

## Faculty of Economic and Social Sciences

### Bachelor's Degree in Business Administration

Website:	<a href="http://www.uic.es/en/studies-uic/ade/business-administration-barcelona">http://www.uic.es/en/studies-uic/ade/business-administration-barcelona</a>
Name of coordinator:	Marta Trapero Bertran (mtrapero@uic.es)
Contact person:	Paula Borandi (pborandi@uic.es)
Contact information:	E-mail: <a href="mailto:mtrapero@uic.es">mtrapero@uic.es</a> / <a href="mailto:pborandi@uic.es">pborandi@uic.es</a> Phone number: (+34) 93 2541800
Office:	Beta building, 4th floor, professor's room 3 <u>Mondays and Thursdays 8 am – 10 am</u> <u>Outside these times, please make an appointment by e-mail</u>

*\* Please note that the list of available courses and the language of instruction are subject to change each year and dates are approximate. Definitive information will be available on our web page and will be sent to you by e-mail as soon as the academic timetable is confirmed.*

### GENERAL INFORMATION

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

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

If these conditions are fulfilled, then you would need to contact the mobility coordinator at UIC Barcelona asking for permission to do so.

## SUBMISSION OF YOUR LEARNING AGREEMENT

**Deadlines to submit the online application and send required documentation by e-mail\*:**

*SEMESTER 1: 15 June during previous academic year*

*SEMESTER 2: 15 November of current academic year*

### **How to submit your Learning Agreement (LA)?**

- Students must register on our online registration platform called RELINT: <http://www.uic.es/relint2/>.
- Students need to fill in the required personal information, via the Relint application, and choose from the subjects provided by the Faculty of Economic and Social Sciences.
- Once the subjects have been selected, students will need to click on the option of “send to the coordinator” and save the document. Otherwise, the coordinator will not receive the LA, and therefore, this implies that your LA has not been submitted.

### **Subjects:**

- Read Table 1 on Page 6 for the subjects available to International students. You are **ONLY ALLOWED** to take subjects in this list.
- Students should take between 20 and 30 ECTS per semester, depending on what you agreed with your home university.
- You need to agree your subjects with the mobility coordinator of the origin University.
- Each year students must choose subjects for both semesters during the first semester.
- There will be a **COMPULSORY** meeting at the beginning of each semester during which you will be informed about the enrolment process and policies at the Faculty of Economic and Social Sciences.

- Other Faculties' subjects: there may be an opportunity for international students to take subjects from the faculties of Law, Humanities or Communication, but this needs to be agreed with the coordinator from the Faculty of Economic and Social Sciences ([mtrapero@uic.es](mailto:mtrapero@uic.es)) first. So, first step is to contact the coordinator of your Faculty first, and, once you have his/her approval, then you can contact the international office asking for details of the mobility coordinator of the other Faculty. You will also need the approval by the coordinator of the other Faculty. Once you have received approval from both of them, you can fill in your LA with subjects from other Faculties. You cannot take more than 15% of your total credits outside our faculty.

**Deadline for LA approval:**

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

*SEMESTER 1: July (previous academic year)*

*SEMESTER 2: December (current academic year)*

**Changes in your LA Changes to your LA:**

**Deadline:** *30 days after semester has begun*

Once classes have started, students have around two weeks to make changes to the subjects they are enrolled for. Please double-check the deadline with your coordinator ([mtrapero@uic.es](mailto:mtrapero@uic.es)). **After the deadline, NO changes will be allowed.**

How to proceed:

1. Contact academic coordinator at origin University and discuss and agree the potential changes of subjects.
2. If your academic coordinator approves the changes, then contact your academic coordinator at UIC Barcelona, and obtain his/her approval.
3. If both academic coordinator approve the changes, then add your changes to the Relint platform by clicking on the "send to the coordinator" option and saving. In addition, you need to send an email to your coordinator ([mtrapero@uic.es](mailto:mtrapero@uic.es)) and let her know that you have made some changes to your LA, for her to approve them. Please make sure you send an e-mail to your coordinator or the changes **will not be made**. If you do not introduce these changes

in the Relint within the deadline and sent and email to the coordinator at UIC Barcelona, **NO CHANGES WILL TAKE PLACE**, and you will have to stay with the detailed subjects specified in your LA.

4. Remember that credits in other faculty can reach the maximum of 15%.

### EXAMINATIONS:

Exam dates will be published throughout each semester. Exams will take place in: SEMESTER 1 (January) and SEMESTER 2 (May).

Exam dates **CANNOT** be changed unless there is strong justification for it. In order to change any official exam date at UIC (even the resit exams), first the student needs to fill an official request available at the technical secretary of the Faculty. Once this has been approved, the student needs to communicate the decision to their Faculty mobility coordinator and, to his/her professor.

When exams overlap, students must inform the academic coordinator at least 2 weeks in advance to find a solution. Otherwise, the student will have to attend both exams, and one will have to be missed.

- Only in very specific cases can students justify their absence. Previously, this needs to be communicated to the UIC coordinator.
- Absence from an exam is equivalent to a NS (not-shown).
- Copying during any examination will lead to a mark of zero.

For more details, students should read the UIC Barcelona internal regulations and the specific evaluation for each subject.

### CLASS ATTENDANCE:

Attending class is **compulsory**. If you cannot attend, it is necessary to present a justification document. In most cases, students with an attendance record of below 50 % may be expelled from the course.

### EXAM ANNOUNCEMENTS AND CLASS TIMETABLE:

Class timetables and exam announcements of any type will appear on the boards located in the department hallway (Beta building, 4<sup>th</sup> floor).

**SYSTEM OF EVALUATION:**

Continuous assessment.

For any other academic topics, write to the academic coordinator of the Faculty (Marta Trapero [mtrapero@uic.es](mailto: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](mailto:exchange.bcn@uic.es)) at UIC Barcelona before your stay.

**SUBJECTS – LEARNING AGREEMENT**

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

**UNDERGRADUATE**

**Degree on Business Administration**  
([Direct link to subjects on the website](#))

Code	Name	Semester	ECTS/Credits	Language
<b>Subjects in course 1</b>				
07791	<a href="#">Business Law</a>	Sem.1	6,00	Spanish/English
07813	<a href="#">Economic History</a>	Sem.1	6,00	Spanish/English
07797	<a href="#">Microeconomics 1</a>	Sem.1	6,00	Spanish/English
07793	<a href="#">Human Thought 1</a>	Sem 1	6,00	Spanish/English
07796	<a href="#">Business Economics</a>	Sem.2	6,00	Spanish/English
07812	<a href="#">Information Systems</a>	Sem.2	6,00	Spanish/English
10309	<a href="#">Macroeconomics 1</a>	Sem.2	6,00	Spanish/English
07809	<a href="#">Human Thought 2</a>	Sem.2	3,00	Spanish/English
<b>Subjects in course 2</b>				
08270	<a href="#">Statistics 1</a>	Sem.1	6,00	Spanish/English
10304	<a href="#">Accounting 1</a>	Sem.1	9,00	Spanish/English
08273	<a href="#">Macroeconomics 2</a>	Sem.1	3,00	Spanish/English
08272	<a href="#">Microeconomics 2</a>	Sem.1	3,00	Spanish/English
10303	<a href="#">General Ethics</a>	Sem.1	3,00	Spanish/English
08266	<a href="#">Accounting 2</a>	Sem.2	6,00	Spanish/English
10305	<a href="#">Accounting 3</a>	Sem.2	3,00	Spanish/English
08267	<a href="#">Financial Management 1</a>	Sem.2	6,00	Spanish/English
10315	<a href="#">The Spanish Economy</a>	Sem.2	3,00	Spanish/English
10338	<a href="#">World Economics</a>	Sem.2	3,00	Spanish/English
08271	<a href="#">Statistics 2</a>	Sem.2	3,00	Spanish/English
<b>Subjects in course 3</b>				
10312	<a href="#">Accounting 4</a>	Sem.1	3,00	Spanish/English
09356	<a href="#">Financial Management 2</a>	Sem.1	6,00	Spanish/English
10348	<a href="#">Operations Management</a>	Sem.1	6,00	Spanish/English
09357	<a href="#">HHRR Management</a>	Sem.1	6,00	Spanish/English
10313	<a href="#">Econometrics</a>	Sem.1	3,00	Spanish/English
09359	<a href="#">Marketing 1</a>	Sem.1	6,00	Spanish/English
<b>Subjects in course 4</b>				
10299	<a href="#">Organisational Behavior</a>	Sem.1	3,00	Spanish/English
10297	<a href="#">Strategic Management</a>	Sem.1	6,00	Spanish/English
10300	<a href="#">Financial Management 3</a>	Sem.1	6,00	Spanish/English
10298	<a href="#">Marketing 2</a>	Sem.1	3,00	Spanish/English
10311	<a href="#">Business Ethics</a>	Sem.1	3,00	Spanish/English

Code	Optional Subjects	Semester	Course	ECTS/Credits	Language
12340	<a href="#">Social Entrepreneurship</a>	Sem 1	2	3	English
13010	<a href="#">Business Tax</a>	Sem 1	4	6	Spanish

10772	<a href="#">Advanced Excel</a>	Sem.1	2	3	English
10291	<a href="#">Entrepreneurship</a>	Sem.1	4	6	Spanish
9313	<a href="#">European Law</a>	Sem.1	3	3	Spanish/English
08557	<a href="#">International Trade</a>	Sem.2	3	3	English
10283	<a href="#">International Marketing</a>	Sem.2	3	3	English
11121	<a href="#">Corporate Governance</a>	Sem.2	4	3	English
12811	<a href="#">Business Games</a>	Sem.2	4	3	Spanish
8551	<a href="#">Current Issues in Christianity</a>	Sem.2	2	3	Spanish
10767	<a href="#">Labour Law</a>	Sem.2	3	3	Spanish
12810	<a href="#">Financial and Banking Analysis</a>	Sem.2	3	3	Spanish
12809	<a href="#">Market Research</a>	Sem.2	3	6	Spanish
10289	<a href="#">Online Marketing</a>	Sem.2	3	3	Spanish
9316	<a href="#">Business Advertising</a>	Sem.2	3	3	Spanish
12341	<a href="#">Positive Psychology</a>	Sem.2	3	3	Spanish
10769	<a href="#">Financial Markets</a>	Sem.2	3	3	Spanish
10773	<a href="#">Personal Branding</a>	Sem.2	3	3	Spanish
12342	<a href="#">Family Business</a>	Sem.2	3	3	English

1 ECTS	Bachelor's Degree in Business Administration	10 hours
1 ECTS	Master's Degree in Business Administration and Production Systems	5 hours

## POSTGRADUATE Master's Degree Subjects

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

University of Texas at San Antonio  
 Seoul Women's University  
 La Salle University  
 Adolfo Ibáñez University  
 The Monterrey Institute of Technology and Higher Education

---

The Polytechnic University of Turin  
 Ruhr-Universität Bochum  
 The University of Ljubljana  
 The University of Applied Sciences, Hochschule Kaiserslautern  
 The Pôle Universitaire Leonardo da Vinci- Paris

Code	Name	Semester	ECTS/Credits	Language
<b>*Master's Degree Subjects</b>				
11232	<a href="#">Financial Economics</a>	Sem.1	6,00	Spanish
11237	<a href="#">Innovation and Product Development</a>	Sem.1	3,00	Spanish
11234	<a href="#">Marketing</a>	Sem.1	3,00	Spanish
11235	<a href="#">Project Management</a>	Sem.1	6,00	Spanish
11236	<a href="#">Total Quality Management Methods</a>	Sem.1	6,00	Spanish
11238	<a href="#">Production and Operation Management</a>	Sem.1	6,00	Spanish