# **COURSE OFFER GUIDE**

# AVAILABLE COURSES AND COURSE RESTRICTIONS FOR EXCHANGE STUDENTS ACADEMIC YEAR 2017/18

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#### 1. COURSE OFFER - DEPENDING ON PROGRAM AND FIELD OF STUDY

#### 1.1 Erasmus+ students and students from Swiss Universities:

- a. You can **only** enroll in Bachelor's Degree courses and **groups from the same School or Centre**where you have been admitted. Check in your Admission Letter the School in which you have been admitted to.
  - o School of Law and Social Sciences (Getafe Campus).
  - School of Humanities, Communication and Library Science (Getafe Campus)
  - School of Engineering (Leganés Campus).
  - o School of Law and Social Sciences. (Colmenarejo Campus, only allowed for the Bachelor's Degree in Tourism).
- b. You may also select any of our <u>Humanities Courses</u> (short courses about culture, history, politics...) that belong to your School. Most of them are taught in Spanish; you can enroll in a maximum of three Humanities courses.

<u>Example:</u> if your Letter of Admission states that you have been admitted in the School of Law and Social Sciences (Getafe Campus), your choices are:

- Bachelor's Degree Subjects from the School of Law and Social Sciences in Getafe. You cannot apply for courses taught at the School of Humanities or the School of Engineering, but you can enroll in subjects from another Bachelor's Degree as long as they belong to the School of Law and Social Sciences in Getafe.
- Humanities Courses.

More info about Humanities courses:

https://aplicaciones.uc3m.es/horarios-web/humanidades/humanidadesGrado.page?vision=ASIG

#### 1.2 Students from non-European Universities:

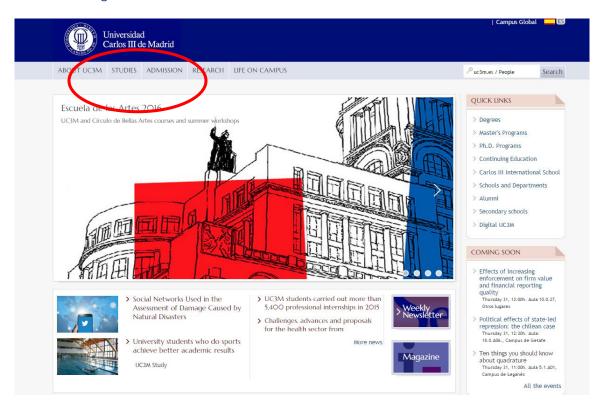
- a. You may enroll in subjects from all UC3M Schools.
- b. You may also choose any of our <u>Humanities Courses</u> (short courses about culture, history, politics...).

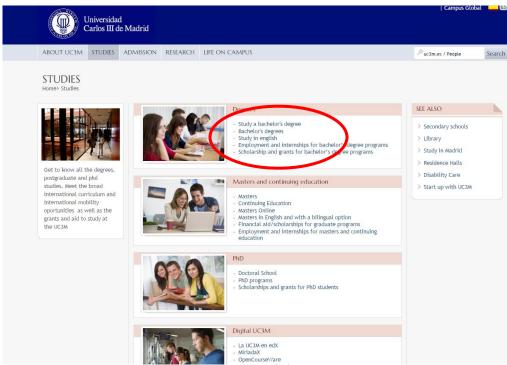
More info about Humanities courses:

https://aplicaciones.uc3m.es/horarios-web/humanidades/humanidadesGrado.page?vision=ASIG

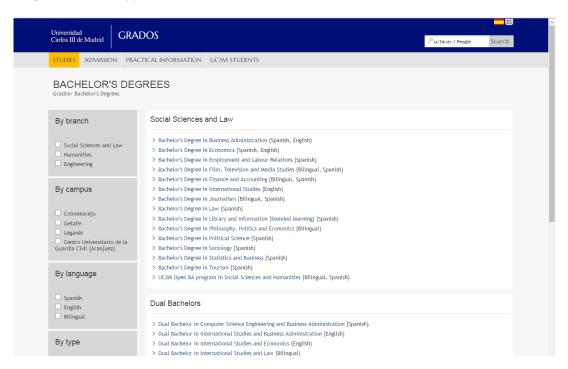
#### 2. BACHELOR'S DEGREES @ UC3M

To check the different Bachelor's degrees, enter our website and click on "Studies", and then, click on "Bachelor's degrees":





The following window will appear:



As an exchange student, you may choose among subjects from different courses/levels (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>...) either in English or Spanish.

For more information on how Bachelor's Degree classes are organized, please visit: <a href="http://www.uc3m.es/ss/Satellite/Grado/en/TextoMixta/1371211886952/Degree classes">http://www.uc3m.es/ss/Satellite/Grado/en/TextoMixta/1371211886952/Degree classes</a>

#### **Bachelor's Degree studies available for Exchange students:**

Title	Centre	Campus	Available courses	Language
Bachelor's Degree in Business Administration	School of Law and Social Sciences	Getafe	All	English/Spanish
Bachelor's Degree in Political Science	School of Law and Social science Sciences		All	Spanish
Bachelor's Degree in Film, Television and Media Studies	School of Humanities, Communication and Library Sciences	Getafe	*Check section 3 Course restrictions for exchange students	English/Spanish
Bachelor's Degree in Law	School of Law and Social Sciences	Getafe, Colmenarejo	All	Spanish
Bachelor's Degree in Economics	School of Law and Social Sciences	Getafe	All	English/Spanish
Bachelor's Degree in Statistics and Business	School of Law and Social	Getafe	All	Spanish

Title	Centre	Campus	Available	Languago	
Title	Centre	Campus	courses	Language	
	Sciences				
Bachelor's Degree in International Studies	School of Law and Social Sciences	Getafe	All	English	
Bachelor's Degree in Finance and	School of Law and Social	Getafe	All	English/Spanish	
Accounting	Sciences				
			*Check section 3		
Bachelor's Degree in Journalism	School of Humanities, Communication and Library	Getafe	Course restrictions for	English/Spanish	
Bachelor's Degree III Journalism	Sciences	Octare	exchange	Liigiisii/Opailisii	
			students		
Bachelor's Degre in Employment and	School of Law and Social	Getafe	All	Spanish	
<u>Labour Relations</u>	Sciences				
Bachelor's Degree in Sociology	School of Law and Social Sciences	Getafe	All	Spanish	
	Ocioneca				
	School of Law and Social Sciences	Getafe (1st and 2nd courses)			
Bachelor's Degree in Tourism			All	Spanish	
		Colmenarejo (3rd and 4th courses)			
Dual Backsler in Political Coinces and	School of Law and Social		All		
Dual Bachelor in Political Science and Sociology	Sciences	Getafe	All	Spanish	
Dual Bachelor in Law and Business	School of Law and Social	Catala	All	Fundiah/Cuaniah	
<u>Administration</u>	Sciences	Getafe	All	English/Spanish	
Dual Bachelor in Law and Political	School of Law and Social	Getafe	All	Spanish	
<u>Science</u>	Sciences				
Dual Bachelor in Law and Economics	School of Law and Social	Getafe	All	English/Spanish	
	Sciences				
<u>Dual Bachelor in International Studies</u>	School of Law and Social Sciences	Getafe	1st, 2nd and 3rd	English	
and Business Administration			year courses		
<u>Dual Bachelor in International Studies</u> and Political Science	School of Law and Social Sciences	Getafe	1st, 2nd and 3rd year courses	English/Spanish	
and r olitical ocience			·		
Dual Bachelor in International Studies and Law	School of Law and Social Sciences	Getafe	1st, 2nd and 3rd year courses	English/Spanish	
	School of Law and Social		·		
<u>Dual Bachelor in International Studies</u> <u>and Economics</u>	Sciences	Getafe	1st and 2nd year courses	English	
Dual Bachelor in Computer Science	School of Engineering		All		
Engineering and Business	ochoor or Engineering	Colmenarejo	All	Spanish	
<u>Administration</u>					

Title	Centre	Campus	Available courses	Language
Dual Bachelor in Journalism and Film, Television and Media Studies	School of Humanities, Communication and Library Sciences	Getafe	*Check section 3 Course restrictions	Spanish
Dual Bachelor in Journalism and Humanities Studies	School of Humanities, Communication and Library Sciences	Getafe	1st, 2nd, 3rd, 4th & 5th year courses	Spanish
Bachelor's Degree in Humanities Studies	School of Humanities, Communication and Library Sciences	Getafe	All	Spanish
Bachelor's Degree in Aerospace Engineering	School of Engineering	Leganés	All	English
Bachelor's Degree in Biomedical Engineering	School of Engineering	Leganés	All	English
Bachelor's Degree in Energy Engineering	School of Engineering	Leganés	All	English
Bachelor's Degree in Audiovisual System Engineering	School of Engineering	Leganés	All	English/Spanish
Bachelor's Degree in Communication System Engineering	School of Engineering	Leganés	All	English/Spanish
Bachelor's Degree in Electrical Power Engineering	School of Engineering	Leganés	All	English/Spanish
Bachelor's Degree in Industrial Electronics and Automation Engineering	School of Engineering	Leganés	All	English/Spanish
Bachelor's Degree in Telecommunication Technologies Engineering	School of Engineering	Leganés	All	English/Spanish
Bachelor's Degree in Industrial Technologies Engineering	School of Engineering	Leganés	All	English/Spanish
Bachelor's Degree in Computer Science and Engineering	School of Engineering	Leganés	All	English/Spanish
Bachelor's Degree in Mechanical Engineering	School of Engineering	Leganés	All	English/Spanish
Bachelor's Degree in Telematics Engineering	School of Engineering	Leganés	All	English/Spanish
Bachelor's Degree in Library and Information (blended learning)	School of Humanities, Communication and Library Sciences	Getafe	3rd & 4th year courses	Spanish
Bachelor's Degree in Management of Information and Digital Contents	School of Humanities, Communication and Library Sciences	Getafe	1 <sup>st</sup> year courses	Spanish

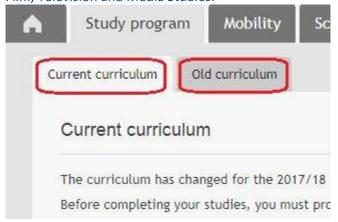
#### 3. COURSE RESTRICTIONS FOR EXCHANGE STUDENTS

Please note that the following subjects are not available for exchange students:

- "Skills: English"
- "Professional Internships": Internships in companies or in a UC3M Department/Service will be recognized as curricular internships. Please bear in mind the following information:
  - School of Humanities: Not available
  - School of Law and Social Sciences: Not available
  - School of Engineering: The student should look for professional internships on her/his own and confirm it with UC3M. It is not allowed to include the internship in the Learning Agreement if it has not been approved by UC3M before.
- "Bachelor Thesis (Trabajo Fin de Grado)" under the following conditions:
  - School of Humanities: Not available
  - School of Law and Social Sciences (only in the second semester): you must specifically request it via email to <u>incoming@uc3m.es</u>
  - School of Engineering (first or second semester): you must specifically request it writing to <a href="mailto:internationaleps@uc3m.es">internationaleps@uc3m.es</a>

Enrollment in Bachelor Thesis will not be approved without the permission from the corresponding School.

- Subjects from the **Hispanic Studies Program**.
- Any subject from the **Masters-Postgraduate** Studies programs: Only available for students coming from universities with a proper agreement for Masters and Postgraduate studies.
- Subject "Spanish Language" from the Bachelor's Degree in Humanities Studies: take into account that this is not a class for learning Spanish, but it requires a high command on Spanish (C1 level CEFR).
- "Languages: German" from the Bachelor's Degree in Aerospace Engineering.
- "Blended learning" Subjects or "without teaching" subjects (i.e. "Skills: Second language", Bachelor in International Studies).
- Subjects from the **Program in Philosophy, Politics and Economics.**
- Subjects from the UC3M Open BA Program in Social Sciences and Humanities
- Subjects from the **UC3M Open BS Program in Engineering** .
- Subjects from 1st and 2nd courses from the Bachelor's Degree in Library and Information.
- Subjects from the Bachelor's Degree in Security Engineering.
- Bachelor's Degree in Journalism, Film, Television and Media Studies and Dual Degree in Journalism,
   Film, Television and Media Studies:



- \*Current curriculum: Only subjects from Course 1 and Course 2 are offered.
- \*Old curriculum: Only subjects from Course 3 and Course 4 are offered.

Dual Degree in Journalism, Film, Television and Media Studies: Only subjects from Course 3, Course 4 and Course 5 are offered.

#### 4. RULES FOR SUBJECT ENROLLMENT

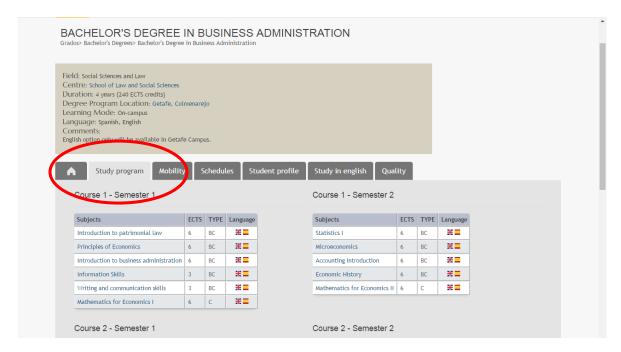
#### 4.1 Number of credits (ECTS) allowed per semester

o Minimum: 1 subject per semester.

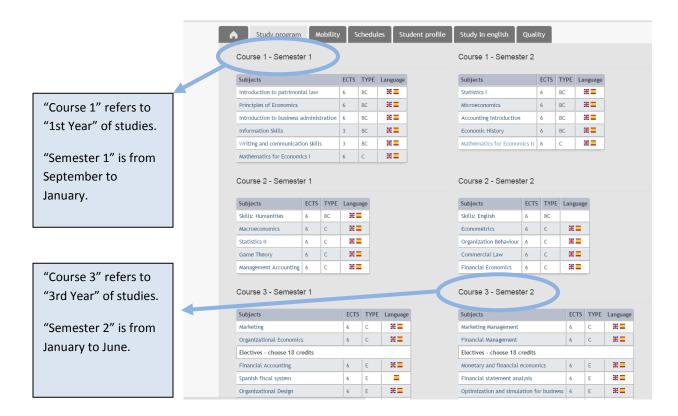
o Maximum: 33 ECTS per semester (66 ECTS for whole academic year).

#### 4.2 Course's syllabus and programme

You can check the study program for every Degree on our website. Once you have selected a Degree (in this example, Bachelor's Degree in Business Administration) you just need to click on "Study Program".



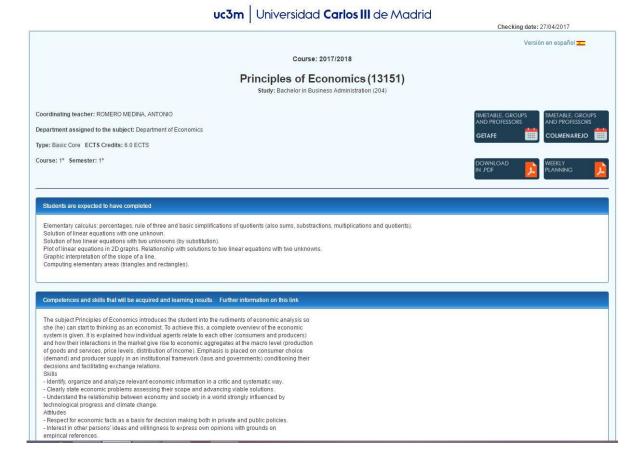
All subjects in each course and semester will be displayed on the screen:



Continuing with our example, if you want to attend the classes for "Principles of Economics" ( $1^{st}$  Year –  $1^{st}$  Semester), click on the subjects' name. You will find the course syllabus ("ficha") in the next window.

#### 4.3 What important information can be found on the "ficha" or course syllabus:

The course syllabus is a very important document that you must read before deciding which subjects you are going to enroll in. You will find information on the course outline, professors, timetables, weekly plannings, assessment criteria, etc...



#### 4.3.1 Students are expected to have completed...

You will find this section in the syllabus for some subjects. It is very important to check if the subject you want to enroll in features any of these requirements. Check this example from the subject "Principles of Economics" from the Bachelor's degree in Business Administration:



In this case, a student who has not passed the classes for elementary calculus, linear equations, etc. are recommended not to enroll in this class.

#### 4.3.2 Subject's Code

You can find the code number of every subject right beside its name. In our example, it is 204-13151 for "Principles of Economics". The codes are usually 8 digits long. The first 3 digits refer to the degree and the posterior 5 refer to the specific subject.



#### 4.3.3 Timetables/Schedule

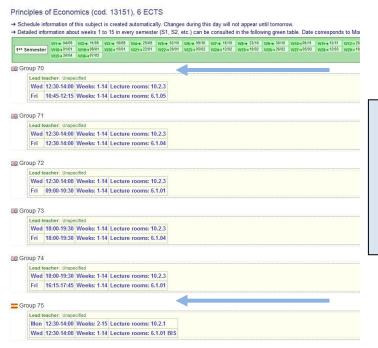
To check specific timetables, go to the "Timetable, Groups and Professors" section and click on the link to your Faculty (in this case, "Getafe").



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When it comes to enrollment, it is very important for you to avoid overlapping classes.

Subjects are taught at different times during the week. According to your preferences, you can choose a class group that meets your timetable needs. Check this example:



A student interested in this subject may choose between groups in English (70, 71, 72, 73 or 74) or groups in Spanish (75, 76, 77 or 78). It is compulsory to attend your classes both days (if you have chosen group 71, Wednesdays and Fridays from 12.30 to 14.00)

#### 4.3.4 Course languages

Some subjects may be taught in English and/or Spanish. You can identify the language for each group by the Spanish or British flag:

```
→ Lead teacher: LI , YUHAO

Aggregated group lead teacher: HERNANDO VECIANA, ANGEL

Wed 18:00-19:30 Weeks: 1-14 Lecture rooms: 10.2.3

Fri 16:15-17:45 Weeks: 1-14 Lecture rooms: 6.1.01

→ Group 75

Lead teacher: GALLEGO CANTERO, MARIA JOSE

Aggregated group lead teacher: HERNANDO VECIANA, ANGEL

Mon 12:30-14:00 Weeks: 1-15 Lecture rooms: 10.2.1

Wed 12:30-14:00 Weeks: 1-14 Lecture rooms: 6.1.01 BIS
```

#### 4.3.5 Lecture rooms and different types of classes

Most subjects are divided in two sessions per week (lecture classes and practical/seminar classes). **You need to attend both sessions** (theory and practicum) **from the same group.** 

To know where the class is held, search for the lecture room number in:

```
Fri 10:45-12:15 Weeks: 1-14 Lecture rooms: 6.1.05

Lead teacher: CORREA LOPERA, GUADAVIV.
Aggregated group lead teather: HERNANDO VECIANA, ANGEL
Wed 12:30-14:00 Veeks: 1-14 Lecture rooms: 10.2.3
Fri 12:30-14:00 Weeks: 1-14 Lecture rooms: 6.1.04

Lead teacher: CORREA LOPERA, GUADALUPE
Aggregated group lead teacher: HERNANDO VECIANA, ANGEL
Wed 12:30-14:00 Weeks: 1-14 Lecture rooms: 10.2.3
Fri 09:00-10:30 Weeks: 1-14 Lecture rooms: 6.1.01
```

Please, remember that lecture classes and practical/seminar classes are often taught in different rooms, that is why it is so important to write down this information for your first week of class!

#### 4.3.6 Course length

You can check when subjects for Bachelor's Degree studies will begin by clicking here.

#### 4.3.7 Course semester

During the first semester (from September to January) you are only allowed to enroll in subjects from the "Semester 1" column.

Likewise, if you are scheduled to study at Universidad Carlos III for the second semester (from January to June), you will only be able to enroll in subjects from the "Semester 2" column.

#### **5 AVAILABLE SPOTS. IMPORTANT!**

Availability for class spots at UC3M is subject to demand. UC3M does not guarantee a spot in all groups that exist for the same subject. In order to know the spots available for the group you are interested in, you are obliged to read first the document "How to see available spots at UC3M" that you will find on our website.

#### **IMPORTANT - PRIOR TO ARRIVAL!**

Even though UC3M has a wide offer of courses taught in English, for the ones mentioned below, due to their high popularity the demand of spots usually exceeds the supply.

If you intend to include any of the courses featured on **the list below** into your study plan or learning agreement, **we strongly recommend that you find an alternative course to have a back-up choice.** In that case you should agree those alternatives courses with your home academic advisor before arriving at UC3M.

First semester: Sept-Jan	Second semester: Jan-June			
	✓ Marketing Management*			
✓ Consumer Behavior*	✓ Innovation & Technological Change*			
✓ Strategic Management*	✓ International Business Management*			
✓ Origins of Modern Firm*	✓ Organization Behavior*			
✓ Spanish History: 20th Century**	✓ International Financing*			
✓ International Public Law*	✓ Financial Economics*			
*	✓ Family Business Management*			
School of Social Sciences and Law*	✓ Labour Law and Social Security*			
School of Humanities, Communication and Library	✓ Economic History*			
Sciences**	✓ Advertising & Communication**			
	✓ Communication and Participation of Civil Society in the			
	Internet**			

## 6 OTHER ACTIVITIES WITH CREDIT RECOGNITION (ECTS)

For sport, culture and volunteering activities organized by UC3M you can also obtain ECTS credits. You will get a certificate of completion afterwards, but bear in mind that this grade will not be featured on your final Transcript of Records because these studies are not included in the Bachelor's Degree program.

For further information:

http://www.uc3m.es/ss/Satellite/ApoyoEstudiante/en/TextoMixta/1371220877428/Courses and Workshops

To help you organize your courses selection and weekly schedules better, we have prepared the following documents:

#### **Annex I**

## **COURSE SELECTION FORM**

Fill in the following table with all UC3M subjects you are interested in, as well as other alternative subjects in case there are no seats available during registration.

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

# **Annex II**

## **WEEKLY TIMETABLE**

	LUNES MONDAY	MARTES TUESDAY	MIÉRCOLES WEDNESDAY	JUEVES THURSDAY	VIERNES FRIDAY
9.00					
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