



UNIVERSIDAD
COMPLUTENSE
DE MADRID

SCHOOL OF ECONOMICS AND BUSINESS ADMINISTRATION
Somosaguas Campus

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PREFACE

Our University is the largest and one of the oldest educational institutions in Spain. It exhibits excellent research and high quality teaching standards being well known nationally and internationally. It also has an excellent location close to Madrid's City centre. Currently, it has a large number of international exchange agreements with foreign universities due to the needs stemming from the creation of the European Higher Education Area (EHEA).

In order to make our University more attractive to foreign students, the new Bachelor Degrees in Economics and Business Administration (fully adapted to the methodological requirements of the EHEA) will have at least one group where ALL modules will be taught in English. This means that incoming students will be able to choose among a very wide range of modules offered by our School either in Spanish or in English. Furthermore, our School also offers foreign students the possibility of gaining some professional training in companies settled in Madrid. Students of other institutions studying at Universidad Complutense can look for and find a work placement before they leave their universities. Students may also use the placement service at our Faculty.

1. -THE CITY OF MADRID

- Located in the centre of Spain
- Capital of Spain
- 3.5 million inhabitants
- 4.5 million people, including the metropolitan area
- Old buildings of historic interest and modern architecture



The official web site (<http://www.munimadrid.es>) is in Spanish and English. It covers all kind of information, including history, theatres, shows, museums, art exhibitions, fairs, congresses, sports, accommodation, gastronomy, shopping, culture, transport, night life, business, a city guide, etc.

1.1. -How to get to Madrid

- BY PLANE:

Barajas web site:

http://www.aena.es/csee/Satellite?pagename=Aeropuerto_MAD

Carretera Barcelona N.II Km. 10,5

Airport information: telephones: 91 3058343/44/45/46

Once you arrive to the airport of Barajas, there are three options to go downtown:

- Take the subway: Subway station “Aeropuerto” Line 8 (Barajas-Nuevos Ministerios) Price: €4.50 the single ticket; €12,20 the 10- trip ticket.
Subway web site: <http://www.metromadrid.es/>
- Take the bus: the bus service costs €5. These buses run every 15-20 minutes from Barajas Airport to Atocha-Renfe; Cibeles square; O’donnel street.
Bus web site: <http://www.emtmadrid.es/lineaAeropuerto/index.html>
- Take a taxi: The price is about €20 (there are extra charges on bank holidays and weekdays after 12:00 p.m.)

- BY RAILWAY

Railway Information & Reservation

Phone: 34 91 328 90 20

RENFE web site: <http://www.renfe.es>

- BY BUS

Central Bus Station: Calle Méndez Álvaro.

Phone: 34 91 468 42 00

Bus web site: <http://www.estacionautobuses.com>

1.2. -Getting around Madrid

- CITY BUSES

Time: from 6.00 to 23:30/24.00 (depending on the lines)

Most bus stops have detailed city maps posted with bus routes.

There is a reduced bus night service reaching most areas and quarters (called “Buhos”) every 20 minutes (until to 6:00 am)

- SUBWAY

Service from 6.00 to 1.30 am

METRO web site: <http://www.metromadrid.es/>

Information on all regional public transports: <http://www.ctm-madrid.es/>

1.3. -Public Hospitals

Public hospitals are available for any urgency.

Public hospitals are available in:

http://www.madrid.org/cs/Satellite?cid=1162209993137&pagename=PortalSalud%2FPage%2FPTSA_listaHospitales

2. - COMPLUTENSE UNIVERSITY

- UCM (Universidad Complutense de Madrid) is a public institution
- It is one of the oldest universities in the world, founded in 1499
- UCM is Madrid’s University.
- It is one of the largest universities in the world: <http://www.ucm.es>

80,000 students

4,000 foreign students

6,000 staff teachers

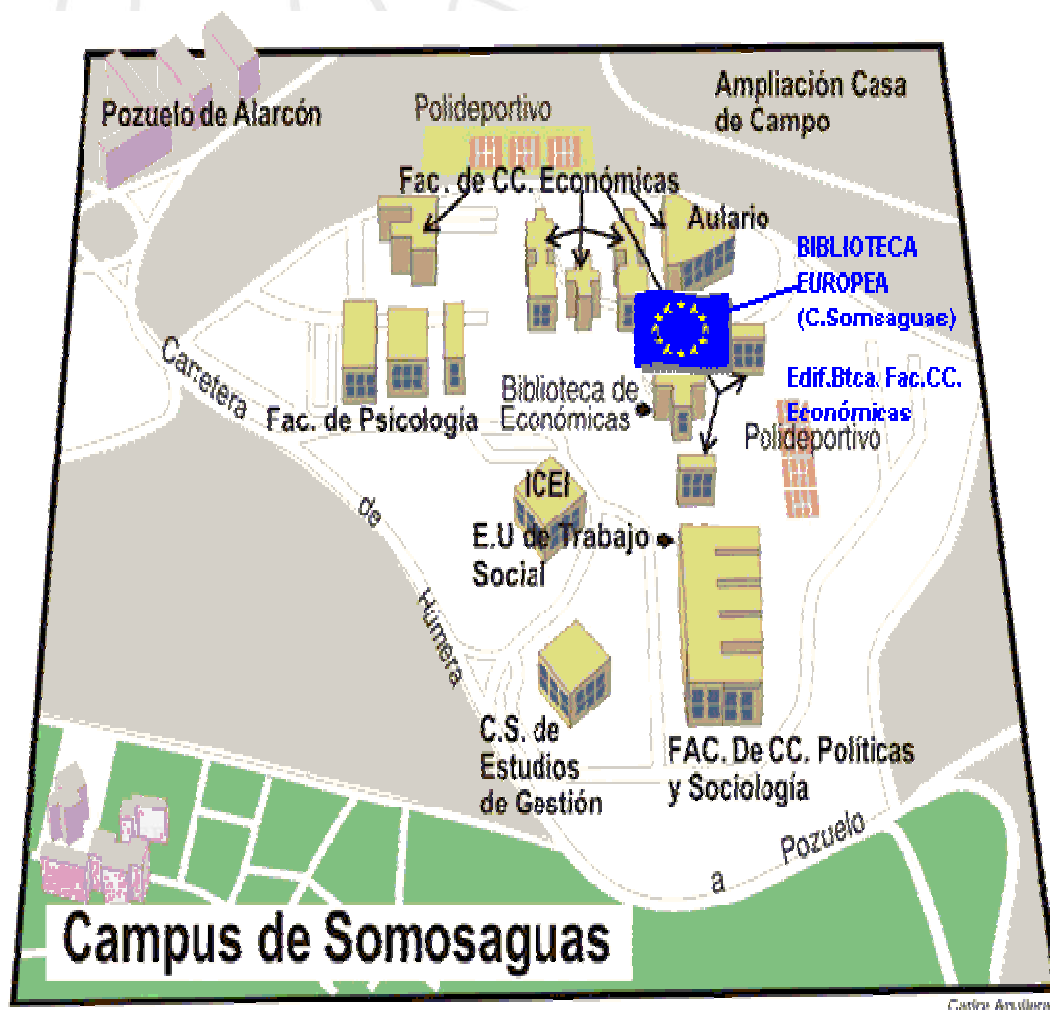
3,500 non academic staff (administration and services)
26 Faculties

- UCM is divided in three campuses, Moncloa, Somosaguas, and Aranjuez; most of the faculties are located in Moncloa except the Faculties of Political and Social Sciences, Economics & Business Administration, and Psychology, as well as the Social Work School, which are located in Somosaguas, northwest of Madrid.

3. – SCHOOL OF ECONOMICS AND BUSINESS ADMINISTRATION

3.1. - General Information

- It is located in the Campus of Somosaguas.
- Website <http://www.ucm.es/centros/webs/fccee/>



How to get to Somosaguas Campus

The best way to reach the Campus is by bus.

Line **A** from Moncloa

Line **H** from Aluche

Line **I** from Moncloa Campus (Ciudad Universitaria Subway Station)

You can also take a tramcar that goes between the metro station “COLONIA JARDIN” and the “ESTACIÓN DE ARAVACA.”

The station is located the campus and the name of the station is “CAMPUS DE SOMOSAGUAS”.

The School of Economics and Business Administration has always served the commuter student. Its philosophy has always recognized the needs of students who live and work within the region. The School has developed and strengthened services to meet the needs for flexibility and convenience of the student. The location and the role of the School in the cultural, political, civic, social, and corporate communities provides opportunities for exploration and growth, and also cultivates a spirit of independence, experimentation, and discovery that a more traditional classroom instruction cannot provide.



3.2. - Facilities

The Somosaguas campus is made up of the following centres:

- ✓ Central building establishes the departments of Administrative and Planning Services, computer and printing facilities, dean, vice-deans, assistants, auxiliary services, and personnel. It also houses the INTERNATIONAL STUDENT OFFICE
- ✓ The “prefabricado” (building 1), holds some departments, the cafeteria and food services, lounge, etc.
- ✓ Buildings 2, 3, 4, and 5 establish classrooms and department facilities. “Aulario” (classroom building) includes classrooms, cafeteria, health services, and audio-visual and computer facilities.
- ✓ Library
- ✓ Sport facilities
- ✓ Parking indoor (faculty/staff lots) and outdoor (students)

Building works were started in the academic year 2007-2008 to substitute the buildings of offices and services (Vice-Dean’s Office and Secretariat) for a new building annexed to the Aulario building. With this new building the School of Economics and Business Administration adopts a three-pillar structure: CLASSROOM BUILDING, DEPARTMENT BUILDING AND LIBRARY.

LIBRARY

- It is one of the most important libraries on Business and Economics in Spain. (The second one after the Central Bank library)
- Its collection contains about 115,000 books + 2,100 papers +700 electronic journals. All these sources are mostly of free-access.
- Among the services offered by the library we have: regular & inter-library loans, information and bibliographic searches, etc.

For more information regarding the Faculty of Business and Economics Library, please visit the web site: <http://www.ucm.es/BUCM/cee/>
e-mail: buc_cee@buc.ucm.es

- The European Documentation Centre is placed within the premises, and it is part of the information centre network created by the European Union for all member States. This centre provides quick and easy access to European databases.
- Web site: <http://www.ucm.es/BUCM/be>

COMPUTER FACILITIES

The Computer Head Office (Somosaguas Campus) provides e-mail accounts to every exchange student.
There are several Computer Areas available for all students, free of charge.

SPORT FACILITIES

Complutense University has five sport centres:

Four sport centers in Moncloa Campus:

1. North (Paraninfo): Handball, Football, Basketball, Tennis Ground, Football ground, Rugby ground
Phone: 00 34 91 60 93
00 34 91 60 92
Location: Avda. Complutense s/n
Fax: 00 34 91 394 60 99
Mail: Unidad.deportes@rect.ucm.es
2. South: Basketball, Gym, Handball, Volley-beach, Tennis, Swimming-pool, Athletics ground: 300 m.
Phone: 00 34 91 394 11 69
Location: Avda. Juan de Herrera s/n
3. Southeast (Cantarranas)
Phone: 91 394 16 53
Location: Arquitecto López Otero s/n
4. Nuestra Señora de la Almudena:
Phone: 00 34 91 394 62 66
Location: Calle de las Moreras s/n
5. Somosaguas Campus: Basketball, Handball, Tennis, Volleyball. Gym
Phone: 00 34 91 394 23 98

The UCM sport centre organises different activities for class groups such as: aerobic, swimming, tennis, gim-jazz, latin dance, tai-chi. Fee for group class: 29 Euros (Quarterly payment)

For detail information please visit the following web-site:

<http://www.ucm.es/dir/2730.htm>

MEDICAL CENTER OF SPORT EVALUATION

If you need or wish to take a medical-sport test you can register in the Medical Center of Sport Evaluation:

Avda. Juan de Herrera, s/n

Phone: 00 34 91 394 11 69

medidepo@med.ucm.es

www.ucm.es/info/meddepor/index.html

3.3. - Health

- There is a medical service at the Somosaguas Campus available for staff and students.
- The students from the EU are members of their National Social Security System. Before coming to Madrid, they must request from their home Social Security Office the documents stating that their Social Security System will assume the costs of medical attention carried out in Spain by the Spanish Social Security System. Thus, the students will be treated free of charge in Spain by the doctors and the Social Security Hospital Network. Costs for dental treatments generally are not included in these arrangements.
- Students from other countries must have a private HEALTH INSURANCE.
- Members of private Health Insurance Schemes must make sure that they will cover the bills for treatments in Spain (some insurance companies require payment in advance to be refunded in the origin country).

3.4. - Centre for Employment Guidance and Information (C.O.I.E in Spanish)

Centre for Employment Guidance and Information. There are offices in both campuses. The one held in Somosaguas Campus is located in the "Prefabricado" Building:

Phone: 00 34 91 394 24 45

Fax: 00 34 91 394 24 49

@mail: coiesomo@eucmos.sim.ucm.es

3.5. - Student Associations

There are many students associations at the Faculty of Business and Economics. Foreign students can register in any of them, following their personal interest on culture, sports, etc.

- **ESN-UCM** (Erasmus Student Network): It is of special interest for foreign students. This organization plans many activities throughout the academic year such as cultural trips, parties, weekend trips, guided visits trough the city, meetings to exchange languages, etc.

To join them, you just have to go to their office and get the ESN Card. More than 1,200 students join them every year, taking part in several of their activities.

They also manage the "Tutor Program". It consists of the assignment of one local student to a group of exchange students to help them not only to achieve the university procedures and get information, but also with city way of life.

CONTACT:

www.esnucm.org

Facultad de Estadística,
Planta Baja

28040

Ciudad Universitaria
Madrid

T. +34 91 394 39 77

info@esnucm.org



- **AIESEC / AIESEC**: the world's largest student organization. It is the international platform for young people to discover and develop their potential so as to have a positive impact on society. AIESEC also runs an exchange program that offers to over 4,000 students and recent graduates the opportunity of living and working in another country. It is located on our campus at the "Prefabricado" Building.
Phone: 00 34 91 394 24 22 / 00 34 91 394 23 33
Fax : 00 34 91 394 23 64
e-mail: aieseecs@sis.ucm.es
web site: <http://www.aiesec.org>

- **Students Delegation:** this organization promotes social and cultural activities. It's located in the "Aulario" Building.
Phone: 00 34 91 394 23 23
- **Sports Club:** The main activities are rugby, volleyball, basketball, Hockey.
Contact: C / Donoso Cortés 65.
Phone: 00 34 91 394 64 90
Fax: 00 34 91 394 64 91
cd.ucm@rect.ucm.es

3.6. - Accommodation

Although there is no on-campus housing at the Faculty, information regarding off-campus housing in the area is available at different sources.

Provided by the University:

ALOJAMIENTO EN LA UCM (ACCOMMODATION AT UCM)

ALOJAMIENTO EN LA UCM (Accommodation at UCM) is a service that UCM offers to the university community, with special interest for our Erasmus students.

It offers individual or shared apartments well connected by public transport, fully furnished and at the best price.

ALL THE INFORMATION IS AVAILABLE ON:

<http://casaestudiante.ucm.es/encuentra-tu-alquiler>

BY PHONE: 913941897

OUR OFFICE:

Edificio de Alumnos

Avda. Complutense, s/n

28040 Madrid, España.

Subway: CIUDAD UNIVERSITARIA – Bus: G, I, U, 82, 132

YOU CAN ALSO ASK FOR INFORMATION TO:

alojamientoenlaucm@rect.ucm.es

Not provided by the University:

If the student is interested on finding a place by himself/herself, we can recommend some web sites:

Useful web sites: www.aluni.net/alojamiento-en-pisos/para-estudiantes/alquilar-habitaciones-en-apartamentos-compartidos/ for more information: info@aluni.net
www.segundamano.es
www.madrid.loquo.com
www.anuntis.segundamano.es
www.elidealista.com
www.fotocasa.es

Students can also write just "habitación, Madrid, alquiler" in google and they will find a lot of information regarding lodgings.

3.7. - Language Requirements

- Regular courses are taught in Spanish. Therefore, foreign students must have an adequate command of Spanish. However, the School of Economics and Business Administration has a wide offer of courses in English. In fact, in both Bachelor Degrees of Business Administration and Economics there is a group where all courses are taught in English too.

Spanish Language Courses

- The UCM organises an Intensive Spanish Language Course free of charge for all exchange students before the beginning of each semester.

Dates: September and February

For detailed information concerning these courses, please contact:

Erasmus Office. Facultad de Filología. UCM

Phone: 00 34 91 394 54 00

Fax: 0034 91 394 394 55 78

e-mail: filreint@filol.ucm

- The UCM also offers a very wide range of language courses for foreign students all year round (both 90 and 45 lecture hour courses). Detailed information can be obtained at:

CENTRO SUPERIOR DE IDIOMAS MODERNOS UCM

C/ Donoso Cortés, 65 2ª planta

Phone: 00 34 91 394 64 45 / 65 21

e-mail: csim@rect.ucm.es

Web site: <http://www.ucm.es/info/idiomas>

4. -STUDYING AT THE SCHOOL OF ECONOMICS AND BUSINESS ADMINISTRATION

This catalogue is not to be considered a contract between the student and the faculty. Each student is personally responsible for his or her academic progress, and all are urged to read this information.

Our Faculty currently offers three bachelor degrees adapted to the European Higher Education Area.

- Bachelor Degree in Business Administration (Grado de ADE)
Duration: 4 years (3 years + 1 of specialization)
- Bachelor Degree in Economics (Grado de ECO)
Duration: 4 years (3 years + 1 of specialization)
- Double Degree in Business Administration and Law (Doble Grado en Derecho-Ade)
Duration: 6 years

Total credits (ECTS):

Business Administration: 240

Economics: 240

Double Degree: 360

- Total Courses offered: 395 annually + Doctoral Courses (in the process of reduction, due to the fact that the courses included in the “official masters programs” serve also as doctoral courses).

The degree system should include the following issues, among others:

- Establishment of a teaching system consisting of three cycles: Bachelor, Master and Doctorate.
- Adoption of the European Credit Transfer System (ECTS)
- Mobility of university students and professors.
- Teaching-learning process: the creation of the EHEA implies an important change in the way of teaching and the methodology.

Next to “Cuatrimestre”, the student will find two numbers. The first one means the year-course, and the second one, the semester in which the course is offered. For example:

“Cuatrimestre 3-1” means that the course is offered in the 3rd Year-First Semester.

ADVICE: we strongly recommend that in order to obtain a brief description of the courses offered by the Faculty of Business Administration and Economics, students visit the following web-site:

<http://economicasyempresariales.ucm.es/grado>

4.1. -DEGREE IN ECONOMICS

INTRODUCTION

The undergraduate studies in Economics has 240 ECTS distributed in subjects of Basics (B), Compulsory subjects (C), elective subjects (E) and the End of degree Work (table 1). Native students have to complete a fixed number of credits in every type of subjects, but this is not important for those students who are spending just one year of their studies in our university.

TYPES OF SUBJECTS	ECTS
Basic	60
Compulsory	116
Electives	58
End of Degree Work	6
TOTAL ECTS	240

STUDY PLAN

The tables below show the courses of the Study Plan and the number of ECTS.

Bachelor Degree taught in Spanish

Year 1- Semester 1		Year 1 -Semester 2	
Asignatura	ECTS	Asignatura	ECTS
Microeconomía I	6	Macroeconomía I	6
Economía de la Empresa	6	Contabilidad Financiera	6
Historia económica I	6	Derecho económico	6
Matemáticas I	6	Matemáticas II	6
Idioma Moderno	6	Estadística I	6

2-1		2-2	
Asignatura	ECTS	Asignatura	ECTS
Microeconomía II	6	Microeconomía III	6
Contabilidad Analítica	6	Historia económica II	6
Economía mundial	6	Economía Internacional	6
Matemáticas III	6	Finanzas	6
Estadística II	6	Métodos de Economía Aplicada	6

3-1		3-2	
Asignatura	ECTS	Asignatura	ECTS
Macroeconomía II	6	Macroeconomía III	8
Organización Económica Internacional	6	Fiscalidad	6
Economía Pública	6	Economía Monetaria y Financiera	6
Política Económica	6	Econometría	6
Economía Española	6	(*)	4

4-1		4-2	
Asignatura	ECTS	Asignatura	ECTS
(**)	6	Trabajo Fin de Grado	6
(**)	6	(**)	6
(**)	6	(**)	6
(**)	6	(***)	4
(**)	6	(***)	4

(*) (**) (***) To see the courses programs and the elective courses, please visit:

<http://economicasyempresariales.ucm.es/estudios/2012-13/grado-economia-estudios-planificacion-y-calidad-de-la-ense%C3%B1anza>

The following subjects of the elective courses of the Bachelor Degree in Economics are taught in English:

- Applied Econometrics
- Advanced Macroeconomics

Bachelor Degree taught in English

1st YEAR

1-1		1-2	
Subject	ECTS	Subject	ECTS
Microeconomics I	6	Macroeconomics I	6
Business Economics	6	Financial Accounting	6
Economic History I	6	Economic Law	6
Mathematics I	6	Mathematics II	6
Modern Language	6	Statistics I	6

2nd YEAR

2-1		2-2	
Subject	ECTS	Subject	ECTS
Microeconomics II	6	Microeconomics III	6
Analytical Accounting	6	Economic History II	6
World Economy	6	International Economics	6
Mathematics III	6	Finance	6
Statistics II	6	Methods for Applied Economics	6

3rd YEAR(**)**

3-1		3-2	
Subject	ECTS	Subject	ECTS
Macroeconomics II	6	Macroeconomics III	8
International Economic Organization	6	Tax System	6
Public Economics	6	Monetary and Financial Economics	6
Economic Policy	6	Econometrics	6
Spanish Economy	6	(*)	4

4th YEAR(**)**

4-1		4-2	
Subject	ECTS	Subject	ECTS
(**)	6	Bachelor Thesis	6
(**)	6	(**)	6
(**)	6	(**)	6
(**)	6	(***)	4
(**)	6	(***)	4

(*) (**) (***) To see the courses programs and the elective courses, please visit:

<http://economicasyempresariales.ucm.es/estudios/2012-13/grado-economia-estudios-planificacion-y-calidad-de-la-ense%C3%B1anza>

Only the following subjects of the elective courses of the Bachelor Degree in Economics are taught in English:

- Applied Econometrics
- Advanced Macroeconomics

4.2. -DEGREE IN BUSINESS ADMINISTRATION

INTRODUCTION

The undergraduate studies in Business Administration, as it happens in Economics has 240 ECTS distributed in subjects of Basics (B), Compulsory subjects (C), elective subjects (E) and the End of degree Work (table 1).

TYPES OF SUBJECTS	ECTS
Basic	60
Compulsory	116
Electives	58
End of Degree Work	6
TOTAL ECTS	240

STUDY PLAN

In the table it is reflected the subjects of the Study Plan and the number of ECTS..

Bachelor Degree taught in Spanish

1-1		1-2	
Asignatura	ECTS	Asignatura	ECTS
Historia económica	6	Estadística empresarial I	6
Derecho de la Empresa	6	Contabilidad financiera I	6
Fundamentos de dirección de empresas	6	Fundamentos de administración financiera de la empresa	6
Introducción a la economía	6	Microeconomía	6
Matemáticas empresariales I	6	Matemáticas empresariales II	6

2-1		2-2	
Asignatura	ECTS	Asignatura	ECTS
Derecho Mercantil	3	Economía española	3
Sociología industrial y de la empresa	3	Sistema fiscal I	3
Contabilidad financiera II	6	Contabilidad de gestión	6
Entorno económico internacional	6	Organización y diseño	6
Macroeconomía	6	Política económica	6
Matemáticas financieras	6	Estadística empresarial II	6

3-1		3-2	
Asignatura	ECTS	Asignatura	ECTS
Fundamentos de Marketing	6	Investigación comercial	6
Análisis y consolidación contable	6	Sistema fiscal II	6
Dirección de recursos humanos	6	Dirección de la producción	6
Métodos de decisión	6	Econometría	6
Valoración de activos y análisis de inversiones	6	Decisiones de financiación	6

4-1		4-2	
Asignatura	ECTS	Asignatura	ECTS
Comportamiento del consumidor	6	Trabajo Fin de Grado	6
Análisis y planificación financiera	6	(**) ó (***)	4
Dirección estratégica	6	(**) ó (***)	4
(*) ó (***)	4	(**) ó (***)	4
(*) ó (***)	4	(**) ó (***)	4
(*) ó (***)	4	(**) ó (***)	4

(*) (**) (***) To see the courses programs and the elective courses, please visit:

<http://economicasyempresariales.ucm.es/estudios/2012-13/grado-ade-estudios-planificacion-y-calidad-de-la-ense%C3%B1anza>

Please note that there are no elective courses taught in English.

During the fourth year only are taught in English the following compulsory courses:

- Consumer Behaviour
- Financial Analysis and Planning
- Strategic Management

Bachelor Degree taught in English

1st YEAR

1-1		1-2	
Subject	ECTS	Subject	ECTS
Economic History	6	Business Statistics I	6
Business Law	6	Financial Accounting I	6
Principles of Business Management	6	Principles of Business Financial Management	6
Introduction to Economics	6	Microeconomics	6
Business Mathematics I	6	Business Mathematics II	6

2nd YEAR

2-1		2-2	
Subject	ECTS	Subject	ECTS
Commercial Law I	3	Spanish Economy	3
Industrial and Business Sociology	3	Tax System I	3
International Economics for Business	6	Organization and Design	6
Macroeconomics	6	Economic Policy	6
Financial Mathematics	6	Business Statistics II	6
Financial Accounting II	6	Management Accounting	6

3rd YEAR

3-1		3-2	
Subject	ECTS	Subject	ECTS
Principles of Marketing	6	Market Research	6
Analysis and Accounting Consolidation	6	Tax System II	6
Human Resource Management	6	Production Management	6
Decision-Making Methods	6	Econometrics	6
Asset Valuation and Investment Analysis	6	Financing Decisions	6

4th YEAR

4-1		4-2	
Subject	ECTS	Subject	ECTS
Consumer Behaviour	6	Bachelor Thesis	6
Financial Analysis and Planning	6	(**) or (***)	4
		(**) or (***)	4
Strategic Management	6	(**) or (***)	4
(*) or (***)	4	(**) or (***)	4
(*) or (***)	4	(**) or (***)	4
(*) or (***)	4	(**) or (***)	4

(*) (**) (***) To see the courses programs and the elective courses, please visit:

<http://economicasyempresariales.ucm.es/estudios/2012-13/grado-ade-estudios-planificacion-y-calidad-de-la-ense%C3%B1anza>

Please note that there are no elective courses taught in English.

During the fourth year only are taught in English the following compulsory courses:

- Consumer Behaviour
- Financial Analysis and Planning
- Strategic Management

4.3. –MASTERS

To see the list of our masters, please visit:

<http://economicasyempresariales.ucm.es/master>

To follow masters' classes in our faculty, students must check that between their faculty and our School of Economics and Business Administration at UCM has been signed a post-graduate bilateral agreement.

Requirements to take masters' classes:

- have passed 240 ECTS credits,
- send to the International Relations Office of the School of Economics and Business Administration (out.erasmus@ccee.ucm.es) the CV, the transcript of records and a motivation letter,
- the learning agreement of the student must be approved by the master's coordinator.

4.4. -ACADEMIC CALENDAR AND GRADING SYSTEM

Academic Calendar:

<http://www.ucm.es/centros/cont/descargas/documento35846.pdf>

- All grades are awarded solely on the basis of the instructor's judgement of the student's academic performance.
- The teaching system includes theoretical and practical courses.
- The number of students attending a course range from 50 to 100. Teachers promote students' active participation in class.
- Students are required to take the final official exam, although some teachers might add up additional homework and other assignments.
- Qualifications are structured as follows:

LOCAL GRADING SYSTEM AND ITS INTERNATIONAL EQUIVALENCE

- Most courses still follow the old credit and grading system. It ranges from MH (outstanding or excellent, given to students having obtained a grade over 9.0) to SS (fail). On final lists, grades are normally rounded off. The grading system is listed in the table below.

MH	MATRICULA DE HONOR (9-10)	A	EXCELLENT
SB	SOBRESALIENTE (9-10)	B	VERY GOOD
NT	NOTABLE (7-8.9)	C	GOOD
AP	APROBADO (5-6.9)	D	SATISFACTORY
SS	SUSPENSO (0-4.9)	FX	FAIL
NP	NO PRESENTADO	NA	NON ATTENDANCE

- Our School is in the process of adapting the ECTS system. The European Credit Transfer and Accumulation System (ECTS) is a student-

centred system based on the **student workload** required to achieve the objectives of a programme, objectives preferably specified in terms of **learning outcomes** and competences to be acquired.

- ECTS makes study programmes easy to read and compare for all students, national and foreign. ECTS facilitates mobility and academic recognition. ECTS helps universities to organise and revise their study programmes. ECTS can be used across a variety of programmes and modes of delivery. ECTS makes European higher education more attractive for students from other continents.
- In cases where credits are transferred between European universities in student exchanges, ECTS grades can be used. It is good practice to add an ECTS grade, in particular in case of credit transfer

This Curriculum helps European ECTS students and other exchange international students to prepare their schedule at our institution.

The student should take into account that:

1 Spanish Credit = 1 ECTS

1 Spanish Credit = 10 lecture hours



5. - ACCEPTANCE PROCEDURES

Registration for exchange students is carried out in two parts:

- ✓ Home Universities must send us the names of selected students as soon as they have the information. Our deadlines are the following:
 - For students starting in September (First Semester) the application forms must be submitted by 15th of June.
 - For students starting in February (Second Semester)
The application forms must be submitted by 30th of November.
- ✓ Once our office receives the list of selected students by the partner institution, our staff will confirm the acceptance of their students by mail and will provide to your Coordinator or contact person in your Home University the login and user name needed to pre-register in our institution through our web site.
- ✓ In the on-line registration, the student will be able to register, at the same time, in the Intensive Spanish Language Course and in the Accommodation Office.
- ✓ Once the application has been submitted on-line, a paper copy should be sent to the Vice-Rectorate of International Relations (Oficina Erasmus, Pabellón de Gobierno C/ Isaac Peral s/n, 28040 Madrid-Spain). The Vice-Rectorate will distribute the application to the corresponding Faculty.

THE APPLICATION FORM SHOULD NOT BE SENT STRAIGHT TO THE FACULTY

- ✓ At the beginning of each semester, the students will receive an e-mail, where they will be informed about an information meeting. At this meeting the students will be provided with all the important information for the registration process in our Faculty.

Attendance at the meeting is COMPULSORY.

IMPORTANT NOTE: The students will be informed, during the meeting, about the registration deadline. If the students do not hand in the document before the deadline, the faculty will not consider her/him as an Erasmus student.

6.- FOREIGN STUDENTS ARRIVAL AT SOMOSAGUAS CAMPUS. ADMISSIONS AND REGISTRATION PROCESS

AT YOUR ARRIVAL TO THE ERASMUS OFFICE YOU WILL RECEIVE THE FOLLOWING DOCUMENTS:

- Erasmus Office Registration Form (Matrícula)
- The Student Guide

STEPS TO CORRECTLY FILL IN THESE DOCUMENTS

Erasmus Office Registration Form

- The students must include all their personal data both in GOOD WRITING and CAPITAL LETTERS.
- The box that indicates to put your ID number/Passport number must be filled in with the **Registration Number** that has been given to each student via e-mail from the International Office of the University. All students have their own registration number.
- The students email address and phone number while living in Madrid are VERY IMPORTANT.

The Erasmus student can select any course among the whole range of courses offered by our faculty, except those students coming as “Free-movers”, who will not be allowed to attend first year courses.

The Registration Form must be filled in with the chosen courses, their codes, and the full name of the professors in charge of those courses. It is very important that once you put the group, and the name of the professors, you may not modify it later.

ADVICE: There are usually more than one professor teaching the same course at different schedules, and, therefore, students can select the specific professor and time that fulfil their needs BUT, there is a deadline settled by the Erasmus Office to select courses.

Information for Student Exchanges

SOCRATES/ERASMUS

Full name of Institution	UNIVERSIDAD COMPLUTENSE DE MADRID
ERASMUS Code	E MADRID03
General web site of institution	www.ucm.es
Faculty of Business & Economics web site	http://economicasyempresariales.ucm.es/
Information web site for Incoming Students	http://economicasyempresariales.ucm.es/movilid-ad-internacional
Application web site	Not available in web
Application deadlines	Autumn Semester: 15 th of June Spring Semester: 30 th of November
Contact persons for applications	Juana Amorós SOCRATES/ERASMUS OFFICE Oficina Erasmus – Pabellón Isaac Peral s/n Tel: +34 91 394 6938 Fax: +34 91 394 6924 E-mail: relint@rect.ucm.es
Language requirements	A GOOD LEVEL OF SPANISH for the Spanish courses.
Accommodation Office	PABELLÓN DE GOBIERNO Vicerrectorado de estudiantes Avda de la Complutense s/n - 28040 Madrid Tel: +34 91 394 69 67 Fax: +34 91 394 69 27 @mail: vivienda@rect.ucm.es
Accommodation Deadlines	3 months prior to the arrival
Examination Period	January: Autumn Semester June: Spring Semester
Useful information for Incoming Students	SOCRATES/ERASMUS OFFICE Pabellón de Gobierno Oficina ERASMUS - Faculties ESN Erasmus Student Network
Contact Person for special intensive Spanish course (free)	SOCRATES/ERASMUS OFFICE Faculty of Philology Tel: +34 91 394 54 00 Fax: +34 91 394 55 78
Preparatory language course offered for Incoming Students	September / January Free of charge Special ERASMUS intensive course
Dates and costs for language course	Cursos de Español para Extranjeros (payable) Tel.: +34 91 394 53 25 Fax: +34 91 394 53 36 cursosex@eucmax.sim.ucm.es
Last update of this information	JANUARY 2013

7.- LOCAL COORDINATORS FOR EXCHANGE STUDENTS

The following coordinators are available for exchange students in order to solve any academic question before the arrival and during the stay. If you have any question, please do not hesitate to contact them.

COMPLUTENSE UNIVERSITY OF MADRID

SCHOOL OF ECONOMICS AND BUSINESS ADMINISTRATION

COMMISSION OF INTERNATIONAL RELATIONS

VICEDECANO DE RELACIONES INTERNACIONALES

ELENA URQUÍA GRANDE

Dep. Economía Financiera y Contabilidad II

Building 6 (Caracolas) Office 64

Tel: 91394 2585

e-mail: eurquiaq@ccee.ucm.es; vdxccee@ccee.ucm.es

Country	Coordinator	Country	Coordinator
GERMANY AUSTRIA CROATIA	CONCEPCIÓN LATORRE MUÑOZ E.U. Estadística (Dep. Economía Aplicada II) Tel: 913942458 e-mail: cmlatorre@estad.ucm.es	GREAT BRITAIN	FATIMA DE LA FUENTE Dpto. Economía Financiera y Contabilidad I Building 5, Office 107 Tel: 91394 2564 e-mail: mffuente@ccee.ucm.es
ITALY PARIS09 PARIS100	MARIA COVADONGA IGLESIA Dep. Fundamentos del Análisis Económico I Building 1 (Prefabricated Building), Office 316. Tel: 913943022 e-mail: civ@ccee.ucm.es	FRANCE (EXCEPT PARIS) PORTUGAL USA JAPAN	CRISTINA DEL CAMPO CAMPOS Dep. Estadística e Investigación Operativa II Building 1 (Prefabricated Building), Office 226N Tel: 913942915 e-mail: campocc@ccee.ucm.es
HOLLAND	ENRIQUE VILLANUEVA GARCIA Dep. Economía Financiera y Contabilidad II Building 6 ("Caracolas"), Office 8. Tel: 913942394 e-mail: enriquev@ccee.ucm.es	BELGIUM PARIS (EXCEPTO PARIS09 Y PARIS100)	MARÍA AVELLO ITURRIAGAGOITIA Dep. Comercialización e Investigación de Mercados Building 6 ("Caracolas"), Office 31. Tel: 913942547 e-mail: mavello@emp.ucm.es
CZECH REPUBLIC POLAND ROMANIA SLOVENIA SLOVAKIA TURKEY LITHUANIA	ESTRELLA TRINCADO AZNAR Dep. Historia e Instituciones Económicas Building 1 (Prefabricated Building), Office 215 Tel: 913942421 e-mail: estrinaz@ccee.ucm.es	FINLAND NORWAY SWEDEN ICELAND	JOSÉ MANUEL ROBLES MORALES Sección Departamental de Sociología III Building 3, Office 107 A Tel: 913942557 e-mail: jmrobles@ccee.ucm.es

