



NEW FACULTY GUIDE

Department of Business Administration

Welcome to the Department!

The first thing that you have to do, well in advance of your arrival, is to contact Alicia Barroso (alicia.barroso@uc3m.es). Upon your arrival, Alicia will show you your office and will help you with any questions you may have during your first days in the department.

Important administrative issues to deal with first

During your first day you must go to the Human Resources Department (Building 8, left corner, close to building 11) to sign your contract.

<http://turan.uc3m.es/uc3m/gral/IG/CA/getafe.html>

Once you sign your contract, the University Administration will generate an email account for you as well as a login and password to access the different online services. A few days after signing the contract, ask the Administrative Staff for your accounts and password details.

Please note that a signed copy of your contract will also be needed for most of the administrative procedures that you will have to complete.

In the Appendix at the end of this document, you can find details about the different administrative tasks that you have to complete. Please read the appendix carefully and contact Alicia if you have questions.

Do not forget to take an ID photo in order to get your University Card!

Your office

Your office should have a desk, chair, two bookcases, computer, printer, telephone, and reading lamp. If your assigned office lacks any of these items, or you have any problem with, for example, the telephone you need to file/open an 'Incidencia'. In order to file/open an 'Incidencia' you have two options:

- Dial 91-6246200 (from your office, dial only 6200)
- Do it online, through intranet "Aula Global"

If you have problems with your computer you should contact Eduardo Melero (eduardo.melero@uc3m.es), and for installing additional software you should contact Jose Penalva (jpenalva@emp.uc3m.es).

Mail and office stationery

Office stationery is available in the administrative staff office: 6.0.28 (Building 6, Plant 0, room28). You also have a mailbox in the mail room 7.32 to receive your mail and to post outgoing mail. You will be given the codes to access the mail room upon your arrival. If you do not have an assigned mailbox (with your name on it) you should contact the administrative staff.

In the mail or post room you will also find a copy machine. The required code to use the copy machine is the last four numbers of you ID. If you want to make copies, you also can use the reprographics services (i.e., the copy stores in buildings Adolfo Posada 9, Ortega y Gasset 17, Concepción Arenal 14). In the reprographics service you have to identify yourself as a Professor and fill out a form, a copy of which you should hand out to the administrative staff office. The Secretary will give you the Department code you will need to include in this form.

E-mail and web page

To ensure that you receive all e-mails from the department, you have to contact the administrative staff and confirm that you have been included on the e-mail list.

Please send a brief CV to Pedro Serrano (pjserran@emp.uc3m.es). This CV will appear on your web page at the department's website. You may want to check the department's website for examples.

Travel

Every time you travel, you should fill out an application form called “Comision de Servicios” prior to your travel. The application form can be found in the intranet “Aula Gobal.” You should turn in the application form at the secretary’s office for it to be passed on to the Department Chair for approval.

Travel insurance Abroad

1. Travelling within the European Union

In the case of work accident or sickness while traveling abroad (EU) all employees of the Department can access the public health system of any EU country and get treated if they hold the European Insurance Card (see application procedure below). One should not forget to ask for a certificate of sickness (varies in every country but all EU variations are equally accepted by the Human Resource Department). This certificate needs to be submitted as soon as possible to the University Human Resource Department, which is responsible for making the necessary arrangements with Social Security and change the employee’s status and source of payment.

Applying for the European Insurance Card:

All employees of the Department that hold a full time contract can apply for the Card and be covered against any accidents or health issues that might occur while travelling abroad. The European Insurance Card grants access to the health systems of all countries in the European Union and can be easily acquired by an online application. The website for online applications for people working in Spain and contributing to the Spanish Social Security system is the following:

https://sede.seg-social.gob.es/Sede_1/Lanzadera/index.htm?URL=98

After the online application is completed the Card is sent by regular post to the indicated address and has a validity of 2 years (renewable).

2. Travelling outside the EU

In the case of work accident or sickness while traveling abroad (outside the EU), the absence of formal national agreements with regards to access to the public health care system might result into costs for treatment (that are not covered by the Social Security). Still, an official document certifying the visit to a doctor and the diagnosis needs to be

submitted to the Human Resource Department, which will look into each of these cases individually.

Seminars

As member of the department you are expected to attend and participate in the seminars. You can check the seminar calendar at:

http://www.uc3m.es/portal/page/portal/dpto_economia_empresa/seminarios/seminarios_permanente

If you want to invite a speaker to give a seminar, please contact Neus Palomeras (neus.palomeras@uc3m.es), for Management, Organization or Marketing seminars, or Alvaro Cartera (alvaro.cartera@uc3m.es), for Finance or Accounting seminars.

You are also invited to present your research at the Department's Internal Seminar Series. Please contact Miriam Sánchez Manzanares (msmanzan@emp.uc3m.es) to schedule your seminar.

Classrooms

Scheduling

Rooms are automatically scheduled for regular course offerings. (To check your class, please select the "Grado" or "Licenciatura", "curso" (course) and "cuatrimestre" (quarter) at <http://www.uc3m.es/portal/page/portal/inicio/estudios>)

GETAFE CAMPUS: If you wish to schedule a room for a specific day or to schedule a computer room, you need to go to "Conserjería". If the classroom is located in buildings 6, 7 or 10, you need to go to the "Conserjería" located between buildings 6 and 7. If the classroom is located in buildings 4, 5 or 9, you need to go to the "Conserjería" located between buildings 4 and 5.

COLMENAREJO CAMPUS: If you wish to schedule a room for a specific day or to schedule a computer room, you should go to "Punto de Información del Campus" (Information desk, found at the entrance of the Main building).

http://www.uc3m.es/portal/page/portal/campus_colmenarejo

Resources

Each classroom has a computer and projector. To access the computer and projector (they are locked), before going to the classroom, you need to ask for the respective keys at

“Conserjería” (Campus Getafe) or “Punto de Información del Campus or PIC” (Campus de Colmenarejo). Every time you ask for the keys you are required to sign a form. In Getafe, you can ask for your own set of keys to use during the teaching term, therefore avoiding having to ask for them every time you teach a class (Please ask “Conserjería” how to get a set of keys).

Both the computer and the projector are usually already connected and you only need to type your username and password. If there is any problem with either piece of equipment, you should contact the respective “Conserjería” (Campus Getafe) or “Punto de Información del Campus or PIC” (Campus de Colmenarejo). Microsoft Office and additional software are already installed. If you need specific software that is not installed, you should file/open an “Incidencia” (see “Incidencia” section). If the University already has a licence for the software you need, IT staff will install it in the computer you select in a couple of days.

Important

In every classroom there is a “control sheet” registering the classes of the day, which you will need to sign. Please make sure **you sign this sheet** every time you teach in a classroom. If you fail to sign the “control sheet”, you will receive a notice and will have to justify whether you forget to sign it or you will be required to recover the missing class in a different day.

If one day you are unable to teach one or more of your assigned classes, you must provide an alternative day and schedule to make up for the missed classes.

Conference room scheduling

The Department has one “conference room” (6.0.52). You can check its availability and schedule it with any member of the Administrative staff whenever you need to use it.

Financial support

First days (Sponsored by Universidad Carlos III)

The University provides some money for moving expenses for new faculty who come from a non-Spanish university or research center (“Acuerdo Consejo de Gobierno 4 de marzo de 2005”). It covers the maintenance expenses (42€ per day during the first 15 days), the travelling expenses only from your country/region to Madrid (maximum 1.250€), and accommodation expenses in a residence hall of the Fundación Carlos III during your first 15 days in Madrid (http://www.uc3m.es/portal/page/portal/residencias_alojamientos).

To reclaim this money you have to provide to the administrative staff a document of your previous university or research center that verifies your origin, and all bills (including your boarding pass.)

During the year “Ayuda social” (Sponsored by Universidad Carlos III)

There are financial support plans, called “Ayuda social” or “Plan de Acción social”, which partially cover the cost of public transportation (monthly tickets of the “abono transporte”), dental care, etc. To check the requirements to benefit from “Ayuda Social”, please go to the intranet “Aula Global”.

“Bolsa de viaje” (Sponsored by the Department)

The Department has an approved budget for research travelling expenses (to attend conferences and seminars). Please ask the Administrative Staff for the specific amounts and for the application forms you need to fill out. This budget is intended to support your research travelling expenses during an initial short period of time, since every researcher is expected to join to a National Research Project. When you arrive at the department you have to contact Josep A. Tribó (joatribo@emp.uc3m.es) to be included as a member of ongoing or new Research Projects

- UC3M Research group
- Research Project

Your travelling expenses need to be approved by the Director of the Department that will sign your application therefore authorizing your travel. This application is the official document that will cover you in case of emergency. If the travelling/displacement last for longer than 3 months, then you need to apply for a “licencia de estudios”.

“Prizes” (Sponsored by the Research Institute INDEM)

Since 2006, the Department jointly with the Research Institute INDEM, rewards the articles published by members of the Department in the previous 3 years in journals A+ and A according to the official Journal’s list of the Department.

http://www.uc3m.es/portal/page/portal/dpto_economia_empresa/home/research/list_journals

You can find more information of previous editions on the intranet of the Department.

Library and Databases

The library is located in building 12. You can also access all the electronic resources (including the journals) from your personal computer at home (through identification in

the intranet “Aula Global”) or from your office computer. Most of the journals are available in electronic version and can be accessed online.

http://www.uc3m.es/portal/page/portal/biblioteca/encontrar_informacion/recursos_electronicos/listado_az_recursos_electronicos

If you need to examine hard copies of the journals, then you must go to the library:

- In the first floor you can find the issues for the last 5 years;
- In the lower level (-2 level) you can find issues for years dating back 5 years or more.

In the first floor, there is photocopy machine that you can use. Please ask our Administrative staff for the photocopying “code”.

The Department maintains an extensive number of databases. You can find more information on how to access them at:

http://www.uc3m.es/portal/page/portal/dpto_economia_empresa/home/research/databases

Some of these databases can be accessed locally through the computers located in room 6.0.52. Contact to Lluís Santamaria (luís.santamaria@uc3m.es) for further details.

Department’s Staff

You can find information about the Department’s Staff at:

http://www.uc3m.es/portal/page/portal/dpto_economia_empresa/home/departament_structure

Administrative Staff: Office: 6.0.28 (Building 6, Plant 0, room 28)

- Raquel Sánchez (rsfernand@emp.uc3m.es) (Tel.: 91 624 96 30)
- Begoña García (bgarcia@pa.uc3m.es) (Tel.: 91 624 98 91)
- Marié Gómez (mariaesperanza.gomez@uc3m.es) (Tel.: 91 624 84 06)
- Almudena Crespo Gil (acgil@pa.uc3m.es) (Tel.: 91 624 8980)

Carlos III University (useful general links):

http://www.uc3m.es/portal/page/portal/international/students/general_information_international_students

<http://www.uc3m.es/portal/page/portal/internacional/profesores>

http://www.uc3m.es/portal/page/portal/servicios_jovenes/accommodation

APPENDIX

Administrative Tasks to Be Completed as Soon as Possible

Zero step: “Sign the contract”

You should go to the Human Resources Department and sign the contract. Please ask for a photocopy of the contract to avoid problems with the following steps.

Human Resources Department

Edificio de Rectorado

Despacho 8.0.04

Contact person: Mercedes Sánchez Requena or Ana Isabel Fernández Vicente

<http://turan.uc3m.es/uc3m/serv/RH/cg/info/info.html> (Directory in Spanish)

91 624 5787 or 91 624 9337

First step: “Rent an Apartment”

It is better to search online and to contact the owners directly, because the real estate offices usually do not have a large portfolio of apartments for rent.

One good alternative is to walk around the area you would like to live in and look for “for rent” (“se alquila”) signs, which normally include the landlord’s contact information.

Useful Websites where owners post their vacancies are: www.idealista.com, www.fotocasa.es, www.enalquiler.com, www.alquiler-piso.com.es, www.portae.com, www.pisosyalquiler.com

An option appropriate for a short stay might be to rent a holiday apartment, which may be cheaper than staying in a hotel: www.rentapartmentmadrid.com, www.apartinmadrid.com, www.madridapart.com

Visit the area and take a look at the advertised apartment yourself. There are instances in which the quality of the area changes within a block. Please take into account that many apartments do not have verandas or any outside views, they are “interiors” and overlook a courtyard.

Many landlords might request a bank guarantee in order to rent the house which is something you should try to negotiate. The cost for this guarantee might amount to 10% of the value of the guarantee (e.g. for a 6 month guarantee referring to a rent of € 1000/ month, the price of the guarantee would be €600).

The residence hall of Carlos III University: The University used to pay the equivalent of 15 days in the University residence, plus a fixed amount per day for general expenses. To check the availability and requirements of this support please ask our Administrative staff.
http://www.uc3m.es/portal/page/portal/residence_halls

NOTE: If you have to teach in the campus of “COLMENAREJO” and you will not have a car, then we suggest looking for an apartment close or around the DISTRICT “MONCLOA-ARAVACA” (Madrid). <http://www.districtosdemadrid.com/#Moncloa - Aravaca>.

The district of MONCLOA-ARAVACA is well connected with both campus Colmenarejo [Direct bus from Intercambiador de Moncloa to Colmenarejo (last stop), # 631 “] and Getafe [Metro and Renfe Cercanias OR Metro till “Plaza Eliptica” and then Bus #441 and 442]
http://www.uc3m.es/portal/page/portal/internacional/estudiantes/guia_est_inter/info_practica/llegada_madrid#llegar

Second step: “Empadronamiento”

Requirements: make an appointment over the phone (010) or internet (www.munimadrid.es), you will get an appointment in the office closest to where you live (note: avoid getting the empadronamiento certificate in the centre, because you cannot schedule the appointment and you have to wait in line). You are required to present your rental contract, social security certificate (not always), passport and fill out some forms (you get the forms there). In case you do not have a rental contract, you can go to a small village outside Madrid and use, instead of the empadronamiento, a letter from someone from the department stating that you live in his/her house as a guest (specifying the period of time that you will live there).

Third step: Social security number

Requirements: Empadronamiento certificate, passport and photocopy of your passport (if you register in the local Social Security Office in Getafe and you say that you work in Carlos III you won't be required to present the Empadronamiento certificate), copy of the contract that you have been sent before arriving to Madrid.

Fourth step: Opening a Bank Account

Before obtaining the NIE you can only open a Non-resident bank account with your passport. Once you get your NIE you can change your account from Non-resident to Resident.

The easiest and fastest way to open a bank account is to visit one of the bank branches located within the campus (e.g. Caja Madrid in Building 10 and Santander in Building 15). Faculty members are often granted fee discounts..

Fifth step: Getting the NIE / NIF (ID number for foreigners and tax number)

Requirements: First, make an appointment over the phone. You will get an appointment in the Madrid Office (close to Glorieta de Toledo). Your appointment may be scheduled for a date a few months after the day you call them. Therefore, do not delay scheduling your NIE appointment. On the appointed date you are required to present your passport, a photocopy of your passport, a social security certificate (not always). You will also have to fill out some forms (you get the forms there, but you usually have to ask for them) and pay a tax (the tax is payable in any bank, except in the banks close to Glorieta de Toledo, so go with time to take care of the tax payment). Please double-check the documents that you are required to present before going to your appointment.

- If you come from the European Union:
Oficina de Extranjeros
Plaza del Campillo del Mundo Nuevo, 3
Metro station: Puerta de Toledo, line 5
Ask for an appointment at 913226919 or 913226876 (from 9:00 to 14:00, M-F)

- If you come from outside the European Union:
Brigada Provincial de extranjería y documentación
Antigua cárcel de Carabanchel
Avenida de los Poblados, s/n
Metro station: Aluche

If you have any problem, go to the “Servicio de Relaciones Internacionales” of the university at the “Rectorado” building (phone: 91 624 5833).

Sixth step: Tarjeta sanitaria (registering with the local GP)

Requirements: you have to go to your local GP (“centro medico”) and present the social security number, the empadronamiento certificate and a photocopy of your passport. In a

month or so you will get your health card (tarjeta sanitaria). If you have a medical problem (small) they will see you even if you do not have your tarjeta sanitaria, but you cannot be prescribed any medication without it, or go to the hospital if the problem is more serious.

Miscellaneous:

Learning the Language

Spanish language courses are available in both semesters and for different levels. Courses are organized by the Language Centre of the University (Centro de Idiomas, http://www.uc3m.es/portal/page/portal/centro_idiomas_fernando_lazaro_carreter) and students are allocated into groups following an online test and oral communication in order to specify the appropriate level of entry. Classes start at the beginning of each semester and are usually during lunch time, in order to accommodate teaching schedules. Special prices are available for any person affiliated with the University.