

Faculty of Economics and Social Sciences

Bachelor's Degree in Business Administration

Website:	http://www.uic.es/en/studies-uic/ade/business-administration-barcelona
Name of Coordinator:	Marta Trapero Bertran
Contact Information:	E-mail: mtrapero@uic.es Phone number: (+34) 93 2541800, Ext 4811
Office:	Beta building, 5th floor, professor's room 3 Monday, Tuesday and Thursday 11 am -1 pm Outside these times, make an appointment by email

** 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

Academic calendar*	September – July
Welcome session*	SEMESTER 1: during first week of September SEMESTER 2: during second week of January

Courses

SEMESTER 1	September – December
First semester exams	First two 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?

The Universitat Internacional de Catalunya will consider a request to extend a student's stay if the following conditions are fulfilled:

- A formal request must be made before 30 November.
- The request must have an academic justification approved by both home and host universities.
- The UIC will evaluate the progress of the student during the first semester (students who fail more than 20 % of their credits will not be allowed to extend their stay).

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

SEMESTER 1: 15th of June

SEMESTER 2: 15th of November

Learning Agreement

Changes in the Learning Agreement:
(Period of 30 days after classes have started)

The student has to register on our on-line registration platform called RELINT: <http://www.uic.es/relint2/> and pick the subjects provided by the Faculty of Economics and Social Sciences.

Some rules related to subjects' choice:

Master's Degree:

- All subjects are taught in Spanish.
- Incoming students are allowed to take up to 15 ECTS.

Bachelor's Degree:

- Students are allowed to take subjects from either the Law or Humanities departments. The academic coordinator in charge of each department will have to confirm your choice.
- Students should take between 20 and 30 ECTS per semester.
- Students who are staying for the whole academic year will have to choose the subjects for the first and the second semester.
- Check there is no overlapping between subjects.
- The Learning Agreement has to be sent to the academic coordinator for its approval via RELINT.
- There will be a compulsory meeting at the beginning of every semester where the process and the policy of enrolment at the Faculty of Economics and Social Sciences will be explained.

Enrolment must be done before classes start.

Once classes have started, students have 30 days to make changes to the subjects enrolled in.

How to proceed:

1. Contact academic coordinator UIC
2. If academic coordinator UIC approves changes, contact academic coordinator Home University
3. If academic coordinator Home University approves changes, contact our international office at exchange.bcn@uic.es so we can introduce your changes in RELINT.

After 30 days, no further changes will be accepted either to the Learning Agreement or the enrolment form.

Examinations

Overlapping exams

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

Justifications for being absent

- 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.

Other regulations

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.

System of evaluation

Continuous assessment

Class timetable and exam announcements

Class timetables and exam announcements of any type appear on the boards located in the hall of the department (Beta building, 5th floor).

For any other academic topics, write to the academic coordinator of the Faculty (Hugo Zarco hzarco@uic.es).

Are visiting students allowed?

Yes, and they do not have to provide any extra documents.

Master's, PhD courses

Students enrolled in the second year of a master's programme in their home university can enrol for the Master's Degree in Business Administration and Production Systems. However, since the master's course is taught in Spanish, students must hold a B2 Certificate in Spanish.

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.

SUBJECTS – LEARNING AGREEMENT

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 1st course				
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
10314	Business English	Sem.2	6,00	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 2nd course				
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 3rd course				
10312	Accounting 4	Sem.1	3,00	Spanish/English
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 4th course				
10299	Organizational Behavior	Sem.1	3,00	Spanish/English
10301	Oral Skills Communication	Sem.1	3,00	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
08553	Business English 2	Sem.2	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	English
11213	Leadership	Sem.2	4	3,00	English