

## GUIDELINES FOR VALIDATION OF STUDIES

Requests to validate University studies in Faculties and Technical Schools—whether public or private, Spanish or foreign—outside the Faculty of Economics and Business of the Universidad Autónoma de Madrid should be addressed to the *Illmo. Sr. Decano de la Facultad* (Dean of the Faculty).

The Commission for Validation of the Faculty of Economics and Business, acting through the delegation of the Faculty Board, will evaluate applications received according to the following regulations, drafted according to the Agreement of October 25, 2004 of the Council for University Coordination (published in the B.O.E. [*Boletín Oficial del Estado/Official Bulletin of the State*] of March 15, 2005), which establishes the general criteria that universities must follow in matters of validation and recognition of studies pursued in Spanish or foreign academic centres.

The decisions made by the Commission will be passed on to the Dean, who has the final word in the Faculty on any question related to validations. These agreements may only be contested by presenting the appropriate Appeal to the *Excmo. Sr. Rector* (President) of the University within the deadlines established in the legislation in effect.

### I. GENERAL ISSUES

#### A) VALIDATION OF STUDIES PURSUED IN FACULTIES OF ECONOMICS AND BUSINESS IN SPANISH UNIVERSITIES.

1. The validation of courses will be determined according to the criteria of similar contents and sufficient credits, taking into account the circumstances of each case.
2. For studies leading to the same official degree (Traslados/Transfer students), students entering the first level of undergraduate study of university study programmes with two levels are guaranteed a minimum recognition of the first level and of the required courses passed completely in the centre of origin see Table I).
3. Validation of other kinds of courses will be determined by the Faculty's Commission for Validation.
4. Elective credits may be recognized for any course in the curriculum of any official university degree programme taught in Spanish universities. Subjects taken at foreign universities (except those courses taken through the International Exchange Programmes and International Agreements authorized by the respective coordinators of the U.A.M.—see point II.-B.-4) will not be validated.
5. One cannot obtain elective credits through the validation of other courses, seminars and other extracurricular activities performed outside this university.

#### B) VALIDATION OF STUDIES PURSUED IN FACULTIES OF ECONOMICS AND BUSINESS IN FOREIGN UNIVERSITIES

1. This validation procedure may only be used in applying for admission to the Faculty of Economics and Business of the U.A.M. (Partial Validation of Foreign Studies). To obtain admission, it is essential that the student have validated at least 60 credits, of which a minimum of 15 must be required and/or core courses.

2. Coursework will only be validated if courses were taken in University centres recognized as homologous with Spain's study programmes in Economics and Business.
3. The possibility of validation will always be determined on a course-by-course basis, using the criteria established by the Centre's Commission for Validation.

## II. PROCEDURE

### A) ADMINISTRATIVE REQUIREMENTS

1. The application must be completed using the corresponding official form, which is available to those interested at the Faculty's Academic and Administrative Office and on the Office's webpage.
2. Validation of courses may only be requested in the year one enters a particular study programmes (except in the case of simultaneous study), and only within the deadline established annually by the Faculty Council.
3. The application should include personal academic certification, except in cases in which the original studies were completed in this Faculty itself.
4. Applicants must present official syllabi, with official stamps on each, for the courses for which validation is sought. If validation is requested for courses and studies validated previously by another university, the applicant must submit academic certifications and the syllabi of the original courses taken. This requirement will be waived (it will not be necessary to present the syllabi) if the courses were taken in this Faculty. This requirement will also be waived for applicants seeking the validation of a complete level of study.
5. Applicants will be notified of the decisions taken individually in writing.

### B) ACADEMIC REQUIREMENTS

1. Courses will be validated based on the names of the courses, the equivalence of the contents of the syllabi (according to the criteria of the members of the Commission for Validation, the content of the syllabi of the course taken and course for which validation is requested must have in common a minimum of 75% of the material), as well as of the number of credits and contact hours. (If the courses in the Faculty have more credits than courses taken previously, these courses will not be validated.) If courses taken at the centre of origin were not assigned a specific number of credits, they will be assigned 12 credits for year-long courses and 6 credits for semester- and quarter-long courses.
2. Each course may only be used to validate, fulfil the requirement, or achieve credit for one course in a study programme.
3. New courses may not be validated using other previously validated courses. If one wishes to request new validations, one must submit documents for the original course, that is, the material submitted originally to obtain the first validation (i.e., not merely the validation for the previously validated course).
4. Courses taken in foreign universities may not be validated to fulfil the requirements for courses from the Faculty unless the courses were taken under the International Exchange Programmes and Agreements. These must be recognized as the courses initially authorized by the respective U.A.M Coordinators and must appear in the corresponding study agreement underwritten by the student and the Coordinator.
5. In cases for admission to the second level of study, the first level of study will only be validated as a whole, and in no case will credits or courses not linked to this level be considered eligible for validation.
6. In general, students admitted to the second level of any degree programme should take all of the elective credits in the second level. The following exceptions to this rule are permitted:
  - a. Courses whose equivalence is expressly demonstrated, according to the Commission for Validations, in Table II (attached to these guidelines). This



- table may be modified and expanded according to the criteria of the Commission for Validation of the Faculty, and
- b. Those cases in which the course was taken as an elective in the degree programme of origin (since the student would have taken the identical course).
7. Due their specialized character and the fact that they are established annually by the departments, seminars will not be validated in any case. Nor can one validate internships in firms, independent studies, or final projects.

**TABLE I: Required subjects in the study programmes taught at the Faculty**  
(Automatic validation for transfer of transcript to continue the same study programme).

**BACHELOR'S DEGREE IN BUSINESS ADMINISTRATION**

**1<sup>ST</sup> YEAR**

Code	Courses	Department / UDI / area
10980	DESCRIPTIVE STATISTICS (required)	STATISTICS
10983	CORPORATE LAW (required)	TRADE, MERCANTILE, FINANCIAL, AND LABOUR LAW
10986	MATHEMATICS II (required)	MATHEMATICS
10987	GENERAL ACCOUNTING (required)	ACCOUNTING
14470	MATHEMATICS I (required)	MATHEMATICS
14471	MICROECONOMICS I (required)	ECONOMIC THEORY
14472	BUSINESS ECON. (INTROD. & ORG.) I (required)	ORGANIZATION AND MANAGEMENT
14473	BUSINESS ECONOMICS. (INTROD. & ORGANIZATION) II (required)	ORGANIZATION AND MANAGEMENT
14474	MICROECONOMICS II (required)	ECONOMIC THEORY
14475	THEORETICAL STATISTICS I (required)	STATISTICS

**2<sup>ND</sup> YEAR**

Code	Courses	Department / UDI / Area
10992	FINANCIAL ACCOUNTING I (required)	ACCOUNTING
10993	FINANCIAL ACCOUNTING II (required)	ACCOUNTING
10995	BUSINESS ECON.: COMMERCIALIZATION (required)	COMMERCIAL RESEARCH
10996	WORLD ECONOMIC STRUCTURE (required)	ECONOMIC STRUCTURE
10997	ECONOMIC STRUCTURE OF SPAIN (required)	ECONOMIC STRUCTURE
10999	BUSINESS ECONOMICS: FINANCE (required)	FINANCE
14476	MACROECONOMICS I (required)	ECONOMIC THEORY
14477	THEORETICAL STATISTICS II (required)	STATISTICS
14479	MACROECONOMICS II (required)	ECONOMIC THEORY
14480	INTR. ECONOMETRICS AND COMPUTER SCIENCE (required)	ECONOMETRICS AND COMPUTER SCIENCE

**3<sup>RD</sup> YEAR**

Code	Courses	Department / UDI / area
10797	ANALYTIC ACCOUNTING (required)	ACCOUNTING
10798	FINANCIAL STATEMENT ANALYSIS (required)	ACCOUNTING
14481	ECONOMETRICS I (required)	ECONOMETRICS AND COMPUTER SCIENCE
14482	STRATEGIC MANAGEMENT I (required)	ORGANIZATION AND MANAGEMENT
14483	FINANCIAL MANAGEMENT I (required)	FINANCE
14484	COMMERCIAL MANAGEMENT I (required)	COMMERCIAL RESEARCH
14486	ECONOMETRICS II (required)	ECONOMETRICS AND COMPUTER SCIENCE
14487	STRATEGIC MANAGEMENT II (required)	ORGANIZATION AND MANAGEMENT
14488	FINANCIAL MANAGEMENT II (required)	FINANCE



| 14489 | COMMERCIAL MANAGEMENT II (required) | COMMERCIAL RESEARCH |

**BACHELOR'S DEGREE IN ECONOMICS (PLAN YEAR 2003)**

1<sup>ST</sup> YEAR

Code	Courses	Department / UDI / Area
11012	MATHEMATICS I (required)	MATHEMATICS
11013	INTRODUCTION TO ECONOMICS I (required)	ECONOMIC THEORY
11014	FINANCIAL & ANALYTIC ACCOUNTING I (required)	ACCOUNTING
11015	DESCRIPTIVE STATISTICS (required)	STATISTICS
11018	MATHEMATICS II (required)	MATHEMATICS
11019	INTRODUCTION TO ECONOMICS II (required)	ECONOMIC THEORY
11020	FINANCIAL & ANALYTIC ACCOUNTING II (required)	ACCOUNTING
11021	INTRODUCTION TO LAW (required)	CIVIL LAW
14475	THEORETICAL STATISTICS I (required)	STATISTICS
15690	WORLD ECONOMIC HISTORY (required)	ECONOMIC THEORY

2<sup>ND</sup> YEAR

Code	Courses	Department / UDI / Area
11030	ECONOMIC STRUCTURE OF SPAIN (required)	ECONOMIC STRUCTURE
11165	ECONOMY OF THE EUROPEAN UNION (required)	ECONOMIC STRUCTURE
15693	MATHEMATICS III (required)	MATHEMATICS
15694	MICROECONOMIC THEORY I (required)	ECONOMIC THEORY
15695	MICROECONOMIC THEORY II (required)	ECONOMIC THEORY
15696	MACROECONOMIC THEORY I (required)	ECONOMIC THEORY
15697	MICROECONOMIC THEORY II (required)	ECONOMIC THEORY
15698	THEORETICAL STATISTICS II (required)	STATISTICS
15699	INTRODUCTION TO ECONOMETRICS (required)	ECONOMETRICS
15701	ECONOMIC HISTORY OF SPAIN (required)	ECONOMIC THEORY

3<sup>RD</sup> YEAR

Code	Courses	Department / UDI / Area
10778	ECONOMETRICS II (required)	ECONOMETRICS
13617	ECONOMETRICS I (required)	ECONOMETRICS
15702	TAX THEORY (required)	ECONOMICS & PUBLIC ADMINISTRATION
15704	SPANISH MACROECONOMIC POLICY (required)	ECONOMIC STRUCTURE
15705	INTERNATIONAL ECONOMIC STRUCTURE AND ORGANIZATION (required)	ECONOMIC STRUCTURE
15706	SPANISH TAX SYSTEM (required)	ECONOMICS & PUBLIC ADMINISTRATION
15707	MACROECONOMIC THEORY III (required)	ECONOMIC THEORY
15708	MACROECONOMIC THEORY IV: ECONOMIC GROWTH (required)	ECONOMIC THEORY
15709	MICROECONOMICS. INDUSTRIAL ORGANIZATION I (required)	ECONOMIC THEORY
15710	MICROECONOMICS. INDUSTRIAL ORGANIZATION II (required)	ECONOMIC THEORY
15711	BUSINESS ECONOMICS I (required)	FINANCE
15712	BUSINESS ECONOMICS II (required)	FINANCE

**DIPLOMA IN TOURISM**

1<sup>ST</sup> YEAR

Code	Courses	Department / UDI / Area
13510	INTRODUCTION TO LAW (required)	CIVIL LAW
13511	FIRM ORGANIZATION AND MANAGEMENT (required)	ORGANIZATION AND MANAGEMENT
13512	INTRODUCTION TO THE ECONOMY (required)	THEORETICAL ECONOMICS
13513	ENGLISH I (required)	ENGLISH
13515	MARKET STRUCTURE (required)	ECONOMIC STRUCTURE

2<sup>ND</sup> YEAR

Code	Courses	Department / UDI / Area
13514	FRENCH I (required)	FRENCH
13520	ACCOUNTING (required)	ACCOUNTING
13521	REGIONAL TOURIST RESOURCES (required)	GEOGRAPHY
13523	GERMAN I (required)	LINGUISTICS (GERMAN)
13526	CONTRACT AND CONSUMER LAW IN THE TOURIST SECTOR (required)	TRADE LAW
13527	TOURISM MARKETING (required)	COMMERCIAL RESEARCH

3<sup>RD</sup> YEAR

Code	Courses	Department / UDI / Area
13532	OPERATIONS AND PRODUCTION PROCESSES (required)	BUSINESS AND MANAGEMENT
13534	CULTURAL HERITAGE (required)	HISTORY AND THEORY OF ART
13535	INTERNSHIP (required)	VARIOUS

**BACHELOR'S DEGREE IN TECHNIQUES OF MARKET RESEARCH**

3<sup>RD</sup> YEAR

Code	Courses	Department / UDI / Area
12947	MARKETING I (required)	COMMERCIAL RESEARCH
12948	MARKET RESEARCH I (required)	COMMERCIAL RESEARCH
12949	STATISTICS APPLIED TO THE MARKET I (required)	STATISTICS
12950	ORGANIZATION AND MANAGEMENT (required)	ORGANIZATION AND MANAGEMENT
12951	SPANISH ECONOMY (required)	ECONOMIC STRUCTURE
12952	FINANCIAL DECISION MAKING (required)	FINANCE
12954	MARKETING II (required)	COMMERCIAL RESEARCH
12955	MARKET RESEARCH (required)	COMMERCIAL RESEARCH
12956	STATISTICS APPLIED TO THE MARKET II (required)	STATISTICS

4<sup>TH</sup> YEAR

Code	Courses	Department / UDI / Area
12957	MARKETING IV (COMM. STRAT.) (required)	COMMERCIAL RESEARCH
12958	CONSUMER BEHAVIOUR (required)	COMMERCIAL RESEARCH
12963	MARKETING IV (COMM. STRAT.) (required)	COMMERCIAL RESEARCH



**TABLE II: Equivalences between subjects in the different study programmes in the Faculty**

(To be developed based on the agreements adopted by the Commission for Validation)

**Table of Validations for the Bachelor's Degree in  
BUSINESS ADMINISTRATION AND MANAGEMENT**

Validation of students who have studied ECONOMICS (1993 study programme) at the Universidad Autónoma de Madrid

Economics (taken)	B.A.M. (to be validated)
11018.- Mathematics II	10986.- Mathematics II
11029.- World Economic Structure	10996.- World Economic Structure
11030.- Economic Structure of Spain	10997.- Economic Structure of Spain
10787 Business Economics I	10999.- Economic Structure: Finance
11168.- Foreign Sector Economics (elective)	11158.- Techniques of Foreign Trade (elective)
11012.- Mathematics I	14470.- Mathematics I
11013.- Introduction to Economics I	14471.- Microeconomics I
11025.- Microeconomics I	14474.- Microeconomics II
11019.- Introduction to Economics II	14476.- Macroeconomics I
11026.- Macroeconomics I	14479.- Macroeconomics II
10777.- Econometrics I	14481.- Econometrics I
10788.- Business Economics II	14483.- Financial Management I
10778.- Econometrics II	14486.- Econometrics II
11165.- Economy of the European Union (elective)	14510.- Economy of the European Union (elective)

Validations for students who have studied ECONOMICS (2003 study programme) at the Universidad Autónoma de Madrid.

Economics (taken)	B.A.M. (to be validated)
11013.- Introduction to Economics I + 15694.- Microeconomic Theory I	14471.- Microeconomics I
15695.- Microeconomic Theory II	14474.- Microeconomics II
11019.- Introduction to Economics II + 15696.- Macroeconomic Theory I	14476.- Macroeconomics I
15697.- Macroeconomic Theory II	14479.- Macroeconomics II
15711.- Business Economics I	10999.- Business Economics: Finance
15712.- Business Economics II	14483.- Financial Management I

Validations for students who have studied Tourism at the Universidad Autónoma de Madrid.

Tourism (taken)	B.A.M. (to be validated)
13522.- Statistics	10980.- Descriptive Statistics
13528.- Sociology	10982.- Sociology of the firm
13510.- Introduction to Law	10983.- Corporate Law
13520.- Accounting	10987.- General Accounting
13511.- Organization and Management	14472.- Business Economics: Introduction I

**Table of Validations for the Bachelor's Degree in  
ECONOMICS (2003 study programme)**

Validations for students who have studied Business Administration and Management at the Universidad Autónoma de Madrid

B.A.M. (taken at the U.A.M.)	Economics (to be validated)
14471.- Microeconomics I	11013.- Introduction to Economics I
14476.- Macroeconomics I	11019.- Introduction to Economics II
14474.- Microeconomics II	15694.- Microeconomic Theory I
14479.- Macroeconomics II	15696.- Macroeconomic Theory I
14480.- Introduction to Econometric Computing	15699.- Introduction to Econometrics
10999.- Business Economics: Finance	15711.- Business Economics I
14483.- Financial Management I	15712.- Business Economics II
14481.- Econometrics I	13617.- Econometrics I
14486.- Econometrics II	10778.- Econometrics II

Validations for students who have studied Tourism at the Universidad Autónoma de Madrid

Tourism (taken)	Economics (to be validated)
13520.- Accounting	11014.- Financial and Analytic Accounting I
13528.- Sociology	15691.- Population Sociology and Demographics
13542.- Local Development (elective)	15735.- Economics and regional and urban policy (elective)

**Table of Validations for the  
Diploma in TOURISM**

Validations for students who have studied  
Economics (1993 study programme) at the Universidad Autónoma de Madrid

Economics (taken)	Tourism (to be validated)
11013.- Introduction to Economics I	13512.- Introduction to Economics
11019.- Introduction to Economics II	13512.- Introduction to Economics
11014.- Financial and Analytic Accounting I	13520.- Accounting
11016.- General Sociology I + 11022.- General Sociology II	13528.- Sociology
11173.- Regional and urban economics (elective)	13542.- Local Development (elective)
11175.- Regional and urban planning (elective)	13542.- Local Development (elective)

Validations for students who have studied  
Business Administration and Management at the Universidad Autónoma de Madrid

Business Administration and Management (taken)	Tourism (to be validated)
10983.- Corporate Law	13510.- Introduction to Law
14472.- Business Economics: Intr. & Orgn. I + 14473.- Business Economics: Intr. & Orgn. II	13511.- Organization and Management
14471.- Microeconomics I	13512.- Introduction to Economics
14476.- Macroeconomics I	13512.- Introduction to Economics
10987.- General Accounting	13520.- Accounting
10980.- Descriptive Statistics	13522.- Statistics
10982.- Sociology of the Firm	13528.- Sociology
14484.- Commercial Management I	13527.- Tourism Marketing

**Table of Validations for the Bachelor's Degree  
Techniques of Market Research**

Validations for students who have studied  
ECONOMICS (1993 study programme) at the Universidad Autónoma de Madrid

Economics (taken)	T.M.R. (to be validated)
10779.- International Economic Organization	12950.- Organization and Management
10787.- Business Economics I + 10788.- Business Economics II	12952.- Financial Decision Making
10785.- Microeconomics II + 10786.- Microeconomics III	12953.- Price Theory
10777.- Econometrics I + 10778.- Econometrics II + 11189.- Predictive Methods (elective)	14698.- Sales Prediction

Validations for students who have studied  
ECONOMICS (2003 study programme) at the Universidad Autónoma de Madrid

Economics (taken)	T.M.R. (to be validated)
15694.- Microeconomic Theory I + 15696.- Macroeconomic Theory	12953.- Pricing Theory

Validations for students who have studied  
BUSINESS ADMINISTRATION AND MANAGEMENT at the Universidad Autónoma de Madrid

Business Administration and Management (taken)	T.M.R. (to be validated)
14497.- Market Research (elective)	12948.- Market Research I
Students who have completed the Bachelor's degree	12949.- Statistics Applied to the Market I
14496.- Organization and Management (elective)	12950.- Organization and Management
14483.- Financial Management I + 14488.- Financial Management II	12952.- Financial Decision Making
14484.- Commercial Management I	12954.- Marketing II
14489.- Commercial Management II	12957.- Marketing III. Commercial Strategy
11144.- Consumer behaviour (elective)	12958.- Consumer psychology: consumer behaviour.
14498.- Commercial distribution	14695.- Commercial distribution I
14499.- Advertising and promotion (c)	14697.- Commercial communications
14505.- Predictive Methods (Foreign Sector)	14698.- Sales Prediction

### **BACHELOR'S DEGREES IN LAW-BAM TO BAM AND BAM TO LAW-BAM (at the UAM)**

The courses taken in the joint degree programme in Law-BAM are validated for equivalent subjects in the degree programme "Business Administration and Management." The courses taken in BAM are validated for the equivalent courses in the joint degree programme in Law-BAM.

### **VALIDATIONS FOR STUDENTS FROM OTHER CENTRES**

The Commission for Validation of the Centre will evaluate these applications on a case-by-case basis, based on the syllabi provided by the students admitted to any of the degree programmes in the Faculty and according to the established norms.

ADDITIONAL REGULATION.- The current guidelines will take effect in the academic year following their approval by the Centre's Council of the Faculty of Economics and Business of the Universidad Autónoma de Madrid.

**ACCESS TO THE SECOND LEVEL  
FACULTY OF ECONOMICS AND BUSINESS**

Students may enter the second level of study for the Bachelor's Degree of "Business Administration and Management," "Economics" or "Techniques of Market Research" if they hold the original degrees indicated. Students must take the courses (complementary study) indicated in the following, if they have not previously done so.

Procedures for application and admission to the programme will follow the regulations approved by the Governing Council of the University. The complementary courses may be pursued simultaneously with the other courses.

Previous studies	Target Bachelor's Degree	Courses to take
Diploma in "Business"	Business Administration and Management	1.- Microeconomics II (6 cr.) (14474) 2.- Macroeconomics II (6 cr.) (14479)
Diploma in "Business"	Economics	1.- Microeconomic Theory I (4,5 cr.) (15694) 2.- Macroeconomic Theory I (4,5 cr.) (15696) 3.- Hist. World Economics (6 cr.) (15690) 4.- Hist. Economics of Spain (6 cr.) (15701)
First level of "Business Administration and Management"	Economics	1.- Hist. World Economics (6 cr.) (15690) 2.- Hist. Economics of Spain (6 cr.) (15701)
First level of "Economics"	Business Administration and Management	1.- Business Economics I (4,5 cr.) (14472) 2.- Business Economics II (4.5 cr.) (14473)
<ul style="list-style-type: none"> <li>- Diploma in "Business"</li> <li>- Diploma in "Statistics"</li> <li>- Any Technical Engineering</li> </ul> <p>Or have passed the first level of one of the following:</p> <ul style="list-style-type: none"> <li>- Bachelor's Degree in Business Administration and Management</li> <li>- Bachelor's Degree in Economics</li> <li>- Bachelor's Degree in Political Science and Administration</li> <li>- Bachelor's Degree in Law</li> <li>- Bachelor's Degree in Psychology</li> <li>- Bachelor's Degree in Advertising and Public Relations</li> <li>- Bachelor's Degree in Sociology</li> <li>- Any Engineering Degree</li> </ul>	Techniques of Market Research	<ul style="list-style-type: none"> <li>1.- Macroeconomics I (6 cr.) (14476)</li> <li>2.- Macroeconomics II (6 cr.) (14479)</li> <li>3.- Descriptive Statistics (6 cr.) (10980)</li> <li>4.- Theoretical Statistics I (4.5 cr.) (14475)</li> </ul>