



UC3M STUDY PROGRAMS – INCOMING STUDENTS

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UC3M STUDY PROGRAMS – INCOMING STUDENTS

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:

Undergraduate Programs ● ● ● ● ● ● ● ● ● ●

● Undergraduate Programs in English

► Bachelors

● Undergraduate Programs in Spanish

► Bachelors

● Academic Information

- Get Organized
- Academic Calendar

UC3M STUDY PROGRAMS – INCOMING STUDENTS

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):

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

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<u>Aerospace Engineering</u>	School of Engineering	Leganés	All of them	English
<u>Biomedical Engineering</u>	School of Engineering	Leganés	All of them	English
<u>Electrical Power Engineering</u>	School of Engineering	Leganés	All of them	English/Spanish
<u>Automation and Industrial Electronics Engineering</u>	School of Engineering	Leganés	All of them	English/Spanish
<u>Computer Science Engineering</u>	School of Engineering	Leganés	All of them	English/Spanish
<u>Mechanical Engineering</u>	School of Engineering	Leganés	All of them	English/Spanish
<u>Audiovisual System Engineering</u>	School of Engineering	Leganés	All of them	English/Spanish
<u>Communication System Engineering</u>	School of Engineering	Leganés	All of them	English/Spanish
<u>Telematics Engineering</u>	School of Engineering	Leganés	All of them	English/Spanish
<u>Industrial Technologies</u>	School of Engineering	Leganés	All of them	English/Spanish
<u>Telecommunication Technology Engineering</u>	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 Science and Engineering – 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
<u>Telecommunications Engineering</u>	Leganés	Only 5th year	English/Spanish
<u>Industrial Engineering</u>	Leganés	Only 5th year	English/Spanish

UC3M STUDY PROGRAMS – INCOMING STUDENTS

II. AVAILABLE COURSES

1. Erasmus students (Europe):

- a. Courses from Grado: 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)
- Faculty of Humanities, Communication and Library Science (Getafe Campus)
- School of Engineering (Leganés Campus)
- 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 “Humanities courses” (short courses about culture, history, Politics...)

UC3M STUDY PROGRAMS – INCOMING STUDENTS

III. INFORMATION ABOUT UC3M COURSES

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 are on its website, visit "Study program":

You are at: Home > Studies > Undergraduate studies root page > Business Administration

Bachelor in Business Administration

Vers

Last update: 03/05/2010

Bachelor's degree in Business Administration
Field of study: Social sciences and Law

Campus: Getafe and Colmenarejo
English Option (Getafe Campus)

[Contact us](#)

Information about the Degree

- ✓ Presentation by the Associate Dean Dr. Jose Manuel Vidal Sanz
- ✓ **Study program**
- ✓ Entry Profile
- ✓ Graduate Profile

All the subjects in this program are offered in English and Spanish except those marked with an (E) which are

Practical Information

- ✓ Classrooms and schedules
- ✓ Examination timetable
- ✓ Admissions
- ✓ Academic Calendar

First Year - First Semester

Subjects	ECTS	TIPO
Introduction to Patrimonial Law	6	BC
Principles of Economics	6	BC
Mathematics for Economics I	6	C
Essentials of Business	6	BC
Information Skills	3	BC
Writing and Communication Skills	3	BC

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.

UC3M STUDY PROGRAMS – INCOMING STUDENTS

Principles of Economics (204 - 13151)

Study: Bachelor in Business Administration

Fecha de generación: 03-08-2011 06:03:

Course: 2011/2012			
Field of study:	Ciencias Sociales y Jurídicas	Type:	Sin tipo definido
Coordinating teacher:	HERNANDO VECIANA, ANGEL	Course:	1º
Checking date:	2010-05-10	Semester:	1
Department:	Departamento de Economía,	ECTS Credits:	6.0

TIMETABLE, GROUPS AND PROFESSORS
» Facultad de Ciencias Sociales y Jurídicas
» Facultad de Ciencias Sociales y Jurídicas , Sección Colmenarejo

WEEKLY PLANNING
» Go to the weekly planning

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 first option).

UC3M STUDY PROGRAMS – INCOMING STUDENTS

Creation date: 2011-06-03 06:02:33

Principles of Economics (cod. 13151), 6.0 ECTS

Number of credits

→ Schedule information of this subject is created automatically. Changes during this day will not appear until tomorrow.

→ Detailed information about weeks 1 to 15 in every semester (S1, S2, etc.) can be consulted in the following green table. Date corresponds to Monday in every week.

1st Semester	W1→ 05/09	W2→ 12/09	W3→ 19/09	W4→ 26/09	W5→ 03/10	W6→ 10/10	W7→ 17/10	W8→ 24/10	W9→ 31/10	W10→ 07/11	W11→ 14/11	W12→ 21/11	W13→ 28/11
	W14→ 05/12	W15→ 12/12											

Group 70	Course taught in English
Lead teacher: TAPIA APARICIO, SANTIAGO	
Aggregated group lead teacher: CABRALES GOITIA, ANTONIO	
Wed 12:30-14:00 Weeks: 1-15 Lecture rooms: 10.2.3	
Fri 10:45-12:15 Weeks: 1-15 Lecture rooms: 6.1.05	

Group 71	
Lead teacher: TAPIA APARICIO, SANTIAGO	
Aggregated group lead teacher: CABRALES GOITIA, ANTONIO	
Wed 12:30-14:00 Weeks: 1-15 Lecture rooms: 10.2.3	
Fri 12:30-14:00 Weeks: 1-15 Lecture rooms: 6.1.04	

Group 72	
Lead teacher: NICOLINI ALESSI, ESTEBAN ALBERTO	
Aggregated group lead teacher: CABRALES GOITIA, ANTONIO	
Wed 18:00-19:30 Weeks: 1-15 Lecture rooms: 10.2.3	
Fri 16:15-17:45 Weeks: 1-15 Lecture rooms: 6.1.05	

Group 73	
Lead teacher: NICOLINI ALESSI, ESTEBAN ALBERTO	
Aggregated group lead teacher: CABRALES GOITIA, ANTONIO	
Wed 18:00-19:30 Weeks: 1-15 Lecture rooms: 10.2.3	
Fri 18:00-19:30 Weeks: 1-15 Lecture rooms: 6.1.04	

Group 74	Course taught in Spanish
Lead teacher: Unspecified	
Aggregated group lead teacher: CABRALES GOITIA, ANTONIO	
Mon 12:30-14:00 Weeks: 1-15 Lecture rooms: 10.2.1	Room 10.2.1 (Building number 10; Second floor; room 1)
Wed 10:45-12:15 Weeks: 1-15 Lecture rooms: 6.1.01	

Group 75	
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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 **mandatory** that you check the following document "How to see available spots at UC3M" shown on this [website](#). The system is based on "first come, first served".

Group 73
Lead teach
Aggregate
Wed 18:00
Fri 18:00
Group 74
Lead teach

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](#)

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

UC3M STUDY PROGRAMS – INCOMING STUDENTS

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 find your classroom, please check as follows:

Wed	12:30-14:00	Weeks: 1-15	Lecture rooms: 10.2.3
Fri	12:30-14:00	Weeks: 1-15	Lecture rooms: 6.1.04

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 officially 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:

1st Semester	W1→ 05/09	W2→ 12/09	W3→ 19/09	W4→ 26/09	W5→ 03/10	W6→ 10/10	W7→ 17/10	W8→ 24/10	W9→ 31/10	W10→ 07/11	W11→ 14/11	W12→ 21/11	W13→ 28/11
	W14→ 05/12	W15→ 12/12											

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 studying 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.

UC3M STUDY PROGRAMS – INCOMING STUDENTS

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 send 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



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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



UC3M STUDY PROGRAMS – INCOMING STUDENTS

HORARIO SEMANAL / WEEKLY TIMETABLE

	LUNES MONDAY	MARTES TUESDAY	MIÉRCOLES WEDNESDAY	JUEVES THURSDAY	VIERNES FRIDAY
9.00 -					
10.00 -					
11.00 -					
12.00 -					
13.00 -					
14.00 -					
15.00 -					
16.00 -					
17.00 -					
18.00 -					
19.00 -					
20.00 -					
21.00					