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**Agreement of April 12, 2016 of the Board of the Faculty of Economics and Business of the University of Zaragoza, which approves the regulations for access to the teaching group in English of the Degree in Business Administration and Management of the Faculty of Economy and Business of the University of Zaragoza (Modified on November 25, 2016, January 18, 2018 and April 30, 2021)**

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Since the 2013-2014 academic year, the Faculty of Economics and Business of the University of Zaragoza has been teaching a group with teaching in English for the Degree in Business Administration and Management (ADE). Through this initiative we seek to respond to the training demands demanded by a global economic-business environment. Likewise, it is about contributing to the effectiveness of the recommendations contained in the "Proposals for the Reform and Improvement of the Quality and Efficiency of the Spanish University System"

(February 2013). This document emphasizes that "Spanish universities must intensify their internationalization process."

Taking into account the above considerations, through the teaching of a teaching group in English of the Degree in Business Administration of the Faculty of Economics and Business, it is proposed to achieve the following specific objectives:

- Provide students with solid economic-business training with a focus international.
- Diversify its study offer, contributing to achieving a better and broader educational offer in English in the Autonomous Community of Aragon.
- Expand and improve its bilateral agreements with other teaching and research centers of foreign universities and institutions. Promoting the mobility of students, teachers and researchers.

Several years have passed since the launch of this initiative, and with the offer for the fourth year of the ADE degree group in English already designed, it is time to open the possibility of taking 4th year elective subjects in English for students of ADE of the Spanish groups and the joint Law and Business Administration (DADE) program.

#### **Article 1. Requirements for new students**

Students who want to apply for admission to the English group of the Degree in Business Administration must, first of all, be admitted to the Degree in Business Administration and, in addition, submit an application for access to the English group. Only those students who have a B2 level of English will be eligible for the English group. Students who do not present a language certificate along with their application to the Center's Secretariat before the end of the admission period, or who do not reach the B2 level, must take a language test that will take place in September at the Faculty of Economy and Business. He

The day and time will be published well in advance on the Faculty's notice board and on the website.

The same admission quotas for the degrees will be respected.

#### **Article 2. Admission of new students**

##### 1. Place, form and deadline for submitting the application for admission

The application for admission will be submitted to the secretariat of the Faculty of Economics and Business (Gran Vía headquarters). The period will be open for 10 business days, once the result of admission to the University of Zaragoza has been published, for students who obtain a place in the Degree in Business Administration and enroll in said study.

##### 2. Necessary documentation.

Along with the application for admission to the teaching group in English, accreditation of the level of English with which access to the teaching group in English is requested must be provided or mark on the form that the level test is requested.

##### 3. Allocation of places



If the number of applications exceeds the number of places offered, the ordering criterion will be the admission grade to the Degree in Business Administration. In the month of September, the list of students who have obtained a place in the group with teaching in English, the waiting list, and those not admitted will be published on the Faculty's website.

#### 4. Claims for rectification and correction of errors.

Applicants who, after the publication of the admission lists and the waiting list, notice any errors in them, may complain in writing to the Dean of the Faculty of Economics and Business within 10 days of publication.

### **Article 3. Admission of students in 2nd, 3rd year and 4th year electives**

#### 1. Place, form and deadline for submitting the application for admission

The application for admission will be made through the form available on the website of the Faculty of Economics and Business. Once completed, it must be submitted to the Center's Secretariat exclusively during the period established for this purpose, around the first half of July. The application submission period and the offer of places for 2nd, 3rd, and 4th year electives will be specified each academic year and will be published on the Center's website. If there are vacant places, a second term will be opened the first week of September.

#### 2. Necessary documentation.

Along with the application for admission to the English teaching group, accreditation of the level of English with which access to the English teaching group is requested must be provided.

#### 3. Allocation of places

The Faculty of Economics and Business will allocate the available places in accordance with the assessment criteria established in these regulations. The resolution of the award corresponds to the Dean, or person to whom he delegates.

The result of the admission will be communicated to each applicant through personalized notification.

#### 4. Claims for rectification and correction of errors.

Applicants who, after the publication of the admission lists and the waiting list, notice any errors in them, may complain in writing to the Dean of the Faculty of Economics and Business within 10 days of publication.

### **Article 4. Basic requirements and ordering criteria for 2nd, 3rd year and 4th year electives course**

#### 1. Basic requirements

The basic requirements to request joining the English teaching group in 2nd, 3rd, or to take 4th year electives are to be a student of the ADE Degree in the immediately preceding year, or of the DADE joint program, and to have an English level of B2 or having passed at least 30 ECTS in subjects taught in English during a mobility program.

#### 2. Sorting criteria

The places in the English teaching group will be granted taking into account the average grade of the file, corrected by:

- 1) the percentage of credits passed in the courses prior to the course in which admission is requested. This percentage will be calculated as the total sum of credits passed in the courses prior to the application for admission divided by the maximum number of credits for said courses.
- 2) the bonus for English language level, which will be 1.5 points for C1 or C2 accredited in the time of request.
- 3) the number of subjects requested, for students who request to take 4th year electives in English, priority being given to those who request 3 or more subjects.

To calculate the average grade and the credits passed, the file up to the last closed call before making the application will be taken into account.



#### **Article 5. Students of the ADE teaching group in English and 4th year electives**

##### 1. Students of the ADE group in English

Students from the ADE in English group are those assigned to the teaching group in English in the 1st, 2nd, 3rd and 4th courses of the Degree in ADE.

Assignment to the ADE group in English means that students take all the subjects in the group taught in English, and it is not possible to combine subjects taught in English and Spanish, except for those fourth-year electives that are only offered in Spanish.

##### 2. Students taking electives in English for ADE or DADE

Students admitted to take electives in English must select from the offer of electives for the 4th year, first and second semester, and may include the mandatory 4th year subject (Accounting for business combinations) in the application. The rest of the subjects must be taken in one of the teaching groups in Spanish.

#### **Article 6. Abandonment of the teaching group in English**

1. New students, 2nd, 3rd or 4th year enrolled in the teaching group in English may request, by writing to the Dean of the Faculty, the change to the teaching groups in Spanish within 15 days following the beginning of the academic year. This change will be applied to all subjects, without it being possible to take some of them in Spanish and others in English within the same academic year.

2. Students who take electives in English may request, by writing to the Dean of the Faculty, the change to teaching groups in Spanish within 15 days following the start of the academic year. This change must be requested for all subjects enrolled in English.

3. Students who have spent a year in the English teaching group and wish to change to a Spanish teaching group must request it in writing to the Dean of the Faculty before the September/October registration period opens. in the following course. These students will not be able to re-enroll in the English teaching group.

#### **Article 7. Accreditation of language level**

1. Students who are not new access students who request to join the teaching group in English in its different modalities must present a certificate that certifies their language level (original and copy).

For the accreditation of the language, the Regulations for the certification of levels of competence in modern languages by the University of Zaragoza will apply. For levels not certified by the University of Zaragoza, the equivalence tables established by the linguistic tables of the CRUE and those of the Association of Language Centers in Higher Education (ACLES) will be taken into account.

In addition, the tests carried out by the Faculty of Economics and Business or the University Center for Modern Languages for carrying out Erasmus-type exchanges will also be valid for language level accreditation.

#### **Article 8. Recognition in the file**

All subjects of the study plan that have been taken and passed in English will be reflected in the student's academic record, stating this circumstance in the academic certificates issued by the University.

In addition, the mention of the subjects passed in English will be recorded in the European Supplement to the Degree.

#### **Article 9. Permanence in the group in English**

Students in the ADE group in English must pass at least 30 first-year ECTS during the first year, and at least 60 first- and second-year ECTS during the first two years. In case of not



**Facultad de  
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Regulations for access to the teaching group in English of the Degree  
in Business Administration and Management of the Faculty of  
Economy and Business of the University of Zaragoza

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exceed this number of credits, students must continue their studies in Business Administration and Management in Spanish.

**First final provision. Entry into force**

These regulations will come into force from the day following their approval by the Faculty Board.







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ANNEX – Places planned for the 2021-2022 academic year

Second course: 5 places

Third course: 5 places

Fourth year: 5 places per subject.

