share hobbies and interests.

3.9 SECURITY

Although Madrid is not a particularly dangerous city, in the city center it is advisable being careful with personal objects, because, as in any big city, thefts can be committed.

Once you arrive in Madrid, it is recommended that you keep an eye on your belongings until you arrive at the accommodation. Moreover, take special care with the money and the documentation.

Keep valuable objects like mobile phones and cameras at sight. It is convenient that you keep at your home in Madrid a photocopy of all your important documents (identity cards, passport, bankcards, European Health Card, airline ticket, etc.).

In case of traveling around Spain, we highly recommend you to leave your itinerary and calendar set out to a friend in order to guarantee your safety and help in case of incidents.

3.10 LEGAL ADVICE

In case you need to receive legal support you can go to the “Colegio de Abogados” <http://www.icam.es>

3.11 FURTHER INFORMATION

GENERAL INFORMATION LINKS
Servicio de Deportes de la UAM (sports service)
Bibliotecas de la UAM (UAM library)
Cafeterías y comedores en la UAM (dining rooms and cafeterías)
Área de Atención a la Discapacidad (disabled citizens attention)
Universidades en España
Información para ciudadanos europeos (information for European citizens)
Embajadas y Consulados (embassies and consulates)
Centro de Información y Asesoramiento Universitario (Comunidad de Madrid) (Community of Madrid Universities information)
Ayuntamiento de Madrid (Madrid City Council)

Emergency telephones

INSTITUTION	PHONE NUMBER
Emergencias (Emergencies)	112
Policía Nacional (National Police)	091
Policía Municipal (City Police)	092
Información al ciudadano (citizen information)	010
Bomberos (Fire brigada)	080
Teléfono de Atención al Ciudadano (Citizen Service line)	012
Cruz Roja (Spanish Red Cross)	91 522 22 22
Guardia Civil	062- 91 514 60 00
Ayuda en Carretera (Road Assistance)	91 742 12 13
Metro (Underground)	902 44 44 03

INSTITUTION	PHONE NUMBER
Autobuses EMT (Empresa Municipal de Transportes)	902 50 78 50
Renfe (Tren) (Spanish railway system)	902 32 03 20
Oficina de Turismo de la Comunidad de Madrid (Tourist Office of the Community of Madrid)	902 100 007
Oficina de Turismo de Madrid (Madrid City Tourist Informatio)	91 588 16 36

Loss of credit cards

CREDIT CARD	PHONE NUMBER
4B	91 362 62 00 – 902 11 44 00
Mastercard	900 97 12 31 INGLÉS +1 636 722 7111
Visa	900 99 11 24 – 915 19 21 00
Diner's Club	902 40 11 12
Sistema 6000	902 20 60 00
Servired	902 19 21 00
American Express	900 81 45 00