Information for Incoming students 2016-17

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Some useful hints

• Forward your UPF email (@....upf.edu) which is a Google account to the one that you check more often.

• Read carefully the course plans (``Pla docent''). You can find them in ``Aula Global''.

• In case of any doubt ask the instructor or your Spanish/Catalan classmates. They will be happy to know you and help you. They may be willing to apply for exchange with your home University!

• Each group has a representative for the students (“delegado/delegada”). You can contact him or her.
Contacts

• Academic issues contact the incoming coordinator.

• Other subjects (regular enrolment, add/drop enrolment period, issues regarding your stay at UPF, visas, certification requirements of your home university, etc.) please contact OMA.
Academic Calendar and course catalogue

• Academic calendar:
  - https://www.upf.edu/es/web/guiaestudiant/informacion-academica
  - https://www.upf.edu/studyabroad/apply/calendar.html

• Information about The Faculty of Economics and Business Sciences
  - https://www.upf.edu/facecon/en/incomingstudents.html

• You can also ask Google: “faculty of economics upf incoming students”

• Find here our course offer for incoming students

• Note that you should not choose two courses in the same time slot.
Course organization

Lectures (teoria) and seminars (seminaris)
Courses

- **Course codes**
  - “2016-YYxxx-T1 Name” is the group (section) 1 of the course unit 2015-YYxxx (T for “Teoria”) with name “NAME”.
  - “2016-YYxxx-S203” which is the seminar number 3 of the group (section) number 2 in course unit YYxxx) (S for “Seminar”).

- **Examples**
  - “2016-21901-T1 Applied Econometrics” is the group 1 (section) of the course unit 2016-21901-T1 (T for “Teoria”) with name “Applied Econometrics”.
  - “2016-21901-S203” is the seminar number 3 of the group 2 (section) in course unit 21901 (S for “Seminar”).
Timetables

• Check times and classrooms in our Schedule 2016-17 at the Intranet of the Faculty. Find them at
  – https://www.upf.edu/facecon/en/incomingstudents.html#timetables
Lectures ("teoria")

- 1hr 30’ lectures are given twice a week. All the groups attend the same lecture.
- Assistance to them is not usually mandatory (in some courses YES, so check beforehand), but they are there for a reason—to aid in your learning, so I recommend that you take advantage of them by assisting.
Seminars ("seminari")

• Groups are divided in smaller sub-groups.
• 1hr 30’ seminars are given once a week to each sub-group.
• Seminars **usually but not always** start on the 2nd or 3rd week of the term, beginning October or January or April depending on the term. . . (ask instructor and/or classmates).
• The number of seminar sessions varies per course, so again check the course information or ask the instructor.
• Attendance to them is usually mandatory.
• The Economics and Business Faculty assigns the seminars in a randomly fashion. Assignation is published in “Campus Global”.
• If you add or change a course during the **add/drop** period, you need to manually select and enrol in the seminar of your choice after you’ve been accepted.
Grading system (Assessment)

• Check in the ``plan docent'' how you will be assessed.
• Assessment items:
  – Attendance to seminars are usually compulsory (and sometimes also all or some of the lectures). It varies according to each course, so make sure you check the course’s agenda.
  – Participation.
  – Midterm exams (announced by the teacher and/or in ``Aula Global '').
  – Essays.
  – Projects, research papers, etc. Some may be in teamwork.
  – Presentations.
  – Final exam.
• Sometimes a minimum passing grade is required (e.g., a minimum of 4/10 in the final exam). Check the ``Pla docent''.

Final exams

Dates published at http://www.upf.edu/intranet/facecon/examens/calendari/ (Available at the beginning of each term).

2016/17
1st term
Ordinary examination period
12-22 December
Resit examination period
21 & 28 January
2nd term
20-31 March
28 April, 5 & 6 May
3rd term
19-29 June
11 & 12 July

Consult the academic calendar before booking your flights

Check rooms by code (do not trust names: you may end up in another exam)
We do not send exams abroad.
Final exams

The examination timetable for each course will be published on the Student Intranet at the beginning of each term. 
http://www.upf.edu/intranet/facecon/examens/calendari/

<table>
<thead>
<tr>
<th>2016/17</th>
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</tr>
</thead>
<tbody>
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</tr>
<tr>
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Consult the academic calendar before booking your flights
Resits (final exam retakes)

• If you fail, there will be resits (exam retakes). Schedules are in the same address as for regular exams: http://www.upf.edu/intranet/facecon/examens/calendari/

• Resits are ONLY for those who failed the regular exam.

• Check with your University if you are allowed to take them

• Some other restrictions may apply.

• We do not send exams abroad.
Tips for final exams

• Be careful with multiple choice quizzes.
  – Sometimes we use special forms the are read and graded by a machine.
  – Wrong answers very often carry with them negative points (ask the instructor in case of doubt).

• If you are taking a course in Catalan or Spanish ask the instructor well before the exam date if there will be an English version offered and/or if you can bring a Dictionary to the exam.

• If you don’t understand some word or sentence during the exam, ask the invigilator.
Grades

• Pass=5; Excellent=10. Your university is responsible for the translation of the UPF grades to their grading system.

• Official grades are published on Aula Global and you may also consult them on your phones and devices. The instructor will inform about the date of publication.

• During the first week after exams you can appeal (each instructor publishes date and place for the revision of the exam).

• OMA sends the transcripts to your university directly.
Problems during the term

• If you have problems during the term (absences, illness . . . ) tell the instructor as soon as possible.

• Inform also OMA or the coordinator.

• Do not wait for the grades before you inform us of the difficulties you encountered. It will probably be too late then to find a solution.
Syllabuses

• Check course syllabuses (Pla docents) carefully. Search by code at www.upf.edu (upper right corner)

• Or at http://www.upf.edu/prad/ in our bachelor degrees:
  3324 Grau en Administració Direcció d’Empreses (Business Administration)
  3325 Grau en Economia (Economics)
  3326 Grau en Ciències Empresarials (Management)
  3327 Grau en International Business Economics
Any questions?