



U N I V E R S I D A D
COMPLUTENSE
M A D R I D

FACULTY OF ECONOMICS AND BUSINESS

STUDENT GUIDE

Somosaguas Campus

YEAR 2020-2021

UNIVERSIDAD COMPLUTENSE DE MADRID



FACULTAD DE CIENCIAS ECONÓMICAS Y EMPRESARIALES

UCM



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UNIVERSIDAD
COMPLUTENSE MADRID



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PREFACE

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

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



1. THE CITY OF MADRID

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



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

1.1. Getting around Madrid

- CITY BUSES: Time: from 6.00 to 23:30/24.00 (depending on the lines)
Most bus stops have detailed city maps posted with bus routes.
There is a reduced bus night service reaching most areas and quarters (called “Buhos”) every 20 minutes (until to 6:00 am)
- SUBWAY : Service from 6.00 a.m. to 1.30 p.m.
METRO website: <http://www.metromadrid.es/>
Information on all regional public transports: <http://www.ctm-madrid.es/>

1.2. Public Hospitals

Public hospitals are available for any urgency. Public hospitals are available in:
http://www.madrid.org/cs/Satellite?cid=1162209993137&pagename=PortalSalud%2FPage%2FPTSA_listaHospitales

2. COMPLUTENSE UNIVERSITY

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

80,000 students
4,000 foreign students
6,000 staff teachers
3,500 non academic staff (administration and services)
26 Faculties

- UCM is divided in two campuses, Moncloa and Somosaguas. Most of the schools are located in Moncloa except the Faculties of Political and Social Sciences, Economics & Business, and Psychology, as well as the Social Work School, which are located in Somosaguas, northwest of Madrid.



3. FACULTY OF ECONOMICS AND BUSINESS

3.1. General Information

- It is located at Somosaguas Campus.
- Our [Website](#)
- [English Website](#)

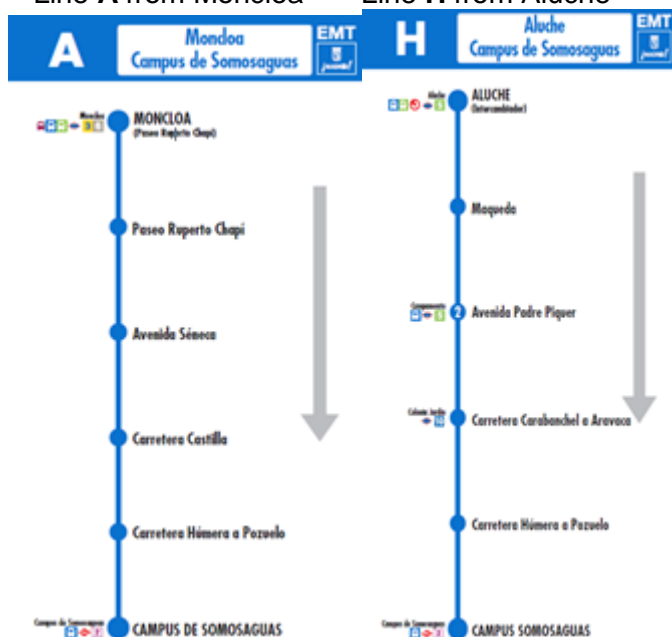
How to get to Somosaguas Campus

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

Bus

The best way to reach the Campus is by bus.

Line **A** from Moncloa Line **H** from Aluche



Metro Ligero

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

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

3.2. Facilities

The Somosaguas campus is made up of the following centres:



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

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

3.2.1. Library

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



For more information regarding the School of Economics and Business Library, please visit the web site: <http://www.ucm.es/BUCM/cee/>

E-mail: buc_cee@buc.ucm.es

The European Documentation Centre is placed within the premises, and it is part of the information centre network created by the European Union for all member States. This centre provides quick and easy access to European databases.

Web site: http://www.netvibes.com/ucmeuropa#CDE_Econ%C3%B3micas

3.2.2. Computer facilities

The Computer Head Office (Somosaguas Campus) provides e-mail accounts to every exchange student.

There are several Computer Areas available for all students, free of charge.

3.2.3. Sport facilities

Complutense University has five sport centres:

- North (Paraninfo): Handball, Football, Basketball, Tennis Ground, Football ground, Rugby ground
Phone: 00 34 91 60 93
00 34 91 60 92
Location: Avda. Complutense s/n
- South: Basketball, Gym, Handball, Volley-beach, Tennis, Swimming-pool, Athletics ground: 300 m.
Phone: 00 34 91 394 11 69
Location: Avda. Juan de Herrera s/n
- Southeast (Cantarranas)
Phone: 91 394 16 53
Location: Arquitecto López Otero s/n
- Nuestra Señora de la Almudena:
Phone: 00 34 91 394 62 66
Location: Camino de las Moreras s/n
- Somosaguas Campus: Basketball, Handball, Tennis, Volleyball. Gym
Phone: 00 34 91 394 23 98

The UCM sport centres organises different activities for class groups such as: aerobic, swimming, tennis, gim-jazz, latin dance, tai-chi.

For detail information please visit the following web-site:

<https://www.ucm.es/deportes>

3.2.4. Medical centre of sport evaluation

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

Avda. Juan de Herrera, s/n

Phone: 00 34 91 394 11 69

medidepo@med.ucm.es

<https://www.ucm.es/escueladeporte/>

3.2.5. Health

There is a medical service at the Somosaguas Campus available for staff and students.

The students from the EU are members of their National Social Security System. Before coming to Madrid, they must request from their home Social Security Office the documents stating that their Social Security System will assume the costs of medical attention carried out in Spain by the Spanish Social Security System. Thus, the students will be treated free of charge in Spain by the doctors and the Social Security Hospital Network. Costs for dental treatments generally are not included in these arrangements.

Students from other countries must have a private HEALTH INSURANCE.

Members of private Health Insurance Schemes must make sure that they will cover the bills for treatments in Spain (some insurance companies require payment in advance to be refunded in the origin country).

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

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

Phone: 00 34 91 394 24 45

Fax: 00 34 91 394 24 49

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

3.2.7. Student Associations

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

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

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

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

CONTACT:

www.esnucm.org

Facultad de Estadística, Planta Baja
28040

Ciudad Universitaria, Madrid

T. +34 91 394 39 77

info@esnucm.org



Students Delegation: this organization promotes social and cultural activities. It's located in the “Aulario” Building. Phone: 00 34 91 394 23 23

Sports Club: The main activities are rugby, volleyball, basketball, Hockey.

CONTACT:

C / Donoso Cortés 65.

Phone: 00 34 91 394 64 90

Fax: 00 34 91 394 64 91

cd.ucm@rect.ucm.es

3.3. Accommodation

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

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

<https://www.aluni.net/es/> for more information: info@aluni.net

www.segundamano.es

www.anuntis.segundamano.es

www.elidealista.com

www.fotocasa.es

www.Housinganywhere.com

/ <https://housinganywhere.com/Madrid--Spain/universidad-complutense-de-madrid/sign-up>

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

3.4. Language Requirements

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

Spanish Language Courses

The UCM organises an Intensive Spanish Language Course free of charge for all exchange students.

For detailed information concerning these courses, please contact:
Centro Complutense para la enseñanza del Español.

E-mail: ceestran@filol.ucm.es

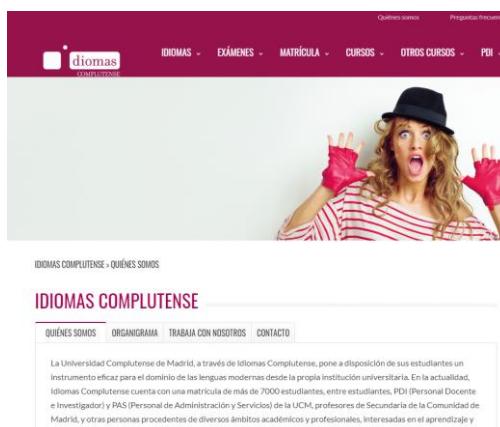
Website: <https://www.ucm.es/ccee>

Spanish language course for Erasmus Students: <https://www.ucm.es/ccee/erasmus>

Language courses

The UCM also offers a very wide range of language courses for foreign students all year round. Detailed information can be obtained at:

- **Centro superior de idiomas modernos UCM (CSIM)**
Website: <https://idiomascomplutense.es/>
E-mail: idiomascomplutense@ucm.es
Address:
Edificio Multiusos
C/ Profesor Aranguren s/n 2ª planta
Despachos 2.142 y 2.143
Ciudad Universitaria 28040 MADRID
- **Centro Complutense para la enseñanza del español**
Facultad de Filología - Edificio A - Ciudad Universitaria - 28040 Madrid
Phone: 00 34 913.945.325
E-mail: ceestran@filol.ucm.es
Website: <http://www.ucm.es/ccee>



4. STUDYING AT THE FACULTY OF ECONOMICS AND BUSINESS

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

Our School currently offers a few bachelor degrees adapted to the European Higher Education Area.

- Bachelor's Degree in Business Administration (Grado de ADE). Duration: 4 years (3 years + 1 of specialization)
- Bachelor's Degree in Economics (Grado de ECO). Duration: 4 years (3 years + 1 of specialization)
- Bachelor's Degree in Finance, Banks and Insurance (Grado en Finanzas Banca y Seguros, FBS). Duration: 4 years
- Double Degree in Business & Law (Doble Grado en Derecho-Ade). Duration: 6 years
- Double Degree in Economics & Mathematics and Statistics (Doble Grado en Economía – Matemáticas y Estadística). Duration: 5 years + 1 semester.
- Double Degree in Economics & International Relations (Doble Grado en Economía y Relaciones Internacionales). Duration: 5 years.
- Double Degree in Business Administration & Informatic Engineering (Doble grado ADE e Ingeniería Informática). Duration: 5 years.
- Dual International Degree in Business Administration UCM-HWR (Doble Titulación Internacional UCM –HWR). Duration: 4 years

Total credits (ECTS):

Business Administration: 240

Economics: 240

Finance, Banks and Insurance: 240

Double Degree in Business and Law: 360

Double Degree in Economics – Mathematics and Statistics: 372

Dual International Degree: 245

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

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

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

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

<https://economicasyempresariales.ucm.es/guias-docentes-2>

4.1. BACHELOR'S DEGREE IN ECONOMICS

INTRODUCTION

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

TYPES OF SUBJECTS	ECTS
Basic	60
Compulsory	116
Electives	58
Bachelor Thesis	6
TOTAL ECTS	240

STUDY PLAN

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

Bachelor's Degree taught in Spanish

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

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

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

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

(*) (**) (***) To see the elective courses and syllabus, please visit:
<http://economicasyempresariales.ucm.es/economics-degree-1>

4.1.1 BACHELOR'S DEGREE IN ECONOMICS TAUGHT IN ENGLISH

1st YEAR

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

2nd YEAR

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

3rd YEAR(****)

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

4th YEAR(****)

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

(*) (**) (***) To see the elective courses and syllabus, please visit:
<http://economicasyempresariales.ucm.es/economics-degree-1>

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

- Applied Econometrics
- Advanced Macroeconomics
- History of Economic Thought

4.2. BACHELOR'S DEGREE IN BUSINESS ADMINISTRATION

INTRODUCTION

The undergraduate studies in Business Administration, as it happens in Economics, have 240 ECTS distributed in subjects of Basics (B), Compulsory subjects (C), Elective subjects (E) and the Bachelor Thesis (table 1).

TYPES OF SUBJECTS	ECTS
Basic	60
Compulsory	138
Electives	36
Bachelor Thesis	6
TOTAL ECTS	240

STUDY PLAN

The following table reflects the subjects of the Study Plan and the number of ECTS.

Bachelor's Degree taught in Spanish

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

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

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

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

(*) (**) (***) To see the elective courses and syllabus , please visit:
<http://economicasyempresariales.ucm.es/business-administration-degree-1>

4.2.1 Bachelor's Degree taught in English

1st YEAR

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

2nd YEAR

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

3rd YEAR

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

4th YEAR

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

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

Elective courses taught in English are:

- International Business Management
- Start-up companies
- International and national financial markets
- Risk analysis and management
- Integrated marketing communication
- International marketing

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

- Consumer Behaviour
- Financial Analysis and Planning
- Strategic Management

4.3. BACHELOR'S DEGREE IN FINANCE, BANKING AND INSURANCE

INTRODUCTION

The Bachelor's Degree in Finance, Banking and Insurance consists of 240 ECTS assigned in Basic subjects (B), Compulsory subjects (C), Elective subjects (E) and the Bachelor Thesis (table 1).

TYPES OF SUBJECTS	ECTS
Basic and compulsory	222
Electives	12
Bachelor Thesis	6
TOTAL ECTS	240

STUDY PLAN

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

The Bachelor's Degree in Finance, Banking and Insurance is only taught in Spanish

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

Year 2- 1 Semester		Year 2- 2 Semester	
Asignatura	ECTS	Asignatura	ECTS
Contabilidad de gestión	6	Teoría y política monetarias	6
Macroeconomía	6	Sistema fiscal español	6
Sistema financiero español	6	Derecho del seguro, bancario y de los mercados de valores	6
Matemáticas financieras	6	Optimización matemática	6
Inferencia estadística	6	Estadística actuarial y demografía	6

Year 3- 1 Semester		Year 3- 2 Semester	
Asignatura	ECTS	Asignatura	ECTS
Contabilidad de sociedades bancarias y de seguros	6	Fiscalidad de las operaciones financieras y de seguro	6
Finanzas corporativas	6	Economía de las empresas financieras y banca corporativa	6
Historia del pensamiento monetario y financiero	6	Marketing financiero	6
Economía monetaria y financiera	6	Administración financiera internacional	6
Medición de riesgos	6	Análisis empírico de los mercados financieros	6

Year 4- 1 Semester		Year 4- 2 Semester	
Asignatura	ECTS	Asignatura	ECTS
Gob. Corp., RSC y códigos éticos en entidades y mercados financieros	6	Sistema de cuentas nacionales: operaciones reales y financieras	6
Dirección estratégica en ent. financ., bancarias y de seguros	6	Análisis y consolid. Contable de entidades financieras y de seguros	6
Matemática actuarial	6	(*)	6
Valoración de activos financieros y empresas	6	(*)	6
Auditoría interna y externa de entidades de banca y seguros	6	Trabajo de fin de grado	6

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

<http://economicasyempresariales.ucm.es/grado-en-finanzas,-banca-y-seguros>



4.4. DOUBLE BACHELOR'S DEGREE IN LAW AND BUSINESS ADMINISTRATION

The study plan can be found in the following link:
<https://economicasyempresariales.ucm.es/grado-en-derecho-y-administracion-y-direccion-de-empresas-1>

4.5. DOUBLE BACHELOR'S DEGREE IN ECONOMICS- MATHEMATICS AND STATISTICS

INTRODUCTION

The Double Bachelor's Degree in Economics – Mathematics and Statistics consists of 372 ECTS assigned in Basic subjects (B), Compulsory subjects (C), Elective subjects (E) and the Bachelor Thesis (table 1).

TYPES OF SUBJECTS	ECTS
Basic	90
Compulsory	228
Electives	42 (*)
Bachelor Thesis	12
TOTAL ECTS	372

(*) Electives include an external internship consisting of 12 ECTS

The implantation schedule of this new degree will be the following:

COURSE	YEAR
First year	2014-15
Second year	2015-16
Third year	2016-17
Fourth year	2017-18
Fifth year	2018-19
Sixth year	2019-20

To see the study program and further information about this new degree please visit: <https://economicasyempresariales.ucm.es/estudios/grado-economiamatematicas>

STUDY PLAN

The following table reflects the subjects of the Study Plan and the number of ECTS for each one.

[The Bachelor's Double Degree in Economics – Mathematics and Statistics is only taught in Spanish](#)

4.6. DOUBLE DEGREE IN BUSINESS ADMINISTRATION - INFORMATICS ENGINEERING

This new double degree is completely taught in Spanish. The study plan can be found in the following link: <https://economicasyempresariales.ucm.es/estudios/grado-adeinginformatica>

The implantation schedule of this new degree will be the following:

COURSE	YEAR
First year	2017-18
Second year	2018-19
Third year	2019-20
Fourth year	2020-21
Fifth year	2021-22

4.7. DOUBLE DEGREE IN ECONOMICS AND INTERNATIONAL RELATIONS

This new double degree is completely taught in Spanish. The study plan can be found in the following link: <https://economicasyempresariales.ucm.es/doble-grado-economia-y-relaciones-internacionales>

The implantation schedule of this new degree will be the following:

COURSE	YEAR
First year	2018-19
Second year	2019-20
Third year	2020-21
Fourth year	2021-22
Fifth year	2022-23

4.8. DOUBLE DEGREE IN MANAGEMENT AND PUBLIC ADMINISTRATION AND ECONOMICS

This new double degree is completely taught in Spanish. The study plan can be found in the following link: <https://economicasyempresariales.ucm.es/doble-grado-gestion-y-administracion-publica-y-economia>

The implantation schedule of this new degree will be the following:

COURSE	YEAR
First year	2018-19
Second year	2019-20
Third year	2020-21
Fourth year	2021-22
Fifth year	2022-23

4.9 MASTERS

To see the list of our masters, please visit:

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

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

Requirements to take masters' classes:

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

4.10. ACADEMIC CALENDAR AND ASSESSMENT SYSTEM

Academic Calendar:

<https://economicasyempresariales.ucm.es/data/cont/docs/17-2019-07-04-ADE%20Econom%C3%ADa%20FBS.pdf>

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

LOCAL GRADING SYSTEM AND ITS INTERNATIONAL EQUIVALENCE

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

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

- ❖ Our School is in the process of adapting the ECTS system. The European Credit Transfer and Accumulation System (ECTS) is a student-centred system based on the **student workload** required to achieve the objectives of a programme, objectives preferably specified in terms of **learning outcomes** and competences to be acquired.

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

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

The student should take into account that:

1 Spanish Credit = 1 ECTS

1 Spanish Credit = 10 lecture hours



5. ACCEPTANCE PROCEDURES

Registration for exchange students is carried out in two parts:

- ✓ Home Universities must send us the names of selected students as soon as they have the information. Our deadlines are the following:
 - For students starting in September (First Semester) the application forms must be submitted by 30th of May.
 - For students starting in February (Second Semester)
The application forms must be submitted by 30th of November.
- ✓ Once our office receives the list of selected students by the partner institution, our staff will confirm the acceptance of their students by mail and will provide to your Coordinator or contact person in your Home University the login and user name needed to pre-register in our institution through our website.
- ✓ In the online registration, the student will be able to register, at the same time, in the Intensive Spanish Language Course and in the Accommodation Office.
- ✓ At the beginning of each semester, the students will receive an email, where they will be informed about an information meeting. At this meeting the students will be provided with all the important information for the registration process in our Faculty.

Attendance at the meeting is COMPULSORY.

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



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

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

- Erasmus Office Registration Form (Matrícula)

STEPS TO CORRECTLY FILL IN THIS DOCUMENT

Erasmus Office Registration Form:

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

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

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

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



7. FACT SHEET

Complutense University of Madrid
School of Economics and Business
Information for exchange students

Full name of Institution	UNIVERSIDAD COMPLUTENSE DE MADRID
ERASMUS Code	E MADRID03
General web site of institution	www.ucm.es
School of Economics and Business	http://economicasyempresariales.ucm.es/ http://www.ucm.es/economicsandbusiness
Information web site for Incoming Students	http://economicasyempresariales.ucm.es/infoestudiantes
Application web site	Not available in web
Application deadlines	Autumn Semester: 30 th of May Spring Semester: 30 th of November
Contact person for applications	Juan Carlos Benítez Paredes INTERNATIONAL RELATIONS OFFICE Vicerrectorado de Estudiantes Edificio de Estudiantes. Avenida de la Complutense s/n Tel: +34 91 394 6923 @ mail: erasmus1@pas.ucm.es
Language requirements	Recommended: B2 Spanish B2 English
Accommodation Office	https://www.ucm.es/english/housing-agencies
Examination Period	http://economicasyempresariales.ucm.es/examenes
International relations vice-dean School of Economics and Business Administration	Dra. María-del-Mar Camacho-Miñano Tel: +34 91 394 2306 @ mail: vdxccee@ccee.ucm.es
<u>Contact person for Erasmus program</u> <u>School of Economics and Business</u>	Coordinator: Ms. Susana Martín de Saavedra Bernal INTERNATIONAL RELATIONS OFFICE, School of Economics and Business Administration Pabellón Central Campus de Somosaguas 28223 Madrid Tel: + 34 91 394 24 47 @ mail: out.erasmus@ccee.ucm.es @ mail: amigoerasmus@ccee.ucm.es
Contact Person for special intensive Spanish course (free)	Centro Complutense para la enseñanza de Español. @ mail: ceextran@filol.ucm.es
Dates and costs for language courses	Cursos de Español para Extranjeros (payable) Tel.: +34 913.945.325 Fax: +34 913.945.336 @ mail: ceextran@filol.ucm.es https://www.ucm.es/ccee/precios-cursos

Academic calendar	https://economicasyempresariales.ucm.es/data/cont/docs/17-2019-07-04-ADE%20Econom%C3%ADa%20FBS.pdf
Study plans	http://economicasyempresariales.ucm.es/estudios/grado-economia http://economicasyempresariales.ucm.es/estudios/grado-ade http://economicasyempresariales.ucm.es/estudios/grado-economiamatematicas http://economicasyempresariales.ucm.es/estudios/grado-adeinginformatica https://economicasyempresariales.ucm.es/estudios/2018-19/grado-finanzasbancayseguros https://economicasyempresariales.ucm.es/estudios/2018-19/grado-economiagap https://economicasyempresariales.ucm.es/estudios/2018-19/grado-econorelaciones https://economicasyempresariales.ucm.es/estudios/2018-19/grado-derechoyade
Syllabus	https://economicasyempresariales.ucm.es/guias-docentes-2
Last update of this information	July 2020



8. LOCAL COORDINATORS FOR EXCHANGE STUDENTS

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



**VICE-DEAN of INTERNATIONAL AFFAIRS
(VICEDECANA DE RELACIONES INTERNACIONALES)**

MARÍA-DEL-MAR CAMACHO-MIÑANO

Dean's office, main building, 2nd floor, office 4.

Tel: 91394 2306

E-mail: vdxccee@ccee.ucm.es

Country	Coordinator	Country	Coordinator
POLONIA REPÚBLICA CHECA HUNGRÍA BÉLGICA PORTUGAL	ELENA-MARÍA GIMÉNEZ-FERNÁNDEZ Departamento de Organización de empresas y marketing Edificio 3, Despacho 210 Tel: 91 394 2505 e-mail: elegimen@ucm.es	AUSTRIA GRAN BRETAÑA CROACIA	M^a CARMEN ABRIL-BARRIE Departamento de Organización de Empresas y Marketing Edificio 6, Despacho 38 Tel: 91 394 24 38 e-mail: cabril@ccee.ucm.es
ITALIA	INÉS MARTÍN-DE-SANTOS Departamento de Administración Financiera y Contabilidad Edificio Las Caracolas, Despacho 81 Tel 91 394 2531 e-mail: inesmartin@ucm.es	FRANCIA	CRISTINA DEL CAMPO Departamento de Economía Financiera y Actuarial y Estadística Edificio 1 despacho 224-N e-mail: campocc@ccee.ucm.es
HOLANDA	EMILIO ALVAREZ-SUESCUN Departamento de Organización de Empresas y Marketing Edificio 3, Despacho 2012 ^a Tel: 91 394 24 51 e-mail: emilio.alvarez@ccee.ucm.es	FINLANDIA LITUANIA NORUEGA SUECIA ESLOVENIA	GIL JANNES Departamento de Economía Financiera Actuarial y Estadística Edificio 1, Despacho 228 Tel: 91 394 58 98 e-mail: gjannes@ucm.es
IRLANDA RUMANÍA	SARA FERNÁNDEZ LÓPEZ Departamento de Economía aplicada, estructura e historia Edificio 2, Despacho 305.b Tel 91 394 2471 Email: Sarafe21@ucm.es	ALEMANIA	MARÍA-DEL-MAR CAMACHO-MIÑANO Vicedecana de Relaciones Internacionales Tel 91 394 23 06 Email: vdxccee@ccee.ucm.es

Laipni lūdzam
 Tervetuloa Benvenuto
 Herzlich Willkommen ようこそ
 ยินดีต้อนรับ Welcome
 Добро пожаловать Fáilte
 elkommen ¡Bienvenido!
 Idvözöljük
 Bienvenue 欢迎 에 오신 것을 환영합니다
 أهسوالهό Καλώς ήρθατε סיאבה סיכורב
 Vítejte Welkom Dobrodošli
 Sveiki atvykę

