Universidad
Rey Juan Carlos

INCOMING STUDENT'S HANDBOOK · 2023-24

INTERNATIONAL ERASMUS-MUNDE MOBILITY
UNIVERSIDAD REY JUAN CARLOS

UNIVERSIDAD REY JUAN CARLOS
ERASMUS CODE: E MADRID26
Calle Tulipán s/n
28923 Móstoles (Madrid) ESPAÑA

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Mr. Oscar Prieto

We strongly recommend that you read thoroughly this handbook
& complete the procedure as soon as possible.

Please keep this handbook during your stay at the URJC,
it will be useful to find answers
to frequent questions that may arise.

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![Universidad Rey Juan Carlos]

ACADEMIC CALENDAR 2023-24

1st Semester
Semester duration: from 11th September 2023 to 22nd January 2024
Class period: from 11th September 2023 to 22nd December 2023
Exams period: from 8th to 22nd January 2024

2nd Semester
Semester duration: from 23rd January to 27th May 2024
Class period: from 23rd January to 9th May 2024
Exams period: from 10th to 27th May 2024

Extraordinary period of exams:
Only for students who did not pass any subject during ordinary exams period:
from 11th June to 5th July 2024.

These are Official Dates and CANNOT be changed.

Please bear in mind that **the attendance to the courses is compulsory** so, any delay in the arrival of the student may cause academic problems.

Classes will be100% 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. (NOMINATION ACCEPTED EMAIL)

Once you receive the acceptance of your nomination, you can start your application.

Required application documents:

1. **Special needs & adaptations certificate** *(if applies)* It must be in Spanish or in English.
2. **Passport/ID** Picture or Copy *(valid during your mobility period)*
VERY IMPORTANT NOTICE FOR STUDENTS WHO REQUIRE VISA: Students who may require a visa, their university must have provided a **valid passport number** for the entire period of mobility when nominating them.
3. **Language certificate/s** [1] of your **mobility language/s**.

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[1] **Language certificate provided by an official Language Institute** (Cambridge, TOEFL, TOEIC, DELE…) or **Home University's document** that certify that language level. The required is Spanish B1, English B2.
If the student is going to study in both languages, he/she will have to provide both certificates.
For courses in Health Sciences (except Phycology and Occupational Therapy), a **B2 Spanish** certificate will be required.
Mother tongue level is not compulsory to be certified; in that case, you can upload a second copy of your passport or national ID.

As we previously informed to Home Universities, the **students must have** their **LANGUAGE CERTIFICATE/S PRIOR TO THEIR NOMINATION**. Otherwise, the application will be stuck, and the student will not be able to go ahead with the process.

PLEASE READ CAREFULLY THE INSTRUCTIONS GIVEN IN THIS HANDBOOK

BRIEF EXPLANATION of the PROCEDURE that you MUST follow once your nomination has been accepted:

Fill out the on-line application and upload the required documents according to the corresponding stage.

Once your first documents were checked and validated by the URJC, you'll get to LEARNING AGREEMENT stage (**URJC Learning Agreement Draft Model**), where you'll have to choose the subjects online through our mobility platform.

Once your **Learning Agreemen**t has been filled correctly, you'll have to:

- **Download and save** the document. (URJC's Learning Agreement Draft Model).
- Compulsorily complete the corresponding table with the subjects approved at your **Home University (Table B)**.
- **Sign** the document: **Student's** and **home university's signatures** are mandatory.
- Upload the document to the platform.

You can upload your own model of Learning Agreement, if necessary, but IT IS COMPULSORY TO GENERATE CORRECTLY URJC'S DRAFT MODEL. The subjects* (TABLE A) and the information in both models MUST BE THE SAME. *(Component code, Component title at the Receiving Institution, Semester, Number of ECTS credits, etc)*

At this point, if your Learning Agreement is right, then URJC will validate and sign it digitally. Then your **Acceptance Letter** will be issued.

FROM THAT MOMENT ON YOU WILL BE OFFICIALY ACCEPTED AS AN URJC STUDENT

Please don't send hard copies of the documents neither postal mail nor by email. You must upload them to the platform.

The whole procedure must be COMPULSORY done through URJC's PLATFORM.

For further information please check our website:
https://www.urjc.es/internacional/erasmus-y-movilidad/252-erasmus

ARRIVAL AND ORIENTATION

Welcome day for the **1st semester and annual exchange students** is expected to be **IN PERSON** on:

DATE TO BE CONFIRMED
(expected to be in 17th -18th January 2024)

Please check it regularly here:
https://www.urjc.es/internacional/inicio/252-erasmus#jornadas-de-acogida-welcome-day

We will send you an email with the information once ready.

ATTENDANCE TO THE WELCOME DAY IS COMPULSORY to get important information about the procedures for the mobility.

Late arrival students and /or those **who cannot attend Welcome day** once here, must contact us at: internacional.in@urjc.es

During the first week, different cultural and Madrid touristic activities will take place. We recommend your participation in them. We will inform you about the different activities' programs in the Welcome day.

SPANISH LANGUAGE SUPPORT

Spanish courses MUST NOT be added to the Learning Agreement, they will not appear on the Transcript of Records since they are subjects from the Language Centre, 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 (Pending of Confirmation)
Erasmus and Munde students can also attend a Spanish course that will take place during the academic year. Information on duration, registration deadlines, prices, etc. is pending of confirmation.

Also, there are **other language courses available**.

For more information: Web: https://gestion3.urjc.es/cui/ I Email: centro.cui@urjc.es

FACILITIES AND STUDENTS' SERVICES

Facilities:

- Access to computer facilities including wireless internet access and university email 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
  With this App you'll be able to access your URJC email account, schedule and virtual classroom.
- Access to University sports facilities.
- University restaurants.
- University libraries

URJC's email account and other important web pages:

Once Accepted as URJC student all the information related to your mobility will be done via email to your URJC email address. So please check it regularly. You can access to it through our main page on www.urjc.es, top right, "**INTRANET**".
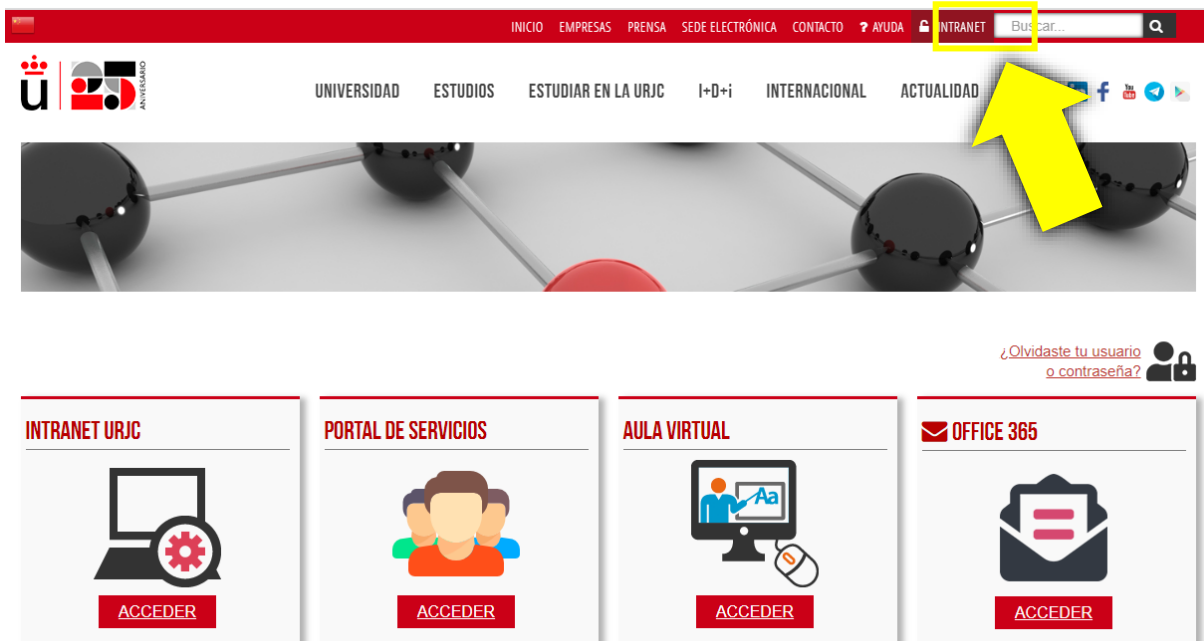
On INTRANET page you'll find and can directly access several important sites, with your username and password.

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

The **Virtual Classroom**, where you will see the enrolled subjects (your schedule) and you will be able to contact the teachers.

And the site of the **STUDENTS' WEB MAIL**: you MUST check it regularly because you will receive information throughout your mobility here.

Buddy Program
The Buddy Program, URJC's welcome program, helps 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** (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 find information on **how to apply** *(Notice: It is in only available in Spanish Language)***:**
https://sede.policia.gob.es/portalCiudadano/_es/tramites_extranjeria_tramite_certificadoregistro_ciudadanoue.php

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

SEMESTRAL non-community students and from non-community universities must apply for the student visa at the **Spanish Consulates** in the student's home country **NOT** in **Spain.**
ANNUAL non-community students from non-community universities must APPLY for both the student visa and to the Foreigner Identity Card *(Notice: It is in only available in Spanish Language)*:

- **Foreigner ID Card (TIE)** the Spanish acronym for **tarjeta de identidad de extranjero**:
  https://www.interior.gob.es/opencms/es/servicios-al-ciudadano/tramites-y-gestiones/extranjeria/regimen-general/tarjeta-de-identidad-de-extranjero/

- **Visa extension for international students**:
  https://sede.policia.gob.es/portalCiudadano/_es/tramites_extranjeria_tramite_prorrogaestancia_cortaduracion.php#

SPECIAL NEEDS AND DISABILITY SUPPORT

Unity of Attention to Disabled People (UAD DISCAPACIDAD): their principal target is that those members of the university community that have any kind of functional diversity or special educational needs**,** have the same opportunities than the rest in the development of their university studies or performance of their jobs, under the prism of equal opportunities.

If you are an special needs student and you need special arrangements you must upload your special needs certificate (in English or Spanish) during your application.

Once you've arrived at URJC you **MUST contact** the **Unity of Attention to Disabled People** via email:

discapacidad.programa@urjc.es

ACCOMMODATION

URJC **DOES NOT PROVIDE ACCOMMODATION**. To help our incoming students, we provide some interesting Housing Information companies and students accommodations enterprises.

URJC has no accommodation agreements, so any relationship initiated through these companies is external to the University.
https://www.urjc.es/en/international/erasmus-mobility#lodging-accomodation

Accommodation at 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 m²)	Double Rooms (32,89 m²)
816,57 € per month **Half Board** **954,83 €** per month **Full Board**	**676,06 €** per month **Half Board** **814,31 €** per month **Full Board**

(Prices may vary)

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 (Iceland, Liechtenstein, Norway and Switzerland) are exempt of having a Spanish health insurance. If they have the European Health Insurance Card, they can be assisted in any public healthcare center. Additionally, it is mandatory to have a private health insurance that covers the contingencies that may occur during the period of stay in cases of illness, accident or medical repatriation of the insured person.

Non- EU members must acquire -before coming to our university- a health insurance (health card or private insurance) to cover the contingencies that may occur during his/her stay period in cases of illness, accident, or health repatriation of the insured person.

Find out more information about **Health Insurance** here:
https://www.urjc.es/internacional/inicio/252-erasmus#seguro-de-viaje

Due to the differences between the health systems, please carefully read the requirements, coverage, contacts in Spain, instructions to follow, and the centre to go to in case of need.

ANNEX I APPLICATION AND ELECTRONIC SITE HANDBOOK

DEADLINES

Unique and non-extendable deadline:

Thursday, 21st of December 2023

* *

We strongly recommend that you read thoroughly this handbook &
complete the procedure as soon as possible,
URJC applications are rigorously processed by date of submission.

* *

PROCEDURE

Please **validate your username** following the **first link** you must have received in the **ACCEPTED NOMINATION email**; You must fill and correct, if necessary, the required personal data, and enter and confirm your 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.

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

https://sede.urjc.es/en_GB/catalogo-de-servicios?path=INCOMI/

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

Login with **SSO URJC CREDENCIALES:**

There are currently 2 options for identification:
<mark>**You must select "CREDENCIALES"**</mark>

LOGGING IN WITH "CREDENCIALES": It allows you to identify yourself by **logging in using your URJC email** (for example: your.user.2023@alumnos.urjc.es) and **password.**
If necessary, **a second authentication factor** (Microsoft Authenticator) will also be required to verify identification.

Fill out the on-line application and upload the required documents according to the corresponding stage.

Personal data:
Once the procedure started, your personal data will be displayed, please check your information, and pay special attention to telephone, email* and postal address.

> *The email* address you provide at this moment will be used automatically as your contact address by the platform for all communications related to your mobility.

> The URJC student email address will be used by this and other services in general for sending important information about mobility and your academic life.

> Please check both email accounts and your SPAM folder REGULARLY, sometimes important emails end up there.

If the information/documents provided are Incorrect, you will receive an email with the reasons and requesting you to upload the right document.
If they are Correct, you will receive an email to continue with the application.

You will be able to access to a task through the box Tasks/ Pending Tasks (please check it frequently):

You will be able access to your Citizen Folder anytime through:
https://sede.urjc.es/en/inicio

Once your **first documents** were checked and validated by the URJC, you'll get to **LEARNING AGREEMENT** stage (URJC's Learning Agreement Draft Model), where you'll have to select the subjects.

IT IS COMPULSORY TO GENERATE CORRECTLY THE DRAFT OF THE URJC MODEL.

In the display, you will be able to see the Degrees/Areas of study taught in the Faculty and Campus that you have been nominated to. **AREAS OF STUDY** *(last pages of this document).* .

First of all, you MUST select the area of studies (degree) that you have been nominated to and select the subjects.

After that if you want to select subjects form other degree you need to change the degree and repeat the same process.

Bear in mind that **you'll only visualize the available subjects corresponding to the period you are nominated for,** and the **system will warn you in case of schedule overlap**.

Once filled correctly you'll have to:

- **Download** and **save the document**. (URJC's Learning Agreement Draft Model)
- Complete the corresponding table with the **courses approved at your Home University (Table B)**
- **Sing the document**: **Student's** and **home university's signatures** are mandatory.
- Upload the document to the platform.

In case of having your own model of Learning Agreement, our recommendation is that the student would upload his/her model, signed by the student and his/her home university, but **IT IS COMPULSORY TO GENERATE CORRECTLY THE DRAFT OF THE URJC MODEL**. **The subjects* (TABLE A) and the information in both models MUST BE THE SAME.** **(Component code, Component title at the Receiving Institution, Semester Number of ECTS credits, etc).*
DO NOT MODIFY the list of subjects on TABLE A of the signed document, it must be exactly the same as TABLE A of the URJC draft. If you **need to re-select the subjects**, upload a **pdf document** in which you indicate that you need to do it. *For example: I made a mistake selecting the subjects. Please let me select them again.*

At this point, if your Learning Agreement is correct, then URJC will validate and sign it digitally. Then the URJC will issue your **ACCEPTANCE LETTER***. ← **Only from this moment the student will be accepted.*

The whole procedure must be COMPULSORY DONE through the URJC PLATFORM.

HOW TO SELECT CORRECTLY YOUR LEARNING AGREEMENT SUBJECTS

AT LEAST **50% OF THE SUBJECTS** MUST BE OF THE **DEGREE YOU HAVE BEEN NOMINATED TO**.

It will **NOT** be possible to select **Modern Language, Academic Credit Recognition (RAC), Final Degree Project (FDP)** and/or **Practicum** except for Specific Agreements.

If you need to mix areas of study, you must **ALWAYS** choose **50% of the subjects of the degree** you have been **nominated to** and **the rest** among the **degrees of the same field of study, mobility language/es, same mobility period**, 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 to Computer Engineering you can select subjects from the Software Engineering Degree.

Only students who have been nominated to **MASTER STUDIES** (*under specific agreement*) can choose **MASTER SUBJECTS**, and only from the **MASTER they have been nominated** to.

If you are going to study a Degree from the **Faculty of Health Sciences,** keep in mind that:
Health Sciences students **cannot mix subjects from other degrees**.
Most of the subjects are ANNUAL, so if you are coming to study during **one semester** you **MUST** select the semestral ones **1Q or 2Q, depending on the semester that you are nominated** to, **Practicum** included.

2ⁿᵈ SEMESTER ACADEMIC OFFER UPDATE 2023-24:
1.- Health Sciences Nominations:
During this **2ⁿᵈ period 2023-24** we will **only accept FACULTY OF HEALTH SCIENCES's students for**:
  - Occupational Therapy
  - Physiotherapy
  - Psychology

The number of credits for **ONE SEMESTER** at URJC **CAN'T BE LESS than 18 ECTS or 3 subjects (minimum).** Check the minimum ECTS required per semester at your home university.

Only annual students can take **annual subjects**.

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 years** that make up the degree **BUT only** those **taught in the semester you have been nominated to.**

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

You can find this information in the **Teaching Itinerary** of each Degree, (the number in the left column is the semester and at the top of the list of subjects you'll will find the course/year in which the subject is taught within the degree). *(See screenshot below)*

Bear in mind that **not all the subjects** you can see here are available for international students.

To see the **Teaching Itinerary,** follow the link:
https://www.urjc.es/estudios/grado

Select the **Branch of Knowledge** (Rama de Conocimiento) and the **Degree**.

Itinerario formativo				-

☐ ACCEDE A LAS GUÍAS DOCENTES DE LA TITULACIÓN
FBC: Formación Básica Común, son convalidables con sus homólogas de todos los grados
FBR: Formación Básica de Rama, son convalidables con sus homólogas de rama teniendo en cuenta la adecuación entre las competencias y conocimientos adquiridos.
OB: Obligatoria
OP: Optativa

CURSO 1º

Semestre	Asignatura	carácter	créd
1	Historia Económica	FBR	6
1	Matemáticas Empresariales	OB	6
1	Introducción a la Empresa I	FBR	6
1	Deontología Profesional, Principios Jurídicos Básicos e Igualdad	FBC	6
1	Historia de las instituciones españolas	FBC	6
2	Introducción a la Economía	FBR	6
2	Matemáticas Financieras	OB	6
2	Introducción a la Empresa II	OB	6
2	Derecho Mercantil	FBR	6
2	Informática Aplicada a la Empresa	FBC	6
Total de créditos a cursar: 60			

In this link you can find the **Teaching Guides (Syllabus)** of the courses:
https://gestion3.urjc.es/guiasdocentes/

Select the study/name of the degree *(those that have* "*in English*" *in the name are taught in English – see the list at the very last pages of this handbook)* and then the course you are interested on, then select "show" and download the content.

PLEASE READ IT CAREFULLY to learn deeply about the subjects' contents, level of knowledge required or any other important specific characteristics, which may affect to your future performance. And double check it with your home university coordinator.

In the section Identification of the subject - Teaching period, you can find information about the course and semester in which the subject is taught.

+ Info List of Courses: https://gestion4.urjc.es/libroasignaturas/

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

SCHEDULE:
You can see the general schedule at:
https://gestion2.urjc.es/horarios/?paso=1

Please note that **blended learning subjects (subjects labelled as "semipresenciales")** do not have an assigned schedule, as there are no compulsory presential classes. In this case, once you get enrolled, you will have to check your **Virtual Classroom** and **follow the instructions of each teacher** because they may be different for each subject.

Due to external reasons to this service regarding quota availability, URJC cannot guarantee the schedule of the selected subjects. (Students can be assigned to morning or afternoon timetables).

At the beginning of each semester there will be a period for **LEARNING AGREEMENT MODIFICATIONS (Learning Agreement During)** which will only be admitted due only due to **overlapping schedules**, **lack of quota** and exceptionally for other reasons, always on prior request and explanation from the home university.
Learning agreement modification procedure instructions and deadline, will be sent via by e-mail to students in the days following the Welcome Days. It is expected to take place after the beginning of the semester.

STUDENTS APPLICATION DEADLINE

REMEMBER: Non- extendable deadline: Thursday, 21ˢᵗ of December 2023

* *

We strongly recommend that you read thoroughly this handbook &
complete the procedures as soon as possible,
URJC applications are rigorously processed by date of submission.

* *

Remember that the <mark>subjects and schedules may be subject to change</mark> due to the availability of places on the courses offered.

Given the fact that the URJC allows Erasmus and Munde students to choose subjects from different years, and from different degrees, in their Learning Agreement, it may happen that they have schedule overlap, we cannot absolutely guarantee the subjects chosen or the schedule.

URJC – FULLY DIGITAL PROCEDURE & DOCUMENTS

URJC is always searching the benefit of students and the efficiency on procedures, assuming as part of our compromise the protection of the environment, that is why all **the procedure must be arranged through our platform**. Therefore:
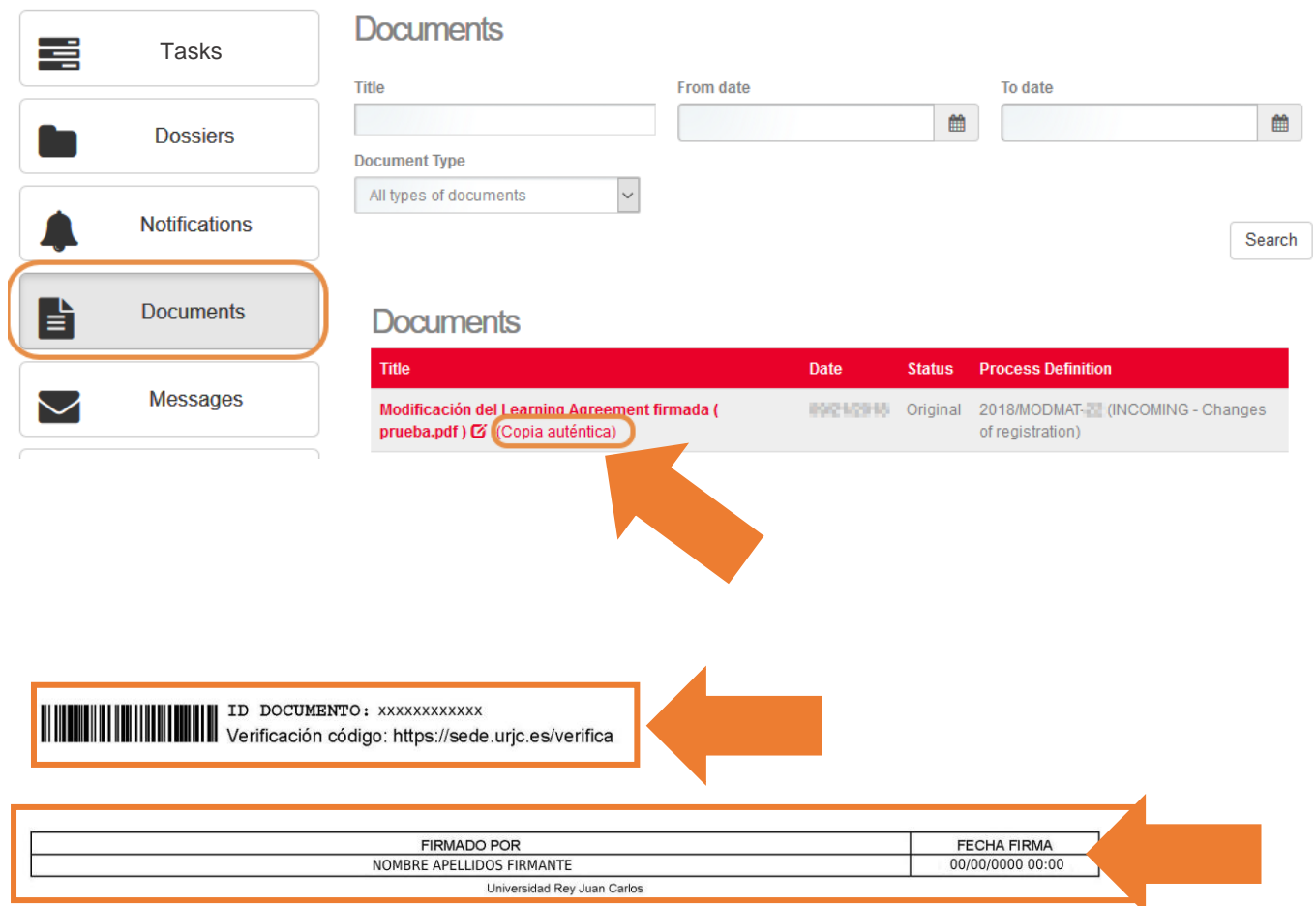
-No documents will be signed or stamped by hand.

-Don't send documents by email or postal mail.

- All your mobility documents are fully available at your **Citizen Folder**. You can access them through the tab "File" **(2023/INCOMI-xxxx)** or through the tab "Documents".

Our institutional documents are digitally signed*. In order to access and download them, click on **"Copia auténtica /Authentic copy"**.

*the signature contains the name of the signatory, date of signature and a verification bar code.

Universidad
Rey Juan Carlos

Erasmus+

Higher Education
Learning Agreement for Studies

Academic Year
2021-22

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

Student	Last name(s)	First name(s)	Date of birth	Nationality (1)	Sex	Email	Study cycle at home university (2)

	Name	Erasmus code (if applicable) (3)	Faculty/Department	Field of education at sending institution	Address	Country	Contact person name (4); email; phone
Sending Institution							

|	Name	Erasmus code (if applicable)	Faculty/Department	Field of education at receiving institution	Address	Country	Contact person name; email; phone
Receiving Institution	Universidad Rey Juan Carlos	E MADRID 26				SPAIN	

Before the mobility

Study Programme at the RECEIVING INSTITUTION

Planned period of the mobility: from

	Component code (5) Component title at the Receiving Institution (6) Semester Number of ECTS credits (or equivalent) (7)
Table A Before the mobility	0000000 - SUBJECT 1 (TARDE A) - 0Q - Day 1 (00:00-00:00), Day 2 (00:00-00:00) - 0 ECTS 0000000 - SUBJECT 2 (TARDE A) - 0Q - Day 1 (00:00-00:00), Day 2 (00:00-00:00) - 0 ECTS 0000000 - SUBJECT 3 (TARDE A) - 0Q - Day 1 (00:00-00:00), Day 2 (00:00-00:00) - 0 ECTS 0000000 - SUBJECT 4 (TARDE A) - 0Q - Day 1 (00:00-00:00), Day 2 (00:00-00:00) - 0 ECTS

The level of language competence (8) in _____ [indicate here the main language of instruction] that the student already has or agrees to acquire by the start of the study period is: A1 ☐   A2 ☐   B1 ☐   B2 ☐   C1 ☐   C2 ☐   Native speaker ☐

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 serán conservados durante el tiempo necesario para el cumplimiento de los fines anteriormente mencionados. Los datos personales son tratados en el ejercicio de los poderes públicos que la Universidad Rey Juan Carlos tiene conferidos, en aplicación de la Ley Orgánica de Universidades. La Universidad Rey Juan Carlos cederá los datos a las Administraciones públicas que por Ley requieran conocer la información para la prestación del servicio público. El interesado podrá ejercitar los derechos de acceso, rectificación, limitación de tratamiento, supresión, portabilidad y a impugnar las decisiones individuales automatizadas que le puedan afectar. Para ello, podrá remitir un escrito a la dirección abajo referida o un correo electrónico a la dirección protecciondedatos@urjc.es. Puede ampliar esta información mediante la consulta en la página web de cada tratamiento de la Universidad Rey Juan Carlos.

UNIVERSIDAD REY JUAN CARLOS   **Página 1 de 3**

FIRMADO POR	FECHA FIRMA
NOMBRE APELLIDOS FIRMANTE	00/00/0000 00:00

Universidad Rey Juan Carlos
La autenticidad de este documento puede ser comprobada mediante el Código Seguro de Verificación en
https://sede.urjc.es/verifica

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![Universidad Rey Juan Carlos logo]

BRIEF GUIDE ABOUT THE NEW SSO LOGIN · URJC

How do I access the SSO – CREDENCIALES*?

The SSO is not a direct access platform. It is only requested when it is necessary to identify yourself after trying to access the URJC corporate applications and/or services integrated within the SSO single sign-on system.

How do I identify myself in the URJC SSO - CREDENCIALES*?

When an application requests identification via SSO the following screen will appear:
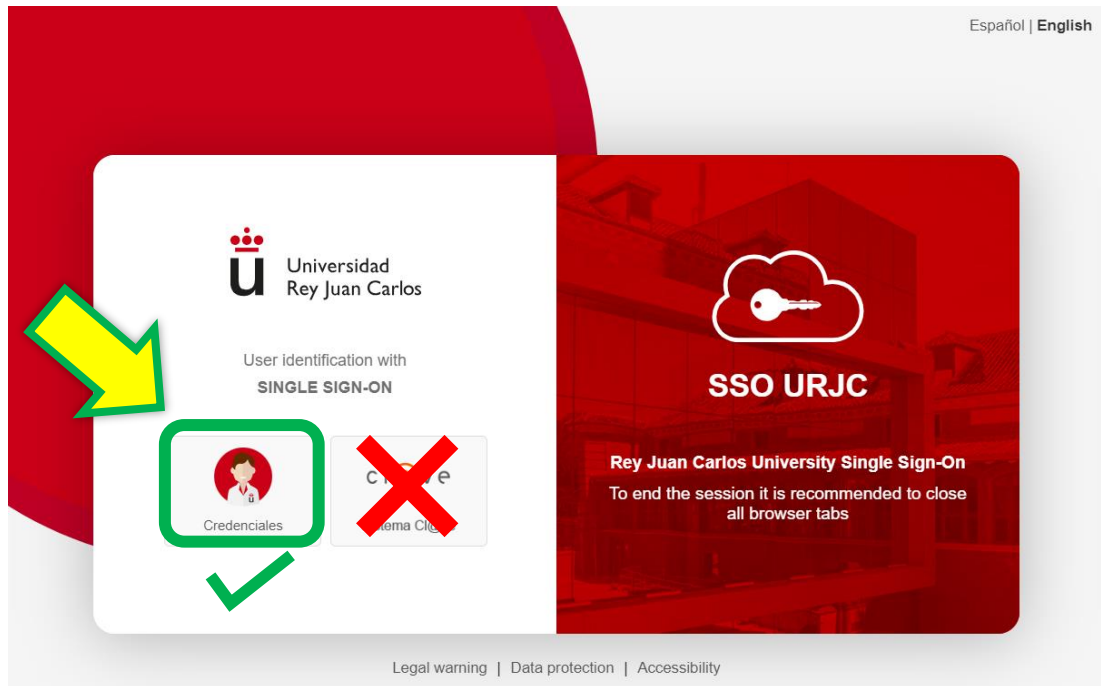
There are currently 2 options for identification:

You must select "CREDENCIALES*"
LOGGING IN WITH "CREDENCIALES*": It allows you to identify yourself by **logging in using your URJC email** (for example: your.user.2023@alumnos.urjc.es) and **password.**
If necessary, **a second authentication factor** (Microsoft Authenticator) will also be required to verify identification.
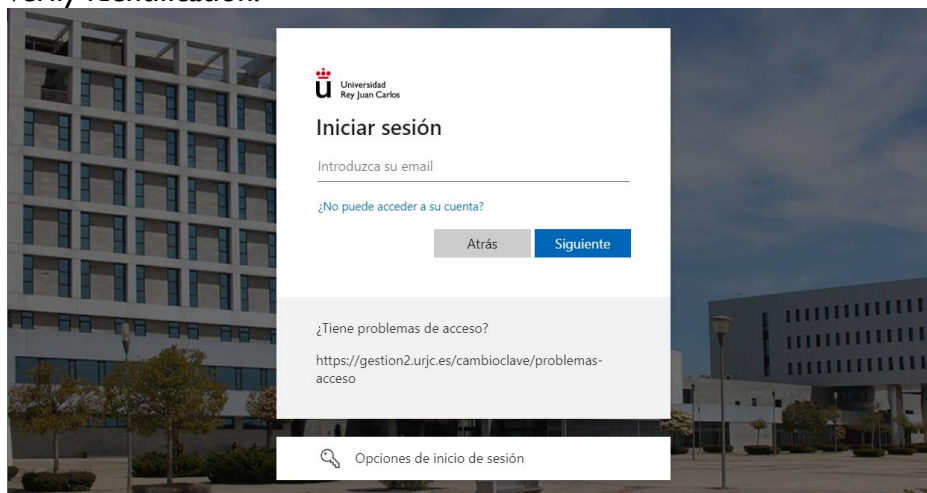
URJC's applications currently integrated in SSO are:

These are the apps integrated into the SSO, that is, every time you want to access these applications you will have to do it using your complete e-mail account (your.user.2023@alumnos.urjc.es) and your password:

- **Aula Virtual – Virtual Classroom**
- **Horarios - Schedule> "Estudiantes-Stundents"** *(to access your personal schedule)*
- **Intranet**
- **Mis exámenes – My exams**
- **Sede Electrónica – Electronic Office:** https://sede.urjc.es/en_GB/inicio

Login issues:

If you try to access any URJC app with a URJC corporate account and you are undergoing login issues, it may be due to:

- **You are entering your username incorrectly:**

Depending on the service you want to access, it may be necessary to enter the user using your **URJC full email address** (your.user.2023@alumnos.urjc.es) **or not** (your.user.2023). You must check if this is the reason why you cannot access normally. Remember that the **password is always the same**.

- **You may have forgotten your password:**

You can reset your password through this link. https://gestion2.urjc.es/cambioclave/recordatorio You will receive an email to your personal email account or an SMS to your contact mobile phone with instructions on how to reset your password.

- **You are trying to log in via Simplified Sign-On (SSO) – "CREDENCIALES*"** **while you are already logged in with a different account.**

Please note that if you use **another Office365 account** different to your personal URJC corporate account, **access will fail**.

To avoid this **use different web browsers for each account**.

Additionally, you can **log in with a different browser**, **private window** or **log out of the SSO** clicking on **"Cerrar sesión"** (Log out) button at https://identifica.urjc.es and then close the browser.

If the issue persists, go to: https://ayuda.urjc.es

USEFUL LINKS RELATED TO SIMPLIFIED SIGN-ON (SSO):

General Information:
https://infotic.urjc.es/pages/viewpage.action?pageId=182978425

Logging in with Simplified Sign-On (SSO) Tutorial:
https://view.genial.ly/64a67603424c94001948f1d6
https://infotic.urjc.es/display/BDCP/Tutorial+de+Ayuda

Login issues guide:
https://infotic.urjc.es/pages/viewpage.action?pageId=182978438

ACADEMIC OFFER 2023-24 · AREAS OF STUDY & CAMPUS DISTRIBUTION

MADRID – VICÁLVARO CAMPUS

FACULTY OF ECONOMICS & BUSINESS SCIENCES (VICÁLVARO CAMPUS)	**AREA OF STUDY CODE** *(First four digits of the subject's component codes)*
Administration and Business Management	2012
Administration and Business Management in English*	2048
Accounting and Finances	2021
Business Administration and Management in the Digital Field	2246
Economics	2017
Actuarial and Financial Economics	2016
Marketing	2024
Marketing in English*	2110
Tourism	2006
Tourism in English*	2010

FACULTY OF LEGAL & POLITICAL SCIENCES (VICÁLVARO CAMPUS)	**AREA OF STUDY CODE** *(First four digits of the subject's component codes)*
Criminology	2014
Law	2015
International Relations in English*	2126

FACULTY OF EDUCATION & SPORTS SCIENCES, & INTERDISCIPLINARY STUDIES (VICÁLVARO CAMPUS)	**AREA OF STUDY CODE** *(First four digits of the subject's component codes)*
Pre – primary Education in English*	2128
Primary Education in English*	2170

Those Degrees that have "in English" in the name are taught in English and are highlighted in blue. The rest are taught in Spanish.

FACULTY OF COMMUNICATION SCIENCES (VICÁLVARO CAMPUS)	AREA OF STUDY CODE *(First four digits of the subject's component codes)*
Protocol, Organization of Events and Corporate Communications	2211

QUINTANA/FERRAZ BRANCH **

FACULTY OF COMMUNICATION SCIENCES (MADRID CAMPUS – QUITANA / FERRAZ BRANCH) **	AREA OF STUDY CODE *(First four digits of the subject's component codes)*
Protocol, Organization of Events and Corporate Communications in English*	2277

FACULTY OF ECONOMICS & BUSINESS SCIENCES (MADRID CAMPUS – QUITANA / FERRAZ BRANCH) **	AREA OF STUDY CODE *(First four digits of the subject's component codes)*
Economics in English*	2276

** *Quintana/Ferraz* & *Manuel Becerra Branches* are *45min. far from Vicálvaro Campus.*

*Those Degrees that have "in English" in the name are taught in English and are highlighted in blue. The rest are taught in Spanish.

MANUEL BECERRA BRANCH **

FACULTY OF ECONOMICS & BUSINESS SCIENCES (MADRID CAMPUS – MANUEL BECERRA BRANCH) **	AREA OF STUDY CODE *(First four digits of the subject's component codes)*
Science, Management and Engineering of Services	2176

** *Manuel Becerra* & *Quintana/Ferraz Branches* are *45min. far from Vicálvaro Campus.*

MÓSTOLES CAMPUS

SCHOOL OF EXPERIMENTAL SCIENCES &TECHNOLOGY (MÓSTOLES CAMPUS)	AREA OF STUDY CODE *(First four digits of the subject's component codes)*
Biology	2365 *(Only 1st and 2nd year subjects)* 2317 *(Only 3rd and 4th year subjects)*
Food Science and Technology	2338
Environmental Science	2337
Experimental Science	2336
Environmental Engineering	2107
Energy Engineering	2029
Materials Engineering	2030
Industrial Technologies Engineering	2120
Industrial Electronic and Automatic Engineering	2342
Industrial Organization Engineering	2148
Mechanical Engineering	2286
Chemical Engineering	2143
Nanoscience and Nanotechnology **NEW** *(only 1st and 2nd year subjects can be taken)*	2362
Hydrological Resources	2343

SCHOOL OF ADVANCED COMPUTER ENGINEERING (MÓSTOLES CAMPUS)	AREA OF STUDY CODE *(First four digits of the subject's component codes)*
Game Design and Development	2175
Computer Engineering	2032
Cybersecurity Engineering	2285
Software Engineering	2034
Computer Engineering (Informatics)	2033
Artificial Intelligence **NEW** *(only 1st and 2nd year subjects can be taken)*	2361
Mathematics	2347

CAMPUS DE FUENLABRADA

FACULTY OF COMMUNICATION SCIENCES (FUENLABRADA CAMPUS)	AREA OF STUDY CODE *(First four digits of the subject's component codes)*
Audiovisual Communication	2002
Journalism	2001
Advertising and Public Relations	2043

FACULTY OF LEGAL & POLITICAL SCIENCES (FUENLABRADA CAMPUS)	AREA OF STUDY CODE *(First four digits of the subject's component codes)*
Political Science and Public Administration	2181
International Relations	2156

FACULTY OF EDUCATION & SPORTS SCIENCES, & INTERDISCIPLINARY STUDIES (FUENLABRADA CAMPUS)	AREA OF STUDY CODE *(First four digits of the subject's component codes)*
Pre – primary Education	2101
Primary Education	2102

FACULTY OF ARTS AND HUMANITIES (FUENLABRADA CAMPUS)	AREA OF STUDY CODE *(First four digits of the subject's component codes)*
Arts and Dance (only **annual** students will be accepted) *Visual Arts and Dance students must be annual, therefore, **we will not accept students for the 2nd semester..**	2313
Philosophy	2248
History	2234
Spanish Language and Literature	2228

FUENLABRADA SCHOOL OF ENGINEERING *(Formerly called: SCHOOL OF ADVANCED TELECOMMUNICATION ENGINEERING)* (CAMPUS FUENLABRADA)	AREA OF STUDY CODE *(First four digits of the subject's component codes)*
Data Science and Engineering **NEW** *(only 1st and 2nd year subjects can be taken)*	2360
Aeronautical and Aerospace Engineering Airports	2339
Aerospace Engineering in Transportation and	2341
Aerospace Engineering in Aerospace Vehicles	2284 *(Only 3rd and 4th year subjects)* 2356 *(All years)*
Biomedical Engineering	2229
Robotics Software Engineering	2327
Media studies and Audiovisual Systems Engineering	2039
Telecommunication Systems Engineering	2040
Telecommunication Technologies Engineering	2042
Telematics Engineering	2041

ALCORCÓN CAMPUS

FACULTY OF HEALTH SCIENCES (ALCORCÓN CAMPUS)	AREA OF STUDY CODE *(First four digits of the subject's component codes)*
Physiotherapy	2036
Psychology	2366 *(Only 1st year subjects)* 2038 *(Only 2nd, 3rd and 4th year subjects)*
Occupational Therapy	2105

FUENLABRADA SCHOOL OF ENGINEERING * *(Formerly called: SCHOOL OF ADVANCED TELECOMMUNICATION ENGINEERING)* (ALCORCÓN CAMPUS)	AREA OF STUDY CODE *(First four digits of the subject's component codes)*
Biomedical Engineering in English*	2291 *(Only subjects for 2nd, 3rd and 4th year)*
*IMPORTANT NOTICE: Though it is called "FUENLABRADA SCHOOL OF ENGINEERING", **Biomedical Engineering in English** is taught at **ALCORCÓN CAMPUS.**	

*Those Degrees that have "in English" in the name are taught in English and are highlighted in blue. The rest are taught in Spanish.

FACULTY OF LEGAL & POLITICAL SCIENCES (ALCORCÓN CAMPUS)	AREA OF STUDY CODE *(First four digits of the subject's component codes)*
Human Resources and Labour Relations	2051
Social Work	2213

FACULTY OF EDUCATION & SPORTS SCIENCES, & INTERDISCIPLINARY STUDIES (ALCORCÓN CAMPUS)	AREA OF STUDY CODE *(First four digits of the subject's component codes)*
Physical Activity Sciences and Sports	2282 *(Only subjects for 2nd, 3rd and 4th year)*
Spanish Sign Language and the Deaf Community	2250

ARANJUEZ CAMPUS

FACULTY OF ARTS AND HUMANITIES (ARANJUEZ CAMPUS)	AREA OF STUDY CODE *(First four digits of the subject's component codes)*
Fine Arts	2196
Comprehensive Design and Image Management	2194
Fashion Design and Management	2247
Translation and Interpreting	2358 *(Only 1st, 2nd, and 3rd year subjects)* 2212 *(Only 4th year subjects)*

FUENLABRADA SCHOOL OF ENGINEERING * *(Formerly called: SCHOOL OF ADVANCED TELECOMMUNICATION ENGINEERING)* (ARANJUEZ CAMPUS)	AREA OF STUDY CODE *(First four digits of the subject's component codes)*
Fundamentals of Architecture	2240 *(Only subjects for 2nd, 3rd and 4th year)*
Landscaping	2251 *(Only subjects for 2nd, 3rd and 4th year)*

*IMPORTANT NOTICE: Though it is called "FUENLABRADA SCHOOL OF ENGINEERING", the bachelor above is taught at **ARANJUEZ CAMPUS.**

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