

OUTLINE

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I. AVAILABLE STUDY PROGRAMS

Please visit the English version of the UC3M website (www.uc3m.es) and click on "Undergraduate":



The following window will be open:





As an Exchange Student, you can select courses from Study programs taught in English and in Spanish. You can also select courses from "Grado" (new study plans) and from "Licenciatura" (old study plans). If you would like to know more about Grado courses, please visit:

http://www.uc3m.es/portal/page/portal/titulaciones_grado/como_son (Spanish version)

Available "GRADOS" Study programs (by clicking on the name of the Study program you will have access to their webpage):

ĺ					Language of
	Undergraduate Study Program	Faculty	Campus	Available academic year	Language of instruction
	Business Administration	Social Sciences and Law	Getafe	All of them	English/Spanish
	<u>Politics</u>	Social Sciences and Law	Getafe	All of them	Spanish
	Law	Social Sciences and Law	Getafe	All of them	English/Spanish
	Economics	Social Sciences and Law	Getafe	All of them	English/Spanish
	Statistics and Business	Social Sciences and Law	Getafe	All of them	English/Spanish
	Finance and Accounting	Social Sciences and Law	Getafe	All of them	English/Spanish
	Employement and Labour Relations	Social Sciences and Law	Getafe	All of them	English/Spanish
	Sociology	Social Sciences and Law	Getafe	All of them	Spanish
	<u>Dual Bachelor of Law-Business</u> <u>Administration</u>	Social Sciences and Law	Getafe	All of them	English/Spanish
ors	Dual Bachelor of Law- Politics	Social Sciences and Law	Getafe	All of them	English/Spanish
achel	<u>Dual Bachelor of Law-Economics</u>	Social Sciences and Law	Getafe	All of them	English/Spanish
Dual Bachelors	<u>Dual Bachelor of Politics and Sociology</u>	Social Sciences and Law	Getafe	All of them	Spanish
	Film, Television and Media Studies	Humanities, Communication and Library Science	Getafe	All of them	English/Spanish
	Library and Information science	Humanities, Communication and Library Science	Getafe	All of them	English/Spanish
	<u>Journalism</u>	Humanities, Communication and Library Science	Getafe	All of them	English/Spanish
	Arts and Humanities	Humanities, Communication and Library Science	Getafe	All of them	English/Spanish
Dual bachelor	Dual Bachelor of Journalism- Film, television, and Media Studies	Humanities, Communication and Library Science	Getafe	All of them	Spanish



Aerospace Engineering	School of Engineering	Leganés	All of them	English
Biomedical Engineering	School of Engineering	Leganés	All of them	English
Electrical Power Engineering	School of Engineering	Leganés	All of them	English/Spanish
Automation and Industrial Electronics Engineering	School of Engineering	Leganés	All of them	English/Spanish
Computer Science Engineering	School of Engineering	Leganés	All of them	English/Spanish
Mechanical Engineering	School of Engineering	Leganés	All of them	English/Spanish
Audiovisual System Engineering	School of Engineering	Leganés	All of them	English/Spanish
Communication System Engineering	School of Engineering	Leganés	All of them	English/Spanish
Telematics Engineering	School of Engineering	Leganés	All of them	English/Spanish
Industrial Technologies	School of Engineering	Leganés	All of them	English/Spanish
Telecommunication Technology Engineering	School of Engineering	Leganés	All of them	English/Spanish
<u>Tourism</u>	Social Sciences and Law	Colmenarejo	All of them	Spanish
<u>Dual Bachelor of Computer</u> <u>Science and Engineering –</u> <u>Business Administration</u>	Ciencias Sociales y Jurídicas	Colmenarejo	All of them except 6th year	Spanish

Available "LICENCIATURAS":

If you want to follow courses from "Licenciatura", please visit the following website (only Spanish version): http://www.uc3m.es/portal/page/portal/titul_psc

Note that most of the courses are not offered any more so the offering is quite small as you can see below ((by clicking on the name of the Study program you will have access to their webpage):

Undergraduate Study Program	Campus	Available academic year	Language of instruction
Telecommunications Engineering	Leganés	Only 5th year	English/Spanish
Industrial Engineering	Leganés	Only 5th year	English/Spanish



II. AVAILABLE COURSES

1. Erasmus students (Europe):

- a. Courses from <u>Grado</u>: You can only select courses from the Faculty/School you have been accepted into. Check on your admission letter for your field of study.
 - Faculty of Social Sciences and Law (Getafe Campus)
 - o Faculty of Humanities, Communication and Library Science (Getafe Campus)
 - School of Engineering (Leganés Campus)
 - o Faculty of Social Sciences and Law. Colmenarejo (Colmenarejo Campus: only for "Grado" in Tourism)

You can also choose any of the courses of "Humanities short courses" (short courses about culture, history, Politics...They are all taught in Spanish and you can take a maximum of 3 of these courses):

http://aplicaciones.uc3m.es/horarios-web/humanidades/humanidadesGrado.page?ano=2009&vision=ASIG

Example: If your admission letter indicates that you have been accepted at the Faculty of Social Sciences and Law, you can select:

- Courses of "Grado" from the Faculty of social Sciences and Law. You can't select courses from the Faculty of Humanities or the School of Engineering
- Any of the Humanities courses

2. Non European students and "CINDA" program students:

- a. Courses from "Grado": you can select any of the courses from ALL the Faculties and School
- b. You can also choose any of the courses from the "<u>Humanities courses</u>" (short courses about culture, history, Politics...)



III. <u>INFORMATION ABOUT UC3M COURSES</u>

1. UC3M Study programs

All the Study programs are available on line. Let's say that you want to study courses from "Grado in Business". Once you You are at: Home > Studies > Undergraduate studies root page > Business Administration are on its website, visit



First Year - First Semester		
Subjects	ECTS	TIPO
Introduction to Patrimonial Law	6	ВС
Principles of Economics	6	ВС
Mathematics for Economics I	6	С
Essentials of Business	6	ВС
Information Skills	3	ВС
Writing and Communication Skills	3	ВС

On the following window you will see all the courses from the first to the fourth year. For example, if you want to study "Principles of Economics" (first semester, first year), click on the name of the course.

"Study program":





You will see the syllabus of the course:

2. Course code number

On the top of the window you will see the code number of the course (in this case, "204-1351")

3. Course timetables

If you want to check the different timetables for this course, visit "Timetable, Groups and Professors" and select your Faculty (in this case, for Getafe students, the firs option).





You will find this:

Courses at UC3M can be taken at different times depending on your preferences. Each group number means a different timetable for the same course. For example, if you would like to take a course on Wednesday, would select group number 70.

3. 12/13 Available spots IMPORTANT!

UC3M doesn't guarantee spots in all the groups we offer. In order to know the availability of the group you are interested in, it is <u>mandatory</u> that you check the following document "How to see available spots at UC3M" shown on this <u>website</u>. The system is based on "first come, first served".



4. Language of the courses

The same course can be taught in Spanish or English at UC3M. Check the list of courses taught in English

- a. Courses taught in English are marked with a British flag next to the name of the course
- b. Courses taught in Spanish do not have this British flag

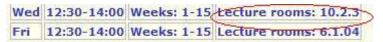


5. Type of classes

Courses are normally taught twice a week (consisted of one lecture and one practical every week). It is mandatory to attend both classes.

6. Classrooms

To fin your classroom, please check as follows:



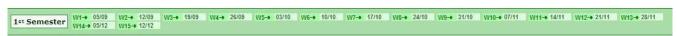
Note that the lecture and the practical course may be held at different places.

Don't forget about this on your first day of classes!

7. Beginning of classes

"Grado" courses: They oficially start on September 9 (check the academic calendar)

You can check when your classes will start by looking on the top of the webpage of each syllabus:



In this example, classes will start on September 5 (05/09) so for group 70 first class would be on Wednesday 7

8. Exams

All the information about exams, opportunity to take UC3M exams at your home university, exams dates... are available at:

http://www.uc3m.es/portal/page/portal/international/students/exchange/during_stay/exams

9. Minimum and maximum of courses

International students usually register in 3 to 5 courses per semester. The maximum of credits allowed at UC3M per semester is 33 ECTS or 66 ECTS per year.

10. Term of the course

Students stuyding at UC3M during First semester (September to January) must only take "First Semester" courses.

Students studying on the second semester (January to June) you could only take "Second Semester" courses.



IV. COURSES NOT ALLOWED FOR EXCHANGE STUDENTS

- "Habilidades: Inglés" (English language exam) and "Prácticas en empresas/práctica externas" (internships).
- Courses from the Hispanic-French Law dual degree and Hispanic-American Law dual degree, from the Law Bachelor Program.
- MASTER courses: only if the agreement between your university and UC3M has been signed in Master studies.
- 2nd cycle studies: not available for exchange students.
- "Bachelor thesis" from any of the Bachelor Degree programs we offer. Bachelor thesis" is allowed in Leganes Campus. You need to sent an email to incoming-leganes@uc3m.es to be authorized to do it.
- Courses from the "Curso de Estudios Hispánicos" (Hispanic Studies program).

V. SPANISH LANGUAGE COURSES

They are different language Courses focused on improving your Spanish skills while your stay with us. As they are not part of any official study program of UC3M, the registration in these courses will run independently from your UC3M regular courses.

You will receive 4 ECTS credits for your Intensive or Semester Spanish language course.

At the end of the course, the UC3M Language center will give you a diploma including your grade and credits. Note that this course won't appear on your UC3M registration form and neither on your official transcript of grades. The diploma will be the only valid document to validate your credits.

All the UC3M Spanish language courses and other languages can be found at: http://www.uc3m.es/portal/page/portal/home/studies/language_center



FICHA DE SELECCIÓN DE CURSOS / COURSE SELECTION FORM

Rellena la siguiente tabla con todos los cursos UC3M en los que estás interesado así como asignaturas alternativas por si no hubiera plazas:

Complete the following form with all the UC3M courses you are interested in including alternative courses just in the case there are no available spots:

NOMBRE DEL ESTUDIANTE/STUDENT'S NAME: UNIVERSIDAD DE ORIGEN/HOME UNIVERSITY:						
CÓDIGO ASIGNATURA COURSE CODE	NOMBRE DE LA ASIGNATURA COURSE NAME	CUATRIMESTRE TERM	GRUPO GROUP	IDIOMA LANGUAGE OF INSTRUCTION		



HORARIO SEMANAL / WEEKLY TIMETABLE

Ī	LUNES	MARTES	MIÉRCOLES	JUEVES	VIERNES
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
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