

International Exchange Programs

3 ways to study Business Administration



Affiliated with Universidad Complutense de Madrid



FINANCIAL [THINKING]

Index

FINANCIAL [THINKING]

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Why CUNEF?

There are many reasons why, year after year, CUNEF has been identified as one of the leading institutions for studying Business Administration and Finance in Spain.

The following is a selection of the most relevant reasons:

- Because we have a great deal of experience in offering university degrees and postgraduate courses, recognized as benchmarks in their respective areas, which are geared to the requirements of today's competitive business environment. Our ranking is backed by over 35 years of experience.
- Because we have the organizational backing of the Spanish Banking Association (AEB) and of Universidad Complutense de Madrid (UCM).
- Because we have a team of professors who are specialists in their fields, and who combine expertise and teaching vocation with extensive professional and management experience in their respective areas.
- Because in CUNEF, you will find an organization which concentrates on helping you perform to the best of your abilities. You will have the opportunity to round off your university studies with a practical business placement in one of over 300 companies and organizations which rely on us to prepare you to take the first successful steps of your professional career. Furthermore, you can broaden your horizons by studying some of the different international options offered by CUNEF as part of your degree.
- At CUNEF our commitment is to you, that is why we offer a wide program of grants and study assistance packages. You will find the benefits from several specialized study programs, which are officially backed by one of our country's most prestigious universities. Our graduates demonstrate on a daily basis that the "CUNEF profile" is a clear benchmark in the professional environment in Spain and overseas.



Message from the Head of Department



The International Exchange Programs at CUNEF were set in response to the necessities of today's changing global world. We promote mobility for our students, while they are complementing and enriching their studies at CUNEF. Thus, our students can study a semester or a whole academic year abroad, broadening their horizons in training and experience. Our university continues to develop key alliances with institutions throughout the world, in order to tighten and build our relationships with the international academic and professional communities.

CUNEF offers to the international students the possibility of studying in an excellent academic Centre specialized in the fields of Business Administration, Management, Finance and Law. Throughout the years, CUNEF has distinguished itself for the excellence of its faculty, the highly specialized undergraduate and postgraduate teaching programs, and by the eminently professional approach of its teaching and university trainings.

Studying and living in a foreign country is both an amazing and a challenging experience. We want your stay in Madrid to be productive from the start to the end. The International Relations Office at CUNEF provides support services, advice and learning opportunities to international students, outgoing students studying abroad, professors, families and guests.

On behalf of CUNEF, I would like to sincerely welcome you again and to thank you for your interest in our Centre. To find out more about our international opportunities, please feel free to contact us.

Esther Cadiñanos



Over 35 years training professionals for business, banking and finance

CUNEF was founded 37 years ago, under the initiative of the Spanish Banking Association (AEB), as a centre affiliated to the Universidad Complutense de Madrid with a key objective: to educate, through training and research, future and current professionals to tackle management challenges in business, institutions, banking and finance. Today, the 5,000 CUNEF alumni are evidence of our commitment to meet our objective. Their professional success represents one of the main assets of CUNEF's academic and institutional trajectory.

Throughout the years, CUNEF has distinguished itself for the excellence of its faculty, the highly specialized undergraduate and postgraduate teaching programs and the eminently professional approach of its teaching and university trainings.

The Spanish Banking Association (AEB) is a professional association comprising all Spanish and foreign banks operating in Spain. Amongst its functions, it contributes to training university students and to educating professionals specialized in finance through the Colegio Universitario de Estudios Financieros (University School of Finance which is headed by the Spanish Banking Foundation for Financial Studies - FEBEF).

Since its founding in 1973, CUNEF has been affiliated with the Universidad Complutense de Madrid. The students graduating from CUNEF thus obtain their official degree within this context.

Faculty

Our professors are experts in their respective domains with a passion for teaching, and contribute to the classroom experience by bringing in their professional and research expertise

The students will see their effort, learning ability and conceptual projection strengthened by their passage through CUNEF. Our professors are known for uniting theoretical knowledge with practical applications in the different aspects of corporate and judicial life, by combining theory and practice in all the different subjects. Thus, they are able to integrate real life experiences and situations into the learning process.

CUNEF has the freedom to choose their own faculty and therefore is able to select the professors who meet its high educational standards. Currently, the faculty consists of 84 professors organized in the following areas of knowledge:

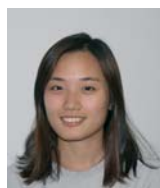
- Administration and Business Management
 - Business Management and Organization and Marketing
 - Finance and Accounting
- Economics
- Corporate Law
- ICT (Information Computer Technologies) / English

In addition, CUNEF is launching an Exchange of Faculty Program for specified durations, ranging from a few days for consultations and/or lectures, to a semester or to an academic year.



"...Outside of the classroom students have interesting opportunities to apply their skills and knowledge to current business situations by participating in activities such as the "CUNEF Business Case Competition", in which the students compete in small teams to resolve real-world business cases. It is the combination of these different elements that enables CUNEF to provide a unique learning experience for business-minded students..."

*Michael John Hess.
Assistant Professor.*



"...Although I do not speak Spanish well enough, professors and even Spanish students try to understand me, help me, and make a better environment for me. Thanks to them, I am slowly starting to get used to the new university. I expect what I will experience here for last months and I am sure that I will not be disappointed with CUNEF. I feel a sense of belonging to CUNEF so I will make my time on this ground more precious..."

*Soyeon Pack.
Incoming Student, Hanyang University.*

Academics

As a Centre affiliated to the Universidad Complutense de Madrid, the course programs for the Bachelor Degrees closely follow the syllabus of the Economics/Business School of Complutense.

The **Degree in Business Administration and Management** has 240 ECTS, distributed throughout the 4 years of the BA program according to the following plan:

1st year: 60 Basic Training ECTS					
1st quarter	Type	ECTS	2nd quarter	Type	ECTS
Corporate Law	Basic T.	6	Financial Accounting I	Basic T.	6
Principles of Business Management	Basic T.	6	Statistics for Business I	Basic T.	6
Economic History	Basic T.	6	Principles of Business Finance	Basic T.	6
Introduction to Economics	Basic T.	6	Administration	Basic T.	6
Mathematics for Business I	Basic T.	6	Mathematics for Business II	Basic T.	6
			Microeconomics	Basic T.	6
Total ECTS 30			Total ECTS 30		
2nd year: 60 Compulsory ECTS					
1st quarter	Type	ECTS	2nd quarter	Type	ECTS
Financial Accounting II	Compulsory	3	Managerial Accounting	Compulsory	3
Commercial Law I	Compulsory	3	Spanish Economy	Compulsory	3
International Economics	Compulsory	6	Statistics for Business II	Compulsory	6
Macroeconomics	Compulsory	6	Organizational Design	Compulsory	6
Financial Mathematics	Compulsory	6	Economic Policy	Compulsory	6
Industrial and Company Sociology	Compulsory	6	Tax System I	Compulsory	6
Total ECTS 30			Total ECTS 30		
3rd year: 60 Compulsory ECTS					
1st quarter	Type	ECTS	2nd quarter	Type	ECTS
Business Analysis Using Financial Statements	Compulsory	6	Financing Decisions	Compulsory	6
Human Resources Management	Compulsory	6	Operations Management	Compulsory	6
Principles of Marketing	Compulsory	6	Econometrics	Compulsory	6
Decision Making Methods	Compulsory	6	Marketing Research	Compulsory	6
Valuation and Security Analysis	Compulsory	6	Tax System II	Compulsory	6
Total ECTS 30			Total ECTS 30		
4th year consisting in 18 compulsory ECTS, 6 ECTS for the final paper, and 36 elective ECTS					
1st quarter	Type	ECTS	2nd quarter	Type	ECTS
Analysis and Financial Planning	Compulsory	6	Entrepreneurship	Optional	4
Strategic Management	Compulsory	6	Economy and Bank Management	Optional	4
Consumer Behaviour	Compulsory	6	Government, Social Responsibility and Company sustainability	Optional	4
Spanish Financial System	Optional	4	Banking and Stock Market Operations	Optional	4
International Management of the Company	Optional	4	International and National Financial Markets	Optional	4
Consolidated Financial Statements	Optional	4	Corporate Accounting	Optional	4
			Final Paper	Final Paper	6
Total ECTS 30			Total ECTS 30		

The **double major in Law and Business Administration and Management** has 360 ECTS in 6 courses under the following distribution:

1st year: 74 Basic Training ECTS

1st quarter			2nd quarter		
	Type	ECTS		Type	ECTS
Mathematics for Business I	Basic T.	6	Mathematics for Business II	Basic T.	6
Introduction to Economics	Basic T.	6	Principles of Business Finance	Basic T.	6
Principles of Business Management	Basic T.	6	Administration		
Theory of Law	Basic T.	6	Financial Accounting I	Basic T.	6
History of Law	Basic T.	6	Economic History	Basic T.	6
Roman Law	Basic T.	8	Civil Law I	Basic T.	6
			Constitutional Law I	Basic T.	6
Total ECTS 38			Total ECTS 36		

2nd year: consisting in 12 Basic Training ECTS and 60 Compulsory ECTS

1st quarter			2nd quarter		
	Type	ECTS		Type	ECTS
Financial Accounting II	Compulsory	6	Managerial Accounting	Compulsory	6
Industrial and Company Sociology	Compulsory	3	Financial Mathematics	Compulsory	6
Microeconomics	Basic T.	6	Macroeconomics	Compulsory	6
Statistics for Business I	Basic T.	6	Criminal Law I	Compulsory	7
Civil Law II	Compulsory	7	International Public Law	Compulsory	6
Constitutional Law II	Compulsory	8	State Ecclesiastical Law	Compulsory	5
Total ECTS 36			Total ECTS 36		

3rd year: 66 Compulsory ECTS

1st quarter			2nd quarter		
	Type	ECTS		Type	ECTS
Statistics for Business II	Compulsory	6	Valuation and Security Analysis	Compulsory	5
International Economics	Compulsory	6	Economic Policy	Compulsory	3
Civil Law III	Compulsory	6	Organizational Design	Compulsory	3
Criminal Law II	Compulsory	7	Spanish Economy	Compulsory	3
Administrative Law I	Compulsory	8	Labour Law	Compulsory	8
			Procedural Law I	Compulsory	5
			Community Law	Compulsory	6
Total ECTS 33			Total ECTS 33		

4rd year: 66 Compulsory ECTS

1st quarter			2nd quarter		
	Type	ECTS		Type	ECTS
Financing Decisions	Compulsory	5	Marketing Research	Compulsory	6
Econometrics	Compulsory	3	Human Resources Management	Compulsory	6
Principles of Marketing	Compulsory	6	Business Analysis Using Financial	Compulsory	6
Procedural Law II	Compulsory	6	Statements		
Civil Law IV	Compulsory	6	Commercial Law I	Compulsory	8
Administrative Law II	Compulsory	8	Taxing and Financial Law I	Compulsory	6
Total ECTS 34			Total ECTS 32		

5th year: 64 Compulsory ECTS

1st quarter			2nd quarter		
	Type	ECTS		Type	ECTS
Analysis and Financial Planning	Compulsory	5	Strategic Management	Compulsory	6
Operations Management	Compulsory	6	Consumer Behaviour	Compulsory	6
Tax System I	Compulsory	3	Tax System II	Compulsory	6
Procedural Law III	Compulsory	6	Philosophy of Law	Compulsory	6
Commercial Law II	Compulsory	8	Private International Law	Compulsory	6
Taxing and Financial Law II	Compulsory	6			
Total ECTS 34			Total ECTS 30		

6th year: consisting in 6 Compulsory ECTS and 12 Elective ECTS

1st quarter		
	Type	ECTS
Internship	Compulsory	12
Final Paper	Compulsory	6
Total ECTS 18		



"...Why BBA?, I have always enjoyed the business, economics and finance world, and I think it is the most complete career for being an excellent professional, in this area.

Why CUNEF?, It is one of the best universities in this career by a long way; moreover the market is very promising and you can obtain contacts at CUNEF which are very important for professional career.

Expectations? Completely fulfilled. I think I am taking advantage of CUNEF, I am participating in competitions, maintaining good relationships with teachers and students and undertaking a series of extra activities that will clearly help me in the future..."

*Victor Orbeche Condes.
Student of the Bilingual Degree in Business Administration and Management.*



"...I chose the double major in Business Administration and Management and Law at CUNEF, because I believe it is the best alternative to obtain a global vision of the corporate and judicial environments. I am sure that I will soon have excellent professional opportunities. At CUNEF, I have also learned values such as effort, perseverance and the desire to better oneself, which are fundamental in order to become an excellent professional..."

*Mª del Pilar Gómez García.
Student of The double major Business Administration and Management + Law.*

Other courses for International Students

Students also have the possibility of taking some courses relating to Spanish Culture & Arts, and Business Spanish. In CUNEF we think that learning some aspects of the Spanish Culture will make the international students' stay more productive and worthwhile. Therefore, international students are very welcome to apply for any of those international courses free of charge.

Spanish for Business		Culture and Art in Spain	
Credits:	3 each semester	Credits:	3 each semester
Study Period:	Fall Semester (from October to January) Spring Semester (from March to May)	Study Period:	Fall Semester (from October to January) Spring Semester (from March to May)
Fees:	Free of charge for foreign students	Fees:	Free of charge for foreign students

Grading, Credits and Course Requirements

In the ECTS system, 60 credits correspond to the workload of a full academic year of study and 30 credits to that of a semester. Students will be able to earn ECTS credits allocated to course units according to the workload required to complete the course unit and it may consist of lectures, practical placements, seminars, private and self study, examinations and other assessments activities.

Students will receive their Transcript of Records upon completion of all courses and all required examinations at CUNEF, by the end of each semester.

Credits are transferred from one university to another on the basis of the learning agreement previously set up between the student and the university involved in the student exchange. Credit transfer takes place when the student has successfully completed the study program previously agreed upon.

Students are allowed to mix courses from different programs provided, as long as the timetable permits it.

The grades for undergraduate students are based upon the following scale:

Institutional Grading System

CUNEF Grading System	Definition
10 Matrícula de Honor (MH)	Excellent + Special Mention (top 5%)
9-10 Sobresaliente (SB)	Excellent
7-8.9 Notable (NT)	Very Good
5-6.9 Aprobado (AP)	Good-Satisfactory-Sufficient
0-4.9 Suspenso (SS)	Fail
No Presentado (NP)	Non Attendance

Institutional Grading System

ECTS Grade	Definition
A	Excellent- outstanding performance with only minor errors
B	Very Good- above the average standard but with some errors
C	Good- generally sound work with a number of notable errors
D	Satisfactory- fair but with significant shortcomings
E	Sufficient- performance meets the minimum criteria
F	Fail- some more work required before the credit can be awarded
FX	Fail- considerable further work is required



Student Exchange Programs

1. Semester Dates

Fall Semester

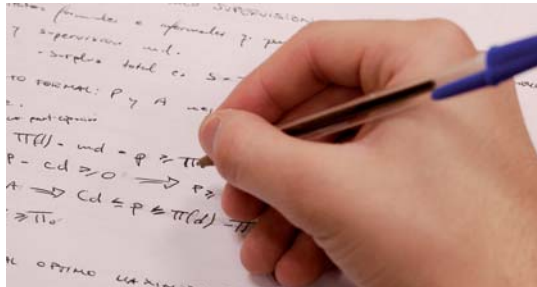
Late Sept - Late Jan: Classes

Feb: Exams

Spring Semester

Late Feb - Late May: Classes

June: Exams



2. Documents Required and Deadlines

We can only accept applications from students who have been nominated by their home university with which we have a formal Bilateral Agreement.

Students need to prove a B2 score in the DELE examination (Diploma Español Lengua Extranjera), or an equivalent level to do their studies at CUNEF.

To formalize the request, the student must submit the following documents at the International Department:

- Application form completed and signed
- Academic updated Transcript of Records
- Two letters of recommendation from two professors
- Personal Statement
- Proof of medical insurance valid in Spain
- Study Visa. Non EU Nationals will need to apply for a student visa. The information can be obtained at the Spanish Consulate in Madrid
- Passport copy
- 2 Passport-sized photos
- Bank account or financial certification

Deadlines:

For the Fall Semester or the Whole Year: June, 30th.

For Spring Semester: November, 30th.

Nominees of our partner universities should fill out the online application form and send all required materials before the deadline.



CUNEF provides a modality for foreign students from universities with which there is no cooperation agreement, who can apply for the **Visitor Students-Free Movers Programme**.

This option is managed individually for each student and is exclusively for foreign students wishing to study in CUNEF. Student with an interest in this programme should contact the International Relations Office directly (Susana Diaz-Meco; sdiazmeco@cunef.edu) and will be required to follow the same application process as students taking part in the Bilateral Agreements Programme by completing the application and receiving the final confirmation from the Department regarding admission.

Students who come to CUNEF via this programme will be required to pay the tuition fees for the courses of their choice.

3. Insurance

All participants must show evidence of adequate medical and accident insurance. Students coming to CUNEF are required to purchase a health insurance or provide proof of comparable coverage.

4. Housing and Facilities

Accommodation

CUNEF provides off campus accommodation housing services through the collaboration of some companies, in order to facilitate the search for accommodation in Madrid, for a semester or the whole year. The different possibilities offered to students are: homestays, share apartments and hall of residences.

Madrideasy
(www.madrideasy.com)
e-mail: cunef@madrideasy.com
Phone: +34 91 593 8352

Eavante
(www.eavante.net)
e-mail: info@eavante.net
Phone: +34 91 555 0804

Nebrija Residence
(www.nebrija.com/residencias/index.htm)
e-mail: residencias@nebrija.es
Phone: +34 91 452 1150

Student Services and Academic Orientation Department: This department offers information, orientation and support so that the CUNEF students' everyday life, both in the academic and the personal sense, becomes beneficial. It provides individual and strictly confidential orientation and support when encountering difficulties and proposes the means to deal with or overcome these hurdles. The Student Services and Academic Orientation Department aims at facilitating the achievement of the academic and personal success of our students.

Careers Office: The Professional Careers Department runs the practical business placements, job offers, and organizes seminars and complementary activities whose main objective is to equip our CUNEF students with the necessary professional tools and skills, as well as to provide the best opportunities for obtaining their first employment. Thus, every year it organizes a number of events as the Employment Forum, Company presentations and 'on-campus' selection processes, Company placement programs...

International Relations Office & Buddy Programme: All incoming students are invited to take part in the welcome reception organized by the International Relations Department before classes begin, to meet their partners and obtain their schedules, find out about courses, complementary activities... International students can also apply for a Mentor (Buddy), i.e. a Spanish student that will help them out with different things that foreign students may require during their stay in Madrid.

Counselling: CUNEF offers students psychological guidance, in order to answer to the needs of the University community. This service is free for CUNEF students.

Computer Services CUNEF pays special attention to its technological infrastructure. The Department of Information Systems and Quality Control develops all kinds of technological initiatives and projects which are aimed at guaranteeing the highest quality of their information exchange processes, their academic support as well as facilitating the administrative tasks. In the whole Centre there is Wifi Area, to facilitate Internet access from personal portable electronic devices, and every student will have access to their intranet area, which permits the sharing of information, applications and resources safely for students, professors and employees.

Library: Our library houses approximately 13,000 titles and 50 titles of various magazines. In the newspaper archive, all the main national, international and financial newspapers are available on a daily basis. The library has a capacity for 101 studying places and there is Wifi area to facilitate Internet access for lap tops and portable electronic devices.



Sports: The CUNEF Sports Department runs and promotes sport activities for our students, as a way of enhancing the school's values - coexistence, comradeship, and solidarity - by organizing students' participation in internal and external competitions.

Additional Activities Centre: CUNEF students are highly involved in extracurricular and volunteer activities that nurture the relationship with international students. Through this centre, CUNEF improves the working habits and the sense of endeavour among students to provide them with the best skills thanks to formal academic training (designed in each specific syllabus) and additional education that contributes to their development as individuals and future professionals. Students play a leading role in the evolution of the Centre (CAC), since they are required and expected to participate responsibly in the improvement and development of the Centre and of their own education.



"...Campus is great, modern, well connected and surrounding of nature. There is a high level of education with interactive classes and a tremendous involvement of the professors. I would strongly recommend it to every student. It is a pity I cannot repeat it..."

*Jaime Mato.
Student at Pontificia Universidade Católica do Rio de Janeiro.*



"...It has been an unforgettable experience both in academics and personal terms, in a university which we have been supported from the very first day, by those responsible and the professors..."




*Isabel García.
Student at Dublin Business School.*

International Academic Network

The International relations Office of CUNEF is immersed in an intense process of internationalization with the objective that CUNEF students have the opportunity to carry out their studies at some of the most prestigious international universities around the world to become, in the near future, globally competitive graduates.

Currently, CUNEF has established agreements of international mobility with the following leading institutions:

America













	USA	Moore School of Business. University of South Carolina. University California San Diego.
	Brazil	Pontificia Universidade Catolica do Rio de Janeiro
	México	Instituto Tecnológico de Monterrey

Asia

	China	Lingnan University Hong Kong Renmin University of China
	Singapur	James Cook University
	South Korea	Ajou University Hanyang University
	Taiwan	National Chengchi University

Europe

	Austria	University of Applied Sciences of Krems University Applied Sciences Vienna
	Belgium	HELMO Haute École Libre Mosane, LIEGE ICHEC Brussels Management School
	France	Audencia Nantes: School of Management Programme Ecole Atlantique de Commerce Dauphine Université Paris École Supérieure Dijon ESCE École Supérieure du Commerce Extérieur ESSCA École Supérieure des Sciences Commerciales d'Angers ICN Business School IDRAC École Supérieure de Commerce POLE ESG, Paris Université Catholique de Lille Université des Sciences Sociales de Toulouse Université Orléans Université Paris 12 Val de Marne Université Paris 13 Nord Université Paul Cézanne

	Germany	Cologne Business School (CBS) European Business School Fachhochschule Worms Hochschule für Technik und Wirtschaft (Berlin) International University Schloss Reichartshausen Justus Liebig University Giessen Ruhr Universität Bochum Universität Hohenheim Universität Passau
	Hungary	ESSCA École de Commerce
	Ireland	Dublin Business School
	Italy	Sapienza Università di Roma Università Cattolica del Sacro Cuore de Milan Università degli Studi di Firenze Università di Pisa
	Lithuania	ISM University of Management and Economics
	Poland	Kozminski University
	Portugal	ISEG Instituto Superior de Economia e Gestao Universidade dos Açores Universidade de Coimbra Universidade Tras os Montes e Alto Douro
	Slovakia	University of Economics in Bratislava
	Sweden	Haute École de Gestion de Genève Linköping University Switzerland ZHAW School of Management and Law
	Netherlands	Zuyd University of Applied Sciences University of Groningen
	UK	Regent's College London University of Sussex
Oceania		
	Australia	University of Newcastle International College of Management Sydney



Life in Madrid

Madrid is the capital and the largest city of Spain. Madrid is a lively city with atmospheres for any kind of person. Madrid is able to offer countless opportunities to enjoy a great experience: Cultural heritage, weather and gastronomy are just a few of the reasons which make visitors come to Madrid. Thanks to its efficient public transport network, stunning cities such as Toledo or Segovia are within 1 hour's reach. The Madrid Metro (underground) is the 8th largest in the world and now features a light rail system (Metro ligero) to give access to new neighbourhoods.

Madrid is worthy to be lived!

Quick Facts of the Community of Madrid

Capital City: Madrid

Population Madrid Province: 6.445.499

Population Madrid City: 3.255.944

Land Area Madrid Province: 8.021,80 km²

Land Area Madrid City: 605,77 km²

Mean Altitude: 655 m above sea level

Currency: Euro

Climate: Continental Mediterranean

Average Temperature: 12°C.

Summer 24°C-35°C and winter 4°-5°C

Language: Spanish

Contact the International Team



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