

STUDENT GUIDE

FACULTY OF ECONOMICS AND BUSINESS
ACADEMIC YEAR 2016-2017



COMPLUTENSE UNIVERSITY
MADRID



FACULTY OF ECONOMICS AND BUSINESS UCM



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1.- PRESENTATION

Dear Student:

This Student Guide establishes a first contact with the students of the Faculty of Economics and Business in the academic year 2016-2017. This guide is meant to be an essential tool for the academic community providing extensive and thorough information on study plans, departments, facilities and services that enables to carry out the academic activities in the Faculty.

We wish to ensure that the academic activities which take place in our Faculty, where students, teachers and administrative staff actively participate, are carried out in the most favorable conditions. This is crucial in the current academic context, in which once the degrees, masters and doctorates of the Faculty are fully adapted to the European Higher Education Area, the objectives of quality and internationalization must remain a priority.

Currently, the quality of the Faculty as an institution and its academic offer is assessed by the results of different University rankings such as "QS World University Rankings" that highlight the academic reputation, employer reputation and research impact, and "Eduniversal Best Master and MBAs Ranking" where visibility of the programs, employability after graduation and student satisfaction are highly valued.

In its internationalization strategy, the Faculty offers a wide range of proposals such as bilingual degrees in Business Administration and in Economics, the Double International Degree in Business Administration organized together with the Berlin School of Economics and Law, exchanges for students and teachers through the ERASMUS programme, multiple agreements with foreign Universities and international seminars.

Special attention is given to the students throughout the mentoring programmes at its first year, the Student Services Office, the Internship Office which has over 500 national and international agreements, the International Affairs Office with more than 200 mobility agreements, and the Office for the Integration of Disabled People. The Faculty's Library is an essential support for students, teachers and researchers and includes monographic collections, periodic publications, journals and data bases. It is one of the most important Libraries of Economics in our country.

Wishing you a productive period in our Faculty, we would like to welcome you through this guide on behalf all the Faculty staff and the Dean's Team.

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. Its Faculties offer 78 degrees adapted to the European Higher Education Area (EHEA), a more than a hundred Official Masters and over thirty Ph.D programs and official degrees.

The Complutense University stands not only for its size but also for its quality in Education and Research. The excellence in teaching and research is due to the work of more than 6,000 teachers who have been enrolled after a rigorous selection process; and that of about 3,500 administrative and service employees.

The Complutense Library is a support service for both teaching and research. It has a historical background with about 100,000 printed books dated between the 16th and the 18th century and 728 incunabula. Its current funds consist of 3,000,000 books and 48,330 periodical titles, from which 38,555 allow for electronic access. Currently It also comprises more than 40,000 electronic books, 130,000 electronic monographies, 415 online databases and 140,000 digitalized books.

Finally, Complutense University provides you with over 750,000 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 Economics and Business (Complutense University of Madrid)

CAMPUS DE SOMOSAGUAS
POZUELO DE ALARCÓN
28223 MADRID

Information: 91 394 29 99

Fax: 91 394 31 50

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



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



- Classrooms building: classrooms, computer-labs, auditorium, student delegations, students associations, , etc.
- Sports facilities (outdoor and indoor pavilions)
- Office Buildings
- Secretary and Dean ´s Building
- Languages Room
- Library
- Centre for Employment Guidance and Information (CEGI)
- Medical Service
- International Office
- Student's attention Office
- Cafeterias and canteens
- Wifi access throughout all the Campus

LOCATION, ACCESS AND TRANSPORT

GETTING HERE

Location Map



Indications when coming from Madrid by car:

- Coming from Puente de los Franceses (Carretera de Castilla): At the M-500 Carretera de Castilla take the first exit, signposted "Salida Pozuelo- Majadahonda", which is the road M-503. Once on the M-503, take exit 2 or 4 and follow the signs towards "UCM Campus de Somosaguas".
- Coming from Nacional VI (Carretera de La Coruña): At km 9 take the exit towards M500 (Carretera de Castilla). Once on the M-500 take the exit to M-503 and follow the signs towards "UCM Campus de Somosaguas".
- Coming from Avenida de los Poblados (Aluche): At Avenida de los Poblados, take exit towards "Somosaguas" at Prado del Rey. Once in Húmera, take Carretera de Húmera towards Pozuelo and follow the signs towards "UCM Campus de Somosaguas".

LOCATION, ACCESS AND TRANSPORT

TRANSPORT

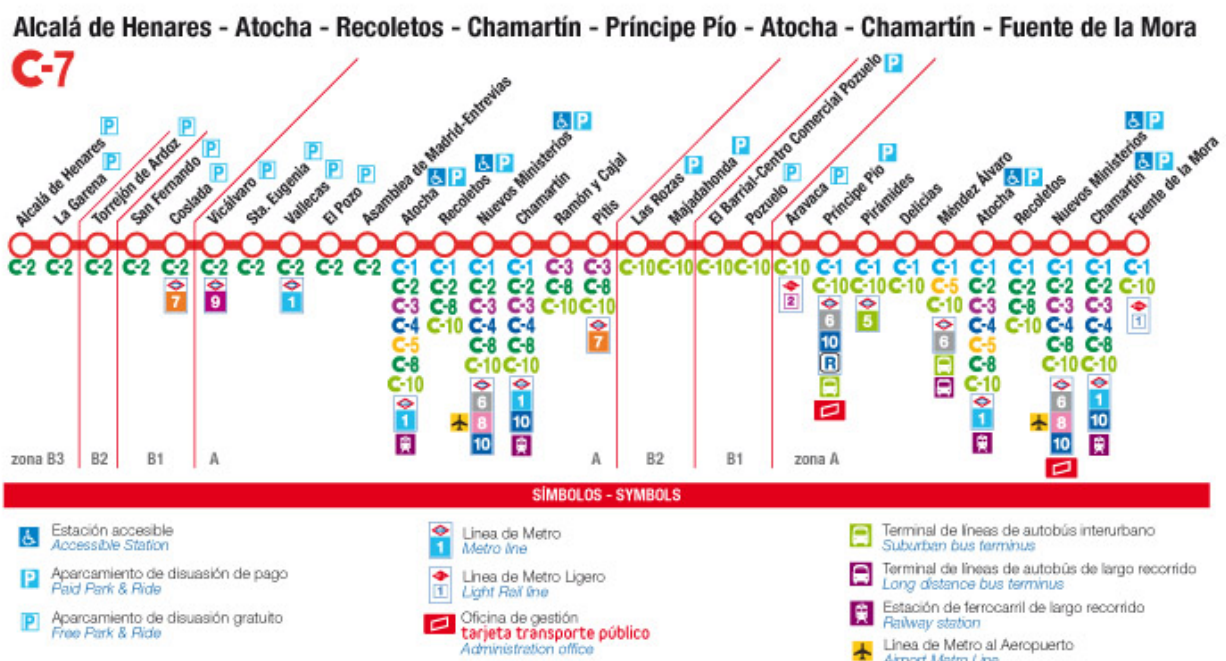
Both “Metro Ligero” which is connected to the underground network of Madrid, and the municipal transport company (buses A, I and H) have stops inside the Campus.

By Metro Ligero

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

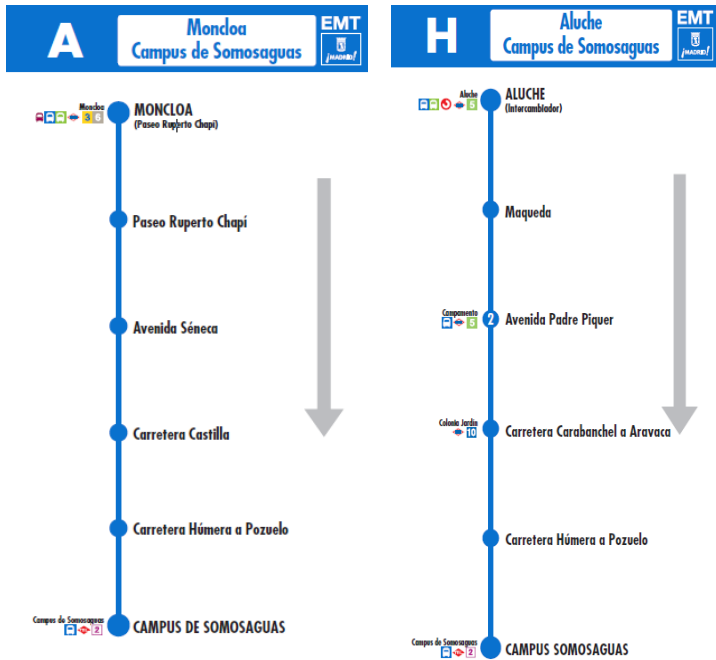


By train: RENFE “Cercanías” Line C7, two options: in Pozuelo de Alarcón Station, where it connects with bus line 563 of Llorente Company; in Aravaca, take ML2 underground to Campus de Somosaguas station.



■ 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 the parking of the Classroom Building:

- LATITUDE: 40° 25' 58.29" N
- LONGITUDE: 3° 47' 21.80" O

4.- REGISTRATION INFORMATION

REGISTRATION MUST BE COMPLETED EXCLUSIVELY ONLINE

VERY IMPORTANT: All students must obtain an UCM e-mail account. That email account will be the direct mean to provide communications between students and the University. The UCM email account is needed to perform and request online services (consulting transcripts, access to WIFI, etc.). It is feasible to re-direct this UCM institutional email account to a personal email account.

It is recommended that, before completing their online enrollment, all students consult the Faculty's website (<http://economicasyempresariales.ucm.es/>) where the rules and procedures of enrollment, registration calendar, study plans, schedules, exam dates and courses descriptions are detailed.

REGISTRATION DEADLINES

VERY IMPORTANT: The registration period for academic year 2016-2017 will be from July 18th to July 31st 2016.

FIRST SHIFT: From July 18th to July 24th 2016.
In this period it will be feasible to register for:

- New students starting their degrees.
- Students who have passed all the modules in the ordinary and extraordinary summons in the course 2016-2017

SECOND SHIFT: From July 25th to July 31st 2016.
In this period it will be feasible to register for:

- Remaining students.

Former degrees "Licenciaturas" (to be extinguished)

- All courses: starting on September 26th and ending on October 6th 2016.

Students who access through partial validation of foreign studies

- These students will register physically at the Academic Secretary's Office on September 21st, 22nd, and 23rd 2016.

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

These students will enroll physically at the Academic Secretary's Office on September 14th, 15th, and 17th 2016.

Registration of students in the Bachelor's Degrees in Business Administration or Economics in English

I. Conditions for admission and enrolment in the English Group in Economics (ECO) or Business Administration

- 1) Pre-enrolment at the Universidad Complutense for the chosen degree for the academic year 2016-2017, during the period published by the Complutense University.
- 2) Having been admitted in the chosen taking into account the student's University Entrance Exams (PAU).
- 3) Minimum level of English as proven in any of the below mentioned ways:
 - a. Any certificate listed in table 1, equivalent to B2 certificate. At the time of application, the certificate must not exceed 3 years since its date of issue.
 - b. Passing a language test organized by the Modern Languages Centre (CSIM) at the UCM.

II. Procedure for admission and enrolment in the English group of ECO or ADE (First year students):

- 1) Evidence of proficiency in English language:
 - a. If the student has any of the English Language certificates listed in table I, he/she must present a photocopy of the ID card, the certificate evidencing the entrance exam grading (PAU), and documentary evidence of English proficiency.
 - b. If the English level is going to be proved by the CSIM language test (B2), the student must fill out another specific application form in order to register for that test directly at CSIM (<http://www.ucm.es/csim>). The English level test will be held on June 28th at 9:00 and the place will be announced. The results of the test and exam review will be posted on the website of the CSIM.

In order to register for the CSIM language test (B2) at CSIM:

Registration will be by phone although it is also feasible to do it in person (Edificio Multiusos 1; C/ Profesor Aranguren s/n floor 2, room 2.142). Details on the payment direct to CSIM (60€) and further details on the test will be provided during registration.

Place and date for presenting these documents (photocopy of the ID card, certificate evidencing the entrance exam grade, and the certificate of English proficiency): the Vice-Deanship of International Affairs at the Faculty of Economics and Business in the Central Building, Second Floor, from 9:00 to 14:00 between the 18th and the 20th of July.

- 2) Admission to the English group (group E) and places assignment:

Among the students who have proved enough knowledge of the English language in any of the two above-mentioned ways, the places will be allocated as follows:

REGISTRATION INFORMATION

- a. The students' grade at the entrance exam (PAU), will be the only criterion for allocating students, starting with the highest mark until completion of the group (the score obtained in the English language test is only relevant for the purpose of proving the student's level, but does not determine the allocation criterion).
- b. There is no preference when allocating places between those who have proved their language knowledge by a certificate of table I and those who have stood the test at CSIM.
- c. **On the 27th of July** a list of admitted students to the English group (group E) will be published on the website of the Faculty of Economics and Business.
- d. Once all vacancies are covered, if any student would have the required characteristics, a waiting list would be published on the Faculty's website to cover any possible casualty that could take place.
- e. If the waiting list would still not cover the remaining vacancies, a second period for enrolment would be opened between the 1st and the 5th of September. This gives other students the opportunity to apply for a place in the English group (always following the procedures described in section II). The assignment of places will depend on the student's grades in PAU.

3) Enrollment in the English group (group E):

The admitted students must enroll in group E. It is important to highlight that any student who enrolls in the English group E and is not in the list will be reassigned to another group taught in Spanish in which there are vacancies.

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

- 1) Students who have been enrolled in group E in previous years.
- 2) Students who have not previously been enrolled in group E and meet the requirements within I.3 can apply for admission in this group between the 1st and the 10th of September. In this case, vacancies will be allocated according to the average grade of the bachelor starting with the highest. Therefore, students must submit to the Vice-Dean of International Affairs a certificate with their average grade in the Degree.
- 3) Students who transfer their records from other universities. These students must meet the requirements of paragraph I.3 and vacancies will be allocated based on the average grade of the bachelor starting with the highest.

TABLE 1

ENGLISH LANGUAGE						
OFFICIAL CERTIFICATES EQUIVALENTS (CSIM AND INTERNATIONAL CERTIFICATES)						
MARCO COMÚN EUROPEO DE REFERENCIAS PARA LAS LENGUAS						
<i>TIPO DE CERTIFICADO</i>	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) (Requiere superar las cuatro destrezas)		20-39	40-59	60-74	75-89	90-100
Test of English as a foreign language - internet based (TOELF IBT)			57-86	87-109	110-120	
Test of English for International Communications (TOEIC) - Reading	60-110	115-270	275-395	400-485	490-495	
Test of English for International Communications (TOEIC) - Speaking	50-80	90-110	120-150	160-190	200	
Test of English for International Communications (TOEIC) - Listening	60-105	110-270	275-395	400-485	490-495	
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 I	ISE II	ISE III	ISE IV
London Test of English (LTE)	LEV. A1	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5
Universidad de Michigan				CERTIFICATE OF COMPETENCY IN ENGLISH		CERTIFICATE OF PROFICIENCY IN ENGLISH
Cámara de Comercio de Londres			ENGLISH FOR TOURISM/ JETSET ESOL B1/ELSA B1			

Adaptation request to the Bachelor’s Degree in ECO and BA

Students wishing to adapt to the Bachelor’s Degree in Economics or the Bachelor’s Degree in Business must apply from 1st to 30th September at the Students Registration Office of the Faculty.

Rules for Plans to be Phased-Out

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

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

Students admitted in Second Cycle Degrees which are going to be phased-out may continue studies from another university applying 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.”

Extintion schedule

	2016/2017	2017/2018
Courses	Year 5	Year 6

5.- STUDENT INFORMATION

Calendar for the Academic Year 2016-2017

VISIT OUR WEBSITE

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

Basic Rules for Students

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

CONSULT THE WEBSITE OF THE CENTRAL DELEGATION OF STUDENTS:

http://www.ucm.es/normativa_ucm

RIGHTS

- Election of representatives and delegates
- To have notice of the syllabus, teaching, objectives and evaluation method.
- Office hours

The office hours of each lecturer are published on the Department Notice Board as well as on the website.

- Assessment: right to sit exams and to be evaluated.
- The Dean's Office will arbitrate the required solution in the case of overlapping exams. The rules for procedure are published on the University's website.
- Publication of exam results: within a maximum period of 30 days after the last exam and 10 days before the following exam of the same course.
- Exam review: Revisions will take place in the centre, within the dates set by each teacher and published together with the grades. Students will have four days after the publication of the grades to ask for a 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.
- Possibility to lodge an ordinary appeal to the Dean 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

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

CONSULT ALL INFORMATION ON SCHOLARSHIPS IN THE SCHOLARSHIPS SERVICE WEBSITE UCM

<http://www.ucm.es/becas-ayudas>

The UCM, offers economic grants and training to students in exchange of their collaboration in certain services in the University. The main aid is to provide students with complementary training which is helpful when they come to belong to the labour market. Every summon for collaboration training grants establishes a training plan and every collaboration grant recipient is assigned a tutor from the university in charge of his/her training.

Programme of National Mobility SICUE-SÉNECA

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

CONSULT THE WEBSITE:

<https://economicasyempresariales.ucm.es/sicue-movilidad-nacional>

The Faculty participates in the SICUE Programme (System of Exchange between Spanish University Centres), which enables students to complete an academic year in another Spanish University having the corresponding courses validated. Mobility agreements between Universities are signed during the first months of the academic year.

Call for the SICUE programme for the academic year 2016/2017 is made in January 2016. Currently there are exchange agreements with the following universities: Barcelona, Castellón, 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.

MENTORY PROGRAM

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

FIND ALL THE INFORMATION ABOUT THE MENTORING PROGRAM OF THE UCM IN THE FOLLOWING WEBSITE

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

Are you a last year student? Would you like to guide freshmen?

Mentoring in our Faculty is linked to external academic practices. If you are interested, ask for information in the internship office (Main Building, first floor)

Are you a freshman?

If you are a freshman you will be interested!!!!

**Would you like a more experienced colleague to guide you in your first year in the Faculty?
Join the Mentoring Program at UCM.**

STUDENT INFORMATION

If you are interested in the program please contact the Student Services Office sending the information listed below to the following email address: atencionestudiante@ucm.es

- Name and Surname.
- DNI.
- Certification and group.
- Contact e-mail

High Performance Athletes Programme

► More information:

CONSULT ALL INFORMATION ON THE OF HIGH PERFORMANCE ATHLETES PROGRAM IN THE FOLLOWING WEBSITE

<http://www.ucm.es/programa-ayuda-dan>

6.- COURSES OFFERED

6.1. EUROPEAN HIGHER EDUCATION AREA

Statements of the 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.

Key areas are:

1. Establishment of an educational system based on three cycles: Bachelor, Master and Ph.D.
2. Implementation of a European Diploma Supplement: 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. Adoption of a system of Credits Transfer and Accumulation System (ECTS, *European Credit Transfer System*).
4. Methodological renewal and teacher quality: New and more active teaching methodologies have been implemented to achieve student learning. The 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: creation of EHEA in which students are responsible for their own learning.
 - Detailed study plans and anticipated activities: the activities undertaken within and outside the classroom are clearly defined in advance in the course syllabus.
 - Continuous assessment: student assessment, in and out of the classroom, is continuous
 - Skill development: Scheduled activities are intended to develop competencies and skills which are essential for a comprehensive education and for the student incorporation into the workplace.
 - Information Technologies (ITs) in many cases, the use of the e-learning platform becomes a useful and necessary tool for the development of teaching.
 - Attendance required: the student's attendance and participation in class are essential to successfully complete these courses.
5. Mobility: students and lecturers.

The Complutense University has promoted several initiatives to support the implementation of the EHEA. For the next academic year (2016-2017), the Faculty of Economics and Business offers:

- **FIRST, SECOND, THIRD AND FOURTH YEARS of the degree adapted to the EHEA:**
 - 1st, 2nd, 3rd and 4th Bachelor's Degree in Business Administration.
 - 1st, 2nd, 3rd and 4th Bachelor's Degree in Economics.
 - 1st, 2nd, 3rd and 4th of Bachelor's Degree in Finance, Banking and Insurance.
 - 1st, 2nd, 3rd, 4th, 5th and 6th of Bachelor's Double Degree in Law and Business Administration.
 - 1st, 2nd and 3rd of Double Bachelor's Degree Economics, Mathematics and Statistics
 - 1st year of the Double International Degree BSEL – UCM.
 - ***Option in English***, 1st, 2nd, 3rd and 4th Bachelor's Degree in Business Administration and 1st, 2nd, 3rd and 4th of Bachelor's Degree in Economics: **E groups**.

- **Masters adapted to the EHEA**
 - MBA (MASTER in Business Administration and Management)
 - MASTER in Auditing and Accounting
 - INTER-UNIVERSITY MASTER in Banking and Quantitative Finance
 - MASTER in Actuarial and Financial Sciences
 - MASTER in Economics
 - MASTER in International Economics and Development
 - INTER-UNIVERSITY MASTER in Economics and Innovation Management
 - INTER-UNIVERSITY Master In Strategies And Technology For Development: Cooperation In A Changing World (to be approved)
 - MASTER in Feminist studies
 - MASTER in Business Finance
 - MASTER in Teachers Education (Specialization in Economy and Business)
 - Research MASTER in Management, Marketing and Accounting
 - INTER-UNIVERSITY MASTER in Logistics and Economic Management of Defense
 - MASTER in Official Statistics and Social and Economic Indicators (in verification process)

- **Ph.D. programs:**
 - Ph.D. in Economics
 - Ph.D. in Business Administration and Management
 - Ph.D. in Economics and Innovation Management
 - Ph.D. in Finance and Quantitative Economics

6.2. BACHELOR'S DEGREE IN BUSINESS ADMINISTRATION

Coordinator:

Oscar Rodríguez Ruiz
Phone number: 91 394 2615
Building 3 Room – 201C
E-mail: cogade@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 2).

TABLE 2

SUBJECTS AND ECTS DISTRIBUTION

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

The Bachelor's Degree has been structured so 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 the 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). Furthermore, the students have the option to obtain up to 6 credits through participating in other educational activities. The table below shows the Study Plan of this Degree, the number of ECTS and the type of each subject.

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

1st YEAR

1-1				
CODE	SUBJECT	ECTS	TYPE	DEPARTMENT
802263	Economic History	6	B	HIE-I
802260	Business Law	6	B	Dcho Admo, Civil, Const, Mer.T SS.
802262	Principles of Business Management	6	B	OE
802261	Introduction to Economics	6	B	FAE-II
802264	Business Mathematics I	6	B	EFC-I
1-2				
CODE	SUBJECT	ECTS	TYPE	DEPARTMENT
802268	Business Statistics I	6	B	EIO-II
802266	Financial Accounting I	6	B	EFC-II
802267	Principles of Business Financial Management	6	B	EFC-III
802265	Microeconomics	6	B	FAE-1
802269	Business Mathematics II	6	B	EFC-I

2nd YEAR

2-1				
CODE	SUBJECT	ECTS	TYPE	DEPARTMENT
802273	Commercial Law I	3	C	Dcho Admo, Civil, Const, Mer.T SS.
802274	Industrial and Business Sociology	3	C	SOC-III
802271	International Economics for Business	6	C	EA-II
802270	Macroeconomics	6	C	FAE-I
802272	Financial Mathematics	6	C	EFC-I
802275	Financial Accounting II	6	C	EFC-II
2-2				
CODE	SUBJECT	ECTS	TYPE	DEPARTMENT
802278	Spanish Economy	3	C	EA-II
802279	Tax System I	3	C	EA-VI
802281	Organization and Design	6	C	OE
802277	Economic Policy	6	C	EA-III
802280	Business Statistics II	6	C	EIO-II
802276	Management Accounting	6	C	EFC-II

3rd YEAR

3-1				
CODE	SUBJECT	ECTS	TYPE	DEPARTMENT
802285	Principles of Marketing	6	C	CIM.
802282	Analysis and Accounting Consolidation	6	C	EFC-II
802286	Human Resource Management	6	C	OE
802284	Decision- Analysis	6	C	EIO-II
802283	Asset Valuation and Investment Analysis	6	C	EFC-III
3-2				
CODE	SUBJECT	ECTS	TYPE	DEPARTMENT
802290	Market Research	6	C	CIM.
802287	Tax System II	6	C	EA-VI
802291	Production Management	6	C	OE.
802289	Econometrics	6	C	FAE-II
802288	Financing Decisions	6	C	EFC-III

4th YEAR

4-1				
CODE	SUBJECT	ECTS	TYPE	DEPARTMENT
802293	Consumer Behaviour	6	C	CIM
802292	Financial Analysis and Planning	6	C	EFC-III
802294	Strategic Management	6	C	OE
	(*)	4	E	
	(*)	4	E	
	(*)	4	E	

4th YEAR

4-2				
CODE	SUBJECT	ECTS	TYPE	DEPARTMENT
802321	Bachelor Thesis	6	C	
	(*)	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 will have two options.

1st Option: without specialization

Students who choose not to specialize, must get the 36 ECTS choosing from the following elective subjects offered (*).

TABLE 4

CODE	ECTS	SEMESTER	SUBJECT
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
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	Start- up companies
802310	4	2	Banking
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 specializations offered

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

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

In this case, the chosen specialization will appear on the degree diploma.

TABLE 5

ACCOUNTING SPECIALIZATION

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 SPECIALIZATION

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	Start- up companies

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 SPECIALIZATION

COMPULSORY SUBJECTS

CODE	ECTS	SEMESTER	SUBJECTS
802299	4	1	Financial Economics of Self-employment and Cooperative Companies
802300	4	1	International and National Financial Markets
802310	4	2	Banking
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 SPECIALIZATION

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 SPECIALIZATION

CODE	ECTS	SEMESTER	SUBJECTS
802308	4	2	Spanish Financial System
802320	12	1 st or 2 nd	Internship in companies

6.2.1- BACHELOR'S DEGREE IN BUSINESS ADMINISTRATION ENGLISH OPTION

The Faculty of Economics and Business offers the possibility of studying the Bachelor's Degree in Business Administration (BA) in English. For the following academic year (2016 – 2017), we will offer a 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 **groups E of 1st, 2nd, 3rd and 4th year of the Bachelor's Degree in BA.**

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 will have to pass an English level test. *(See instructions on enrollment procedures and requirements in English groups on pages 8-10)*

6.2.1-1. DOUBLE INTERNATIONAL BACHELOR'S DEGREE FCCEE (UCM)-BSEL (BERLIN SCHOOL OF ECONOMICS AND LAW)

The Faculty of Economics and Business in the UCM has established an international agreement with the Berlin School of Economics and Law, where five BA students from the English group will have the possibility to study the Double International Bachelor Degree, which has the following characteristics:

- During the first two years of the Degree teaching will have place at the Faculty; and student must enrol in Basic as well as Compulsory credits.
- A year and a half (fifth to seventh semesters) will have place at the HWR-BSEL with an external internship included.
- The last semester (eighth) will take place at the Faculty where students will take elective courses and will compose the Bachelor Thesis.
- Language requirements: B2 in English and B1 in German.
- These students will not earn a specialization.

For further information please contact the Vicedean for International Affairs:

Central Buiding

Campus de Somosaguas

28223 Pozuelo de Alarcón (Madrid)

Phone Number: 91 394 2306

Email: vdxcee@ucm.es

TABLE 6

SUBJECTS AND ECTS DISTRIBUTION

TYPE OF SUBJECTS	ECTS
Basic	60
Compulsory	125
Elective	59
Bachelor Thesis	6
TOTAL ECTS	250

6.3. BACHELOR'S DEGREE IN ECONOMICS

Coordinator:

Antonio Rodrigo Fernández

Phone number: 91 394 2410

Building 1 -Room 306

E-mail: arodrigo@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, students will enroll in 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). Furthermore, the students have the option to obtain up to 6 credits through participation in other educational activities. The table below shows the subjects of the curriculum of this degree, the number of ECTS and the type of each one.

BACHELOR'S DEGREE IN ECONOMICS

TABLE 8
SUBJECTS OF THE BACHELOR'S DEGREE IN ECONOMICS

1st YEAR

1-1				
CODE	SUBJECT	ECTS	TYPE	DEPARTMENT
802340	Microeconomics I	6	B	FAE-II
802341	Business Economics	6	B	OE
802342	Economic History I	6	B	HIE-II
802344	Mathematics I	6	B	FAE-II
802343	Modern Language	6	B	SD-FI
1-2				
CODE	SUBJECT	ECTS	TYPE	DEPARTMENT
802346	Macroeconomics I	6	B	FAE-II
802347	Financial Accounting I	6	B	EFC-II
802345	Economic Law	6	B	Derecho Admo-Civil-Const-Mer-Trabajo y SS.
802349	Mathematics II	6	B	FAE-II
802348	Statistics I	6	B	E IO-II

2nd YEAR

2-1				
CODE	SUBJECT	ECTS	TYPE	DEPARTMENT
802350	Microeconomics II	6	C	FAE-I
802352	Analytical Accounting II	6	C	E FC-II
802351	World Economy	6	C	EA-I
802353	Mathematics III	6	C	FAE-I
802354	Statistics II	6	C	E IO-II
2-2				
CODE	SUBJECT	ECTS	TYPE	DEPARTMENT
802355	Microeconomics III	6	C	FAE-I
802358	Economic History II	6	C	HIE-II
802357	International Economy	6	C	EA-I
802359	Finance	6	C	E FC-III
802356	Methods for Applied Economics	6	C	EA-II

3rd YEAR

3-1				
CODE	SUBJECT	ECTS	TYPE	DEPARTMENT
802360	Macroeconomics II	6	C	FAE-I
802363	International Economic Organization	6	C	EA-I
802361	Public Economics	6	C	EA-VI
802364	Economic Policy	6	C	EA-III
802362	Spanish Economy	6	C	EA-II
3-2				
CODE	SUBJECT	ECTS	TYPE	DEPARTMENT
802365	Macroeconomics III	8	C	FA E-I
802366	Tax System	6	C	E A-VI
802367	Monetary and Financial Economics	6	C	EA- III
802368	Econometrics	6	C	FA E-I
	(*)	4	E	

BACHELOR'S DEGREE IN ECONOMICS

4th YEAR

4-1				
CODE	SUBJECT	ECTS	TYPE	DEPARTMENT
	(**)	6	E	
	(**)	6	E	
	(**)	6	E	
	(**)	6	E	
	(**)	6	E	
4-2				
CODE	SUBJECT	ECTS	TYPE	DEPARTMENT
802400	Bachelor Thesis	6	C	
	(**)	6	E	
	(**)	6	E	
	(***)	4	E	
	(***)	4	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 specialization.

(*) 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.

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

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

TABLE 9

SPECIALIZATIONS OFFERED

SPECIALIZATION ECONOMIC ANALYSIS

CODE	ECTS	SEMESTER	SUBJECTS
802384	6	1	Applied Econometrics
802383	6	1	Game Theory and Optimization
802371	6	1	Advanced Macroeconomics
803314	6	1	Financial Theory
802372	6	1	Advanced Macroeconomics Analysis
803316	6	2	Economic Growth Theory
803317	6	2	Industrial Organization

SPECIALIZATION APPLIED ECONOMICS

CODE	ECTS	SEMESTER	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	European Economy
802385	6	2	Economic Growth
802390	6	2	Industrial Economics

SPECIALIZATION 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

SPECIALIZATION 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
803315	6	1	Economics of the European Union
802391	6	2	Development Economics
802392	6	2	International Trade and Finance

SPECIALIZATION 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
803318	6	1	Advanced Microeconomic Analysis: Taxation Economics
802389	6	2	Public Management
802388	6	2	Fiscal Federalism

3rd YEAR – ELECTIVE COURSES

CODE	ECTS	SEMESTER	SUBJECTS
802382	4	2	Principles of Marketing
802369	4	2	History of Economic Thought
802370	4	2	Contemporary Economy in Historical perspective

4th YEAR – ELECTIVE COURSES

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
802397	4	2	Economía y Género
802399	12	1 st or 2 nd	Internship in companies

(**) Not available in 2016-17

The chosen specialization will appear on the degree's diploma.

6.3.1. BACHELOR'S DEGREE IN ECONOMICS – ENGLISH OPTION

The Faculty of Economic Sciences and Business Administration at Complutense University offers the possibility of studying the Bachelor's Degree in Economics (ECO) in English. For the following academic year (2016 – 2017), it 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 corresponds to **group E of 1st, 2nd, 3rd and 4th year in ECO.**

Those students willing to enroll in these groups must certify their level of English. Those who do not have the required academic certificate will have to pass an English language level test (*See instructions on enrollment procedures and requirements in English groups on pages 8 – 10*)

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

The Bachelor's Degree in Finance, Banking and Insurance consists of 240 ECTS distributed in Basic Subjects (B), Compulsory Subjects (C), Elective Subjects (E) and the Bachelor Thesis (table 10)

TABLE 10

SUBJECTS AND ECTS DISTRIBUTION

TYPE OF SUBJECTS	ECTS
Basic and Compulsory	222
Elective	12
Bachelor Thesis	6
TOTAL ECTS	240

The degree is structured so that students will be taking during the first year (first and second semesters) ECTS of basic training. Also, the student will take compulsory subjects, from the first year to the second half of fourth year. Part of the eighth semester (fourth year) will be devoted to elective subjects and the Bachelor Thesis. The degree includes elective internship (12 ECTS). Furthermore, the students have the option to obtain up to 6 credits through participation in other educational activities. The table below shows the subjects of this degree, the number of ECTS and the type of each:

**TABLE 11
LIST OF SUBJECTS OF THE BACHELOR'S DEGREE IN FINANCE,
BANKING AND INSURANCE**

1st YEAR					
1-1			1-2		
SUBJECT	ECTS	TYPE	SUBJECT	ECTS	TYPE
Business Mathematics I	6	B	Business Mathematics II	6	B
Company law and financial activity	6	B	Microeconomics	6	B
Introduction to Economics	6	B	Financial Accounting I	6	B
Principles of Business Management	6	C	Principles of Business Financial Management	6	C
Economic, Monetary and Financial History	6	C	Business Statistics	6	C
2nd YEAR					
2-1			2-2		
SUBJECT	ECTS	TYPE	SUBJECT	ECTS	TYPE
Management Accounting	6	C	Monetary Theory and Policy	6	C
Macroeconomics	6	C	Spanish Tax System	6	C
Spanish Tax System	6	C	Insurance law, banking and securities markets	6	C
Financial Mathematics	6	C	Mathematical Optimization	6	C
Statistical Inference	6	C	Actuarial statistics	6	C
3rd YEAR					
3-1			3-2		
Subject	ECTS	Type	Subject	ECTS	Type
Accounting, banking and insurance companies	6	C	Taxation of financial and insurance operations	6	C
Corporate finance	6	C	Financial companies economy and corporate banking	6	C
History of Thought (monetary and financial)	6	C	Financial Marketing	6	C
Monetary and financial economics	6	C	International Financial Management	6	C
Measuring risks	6	C	Empirical analysis of financial markets	6	C
4th YEAR					
4-1			4-2		
Subject	ECTS	Type	Subject	ECTS	Type
Corporate governance and ethical codes in financial institutions and markets	6	C	System of National Accounts: real and financial operations	6	C
Strategic management in Finance., Banking and Insurance	6	C	Accounting, Consolidation Analysis and Financial and Insurance Institutions	6	C
Actuarial Mathematics	6	C	(*)		
Valuation of financial assets and companies	6	C	(*)		
Internal and external audit of banking and insurance entities	6	C	Bachelor Thesis	6	C

ELECTIVE SUBJECTS OF THE 4th YEAR

ECTS	SEMESTER	SUBJECTS
6	2	HR Management of financial institutions, banks and insurance*
6	2	Social Welfare and Public*
6	2	Macroeconomic and financial market forecast*
6	2	Financial Regulation*
6	2	Financial derivatives*
6	2	Self-employment and microfinance*
12	2	Internship

(*) Will not be available during the academic year 2016 – 17.

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

Coordinator:

Oscar Rodríguez Ruiz
Ph. number: 91 394 2615
Building 3 Room – 201C
E-mail: cogade@ccee.ucm.es

Coordinator of the Degree in Law

María Astrid Muñoz Guijosa
Ph. number: 91 394 5684
E-mail: mastridmunozg@der.ucm.es

The Double Bachelor's Degree in Business Administration and Law consists of 360 ECTS distributed in Basic Subjects (B), Compulsory Subjects (C), Elective Subjects (E) and the Bachelor Thesis (table 12)

TABLE 12

SUBJECTS AND ECTS DISTRIBUTION

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

The Double Bachelor's 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.

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

TABLE 13

1st YEAR

1-1			1-2		
SUBJECT	ECTS	TYPE	SUBJECT	ECTS	TYPE
Theory of Law	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
Public 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	Philosophy of Law	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	Consumer Behaviour	6	C
Business Econometrics	3	C			

6th YEAR

6-1			6-2		
SUBJECT	ECTS	TYPE	SUBJECT	ECTS	TYPE
Bachelor Thesis	6	C			
Elective courses*	12	E			

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

TABLE 14

Elective subjects offered by the Faculty of Law		
Subject	ECTS	Type
Public Liability	6	E
Credit Protection and Special Procedures	6	E
Articles of Association for SMEs: PLC and EPC	6	E
Social Security Law	6	E
Internship	6	E

Elective subjects offered by the Faculty of Economics and Business Administration		
Subject	ECTS	Type
Audit of Financial Statements	4	E
Accounting Software	4	E
International Business Management	4	E
Innovation and Technology Management	4	E
National and International Financial Markets	4	E
Financial Economics of Self-employment and Participative Companies	4	E
Integrated Marketing Communications	4	E
Commercial Distribution	4	E
Internship	12	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

6.6. DOUBLE BACHELOR'S DEGREE IN ECONOMICS – MATHEMATICS AND STATISTICS

Coordinator of the Double Degree in Economics-Mathematics and Statistics:

Antonio Rodrigo Fernández

Tel.: 0034 91 394 24 10

Building 1 – Office 306

Email: arodrigo@ccee.ucm.es

The appearance and formalization of the Double Bachelor's Degree in Economics–Mathematics and Statistics at the UCM, enables the student to obtain a unique academic and professional profile. This is achieved through the access to a set of studies with very high quality standards, within a social context of great academic relevance. This new degree makes compatible studying within the Faculty of Economics and Business as well as studying within the Faculty of Mathematics, the former placed in Campus de Somosaguas and the latter in Campus de Moncloa.

TABLE 15

COURSES AND ECTS DISTRIBUTION

TYPE OF SUBJECTS	ECTS
BASIC (B)	90
COMPULSORY (C)	228
ELECTIVES (E)	42(*)
BACHELOR THESIS (BT)	12
TOTAL ECTS	372

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

**DOUBLE BACHELOR'S DEGREE
IN ECONOMICS –
MATHEMATICS AND
STATISTICS**

**TABLE 16
SUBJECTS OF THE DOUBLE BACHELOR'S DEGREE IN ECONOMICS – MATHEMATICS
AND STATISTICS**

1ST YEAR

1-1				
CODE	SUBJECT	ECTS	TYPE	DEPARTMENT
900670	World Economy	6	C	Applied Econometrics II
900671	Financial Accounting	6	B	Accounting and Financial Economy II
900672	Basic Mathematics	6	B	Mathematical Analysis
900673	Linear Algebra	18	B	Geometry and Topology
900674	Theory of Functions of a Real Variable	18	B	Mathematical Analysis
1-2				
CODE	SUBJECT	ECTS	TYPE	DEPARTMENT
900675	Microeconomics I	6	B	Bases of Analytical Econometrics II
900676	Business Economics	6	B	Business Organization
900677	Analytical Accounting	3	C	Financial Economics and Accounting II
900678	Finance	3	C	Financial Economics and Accounting II

2ND YEAR

2-1			2-2		
SUBJECT	ECTS	TYPE	SUBJECT	ECTS	TYPE
Economic Law	6	B	Macroeconomics I	6	B
Economic History	6	C	Methods for Applied Economics	6	C
Informatics	6	B	Integral Calculus	6	C
Differential Calculus	6	C	Elements of Ordinary Differential Equations	6	C
Linear Geometry	6	C	Statistics	6	B
Probability	6	C	Physics: Economic Models	6	B

3RD YEAR

3-1			3-2		
SUBJECT	ECTS	TYPE	SUBJECT	ECTS	TYPE
Microeconomics II	6	C	Macroeconomics II	6	C
International Economic Organization	6	C	Tax Management	6	C
Public Economy	6	C	Spanish Economy	6	C
Numerical Methods	6	C	International Economy	6	C
Mathematical Statistics	6	C	Algebraic Structures	6	C
Extension of Probability	6	C	Operation Investigation	6	C

**DOUBLE BACHELOR'S DEGREE
IN ECONOMICS –
MATHEMATICS AND
STATISTICS**

4TH YEAR

4-1			4-2		
SUBJECT	ECTS	TYPE	SUBJECT	ECTS	TYPE
Microeconomics III	6	C	Macroeconomics III	6	C
History of Economic Thought	6	C	Economic Policy	6	C
Monetary and Financial Economics	6	C	Econometrics	6	C
Dynamic Models	6	C	Game Theory and Optimization	6	C
Matrix Algebra	6	C	Electives (*)	6	E
Statistical Inference	6	C			

5TH YEAR

5-1			5-2		
SUBJECT	ECTS	TYPE	SUBJECT	ECTS	TYPE
Financial Theory	6	C	Applied Econometrics	6	C
Stochastic Processes	6	C	Multivariate Analysis	6	C
Time Series	6	C	Applied Stochastic Processes	6	C
Advanced statistical inference	6	C	Electives (**)	6	E
Electives (**)	6	E	Electives (**)	6	E
Electives (**)	6	E			

6TH YEAR

6-1		
SUBJECT	ECTS	TYPE
Electives (***)	12	E
Bachelor Thesis	12	BT

6.7. LICENCIATURA

The information about the former degrees ("Licenciaturas") is available on the Web:

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

6.8. CREDITS RECOGNITION

► More information:

For Degree students: <http://www.ucm.es/reconocimiento-de-credit-os-optativos>

For students from former academic plans (licenciatura):
<http://www.ucm.es/credit-os-libre>

Conferences Cycle 2016/17 – Faculty of Economics and Business

The Faculty of Economics and Business organizes this year the ninth Cycle of Conferences with the participation of prestigious Guest Speakers. The aim is to stimulate thinking and analysing economic, social and scientific issues of specific interest to the academic community. Speakers include renowned experts coming from academia, or in positions of high responsibility within corporations, governments, national and international organizations. To support this activity the Faculty benefits from the collaboration of different professors who coordinate lectures and panel sessions.

- Information for students:
Fernando Alonso Guinea – Vice-Dean of Students and University Extension
Phone: 91 394 2305 – E-mail: vaccee@ucm.es
<http://economicasyempresariales.ucm.es/ciclo-de-conferencias>

Debates as an academic tool in the economics area

The Faculty of Economics and Business organizes the third edition of “Comunicate. Aprende a Debatir”, a debate tournament in which students will debate about current topics aiming to stimulate critical reflection and a strict analysis of a diversity of topics of economic interest.

- Information for students:
Fernando Alonso Guinea – Vice-Dean of Students and University Extension
Phone: 91 394 2305 – E-mail: vaccee@ucm.es
<https://economicasyempresariales.ucm.es/debates-como-herramienta-de-aprendizaje>

Information resources– Library at the Faculty of Economics and Business

Activity promoted to help students choose, evaluate and present economics and business related information in an adequate manner.

Further information for students:
buc_cee@buc.ucm.es
Phone number: 91 394 2602
<http://www.ucm.es/BUCM/cee>
<http://www.facebook.com/Facultad.CEE>

Business Simulation

In this activity, students assume the role of being part of the Board of Directors of a virtual company with the aim of transforming this company in a market leader. The students work in teams elaborating the company’s strategy and taking decisions in the areas of Marketing, Finance, Production and Human Resources.

- Information for students:
Marta Fossas: Vice-Dean of Degree Studies
Tif: 91 394 2318 – e-mail: veccee@ucm.es

6.9. OFFICIAL MASTER DEGREES

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 define the new official postgraduate studies in order to make convalidation easier beyond the Spanish frontiers.

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

OFFICIAL MASTER DEGREES FOR ACADEMIC YEAR 2016 - 2017:

- MBA (Master of Business Administration)
- INTER-UNIVERSITY MASTER IN BANKING AND QUANTITATIVE FINANCE
- MASTER IN ACTUARIAL AND FINANCIAL SCIENCE
- MASTER IN ECONOMICS
- MASTER IN INTERNATIONAL ECONOMICS AND DEVELOPMENT
- INTER-UNIVERSITY MASTER IN ECONOMICS AND INNOVATION MANAGEMENT
- MASTER IN OFFICIAL STATISTICS AND SOCIAL AND ECONOMIC INDICATORS (in verification process)
- MASTER IN BUSINESS FINANCE
- MASTER IN BUSINESS MANAGEMENT RESEARCH MARKETING AND ACCOUNTING
- MASTER IN DEFENSE LOGISTICS AND ECONOMIC MANAGEMENT
- MASTER IN AUDITING AND ACCOUNTING
- MASTER IN TRAINING FOR TEACHERS (Specialization in Economics and Business Administration)
- MASTER IN STRATEGIES AND TECHNOLOGY FOR DEVELOPMENT: COOPERATION IN A CHANGING WORLD (TO BE APPROVED)

INSTITUTE FOR FEMINIST RESEARCH

- MASTER IN WOMEN STUDIES

APPLICATION PERIOD FOR ACADEMIC YEAR 2016 - 2017:

(<http://www.ucm.es/master> > Estudios > Másteres Universitarios)

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

- FIRST PERIOD (pre-admission): 4th – 23th of February 2016. Results: 11th of March 2016.
 - Non admitted candidates can reapply in the second application period.
 - Pre-reserve Payment: 16th of March 2016
- SECOND PERIOD (Only for Master's with vacant student positions):
 - 3rd – 24th of June 2016.
 - Results: 12nd of July 2016.
 - Claims: 13rd, 14th and 15th of July 2016.
- THIRD PERIOD
 - 6th to 9th of September 2016.
 - Results: 16th of September
 - Claims; 19th to 21th of September

Waiting list: 16th of September

REGISTRATION

- Students admitted in February, July 2016: **from the 19th until the 26th of July 2016.**
- Students admitted in September 2016: **from the 19th until the 23rd of September 2016.**
- Students admitted in Waiting list period **until 7th of October 2016.**

More information on the Faculty's website:

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

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 6 - Office 45 Telf.: 91 394 2359-3208 Fax: 91 394 2381 Email: mba@ucm.es	
WEBSITE:	https://www.ucm.es/mba	

**Official Master: MASTER IN AUDITING AND ACCOUNTING
60 ECTS (1 year)**

PARTICIPATING UNIVERSITIES:	UNIVERSIDAD COMPLUTENSE DE MADRID	(UCM)
PARTICIPATING DEPARTMENTS:	Financial Economics and Accounting II Applied Economics VI Department of Statistics and Operation Research II Academic Unit of Administrative Law Financial Economics and Accounting I Financial Economics and Accounting III	(UCM) (UCM) (UCM) (UCM) (UCM) (UCM)
COORDINATOR:	Elisa García Jara Email: elisagj@ccee.ucm.es	
SECRETARY:	Building 1 - Office 335-N Phone: 91 394 2356	
WEBSITE:	http://www.ucm.es/auditoria-contabilidad	

**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:	Economic Analysis and Finance Foundations of Economic Analysis II* Complutense Institute of Economic Analysis (ICAE) Applied Economics III (Econometrics and Statistics) Foundations of Economic Analysis II Economic Analysis Finance and Actuarial Economics	(UCLM) (UCM) (UCM) (UPV) (UPV) (UV) (UV)
COORDINATOR:	Manuel Domínguez Toribio* Email: gf@ccee.ucm.es	(UCM)
SECRETARY:	Department: Fundamentos del Análisis Económico II Building 1 - Office N317 Telf.: 91 394 2383 Fax: 91 394 2591 Email: secfaei@ccee.ucm.es Complutense Institute of Economic Analysis (ICAE) Building 1 - Office N127 Telf.: 91 394 2611 Fax: 91 394 2613 Email: icaesec@ccee.ucm.es	(UCM)
WEBSITE:	http://economicasyempresariales.ucm.es/estudios/master-bancayfinanzascuantitativas	

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

PARTICIPATING UNIVERSITIES:	UNIVERSIDAD COMPLUTENSE DE MADRID	(UCM)
COORDINATOR:	María Jesús Segovia Vargas E-mail: mjsegovia@ccee.ucm.es	
SECRETARY:	Department of Financial Economics and Accounting I Building 5 - Office 101 Telf.: 91 394 2570 Email: jlprieto@ccee.ucm.es	
WEBSITE:	http://www.ucm.es/master-actuarial-y-finanza	

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

PARTICIPATING UNIVERSITIES:	UNIVERSIDAD COMPLUTENSE DE MADRID	(UCM)
PARTICIPATING DEPARTMENTS:	Applied Economics I Applied Economics II Applied Economics III Applied Economics VI Foundations of Economic Analysis I Foundations of Economic Analysis II History and Economic Institutions I History and Economic Institutions II	(UCM) (UCM) (UCM) (UCM) (UCM) (UCM) (UCM) (UCM)
COORDINATORS:	Carmelo Rodríguez Álvarez Luis Antonio Puch González (Academic Secretary) Email: moefe@ucm.es Department of Foundations of Economic Analysis II Building 1 – Office N317 Phone: 91 394 2383 Fax: 91 394 2591 Email: secfaei@ccee.ucm.es	
SECRETARY:	Complutense Institute of Economic Analysis (ICAE) Building 1 – Office N127 Phone: 91 394 2611 Fax: 91 394 2613 Email: icaesec@ccee.ucm.es	
WEBSITE:	http://www.ucm.es/master-economia	

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

PARTICIPATING DEPARTMENTS:	Applied Economics I	(UCM)
COORDINATORS:	Juan Manuel Ramírez Cendrero Email: jramirez@ccee.ucm.es Ángel Alañón Pardo (Academic Coordination) Phone: 91 394 2470 Email: angel@ccee.ucm.es	
SECRETARY:	Department: Economía Aplicada I Building 3 - Office 103 Phone: 91 394 2436 Fax: 91 394 2499 Email: deconomi@ucm.es	
WEBSITE:	http://economicasyempresariales.ucm.es/estudios/master-economiainternacionalydesarrollo	

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

PARTICIPATING UNIVERSITIES:	UNIVERSIDAD COMPLUTENSE DE MADRID (Coordinator) UNIVERSIDAD AUTÓNOMA DE MADRID UNIVERSIDAD POLITÉCNICA DE MADRID	(UCM) (UAM) (UPM)
PARTICIPATING DEPARTMENTS:	Complutense Institute of International Studies (ICEI) Department of Economic Structure and Development Economics Department of Organization Engineering, Business Administration and Statistics	(UCM) (UAM) (UPM)
COORDINATOR:	Ana Isabel Álvarez	(UCM)
SECRETARY:	Complutense Institute of International Studies (ICEI) Building A – Finca Más Ferré Phone: 91 394 2653 Fax: 91 394 2487 – 3156 Email: grinei@icei.ucm.es	
WEBSITE:	http://economicasyempresariales.ucm.es/estudios/master-economia-y-gestion-del-innovacion	

**Official Master: MASTER IN STRATEGIES AND TECHNOLOGY FOR DEVELOPMENT:
COOPERATION IN A CHANGING WORLD (TO BE APPROVED). 90 ECTS (15 MESES)**

PARTICIPATING UNIVERSITIES:	UNIVERSIDAD COMPLUTENSE DE MADRID UNIVERSIDAD POLITÉCNICA DE MADRID	(UCM)
COORDINATOR:	José Antonio Alonso Rodríguez Tlph: 91 394 24 67 Email: j.alonso@ccee.ucm.es	(UCM)
SECRETARY:	Department: Applied Economics II Building 2 - Office 105 Phone: 91 394 24 55 Fax: 91 394 24 57 Email: aalcazar@ccee.ucm.es	

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

PARTICIPATING UNIVERSITIES:	UNIVERSIDAD COMPLUTENSE DE MADRID	(UCM)
PARTICIPATING DEPARTMENTS:	Financial Economics and Accounting III Applied Economics III	(UCM) (UCM)
COORDINATOR:	Carmen Rapallo Serrano Email: crapallo@ccee.ucm.es	(UCM)
SECRETARY:	Department: Financial Economics and Accounting III Building 6 - Office 56 Phone and Fax: 91 394 2531 Email: fclaveriam@ccee.ucm.es	
WEBSITE:	http://economicasyempresariales.ucm.es/estudios/master-finanzas-de-empresa	

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

PARTICIPATING UNIVERSITIES:	UNIVERSIDAD COMPLUTENSE DE MADRID	(UCM)
COORDINATOR:	Clara Isabel Muñoz Colomina	
SECRETARY:	Building 6 - Office 66 Telf.: 91 394 2645 Fax: 91 394 2381 Email: cimunnoz@ccee.ucm.es	
WEBSITE:	http://portal.ucm.es/web/master-profesorado	

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

PARTICIPATING UNIVERSITIES:	UNIVERSIDAD COMPLUTENSE DE MADRID	(UCM)
PARTICIPATING DEPARTMENTS:	Marketing and Market Research	(UCM)
	Financial Economics and Accounting II	(UCM)
	Business Organization	(UCM)
	Statistics and Operation Research II	(UCM)
	Applied Economics II	(UCM)
COORDINATOR:	Antonio Rodríguez Duarte Email: duarte@ccee.ucm.es	
SECRETARY:	Building 3 Floor 2nd - Office 214 Phone: 91 394 2505 Fax: 91 394 2371 Email: Master.idencon@ccee.ucm.es	
WEBSITE:	https://www.ucm.es/idencon	

**Official Master: MASTER IN DEFENSE LOGISTICS AND ECONOMIC MANAGEMENT
60 ECTS (1 year)**

PARTICIPATING UNIVERSITIES:	UNIVERSIDAD COMPLUTENSE DE MADRID	(UCM)
	CENTRO DE ESTUDIOS SUPERIORES DE INTENDENCIA DE LA ARMADA	(CESIA)
PARTICIPATING DEPARTMENTS:	Applied Economics II	(UCM)
	Applied Economics VI	(UCM)
	Financial Economics and Accounting II	(UCM)
	Statistics and Operation Research II	(UCM)
	Foundations of Economic Analysis II	(UCM)
	Business Organization	(UCM)
	Departmental Section of Business Law	(UCM)
COORDINATOR:	Aurelia Valiño Castro Email: avalinoc@ccee.ucm.es	
SECRETARY:	Building 6 - Room 60 Phone: 91394 2430 Fax: 91 394 2431	
WEBSITE:	https://www.ucm.es/masterlogisticadefensa	

INSTITUTE FOR FEMINIST RESEARCH

**OFFICIAL MASTER: MASTER IN WOMEN STUDIES
60 ECTS (1 year)**

PARTICIPATING UNIVERSITIES:	UNIVERSIDAD COMPLUTENSE DE MADRID	(UCM)
COORDINATOR:	Beatriz Moncó Rebollo Telf.: 91 394 2976/6570 Email: masterfeminismo@ccee.ucm.es	
SECRETARY:	Institute of Feminist Research Building 6 - Office 79 Phone: 91 394 2976	
WEBSITE:	http://economicasyempresariales.ucm.es/estudios/master-estudiosfeministas https://www.ucm.estudios-feministas/	

MASTER in Official Statistics and Social and Economic Indicators (in verification process)

PARTICIPATING UNIVERSITIES: COMPLUTENSE UNIVERSITY OF MADRID (Faculty of Economics and Business Administration, Faculty of Mathematics, Faculty of Statistics, Faculty of Political Sciences and Sociology, Faculty of Law, Faculty of Informatics, Faculty of Geography, and Faculty of Psychology)
(SPANISH) STATISTICS NATIONAL INSTITUTE
INTERMINISTERIAL COMMISSION OF STATISTICS
EUROSTAT

PARTICIPATING DEPARTMENTS: APPLIED ECONOMICS II
APPLIED ECONOMICS VI
DEPARTMENT OF FOUNDATIONS OF ECONOMIC ANALYSIS I
DEPARTMENT OF FOUNDATIONS OF ECONOMIC ANALYSIS II
APPLIED ECONOMICS III
DEPARTMENT OF STATISTICS AND OPERATION RESEARCH II

COORDINATOR: José Manuel Robles (UCM)

SECRETARY: Departmental Section of Sociology III
Building 6 Office 41
Phone: 913942994
EMAIL: emos@ucm.es

WEB: <https://www.ucm.es/emos>

6.10. THIRD CYCLE HIGHER EDUCATION: PH.D PROGRAMMES

The third-cycle of university studies (Doctorate) is conducive to the official Degree of Doctor (Ph.D) which is the highest academic degree conferred within our educational system.

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

According to the European Higher Education Area (EHEA) (RD 99/2011), the doctorate must allow students to develop competences and skills necessary to produce high quality scientific research. Such studies finalize with the preparation and the defense of the Ph. D. dissertation that includes original research results.

- Application for admission to a program. To be admitted in a Ph.D program, applicants must meet the requirements established in each program. Specifically, to gain access to a Ph.D program, students will need to have an Official Degree, or equivalent, and a Master Degree. Furthermore, access to a Ph.D. program may also be possible for those students who are in the following circumstances:
 - Students in possession of an official University Degree obtained in Spain or any other country member of the EHEA, which qualifies them for access to Master Degrees in accordance with the provisions of Article 16 of the Royal Decree 1393/2007, of the 29th of October and who have additionally covered a minimum of 300 ECTS credits in all their official university studies, of which at least 60 must be at the Master's level.
 - Students in possession of an official Spanish Degree, of at least 300 ECTS credits. These students must fulfill compulsory training allowances referred to in Article 7.2 of Royal Decree 99/2011, unless the corresponding curriculum includes graduate Degree research training credits, equivalent to credit educational value in research studies from Master.
 - Students in possession of a Diploma obtained from educational systems that do not belong to the EHEA, after verification by the university that it confers a level of education equivalent to the Spanish official Master Degree and empowers the student in his home country to gain access to doctoral studies. This admission does not imply in any case the approval of the original Degree in possession of the individual nor his recognition for purposes other than the access to Doctoral studies. International students, who apply under this option, must be granted permission to access before applying to doctoral studies. The documentation needed for obtaining the permission will be presented in the established periods at "Negociado de Convalidaciones" – Student Building – in Avenida Complutense, no number, 28040, Madrid, (Spain). Email: convalid@rect.ucm.es. It is important to highlight that the granting of permission will never imply degree homologation or recognition.
 - Students graduated in former academic plans (licenciaturas), architecture and engineering may also be able to access doctoral studies as stipulated by RD 99/2011. This access will only be granted to those who can prove advanced research experience (RD 185/1985 23rd of June), or who have an Advanced Studies Diploma (RD 778/1998 30th of April).

- Students in possession of another Spanish Ph.D. earned under previous academic plans.
- Ph.D programs include organized research training aspects that do not include ECTS credits and which include both transversal and specific training for each program, but in any case the Ph.D. dissertation will constitute the essential activity of students.
- The Faculty of Economics and Business offers for academic year 2016-17 four Ph.D. programs adapted to RD 99/2011 of 28 January (BOE 10.2.2011).
- Students admitted in any of the **programs regulated by RD 99/2011**, have a **maximum of three years** for completing their Ph.D. dissertation, starting from the date of acceptance. The Academic Committee may nevertheless grant an extension of an additional year, which could be extended exceptionally for one further year.
- Part-time students (for PhD programs regulated by RD 99/2011) will have a maximum of five years for completing their Ph.D. dissertation, starting from the date of acceptance. The Academic Committee may grant an extension of two further years, which could be extended exceptionally for one further year.

DOCTORAL PROGRAMMES FOR THE ACADEMIC YEAR 2016 - 2017:

For the following academic **year 2016 - 2017**, the Faculty of Economics and Business offers the following **Ph.D. Programmes**:

- | | |
|---|---|
| ■ Ph.D. IN BUSINESS ADMINISTRATION AND MANAGEMENT | ■ INTERUNIVERSITY Ph. D. IN ECONOMICS AND INNOVATION MANAGEMENT |
| ■ Ph.D. IN ECONOMICS | ■ INTERUNIVERSITARY Ph.D. PROGRAM IN QUANTITATIVE FINANCE AND ECONOMICS |

ADMISSION AND REGISTRATION TO Ph.D. PROGRAMMES

- Application period: 12th April – 30th of September 2016.
 - List of admitted students: 14th of October 2016
 - Claims: 17th, 18th and 19th of October 2016.
- Registration period: 17th – 28th October 2016 in the Students Office of the Faculty in which the programme is taught.

More information in the Faculty´s website:

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

and in

<http://www.ucm.es/admision-doctorado>

DETAILED INFORMATION OF THE DOCTORAL PROGRAMMES

Ph.D. IN BUSINESS ADMINISTRATION AND MANAGEMENT

PARTICIPATING DEPARTMENTS:	Business Organization Financial Economics and Accounting I Financial Economics and Accounting II Financial Economics and Accounting III Marketing and Market Research Statistics and Operation Research II
COORDINATORS:	M ^a Ángeles Montoro Sánchez Email: doctoradoade@ccee.ucm.es
ACADEMIC COMMITTEE:	PRESIDENT: M ^a Ángeles Montoro Sánchez (Business Organization) VOCALS: José Emilio Navas López (Business Organization) Jesús García de Madariaga Miranda (Marketing and Market Research) José Antonio Gil Fana (Financial Economics and Accounting I) Juan Mascareñas Pérez-Iñigo (Financial Economics and Accounting III).
WEB:	http://economicasyempresariales.ucm.es/doctorado

Ph.D. IN ECONOMICS

PARTICIPATING DEPARTMENTS:	Applied Economics I Applied Economics II Applied Economics III Applied Economics VI Foundations of Economic Analysis I Foundations of Economic Analysis II History and Economic Institutions I History and Economic Institutions II
COORDINATORS:	Emilio Cerdá Tena Email: doctoradoeco@ccee.ucm.es
ACADEMIC COMMITTEE:	PRESIDENT: Emilio Cerdá Tena (Foundations of Economic Analysis I) VOCALS: José Carlos Fariñas García (Applied Economics II) Clara García Fernández-Muro (Applied Economics I) Aurelia Valiño Castro (Applied Economics VI) Jose Luis García Ruiz (History and Economic Institutions I)
WEB:	http://economicasyempresariales.ucm.es/doctorado

INTERUNIVERSITY Ph. D. IN ECONOMICS AND INNOVATION MANAGEMENT

PARTICIPATING UNIVERSITIES:	UNIVERSIDAD COMPLUTENSE DE MADRID (UCM) – Facultad CC. EE. y EE. UNIVERSIDAD AUTÓNOMA DE MADRID (UAM) – Facultad de CC. Y EE. UNIVERSIDAD POLITÉCNICA DE MADRID (UPM) – Escuela Técnica Superior de Ingenieros Industriales
COORDINATOR:	José Molero Zayas (Department of Applied Economics II, Faculty of Economics and Business, UCM). Email: j.molero@ccee.ucm.es http://economicasyempresariales.ucm.es/estudios/2015-16/doctorado-economiaygestioninnovacion

INTERUNIVERSITARY Ph. D. IN QUANTITATIVE FINANCE AND ECONOMICS

PARTICIPATING UNIVERSITIES:	UNIVERSIDAD COMPLUTENSE DE MADRID UNIVERSITY OF THE BASQUE COUNTRY UNIVERSITY OF CASTILLA LA MANCHA UNIVERSITY OF VALENCIA
PARTICIPATING DEPARTMENTS:	Foundations of Economic Analysis II Applied Economics III Economic Analysis and Finances (UCLM) Finance Economics (UV)
COORDINATORS:	M ^a Eva Ferreira García (Department of Applied Economics III, Faculty of Economics and Business, University of the Basque Country)
ACADEMIC COMMITTEE:	Email: eva.ferreira@ehu.es PRESIDENTS: M ^a Eva Ferreira García (UPV) VOCALS: Alfonso Novales Cinca (UCM) Antonio Díaz Pérez (UCLM) Ángel Pardo Tornero (UV)
WEB:	http://www.finanzascuantitativas.com/

6.11. NON-OFFICIAL DEGREES AND INSTITUTES

NON-OFFICIAL DEGREES

In addition to the Official Master Degrees, this Faculty offers other studies called **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. Its value and acknowledgement depends on how it meets current social demand.

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

- **Non - Official Master** degrees comprise a minimum of **50 ECTS** 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 ECTS**.
 - 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 valid foreign Degree is held or by supplying evidence of remarkable professional experience.

OWN NON-OFFICIAL DEGREES FOR THE ACADEMIC YEAR: 2016-2017

MAGISTER

- INTERNATIONAL TRADE (MCI)
- INTERNATIONAL BUSINESS AND BUSINESS LEADERSHIP (ON-LINE)
- INTERNATIONAL BUSINESS AND BUSINESS LEADERSHIP (SEMI – PRESENTIAL)
- VBA PROGRAMMING WITH EXCEL AND SAS APPLIED TO INSURANCES AND FINANCIAL SCIENCES (ON-LINE)

EXPERT

- FINANCIAL ANALYSIS
- INEQUALITY, COOPERATION AND DEVELOPMENT

PRE-REGISTRATION AND ENROLLMENT

Deadlines for academic year **2016 - 2017**:

Every year, the Commission of Non-Official Degrees will establish the dates for two periods in which students can apply for Non-Official Degrees: one period for the courses starting in the first semester and another for those starting in the second semester.

For academic year 2016/2017, the established deadlines have been established as follows:

- **6th of March to 31th of October 2016, for Degrees starting in the first semester** (October through January)
- **29th of May 2016 to 28th of February 2017, for Degrees starting in the second semester** (February onwards).

Once the deadline comes to its end and only in case of availability, pre-registration can be feasible exclusively through the Student's Offices in the Faculty.

More information in the Faculty's website:

<http://economicasyempresariales.ucm.es/titulos-propios-1>

DETAILED INFORMATION OF THE NON-OFFICIAL DEGREES

Non – Official Master's Degree: INTERNATIONAL TRADE (MCI)

PARTICIPATING DEPARTMENTS:	Applied Economics I
DIRECTOR:	Javier Oyarzun de La Iglesia
COORDINATOR AND SECRETARY:	Begoña García de Andoain Rays Building 3 - Office. 101 Floor 1 ^a Phone: 91 394 2385
E-MAIL:	masterci@ccee.ucm.es
WEBSITE:	http://www.ucm-mci.com

Non – Official Master's Degree: INTERNATIONAL BUSINESS AND BUSINESS LEADERSHIP (ONLINE)

DIRECTOR:	Mercedes Rodríguez Paredes
SECRETARY:	Gabiñe Zabaleta Building 6 - Office. 45 Phone: 91 394 3208
E-MAIL:	negociosliderazgo@ucm.es
WEB:	http://www.ucm.es/titulospropios/negocios

Non – Official Master's Degree: INTERNATIONAL BUSINESS AND BUSINESS LEADERSHIP (SEMI-PRESENTIAL)

DIRECTOR:	Mercedes Rodríguez Paredes
SECRETARY:	Gabiñe Zabaleta Building 6 - Office. 45 Phone: 91 394 3208
E-MAIL:	negociosliderazgo@ucm.es
WEB:	http://www.ucm.es/titulospropios/negocios

**Non – Official Master Degree: VBA PROGRAMMING WITH EXCEL AND SAS APPLIED TO
INSURANCE AND FINANCIAL SCIENCES (ON-LINE)**

PARTICIPATING DEPARTMENTS: Financial Economics and Accounting I
DIRECTOR: José Luis Vilar Zanón
Building 5 - Office. 101
Phone and Fax: 91 394 2570
E-MAIL: jlvilaz@ccee.ucm.es
WEB: http://www.ucm.es/centros/webs/VBAExcel_Seguros_Finanzas

Expert: FINANCIAL ANALYSIS (CFA)

CENTER: Faculty of Economics and Business (UCM) collaborating with CFA Society (Spain)
DIRECTOR: Begoña García Greciano
COORDINATOR AND SECRETARY: Consuelo Molina Martinez
Central Building Office. 16
Phone: 91 394 2319
E-MAIL: eaf@ucm.es
WEBSITE: <http://www.ucm.es/titulospropios/expertoanalisisfinanciero>

Expert: INEQUALITY, COOPERATION AND DEVELOPMENT

PARTICIPATING DEPARTMENTS: Economía Aplicada I (Economía Internacional y Desarrollo)
DIRECTOR: Pedro José Gómez Serrano
COORDINATOR AND SECRETARY: Building 2 - Office. 304
Phone: 91 394 2473/2436
Fax: 91 394 2499
E-MAIL: dcd@ccee.ucm.es
WEBSITE: <http://www.ucm.es/info/eid/cursodcd/>

UNIVERSITY INSTITUTES

Complutense Institute of Industrial and Financial Analysis

FACULTY OF ECONOMICS AND BUSINESS

Main Building - 1st floor

Phone: 91 394 2456

Fax: 91 394 2457

E-mail: joost@ccee.ucm.es

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

Complutense Institute of Economic Analysis (ICAE)

FACULTY OF ECONOMICS AND BUSINESS

Building 1, 1st floor, north side

Phone: 91 394 2611

Fax: 91 394 2613

E-mail: icaesec@ccee.ucm.es

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

Complutense Institute of Feminist Research

FACULTY OF ECONOMICS AND BUSINESS

Building 6

Phone: 91 394 2976

E-mail: instifem@rect.ucm.es

<http://www.instifem.org>

School of Cooperative Studies (EEC)

FACULTY OF ECONOMICS AND BUSINESS

Main Building - 1st floor - Office 36

Phone: 91394 2539 / 2530

Fax: 91394 2531 / 2535

E-mail: eec@ccee.ucm.es

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

Cooperative Studies Association (AECOOP)

FACULTY OF ECONOMICS AND BUSINESS

Main Building - 1st floor - Office 36

Phone: 91394 2539

Fax: 91394 2531 / 2535

E-mail: aecoop@ccee.ucm.es

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

Complutense Institute of International Studies (ICEI)

Más Ferré Estate, Building A

Phone: 91394 2481 / 2486 / 2490

Fax: 91394 2487

E-mail: secretaria@icei.ucm.es

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

School of Management Studies

Finca Más Ferré - Edificio B

Phone: 91394 2953 / 2957 / 2958

Fax: 91394 2956

E-mail: salcseg@ucm.es

<http://www.cseg-ucm.es>

7.- UCM E-LEARNING PLATFORM AND MULTIMEDIA ROOM

7.1.- UCM E-LEARNING PLATFORM

The UCM Virtual Campus (UCM-VC) is a set of Internet tools used to support teaching, research and teaching management. For the academic year 2016/2017, UCM-VC will use Moodle 2.9.

The Virtual Campus Office (OCV) of the UCM is the Department responsible for promoting and facilitating the use of IT in research, teaching and learning in the UCM in the context of the European Higher Education Area. The OCV consists of the Maintenance Department, Development and Support of Virtual Campus Coordinators and Managers and Board of the Virtual Campus.

School Coordinators

Marcos Bujosa Brun:
marcos.bujosa@ccee.ucm.es

Fernando Alonso Guinea:
vaccee@ucm.es

Access to the e-learning Campus

From the main virtual campus (<http://www.ucm.es/campusvirtual>), indicate **user**, which is the institutional email account of the UCM, and **password**, which will be the key assigned to the email.

By logging in Virtual Campus you can access:

- The UCM 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

Services

The teacher will set up the web page for each class or subject and it can include:

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

Technical assistance

- **For UCM staff:**
 - o **Face – to – face assistance** at the Office for Information Technology
 - o **SITIO online assistance** (System for Online Information Technology) is a mechanism to report incidents, from any Internet connected computer, in an easy and convenient manner. To access SITIO you must have a personal PDI or PAS staff account at the UCM
<http://sitio.ucm.es>
- For students:
 - o **Face – to – face assistance** at the Office for Information Technology
 - o **SITIO online assistance**
 - o Oti_estudiantes@ucm.es

Office for Information Technology

Somosaguas area
Faculty of Psychology
Phone: 91 394 3180
Main Building

7.2.- ENGLISH MULTIMEDIA ROOM

Location: It is located at Aulario (Classroom building), room 218.

Content: It has the following infrastructure:

- 26 CPUs + 1 CPU for the professor, all of them equipped with flat screens, headphones, microphones, Internet connection, etc.
- Screens for projections.
- Projector for collective use.
- Laser printer.

Software: All the 26 equipments of the Room have the following programs installed:

- Interactive English Express course with 3 levels.
- Tense Buster and Study Skills Success so that students can reinforce and improve their English skills.
- English Grammar.
- Macmillan English Dictionary.
- Educative Software (Results Manager, Author PLUS, etc.) including author tools and facilitating the design of activities adapted to current needs.

8.- INTERNATIONAL MOBILITY PROGRAMMES

The Faculty is developing an internationalization strategy within the EHEA. The international activity of the Faculty includes not only the exchange of students and teachers through the Erasmus program, but also multiple agreements with the most prestigious universities worldwide. These programmes are created out of the belief that the investment of resources in education is the pathway to develop skills and knowledge that will open for the students a whole set of new doors to a diversity of job opportunities.

PROGRAM "ERASMUS +"

The "Erasmus+" is the new EU programme for Education, Training, Youth and Sport for 2014-2020. This programme comes up as an answer to the strategies brought forward for Europe 2020. The strategic goals have been established as follows:

- To achieve equality and excellence through education.
- To invest in European citizens as a way of promoting international mobility.
- To actively create and establish a European identity based on multiculturalism and diversity.

Erasmus+ has a rationalized structure, which is translated in the assignment of grants that are appointed to the exchange of students, teachers and other collectives. The individual benefits will be rendered as communal benefits for the European economy because of the following reasons:

- Opportunities for mobility and cooperation have been significantly improved in the context of the new program achieved through the increase of investments in education and voluntary work for students enrolled in higher education, professional training, teachers and trainers.
- More opportunities are being offered so that Universities, Training Institutions or Youth Organizations can participate in associations for the exchange of Good Practices.
- A higher number of companies are being engaged to promote innovation and employability. Furthermore, greater support for Information Technology platforms is now available, support such as virtual twinning to connect the Faculties and other organisms that offer an online educational service.

The program will support the following Key Actions (KA):

1.KA 1: Student movility for education

Learning opportunities for students, both within the EU and beyond, including: education and training, traineeships, teaching and academic training for professionals, youth activities and non-formal activities such as volunteering. Erasmus + provides opportunities for up to five million people from all sectors of education and training. To study in another country Europeans could choose to pursue their studies, training or teaching in Higher Education Institutions around the world, and students and staff from outside Europe would have more opportunities to study, teach and learn in Europe. The extension of the program beyond the borders of the EU increases the attractiveness of European Higher Education and at the same time, supports the development of Higher Education worldwide.

2.KA 2: Institutional cooperation

Institutional cooperation between educational institutions, youth organizations, businesses, local and regional authorities and NGOs, to encourage the development and implementation of innovative practices in education, training and youth activities and to promote employability, creativity and entrepreneurship.

3.KA 3: Support for the policy reform in Member states.

Support for policy reform in Member States and cooperation with countries outside the EU, focusing on strengthening the evidence base for policy development and sharing of Good Practice. Support tools include the implementation of EU transparency, cross – boarder studies, and support for specific political agendas such as Bologna (higher education) and Copenhagen (Professional Education and Training).

In addition to the key actions, at the present moment the Erasmus+ program includes:

- Sports.
- The Jean Monnet initiative.
- Youth.

GENERAL REQUIREMENTS

- To be enrolled in the Universidad Complutense de Madrid at the time of application for the scholarship
 - To have obtained at least 80% of the credits in the first year
 - Enroll for a minimum of 30 ECTS
- To have Spanish nationality, to belong to any member state of the European Union or any country of the EFTA (Norway, Iceland and Liechtenstein), to have Turkish nationality, permanent residence permit in Spain, to be stateless or a political refugee in Spain.
- Never to have previously received or rejected an Erasmus scholarship without any reason.
- To not have at the same time of enrollment a scholarship for an Erasmus placement
- To show evidence of having sufficient knowledge of the language in which classes will be taught at the host destination.

LANGUAGES: English, French, German, Portuguese, Dutch, Swedish, Finnish, Romanian and Italian

COUNTRIES: among others the Netherlands, United Kingdom, France, Germany, Romania, Italy, Turkey, Poland, Slovenia, Czech Republic, Austria, Finland, Denmark, Norway, Sweden.

RELEVANT DATES

- September: Welcome Meeting for Erasmus–IN students and group assignment.
- November: International University Fair, information on the Erasmus Programme and publication of the annual summon, within a 20 day deadline for application.
- November: Student “Feed – back” Conference for Erasmus – IN.
- March: allocation in host universities and informative conferences.
- Monthly: International Relations Committee meetings.

OTHER INTERNATIONAL AGREEMENTS

Other noteworthy agreements are:

MAUI / UTRECHT

The European Union established an agreement with the FIPSE (Fund for the Improvement of Postsecondary Education) U.S. with the purpose of opening a "ERASMUS Transatlantic" that allows the exchange of students between European and North American Universities. The Complutense University involved early in the project with a consortium of universities in the central United States which includes among others University of Missouri-Columbia, University of Missouri-St. Louis, University of Nebraska – Omaha, University of Oklahoma, University of Texas at Austin, Texas Tech University, etc. Thus, a direct collaboration between two large consortia of universities on both sides of the Atlantic has been established. Along with the Utrecht Network, MAUI manages mobility of students and facilitates the establishment of necessary arrangements for their participation in the study programs of other universities.

EUROPEAN AUSTRALIAN NETWORK

The AEN-Utrecht program for European and Australian universities was born out of a need for cooperation to create and develop a network of joint activities with Australian Universities. This network includes the following Australian universities: New South Wales: Macquarie University, New South Wales: University of Western Sydney, Queensland: Griffith University, Tasmania: University of Tasmania, Victoria: Deakin University, Western Australia: Edith Cowan University. Along with the Utrecht Network, AEN-Utrecht manages mobility and admission of students and facilitates the establishment of the necessary arrangements for their participation in the study programs of other universities.

SANTANDER SCHOLARSHIP AMERICA

UCM awards annual scholarships funded by Banco Santander to study at the most prestigious universities in South America.

REAL COLEGIO COMPLUTENSE

For tertiary studies it is worthy to highlight the grants awarded by the Real Colegio Complutense (RCC) in connection with Harvard University.

INTERNATIONAL RELATIONS OFFICE

Coordinator: Susana Martin De Saavedra Bernal

Phone: 00 34 91 394 24 47

Fax: 00 34 91 394 23 37

Main Building. 1st Floor

E-mail: out.erasmus@ccee.ucm.es

in.erasmus@ccee.ucm.es

amigoerasmus@ccee.ucm.es

Customer service hours: Monday to Friday 11:30 a.m. to 1:30 p.m

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

INTERNSHIPS

FACULTY COORDINATOR

Paloma Almodóvar Martínez
Phone: 91 394 2971
E-mail: paloma.almodovar@ccee.ucm.es

Internship Office

Faculty of Economics and Business,
Section Head: Rosa Aparicio Rodríguez
Main Building. 1st Floor. Office 33
Telephone: 91 94 25 81/ 23.38
Fax: 91 394 25 81

Definition: External academic internships are activities of a formative nature for college students that are supervised by the academic staff. These aim at enabling students to implement and complement the knowledge gained in their education, encouraging the acquisition of skills that will help them exercise professional activities, facilitate their employability, and foster their entrepreneurial capacity.

Modalities:

- 1) **Academic:** Activities are shaped as a part of the academic curriculum. In this case, the activity corresponds to the subject "External Internship" of the degrees. Internship involving recognition of elective credits is also academic.
- 2) **Extra-academic:** for students who carried them out voluntarily during their training period. These activities are not part of the students' academic curriculum. However, they will be reflected in the Diploma Supplement as determined by current regulations

Requirements:

- a) To be enrolled in any programme taught by the Faculty or any centre affiliated to it.
- b) **In the case of academic internships**, to be enrolled in the linked course, according to the study plan.
- c) Not to have any contractual relation with another company, institution, or public or private entity or the university in which you will be doing the internship.

► **More information:**

Internship Guide

Available in the Internship Office and on the website
<http://economicasyempresariales.ucm.es/practicass>

International Internship Program

The International Internship Programme encompasses the Erasmus Internships achieved through Agreement with International Companies in Asia, U.S.A. and South America. These programmes emerge so students can learn to live and work in multicultural teams, learn to be more tolerant and comprehensive. Achieving an international working experience will be of key importance for their professional and personal future, being able to take advantage of the creation of social and professional networks.

The Erasmus Internship Programme is an initiative to favour the mobility of students for the completion of an internship in European companies that participate in the EHEA. The European companies can receive students from other participating universities. Companies located in Spain that have deputations in other European countries can also receive Spanish students.

GENERAL REQUIREMENTS

- To be registered at Complutense University of Madrid, at the time the application is submitted, as well as during the internship period.
- To have Spanish nationality or from any other Member State of the European Union, from the EFTA countries (Norway, Iceland, Liechtenstein) and Turkey or to have 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 an internship.
- To know the language used in the host institution/ enterprise.

CENTRE FOR EMPLOYMENT ADVISEMENT AND INFORMATION (CEGI)

FACULTY OF ECONOMICS AND BUSINESS

Building 6

Phone: 91 394 2445

Fax: 91 394 2449

E-mail: coiesomo@pas.ucm.es

10.- LIBRARY AND EUROPEAN DOCUMENTATION CENTRE

LIBRARY

Website: <http://www.ucm.es/buc-economicasyempresariales>

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 on notice boards and on the website.

Resources

The collection of monographs consists of more than 175,000 volumes and the journal collection has 1,800 titles.

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

The collection of thesis, which consists of 4,200 documents, is also relevant due to its specific content. The main online databases are: *SABI, Econlit, ABI Inform, OECD, Dialnet, CSIC, and others*. 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 663 reading posts distributed along different spaces: Host Area, Newspaper Library, Research Room, Reading Room, Bibliography Information, English Room and 4 rooms to work in teams (155 posts).
- 37 computers, 22 laptops and access to the UCM wireless network.

Library Services

- Library website.
- Reading Room.
- Personal and home loan "Madroño" Passport which enables teachers and lecturers to borrow 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.
- Laptops loans for the team work in the specific rooms.



- **Compilation of Internet websites on** economics and business of interest for the academic world, through “Complured” network.
- User guidance. 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 at researchers and lecturers request.
 - Free elective course “Information Resources in Economics and Business”.
- Participation in the e-learning Virtual Campus. The library advises professors 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 (<http://www.facebook.com/Facultad.CEE>)
 - Twitter http://twitter.com/#!/UCM_ECONOMICAS
 - Netvibes http://www.netvibes.com/cee_ucm
 - Flickr http://www.flickr.com/photos/cee_ucm/
 - Pinterest <http://pinterest.com/bibecon/>
 - Delicious <https://delicious.com/#BibEcon>
- Exhibition catalogues.

EUROPEAN DOCUMENTATION CENTRE OF SOMOSAGUAS

- Located on the first floor of the Library.
- Facilitates the research on European integration and provides access to information about the European Union and its policies.
- It is integrated into the network of centers established by the European Community whose purpose is to provide information and documentation on the EU to members of the university community and to any institution or person.
- REIMAD is part of the European Network of the Community of Madrid participating in projects.
- It has a reading room with documents arranged by subjects as classified by the D. G. of Information and Culture of the European Commission.
- Specializing in community economics and statistics.
- Contains in its documentary fund:
 - Community Thematic specialized monographs.
 - Statistics of the European Union and international organizations.
 - National and international Magazines and working documents.
 - Europrensa database containing articles on the EU appeared in national and international relevance.
- Uses the services of the library, reading room, lending, training.
- Shares websites with the library.
- It has its own social media tools:
 - Twitter https://twitter.com/UCM_Europa
 - Netvibes <http://www.netvibes.com/ucmeuropa>
 - Flickr http://www.flickr.com/photos/cee_ucm/
 - Pinterest <https://es.pinterest.com/UCMEuropa>
 - Blog <http://biblioteca.ucm.es/blogs/Europaenblog/>

11.- OFFICE OF DISABILITY SERVICES

OFFICE OF DISABILITY SERVICES AT SOMOSAGUAS CAMPUS

Person in Charge: Antonia Durán Pilo.
Responsible Technician - Social Worker.

FACULTY OF ECONOMICS AND BUSINESS

Main Building - Students Office

Telephone: 91 394 31 13

Fax: 91 394 31 19

E-Mail: oipd@ucm.es

www.ucm.es/oipd

OUR AIM:

The Office of Disability Services (Oficina para la Integración de Personas con Discapacidad- OIPD) aims to promote the integration and equal opportunities of disabled people, in accordance to their specific needs and respecting the differences between them.

REGISTRATION

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

PROGRAMMES ORGANIZED BY THE OIPD

- Programme of Guidance and Access
- Host Programme: After an individual interview to carry out a specific analysis of needs, the office will inform the student of the programmes and services of the UCM.
- Programme of UCM Centre Coordinators
- Social – Sanitary Programme for Severely Disabled Students
- Programme of Elective Credits for students who collaborate giving support to their disabled colleagues.
- Programme of Technical Aids
- Programme of Spanish Sign Language Interpreter (SSLI)
- Programme of Post Adaptation for Students with Visual Disability in collaboration with the Spanish association for blind people ONCE.
- Programme of Volunteer Development
- Programme for employment

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:

<http://www.ucm.es/dir/280.htm>

12.- STUDENT SERVICE OFFICE (MENTORING PROGRAMME)

Coordination:

Fernando Alonso Guinea
Student's Vice-Dean Office and University Extension
Phone: 91 394 2305
E-mail: vaccee@ucm.es

AIM:

The aim of the Office is to provide information and guidance to students in the FACULTY OF ECONOMICS AND BUSINESS.

Specific objectives:

- Facilitate the integration of students into university life (for freshmen, **mentoring program**).
- To offer information and guidance on academic issues.
- To provide a channel for the dissemination of activities of interest to students.

FUNCTIONS:

Academic Orientation.

- Information on the structure of the degree, the specializations, the job opportunities, the Bachelor Thesis, internships, etc.
- Search an academic resource, use of the library, services, etc.

Social Orientation.

- Different associations of students of the Faculty: Student Delegation, clubs, associations, etc.
- Faculty´s location and organization of departments, teachers, etc.
- Research projects and existing working groups.
- The various university services: sports, cultural, musical, etc.

Administrative Orientation.

- General operation of the Secretary of the Centre.
- Scholarships and other study aids.
- Student exchange programs (national and international mobility).

OFFICE HOURS:

Please refer to the following website for office hours:

<http://economicasyempresariales.ucm.es/oficina-de-atencion-al-estudiante-programa-de-mentorias>

CONTACT

E-mail: atencionestudiante@ucm.es

13.- DELEGATION OF STUDENTS AND STUDENT ASSOCIATIONS

	LOCATION	TELEPHONO	E-MAIL
DELEGATION OF STUDENTS FACULTY OF ECONOMICS AND BUSINESS	Classroom Building	23-23	deccee@ucm.es

	LOCATION	E-MAIL
AIESEC LOCAL COMMITTEE	Classroom Building	madrid@aiasecinspain.org
ALUMNI ASSOCIATION	Classroom Building	aaaccee@ccee.ucm.es
SPORTS CLUB OF ECONOMICS	Classroom Building	cdeconomicas@gmail.com
STUDENTS CULTURAL ASSOCIATION "CÓRDULA"	Classroom Building	cordula.asociacion@gmail.com
ALTERNATIVE ECONOMY	Classroom Building	economialternativa.ucm@gmail.com
AECEE	Classroom Building	aeceemadrid@gmail.com

14.- PRE-UNIVERSITY ACTIVITIES

1. PRE-UNIVERSITY ORIENTATION MEETINGS

STUDENTES 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 meetings for students interested in getting access to any of its centres. These activities take place in 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 for these days is carried out in the Students Vice-Chancellor ´s Office.

2. NATIONAL AND INTERNATIONAL UNIVERSITY FAIRS

The UCM participates in AULA, the International Academic and Student Fair, which takes place every year in IFEMA.

The Faculty also takes part in University Fairs organized by Primary and Secondary Education Schools.

3. ECONOMIC OLYMPICS

The Economic Olympics has been celebrated every year since the academic year 2002-2003, in different faculties of Economics and Business from different Public Universities in Spain. Our Faculty participated for the first time in the academic year 2013-2014.

The main goal of the Economic Olympics is to stimulate young people to follow Economics and Business studies. Another aim is for students to strengthen and maintain bonds with the lecturers of Economics and Business Administration, and with other students with common interests.

To obtain more information about the Faculty's academic offer, contact the STUDENTS VICE-DEAN ´S OFFICE of the centre:

Main Building
Somosaguas Campus
28223 Pozuelo de Alarc3n (Madrid)
Telephone 91 394 23 05
E-mail: vaccee@ucm.es