

Bachelor's Degree in Business Administration (ADE)

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Tutorials: request in advance via e-mail, or check times in the faculty secretariat.

Website: <http://www.uic.es/en/ade/bachelors-degree-business-administration-and-management>

Note: Information about the list of courses available, as well as the language of instruction and dates is subject to change each academic year. The definitive information will be available on the website and via email later, after the academic calendar for the corresponding academic year has been approved.

Academic calendar*	September - July
Semester 1	September - January
Start of classes semester 1	8 September: subjects of 1 st course. 7 September: subjects of 2 nd course. 1 September: subjects of 3 rd and 4 th course.
Semester 2	January - May
Start of classes semester 2	25 January
Welcome Session	A week before the classes start. International Relations will inform the students via e-mail
Exams period semester 1*	Subjects 3 rd -4 th course: from 14 to 22 December. Subjects 1 st and 2 nd course: from 7 to 19 January.
Exam period semester 2* Exam period for resits (both semesters)	From 25 May to 4 June. From 15 to 30 June.

<p>Are students allowed to extend their stay?</p>	<p>They can ask for this by making an official written request. The application must be accepted by UIC Barcelona and by your home university. Deadline: 15 November (extend for semester 2) Deadline: 15 June (extend for semester 1)</p>
<p>Learning Agreement</p>	<p>Students who undertake a stay for an entire academic year will have to choose subjects for both semesters. You must send your Learning Agreement to your academic coordinator so they can approve it via the Relint platform. Once at UIC Barcelona, students must attend a meeting with their coordinator about their Learning Agreement. To confirm your stay at the UIC, your Learning Agreement must be confirmed by your coordinator beforehand. Deadlines: Semester 1: in July Semester 2: in December Students must always follow the instructions provided by their coordinator.</p>
<p>How to choose subjects?</p>	<p>See table on page 5 for information about the subjects available for international students. You can only select subjects from this list. Carefully read all the information you receive from your coordinator. Students must take between 20 and 30 ECTS per semester, depending on what they agreed with their home university. These subjects must be discussed and agreed with your mobility coordinator at your home university. You cannot take more than 15% of your total credits outside the Faculty of Economics and Social Sciences.</p>
<p>Times</p>	<p>It is the student's responsibility to ensure that they take subjects that do not involve a timetable clash. We'll send the timetable to students via e-mail once it has been confirmed. During their stay, students will be able to read timetables and exam announcements in the hallway of their faculty.</p>
<p>Enrolment</p>	<p>Students will be enrolled once their Learning Agreement has been approved in Relint and in their home university.</p>

<p>Changes to a Learning Agreement</p>	<p>Once classes have begun and for a period of approximately three weeks students can change the subjects they are enrolled for. How to proceed: Contact your academic coordinator at UIC Barcelona. If the academic coordinator at UIC Barcelona approves the changes, contact the academic coordinator in your home university. If the academic coordinator in your home university approves the changes, students must add and send these changes via the “modifications” tab of their Learning Agreement, on the Relint platform. Students must tell their coordinator about the changes they have made via e-mail. We will provide you with the deadline when you arrive. After the deadline, no more changes to your Learning Agreement will be accepted.</p>
<p>Attendance</p>	<p>Attendance is compulsory. Absences must be justified. Students with an attendance rate less than 50% can be excluded from the subject.</p>
<p>Examinations</p>	<p>Exam dates will be published throughout each semester. Exams will be held in December/January (semester 1) and May-June (semester 2). Exam dates will not be changed, unless there is a medical justification for doing so. To change any official exam date at UIC Barcelona (this includes resits), students must Make a formal request to do so at the Faculty Secretariat beforehand. After receiving authorisation, the decision will be confirmed with the lecturer/professor in charge of the subject at UIC Barcelona.</p> <p>If exam dates clash, students must inform the Faculty Secretariat at least 2 weeks beforehand, so a solution can be found. If not, the student will have to miss one of the exams.</p> <p>It is only in highly specific cases that a students’ absence can be justified. The Faculty Secretariat must be informed in advance.</p> <p>Being absent during an exam is considered failure to attend.</p> <p>If you cheat in an exam you will be sanctioned with a mark of zero.</p> <p>For more detailed information, students must consult UIC Barcelona’s internal regulations and the evaluation process for each subject.</p>

<p>How to make a complaint/ official request</p>	<p>Official requests must be made through the faculty secretariat. Before making an official request, we recommend talking to your coordinator and the International Relations Service.</p>
<p>Enrolment fees for visiting students</p>	<p>Visiting students must pay their tuition fees to UIC Barcelona. The payment will be made once the student has arrived at UIC Barcelona and is enrolled for their Learning Agreement and any changes they want to make to it.</p> <p>Students must go to the secretariat in their Faculty to ask for an enrolment sheet and payment instructions, or download them on the intranet. A single payment will be accepted, via bank transfer or credit card. You cannot pay in instalments.</p> <p>If students are taking subjects in various faculties, they must obtain an enrolment sheet for each faculty individually.</p> <p>The price per ECTS credit in 2020-2021 is: Subjects taught in Spanish: €170/ ECTS Subjects taught in English: €180/ ECTS</p>
<p>What is the Blended method in the classroom?</p>	<p>Classes in some subjects will follow the Blended model. This is a hybrid teaching model, both face-to-face and virtual.</p> <p>The teaching will be done in a synchronous virtual way with part of the students located in the classroom and part of the students at home.</p>

Course 2020-2021 offer

Language: when both languages are marked, it means that there are 2 groups

1 ECTS 1st-4th year courses = 10 hours

Code	Name	Semester	ECTS credits	Language	Exam date	Teaching Method
3rd year subjects						
10312	Accounting 4	Sem.1	3,00	Spanish or English	December	Blended
09356	Financial Management 2	Sem.1	6,00	Spanish or English	December	Blended
10348	Operations Management	Sem.1	6,00	Spanish	December	Blended
09357	HR Management	Sem.1	6,00	Spanish	December	Blended
10313	Econometrics	Sem.1	3,00	Spanish or English	December	Blended
09359	Marketing 1	Sem.1	6,00	Spanish or English	December	Blended
4th year subjects						
10299	Organizational Behaviour	Sem.1	3,00	Spanish	December	In-person class
10297	Strategic Management	Sem.1	6,00	Spanish or English	December	In-person class
10300	Financial Management 3	Sem.1	6,00	Spanish	December	In-person class
10298	Marketing 2	Sem.1	3,00	Spanish or English	December	In-person class
10311	Business Ethics	Sem.1	3,00	Spanish or English	December	In-person class
13010	Fiscalidad Empresarial	Sem.1	6,00	Spanish	December	In-person class
4 th year elective subjects						
10291	Entrepreneurship	Sem.1	6,00	English	December	In-person class