



## MSc in Business Research - Student Handbook

Academic Year 2016-2017

### 1. Student requirements

The MSc in Business Research is a master programme in which students and teaching staff work together in an atmosphere of mutual respect and adherence to high standards of personal conduct. Both the teaching staff and the administrative staff at University of Barcelona Business School want every student to succeed; we work to help you improve your skills and prepare you to meet your academic and professional goals.

UB Business School imposes a series of requirements to maintain the quality of the programme. We support students in the pursuit of their goals provided that they demonstrate good study habits and endeavor to participate fully in the programme. Students are jointly responsible for creating a positive and productive learning environment and are therefore expected to meet our requirements.

#### 1.1 Attend all classes

How many classes do I have to attend?

You are expected to attend 100% of your classes, even though it is not compulsory. We assume that you might occasionally not be able to attend class because of illness, religious observance, or another serious reason.

If I must be absent, what should I do?

You should speak to, call, or email your teacher in advance and let him or her know that you will be absent that day.

#### 1.2 Be on time

What does “arrive on time” mean?

UB Business School professors begin teaching at the time stated on the schedule. If for any reason students arrive after the professor has begun teaching, they are not on time.

What happens if I am late?

If you are late, enter the classroom quietly and join the class trying not to disturb the lecture.

#### 1.3 Complete all assignments carefully and on time

Why do I have to complete assignments ‘on time’?

Your teacher will give you many types of assignments. Your professor needs to structure your learning and check your progress regularly. Therefore, every assignment has a deadline, and you must complete the assignment by the deadline.

## **1.4 Do your best in every class to participate fully and positively**

Can I use my phone or electronic device in class?

Professors may allow students to use these tools for class-related work. However, students who are talking, texting or browsing the Internet for personal reasons are not participating in the class. Don't forget to set your phone to silent mode for every class.

## **1.5 Study and prepare properly for the exams**

What are the exam rules?

You should bring an ordinary calculator (the use of other kind of electronic devices is not allowed). The use of mobile phones is forbidden.

All incidents of cheating are taken very seriously at the University of Barcelona and there are specific policies and procedures to prosecute them.

## **1.6. University holidays and academic breaks**

Academic breaks

Winter break: December 24th 2016 to January 6th 2017.

Spring break: April 10th to April 17th 2017.

Days off

2016: October 12th & 31st, November 1st, December 6th, 8th & 9th.

2017: April 18th, May 1st, June 5<sup>th</sup>

## **2. Management and organisation**

### **2.1 Academic affairs**

Director: Paloma Miravitles

Academic Committee:

President:

PALOMA MIRAVITLLES MATAMOROS (Business Department)

Secretary:

MARIA ELOISA PEREZ POBLADOR (Faculty of Economics and Business's - OMD Office)

Members:

JOSEP MARIA ARGILES BOSCH (Business Department)

PEDRO CALLEJA CORTES (Mathematical Economic, Financial and Actuarial Department)

PALOMA FERNANDEZ PEREZ (History and Economic Institutions Department)

SANTIAGO FORGAS COLL (Business Department)

MARCELINO GARCIA SOLERA (Econometrics, Statistics and Spanish Economy Department)

Student representative:

JOSEP LLUÍS CHECA (MSc in Business Research 2016-17).

### **2.2 Administrative affairs**

UB Business School Office – Programme coordinator: Joana Rafecas

Contact: ubbusiness@ub.edu / +34 93 40 34 976

OMD Office: Eloisa Pérez and María Dolores Vazquez Martínez  
Contact: omd.eco@ub.edu / +34 93 40 34 458 & 93 40 39 837

### 3. Programme structure (recommended)

IN ONE ACADEMIC YEAR (60 credits minimum)				
1st SEMESTER		2nd SEMESTER		
Compulsory Subjects: 10 credits	Optional Subjects: 20 credits	Compulsory Subjects: 5 credits	Optional Subjects: 10 credits	Final Thesis Dissertation (compulsory subject): 15 credits

IN TWO ACADEMIC YEARS (30 credits each year recommended)					
1st YEAR			2nd YEAR		
1st SEMESTER		2nd SEMESTER		1st SEMESTER	2nd SEMESTER
Compulsory Subjects: 10 credits	Optional Subjects: 5 credits	Compulsory Subjects: 5 credits	Optional Subjects: 10 credits	Optional Subjects: 15 credits	Final Thesis Dissertation (compulsory subject): 15 credits

### 4. Academic guidance

The student monitoring at the UB Business School graduate programme is fully personalised. During the academic year a number of monographic sessions aimed specifically at MSc in Business Research students take place at the Faculty. These include orientation meetings, a welcome session, enrolment guidance meetings, a master's thesis debriefing, a PhD in Business information session and research guidance sessions.

Information regarding the exact dates will be made available in October.

#### 4.1 Exchange opportunities

To see the specific requirements of each university, please go to the website of the International Relations Office, ORI. For further information on how to apply for an Erasmus exchange go to the ORI:

Oficina de Relaciones Internacionales (696 Building)  
Contact: outgoing.fee@ub.edu / +34 93 402 4326  
More information: <http://www.ub.edu/economiaempresa-internacional/?lang=en>

## **5. Career Services**

The Faculty of Economics and Business offers career guidance sessions to MSc in Business Research students in order to let them know what the main career opportunities are after completing the programme. These sessions also offer an overview of the best tools to achieve your job hunting goals.

Workshops on job search strategies, professional value communication and CV writing are combined with information sessions and events with private companies and public institutions where they explained the job opportunities available at their companies and institutions and what kind of experiences could contribute to the improvement of student CVs. The Faculty of Economics and Business offers even more resources through its Career Services. Moreover, it handles the management of work placements.

### **5.1 Internships**

As a student of the UB you have access to many internship opportunities. To get more information please go to the Career Services Office, which handles the management of work placements and offers careers guidance services. They will guide you through the steps you have to follow to access the job offers:

Raquel Villero  
Career Services (696 Building)  
Contact: [raquel.villero@ub.edu](mailto:raquel.villero@ub.edu) / +34 93 402 4331  
More information: <http://www.ub.edu/CarreresProfessionalsFEE/?lang=en>

## **6. Research and complementary activities**

The Faculty of Economics and Business, jointly with UB Business School, offers an active and stimulating environment, organising weekly research seminars, PhD students' seminars, workshops, conferences, courses and research activities in which MSc students are invited to participate.

You can visit the Activities section in the UB Business School website to check our next seminars and activities. You will also receive a newsletter every Friday informing you about the next week seminars. The attendance to these events is not compulsory for Master students but you are encouraged to attend.

## **7. Administrative procedures**

### **7.1 Enrolment**

The official enrolment period will be from September 5th to October 24th, 2016. The period for changes - up to 3 - will be from February 8th to 24th, 2017.

a) First year students (face-to-face)

Registrations will be completed at the UB Business School office, in the Faculty of Economics and Business. In order to do so, students will have to make a booking.

Please note that students need to have sent all the required documents to the Masters and Doctorate Office (Oficina de Màsters i Doctorat, OMD) in order to process their registration. Therefore, it is important to do so as soon as possible. Students that got their undergraduate degree at a university in a foreign country will also have to pay the equivalence fee before registration (€218.15). The OMD will send you a receipt after receiving the required documents.

b) Second year students (online)

To complete the online enrolment students need to access the enrolment webpage and send the enrolment proposal to the MSc in Business Research director (through the online application form):

[http://www4.giga.ub.edu/acad/pops/tfitxes/3/actius\\_m.php](http://www4.giga.ub.edu/acad/pops/tfitxes/3/actius_m.php)

Once you receive by email the authorization from the MSc in Business Research Director, students will be able to complete the enrolment.

## **7.2 Payment methods**

Payment of tuition fees can be made by the following methods:

- a) Single payment by bank transfer: Payment must be made within seven days from registration at an ATM or e-banking platform of one of the banks with which the University has signed an agreement (CaixaBank, Catalunya Caixa and Banco Santander).
- b) Single direct debit payment: This is only an option if the student chooses one of the banks with which the University has an agreement (CaixaBank, Catalunya Caixa, Banco Santander). In this case, the student has to hand in a direct debit authorization form that you can find at the following link: [https://gallery.mailchimp.com/8ac4e1adbe93d54470b595b68/files/ordre\\_SEPA.pdf](https://gallery.mailchimp.com/8ac4e1adbe93d54470b595b68/files/ordre_SEPA.pdf)
- c) Instalment payment (3 instalments): Payment must be made at CaixaBank, Catalunya Caixa, Banco Santander. First instalment: 40% (seven days after registration); Second and third instalments 30% (November and December)
- d) Instalment payment (7 instalments): First instalment: 30% (seven days after registration); Second instalment: 20% (November); Third to seventh instalment: 10% (every following month).

More information: <http://www.ub.edu/acad/es/matricula/pago.html> (in Spanish and Catalan).

## **7.3 Certificates**

### **7.3.1 Transcript of records certificate**

Transcript of records certificates can be obtained online at the MonUB website:

- a) Select “Sol·licitud de documents academics”. Once there, click “Continuar (continue)” and select the ‘master’ option. You have two options, one called “Certificat academic personal” which costs €27.27 and is used for official purposes. The other one called “Expedient academic”, which is for free is also official but with no legal value (for the NIE or for applying to an internship i.e.). You can choose the language and the format.

- b) You have to write the reason why you are requesting the certificate.
- c) Once you finish your request, in about two days you have to follow the same steps and the document you requested will be there so you can download it.

### **7.3.2 Other certificates**

If you need any other documents, please come to the UB Business School office and we will do as much as possible to help you.

## **7.4 Master degree**

In order to formally ask for your MSc in Business Research degree students need:

- a) To check at the Campus Virtual that they have 60 ECTS completed.
- b) To ask for a Master's degree certificate, students have to go to the OMD Office with 2 copies of your ID: Passport (non UE), National ID (UE) or DNI (Spanish). Students will be required to pay the administrative fees (€218.15) for the Master Degree certificate and €27.27 euros for an official transcript of records). You can pay the fee either by credit card at the OMD or at the Bank Office with the receipt they will give you.
  - (!) Probably not earlier than one year and a half after getting your receipt, you will receive a certified letter that will notify you that your official Master degree certificate is at the OMD. This letter will be sent to the postal address registered at the UB database, so it is important to change your postal address in case you are changing your address. You can obtain your official Master degree certificate either:
    - Personally at OMD, with your original and copy of your Passport (non UE), National ID (UE) or DNI (Spanish).
    - Through a person with recognized legal powers (which are further more complex than a signed simple authorization, since the Master's degree certificate is considered an official document).
    - You can ask to the OMD to send your Master degree certificate to the nearest Spanish Embassy or Consulate. There is an administrative fee of €40 for deliveries.

## **7.5 What you should know**

- a) According to the UB regulations, to take a reevaluation exam in case you already passed the subject implies to renounce to the first exam mark.
- b) In case of finally failing one subject, the second enrolment credit fee is much more expensive (62.5% more) than the first one. Watch out!
- c) In case you want to change your initial subject choice (elective subjects), you can do it with the Master's coordinator permission through OMD from February 8th to 24th, 2017. You can do up to 3 changes.

d) In case you cannot pay a receipt on time this will expire and you will be able to generate a new one after seven days with an extra charge of 5% of the original amount of the receipt.

e) In case you have a debt with the University, you won't be able to do any administrative procedure with the faculty until you cancel the debt. This means you won't be able to change your courses, enroll, and ask for any certificate or any other administrative service provided by the faculty. Nevertheless, you will still have access to your 'Campus Virtual'.

## **8. UB & Faculty services**

### **8.1 International Office - Legal status**

Once you complete your enrolment, it is the right time to update your legal status in Barcelona. Either if you apply for registration in the Central Register of Foreigners (European students) or you apply for a Student Residence Card (Non-European students), we recommend you to get in touch with the Regulating Periods of Stay for Students Unit of the University of Barcelona (UB). They will guide you and help you to follow all the necessary procedures. For more details please go to:

Ana Romero

Office of Mobility and International Programs, Pavelló Rosa, Travessera de les Corts, 131-159

Contact: [nie@ub.edu](mailto:nie@ub.edu) / +34 93 403 5562

More information: [http://www.ub.edu/uri/welcome\\_en.htm](http://www.ub.edu/uri/welcome_en.htm)

### **8.2 Student's card**

The new University of Barcelona card was launched at the beginning of the academic year 2012-2013. It is a smartcard that not only identifies you as a member of the UB community but also has a range of integrated functions and provides access to various services (computer rooms, library, etc.). More information is available at [www.ub.edu/carnet/en/index.html](http://www.ub.edu/carnet/en/index.html).

To obtain your card, you should visit the branch of Banco Santander (Building 696) with your enrolment certificate. You may also consider opening a current account – this is not compulsory but it may prove useful during your time in Spain.

### **8.3 Faculty's libraries and Databases Access**

There are two libraries in Faculty of Economics and Business: the bachelor's degree library and the research library. Each of these is likely to be useful to you during your time at the Faculty: you can consult the library resources, loan items and use the library workspaces and equipment. Full information can be found at [www.bib.ub.edu](http://www.bib.ub.edu).

To access items and consult the databases you will need either your student card or your enrolment certificate. Your student card will also give you free access to the collections of the other Catalan university libraries: UAB, UPF, etc.

## 8.4 Virtual tools

### 8.4.1 Mon UB and Virtual Campus

Món UB ([www.ub.edu/monub](http://www.ub.edu/monub)) is a portal for University of Barcelona students. It provides a space for communication that contributes to our students' enjoyment of their time as members of the University community. The portal complements the personal, direct and enriching relationships that characterize the life of university students.

The portal provides access to relevant news and to information on academic matters, mobility, regulations, grants, services, cultural activities and other topics of interest. In addition, it can be used to access personalized services such as email, academic transcript consultation, online administrative procedures and direct links to course web pages.

#### How do I log in?



Once at the Món UB web page you will need a username “identificador” and a password “contrasenya” in order to log in. You will find your username in the top left of your enrolment certificate. You can generate a password by clicking on “Ajuda”.



To generate the password, you will need to complete the form below. You will find your *NIUB* (UB student identification number) in the top left of your enrolment certificate.

The screenshot shows a teal header with the text "Ajuda mònUB" and four question mark icons. Below the header, there's a breadcrumb trail: "Inici | Inicio | Home menu >". The main title is "Obtenir les dades d'identificació | Obtener los datos de identificación | To get the identification data". A key icon is next to the text: "Vols crear la primera contrasenya? Emplena el següent formulari: ¿Quieres crear la primera contraseña? Rellena el siguiente formulario: Do you want to create your first password? Fill in the following form:". The form fields are as follows:

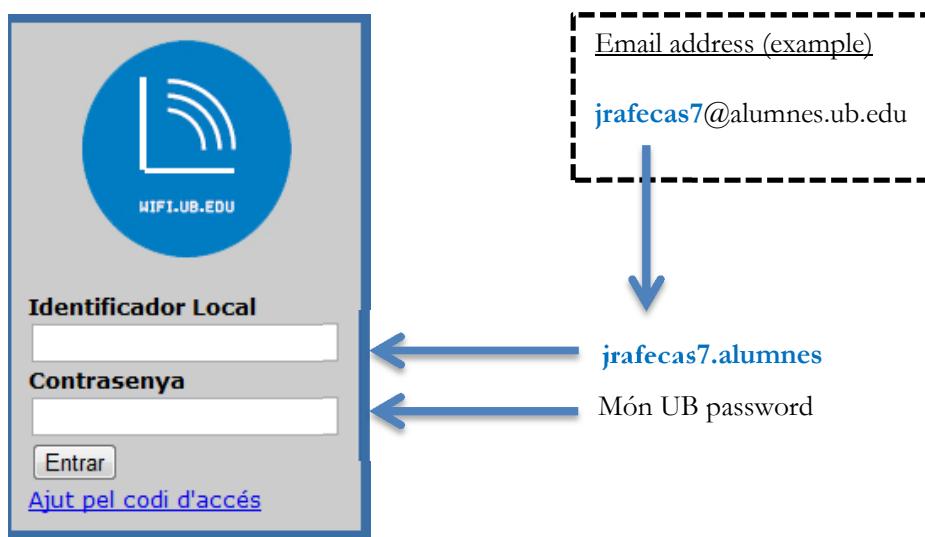
<b>Document d'identificació (DNI, NIE, passaport)*</b> Documento de identificación Identity card	<input type="text"/> *(sense punts i com consti al teu full de matrícula) (sin puntos y como conste en tu hoja de matrícula) (without dots, as it is in your enrollment form)
<b>Data de naixement*</b> Fecha de nacimiento Date of birth	<input type="text"/> *(ddmmaaaa)   (ddmmyyyy)
<b>NIUB*</b>	<input type="text"/> *(només per a connexió externa de la xarxa UB)   Qué es el NIUB? (solo para conexión externa de la red UB)   ¿Qué es el NIUB? (only for external connection of the UB network)   What is the NIUB?

Once you have generated the password you can log in to your user area in Món UB, which links to the Virtual Campus, where the professors will upload and share all the materials.

#### 8.4.2 WiFi Access

The UB offers wireless access to the Internet and the UB network to all members of the University community. To access WiFi:

- a) Select the network “wifi.ub.edu” on your device
- b) Log in with the following username and password



Before the enrolment, you can use a provisional access:

“identificador”: aopwju.tmp  
“contrasenya”: sowx55

Important: these ID and password will expire on February 17<sup>th</sup>, 2017.

#### **8.4.3 How to login if you are not enrolled yet?**

If you already started with the classes but not enrolled yet, this is how you can access the virtual campus and its content. Once you are enrolled you won't have to this anymore and every course will appear on your personal space:

- a) Go to the Virtual campus of the University of Barcelona: <https://campusvirtual2.ub.edu/>
- b) Select “Curs acadèmic 16/17”
- c) On the search bar “Cerca cursos” type the name of the course you look for and then click on ‘Endavant’
- d) A lot of options will appear for each course, select the one which corresponds with your search and the name of the professor(s), if there are two, then look for the course with the two of them.
- e) You will get this message: “Entrada membres de la UB (Estudiants, PDI, PAS, Alumni UB, Personal extern)” which means you can't access the content, but then you see below the link “Entrada altres (ficticis, convidat)”. Click here on the convidat part and then on the button “Inicia sessió com a visitant”.
- f) As “Contrasenya” (password) type “VISITANT”. Do the same for each course.

### **8.5 Study areas & computer rooms**

#### **12.1 Study rooms**

You can reserve a room for private study or to work with your colleagues in the 690 or 696 Building. A Study Room for private study or to work with other students restricted to master's students at the Faculty of Economics and Business is now available in the 690 Building. The room is close to the Trias i Giro St. entrance to the Faculty. Please note that you need to follow the same procedure as those applicable for other Study Rooms:

- a) Go to [www.ub.edu/economiaempresa/reservaespais/](http://www.ub.edu/economiaempresa/reservaespais/) You will need your username (identificador) and your password.
- b) Click on ‘Reserva de sales de treball’.
- c) Go to “Procediment de reserva”. You will see the rooms and hours that are available. Once you have made the reservation you will receive a confirmation email.
- d) If you want to make a change to your reservation, please write to [coordinacio.fee@ub.edu](mailto:coordinacio.fee@ub.edu) .

Basic rules:

- a) At least two students are required to book a room.
- b) Reservations can be made up to one week in advance and no later than 19.00 the day before.
- c) When your time is finished, you can extend your reservation for one hour if the room is not reserved. To do this, contact staff at the information point.
- d) You must take care of the room and all the materials in it. You cannot smoke and it is your responsibility to keep the space clean and tidy for other students.

- e) To access the room, one member of the group must pick up the key and leave his/her student ID with staff. This is given back when you return the key at the end of the reserved time.

## 8.6 Computer rooms

Tower 2 (level 0): I1, I2, I3, I4. Tower 4 (basement): I5, I6, I7, I8, I9, I10

You are free to access our computer rooms, but to access the system you will be required to enter your UB username and password (like WiFi). The computers in room D (696 Building) and I1 (690 Building) are installed with specific software for graduate students (MATLAB in room D and Stata in room D and I1). If a room is closed, you will just need to walk a few steps to a small office next to the computer room area. Ask the UB Staff there to open the computer room (from 10:00 to 21:45). Please note that you must not access a computer room if a course is being taught at that moment. You will find a complete schedule with the teaching hours in front of every computer room.

### Software Room I1

Operating System	Mathematic and Statistics	Specific software
Windows 7 Enterprise 32 bits in English	Software R-UCA(R + R-Commander)	Contapro/Gespro 2006
Microsoft Office 2010	Tinn-R	Matlab 2011b
Libre Office	R	Minitab 16
Izarc	R-Studio	Stata
PDFCreator	SPSS	Dynare (with Matlab)
Acrobat Reader	AMOS	Ghostscript
Antivíric	SAS	Miktex
Visor DVD - VLC	Multicua	Texmaker
Media Player	Gretl	Ccleaner
Gimp	Eviews 5.1	
	Octave	

Internet	Others	Printers
Internet Explorer	Krackplot	Driver copy shop printers
Firefox	EZ-Text	
QuickTime	Renta	
Shockwave	Programa ajuda Generalitat	
FlashPlayer	Dev C++	
Java Sun	CatCert	
Filezilla		

## 8.7 Learning languages

- a) Spanish

The Institute of Hispanic Studies is the centre at the University of Barcelona which offers courses of Spanish as a foreign language. There are both Spanish language and Spanish culture courses on offer. The duration can be annual, quarterly, bimonthly or monthly during the academic year. In summer, courses can last a fortnight, one month or two months.

More information: <http://www.eh.ub.edu/en/>

b) Catalan (reduced fee)

Catalan courses are offered at the University of Barcelona's Language Services. Most classes are taught face-to-face and the courses can be studied in different UB faculties. UB Language Services also offers language exchanges, conversation groups and guided visits. This is an effective way to become involved in the university's academic, social and cultural life and it also makes it easier for students to get to know other students!

More information: [www.ub.edu/sl/en/fl/formling.htm](http://www.ub.edu/sl/en/fl/formling.htm)

c) Other languages

Moreover, the UB's School of Modern Languages (EIM) provides the opportunity to study over 15 languages from beginner to advanced level and offers general, specific and international exam preparation courses. Students can learn common EU languages such as German, English, French and Italian, as well as non-EU or less widespread languages, such as Russian, Chinese, Japanese, Arabic, Danish, Greek, Polish, Norwegian, Portuguese, Dutch, Persian, Hebrew and Swedish.

More information: [www.eim.ub.edu](http://www.eim.ub.edu)

d) Speaking & socializing: Language exchange services.

More information: [www.ub.edu/sl/borsa/](http://www.ub.edu/sl/borsa/)

e) Languages Self-learning Center (Centre d'Autoaprenentatge de Llengües): you can find this center in some libraries of the University of Barcelona to self-learning up to 7 languages with a variety of different methods. More information: <http://www.ub.edu/sl/ca/fl/cal/horaris.html>

## **8.8 Sports activities**

UB Sports oversees some of the most extensive sports facilities in the city and provides members of the university community with a variety of leisure, sports and health installations.

Its 100,000 sq m of facilities host a wide range of directed activities and provide a series of installations for community use, including swimming pools, tennis courts, directed activity and fitness rooms, football and rugby pitches, a sports centre and an athletics track.

UB Sports also promotes competition-level sport to forge a link between UB students and students from other universities. UB squads rank amongst the best university teams in Spain and have performed impressively in the Catalan Championships.

More information: [www.ub.edu/esports/](http://www.ub.edu/esports/)

## **8.9 International Relations Office (ORI)**

The Faculty of Economics and Business has an International Relations Office (IRO). Apart from managing the international exchange programmes, it provides information to prospective international students, both exchange and regular students. The “buddy programme” is also an initiative of the IRO in order to encourage contact between the students of the Faculty and the international ones. Local buddies guide international students through all the academics matters, as well as some other everyday life and cultural aspects related to the city and the country.

More information: <http://www.ub.edu/economiaempresa-internacional/?lang=en>

## **10. Discovering Barcelona**

The University of Barcelona offers you the chance to study and conduct research at an institution that is fully integrated into its surroundings. Barcelona, located on the Mediterranean coast and with a population of over 1.5 million, is one of the most economically, socially and culturally significant cities in Europe.

Barcelona Centre Universitari ([www.bcu.cat/en/](http://www.bcu.cat/en/)), the official Barcelona university service, wish to give you a warm welcome to our great city. They are there to help, inform and make you feel at home, so if you have chosen to come to Barcelona to study, conduct research, teach and live, they can help you!

### **10.1 Moving around**

Barcelona and its metropolitan area boast an excellent public transport system, considered one of the best in Europe. TMB, the metropolitan transport authority, operates two permanent transport networks (metro and bus) and offers a range of leisure services. For further information about public transport in and around the city, visit the TMB website ([www.tmb.cat/ca/home](http://www.tmb.cat/ca/home)).

In addition to the metro, bus network and tram system, Barcelona has the ‘Bicing’ bicycle sharing system, a simple, practical and sustainable service for moving around the city.