

UNIVERSITY COLLEGE OF BUSINESS STUDIES

Donostia-San Sebastián

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www.enpresa-donostia.ehu.es



ENPRESA IKASKETEN UNIBERTSITATE ESKOLA
ESCUELA UNIVERSITARIA DE ESTUDIOS EMPRESARIALES
DONOSTIA - SAN SEBASTIAN



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Universidad
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Welcome to the University College of Business Studies

Dear friends,

The University College of Business Studies of Donostia-San Sebastián welcomes you and looks forward to working with you along your study, teaching or research programme. We expect that your stay will greatly benefit you and, in addition, our community, since we strongly believe in sharing culture and knowledge.

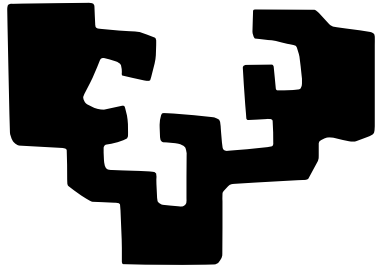
This handbook is designed to make your stay more comfortable. You will find general information about the Basque Country, University, City and our College. It contains academic information regarding the study programmes, teaching methodology, mobility agreements and professional experience. It also describes its resources and facilities, as well as other practical information for foreigners, such as the accommodation and language courses. Finally, you can get indications to get to the College and contact us.

We hope that you will find the contents of this handbook useful and provide the assistance you might need. Thank you for your interest in the University College of Business Studies of Donostia-San Sebastián,

The Director

Note: This brochure is a brief guide about the College and its community. All information contained in it, while true at time of publication, is subject to modification and may therefore need to be verified. Detailed information can be found on its website, which is updated continuously:
www.enpresa-donostia.ehu.es

For further information about exchange procedures for incoming people, check the International Student Handbook or click on the following website:
www.relaciones-internacionales.ehu.es



= The Basque Country and the University

The University College of Business Studies of Donostia-San Sebastián is a centre that forms part of the University of the Basque Country.

The Basque Country spreads over both sides of the Pyrenees, along the coast of the Bay of Biscay. It is divided into seven provinces: Three of them (Lapurdi, Nafarroa Behe and Zuberoa) belong to France (region of Aquitaine) and the other four (Bizkaia, Gipuzkoa, Araba and Nafarroa) belong to the Spanish territory. These four provinces are further divided to form two autonomous communities: The Basque Country (Euskadi) and Navarre (Nafarroa).

The Basque Country has two official languages: Basque (Euskara) and Spanish. While all citizens can speak Spanish, Euskara, the original language of the Basque

people, is used by 35% of Donostia - San Sebastian's residents. For this reason, signs on motorways, airports, government offices and other official places are given in both languages. Therefore, the University of the Basque Country is a university of a bilingual society

The University of the Basque Country is a public, integrating and open teaching and research institution that strives to provide society with a quality service in innovation and knowledge. This autonomous institution is financially supported by the Basque Government. It has a total of 31 Colleges and Faculties distributed in three campuses: Campus of Alava, Biscay and Gipuzkoa.

The University College of Business Studies is located on the Campus of Gipuzkoa, known as Ibaeta, in the city of Donostia-San Sebastián.



= The city

Donostia-San Sebastián is a small city of 183,000 inhabitants, the capital of Gipuzkoa. It stands on the northern coastline of the Basque Country and Spain, close to the French border.

Getting to Donostia-San Sebastián is relatively easy as it is linked to most of Spain's major cities by bus. All the trains from Madrid to the French border stop here. There are flights from Madrid to San Sebastian airport. Other nearby airports are Biarritz, Bilbao and Pamplona airports.

This charming and delightful small city offers a mild and humid coastal climate. Average temperature is about 10°C in winter and 20°C in summer.

Donostia-San Sebastián has three beaches, Concha, Ondarreta and Zurriola. There are many tourist attractions to explore, such as the Cathedral, the Town Hall, the Aquarium, the Palace of Miramar, the Kursaal, the castle on the Mount Urgull, the views from the Mount Igeldo, the open-air sculptures by local artists, the bridges over the Urumea River, etc.

In the Old Quarter, the local passion for gastronomy is palpable: From the miniature cuisine of the “pintxos” to the restaurants of the creative cuisine masters.

Another distinguishing element is the wide programme of festive, sport and cultural activities: The Jazz Festival, the Musical Fortnight, the International Film Festival, Tamborrada, Regatas (sea rowing championships), etc.

Further information about the city can be found on the following website: www.donostia.org



= The College

The **University College of Business Studies of Donostia-San Sebastián** is an educational and consolidated research institution in the area of business administration and management.

Its origins date back to 1915, as it was in that year when the San Sebastián Technical College of Commerce was founded – a College that was transformed in 1923 into the San Sebastián College of Commerce. In 1972, the College of Commerce became the University College of Business Studies.

It is now a **modern university college** that is continually growing, in terms of the range of courses it offers, the research activity and the transfer of knowledge to its socio-economic environment.



= The degree qualification

The **Degree in Business Administration and Management** (240 ECTS) started to be offered in the 2010-2011 school year, as a consequence of the process involving adaptation to the European Higher Education Area. It forms part of the "Social and Legal Science" branch of knowledge.

The general aim of the Degree is to provide the future graduate with both economic and business knowledge as well as the competences and skills necessary to perform a wide range of administrative and management duties.

In this respect, the graduate will be able to form part of a company or other organisation by taking up posts that entail high qualifications and major responsibility in any of its functional areas, which will enable them to act professionally both in the private sector (companies, banks, consultancy firms, etc.) and in the public sector (local entities, provincial councils, etc.), in addition to being qualified to set up their own business. They will also be able to take up other professional options such as teaching and research activity.

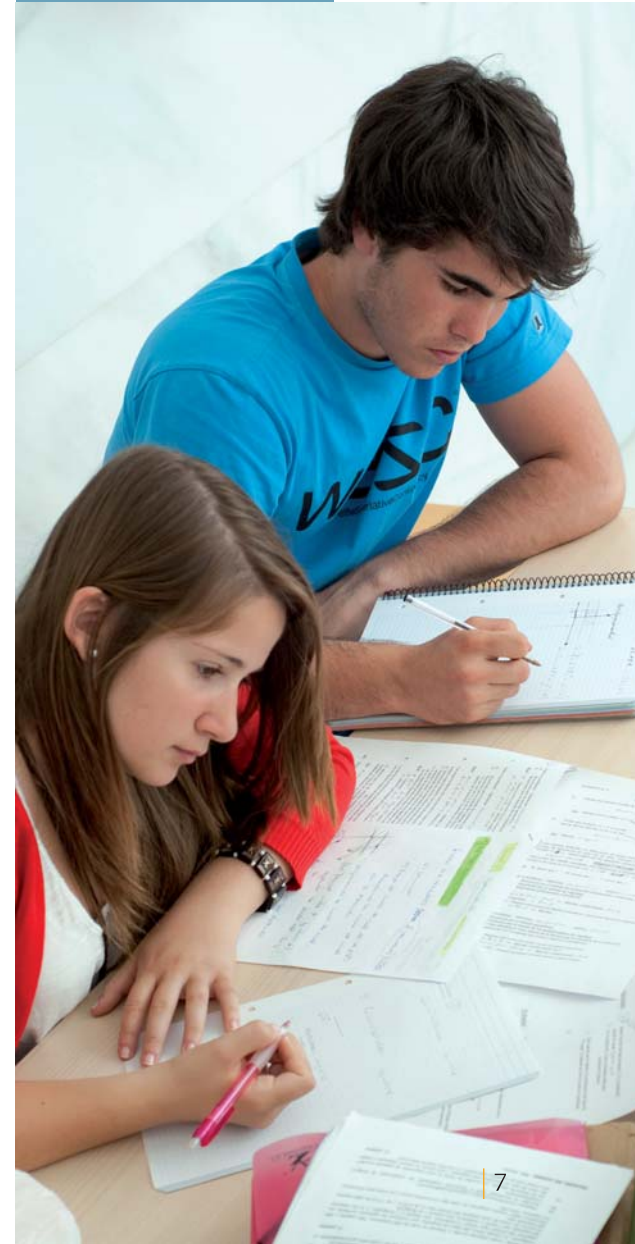
= Admission profile

It is advisable that the newly-admitted student:

- Shows an interest in the economic situation, business and its social milieu
 - Possesses numerical aptitude and sufficient command of mathematical language
 - Has developed a sufficient reading habit and is able to comprehend and express himself/herself both orally and in writing
 - Is capable of working both individually and as part of a group
- Shows a willingness to use new technologies, being able to search for, filter and structure information



Degree in Business Administration and Management



⇒ Organisation of studies

Breakdown of ECTS credits, according to year:

Year	Basic branch subjects	Other basic branch subjects	End-of-degree work	Compulsory subjects	Optional subjects	Total
1	48	12	--	--	--	60
2	--	--	--	60	--	60
3	--	--	--	42	18	60
4	--	--	12	18	30	60
Total	48	12	12	120	48	240

= Syllabus plan

Breakdown of subjects according to year:

Abbreviations used for each type of subject: D: Basic branch subjects, S: Other basic branch subjects, Y: End-of-Degree Work, O: Compulsory, P: Optional

1st YEAR

1st four-month period	ECTS	Type	2nd four-month period	ECTS	Type
Introduction to Accounting	6	D	Financial Accounting	6	D
Business Administration: Introduction	6	D	Business Administration: Organisation and Management	6	D
Mathematics I	6	S	Mathematics II	6	S
Introduction to Economics I: Principles of Microeconomics	6	D	Introduction to Economics II: Principles of Macroeconomics	6	D
Introduction to Law	6	D	Economic History	6	D

2nd YEAR

1st four-month period	ECTS	Type	2nd four-month period	ECTS	Type
Statistics and Data Analysis	6	O	Statistics Applied to Business	6	O
Microeconomics	6	O	Economic Structure	6	O
Commercial Management: Introduction	6	O	Advanced Financial Accounting	6	O
Mathematics of Financial Transactions	6	O	Financial Management: Funding	6	O
Cost Accounting	6	O	Commercial Management: Policies	6	O

3rd YEAR

1st four-month period	ECTS	Type	2nd four-month period	ECTS	Type
Tax System of the Business	6	O	Consolidation of Financial Statements	6	O
Accounting Analysis	6	O	Strategic Management: Growth and Business Development	6	O
Strategic Management: Business Policy	6	O	Optional		P
Macroeconomics	6	O	Optional		P
Econometrics	6	O	Optional		P

4th YEAR

1st four-month period	ECTS	Type	2nd four-month period	ECTS	Type
Financial Management: Investment	6	O	Optional		P
Company Law	6	O	End-of-Degree Work	12	Y
Business Management Computer Systems	6	O			
Optional		P			
Optional		P			

= Specialities or *minor* subjects

Four *minor* subjects or specialities are suggested as of the third year: "Accounting and other Information Systems", "Finance", "Commercial Management" and "People and Innovation."

Each *minor* subject is made up of the following subjects:

<i>Minor subject: Accounting and other Information Systems</i>	Four-month period	ECTS	Type
Public Accounting	2	5	P
Management Accounting and Internal Control	2	5	P
Legal Framework of Accounting and Auditing	2	5	P
Accounts Auditing	1	5	P
Advanced Accounting and Taxation	1	5	P

<i>Minor subject: Finance</i>	Four-month period	ECTS	Type
Company Assessment	2	5	P
International Finance	1	5	P
Bank Management	2	5	P
Financial Market Management	1	5	P
International Financial System	2	5	P

<i>Minor subject: Commercial Management</i>	Four-month period	ECTS	Type
International Marketing	1	5	P
Advanced Marketing	2	5	P
Sectorial Marketing	1	5	P
Commercial Research	2	5	P
Consumer Law	1	5	P

<i>Minor subject: People and Innovation</i>	Four-month period	ECTS	Type
New Management Models	1	5	P
Innovation Systems and Policies	1	5	P
Policies, Functions and Personnel Techniques (Company Sociology I)	2	5	P
Organisational Change and Innovation (Company Sociology II)	1	5	P
Company Law II: Law Governing Labour Relations	2	5	P



In addition to these subjects, there are 4 more optional subjects to improve communication skills in business English, French and German.

Business languages	Four-month period	ECTS	Type
Advanced Business English I	2	5	P
Advanced Business English II	1	5	P
2ème Langue Commerciale I: Français 2. Wirtschaftssprache für Anfänger I: Deutsch	2	5	P
2ème Langue Commerciale II: Français 2. Wirtschaftssprache für Anfänger II: Deutsch	1	5	P

By way of a complement to this range of optional subjects and in accordance with the Basque language Executive Plan set out by the University of the Basque Country, two optional subjects are offered in Basque aimed at working on communicative-linguistic competences in the economic and business field in this language.

Academic recognition of credits may also be requested as a result of carrying out any cultural and sports activities or actions involving student representation, solidarity and cooperation which may have been carried out during the student's stay at the University, up to a maximum 6 optional credits in total from the syllabus.

The syllabuses for the subjects offered, class timetables, exam dates, the school calendar and other information related to the College can be found on its website.



= Multilingual teaching

Courses are taught both in **Basque** and in **Spanish**. In this respect, special mention should be made of the effort made by teaching staff from the College in preparing and publishing teaching material in Basque.

The possibility is also offered both of studying some **basic, compulsory or optional subjects in foreign languages** and of studying **Business English, French and German**. In keeping with this policy of promoting the foreign languages most in demand within our socio-economic milieu, students also have the chance to undertake all or part of their End-of-Degree Work in English, French or German.



= Teaching innovation



We consider developing student's skills in certain areas as significant as developing knowledge of business management. Each of our study programmes focus on the development of analytical and critical thinking skills through challenging academic content. Group assignments develop interpersonal and teamwork skills, while additional skills development in academic writing, presenting and the use of research tools is integrated into each programme.



The commitment on the part of teaching staff at the College to **teaching innovation** is translated into major growth in practical classes and seminars as customary teaching methodologies used in our classrooms. These types of activity – developed in small groups – are carried out in order to deal with problems, analyse cases, prepare exposés of work and

carry out other types of task, in which students maintain an active attitude towards learning in an environment that involves **greater interaction with teaching staff**.

By way of a back-up for all teaching activities, the University of the Basque Country has set up two **platforms** to serve the university community in **virtual learning**, in the form of **Moodle** and **eKasi**. These platforms enable the potentialities offered by information and communication technologies to be used for university teaching.

Additionally, all teachers maintain a personalized consultation service for students – what is referred to as **tutoring**. The student gets the chance to raise their doubts, solve problems and in general make personal contact with their teachers via such tutorials.

= Mobility programmes

Co-operation within mobility programmes enables the students and academic staff to acquire valuable experience at foreign educational institutions and to enrich their knowledge.

In this respect, the College has established **Erasmus agreements** with the following Colleges and Universities:



- Hochschule Bremen (Germany)
- Hochschule für Wirtschaft und Recht Berlin (Germany)
- Fachhochschule Düsseldorf (Germany)
- Fachhochschule Schmalkalden (Germany)
- Haute Ecole de la Province de Liege (Belgium)
- Haute Ecole Libre Mosane, Liege (Belgium)
- Katholieke Hogeschool Zuid-West-Vlaanderen, Kortrijk (Belgium)
- International Business College, Kolding (Denmark)
- Tallinna Tehnikaülikool (Estonia)
- Tampere University of Applied Sciences (Finland)
- Institut de Préparation à l'administration et à la Gestion, Paris, Nice (France)
- Institut des Hautes Etudes Economiques et Commerciales, Bordeaux, Paris, Lyon (France)
- Université Montesquieu, Bordeaux IV (France)
- Université Michel de Montaigne - Bordeaux III (France)
- École Supérieure de Commerce International, Longuenesse (France)
- Université de Marne-la-Vallée, Paris (France)
- Université de Pau et des Pays de l'Adour, Bayonne (France)
- Università Degli Studi di Foggia (Italy)
- Dublin Institute of Technology (Ireland)
- Avans University of Applied Sciences, Breda (Netherlands)
- Akademia Ekonomiczna W Krakowie (Poland)
- Instituto Politecnico de Santarém (Portugal)
- Univerzita Jana Evangelisty Purkyne V Ústí Nad Labem (Czech Republic)
- Dunaujvarosi Foiskola. College of Dunaújszvaros (Hungary)
- Ekonomická Univerzita V Bratislave. University of Economics in Bratislava (Slovakia)
- Université du Luxembourg
- Universitatea "Lucian Blaga" Din Sibiu (Romania)
- Gotland University (Sweden)
- Anadolu University, Eskizehir (Turkey)
- Abant Izzet Baysal Universitesi, Bolu (Turkey)
- University of Applied Sciences Northwestern Switzerland, Basel
- Reykjavík University (Iceland)



There are also exchange programmes with **Spanish universities** within the **Sicue-Séneca** programme, **Latin American** universities and the **Baidon Agreement** with **IAE** from **Bayonne** for mutual recognition of studies.

To apply for participation on mobility programmes, students must have passed all their first year subjects.

For further information, see below the exchange programmes coordinator's email address:
empresa-ss.internacional@ehu.es

= Internships in companies and employment exchange

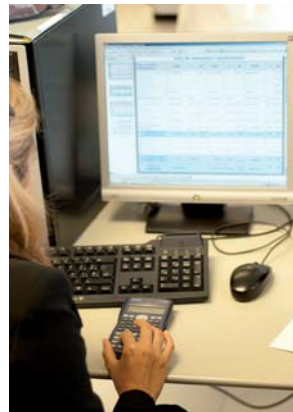


The College is aware of the importance of contacts between its graduates and employers. Education involves not only the transmission of knowledge but, above all, preparation for a future occupation and must therefore be tailored towards the job market.

In that way, the College has a **Relations Office with the company BIDELAN**, the aim of which is to facilitate contact of the student with the labour market and provide professional experience, in addition to know-how and competences with a practical content.

BIDELAN establishes relations with companies and institutions, enabling students to carry out **voluntary internships** and also providing companies with **students and graduates lists**.

At least one period of internship is offered to all students who wish to take part. These internships are voluntary and academic recognition of them is established via optional credits.





= JUNE Junior Company

JUNE Junior Company is a non-profit-making association set up and run by students from the College with the aim of encouraging business initiative, promoting participation on the part of students in different projects that develop the theoretical-practical contents acquired over the course of their studies, and organising activities that may contribute towards students' integral training.



= Postgraduate qualifications

The College has in recent years been offering a range of postgraduate qualifications and is currently trying to expand what is on offer.

Among others, special mention should be made of the **Official University Master's degree in Political Integration and Economic Union of the European Union**, which is offered in partnership with the Law Faculty of the University of the Basque Country, the Basque European Movement Council and the Eusko Ikaskuntza, Asmoz Foundation.

We also offer our own qualification, **University Specialist in the Management and Running of Gerontological and Public Health Centres**, which is offered in partnership with Matia Foundation and Ingema.



= Additional training programmes

The College organizes courses for students in quality management, auditing and accounting among others and conferences regarding the labour market and job opportunities. The College is making a special effort to support the creation and management of new companies by students and graduates. Courses are held with the aim of management training.

Several seminars for lecturers in teaching innovation and academic research are carried out, as well.

There are also some congresses in which lecturers of the College and other distinguished speakers take part.



= Resources and services



Interactive multimedia language laboratory.

The College is located in an **outstanding environment**, in a building to which attention should be drawn for its light and size. All classrooms are equipped with the furniture and technology required to be able to offer top quality teaching.

Of special note are the resources available at the **computer classroom centres**, the **computer laboratories**, the **Wi-Fi access service**, the interactive **multimedia language laboratory** (which serves as a back-up for teaching some of the foreign language subjects and for self-learning) and the different **study rooms and work areas** at students' disposal.



The **secretary's office** is responsible for administering the different procedures involved in the academic life of the university student and back-up for learning, teaching and research of studies organised by the College. This service, as is the case with the main services offered by the College, has its own **Range of Services** aimed at improving the quality of the service it provides.



College cafeteria.

The College is equipped with a **reprography**, **cafeteria service** and **canteen** with reasonable prices. Areas have been fitted out with microwaves for students' use both beside the cafeteria and inside it.



Sports facilities in the University of the Basque Country located beside the College.

In addition to the College's resources and services, students may also make use of a wide **range of services** that are available to them on the **Campus of Gipuzkoa** in the University of the Basque Country. Among others, special mention should be made of the Cultural Extension Service which, as well as promoting cultural activities, also offers a wide variety of courses (music, drama, languages, etc.), the Sports Service on the Campus of Gipuzkoa, which promotes competitive sports activities and training, the University Guidance Service and the Disabled Persons Service.

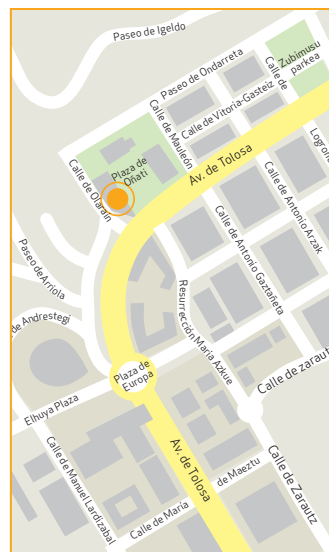
= Language courses and accommodation

The Vice-Rectorate for International Relations through the Secretary of Language Courses for Foreigners offers Spanish and Basque classes for foreigners in different levels and periods. The Secretary is also in charge of all the information tasks as well as the registration procedures of the people interested in taking the DELE (Diploma in Spanish as a Foreign Language) exam. In addition, Spanish courses for teachers, following the signing of a collaboration agreement with Instituto Cervantes, are provided through specific programmes.

The Accommodation Service and Help Centre for Visiting Students will help students to arrange their accommodation and answer questions regarding lodging. The options for lodging are shared private flats, lodging with a family and halls of residence.

= Address and Contact Details

The College is located on the **Campus of Gipuzkoa**, Ibaeta, beside the main routes that link it to the city and other parts of the region. There is a city bus stop next to the College (DBus) and also for buses to different parts of Gipuzkoa (Lurralde Bus). The Euskotren railway station (Lugaritz) is around 15 minutes' walk away. Additionally, one of the pick-up and drop-off points for bikes rented by the Donostia-San Sebastián City Council is also located very close to the College (opposite the Ignacio M^a Barriola Lecture Room Building).



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