



**UNIVERSIDAD COMPLUTENSE DE
MADRID**

**ECONOMICS & BUSINESS
FACULTY**



**Campus de Somosaguas
28223 Madrid
Spain**

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**ANEXES: SOMOSAGUAS´ CAMPUS MAP
MADRID´S UNDERGROUND MAP**

ECONOMICS & BUSINESS FACULTY

Campus de Somosaguas
28223 Madrid
Spain

1.- THE CITY OF MADRID

- Located in the centre of Spain
- Capital of Spain
- 3 million inhabitants
- 4,5 million people, including the metropolitan area
- Old buildings of historic interest & Modern Architecture

The official web site www.madrid.org comes in Spanish and English. It covers all kind of information, including history, theatres, shows, museums, art exhibitions, fairs, congresses, sports, accommodation, gastronomy, shopping, culture, transport, night life, business, a city guide etc.



SITES WORTH VISITING

- MUSEO DEL PRADO (PRADO MUSEUM)
Paseo del Prado.
Phone: 00 34 914203768
(Subway Station: Banco de España or Atocha)
Free entrance on Sunday morning



One of the finest Art Galleries in the World. It holds the most important paintings from the 12th to the 19th centuries (Masterpieces by Velázquez, Goya, El Greco...) Italian, Flemish, Dutch, English and Spanish, and French.

- PALACIO REAL (ROYAL PALACE)
C/ Bailén. Closed during Official Receptions.
Phone: 00 34 91 542 00 59
(Subway Station: Opera or Plaza de España)

The Royal Palace was placed on the ancient Muslim Alcazar in 1764. It contains an extraordinary collection of clocks. Whithin the Palace, there are several museums such as: The Tapestry Museum, the Carriage Museum the Royal Pharmacy, the Royal Armoury, the Art, Porcelain and Glassware Museums, and so on.

- MUSEO REINA SOFIA
C/ Santa Isabel, 52
Phone: 00 34 91 467 50 62
(Subway Station: Atocha)
Free entrance on Sunday morning



Cultural and Artistic Centre for Contemporary and Vanguard Art.

Includes the famous Guernika painting by Picasso.

- MUSEO THYSSEN-BORNEMISZA

Paseo del Prado, 8
Phone: 00 34 91 369 01 51
(Subway Station: Banco de
España or Atocha)



The Museum's collection contains more than 800 pictures from the best masters of the 13th century to the present days. It is one of the biggest and most important private collections of ancient and modern paintings

Although, the total figure of Museums in Madrid, national and municipal, total around 80, lets highlight other outstanding museums with artworks from the best old Spanish, Flemish, Italian, and other European masters. All located downtown and a must to visit:

- MUSEO DE LAS DESCALZAS REALES
 - MUSEO DE LA REAL ACADEMIA DE SAN FERNANDO
 - MUSEO LÁZARO GALDIANO
 - MUSEO CERRALBO
-
- BIBLIOTECA NACIONAL (NATIONAL LIBRARY)

Paseo de Recoletos, 20
Phone: 00 34 91 580 78 00
(Subway Station: Colon)

Its collection contains nearly 3.500.000 volumes (books, newspapers, thesis and grey literature, manuscripts and incurables).

SURROUNDING AREAS

- MONASTERIO DE EL ESCORIAL

Built in the mountains of Madrid by order of Felipe II, it is one of the most outstanding places to visit in the Madrid Province. As part of the Monastery, there is another Royal building: La Casita del Principe (16th-18th centuries) It is the venue of the UCM Summer Courses



- ARANJUEZ

This city is famous for the Court buildings, the Royal Palace, and the gardens



- CHINCHON



It is a small village situated southeast, 50 kms from Madrid. Famous for its gastronomy and its Main Square, which shows the charming of Medieval and Renaissance times.

2. - GENERAL USEFUL INFORMATION

2.1. - HOW TO REACH MADRID

- BY AIR:

Barajas web site: www.aena.es/madrid-barajas
Carretera Barcelona A.II Km. 10,5
Airport information: Customer Service: 902 404 704



Once you arrive to the airport of Barajas, there are three options to go downtown:

- ✓ Take the subway: Subway station “Barajas” Line 8 (pink line: T4 Terminal - Nuevos Ministerios) Price: 1’00 € single ticket; 6’45 € 10 tickets pack.
- ✓ Take the bus: the bus service costs 3 €. These buses run every 15-20 minutes from Barajas Airport to Colon Square
Phone: 00 34 91431 61 92
Hours: from 04:45 to 1:30
- ✓ Take a taxi: The price is about 20 € (there are extra charges on bank holidays and weekdays after 12:00 p.m.)



- BY RAIL

Railway Information & Reservation
Phone: 34 91 328 90 20
RENFE web-side: www.renfe.es

- BY BUS

Central Bus Station: Calle Méndez Álvaro.
Phone: 34 91 468 42 00

2.2. - GETTING AROUND MADRID

- CITY BUSES

Time: from 6.00 to 23:30/24.00 (depending on the lines)
Most bus stops have detailed city maps posted with bus routes.
There is a reduced bus night service reaching most areas and quarters (called "Buhos" every 20 minutes (until to 6:00 am)

- SUBWAY



Service from 6.00 to 1.30 am
(METRO web-side: <http://www.metromadrid.es>)
Information on all regional public transports: www.ctm-madrid.es

2.3.- CURRENCY MATTERS AND COST OF LIVING



The monetary unit is the EURO.

Banking hours: from 8:00 am to 14:00 pm / Monday through Friday. (Some Banks open on Saturday in the morning or Thursdays afternoon.)

Living expenses (i.e. rent, heating, electricity, food, daily fares) a single Student is likely to need 700 € per month.

2.4. - CLIMATE



Mediterranean - Continental. Dry.
Annual average temperature is about 13° C (55°F).
Spring and autumn have an average temperature of 18-20° C.
Winters and summers are more extreme, with average temperatures of 0°C and 28° C respectively.

2.5. - SHOPPING HOURS

Big department stores open daily from 10.00 to 21.00 including Saturdays.
Drugstores (shop & restaurants) either close at 3.00 a.m. or not at all.

The rest of the shops open from 10:00 am to 14:00 and from 17:00 to 20:00.

All the shops are open the first Sunday of each month.

2.6. PUBLIC HOSPITALS

ÁREA	CENTRO	DIRECCIÓN	C.P.	LOCALIDAD	TELÉFONO	FAX
1	GREGORIO MARAÑÓN	C/ DOCTOR ESQUERDO, 44-46	28007	MADRID	91 586 80 00	
1	VIRGEN DE LA TORRE	C/ PUERTO LUMBRERAS, 5	28031	MADRID	91 331 58 14	91 331 11 11
2	NIÑO JESÚS	AVDA. MENÉNDEZ PELAYO, 65	28009	MADRID	91 503 59 00	91 574 46 69
2	SANTA CRISTINA	C/ Ó DONELL, 59	28007	MADRID	91 557 43 00	91 557 44 00
2	LA PRINCESA	C/ DIEGO DE LEÓN, 62	28006	MADRID	91 520 22 00	91 401 35 82
3	PRÍNCIPE DE ASTURIAS	CTRA. ALCALÁ-MECO, S/N	28805	ALCALÁ DE HENARES	91 887 81 00	91 880 18 25
4	RAMÓN Y CAJAL	CTRA. COLMENAR VIEJO, KM 9,100	28034	MADRID	91 336 80 00	91 358 06 14
5	CANTOBLANCO	CTRA. COLMENAR VIEJO, KM 14,500	28049	MADRID	91 586 75 56	
5	CARLOS III	C/ SINESIO DELGADO, 10	28029	MADRID	91 453 25 00	
5	CRUZ ROJA	AVDA. REINA VICTORIA, 22-26	28003	MADRID	91 453 83 00	91 533 05 15
5	FUENFRÍA	CTRA. LAS DEHESAS, S/N	28470	CERCEDILLA	91 852 03 00	91 852 12 04
5	LA PAZ	PASEO DE LA CASTELLANA, 261	28046	MADRID	91 727 70 00	91 729 33 98
6	EL ESCORIAL	"CTRA. DE GUADARRAMA-SAN LORENZO DE EL ESCORIAL KM 6,255"	28200	"S. LORENZO DE EL ESCORIAL"	91 897 30 00	91 897 30 05
6	GUADARRAMA	AVDA. MOLINO DEL REY, 2	28440	GUADARRAMA	91 856 20 00	91 856 20 15
6	PUERTA DE HIERRO	C/ SAN MARTÍN DE PORRES, 4	28035	MADRID	91 344 50 00	91 559 00 55
7	CLÍNICO SAN CARLOS	C/ MARTÍN LAGOS, S/N	28040	MADRID	91 330 30 00	91 330 32 57
8	FUNDACIÓN H. ALCORCÓN	C/ BUDAPEST, 1	28922	ALCORCÓN	91 621 94 00	91 621 99 02
8	MÓSTOLES	C/ RÍO JÚCAR, S/N	28935	MÓSTOLES	91 664 86 00	91 647 19 17
8	VIRGEN DE LA POVEDA	CTRA. DEL HOSPITAL, S/N KM 5	28630	VILLA DEL PRADO	91 860 80 00	91 862 01 00
9	FUENLABRADA	C/ CAMINO DEL MOLINO, 2	28942	FUENLABRADA	91 600 60 00	91 600 60 29
9	SEVERO OCHOA	AVDA. DE ORELLANA, S/N	28911	LEGANÉS	91 481 80 00	91 694 07 17
10	UNIVERSITARIO GETAFE	CTRA. DE TOLEDO, KM 12,500	28905	GETAFE	91 683 93 60	91 683 97 48
11	12 DE OCTUBRE	AVDA. DE CÓRDOBA, S/N	28041	MADRID	91 390 80 00	91 469 57 75
11	FUNDACIÓN JIMÉNEZ DÍAZ	AVDA. REYES CATÓLICOS, 2	28040	MADRID	91 550 48 00	91 544 62 00

3. - THE COMPLUTENSE UNIVERSITY

- The UCM (Universidad Complutense de Madrid) is a public institution
- It is one of the oldest universities in the world, founded in 1499

- The UCM is Madrid's University.
- It is one of the largest universities in the world:
<http://www.ucm.es>

88.600 students
 4.000 foreign students
 6.200 staff teachers (part-time and full-time)
 3,700 non academic staff (administration and services)

20 Faculties
 6 University Schools
 77 Official studies (licenciaturas, ingenierías, diplomaturas)
 25 Official programs (master's degrees)
 235 non-official programs (magister, especialista, experto)

- The UCM is divided in two campuses, Moncloa and Somosaguas; most of the faculties are located in Moncloa except the Faculties of Political and Social Science, Economics & Business, and Psychology, as well as the Social Work School, which are located in Somosaguas, northwest of Madrid.



Moncloa Campus



Somosaguas Campus

4. - ECONOMICS AND BUSINESS FACULTY



4.1. - General Information

- <http://www.ucm.es/centros/webs/fccee/>

- It is located in the Campus of Somosaguas
- How to reach Somosaguas Campus

The best way to reach the Campus is by bus:

Line **A** from Moncloa

Line **B** from Aravaca (Railway Station)

Line **H** from Aluche

Line **I** from Moncloa Campus (Ciudad Universitaria Subway Station)

You can also take a new light train that goes between the COLONIA JARDIN metro station and ESTACION DE ARAVACA. The station in campus is CAMPUS DE SOMOSAGUAS



The Business and Economics School has always served the commuter student. Its philosophy has always recognized the needs of students who live and work within the region. The Faculty has developed and strengthened services to meet the needs for flexibility and convenience of the commuter student.

The location and the role of the school (faculty) in the cultural, political, civic, social, and corporate communities provides opportunities for exploration and growth, and cultivates a spirit of independence, experimentation, and discovery that more traditional classroom instruction cannot provide.

4.2. - Facilities

The Somosaguas campus is made up of the following centres:

- ✓ Central building which houses the departments of Administrative and Planning Services, computer and printing facilities, dean, vice-deans, assistants, auxiliary services, and personnel. It also houses the INTERNATIONAL STUDENT OFFICE
- ✓ The “prefa”, which houses some departments, the cafeteria and food services, lounge, etc.
- ✓ Six “pabellón” buildings which houses classrooms and department facilities.
- ✓ “Aulario” houses classrooms, cafeteria, health services, and audio-visual and computer facilities.
- ✓ Library
- ✓ Sport facilities
- ✓ Parking indoor (faculty/staff lots) and outdoor (students)

LIBRARY



- It is one of the most important Economics and Business libraries in Spain (The second one after the Central Bank library)
- Its collection contains about 115,000 books + 2100 Periodical and journals + 700 Electronic Reviews. All these sources are mostly free-access.
- Among services offered by the library, are: regular & inter-library loans, information and bibliographic searches, and so on.

For more information regarding the Economics and Business Faculty Library, please visit the web site: <http://www.ucm.es/BUCM/cee/>
@mail: buc_cee@buc.ucm.es

- The European Documentation Centre is placed within the premises, and it is part of the information centre network created by the European Union for all member States. This centre provides quick and easy access to European databases.
- Web site: <http://www.ucm.es/BUCM/be>

COMPUTER FACILITIES



The Central de Informática (Somosaguas Campus) provides e-mail accounts to every exchange student.

There are several Computer Areas, available for all students, free of charge

SPORT FACILITIES

- The Complutense University has *five sport complexes*:

Four sport centres in Moncloa´s Campus and one in Somosaguas :

1. North (Paraninfo):

Handball, Football, Basketball, Tennis, rugby,

Phone:

00 34 91 60 93

00 34 91 60 92

Location: Avda. Complutense s/n

Fax: 00 34 91 394 60 99

Mail: Unidad.deportes@rect.ucm.es

2. South:

Basketball, Gym, Handball, Volley, Tennis, Swimming-pool, Athletics,

Phone: 00 34 91 394 11 69

Location: Avda. Juan de Herrera s/n

3. Southeast (Cantarranas)

Location: Arquitecto López Otero s/n

Phone: 91 394 16 53



4. Nuestra Señora de la Almudena:

Location: Calle de las Moreras s/n
Phone: 00 34 91 394 62 66

5. Somosaguas' Campus

Basketball
Tennis
Volleyball
Handball
Phone: 00 34 91 394 23 98



The UCM sport centre organises different activities for class groups such: aerobic, swimming, tennis, gim-jazz, latin dance, tai-chi. Fee for group class: 29 Euros (Quarterly payment)

For detail information please visit the following web-site:
<http://www.ucm.es/dir/2730.htm>

MEDICAL CENTER OF SPORT EVALUATION

If you need or wish passed a medical-sport test you can register in the Medical Centre of Sport Evaluation:

Avda. Juan de Herrera, s/n
Phone: 00 34 91 394 11 69
medidepo@med.ucm.es
www.ucm.es/info/meddepor/index.html

4.3.- Medical Insurance

- There is a medical service at the Somosaguas Campus available for staff and students.
- The students from the EU are members of their National Social Security System. Before coming to Madrid, they must request from their home Social Security Office the documents stating that their Social Security System will assume the costs of medical attention carried out in Spain by the "Seguridad Social". Thus, the students will be treated free of charge in Spain by the doctors and the "Seguridad Social" Hospital Network. Costs for dental treatments generally are not included in these arrangements.
- Students from other countries must have a private HEALTH INSURANCE
- Members of private Health Insurance Schemes must make sure that they will cover the bills for treatments in Spain (some insurance companies require payment in advance to be refunded in the origin country)

4.4. - C.O.I.E

Centre for information and Orientation employment issues. There are offices in both campuses. The one held in Somosaguas Campus is located in the "Prefabricado" Building:

Phone: 00 34 91 394 24 45
Fax: 00 34 91 394 24 49
@mail: coiesomo@eucmos.sim.ucm.es

4.5. - Student Associations

- There are 10 students' associations at The Economics and Business Faculty. The foreign students can register in any of them, following their personal interest in culture, sports, etc.

- **ESNC** (Erasmus Student Network): It is of special interest for foreign students. This organization plans many activities through out the academic year such as cultural trips, parties, weekend excursions, meet people to exchange languages, etc. They sponsor the Tutor program, which is highly recommended for foreign students.

Once you have got your definitive address in Madrid, you should let them know it in order to be included in the mailing list.

Contact:

Somosaguas´ Campus:

Psychology Faculty. Lateral Building. Floor: 1

esnucm@gmail.com

www.ucm.es/info/esnucm

Moncloa´s Campus:

Subway Station: Ciudad Universitaria

Phone: 00 34 91 394 39 77

Fax: 00 34 91 394 40 64

- **AIESEC / AISEC:** the world's largest student organization is the international platform for young people to discover and develop their potential so as to have a positive impact on society. AIESEC also runs an exchange program that enables over 4,000 students and recent graduates the opportunity to live and work in another country.

- It's placed on our campus at the "Prefabricado" Building.

Phone: 00 34 91 394 24 22 / 00 34 91 394 23 33

Fax : 00 34 91 394 23 64

@mail: aieseecs@sis.ucm.es

Web site: <http://www.aiesec.org>

- **Students´ Delegation:** this organization promotes social and cultural activities. It's located in the "Aulario" Building.

Phone: 00 34 91 394 23 23

Sport Club: The main activities are rugby, volleyball, basketball, Hockey.

Contact: C / Donoso Cortés 65.

Phone: 00 34 91 394 64 90

Fax: 00 34 91 394 64 91

cd.ucm@rect.ucm.es

Círculo 2000: The main task is make accessible knowledge about communication in different languages, from the viewpoint of linguistic theory applied to real usage.

Phone: 00 34 91 394 24 44

Group for Development Training:

Phone: 00 34 91 394 27 95

Alternative Economy: The group's goal is to promote their progressive view of welfare economics and environmentalism.

Phone: 00 34 91 394 24 43

4.6. - Accommodation

Although there is no on-campus housing at the Faculty, information regarding off-campus housing in the area is available in different sources.

Provided by the University:

- Foreign students may find accommodation in shared flats (prices about 400-450 € per month). One or two months deposit is required
- You can find accommodation in families' homes
- The Complutense University helps finding lodging, but it can not guarantee an accommodation.
- The housing application must be returned to the "Programa de Viviendas" as soon as possible, although, in any case, at least three months prior to the student's arrival.
- For any question, please contact to our housing office at the following address:



PROGRAMA DE VIVIENDAS
Alojamiento de Estudiantes Extranjeros
Pabellón de Gobierno.
Isaac Peral s/n
Phones: 00 34 91 394 69 67
Fax: 00 34 91 394 69 27
Mail: vivienda@rect.ucm.es
28040 Madrid – Spain

Not provided by the University:

If the student is interested in finding a place by him/herself, we can recommend some web sites:

"Anuntis": <http://www.anuntis.segundamano.es/>

"Segundamano": <http://www.segundamano.es/>

"Loquo" <http://madrid.loquo.com/>

Prices are around 400 € for a single room uptown Madrid and 450 € downtown Madrid.

4.7.- Language Requirements

- Regular courses are taught in Spanish. Consequently, foreign students must have an adequate command of Spanish.
- However, since 2005, the school offers some **courses in English**. For the academic year 2007/8 we have the following:

Business

1st Semester

Corporate Finance, 9 credits, annual, (3rd year)
Business Organizational Design, 4,5 credits, (4th year)
Economic History, 4,5 credits, (1st year)
Economic Policy, 4,5 credits, (3rd year)

2nd Semester

Corporate Finance, 9 credits, annual, (3rd year)
Business Administration and Organizational Theory, 4,5 credits, (3rd year)

Economics

1st Semester

Economics of European Integration and the Spanish Economy, 6 credits, (5th year)
GENERIC (not attached to a specific degree or year)

1st Semester

Economic History of Hispanic-America: From Conquest to Globalization, 6 credits,

2nd Semester

Management Accounting, 6 credits,
Market Segmentation and Positioning, 6 credits,
Multinational Financial Management, 4,5 credits,
Business Cultures in Historical Perspective, 6 credits,
Marketing Management and Law, 4.5 credits,
The Classical School of Political Economy: 1776-1873, 6 credits

VERY IMPORTANT

- The UCM organises free of charge an Intensive Spanish Language Course, for all exchange students before the beginning of each semester.

Dates: September and February

For detailed information concerning these courses, please contact:

Erasmus Office. Facultad de Filología. UCM

Phone: 00 34 91 394 54 00

Fax: 0034 91 394 394 55 78

@mail: filreint@filol.ucm.es

- The UCM also offers a very wide variety of language courses for foreign students all year round (both 90 and 45 lecture hour courses). Detailed information can be obtained at:

CENTRO SUPERIOR DE IDIOMAS MODERNOS (CSIM)

C/ Donoso Cortés, 63 Planta Baja

Phone: 00 34 91 394 64 45 / 65 21

@mai: csim@rect.ucm.es

Web site: <http://www.ucm.es/info/idiomas>



5. - Some academic information, policies, and programs

This catalogue is not to be considered a contract between the student and the faculty. Each student is personally responsible for his or her academic progress, and all are urged to read this information.

5.1 - Some data (Academic year 2005-2006)

6,600 Students
420 Staff Teachers
120 Non academic staff
19 Departments

- Main Studies

Our Faculty offers three degree subjects

- Business (Administración y dirección de empresas / ADE)
Duration: 5 years
- Economics (Economía General / ECO)
Duration: 5 years

(Two cycles: three years for the first + two years for the specialization)

- Actuarial studies (Ciencias Actuariales y Financieras / CAF)
Duration: 2 years

(Only for the second cycle)

- Total credits

Business: 302'5
Economics: 318'5
Actuarial: 142

It also offers a double degree with the LAW SCHOOL (6 YEARS)

- The Law and Business double degree. It takes six years to complete, the first three years at the Law School at the Moncloa Campus, and the last three at the Somosaguas Campus.

The school has started to offer the PROGRAMA OFICIAL DE POSTGRADO (POP)-. It is a group of Masters approved and sponsored totally by the Public Administration:

- **Análisis Económico Aplicado** (with the Universidad Autónoma Madrid-UAM)
Department in charge:

Fundamentos de Análisis Económico I (UCM)
Fundamentos de Economía e Historia Económica (UAM)
Estadística, Estructura y Organización Económica Internacional (UAM)
Economía Aplicada (UA)

Phone: 91 394 24 14

Web: <http://www.ucm.es/info/anaeco/html/doc.htm>

Principal /Head teacher: Emilio Cerdá Tena

- **Economía Internacional y Desarrollo**

Department in charge:

Economía Aplicada I (UCM)
Economía Aplicada I (Universidad de Sevilla)

Phone: 91 394 2436

Correo: deconomi@cc.ee.ucm.es

Web: <http://www.ucm.es/info/eid/>

Principal / head teacher: Fernando Luengo

- **Finanzas de Empresa**

Department in charge:

Economía Financiera y Contabilidad III (UCM)
Departamento de Finanzas e Investigación Comercial (UAM)

Phone: 91 394 24 36

Web: <http://www.ucm.es/info/jmas/finemp/fineme.htm>
<http://www.ucm.es/info/ecfin3/>

Principal / Head teacher: Juan Mascareñas

- **Economía y Gestión de la Innovación** (with Universidad Politécnica de Madrid, Universidad Autónoma de Madrid, and Instituto Complutense de Estudios Internacionales)

Departament in Charge:

Economía Aplicada II

Phone: 91 394 24 81/24 74

Principal/ Head teacher: José Molero

Correo: Jose_molero@ccee.ucm.es

The University also offers non-official degrees under the labels:

- Máster en **ANÁLISIS ECONÓMICO Y ECONOMÍA FINANCIERA (MAEF)**

Department in Charge:

Fundamentos del Análisis Económico II (Economía Cuantitativa)
Fundamentos del Análisis Económico I (Análisis Económico)
Instituto Complutense de Análisis Económico (ICAE)

Phone: 91 394 26 11

Principal/Head Teacher: Rafael Flores de Frutos

Correo-E: icaesec@ccee.ucm.es

Web: <http://www.ucm.es/info/icae/master.htm>

- Máster en **AUDITORÍA Y ANÁLISIS EMPRESARIAL (MAAE)**

Department in Charge:

Economía Financiera Y Contabilidad II (Contabilidad)

Phone: 91 394 24 00/ 23 26

Principal/head Teacher: Jose Luis Sánchez Fernández Valderrama

Correo- E: master1@nova.es

Web: <http://www.ucm.es/info/ecfin2/master/index.htm>

-Máster en **COMERCIO INTERNACIONAL (MIC)**

Department in Charge:

Economía Aplicada I (Economía Internacional y Desarrollo)
Centro de Estudios Superiores de Comercio Internacional (M.P de Aduanas)

Phone: 91 534 82 20/ 26 80

Principal/ Head teacher.: Javier Oyarzun de la Iglesia

Correo-E: master1@nova.es

Web: <http://www.ucm.es/info/mci/index.htm>

-Master en **DESARROLLO Y AYUDA INTERNACIONAL**

Department in Charge:

Instituto Complutense de Estudios Internacionales (ICEI)

Phone: 91 394 24 81/ 24 86

Principal / Head Teacher: Jose Antonio Alonso Rodríguez

Correo: rsantiag@icei.ucm.es

Web: <http://www.ucm.es/info/icei/inicio.html>

-Máster en **ESTUDIOS EN FEMINISMO Y DE GÉNERO**

Department in charge:

Instituto Complutense de Investigaciones Feminista

Phone: 91 394 29 76

Correo-E: masterfeminismo@ccee.ucm.es

Web: <http://www.ucm.es/info/instifem>

- Máster en **GESTIÓN FINANCIERA (MGF)**

Department in Charge:

Economía Financiera y Contabilidad III (Economía y
Administración Financiera de la Empresa)

Phone: 91 394 23 10

Correo-E: jmartipe@ccee.ucm.es

Web: <http://www.ucm.es/info/ecfin3/master>

-Máster en **SEGURIDAD Y DEFENSA (MSD)**

Department in Charge:

Economía Aplicada II (Política Económica)
Altos Estudios de Defensa (ALEDE) y Centro superior de Estudios de la
Defensa (CESEDEN)

Phone: 678 95 72 88

Correo- E: allroa@ccee.ucm.es

Web: <http://www.ucm.es/info/ecap3/master.htm>

1 Spanish Credit is equivalent to a 10 hours lecture

- Total Courses offered: 395 annually + around 120 Doctoral Courses

5.2. - Academic Calendar:

The Academic year is divided into 2 Semesters:

- **First Semester:** From the first week of October to the end of January
Exams period: 3 weeks in February
- **Second Semester:** From the last week of February to the first week of June
Exams period: 3 weeks in June

5.3. - Teaching Methodology and Grading system

- All grades are awarded solely on the basis of the instructor's judgement of the student's scholarly achievement.
- The teaching system includes theoretical and practical courses.
- The number of students attending a course range from 50 to 100. Teachers promote the students' active participation in class.
- Students are required to take the final official test, although some teachers might add up additional homework and other assignments.
- Qualifications are structure as follows:

THE LOCAL GRADING SYSTEM AND ITS INTERNATIONAL EQUIVALENCE

- Most courses still follow the old credit and grading system. It ranges from MH (outstanding or excellent, rarely given) to SS (fail). On final lists, grades are normally rounded off. The grading system is listed in the table below.

MH	MATRICULA DE HONOR (10)	A	EXCELLENT
SB	SOBRESALIENTE (9)	B	VERY GOOD
NT	NOTABLE (7,5)	C	GOOD
AP	APROBADO (5)	D	SATISFACTORY
SS	SUSPENSO (2,5)	FX	FAIL

- Our school is in the process to adapt the ECTS system. The European Credit Transfer and Accumulation System (ECTS) is a student-centred system based on the **student workload** required to achieve the objectives of a programme, objectives preferably specified in terms of **learning outcomes** and competences to be acquired.
- ECTS makes study programmes easy to read and compare for all students, local and foreign. ECTS facilitates mobility and academic recognition. ECTS helps universities to organise and revise their study programmes. ECTS can be used across a variety of programmes and modes of delivery. ECTS makes European higher education more attractive for students from other continents.
- In cases where credits are transferred between European universities in student exchanges, ECTS grades can be used. It is good practice to add an ECTS grade, in particular in case of credit transfer

This Curriculum helps European ECTS students and other exchange international students to prepare their schedule at our institution.

The student should take into account that:

- 1 Spanish Credit = 1 ECTS
- 1 Spanish Credit = 10 lectures hours

Next to the “Cuatrimestre”, the student will find two numbers. The first one means the year-course, and the second one, the semester in which the course is offered. For example:

“Cuatrimestre 3-1” means that the course is offered in the 3rd year-First Semester.

ADVICE: we strongly recommend that in order to obtain a brief description of the courses offered by the Economics and Business Faculty please visit the following web-site:

<http://www.ucm.es/centros/webs/fccee/>

(LADE 2000 for Business and LECO 2000 for Economics Studies)

5.4- Student Guide or GUIA DEL ESTUDIANTE (in Spanish)

This guide, written in Spanish, provides the student with a very useful tool to make the selection of courses. The student guide, published and updated every year, is distributed to all students, and it is available at every building or “pabellón”. It compiles the following information:

- ✓ Registration procedures
- ✓ General information about rights and duties
- ✓ All the courses offered by each program (ADE, ECO, CAF, ADE-DERECHO) semester, department in charge, number of credits, and code for each program
- ✓ Official masters and doctorate programs, and other specific academic programs.
- ✓ On line courses (virtual campus)
- ✓ Listing with all the names, building addresses, phone numbers, and e-mails of all the teaching body and secretary staff by departments.
- ✓ Listing with all the names, phone numbers, and e-mails of the medical, administrative, and service staff
- ✓ Office for disable or handicapped students
- ✓ Student associations

6. - PARTNERS UNIVERSITIES



GERMANY:

- ✓ Universität Bayreuth
- ✓ Justus-Liebig-Universität Giessen
- ✓ Ruprecht-Karls-Universität Heidelberg
- ✓ Freie Universität Berlin
- ✓ Technische Universität Berlin
- ✓ Europa-Universität Viadrina Frankfurt an der Oder

- ✓ Fachhochschule Neu-Ulm



GREAT BRITAIN:

- ✓ London Metropolitan
- ✓ University of Leeds
- ✓ University of Westminster
- ✓ City University in London
- ✓ Aston University



AUSTRIA:

- ✓ Universität Wien
- ✓ Wirtschaftsuniversität Wien



FINLAND:

- ✓ University of Helsinki
- ✓ Jyväskylä Polytechnic
- ✓ Lappeenranta University of Technology



FRANCE:

- ✓ École Supérieure de Commerce de Dijon
- ✓ Université de Vincennes-Saint Denis
- ✓ Institut Nationale de Hautes Etudes Economiques et Commerciales (Bordeaux)
- ✓ École Supérieure de Commerce de Grenoble
- ✓ Université Catholique de Lille
- ✓ École Supérieure de Commerce de Montpellier
- ✓ Université de Paris-Dauphine
- ✓ Université de Paris-Nanterre
- ✓ Institut D'Études Politiques de Paris
- ✓ École Supérieure de Commerce de Paris ESCP-EAP
- ✓ École Supérieure de Commerce de Pau
- ✓ Reims Management School
- ✓ Université des Sciences Sociales Toulouse I
- ✓ Université de Versailles Saint-Quentin

- ✓ Université Pantheon-Sorbonne



ITALY:

- ✓ Università Degli Studi di Milano
- ✓ Università Degli Studi de Milano-Bicocca
- ✓ Univesrsitaá Degli Studi de Bologna
- ✓ Università Carlo Cattaneo
- ✓ Università Degli Studi de Roma “La Sapienza”
- ✓ Libera Università Internazionale Degli Studi Sociali Guido Carli
- ✓ Università Degli Studi de Siena
- ✓ Università Degli Studi de Udine
- ✓ Università Degli Studi del Sannio



NORWAY:

- ✓ Norwegian School of Management
- ✓ University of Bergen

BELGIUM:

- ✓ Université Libre de Bruxelles
- ✓ Université de Liège - HEC
- ✓ Europese Hogeschool Brussel - EHSAL



CHEZC REPUBLIC:

- ✓ Univerzita Karlova V



GREECE:

- ✓ T.E.I Pireas



ICELAND:

- ✓ University of Iceland



THE NETHERLANDS:

- ✓ Hogeschool INHOLLAND Alkmaar
- ✓ Hogeschool voor Economische studies (Amsterdam)
- ✓ Hogeschool van Arhem en Njmegen
- ✓ Hazehogeschool Groningen
- ✓ Universitat Maastricht

- ✓ Haagse Hogeschool (La Haya)
- ✓ Universiteit Twente



POLAND:

- ✓ Akademia Ekonomicza Krakowie
- ✓ Warszaw School of Economics



SWEDEN:

- ✓ Göteborg Universitet
- ✓ Stockholm University
- ✓ Mälardalen University



SLOVAKIA:

- ✓ University of Economics of Bratislava



TURKEY:

- ✓ Koç Üniversitesi

7. - ACCEPTANCE PROCEDURES

Registration for exchange students is carrying out in two parts:

- ✓ The Home Universities must send us the names of selected students as soon as they have the information. Our deadlines are the following:
 - For students starting October (First Semester) and annual students, the application forms must be submitted by **30th of June**.
 - For students starting in February (Second Semester) The applications forms must be submitted by **30th of November**.
- ✓ Once our office receives the list of selected students by the partner institution, our staff will confirm the acceptance of their students by mail, and provided your Coordinator or contact person in your Home University, the login and user name needed to pre-register in our institution, through our web site.

- ✓ In the on-line registration, the student will be able to register, at the same time, to the Intensive Spanish language course, and to the Accommodation Office.
- ✓ Once the application has been submitted on-line, a paper copy should be sent to the Vice-rectorate of International Relations (C/ Isaac Peral s/n, 28040 Madrid-Spain). The Vice-rectorate will distribute the application to the relevant Faculty.

THE APPLICATION FORM SHOULD NOT BE SENT STRAIGHT TO THE FACULTY

- ✓ At the beginning of each semester, the students will receive an e-mail, where they will be informed about an information meeting. At the meeting the students will be provided with all the important information for the registration process in our Faculty.

Attendance at the meeting is **COMPULSORY**.

IMPORTANT NOTE: The students will be informed, during the meeting, about the registration deadline. If the students do not hand in the document before the deadline, the faculty will not consider her/his as an Erasmus student.

8. - FOREIGN STUDENTS ARRIVAL AT SOMOSAGUAS CAMPUS ADMISSIONS AND REGISTRATION PROCESS

CAMPUS TOUR:

There will be welcoming tours for the new students at our Campus and premises. Each one will receive an Information Package, and we encourage the incoming student not hesitate to contact us for further details.

AT YOU ARRIVAL TO THE ERASMUS OFFICE THE STUDENT WILL RECEIVE THE FOLLOWING DOCUMENTS:

- Erasmus Office Registration Form
- Official Academic Calendar
- The Student Guide
- The Student Identification Card (Erasmus Card)

STEPS TO CORRECTLY FILL IN THESE DOCUMENTS

Erasmus Office Registration Form

- The students must include all their personal data both in GOOD WRITING and CAPITAL LETTERS.
- The students' @mail address and phone number while living in Madrid are VERY IMPORTANT
- Two additional photos will be requested by the Erasmus Office.

The Erasmus student can select any course among the whole range of subjects offered by our school, except those students coming as "Free-movers", who will not be allowed to attend first year courses. In addition, students are allowed to study just two more courses in any other Faculty or school.

Warning; : Students who are going to spend just one semester in our Faculty are NOT allowed to take annual courses so that they could get partial credit.

The table must be filled in with the chosen courses, their codes, and the full name of the professors in charge of those courses.

ADVICE: There are usually more than one professor teaching the same course at different schedules, and, therefore, students can select a specific professor that fulfils their needs....

.... BUT, there is a deadline settled by the Erasmus Office to select courses...



UNIVERSIDAD COMPLUTENSE DE MADRID SPAIN

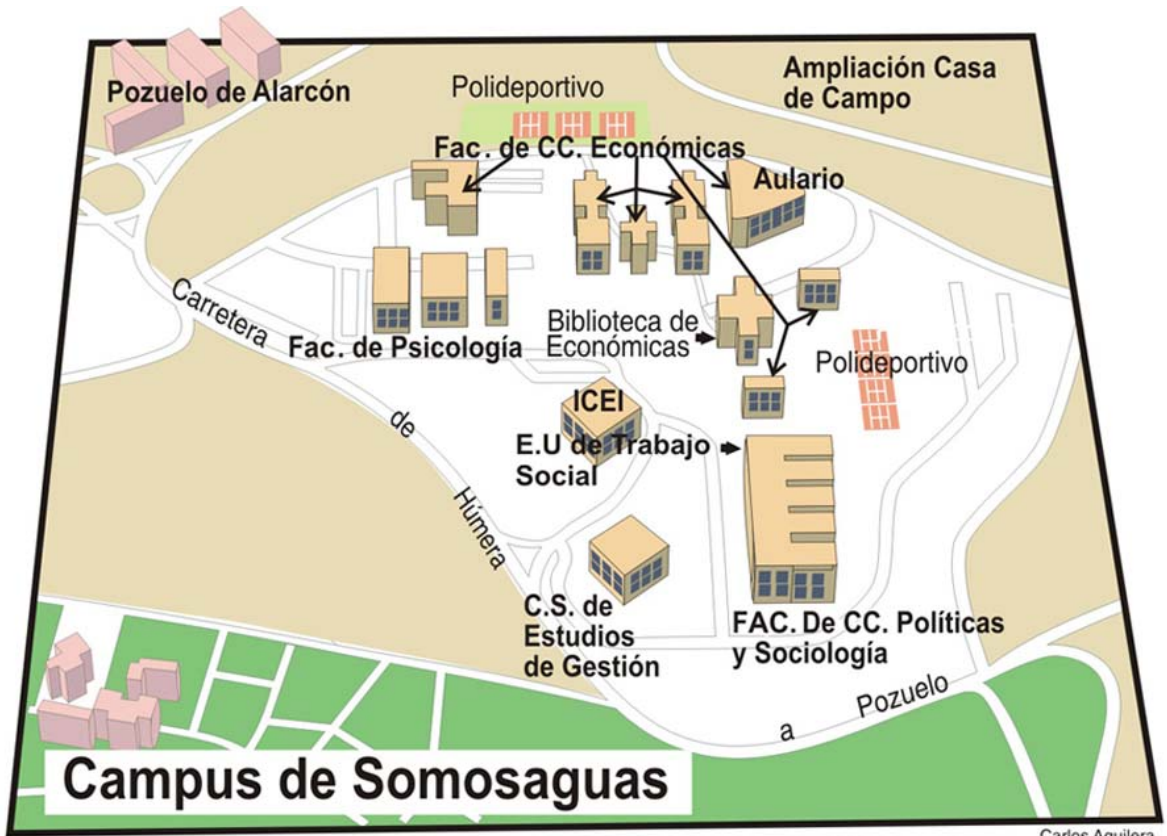
Information for Student Exchanges SOCRATES/ERASMUS

Full name of Institution	UNIVERSIDAD COMPLUTENSE DE MADRID
ERASMUS Code	E MADRID03
Academic Calendar	Starts: first week of October Ends: first week of July
General web site of institution	www.ucm.es
Economics & Business Faculty web site	www.ucm.es/info/cee/
Information web site for incoming students	www.ucm.es/info/vicrint

Application web site	Not available in web
Application deadlines	Autumn Semester & Annual: 30th of June Spring Semester: 30th of November
Contact persons for applications	Juana Amorós Oficina SOCRATES/ERASMUS Pabellón de Gobierno – Ciudad Universitaria Isaac Peral s/n 28040 Madrid Tel: +34 91 394 69 22/23 Fax: +34 91 394 69 24 E-mail: rect@ucm.es
Language requirements	A GOOD LEVEL OF SPANISH
Housing Office	PABELLÓN DE GOBIERNO C/ Isaac Peral s/n 28040 Madrid Tel: +34 91 394 69 67 Fax: +34 91 394 69 27 @mail: vivienda@rect.ucm.es
Housing Deadlines	3 months prior to the arrival
Examination Period	February: Autumn Semester June: Spring Semester
Useful information for Incoming students	Oficina SOCRATES/ERASMUS Pabellón de Gobierno Oficina ERASMUS - Faculties ESN Erasmus Student Network
Contact Person for special intensive Spanish course (free)	Oficina SOCRATES/ERASMUS Faculty of Philology Tel: +34 91 394 54 00 Fax.+34 91 394 55 78
Preparatory language course offered for incoming students	September / February Free of charge Special ERASMUS intensive course
Dates and costs for language course	Cursos de Español para Extranjeros (payable) Tel.: +34 91 394 53 25 Fax: +34 91 394 53 36 cursosex@eucmax.sim.ucm.es
Last update of this information	June 2007

ANEXES:

SOMOSAGUAS CAMPUS MAP:



MADRID´S UNDERGROUND MAP:

simbología

-  Estación con horario restringido
-  Transbordo corto entre líneas de Metro
-  Transbordo largo entre líneas de Metro
-  Cambio de tren
-  Estación Cercanías-Renfe
-  Estación de ferrocarril de largo recorrido
-  Terminal de autobús interurbano
-  Aeropuerto Madrid-Barajas
-  Aparcamiento de disuasión gratuito
-  Aparcamiento de disuasión de pago
-  Centro atención al Cliente
-  Estación con acceso para personas con movilidad reducida / ascensor
-  Tarifa especial Aeropuerto

zona B1 B2 B3
Cambio tarifario



COMUNIDAD DE MADRID
Comunidad de Madrid

MetroSur



líneas de Metro

- | | |
|---|--|
| 1 Pinar de Chamartín / Valdecarros | 8 Nuevos Ministerios / Aeropuerto |
| 2 La Elipa / Cuatro Caminos | 9 Herrera Oria / Arganda del Rey |
| 3 Villaverde Alto / Moncloa | 10 Hospital de Norte / Puerta del Sur |
| 4 Argüelles / Pinar de Chamartín | 11 Plaza Elíptica / La Peñeta |
| 5 Alameda de Osuna / Casa de Campo | 12 MetroSur |
| 6 Circular | R Ópera / Príncipe Pío |
| 7 Henares / Pitis | |