

**INFORMATION GUIDE FOR
INCOMING MOBILITY STUDENTS**

Faculty of Law and Political Sciences

Year 2012-2013

**International Relations Office
International Relations Associate Dean
May 2012**

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The present document collects the information about the procedures and dates that have to be done to participate as an incoming student at the Faculty of Law at the Autonomous University of Madrid (UAM) during the academic year 2012/2013.

You will find useful information in:

www.uam.es/riderecho > Movilidad estudiantes entrantes /incoming

www.uam.es/riderecho > Oficina de Relaciones Internacionales

1. SUMMARY OF THE PROCEDURE

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Stated below are the main steps that the nominated student within a mobility Program has to follow.

Before arrival:

- 1- The Home University has to nominate the selected student to study at the UAM's Faculty of Law and Political Sciences during the academic year 2012/13 within a mobility Program, informing the International Relations Office of the Faculty of Law (Oficina de Relaciones Internacionales de Derecho "**ORI of the Faculty of Law**".)
- 2- The student has to register as a UAM user.
- 3- The student has to fill in the Application Form.
- 4- The student has to send the Learning Agreement duly fulfilled.
- 5- The student has to do a wish-list selecting the courses that they want to take.

Once at UAM:

- 6- The student has to register at UAM upon arrival.
- 7- The student has to start the classes the first day of the academic year, as indicated in the academic year calendar.
- 8- The student has to enroll at the Faculty of Law.

Herewith, you will find a summary-table with the important dates, the way of processing and the department responsible for them.

What	When	How	Responsible
1- Nomination from the home university	April	E-mail	ORI of the Faculty of Law
2- Register as UAM user	12 – 31 May, 2012 (1 st semester and full year)	On-line	Main International Relations Office www.uam.es/internacionales > Estudiantes entrantes /incoming > A través de programas de intercambio > Before arriving
3- Application form	1 June – 31 October, 2012 (2 nd semester)		
4- Admission resolution	Non EU students: 15 June 2012 (1 st semester) / 15 Nov. 2012 (2 nd semester) EU and EEE students: 30 June 2012 (1 st semester)/ 30 Nov. 2012 (2 nd semester)	E-mail	Main International Relations Office
5- Learning agreement	Deadline: 15 June, 2012 (1 st semester and full year) Deadline: 31 October, 2012 (2 nd semester)	E-mail or fax	ORI of the Faculty of Law You will find the document at: www.uam.es/internacionales > Estudiantes entrantes /incoming > A través de programas de intercambio > Before arriving
6- Course wish-list	End of July, beginning of August, 2012 ¹ (1 st semester and full year) Mid December, 2012 ² (2 nd semester)	On-line	ORI of the Faculty of Law
7- Arriving registration	3 - 5 September, 2012 (1 st semester and full year) 14 – 16 January, 2013 (2 nd sem.)	In person	Main International Relations Office
8- Enrollment	6 Sept 2012 (1 st sem. and full year) (Changes: 20-21 sept, 2012) 17 January, 2013 (2 nd sem.) (Changes: 31 January – 1 February, 2013)		Self-enrollment at the Faculty of Law <i>¡IMPORTANT!</i> <i>The dates in the Faculty of Law are different from the rest of the Faculties</i>
9- Beginning of the classes	10 September, 2012 (1 st sem.) 21 January, 2013 (2 nd sem.)		www.uam.es/derecho > Información al estudiante > Asuntos académico-administrativos > Calendarios académicos

(1 and 2) Specific dates to be confirmed

I. BEFORE ARRIVAL

2. REGISTRATION AS UAM USER

First of all, the student has to register as UAM user. Once registered, a username and a password will be provided. This password will be needed to make arrangements in our University. To successfully register at UAM, it is very important to read carefully the instructions in the next link:

http://www.uam.es/ss/Satellite/es/1242649468006/1242649092313/generico/generico/Antes_de_llegar_-_Erasmus_estudios.htm

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3. APPLICATION FORM

Once registered, the student will be able to access the Application Form and fill it in using the same username and password provided in the previous step. The instructions needed to access and fulfill the form are in this link:

http://www.uam.es/ss/Satellite/es/1242649468006/1242649092313/generico/generico/Antes_de_llegar_-_Erasmus_estudios.htm

4. LEARNING AGREEMENT

The learning agreement is a document where the student writes the courses he wishes to take at UAM. Once filled, it has to be sent via e-mail or fax to the ORI of the Faculty of Law, with the signature and stamp of the home University. The UAM will send each student an official letter of acceptance once the ORI of the Faculty Law has accepted the Learning Agreement.

The list of available courses for the academic year 2012/2013 comes as an Annex of this Information guide and it can also be found here:

http://www.uam.es/ss/Satellite/Derecho/es/Movilidad_Estudiantes_Entrantes_/1242658635960/sinContenido/_Incoming.htm

It is also important to check the sections 10 and 11 of this guide to see the courses that are not available for mobility students or those that have special requirements.

5. COURSE WISH-LIST

For the next academic year 2012/2013 the students willing to study at the Faculty of Law of UAM will have to make an online wish-list, choosing the groups of each course they want to take. The classes will be saved following a first come-first served criterion. Since some groups have limited places, it is important to make the wish-list as soon as possible.

The ORI of the Faculty of Law will inform the students of how to do this wish-list once the students have been admitted by our University (**after June 30th**).

If the students do not make a wish-list within the time set, it is possible that at the time of the enrollment there are no places available in the course they wish to study.

II. ONCE AT UAM

6. REGISTRATION AT THE MAIN INTERNATIONAL RELATIONS OFFICE (PLAZA MAYOR BUILDING, CAMPUS CANTOBLANCO)

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Once at UAM, the first thing the students should do is register at the Main International Relations Office. It is very important that the students coming to the Faculty of Law register on **September 3rd, 4th or 5th** (students coming for the first semester and the full academic year) or on **January 14, 15 or 16, 2013** (students coming for the second semester) in order to enroll in the scheduled dates.

For the registration is essential to bring both the original and a photocopy of the ID or passport and the health insurance (European Health Insurance Card o private insurance).

7. ENROLLMENT

The enrollment in the Faculty of Law will be on **September 6th 2012**, for the students coming for the first semester and the full year, and on **January 17th 2013**, for the ones coming only for the second semester. **Students will enroll in person, at the Faculty of Law's Computer Room** on the courses and groups chosen in the wish-list. **IMPORTANT: The confirmed courses in the wish-list and in the enrollment form need to match.**

The students should bear in mind that enrollment at the Faculty of Law is done before other faculties. If the students wish to take courses from other Faculties, they must check with the International Relations Office of the faculty from which they wish to choose courses, if they are allowed to take them. Once that the students has the approval, they must inform the ORI of the Faculty of Law, who will enroll these courses.

A period of time will be set to **make changes in the enrolled courses (September 20th and 21st 2012**, for the students coming for the first semester and the full year, and **January 31st and February 1st 2013**, for the ones coming for the second semester and full year), but bear in mind that the places are limited and that in the courses and groups available will be very few.

8. STUDY PLANS: GRADOS AND LICENCIATURAS

Since the academic year 2009-2010 onwards, UAM is implementing new degrees to fit the **European Higher Education Area (EHEA)**, launched along with the Bologna Process. This process is taking place year by year, this means that, while the process takes place, two different study systems will coexist.

The new study plans are called “**Grados**”, during 2012-2013 the years 1st, 2nd, 3rd and 4th will be taught. In the Double Degrees of Law and Political Sciences and Law and Business Administration, the courses planned for the 5th year (on the first double degree) and the 5th and 6th year (second double degree) are not yet available.

Older study plans are called “**Licenciaturas**”. They are being extinguished gradually, but for 2012-2013, 5th (Licenciatura in Law and Political Sciences) and 5th and 6th year (Licenciatura in Law and Business Administration) will still be taught.

Incoming students are able to choose Grado or Licenciatura courses indistinctly, but they must keep in mind the differences between the two of them, which are stated below:

	GRADOS	LICENCIATURAS
Teaching format	Lectures, seminars and tutoring	Mainly, lectures
Attendance requirements and evaluation system	Attendance to seminars and tutoring classes is compulsory and is taken into account for evaluation	Depends on the teacher
Credits	ECTS	UAM credits 1 UAM = 10 hours of class (1 UAM = 0.8 ECTS)

9. GRADO/LICENCIATURA DEGREES AT FACULTY OF LAW

At the Faculty of Law Grado/Licenciatura degrees are being taught:

- Grado/Licenciatura in Law
- Grado/Licenciatura in Political Sciences and Public Administration
- Double Grado/Licenciatura in Law, and Political Sciences and Public Administration
- Double Grado/Licenciatura in Law, and Business Administration and Management

Any other information related to study plans offered at the Faculty of Law can be found visiting www.uam.es/derecho > Estudios

Incoming students can take courses from any of them – if they have made the wish-list and there are remaining places-, with the exceptions listed in the following paragraphs.

We recommend the students to take elective courses (“optativas”) because they are more likely to have available places.

The list of courses available for incoming students is attached to this document.

10. NON- AVAILABLE COURSES FOR INCOMING STUDENTS AND OTHER REQUISITES

- *First year courses* from any study plan.
- “Licenciatura” courses where *teaching has been extinguished* (although there are still tutoring classes).
- Course **13722 Practicum**, except for students coming through the SICUE Program that fulfill the requirements demanded in our Academic Regulation.
- Course “Inglés aplicado a las ciencias sociales y jurídicas”(code 17862).

11. COURSES WITH SPECIAL CONDITIONS FOR INCOMING STUDENTS

- **Trabajos de Fin de Grado (TFG, code 17882)** (one-semester course, taught in Grado). Very few number spots will be offered for the projects, and its topics will be previously determined by the Faculty. It will have to be defended before a tribunal at the end of the semester.
- **Trabajos Académicamente Dirigidos** (annual course, taught in Licenciatura). To enroll in these courses the teacher’s acceptance beforehand is required. The students wishing to take these courses should inform the ORI of the Faculty of Law. Codes: 13057, 13059, 13060, 13061, 13062, 13063, 13064, 13065, 13066, 13068, 13069, 13250.
- **Prácticas externas** (Grado): incoming students are allowed to take this course only if there are remaining spots. Furthermore, it is essential to:
 - Have an advanced knowledge of Spanish, **a certification of a LEVEL C1 from CEFR** (*Common European Framework of Reference for Languages*). In order to prove it, you should send us a scanned photocopy of it or, where appropriate, a scanned photocopy that proves your double nationality.
 - Show a letter of your home University certifying that:
 - the internship is part of the study plan of the student’s degree
 - the credits will be recognized at your home University
 - what the internship offer at the home University looks like, as well as the requirements for international students to take part of them.

12. SHIFTS: MORNING AND AFTERNOON CLASSES

Classes at the Faculty of Law from UAM are organized following two shifts: morning and afternoon.

- **Morning classes:** From 9:15 to 14:00, approximately
- **Afternoon classes:** From 16:00 to 20:45, approximately

The usual number of classes is **5 hours per day**.

13. MINIMUM AND MAXIMUM WORKLOAD

According to UAM rules, admitted students at the Faculty of Law must follow a **minimum and maximum of credits**:

	Minimum workload		Maximum workload	
	UAM	ECTS	UAM	ECTS
Full year	25	20	80	60
One semester	12,5	10	40	30

14. USUAL WORKLOAD

The usual workload per semester for UAM enrolled students is about 38 UAM credits in *Licenciatura* and 30 ECTS credits in *Grado*. Nevertheless, it is strongly recommended to take into account the extra effort needed when taking courses in another language.

15. COURSES IN OTHER FACULTIES

Incoming students admitted into the Faculty of Law at UAM can choose courses from other Faculties, but they must consider the following two limitations:

- At least, 51% of the amount of credits must be taken at the Faculty of Law.
- Students must check, with the International Relations Office from the Faculty they wish to choose courses from, if they are allowed to take them. Some Faculties do not allow international students to choose “Grado” courses.

For further information about the different International Relations Offices at UAM, please visit: www.uam.es/internacional > Relaciones Internacionales > Oficinas por facultades y centros.

16. EXAMS

Students usually take **written exams** but some teachers accept evaluating students orally. The student needs to ask directly the teacher for permission once the courses start.

Every course at UAM has two examination sessions, the ordinary and the extraordinary for those students who failed or skipped the ordinary one. Dates of exams vary depending on the degree studied.

1st Semester		2nd semester	
Ordinary	Extraordinary	Ordinary	Extraordinary
January	June- July	May	June - July

17. POST-GRADUATE DEGREES AT FACULTY OF LAW

Information concerning to Master programs taught at the Faculty of Law can be found at www.uam.es/derecho > Estudios de Posgrado.

Incoming students can only apply for courses taught in “Materes Oficiales” (official Masters) **except for the “Master de Acceso a la Abogacía”**. Students who wish to follow Master courses need to apply before their arrival and to obtain an **explicit acceptance from the Master’s coordinator**.

Apart from the general procedure, it is required to send directly to the Master’s director, with their *Learning Agreement*, **the following documents before June 15, 2012** (students coming for the first semester or the full academic year) **or October 31, 2012** (students coming for the second semester):

- **Advanced level of Spanish certification LEVEL C1 from CEFR** (Common European Framework of Reference for Languages).
- **Certification from the home university**, confirming the student is taking Post-Graduate Level courses or able to enroll into them for the academic year 2012-2013.
- **Transcript of records** of the previous years.
- **Curriculum Vitae and Motivation Letter**, both in Spanish.

Post-Graduate students are able to take “Grado” courses.

Post-Graduate students are also able to take courses from the different Masters’ programmes, if they get accepted in each and every one of them.

The Faculty of Law does not offer **Doctorate courses**. However, students who want to do research are not automatically excluded. They will be admitted as long as they contact any member of our Faculty and get them to tutor their work and supervise their activity during their stay. It is strongly recommended that these students, when contact their desired tutor, attach to the e-mail the same documents required to Master students. They will also be allowed to sit in courses without being evaluated if they get an authorization of the teacher.

18. LEVEL OF SPANISH AND SPANISH COURSES

Classes at Faculty of Law are taught in Spanish, as well as the exams.

In order to enjoy your stay and obtain a fair academic performance, it is very important to have enough language skills. In order to make it possible, we consider you should have a Spanish level equivalent to **B2 from CEFR (Common European Framework of Reference for Languages)**.

If your level is lower than that, it is recommended to follow some remedial classes before the academic year starts, as well as Spanish courses once at UAM.

UAM offers a limited amount of free Spanish courses for Erasmus Students. Students must register for those courses and take a level test in order to get registered. For further information, visit www.uam.es/riderecho > Enlaces de interés.

These Spanish courses are not part of the program, so it is not possible to include them into the Learning Agreement (*Acuerdo de Estudios*). UAM does not offer official credits for them,

so your University is responsible for accepting them. “Servicio de Idiomas” at UAM will be in charge of registering you, and the one to help you with all the procedures. If you want to receive any Certificate of attendance including the course duration and your marks, you will have to ask for it at “Servicio de Idiomas”. If you have any other doubt, they will be very pleased to help you.

19. WELCOME EVENT AT FACULTY OF LAW

There will be a **welcome event** at the Faculty of Law on **September** for the students coming for the first semester and full year, and another one on **January** for the students coming for the second semester. The date and place are still to be determined and students will be reported by e-mail or at the International Relations Office from the Faculty of Law on the day of their enrollment.

It is very important that students attend this event.

20. MOBILITY MENTORING

Mentors are UAM students that will be asked to help incoming students with the adaptation to Madrid and to the life in the Faculty. Every student interested in having one assigned should contact the International Relations Office of the Faculty of Law on the day of their enrollment.

21. ACADEMIC YEAR SCHEDULE

The academic year schedule for the academic year 2012/2013 can be found at www.uam.es/derecho > Información al estudiante > Asuntos académico administrativos > Calendarios académicos

22. WHERE CAN YOU FIND US?

Cantoblanco Campus is located 15 km away from Madrid downtown. There are different ways to reach the campus in public transportation, in an easy and fast way.

For long stays, it is recommended to buy the “Abono Transportes” (monthly ticket for all transportations). You can learn more about this in www.uam.es/riderecho > Enlaces de interés.

23. OTHER PRACTICAL INFORMATION

See www.uam.es/riderecho > Enlaces de interés.

24. CONTACT US

	Dirección	Teléfono, fax, email
OFICINA DE RELACIONES INTERNACIONALES FACULTAD DE DERECHO	C/ Kelsen, 1 Campus de Cantoblanco Universidad Autónoma de Madrid 28049 MADRID (Spain) www.uam.es/riderecho	Tel. (0034) 91 497 2480 / 2588 / 8231 Fax. (0034) 91 497 8267 ori.derecho@uam.es
OFICINA DE RELACIONES INTERNACIONALES Y MOVILIDAD CENTRAL	Calle Einstein 5 Edificio Plaza Mayor Campus de Cantoblanco. 28049 Madrid. www.uam.es > Internacional	Tel. (0034) 91 497 49 89/ 87 44 Fax: (0034) 91 497 85 97 ori.uam@uam.es
- Oficina Erasmus	www.uam.es > Internacional	Tel. (0034) 91 497 51 33 erasmus.uam@uam.es
- Convenios Internacionales	www.uam.es > Internacional	Tel. (0034) 91 497 21 45 ori.movilidad@uam.es
- Centro de Estudios de América Latina (CEAL)	www.uam.es > Internacional	Tel. (0034) 91 497 23 92 ceal@uam.es
- Estudiantes Visitantes y SICUE / Séneca	www.uam.es > Internacional	Tel. (0034) 91 497 51 72 intercambios.uam@uam.es

ANNEX 1: COURSE LIST 2012-13

Available in our webpage of Facultad de Derecho > Internacional > Movilidad Estudiantes Entrantes/Incoming > Convocatorias de Movilidad.

Or just clicking [HERE](#)