

# ECTS

## INFORMATION PACKAGE AND USER GUIDE

2009 - 2010



<http://www.valencia.uem.es/>

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## **1.0. General Introduction**

### **1.1. ECTS**

This information pack describes Centro Adscrito Valencia and the classes taught in the individual departments with the aim of assisting prospective ECTS students prepare for their educational visit to our institution.

### **1.2. What is the ECTS?**

The European Credit Transfer System, abbreviated to ECTS, was developed by the Commission of the European Community in order to provide a reliable uniform procedure for acknowledging academic performance during time spent studying abroad.

This method makes it possible to evaluate and compare performance and to transfer credits from one institution to another.

Use of the ECTS is voluntary and based on mutual trust between the participating universities. The few rules for the ECTS concern information (on the classes taught), mutual agreement (between home and guest university) and the use of credits (as an indication of the amount of work expected of students). All departments participating in the ECTS are obliged not only to describe the content of their classes but also to assign credits.

### **1.3. The ECTS Credits.**

The ECTS credits provide a gauge to measure the amount of work required for every class, presenting the work involved for a particular class in relation to the total amount of work for a whole academic year at the institution, that is, attendance to lectures, practical work, seminars and tutorials, self-study – in the library or at home – and examinations and preparation of any kind. Hence, the ECTS credits are a relative gauge. In the ECTS, 60 credits indicate the amount of work for one academic year; 30 credits are normally assigned to one semester.

The ECTS program was designed for standard university classes, meaning that under normal circumstances the regular students also participate in all ECTS classes.

It is the responsibility of the participating departments to assign the corresponding number of credits to the various classes. Credits are also awarded for practical work and electives forming an integral component of the course.

Where practical work and electives are not integral components of the

course, no credits are given.

Classes that are not assigned credits may, however, also be included in the student's transcript.

Credits are only granted once the relevant course of classes has been completed and all the necessary examination requirements fulfilled.

#### **1.4. ECTS forms**

After the students have decided on a university and filled in the application form, a contract of study is completed between the universities, guaranteeing that the home university will recognize individual classes taken at the guest university. The transcript of grades documents the academic success of the student before and after the period of study abroad. Each course attended is entered into the transcript with details of ECTS credits obtained, the grade according to the local system of evaluation and, if possible, according to the ECTS evaluation table.

#### **1.5. ECTS students**

Students taking part in the European Transfer System receive credits for all successful academic performance at one of the ECTS partner universities that has been agreed upon in advance by the participating universities and students. The designated number of credits may then be transferred to another of the universities taking part. All students in the relevant departments who are interested in taking part may do so if their home institution approves and enough places are available.

Most students participating in the ECTS are normally enrolled at a single university in one of the EU member states, or an EEA state, study there for a limited period of time and then return to their home university. However, some may decide to stay at the guest university and continue their studies there. In all three cases, they are obliged to comply with the regulations of the country and the university where they sit their examinations.

If students successfully complete the course of study approved in advance by the home university and guest university and then return to their home university, credits are automatically transferred to their own university without loss of time or of credits. However, if students decide to stay at the guest university and complete their studies there, it may well mean having to adapt their studies to the regulations of the relevant country, university or department.

Under certain circumstances, ECTS students may receive financial aid during their period of study abroad. They should enquire at their home university about details of possible funding, for example, a grant within the framework of the Socrates university agreement.

If you are entitled to a grant, please send the necessary application forms and documents to the relevant offices before the deadlines.

## 1.6. ECTS Grade Scale

The scale of ECTS qualification is a relative scale that aims to clarify the Credit system without interfering with the normal awards systems of each institution. This scale combines key words and numerical definitions that attempt to award positive individual results to each student in relation to the positive results of their classmates, according to the following criteria:

| <b>ECTS Score</b> | <b>% of students who passed that normally are above the qualifications</b> | <b>Definition</b>  |
|-------------------|--|--|
| A                 | 10   | Excellent: Magnificent results with errors of little importance. |
| B                 | 25   | Very Good: Above average and with few errors.                    |
| C                 | 30   | Good: Correct work in general but with a number of errors.       |
| D                 | 25   | Satisfactory: Correct, but with significant mistakes.            |
| E                 | 10   | Sufficient: the results satisfy the minimum requirements.        |
| FX, F             | -  | Deficient: More work needs to be done to obtain the credit.      |

This scale will only be used between institutions that have developed the ECTS system of credit transfer.

## 2.0. Universidad Europea de Madrid Centro Adscrito Valencia

### 2.1. Address

**Postal address:**

**Universidad Europea de Madrid Centro Adscrito Valencia**

**Calle General Elío nº 8 -10**

**46010 Valencia**

**España – Spain**

Telephone: +34 96 131 8500

Fax: +34 96 131 8189

[www.estema.es](http://www.estema.es)  
[info@estema.es](mailto:info@estema.es)

## 2.2. ECTS coordinators

### ECTS Institutional Coordinator

The Institutional Coordinator for ECTS is Stan McDaniel, Coordinator of International Relations.

Telephone: +34 96 131 8500

Fax: +34 96 131 8189

E-mail: [smcdaniel@estema.es](mailto:smcdaniel@estema.es)

The Assistant to International Relations is Lupe Bohorques

Telephone: +34 96 131 8500

Fax: +34 96 131 8189

E-mail: [lbohorquesm@estema.es](mailto:lbohorquesm@estema.es)

### ECTS Departmental Coordinators

| DEPARTMENT   | NAME                     | TELEPHONE   | E-MAIL               |
|--|--------------------------|-------------|----------------------|
| Law  | Dr. María<br>Elena Cobas | 96 131 8500 | macobas@hotmail.com  |
| Business<br>Administration &<br>Management<br><br>Entrepreneurship | Mónica<br>Maldonado      | 96 131 8500 | mmaldonado@estema.es |
| Business Studies   | Elisa Alegre             | 96 131 8500 | elagre@estema.es     |
| Tourism<br><br>Marketing   | Dr. Pedro<br>Canales     | 96 131 8500 | pcanales@estema.es   |
| Translation and<br>Applied<br>Languages                            | Emmanuel<br>Hazé         | 96 131 8500 | ehaze@estema.es      |

### 2.3 General Information on Centro Adscrito Valencia

The Universidad Europea de Madrid, through its Centro Adscrito Valencia, offers students the opportunity to study the new "Grado" Bologna degrees which follow the new educational system of the European Space for Higher Education.

The Universidad Europea de Madrid is part of the Laureate International Universities Network, the world

## 2.4 Degrees

All degree programs share the same characteristics which distinguish it from other institutions:

- High academic standards
- Practical teaching methodology (which can be seen in the course contents, the classroom dynamics and in the curriculum design)
- An international focus in all programs (there is a foreign language requirement in all bachelor and diploma programs)
- Personalized instruction (based on quality not quantity)
- Small student to faculty ratio
- Computer facilities
- Internships integrated into all degree programs
- A variety of sports and cultural activities

### Undergraduate degrees:

Bachelor´s in Business Administration and Management

Bachelor´s in Translation and Interpreting

Bachelor´s in Law

Dentistry

Dual Degree in Business Administration and Management & Law

Diploma in Tourism

Diploma in Business Studies

Dual Degree en Business Studies and Tourism

### New “Grado” degrees (Bologna):

Architecture

Nursing

Translation and Intercultural Communication

Management and Entrepreneurship

Marketing y Commercial Management

### Escuela de Negocios *School of Business*::

Professional MBA

Executive MBA

Master in Human Resources

Master in Financial Administration and Managerial Control -MDF

Master in Chain Supply Management (MLI)

Master in Organization and Engineering of Industrial Plant Production and Management – MOManagement Skills Program – PDH

## 2.5 Facilities

- **Library:** There is a library with a study area for students, computer facilities, video library and a newspaper & magazine archive.

Centro Universitario Estema's library is open Monday through Friday from **9:00 a.m. to 9:00 p.m.**

All guest students may use the library as well as check out books. Students will be issued a Student ID card which will enable them to have full use of the library, video library, newspaper and magazine library and other services.

Norms for checking out books:

- A library card application is filled out.
  - Once the student is issued his/her library card it must be presented in order to check out books.
  - Only books with an "M" marked on them may be checked out.
  - A student is allowed to check out 1 book for a maximum of 7 days.
  - Checking out books over the weekend: Only those books marked with an "R" (reference books) may be checked out from Friday, 12:00 noon until the following Monday. There is a limit of 1 book which may be checked out over the weekend.
  - If a student does not respect the maximum time for having a book out, a 7 day restriction for each day the book is late/15 day restriction for weekend checkouts will be applied.
- Computer lab: students have access to computers in the library for academic purposes (internet) and there is a computer lab assigned in the main classroom building as well for email and internet usage.
  - Advanced Language Facilities (*Infolab*): All students have the advantage of customizing their language studies through the *Infolab*. The *infolab* provides some of the most advanced computer technology available for language students using interactive multimedia programs with native language sound discrimination and different learning levels.

## 2.7 Location – Valencia

Our urban campus is located in the center of Valencia across from the "Jardines de Viveros", at the intersection of the streets General Elio and Blasco Ibáñez.

## 3.0 Valencia

3.1 Valencia, Spain's third largest city, whose founding dates back to 138

B.C., is located on Spain's eastern Mediterranean coast and has a population of around 750,000. Famous for its orange groves, avenues lined with palm trees, mild climate, sandy beaches and friendly people, Valencia has conserved many of its ancient customs and traditions. Valencia's major commercial port was once an important link between the peninsula and other Mediterranean countries.

Internationally, Valencia has become a leading congress and conference venue in Europe. The City of the Arts and Sciences is soon to become the symbol of 21<sup>st</sup> century Valencia and is a major scenario for cultural and scientific activities. Major multinational corporations such as Ford and IBM have made Valencia an important European business base.

Valencia's mild climate is one of the reasons foreign students come here to study. The Mediterranean atmosphere can always be felt in this city, which like its inhabitants is warm, inviting and hospitable. Students soon discover all that Valencia has to offer: the cultural life, the Mediterranean diet, the craftsmanship and the great number of excursions which can be taken within just a few kilometers from the city. Valencia's ideal location on the coast of Spain between Barcelona and the Costa del Sol makes it a convenient point of departure to other great Spanish cities. It is possible to take weekend trips from Valencia to reach Madrid or Barcelona. The Balearic islands of Ibiza and Mallorca can easily be visited by the numerous boats and ferries which leave daily from Valencia's port.

### 3.2 How to get to Valencia

*By Plane:* Valencia's airport, Manises International Airport, is located about 10 km. from the center of the city. There are numerous daily flights from Spain's capital, Madrid and from Barcelona to Valencia. There are also daily flights from other important European cities to Valencia.

*By Train:* Valencia's main train station is located in the heart of the city. Spain has an excellent train system and there are several daily trains to Valencia from Madrid and Barcelona.

*By Bus:* Valencia's bus station is located near the center of the city. There are frequent buses from Madrid and Barcelona to Valencia.

### 3.3 Transportation in Valencia

Valencia has an excellent public transportation system. The **subway** (metro) and **bus** network make it easy to get around the city.

Approximate public transport prices:

- individual bus ticket: 1.20€
- bus punch card – “bonobus” (10 trips): 6 €
- bus pass (unlimited trips – good for 1 month): around 29.00 €

- individual subway ticket: around 1€, (depending on the travel zone)
- subway pass (10 trips): Around 8 – 9 € depending on the travel zone.
- subway pass (unlimited trips – good for 1 month): around 30.00 €

The bus punch card and pass may be purchased at tobacco stands (“estancos”) and subway passes may be purchased in subway stations.

In order to purchase a bus or subway pass you must fill out a form at the tobacco stand and turn in 1 photograph along with a copy of your passport. The processing takes 15 days and costs around 1 €

Taxi service in Valencia is good and reasonably priced. Taxis in Valencia are white with the word “Taxi” clearly marked on the side. When a taxi is available it has a sign in the windshield that says “libre” (free) and a small green light will be visible on top of the taxi.

When you catch a taxi a fare of around 2.00 € will already appear on the meter. There is a minimum taxi fare of around 4 €

You may also call a taxi to come and pick you up. Here are the taxi telephone numbers:

Tele-Taxi: 96 357 1313  
Radio-Taxi: 96 370 3333

### **3.4 Transportation to the University**

Depending on where the student lives in Valencia, the easiest way to go to class is to use the public EMT bus (red colour). The bus stop is the number 224 (General Elío - Viveros), and the buses which stop at the main classroom building are the numbers: 9-29-31-70-71-80 and 81. Another alternative is to take the underground (RED line), and get off at the station “Facultats”.

### **3.5 Climate**

Valencia, with an average annual temperature of 20 degrees centigrade, enjoys mild winters and hot summers. Students are encouraged to bring warm clothing for the winter months of December, January and February as most flats are not equipped with central heating.

### **3.6 Sightseeing**

Taking a stroll around Valencia will allow you to see some of the most interesting sights and museums the city has to offer:

|                       |                             |
|-----------------------|-----------------------------|
| The Cathedral         | IVAM (Museum of Modern Art) |
| Tribunal de las Aguas | Museo de Bellas Artes       |

Miguelete  
Santa Catalina  
Lonja  
Torres de Serranos  
Torres de Quart  
Palau de la Generalitat  
Mercado Central  
Old University  
Almudín  
Plaza de Toros  
Ciudad de las Artes y Ciencias

Museo de la Patriarca  
Jardín Botánico  
Palacio del Marques de  
dos Aguas  
Jardines de Monforte  
Jardines del Real-Viveros  
Palacio de Congresos  
The Port of Valencia  
Malvarrosa Beach  
El Saler Beach

### **3.7 The Mediterranean Diet**

Valencian cuisine is based on fertile market garden and fresh fish and shellfish from the Mediterranean. Fruits and vegetables are available at almost any time of the year. The staple food is rice and is served in many different ways: *paella, arroz al horno, a banda, negre, fesols i naps*.

### **3.8 Fiestas**

An important part of Spanish life and culture are the fiestas. In Valencia the following fiestas are celebrated:

Fallas de San José – the week leading up to March 19th

Semana Marinera – Holy Week

Traslado de la Virgen de los Desamparados – Second Sunday in May

San Vicente Ferrer – First Sunday and Monday after Easter

Corpus Christi. Procesión de las Rocas – Second or Third Sunday in June

Feria de Julio – July Fair. All month.

Fiesta de la Comunidad Valenciana. Procesión de la Senyera – October 9th

### **3.9 Nightlife**

Night entertainment is greatly influenced by the climate. People stay out until late, filling bars, cafés, terraces and night spots. There are many spots in different quarters of the city.

## **4.0 Student Life**

**4.1** When students come to study they enjoy the intimacy of a small university and the diversity that the city of Valencia offers. All accommodation is located in the city proper so that students have ample and convenient access to city life when they are not attending university classes.

Students are assigned a faculty advisor in their major area. Students are encouraged to meet with their adviser to discuss course choices and any problems or questions they may have about classes.

## **4.2 Spanish Language Course at Additional Cost to the Student**

Two levels of instruction are offered each semester in small groups. Part of the Orientation Session for new international students at the beginning of each semester is an assessment which determines the level of Spanish of each student. Many international students feel the need for an extensive Spanish course during the semester or academic year in order to reinforce their Spanish language skills and help them succeed in their classes. Features of this special course are: 3 hours per week of instruction in small groups (2 days per week, one hour and a half per day); the course is worth 2 ECTS/semester.

## **4.3 International Friends/Amigos Internacionales**

ECTS students will be asked if they want to be assigned an “amigo internacional” upon their arrival to Valencia. “Amigos internacionales” are Spanish students who will contact you once classes start. These students will be available for you to ask questions, learn more about our university and about Spanish life and customs in general. This provides an excellent opportunity for you to practice your Spanish language skills.

## **4.4 Orientation**

The Department of International Relations organizes the Orientation Program which begins with a session designed to familiarize the students with Valencia and Spanish life in general. The Orientation Program covers general as well as academic issues. The students are given detailed information about cultural activities, local cuisine, local fiestas and customs, entertainment, places of interest to visit in the area, getting around Valencia and banking.

# **5.0 Admissions**

**5.1** Space providing, all students who are registered at Partner Universities may study at the Centro Adscrito Valencia. Students should pre-register on the Registration Form which may be filled out and sent to us online. During the orientation, students will meet with their Spanish advisor to review their pre-selection of courses and make any necessary changes.

# **6.0 Legal Matters: Residence**

## **6.1 Students who are members of the European Union**

If you will be staying in Valencia for a period longer than three months, you must apply for a “TARJETA DE ESTUDIANTE” from the local police.\* You must present the following (original and photocopy):

- Passport or I.D. card
- Proof of registration at Fundación Estema
- Three passport-size photographs

- Medical Insurance (E-111 or E-128 documents)
- Proof of financial means to support yourself for the duration of your stay
- Socrates/Erasmus students must hand in a document from their home universities, in English or Spanish, certifying the concession of the Erasmus scholarship and the amount of the scholarship in Euros.
- Bank transfer of 6.01 Euros (amount subject to change). The bank and account number will be indicated at the Police Station in order to make the payment.

\* See the Department of International Relations for more information.

## 6.2 Students who are not members of the European Union

Students from countries other than the European Union should consult their nearest Spanish Consulate or Embassy regarding a visa.

In order to legalize your stay, you will need to go to apply for a TARJETA DE ESTUDIANTE \*. You will need to present the following documents (original and photocopy):

- Current passport
- Student visa
- Proof of admission. This document must state the studies you will undertake and that the duration of these studies is longer than three months.
- Proof of funds to cover the cost of studies, expenses during your stay and the return to your home country.
- Three passport-size photographs
- Official document showing proof of medical insurance
- Bank transfer of approximately 6.01 € (this amount is subject to change). The bank account information will be indicated at the Police station in order to make the payment.

\* See the Department of International Relations for more information.

## 7.0 Accommodation

In order to find suitable accommodation (share a flat with other students or live with a local family) students are encouraged to contact our provider *University World* ([www.universalstudents.es](http://www.universalstudents.es)) once they have been accepted as a student at Estema. This service will find accommodation for a small fee and also provide the students with interesting information such as discounts, travel, etc. Please be informed that *University World* is in no way connected to any university in Valencia. Students are NOT recommended to look for accommodation on their own. Experience shows that students who prefer to look for housing on their own have many problems and in the end pay much more money than they would have if they had chosen *University World*.

## 8.0 Miscellaneous Information

### 8.1 Money

It is a good idea for the student to arrive to Valencia with enough money in the form of credit card, cash or traveller's checks. Once a bank account has been opened financial transactions will be easier.

### 8.2 Banks

In Valencia there are a number of banks where you can open an account upon arrival. You will need to present your passport and in some cases your Student ID card in whatever Bank or "Caja de Ahorro" (savings bank) you choose to open an account in. The easiest bank account to open is called a "*cuenta corriente no residente*".

Savings Bank office hours are usually from 8:30 to 14:30, Monday through Friday.

### 8.3 Postal Services

There are many post offices throughout the city of Valencia. There are also yellow mailboxes on many street corners. Stamps may be purchased at a tobacconist's.

### 8.4 Telephone Services

There are many pay phones located throughout Valencia. These phones work with Euros or with pre-paid phone cards which can be purchased at a tobacconist's.

The emergency telephone number which will connect you directly to any emergency service is: 112.

### 8.5 Shopping

Shops are generally open from 10:00 to 14:00 and from 17:00 to 20:00 hours, Mondays through Saturdays, although some vary, and department stores usually open straight through from 10:00 to 21:00 hours.

### 8.6 Prices/cost of living for one semester

#### *Approximate Prices:*

#### **ACCOMMODATION:**

#### **SHARE A FLAT:**

Rent (fully furnished shared flat)

Consult *University World's* flat-finding service ([www.universalstudents.es](http://www.universalstudents.es)).  
Around € 180-200 per month.  
50 €/month

Utilities .....

|   |   |
|---|---|
| Food (supermarket).....                   | 200 €/month   |
| <b>LIVING WITH A SPANISH FAMILY:</b>      | Around 600€/ month (full room and board)  |
| Full room and board .....                 | Consult <i>University World's</i> service<br>( <a href="http://www.universalstudents.es">www.universalstudents.es</a> ) |
| <b>SCHOOL EXPENSES:</b>                   |   |
| Materials (photocopies, notes, etc.)..... | 50-65 €/semester  |
| <b>PERSONAL EXPENSES/ENTERTAINMENT:</b>   |   |
| Cinema .....                              | 9 €   |
| Restaurant .....                          | ≥ 20 €  |
| .....                                     |   |
| Cafeterias/Bars near Estema .....         | Sandwich ..... 3 - 4€   |
| .....                                     | Drink..... 2€   |
| Drinks / Pubs .....                       | Beer 5 €  |
| .....                                     |   |
| Mixed Drink.....                          | 8 €   |
| Discotheque .....                         | Includes one drink ..... 12-15€   |
| Transportation in Valencia ....           | (see the section "Transportation in Valencia")  |

### 8.7 Health and Hospital Insurance

Students must present proof of health and hospital insurance. Member countries of the EU have agreements with each other to provide medical attention to their nationals who study in other European universities. If the student comes from a country outside the EU, private medical insurance is mandatory.

## 9.0 ACADEMICS

### 9.1 Academic Calendar for 2009 – 2010

#### FIRST SEMESTER (September 10, 2009 – January 24, 2010):

|                 |  |
|-----------------|--|
| September 7 & 8 | <i>Orientation Days for International Students</i>                 |
| September 10    | <i>First day of classes (2<sup>nd</sup> – 5<sup>th</sup> year)</i> |
| September 29    | <i>First day of classes (1<sup>st</sup> year)</i>                  |
| October 9       | <i>Holiday "Día de la Comunidad Valenciana"</i>                    |
| October 12      | <i>Holiday "Día de la Hispanidad"</i>                              |
| December 8      | <i>Holiday "Día de la Inmaculada"</i>                              |

|                         |   |
|-------------------------|---|
| December 23 – January 6 | <i>Christmas break</i>                            |
| January 21              | <i>Last day of classes for the First Semester</i> |

## **SECOND SEMESTER (January 25 – June 11, 2010):**

|                  |  |
|------------------|--|
| January 18 & 19  | <i>Orientation Days for new International Students</i> |
| January 22       | <i>Holiday “San Vicente Mártir”</i>                    |
| January 25       | <i>First Day of classes for the Second Semester</i>    |
| March 15 – 18    | <i>Holiday “Las Fallas”</i>                            |
| March 19         | <i>Holiday “San José”</i>                              |
| April 1 – 12     | <i>Easter break</i>                                    |
| June 11          | <i>Last day of classes for the Second Semester</i>     |
| June 24 – July 5 | <i>Resit exams for the First Semester</i>              |
| July 12 – 21     | <i>Resit exams for the Second Semester</i>             |

## **9.2 Language of Instruction**

All classes are taught in Spanish. Students are expected to have sufficient proficiency in Spanish, both oral and written, in order to succeed in their coursework.

## **9.3 Grading System**

### **How the Final Grade is Computed for a Course:**

At the start of each semester, students will be able to download the program for each subject. The grading system for that particular subject is explained in detail in the PROGRAM.

An official transcript of grades will be sent to the International Relations Department of each institution. If you are studying at Estema for the full

academic year, your home institution will receive your transcript once the academic year is over. On the other hand, if you are studying here for only one semester, the transcript will be sent upon completion of the semester in question. You should make sure that the International Relations Office has your correct home address on file.

## **9.4 Exam Revision**

### **Exam Revisions with the Professors:**

1. Once the final grade for a course is posted, the professor for that particular course announces a date for an individual meeting with the students in order to revise the exam. On the date of the revision the students wait outside the classroom and are called in one by one by the professor to revise his/her exam. The purpose of this individual revision is for the student to see his/her errors, clear up doubts and, the teacher may ask for clarification on a particular answer the student has given on the exam. Sometimes the teacher may “give” the student extra points for having clarified/defended his/her answer which was originally counted as incorrect.
2. If the student does not go to the exam revision on the specified date and time there will be no other opportunity for a revision with the teacher.
3. Only in the case that a student has attended the first revision of an exam, can they ask for a second revision (the second revision will be done by a different teacher).

## **9.5 Resit/Makeup Exam Policy**

### **Resit/Makeup Exams:**

1. As in all Spanish universities, students have the opportunity to pass a subject failed by taking a makeup exam.
2. The makeup exam counts as 100% of the final grade.
3. Dates for the makeup exams are in the Academic Calendar.

## **9.6 Undergraduate Prospectus**

The subjects listed below, and the semester in which they appear, are subject to change. Every effort is made to update the course offering on a regular basis, however, due to last minute departmental decisions and restructuring,

this is not always possible. Students must keep in mind that their original preselection of subjects is *provisional* and will be confirmed once the student is at Estema.

## **9.7 BACHELOR´S IN TRANSLATION & INTERPRETING – 5 YEAR PROGRAM (Years 1 and 2 have been phased out due to the new Bologna Degrees being introduced).**

Courses selected from this program will be reviewed by an adviser from the department and modifications will be made to the student´s choice if necessary.

IMPORTANT: Due to the nature of the Translation & Interpreting program and taking into account that the “Language A” for the program is Spanish, certain subjects may not be recommended for international students. In order to help the student select appropriate subjects, **Recommended** and **Not recommended** will be stated at the end of the course description.

Key to languages: Language A = Spanish; Language B = English; Language C = French or German.

**YEAR 3 – IMPORTANT: DUE TO OUR TRANSITION TO THE NEW “GRADO” DEGREES (BOLONIA), TRANSLATION STUDENTS MAY ONLY CHOOSE SUBJECTS FROM YEAR 3 IF THERE IS AN EQUIVALENT SUBJECT OFFERED IN THE NEW “GRADO” DEGREE PROGRAM. PLEASE CONSULT WITH THE INTERNATIONAL RELATIONS DEPARTMENT!**

### **1<sup>st</sup> Semester**

#### **Core & Compulsory Subjects**

#### **ECTS**

|   |                      |
|---|----------------------|
| TI3111 Sociolinguistic Aspects of the English Language<br><i>Sociolingüísticos de la Lengua Inglesa</i> | <i>Aspectos</i><br>5 |
|---|----------------------|

A study of the different uses, registers and varieties of dialects of the English language. **Not recommended.**

|  |  |
|--|--|
| FR1115/AL1115 2 <sup>nd</sup> Foreign Language (Language C) (French/German) III<br><i>2ª Lengua (Francés/Alemán) III</i> |  |
|--|--|

5 + 5

18

(annual course)

Mastery of French/German focused on translation. **Recommended.**

|        |  |                           |   |
|--------|--|---------------------------|---|
| TI3112 | General Translation from Spanish to English<br><i>Inversa (Español/Inglés)</i> | <i>Traducción General</i> | 6 |
|--------|--|---------------------------|---|

Basic procedures and style for translating from Spanish to English.  
**Recommended.**

### **Elective Subjects (offered according to demand)**

|        |  |  |   |
|--------|--|--|---|
| GH3212 | German Culture & Society<br><i>Cultura y Sociedad Aleman</i> |  | 4 |
|--------|--|--|---|

Study of the history, civilization and culture of German-speaking countries. **Recommended.**

|        |  |  |   |
|--------|--|--|---|
| GH3213 | French Culture & Society<br><i>Cultura y Sociedad Francesa</i> |  | 4 |
|--------|--|--|---|

Study of the history, civilization and culture of French-speaking countries.  
**Recommended.**

|        |  |                                  |   |
|--------|--|----------------------------------|---|
| TI3115 | Introduction to Literary Translation<br><i>Literaria</i> | <i>Introducción a Traducción</i> | 5 |
|--------|--|----------------------------------|---|

**Not recommended.**

|        |   |                                |   |
|--------|---|--------------------------------|---|
| TI3212 | Introduction to Audiovisual Translation<br><i>Audiovisual</i> | <i>Introducción Traducción</i> | 5 |
|--------|---|--------------------------------|---|

An introduction to the techniques and concepts of audiovisual translation.  
**Not recommended.**

|  |  |  |   |
|--|--|--|---|
|  | History of Translation<br><i>Historia de la Traducción</i> |  | 5 |
|--|--|--|---|

### **2<sup>nd</sup> Semester**

19

## Compulsory Subjects

FR3211/AL3211 2<sup>nd</sup> Foreign Language (Language C) (French/German) III  
*2ª Lengua Extranjera (Francés/Alemán) III*

5 + 5  
(annual course)

A continuation of 1<sup>st</sup> semester 2<sup>nd</sup> Language (French/German) III focused on translation. **Recommended.**

PB3215 European Union Institutions *Instituciones de la Unión Europea*

5

A study of the institutions and policies of the European Union. The process of European integration. **Recommended.**

TI3211 Introduction to Interpreting *Introducción a la Interpretación*

6

Basic procedures for interpreting. Analysis and practice of speech. **Not recommended.**

## 2<sup>nd</sup> Semester

### Elective Subjects (offered according to demand)

TI3113 Introduction to Scientific-Technical Translation *Introducción Traducción Científico-Técnica*

5

Introduction to the techniques and concepts of scientific-technical translation (Spanish-English/ English-Spanish). **Not recommended.**

TI3213 Introduction to Legal Translation *Introducción Traducción Jurídica*

5

An introduction to the techniques and concepts of legal translation. **Not recommended.**

TI3215 English Dialectology *Dialectología de Lengua Inglesa*

5

A study of the English language with a special focus on its linguistic complexity and diversity. A study of the historical, social and linguistic

20

factors in English-speaking countries. **Not recommended or special permission needed from the teacher.**

|   |   |
|---|---|
| Modern Theories of Translation <i>Teorías Modernas de la Traducción</i> | 5 |
|---|---|

SECOND CYCLE (last two years):

#### YEAR 4

##### 1<sup>ST</sup> Semester

##### Core and Compulsory Subjects

##### ECTS

|  |   |
|--|---|
| TI4111 Terminology I <i>Terminología I</i> | 5 |
|--|---|

Lexicology applied to translation. **Not recommended.**

|  |   |
|--|---|
| TI4112 Techniques for Consecutive Interpreting <i>Técnicas de Interpretación Consecutiva</i> | 6 |
|--|---|

Techniques for oratory and oral synthesis. Variants of consecutive interpreting. Comprehension, analysis, memorization, note-taking, rewording. Techniques for note-taking. **Not recommended.**

|   |   |
|---|---|
| TI4113 Translation for Business I <i>Traducción para la Empresa I</i> | 4 |
|---|---|

Translation from English to Spanish using specialized texts. Application of theory, terminology and documentation. **Not recommended.**

|   |  |
|---|--|
| TI4114 General Translation I (2 <sup>nd</sup> Foreign Language to Spanish C/A )<br><i>Traducción General I (2ª Lengua Extranjera /Español C/A )</i> |  |
|---|--|

5

Basic procedures for translating from a 2<sup>nd</sup> language to Spanish. **Recommended (special permission from the teacher needed).**

##### 1<sup>st</sup> Semester

21

### Elective Subjects (offered according to demand)

|  |                                      |   |
|--|--------------------------------------|---|
| TI14116 Translation Valenciano/Spanish | <i>Traducción Valenciano/Español</i> | 5 |
|--|--------------------------------------|---|

**Not recommended.**

|                                   |                                 |   |
|-----------------------------------|---------------------------------|---|
| TI14117 Audiovisual Translation I | <i>Traducción Audiovisual I</i> | 5 |
|-----------------------------------|---------------------------------|---|

**Not recommended.**

|                               |  |  |
|-------------------------------|--|--|
| Current Affairs and the Media | <i>Actualidad y Medios de Comunicación</i> |  |
|-------------------------------|--|--|

**Recommended.** 5

### 2<sup>nd</sup> Semester

#### Core and Compulsory Subjects

|                       |                        |   |
|-----------------------|------------------------|---|
| TI4211 Terminology II | <i>Terminología II</i> | 5 |
|-----------------------|------------------------|---|

Lexicography applied to translation. **Not recommended.**

|   |  |   |
|---|--|---|
| TI4212 Practice in Consecutive Interpreting | <i>Prácticas de Interpretación Consecutiva</i> | 5 |
|---|--|---|

Practical exercises in consecutive interpreting. **Not recommended.**

|                                    |                                      |   |
|------------------------------------|--------------------------------------|---|
| TI4213 Translation for Business II | <i>Traducción para la Empresa II</i> | 4 |
|------------------------------------|--------------------------------------|---|

Translation from Spanish to English of specialized texts. Application of theory, terminology and documentation. **Recommended.**

|   |   |  |
|---|---|--|
| TI4214 General Translation II (Second foreign language / Spanish) C/A | <i>Traducción General II (2ª Lengua Extranjera / Español C/A)</i> |  |
|---|---|--|

5  
Translation of non-specialized texts. Spanish to a 2<sup>nd</sup> language.  
**Recommended (with special permission from the teacher).**

|                        |                  |    |
|------------------------|------------------|----|
| CU0006 Work Experience | <i>Prácticas</i> | 12 |
|------------------------|------------------|----|

### 2<sup>nd</sup> Semester

22

### **Elective Subjects (offered according to demand)**

|         |                                |                                      |   |
|---------|--------------------------------|--------------------------------------|---|
| TI14215 | Translation Spanish/Valenciano | <i>Traducción Español/Valenciano</i> | 5 |
|---------|--------------------------------|--------------------------------------|---|

***Not recommended.***

|        |                        |                               |   |
|--------|------------------------|-------------------------------|---|
| TI4216 | Literary Translation I | <i>Traducción Literaria I</i> | 5 |
|--------|------------------------|-------------------------------|---|

***Not recommended.***

|        |  |   |   |
|--------|--|---|---|
| TI4217 | Practice in Scientific-Technical Translation | <i>Práctica de la Traducción Científico</i> | 5 |
|--------|--|---|---|

***Not recommended.***

### **YEAR 5**

#### **1<sup>st</sup> Semester**

#### **Core and Compulsory Subjects**

#### **ECTS**

|        |  |  |   |
|--------|--|--|---|
| TI5111 | Techniques for Simultaneous Interpreting | <i>Técnicas de Interpretación Simultánea</i> | 6 |
|--------|--|--|---|

Use of physical means and electronic equipment. Hearing, analysis and rewording. Usage of written texts, specialized terminology and a close look at linguistic interferences. ***Not recommended.***

|        |                   |                            |   |
|--------|-------------------|----------------------------|---|
| TI5112 | Legal Translation | <i>Traducción Jurídica</i> | 6 |
|--------|-------------------|----------------------------|---|

Translation from Spanish to English and English to Spanish of specialized texts. Application of theory, terminology and documentation. ***Not recommended.***

|        |                                  |   |   |
|--------|----------------------------------|---|---|
| LS5111 | Computing Applied to Translation | <i>Informática Aplicada a la Traducción</i> | 5 |
|--------|----------------------------------|---|---|

Access to computers as a necessary tool for the translator. Automatic and semi-automatic translation and system integration. ***Not recommended.***

|        |                                    |                                      |   |
|--------|------------------------------------|--------------------------------------|---|
| TI5113 | Scientific - Technical Translation | <i>Traducción Científico-Técnica</i> | 6 |
|--------|------------------------------------|--------------------------------------|---|

Translation from Spanish to English and English to Spanish of specialized texts. Application of theory, terminology and documentation. **Not recommended.**

**Elective Subjects (offered according to demand)**

|  |                                |   |
|--|--------------------------------|---|
| Theory and Practice in German Translation<br><i>Traducción Alemana</i> | <i>Teoría y Práctica de la</i> | 5 |
|--|--------------------------------|---|

**Not recommended.**

|   |                                |   |
|---|--------------------------------|---|
| Theory and Practice in French Translation<br><i>Traducción Francesa</i> | <i>Teoría y Práctica de la</i> | 5 |
|---|--------------------------------|---|

**Not recommended.**

|                     |                             |   |
|---------------------|-----------------------------|---|
| Correction of Style | <i>Corrección de Estilo</i> | 5 |
|---------------------|-----------------------------|---|

|                      |                              |   |
|----------------------|------------------------------|---|
| Translation at Sight | <i>Traducción a la Vista</i> | 5 |
|----------------------|------------------------------|---|

|                                     |   |   |
|-------------------------------------|---|---|
| Translation Valenciano – Spanish II | <i>Traducción Valenciano – Español II</i> | 5 |
|-------------------------------------|---|---|

**2<sup>nd</sup> Semester**

**Core and Compulsory Subjects**

|   |                                    |   |
|---|------------------------------------|---|
| TI5215 Practice in Simultaneous Interpreting<br><i>Simultánea</i> | <i>Prácticas de Interpretación</i> | 5 |
|---|------------------------------------|---|

Practical exercises in simultaneous interpreting. **Not recommended.**

|                                  |                                       |   |
|----------------------------------|---------------------------------------|---|
| TI5216 Interpreting for Business | <i>Interpretación para la Empresa</i> | 6 |
|----------------------------------|---------------------------------------|---|

Practice in interpreting for business situations. **Not recommended.**

|   |  |    |
|---|--|----|
| CU0008 Final Project / Trabajo Fin de Carrera |  | 12 |
|---|--|----|

### **Elective Subjects (offered according to demand)**

|                         |                                |   |
|-------------------------|--------------------------------|---|
| Literary Translation II | <i>Traducción Literaria II</i> | 5 |
|-------------------------|--------------------------------|---|

***Not recommended.***

|                            |                                  |   |
|----------------------------|----------------------------------|---|
| Audiovisual Translation II | <i>Traducción Audiovisual II</i> | 5 |
|----------------------------|----------------------------------|---|

***Not recommended.***

|                              |   |   |
|------------------------------|---|---|
| Intensive German Translation | <i>Intensificación Traducción Alemana</i> | 5 |
|------------------------------|---|---|

|                              |  |   |
|------------------------------|--|---|
| Intensive French Translation | <i>Intensificación Traducción Francesa</i> | 5 |
|------------------------------|--|---|

|                                     |  |   |
|-------------------------------------|--|---|
| Translation Spanish – Valenciano II | <i>Traducción Español - Valenciano</i> | 5 |
|-------------------------------------|--|---|

### **9.8 BACHELOR'S IN BUSINESS ADMINISTRATION AND MANAGEMENT (Years 1 and 2 have been phased out due to the new Bologna Degrees being introduced).**

Courses selected from this program will be reviewed by an adviser from this department and modifications will be made to the student's choice if necessary.

#### **YEAR 3**

##### **1<sup>ST</sup> Semester**

##### **Core and Compulsory Subjects**

##### **ECTS**

|        |               |                         |   |
|--------|---------------|-------------------------|---|
| ES3112 | World Economy | <i>Economía Mundial</i> | 5 |
|--------|---------------|-------------------------|---|

Analysis of the sectors of world economy. Special attention given to sectorial aspects and geographical areas of the Spanish economy.

|        |                             |  |   |
|--------|-----------------------------|--|---|
| PB3114 | Public Finance & Fiscal Law | <i>Hacienda Pública y Derecho Tributario</i> | 5 |
|--------|-----------------------------|--|---|

Economic analysis of law. Public income and expense. Principals of Fiscal Law. Material and formal aspects of Fiscal Law.

### **Elective Subjects (offered according to demand)**

|                      |                              |                          |
|----------------------|------------------------------|--------------------------|
| Foreign Language III | <i>Idioma Extranjero III</i> | 5 + 5<br>(annual course) |
|----------------------|------------------------------|--------------------------|

Continuation of Foreign Language II (English, French or German).

|        |                               |   |   |
|--------|-------------------------------|---|---|
| MC3111 | Techniques in Social Research | <i>Técnicas de Investigación Social</i> | 5 |
|--------|-------------------------------|---|---|

|        |                     |   |   |
|--------|---------------------|---|---|
| TR3111 | Personal Income Tax | <i>Fiscalidad de las Personas Físicas</i> | 5 |
|--------|---------------------|---|---|

|        |                         |                            |   |
|--------|-------------------------|----------------------------|---|
| MK3112 | Commercial Management I | <i>Gestión Comercial I</i> | 5 |
|--------|-------------------------|----------------------------|---|

Market studies. Pricing policies.

|                     |                               |   |
|---------------------|-------------------------------|---|
| Accounting Planning | <i>Planificación Contable</i> | 5 |
|---------------------|-------------------------------|---|

## **2<sup>nd</sup> Semester**

### **Core and Compulsory Subjects**

|        |                 |                          |   |
|--------|-----------------|--------------------------|---|
| ES3211 | Spanish Economy | <i>Economía Española</i> | 5 |
|--------|-----------------|--------------------------|---|

Description of the Spanish economy. Special reference made to sectorial aspects and geographical areas.

|        |                            |                                |   |
|--------|----------------------------|--------------------------------|---|
| RH3211 | Techniques for Negotiating | <i>Técnicas de Negociación</i> | 6 |
|--------|----------------------------|--------------------------------|---|

Development and practice of negotiating skills for the business world. Negotiation and resolution of conflicts in the company. Negotiating within

the business relations framework.

**Elective Subjects (offered according to demand)**

|   |                          |
|---|--------------------------|
| Foreign Language III <i>Idioma Extranjero III</i> | 5 + 5<br>(annual course) |
|---|--------------------------|

Continuation of 1<sup>st</sup> semester Foreign Language III

|  |   |
|--|---|
| RH3212 Psychology Applied to Business Management <i>Psicología Aplicada a la Gestión Empresarial</i> | 5 |
|--|---|

Introduction to collective and human group psychology. Its application to business as one of the nuclei of civil society.

|  |   |
|--|---|
| TR3211 Business Taxation <i>Fiscalidad de la Empresa</i> | 5 |
|--|---|

Study of the legal/fiscal aspects of business. Taxation.

|  |   |
|--|---|
| Commercial Management II <i>Gestión Comercial II</i> | 5 |
|--|---|

SECOND CYCLE (last two years):

**YEAR 4**

**1<sup>ST</sup> Semester**

|  |                    |
|--|--------------------|
| <b><u>Core and Compulsory Subjects</u></b> | <b><u>ECTS</u></b> |
|--|--------------------|

|  |   |
|--|---|
| OE4111 Strategic Management I <i>Dirección Estratégica I</i> | 5 |
|--|---|

Decisions which define the strategy of a company: combining technology, products and markets.

|  |   |
|--|---|
| FC4111 General & Analytical Accounting I (Companies) <i>Contabilidad General y Analítica I</i> | 5 |
|--|---|

Accounting and account consolidation. **Not recommended for international students.**

|  |   |
|--|---|
| MC4111 Econometrics I <i>Econometría I</i> | 5 |
|--|---|

Multiple regression model: estimation validity and dynamic formulation.

|   |   |
|---|---|
| MK4111 Marketing Management I <i>Dirección de Marketing I</i> | 5 |
|---|---|

Decisions of commercial policy. The market: applicable techniques.

|  |   |
|--|---|
| IN4100 Business English <i>Inglés Empresaria</i> | 5 |
|--|---|

Study of English as a key language in the economic world and international business.

### **Elective Subjects (offered according to demand)**

|   |                          |
|---|--------------------------|
| Foreign Language IV <i>Idioma Extranjero IV</i> | 5 + 5<br>(annual course) |
|---|--------------------------|

Continuation of 2<sup>nd</sup> foreign language III(English, French or German).

|  |   |
|--|---|
| ES4112 Economic Policy <i>Política Económica</i> | 5 |
|--|---|

|  |   |
|--|---|
| PB4116 Foreign Trade and International Contracting <i>Comercio Exterior y Contratación Internacional</i> | 5 |
|--|---|

|   |   |
|---|---|
| Industrial Economics and Policy <i>Economía y Política Industrial</i> | 5 |
|---|---|

### **2<sup>nd</sup> Semester**

#### **Core and Compulsory Subjects**

|  |   |
|--|---|
| FC4211 General & Analytical Accounting II (Financial Analysis)<br><i>Contabilidad General y Analítica II (Análisis Financiero)</i> | 5 |
|--|---|

Accounting analysis and auditing. **Not recommended for international students.**

|  |   |
|--|---|
| MC4211 Econometrics II <i>Econometría II</i> | 5 |
|--|---|

Simultaneous equations model.

|                        |   |    |
|------------------------|---|----|
| CU0002 Work Experience | <i>Prácticas Profesionales Integradas</i> | 16 |
|------------------------|---|----|

**Elective Subjects (offered according to demand)**

|                     |                             |                          |
|---------------------|-----------------------------|--------------------------|
| Foreign Language IV | <i>Idioma Extranjero IV</i> | 5 + 5<br>(annual course) |
|---------------------|-----------------------------|--------------------------|

Continuation of 1<sup>st</sup> semester Foreign Language IV(English, French or German)

|                                      |  |   |
|--------------------------------------|--|---|
| PB4211 Consumer Defense & Protection | <i>Defensa y Protección del Consumidor</i> | 5 |
|--------------------------------------|--|---|

Health and safety protection. Protection of economic and social interests. Right to representation, consultation and participation. Right to education and training in consumer matters. Guarantees and responsibilities.

|                         |                           |   |
|-------------------------|---------------------------|---|
| Supply Chain Management | <i>Logística Integral</i> | 5 |
|-------------------------|---------------------------|---|

**YEAR 5**

**1<sup>st</sup> Semester**

**Core and Compulsory Subjects** **ECTS**

|                               |                               |   |
|-------------------------------|-------------------------------|---|
| FC5111 Financial Management I | <i>Dirección Financiera I</i> | 5 |
|-------------------------------|-------------------------------|---|

Selection of investment projects in certain and uncertain conditions. Project portfolio model.

|                                |                               |   |
|--------------------------------|-------------------------------|---|
| MK5111 Marketing Management II | <i>Dirección Marketing II</i> | 5 |
|--------------------------------|-------------------------------|---|

Commercial strategy; marketing mix. Prices, distribution, promotion and product policy.

|                                |                                 |   |
|--------------------------------|---------------------------------|---|
| OE5111 Strategic Management II | <i>Dirección Estratégica II</i> | 5 |
|--------------------------------|---------------------------------|---|

Long-term objectives and the means to reach them.

### **Elective Subjects (offered according to demand)**

|   |                          |
|---|--------------------------|
| Foreign Language V <i>Idioma Extranjero V</i> | 5 + 5<br>(annual course) |
|---|--------------------------|

Continuation of foreign language IV (English, French or German)

|  |   |
|--|---|
| RH5211 Management Skills <i>Habilidades Directivas</i> | 5 |
|--|---|

Analysis and practice of the skills which shape the modern manager: meetings, negotiation, leadership, analysis and decision making, resolution of conflicts. Management styles. Managing change in a company. Personnel organization and time management.

|  |   |
|--|---|
| RH5111 Human Resources & Labor Relations Management <i>Dirección Recursos Humanos Y Relaciones Laborales</i> | 5 |
|--|---|

Human Resources in business. Objectives, policies and planning. Personnel selection. Motivation. Union representation. Personnel administration. Continuous training.

|   |   |
|---|---|
| OE5114 Knowledge Management and Innovation <i>Gestión de Conocimiento y la Innovación</i> | 5 |
|---|---|

### **2<sup>nd</sup> Semester**

#### **Core and Compulsory Subjects**

|   |   |
|---|---|
| FC5211 Financial Management II <i>Dirección Financiera II</i> | 5 |
|---|---|

Financing structure: means and policies. Cost of capital: risk and profitability combination.

|   |    |
|---|----|
| CU0003 Final Project <i>Proyecto Fin de Carrera</i> | 15 |
|---|----|

### **Elective Subjects (offered according to demand)**

|   |       |
|---|-------|
| Foreign Language V <i>Idioma Extranjero V</i> | 5 + 5 |
|---|-------|

30

(annual course)

Continuation of 1<sup>st</sup> semester Foreign Language V.

|        |                         |                                |   |
|--------|-------------------------|--------------------------------|---|
| MK5211 | International Marketing | <i>Marketing Internacional</i> | 5 |
|--------|-------------------------|--------------------------------|---|

|        |                                |  |   |
|--------|--------------------------------|--|---|
| PR5112 | Total Quality Management (TQM) | <i>Gestión de la Calidad Total (TQM)</i> | 5 |
|--------|--------------------------------|--|---|

Quality management in the business management framework. Business quality and culture. Quality in processes and services. Systems of certification and normalization. Customer service.

|        |                         |                             |   |
|--------|-------------------------|-----------------------------|---|
| OE5113 | Starting New Businesses | <i>Creación de Empresas</i> | 5 |
|--------|-------------------------|-----------------------------|---|

## 9.10 BACHELOR'S IN LAW (Years 1 and 2 have been phased out due to the new Bologna Degrees being introduced).

Courses selected from this program will be reviewed by an adviser from this department and modifications will be made to the student's choice if necessary.

### YEAR 3

#### 1<sup>st</sup> Semester

#### Core and Compulsory Subjects

#### ECTS

|        |                                |  |   |
|--------|--------------------------------|--|---|
| PB3111 | Introduction to Procedural Law | <i>Derecho Procesal (Introducción)</i> | 7 |
|--------|--------------------------------|--|---|

Jurisdictional function. Judicial organization. Legal proceedings and their main principles.

|        |                               |   |   |
|--------|-------------------------------|---|---|
| PB3112 | Institutions of Community Law | <i>Instituciones de Derecho Comunitario</i> | 8 |
|--------|-------------------------------|---|---|

The community code of laws. Relationships with the member States' codes of laws.

31

|        |                                    |   |   |
|--------|------------------------------------|---|---|
| EC3111 | Political Economy & Public Finance | <i>Economía Política y Hacienda Pública</i> | 6 |
|--------|------------------------------------|---|---|

Functioning of Markets. Economic Policy. Economic Theory of Public Income and Expense. Business Administration and Accounting. Economic analysis of law.

### **Elective Subjects (offered according to demand)**

|                      |                              |                          |
|----------------------|------------------------------|--------------------------|
| Foreign Language III | <i>Idioma Extranjero III</i> | 5 + 5<br>(annual course) |
|----------------------|------------------------------|--------------------------|

Continuation of Foreign Language II (English, French or German).

|        |              |                         |   |
|--------|--------------|-------------------------|---|
| PB3115 | Human Rights | <i>Derechos Humanos</i> | 6 |
|--------|--------------|-------------------------|---|

|  |   |   |
|--|---|---|
| International Jurisdictional Organisms | <i>Órganos Jurisdiccionales Internacionales</i> | 6 |
|--|---|---|

|        |                        |                                  |   |
|--------|------------------------|----------------------------------|---|
| FC1111 | Financial Accounting I | <i>Contabilidad Financiera I</i> | 6 |
|--------|------------------------|----------------------------------|---|

Accounting technique associated with the situation and results of a company as well as the cash flow in a given period.

## **2<sup>nd</sup> Semester**

### **Core and Compulsory Subjects**

|        |                      |                                 |   |
|--------|----------------------|---------------------------------|---|
| PB3211 | Administrative Law I | <i>Derecho Administrativo I</i> | 7 |
|--------|----------------------|---------------------------------|---|

Administrative code of laws. Basic structure and system of Public Administration. The administered's position and jurisdictional custody.

|        |                            |                                |   |
|--------|----------------------------|--------------------------------|---|
| RH3214 | Techniques for Negotiating | <i>Técnicas de Negociación</i> | 6 |
|--------|----------------------------|--------------------------------|---|

Development and practice of negotiating skills.

**Elective Subjects (offered according to demand)**

|  |                          |
|--|--------------------------|
| <u>Foreign Language III</u> <i>Idioma Extranjero III</i> | 5 + 5<br>(annual course) |
|--|--------------------------|

Continuation of 1<sup>st</sup> semester Foreign Language II (English, French or German).

|   |   |
|---|---|
| <u>FC1213</u> Financial Accounting II <i>Contabilidad Financiera II</i> | 6 |
|---|---|

|  |   |
|--|---|
| <u>International Environmental Law</u> <i>Derecho Internacional Medio Ambiente</i> | 6 |
|--|---|

|  |   |
|--|---|
| <u>Criminology</u> <i>Criminología</i> | 6 |
|--|---|

SECOND CYCLE (last two years):

**YEAR 4**

**1<sup>st</sup> Semester**

|  |                    |
|--|--------------------|
| <b><u>Core and Compulsory Subjects</u></b> | <b><u>ECTS</u></b> |
|--|--------------------|

|   |   |
|---|---|
| <u>PB4111</u> Labor & Social Security Law <i>Derecho del Trabajo y Seguridad Social</i> | 7 |
|---|---|

Labor relations. Work contract. Collective labor agreements. Rights of employees to organize collectively. Collective conflicts. Labor jurisdiction. Right to social security.

|   |   |
|---|---|
| <u>PV4111</u> Commercial Law I <i>Derecho Mercantil I</i> | 6 |
|---|---|

Statutes of the entrepreneur. The individual entrepreneur. Corporate Law. Credit instruments.

|  |                       |                                  |   |
|--|-----------------------|----------------------------------|---|
| PB4112   | Administrative Law II | <i>Derecho Administrativo II</i> | 6 |
| <p>Consideration of the means, assets and performance of the Public Administration, with special attention given to the different sectors of the Administration.</p> |                       |                                  |   |

|                                     |              |                         |   |
|-------------------------------------|--------------|-------------------------|---|
| PV4112                              | Civil Law IV | <i>Derecho Civil IV</i> | 6 |
| <p>Family Law and inheritances.</p> |              |                         |   |

|   |               |                        |   |
|---|---------------|------------------------|---|
| IN4113  | Legal English | <i>Inglés Jurídico</i> | 5 |
| <p>Study of English as the key language in the international legal world.</p> |               |                        |   |

### **1<sup>st</sup> Semester**

#### **Elective Subjects (offered according to demand)**

|   |  |  |   |   |
|---|--|--|---|---|
| Foreign Trade and International Contracting |  |  | <i>Comercio Exterior y Contratación Internacional</i> | 5 |
| Socioeconomic Crimes                        |  |  | <i>Los Delitos Socioeconómicos</i>                    | 6 |

### **2<sup>nd</sup> Semester**

#### **Core and Compulsory Subjects**

|  |                   |                             |                  |    |
|--|-------------------|-----------------------------|------------------|----|
| PV4211   | Commercial Law II | <i>Derecho Mercantil II</i> | 6                |    |
| <p>Commercial trade. Competition Law. Industrial property. Bankruptcy Law.</p> |                   |                             |                  |    |
| Work Experience  |                   |                             | <i>Practicum</i> | 15 |

#### **Elective Subjects (offered according to demand)**

|        |                               |  |   |
|--------|-------------------------------|--|---|
| PV4213 | Consumer Defense & Protection | <i>Defensa y Protección del Consumidor</i> | 5 |
|--------|-------------------------------|--|---|

Protection of health and safety. Protection of economic and social interests. Right to representation, consultation and participation. Right to education and training in consumer matters. Guarantees and responsibilities.

|                                      |   |
|--------------------------------------|---|
| Urban Law <i>Derecho Urbanístico</i> | 6 |
|--------------------------------------|---|

|   |   |
|---|---|
| Valencian Civil Law <i>Derecho Civil Valenciano</i> | 6 |
|---|---|

## **YEAR 5**

### **1<sup>st</sup> Semester**

|  |                    |
|--|--------------------|
| <b><u>Core and Compulsory Subjects</u></b> | <b><u>ECTS</u></b> |
|--|--------------------|

|  |   |
|--|---|
| PB5111 Financial & Fiscal Law I <i>Derecho Financiero y Tributario I</i> | 5 |
|--|---|

Public financing. Budget Law.

|   |   |
|---|---|
| PV5111 International Private Law <i>Derecho Internacional Privado</i> | 5 |
|---|---|

Techniques for regimentation and norms. Judicial competency and law applicable to private international relations. Extraterritorial effectiveness for acts and foreign decisions.

|   |   |
|---|---|
| PB5112 Law of Civil Procedure <i>Derecho Procesal Civil</i> | 5 |
|---|---|

Civil procedure. Private arbitration.

|  |   |
|--|---|
| PB5113 State Ecclesiastical Law <i>Derecho Eclesiástico del Estado</i> | 5 |
|--|---|

Guardianship of religious freedom in Spanish Law and compared. Legal reflections (teaching, marriage, religious assistance, conscientious objection). Legal system of the relationship between the State and churches and religious confessions.

### **Elective Subjects (offered according to demand)**

|   |   |
|---|---|
| RH5112 Human Resources & Labor Relations Management <i>Dirección de Recursos Humanos y Relaciones Laborales</i> | 5 |
|---|---|

Human resources in business. Objectives, policies and planning.

Personnel selection. Motivation. Union representation. Personnel administration. Continuous Training.

|             |                         |   |
|-------------|-------------------------|---|
| Law of Tort | <i>Derecho de Daños</i> | 5 |
|-------------|-------------------------|---|

## **2<sup>nd</sup> Semester**

### **Core and Compulsory Subjects**

|        |                           |   |   |
|--------|---------------------------|---|---|
| PB5211 | Financial & Fiscal Law II | <i>Derecho Financiero y Tributario II</i> | 5 |
|--------|---------------------------|---|---|

Fiscal Law. Public Expense Law.

|        |                   |                              |   |
|--------|-------------------|------------------------------|---|
| PB5212 | Philosophy of Law | <i>Filosofía del Derecho</i> | 5 |
|--------|-------------------|------------------------------|---|

The legal phenomenon. Legal Ontology and Axiology. Basic philosophical problems in Law.

|        |                           |                               |   |
|--------|---------------------------|-------------------------------|---|
| PB5213 | Law of Criminal Procedure | <i>Derecho Procesal Penal</i> | 5 |
|--------|---------------------------|-------------------------------|---|

Criminal proceedings. Special procedures.

|               |                               |   |
|---------------|-------------------------------|---|
| Final Project | <i>Trabajo Fin de Carrera</i> | 9 |
|---------------|-------------------------------|---|

### **Elective Subjects (offered according to demand)**

|        |  |  |   |
|--------|--|--|---|
| PB5216 | Legal System on Nationality and Aliens | <i>Régimen Jurídico de la Nacionalidad y Extranjería</i> | 5 |
|--------|--|--|---|

## **9.11 DIPLOMA (“DIPLOMATURA”) IN TOURISM (Years 1 and 2 have been phased out due to the new Bologna Degrees being introduced).**

Courses selected from this program will be reviewed by an adviser from this department and modifications will be made to the student’s choice if necessary.

## YEAR 3

### 1<sup>st</sup> Semester

#### Core and Compulsory Subjects

ECTS

|  |   |
|--|---|
| OE3111 Tourism Business Organization & Management II (Hotels)<br><i>Organización y Gestión de Empresas Turísticas II (Hoteles)</i> | 5 |
|--|---|

Analysis of the organizational and human resource structure in the tourism business: hotels.

|  |   |
|--|---|
| IN3115 English for Tourism I <i>Inglés Turístico</i> | 5 |
|--|---|

Continuation of the study of English with special emphasis on the tourism sector.

|  |   |
|--|---|
| FR4115 / AL4111 French /German for Tourism I <i>Francés/Alemán Turístico</i> | 5 |
|--|---|

Continuation of the study of French/German with special emphasis on the tourism sector.

#### Elective Subjects (offered according to demand)

|  |   |
|--|---|
| TU3113 Commercialization of Tourism Services and Products<br><i>Comercialización de Productos y Servicios Turísticos</i> | 5 |
|--|---|

|   |   |
|---|---|
| TU3114 Universal Cultural Heritage <i>Patrimonio Cultural Universal</i> | 5 |
|---|---|

|                                     |   |
|-------------------------------------|---|
| Urban Tourism <i>Turismo Urbano</i> | 5 |
|-------------------------------------|---|

### 2<sup>nd</sup> Semester

#### Core and Compulsory Subjects

|   |   |
|---|---|
| GH3211 Cultural Heritage <i>Patrimonio Cultural</i> | 5 |
|---|---|

Artistic and cultural examples. Analysis of cultural patrimony as tourism

resource.

|  |   |   |
|--|---|---|
| LS3211 Computers Applied to the Tourism Sector | <i>Informática Aplicada al Sector Turístico</i> | 5 |
|--|---|---|

Computer applications for accommodation and ticket reservations.

|                               |                            |   |
|-------------------------------|----------------------------|---|
| IN3211 English for Tourism II | <i>Inglés Turístico II</i> | 5 |
|-------------------------------|----------------------------|---|

Continuation of English for Tourism I.

|                        |   |    |
|------------------------|---|----|
| CU0007 Work Experience | <i>Prácticas Profesionales Integradas</i> | 12 |
|------------------------|---|----|

### **Elective Subjects (offered according to demand)**

|                              |                             |   |
|------------------------------|-----------------------------|---|
| TU3211 French for Tourism II | <i>Francés Turístico II</i> | 5 |
|------------------------------|-----------------------------|---|

An intensive course in French designed to provide the students with specific training in the language applied to the tourism sector. An emphasis is placed on oral fluency and communication.

|                              |                            |   |
|------------------------------|----------------------------|---|
| TU3212 German for Tourism II | <i>Alemán Turístico II</i> | 5 |
|------------------------------|----------------------------|---|

An intensive course in German designed to provide the students with specific training in the language applied to the tourism sector. An emphasis is placed on oral fluency and communication.

|                              |                                   |   |
|------------------------------|-----------------------------------|---|
| TU3213 Tourism Routes Design | <i>Diseño de Rutas Turísticas</i> | 5 |
|------------------------------|-----------------------------------|---|

### **9.12 DIPLOMA (“DIPLOMATURA”) IN BUSINESS STUDIES (Years 1 and 2 have been phased out due to the new Bologna Degrees being introduced).**

Courses selected from this program will be reviewed by an adviser from this department and modifications will be made to the student’s if necessary.

## YEAR 3

### 1<sup>ST</sup> Semester

#### Core and Compulsory Subjects

#### ECTS

|  |   |
|--|---|
| FC3111 Cost Accounting II (Management Control) <i>Contabilidad de Costes II (Control de Gestión)</i> | 5 |
|--|---|

Analysis of costs and their use in decisions.

|   |   |
|---|---|
| FC3112 Financial Management II <i>Gestión Financiera II</i> | 5 |
|---|---|

Sources of financing, financing structure and cost of capital.

|   |   |
|---|---|
| MK3112 Commercial Management I <i>Gestión Comercial I</i> | 5 |
|---|---|

Market studies. Pricing policies.

### 1<sup>ST</sup> Semester

#### Elective Subjects (offered according to demand)

|   |                          |
|---|--------------------------|
| Foreign Language <i>Idioma Extranjero</i> | 5 + 5<br>(annual course) |
|---|--------------------------|

Mastery of a foreign language (English, French or German).

|  |   |
|--|---|
| TR3111 Personal Income Tax <i>Fiscalidad de las Personas Físicas</i> | 5 |
|--|---|

|   |   |
|---|---|
| MK3216 Trade Fair Marketing for Exhibitors and Visitors <i>Marketing Ferial para Expositores y Visitantes</i> | 5 |
|---|---|

|   |   |
|---|---|
| PB2116 International Organizations and the European Union <i>Organizaciones Internacionales y la U.E.</i> | 5 |
|---|---|

A study of the institutions and policies of the European Union. The process of European integration.

|   |   |
|---|---|
| MK3214 Publicity and Communication <i>Publicidad y Comunicación</i> | 5 |
|---|---|

A theoretical and practical approach to publicity from a business perspective.

The basics of communication and publicity and how they affect consumer behavior will be studied.

|  |   |   |
|--|---|---|
| PB4116 Foreign Trade and International Contracting | <i>Comercio Exterior y Contratación Internacional</i> | 5 |
|--|---|---|

## 2<sup>nd</sup> Semester

### Core and Compulsory Subjects

|                                 |                             |   |
|---------------------------------|-----------------------------|---|
| MK3212 Commercial Management II | <i>Gestión Comercial II</i> | 5 |
|---------------------------------|-----------------------------|---|

Channels of distribution. Sales promotion and product policy.

|                         |   |    |
|-------------------------|---|----|
| CU 0001 Work Experience | <i>Prácticas Profesionales Integradas</i> | 16 |
|-------------------------|---|----|

## 2<sup>nd</sup> Semester

### Elective Subjects (offered according to demand)

|                    |                          |                          |
|--------------------|--------------------------|--------------------------|
| Foreign Language I | <i>Idioma Extranjero</i> | 5 + 5<br>(annual course) |
|--------------------|--------------------------|--------------------------|

Continuation of 1<sup>st</sup> semester Foreign Language III.

|                          |                                 |   |
|--------------------------|---------------------------------|---|
| TR3212 Business Taxation | <i>Fiscalidad de la Empresa</i> | 5 |
|--------------------------|---------------------------------|---|

An understanding of the basis of taxation of businesses.

|                             |                            |   |
|-----------------------------|----------------------------|---|
| RH3114 Personnel Management | <i>Gestión de Personal</i> | 5 |
|-----------------------------|----------------------------|---|

Labor relations. The work contract. Collective labor agreements. Social Security.

|  |   |   |
|--|---|---|
| RH3213 Psychology Applied to Business Management | <i>Psicología Aplicada a la Gestión Empresarial</i> | 5 |
|--|---|---|

Introduction to the psychology of collective and human groups. Its application to business as one of the nuclei of civil society.

40

## 10.0 GRADOS UNIVERSITARIOS OFICIALES

### 10.1 GRADO EN TRADUCCIÓN Y COMUNICACIÓN INTERCULTURAL

Course Descriptions will be sent upon request

#### FIRST YEAR

FIRST SEMESTER:

101 Comunicación profesional intercultural 6

102 Lengua y cultura A (español) 6

103 Lengua B (inglés) 6

104 Lengua C (alemán, francés) 6

105 Iniciación a la traducción 6

SECOND SEMESTER

106 Comprensión y producción en Lengua A (español) 6

107 Habilidades comunicativas en Lengua B (inglés) 6

108 Habilidades comunicativas en Lengua C ( alemán, francés) 6

109 Laboratorio de traducción 6

110 Perspectivas socio-culturales Lengua C (alemán, francés) 6

## SECOND YEAR

### FIRST SEMESTER:

201 Análisis intercultural de la actualidad-Lengua B (inglés) 6

202 Taller de comunicación en Lengua B (alemán, francés) 6

203 Estrategias de traducción directa-lengua B (inglés) 6

204 Taller de comunicación en Lengua C (alemán, francés) 6

205 Ética profesional del traductor 6

### SECOND SEMESTER:

206 Estrategias de traducción inversa-Lengua B (inglés) 6

207 Traducción asistida por ordenador 6

208 Prácticas de traducción general-Lengua B (inglés) 6

209 Estrategias de traducción directa-Lengua C (alemán, francés) 6

210 Comprensión y producción en Lengua C (alemán, francés) 6

## **10.2 GRADO EN DERECHO**

**Course Descriptions will be sent upon request**

### FIRST YEAR

#### FIRST SEMESTER

101 Habilidades comunicativas 6

102 Sistemas jurídicos comparados 6

103 Teoría general del derecho 6

104 Derecho constitucional  
y libertades fundamentales 6

105 Ética jurídica 6

## SECOND SEMESTER

106 Análisis económico para juristas 6

107 Fundamentos de derecho comunitario 6

108 Fundamentos de derecho privado 6

109 Derecho administrativo I 6

110 Derecho penal. Parte general 6

## SECOND YEAR

### FIRST SEMESTER

201 Derecho penal. Parte especial 6

202 Contratación civil y mercantil 6

203 Fundamentos de derecho mercantil 6

204 Análisis financiero y contable 6

205 Introducción al derecho procesal 6

### SECOND SEMESTER

206 Inglés jurídico 6

207 Derecho administrativo II 6

208 Derecho procesal civil 6

209 Derecho del trabajo I 6

210 Taller práctica jurídica I 6

## **10.3 GRADO EN DIRECCIÓN Y CREACIÓN DE EMPRESAS**

**Course Descriptions will be sent upon request**

### **FIRST YEAR**

#### **FIRST SEMESTER**

101 Economía de la empresa 6

102 Contabilidad financiera I 6

103 Habilidades comunicativas 6

104 Análisis del entorno económico 6

105 Matemáticas empresariales 6

#### **SECOND SEMESTER**

106 Administración de empresas 6

107 Fundamentos del marketing 6

108 Contabilidad financiera II 6

109 Comportamiento del consumidor 6

110 Pensamiento económico y social 6

### **SECOND YEAR**

#### **FIRST SEMESTER**

201 Derecho de la empresa 6

202 Dirección de personas 6

203 Contabilidad de costes 6

204 Análisis de operaciones financieras 6

205 Instrumentos de marketing 6

## SECOND SEMESTER

206 Inglés 6

207 Operaciones societarias 6

208 Sistemas impositivos 6

209 Organización industrial 6

210 Estadística 6

## **10.4 GRADO EN MARKETING Y DIRECCIÓN COMERCIAL**

**Course Descriptions will be sent upon request**

### FIRST YEAR

#### FIRST SEMESTER

101 Economía de la empresa 6

102 Contabilidad financiera I 6

103 Habilidades comunicativas 6

104 Análisis del entorno económico 6

105 Matemáticas empresariales 6

#### SECOND SEMESTER

106 Administración de empresas 6

107 Fundamentos del marketing 6

108 Contabilidad financiera II 6

109 Comportamiento del consumidor 6

110 Pensamiento económico y social 6

### SECOND YEAR

## FIRST SEMESTER

201 Derecho de la empresa 6

202 Dirección de personas 6

203 Contabilidad de costes 6

204 Análisis de operaciones financieras 6

205 Instrumentos de marketing 6

## SECOND SEMESTER

206 Inglés 6

207 Operaciones societarias 6

208 Sistemas impositivos 6

209 Organización industrial 6

210 Estadística 6