



INSTITUTIONAL HANDBOOK 2018-2019

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

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INTERNATIONAL RELATIONS OFFICES IN THE CAMPUS

MADRID-VICALVARO CAMPUS

Facultad de Ciencias Jurídicas y
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D^a M^a Teresa Chávarri
D^a Socorro Vera

MÓSTOLES CAMPUS

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

Phone: +34 91 488 9372

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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



DEADLINES

Unique and non-extendable deadline: from 24th to 30th September 2018

PROCEDURE

1. Enter <https://sede.urjc.es/catalogo-tramites>
2. Press INCOMING – Modificación de matrícula (2018/MODMAT-xxx)
3. Press Start

INCOMING - Modificación de matrícula

Start **Print**

Description

This procedure is intended for students who want to make or have made changes to their original Learning Agreement. Those students with a file already open (2018/MODMAT-xxx) and who need to attach the document "Modification of the study agreement" or "During mobility", please access your Citizen's Folder - Pending tasks. If you have any problems, contact with internacional.in@urjc.es

Process categories

- Estudiantes

Started by

- a instancia de parte

Individuals Yes

Companies No

On-line processing Yes

Requires certificate No

4. Start the session with your corporative username and password.

USER PANEL - MAIN MENU - NORMATIVE - TECH SUPPORT & ERRORS -

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 **Acceder**

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.)



Interested person personal data

Once the procedure started YOUR PERSONAL DATA WERE SHOWN, please verify SPECIALLY THE TELEPHONE NUMBER , E-MAIL ADDRESS and the postal mail

Enter the following information to begin processing

Applicant details

Name:	TULIPÁN FERRAS MÓSTOLES
DNI:	933488793M
Address:	Calle Tulipán
Province - City:	MÓSTOLES - Madrid
Email:	tulipan@rejuan Carlos.com

Notification contact data

Notification type ▾
Electronic mail

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?

Phone Number
Phone Number

Email ▾
tulipan@rejuan Carlos.com

Type Street ▾
Calle

Street ▾
Tulipán

Stair
Stair

Floor
Floor

Zip code ▾
28938

City ▾
MÓSTOLES

Number
Number

Gate
Gate

Letter
Letter

Province ▾
Madrid

Save data for the next time

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.

You will receive an e-mail showing the number of MODification of the MATricula open, please USE ALWAYS THAT FILE FOR ALL THE MODIFICATION PROCEDURES



Generate Changes of Learning Agreement of Studies

Once generated your MODification of the MATricula, automatically an information screen will appear with all the matriculated courses

Erasmus / Munde Incoming - Registered courses

Actual registered courses:

2048007 - FINANCIAL MATHEMATICS (MAÑANA A) - 2Q - 6 ECTS
2110020 - DECISSION MAKING METHODS APPLIED TO MARKETING (MAÑANA A) - 2Q - 4.5 ECTS
2110021 - STRATEGIC MARKETING (MAÑANA A) - 2Q - 4.5 ECTS

IMPORTANT: Please remember that once you have done the changes, you won't be able to enter and make more changes.

Continue

Erasmus / Munde Incoming - Changes of registration II

Registered courses actually:

2048007 - FINANCIAL MATHEMATICS (MAÑANA A) - 2Q - 6 ECTS
2110020 - DECISSION MAKING METHODS APPLIED TO MARKETING (MAÑANA A) - 2Q - 4.5 ECTS
2110021 - STRATEGIC MARKETING (MAÑANA A) - 2Q - 4.5 ECTS

You can check your courses in your schedule (<https://gestion2.urjc.es/horarios/alumno/login>)

What you want to do with your registration? ▾

- Add course
- Remove course
- End session

Please remember that when you "Add course" only appear the courses in which there are provisional available places.

Required fields are marked with ▀

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.

Erasmus / Munde Incoming - Removal of the courses

Please select the registered course that you want to remove:

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

Select courses

Select “Add a course” and click “Continue”

Erasmus / Munde Incoming - Offered degrees in your campus

Please choose the degree to check the available courses: ■

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.

Please select the degree and continue the searching.

In the display you can only see the available degree courses and the study period (1st.semester, 2nd semester), you have been nominated for.



Erasmus / Munde Incoming - Available courses of the selected degree

Select the course you want to register:

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.

Information screen

Erasmus / Munde Incoming - Registration summary

Press Continue to carry on with your procedure.

Provisional courses:

2110020 - DECISION MAKING METHODS APPLIED TO MARKETING (MAÑANA A) - 2Q - 4.5 ECTS
2110021 - STRATEGIC MARKETING (MAÑANA A) - 2Q - 4.5 ECTS

Continue



Finish the procedure

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

Erasmus / Munde Incoming - Changes of registration II

Registered courses actually:

2048007 - FINANCIAL MATHEMATICS (MAÑANA A) - 2Q - 6 ECTS
2110020 - DECISION MAKING METHODS APPLIED TO MARKETING (MAÑANA A) - 2Q - 4.5 ECTS
2110021 - STRATEGIC MARKETING (MAÑANA A) - 2Q - 4.5 ECTS

You can check your courses in your schedule (<https://gestion2.urjc.es/horarios/alumno/login>)

What you want to do with your registration? ■

- Add course
- Remove course
- End session

Please remember that when you "Add course" only appear the courses in which there are provisional available places.

Required fields are marked with ■

Continue

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



Document to validate:

Sending Institution	UNIVERSITE PANTHEON-SORBONNE (PARIS I)		C	B	D	FRANCIA	EF null
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	EMADRID26	Facultad de CC. Jurídicas y Sociales (vicerrecto)	Tourism	Palacio de los Arteses de Administración Building, Ground Floor Office 602 28032 Vicálvaro (Madrid)	SPAIN	Socorro Vera Santos Teresa Chavari Caro Oscar Manuel Prieto Garcia Internacional.int@urjc.es +34 91 488 7722
<p>Exceptional changes to Table A</p> <p>(to be approved by e-mail or signature by the student, the responsible person in the Sending Institution and the responsible person IN URJC)</p>							
Table A2 During the mobility	Component code	Component title at the Receiving Institution	Deleted component	Added component	Reason for change (1)	Number of ECTS credits	
	<p>Elaboración de un informe de prácticas de campo en el extranjero (FRANCIA) - 6 ECTS (2018-19)</p>						

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. El tratamiento tiene como finalidad el cumplimiento de los fines relativos al desarrollo de las funciones y competencias propias del responsable del tratamiento. En concreto, estas finalidades están relacionadas con las competencias de gestión académica y de investigación, así como también del personal de la Universidad Rey Juan Carlos. En concreto, estas finalidades están relacionadas con las competencias de gestión académica y de investigación, así como también del personal de la Universidad Rey Juan Carlos. Los datos personales recogidos se conservarán durante el tiempo necesario para el cumplimiento de los fines anteriormente mencionados. Los datos personales así tratados en el ejercicio de las potestades públicas que la Universidad Rey Juan Carlos tiene conferidas, en aplicación de la Ley Orgánica de Universidades. La Universidad Rey Juan Carlos cedrá los datos a las Administraciones públicas que por Ley requieran acceder a la información para la prestación del servicio público. El interesado podrá ejercitar los derechos de acceso, modificación, limitación de tratamiento, supresión, portabilidad y a retirar los datos a las direcciones públicas que le puedan afectar. Para ello, podrá recibir un correo a la dirección alago.int@urjc.es o un correo electrónico a la dirección internacional@urjc.es. Puede ampliar esta información visitando la consulta en la página web de cada tratamiento de la Universidad Rey Juan Carlos.

UNIVERSIDAD REY JUAN CARLOS Página 1 de 3

During the Mobility

Higher Education:
Learning Agreement form
Prieto Sanchez, Tamara
Academic Year 2018-19

Validate ■

- CORRECT-Generar mi Modificación del Learning Agreement definitiva/ I want to generate my final Learning Agreement modification
- INCORRECT-Generar mi borrador de nuevo/Generate again my draft document
- He leído y comprobado mi borrador de Modificación del Learning Agreement / I have read checked my draft of modification

Continue



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

If everything is correct, select CORRECT the Verification box and Continue; the platform will generate a document, DOWNLOAD IT PRINT IT.

INCOMING - Modificación de matrícula

Erasmus / Munde Incoming - Changes of registration

The screenshot shows a web interface for 'Modificación de matrícula'. At the top, it indicates '1 / 3' and has icons for refresh, download, and print. Below is a table with the following data:

Receiving Institution	Universidad Rey Juan Carlos	E MADRID 26	Facultad de CC. Jurídicas y Sociales (vicalvaro)	Tourism	Paseo de los Artilleros s/n Administration Building, Ground Floor, Office 052 28032 Vicalvaro (Madrid)	SPAIN	Socorro Vera Santos Teresa Chaves Caro César Manuel Prieto García internacional.in@urjc.es +34 91 488 7722
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Below the table is a section for 'Exceptional changes to Table A' with a note: '(to be approved by e-mail or signature by the student, the responsible person in the Sending Institution and the responsible person IN URJC)'. This is followed by 'Table A2 During the mobility' with a table header: 'Component code | Component title at the Receiving Institution | Deleted component | Added component | Reason for change (1) | Number of ECTS credits'. One row is visible: '0043007 - FINANCIAL MATHEMATICS (MANANA A) - 20 - 6 ECTS (DELETED)'. At the bottom, there is a 'Continue' button.

A context menu is open over the 'Guardar como...' option, showing the following items:

- Guardar como... (Ctrl+S)
- Imprimir... (Ctrl+P)
- Girar a la derecha (Ctrl+;)
- Girar a la izquierda (Ctrl+')
- Inspeccionar (Ctrl+Mayús+I)

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.
- 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 of Changes in the 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**

Erasmus / Munde Incoming - Upload Changes of Learning Agreement document signed

IMPORTANT: Please remember that you can go back to this screen any time entering in your Citizen Folder- Pending tasks

Upload your Charges of Learning Agreement document **SIGNED** previously by your University: ■

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](#)

The deadline to COMPLETE this phase : 30th September 2018

This document must be verified by URJC

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.

FROM THAT MOMENT THE MODIFICATION OF THE MATRICULA WILL BE EFFECTIVE AND YOU WILL BE ABLE TO CHECK IT IN YOUR VIRTUAL AULA, PORTAL DE SERVICIOS AND SCHEDULE IN A MAXIMUN OF 24 HOURS

STUDY AREAS

MADRID CAMPUS – VICÁLVARO

Faculty of Legal and Social Sciences

Administration and Business Management
Administration and Business Management in English
Accounting and Finance
Criminology
Law
Economy
Actuarial and Financial Studies
Elementary Education in English with specialization in foreign language: English.
Marketing
Marketing in English
Protocol, Event and Corporate Communications
International Relations in English
Tourism in English
Dirección y Gestión de Empresas en el Ámbito Digital

MANUEL BECERRA CENTER

Faculty of Legal and Social Sciences

Sciences, Management and Engineering

QUINTANA/FERRAZ CENTER

Faculty of Legal and Social Science

Fashion Design and Management
Economy in English
Protocol, Event and Corporate Communications in English
“For those universities that have an specific agreement”
Master in International Tourism Directorate
Master in International Tourism Directorate 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

Superior Technical School of Computer Engineering

Game design and Development
Computer engineering
Software Engineering
Computer engineering (informatics)
Mathematics

Faculty of Legal and Social Sciences

Early childhood Education
Elementary Education

FUENLABRADA CAMPUS

Faculty of Communication Sciences

Audiovisual communication

Journalism

Advertising and Public Relations

Superior Technical School of

Telecommunication Engineering

Aeronautical and Aerospace Engineering

Ingeniería Aeroespacial en Vehículos Aeroespaciales

Biomedical Engineering

Media studies and Audiovisual Systems engineering

Telecommunications systems engineering

Telecommunication Technology Engineering

Telematics Engineering

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

ALCORCÓN CAMPUS

Faculty of Health Sciences

Nursing

Physiotherapy

Medicine

Dentistry

Psychology

Occupational Therapy

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

ARANJUEZ CAMPUS

Faculty of Legal and Social Sciences

Landscaping

Translation and interpretation