## COURSE OFFER GUIDE

## AVAILABLE COURSES AND COURSE RESTRICTIONS FOR EXCHANGE STUDENTS ACADEMIC YEAR 2019/20

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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.

- School of Law and Social Sciences (Getafe Campus).
- School of Humanities, Communication and Library Science (Getafe Campus)
- School of Engineering (Leganés Campus).
- 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 Humanities Courses (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.

Example: 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 Humanities Courses (short courses about culture, history, politics...).

## 2. BACHELOR'S DEGREES @ UC3M

As an exchange student you will be allowed to take courses from different Bachelor's degrees and different years ( $1^{\text {st }}, 2^{\text {nd }}, 3^{\text {rd }}, 4^{\text {th }}$, etc.) in English or Spanish.
**IMPORTANT: Since UC3M regular students do not spend a semester on an exchange till they are studying their $3^{\text {rd }}$ year, $1^{\text {ST }}$ and $2^{\text {nd }}$ year courses have very limited spots. As a result, it will be difficult to get a spot in these courses, especially if they have only one group.

To know more about the classes at UC3M, please check the following website:
https://www.uc3m.es/ss/Satellite/Grado/en/TextoMixta/1371211886952/Bachelor_classes

## UC3M Bachelor's Degrees:

- Social Sciences and Law School:
https://www.uc3m.es/ss/Satellite/Grado/en/ListadoCategorias/1371251146540/Grados de la Facult ad de Ciencias Sociales y Juridicas
- Humanities, Media Studies and Library Sciences: https://www.uc3m.es/ss/Satellite/Grado/en/ListadoCategorias/1371251145879/Grados de la Facult ad de Humanidades, Comunicacion y Documentacion
- Engineering School: https://www.uc3m.es/ss/Satellite/Grado/en/ListadoCategorias/1371213079482/Grados de la Escuel a Politecnica Superior


## 3. COURSE RESTRICTIONS FOR EXCHANGE STUDENTS

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

- "Skills: English", "Advanced knowledge of Spreadsheets" and "Soft skills"
- "Professional Internships": Internships in companies or in a UC3M Department/Service might be recognized as curricular internships. Please bear in mind the following information:
- School of Humanities: Not available
- School of Social Sciences and Law: 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 Social Sciences and Law (only in the second semester): you must specifically request it via email to incoming@uc3m.es
- School of Engineering (first or second semester): you must specifically request it writing to internationaleps@uc3m.es
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).
- "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 and the Bachelor's Degree in Management of Public Security.
- Subjects from the $2^{\text {nd }}$ year of the Bachelor's Degree in Data Science and Engineering.
- Subject "Information Skills" 1,5 ects.
- Subjects from the Bachelor's Degrees in Engineering Physics and in Applied Mathematics and Computing.
- "New" Bachelor’s Degrees: New Bachelor's Degrees pending of verification by Madri+d Foundation are not taught.

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**NEW** BACHELOR'S DEGREE IN MANAGEMENT AND TECHNOLOGY Grados> Bachelor's Degrees> \({ }^{* *} N E W^{* *}\) Bachelor's Degree in Management and Technology
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## Field: Social Sciences and Law

Centre: School of Law and Social Sciences

SAP
University
Alliances

Duration: 4 years ( 240 credits)
Learning Mode: On-campus
Lanquage: Enalish
Comments:
Bachelor's Degree pending of verification by Madri+d Foundation.

- Bachelor's Degrees with two different curriculums: If you check a course and it does not have a working link to its schedules, it means that this course will not be offered.



## Current curriculum

The curriculum has changed for the 2017/18
Before completing your studies, you must prc
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## 4. RULES FOR SUBJECT ENROLLMENT

4.1 Number of credits (ECTS) allowed per semester

- Minimum: 1 subject per semester.
- Maximum: 30 ECTS per semester (60 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 $1^{\text {st }}$ Year - $1^{\text {st }}$ 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 planning, 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:
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## Competences and skilis that will be acquired and leaning results. Further intormation on this link

The subject Principles of Economics introduces the student into the rudiments of economic analysis so she (he) can start to thinking as an economist. To achieve this, a complete overview of the economic system is given. It is explained how individual agents relate to each other (consumers and producers) and how their interactions in the market give rise to economic aggregates at the macro level (production of goods and services, price levels, distribution of income). Emphasis is placed on consumer choice (demand) and producer supply in an institutional framework (laws and governments) conditioning their

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.

Course: 2017/2018

## Principles of Economics (13151)

Study: Bachelor in Business Administration (204)

### 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").


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: $\mathbf{1 0 . 2}$.
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:


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 on our website (academic calendar):
https://www.uc3m.es/ss/Satellite/UC3MInstitucional/en/TextoDosColumnas/1371219273906/Internat ional_Exchange_Students

### 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: https://www.uc3m.es/ss/Satellite/UC3MInstitucional/en/TextoMixta/1371220467391/

## ¡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.


## 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:
https://www.uc3m.es/ss/Satellite/Grado/en/TextoDosColumnas/1371235218590/Reconocimiento de creditos por actividades culturales, deportivas o solidarias

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

## Annex 1

## 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.
$\left.\begin{array}{|c|c|l|l|l|}\hline \begin{array}{|c|l|l|l|}\hline \text { NOMBRE DEL ESTUDIANTE/STUDENT'S NAME: } \\ \text { UNIVERSIDAD DE ORIGEN/HOME UNIVERSITY: }\end{array} \\ \hline \begin{array}{c}\text { CÓDIGO } \\ \text { ASIGNATURA } \\ \text { COURSE CODE }\end{array} & \begin{array}{c}\text { NOMBRE DE LA ASIGNATURA } \\ \text { COURSE NAME }\end{array} & \begin{array}{c}\text { CUATRIMESTRE } \\ \text { TERM }\end{array} & \begin{array}{c}\text { GRUPO } \\ \text { GROUP }\end{array} & \begin{array}{c}\text { IDIOMA } \\ \text { LANGUAGE } \\ \text { OF }\end{array} \\ \text { INSTRUCTION }\end{array}\right]$
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## Annex II

## WEEKLY TIMETABLE

|  | LUNES MONDAY | MARTES TUESDAY | MIÉRCOLES WEDNESDAY | $\begin{aligned} & \hline \text { JUEVES } \\ & \text { THURSDAY } \end{aligned}$ | VIERNES FRIDAY |
| :---: | :---: | :---: | :---: | :---: | :---: |
| $\begin{aligned} & \hline 9.00 \\ & - \\ & 10.00 \end{aligned}$ |  |  |  |  |  |
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| $\begin{aligned} & \hline 15.00 \\ & - \\ & 16.00 \end{aligned}$ |  |  |  |  |  |
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| $\begin{aligned} & 19.00 \\ & - \\ & 20.00 \end{aligned}$ |  |  |  |  |  |
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