

International Incoming Student Guide

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**BACHELOR'S DEGREE IN BUSINESS
ADMINISTRATION AND MANAGEMENT**

Faculty of Economic and Social Sciences

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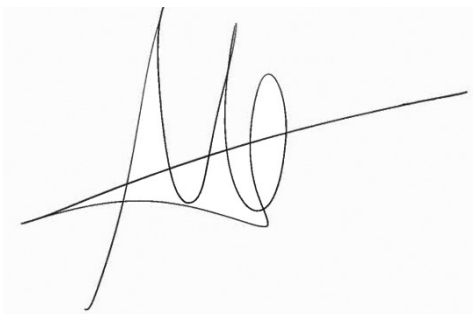
1. University information

Dear student,

The Faculty of Economic and Social Sciences (FCES) publishes the **International Student Guide** to provide you with the information you need to understand your faculty's policies on various aspects of study (continuity rules, exams, etc.). You can find here instructions on how to formalise your enrolment and the details of the elective subjects.

We also hope this information will help you register for the course that best suits your preferences and needs.

Best regards,

A handwritten signature in black ink on a light gray background. The signature is stylized and appears to be 'Marta Mas'.

Dr Marta Mas

Dean of the Faculty of Economic and Social Sciences

1.1. About UIC Barcelona

The International University of Catalonia (UIC Barcelona) is a private, non-profit university created by the *la Fundació Familiar Catalana*. Since 1997, UIC Barcelona has had the objective of serving society by offering a wide range of high quality university education and promoting research in accordance with the principles of Christian humanism.

Currently, UIC Barcelona has more than 4,400 students and offers a total of 17 university degrees. Our range of Bachelor's degree programmes is complemented by a wide range of master's, postgraduate and doctoral programmes, as well as continuing education programmes that allow students to broaden their training and specialise in different areas of knowledge.

UIC Barcelona welcomes students of 70 nationalities and teaching staff of 18 nationalities. It has funding for university undergraduate and master's programmes (including scholarships granted by the Ministry of Education, according to data for the 2013-2014 academic year, for 636,956.36 euros) and has 263 students with scholarships for undergraduate and master's programmes.

We have a total of 13,450 students (7,984 undergraduate and 5,466 postgraduate, 13.36% of our students and 5.83% of our teaching staff are from overseas. The university is international in nature, which not only allows students to study part of their academic programme in foreign universities, but also allows them to gain professional experience by undertaking internships abroad. We currently have 151 Erasmus agreements and more than 85 bilateral agreements and memoranda of understanding currently in place.

Another key objective for UIC Barcelona is to carry out research in all areas of knowledge in order to contribute to the development of science and technology and improve the quality of life in Spanish society. This is UIC Barcelona's commitment to its students and society. At UIC Barcelona, the university experience is as comprehensive and intensive as possible. UIC Barcelona is also home to the Institute for Research in Evaluation and Public Policy (IRAPP), the Institute of Higher Family Studies, the University Institute of Patients, the Bioengineering Institute of Technology, and the Institute for Multilingualism.



At UIC Barcelona we base our work on study, continuous research and the development of educational methods. Our teaching staff provides a bridge between the university and the business world, always based on the transmission of experience and knowledge. More than 50 companies and institutions have placed their trust in the centres, institutes and chairs of UIC Barcelona, in order to undertake applied research activities. Thanks to UIC Barcelona companies' job placement programmes, the university maintains close ties with the business community. UIC Barcelona also has more than 2,250 agreements for work placements in companies in different industrial sectors, both in Spain and the rest of the world. Most of the teaching staff have professional experience.

Barcelona Campus Faculty of Economics and Social Sciences

Beta Building

Immaculada, 22

08017 Barcelona

Bus (TMB) www.tmb.cat

Bus stop: Passeig de la Bonanova. Lines: 22, 75 and 64.

Stop: Ronda de Dalt. Line: 60.

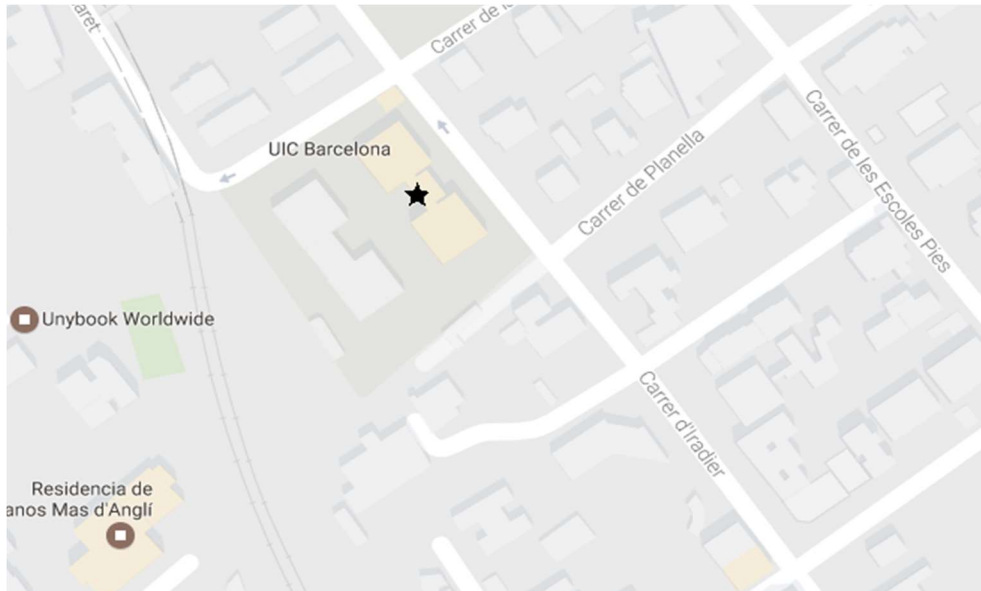
Train (FGC) www.fgc.cat

Ferrocarrils de la Generalitat (FGC). Stop: Estació de Sarrià.

Contact

Tel.: 93 254 18 00

info@uic.es



1.2. Faculty of Economic and Social Sciences

The Degree in Business Administration and Management (ADE) at UIC Barcelona trains you as a socially responsible business professional and entrepreneur. The combination of well-assimilated theoretical knowledge and practice will make you a professional aimed at solving problems.

You will work as a team and develop your capacity to accomplish your projects. Just like in real life, but with an academic basis.

The teaching programme focuses on two key aspects: practical training and international orientation.

Position and person in charge	E-mail
Dean of the Faculty of Economic and Social Sciences Dr Marta Mas	mmas@uic.es
Vice-Deans of the Faculty of Economic and Social Sciences David Tanganelli (Vice-Dean for Academic Affairs) Beatriz Lucaya (Vice-Dean for Work Experience)	databer@uic.es bealucaya@uic.es
Centre Manager Marta Graells	mgraells@uic.es
Administrative Secretary Lorena Villarreal	lvillarreal@uic.es
Mobility Coordinator Neus Vila	nvila@uic.es

1.3. Basic services

Students enrolled in the Erasmus programme can use all the services that the university offers its students: For more information about these services, please contact the Student Service (www.uic.es/es/servicios).

1.3.1. Library

The student has the UIC Barcelona library at their disposal, with material and documentation to study the course topics. It has a computer network that allows students to consult the databases and access the university intranet. It also has study rooms for those students who are not using the library's bibliographic material, but who need a space to study or work.

From Monday to Friday: 8.30 am to 9 pm.

Saturdays, Sundays and public holidays during the week (from October to July: 9 am to 9 pm)

1.3.2. Accommodation in Barcelona

The accommodation service companies that assist students are not part of UIC Barcelona, therefore the university not responsible for their offers under any circumstances.

Likewise, the halls of residence and are independent from the university in terms of organisation: prices, number of places, timetables, services, activities, etc..

For more information: www.uic.es/en/accommodation

1.3.3. Document reproduction service

The document reproduction service is available to students, faculty, departments and other entities and bodies of the Faculty. It offers a range of services: photocopies, printing, binding, digital editions, etc.

Place: Alpha 2

Hours: 7 am - 9 pm

E-mail: repro.bcn@uic.es

1.3.4. Cafeteria

Weekdays (Monday to Friday):

- Cafeteria: from 7.45 am. to 7.15 pm.
- Self-service: from 1 pm to 3.30 pm

Summer (July until the beginning of classes):

- Cafeteria: from 8 am to 1.30 pm
- Self-service: from 1 pm to 3.30 pm

1.4 Other services

1.4.1 University Students for Solidarity Service

The University Students for Solidarity Service (SUS) organises numerous solidarity activities throughout the year, from collecting food for underprivileged families to selling roses for charity, recycling books or blood donation campaigns. We encourage students to actively get involved.

In addition, the University Students for Solidarity Service also helps students interested in volunteering to find a volunteer project to suit them: volunteering with underprivileged children, the homeless, people with disabilities, etc.

Servicio de Universitarios Solidarios Place: beta 2, next to the chapel

Contact: Micaela Infiesta

E-mail: solidaritat@uic.es

1.4.2. Chaplaincy Service

The UIC Barcelona university chaplaincy offers its spiritual care to all members of the university community, regardless of their beliefs.

To this end, it promotes different activities open to everyone who is interested in participating. In addition, the chaplains are happy to respond to the queries of all those who request their advice and guidance for the development of their personal life, in both human and spiritual aspects.

To facilitate sacramental and prayer practice, this university has an oratory or chapel on each campus, where the Eucharist is celebrated daily and those who wish to receive the sacrament of penance are attended.

The Chaplaincy works with the University Solidarity Service in projects of solidarity and help for the most needy: care of the sick and elderly, food and medicine collection campaigns, promotional work in third world countries and other volunteering and social cooperation initiatives.

1.4.3. Sports

The main objective of the university's sports service is to promote, encourage and organise the carrying out of sports and activities by the members of the university community, that contribute to the all-round development of the person through the values promoted by sport.

Contact the Student Service at: estudiants@uic.es

1.4.4 Theatre

Anyone who is interested in the performing arts, theatre workshops and taking part in creative activities should take advantage of the opportunity to join our theatre group.

Find out more:

Contact Student Services at: estudiants@uic.es

1.4.5 Social networking

Instagram: [ade_uic](#)

Revista B-UIC: www.uic.es/ca/b-uic

Twitter: [@Ade_UIC](#)

1.5. Language services

Our languages services are aimed to help members of the UIC Barcelona community who want to improve their foreign language skills and international students who need to learn Spanish and Catalan.

Foreign students who looking to learn or improve their Spanish can find the course that best suits their needs and availability.

The Catalan Unit promotes the knowledge and use of the Catalan language and aims to increase the linguistic richness and overall linguistic quality of UIC Barcelona. It carries out activities and events designed to improve the language skills of the entire university community.

<http://uic.es/es/idiomas>

2. Academic information

2.1. Subjects available for international students in Spanish/English:

See the Factsheet of the current course updated on the website, and also the description of each subject.

2.2. Evaluation

2.2.1 Continuous Assessment

In UIC Barcelona, the assessment system differs in some aspects from those in other countries. For instance, it is important to know that attendance is mandatory and counts towards the final assessment.

Attendance is compulsory. Students with an attendance rate less than 50% can be excluded from the subject.

Students who are unable to attend classes must notify the faculty in advance and bring written justification for their absence, but they may have points deducted from their final grade. In addition to continuous assessment, the assessment includes the submission of assignments, results of mid-term exams, presentations, etc.

2.2.2. Examinations

Ordinary sitting

Students have the right to enrol once in any subject and therefore be entitled to two ordinary exam sittings per subject.

Second sitting

Students who do not pass the first sitting may try again in the second sitting, but may only achieve a maximum grade of 7. The second sitting is only open to students who have not passed the subject in the first sitting, therefore cannot be taken to improve the grade obtained in the first sitting.

Exam dates

The date of the exams will be published during each semester. The exams will be held in: 1st SEMESTER (December for 3rd and 4th year subjects/ January for 1st and 2nd year subjects) and

2nd SEMESTER (May, for all subjects). The dates of the ordinary and second sittings of exams are established by the Faculty Board.

Only in very specific cases can students justify their absence. This must be communicated to the Faculty through a request beforehand (infoade@uic.es)

a) - Absence from an exam is equivalent to NS (no show).

b) - Copying during any exam will result in a grade of 0.

For further details, students should consult the internal regulations of the UIC and the subject-specific assessment process.

Change of exam dates

Examination dates CANNOT be changed unless there is good justification for it. To change any official exam at the UIC the student must:

1. Request formal authorisation from the Faculty using a document available from the Secretary of the Faculty.
2. Once the authorisation is obtained from the Faculty, the student must confirm the decision with the UIC course lecturer.

When exams overlap, students should inform the Secretary of the Faculty (infoade@uic.es) through a Request document at least 2 weeks in advance to find a solution. Otherwise, the student will be obliged to attend the exams, therefore one will have to be missed.

Any attempt to distort or defraud the systems for verifying academic performance will be considered serious misconduct and inappropriate behaviour.

The sanctions that will be applied to serious misconduct are the prohibition to take the exam or a grade of 0 in all or some of the exams, and in all or some of the subjects in which the student is enrolled, with the consequent loss of all the enrolment rights.

3. Academic procedures during your stay at UIC Barcelona

3.1. Changes in the LA

Erasmus and Bilateral Students: 3 weeks to make changes in your LA

Please check the deadline with your faculty coordinator (nvila@uic.es). After the deadline, no changes will be allowed. This implies that you must take the subjects that are in the LA.

How to proceed:

1. Contact the academic coordinator from your home university to agree on changes of subjects.
2. Contact the academic coordinator at UIC Barcelona and include the changes in your LA.
3. Enter the changes in Relint by clicking on "Send to coordinator" and the option "Save". In addition, you must send an email to your coordinator (nvila@uic.es) informing them that you have made changes to your LA for their approval. If you do not send an email to your coordinator, the changes will not be applied. If the changes to the LA are not signed by the UIC coordinator and the student, the changes are not official and will not be implemented.
4. Remember that no more than 15% of total credits can be taken at another faculty (maximum 1-2 subjects).
5. You must have the original signature of the mobility coordinator (nvila@uic.es) on your LA.

3.2. Enrolment fees for visiting students

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.

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.

4. Academic procedures after the stay at UIC Barcelona

4.1. Grades

The validation process will take place at your home university. Your grades will be sent by the Department of International Relations (exchange.bcn@uic.es). To obtain your final grades and be able to make the validations at your home university, you must contact the International Relations Office (exchange.bcn@uic.es; relint@uic.es).

4.2. Certificate of attendance

You must go to the International Relations Department, Beta building, or send an email to relint@uic.es