

Faculty of Economics and Social Sciences

Bachelor's Degree in Business Administration

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| Website: | http://www.uic.es/en/studies-uic/ade/business-administration-barcelona |
| Name of Coordinator: | Marta Trapero Bertran (mtrapero@uic.es) |
| Contact person at the Technical Secretary: | Paula Borandi (pborandi@uic.es) |
| Contact Information: | E-mail: mtrapero@uic.es / pborandi@uic.es Phone number: (+34) 93 2541800 |
| Office: | Beta building, 4th floor, professor's room 3 <u>Tuesday and Thursday 8 am – 10 am</u> <u>Outside these times, please make an appointment by email</u> |

** Please note that the list of available courses and the teaching language are subject to annual change and that the dates are approximate. The final information will be available on our web page and will be communicated by email as soon as the academic calendar is confirmed.*

GENERAL INFORMATION

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| Academic calendar* | September – July |
| Welcome session* | SEMESTER 1: during first/second week of September SEMESTER 2: during second/third week of January |
| Courses | |
| SEMESTER 1 | September – December |
| First semester exams | First 3 weeks of January |
| SEMESTER 2 | January – May |
| Second semester exams | Last two weeks of May |
| Exam retakes (first and second semester) | End of June - Beginning of July |
| Are students allowed to extend their stay? | Universitat Internacional de Catalunya will consider a request to extend a student's stay if the following conditions are fulfilled: <ul style="list-style-type: none">- A formal request must be made before 15 November.- The request must have an academic justification approved by both home and host universities. |

- UIC will evaluate the progress of the student during the first semester (students who fail more than 20 % of their credits will be subject to the Faculty's decision).

SUBMISSION OF YOUR LEARNING AGREEMENT

Deadlines to submit the on-line application and send required documents by email*:

SEMESTER 1: 15th of June of earlier academic year
SEMESTER 2: 15th of November of same academic year

How to submit your Learning Agreement (LA):

- The student has to register on our on-line registration platform called RELINT: <http://www.uic.es/relint2/>.
- The Student need to fill the required personal information, in the Relint application, and pick the subjects provided by the Faculty of Economics and Social Sciences.
- Once the subjects have been selected, the student will need to select the option of "sending to the coordinator" and save the document. Otherwise, the coordinator will not receive the LA, and therefore, this implies that your LA have not been submitted. Check Table 1 in Page 4 for the subjects available for International students.

Subjects:

- Check Table 1 in Page 4 for the subjects available for International students.
- Undergraduates. Bachelor's Degree: there might be the possibility for International students to take subjects from either the Law, Humanities or Communication departments, but this needs to be agreed by the coordinator in the Faculty of Business (mtrapero@uic.es) and the coordinator of the other Faculty. Please, you need to contact first the coordinator of your Faculty and, once you have her approval, then you contact the other coordinator and gets her/his approval. Once you have both approvals, you can fulfill your LA with subjects from other Faculties.
- Students should take between 20 and 30 ECTS per semestre, depending on what you have agreed with your origin University.

- Annual students, need to choose subjects for both semesters on the 1st semester.
- There will be a COMPULSORY Meeting at the beginning of each semestre where the process and the policy of enrolment at the Faculty of Economics and Social Sciences will be explained.

Deadline to have approved your LA:

In order to confirm your stay at UIC Barcelona, your LA need to be approved by the coordinator at UIC before:

SEMESTER 1: July (earlier academic year)

SEMESTER 2: December (same academic year)

Changes in your LA:

Deadline: 30 days after semester has started

Once classes have started, students have around two weeks to make changes to the subjects enrolled in. Please, check the deadline with your coordinator (mtrapero@uic.es). After the deadline, NO changes will be allowed.

How to proceed:

1. Contact academic coordinator UIC
2. If academic coordinator UIC approves changes, contact academic coordinator Home University, and get his/her approval.
3. If the academic coordinator at Home University approves your changes, then introduce your changes in Relint clicking on the "send to the coordinator" option and saving. In addition, you need to send an email to your coordinator (mtrapero@uic.es) letting her know that you have introduced some changes in your LA, for her to approve them. Please, make sure you send an email to your coordinator or the changes will not take place.

EXAMINATIONS:

The date of exams will be published along each semester. Exams will occur in: SEMESTER 1 (January) and SEMESTER 2 (May). Dates for exams **CAN NOT** be changed unless there is a good justification for it.

When exams overlap, students must inform the academic coordinator at least 2 weeks in advance to find a solution.

- Only in very specific cases can students justify their absence.
- Absence from an exam is equivalent to NS (no-show).
- Copying during any examination earns a "zero" mark.

For more details, students should consult the internal regulations of the UIC

CLASS ATTENDANCE:

Attending class is compulsory. In case of not being able to attend, it is necessary to present a justification. Students with an attendance record of below 50 % can be expelled from the course.

EXAM ANNOUNCEMENTS AND CLASS TIMETABLE:

Class timetables and exam announcements of any type appear on the boards located in the hall of the department (Beta building, 4th floor).

JUSTIFICATIONS FOR BEING ABSENT:

To get permission for changing an exam, first you need to contact your academic coordinator (mtrapero@uic.es) and bring her the justification for not attending the exam. Then, you will need to ask for permission to the Faculty formally, filling a request that you can find at the Secretary of the Faculty. If you get accepted your request, then you will need to ask permission to your teacher.

SYSTEM OF EVALUATION:

Continuous assessment

For any other academic topics, write to the academic coordinator of the Faculty (Marta Trapero mtrapero@uic.es).

COURSE LANGUAGE:

Required level of Spanish

B2 Certificate in Spanish

We accept Spanish certificates issued by the home university.

Required level of English

TOEFL (550 written test, 213 computer-based, 65 internet-based), First Certificate, IELTS (6.5).

We accept English certificates issued by the home university. This will need to be handed in to the International Office (exchange.bcn@uic.es) at UIC Barcelona before your stay.

SUBJECTS – LEARNING AGREEMENT

UNDERGRADUATE

Degree on Business Administration

[\(Direct link to subjects on the website\)](#)

<http://www.uic.es/en/ade/international/international-mobility/incoming-students/information-interest>

| Code | Name | Semester | ECTS/Credits | Language |
|-----------------------------|--|----------|--------------|-----------------|
| Subjects in course 1 | | | | |
| 07791 | Business Law | Sem.1 | 6,00 | Spanish/English |
| 07813 | Economic History | Sem.1 | 6,00 | Spanish/English |
| 07794 | Mathematics 1 | Sem.1 | 6,00 | Spanish/English |
| 07797 | Microeconomics 1 | Sem.1 | 6,00 | Spanish/English |
| 07796 | Business Economics | Sem.2 | 6,00 | Spanish/English |
| 07812 | Information Systems | Sem.2 | 6,00 | Spanish/English |
| 10309 | Macroeconomics 1 | Sem.2 | 6,00 | Spanish/English |
| 07795 | Mathematics 2 | Sem.2 | 3,00 | Spanish/English |
| Subjects in course 2 | | | | |
| 08270 | Statistics 1 | Sem.1 | 6,00 | Spanish/English |
| 10304 | Accounting 1 | Sem.1 | 9,00 | Spanish/English |
| 08273 | Macroeconomics 2 | Sem.1 | 3,00 | Spanish/English |
| 08272 | Microeconomics 2 | Sem.1 | 3,00 | Spanish/English |
| 10303 | General Ethics | Sem.1 | 3,00 | Spanish/English |
| 08266 | Accounting 2 | Sem.2 | 6,00 | Spanish/English |
| 10305 | Accounting 3 | Sem.2 | 3,00 | Spanish/English |
| 08267 | Financial Management 1 | Sem.2 | 6,00 | Spanish/English |
| 10315 | Spanish Economy | Sem.2 | 3,00 | Spanish/English |
| 10338 | World Economics | Sem.2 | 3,00 | Spanish/English |
| 08271 | Statistics 2 | Sem.2 | 3,00 | Spanish/English |
| Subjects in course 3 | | | | |
| 10312 | Accounting 4 | Sem.1 | 3,00 | Spanish/English |

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|-----------------------------|---|-------|------|-----------------|
| 09356 | Financial Management 2 | Sem.1 | 6,00 | Spanish/English |
| 10348 | Operations Management | Sem.1 | 6,00 | Spanish/English |
| 09357 | HHRR Management | Sem.1 | 6,00 | Spanish/English |
| 10313 | Econometrics | Sem.1 | 3,00 | Spanish/English |
| 09359 | Marketing 1 | Sem.1 | 6,00 | Spanish/English |
| Subjects in course 4 | | | | |
| 10299 | Organizational Behavior | Sem.1 | 3,00 | Spanish/English |
| 10297 | Strategic Management | Sem.1 | 6,00 | Spanish/English |
| 10300 | Financial Management 3 | Sem.1 | 6,00 | Spanish/English |
| 10298 | Marketing 2 | Sem.1 | 3,00 | Spanish/English |
| 10311 | Business Ethics | Sem.1 | 3,00 | Spanish/English |

| Code | Optional Subjects | Semester | Course | ECTS/Credits | Language |
|-------|---|----------|--------|--------------|-----------------|
| 10772 | Advanced Excel | Sem.1 | 2 | 3,00 | English |
| 08557 | International Trade | Sem.2 | 3 | 3,00 | English |
| 10284 | Investment Management | Sem.2 | 3 | 3,00 | English |
| 10283 | International Marketing | Sem.2 | 3 | 3,00 | English |
| 10291 | Entrepreneurship | Sem.1 | 4 | 6,00 | English |
| 11121 | Corporate Governance | Sem.2 | 4 | 3,00 | English |
| 09319 | Quantitative Market Research | Sem.2 | 4 | 3,00 | Spanish |
| 11213 | Leadership | Sem.2 | 4 | 3,00 | Spanish |
| 8550 | International Business | Sem.2 | 2 | 3,00 | English |
| 8551 | Current Issues of Christianity | Sem.2 | 2 | 3,00 | Spanish |
| 9313 | European Law | Sem.1 | 3 | 3,00 | Spanish/English |
| 10767 | LabourLaw | Sem.2 | 3 | 3,00 | Spanish |
| 9318 | Qualitative Marketing Research | Sem.2 | 3 | 3,00 | Spanish |
| 11119 | Logistics and Distribution | Sem.2 | 3 | 6,00 | Spanish |
| 10289 | On-Line Marketing | Sem.2 | 3 | 3,00 | Spanish |
| 12108 | Retail & Commercial Marketing | Sem.2 | 3 | 3,00 | English |
| 9316 | Business Advertising | Sem.2 | 3 | 3,00 | Spanish |
| 10771 | Enterprise Information System | Sem.2 | 3 | 3,00 | Spanish |
| 10282 | Managing Strategic Alliances | Sem.2 | 3 | 3,00 | Spanish |
| 10769 | Financial Markets | Sem.2 | 3 | 3,00 | Spanish |
| 10773 | Personal Brand | Sem.2 | 3 | 3,00 | Spanish |

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| 1 ECTS | Degree in Business Administration | 10 hours |
| 1 ECTS | Master's Degree in Business Administration and Production System | 5 hours |

POSTGRADUATE
Master's Degree Subjects

*These subjects can **ONLY** be chosen by the following Universities

University of Texas at San Antonio
Seoul's Women's University
Universidad La Salle
Universidad Adolfo Ibáñez
Instituto Tecnológico y de Estudios Superiores de Monterrey
Politecnico di Torino
Ruhr-Universität Bochum
Katolinski Institute – Ljubjana
Univ. Applied Sciences, Hochschule Kaiserslautern
Pole Universitaire Leonardo da Vinci- Paris

| Code | Name | Semester | ECTS/Credits | Language |
|----------------------------------|---|----------|--------------|----------|
| *Master's Degree Subjects | | | | |
| 11232 | Financial Economics | Sem.1 | 6,00 | Spanish |
| 11237 | Innovation and Product Development | Sem.1 | 3,00 | Spanish |
| 11234 | Marketing | Sem.1 | 3,00 | Spanish |
| 11235 | Project Management | Sem.1 | 6,00 | Spanish |
| 11236 | Total Quality Management Methods | Sem.1 | 6,00 | Spanish |
| 11238 | Productions and Operations Management | Sem.1 | 6,00 | Spanish |