



STUDENT EXCHANGE INFORMATION SHEET

Master and Doctoral Students 2023 - 2024



Coordinación General de Estudios de Posgrado
Subdirección de Vinculación y Difusión Académica
Intercambio de Estudiantes de Maestría y Doctorado

General Information

International Relations Office (Postal Address)

Unidad de Posgrado, Circuito de los Posgrados S/N, Edificio G, Primer Piso, Cubículo G108, Ciudad Universitaria, Col. UNAM, Alc. Coyoacán, C.P. 04510, Ciudad de México, México.

Webpage: <https://www.posgrado.unam.mx>

Institutional contacts

International Programs and Collaboration Agreements

• Nidia Pantaleón Colín

Head of International Programs

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Student Exchange

• Vicente Pineda Díaz

Student Exchange Officer

E-mail: vpineda@posgrado.unam.mx

Tel: +52 55 56230222 ext.: 80176

Academic information:

Postgraduate level (master and doctoral students /2nd & 3rd cycle)

Academic calendar:

Fall Semester: august-december 2023 (2024-1)

- Start date: 07/08/2023 — End date: 15/12/2023

Welcome, induction and face-to-face registration: 07/31/2023

Spring Semester: february-june 2024 (2024-2)

- Start date: 30/01/2024 — End date: 09/06/2024

Welcome, induction and face-to-face registration: 23/01/2024

Fields of study:

1. Physics, Mathematics and Engineering
2. Biological Sciences and Health
3. Social Sciences
4. Humanities and Arts

More information:

<https://www.posgrado.unam.mx/oferta/>

Academic calendar available on:

https://www.dgae.unam.mx/calendarios_escolares.html

Nomination and application dates

Nomination:

- For the fall semester (August to December 2023) from January 30 to April 28, 2023.
- For the spring semester (February to June 2024) from August 15 to September 30, 2023.

Application:

- For the fall semester (August to December 2023) from January 30 to April 28, 2023.
- For the spring semester (February to June 2024) from August 15 to October 13, 2023.

Date of publication of results for the spring semester: as of December 04, 2023.

- Students should read the considerations mentioned in this information sheet before completing their application.

Nomination process (home university)

The International Relations Office, or its equivalent of the student's home university, shall send the nomination letter to movilidad@posgrado.unam.mx in cc the student's email address. The nomination should include the following:

- Full name of the student
- Name of the master's or doctoral program currently enrolled at the home university.
- Student email
- GPA at the home university
- Master's or doctoral program of interest at UNAM
- Indicate which semester the student wish to study at UNAM (August-December and/or February-June).
- Academic activity: master courses.
- Commitment letter signed and sealed by the student and the person in charge of the home university, available at: t.ly/nUoSJ.

Once we receive the nomination letter, the student will receive an email and application instructions and the online template. Students must upload the following documents:

- ID photograph, with white background (JPG file format)
- Enrollment certificate/document in a master's or doctoral program at the home university
- Transcript of records of the home university
- Curriculum Vitae/resumé, max. two sheets
- Copy of the title/diploma of the last grade (bachelor or master)
- Copy of the passport with a minimum validity of 6 months at the end of the mobility stay.

Registration and tuition fees

- Students from universities with a valid agreement with UNAM will be waived registration and tuition fees.
- Students from universities that do not have an agreement, must cover the following fees:
 - \$250.00 USD registration fee per semester
 - \$320.00 USD for each course

Specific requirements

Language requirement:

Spanish, level B2 of the Common European Framework for Languages (for those students from countries with an official language different to Spanish).

Some specific programs such as Letters and Literature may request C1.

Health insurance:

For the student exchange program, a Medical and Travel Insurance Policy is mandatory before traveling to Mexico. The policy must be valid during the complete stay in Mexico, and cover: accidents, medical attention/services, major health expenses and repatriation of remains.

Insurance does not have to be purchased through our institution

Migratory processes

Mexican visa requirements depend on nationality and length of stay.

Visa Procedures:

<http://www.gob.mx/sre/acciones-y-programas/visa-de-residente-temporal-estudiante>

- It is the responsibility of the student to manage the visa or immigration documents if necessary.
- In case of requiring the hardcopy of the letter of acceptance, it has to be requested in advance.

Alojamiento

UNAM does not have accommodation. Exchange students must find their own accommodation, preferably before arriving in Mexico. For further information about this matter:

<https://alojamiento.cepe.unam.mx/login.php>

Remarks and considerations

Before starting your nomination process, we suggest taking into consideration the following information:

- The graduate exchange program only considers master's degree courses. Students cannot enrolled undergraduate, specialization, language, residency or medical rotation courses.
- Students may request to take courses in a second Graduate Program, which must be indicated in the nomination letter from the home institution and in the application form. The student must specify the primary and secondary programs in the template.
- The course load for the primary program must be higher than that of the secondary program.
- The courses are taught in Spanish. Students must demonstrate proficiency in the Spanish language, level B2, according to the Common European Framework of Languages (non-Spanish-speaking students). Some specific programs such as Letters and Literature may request C1.
- Exchange or Visiting students who wish to take Spanish courses can take them at the *Centro de Enseñanza para Extranjeros* (CEPE). You must make your application for admission directly to CEPE and cover the corresponding fees.
- Untimely or incomplete applications will not be processed.
- Acceptances are by Graduate Program.
- Students must review in detail the academic offer at the master's and doctoral level of UNAM before apply to an exchange.
- Once mobility has been authorized and the acceptance letter issued, no changes of any kind will be made.
- If the student wishes to modify the acceptance conditions, the application will be canceled and the process must be started again within the nomination deadlines.
- It is suggested to schedule your travel and stay in Mexico once students receive the acceptance letter.
- Students must arrive in Mexico one week before the start of the semester, the dates will be indicated in the acceptance letter.
- The registration of the courses is in person, in case of not showing up on the indicated date, the mobility will be cancelled.

Remarks and considerations

- For those students who need to obtain the signature and stamp of UNAM to manage school and financing procedures, they may request it once their registration is completed at UNAM.
- The official document to recognize credits and notes at the home university is the one issued by UNAM's International Programs Office.
- Once students are accepted at UNAM, they must respect the regulations and regulations in force.
- Doubts or clarifications should be made through the mobility office of the home university.

Credits and grading scale

Credits:

UNAM has its own Credit System that is expressed in whole numbers.

For theoretical activities, one credit is equivalent to 8 hours. For hands-on activities, one credit equals 16 hours.

Grading scale at UNAM:

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|--------------|--|
| 0-5.9 | Not approved / Not approved |
| 6 | Sufficient performance, meets minimum criteria |
| 7 | Satisfactory-Regular, work with significant deficiencies |
| 8 | Good. Work good enough with some notable errors |
| 9 | Very good. Above average results with some mistakes |
| 10 | Excellent. Outstanding results with minor errors |

Student exchange, undergraduate level (1st cycle)

For undergraduate information please contact our colleague

Carlos Navarro Rojas: cnavarro@global.unam.mx

The application process and requirements for undergraduate and graduate degrees are different.