



# FACULTY OF ECONOMICS AND BUSINESS

2022/2023

University of Murcia

FACULTAD DE  
ECONOMÍA Y EMPRESA

UNIVERSIDAD DE  
MURCIA



WELCOME! —

# GUIDE FOR INCOMING STUDENTS

- Meet us!
- Make your stay unique and memorable

Visit [www.um.es](http://www.um.es)



# course CATALOG and SCHEDULE

## ENGLISH OPTION

1. Go to [www.um.es/fee](http://www.um.es/fee)
2. Click Estudios: Grado: ADE
3. Click horarios y exámenes
4. Click Grupo Bilingüe
5. There you are!
6. Click Plan de Estudios y Guías Docentes to see the subjects

## SPANISH OPTION

- Go to [www.um.es/fee](http://www.um.es/fee)
1. Click Estudios
  2. Click on your Degree
  3. Click Plan de Estudios y Guías Docentes
  4. There you are!

### TIP

The bilingual group is always GROUP 2.

Schedule for bilingual group is fixed.

For any subject in Spanish, you can choose the group that best fits your schedule.

# HOW TO INTERPRET A SCHEDULE

## GRADO EN ADMINISTRACIÓN Y DIRECCIÓN DE EMPRESAS CURSO 2018/2019

Primer Cuatrimestre

CURSO: 3º GRUPO: 2Bi TURNO: MAÑANA AULA: C305 DESDOBLE: D302

HORA	LUNES	MARTES	MIÉRCOLES	JUEVES	VIERNES
9 - 10	Zona docente compartida presencial*	<b>Grupo A C305</b> Marketing Management I (9:00-10:30) Spanish Economy (10:30-12:00) Dirección Financiera (12:00-13:00) Cost/Managerial Accounting I (13:00-14:00)  <b>Grupo B D302</b> Spanish Economy (9:00-10:30) Marketing Management I (10:30-12:00) Cost/Managerial Accounting I (12:00-13:00) Dirección Financiera (13:00-14:00)	Zona docente compartida presencial*	Dirección Financiera I (9:00-10:30)	<b>Grupo A C305</b> Dirección de Recursos Humanos (9:30-11:00) Macroeconomics (11:00-12:00)
10 - 11	Macroeconomics (10:30-12:00)		<b>Aula E416</b> Spanish Economy (10:00-12:00)	Cost/Managerial Accounting I (10:30-12:00)	
11 - 12					
12 - 13	<b>Aula E416</b> Marketing Management I (12:00-14:00)		Dirección de Recursos Humanos (12:00-14:00)	Actividades Formativas Complementarias*	Zona docente compartida presencial*
13 - 14					

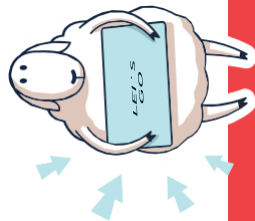
\* A especificar asignatura, aula y semanas en el cronograma conjunto del grupo.

WHITE boxes mean LECTURE.

GRAY boxes mean PRACTICAL CLASSES, usually each class is split into two sections to reduce the number of students per class so you can work properly. This usually happens since the beginning and the standard rule is: surnames starting from A to L go to Group A and those starting from M to Z go to Group B. Anyway, if you really need to attend to a specific group, just tell your professor.

# HOW TO BUILD YOUR HORARIO

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FIRST: make a list with your subjects, write down which year they correspond to and if they are from the bilingual group.

SECOND: select those from the bilingual group, check the schedule on the web site and write down the class hours.

Bilingual group hours are fixed, they should be your starting point.

**Remember:** you can find schedules:  
[www.um.es/fee](http://www.um.es/fee)

Click Estudios: Grado: ADE

Click horarios y exámenes

Click Grupo Bilingüe

THIRD: select those subjects that are taught in spanish and complement your schedule choosing the group that best fits you. You can choose as many different groups as you need.

**\*LET'S SEE AN EXAMPLE  
IN THE NEXT PAGE\***

# HORARIO EXAMPLE

## SUBJECTS I NEED:

1. Market Research (BG) 4th year
2. Cost/Managerial Accounting (BG) 3rd year
4. Dirección de Recursos Humanos (SG) 3rd year
5. Diseño Organizativo (SG) 2nd year

## BILINGUAL GROUP FIRST

1. Market Research: Monday (16:30-18) and Thursday (16:30-17:30)
2. Cost/Managerial Accounting: Tuesday (12-14) and Thursday (12-13)

## SPANISH SUBJECTS SECOND

3. Dirección de Recursos Humanos: Group 5 Monday (18:30-20) and Friday (18-20)
4. Diseño Organizativo Group 3 Wednesday (10:30-12) and Friday (9:30-10:30)

# MI HORARIO

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:30h					DISEÑO ORGANIZATIVO
10h					
10:30h			DISEÑO ORGANIZATIVO		
11h					
11:30h					
12h		COST/ MANAGERIAL ACCOUNTING		COST/ MANAGERIAL ACCOUNTING	
12:30h					
13h					
13:30h					
14h					
16:30h	MARKET RESEARCH			MARKET RESEARCH	
17h					
17:30h					
18h					
18:30h					DIRECCIÓN DE RECURSOS HUMANOS
19h	DIRECCIÓN DE RECURSOS HUMANOS				
19:30h					
20h					

You have all your subjects and none of them overlap.

That should be your aim

It should be done before you register.

LET ME  
CHECK



# CRONOGRAMA

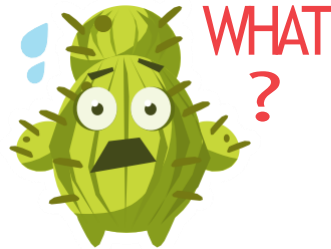
(CALENDAR)

Each subject and group has its own "cronograma".

You can check there any information about the subject.

You will have detailed information about lecture days, additional works, conferences, tests...

You can find it in your student space (Aula Virtual) in Recursos.



*it will become  
your best  
friend*



# ACADEMIC CALENDAR

First term:

Sep 5- Dec 9

Exam period:

Dec 12- Dec 23 and Jan 10- Jan 17

Second term:

Jan 18 - May 5

Exam period:

May 8 - May 27

Exam period:

Jun 12 - Jun 24



Do not book your flight until  
the exam period is finished!!





# HOLIDAYS

Sep 13: Romería

Oct 3: Course Opening

Oct 12: Spanish National Holiday

Nov 1: All Saints Day

Dec 6: Spanish Constitution Day

Dec 8: Inmaculada Virgin

Dec 24 - Jan 6: Christmas Holidays

Jan 27: Santo Tomás de Aquino

March 19: San José

April 3 - April 16: Easter and Spring  
holidays

May 1: Labor Day

Jun 9: Region of Murcia Day

# EXAMS

*EXAM DATES - where to find them?*

1. Go to [www.um.es/fee](http://www.um.es/fee)
2. Click Estudios
3. Click on your Degree
4. Click Exámenes
5. There you are!

*TIP: you can visit your professor for any doubt.*



# WHAT

*you should do first*

1. Contact your tutor.
2. Self-registration.
3. Visit the International Office.

But, where are they?  
how do I contact them?

# 1

## CONTACT YOUR TUTOR

# BUT FIRST

- Take a look at the schedule and see if there is any change you should do in your Academic Agreement.
- Contact your tutor by email sending him your learning agreement to be signed . The data on the LA must coincide with the Proposed Programme of study
- Choose a group for each subject
- Look for his/her office:  
Ex: B3.12  
B = Block (there are A,B,C and D)  
3 = Floor  
12 = Office number

\*Ask at the front desk for info\*

In Spanish, it is called Conserjería. It is in front of the Cafeteria

# 2

## SELF- REGISTRATION

### BEFORE ENROLMENT!

Once received instructions from UMU International Welcome Point to enroll online (automatrícula), please, follow the instructions and indicate in the system the subjects you want to enrol.

Also indicate to your tutor the group you will attend for each of the subjects.

Upload your learning agreement and transcript of records. Your tutor will validate it.

## SELF- REGISTRATION

*Follow the instruction to enroll  
online (automatrícula).*

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*In case you have any problem,  
make an appointment in  
Secretaría*

**3**

**INTERNATIONAL  
RELATIONS OFFICE**

*On arrival at Murcia : Go to the International Relations Office to get your Certificate of arrival issued by your home institution stamped and signed with the date of arrival.*

**Building 18**

**CAMPUS ESPINARDO**  
**Edificio Rector Soler**  
**2NDFLOOR**

Monday to Friday from 9:30am. to 1:30pm.

We are waiting for you!

[internacionales@um.es](mailto:internacionales@um.es)

Email us!

**+34 868 88 4074**

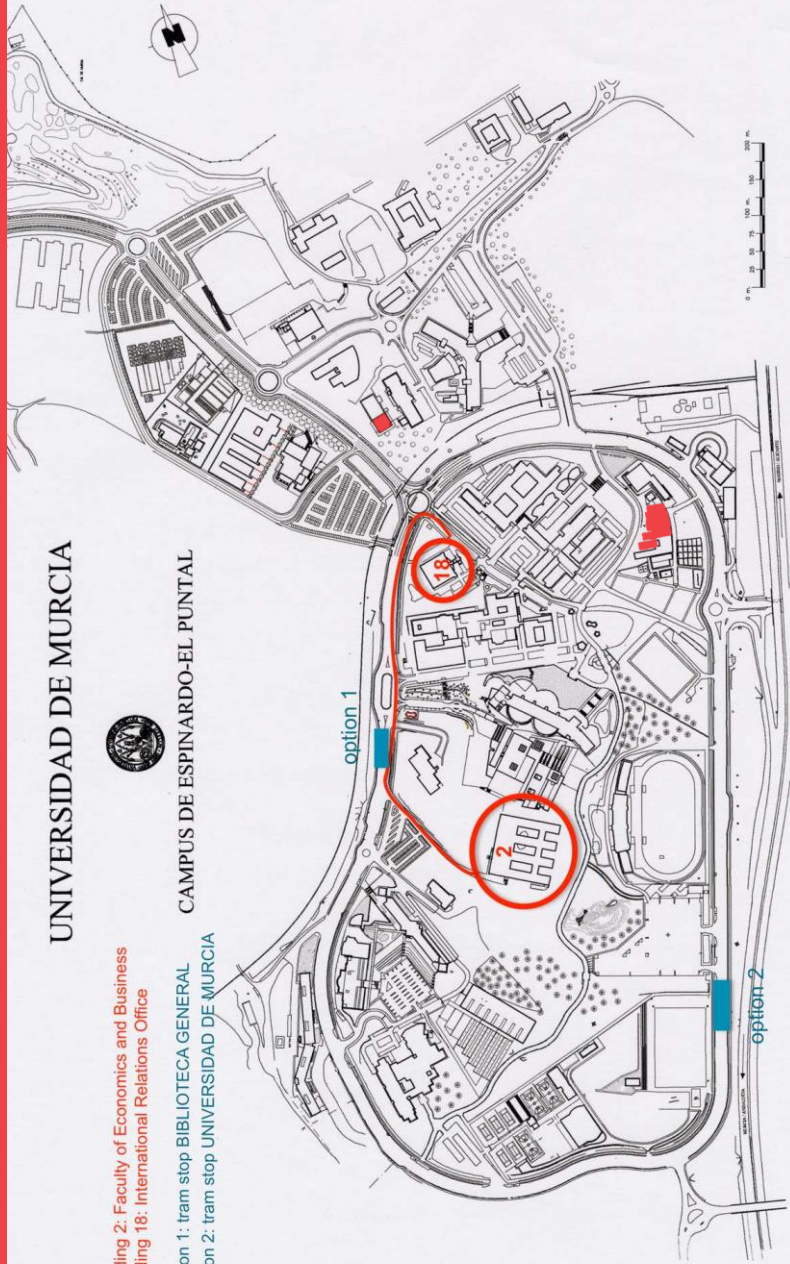
# UNIVERSIDAD DE MURCIA



**Building 2:** Faculty of Economics and Business  
**Building 18:** International Relations Office

**Option 1:** tram stop BIBLIOTECA GENERAL  
**Option 2:** tram stop UNIVERSIDAD DE MURCIA

CAMPUS DE ESPINARDO-EL PUNTAL



At the International Relations Office

# MAKE SURE YOU GET:

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- Your Letter of Attendance
- email@um.es + pin
- Your student ID (=NIU)
- Your Certificado estudiante internacional ( Personal Access of the website.







Congrats!!!

you have just became an

UM STUDENT

# FOLLOW US



Check your email (@um.es)  
account daily



@EconomicasUMU



@EconomicasUMU



@economicasumu



Facultad de Economía y  
Empresa. Universidad  
de Murcia.

# TRANSPORT

## Options

### - BUS

visit for a pass:

<http://www.tmurcia.com/tarifas.aspx>

<http://tmpmurcia.es/linea.asp?lin=39> (line 39)

### - TRAM

visit for a pass:

<http://www.tranviademurcia.es/tarifas/estudiante-universitario-inicial>

And download the app to see schedules:

Tranvía de Murcia

### - BIKE

visit for a pass:

<https://www.muybici.org/index.php#tarifas>

**CAUTION!**



# EVENTS

check ESN out

<https://www.esnmurcfa.org>

They organize a lot of activities  
throughout the year:

Linguistic tandem

Spanish film cycles

International food

Sports

Travels

Parties

... and many more activities!

Go meet them!

\*They also have a section to look for accommodation\*



# ORIGINAL EXPRESSIONS FROM MURCIA

**ACHO:** most used one. You can use it in any situation. It doesn't really mean anything.

**PIJO:** to emphasize.

**ZAGAL/A:** boy/girl.

**BAMBOS:** sport shoes.

**BONICO/A:** when you are neither handsome nor ugly.

It is also the synonym of nice.

**CHUMINÁ:** nonsense.

**EMPERIFOLLAO:** a person who is very groomed.

**PANZÁ:** exceed.

**PESAMBRE:** regret.

**PICOSQUINA:** corner.

**REVENÍO:** when food is rotten.

**SOLANERA:** when it's very sunny.

**ROAL:** stain.

**ESMAYAO:** starving.

**ESTURREAO:** messy.



UNIVERSIDAD DE  
MURCIA



Teléfonos:

Conserjería: 868 883737

Secretaría: 868 883706

Decanato: 868 883704

Vicedecano Relaciones Internacionales: 868 887795

Oficina Relaciones Internacionales FEE: 868 883426

Delegación de Alumnos: 868 887945

Correo electrónico:

Conserjería : [conserjeriaeconomia@um.es](mailto:conserjeriaeconomia@um.es)

Secretaría: [secretariaeconomia@um.es](mailto:secretariaeconomia@um.es)

Decanato: [decaeco@um.es](mailto:decaeco@um.es)

Vicedecano Relaciones Internacionales:

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Delegación de Alumnos: [daee@um.es](mailto:daee@um.es)

Localización:

Edificio no 2

Campus de Espinardo, 30100 Murcia