

Bachelor's Degree in Business Administration
Qualification Guide
2020-2021

	Bachelor's Degree in Business Administration	Qualification Guide 2020-2021
1. Legal nature of the qualification	Decree of the Government of the Principality of Andorra of 10 February 2010 , establishing the state university qualification Bachelor's Degree in Business Administration.	
2. External assessment of the teaching programme	Favourable report on the Bachelor's Degree in Law for the eUniv of 21 May 2020 issued by the Andorran Higher Education Quality Agency (AQUA), in agreement with the Aragón University Quality and Prospective Agency (ACPUA), member of the European Association for Quality Assurance in Higher Education (ENQA) and registered in the European Quality Assurance Register for Higher Education (EQAR).	
3. Legal authorisation	Decree of the Government of the Principality of Andorra of 8 July 2020 , approving the eUniv Bachelor's Degree in Business Administration teaching programme.	
4. Report	Report on the eUniv Bachelor's Degree in Business Administration	
5. Centre	F. Layret University College of the European University IMF (www.euniv.eu).	
6. EHEA Cycle	First cycle qualification Level 2 of the Andorran Framework of Higher Education Qualifications	
7. Academic progression	Direct access to the eUniv Master's Degree in Business Administration MBA	
8. Academic credits	180 ECTS credits	
9. Length	Six semesters (3 years)	
10. Modality	Online	
11. Languages	Catalan-English / Spanish-English	
12. Places	30	
13. Recommended entry profile	People interested in the economic and business environment, with critical skills in abstraction, reflection, analysis and summarising and searching for information (with the ability to use specialised ICT). It is also recommended that they have an interest in the international context, which implies a command of the English language at B2 level of the Common European Framework of Reference for Languages (that allows them to understand written texts and oral speeches specialised in the business field). And finally a certain vocation towards innovation and entrepreneurship that (also) allows them to consider a future as liberal professionals in the business world	
14. Course objectives	To train professionals with basic knowledge in the field of business administration, covering the traditional functional areas: administrative and human resources management, financial and accounts management, production and logistics management and, finally, commercial and marketing management. This training, in its theoretical and practical aspects, has a strategic international approach that seeks to provide graduates with a versatile and adaptable profile in a global and continually changing labour market.	
15. Professional fields of the course	01. Financial and accounts management of companies and organisations in general. 02. Administrative and human resources management of companies and organisations in general. 03. Commercial and marketing management of companies and organisations in general. 04. Logistics and production management of companies and organisations in general. 05. Freelance business consulting. 06. Freelance accounts auditing. 07. Freelance administrative management for companies or individuals. 08. Freelance as a market researcher and related studies for companies or individual projects. 09. Work as an informant and financial advisor to financial entities or as a freelance agent. 10. Work as a trainer in the field of business in training institutions or freelance.	
16. General skills	CT01. Communicative, oral and written skill, at least in their own language and in English. This skill includes both the ability to analyse and synthesise speech. CT02. Interpersonal skills: includes the abilities of providing information adapted to the needs of the interlocutor, establish fluent communication and work in interdisciplinary and networked teams. CT03. Skilled in information management, which involves knowing how to develop search, management and information use skill independently in a professional environment. CT04. Knowing how to use both analysis and synthesis to organise and plan your own work. CT05. Be able to use and apply information technologies in the academic and professional worlds. CT06. Be aware of the economic and legal repercussions of professional activities. CT07. Know how to learn independently, stay up to date and constantly expand knowledge. CT08. Interpret and apply knowledge in accordance with ethical values.	
17. Specific skills	CE01. Plan accounting activities. CE02. Manage financial resources. CE03. Plan and implement commercial and marketing actions. CE04. Apply quality and innovation in company processes and activities. CE05. Undertake new business activities. CE06. Carry out audits and technical consultancies. CE07. Manage the company's international activities.	
18. First year subjects	01. OB. 12 ECTS: 0001-B-ADE-ES Economic Development: theory and practice 02. OB. 12 ECTS: 0002-B-ADE-ES Business Organisation and Management 03. OB. 12 ECTS: 0035-B-DRT-ES Company and Business Law 04. OB. 12 ECTS: 0003-B-ADE-ES Accounts Management: fair image of the company 05. OB. 12 ECTS: 0004-B-ADE-ES Communications and Marketing in the Digital Era	

19. Second year subjects	<p>06. OB. 12 ECTS: 0005-B-ADE-ES People Management: policies and models</p> <p>07. OB. 12 ECTS: 0006-B-ADE-ES Financial Management: budgets and accounts</p> <p>08. OB. 12 ECTS: 0007-B-ADE-ES Marketing Management: the Marketing Plan</p> <p>09. OB. 12 ECTS: 0008-B-ADE-ES Commercial Management: strategies and tactics</p> <p>10. OB. 12 ECTS: 0009-B-ADE-ES Product Management: logistics and distribution</p>
20. Third year subjects	<p>11. OB. 12 ECTS: 0010-B-ADE-ES Project Management: innovation and entrepreneurship</p> <p>12. OB. 12 ECTS: 0011-B-ADE-ES Global Management: international activities</p> <p>13. OB. 12 ECTS: 0012-B-ADE-ES Auditing and Consulting: external services</p> <p>14. OB. 12 ECTS: 0013-B-ADE-ES The Business Plan</p> <p>15. L.E. 12 ECTS: Free choice</p>
21. Entry requirements	<p>A. Official Andorran bachelor's, professional bachelor's or advanced professional diploma degrees.</p> <p>B. Andorran state university diploma, graduate, bachelor's, specialised bachelor's, master's or doctoral qualifications.</p> <p>C. Certification from the University of Andorra of having passed the university entrance for people over 25.</p> <p>D. Equivalent qualifications issued by non-Andorran educational institutions, which must be previously verified by the Andorran Ministry of Education, and must allow access to education in the country of origin.</p>
22. Admission criteria	<p>A. Academic qualifications provided with the entry qualification: 1 point for a Third, 2 points for a Second, 3 points for a First and 4 points for Honours.</p> <p>B. Official qualifications other than the one provided for entry: 1 point for each one.</p> <p>C. Professional experience: 1 point for each certified year, as long as it is in the field of the course.</p> <p>D. Languages: 1 point for each language with a certified B2 level of the Common European Framework.</p>
23. Enrolment	<p>A. Full ordinary enrolment for an academic year is 60 ECTS or 5 subjects for all university courses.</p> <p>B. In the last academic year, students may request an extraordinary enrolment of 72 ECTS as long as the additional enrolment corresponds to subjects taken and not passed in previous years.</p>
24. Credits system	<p>A. Full-time students must enrol with 30 ECTS per semester.</p> <p>B. Part-time students must enrol with a minimum of 12 ECTS per semester and a maximum of 24.</p>
25. Course continuity	<p>A. Full-time students have a right of continuity and ordinary completion of their bachelor's course of 5 academic years, and the possibility of requesting a single extension.</p> <p>B. Part-time students have a right to continuity and ordinary completion of the bachelor's course of 6 academic years, and the possibility of requesting a single extension.</p>
26. Training activities	<p>A. Theoretical: Designed to apply the knowledge acquired and solve problems in new environments within multidisciplinary contexts related to courses; prioritises the transmission of knowledge by the teaching staff, requiring prior and subsequent study from students.</p> <p>B. Practical: Designed to develop the skills allowing them to continue courses and communicate the findings to target groups in a clear way; prioritises the participation of students in the reasoned interpretation of knowledge, with the coordination of the teaching staff.</p> <p>C. Academic: They can be individual or collaborative to reinforce, respectively, individual initiative on research and cooperative habits of students with the coordination of teachers.</p> <p>D. Participative: To promote critical and professional communication in the university environment.</p>
27. Teaching methodologies	<p>A. Theoretical classes</p> <p>B. Lectures</p> <p>C. Practical classes</p> <p>D. Practical workshops</p> <p>E. Debate and discussion forums</p> <p>F. Group academic assignments</p> <p>G. Group simulations</p> <p>H. Group tutorials</p> <p>I. Individual academic assignments</p> <p>J. Individual simulations</p> <p>K. Individual tutorials</p>
28. Assessment of training activities	<p>A. Theoretical: Test of 80 questions with 4 different answer options. The result of the test is declared Pass if the number of correct answers reaches 60. The grade obtained is worth 30% of the total.</p> <p>B. Practical: Practical test consisting of completing 6 questions corresponding to 6 different cases or exercises for each subject. The result of the test is declared Pass if 4 of the 6 questions are answered correctly and completely. The grade obtained is 30% of the total.</p> <p>C. Individual or collaborative academic: Individual or group performance of the compulsory Academic Project in each subject. The Academic Project is declared Pass if the effective performance of all the parts is verified within the term established in the calendar and has received a positive assessment in a minimum of 7 of the 10 parameters of the Assessment Report. The grade obtained is 30% of the total.</p> <p>D. Participative: Participation in the 6 debates in each subject through the Forum. Participation is declared Pass if the student has participated in a minimum of 5 debates and has received a positive assessment in a minimum of 7 of the 10 parameters of the Assessment Report. The grade obtained is 10% of the total.</p>
29. Minimum weighting	Passing the subject evaluation requires a minimum of 66% of the total weighting obtained in the assessment of training activities
30. Coordination	Dr. Jordi Sauret coordinatio.b.ade@euniv.eu
31. Tutor	Mr. Miquel Trilla tutoria.b.ade@euniv.eu
32. Manager	Ms. Clara S. Serés

	pas.b.ade@euniv.eu
33. Teaching staff	<p>01. 0001-B-ADE-ES Dr. David Tanganelli 02. 0002-B-ADE-ES Dr. Agustí Ten 03. 0035-B-DRT-ES Dr. Alfred Albiol 04. 0003-B-ADE-ES Dr. Jordi Altayo 05. 0004-B-ADE-ES Dr. Josep Lluís del Olmo 06. 0005-B-ADE-ES 07. 0006-B-ADE-ES 08. 0007-B-ADE-ES 09. 0008-B-ADE -ES 10. 0009-B-ADE-ES 11. 0010-B-ADE-ES 12. 0011-B-ADE-ES 13. 0012-B-ADE-ES 14. 0013-B-ADE-ES 15.</p>
34. Monitoring commission	<p>01. Chair: Dr. Jordi Sauret, Course Coordinator 02. Secretary: Ms. Anna M. Llop, University Quality Management Service 03. Teaching Staff Representative: Dr. J. Altayó 04. Student Representative: Mr. R. Saínez de la Maza 05. Non-teaching Staff Representative: Ms. Clara. S. Serés 06. Academic Senate Representative: Mr. J. Chisvert</p>
35. Mailbox	qualitas.b.ade@euniv.eu