# GUIDE for NEW FACULTY

# Department of Business Administration

**Welcome to the Department!**

Your main contact person before and upon arrival is **Evita Paraskevopoulou** (eparaske@emp.uc3m.es ). You are kindly asked to inform her about your possible date of arrival and contact her for any question or query you may have after having read this guide.

Our Department is located in Buildings 6 and 7 of the Getafe campus and can be viewed in the following map: https://www.uc3m.es/vida-universitaria/planos-campus/getafe

## Steps you have to undertake before/upon your arrival

Zero step: If you are a non-EU citizen, apply for the visa

If you are a non-EU citizen, with the copy of the contract that you will receive by mail from the Human Resources Department before your arrival, you will be able to apply for your visa. The Human Resources Department has the details on the visa process applicable according to the current legislation. Since the UC3M is a public university, the type of visa you are going to apply for is called "Residence visa exempt from requesting a work permit". Please, start your visa process as soon as possible since it uses to be long.

Step One: "Rent an Apartment"

**Short-stay options**

(useful for the first month(s) upon your arrival, while you look for an apartment)

1.-The residence halls of Carlos III University:
http://www.uc3m.es/portal/page/portal/residence_halls

If you are interested in this option, you should send an inquiry as early as possible to the Residence Hall of Getafe at R.F.delosRios@fund.uc3m.es. Availability may be limited depending on the demand from students.

2.- Short stay rent apartments that offer a more economic option than a regular hotel: www.rentapartmentmadrid.com, www.apartinmadrid.com, www.madridapart.com, http://www.proinca.es/, http://www.apartamentosalcocer43.com/

3.-You can also find useful information at the University Accommodation Services Information webpage:

http://www.uc3m.es/portal/page/portal/servicios_jovenes/accommodation

Renting your apartment

It is better to search online and to contact the owners directly, because the real estate offices usually do not have a large portfolio of apartments for rent.

One good alternative is to walk around the area you would like to live in and look for "for rent" ("Se Alquila") signs, which normally include the landlord's contact information.

Useful Websites where owners post their vacancies are: www.idealista.com, www.fotocasa.es, www.enalquiler.com, www.alquiler-piso.com.es, www.portae.com, www.pisosyalquiler.com, www.pisos .com

Visit the area and take a look at the advertised apartment yourself. There are instances in which the quality of the area changes within a block. Please take into account that many apartments do not have verandas or any outside views, they are "interiors" and overlook a courtyard.

Many landlords might request a bank guarantee ("aval", in Spanish) in order to rent the house which is something you should try to negotiate. The cost for this guarantee might amount to 10% of the value of the guarantee (e.g. for a 6 month guarantee referring to a rent of € 1000/ month, the price of the guarantee would be €600).

Check the main public transportation in the area. Check how to get to the Madrid campus in: http://www.uc3m.es/portal/page/portal/get_know_us/how_get_here

Any other information about public transportation in: http://www.ctm-madrid.es/

If you have to teach in the campus of "COLMENAREJO" and you will not have a car, then we suggest looking for an apartment close or around the DISTRICT "MONCLOA-ARAVACA" (Madrid). http://www.distritosdemadrid.com/#Moncloa_-_Aravaca.

The district of MONCLOA-ARAVACA is well connected with both campus Colmenarejo [Direct bus from Intercambiador de Moncloa to Colmenarejo (last stop), # 631 "] and Getafe [Metro and Renfe Cercanias OR Metro till "Plaza Eliptica" and then Bus #441 and 442] http://www.uc3m.es/portal/page/portal/internacional/estudiantes/guia_est_inter/info_p ractica/llegada_madrid#llegar

## Step Two (your first day at UC3M): "Sign the contract"

You should go to the Human Resources Department and sign the contract – they will contact you before your arrival to inform you about the details of your contract.

During your first day you must go to the Human Resources Department (Building 8, take a left when you enter) to sign your contract:

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Human Resources Department
Edificio de Rectorado - Despacho 8.0.09
Contact person: Mercedes Sánchez Requena or Ana Isabel Fernández Vicente
+ 34 91 624 5787 (Mercedes) or +34 91 624 9337 (Ana)

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Once you sign your contract, the University Administration will generate an email account for you as well as a login and password to access the different online services. A few days after signing the contract, you will receive your accounts and password details in your assigned mailbox (Mail Room is located in Building 7).

Remember to ask for a photocopy of the contract – it will be useful to have in the other administrative steps.

IMPORTANT. Please, when you go to sign your contract to the Human Resources Department, please ask for the details of the subsequent administrative steps you have to follow: ask for the Social Security Number, the Registration at the City Hall – "Empadronamiento" and asking for the NIE. The main requirements are listed below in this document but the either the legislation or the current practices may have changed by the time you arrive. The HR Department has the most updated information in this respect.

## Step Three: Social Security Number

Requirements: Passport, Photocopy of your Passport, Copy of the Contract. If you register in the local Social Security Office in Getafe and you say that you work in Carlos III you will not be required to present the "Empadronamiento" certificate (that, otherwise, you will need).

When you sign the contract in the Human Resources Department, they will inform you about the location of the Getafe office and the current requirements.

## Step 4: Opening a Bank Account

Before obtaining the NIE (sixth step below), you can only open a Non-resident bank account with your Passport. Once you get your NIE you can change your account from Non-resident to Resident.

The easiest and fastest way to open a bank account is to visit the bank branch located within the campus (Banco de Santander, Building 15) which is also where you can ask for your staff card (printed instantly when you show your contract). Faculty members are often granted fee discounts depending on the type of account. Moreover, they are used to open non-resident accounts so you will not have any problem (that you typically will in any other branches even of the same bank). If you already hold a bank account in Spain or prefer another bank there is no problem. Just remember:

Once you have your bank account number, you should give it to the Human Resources Department so that your salary can be deposited there.

### Step 5: "Empadronamiento" (Local residents' registry)

This step consists of registering in the town, neighborhood or city you are going to leave (typically, this will be either Getafe or Madrid).

You should make an appointment over the phone (010) or internet (www.munimadrid.es). You will get an appointment in the office closest to where you live (note: avoid getting the empadronamiento certificate in the centre, because you cannot schedule the appointment and you have to wait in line).

You are required to present your rental contract, social security certificate (not always), passport and fill out some forms (you get the forms there).

Again, when you sign the contract in the Human Resources Department, they will inform you about the current requirements for "empadronamiento".

### Step Six: Getting the NIE / NIF (ID number for foreigners and tax number)

Requirements:

You can either as Human Resources to make the appointment for you (the best option) or, alternatively, you can make it through:
https://sede.administracionespublicas.gob.es/icpplus/citar
The option you have to select is: "Certificado UE"

You will get an appointment in the Madrid Office (Avda. de los Poblados s/n ; metro stop: Aluche).  Your appointment may be scheduled for a date a few months after the day you call so you are advised to ask for an appointment as soon as you have your contract signed. On the appointed date you are required to present your passport (and a photocopy), your contract and some Forms (they provide them either there or at the Human Resources department of the University). You have to pay a tax in advance (paradoxically, the tax is payable in any bank branch, except the branches located next to the NIE office). Please, ask in the Human Resources Department whether they have copies of the forms to be filled and

of the tax form, so that you could pay it in advance. Please double-check the documents that you are required to present before going to your appointment.

Once you get the NIE, you have to report it to Human Resources and to your Bank.

## Step Seven: "Tarjeta sanitaria" (Public Health Card)

Requirements: you have to go to your local health center ("centro de salud") and present the social security number, the empadronamiento certificate and the NIE. In a month or so you will get your Health Card ("tarjeta sanitaria"). If you have a medical problem (small) they will see you even if you do not have your Health Card, but you cannot be prescribed any medication without it, or go to the hospital if the problem is more serious.

At the University premises there is also a Health Service Office (Building 10) for small medical problems.

## Department Facilities and Resources

### Your office

Your office should have a desk, chair, two bookcases, computer, printer, telephone, and reading lamp. If your assigned office lacks any of these items, or they don't work properly you need to contact the Administration Staff and file/open an 'Incidencia'. In order to file/open an 'Incidencia' you have two options:
- Dial 91-6246200 (from your office, dial only 6200)
- Do it online, through intranet "Aula Global"- "Incidencias"

If you are interested in installing additional software in your computer you should contact Eduardo Melero (eduardo.melero@uc3m.es).

### Email & Intranet -"Campus Global" and "Aula Global"

After signing your contract, you will receive at your mailbox (room 7.0.32), a letter from the IT department with your username, email address and passwords to get access to your email account, the Intranet and your UC3M Windows Network account.

To make sure that you receive all e-mails from the department, please check with the Administrative Staff that you have been included on the e-mail list at the department.

The intranet of the university is called "Campus Global". You can get access to it through the web page of the university (www.uc3m.es) –right hand corner. You will need the login and password that you will receive from the IT department. Campus Global will grant you access to "Aula Global" (moodle), the online teaching platform of the university. There you will find all the information related with the courses you will teach each year (mainly, the list of your students). This will be the platform you will use to post all the teaching materials for your students and also information such as your office hours (this is an important information you are required to upload).

In "Aula Global" you will also get access to a "course" called "Economía de la Empresa", where you will find links to useful documents related to the Department.

Do not hesitate to ask for more details and help from our course coordinator.

## Classrooms

Scheduling

Rooms are automatically scheduled for regular course offerings. (To check your class, please select the "Grado", "curso" (course) and "cuatrimestre" (quarter) at http://www.uc3m.es/portal/page/portal/inicio/estudios)

If you wish to schedule a room for a specific day or to schedule a computer room:

- In GETAFE CAMPUS: you need to go to "Conserjería" (Reception). If the classroom is located in buildings 6, 7 or 10, you need to go to the "Conserjería" located between buildings 6 and 7. If the classroom is located in buildings 4, 5 or 9, you need to go to the "Conserjería" located between buildings 4 and 5.
- In COLMENAREJO CAMPUS: you should go to "Punto the Información del Campus" (Information desk, found at the entrance of the Main building). http://www.uc3m.es/portal/page/portal/campus_colmenarejo


Resources

Each classroom has a computer and projector. To access the computer and projector (they are locked), before going to the classroom, you need to ask for the respective keys at "Conserjería" (Campus Getafe) or "Punto de Información del Campus or PIC" (Campus de Colmenarejo). Every time you ask for the keys you are required to sign a form. In Getafe, you can ask for your own set of keys to use during the teaching term, therefore avoiding having to ask for them every time you teach a class (Please ask "Conserjería" how to get a set of keys).

Both the computer and the projector are usually already connected and you only need to type your username and password. If there is any problem with either piece of equipment, you should contact the respective "Conserjería" (Campus Getafe) or "Punto de Información del Campus or PIC" (Campus de Colmenarejo). Microsoft Office and additional software are already installed. If you need specific software that is not installed, you should file/open an "Incidencia" (see "Incidencia" section). If the University already has a licence for the software you need, IT staff will install it in the computer you select in a couple of days.

IMPORTANT

In every classroom there is a "control sheet" registering the classes of the day, which you will need to sign. Please make sure **you sign this sheet** every time you teach in a classroom. If you fail to sign the "control sheet", you will receive a notice and will have to justify whether you forget to sign it or you will be required to recover the missed class in a different day.

If one day you are unable to teach one or more of your assigned classes, you must provide an alternative day and schedule to make up for the missed classes.


## Common Rooms

Meeting room (7.0.20)

The Department´s meeting room is available for all members of staff upon reservation. If you want to use it for a meeting, you can check its availability and book it by contacting the Departments´ Administrative staff (list is given below).

Coffee Room (6.0.52)

This room is available for all members of staff and requires no previous reservation. It provides a microwave, a coffee machine (for which you have to buy the capsules –ask the coffee drinkers at the department about the procedure) and a small fridge to store your lunch.

Data Base Room (6.0.12)

This room hosts computers with the databases offered by the Department and is accessed by a code provided by the administrative staff.

## Mail and office stationery

Office stationary is available in the administrative staff office: 6.0.28 (Building 6, Plant 0, room 28). You also have a mailbox in the mail room 7.0. 32 to receive your mail and to post outgoing mail. You will be given the codes to access the mail room upon your arrival. If you do not have an assigned mailbox (with your name on it) you should contact the administrative staff.

In the mail room you will also find a photocopy machine. The required code to use the copy machine is the last four numbers of you ID. If you want to make a large amount of copies, you can also use the reprographics services (i.e., the copy stores in buildings Adolfo Posada (nº9), Ortega y Gasset (nº 17), Concepción Arenal (nº14)). In the reprographics service you have to identify yourself as a Professor and fill out a form, a copy of which you should hand out to the administrative staff office. The Secretary will give you the Department code you will need to include in this form.

## Web page

Please send a brief bio and CV to Pedro Serrano ([pedrojose.serrano@uc3m.es](mailto:pedrojose.serrano@uc3m.es) ). Both your bio and CV will appear on your web page at the department's website. You may want to check the department's website for examples: [http://www.business.uc3m.es/en/faculty](http://www.business.uc3m.es/en/faculty)

## Seminars

As member of the department you are expected to attend and participate in the seminars. You can check the seminar calendar at:

http://www.uc3m.es/portal/page/portal/dpto_economia_empresa/seminarios/seminarios_permanente

If you want to invite a speaker to give a seminar, please contact the Seminar Coordinators. You are also invited to present your research at the Department's Internal Seminar Series. Please contact Eline de Vries (eline.devries@uc3m.es) to schedule your seminar.

Seminars and Departmental Meetings are held in Room 10.0.27

## Financial support

"Ayuda social" (Sponsored by the Community of Madrid and Universidad Carlos III)

There are financial support plans, called "Ayuda social" or "Plan de Acción social", which mainly cover (partially) the cost of public transportation (monthly tickets of the "abono transporte"). To check the requirements to benefit from "Ayuda Social", please go to the intranet "Aula Global".

"Bolsa de viaje" (Sponsored by the Department)

The Department has an approved budget for research travelling expenses (to attend conferences and seminars). Please ask the Administrative Staff for the specific amounts and for the application forms you need to fill out. This budget is intended to support your research travelling expenses during an initial short period of time, since every researcher is expected to join to a National Research Project. Your travelling expenses need to be approved by the Director of the Department (see section "Travel"), who will sign your application therefore authorizing your travel. This application is the official document that will cover you in case of emergency. If the travelling/displacement last longer than 3 months, then you need to apply for a "Licencia de estudios".

"Prizes" (Sponsored by the Research Institute INDEM)

Since 2006, the Department jointly with the Research Institute INDEM, rewards the articles published by members of the Department in the previous 3 years in journals A+ according

to the official Journal's list of the Department. You can find more information of previous editions on the intranet of the Department.

University Loan (Sponsored by Universidad Carlos III)

You can apply for a loan (up to 3000 euros and without cost). The amount you borrowed will be detracted, without interests, from your monthly salary. Ask to the Human Resources Department for more details.

## Travel

Every time you travel, you should fill out an application form called "Comisión de Servicios" (Model 6) prior to your travel. You should turn in the application form at the secretary's office for it to be passed on to the Department Chair for approval.

If the trip is covered by the Department or by a Research Project, in order to ask for the reimbursement of your expenses, you have to fill the document "Liquidación de Gastos de Viaje" (Modelo 7) after your trip.

These electronic application forms can be provided by our Administrative Staff.

## Travel Insurance Abroad

1. Travelling within the European Union

In the case of work accident or sickness while traveling abroad (EU) all employees of the Department can access the public health system of any EU country and get treated if they hold the European Insurance Card (see application procedure below). One should not forget to ask for a certificate of sickness (varies in every country but all EU variations are equally accepted by the Human Resource Department). This certificate needs to be submitted as soon as possible to the University Human Resource Department, which is responsible for making the necessary arrangements with Social Security and change the employee´s status and source of payment.

Applying for the European Insurance Card:

All employees of the Department that hold a full time contract can apply for the Card and be covered against any accidents or health issues that might occur while travelling abroad. The European Insurance Card grants access to the health systems of all countries in the European Union and can be easily acquired by an online application. The website for online applications is the following:

https://sede.seg-social.gob.es/Sede_1/Lanzadera/index.htm?URL=98

After the online application is completed the Card is sent by regular post to the indicated address and has a validity of 2 years (renewable).

Employees with NIE are not eligible to ask for it on the Internet:

https://sede.seg-social.gob.es/Sede_6/ServiciosenLinea/Ciudadanos/index.htm?ssUserText=232000_6

In this case, they should go to ask it to the nearest Social Security Information Center (in Getafe, Avda de los Angeles, 57). Appointments are given through the web (https://sede.seg-social.gob.es/Sede_1/ServiciosenLinea/Ciudadanos/index.htm?ssUserText=164993)

2. Travelling outside the EU

In the case of work accident or sickness while traveling abroad (outside the EU), the absence of formal national agreements with regards to access to the public health care system might result into costs for treatment (that are not covered by the Social Security). Still, an official document certifying the visit to a doctor and the diagnosis needs to be submitted to the Human Resource Department, which will look into each of these cases individually.

## Library and Databases

The library is located in building 12. You can also access all the electronic resources (including the journals) from your personal computer both at the office and at home (through identification in the intranet "Campus Global"). Most of the journals are available in electronic version and can be accessed online.

http://www.uc3m.es/portal/page/portal/biblioteca/encontrar_informacion/recursos_electronicos/listado_az_recuros_electronicos

If you need to examine hard copies of the journals, then you must go to the library:
- In the first floor you can find the issues for the last 5 years;
- In the lower level (-2 level) you can find issues for years dating back 5 years or more.

In the first floor, there is a photocopy machine that you can use. Please ask our Administrative staff for the "code" you will need.

The Department maintains an extensive number of databases. You can find more information on them and how to access them at:
http://www.business.uc3m.es/en/recursos

Some of these databases can be accessed locally through the computers located in room 6.0.12

## Learning the Language

Spanish language courses are available in both semesters and for different levels. Courses are organized by the Language Centre of the University (Centro de Idiomas, http://www.uc3m.es/portal/page/portal/centro_idiomas_fernando_lazaro_carreter).
Students are allocated into groups following an online test and oral communication in order to specify the appropriate level of entry. Classes start at the beginning of each semester and are usually scheduled during lunch time, in order to accommodate teaching schedules. Special prices are available for any person affiliated with the University.

## Department's Staff

Our Administrative Staff is formed by:
- Marié Gómez (megomez@pa.uc3m.es) Extension 8406 – Room 6.0.27
- Begoña García (bgarcia@pa.uc3m.es) Extension 9891 – Room 6.0.28
- Estela Martinez (emgarrid@pa.uc3m.es) Extension 9610 – Room 7.0.16
- Raquel Marín Vazquez (ramarinv@pa.uc3m.es) Extension 9608– Room 6.0.27
- Raquel Cubero Hernández (rcubero@pa.uc3m.es) Extension 8980- Room 6.0.29
- Pablo Dopico Fernandez (pdopico@pa.uc3m.es) Extension 5746- Room 7.0.16

- Juan Antonio Jiménez Fernandez (jajferna@pa.uc3m.es) Extension 8427- Room 7.0.16

You can find information about the administrative structure of the Department at:
http://www.business.uc3m.es/en/estructuradepartamental

**Other Useful links:**

General information for incoming international faculty:

http://www.uc3m.es/portal/page/portal/international/faculty

http://www.uc3m.es/portal/page/portal/international/students/general_information_int ernational_students

Sports at Carlos III (in Spanish):

http://www.uc3m.es/portal/page/portal/cultura_y_deporte/deporte/centros_deportivos /getafe

http://www.uc3m.es/portal/page/portal/cultura_y_deporte/deporte/actividades_getafe