

International Exchange Students
Bachelor's Studies



COURSE OFFER GUIDE

AVAILABLE COURSES AND COURSE RESTRICTIONS FOR EXCHANGE STUDENTS ACADEMIC YEAR 2024/25

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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).
 - o School of Humanities, Communication and Library Science (Getafe Campus)
 - o School of Engineering (Leganés Campus).

- 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...).
- c.

2. BACHELOR'S DEGREES @ UC3M

As an exchange student you will be allowed to take courses from different Bachelor's degrees and different years (1st, 2nd, 3rd, 4th, etc.) in English or Spanish.

****IMPORTANT:** Since UC3M regular students do not spend a semester on an exchange till they are studying their 3rd year, 1st and 2nd year courses have very limited spots. As a result, it will be difficult to get a spot in these courses, especially if they offer 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/bachelor-degree/social-sciences-bachelors>
- Humanities, Media Studies and Library Sciences:
<https://www.uc3m.es/bachelor-degree/humanities-bachelors>
- Engineering School:
<https://www.uc3m.es/bachelor-degree/engineering-bachelors>

3. COURSE RESTRICTIONS FOR EXCHANGE STUDENTS


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

- **“Skills: English”.**
- **“Law Clinic”** from the Degree in Law.
- **“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: Not available**
 - **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. The student will be responsible for finding a teacher who is willing to voluntarily guide him/her in his/her Bachelor Thesis.
- 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:** it is available, but you must take into account that this is not a class for learning Spanish, it requires a high command on Spanish (C1 level CEFR).

- Subjects from the **Program in Philosophy, Politics and Economics**.
- Subjects from the **Program in Science, Technology and Humanities**.
- Subjects from the **Bachelor's Degree in Security Engineering** and the **Bachelor's Degree in Management of Public Security**.
- Subjects from the **Dual Bachelor in Computer Science and Engineering and Business Administration**.
- Subjects from the **Bachelor in Sciences**.
- Subjects from the 3rd and 4th year of the **Bachelor in Robotics Engineering**.
- ****New** Bachelor's Degrees:** These Bachelor's Degrees highlighted as ****NEW**** are not offered for exchange students.

NEW BACHELOR IN NEUROSCIENCE

Grados / Bachelor's Degrees / **NEW** Bachelor in Neuroscience



DURATION 4 years (240 ECTS credits)

CENTRE School of Health Sciences
Campus de Getafe

LANGUAGE English

The Bachelor starts in: September 2024.
First Bachelor in Neuroscience in Spain at UC3M.

Access the podcast:



- Bachelor's Degrees with two different study programs ("**current program**" vs "**previous program**"): 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.

PROGRAM

Current Program

Previous Program

4. RULES FOR SUBJECT ENROLLMENT

4.1 Number of credits (ECTS) allowed per semester


- **Minimum:** 1 subject per semester (3 or 6 ECTS).
- **Maximum:** 30 ECTS per semester (60 ECTS for the 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 **"Program"**.

BACHELOR IN BUSINESS ADMINISTRATION

Grados / Bachelor's Degrees / Bachelor in Business Administration




DURATION 4 years (240 ECTS credits)

CENTRE School of Law and Social Sciences
Campus de Getafe, Campus de Colmenarejo

LANGUAGE Spanish, English

English option will only be available on the Getafe Campus.



[MORE INFO](#)

PRESENTATION ▼

PROGRAM ▼

MOBILITY ▼

STUDENT PROFILE ▼

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

PRESENTATION

PROGRAM

> Language requirement: a B2 level of English language must be accredited before finishing the studies. More information.

“Year 1” refers to “1st Year” of studies.

“Semester 1” is from September to January.

Year 1 - Semester 1

Subjects	ECTS	TYPE	Language
Introduction to patrimonial law	6	BC	
Information Skills	3	BC	
Introduction to business administration	6	BC	
Mathematics for Economics I	6	C	
Principles of Economics	6	BC	
Writing and communication skills	3	BC	

Year 2 - Semester 1

Subjects	ECTS	TYPE	Language
Game Theory	6	C	
Macroeconomics	6	C	
Management Accounting	6	C	
Skills: Humanities	6	BC	
Statistics II	6	C	

Year 1 - Semester 2

Subjects	ECTS	TYPE	Language
Accounting Introduction	6	BC	
Economic History	6	BC	
Mathematics for Economics II	6	C	
Microeconomics	6	BC	
Statistics I	6	BC	

Year 2 - Semester 2

Subjects	ECTS	TYPE	Language
Commercial Law	6	C	
Econometrics	6	C	
Financial Economics	6	C	
Intermediate-Advanced knowledge of Spreadsheets	3	BC	
Organization Behaviour	6	C	
Soft Skills	3	BC	

“Year 3” refers to “3rd Year” of studies.

“Semester 2” is from January to June.

Continuing with our example, if you want to attend the classes for “Principles of Economics” (1st Year – 1st 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...

Versión en español

Course: 2023/2024

Principles of Economics (13151)

Bachelor in Business Administration (Plan: 395 - Estudio: 204)

Coordinating teacher: HERNANDO VECIANA, ANGEL

Department assigned to the subject: Economics Department

Type: Basic Core **ECTS Credits:** 6.0 ECTS

Course: 1º **Semester:** 1º

Branch of knowledge: Social Sciences and Law

TIMETABLE, GROUPS AND PROFESSORS

COLMENAREJO

TIMETABLE, GROUPS AND PROFESSORS


GETAFE

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Requirements (Subjects that are assumed to be known)

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:

Versión en español 

Course: 2023/2024

Principles of Economics (13151)

Bachelor in Business Administration (Plan: 395 - Estudio: 204)


Coordinating teacher: HERNANDO VECIANA, ANGEL


Department assigned to the subject: Economics Department


Type: Basic Core **ECTS Credits:** 6.0 ECTS

Course: 1º **Semester:** 1º

Branch of knowledge: Social Sciences and Law

TIMETABLE, GROUPS
AND PROFESSORS
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Requirements (Subjects that are assumed to be known)

Percentages, rule of three and basic simplifications of quotients (also sums, subtractions, multiplications and quotients).
 Solution of linear equations with one unknown.
 Solution of two linear equations with two unknowns (by substitution).
 Plot of linear equations in 2D graphs.
 Relationship with solutions to two linear equations with two unknowns.
 Graphic interpretation of the slope of a line.
 Computing elementary areas (triangles and rectangles).

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 13151 for “Principles of Economics”. The codes are usually 5 digits long.

Course: 2023/2024

Principles of Economics (13151)

Bachelor in Business Administration (Plan: 395 - Estudio: 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”).

Versión en español

Course: 2023/2024

Principles of Economics (13151)

Bachelor in Business Administration (Plan: 395 - Estudio: 204)

Coordinating teacher: HERNANDO VECIANA, ANGEL

Department assigned to the subject: Economics Department

Type: Basic Core **ECTS Credits:** 6.0 ECTS

Course: 1º **Semester:** 1º

Branch of knowledge: Social Sciences and Law

TIMETABLE, GROUPS AND PROFESSORS
 COLMENAREJO

TIMETABLE, GROUPS AND PROFESSORS
 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:

Principles of Economics (cod. 13151), 6 ECTS

- This is a general subject schedule. Here you have the full schedule.
- Schedule information of this subject is created automatically. Changes during this day will not appear
- Detailed information about weeks 1 to 15 in every semester (S1, S2, etc.) can be consulted in the fol

1st Semester	W1→ 04/03	W2→ 11/03	W3→ 18/03	W4→ 25/03	W5→ 02/04	W6→ 09/04	W7→ 16/04	W8→ 23/04
	W20→ 15/01	W21→ 22/01						

Group 70

Lead teacher: PLAZA ARREDONDO, MARIA CARMEN
 Aggregated group lead teacher: PESSOA CARVALHO, BRUNO MIGUEL

Wed	12:30-14:00	Weeks: 1-15	Lecture rooms: 10.2.3
Fri	10:45-12:15	Weeks: 1-14	Lecture rooms: 6.1.05

Group 71

Lead teacher: PLAZA ARREDONDO, MARIA CARMEN
 Aggregated group lead teacher: PESSOA CARVALHO, BRUNO MIGUEL

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

Group 72

Lead teacher: PLAZA ARREDONDO, MARIA CARMEN
 Aggregated group lead teacher: PESSOA CARVALHO, BRUNO MIGUEL

Wed	12:30-14:00	Weeks: 1-15	Lecture rooms: 10.2.3
Fri	09:00-10:30	Weeks: 1-14	Lecture rooms: 5.1.05 BIS

Group 73

Lead teacher: WANG, RUNYANG
 Aggregated group lead teacher: ROMERO MEDINA, ANTONIO

Wed	16:15-17:45	Weeks: 1-15	Lecture rooms: 10.2.3
Fri	19:45-21:15	Weeks: 1-14	Lecture rooms: 6.1.04

Group 74

Lead teacher: ARGARARAZ, FACUNDO NAHUEL
 Aggregated group lead teacher: ROMERO MEDINA, ANTONIO

Wed	16:15-17:45	Weeks: 1-15	Lecture rooms: 10.2.3
Fri	18:00-19:30	Weeks: 1-14	Lecture rooms: 6.1.05

A student interested in this subject may choose between groups in English (70, 71, 72, 73 or 74). 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:

Group 74

Lead teacher: ARGARAZ , FACUNDO NAHUEL

Aggregated group lead teacher: ROMERO MEDINA, ANTONIO

Wed	16:15-17:45	Weeks: 1-15	Lecture rooms: 10.2.3
Fri	18:00-19:30	Weeks: 1-14	Lecture rooms: 6.1.05

Group 75

Lead teacher: GALLEGO CANTERO, MARIA JOSE

Aggregated group lead teacher: GALLEGO CANTERO, MARIA JOSE

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

Group 70

Lead teacher: PLAZA ARREDONDO, MARIA CARMEN

Aggregated group lead teacher: PESSOA CARVALHO, BRUNO MIGUEL

Wed	12:30-14:00	Weeks: 1-15	Lecture rooms: 10.2.3
Fri	10:45-12:15	Weeks: 1-14	Lecture rooms: 6.1.05

Example: Classroom **6.1.05**: means Building 6, floor 1, classroom 05.

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](#)):

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.

**School of Social Sciences and Law*

- ✓ Artificial intelligence for humanities*
- ✓ Consumer behavior*
- ✓ Corporate Governance and social Responsibility*
- ✓ Digital Business*
- ✓ Digital Marketing*
- ✓ Economic History*
- ✓ Family Business Management*
- ✓ Financial Economics*
- ✓ Global environmental challenges*
- ✓ Globalization and society*
- ✓ Human rights*
- ✓ Inequality*
- ✓ Innovation & Technological Change*
- ✓ International Business Management*
- ✓ International Financing*
- ✓ International Organizations*
- ✓ Introduction to gender studies*
- ✓ International public law*
- ✓ Labour Law and Social Security*
- ✓ Marketing Management*

- ✓ Regional and urban economics*

- ✓ Strategic management*
- ✓ Supply change management*
- ✓ World Politics*
- ✓ Organization Behavior*
- ✓ Origins of the modern firm*

***School of Humanities, Communication and Library Sciences*

- ✓ Advertising & Communication**
- ✓ Communication and Participation of Civil Society in the Internet**
- ✓ Film narrative**
- ✓ History of Journalism**
- ✓ History of Spain**
- ✓ Media landscape**
- ✓ Political philosophy**
- ✓ Radio Workshop**
- ✓ Spanish History: 20th Century**
- ✓ Social networks and virtual communities**

6 SPANISH LANGUAGE COURSES

Our Language Center offers several courses to learn or improve your Spanish language skills. These courses are not included in the offer of subjects for exchange students, so there is a registration fee that

must be paid independently. If you are interested, you need to contact the Language Center directly for registration.

For further information (you can find a contact form as well):

https://www.uc3m.es/ss/Satellite/Idiomas/en/TextoDosColumnas/1371241204844/Spanish_courses

7 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/bachelor-degree/elective-credits-recognition>

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

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/<i>STUDENT'S NAME:</i>				
UNIVERSIDAD DE ORIGEN/<i>HOME UNIVERSITY:</i>				
CÓDIGO ASIGNATURA <i>COURSE CODE</i>	NOMBRE DE LA ASIGNATURA <i>COURSE NAME</i>	CUATRIMESTRE <i>TERM</i>	GRUPO <i>GROUP</i>	IDIOMA <i>LANGUAGE OF INSTRUCTION</i>