

STUDENT GUIDE

**FACULTY OF ECONOMIC SCIENCES AND BUSINESS AND
ADMINISTRATION**

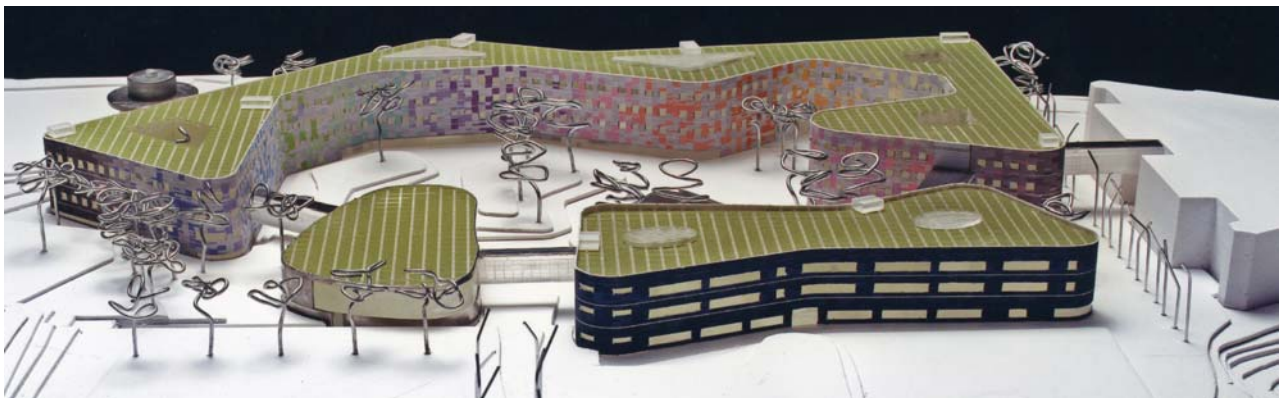
ACADEMIC YEAR 2012-2013



**COMPLUTENSE UNIVERSITY
MADRID**



FACULTY OF ECONOMIC SCIENCES AND BUSINESS AND ADMINISTRATION UCM



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1.- PRESENTATION

Dear Student

This presentation of the Student Guide enable us to get in contact for the first time at the beginning this new academic year 2012-2013, with students of the Faculty of Economics and Business and Administration of Complutense University of Madrid. This guide is an essential tool for the whole university community as it provides exhaustive information about the study plans of the degrees, masters and PhDs offered, departments, facilities and services that allow the development of academic activities of the center.

Our wish is that the academic activities of the faculty, involving both students and teachers and research staff and administrative staff, develop in the most favorable conditions. This has a special meaning in a transition period like the one we are living now, in which the bachelor's recently adapted to the European Higher Education – the Bachelor's Degree in Economics, the Bachelor's degree in Business Administration and the Bachelor's Dual Degree in Business Administration and Law – are fully consolidated. As it is well known, the process of convergence with Europe not only implies a change in the structure of Higher Education, with the design of new undergraduate and postgraduate courses, but it also involves a methodological change that requires an effort both for teachers and students, which - we believe - will lead to an improvement of our teaching quality.

Moreover, various actions are being developed in our Faculty with the aim of improving our teaching quality, such as the consolidation of the groups which are completely taught in English-groups E of the Bachelor's Degree in Economics and Business Administration - the new Official Postgraduate Programmes, the implementation of the new virtual campus platforms (Moodle and Sakai) as well as the Internships Office, which offers students the possibility of doing both national and international internships.

We wish you a fruitful stay in our centre and please consider this guide as a welcome in behalf of all the Faculty staff, the Dean's team and in my own behalf.

M^a Begoña García Greciano

The Dean

2.- OVERVIEW OF THE COMPLUTENSE UNIVERSITY

The Complutense University is the university with the most complete offer of courses in Spain and one of the largest in Europe. In its centers more than 72 degrees adapted to the European Higher Education, a hundred of Official Masters and a wide range of official first and second cycle degrees and PhD programmes are offered.

The Complutense University stands out not only for its size but for its quality in Education and Research. The excellence in teaching and research is due to the work of more than 6,273 teachers who have been enrolled after a rigorous selection process and the work of about 4,587 administrative and service employees.

The Complutense Library is a support service for teaching and research. It has a historical background with about 100,000 printed books of the sixteenth century to eighteenth and 728 incunabula. Its current fund consists of 2,765,000 books and 47,000 periodical titles. Through internet you can access to the electronic collection which comprises more than 20,000 electronic journals and more than 28,000 electronic books.

Finally, if you want to play sport, the Complutense University provides you with over 270,000 square feet dedicated to sports facilities (football, basketball, rugby, handball, tennis, athletics, weight rooms and climbing).

For further information, visit the website of the UCM <http://www.ucm.es>

3.- LOCATION, ACCESS AND TRANSPORT

LOCATION

Faculty of Economic Sciences and Business Administration Complutense University of Madrid

CAMPUS DE SOMOSAGUAS

POZUELO DE ALARCÓN

28223 MADRID

Information: 91-394 29 99/23 21

Fax: 91-394 31 50

<http://www.ucm.es/centros/webs/fccee>

<http://portal.ucm.es/web/ccee/>



The Faculty of Economic Sciences and Business of Complutense is located in the Campus of Somosaguas, together with the Faculty of Political Science and Sociology, Psychology and the School of Social Work. Among the services and facilities available at the center are:



- Building classrooms: classrooms, computerlabs, auditorium, medical service...
- Sport facilities (outdoor and indoor pavilions)
- Office Buildings
- Secretary and Dean Building
- Languages Room
- Library
- Orientation and information centre for Employment
- Medical Service
- Office for the Integration of disabled people
- Universia Room
- Cafeterias and canteens
- Wifi access throughout all the Campus

GETTING HERE

Location Map



Directions from Madrid (Puente de los Franceses):

1. At the M500 Carretera de Castilla take the first exit, signposted “Salida Pozuelo-Majadahonda”, which is road M-503, also called “Avenida Dos Castillas”.
2. Take exit 4:
 - Turn left at the first roundabout. There is an entrance to the Campus at 800 metres.
 - Alternatively, you can keep going straight in the direction Pozuelo-Majadahonda and turn left at the following roundabout (“Carretera de Húmera a Pozuelo”). There is an entrance to the Campus signposted as “Universidad de Somosaguas” at 50 metres.

Directions from N-VI (Carretera de La Coruña):

1. At km 10 take the exit *Carretera de Castilla*
2. Keep going for approximately 1 kilometre and take the exit to the right following the indicators announcing Universidad de Somosaguas y and also POZUELO-MAJADAHONDA.
3. Keep going for approximately 1 kilometre and at the first roundabout:
 - Follow the indication CARABANCHEL-HÚMERA; there is an entry to the Campus at 800 metres.
 - Alternatively, you can turn right in the roundabout, keeping the direction Pozuelo-Majadahonda, and turn left in the following roundabout (“carretera de Húmera a Pozuelo”). There is an entrance to the Campus signposted as “Universidad de Somosaguas” at 50 metres.

LOCATION, ACCESS AND TRANSPORT

TRANSPORT

Both “light rail” which is connected to the underground network of Madrid, and the municipal transport company (buses A, I and H) have stops in the Campus.

By Light rail

ML2 has a stop in Somosaguas Campus. It is connected to the underground - Colonia Jardín (line10) – and the station of Aravaca

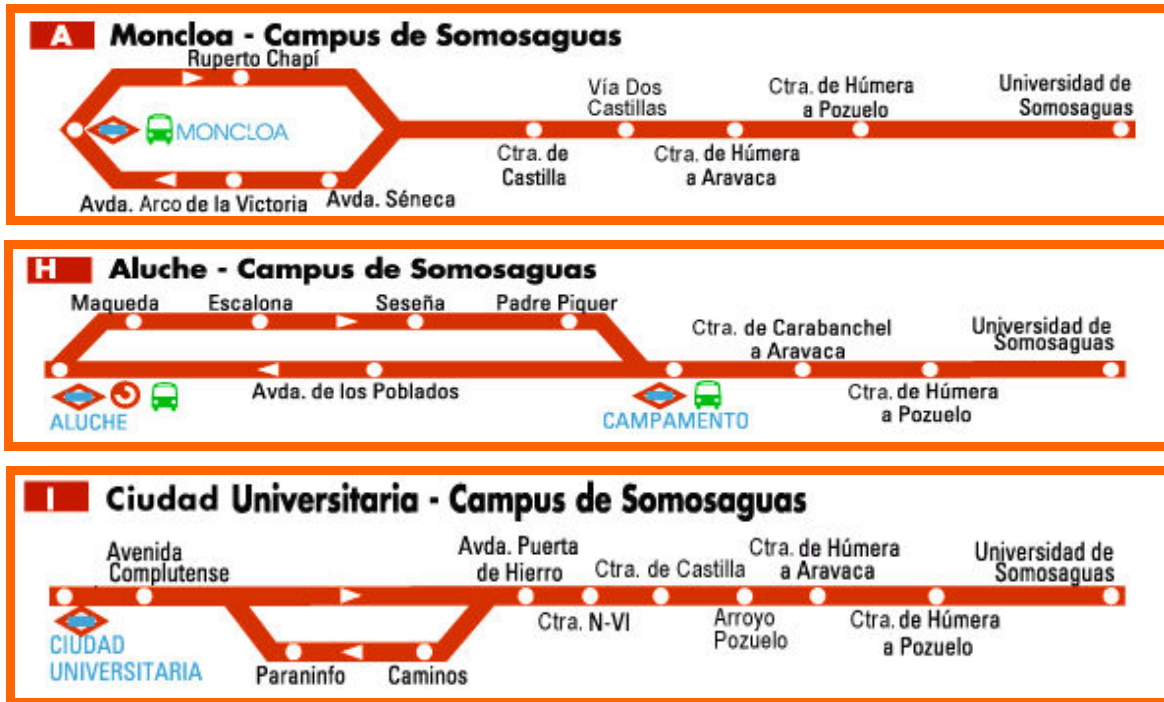


- **By train:** RENFE “Cercanías” with stop in Pozuelo de Alarcón Station, where it connects with bus line 563 of Llorente Company.



■ BY BUS

EMT: Bus lines:



■ Bus lines of the company Llorente with stops close to Somosaguas Campus:

- Bus lines of the company Llorente with stops close to Somosaguas Campus:
- 561A de Aluche... close stop Univ. Somosaguas.... Pozuelo-Majadahonda-Las Rozas
- 562 de Aluche... close stop Univ. Somosaguas.... Pozuelo (to Colonia Benítez)
- 563 de Aluche... close stop Univ. Somosaguas.... Pozuelo (to Urbanización Las Minas)
- 658 de Moncloa (Intercam.) ... stop Ctra. Húmera (close to Univ. Somos.)... Pozuelo (Prado Somosaguas)

■ GPS coordinates to get (to get to the parking of the Classroom Building):

- LATITUD: 40° 25' 58.29" N
- LONGITUD: 3° 47' 21.80" O

4.- REGISTRATION INFORMATION

REGISTRATION MUST BE COMPLETED EXCLUSIVELY ONLINE

VERY IMPORTANT: All students must obtain an ESTUMAIL which is an e-mail account for students to perform their enrollment (<https://ucmnet.ucm.es>).

Via ESTUMAIL the e-mail account, students may consult their transcript of records whenever they wish, receive notifications and information from the Student Secretary of the Faculty

It is recommended that, before completing their online enrollment, all students consult the website of the Faculty (www.ucm.es / [centers / webs / fccee](http://www.ucm.es/centers/webs/fccee) and <http://portal.ucm.es/web/ccee/home>) where rules enrollment procedures, registration calendar, study plans; schedules, exam dates and descriptions of courses are detailed.

REGISTRATION DEADLINES

New students registration to Bachelor's Degrees

- **1^a phase:** The general enrollment period are the days 19th, 20th, 23rd, 24th 25th of July 2012.

Returning Students

- Those students who completed all their courses in the exam of February and June 2011 will enroll during the period of 4th-11th September 2012
- **The rest of students:** 10th September-3rd October 2012

Student who access with partial validation of foreign studies

These students will register in person at the Student Secretary on 2^{dn} and 3rd October from 9am to 1pm

Student accessing through Academic Record Transfer and Change of University and/or a Degree Conversion (from Former Degree to Bachelor's Degree)

- These students will enroll in person at the Student Secretary during the period of 8th-10th October from 9am to 1pm

Registration of students of the Bachelor's Degrees in Business and Administration (BA) or Economics (ECO) in English

I. Requirements for admission in ECO or BA in English:

- 1) Students must have passed the entrance examination to the University (PAU) with a grade equal to or higher than that published by the University for the Faculty of Economic Sciences and Business. Prior to July 6th, students must submit an official certificate of the grade to the Vice-Dean's Office of International Relations (main building, 2nd floor) from 9am to 2 pm.
- 2) Students must prove sufficient knowledge of English language in one of the ways described below:
 - a. Possession of any of the titles mentioned in Table 1, equivalent to the CSIM B2 certificate, whose date of attainment must not exceed three years immediately preceding the date of application for registration.
 - b. By passing a language test undertaken by the Centre of Languages (CSIM) of UCM with the Faculty of Economic Sciences and Business (Somosaguas Campus) on July 4th, 2012 at 10:00 am, room 104, Classroom Building (the content of the test are described in the website <http://www.ucm.es/info/idiomas/examenes/b2descres.pdf>)

II. Procedure for registration in ECO or ADE English group:

Accreditation of the level of knowledge of English.

Consult the Faculty website (<http://www.ucm.es/centros/webs/fccee/>)

- 1) Application for group E: at the time of registration students will state that they choose to study in English. Admission in Group E will not be carried out until you check that you have the knowledge of language required (Requirement I.2).

2) Assignment of places of Group E:

The assignment of places in group E will be among students who have demonstrated their knowledge of the English language in one of the two ways set out above, places will be allocated as follows:

- a) The mark of the PAU will be the only criterion to attribute the places, namely they are awarded based on the marks obtained in the PAU starting with the highest grade until the completion of the group (the grade obtained in the test language is only relevant for the purposes of proof of knowledge of English but does not determine the allocation criterion).
- b) There is no preference when allocating places between who attested the knowledge of language using a title equal to B2 or who passed CSIM exam.
- c) If vacant places remain, students enrolled in other groups may request a change to the group E from 3rd September to 18th September with documentation proof in the Vice Dean of International Relations of the requirement mentioned in I.2 requirement. The allocation of the vacancies will be made according to the score of the PAU of the group of students who make their request in September.
- d) If the level of language knowledge needs to be proved by the CSIM language test in September:

REGISTRATION INFORMATION

Students must register for the test cited August 27th to September 3 in the specific application of knowledge of English language available on the website of CSIM <http://www.ucm.es/info/descargas/index.php?ccee> Registration will accrue a fee of 40 € for students who pay online. The exam will be held on September 7th, 2012 at 10:00 pm in the Classroom Building of Faculty of Economic Sciences and Business Administration (room 210).

III. Requirements and procedure for the allocation of places in Group E in the second, third and fourth year of ECO or ADE, the order of preference is as follows:

- 1) Students already enrolled in Group E in the previous year
- 2) Students who have not previously been enrolled in Group E that meet the requirements (I.2) and follow the registration procedure (II), except for references of the PAU, before September 7th. In this case, the vacancies will be allocated according to the average grade starting from the highest. Therefore, students must submit to the Vice Dean of International Relations the certificate of their average mark.
- 3) Students who transfer their records from other universities. These students must meet the requirements (I.2) and the vacancies will be assigned by average mark beginning from the highest.

TABLE 1

IDIOMA INGLÉS						
CERTIFICADOS OFICIALES ADMITIDOS POR EL CSIM Y SU CORRESPONDENCIA CON EL						
MARCO COMÚN EUROPEO DE REFERENCIA PARA LAS LENGUAS						
TIPO CERTIFICADO	A1	A2	B1	B2	C1	C2
Certificados Homologados ACLES		A2 CERT	B1 CERT	B2 CERT	C1 CERT	C2 CERT
Certificados Homologados UNICERT		Basis	Level 1	Level 2	Level 3/4	
Certificados Homologados CLES			CLES 1	CLES 2	CLES 3	
ESCUELA OFICIAL DE IDIOMAS (R.D. 1629/2006)		BASICO 2	INTERMEDIO 2	AVANZADO 2		
ESCUELA OFICIAL DE IDIOMAS (R.D. 967/1988)			3º CURSO CICLO ELEMENTAL	2º CURSO CICLO SUPERIOR		
CAMBRIDGE: GENERAL ENGLISH EXAMS		KEY ENGLISH TEST (KET)	PRELIMINARY ENGLISH TEST (PET)	FIRST CERTIFICATE IN ENGLISH (FCE)	CERTIFICATE IN ADVANCED ENGLISH (CAE)	CERTIFICATE OF PROFICIENCY IN ENGLISH (CPE)
CAMBRIDGE: BUSINESS ENGLISH CERTIFICATES (BEC)			BEC 1: Preliminary	BEC 2: Vantage	BEC 3: Higher	
CAMBRIDGE: INTERNATIONAL CERTIFICATE IN FINANCIAL ENGLISH (ICFE)				ICFE Vantage	ICFE: Effective Operational Proficiency	
CAMBRIDGE: INTERNATIONAL LEGAL ENGLISH CERTIFICATE (ILEC)				ILEC Vantage	ILEC: Effective Operational Proficiency	
CAMBRIDGE: INTERNATIONAL ENGLISH LANGUAGE TESTING SERVICE (IELTS)		3,5	4,0-5,0	5,5-6,5	7,0-8,0	8,5+
BUSINESS LANGUAGE TESTING SERVICE (BULATS) (REQ. SUPERACION DE LAS CUATRO MACRO DESTREZAS)		20-39	40-59	60-74	75-89	90-100
TEST OF ENGLISH AS A FOREIGN LANGUAGE - INTERNET BASED (TOEFL IBT)			57-86	87-109	110-120	
TEST OF ENGLISH FOR INTERNATIONAL COMMUNICATIONS (TOEIC) - LISTENING	60-105	110-270	275-395	400-485	490-495	
TEST OF ENGLISH FOR INTERNATIONAL COMMUNICATIONS (TOEIC) - READING	60-110	115-270	275-380	385-450	455-495	
TEST OF ENGLISH FOR INTERNATIONAL COMMUNICATIONS (TOEIC) - SPEAKING	50-80	90-110	120-150	160-190	200	
TEST OF ENGLISH FOR INTERNATIONAL COMMUNICATIONS (TOEIC) - WRITING	30-60	70-110	120-140	150-190	200	
THE EUROPEAN LANGUAGE CERTIFICATES (TELC)	TELC A1	TELC A2	TELC B1	TELC B2	TELC C1	
TRINITY COLLEGE: INTEGRATED SKILLS IN ENGLISH (ISE)		ISE 0	ISE 1	ISE II	ISE III	ISE IV
LONDON TEST OF ENGLISH (LTE)	LEVEL A1	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5
UNIVERSIDAD DE MICHIGAN				CERTIFICATE OF COMPETENCY IN ENGLISH		CERTIFICATE OF PROFICIENCY IN ENGLISH
CAMARA DE COMERCIO LONDRES			ENGLISH FOR TOURISM / JETSET ESOL B1/ ELSA B1			

Request of adaptation to the Bachelor's Degree in ECO and BA

Students wishing to adapt to the Bachelor's Degree in Economics and the Bachelor's Degree in Business Administration must apply from 1st to 30th September in the Students Secretary of the Faculty.

Rules for Plans to be Phased-Out

The Governing Board of the Complutense University, at a meeting held on 28th April 2011, adopted the following resolution:

"The University will arrange six calls for exams for the courses in the process of being phased-out up to the deadline established at the calendar of extinction. Students may sit the exams provided that the six examination opportunities are not exhausted, according to current regulation.

Students admitted in a Second Cycle Degrees to be phased-out to continue studies from another university will be applied the regulations for the continuance at the University, with the restrictions expressed at the calendar of extinction.

Students who want to make use of the "Convocatoria de Gracia" (seventh and last examination opportunity) should formalize the application in time so that the results could be recorded in the academic transcript of the last academic year which appears in the calendar of extinction for the corresponding course."

Calendar of extinction

Last academic year in which calls for exams will be arranged						
	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018
Courses	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6

5.- STUDENT INFORMATION

Calendar for the Academic Year 2012-2013

VISIT OUR WEBSITE

<http://www.ucm.es/centros/webs/fccee/> ->Alumnos

Basic Rules for Students

▶ **More information:** Students Vice-Dean's Office

Statute for Students:

<http://www.ucm.es/pags.php?tp=Estudiantes&a=menu&d=0023323.php>

RIGHTS

- Election of representatives and delegates
- To have notice of the syllabus, teaching, objectives and assessment method.
- Tutorials

The tutorials times of each lecturer are published at the Department Notice Board as well as at the website.
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- Assessment: right to sit exams and to be assessed.
- The Vice-Dean's Office will arbitrate the required solution in case any students who have exams of two subjects simultaneously (*Procedure in case of overlapping exams is published in the website*).
- Examination results: within a maximum period of 30 days after the last exam and 10 days before the following exam of the same course.
- Examination results: in the centre, within the dates set by each teacher and published together with the grades. Students will have four working days after the publication of their grades to ask for the review.
- In case of disagreement with the result of the review, students may contest their grade, within a period of ten days, to the Department Board by submitting a written reasoning to the registry of the centre addressed to the Head of the Department who will communicate this claim to the appointed Committee.
- It is possible to lodge an ordinary appeal to the Chancellor against the Enactment of the Department Committee within a month.

DUTIES

- Studying.
- Attendance to lectures.
- Observance of the rules of academic discipline.
- Responsible participation.
- Cooperation to meet the University goals.

Collaboration grants

The UCM collaboration grants are economic aids for students in exchange of their collaboration in certain services of the University. The main aid is to provide students with complementary training which is very helpful when it comes to get integrated in the labour employment. Every call for collaboration grants establishes a training plan and every collaboration grant recipient is assigned a tutor from the university in charge of his/her training.

UCM collaboration grants are processed through the Department of Collaboration Grants UCM, which is under the governance of the Service of Grants, located at the Student Building. This Department is in charge of giving information relating to open calls for grants, future calls, requirements or any other aspect related to collaboration grants.

Telephone: 91 394 7210 and Fax: 91 394 7221. E-mail: utbeco@rect.ucm.es

Programme of National Mobility SICUE-SÉNECA

► **More information:** Students Vice-Dean's Office

The Faculty is participating in the Programme SICUE (System of Exchange between Spanish University Centres), which enables students to complete an academic year in another Spanish university centre having the corresponding courses validated. Mobility agreements between Universities are signed during the first months of the academic year and, therefore, suggestions can be made during that period.

The call of the SICUE programme for the academic year 2013/2014 is made in the month of January 2013. At the present time there are agreements with the following Universities: Barcelona, Castilla-La Mancha, Córdoba, Granada, Islas Baleares, La Laguna, Murcia, Oviedo, País Vasco, Pablo de Olavide (Sevilla), Politécnica de Valencia, Salamanca, Santiago de Compostela, Valencia, Valladolid, Vigo and Zaragoza.

Once students have been admitted to the programme SICUE, they can apply to SENECA grants, which provide financial aid to facilitate the exchange. One of the requirements to obtain a SENECA grant is to have a grade point average equal to or higher than 6,50 in a scale 0-10 for Social Sciences Degrees on the academic record.

6.- COURSES OFFERED ESTUDIOS

6.1.- EUROPEAN HIGHER EDUCATION

The Statements of Sorbonne (1998) and Bologna (1999) initiated a process to promote convergence between national systems of education and development of the European Higher Education Area (EHEA). Education ministers from participating countries proposed in subsequent meetings, the adoption and development of easily comparable degrees that allow academic and professional recognition throughout the area of the EHEA.

The key areas are:

1. Establishment of an educational system based on three cycles: Bachelor, Master and Doctorate.
2. Implementation of a European Diploma Supplement: which is a document to accompany each of the official University titles, with the unified information, personalized for each university graduate on their studies, the results obtained, the professional skills acquired and the level of their degree in the national higher education system.
3. The adoption of a system of Transfer and Accumulation of credits (ECTS, European Credit Transfer System).
4. A methodological renewal and teacher quality: to get the student as the center of learning has allowed an implementation of new teaching methodologies. New forms of education are certainly very different, as is the nature of the different subjects and qualifications. All this can be summarized in the following points:
 - Teaching-learning process: the creation of the EHEA in which students are responsible for their own learning.
 - Detailed program and anticipated activities: the activities undertaken within and outside the classroom are clearly spelled out in advance in the course syllabus.
 - Continuous assessment: student assessment, and out of the classroom, is continuous.
 - Skills development and transversal competences: Scheduled activities are intended to develop competencies and skills essential for a comprehensive education and for incorporation into the workplace.
 - Support in information and communication technologies (ICTs) in many cases, the use of the Virtual Campus becomes a useful and necessary tool for the development of teaching.
 - Assistance required: the student's attendance and participation in class are essential to the successful completion of these courses.
5. Mobility of university people: students and lecturers.

The Complutense University has promoted several initiatives to support the implementation of the EHEA.

For the next academic year (2012-2013), the Faculty of Economic Sciences and Business offers:

First, second, third and fourth years of the degree adapted to the EHEA:

- 1st, 2nd, 3rd and 4th of Business Administration and Management (GADE), and 1st, 2nd, 3rd and 4th Degree in Economics (GECO).
- **Option in English**, 1st, 2nd, 3rd and 4th GADE, and 1st, 2nd, 3rd and 4th of GECO: E groups

Masters adapted to the EHEA:

- MBA (Master in Business Administration and Management)
- Masters in Applied Economic Analysis
- Masters in Banking and Quantitative Finance
- Master's Degree in Actuarial and Financial Sciences
- Master in Economics
- Master's degree in International Economics and Development
- Masters in Economics and Innovation Management
- Master's degree in Business Finance
- Research Master in Management, Marketing and Accounting
- Masters in Logistics and Economic Management of Defense
- Master's degree in Teacher Education (Specialization in Economics and Business Administration)
- Master's Degree in Women's Studies

Doctoral programs:

- Ph.D. in Applied Economic Analysis
- Ph.D. in Audit and Accounting
- PhD in Banking and Quantitative Finance
- Doctorate in Business
- PhD in Economics
- Ph.D. in International Economics and Development
- Ph.D. in Economics and Innovation Management
- Ph.D. in Finance Company
- PhD in Marketing
- PhD in Insurance and Risk Finance

6.2.- BACHELOR'S DEGREE IN BUSINESS ADMINISTRATION

Coordinator:

JAVIER MARTÍNEZ ROSADO

Tel.: 91 394 2365

Building 1, Room 203

e-mail: javiermrosado@ccee.ucm.es

The Bachelor's Degree in Business Administration consists of 240 ECTS distributed in Basic Subjects (B), Compulsory Subjects (C), Elective Subjects (E) and the Bachelor Thesis (table 1).

TABLE 1

SUBJECTS AND ECTS DISTRIBUTION

TYPE OF SUBJECTS	ECTS
Basic	60
Compulsory	138
Elective	36
Bachelor Thesis	6
TOTAL ECTS	240
TIPO DE ASIGNATURAS	ECTS

The Bachelor's Degree has been structured in such a way students will enroll in the ECTS of Basic Subjects in the first year (first and second semester). Then, they will enroll in the Compulsory Subjects from second year to first semester of the fourth year. Part of the seventh and the eighth semesters (fourth year) will be devoted to the Elective Subjects and the Bachelor Thesis. The Degree includes Internships, even though they will be elective (12 elective ECTS). The table below shows the subjects of the Study Plan of this Degree, the number of ECTS and the nature or type of each one.

¹ Calls from outside the University must precede dialing the following numbers 91 394

TABLE 3
SUBJECTS OF THE BACHELOR'S DEGREE IN BUSINESS ADMINISTRATION.

Year 1

1-1				1-2			
Cod.	Subject	ECTS	Type	Cod.	Subject	ECTS	Type
802263	Economic History	6	B	802268	Business Statistics I	6	B
802260	Business Law	6	B	802266	Financial Accounting I	6	B
802262	Principles of Business Management	6	B	802267	Principles of Business Financial Management	6	B
802261	Introduction to Economics	6	B	802265	Microeconomics	6	B
802264	Business Mathematics I	6	B	802269	Business Mathematics II	6	B

Year 2

2-1				2-2			
Cod.	Subject	ECTS	Type	Cod.	Subject	ECTS	Type
802273	Commercial Law I	3	C	802278	Spanish Economy	3	C
802274	Industrial and Business Sociology	3	C	802279	Tax System I	3	C
802271	International Economics for Business	6	C	802281	Organization and Design	6	C
802270	Macroeconomics	6	C	802277	Economic Policy	6	C
802272	Financial Mathematics	6	C	802280	Business Statistics II	6	C
802275	Financial Accounting II	6	C	802276	Management Accounting	6	C

Year 3

3-1				3-2			
Cod.	Subject	ECTS	Type	Cod.	Subject	ECTS	Type
802285	Principles of Marketing	6	C	802290	Market Research	6	C
802282	Analysis and Accounting Consolidation	6	C	802287	Tax System II	6	C
802286	Human Resource Management	6	C	802291	Production Management	6	C
802284	Decision-Making Methods	6	C	802289	Econometrics	6	C
802283	Asset Valuation and Investment	6	C	802288	Financing Decisions	6	C

Year 4

4-1				4-2			
Cod.	Subject	ECTS	Type	Cod.	Subject	ECTS	Type
802293	Consumer Behaviour	6	C	802321	Bachelor Thesis	6	C
802292	Financial Analysis and Planning	6	C		(*)	4	E
802294	Strategic Management	6	C		(*)	4	E
					(*)	4	E
	(*)	4	E		(*)	4	E
	(*)	4	E		(*)	4	E
	(*)	4	E		(*)	4	E

(*) Elective subjects.

The student must obtain 36 ECTS of elective subjects in order to get the degree and they have two options.

1st Option: without itinerary

Students who choose do not make any itinerary, must get the 36 ECTS choosing from the following elective subjects offered (*).

TABLE 4

Cod	ECTS	Sem.	Asignaturas
802296	4	1	Consolidation of Financial Statements
802295	4	1	Audit of Financial Statements
802304	4	1	International Business Management
802305	4	1	Innovation and Technology Management
802299	4	1	Financial Economics of Self-employment and Participative Companies
802300	4	1	International and National Financial Markets
802302	4	1	Integrated Marketing Communications
802303	4	1	Commercial Distribution
802298	4	1	Tax planning
802297	4	1	Applied Industrial Economics
802301	4	1	Data analysis
802307	4	2	Accounting Software
802306	4	2	Company Accounting
802319	4	2	Quality Management
802318	4	2	Company Formation
802310	4	2	Economics and Bank Management
802311	4	2	Banking operations and Stock Market
802316	4	2	Marketing Plan
802317	4	2	International Marketing
802309	4	2	Government and Corporate Social Responsibility and Sustainability
802312	4	2	Risk Analysis and Management
802313	4	2	Commercial Law II
802315	4	2	Gender and Diversity in Organizations
802314	4	2	Sociology of Organizations
802308	4	2	Spanish Financial System
802320	12	1 or 2	Intersnship

2nd Option: Follow one of the itineraries offered

In this case the student must take compulsory specific subjects of the chosen itinerary (16 ECTS) and 2 of the 4 elective subjects recommended in the itinerary (8 ECTS). (*)

The student must also get 12 credits of other elective subjects offered or do an internship during the second semester.

In this case, the itinerary taken will appear on the diploma supplement.

TABLE 5

ACCOUNTING ITINERARY

COMPULSORY SUBJECTS

CODE	ECTS	Semester	Subjects
802296	4	1	Consolidation of Financial Statements
802295	4	1	Audit of Financial Statements
802307	4	2	Accounting Software
802306	4	2	Company Accounting

RECOMMENDED SUBJECTS

CODE	ECTS	Semester	Subjects
802298	4	1	Tax planning
802309	4	2	Government and Corporate Social Responsibility and Sustainability
802312	4	2	Risk Analysis and Management
802313	4	2	Commercial Law II

BUSINESS ADMINISTRATION ITINERARY

COMPULSORY SUBJECTS

CODE	ECTS	Semester	Subjects
802304	4	1	International Business Management
802305	4	1	Innovation and Technology Management
802319	4	2	Quality Management
802318	4	2	Company Formation

RECOMMENDED SUBJECTS

CODE	ECTS	Semester	Subjects
802297	4	1	Applied Industrial Economics
802298	4	1	Tax Planning
802309	4	2	Government and Corporate Social Responsibility and Sustainability
802315	4	2	Gender and Diversity in Organizations

FINANCE ITINERARY

COMPULSORY SUBJECTS

CODE	ECTS	Semester	Subjects
802299	4	1	Financial Economics of Self-employment and Participative Companies
802300	4	1	International and National Financial Markets
802310	4	2	Economics and Bank Management
802311	4	2	Banking operations and Stock Market

RECOMMENDED SUBJECTS

CODE	ECTS	Semester	Subjects
802297	4	1	Applied Industrial Economics
802298	4	1	Tax Planning
802309	4	2	Government and Corporate Social Responsibility and Sustainability
802312	4	2	Risk Analysis and Management

MARKETING ITINERARY

COMPULSORY SUBJECTS

CODE	ECTS	Semester	Subjects
802302	4	1	Integrated Marketing Communications
802303	4	1	Commercial Distribution
802316	4	2	Marketing Plan
802317	4	2	International Marketing

RECOMMENDED SUBJECTS

CODE	ECTS	Semester	Subjectss
802301	4	1	Data analysis
802313	4	2	Commercial Law II
802309	4	2	Government and Corporate Social Responsibility and Sustainability
802314	4	2	Sociology of Organizations

OPTION WITHOUT ITINERARY

CODE	ECTS	Semester	Subjects
802308	4	2	Spanish Financial System

6.2.1- BACHELOR'S DEGREE IN BUSINESS ADMINISTRATION ENGLISH OPTION

The Faculty of Economic Sciences and Business Administration of Complutense University offers the possibility of studying in English the Bachelor's Degree in Business Administration (BA). For the following academic year (2012 – 2013), we will offer a complete group in the first, second, third and fourth years of this degree where the majority of the subjects will be taught in English. These groups are the groups E of 1st, 2nd, 3rd and 4th year of the Bachelor's Degree in BA. The tables below show the subjects taught in English

Those students willing to enroll in these groups must prove their level of English with accreditation certificates. Those who do not have the required academic certificate should have to pass the level test. (See the instructions for the language test in our website).

TABLA 6
BACHELOR'S DEGREE IN BUSINESS ADMINISTRATION:

1st YEAR

1-1				1-2			
Code	Course	ECTS	Type	Code	Course	ECTS	Type
802263	Economic History	6	B	802268	Business Statistics I	6	B
802260	Business Law	6	B	802266	Financial Accounting I	6	B
802262	Principles of Business Management	6	B	802267	Principles of Business Financial Management	6	B
802261	Introduction to Economics	6	B	802265	Microeconomics	6	B
802264	Business Mathematics I	6	B	802269	Business Mathematics II	6	B

2nd YEAR

2-1				2-2			
Code	Course	ECTS	Type	Code	Course	ECTS	Type
802273	Commercial Law I	3	C	802278	Spanish Economy	3	C
802274	Industrial and Business Sociology	3	C	802279	Tax System I	3	C
802275	Financial Accounting II	6	C	802276	Management Accounting	6	C
802271	International Economics for Business	6	C	802281	Organization and Design	6	C
802270	Macroeconomics	6	C	802277	Economic Policy	6	C
802272	Financial Mathematics	6	C	802280	Business Statistics II	6	C

3rd YEAR

3-1				3-2			
Code	Course	ECTS	Type	Code	Course	ECTS	Type
802285	Principles of Marketing	6	C	802290	Market Research	6	C
802282	Analysis and Accounting Consolidation	6	C	802287	Tax System II	6	C
802286	Human Resources Management	6	C	802291	Production Management	6	C
802284	Decision-Making Methods	6	C	802289	Econometrics	6	C
802283	Asset valuation and Investment analysis	6	C	802288	Financing Decision	6	C

ADE DEGREE IN ENGLISH

4th YEAR

4-1				4-2			
Code	Course	ECTS	Type	Code	Course	ECTS	Type
802293	Consumer Behaviour	6	C	802321	Bachelor Thesis	6	C
802292	Financial Analysis Planning	6	C		(*)	4	OP
802294	Strategic Management	6	C		(*)	4	OP
	(*)	4	OP		(*)	4	OP
	(*)	4	OP		(*)	4	OP
	(*)	4	OP		(*)	4	OP

Note: B= Basic course; C=Compulsory course.

(*) Elective subjects. See tables 4 and 5.

The Final Project (Bachelor Thesis) is recommended to be written in English.

Also, those students who choose to do internships are advised to do it abroad through the Erasmus Placement Programme (see page 66).

6.3.- BACHELOR'S DEGREE IN ECONOMICS

Coordinator:

Clara Belén GARCÍA FERNÁNDEZ-MURO

Telephone.: 91 394 2373

Building 2 Room 312

e-mail: clara.garcia@ccee.ucm.es

The Bachelor's Degree in Economics consists of 240 ECTS distributed in Basic Subjects (B), Compulsory Subjects (C), Elective Subjects (E) and the Bachelor Thesis (table 7).

TABLE 7

SUBJECTS AND ECTS DISTRIBUTION

TYPE OF SUBJECTS	ECTS
Basic	60
Compulsory	116
Elective	58
Bachelor Thesis	6
TOTAL ECTS	240

The Bachelor's Degree has been structured for students to enroll in the ECTS of Basic Subjects in the first year (first and second semesters). Then, they will enroll in the Compulsory Subjects from the second year (both semesters) to the first semester of the third year. Part of the sixth semester (3rd year) and the seventh and eighth semester (fourth year) will be devoted to the Elective Subjects and the Bachelor Thesis. The Degree includes a subject titled Internship, which will be elective (12 elective ECTS). The table below shows the subjects of the curriculum of this degree, the number of ECTS and the nature or type of each one.

1 Calls from outside the University must precede dialing the following numbers 91 394

BACHELOR'S DEGREE IN ECONOMICS

TABLE 8
SUBJECTS OF THE BACHELOR'S DEGREE IN ECONOMICS

1st YEAR

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

2nd YEAR

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

3rd YEAR (**)**

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

4th YEAR

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

Note: B= Basic subject; C= Compulsory subject; E= Elective subject.

(*) Elective subject. The student must study 4 ECTS choosing among the different elective subjects of 4 ECTS each: Principles of Marketing, History of Economic Thought and Contemporary Economy in Historical perspective.

() Elective subjects.** The student must study 42 ECTS (7 elective subjects of 6 ECTS) of the chosen itinerary.

(*) Elective Subjects.** The student must study 12 ECTS choosing among the different elective subjects of 4 ECTS each: Sociology and Social Structure, Gender and Economics, Market Research, Economics of Natural Resources, Economics of Regulation and International Finance. Alternately, the student could do an **Internship or Student Placement**, achieving a total of 12 ECTS.

The 58 elective ECTS left that must be fulfilled by the student will be distributed in 42 ECTS linked to the itineraries (7 subjects of 6 ECTS each) and 16 ECTS chosen among 9 free subjects (not linked to the itineraries) of 4 ECTS each and the Student Placement (12 ECTS).

The study plan has five itineraries proposal from which the student must choose one. These itineraries are: (a) **Economic Analysis**, (b) **Applied Economics**, (c) **Monetary and Financial Economics**, (d) **Global Economy**, (e) **Public Economics**. Table 9 sums up the subjects of each itinerary as well as the semesters that will be taught.

**TABLE 9
ITINERARIES OFFERED**

ITINERARY ECONOMIC ANALYSIS

CODE	ECTS	SEMESTER	Subjects
802384	6	1	Applied Econometrics
802383	6	1	Game Theory and Optimization
802371	6	1	Advanced Macroeconomics
802381	6	1	Financial Theory I
802372	6	1	Advanced Macroeconomics Analysis
802385	6	2	Economic Growth
802390	6	2	Industrial Economics

ITINERARY APPLIED ECONOMICS

CODE	ECTS	SEMESTRE	Subjects
802384	6	1	Applied Econometrics
802383	6	1	Game Theory and Optimization
802375	6	1	Regional Economics
802376	6	1	Innovation Economics
802377	6	1	Europe Economy
802385	6	2	Economic Growth
802390	6	2	Industrial Economics

ITINERARY MONETARY AND FINANCIAL ECONOMICS

CODE	ECTS	SEMESTER	Subjects
802384	6	1	Applied Econometrics
802383	6	1	Game Theory and Optimization
802371	6	1	Advanced Macroeconomics
802381	6	1	Financial Theory I
802380	6	1	Spanish and Comparative Financial System
802393	6	2	Monetary Economics. Theory and Policy
802394	6	2	Financial Theory II

ITINERARY GLOBAL ECONOMY

CODE	ECTS	SEMESTER	Subjects
802384	6	1	Applied Econometrics
802378	6	1	Advanced International Economics
802371	6	1	Advanced Macroeconomics
802379	6	1	World Political Economy
802377	6	1	European Economy
802391	6	2	Development Economics
802392	6	2	International Trade and Finance

ITINERARY PUBLIC ECONOMICS

CODE	ECTS	SEMESTER	Subjects
802384	6	1	Applied Econometrics
802383	6	1	Game Theory and Optimization
802374	6	1	Economics of Taxation
802373	6	1	Economics of Public Spending
802372	6	1	Advanced Microeconomic Analysis
802389	6	2	Public Management
802388	6	2	Fiscal Federalism

FREE ELECTIVE SUBJECTS OF 4th YEAR

CODE	ECTS	SEMESTER	SUBJECTS
802396	4	2	Sociology and Social Structure
802398	4	2	Commercial research
802386	4	2	Natural Resource Economics
802387	4	2	Economics of Regulation
802395	4	2	International Finance

6.3.1.- BACHELOR'S DEGREE IN ECONOMICS –ENGLISH OPTION

The Faculty of Economic Sciences and Business Administration Administration of Complutense University offers the possibility of studying in English the Bachelor's Degree in Economics (ECO). For the following academic year (2012 – 2013), we will offer a complete group in the first, second, third and fourth years of this degree where several subjects will be taught in English. This group correspond to group E of 1st, 2nd, 3rd and 4th Grade in ECO. The tables below show the subjects taught in English.

Those students willing to enroll in these groups should prove their level of English with certificates. Those who do not have the required academic certificate should pass the level test. (*See instructions on registration requirements and procedures in English groups on pages 7 and 8*).

TABLE 10
BACHELOR'S DEGREE IN ECONOMICS

1st YEAR

1-1				1-2			
Code	Course	ECTS	Type	Code	Course	ECTS	Type
802340	Microeconomics I	6	B	802346	Macroeconomics I	6	B
802341	Business Economics	6	B	802347	Financial Accounting	6	B
802342	Economic History I	6	B	802345	Economic Law	6	B
802344	Mathematics I	6	B	802349	Mathematics II	6	B
802343	Modern Language	6	B	802348	Statistics I	6	B

2nd YEAR

2-1				2-2			
Code	Course	ECTS	Type	Code	Course	ECTS	Type
802350	Microeconomics II	6	C	802355	Microeconomics III	6	C
802352	Analytical Accounting	6	C	802358	Economic History II	6	C
802351	World Economy	6	C	802357	International Economy	6	C
802353	Mathematics III	6	C	802359	Finance	6	C
802354	Statistics II	6	C	802356	Methods for Applied Economics	6	C

3rd YEAR

3-1				3-2			
Code	Course	ECTS	Type	Code	Course	ECTS	Type
802361	Public Economics	6	C	802365	Macroeconomics III (*)	8	C
802360	Macroeconomics II	6	C	802366	Taxation	6	C
802363	International Economic Organization	6	C	802367	Monetary and Financial Economics	6	C
802364	Economic Policy	6	C	802368	Econometrics	6	C
802362	Spanish Economy	6	C		Elective subject (*)	4	E

4th YEAR

4-1				4-2			
Code	Course	ECTS	Type	Code	Course	ECTS	Type
	(**)				Bachelor Thesis	6	C

Note: B=Core course; C=Compulsory course.

(*) Elective course. The student must take 4 ECTS choosing among the different elective courses of 4 ECTS each: Principles of Marketing, History of Economic Thought and Contemporary Economy in Historical perspective.

(**) On the subjects of each itinerary, see table 9.

The subjects "Applied Econometrics" and "Advanced Macroeconomics" will be taught in English.

It is recommended to realize the Final Project (Bachelor Thesis) in English.

Also, those students who choose to do internships are recommended to do them abroad through Erasmus Placement Programme (see page 66).

6.4- BACHELOR'S DUAL DEGREE IN BUSINESS ADMINISTRATION AND LAW

The Bachelor's Dual Degree in Business Administration and Law consists of 360 ECTS assigned in Basic Subjects (B), Compulsory Subjects (C), Elective Subjects (E) and the Bachelor Thesis (table 11)

TABLE 11

SUBJECTS AND ECTS DISTRIBUTION

TYPE OF SUBJECT	ECTS
Basic and Compulsory	342
Elective	12
Bachelor Thesis	6
TOTAL ECTS	360

The Bachelor's Dual Degree in Business Administration and Law is not a new degree, is just a combination of the Bachelor's Degree in Business Administration and the Bachelor's Degree in Law. The subjects are the following:

**BACHELOR'S DUAL DEGREE
IN BA AND LAW**

TABLE 12

1st YEAR

1-1			1-2		
Subject	ECTS	Type	Subject	ECTS	Type
Law Theory	6	B	Constitutional Law I	6	B
Roman Law	8	B	Civil Law I	6	B
History of Law	6	B	Principles of Business Financial Management	6	B
Principles of Business Management	6	B	Economic History	6	B
Business Mathematics I	6	B	Business Mathematics II	6	B
Introduction to Economics	6	B	Financial Accounting I	6	B

2nd YEAR

2-1			2-2		
Subject	ECTS	Type	Subject	ECTS	Type
Constitutional Law II	8	C	Criminal Law I	7	C
Civil Law II	7	C	Public International Law	6	C
Business Statistics I	6	B	Economic Law of the State	5	C
Microeconomics	6	B	Management Accounting	6	C
Financial Accounting II	6	C	Macroeconomics	6	C
Industrial and Business Sociology	3	C	Financial Mathematics	6	C

3rd YEAR

3-1			3-2		
Subject	ECTS	Type	Subject	ECTS	Type
Civil Law III	6	C	(Civil) Procedure Law I	5	C
Criminal Law II	7	C	Labour Law	8	C
Administrative Law I	8	C	European Union Law	6	C
Business Statistics II	6	C	Asset Valuation and Investment Analysis	5	C
International Economics for Business	6	C	Organization and Design	3	C
			Spanish Economy	3	C
			Economic Policy	3	C

4th YEAR

4-1			4-2		
Subject	ECTS	Type	Subject	ECTS	Type
Civil Law IV	6	C	Commercial Law I	8	C
(Civil) Procedure Law II	6	C	Financial and Tax Law I	6	C
Administrative Law II	8	C	Market Research	6	C
Financing Decisions	5	C	Human Resource Management	6	C
Principles of Marketing	6	C	Accounting Analysis and Consolidation	6	C
Business Econometrics	3	C			

5th YEAR

5-1			5-2		
Subject	ECTS	Type	Subject	ECTS	Type
(Criminal) Procedure Law III	6	C	Private International Law	6	C
Commercial Law II	8	C	Legal Philosophy	6	C
Financial and Tax Law II	6	C	Tax System II	6	C
Financial Analysis and Planning	5	C	Strategic Management	6	C
Tax System I	3	C			
Business Econometrics	3	C	Consumer Behaviour	6	C

6th YEAR

6-1			6-2		
Subject	ECTS	Type	Subject	ECTS	Type
Bachelor Thesis	6	C			
Electives*	12	E			

**BACHELOR'S DUAL DEGREE
IN BA AND LAW**

TABLE 13

Elective subjects offered by the Faculty of Law			Elective subjects offered by the Faculty of Economics and Business		
Subject	ECTS	Type	Subject	ECTS	Type
Fundamental Rights	6	E	Company Accounting	4	E
Constitutional Justice	6	E	Audit of Financial Statements	4	E
Public Sector Economics	6	E	Consolidation of Financial Statements	4	E
Urban Development Law	6	E	Accounting Software	4	E
Administrative Law	6	E	International Business Management	4	E
Law of Public Goods and Public Works	6	E	Company Formation	4	E
Theory and Practice of Human Rights	6	E	Quality Management	4	E
Economic and Business Criminal Law	6	E	Innovation and Technology Management	4	E
EU and International Criminal Law	6	E	National and International Financial Markets	4	E
Social Security Law	6	E	Economics and Bank Management	4	E
Contemporary Legal Systems	6	E	Banking Operations and Stock Market	4	E
International and EU Fiscal Policy	4	E	Risk Analysis and Management	4	E
International Economic Law	4	E	Government and Corporate Social Responsibility and Sustainability	4	E
European and Spanish Law: interrelation techniques	4	E	Financial Economics of Self-employment and Participative Companies	4	E
International Law and International Institutions	6	E	Marketing Plan	4	E
Contracting and consumption	4	E	International Marketing	4	E
Civil Liability	6	E	Integrated Marketing Communications	4	E
Real Estate Law	6	E	Commercial Distribution	4	E
Economic Analysis of Law and Competence	6	E	Applied Industrial Economics	4	E
Credit Protection and Special Procedures	6	E	Spanish Financial System	4	E
Legal Data Processing and Data Processing Law	6	E	Tax Planning	4	E
Canonical and Compared Matrimonial Law	6	E	Sociology of Organizations	4	E
Articles of Association for SMEs: PLC and EPC	6	E	Gender and Diversity in Organizations	4	E
Bankruptcy Law	6	E	Data Analysis	4	E
Financial Markets Law	6	E	External Internship	12	E
Labour Procedure Law	4	E			
Social Security Law	6	E			
Business Taxation	6	E			
Roman Foundations of European Law	4	E			
International Business Law	6	E			
External Internship	6	E			

Note: B= Basic subject; C= Compulsory subject; E= Elective subject.

* Students can choose 12 elective ECTS among the offer of the Bachelor's Degree in Law and the Bachelor's Degree in Business Administration.

6.5.- OFFICIAL MASTER DEGREES OF THE FACULTY

Master Degrees adapted to the European Higher Education Area

Masters degrees, regulated by the Real Decreto 1393/2007, constitute the **second cycle** of the official university studies (structured in Bachelor's Degree, Master and Doctorate) within the European Higher Education Area. Thus they redefine the official postgraduate studies in order to make them more easily comparable beyond Spanish frontiers.

The Faculty of Economics and Business of the UCM offers the following **Official Masters** Degrees:

OFFICIAL MASTERS DEGREES FOR THE ACADEMIC YEAR 2012-2013:

- MBA (*Master of Business Administration*)
 - MASTER OF APPLIED ECONOMIC ANALYSIS
 - MASTER OF BANKING AND QUANTITATIVE FINANCE
 - MASTER OF ACTUARIAL AND FINANCIAL SCIENCE
 - MASTER OF ECONOMICS
 - MASTER OF INTERNATIONAL ECONOMICS AND DEVELOPMENT
 - MASTER OF ECONOMICS AND INNOVATION MANAGEMENT
 - MASTER OF BUSINESS FINANCE
 - MASTER OF BUSINESS MANAGEMENT RESEARCH MARKETING AND ACCOUNT
 - MASTER OF LOGISTIC AND ECONOMIC DEFENCE MANAGEMENT
 - MASTER OF TRAINING FOR TEACHERS (*Speciality in Economics and Business Administration*)
- FEMINIST RESEARCH INSTITUTE**
- MASTER OF FEMINIST STUDIES

PERIOD OF ENTRANCE APPLICATION FOR THE ACADEMIC YEAR 2012-2013:

(www.ucm.es > Estudios > Másteres Universitarios)

*(Except of Master of Training for Teachers of ESO and High School, Professional Education and Languages Teaching)

APPLICATION FOR ADMISSION

- FIRST PERIOD (pre-admission): 15th February- 28th February 2012.
- SECOND PERIOD: 16th May – 15th June 2012.
- THIRD PERIOD: 6th – 13th September 2012 (if there are vacancies).

REGISTRATION

- FIRST PERIOD: 13th -20th July 2012 (admitted in first and second period)
- SECOND PERIOD: 23rd -26th July 2012 (admitted of July waiting list)
- THIRD PERIOD: 20th – 25th September 2012 (admitted in third period)
- FOURTH PERIOD: 27th -28th September 2012 (admitted of September waiting list)



More information in the Faculty website:

<http://www.ucm.es/centros/webs/fccee/> - Docencia – Másteres Oficiales

DETAILED INFORMATION OF THE OFFICIAL MASTERS DEGREES OF THE FACULTY

Official Master: MBA (MASTER IN BUSINESS ADMINISTRATION) 90 ECTS (15 months)

PARTICIPATING UNIVERSITIES:	UNIVERSIDAD COMPLUTENSE DE MADRID	(UCM)
COORDINATOR:	Mercedes Rodríguez Paredes	(UCM)
SECRETARY:	Building 1, 3 rd Floor, Room 328-N Tel.: 91 394 2359; Fax: 91 394 2381; e-mail: mba@ccee.ucm.es	
WEBSITE:	http://www.ucm.es/info/mba	

Official Master: MASTER APPLIED ECONOMIC ANALYSIS 120 ECTS (2 years)

PARTICIPATING UNIVERSITIES:	UNIVERSIDAD DE ALCALÁ (Coordination and Admission)* UNIVERSIDAD COMPLUTENSE DE MADRID	(UAH) (UCM)
PARTICIPATING DEPARTMENTS:	Fundamentos del Análisis Económico I (Análisis Económico) Fundamentos de Economía e Historia Económica* Estadística, Estructura y Organización Económica Internacional Economía Aplicada	(UCM) (UAH) (UAH) (UAH)
COORDINATORS:	Mercedes Burguillo Cuesta* Emilio Cerdá Tena (UCM Academic Coordinator) Tel. 91 394 2339, e-mail: ecerdate@ccee.ucm.es	(UAH) (UCM)
SECRETARY:	Department: Fundamentos del Análisis Económico I Building 1 (Prefabricado), Room 308N Telf.: 91 394 2414 Fax: 91 394 2561; anaecoi@ccee.ucm.es	
WEBSITE:	http://www.ucm.es/info/anaeco/html/doc.htm https://portal.uah.es/portal/page/portal/pop/actual/MO_ANALISIS_ECONOMICO_APLICADO	

Official Master: MASTER IN BANKING AND QUANTITATIVE FINANCE 120 ECTS (2 years)

PARTICIPATING UNIVERSITIES:	UNIVERSIDAD DE CASTILLA LA MANCHA UNIVERSIDAD COMPLUTENSE DE MADRID* UNIVERSIDAD DEL PAIS VASCO (Coordination) UNIVERSIDAD DE VALENCIA	(UCLM) (UCM) (UPV) (UV)
PARTICIPATING DEPARTMENTS:	Análisis Económico y Finanzas Fundamentos del Análisis Económico II (Economía Cuantitativa)* Instituto Complutense de Análisis Económico (ICAE) Economía Aplicada III (Econometría y Estadística) Fundamentos Análisis Económico II Análisis Económico Economía Financiera y Actuarial	(UCLM) (UCM) (UCM) (UPV) (UPV) (UV) (UV)
COORDINATOR:	Manuel Domínguez Toribio* email: qf@ccee.ucm.es	(UCM)
SECRETARY:	Departamento: Fundamentos del Análisis Económico II Building 1 (Prefabricado), Room N317 Tel.: 91 394 2383 y Fax: 91 394 2591; secfaeii@ccee.ucm.es Instituto Complutense de Análisis Económico (ICAE) Building 1 (Prefabricado), Room N127 Telf. 91 394 2611 y Fax: 91 394 2613; icaesec@ccee.ucm.es	(UCM)
WEBSITE:	http://www.finanzasquantitativas.es , www.ucm.es/info/icae	

Official Master: MASTER IN ACTUARIAL AND FINANCIAL SCIENCES 120 ECTS (2 years)

PARTICIPATING UNIVERSITIES: UNIVERSIDAD COMPLUTENSE DE MADRID (UCM)
 COORDINATOR: José Antonio Gil Fana e-mail: jagilfan@ccee.ucm.es
 SECRETARY: Departamento: Economía Financiera y Contabilidad I
 Building 5th, Room 101 · Tel.: 91 394 2570; jprieto@ccee.ucm.es
 WEBSITE: <http://www.ucm.es/centros/webs/m5096>

Official Master: MASTER IN ECONOMICS 60 ECTS (1 year)

PARTICIPATING UNIVERSITIES: UNIVERSIDAD COMPLUTENSE DE MADRID (UCM)
 PARTECIPATING DEPARTMENTS: Economía Aplicada I
 Economía Aplicada II
 Economía Aplicada III
 Economía Aplicada VI
 Fundamentos del Análisis Económico I
 Fundamentos del Análisis Económico II
 Historia e Instituciones Económicas I
 Historia e Instituciones Económicas II
 COORDINATORS: Francisco Javier Velázquez Angona, e-mail: javel@ccee.ucm.es
 David Martín Barroso (Academic Secretary)
 SECRETARY: Building 2nd year, Room. 105 · Tel.: 91 394 2455; e-mail: javel@ccee.ucm.es

Official Master: MASTER IN INTERNATIONAL ECONOMICS AND DEVELOPMENT 120 ECTS (2 years)

PARTICIPATING DEPARTMENTS: Economía Aplicada I (Economía. Internacional y Desarrollo) (UCM)
 COORDINATORS: Juan Manuel Ramírez Cendrero, e-mail: jramirez@ccee.ucm.es
 Ángel Alañón Pardo (Academic Secretary)
 Tel. 91 394 2470; e-mail: angel@ccee.ucm.es
 SECRETARY: Department: Economía Aplicada I
 Building 3rd year, Room 103
 Tel.: 91 394 2436; Fax: 91 394 2499; deconomi@ccee.ucm.es
 WEBSITE: <http://www.ucm.es/info/eid/>

Official Master: MASTER IN ECONOMICS AND INNOVATION MANAGEMENT 60 ECTS (1 year)

PARTICIPATING UNIVERSITIES: UNIVERSIDAD COMPLUTENSE DE MADRID (UCM)
 UNIVERSIDAD AUTONOMA DE MADRID (UAM)
 UNIVERSIDAD POLITÉCNICA DE MADRID (UPM)
 PARTICIPATING DEPARTMENTS: Instituto Complutense de Estudios Internacionales (ICEI) (UCM)
 Departamento de Estructura Económica y Economía del Desarrollo (UAM)
 Departamento de Ingeniería de Organización, Administración de Empresas y Estadística (UPM)
 COORDINATOR: José Molero Zayas (UCM)
 SECRETARY: Instituto Complutense de Estudios Internacionales (ICEI)
 Building A, Finca Más Ferré (Campus Somosaguas)
 Tel.: 91 394 2653; Fax: 91 394 2487 and 3156
 e-mail: grinei@icei.ucm.es
 WEBSITE: <http://portal.ucm.es/web/grinei>

Official Master: MASTER IN BUSINESS FINANCE 120 ECTS (2 years)

PARTICIPATING UNIVERSITIES:	UNIVERSIDAD COMPLUTENSE DE MADRID	(UCM)
PARTICIPATING DEPARTMENTS:	Economía Financiera y Contabilidad III (Coordination)	(UCM)
COORDINATOR:	Sonia Martín López, e-mail: soniamartinlopez@ccee.ucm.es	(UCM)
SECRETARY:	Department: Economía Financiera y Contabilidad III Building 6, Room 56 Tel. and Fax: 91 394 2531; fclaveriam@ccee.ucm.es	
WEBSITE:	http://www.ucm.es/info/ecfin3/	

**Official Master : MASTER IN BUSINESS MANAGEMENT RESEARCH MARKETING AND ACCOUNTING
60 ECTS (1 year)**

PARTICIPATING UNIVERSITIES:	UNIVERSIDAD COMPLUTENSE DE MADRID	(UCM)
PARTICIPATING DEPARTMENTS:	Comercialización e Investigación de Mercados Economía Financiera y Contabilidad II Organización de Empresas	(UCM) (UCM) (UCM)
COORDINATOR:	Antonio Rodríguez Duarte e-mail: duarte@ccee.ucm.es	
SECRETARY:	Building 3 rd year, 2 nd floor, Room 214 Tel.: 91 394 2505; Fax: 91 394 2371 Master.idencon@ccee.ucm.es	
WEBSITE:	https://portal.ucm.es/web/MasterIDEMCON	

**Official Master : MASTER IN LOGISTIC AND ECONOMIC DEFENCE MANAGEMENT
60 ECTS (1 year)**

PARTICIPATING UNIVERSITIES:	UNIVERSIDAD COMPLUTENSE DE MADRID	(UCM)
PARTICIPATING DEPARTMENTS:	CENTRO DE ESTUDIOS SUPERIORES DE INTENDENCIA DE LA ARMADA Economía Aplicada II Economía Aplicada VI Economía Financiera y Contabilidad II Estadística e Investigación Operativa II Fundamentos del Análisis Económico II Organización de Empresas Derecho Administrativo	(CESIA) (UCM) (UCM) (UCM) (UCM) (UCM) (UCM) (UCM)
COORDINATOR:	Antonio Fonfría Mesa e-mail: afonfría@ccee.ucm.es	
SECRETARÍA:	Building 2 nd year, 1 st floor, Room 105 Tel.: 91394 2455	
WEBSITE:	http://www.ucm.es/centros/webs/fccee/	

**Official Master: MASTER IN TRAINING TEACHERS 60 ECTS (1 year)
(Speciality in Economics and Business Administration)**

PARTICIPATING UNIVERSITIES:	UNIVERSIDAD COMPLUTENSE DE MADRID	(UCM)
COORDINATOR:	Clara Isabel Muñoz Colomina Telf. 91 394 2645; e-mail: cimunnoz@ccee.ucm.es	
SECRETARY:	Building 6 th , 2 nd floor, Room 1 Tel.: 91 394 2645; Fax: 91 394 2381;	
WEBSITE:	http://www.ucm.es/centros/webs/m5057/index.php	

OFFICIAL MASTER : MASTER IN FEMINIST STUDIES
60 ECTS (1 year)

PARTICIPATING UNIVERSITIES: UNIVERSIDAD COMPLUTENSE DE MADRID (UCM)

COORDINATOR: Asunción Bernárdez Rodal
Tel. 91 394 2976; e-mail: masterfeminismo@ccee.ucm.es

SECRETARY: Instituto de Investigaciones Feministas
Building 6, Room 79 · Tel.: 91 394 2976

WEBSITE: <http://www.instifem.org/>

6.6.- THIRD CYCLE UNIVERSITY STUDIES DOCTORATE (PHD)

The third-cycle university studies (Doctorate) lead to obtain the official degree of Doctor (PhD), which is the highest academic degree conferred within our education system.

These studies aim to train researchers and create research groups as well as training new teachers and promote the professional, scientific, technical and artistic development of university graduates.

According to the new legislation adapted to the European Higher Education Area (R.D. 1393/2007), Doctoral Programmes consist of a training period and a period of organized research.

Commonly, the training period of the PhD program will correspond with a Master's Degree. Specifically, to access the period of research it will be required to possess a Master Degree or an equivalent (or to have achieved 60 credits in one of the several official masters).

A doctoral thesis shall be presented and has to be passed to obtain the Degree of Doctor. This thesis will consist of an original research project on any subject related to the scientific area of the Doctoral Programme.

DOCTORAL PROGRAMMES FOR THE ACADEMIC YEAR 2012-2013:

For the following academic year 2012-2013, the Faculty of Economics and Business Administration will offer the following PhD Programmes, which will only admit students on the research period:

- DOCTORATE IN AUDITING AND ACCOUNTING *
- DOCTORATE IN APPLIED ECONOMIC ANALYSIS
- DOCTORATE IN BANKING AND QUANTITATIVE FINANCE
- DOCTORATE IN BUSINESS MANAGEMENT*
- DOCTORATE IN ECONOMICS
- DOCTORATE IN INTERNATIONAL ECONOMICS AND DEVELOPMENT
- DOCTORATE IN ECONOMICS AND INNOVATION MANAGEMENT
- DOCTORATE IN BUSINESS FINANCE
- DOCTORATE IN MARKETING*
- DOCTORATE IN RISK IN INSURANCE AND FINANCE

ADMISSION AND REGISTRATION TO THE PhD PROGRAMME

- First admission application deadline: March 21st to April 13th, 2012
- Extraordinary period: 18th -21st June 2012
- Second admission application deadline: 10th to 24th September 2012
- Registration: 15th to 31st October de 2012



More information in the Faculty website:

<http://www.ucm.es/centros/webs/fccee/> - Docencia - Doctorado

DETAILED INFORMATION OF THE DOCTORAL PROGRAMMES

Doctorate in: APPLIED ECONOMIC ANALYSIS

See paragraph 6.5 (page 30).

Doctorate in: AUDITING AND ACCOUNTING

PARTICIPATING DEPARTMENTS:	Economía Financiera y Contabilidad II (Contabilidad) (SEDE) Derecho Mercantil Estadística e Investigación Operativa II (Métodos de Decisión)
COORDINATORS:	María Campos Fernández (mcamposf@ccee.ucm.es) y Elisa García Jara elisagj@ccee.ucm.es
SECRETARY:	Department: Economía Financiera y Contabilidad II Building 1º, Room 331N Tel.: 91-3942356 ; Fax: 91-3942381; catibla@ccee.ucm.es
WEBSITE:	http://www.ucm.es/info/cee/pdconta.htm

Doctorate in: BANKING AND QUANTITATIVE FINANCE

See paragraph 6.5 (page 30).

Doctorate in: BUSINESS MANAGEMENT

PARTICIPATING DEPARTMENTS:	Organización de Empresas
COORDINATORS:	M ^a Ángeles Montoro Sánchez · mangeles@ccee.ucm.es
SECRETARY:	Departamento: Organización de Empresas · B uilding 3º, Room 214 Tel.: 91-394 2505 Fax: 91-394 2371; accede@ccee.ucm.es
WEBSITE:	http://www.ucm.es/info/orgemp/

Doctorate in: ECONOMICS

PARTICIPATING DEPARTMENTS:	Economía Aplicada I Economía Aplicada II Economía Aplicada III Economía Aplicada VI Fundamentos del Análisis Económico I Fundamentos del Análisis Económico II Historia e Instituciones Económicas I Historia e Instituciones Económicas II
COORDINATORS:	Ramón Febrero Devesa (rfd@ccee.ucm.es) (Presidente); Fernando Alonso Guinea (falonsog@ccee.ucm.es); Javier Velázquez Angona (javel@ccee.ucm.es); Aurelia Valiño Castro (avalinoc@ccee.ucm.es); Elena Huergo Orejas (ehuergo@ccee.ucm.es); Simón Sosvilla Rivero(sosvilla@ccee.ucm.es); José Jurado Sánchez (jurado@ccee.ucm.es); Juan Zafra Oteyza (zafra@ccee.ucm.es).
SECRETARY:	Cfr. Departamentos.
WEBSITE:	http://www.ucm.es/centros/webs/fccee/index.php?tp=Doctorado%20en%20Economia&a=docencia&d=13936.ph

DOCTORATE IN INTERNATIONAL ECONOMICS AND DEVELOPMENT

See paragraph 6.5 (page 31).

DOCTORATE IN ECONOMICS AND INNOVATION MANAGEMENT

See paragraph 6.5 (page 31).

DOCTORATE IN BUSINESS FINANCE

See paragraph 6.5 (pag. 32).

DOCTORATE IN MARKETING

PARTICIPATING DEPARTMENTS: Comercialización e Investigación de Mercados
COORDINATOR: María Avello Iturriagagoitia
SECRETARY: Department: Comercialización e Investigación de Mercados
Building 6, Room 39
Tel.: 91 394 2469; Fax: 91 394 2479; market@ccee.ucm.es
WEBSITE: <http://www.ucm.es/info/marketing/web-nueva/docencia/doctorado.html>

DOCTORATE IN RISK IN INSURANCE AND FINANCE

PARTICIPATING DEPARTMENTS: Economía Financiera y Contabilidad I
COORDINATOR: Antonio Heras Martín (aheras@ccee.ucm.es)
SECRETARY: Department: Economía Financiera y Contabilidad I
Building 5, Room 101 · Tel.: 91 394 2570
WEBSITE: <http://www.ucm.es/centros/webs/m5096/>

6.7.- NON-OFFICIAL DEGREES AND INSTITUTES

OWN NON-OFFICIAL DEGREES

In addition to the Official Masters Degrees, this Faculty offers other studies called **Own Non-Official Degrees** which are specialized studies, organized and taught by this University, aiming at meeting different social and professional needs.

The degree obtained does not have full academic effects for the professional activity practise. Its value and acknowledgement depend on how it meets current social demand.

There are two types of Own Non-Official Degrees: **Magister** and **Expert**.

- **Magister** degrees must comprise a minimum of **50 credits** which will be assigned, in general terms, along an academic period of two years.
 - Access to these studies will be possible when the Degree of "*licenciado*" (former Bachelor), engineer, architect or bachelor has been obtained in a Spanish University*, as regulated by the R.D. 1393/2007.
- **Expert** degrees must comprise a minimum of **25 credits**.
 - The requirements to gain access to an Expert degree are: to have passed all the subjects of the first cycle of a "*licenciatura*" (former degree), to have obtained the degree of "*diplomado*" (former 3-year degree), "*licenciado*" (former 5-year degree), engineer or architect in a Spanish University, or to have successfully completed, at least, 180 ECTS credits of a Bachelor's Degree*.

*Exemption will be possible if a validated foreign degree is held or by supplying evidence of a remarkable professional experience.

OWN NON-OFFICIAL DEGREES FOR THE ACADEMIC YEAR: 2012-2013

MAGISTER

- INTERNATIONAL TRADE (MCI)

EXPERT

- INEQUALITY, COOPERATION AND DEVELOPMENT (EDCD)
- VBA PROGRAMMING WITH EXCEL APPLIED TO ACTUARIAL AND FINANCIAL SCIENCES (ONLINE)

REGISTRATION

PENDING APPROVAL BY UCM

Own Non-Official Degrees starting in October

Own Non-Official Degrees starting in February



More information on the Faculty website:

<http://www.ucm.es/centros/webs/fccee/> - Docencia – Títulos Propios
<http://www.ucm.es/info/ucmp/pags.php?tp=Estudios&a=menu&d=0017184.php>

DETAILED INFORMATION OF THE OWN NON-OFFICIAL DEGREES

Magister: INTERNATIONAL TRADE (MCI)

PARTICIPATING DEPARTMENTS: Economía Aplicada I (Economía Internacional y Desarrollo)
DIRECTOR: Javier Oyarzun de Laiglesia
COORDINATOR AND SECRETARY: Begoña García de Andoain Rays
Building 3º, Room 101, 1st Floor
Tel.: 91 394 2385
E-MAIL: masterci@ccee.ucm.es
WEBSITE: <http://www.ucm-mci.com>

**Expert : VBA PROGRAMMING WITH EXCEL APPLIED TO ACTUARIAL AND FINANCIAL
SCIENCES (ONLINE)**

PARTICIPATING DEPARTMENTS: Economía Financiera y Contabilidad I
DIRECTOR: José Luis Vilar Zanón
SECRETARY: Building 5º, Room 101
Tel. y Fax: 91 394 2570
E-MAIL: jlvilar@ccee.ucm.es

Expert: INEQUALITY, COOPERATION AND DEVELOPMENT (EDCD)

PARTICIPATING DEPARTMENTS: Economía Aplicada I (Economía Internacional y Desarrollo)
DIRECTOR: Pedro José Gómez Serrano
SECRETARY: Building 2º, Room 304
Tel.: 91 394 2473; Fax: 91 394 2499
E-MAIL: dcd@ccee.ucm.es
WEBSITE: <http://www.ucm.es/info/eid//cursodcd/>

UNIVERSITY INSTITUTES

The University has additionally several institutes where research is done in each subject with different projects with private institutions.

Instituto Complutense de Análisis Industrial y Financiero ***Complutense Institute of Industrial and Financial Analysis***

Faculty of Economics and Business, Main Building, 1st floor
Tel. 91394 2456. Fax. 91 394 2457.

e-mail: joost@ccee.ucm.es

<http://www.ucm.es/BUCM/cee/iaif>

Instituto Complutense de Análisis Económico (ICAE) ***Complutense Institute of Economic Analysis (ICAE)***

Faculty of Economics and Business, Building 1, 1st floor, north wing
Tel. 91394 2611; Fax. 91394 2613

e-mail: icaesec@ccee.ucm.es

<http://www.ucm.es/info/icae>

Instituto Complutense de Investigaciones Feministas ***Complutense Institute of Feminist Research***

Faculty of Economics and Business, Building 6, Somosaguas Campus
Tel. 91394 2976; Fax. 91 394 2977

e-mail: instifem@rect.ucm.es

<http://www.ucm.es/instifem>

Escuela de Estudios Cooperativos (EEC) ***School of Cooperative Studies (EEC)***

Faculty of Economics and Business, Main Building, 1st floor.
Tel. 91394 2429 / 91394 2530. Fax. 91394 2429 / 91394 2535

e-mail: eec@ccee.ucm.es

<http://www.ucm.es/info/eec>

Instituto Complutense de Estudios Internacionales (ICEI) ***Complutense Institute of International Studies (ICEI)***

Somosaguas Campus, Más Ferré Estate, Building A
Tel. 91394 2481/2486/2490; Fax. 91394 2487

e-mail: secretaria@icei.ucm.es

<http://www.ucm.es/info/icei/>

Centro Superior de Estudios de Gestión ***School of Management Studies***

Campus de Somosaguas, Finca Más Ferré, Building B
Tel. 91394 2953/2957/2958; Fax. 91394 2956

Correo-e: salcseg@pas.ucm.es

<http://www.ucm.es/centros/webs/iep5009/index.php>

6.8. FORMER DEGREES (“LICENCIATURAS”)

6.8.1. DEGREE IN BUSINESS ADMINISTRATION (BA)

SUMMARY CHART OF THE STUDY PLAN

CYCLE	YEAR	CORE	COMP.	ELEC.	FREE ELEC	TOTAL
1 st	1 st (*)	45	9	---	6	60
	2 nd (*)	46.5	4.5	4.5	5	60.5
	3 rd	9	36	9	6	60

Total 1st Cycle **100.5** **49.5** **13.5** **17** **180.5**

(*) These years have already been eliminated.

2 nd	4 th	36	9	9	7	61
	5 th	9	27	18	7	61

Total 2nd Cycle **45** **36** **27** **14** **122**

TOTAL **145.5** **85.5** **40.5** **31** **302.5**

Note:

To achieve the 6 Free Elective Credits of the 1st year, specific generic subjects are offered to students who are in 1st year. You can also cover them with some of the subjects' credits recognition. Consult the relevant section of this guide.

FIRST CYCLE

YEAR 1	NON PRESENTIAL LESSONS		
Cod.		Credits	Department
103642	600 Financial Accounting I	9 CORE full	Economía Financiera y Contabilidad II
103648	606 Business Mathematics I	9 CORE full	Economía Financiera y Contabilidad I
103645	603 Introduction to Business Economy	9 CORE full	Economía Financiera y Contabilidad III
103643	601 Business Law I	4,5 CORE 1 sem	Derecho Mercantil /Civil /Trabajo
103647	605 Introduction to Microeconomics	4,5 CORE 1 sem	Fundamentos del Análisis Económico I
103650	608 Economic History	4,5 COM 1 SEM	Historia e Instituciones Económicas I
103644	602 Business Law II	4,5 CORE 2 sem	Derecho Mercantil
103646	604 Introduction to Macroeconomics	4,5 CORE 2 sem	Fundamento de Análisis Económico II
103649	607 Industrial Sociology and Business	4,5 COM 2 sem	Sociología III
	Free Electives	6	

YEAR 2	NON PRESENTIAL LESSONS		
Cod.		Credits	Department
103653	611 Business Statistics I	9 CORE full	Estadística e Investigación Operativa II
103655	613 Macroeconomics	7,5 CORE 1 sem	Fundamentos de Análisis Económico I
103654	612 Analytical Accounting I	4,5 CORE 1 sem	Economía Financiera y Contabilidad II
103658	616 Business Mathematics II	4,5 COM 1 sem	Economía Financiera y Contabilidad I
103651	609 Global Economic Structure	6 CORE 1 sem	Economía Aplicada II
103657	615 Mathematic of Financial ELerations	6 CORE 2 sem	Economía Financiera y Contabilidad I
103656	614 Microeconomics	7,5 CORE 2 sem	Fundamento de Análisis Económico I
103652	610 Spanish Economic Structure Elective (2 nd semester)	6 CORE 2 sem	Economía Aplicada II
	Free Elective	4,5 EL 2 sem	
		5	

YEAR 3	NON PRESENTIAL LESSONS		
Cod.		Credits	Department
103666	Financial Business Economics	9 COM full	Economía Financiera y Contabilidad III
103662	Tax System	9 COM full	Economía Aplicada VI
103665	Business Statistics II	4,5 COM 1 sem	Estadística e Investigación ELerativa II
103659	Business Economics: Real System	4,5 CORE 1 sem	Organización de Empresas
103661	Economic Policy Elective 3 (semester 1)	4,5 COM 1 sem	Economía Aplicada III
		4,5 EL 1 sem	
103660	Introduction to Econometrics	4,5 CORE 2 sem	Estadística e Investigación ELerativa II
103664	Business Organization and Management	4,5 COM 2 sem	Organización de Empresas
103663	Company Accounting	4,5 COM 2 sem	Economía Financiera y Contabilidad II
	Elective 3 (semester 2)	4,5 EL 2 sem	
	Free Elective	6	

Note: CORE=Core Subject; COM=Compulsory Subject; EL= Elective Subject; FE= Free Elective Subject

ELECTIVES FIRST CYCLE NON PRESENTIAL LESSONS (*except indicated*)

Cod.	Credits	Department
Electives 2-2		
103679 637 Business History (*)	4,5	Historia e Instituciones Económicas I
103680 638 Labour Law	4,5	Dº del Trabajo y de la Seguridad Social
103681 639 Business Economic Environment	4,5	Economía Aplicada II
103670 628 Mathematics Optimization (*)	4,5	Economía Financiera y Contabilidad I
103671 629 Analytic Accounting II (<i>taught</i>)	4,5	Economía Financiera y Contabilidad II
Electives 3-1		
103672 630 Corporative Law (*)	4,5	Derecho Mercantil
103675 633 English II (*)	4,5	Filología Inglesa
103674 632 Introduction to Advertising and other forms of Communication(*)	4,5	Comercialización e Investig. de Mercados
103673 631 Participative Companies (Social Economics)	4,5	Economía Financiera y Contabilidad III
103678 636 Financial Accounting II (<i>taught</i>)	4,5	Economía Financiera y Contabilidad II
Electives 3-2		
103679 637 Business History (*)	4,5	Historia e Instituciones Económicas I
103680 638 Labour Law	4,5	Dº del Trabajo y de la Seguridad Social
103681 639 Business Economic Environment	4,5	Economía Aplicada II
103676 634 Dynamical Systems (*)	4,5	Economía Financiera y Contabilidad I

(*)Not offered in Year 2012 - 2013

SECOND CYCLE

YEAR 4	NO PRESENTIAL LESSONS		
Cod.	Credits	Department	
103682 640 General and Analytical Accounting	9 CORE full	Economía Financiera y Contabilidad II	
103683 641 Commercial Management	9 COREfull	Comercialización e Investig. Mercados	
103686 644 Financial Management	9 COREfull	Economía Financiera y Contabilidad III	
103684 642 Econometrics I	4,5 CORE1 sem	Fundamentos Análisis Económico II	
103687 645 Business Organizational Design	4,5 COM1 sem	Organización de Empresas	
Elective 4 (semester1)	4,5 EL 1 sem		
103685 643 Econometrics II	4,5 CORE2 sem	Fundamentos Análisis económico II	
103688 646 Human Resource Management	4,5 COM2 sem	Organización de Empresas	
Human Resource Management	4,5 EL 2 sem		
Free Elective	7		

YEAR 5	Credits	Department
103689 647 Strategic Management and Business Policy	9 CORE full	Organización de Empresas
103691 649 Production Management	9 COM full	Organización de Empresas
103690 648 Decision-Making Methods	9 COM full	Estadística e Investigación ELerativa II
103693 651 Commercial Research Methods I	4,5 COM 1 sem	Comercialización e Investig. Mercados
Elective 5 th (semester 1)	4,5 EL 1 sem	
Elective 5 th (semester 1)	4,5 EL 1 sem	
103692 Spanish Tax System	4,5 COM 2 sem	Economía Aplicada III
Elective 5 th (semester 2)	4,5 EL 2 sem	
Elective 5 th (semester 2)	4,5 EL 2 sem	
Free Elective	7	

Note: CORE= Core Subject; COM= Compulsory Subject; EL= Elective Subject; FE= Free Elective Subject

SPECIALITIES

SPECIALITY IN ACCOUNTING

Cod.	Credits	Department
Electives 2-2		
103671 629 Analytical Accounting II (**)	4,5	Economía Financiera y Contabilidad II
Electives 3-1		
103678 636 Financial Accounting II (**)	4,5	Economía Financiera y Contabilidad II
Electives 4-1		
103694 652 Auditing I (**)	4,5	Economía Financiera y Contabilidad II
Electives 4-2		
103695 653 Auditing II (**)	4,5	Economía Financiera y Contabilidad II
Electives 5-1 Choose 9 Credits		
103696 654 Consolidation of Financial Statements (**)	4,5	Economía Financiera y Contabilidad II
103699 657 Sectorial Accounting (*)	4,5	Economía Financiera y Contabilidad II
103700 658 International Accounting Standards	4,5	Economía Financiera y Contabilidad II
Electives 5-2 Choose 9 Credits		
103697 655 Tax Accounting	4,5	Economía Financiera y Contabilidad II
103698 656 Public Sector Accounting	4,5	Economía Financiera y Contabilidad II
103728 686 Corporate Tax System	4,5	Economía Aplicada VI

(*) Not offered in year 2012 – 2013

(**)Compulsory Electives for specialization in Accounting

SPECIALITY IN MANAGEMENT

Choose one course each semester in 4th and two in 5th

Cod.	Credits	Department
Electives 4-1 or 5-1		
103703 661 Spanish Industrial Economy	4,5	Economía Aplicada II
103710 668 International Business Management	4,5	Organización de Empresas
103711 669 Technology Strategy and Management	4,5	Organización de Empresas
Electives 4-2 or 5-2		
103718 676 Company Formation	4,5	Organización de Empresas
103719 677 Economic Control of the Company	4,5	Organización de Empresas
103730 688 Sociology of Labour	4,5	Sociología III

SPECIALITY IN COMMERCIAL MANAGEMENT

Choose one course each semester in 4th year and two in 5th

Cod.	Credits	Department
Electives 4-1 or 5-1		
103704 662 Distribution Strategy I	4,5	Comercialización e Investigación de Mercados
103706 664 Advertising and Promotion I	4,5	Comercialización e Investigación de Mercados
103708 666 Sociology of Consumption	4,5	Sociología III
103712 670 Sales Techniques and Management	4,5	Comercialización e Investigación de Mercados
Electives 4-2 or 5-2		
103722 680 Distribution Strategy II	4,5	Comercialización e Investigación de Mercados
103724 682 Marketing Plan	4,5	Comercialización e Investigación de Mercados
103726 684 Commercial Decision and Forecast	4,5	Comercialización e Investigación de Mercados
103727 685 Advertising and Promotion II	4,5	Comercialización e Investigación de Mercados
Electives 5-2		
103701 659 Commercial Research Methods II	4,5	Comercialización e Investigación de Mercados

SPECIALITY IN FINANCIAL MANAGEMENT

Choose one course each semester in 4th year and two in 5th

Cod.	Credits	Department
Electives 4-1 or 5-1		
103705 663 Bank Management	4,5	Economía Financiera y Contabilidad III
103713 671 Financial Companies Management	4,5	Economía Financiera y Contabilidad I
103714 672 Mathematics for the Valuation of Financial Assets (*)	4,5	Economía Financiera y Contabilidad I
103715 673 Stock Market	4,5	Economía Financiera y Contabilidad III
103716 674 Company Valuation and Acquisitions	4,5	Economía Financiera y Contabilidad III
Electives 4-2 or 5-2		
103723 681 International Financial Markets	4,5	Economía Financiera y Contabilidad III
103725 683 Monetary and Financial Policy	4,5	Economía Aplicada III
103728 686 Corporate Tax System	4,5	Economía Aplicada VI

(*) Not offered year 2012 – 2013

GENERAL STUDIES SPECIALITY

Cod.	Credits	Department
Semester 4-1 or 5-1		
Complete 3 Electives from groups 4-1 or 5-1	13,5	
Semester 4-2 or 5-2		
Complete 3 Electives from groups 4-2 or 5-2	13,5	

ELECTIVES OF SECOND CYCLE

Cod.		Credits	Department
Electives 4-1			
103694	652 Auditing I	4,5	Economía Financiera y Contabilidad II
Electives 5-1			
103696	654 Consolidation of Financial Statements	4,5	Economía Financiera y Contabilidad II
103699	657 Sectorial Accounting (*)	4,5	Economía Financiera y Contabilidad II
103700	658 International Accounting Standards	4,5	Economía Financiera y Contabilidad II
Electives 4-1 ó 5-1			
103702	660 Trade Union Law (*)	4,5	Derecho del Trabajo y de la Seguridad Social
103703	661 Spanish Industrial Economy	4,5	Economía Aplicada II
103704	662 Distribution Strategy I	4,5	Comercialización e Investigación de Mercados
103705	663 Bank Management	4,5	Economía Financiera y Contabilidad III
103706	664 Advertising and Promotion I	4,5	Comercialización e Investigación de Mercados
103708	666 Sociology of Consumption	4,5	Sociología III
103710	668 International Business Management	4,5	Organización de Empresas
103712	670 Sales Techniques and Management	4,5	Comercialización e Investigación de Mercados
103711	669 Technology Strategy and Management	4,5	Organización de Empresas
103713	671 Financial Companies Management	4,5	Economía Financiera y Contabilidad I
103714	672 Mathematics for the Valuation of Financial Assets (*)	4,5	Economía Financiera y Contabilidad I
103715	673 Stock Market	4,5	Economía Financiera y Contabilidad III
103716	674 Company Valuation and Acquisitions	4,5	Economía Financiera y Contabilidad III
103721	679 Public Law of the Company	4,5	Derecho Administrativo
Electives 4-2			
103695	653 Auditing II	4,5	Economía Financiera y Contabilidad II
Electives 5-2			
103697	655 Tax Accounting	4,5	Economía Financiera y Contabilidad II
103698	656 Public Sector Accounting	4,5	Economía Financiera y Contabilidad II
103701	659 Commercial Research Methods II	4,5	Comercialización e Investigación de Mercados
Electives 4-2 ó 5-2			
103718	676 Company Formation	4,5	Organización de Empresas
103719	677 Economic Control of the Company	4,5	Organización de Empresas
103722	680 Distribution Strategy II	4,5	Comercialización e Investigación de Mercados
103723	681 International Financial Markets	4,5	Economía Financiera y Contabilidad III
103724	682 Marketing Plan	4,5	Comercialización e Investigación de Mercados
103725	683 Monetary and Financial Policy	4,5	Economía Aplicada III
103726	684 Commercial Decision and Forecast	4,5	Comercialización e Investigación de Mercados
103727	685 Advertising and Promotion II	4,5	Comercialización e Investigación de Mercados
103728	686 Corporate Tax System	4,5	Economía Aplicada VI
103730	688 Sociology of Labour	4,5	Sociología III
103731	689 Civil Law of Property	4,5	Derecho Civil

(*) Course not offered 2012 – 2013

6.8.2- DEGREE IN ECONOMICS (ECO)

The Faculty of Economics and Business and Administration is finishing the previous degree in Economics teaching the following subjects:

SUMMARY CHART: STUDY PLAN

CYCLE	YEAR	CORE	COMPUL.	ELEC.	FREE EL.	TOTAL
1 st	1 st (*)	54	6	---	--	60
	2 nd (*)	31,5	18	6	5	60,5
	3 rd	19,5	12	24	9	64,5
<i>Total 1st Ciclo</i>		105	36	30	14	185
2 nd	4 th	55,5	--	--	9	64,5
	5 th	--	--	60	9	69
<i>Total 2nd Ciclo</i>		55,5	--	60	18	133,5
TOTAL		160,5	36	90	32	318,5

FIRST CYCLE

1st YEAR	NON PRESENTIAL LESSONS		
Cod.	Credits	Department	
103841	701 Introduction to Microeconomics	6 COR 1 term	Fundamentos del Análisis Económico II
103842	702 World Economics History	6 COR 1 term	Historia e Instituciones Económicas II
103843	703 Financial Accounting	6 COR 1 term	Economía Financiera y Contabilidad II
103844	704 Introduction to Law	6 COR 1 term	Der. Administrat. /Constitucional/Mercantil
103845	705 Linear Algebra	6 COR 1 term	Fundamento Análisis Económico I y II
103840	700 Mathematical Analysis	6 COR 2 term	Fundamentos Análisis Económico I y II
103846	706 Introduction to Macroeconomics	6 COR 2 term	Fundamentos del Análisis Económico II
103847	707 Structure of the World	6 COR 2 term	Economía Aplicada I
103848	708 Analytic Accounting	6 COR 2 term	Economía Financiera y Contabilidad II
103849	709 Inglés Aplicado a la Economía	6 COM 2 term	Filología Inglesa

2nd YEAR	NON PRESENTIAL LESSONS		
Cod.	Credits	Department	
103853	713 Microeconomics I	4,5 COR 1 term	Fundamentos del Análisis Económico I
103852	712 Mathematical Programming	6 COR 1 term	Fundamentos del Análisis Económico I
103855	715 Economic History of Spain	6 COR 1 term	Historia e Instituciones Económicas II
103857	717 History of Economic Thought I	6 COM 1 term	Historia e Instituciones Económicas I
103858	718 Structure of the Word Economy II	6 COM 1 term	Economía Aplicada I
103854	714 Microeconomics II	4,5 COR 2 term	Fundamentos del Análisis Económico I
103850	710 Statistics I	4,5 COR 2 term	Estadística e Investigación Operativa II
103851	711 Structure of the Spanish Economy I	6 COR 2 term	Economía Aplicada II
103856	716 International Economics I	6 COM 2 term	Economía Aplicada I
	Elective 2 (2 nd semester)	6 EL2 term	
	Free Elective	5	

3rd YEAR	NON PRESENTIAL LESSONS		
Cod.	Credits	Department	
103865	725 Macroeconomics I	4,5 COR term 1	Fundamentos del Análisis Económico I
103863	723 Statistics II I	4,5 TR term 1	Estadística e Investigación Operativa II
103867	727 Structure of the Spanish Economy II	6 COM term 1	Economía Aplicada II
103868	728 Theory of the Tax Authority (Public Economics I)	6 COM term 1	Economía Aplicada VI
	Elective 3 (1 st semester)	6 EL term 1	
103866	726 Macroeconomics II	4,5 COR term 2	Fundamentos del Análisis Económico I
103864	724 Introduction to Econometrics	6 COR term 2	Fundamentos del Análisis Económico II
	Elective 3 (2 nd semester)	6 EL term 2	
	Elective 3 (2 nd semester)	6 EL term 2	
	Elective 3 (2 nd semester)	6 EL term 2	
	Free Elective	9	

Note: COR= Core Subject; COM= Compulsory Subject; EL= Elective Subject; FE= Free Elective Subject

FIRST CYCLE ELECTIVE SUBJECTS NON PRESENTIAL LESSONS (*except indicated*)

Cod.		Credits	Department
Electives 2-2			
103859	719 Monetary and Financial Economics (**)	6	Economía Aplicada III
103861	721 Dynamical Systems (**)	6	Fundamentos Análisis Económico I
Electives 3-1			
103860	720 Contemporary Social Structure (*)	6	Sociología III
103869	729 Advanced Business English II I (*)	6	Filología Inglesa
103871	731 History of Economic Thought II (*)	6	Historia e Instituciones Económicas I
103872	732 Dynamic Optimization (**)	6	Fundamentos Análisis Económico I
103873	733 Introduction to the Spanish Public Sector (Public Sector I) (**)(***) (<i>Taught</i>)	6	Economía Aplicada VI
103880	740 Spanish and Comparative Economic Policy (**)	6	Economía Aplicada III
Electives 3-2			
103870	730 International Economics II (*)	6	Economía Aplicada I
103874	734 History of Economic Thought II (**)	6	Historia e Instituciones Económicas I
103875	735 Modern and Contemporary History of Spain (*)	6	Historia e Instituciones Económicas I y II
103876	736 Game Theory (**)	6	Fundamentos Análisis Económico I
103877	737 Information and Models applied to the Spanish Economy (*)	6	Economía Aplicada II
103878	738 Monetary Policy (**)	6	Economía Aplicada III
103879	739 Economics of Public Spending (Public Economics II) (**)(***) (<i>Taught</i>)	6	Economía Aplicada VI
103882	742 Computing (*)	6	Ingeniería del Software e Inteligencia Artificial

(*) **Courses not offered in 2012-2013**

(**) **Courses that make up the Specialist Diploma NOT TAUGHT PRESENTIALLY (*except indicated*)**

(***) **Can be taken either in Year 3 or Year 5**

SEGUNDO CYCLE

4 th YEAR	NON PRESENTIAL LESSONS		
Cod.		Credits	Department
103883	743 Advanced Microeconomics I	4,5 CORE 1 term	Fundamentos del Análisis Económico I
103889	749 Advanced Macroeconomics I	4,5 CORE 1 term	Fundamentos del Análisis Económico I y II
103887	747 Tax Systems (Public Economics III)	4,5 CORE 1 term	Economía Aplicada VI
103885	745 Econometrics I	4,5 CORE 1 term	Fundamentos del Análisis Económico II
103888	748 Business Economics I	4,5 TR 1 term	Economía Financiera y Contabilidad III
103892	752 International Economic Organization	4,5 CORE 1 term	Economía Aplicada I
103884	744 Advanced Microeconomics II	4,5 CORE 2 term	Fundamentos del Análisis Económico I
103890	750 Advanced Macroeconomics II	4,5 CORE 2 term	Fundamentos Análisis Económico I y II
103886	746 Economic Policy	6 CORE 2 term	Economía Aplicada III
103891	751 Econometrics II	4,5 CORE 2 term	Fundamentos del Análisis Económico II
103893	753 Tax Systems. Introduction and Individual Taxation. (Public Sector II)	4,5 CORE 2 term	Economía Aplicada VI
103894	754 Business Economics II	4,5 TR 2 term	Organización de empresas
	Free Elective	9	

5th YEAR

GENERAL STUDIES

The student must attend 5 elective subjects in each semester chosen from groups 5-1 and 5-2, respectively.

Cod.		Credits	Department
Electives 5-1 Semester			
103873	733 Introduction to the Spanish Public Sector (Public Sector I)	6 EL 1 term	Economía Aplicada VI
103895	755 Dynamic Macroeconomics	6 EL 1 term	Fundamentos del Análisis Económico II
103898	758 Labour Economics	6 EL 1 term	Fundamentos del Análisis Económico I
103900	760 Open Economy Macroeconomics	6 EL 1 term	Fundamentos del Análisis Económico I
103903	763 Industrial Economics	6 EL 1 term	Economía Aplicada II
103908	768 Theories of Development	6 EL 1 term	Economía Aplicada I
103909	769 European Economy I	6 EL 1 term	Economía Aplicada I
103918	778 Economic Sociology	6 EL 1 term	Sociología III
103919	779 External Sector I. Macroeconomic Aspects	6 EL 1 term	Economía Aplicada II
103928	788 Economics and Financial Markets I	6 EL 1 term	Economía Aplicada III
103932	792 Advanced Macroeconomic Policy	6 EL 1 term	Economía Aplicada III
103939	799 Tax Systems. International and Company Taxation. (Public Sector III)	6 EL 1 term	Economía Aplicada VI
103940	800 Economics of Taxation (Public Economics IV)	6 EL 1 term	Economía Aplicada VI
103941	801 Public Management (Public Economics V)	6 EL 1 term	Economía Aplicada VI
103948	808 World Economic History in the 20 th Century	6 EL 1 term	Historia e Instituciones Económicas II
103955	815 History of the Ideas and the Reality of Companies	6 EL 1 term	Historia e Instituciones Económicas I
Electives 5-2 Semester			
103879	739 Economics of Public Spending (Public Economics II)	6 EL 2 term	Economía Aplicada VI
103903	763 Industrial Economics	6 EL 2 term	Fundamentos del Análisis Económico I
103914	774 Development Economics	6 EL 2 term	Economía Aplicada I y III
103915	775 European Economics II	6 EL 2 term	Economía Aplicada I
103916	776 International Economics III	6 EL 2 term	Economía Aplicada I
103917	777 History of the Economic Fluctuations in the 20 th Century and the European Economic Intergration	6 EL 2 term	Historia e Instituciones Económicas I
103923	783 External Sector II. Macroeconomic Aspects.	6 EL 2 term	Economía Aplicada II
103924	784 Applied Industrial Economics	6 EL 2 term	Economía Aplicada II
103933	793 Economics and Financial Markets II	6 EL 2 term	Economía Aplicada III
103943	803 International and European Community Finances. (Public Economics VI)	6 EL 2 term	Economía Aplicada VI
103946	806 Economics of Social Security (Public Sector V)	6 EL 2 term	Economía Aplicada VI
103951	811 Contemporary Economic Development of South Europe	6 EL 2 term	Historia e Instituciones Económicas II
103953	813 Economic Administrative Law	6 EL 2 term	Derecho Administrativo
103954	814 Current Economy and Society of Spain	6 EL 2 term	Economía Aplicada II
	Free Elective	9 FE	

SPECIALITIES

5th YEAR	SPECIALITY IN ECONOMIC ANALYSIS		
Cod.		Credits	Department
103895	755 Dynamic Macroeconomics	6 EL 1 term	Fundamentos del Análisis Económico II
103896	756 Advanced Econometrics	6 EL 1 term	Fundamentos del Análisis Económico II
103897	757 General Equilibrium	6 EL 1 term	Fundamentos del Análisis Económico II
	Elective 5-1	6 EL 1 term	
	Elective 5-1	6 EL 1 term	
103902	762 Applied Econometrics	6 EL 2 term	Fundamentos del Análisis Económico II
103903	763 Industrial Economics	6 EL 2 term	Fundamentos del Análisis Económico I
	Elective 5-2	6 EL 2 term	
	Elective 5-2	6 EL 2 term	
	Elective 5-2	6 EL 2 term	
	Free Elective	9 FE	
Electives 5-1 Semester			
103898	758 Labour Economics	6 EL 1 term	Fundamentos del Análisis Económico I
103899	759 Information Economics	6 EL 1 term	Fundamentos del Análisis Económico II
103900	760 Open Economy Macroeconomics	6 EL 1 term	Fundamentos del Análisis Económico I
Electives 5-2 Semester			
103904	764 Time Series	6 EL 2 term	Fundamentos del Análisis Económico II
103905	765 Microeconometrics (*)	6 EL 2 term	Fundamentos del Análisis Económico II
103906	766 Financial Theory (*)	6 EL 2 term	Fundamentos del Análisis Económico II
103907	767 Monetary Theory	6 EL 2 term	Fundamentos del Análisis Económico II
103944	804 Microeconomic Analysis of Government Decision-Making	6 EL 2 term	Fundamentos del Análisis Económico I
Electives from previous years compulsory for the speciality without presential lessons			
103861	721 Dynamical Systems	6 EL 2 term	Fundamentos del Análisis Económico I
103872	732 Dynamic Optimization	6 EL 1 term	Fundamentos del Análisis Económico I y II
103876	736 Game Theory	6 EL 2 term	Fundamentos del Análisis Económico I

(*) **Courses not offered in 2012-2013**

NOTES:

- Subject 763 INDUSTRIAL ECONOMICS (Code 103903) is also offered in the Speciality in "Industrial Organization and Economic Growth" and is taught in a different group.
- Subject 804 MICROECONOMIC ANALYSIS OF GOVERNMENT DECISION-MAKING (Code 103944) is also offered in the Speciality in "Public Economics" and is taught in a different group.

5th YEAR	SPECIALITY IN INTERNATIONAL ECONOMICS AND DEVELOPMENT		
Cod.	Credits	Department	
103908	768 Theories of Development	6 EL 1 term	Economía Aplicada I
103909	769 European Economy I	6 EL 1 term	Economía Aplicada I
103914	774 Development Economics	6 EL 2 term	Economía Aplicada I
103915	775 European Economy II	6 EL 2 term	Economía Aplicada I
103916	776 International Economics III	6 EL 2 term	Economía Aplicada I
Elective (during the two semesters, 5 elective from the groups 5-a and 5-b must be studied. At least 2 of them must belong to the group 5-a).			
	Free Elective	9 FE	
Electives 5-a Semester			
103910	770 Economic Areas I	6 EL 1 term	Economía Aplicada I
103911	771 International Financing and Trade	6 EL 1 term	Economía Aplicada I
103912	772 Environment and Development Economics	6 EL 1 term	Economía Aplicada I
103913	773 Economic Areas II	6 EL 2 term	Economía Aplicada I
103922	782 Regional Economics	6 EL 2 term	Economía Aplicada I
Electives 5- b Semester			
103902	762 Applied Econometrics	6 EL 2 term	Fundamentos del Análisis Económico II
103917	777 History of the Economic Fluctuations in the 20 th Century and the European Economic Integration	6 EL 2 term	Historia e Instituciones Económicas I
103918	778 Economic Sociology	6 EL 1 term	Sociología III
103934	794 Financial Institutions and Economic Policy in the European Union	6 EL 1 term	Economía Aplicada III
103948	808 World Economic History in the 20 th Century	6 EL 1 term	Historia e Instituciones Económicas II
103951	811 Contemporary Economic Development of South Europe	6 EL 2 term	Historia e Instituciones Económicas II
103954	814 Current Economy and Society of Spain	6 EL 2 term	Economía Aplicada II

NOTE:

- Subject of 774 DEVELOPMENT ECONOMICS (Code 103914) is also offered in the Speciality in "Monetary and Financial Economics" and is taught in a group different from the Speciality in "International Economics and Development".

5 th YEAR	SPECIALITY IN APPLIED ECONOMICS: INDUSTRIAL ORGANIZATION AND ECONOMIC GROWTH		
Cod.		Credits	Department
103903	763 Industrial Economics	6 EL 1 term	Economía Aplicada II
103919	779 External Sector I. Macroeconomic Aspects	6 EL 1 term	Economía Aplicada II
103920	780 Economic Growth. Tendencies and Cycles	6 EL 1 term	Economía Aplicada II
	Elective 5-1	6 EL 1 term	
	Elective 5-1	6 EL 1 term	
103923	783 External Sector II. Macroeconomic Aspects	6 EL 2 term	Economía Aplicada II
103924	784 Applied Industrial Economics	6 EL 2 term	Economía Aplicada II
	Elective 5-2	6 EL 2 term	
	Elective 5-2	6 EL 2 term	
	Elective 5-2	6 EL 2 term	
	Free Elective	9 FE	
Electives 5-1 Semester			
103898	758 Labour Economics	6 EL 1 term	Fundamentos del Análisis Económico I
103900	760 Open Economy Macroeconomics	6 EL 1 term	Fundamentos del Análisis Económico I
103925	785 Economics of Services (*)	6 EL 1 term	Economía Aplicada II
103927	787 Spanish Economy and European Integration(*)	6 EL 1 term	Economía Aplicada II
103955	815 History of the Ideas and the Reality of Companies	6 EL 1 term	Historia e Instituciones Económicas I
Electives 5- 2 Semester			
103902	762 Applied Econometrics	6 EL 2 term	Fundamentos del Análisis Económico II
103922	782 Regional Economics (*)	6 EL 2 term	Economía Aplicada I
103921	781 Economics of Natural Resources and Environment	6 EL 2 term	Economía Aplicada II
103926	786 Social Structure and Change in Spain	6 EL 2 term	Sociología III
103954	814 Current Economy and Society of Spain	6 EL 2 term	Economía Aplicada II

(*) Course not offered in 2012-2013

NOTE:

- Subject of INDUSTRIAL ECONOMICS (Code 763) is also offered in the Speciality in "Economic Analysis" and it is taught in a group different.

5th YEAR	SPECIALITY IN APPLIED ECONOMICS: MONETARY AND FINANCIAL ECONOMICS		
Cod.		Credits	Department
103928	788 Economics and Financial Markets I	6 EL 1 term	Economía Aplicada III
103929	789 Spanish Financial System	6 EL 1 term	Economía Aplicada III
103932	792 Advanced Macroeconomic Policy	6 EL 1 term	Economía Aplicada III
	Elective 5-1	6 EL 1 term	
	Elective 5-1	6 EL 1 term	
103914	774 Development Economics	6 EL 2 term	Economía Aplicada III
103933	793 Economics and Financial Markets II	6 EL 2 term	Economía Aplicada III
	Elective 5-2	6 EL 2 term	
	Elective 5-2	6 EL 2 term	
	Elective 5-2	6 EL 2 term	
	Free Elective	9 FE	
Electives 5-1			
103931	791 Tax Policy and Financial Markets	6 EL 1 term	Economía Aplicada III
103934	794 Financial Institutions and Economic Policy in the European Union	6 EL 1 term	Economía Aplicada III
103938	798 Economic and Monetary Juncture	6 EL 1 term	Economía Aplicada III
103936	796 Financial Markets Law	6 EL 1 term	Derecho Mercantil
Electives 5-2			
103902	762 Applied Econometrics	6 EL 2 term	Fundamentos del Análisis Económico II
103930	790 Advanced International Monetary and Financial Economics	6 EL 2 term	Economía Aplicada III
103935	795 Advanced Monetary Economics	6 EL 2 term	Economía Aplicada III
103937	797 Financial Innovation and Financial System Reform Policies	6 EL 2 term	Economía Aplicada III
Electives from previous years which are compulsory to get specialized (NOT TAUGHT)			
103859	719 Monetary and Financial Economics	6 EL 2 term	Economía Aplicada III
103878	738 Monetary Policy	6 EL 2 term	Economía Aplicada III
And one to be chosen among:			
103874	734 Monetary and Financial History of Spain	6 EL 2 term	Historia e Instituciones Económicas I
103880	740 Spanish and Comparative Economic Policy	6 EL 1 term	Economía Aplicada III

NOTE:

- The subject of 774 DEVELOPMENT ECONOMICS (Code 103914) is also offered in the Speciality in "International Economics and Development" and it is taught in a different group.

5 th YEAR	SPECIALITY: PUBLIC ECONOMICS		
Cod.		Credits	Department
103873	733 Introduction to the Spanish Public Sector (Public Sector I). If this subject was already studied in the 3 rd year, choose an elective from group 5-1	6 EL 1 term	Economía Aplicada VI
103939	799 Tax System. International and Company Taxation (Public Sector III)	6 EL 1 term	Economía Aplicada VI
103940	800 Economics of Taxation (Public Economics IV)	6 EL 1 term	Economía Aplicada VI
103941	801 Public Management (Public Economics V)	6 EL 1 term	Economía Aplicada VI
	Elective a 5-1	6 EL 1 term	
	4 electives from group 5 -2a	24 EL 2 term	
	1 elective from group 5-2a or 5-2b	6 EL 2 term	
	Free Elective	9 FE	
Electives 5-1			
103900	760 Open Economy Macroeconomics	6 EL 1 term	Fundamentos del Análisis Económico I
103948	808 World Economic History in the 20 th Century	6 EL 1 term	Historia e Instituciones Económicas II
103952	812 Accounting Information and Indicators for Public Management	6 EL 1 term	Economía Financiera y Contabilidad II
Electives 5-2a			
103879	739 Economics of Public Spending (Public Economics II) If this subject was already studied in the 3 rd year, choose an elective from group 5-2a	6 EL 2 term	Economía Aplicada VI
103943	803 International and European Community Finances. (Public Economics VI)	6 EL 2 term	Economía Aplicada VI
103944	804 Microeconomic Analysis of Government Decision-Making	6 EL 2 term	Economía Aplicada VI
103945	805 Regional and Local Finances (Public Sector IV) (*)	6 EL 2 term	Economía Aplicada VI
103946	806 Economics of Social Security (Public Sector V)	6 EL 2 term	Economía Aplicada VI
103947	807 Tax Strategies (Public Sector VI)	6 EL 2 term	Economía Aplicada VI
Electives 5-2b			
103902	762 Applied Econometrics	6 EL 2 term	Fundamentos del Análisis Económico II
103916	776 International Economics III	6 EL 2 term	Economía Aplicada I
103954	814 Current Economy and Society of Spain	6 EL 2 term	Economía Aplicada II

(*) Course not offered in 2012-2013

NOTA:

- Subject of 804 MICROECONOMIC ANALYSIS OF GOVERNMENT DECISION-MAKING (Code 103944) is also offered in the Speciality in "Economic Analysis" and is taught in a different group

6.8.3- DEGREE IN ACTUARIAL AND FINANCIAL SCIENCE (AFS)

(Second Cycle Degree)

SUMMARY CHART: PLAN 2001

CYCLE	YEAR	COREE	COMP.	ELECT.	FREE EL.	TOTAL(*)
2 nd	1 st	54	9	-	14,5	63
	2 nd	25.5	25.5	13.5		64,5
TOTAL		79,5	34,5	13,5	14,5	127,5

(*) Free Elective credits are excluded

SECOND CYCLE DEGREE

YEAR 1		NOT TAUGHT	
Cod.		Credits	Department
111959	206 Insurance, Banking and Stock Exchange Law	9 CORE anual	Derecho Mercantil
111957	204 Actuarial Statistics I	12 CORE anual	Estadística e Investigación Operativa II
111958	205 Financial Companies Management	9 CORE anual	Economía Financiera y Contabilidad I
111953	200 Financial Mathematics I	6 CORE term 1	Economía Financiera y Contabilidad I
111955	202 Actuarial Mathematics I	6 CORE term 1	Economía Financiera y Contabilidad I
111961	208 Methods and Models of Dynamic Systems	4,5 COM term 1	Economía Financiera y Contabilidad I
111954	201 Financial Mathematics II	6 CORE term 2	Economía Financiera y Contabilidad I
111956	203 Actuarial Mathematics II	6 CORE term 2	Economía Financiera y Contabilidad I
111960	207 Theory of Population and Demography	4,5 COM term 2	Estadística e Investigación Operativa II
	Free Elective	14,5 between years 1 and 2	

YEAR 2			
Cod.		Credits	Department
111962	209 Financial Mathematics III	6 CORE term 1	Economía Financiera y Contabilidad I
111963	210 Actuarial Mathematics III	7,5 CORE term 1	Economía Financiera y Contabilidad I
111964	211 Actuarial Statistics II	6 CORE term 1	Estadística e Investigación Operativa II
111965	212 Economics and Technique of Social Security	6 CORE term 1	Economía Financiera y Contabilidad I
111966	213 Economics of Financial Company I	4,5 COM term 1	Economía Financiera y Contabilidad III
	Elective 2-1	4,5 ELterm 1	
111967	214 Economics of Financial Company II	4,5 COM term 2	Economía Financiera y Contabilidad III
111968	215 Mathematics of Finance	4,5 COM term 2	Economía Financiera y Contabilidad I
111969	216 Actuarial Mathematics IV	7,5 COM term 2	Economía Financiera y Contabilidad I
111970	217 Actuarial Statistics III	4,5 COM term 2	Estadística e Investigación Operativa II
	Elective 2-2	4,5 ELterm 2	
	Elective 2-2	4,5 ELterm 2	
	Free Elective	14,5 between years 1 and 2	

ELECTIVES

Cod.		Credits	Department
Electives 2-1			
111973	220 Structure and Management of Actuarial Information	4,5	Economía Financiera y Contabilidad I
111974	221 Risk Management in the Firm (*)	4,5	Economía Financiera y Contabilidad I
111977	224 Introduction to Tax System	4,5	Economía Aplicada VI
111980	227 Consolidation of Annual Accounts in Financial Companies (*)	4,5	Economía Financiera y Contabilidad II
Electives 2-2			
111971	218 Theory of Financial Markets	4,5	Economía Financiera y Contabilidad I
111972	219 Theory of Financial Immunization	4,5	Economía Financiera y Contabilidad I

(*) Courses not offered 2012-2013

6.8.4- DUAL DEGREE: BUSINESS ADMINISTRATION AND LAW

- I. Students with these studies will obtain the Degree in Business Administration and the Degree in Law.
- II. The studies of both Degrees are structured in 6 academic years. Once the 4th year has been finished, the First Cycle of both degrees will have been completed.
- III. The 1st, 2nd and 3rd years are taught in the Faculty of Law (Ciudad Universitaria) and the 4th, 5th and 6th years are taught in the Faculty of Economics and Business Administration (Somosaguas Campus).
- IV. The presental teaching hours of the 6th year have been reduced in order to enable students to do "Enterprise Internships".

FIRST CYCLE

YEAR 1º		NON PRESENTIAL LESSONS			LAW	
LADE				LAW		
Cod.		Credits	Dpto.*			
103642	600 Financial Accounting I	9 CORE full	EFCII	001 Natural Law		
103648	606 Business Mathematics I	9 CORE full	EFCI	002 Roman Law		
103645	603 Introduction to Business Economics	9 CORE full	EFCIII	003 History of Law		
				004 Political Law I		
103647	605 Introduction to Microeconomics	4,5 CORE term 1	FAEII			
103650	608 Economic History	4,5 COM term 1	HIEI			
103646	604 Introduction to Macroeconomics	4,5 CORE term 2	FAEII			
103649	607 Sociología Industrial y de la Empresa	4,5 COM term 2	SIII			

YEAR 2º		NON PRESENTIAL LESSONS			LAW	
LADE				LAW		
Cod.		Credits	Dpto.*			
103653	611 Business Statistics I	9 CORE full	EIOII	011 Political Law II		
103655	613 Macroeconomics	7,5 CORE term 1	FAEI	012 Civil Law I		
103654	612 Analytical Accounting I	4,5 CORE term 1	EFCII	010 Canon Law		
103651	609 World Economic Structure	6 CORE term 1	EAI	013 Criminal Law I		
103656	614 Microeconomics	7,5 CORE term 2	FAEI			
103652	610 Spanish Economic Structure	6 CORE term 2	EAI			
103658	616 Business Mathematics II	4,5 COM term 2	EFCI			

YEAR 3º		NON PRESENTIAL LESSONS			LAW	
LADE				LAW		
Cod.		Credits	Dpto.*			
103666	624 Financial Business Economics	9 COM full	EFCIII	020 Civil Law II		
103662	620 Tax System	9 COM full	EAVI	021 Administrative Law I		
				024 Tax Authority		
103665	623 Business Statistics II	4,5 COM term 1	EIOII	023 Criminal Law II		
103659	617 Business Economics: Real System	4,5 CORE term 1	OE	022 International Public Law		
103657	615 Financial Mathematics	6 CORE term 2	EFCI			
103663	621 Company Accounting	4,5 COM term 2	EFCII			

YEAR 4º		NON PRESENTIAL LESSONS			LAW	
LADE				LAW		
Cod.		Credits	Dpto.*			
103682	640 General and Analytical Accounting	9 CORE full	EFCII	031 Civil Law III		
103683	641 Commercial Management	9 CORE full	CIM	033 Procedural Law I		
103661	619 Economic Policy	4,5 EL term 1	EAI	032 Administrative Law II		
				035 Trade Law I		
				030 Financial and Tax Law		
103660	618 Introducción a la Econometría	4,5 CORE term 2	EIOII			
103664	622 Organization Theory	4,5 COM term 2	OE			

SECOND CYCLE

YEAR 5°			
BA			LAW
Cod.		Credits	Dept *
103686	644 Financial Management	9 CORE full	EFCIII
103691	649 Production Management	9 COM full	OE
103684	642 Econometrics I	4,5 CORE term 1	FAEII
103687	645 Business Organization Design	4,5 COM term 1	OE
103685	643 Econometrics II	4,5 CORE term 2	FAEII
103688	646 Human Resource Management	4,5 COM term 2	OE

YEAR 6°			
BA			LAW
Cod.		Credits	Dept *
103689	647 Strategic Management	9 CORE full	OE
103690	648 Decision-Making Methods	9 COM full	EIOII
103693	651 Commercial Research Methods I	4,5 COM term 1	CIM
103692	650 Spanish Tax System	4,5 COM term 2	EAIII
	Free Elective	14 FE	

The student may complete the 14 FE credits for the second cycle by:

1. Doing an Internship.
2. Taking course offered by other faculties for BA
3. Taking course from BA referred below:

Cod.	Name of the Subjects	Term	Credits	Department
103704	662 Distribution Strategy I	1 ^{ER}	4,5	Comercialización e Inves. de Mercados
103706	664 Advertising and Promotion I	1 ^{ER}	4,5	Comercialización e Inves. de Mercados
103705	663 Bank Management	1 ^{ER}	4,5	Economía Financiera y Contabilidad III
103715	673 Stock Market	1 ^{ER}	4,5	Economía Financiera y Contabilidad III
103723	681 International Financial Markets	2 ND	4,5	Economía Financiera y Contabilidad III
103710	668 International Business Management	1 ^{ER}	4,5	Organización de Empresas
103718	676 Company Formation	2 ND	4,5	Organización de Empresas
103708	666 Sociology of Consumption	1 ^{ER}	4,5	Sociología III

NOTE: From the list of elective Courses given, the Faculty will offer the courses that are readily available to be imparted.

* NOTE:

CIM (Comercialización e Investigación de Mercados)
 EAII (Economía Aplicada II)
 EAIII (Economía Aplicada III)
 EAVI (Economía Aplicada VI)
 EFCI (Economía Financiera y Contabilidad I)
 EFCII (Economía Financiera y Contabilidad II)
 EFCIII (Economía Financiera y Contabilidad III)
 EIOII (Estadística e Investigación Operativa II)
 FAEI (Fundamentos del Análisis Económico I)
 FAEII (Fundamentos del Análisis Económico II)
 HIEI (Historia e Instituciones Económicas I)
 OE (Organización de Empresas)
 SIII (Sociología III)

6.9. FREE ELECTIVE CREDITS

Free Elective credits can be obtained by taking:

- Generic Subjects
- Courses of other Degrees of the UCM
- Elective Courses of the Study Plan which is being followed
- Credits acknowledgement could also be obtained by performing certain activities which are listed in the Faculty website

6.9.1- GENERIC COURSES

Cod.	Name of the Subjects	Term	Credits	Department
118188	R61 Marxist Analysis of the Fundamentals and Limits of Capitalism	1 ST .	6	Economía Aplicada I
118010	29R Military Administration	1 ST	4,5	Economía Financiera y Contabilidad III
118056	75R Individual Company and Self-Employment	1 ST	6	Economía Financiera y Contabilidad III
118021	40R Family Enterprise Economics	2 ND	4,5	Economía Financiera y Contabilidad III
118020	39R Family Enterprise Management	2 ND	4,5	Organización de Empresas y Economía Financiera y Contabilidad III

6.9.2- FREE ELECTIVE COURSES

The Complutense University offers its students the possibility of obtaining free elective credits by studying subjects of other Degrees of the UCM. The Book 3 of enrolment ["Libro 3 de matrícula"] provides information about the requirements and the existing offer of subjects..

In the following list you will find the elective subjects of Degrees of the Faculty which can be studied as free electives by other degrees taught in the same centre:

- Subjects of the Degree in Business Administration which can be studied as free electives in the Degree in Economics and the Degree in Actuarial and Financial Science.
- Subjects of the Degree in Economics which can be studied as free electives in the Degree in Business Administration and the Degree in Actuarial and Financial Science.

Courses of BA eligible as FE by Economics and Actuarial and Financial Science

Cod	Name of the Subjects	Credits	Department	Eligible in	
				LECO	LCAF
103704	662 Distribution Strategy I	4,5	Comercialización e Inves. de Mercados	2 cycle	Yes
103706	664 Advertising and Promotion I	4,5	Comercialización e Inves. de Mercados	2 cycle	Yes
103712	670 Sales Techniques and Management	4,5	Comercialización e Inves. de Mercados	2 cycle	Yes
103715	673 Stock Market	4,5	Economía Financiera y Contabilidad III	2 cycle	Yes
103716	674 Company Valuation and Acquisitions	4,5	Economía Financiera y Contabilidad III	2 cycle	Yes
103723	681 International Financial Markets	4,5	Economía Financiera y Contabilidad III	2 cycle	Yes
103724	682 Marketing Plan	4,5	Comercialización e Inves. de Mercados	2 cycle	Yes
103727	685 Advertising and Promotion II	4,5	Comercialización e Inves. de Mercados	2 cycle	Yes

Note: Certain subjects are not eligible by AFS if they have already been studied in the Degree which gave access to it. See the requirements for each subject in the BOOK "Oferta Asignaturas Libre Elección"..

Courses of Economics eligible as free electives by BA and Actuarial and Financial Science

Cod	Name of the Subjects	Credits	Department	Eligible in	
				LADE	LCAF
103873	733 Introduction to the Spanish Public Sector	6	Economía Aplicada VI	Yes	Yes

Note: Certain courses are not eligible by AFS if they have already been studied in the Degree which gave access to it.

6.9.3- COMPLEMENT TO EDUCATION (WITHOUT TEACHING)

Degree in BUSINESS ADMINISTRATION

1. Students from the First Cycle of Economic. Students will complete a total of 9 credits chosen among:

Cod	Name of the Subjects	Credits	Department
103639	502 Introduction to Business Economics	9	Economía Financiera y Contabilidad III
103640	503 Business Economics: Real System	4,5	Organización de Empresas
103641	504 Business Organization and Management	4,5	Organización de Empresas

2. Students holding the Degree in Business Science/ Business Studies:

Cod	Name of the Subjects	Credits	Department
103637	500 Introduction to Macroeconomics	4,5	Fundamentos del Análisis Económico II
103638	501 Introduction to Microeconomics	4,5	Fundamentos del Análisis Económico II

Degree in ECONOMICS

1. Students from the First Cycle of Business Administration:

Cod	Name of the Subjects	Credits	Department
103836	500 World Economic History	6	Historia e Instituciones Económicas II
103837	501 Economic History of Spain	6	Historia e Instituciones Económicas II

2. Students holding the Degree in Business Science:

Cod	Name of the Subjects	Credits	Department
103836	500 World Economic History	6	Historia e Instituciones Económicas II
103837	501 Economic History of Spain	6	Historia e Instituciones Económicas II
103838	502 Introduction to Microeconomics	6	Fundamentos del Análisis Económico II
103839	503 Introduction to Macroeconomics	6	Fundamentos del Análisis Económico II

Degree in ACTUARIAL AND FINANCIAL SCIENCE

1. Students from the First Cycle of Law:

Cod	Name of the Subjects	Credits	Department
111981	500 Financial Accounting	5	Economía Financiera y Contabilidad II
111982	501 Analytical Accounting	5	Economía Financiera y Contabilidad II
111983	502 Principles and Methods of Statistics	9	Estadística e Investigación Operativa II
111984	503 Mathematics for Actuaries	6	Economía Financiera y Contabilidad I
111985	504 Principles of Business Economics	5	Organización de Empresas
111986	505 Introduction to Financial Administration of the Firm	5	Economía Financiera y Contabilidad III

2. Students holding the Degree in Statistics:

Cod	Name of the Subjects	Credits	Department
111981	500 Financial Accounting	5	Economía Financiera y Contabilidad II
111982	501 Analytical Accounting	5	Economía Financiera y Contabilidad II
111985	504 Principles of Business Economics	5	Organización de Empresas
111986	505 Introduction to Financial Administration of the Firm	5	Economía Financiera y Contabilidad III
111987	506 Business Law	10	Derecho Mercantil

6.9.4- CREDITS ACKNOWLEDGEMENT

Conference Series 2010/11 – Faculty of Economics and Business Administration:

The Faculty of Economics and Business organizes the fifth edition of the Conference Series with the aim of encouraging reflection on and rigorous analysis of several topics of economic, social and scientific interest. As in the past editions, and among other issues, the study of the economic and financial crisis and its impact on real economy will be highlighted. As speakers, we will have prestigious experts from the academic field or who have positions of great responsibility in companies, Public Administrations or in national or international bodies, or who have had them in the past. The invaluable collaboration of several professors has helped to carry out this activity as they have coordinated the conferences and debates programmed for the cycle.

- Information for Students:
Elena Vázquez Inchausti – Vice-deans Students, University Spreading
Telephone: 91 394 2305 – e-mail: vazquez@ccee.ucm.es

- Nuria Hernández – Secretary
Telephone: 91 394 2303 – e-mail: nuria@ccee.ucm.es

- Information about the Conference Series in the Faculty website:
<http://www.ucm.es/centros/webs/fccee/>

- Discussion Forum in the Faculty Space in Virtual Campus:
<https://cv2.sim.ucm.es/moodle/login/index.php>

It is possible to consult the list with such activities at the UCM website: [> Estudios > Grados > Reconocimiento de Credits optativos por actividades formativas](#)

7. UCM VIRTUAL CAMPUS AND MULTIMEDIA ROOM

7.1- UCM VIRTUAL CAMPUS

The UCM Virtual Campus (UCM-VC) is a set of Internet spaces and tools used to support teaching, research and teaching management. For the academic year 2012/2013, UCM-VC will use MOODLE and SAKAI platform.

The Faculty of Economics and Business is one of the UCM centres with a larger number of registered professors and virtualized subjects in the UCM virtual campus.

The UCM virtual campus is administered by the FACULTY OFFICE FOR VIRTUAL CAMPUS.

SOMOSAGUAS	MONCLOA
<p>Coordinators of the Faculty Elena Vázquez Inchausti: vazquez@ccee.ucm.es Marcos Bujosa Brun: marcos.bujosa@ccee.ucm.es</p> <p>OFFICE FOR YOU (Information Technology) Somosaguas Campus Faculty of Psychology Telephone: 91-394 3180 Main Building Opening hours:: Monday to Thursday from 9am to 5.30 Friday from 9am to 3pm</p>	<p>UNIT OF TECHNICAL AND TEACHING SUPPORT FOR UCM-VC Jardín Botánico Building First Floor D.101 Avda. Complutense s/n. 28040 Madrid Telephone: 91-394 7070 / 7069 / 7068; Fax: 91-3947169 E-mail: uatd@pas.ucm.es http://www.ucm.es/campusvirtual</p>

Access to the Virtual Campus

In the virtual campus web page, write your **username** with is the UCM instututuinal e-mail account, and the **password** associated to such account.

By logging in Virtual Campus you can access:

- The UCM centre space of the Faculty of Economics and Business, where all the students, lecturers, administrative and service staff participate.
- The web pages of the course enrolled by the student and registered in the virtual campus by the lecturer.

Servicios

The web page of each group-subject will be configured by the teacher and it can include:

- Uploaded teaching material and bibliography.
- Communication tools: (Internal e-mail; Discussion Forums; Chat; News and announcements)
- Submission of assignments
- Grades and Students lists
- Calendar
- Self-assessment activities, exams, questionnaires.
- Tools to create work teams.

Adobe Connect

The UCM has acquired 5 rooms with a capacity of 100 users per room for the performance of videoconferences and online tutoring support. This tool also has a blackboard and makes possible to share applications and documents as seen by the user on his/her computer. At the moment, the reservation can be made only by telephone (UTAD), although a website for the automated management of reservations is being developed. Adobe Connect is a tool independent from the Virtual Campus platform and is administered by the Taller Multimedia.

7.2.- ENGLISH MULTIMEDIA ROOM

Location: It is located in the 1st year building, room 115.

Content: It has the following infrastructure:

- 20 CPUs + 1 CPU for the professor, all of them equipped with flat screens, headphones, microphones, Internet connexion, etc.
- Screen protectors.
- Projector for collective use in the room
- Laser printer

Software: All the 20 equipments of the Room have the following programs installed:

- Interactive course of English Express with 3 levels
- Tense Buster and Study Skills Success so that students review, reinforce and progress in the learning of English structures
- English Grammar.
- Macmillan English Dictionary.
- Educative Software (Results Manager, Author PLUS, etc.) which includes author tools and facilitates the design of activities adapted to the actual needs.

8.- INTERNATIONAL PROGRAMMES

The Faculty is aware of the importance of international studies for the education of our students and, therefore, the Faculty offers students the possibility of participating in different international programmes. Moreover, the academic environment of the Faculty is enriched with the participation of students from foreign universities in our classes.

The Faculty offers the possibility of studying in a foreign University through the LLP-Erasmus programme and also through other international programmes.

“LLP-ERASMUS” PROGRAMME

STUDY PROGRAMME

The LLP-ERASMUS program (acronym for: "European Community Action Scheme for the Mobility of University Students") is a management plan for the universities which promotes and facilitates academic mobility for students and teachers within the Member States of the European Union.

GENERAL REQUIREMENTS

- Having 80% of the credits of 1st year approved of any degrees.
- Having Spanish nationality or of a member of the European Union, EFTA countries (Norway, Iceland, Liechtenstein) and Turkey or having permanent resident status (justified documentary), stateless person or refugee in Spain. Contar con 30 ó más Credits de nueva matriculación.
- Having 30 or more credits newly registered.
- Taking the language tests (if you are willing to see an official degree requirements in the general call).
- Not having previously enjoyed a Erasmus scholarship, nor having given up a place granted without a good reason assessed by the Vice-Dean of International Relations..

LANGUAGES

English, French, German, Italian and Portuguese.

COUNTRIES

Germany, Austria, Belgium, Croatia, Scotland, Slovakia, Slovenia, Finland, France, Great Britain, Holland, Iceland, Italy, Lithuania, Norway, Poland, Portugal, Czech Republic, Romania, Sweden and Turkey.

IMPORTANT DEADLINES

Languages test of the Centre of Modern Languages (CSIM) are made before the publication of the call of the LLP-ERASMUS scholarships.

- November: International Exhibition and Publication of Erasmus call.
- December: Deadline for submitting the application.
- March: Deadline for selection the destination country.

International Internship Program

Erasmus Internship Program is designed to promote traineeship periods for university students in companies of European countries participating in the EHEA (European Higher Education Area). European companies can accommodate students living in other countries. Companies based in Spain which have offices in European countries may also accommodate Spanish students. In this way, students learn to live and work in teams with students from other cultures, learning to be more tolerant and understanding, gain work experience that will be useful for their professional and personal future, and they can take advantage by creating social and professional networks.

GENERAL REQUIREMENTS

- To be registered in the Complutense University of Madrid at the time the application is submitted and during the internship period.
- To have the Spanish nationality or from any Member State of the European Union, from the EFTA countries (Norway, Iceland, Liechtenstein) and Turkey or to have the permanent residence status (evidence must be supplied), or to be stateless or a refugee in Spain.
- Not to have received any Leonardo da Vinci grant before.
- Not to combine in the same academic year an Erasmus grant to study with one for internship.
- To know the language used in the host institution / enterprise.

Other international agreements

The International Relations Office manages many other programs with foreign universities. There are several programs (IES, Santander Scholarships CRUE, FIPSE, MAUI) allowing students to study one year in non-European universities. See the website of the University in the section on "International Programs":

<http://www.ucm.es/info/ucmp/pags.php?tp=Programas%20Internacionales&a=internac&d=men00005.php>

The destinations offered are Australia, Japan, China, Canada, USA, New Zealand and Mexico.

Para alumnos del *Máster en Business and Administration* merece la pena destacar el convenio con la *Florida International University*.

For graduate students it is worth noting the agreements with the Real Colegio Complutense at Harvard, Scholarship for Masters in the State of California, etc.

INTERNATIONAL RELATIONS OFFICE

Person in charge: SUSANA MARTIN DE SAAVEDRA BERNAL
 BERNALTELÉFONO: 00 34 91 394 24 47
 FAX: 00 34 91 394 23 37
 Building Central. Planta 1ª

e-mail:
out.erasmus@ccee.ucm.es
in.erasmus@ccee.ucm.es
amigoerasmus@ccee.ucm.es

Office hours: Monday-Friday 11:30 am – 13:30 pm

<http://www.ucm.es/centros/webs/fccee/index.php?tp=Alumnos&a=alumnos&d=2279.php>

9. - INTERNSHIPS AND CENTRE FOR EMPLOYMENT GUIDANCE AND INFORMATION (CEGI)

INTERNSHIPS

FACULTY COORDINATOR

José Manuel PONZOA CASADO

Tif.: 91 394 6744

e-mail: jmponzoa@hotmail.com

Internship Office

Faculty of Economics and Business,

Section Head: Rosa Aparicio Rodríguez

Main Building. 1st Floor. Office 33

Telephone: 91.394.25.81 / 23.38; Fax: 91.394.25.81

oficinapracticasccee@pas.ucm.es

The Royal Decree 1707/2011, of 18th November regulates external academic practices of students.

Definition: RD 1707/2011 defines the external academic practices as an activity with a formative nature by university students and supervised by the Universities, which aims to enable them to implement and complement the knowledge gained in their education, favoring the acquisition of skills that will prepare students for professional activities, facilitate their employability and their ability to foster entrepreneurship.

Modalities:

- 1) **Curriculares.** Activities are configured as a part of the academic curriculum. In this way the subject belongs to the subject "External Internship" of the degrees in Business Management and Economics and the Double Degree in Law and Business Administration. Internship involving recognition of elective credits have also character curricular.
- 2) **Extracurriculares.** Those ones students performed voluntarily during their training and are not part of their curriculum. However they will take part in the the Diploma Supplement as determined by regulations

Requirements:

- a) To be enrolled in any programme taught by the faculty or any centre affiliated to it.
- b) **In the case of curricular internships**, to be enrolled in the course linked, as the according study plan.
- c) No to have any contractual relationship with another company, institution, or public or private entity or the university in which you will be doing the internship, unless authorized in accordance with the internal regulations of each university..

Application: filing in, in the Register of the UCM located in Building 6 (Caracolas), **the Model Registration Internship in Companies** provided on the website or in the Internship Office. The registration is only valid for the academic year in which it is performed.

The Centre for Employment Advisement and Information (CEGI) aims to favour the integration of students into the labour market. Therefore, it develops diverse activities and actions such as providing information about employment and training; managing an internship programme and a service of shortlist of candidates for the internships and organizing courses to advise students and favour their integration into the labour market (CV writing, interviews, etc.).

For internships requested through CEGI, of the General Foundation of the UCM, and Business University Foundation are recognized, it is imperative to apply within 5 days of the signing of the Annex to the practice.

Tracking practice: the student will have a faculty tutor and a tutor at the collaborating institution or company.

Assessment: from the 2 interviews of the student with the tutor at the Faculty, and the report to be submitted within 15 calendar days after the date of completion of the internship.

► **More information:**

Internship Guide

COMPULSORY READING

Available in the Internship Office and in the website

CENTRE FOR EMPLOYMENT ADVISEMENT AND INFORMATION (CEGI)

Facultad de Ciencias Económicas y Empresariales
Building 6 (Caracolas)
28223 Madrid

Telephone: 91-3942445

Fax: 91-3942449

COREreo-e: coiesomo@pas.ucm.es

- Person in charge: María Teresa Méndez Rodríguez
- Opening hours: Monday to Friday from 9am to 2 pm and Monday to Thursday from 3.30 pm to 5.30 pm

10.- LIBRARY AND EUROPEAN DOCUMENTATION CENTRE

LIBRARY

Web addresses: <http://www.ucm.es/BUCM/cee>
<http://www.facebook.com/Facultad.CEE>
http://www.netvibes.com/cee_ucm#General
http://twitter.com/#!/UCM_ECONOMICAS

The library of the Faculty of Economics and Business provides a support service for learning, teaching and research. It is one of the main libraries of Economics and Business Administration in Spanish language.

Opening Hours:

- Monday to Friday: 9 am to 9 pm.
- Changes in opening hours will be announced in notice boards and in the website.

Resources

The collection of monographs consists of more than 142,000 volumes and the journals collection has 2,200 titles.

Particularly remarkable is the collection of working documents as it comprises around 15,000 documents from different sources such as those acquired, NBER, CEPR.

The collection of thesis, which consists of 4,170 documents, is also relevant due to its specific content. The main online databases are: *AMADEUS, Econlit, ABI (BPO), ABI Inform, Business Source Premier, Academic Search Premier, Compludoc, EconHis, CSIC, ISY, OCDE, CHELEM, UNCOMTRADE, SABI, Euromonitor, StudyPlan.*

The library funds include a collection of approximately 1,000 films intended to favour the learning of languages as well as documentary videos about business topics.

Library facilities

- The Library has 858 reading posts distributed along different spaces: Host Area, Newspaper Library, Research Room, Reading Room, Bibliography Information, English Room and 5 rooms to work in teams.
- 50 computers, 18 laptops and access to the UCM wireless network.

Library Services

- Library website
- Reading Room
- Personal and home loan. "*Madroño*" Passport which enables the teachers and lecturers borrowing in all the public Universities of the Region of Madrid.
- Inter-library loan: Search and Acquisition of the documents which are not in the UCM if previously requested by filling in a form.
- Bibliography information. Personal service aimed at solving requests of scientific information and access to sources of information: chat, e-mail, telephone.
- Loan of laptops for the team work in specific rooms.



- Compilation of Internet websites on economics and business which can be interesting for the academic world through "*Complured*" network.
- User guiding. Courses aimed at teaching users how to use the library and deal with the economic information resources available:
 - Introductory and welcome courses.
 - Specialized courses on specific tools or databases.
 - Personal courses on different subjects on researchers and lecturers request.
 - Free elective course "Information Resources in Economics and Business" ["Recursos de información en Economía y Empresa"]
- Participation in the e-learning Virtual Campus. The library advises teachers on the introduction of links and documents in the Virtual Campus.
- Journals: The working documents of the Faculty of Economics and Business, IAIF, ICAE and the Jean Monnet Chair are edited electronically.
- Use of tools of the web 2.0: Blog "Economía Complutense", Facebook and Twitter of the Faculty and webpage of the Library at Netvibes
- Exhibition catalogues

EUROPEAN DOCUMENTATION CENTRE

European Documentation Centre of Somosaguas

Library Building of the Faculty of Business and Economics
Grund Floor

Website: <http://www.ucm.es/BUCEM/be/index.php>

The European Documentation Centre (EDCs) of the Complutense Library was created through collective agreements between the Complutense University and the European Commission.

The UCM European Documentation Centre includes: **The European Documentation Centre of the Faculty of Law**, specialized in Community law and case-law, and the **European Documentation Centre of the Faculty of Business and Economics**, specialized in Community economics and statistics.

The EDCs integrate in the network of centre created by the European Community in the Member States with the aim of providing information and documentation about the European Union to the members of the university community and any institution or individual, thus promoting research on European integration and providing information about the European Union and its different policies.

The EDCs also belong to REMAID, the European Network of Information of the Region of Madrid, which consists of the European Centres of Documentation and information, which are dependent on the Autonomous Region of Madrid, as well as of the centres integrated in the information networks and links of the European Commission located in the Region of Madrid.

The EDCs receive free official documents sent by European Union Institutions. In addition, they have their own budget to complete and improve their funds, which cover all the topics of the European Union.

The European Documentation Centre has a reading room with individual tables and reference computers documents organized by subjects according to the classification of the Directorate-General of Information and Culture of the European Commission.

Open Hours

- Monday to Friday: 9 am to 8 pm

Documentary fund

- Monographies specialized in European Community topics.
- Statistics of the EU and international bodies.
- Journals and working papers of national and international bodies.
- European Union Legislation and Official Journal of the European Community (OJEC).
- Preparatory documents issued by the European Union Institutions, documents of Sitting of the European Parliament and Opinions and Reports by the European Economic and Social Committee.
- Brochures published by European Union Institutions.

Services

- Reading Room
- Document access:
 - Home loan, renewals and reservations
 - Inter-Library loan and inter-campus loan
- Database search
- Service of Information and bibliography reference
- Users Training
- Distribution of free publications of the EU
- Request of books purchase
- Creation of the database Europress which contains articles about the EU published on relevant national and international newspapers
<http://www.ucm.es/BUCM/be/prensa/>

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118 - DEPARTMENT OF PRINCIPLES OF ECONOMIC ANALYSIS II (Quantitative Economics)

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126 - DEPARTMENT OF ECONOMIC HISTORY AND INSTITUTIONS I

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179 - DEPARTMENT OF ECONOMIC HISTORY AND INSTITUTIONS II

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125 - DEPARTMENT OF BUSINESS ORGANIZATION

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144 – DEPARTMENTAL SECTION OF TRADE LAW

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SEMINAR	23-51	1º	202	
ARCHIVE		1º	233	

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197 – DEPARTMENTAL SECTION OF ENGLISH PHILOLOGY I

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(In Trade Law: Monday, Tuesday and Friday)	23-50	1º	205 N	
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AULA MULTIMEDIA		1º	115 C	

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152 - DEPARTMENTAL SECTION OF SOCIOLOGY III (Social Structure)

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145 – TEACHING UNIT OF LABOUR AND SOCIAL SECURITY LAW

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143 - TEACHING UNIT OF ADMINISTRATIVE LAW

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148 - TEACHING UNIT OF CIVIL LAW

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TEACHING STAFF				
AYMERICH RENTERÍA, REGINA	25-45	1º	102	raymeric@ccee.ucm.es

¹ Calls from outside the University must precede dialling the following numbers 91394

12. ADMINISTRATION AND SERVICES

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• JUAN JOSÉ DOCAMPO DARRIBA		
HEAD OF SECTION COORDINATION AND DEPUTY FOR MANAGEMENT:	23-38	rmaparic@pas.ucm.es
• ROSA APARICIO RODRÍGUEZ		
TECHNICIAN OF SUPPORT TO MANAGEMENT:	23-00	mayorj@vet.ucm.es
• JUAN MAYOR DEL CAMPO		
HAND OF DEPARTMENT OF COORDINATION AND SUPPORT TO MANAGEMENT	23-16	charovi@ccee.ucm.es
• M ^a DEL ROSARIO VIVANCO ÁLVAREZ		
FAX	23-14	
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HEAD OF SECTION: LUIS CIFUENTES BAYO	23-11	lcifuent@pas.ucm.es
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HEAD OF DEPARTMENT: MANUEL ALFARO MARTÍNEZ	23-13	maalfaro@pas.ucm.es
HEAD OF DEPARTMENT: M ^a PILAR ARIAS BERMUDO	23-13	mpariasb@pas.ucm.es
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PERSONNEL SECTION		
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FAX:	23-14	
INFORMATION AND REGISTRATION OFFICE (IRO)		
PERSON IN CHARGE OF THE OFFICE:		
ROSA TORRES CASTILLEJO	29-99	
HEAD OF DEPARTMENT:		
CARIDAD GONZÁLEZ GÓMEZ	29-99	
MARINA ARROYO PÉREZ	29-99	
ADMINISTRATIVE ASSISTANT:		
OLGA LÓPEZ BLANCO	29-99	
INFORMATION	29-99	inforo@ucm.es
FAX	25-88	
<i>Location:</i> Building 6 (Las Caracolas)		
<i>Opening hours:</i> Monday to Thursday 9 am to 17.30 pm Fridays 9 am to 14.00 pm and in holiday time (from 16th of June to 15th of September, Christmas time, Easter and Saint Isidro week) Monday to Fridays 9.00 am to 14.00 pm.		

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HEAD OF SECTION: FRANCISCA LOZANO MENA	24-40	flozano@pas.ucm.es
DEPARTMENT 1 (ECONOMICS AND ACTUARIAL SCIENCE):		
Head of Department: FRANCISCO GÁLVEZ MORENO	23-31	fgalvezm@pas.ucm.es
DEPARTMENT 2 (BUSINESS ADMINISTRATION):		
Head of Department: CARMEN GONZÁLEZ ESTEBAN	23-21	mcargonz@pas.ucm.es
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DEPARTMENT 4 (DEGREES AND VALIDATION):		
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Administrative Assistant: CARMEN GALLASTEGUI GUTIÉRREZ	23-35	cgallast@pas.ucm.es
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Administrative Assistant: MARI CRUZ JIMÉNEZ PULIDO	23-27	mcjimene@pas.ucm.es
SECRETARIAT FAX :	31-50	
INTERNSHIPS OFFICE		
PERSON IN CHARGE : ROSA APARICIO RODRÍGUEZ	23-38	rmaparic@pas.ucm.es
Administrative Assistant: MARÍA FERRER SÁNCHEZ	25-81	oficinapracticasccee@pas.ucm.es
Main Building, 1 st Floor, Office 33	FAX: 25-81	
INTERNATIONAL OFFICE (Erasmus Programme/ Socrates and International Programmes)		
PERSON IN CHARGE: SUSANA MARTIN DE SAAVEDRA BERNAL	24-47	out.erasmus@ccee.ucm.es
TELÉFONO: 00 34 91 394 24 47		in.erasmus@ccee.ucm.es
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Main Building, 1st Floor		

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COORDINATION DEPUTY HEAD AREA:

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HEAD OF TECHNICAL PROCESS AND COLLECTION MANAGEMENT:

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HEAD OF INFORMATION AND USER SERVICES:

ÁGUEDA MARÍA GONZÁLEZ ABAD 26-04 agonzalez@buc.ucm.es

HEAD OF SERVICES OF THE AUXILIARY AREA:

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HEAD OF ROOM AND LOAN (AFTERNOON SHIFT):

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BIBLIOGRAPHIC INFORMATION 25-86

LIBRARY WEBSITE <http://www.ucm.es/bucm/cee>

SUPERINTENDENT'S OFFICE:

SECURITY COMPANY 26-00

FAX: 23-69

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Phone¹ E-mail

EUROPEAN DOCUMENTATION CENTRE Somosaguas

ACADEMIC DIRECTOR:

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PERSON IN CHARGE (AFTERNOON SHIFT)

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CARLOS OLMEDA MUR	25-96	carlos@ccee.ucm.es
REPROGRAPHICS (Main Building):		
	23-28	reprografia@ccee.ucm.es
POST. Main Building		
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MANAGER OF AUDIO VISUAL MEDIA (Classroom Building)		
FRANCISCO JOSÉ FERNÁNDEZ LARIOS	26-06	
SUPERINTENDENT 'S OFFICE		
VICE DEAN 'S OFFICE:		
(Morning shift) ANTONIO DEL AMO MAROTO	24-28	
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(Morning shift) TERESA LOZANO JIMÉNEZ	23-34	conserjeriacentral@ccee.ucm.es
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JUAN ANTONIO CARRASCOSA RAMÍREZ		
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(Afternoon shift) CARMEN RUBIO GARCÍA		
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INMACULADA MARTÍNEZ CANA		
(Afternoon shift) ARMANDO MENÉNDEZ CUESTA		
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(Afternoon shift) MARÍA ROSARIO BARROSO JIMÉNEZ		
PATRICIA GONZÁLEZ HERNÁNDEZ		
BUILDING 6 (Caracolas) :		
(Morning shift) M ^a LUISA CALVO JURADO	25-95	conserjeria6@ccee.ucm.es
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(Afternoon shift) FELICIANO GONZÁLEZ RESINO	27-05	
(1 st Floor) (Morning shift): ROSA SÁNCHEZ ARELLANO;	27-25	
(Afternoon shift): MARIAN CABALLERO DEL POZO		
(2 nd Floor) (Morning shift): MERCEDES GONZÁLEZ GARCÍA;	27-27	
(Afternoon shift): NÉSTOR MENÉNDEZ LÓPEZ		
(3 rd Floor) (Morning shift): NATIVIDAD MOLINA MACÍAS	27-35	
(Afternoon shift): FELISA COREONEL ESPINOSA		

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COMPUTING SERVICE

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Telephone Service	3180	
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MILAGROS LÓPEZ ARIAS		milopez@pas.ucm.es
MIGUEL ÁNGEL MARTÍNEZ GONZÁLEZ		migart@pas.ucm.es
MULTIMEDIA WORKSHOP		
AULAS DE INFORMATICA (Aulario Building)		aulas-ccee@ccee.ucm.es

CEGI (Centre for Employment Guidance and Information)

PERSON IN CHARGE (Building 6)

TERESA MÉNDEZ RODRÍGUEZ	24-45	coiesomo@pas.ucm.es
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COMPLUEMPRENDE OFFICE

HEAD:

GUSTAVO LEJARRIAGA PÉREZ DE LAS VACAS

TECHNICAL COORDINATOR

JOSEFA CASADO PEREZ	29-80	compluemprende@pas.ucm.es
ESTHER CUBO TRENADO (Building 6)		
FAX	24-49	

MEDICAL SERVICE

MEDICAL SERVICE OF THE CAMPUS (Classroom Building):	23-91	
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MARGARITA ARROYO PÉREZ (Registered nurse)		
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VIRGINIA MARTÍN CONDE		
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M ^a PAZ GARCÍA VERA (Head)	26-14	
PSYCHOLOGY DEPARTMENT (Faculty of Political Science and Sociology)	28-30	
MANUELA PÉREZ ALONSO		

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UGT (Building 1 Prefabricado) – Mar García	29-81/ 6386	ugtucom@pdi.ucm.es

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Phone¹

e-mail

INTERNET ROOM "UNIVERSIA"

Opening Hours: 10 am-7pm from Monday to Friday

23-75

Main Building

OFFICE FOR THE INTEGRATION OF DISABLED PEOPLE

PERSON IN CHARGE

VICTORIA MIGUÉLEZ CUERVO

31-13

sojpd@rect.ucm.es

Main Building, Next Secretariat

31-19

Fax

OTHER

SPORTS CENTER (Opening Hours: 8am to 10pm)

60-98

Fax

60-99

SECURITY SURVEILLANCE SERVICE OF THE CAMPUS

31-00

LIBRARY /BOOKSHOP (Classroom Building)

913514654

REFECTORY / RESTAURANT (Building 1)

23-41

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13. - OFFICE FOR THE INTEGRATION OF DISABLED PEOPLE

OFFICE FOR INTEGRATION OF DISABLED PEOPLE SOMOSAGUAS CAMPUS

Person in Charge: Victoria Miguélez Cuervo

Faculty of Economics and Business
Main Building, next Secretariat
Telephone: 913943113 Fax: 913943119
e-Mail: soipd@rect.ucm.es

OUR AIM:

The **Office for the Integration of Disabilities People** (OIDP) aims to promote the integration of equal opportunities for disabled people, in accordance to their specific needs and respecting the differences in them.

REGISTRATION

To register and to have access to the OIDP services you need to fill in the form we can provide you at the OIDP office, that can be also be downloaded from our website. You should sign and submit it attaching a copy of the enrolment certification and as well as the Certificate of Disability.

PROGRAMMES ORGANIZED BY THE OIPD

- **Programme of Guidance and Access**
- **Host Programme:** After an individual interview to carry out a specific analysis of your needs, we will inform you of the programmes and services of the UCM and put you in contact with the coordinator of the centre who is going to give you support at your Faculty
- **Programme of Support for Students with a Severe Disability**
- **Programme of Free Elective Credits** for students who collaborate giving support to their disabled mates.
- **Programme of Technical Aids**
- **Programme of Spanish Sign Language Interpreter (SSLI)**
- **Programme of Post Adapted to Students with Visual Disability in collaboration with the Spanish association for blind people ONCE.**
- **Programme of Volunteer Development**
- **Programme of Internship in collaboration with the CEGI:** offer of Internships, guidance for the integration in the labour market and labour exchange for disabled students.

FACILITIES OFFERED BY THE UCM

- Free registration fees charge
- Not required enrolment in a whole programme
- Priority at the time of choosing group and shift
- Flexible deadline for returning bibliographic loans

YOU CAN ALSO FIND US AT:

- Web: <http://www.ucm.es/dir/280.htm>
- Facebook: <https://www.facebook.com/OficinaIntegracionPersonasDiscapacidad>
- Twitter: https://twitter.com/OIPD_UCM

14. - DELEGATION OF STUDENTS AND STUDENT ASSOCIATIONS

	LOCATION	TELEPHONE	E-MAIL
DELEGATION OF STUDENTS Faculty of Economics and Business	"Aulario" building, Office 3	2323	delegacionalumnos@ccee.ucm.es

The Delegation of Students of the Faculty of Economics and Business and Administration is located in the Office 3 of the "Aulario" Building.

The Delegation of Students is a meeting point where both new and current students share their personal experience, class notes and difficulties of daily life. Among other activities, The Delegation of Students collaborates in the preparation of the class graduation photograph, participates in the guided tours for High School Students and organizes the Free Books Market in collaboration with the Library.

Participate though your Student Representative or propose your candidature if you wish to be the Student Representative

Visit the Delegation of Students office and ask for information!

AIESEC LOCAL COMMITTEE	Building 1	2422	aieseecs@ccee.ucm.es
------------------------	------------	------	--

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ALUMNI ASSOCIATION	Building 1		aaaccee@ccee.ucm.es
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Other Associations:

- Erasmus Friends
- Students and Alumni Association, Master in International Economics Economy and Development UCM

15. – COMPLUTENSE UNIVERSITY GUIDANCE DAYS

STUDENTE VICE-CHANCELLOR ´S OFFICE

Students Building
Avenida Complutense, s/n
28040 Madrid

Phone: 91 394 1272

The Complutense University of Madrid organizes several University Guidance days for students interested in getting access to any of its centres. These days take place January and include:

- Information about the exams to access University. Special sessions about applications to obtain a place in the University District of Madrid for centres from other Autonomous Regions.
- Presentation of degrees classified in areas, (Social Sciences, Humanities, Health Sciences, etc.).
- Guided tours of the Faculties or Schools

Registration in these days is carried out in the Students Vice-Chancellor ´s Office.

To obtain more information about the degrees offered in the Faculty, contact the STUDENTS VICE-DEAN ´S OFFICE of the centre:

Students Vice-Dean ´s office of the Faculty of Economics and Business
Main Building, Somosaguas Campus, 28223 Madrid, Telephone 91-394 2305

E-mail: vazquez@ccee.ucm.es