



Master in Economics and Business Administration [MEBA]

Year 2014-2015

Welcome to MEBA !

We thank you for your decision of joining our program “Master in Economics and Business Administration” at the Faculty of Economics and Business Administration of the *Universitat Autònoma de Barcelona*.

In this brochure you will find information about the organization and contents of MEBA. Please, read through all of it carefully and keep it at hand as it might become useful at different instances of the program

On behalf of our school, we give you a warm welcome and wish you all the best during your stay among us.

Cordially,
MEBA

September 2015

Program Structure

The MEBA program is divided into 7 Modules (or blocks). A module is the academic unit for for all administrative purposes. Except for the Master Thesis, each module consists of a number of different subjects or parts taught by different professors.

- Module 1 and Module 2 are mandatory for all students and consist of core economics and business subjects.

After the completion of the two mandatory modules, students will follow, according to their expressed preferences and interests, and as stated in their admission to the program, either Modules 3 and 4 (*Finance*) or Modules 5 and 6 (*Public Policies*).

- Modules 3 and 4, *Finance*, aims at getting students acquainted with the return-risk mechanisms and the drivers of value creation in firms and financial markets in order to become capable of designing, managing and monitoring financial strategies addressed to financial institutions and corporations.
- Modules 5 and 6, *Public Policies*, aims at providing students with a sound foundation in applied theory and empirical analysis of a range of policies that are of special importance in today's world.

Finally, Module 7 is also mandatory and consists of a *Master's Thesis*.

All in all, students will register for a total of 60 ECTS according to the following program structure.

Module	Type	Title	Contents
Module 1 15 ECTS (80 hours)	Mandatory	Fundamentals of Economics and Business I	<ul style="list-style-type: none"> • Microeconomics (20 hours) • Public Economics (20 hours) • Strategic Management (40 hours)
Module 2 15 ECTS (80 hours)	Mandatory	Fundamentals of Economics and Business II	<ul style="list-style-type: none"> • Macroeconomics (20 hours) • Public Finance (20 hours) • Introduction to Data Analysis (20 hours) • Econometrics (20 hours) • Financial Economics, Asset Pricing & Financial Strategies (60 hours)
Module 3 10 ECTS (60 hours)	Elective	Finance I	<ul style="list-style-type: none"> • Corporate Financial Policy, Investments & Financial Institutions (60 hours)
Module 4 10 ECTS (60 hours)	Elective	Finance II	<ul style="list-style-type: none"> • Evaluation Methodologies (20 hours) • Innovation Policies (20 hours) • Infrastructure Policies (20 hours)
Module 5 10 ECTS (60 hours)	Elective	Public Policies I	<ul style="list-style-type: none"> • Environmental Policies (20 hours) • Health Economics & Health Policies (40 hours)
Module 6 10 ECTS (60 hours)	Elective	Public Policies II	<ul style="list-style-type: none"> • Master Thesis
Module 7 10 ECTS	Mandatory		

Modules 1 and 2 take place the first semester (September-December 2014).

Modules 3, 4, 5 and 6 take place during the first half of the second semester (January-March 2015).

Module 7 (Master's Thesis) takes place during the second half of the second semester, beginning around April 2015.

The teaching of the different modules is organized as in the table that follows

Period

Contents

First Semester

First half

- Microeconomics (20 hours)
- Public Economics (20 hours)
- Strategic Management I (20 hours)
- Introduction to Data Analysis (20 hours)

First Semester

Second half

- Macroeconomics (20 hours)
- Public Finance (20 hours)
- Strategic Management II (20 hours)
- Econometrics (20 hours)

Second Semester

First half

(Finance)

- Financial Economics, Asset Pricing & Financial Strategies (60 hours)
- Corporate Financial Policy, Investments, and Financial Institutions (60 hours)

Second Semester

First half

(Public Policies)

- Evaluation Methodologies (20 hours)
- Innovation Policies (20 hours)
- Infrastructure Policies (20 hours)
- Environmental Policies (20 hours)
- Health Economics and Health Policy (40 hours)

Second Semester

Second half

- Master Thesis

Faculty

First Semester

- Introduction to Data Analysis: *Maite Cabeza* (20 hours)
- Public Economics: *Francesc Trillas* (20 hours)
- Microeconomics: *Xavier Vilà* (20 hours)
- Strategic Management I & II: *Blanca Martins* (40 hours)
- Public Finance: *Miguel Ángel López García* (20 hours)
- Macroeconomics: *Héctor Sala* (20 hours)
- Econometrics: *Maite Cabeza* (20 hours)

Second Semester - Public Policies

- Health Economics and Policy Analysis: *Xavier Martínez-Giralt* (40 hours)
- Innovation Policies: *Isabel Busom* (20 hours)
- Environmental Policies: *Emilio Padilla* (20 hours)
- Infrastructure Policies: *Javier Asensio, Oriol Roca* (20 hours)
- Evaluation Methodologies: *Roxana Gutiérrez-Romero* (20 hours)

Second Semester - Finance

- Financial Economics, Asset Pricing & Financial Strategies:
Johannes Gierlinger (20 hours)
Joan Montllor (9 hours)
Maria Antonia Tarrazon (31 hours)
- Corporate Financial Policy, Investments & Financial Institutions:
Teya Bosch (20 hours)
Sílvia Bou (20 hours)
Joan Montllor (20 hours)

Assessment Policy

MEBA consists of 60 ECTS distributed in 3 compulsory and 2 elective modules. To earn the *master* degree students must successfully pass all 5 modules according to the following assessment policy.

1. Except for the Master Thesis, each module consists of a number of different subjects or parts taught by different professors. The **final mark** for each module will consist of the average of the marks of each subject within the module.
 - A module is considered successfully passed if:
 - the mark for each subject within the module is higher than or equal to 3.0 (in a 0 to 10 scale), and
 - the **final mark** for that module is higher than or equal to 5.0 (in a 0 to 10 scale).
 - If a module is not successfully passed the MEBA coordinators will ask the student to re-take the exams for those subjects that, according to the coordinators and the professors opinions, may help the student to successfully pass the module. If the student passes the re-take exam he or she will obtain a mark of 5 for that subject, otherwise the previous grade will remain valid. The calendar for the re-retake exams will be announced along with the grades report
2. The mark -between 0 and 10- for each subject will be computed by each professor based on his or her own criteria and on the student's performance. As a general rule, 35% of the mark will correspond to the assessment of the continuous work of the student during the course, and 65% will consist of a comprehensive final examination. The duration and nature of the final examination is decided by each professor.
3. Final exams are compulsory. Re-take exams are only thought for those students having previously written a first exam and failed.
4. Each Master Thesis will be evaluated by a committee appointed by the MEBA coordination. This committee will be composed of a panel of three professors that are experts in the topic addressed in the thesis. The thesis must be defended in a public academic event in front of that committee. All the students that participate in the thesis must also participate in their thesis defense. Both the thesis written report and the thesis defense will be evaluated by the committee, and each student will receive an individual grade based on his or her performance.

5. At the end of each semester (January, June), once all the exams have been graded and the final marks computed, each student will receive a non official¹ report that informs about his or her performance. Annex 1 shows a sample report.
6. At the end of the program (June), once the Master Thesis has been evaluated and the final marks computed, each student will receive a non official final report. Annex 2 shows a sample report
7. The official report, issued by the administrative officers (Gestió Acadèmica) upon request and after paying the administrative fee, will inform only about the final marks in each module. Such report will follow the Spanish official grading system. Annex 3 shows a description of that system.
8. Students that fail to successfully pass all the modules required for earning the master degree will need to register again next year in those modules. Students should be aware that registering for the second time on a module incurs in higher (around 65%) fees,

¹ According to the UAB regulations, only the officers at the administrative office (Gestió Acadèmica) of the Faculty of Economics and Business Studies can issue official transcripts and reports.

Master Thesis

Following legal regulations, to receive an official master's degree the Universitat Autònoma de Barcelona requires that you successfully complete 50 ECTS credits of course work and write a *Master Thesis* that, in the case of MEBA, accounts for 10 ECTS credits.

A dedicated meeting to discuss the details of the master thesis is scheduled for January 2015. Please read through the guidelines below to learn about the general requirements involving the thesis-writing process.

The master's thesis

The master's thesis is a carefully argued scholarly paper of approximately 5.000 – 6.000 words (roughly 25-30 pages). It should present either an original research well founded and developed on a topic of your interest, or a survey of the state-of-the-art literature over a topic of your interest that is carefully documented from reliable and prestigious sources. In any case, an original contribution is expected.

The thesis must have a focus that falls within the topics of the MEBA program, and it must be written under the guidance of an advisor.

In MEBA the master theses are written in groups of 2-3 people. It is the students' task to propose a group to other classmates or to join an existing group. There will be no intervention on the side of the program coordinators.

As the final element in the master's degree, the thesis gives the student an opportunity to demonstrate expertise in the chosen area and to develop the necessary team-work skills.

On the advisor

Any regular faculty member at the UAB Faculty of Economics and Business Studies is entitled, although not required, to become a master thesis supervisor.

It is students' responsibility to find an advisor. Advisors provide general guidance and help to define the questions to be addressed in the master thesis. Since the beginning of the master sessions in September, students should try to get as much acquainted as possible with the array of alternatives available at our Faculty – both in terms of research topics as well as specialists – and not limit their choice to only those faculty members they have worked with in courses before having to decide about their master thesis.

Approval of thesis topic and thesis advisor by the MEBA coordinators is needed.

The thesis-writing process

After some initial research on the topic chosen, write a 200-250 word abstract followed by some preliminary references. Approach your possible advisor with it and try to convince her or him about the value and interest of your proposal. Once your topic has been duly refined and counts with the approval of your supervisor, complete the Application for Approval of Master's Thesis Topic², have it signed by your advisor, and submit it to the MEBA coordinators by the announced deadline.

Once a faculty member has accepted to advise your master thesis, agree on a timetable for meetings and submission of drafts. A standard process usually implies three to four meetings: at the beginning, to fix the topic precisely, and to review the first or second drafts. As a general rule, each group is entitled to 3 hours of advisor time. It is students' responsibility to keep advisors apprised of the master thesis progress. Please notice that advisors need time to read and evaluate your work before giving it back to you with comments, and anticipate also that you must have time to incorporate those comments. Appropriate time (not one or two days) has to be allowed to your advisor to return your work to you, whether it is at an initial stage or already the final version. It is appropriate to ask your advisor when you can expect comments in order to organize your own calendar, but you are expected not to pressure advisors to respond quickly.

Students are also responsible for the formal quality of the final copy of their master thesis, which has to be free from spelling and grammatical errors and fulfill standard presentation requirements; advisors do not verify line-by-line editing.

Formatting requirements

The cover page must include the thesis title, the names of the members of the group, your advisor's name and approval signature, the month and year the thesis is submitted, and the statement: "A thesis in the Master in Economics and Business Administration (MEBA) program in partial fulfillment of the requirements for the Master's degree at the Universitat Autònoma de Barcelona"

Thesis submission

You must first give a clean copy of the finished thesis to your advisor at least five working days prior to the submission deadline. After your advisor has read and approved the thesis, it is your responsibility to submit four hard copies of the final version, signed by your advisor on the cover page, to the program coordinators by the announced deadline.

Thesis-writing calendar and deadlines

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|---|---|
| • Master thesis orientation meeting | January 29 th , 2015 - 13:00 |
| • Group, topic, and advisor communication | March 13 th , 2015 - 14:00 |
| • Thesis submission | June 2 ⁿ ^d , 2015 - 14:00 |

2 This form will be distributed during the January orientation session.

Thesis defense

Master thesis will be defended in a public presentation and evaluated by a defense committee appointed by the master's coordination. Defense will take place during the second half of June 2015

Academic Code of Honor

The *Universitat Autònoma de Barcelona* aims at providing an environment for teaching, and learning that fosters the development of its students on the bases of non-discrimination, equal opportunities, mutual trust and academic honesty.

By registering in MEBA, students agree to not to participate in or tolerate academic dishonesty according to the norms that follow.

1. Students have the responsibility to become familiar with the Academic Code of Honor.
2. Students will by no means give or receive aid in examinations.
3. Students should familiarize themselves with the directives given by the professor in each subject concerning what is and is not permitted, especially in matters of group projects or homeworks, written essays and the attribution of research to sources, including the Internet.
4. Students may not, without proper citation, submit work which has been copied, wholly or partially, from a book, article, essay, newspaper, the Internet or any other written or printed media source, whether or not the material in question is copyrighted.
5. Students may not submit for one subject any work that has been used to fulfill the requirements of another subject previously taken at this or any other school without obtaining permission of the current professor in advance.
6. Students must be aware that honor code violations are not limited to the actions prohibited in the guidelines above. Any kind of dishonesty related to academics is a violation.

Working With Other Students

Working and studying with other students is of great pedagogical value. Team work is highly encouraged in MEBA and the Honor Code should not be construed as discouraging such work. Unless such consultation is forbidden by an instructor, students may work with other students on assignments and present ideas and even written work to their peers for comment and criticism. Each student, however, should be guided by the following:

7. If an instructor explicitly permits or forbids certain types of work with other students, such work is permissible or forbidden as the instructor indicates. An instructor's explicit guidelines take precedence over these norms in determining whether certain actions are permissible.
8. Unless explicitly forbidden by a professor, it is admissible that students work together in preparing their assignments and homeworks. This notwithstanding, each student should produce and submit his or her own assignment which may not be a mere copy of the work of others.

9. If a student is unclear about whether certain forms of consultation or common work are acceptable or what the standards for citation are, the student is responsible for consulting his or her instructor.

MEBA faculty, on its part, expresses its trust on students honesty by refraining from taking unreasonable measures to prevent the forms of academic dishonesty mentioned above.

Any violation of this honor code will be resolved by the MEBA committee. Code violators, if proved guilty, will fail the subject in which the violation occurred and thus will need to register again on that subject next year to complete the master degree.

Calendar and Timetables

First Semester (September - December)

- **First half** Lectures → September 16th through October 23rd
Exams → October 27th through October 31st
- **Second half** Lectures → November 3rd through December 9th
Exams → December 15th through December 19th

Christmas vacation → December 20th to January 6th

- **Re-take exams** → January 26th to January 30th

Second Semester (January - June)

- **First half** Lectures → January 7th through March 17th
Exams → March 23th through March 27th

Easter vacation → March 28th to April 6th

- **Re-take exams** → April 24th, 27th, 28th and 29th
- **Second half** Thesis writing → Until June 2nd
Thesis defense → June, third week

Important: Exams must be taken on the announced dates. No exceptions can be made.

Subject Syllabi

ANNEXES

ANNEX 1 – Sample SEMESTER report

First Quarter Grades

Student name: MEBA Student

Module 1: Fundamentals of Economics and Business I

Subject	Score (0-10 scale)
Microeconomics	9.2
Public Economics	5.1
Strategic Management	8

Module 1 score: 7.4 15 ECTS

Module 2: Fundamentals of Economics and Business II

Subject	Score (0-10 scale)
Macroeconomics	4.1
Public Finance	5
Econometrics	4.6

Module 2 score: 4.6 15 ECTS

Re-evaluation

You must re-take the following exams at the indicated dates

Subject	Date	Re-take ?
Public Economics	Monday, January 23th	NO
Macroeconomics	Wednesday, January 25th	YES
Public Finance	Friday, January 27th	NO
Econometrics	Monday, January 30th	NO
Microeconomics	Wednesday, February 1st	NO

[This report is for student information only. It is not an official transcript]

ANNEX 2 – Sample FINAL report

Final Grades

Student name: MEBA Student

The information below corresponds to the grades obtained in each of the subjects that conform the modules in the MEBA program (60 ECTS) as they appear in the official transcripts.

Module 1: Fundamentals of Economics and Business I

Subject	Score (0-10 scale)
Microeconomics	9.3
Public Economics	5.9
Strategic Management	8.5

Module 1 score: 7.9 Notable	15 ECTS
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Module 2: Fundamentals of Economics and Business II

Subject	Score (0-10 scale)
Macroeconomics	7.9
Public Finance	6.0
Econometrics	3.7

Module 2 score: 5.9 Aprovat	15 ECTS
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Module 3. Finance I: Financial Economics and Asset Pricing

Parts	Score (0-10 scale)
Financial Economics	4.6
Equity Pricing	6.6
Bonds and Derivatives	6.7

Module 3 score: 6.0 Aprovat	10 ECTS
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Module 4. Finance II: Corporate Financial Policy, Investments and Financial Institutions

Subject	Score (0-10 scale)
Capital Budgeting and Real Options	8.4
Corporate Financial Policy and Banking	6.7
International Finance	9.0

Module 4 score: 7.6 Notable	10 ECTS
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Module 7: Master Thesis

Title
< <i>The tile of your thesis</i> >

Module 7 score: 8.0 Notable	10 ECTS
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ANNEX 3 – Spanish grading system

DESCRIPTION OF THE UAB INSTITUTIONAL GRADING SYSTEM (0 to 10 scale)

No Presentat → [NO SHOW UP] The student has not shown up for the final exam. No grade is given

Suspens → [FAIL] (FROM 0 TO 4.9) Considerable further work is required. The student must retake the final exam. The course is not passed

Aprovat → [PASS] (FROM 5 TO 6.9) Implies a satisfactory knowledge of the subject after having passed a final exam successfully

Notable → [GOOD] (FROM 7 TO 8.9) Is usually given to those students who demonstrate a thorough knowledge of the course contents

Excel·lent → [EXCELLENT] (FROM 9 TO 10) Literally means “outstanding” and it is usually awarded to the top five percent of the students

Matrícula d'Honor → [HONOURS] Is given to truly exceptional students. Not all professors ever award this grade.

Score Puntuación	UAB Qualification Calificación UAB	ECTS GRADE Calificación ECTS
	No presentat	F
0 – 4.9	Suspens	F
5.0 - 6.9	Aprovat	C
7.0 – 8.9	Notable	B
9.0 – 10	Excel·lent	A
9.0 – 10	Matrícula d'Honor	A+