

STUDENT GUIDE

FACULTY OF ECONOMICS AND BUSINESS **ACADEMIC YEAR 2017-2018**



COMPLUTENSE UNIVERSITY
MADRID



FACULTY OF ECONOMICS AND BUSINESS UCM



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1.- PRESENTATION

This Student Guide establishes a first contact with the students of the Faculty of Economics and Business in the academic year 2017-2018. 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 program, 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 Economy Libraries 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, the Dean's Team and on my own.

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), more than a hundred Official Masters and over thirty Ph.D programs and official degrees.

The Complutense University stands out 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 dating from between the 16th and the 18th century and 728 incunabula. Its current bibliographic fund consists 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, along 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 the whole Campus

LOCATION, ACCESS AND TRANSPORT

GETTING HERE

Location Map



Indications when driving from Madrid :

- 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

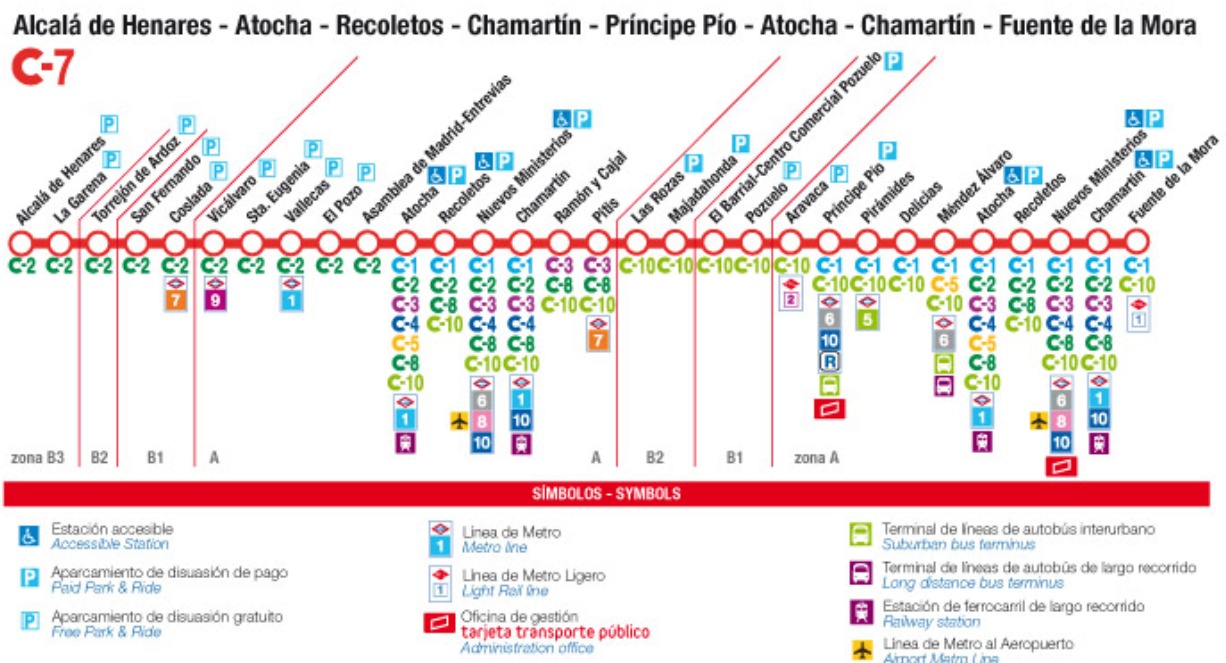
Both "Metro Liger" which is connected to the underground network of Madrid, and the municipal transport company (buses A and H) have stops inside the Campus.

By Metro Liger

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

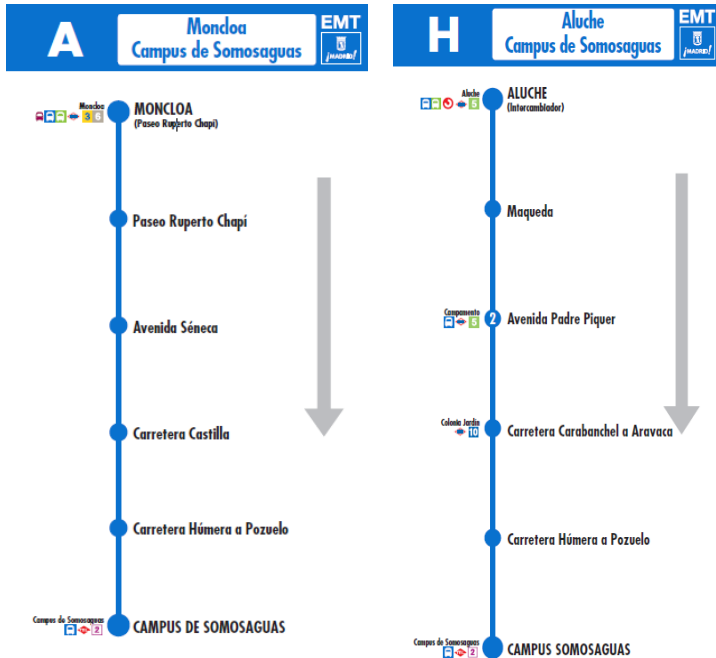


- **By train:** RENFE "Cercanías" Line C7, two options: in Pozuelo de Alarcón Station, where it connects with bus line 563 of Llorente Company; in Aravaca, take ML2 underground to Campus de Somosaguas station.



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 a UCM e-mail account. That email account will be the direct means of providing communication 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 possible 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 2017-2018 will be from July 17th to July 31st 2017.

FIRST SHIFT: From July 17th to July 24th 2017.

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 2017-2018

SECOND SHIFT: From July 24th to July 31st 2017.

In this period it will be feasible to register for:

- Remaining students.

Students who access through partial validation of foreign studies

- These students will register presencially at the Academic Secretary's Office on September 19th, 20th, and 21st 2017.

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 presencially at the Academic Secretary's Office on September 12nd, 13rd, and 14th 2017.

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

Requirements

For students who come from the Spanish educational system:

Students admitted to the Degree in Business Administration or to the Degree in Economics interested in carrying out their studies in English must accredit a level of that language, at least equivalent to B2 (see tables of equivalence between different official certificates of English) following the instructions in section Procedure and registration. The Centro Superior de Idiomas Modernos de la UCM (CSIM) provides the ability to take the level of English test officially (information on examination and enrollment dates).

For students coming from the European Baccalaureate, International Baccalaureate or students from educational systems of Member States of the European Union or from other States with International Agreement:

Admission to the Degree in Business Administration or to the Degree in Economics for these students, if they are willing to carry out their studies in English, will be conditioned to the presentation of the certificate of English level of B2 or higher (see tables of equivalence between different official certificates of English) following the instructions in section Procedure and registration. The Centro Superior de Idiomas Modernos de la UCM (CSIM) provides the ability to take the level of English test officially (information on examination and enrollment dates).

Selection criteria

Students will be selected based on their university entrance qualification, once the required level of English has been verified.

Procedure and registration

Students interested in becoming part of this group, once admitted by the Rectorate to study the Degree in Business Administration or the Degree in Economics, should send an email to svicedec@ccee.ucm.es by July 19, 2017 in which they will provide:

- a. The language level certificate not older than three years (see previous section)
- b. Form

The list of admitted students to the group in English will be published on July 20. In the enrollment period, between July 17 and 21, admitted students to the group in English must enroll in GROUP E of the chosen degree. Any student who has not been admitted to group E and enrolled in this group may change their enrollment group until July 20. As of July 21, the Student Secretariat will assign those students to any other enrollment group in which there are places.

The conditional admission of students who come from foreign educational systems or International Agreements who have not provided the data sheet and the language certificate by July 19 will be canceled.

In the event that after the enrollment period in July there are free seats in the group in English, a new application period for admission will open in September for students registered in groups in Spanish. Interested students should send a e-mail to svicedec@ccee.ucm.es from 1 to 11 September, providing the language level certificate and the data sheet. The selection process will be made based on the free seats and the university entrance qualification. The list of admitted will be published on September 12. From the Vice-Dean for International Relations, the Student Secretariat will be informed of the list of admitted students and automatically they will be transferred to group E.

REGISTRATION INFORMATION

All students admitted to group E, either in the first or in the second enrollment period, must attend the Salón de Grados of the Faculty of Economics and Business at 12:30 on September 20, with the original of the certificate of level of language and a photocopy, for its collation. Any admitted student, who does not present his certificate at this time, will be randomly assigned to a group in Spanish.

In the event that Group E is full and there are still students willing to be enrolled in it at any of the enrollment periods, a waiting list will be established according to the qualification of access to the university, once the required level of English has been verified. In that order, students could be admitted to group E if there are free seats due to drops out or if an admitted student failed to present their original certificate on September 20.

The definitive list will be published on September 21.

Important dates

First enrollment period:

Until July 19, 2017: send the data sheet and the certificate of English
July 20, 2017: publication of the list of admitted students
July 17-21, 2017: enrollment period specifying GROUP E
September 20, 2017, at 12:30, at Salón de Grados: presentation of original of the language level certificate and photocopy, for its collation

Second enrollment period (subject to free seats):

September 1-11, 2017: sending the data sheet and English certificate
September 12, 2017: publication of the list of admitted students
September 20, 2017, at 12:30, at Salón de Grados: presentation of original of the language level certificate and photocopy, for its collation.

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 to Second Cycle Degrees which are going to be phased-out may continue studies from another university following the regulations for permanence 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 can be recorded in the academic transcript of the last academic year which appears in the calendar of extinction for the corresponding course."

5.- STUDENT INFORMATION

Calendar for the Academic Year 2017-2018

VISIT OUR WEBSITE

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

Basic Rules for Students

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

CHECK THE WEBSITE OF THE CENTRAL DELEGATION OF STUDENTS:

http://www.ucm.es/normativa_ucm

RIGHTS

- Election of representatives and delegates
- Access 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 revision: 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
CHECK ALL INFORMATION ON SCHOLARSHIPS IN THE SCHOLARSHIPS SERVICE WEBSITE UCM

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

The UCM offers students economic and training grants in exchange of their collaboration in certain activities in the University. The main aim is to provide students with additional training which may be helpful when they begin their professional lives. Every call for training grants establishes a training plan, as well as a tutor in charge of the intern training.

Programme of National Mobility SICUE-SÉNECA

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

CHECK THE WEBSITE:

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

The Faculty takes part in the SICUE Program (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 2018/19 SICUE programme is made in January 2018. Currently, there are exchange agreements with the following universities: Barcelona, Cáceres, 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.

MENTORING PROGRAM

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

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

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

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

Mentoring is linked to external academic practices in our Faculty. 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: CHECK 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. The 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 the Credit 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 encourage 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, inside and outside 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 incorporation of students into the labor market
 - 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.

For the next academic year (2017-2018), the Faculty of Economics and Business offers:

- **FIRST, SECOND, THIRD AND FOURTH YEARS of undergraduate degrees :**

- 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 and 4th of Double Bachelor's Degree Economics, Mathematics and Statistics
- 1st year of the Double Degree in Business & Administration and Computer Engineering
- ***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**

- MBA (MASTER in Business Administration and Management)
- MASTER in Auditing and Accounting
- INTER-UNIVERSITY MASTER in Banking and Quantitative Finance (UCM-UPV-UV-UCLM)
- MASTER in Actuarial and Financial Sciences
- 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
- INTER-UNIVERSITY Master In Strategies And Technology For Development: Cooperation In A Changing World (UCM-UPM)
- MASTER in Business Finance
- MASTER in Teachers Education (Specialization in Economy and Business)
- MASTER in Research in Management, Marketing and Accounting
- INTER-UNIVERSITY MASTER in Logistics and Economic Management of Defense

- **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:

Isabel Sánchez Quirós

Phone number: 91 394 2508

Building 3 Room 201C

E-mail: cogade@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 that students can enroll in 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 elective Internships, (worth 12 e ECTS). Furthermore, the students have the option to obtain up to 9 credits through participating in other educational activities. The table above shows the Study Plan of this Degree, the number of ECTS and the category of each subject.

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

1st YEAR

1-1				
CODE	SUBJECT	ECTS	TYPE	DEPARTMENT
802260	Business Law	6	B	Commercial law dept. section
802261	Introduction to Economics	6	B	Fundamentos del Análisis Económico II
802262	Principles of Business Management	6	B	Organización de Empresas
802263	Economic History	6	B	Historia e Instituciones Económicas I
802264	Business Mathematics I	6	B	Economía Financiera y Contabilidad I
1-2				
CODE	SUBJECT	ECTS	TYPE	DEPARTMENT
802265	Microeconomics	6	B	Fundamentos del Análisis Económico I
802266	Financial Accounting I	6	B	Economía Financiera y Contabilidad II
802267	Principles of Business Financial Management	6	B	Economía Financiera y Contabilidad III
802268	Business Statistics I	6	B	Estadística e Invest. Operativa II
802269	Business Mathematics II	6	B	Economía Financiera y Contabilidad I

2nd YEAR

2-1				
CODE	SUBJECT	ECTS	TYPE	DEPARTMENT
802270	Macroeconomics	6	C	Fundamentos del Análisis Económico I
802271	International Economics for Business	6	C	Economía Aplicada II
802272	Financial Mathematics	6	C	Economía Financiera y Contabilidad II
802273	Commercial Law I	3	C	S.D. Sociología
802274	Industrial and Business Sociology	3	C	S.D. Derecho Mercantil
802275	Financial Accounting II	6	C	Economía Financiera y Contabilidad I
2-2				
CODE	SUBJECT	ECTS	TYPE	DEPARTMENT
802276	Management Accounting	6	C	Economía Financiera y Contabilidad II
802277	Economic Policy	6	C	Economía Aplicada III
802278	Spanish Economy	3	C	Economía Aplicada II
802279	Tax System I	3	C	Economía Aplicada VI
802280	Business Statistics II	6	C	Estadística e Invest. Operativa II
802281	Organization and Design	6	C	Organización de Empresas

3rd YEAR

3-1				
CODE	SUBJECT	ECTS	TYPE	DEPARTMENT
802282	Analysis and Accounting Consolidation	6	C	Economía Financiera y Contabilidad II
802283	Asset Valuation and Investment Analysis	6	C	Economía Financiera y Contabilidad III
802284	Decision Analysis	6	C	Estadística e Invest. Operativa II
802285	Principles of Marketing	6	C	Comercialización e Inv. de Mercados
802286	Human Resource Management	6	C	Organización de Empresas
3-2				
CODE	SUBJECT	ECTS	TYPE	DEPARTMENT
802287	Tax System II	6	C	Economía Aplicada VI
802288	Financing Decisions	6	C	Economía Financiera y Contabilidad III
802289	Econometrics	6	C	Fundamentos del Análisis Económico II
802290	Market Research	6	C	Comercialización e Inv. de Mercados
802291	Production Management	6	C	Organización de Empresas

4th YEAR

4-1				
CODE	SUBJECT	ECTS	TYPE	DEPARTMENT
802292	Financial Analysis and Planning	6	C	Economía Financiera y Contabilidad III
802293	Consumer Behaviour	6	C	Comercialización e Inv. de Mercados
802294	Strategic Management	6	C	Organización de Empresas
	(*)	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	2	Internship

At the same time, the student can choose to take participation credits or formation activities.

2nd Option: Follow one of the specializations offered

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

The student must also take up 12 credits from either other elective subjects offered by the faculty or an internship during the second semester and participation credits.

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

OPTIONAL SUBJECTS WITHOUT SPECIALIZATION

CODE	ECTS	SEMESTER	SUBJECTS
802308	4	2	Spanish Financial System
802320	12	2	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 (2017 – 2018), 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)-HWR-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.
- The following one and a half years (fifth to seventh semesters) will take place at the HWR-BSEL with an external internship included.
- The last semester (eighth) will take place at the Faculty where students will attend elective courses and will write 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:

Rafael Fernández Sánchez
Ph. N: 913942473
Building 2, Room 304

E-mail: coordinador.geco@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 ECTS). Furthermore, the students have the option to obtain up to 9 credits through participation in other educational activities. The table above shows the subjects of the curriculum of this degree, the number of ECTS and the category each one fall into.

**TABLE 8
SUBJECTS OF THE BACHELOR'S DEGREE IN ECONOMICS**

1st YEAR

1-1				
CODE	SUBJECT	ECTS	TYPE	DEPARTMENT
802340	Microeconomics I	6	B	Fundamentos del Análisis Económico II
802341	Business Economics	6	B	Organización de Empresas
802342	Economic History I	6	B	Historia e Instituciones Económicas II
802344	Mathematics I	6	B	Filología Inglesa
802343	Modern Language	6	B	Fundamentos del Análisis Económico II
1-2				
CODE	SUBJECT	ECTS	TYPE	DEPARTMENT
802345	Economic Law	6	B	S.D. Derecho Mercantil
802346	Macroeconomics I	6	B	Fundamentos del Análisis Económico II
802347	Financial Accounting I	6	B	Economía Financiera y Contabilidad II
802348	Statistics I	6	B	Estadística e Invest. Operativa II
802349	Mathematics II	6	B	Fundamentos del Análisis Económico II

2nd YEAR

2-1				
CODE	SUBJECT	ECTS	TYPE	DEPARTMENT
802350	Microeconomics II	6	C	Fundamentos del Análisis Económico I
802351	World Economy	6	C	Economía Aplicada I
802352	Analytical Accounting II	6	C	Economía Financiera y Contabilidad II
802353	Mathematics III	6	C	Estadística e Invest. Operativa II
802354	Statistics II	6	C	Fundamentos del Análisis Económico I
2-2				
CODE	SUBJECT	ECTS	TYPE	DEPARTMENT
802355	Microeconomics III	6	C	Fundamentos del Análisis Económico I
802356	Methods for Applied Economics	6	C	Economía Aplicada II
802357	International Economy	6	C	Economía Aplicada I
802358	Economic History II	6	C	Historia e Instituciones Económicas II
802359	Finance	6	C	Economía Financiera y Contabilidad III

3rd YEAR

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

4thYEAR

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. The student can also take up participation credits.

() 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 student also has the possibility of taking up external internships, which amount to 12 ECTS, as well as choosing participation credits.

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 elective subjects (not linked to specializations) of 4 ECTS each and the Internship (12 ECTS).

The study plan has five specialization options. From these, students 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 IN ECONOMIC ANALYSIS

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

SPECIALIZATION IN 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 IN 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 IN GLOBAL ECONOMY

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

SPECIALIZATION IN PUBLIC ECONOMICS

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

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	Economics and Gender
802399	12	2	Internship in companies

() Not available during the academic year 2017-2018**

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 (2017 – 2018), we offer a complete group in the first, second, and third years, besides several courses in the fourth year which also 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

Coordinator:

Cristina del Campo Campos
Phone: 91 394 2905
Building 1 - Office 224N
E-mail: coordinacion.fbs@ucm.es

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. Moreover, the student will take compulsory subjects, from the first year to the second half of the fourth year. Part of the eight semester (fourth year) will be devoted to elective subjects and the Bachelor Thesis. The degree also includes an elective internship (12 ECTS). Furthermore, students have the option to obtain up to 6 credits through participation in other educational activities. The table above shows the subjects of this degree, their number of ECTS and category:

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

1st YEAR

1-1				
CODE	SUBJECT	ECTS	TYPE	DEPARTMENT
804950	Bussiness Mathematics I	6	B	Economía Financiera y Contabilidad I
804952	Company law and financial activity	6	B	S.D. Derecho Mercantil
804953	Introduction to Economics	6	B	Fundamentos del Análisis Económico II
804956	Principles of Bussiness Management	6	C	Organización de Empresas
804959	Economic, Monetary and Financial History	6	C	Historia e Insti. Económicas I y II
1-2				
CODE	SUBJECT	ECTS	TYPE	DEPARTMENT
804951	Business Mathematics II	6	B	Economía Financiera y Contabilidad I
804954	Microeconomics	6	B	Fundamentos del Análisis Económico I
804955	Financial Accounting I	6	B	Economía Financiera y Contabilidad II
804957	Principles of Business Financial Management	6	C	Economía Financiera y Contabilidad III
804958	Business Statistics	6	C	Estadística e Invest. Operativa II

2nd YEAR

2-1				
CODE	SUBJECT	ECTS	TYPE	DEPARTMENT
804960	Management Accounting	6	C	Economía Financiera y Contabilidad II
804978	Macroeconomics	6	C	Fundamentos del Análisis Económico I
804981	Spanish Tax System	6	C	Economía Aplicada III
804988	Financial Mathematics	6	C	Economía Financiera y Contabilidad I
804990	Statistical Inference	6	C	Estadística e Invest. Operativa II
2-2				
CODE	SUBJECT	ECTS	TYPE	DEPARTMENT
804964	Spanish Tax System	6	C	Economía Aplicada VI
804966	Insurance law, banking and securities markets	6	C	S.D. Derecho Mercantil
804980	Monetary Theory and Policy	6	C	Economía Aplicada III
804989	Mathematical Optimization	6	C	Economía Financiera y Contabilidad I
804992	Actuarial and demographic statistics	6	C	Estadística e Invest. Operativa II

3rd YEAR

3-1				
CODE	SUBJECT	ECTS	TYPE	DEPARTMENT
804961	Accounting, banking and insurance companies	6	C	Economía Financiera y Contabilidad II
804967	History of Thought (monetary and financial)	6	C	Historia e Instituciones Económicas I
804971	Corporate finance	6	C	Economía Financiera y Contabilidad III
804979	Monetary and financial economics	6	C	Economía Aplicada III
804985	Measuring risks	6	C	Fundamentos del Análisis Econ. II
3-2				
CODE	SUBJECT	ECTS	TYPE	DEPARTMENT
804965	Taxation of financial and insurance operations	6	C	Economía Aplicada VI
804973	Financial companies economy and corporate banking	6	C	Economía Financiera y Contabilidad III
804970	Financial Marketing	6	C	Comercialización e Inv. de Mercados
804972	International Financial Management	6	C	Economía Financiera y Contabilidad III
804984	Empirical analysis of financial markets	6	C	Fundamentos del Análisis Econ. II

4th YEAR

4-1				
CODE	SUBJECT	ECTS	TYPE	DEPARTMENT
804974	Corporate governance and ethical codes in financial institutions and markets	6	C	Economía Financiera y Contabilidad III
804991	Actuarial Mathematics	6	C	Economía Financiera y Contabilidad I
804968	Strategic management in Finance. Banking and Insurance	6	C	Organización de Empresas
804976	Valuation of financial assets and companies	6	C	Economía Financiera y Contabilidad III
804963	Internal and external audit of banking and insurance entities	6	C	Economía Financiera y Contabilidad II
4-2				
CODE	SUBJECT	ECTS	TYPE	DEPARTMENT
804983	System of National Accounts: real and financial operations	6	OB	Economía Aplicada II
	(*)	6	OP	
	(*)	6	OP	
804962	Accounting, Consolidation Analysis and Financial and Insurance Institutions	6	OB	Economía Financiera y Contabilidad II
804995	Bachelor Thesis	6	OB	

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 2017 – 18.

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

Coordinator:

María Astrid Muñoz Guijosa

Phone: 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	366

The Double Bachelor's Degree in Business Administration and Law is not a new degree in itself, but 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				
CODE	SUBJECT	ECTS	TYPE	DEPARTMENT
900009	Theory of Law	6	B	Filosofía del Derecho, Moral y Política I
900003	Roman Law	8	B	Derecho Romano
900006	History of Law	6	B	Historia del Derecho y de las Instit.
900005	Principles of Business Management	6	B	Organización de Empresas
900008	Business Mathematics I	6	B	Economía Financiera y Contabilidad I
900007	Introduction to Economics	6	B	Fundamentos del Análisis Económico II
1-2				
CODE	SUBJECT	ECTS	TYPE	DEPARTMENT
900002	Constitutional Law I	6	B	Derecho Constitucional
900001	Civil Law I	6	B	Derecho Civil
900010	Principles of Business Financial Management	6	B	Economía Financiera y Contabilidad III
900011	Economic History	6	B	Historia e Instituciones Económicas I
900020	Business Mathematics II	6	B	Economía Financiera y Contabilidad I
900000	Financial Accounting I	6	B	Economía Financiera y Contabilidad II

2nd YEAR

2-1				
CODE	SUBJECT	ECTS	TYPE	DEPARTMENT
900015	Constitutional Law II	8	C	Derecho Constitucional
900013	Civil Law II	7	C	Derecho Civil
900004	Business Statistics I	6	B	Estadística e Invest. Operativa II
900022	Microeconomics	6	B	Fundamentos del Análisis Económico I
900072	Financial Accounting II	6	C	Economía Financiera y Contabilidad II
900023	Industrial and Business Sociology	3	C	Sociología III
2-2				
CODE	SUBJECT	ECTS	TYPE	DEPARTMENT
900018	Criminal Law I	7	C	Derecho Penal
900017	Public International Law	6	C	Derecho Internacional Público
900016	Economic Law of the State	5	C	Derecho Eclesiástico del Estado
900012	Management Accounting	6	C	Economía Financiera y Contabilidad II
900019	Macroeconomics	6	C	Fundamentos del Análisis Económico I
900021	Financial Mathematics	6	C	Economía Financiera y Contabilidad I

3rd YEAR

3-1				
CODE	SUBJECT	ECTS	TYPE	DEPARTMENT
900026	Civil Law III	6	C	Derecho Civil
900028	Criminal Law II	7	C	Derecho Penal
900025	Administrative Law I	8	C	Derecho Administrativo
900032	Business Statistics II	6	C	Estadística e Invest. Operativa II
900031	International Economics for Business	6	C	Economía Aplicada II
3-2				
CODE	SUBJECT	ECTS	TYPE	DEPARTMENT
900029	(Civil) Procedure Law I	5	C	Derecho Procesal
900027	Labour Law	8	C	Derecho del Trabajo y de la SS.
900014	European Union Law	6	C	Derecho Administrativo y Consti.
900034	Asset Valuation and Investment Analysis	5	C	Economía Financiera y Contabilidad III
900032	Organization and Design	3	C	Organización de Empresas
900030	Spanish Economy	3	C	Economía Aplicada II
900069	Economic Policy	3	C	Economía Aplicada III

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

4th YEAR

4-1				
CODE	SUBJECT	ECTS	TYPE	DEPARTMENT
900038	Civil Law IV	6	C	Derecho Civil
900041	(Civil) Procedure Law II	6	C	Derecho Procesal
900037	Public Law II	8	C	Derecho Administrativo
900036	Financing Decisions	5	C	Economía Financiera y Contabilidad III
900044	Principles of Marketing	6	C	Comercialización e Inv. de Mercados
900043	Business Econometrics	3	C	Fundamentos del Análisis Económico II
4-2				
CODE	SUBJECT	ECTS	TYPE	DEPARTMENT
900040	Commercial Law I	8	C	Derecho Mercantil
900039	Financial and Tax Law I	6	C	Derecho Financiero y Tributario
900045	Market Research	6	C	Comercialización e Inv. de Mercados
900042	Human Resource Management	6	C	Organización de Empresas
900073	Accounting Analysis and Consolidation	6	C	Economía Financiera y Contabilidad II

5th YEAR

5-1				
CODE	SUBJECT	ECTS	TYPE	DEPARTMENT
900052	(Criminal) Procedure Law III	6	C	Derecho Procesal
900051	Commercial Law II	8	C	Derecho Mercantil
900049	Financial and Tax Law II	6	C	Derecho Financiero y Tributario
900047	Financial Analysis and Planning	5	C	Economía Financiera y Contabilidad III
900057	Tax System I	3	C	Economía Aplicada VI
900053	Dirección de la Producción	6	C	Organización de Empresas
5-2				
CODE	SUBJECT	ECTS	TYPE	DEPARTMENT
900050	Private International Law	6	C	Derecho Internacional Público y Derecho Internacional Privado
900055	Philosophy of Law	6	C	Filosofía del Derecho, Moral y Política I
900058	Tax System II	6	C	Economía Aplicada VI
900054	Strategic Management	6	C	Organización de Empresas
900048	Consumer Behaviour	6	C	Comercialización e Inv. de Mercados

6th YEAR

6-1				
CODE	SUBJECT	ECTS	TYPE	DEPARTMENT
900059	Bachelor Thesis in Law	6	C	
900431	Bachelor Thesis in Business Administration	6	C	
	Elective*	12	E	

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

TABLE 14

Elective subjects offered by the Faculty of Law				
6-1				
CODE	SUBJECT	ECTS	TYPE	DEPARTMENT
900412	Public Liability	6	E	Derecho Civil
900414	Credit Protection and Special Procedures	6	E	Derecho Procesal
900416	Articles of Association for SMEs: PLC and EPC	6	E	Derecho Mercantil
900063	Social Security Law	6	E	Derecho del Trabajo y de la SS.
900071	Internship	6	E	

Elective subjects offered by the Faculty of Economics and Business Administration				
6-1				
CODE	SUBJECT	ECTS	TYPE	DEPARTMENT
900074	Audit of Financial Statements	4	E	Economía Financiera y Contabilidad II
900075	Accounting Software	4	E	Economía Financiera y Contabilidad II
900077	International Business Management	4	E	Organización de Empresas
900079	Innovation and Technology Management	4	E	Organización de Empresas
900080	National and International Financial Markets	4	E	Economía Financiera y Contabilidad III
900087	Financial Economics of Self-employment and Participative Companies	4	E	Economía Financiera y Contabilidad III
900424	Integrated Marketing Communications	4	E	Comercialización e Inv. de Mercados
900425	Commercial Distribution	4	E	Comercialización e Inv. de Mercados
900070	Internship	12	E	

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

- Students can choose 12 elective ECTS from the subjects offered in 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:

Rafael Fernández Sánchez

Ph. N: 913942473

Building 2, Room 304

E-mail: coordinador.geco@ucm.es

The Double Bachelor's Degree in Economics–Mathematics and Statistics at the UCM enables 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 it possible to combine your studies both in the Faculty of Economics and in the Faculty of Mathematics, the former located 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)	18
TOTAL ECTS	378

(*) 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

4TH YEAR

4-1				4-2			
	SUBJECT	ECTS	TYPE		SUBJECT	ECTS	TYPE
900705	Microeconomics III	6	C	900711	Macroeconomics III	6	C
900706	History of Economic Thought	6	C	900712	Economic Policy	6	C
900707	Monetary and Financial Economics	6	C	900713	Econometrics	6	C
	Dynamic Models	6	C	900714	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 (in Economics)	6	C
	Bachelor Thesis (in Mathematics and Statistics)	12	C

**(*) ELECTIVE COURSES IN THE 4th YEAR
(choose one elective subject of 6 ECTS)**

SUBJECT	ECTS	SEMESTER
Técnicas de muestreo	6	2
Análisis de datos categóricos*****	6	2
Stocastic Simulación estocástica	6	2

***** This subject will not be offered in the academic year 2017-2018

() ELECTIVE COURSES IN THE 5th YEAR
(choose one specialization of 24 ECTS)**

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 IN 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 IN GLOBAL ECONOMY

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

SPECIALIZATION IN PUBLIC ECONOMICS

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

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	Economics and Gender
802399	12	2	Internship in companies

(**) Not available during the academic year 2017-2018

SPECIALIZATION IN ECONOMIC ANALYSIS

SUBJECT	ECTS	SEMESTER
Advance Macroeconomics	6	1
Advance Microeconomic Analysis	6	1
Theory of Economic Growth	6	2
Industrial Organization	6	2

SPECIALIZATION IN APPLIED ECONOMICS

SUBJECT	ECTS	SEMESTER
Regional Economics	6	1
Innovation Economics	6	1
Economic Growth	6	2
Industrial Economics	6	2

SPECIALIZATION IN MONETARY AND FINANCIAL ECONOMICS

SUBJECT	ECTS	SEMESTER
Advanced Macroeconomics	6	1
Spanish and Comparative Financial System	6	1
Monetary Economics. Theory and Policy	6	2
Financial Theory II	6	2

MENCIÓN IN WORLD ECONOMY

SUBJECT	ECTS	SEMESTER
World Political Economy	6	1
European Economy	6	1
Development Economics	6	2
International Trade and Finance	6	2

SPECIALIZATION IN PUBLIC ECONOMICS

SUBJECT	ECTS	SEMESTER
Economics of Public Spending	6	1
Advanced Microeconomic Analysis	6	1
Public Management	6	2
Fiscal Federalism	6	2

(*)ELECTIVE COURSES IN THE 6th YEAR**
(choose 12 ECTS)

SUBJECT	ECTS	SEMESTER
Internship (***)	12	1
Natural Resource Economics**	4	2
Economics of Regulation	4	2
International Finance	4	2
Economics and Gender	4	2
Sociology and Social Structure	4	2
Commercial research**	4	2

(****) The internship will consist of 9 ECTS as an intern in a company and other 3 ECTS of Marketing Models.

It will be possible to register up to 6 elective ECTS as participation credits.

COMMENT: At least one subject in the Degree of Mathematics and Statistics will be taught in English.

6.7. DOUBLE DEGREE IN BUSINESS ADMINISTRATION & COMPUTER ENGINEERING

The Double Degree in Business Administration & Computer Engineering will allow the student to deal in a resolute way with problems in companies, providing concrete solutions for the challenges derived from our information society. The degree is coordinated by both the Faculty of Economics and Business and the Faculty of Computer Sciences, the former located in the Somosaguas campus and the latter in Moncloa.

TABLE 15

SUBJECTS AND DISTRIBUTION OF ECTS

TYPE OF SUBJECT	ECTS
Basic	102
Compulsory	255
Electives	6
Bachelor's Thesis	18
TOTAL ECTS	381

TABLE 15

SUBJECTS IN THE DOUBLE DEGREE IN BUSINESS ADMINISTRATION & COMPUTER ENGINEERING

YEAR 1 CURSO 1

1-1				
CODE	SUBJECT	ECTS	TYPE	DEPARTMENT
901542	Business Mathematics I	6	B	Financial Economics and Accounting I
901549	Market Research**	6	B	Principles of Economic Analysis II
901540	Principles of Management Science	6	B	Business Organization
	Fundamentos de la programación	12 (annual)	B	
	Fundamentos de computadores	12 (annual)	B	
	Matemática discreta y lógica matemática	12 (annual)	B	
1-2				
CODE	SUBJECT	ECTS	TYPE	DEPARTMENT
901543	Business Mathematics II	6	B	Financial Economics and Accounting I
901551	Business Law	6	B	Commercial Law
901552	Economic History	6	B	Economic History and Institutions II

2-1			2-2		
SUBJECT	ECTS	TYPE	SUBJECT	ECTS	TYPE
Matemáticas financieras	6	C	Fundamentos de la administración financiera de la empresa	6	B
Microeconomics	6	B	Estadística empresarial I	6	B
Financial accounting I	6	B	Macroeconomics	6	C
Commercial law I	3	C	Entorno económico internacional	6	C

Databases	6	C	Fundamentos de electricidad y electrónica	6	B
Estructura de datos y algoritmos	9 (annual)	C			
Tecnología de la programación	12 (annual)	C			

3-1			3-2		
SUBJECT	ECTS	TYPE	SUBJECT	ECTS	TYPE
Contabilidad financiera II	6	C	Contabilidad de gestión	6	C
Estadística empresarial II	6	C	Tax system II	6	C
Política económica	6	C	Econometrics	6	C
Tax system I	3	C	Spanish Economy	3	C
Tecnología y organización de computadores	6	C	Estructura de computadores	6	C
Software corporativo	6	C	Ampliación de bases de datos	6	C
Ingeniería del software	9 (annual)	C			

4-1			4-2		
SUBJECT	ECTS	TIPO	SUBJECT	ECTS	TIPO
Organización y diseño	6	C	Human Resources Management	6	C
Análisis y consolidación contable	6	C	Valoración de activos y análisis de inversiones	6	C
Fundamentos de marketing	6	C	Investigación comercial	6	C
Sistemas operativos	6	C	Aplicaciones Web	6	C
Redes	6	C	Evaluación de configuraciones	6	C
Redes y seguridad	9 (annual)	C			
Auditoría Informática	9 (annual)	C			

5-1			5-2		
SUBJECT	ECTS	TYPE	SUBJECT	ECTS	TYPE
Métodos de decisión	6	C	Análisis y planificación financiera	6	C
Decisiones de financiación	6	C	Dirección estratégica	6	C
Dirección de la producción	6	C	Elective subject*	6	EL
Comportamiento del consumidor	6	C	Bachelor Thesis BA	6	C
Arquitectura de computadores	6	C	Bachelor Thesis CE	12	C
Ampliación de sistemas operativos y redes	6	C			
Diseño de sistemas interactivos	6	C			

**(*) Year 5 elective subjects
(To choose one)**

SUBJECT	ECTS	SEMESTER
Internship	6	2
Creación de empresas	6	2
Minería de datos y el paradigma big data	6	2

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>

Conference 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 of this cycle is to stimulate critical thinking and to analyze economic, social and scientific issues of particular interest for the academic community. Speakers include renowned experts from academia, or in positions of high responsibility within corporations, governments and national and international organizations. In order to organize 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 area of economics

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 affairs aiming to stimulate critical thinking 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.facebokk.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:

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, the new official postgraduate studies can be validated beyond the Spanish borders.

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

OFFICIAL MASTER DEGREES FOR ACADEMIC YEAR 2017 - 2018:

- MBA (Master of Business Administration)
- INTER-UNIVERSITY MASTER IN BANKING AND QUANTITATIVE FINANCE (UCM-UPV-UV-UCLM)
- MASTER IN ACTUARIAL AND FINANCIAL SCIENCE
- MASTER IN ECONOMICS
- MASTER IN INTERNATIONAL ECONOMICS AND DEVELOPMENT
- INTER-UNIVERSITY MASTER IN ECONOMICS AND INNOVATION MANAGEMENT (UCM-UAM-UPM)
- 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 (UCM-UPM)

More information on the Faculty's website:

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

DETAILED INFORMATION ON 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
90 ECTS (1 year and a half)**

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: elisagji@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 Applied Economics III (Econometrics and Statistics) Foundations of Economic Analysis II Economic Analysis Finance and Actuarial Economics	(UCLM) (UCM) (UCM) (UCM) (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: secfaeii@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-bancafinanzasquantitativas	

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

PARTICIPATING UNIVERSITIES:	UNIVERSIDAD COMPLUTENSE DE MADRID	(UCM)
COORDINATOR:	Eva María del Pozo García E-mail: epozo@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)
COORDINATOR:	<u>Antonio Jesús Sánchez Fuentes</u> <u>Building 6 Office 6</u> <u>Department of Applied Economics VI (Tax System)</u> <u>Telephone: +34 91 394 2542 / Fax: +34 91 394 2431</u> <u>Email: ajsanchezfuentes@ucm.es</u>	
SECRETARY:	Building 6 Office 68 Telephone: +34 91 394 2430 Fax: +34 91 394 2431 Email: anabrea@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	
SECRETARY:	Ángel Alañón Pardo (Academic Secretary) Telephone: 91 394 2470 Email: angel@ccee.ucm.es	
SECRETARY:	Department of Applied Economics I Edificio 3 - Despacho 103 Telephone: 91 394 2436 Fax: 91 394 2499 Email: deconomi@ccee.ucm.es	
WEB:	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:	María 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	

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

PARTICIPATING UNIVERSITIES:	UNIVERSIDAD COMPLUTENSE DE MADRID UNIVERSIDAD POLITÉCNICA DE MADRID	(UCM)
COORDINATOR:	Iliana Olivie (UCM Academic Coordinator) Telephone.: 91 394 2472 Email: iolivie@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 I Financial Economics and Accounting II Financial Economics and Accounting III Applied Economics III	(UCM) (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-finanzasdeempresa	

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

PARTICIPATING UNIVERSITIES:	UNIVERSIDAD COMPLUTENSE DE MADRID	(UCM)
COORDINATOR:	Covadonga de la Iglesia Villaso Building 1 - Office 316 Telephone.: 91 394 3022 Email: civ@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:	Emilio Álvarez Suescun	
	Correo-e: emilio.alvarez@ccee.ucm.es	
SECRETARY:	Building 6 - Office 39	
	Telephone.: 91 394 2469	
	Email: master.idemcon@ccee.ucm.es	
WEBSITE:	https://www.ucm.es/idemcon	

**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	

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 awarded 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 the 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 end with the preparation and the reading of the Ph. D. dissertation that includes original research results.

- Application for admission in a Ph.D program. To be admitted in a Ph.D program, applicants must meet the requirements set in each program. Specifically, to gain access to a Ph.D program, students will need to have an Official Degree, or an equivalent, and a Master Degree. Furthermore, access to a Ph.D. program may also be possible for those students who are under the following circumstances:
 - Students in possession of an official University Degree obtained in Spain or any other member state 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 throughout their official university studies. At least 60 ECTS must have been achieved at Master's level.
 - Students in possession of an official Spanish Degree, amounting to 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. This Diploma must be verified by the foreign university in order to confirm that it stands for a level of education equivalent to the Spanish official Master Degree and enables the student in his home country to gain access to doctoral studies. In any case, an admission does not imply the validation and recognition of higher education studies for purposes other than access to Doctoral studies. International students who apply under this option must fulfil this requirement before applying to doctoral studies. The documentation needed for fulfilling this step of the application process will be submitted in due course at "Negociado de Convalidaciones" – Student Building – in Avenida Complutense, no number, 28040, Madrid, (Spain). Email: convalid@rect.ucm.es.

- 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 during previous academic plans.
- Ph.D programs include research training that does not grant ECTS credits and which includes both multidisciplinary and specific training for each program, but in any case the Ph.D. dissertation will constitute the core of the program
- The Faculty of Economics and Business offers during the 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. Nevertheless, the Academic Committee may grant an extension for an additional year. The stay 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 IN 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:	José Carlos Fariñas García (Applied Economics II) Email: doctoradoeco@ccee.ucm.es
ACADEMIC COMMITTEE:	PRESIDENT: José Carlos Fariñas García (Applied Economics II) VOCALS: 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.finanzasquantitativas.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 consist of specialized stud, organized and taught by this University, aiming to meet 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 "*licenciadd*" (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: 2017-2018

MAGISTER

- INTERNATIONAL TRADE (MCI)
- Management and Talent Development
- 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)
- ECONOMIC AND BUSINESS THINKING: DEBATES ON AN ECONOMY IN EVOLUTION
- DIGITAL TRANSFORMATION FOR BUSINESS

EXPERT

- FINANCIAL ANALYSIS
- FINANCIAL ANALYSIS (online)
- INEQUALITY, COOPERATION AND DEVELOPMENT

More information in the Faculty's website:

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

DETAILED INFORMATION ON THE NON-OFFICIAL DEGREES

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

PARTICIPATING DEPARTMENTS: Applied Economics I
DIRECTOR: Fernando Alonso Guinea
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: MANAGEMENT AND TALENT DEVELOPMENT

PARTICIPATING DEPARTMENTS: Business Organisation
DIRECTOR: M^a Isabel Delgado Piña y José Javier Sánchez González
SECRETARY: Building 3 - Office. 213 2nd Floor
Telephone.: 91 394 2506
E-MAIL: master.dydtalento@ucm.es, midelgad@ucm.es
WEB: [https://www.ucm.es/estudios/masterpropio-
direccion y desarrollo del tale
nto](https://www.ucm.es/estudios/masterpropio-direccion-y-desarrollo-del-talento)

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: negociosiliderazgo@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: negociosiliderazgo@ucm.es
WEB: <http://www.ucm.es/titulospropios/negocios>

**Non-Official Master's Degree: ECONOMIC AND BUSINESS THINKING: DEBATES
ON AN ECONOMY IN EVOLUTION (SEMI-PRESENTIAL)**

PARTICIPATING DEPARTMENTS: Applied Economics III & Economic History and Institutions I

DIRECTOR: Estrella Trincado
Departament of Economic History and Institutions I
Faculty of Economics
Universidad Complutense de Madrid
Campus de Somosaguas, Pozuelo de Alarcón
Madrid 28223

SECRETARY: Giovanni Manosalvas

EMAIL: masterpenseco@ucm.es

WEB: <https://www.ucm.es/titulospropios/masterpensamientoeconomico>

**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/titulospropios/excelvba>

Non- Official Master's Degree: Digital Transformation for Business

PARTICIPATING DEPARTMENT: Commercialization and Market Research

DIRECTOR: Sonia Carcelén García

SECRETARY: Mónica Díaz-Bustamante
Building Las Caracolas, Market Research Office. Economics Faculty
Telephone.: 91 394 24 69

EMAIL: market@ccee.ucm.es

WEB: <https://apuntesparalatransformaciondigital.com/>
[https://www.ucm.es/estudios/masterpropio-
transformacion_digital_para_los_negocios](https://www.ucm.es/estudios/masterpropio-transformacion_digital_para_los_negocios)

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 Martínez
Central Building Office. 16
Phone: 91 394 2319

E-MAIL: eaf@ucm.es
WEBSITE: <http://www.ucm.es/titulospropios/expertoanalisfinanciero>

Expert: FINANCIAL ANALYSIS (CFA) (online)

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

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

Cristina del Campo Campos:
camposcc@ucm.es

Fernando Alonso Guinea:
vaccine@ucm.es

Access to the e-learning Campus

On the main virtual campus web page (<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 sets up the web page for each subject, including the following tools, among others:

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

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: It is equipped with the following:

- 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: the 26 computers in 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 were created with the strong belief that the investment of resources in education is the pathway for students to develop skills and knowledge that will open new doors to a wide range of career opportunities.

ERASMUS+ PROGRAM The "Erasmus+ program is the new EU programme for Education, Training, Youth and Sport for 2014-2020. This program started as an answer to the strategies brought forward by 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 translates into the assignment of grants that are appointed to exchange students, teachers and other collectives. Individual benefits will turn into communal benefits for the European economy for the following reasons:

- Opportunities for mobility and cooperation have been significantly improved in the context of the implementation of the new program. This has been achieved thanks to the increase in investment in education and voluntary work for higher education students, professional training, teachers and trainers.
- More opportunities are being offered so that Universities, Training Institutions or Youth Organizations can exchange 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,

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

1.KA 1: Student mobility for education

The program's main aim is to offer a wide variety of opportunities for students, both within the EU and outside the EU, including the following: 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. These can choose to pursue their studies, training or teaching in Higher Education Institutions around the world, and students and staff from outside Europe 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

The second aim is cooperation between educational institutions, youth organizations, businesses, local and regional authorities and NGOs, in order 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.

To support the 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

- Being 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
- Having the 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, or permanent residence status in Spain, to be stateless or a political refugee in Spain.
- Not having previously received or rejected an Erasmus scholarship without any reason.
- Not having a scholarship for an Erasmus placement at the time of enrolment. Show evidence of having enough knowledge of the language in which classes are 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 was involved from the very first moment in the project with a consortium of universities in the central United States which include among others, the University of Missouri-Columbia, the University of Missouri-St. Louis, the University of Nebraska – Omaha, the University of Oklahoma, the University of Texas at Austin, the 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 the 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: the Macquarie University, New South Wales: the University of Western Sydney, Queensland: the Griffith University, Tasmania: the University of Tasmania, Victoria: the Deakin University, Western Australia: the 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 from 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

Opening 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 formative activities for college students supervised by the academic staff. They 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) **Curricular:** Activities are shaped as a part of the academic curriculum. In this case, the activity corresponds to the subject "External Internship" of the degrees. Internships involving recognition of elective credits are also . Curricular.
- 2) **Extracurricular-:** 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 a curricular 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/practicas>

International Internship Program

The International Internship Programme encompasses the Erasmus Internships offered in agreement with international companies in Asia, USA and South America. These programmes started with the purpose that students can learn to live and work in multicultural teams, and to be more tolerant and understanding. Having an international working experience will be of key importance for their professional and personal future, able to take advantage of the creation of social and professional bonds.

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. European companies can receive students from other participating universities. Companies located in Spain that have branches 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 hold 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 master 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: from 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 theses, which is made up 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 encourage the learning of languages as well as documentary videos on business topics.

Library facilities

- The Library has 663 reading posts distributed throughout different spaces: the Host Area, the Newspaper Library, the Research Room, the Reading Room, Bibliography Information, the English Room and 4 group study rooms (155 posts in total).
- 37 computers, 22 laptops and access to the UCM wireless network.

Library Services

- Library website.
- Reading Room.
- Personal "Madroño" Passport which enables teachers and lecturers to borrow from all the state-funded university libraries located in the Autonomous Community of Madrid
- Borrowing across libraries: Search and Borrowing of documents that are not in the UCM library if requested beforehand by filling in a form.
- Bibliograph information. Personal service aimed at responding enquiries concerning scientific information and providing access to sources of information: chat, e-mail, telephone.
- Laptop borrowing for study groups.
- **Compilation of Internet websites on** economics and business of interest for the academic community,
- 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 of 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 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 individual .
- REIMAD is part of the European Network of the Community of Madrid participating in projects.
- It has a reading room with documents arranged in subjects as classified by the D. G. of Information and Culture of the European Commission.
- Specialized in community economics and statistics.
- Contains in its documentary fund:
 - Community Thematic specialized monographs.
 - Statistics on 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.
- Shares the facilities of the library, reading room, lending, training.
- Shares websites with the library.
- It has its own social media :
 - 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: oipt@ucm.es

www.ucm.es/oipt

OUR AIM:

The Office of Disability Services (Oficina para la Integración de Personas con Discapacidad- OIPD) aims to promote integration and equal opportunities for 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 that can be collected from the OIPD office. This form can also be downloaded from our website. You must sign and submit it with copies of the enrolment certification, the Certificate of Disability and your ID attached. You will be also called to an interview with the Responsible Technician.

PROGRAMMES ORGANIZED BY THE OIPD

- Programme of Guidance and Access
- Host Programme: After an individual interview in order to carry out a specific analysis of his /her needs, the office will inform the student of the programmes and services offered by 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 counterparts .
- 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

SERVICES OFFERED BY THE UCM

- Free registration fees charge
- enrolment in a whole programme not required
- Priority when it comes to choosing group and shift
- Flexible deadline for returning bibliographic borrowings.

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:

- To 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, specializations, career 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 consult 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	TELEPHONE	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@aiesecinspain.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
AEGEE	Classroom Building	aegeemadrid@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 the following:

- Information about the exams to access University; including special sessions about how to apply for a place in the University District of Madrid for centres from other Spanish Regions.
- Presentation of the degrees offered according to areas (Social Sciences, Humanities, Health Sciences, etc.).
- Guided tours around the Faculties.

the Students Vice-Chancellor ´s Office is in charge of registration.

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 are celebrated annually since the academic year 2002-2003 in different faculties of Economics and Business from different Public Universities in Spain. Our Faculty took part in the Olympics for the first time in the academic year 2013-2014

The main goal of the Economic Olympics is to stimulate young people into developing their skills in Economics and Business studies. Another aim is for students to strengthen and maintain bonds with lecturers of Economics and Business Administration, and other students with shared interests.

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

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