

## **FACULTY OF ECONOMICS AND BUSINESS**



### **Survival Guide 2013-2014**

Universidad Autónoma de Madrid  
Campus Universitario de Cantoblanco  
Facultad de Ciencias Económicas y Empresariales  
c/ Francisco Tomás y Valiente, 5  
28049 – Madrid  
SPAIN

**Phones:**

+34 91 497 50 38

+34 91 497 62 92

Fax: +34 91 497 43 13

Email: [ori.economicas@uam.es](mailto:ori.economicas@uam.es)

### **Contact people**

**Ms Martha Saboyá Baquero**

Vice-Dean of International Relations

[martha.saboya@uam.es](mailto:martha.saboya@uam.es)

0034 91 497 48 14

**Ms Adriana Pérez Encinas**

Erasmus Office Coordinator

[adriana.perez.encinas@uam.es](mailto:adriana.perez.encinas@uam.es)

0034 91 497 50 38

**Erasmus Office Assistants:**

Estefanía Barrios

Mariluz Hernandez

Mirjam Martín

Jose Vicente

**Location**

The Faculty of Economics and Business of the Universidad Autónoma de Madrid is located in the Campus of Cantoblanco, with its own RENFE train station (“Cantoblanco Universidad”) and several buses that take you to the centre of Madrid and the peripheral cities & villages.



**Campus de la Universidad Autónoma de Madrid**

Campus de Cantoblanco  
Ctra. Colmenar Viejo, km. 15 - 28049 MADRID

1. Rectorado y Servicios Centrales
2. Facultad de Filosofía y Letras
3. Facultad de Formación de Profesorado y Educación
4. Facultad de Ciencias Económicas y Empresariales
5. Facultad de Ciencias (Ed. Ciencias)
6. Escuela Politécnica Superior
7. Facultad de Psicología
8. Facultad de Ciencias (Ed. Biología)
9. Facultad de Derecho
10. Biblioteca de Humanidades
11. Pabellón C: CIADE, Fundación General de la UAM, Parque Científico, Centro de Nuevas Empresas
12. Pabellón A: Servicio de Idiomas y Centro Superior de Investigación y Promoción de la Música
13. Pabellón D: Centro de Estudios de Postgrado, Unidad de Recursos Audiovisuales y Multimedia
14. Pabellón B de Servicios: Salud Laboral, Alumnos, COIE, Becas, Información y Atención al Estudiante, Sala de Exposiciones, Farmacia, Comedores y Capilla
15. Polideportivo
16. Instalaciones Deportivas
17. Piscinas cubierta y al aire libre
18. Centro Nacional de Biotecnología - CSIC
19. Instituto de Catálisis y Petroleoquímica - CSIC
20. Instituto de Ciencia de Materiales - CSIC
21. Instituto de Cerámica y Vidrio - CSIC
22. Centro de Micro-Análisis de Materiales
23. Segainvex
24. Escuela Infantil Bärbel Inhelder
25. Colegio Príncipe de Asturias
26. Central térmica
27. Estación de tren de Cercanías
28. Paradas de autobuses
29. Facultad de Ciencias (edificio Ingeniería Química y Tecnología de Alimentos)
30. Altas Energías
31. Servicio de Educación Física y Deporte
32. Residencia universitaria
33. Biblioteca de Ciencias
34. Ciencias Jurídicas, Económicas y Políticas

- Edificio Accesible
- Edificio NO Accesible
- Aparcamientos reservados

In the previous map of the campus the Faculty of Economics and Business is signalled with the number 4, just between the Faculty of Education and the Faculty of Sciences.

The RENFE line that arrives to the “Cantoblanco Universidad” station is the C-4, which connects Alcobendas-San Sebastian de los Reyes and Colmenar Viejo with Parla, going through central Madrid. To learn more information about the trains that get to campus (the train station is number 27 in the map) and the timetables we recommend the following webpage: <http://www.renfe.com/viajeros/cercanias/madrid/index.html>

As for local buses, the following is a comprehensive list

Local Buses that stop ON campus:

- Línea 714: Plaza de Castilla - Campus de Cantoblanco
- Línea 827: Canillejas – Alcobendas – UAM - Tres Cantos
- Línea 827A: San Sebastián de los Reyes - Alcobendas – UAM
- Línea 828: Recintos feriales - Juan Carlos I - Alcobendas – UAM

Local Buses that stop close (3 minutes by walking) to the campus:

- Línea 711: Fuencarral - El Goloso
- Línea 712: Plaza de Castilla - Tres Cantos (por Avda. Viñuelas)
- Línea 713: Plaza de Castilla - Tres Cantos (por Avda. Encuartes)
- Línea 716: Plaza de Castilla - Tres Cantos (por Soto de Viñuelas)
- Línea 721: Plaza de Castilla - Colmenar Viejo
- Línea 722: Plaza de Castilla - Colmenar Viejo (Gta. del Mediterráneo)
- Línea 724: Plaza de Castilla - Manzanares el Real
- Línea 725: Plaza de Castilla - Miraflores - Bustarviejo
- Línea 726: Plaza de Castilla - Guadalix de la Sierra
- Línea 876 : Plaza de Castilla – Villalba

The ECOCAMPUS Office offers students the possibility to share rides to and from campus to save money and gasoline:

<http://www.uam.es/servicios/ecocampus/especifica/>



Also, Madrid has one of the best **underground** systems in Europe, which connects with the RENFE and is used by most people to move around in their daily life (see map).





## Study programs

### *Degree Programmes*

1. Degree in Economics
2. Degree in Economics & Finance (bilingual)
3. Degree in Business Administration and Management
4. Degree in Law and Business Administration and Management
5. Degree in Tourism
6. Degree in Aeronautical Management

### *Graduate Studies*

#### **Masters**

- Master in Accounting, Auditing and their effects in the Stock Market
- Master in Economic Development and Public Policy
- Master in Marketing Management
- Master in International Economics (bilingual)
- Master in Economics and Management of Innovation
- Master in Corporate Finance

#### **Doctorates**

- PhD in Economics
- PhD in Enterprise Economics
- PhD in Management of Innovation

## Spanish courses

Exchange students may pursue a **free non-credit Spanish course** for a term. The number of places is very limited, so to qualify it is mandatory to take a placement test. Groups will consist of a maximum of 30 students. More information: <http://www.uam.es/servicios/idiomas>

Another option is to pursue a course about Spanish **Language, Literature and Culture** during July and August. The groups are smaller, and are according to linguistic competence but also according to thematic focus: Spanish language, Grammar, Spanish culture and complementary activities (visit to the media, trips, movie club, visits to museums). Depending on whether the student enrolls to study one month or both, the course lasts 80 hours or 160 hours. At the end, a diploma is granted if the student has successfully passed the final exams. Both courses are given in the Faculty

of Philosophy and Letters (number 2 in the campus map). More information: <http://www.uam.es/cultura/extranjeros>

### **Facilities of the Faculty of Economics and Business**

The Faculty offers a very active service of information, both in person and on the Internet (<http://www.uam.es/otros/ofineco/>). The **Office of Information for Students** is located on the 2<sup>nd</sup> floor of the Faculty building. The office can also be contacted via email ([informacion.estudiantes.economicas@uam.es](mailto:informacion.estudiantes.economicas@uam.es)) or phone (914977070).

As for the **Practicum Office**, the Faculty offers its students the possibility of informing themselves, getting in touch with, and doing internships at prestigious companies, while they continue their studies. UAM is very committed towards the future of its students, so it also offers an Employment Forum, a Virtual Employment Forum and the COIE (Centre for Orientation and Information about Employment), where students can be awarded with an internship at the proper University.



Another important facility of the Faculty is the **Library**. Its contents range from Economic Analysis, Applied Economics, Economic Structure, Commercial Research, to Sociology and Tourism. Also, the Library displays a great variety of media: printed books, electronic books, magazines, thesis, reference works, database, special materials, etc. Another feature of the Library is the large list of courses it offers for students, professors and researchers alike, in multiple themes (<http://biblioteca.uam.es/sc/cursosformacion.html>). Moreover, the Library has a Statistics Documentation Centre and lends laptops to students.

Most professors leave their notes and class material in the **Photocopy Room**, called '**Reprografía**'. Reprografía also offers students the possibility to print documents from USB keys, CD-ROM, bind their essays, etc... at a cheaper price than in town. The Reprografía is located in the Plaza Mayor building.

Throughout the Faculty there are several **Study Rooms**, designed for group work and very popular especially during the exam period.



The **IT Rooms** are also a favorite among students, and offer a range of courses and IT services, with more than 900 computers on campus.

There are two **cafeterias** inside the Faculty, both with lunch service. Also, there are **dining halls** with microwaves so students can heat their own food. These halls are open from 13 pm to 16 pm.

## **Academic calendar 2013 -2014 for foreign students**

(dates may be subject to change)

### **1. ADMISIÓN** (fechas límite para la recepción de solicitudes)

Estudios de Grado y Posgrado

1er y curso completo: del 1 al 31 de mayo de 2013

Resolución de las solicitudes de admisión:

Estudiantes extracomunitarios: antes del 15 de junio de 2013

Estudiantes de la Unión Europea y del EEE : antes del 30 de junio de 2013

2º semestre: hasta el 31 de octubre de 2013

Resolución de las solicitudes de admisión:

Estudiantes extracomunitarios: antes del 15 de noviembre de 2013

Estudiantes de la Unión Europea y del EEE: antes del 30 de noviembre de 2013

**2. FICHA CENSAL** (Oficina de Relaciones Internacionales y Movilidad del Rectorado), permite iniciar el trámite de matrícula de los estudiantes entrantes.

Estudios de Grado y Posgrado

- 1er semestre y curso completo: del 2 al 24 julio de 2013
- 2º semestre: del 13 al 31 de enero de 2014

**3. MATRÍCULA** (Oficinas de Relaciones Internacionales de Facultades y Escuelas)

Estudios de Grado y Posgrado

- 1er semestre y curso completo: hasta el 30 de julio de 2013
- 2º semestre: hasta la 1ª semana de Febrero de 2014

**4. INSCRIPCIÓN** (Oficina de Relaciones Internacionales y Movilidad del Rectorado), registro de la fecha de llegada a la UAM de los estudiantes entrantes.

- 1er semestre y curso completo: del 1 al 15 de Septiembre de 2013
- 2º semestre: del 15 al 30 de Enero de 2014

**5. AMPLIACIÓN DE ESTANCIA** (Oficinas de Relaciones Internacionales de Facultades y Escuelas)

- 30 de noviembre de 2013 (fecha límite para estudiantes de primer semestre que soliciten ampliar estancia al segundo semestre)





## Accommodation

Home students and foreign students alike may choose from a range of options as far as accommodation is involved.

On the Main Campus of Cantoblanco is the **University Residence ERASMO** located. It offers rooms for the whole academic year, but also for short stays. The rooms may be individual, individual with a shared kitchen and double rooms. There are rooms specially designed for handicapped people. Every room has a fully equipped kitchen, bathroom, furniture, heating, phone, and Internet access. For further contact and information visit [www.resa.es/esl/Residencias/Erasmus](http://www.resa.es/esl/Residencias/Erasmus)

The **Residence “Juan Luis Vives”** offers accommodation both to students and visiting professors. It is located close to the Cantoblanco campus and the Chamartin underground and RENFE station. Some of the activities and extra-curricular courses of the university take place in the Residence. Moreover, this Residence offers a variety of activities of its own, dedicated to promote tolerance, freedom, justice and equality.

There are 130 rooms, both individual and double. Some of the facilities that can be enjoyed in the Residence are: IT room, music room, Internet connection, TV room, café, video lab, photo lab, gym, library, study rooms, parking and a very long etcetera. Among the activities offered for the guests are: conferences, theatre, music bands, sport competitions, language classes, choir, aerobic, etc. For further contact and information visit:

[http://portal.uam.es/portal/page/portal/UAM\\_ORGANIZATIVO/OrganosGobierno/VicerrectoradoCampusCalidadAmbie/ColegioLuisVives](http://portal.uam.es/portal/page/portal/UAM_ORGANIZATIVO/OrganosGobierno/VicerrectoradoCampusCalidadAmbie/ColegioLuisVives)

Another option is the **Program “Vive y convive”** (“Live and Coexist”), in which students share a flat with an elderly person. The student only has to provide company and help to the elderly person, without paying rent. This

program is organized by the university's Office of Solidarity and Cooperation.

Information and application on:

[www.uam.es/otros/uamsolidaria/voluntariado/viveyconvive/viveyconvive.htm](http://www.uam.es/otros/uamsolidaria/voluntariado/viveyconvive/viveyconvive.htm)

### **Student life in the Faculty**



One of the peculiarities of student life at UAM is the vast number of organizations, courses, conferences, activities, etc., designed for and by the students themselves.

The width of the thematic interests of these **associations** and the acts they promote can be understood by just looking at the list of the ones present at the Faculty of Economics:

- Student association AIESEC (international platform that seeks to create a positive impact on society)
- Student association "Circulo 2000" (directed towards the promotion of liberal economics)
- Economics' students association Aee\* (in defense of public and democratic education)
- Aeronautics management students association
- Student association Biblical group (non religious debate and research about the Bible)
- **Erasmus Student Network (ESN UAM)**: It offers free Spanish courses, trips around Spain, parties, a movie club, sports, etc... to help the Erasmus students to feel more at home since their first day. It is located in the Faculty of Philosophy and Letters, module IV BIS, lower floor, room INAUCO. It opens every day of the week from 13.00 to 15.30. <http://www.esnuam.org>



## Recommended web pages

The following web pages may become very useful for potential foreign students at UAM or their tutors. They explain in some more detail the most relevant information about life at UAM:

- UAM home page: [www.uam.es](http://www.uam.es)
- UAM Central International Relations Office: [www.uam.es/internacionales](http://www.uam.es/internacionales)
- Faculty of Economics and Business home page: <http://www.uam.es/ss/Satellite/Economicas/es/home>
- International Office at the Faculty of Economics and Business: [http://www.uam.es/ss/Satellite/Economicas/es/1234888163801/contenidoFinal/Oficina\\_de\\_relaciones\\_internacionales.htm](http://www.uam.es/ss/Satellite/Economicas/es/1234888163801/contenidoFinal/Oficina_de_relaciones_internacionales.htm)