Bachelor in Business Administration and Management, Mention Creation and Business Management, Entrepreneurial Itinerary. Center attached to the University of Valencia.
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1. EDEM APPROACH AND ACADEMIC INFORMATION
1.1 EDEM APPROACH

1.1.1 Academic Model

Tutorial System
- Personal – Academic: The number of students is limited to 50, enabling us to create individualized tutorial action plans for each student, with a professional coach to help you reach your academic objectives and personal goals.
- Professional – Entrepreneur: During the degree you will follow an entrepreneurial track, working on your project during these modules. Professionals from the Lanzadera business incubator will mentor your project, setting your goals to help you launch your project successfully and sustainably.

Practical Approach
- Teachers: Training will be given by company executives and managers with wide professional and personal experience, who will pass on their insights and insider knowledge in the EDEM classroom.
- Company visits: We organize monthly visits to companies where you can experience first-hand the practical application of the content from the different modules.
- Internships: Right from the first year you will get hands-on business experience, and will complete internships each year, which will give you a full year of professional experience on graduation.

Become a Global Citizen
- Teaching in English: We believe that the entrepreneurs of today should be global citizens, and this requires an excellent command of English. At EDEM you will achieve this goal thanks to our progressive system of instruction in English, in which English modules are gradually incorporated over the course: a total of 50% of the degree is in English.
- International Experience: Visiting other countries and cultures is a way to learn and grow on your entrepreneurial journey. At EDEM you will be able to study at other universities to share experiences and meet other young people who share your entrepreneurial interests; in the same way welcoming international students to Valencia enhances diversity in our classrooms.
- International Internships: We also offer the opportunity of internships in international companies outside Spain, to gain first-hand experience of business in other countries.

Training on values and attitudes
EDEM promotes values transversally, in all activities, because we believe these attitudes are fundamental to personal and professional success; we focus on instilling values such as hard work, teamwork, leadership and personal and business ethics.

1.1.2 Skills Diploma

This is an additional diploma offered by EDEM during the four year BBA in Entrepreneurship, which is made up of different workshops taught in small groups. The aim is to encourage the development of personal and entrepreneurial skills in our students.

Self-Knowledgement Workshop
Today it is clear that to achieve professional success in a sustained way a series of qualities are necessary that go beyond just knowledge and experience. Being aware of our emotions and those of others, developing interpersonal skills, and having a series of personal qualities are crucial to achieving extraordinary results in our lives.

Time Management Workshop
The aim of this workshop is to improve performance and personal organization through proper planning; by setting objectives and goals. Insufficient planning or prioritization means that tasks accumulate, causing stress and making it difficult to balance your personal and professional life.

Communication and Public Speaking Workshop
This workshop is specially designed to help discover our needs and objectives as future entrepreneurs; and to explore concepts of effective communication in all its forms (verbal, nonverbal and written), with special focus on strengthening our natural ability to create a network of useful future relationships.

Creativity Workshop
For an entrepreneur, creativity is the key to the ideas he generates, as he must be able to recognize opportunities where others do not. For this it is important to develop a critical spirit and continually question the status quo. This workshop will help you develop creative strategies that you can apply to your daily life in order to turn your ideas into realities.
Sales Techniques Workshop
Making sales is the greatest and hardest challenge any business faces, as it is an area that requires effort and dedication from entrepreneurs. This workshop will teach you commercial skills, and to understand the different stages of the sales cycle so that you are successful with your future clients.

Conflict Resolution and Negotiation Workshop
The workshop is aimed at developing students’ negotiating skills by identifying their strengths and weaknesses, practicing these skills in a positive learning environment, and identifying situations that need resolution, applying win-win solutions for all those involved.

Leadership Workshop
To be able to lead a company successfully and achieve top performance, and highly motivated workers, being a good leader is essential. That is, administrating a company well does not suffice; it is essential to know how to motivate the people forming part of it too. This workshop will help students improve their leadership skills, key to the starts of their business projects.

1.1.3 Talks by Entrepreneurs and Executives
With the objective of bringing students to the reality of work in EDEM organize periodic conferences of entrepreneurs and professionals. In these meetings, speakers move their experiences for our students to have a reference of the business environment in which they live and learn from the experiences of great professionals, which undoubtedly will help them grow in their personal and professional path.

After obtaining a degree in Industrial Engineering from Universidad Politécnica de Valencia, he joined the renewables sector (photovoltaics) in 2004. In 2006 he was appointed technical director of large installations. He has developed, designed and overseen the construction of several photovoltaic installations on land including the world’s largest, with a capacity of 60MW.

Since 2013 he has coordinated the engineering and internationalization department of Nonwatio, a new company in the group. In his presentation Manuel stresses the importance of patience and hard work when pursuing objectives, and uses examples to illustrate the application of engineering studies to real life.

1.1.4 Internships

Objective
The mission of our internships is to:
• Complete students’ theoretical training by placing them in a company to bring them closer to their future professional reality, by giving them a realistic view of the problems that arise in the day-to-day running of a business.
• Give them the opportunity to contribute through work towards financing their studies. Our students receive financial assistance from EDEM and other participating entities in return for their work during internships.

On graduation, students will have completed almost a year’s professional experience through their internships, a standout feature of the BBA in Entrepreneurship.

Internship periods
On the BBA students will undertake:
• Summer Internships: two-month internships taking place between June and August in each of the first three years of the degree.
• Semester Internships: internships completed as part of the curriculum, taking place during the spring semester of the fourth year of the degree.

Internship details
Our internships give students the opportunity to apply the skills and knowledge gained during the course:
• Skills: teamwork, communication, effort, humility, interest in learning and improving, looking for enterprising opportunities.
• Knowledge: how a real company operates, its organizational and operational structure.

For the first 2 years students will carry out two-month internships in business or social organizations which will provide them with direct contact with clients and other interest groups.

Specialized internships: During the final two years internships will take place in specific departments where students will develop the professional skills they have acquired on the course.

ASSIGNMENT
EDEM will decide which company is assigned to each student for their internship, following a personalized approach using company profiles, and regular tutorials with the students during the course, aimed at evaluating their preferences to find the placement that best fits their needs and goals.
**Intership Companies**

Here is a list of some of the companies in which students completed internships:

- Access
- Aftershare
- Antonia Magdaleno Abogados
- Alanda Management Services
- Alasia Investments
- Asociación Valenciana de Empresarios
- Autoridad Portuaria de Valencia
- Bankia
- Boluda Corporación Marítima
- Cajas Rurales Unidas – Cajamar
- Colebega (Coca-cola)
- Comercial Marpa
- Digipen Institute of Technology
- Dimarosa
- Donpawanco
- Edem, Escuela de Empresarios
- Embajada de España en Londres
- Exportaciones Aranda
- Fundación Instituto Valenciano de Oncología (IVO)
  - Fundación Valencia, C.F.
  - Grupo Conzeta
  - Grupo Gimeno
  - Grupo Porcelonosa
  - Grupo Palma
  - Grupo Siro
  - Hotel Caribe
  - IDOM
  - Importaco
  - Inturcosa
  - Itene
  - Jowat
  - KG Adventure
  - La Española
  - Lanzadera
  - Llanera
  - Logifruit
  - Manufacturas Artesa
  - Mapfre
  - Martínez Lorient
  - Mercadona
  - Notaría de Denia
  - Pamesa Cerámica
  - Persan
  - Prisma asesores y consultores
  - Registro Mercantil
  - Sancho Fruits Sarl
  - Salinas del Odiel
  - Secopsa
  - SH Hoteles
  - TMD Friction Spain
  - Unoiiuno
  - Verdifresh
  - Vossloh

### 1.1.5 Develop your entrepreneurial project

At EDEM we want to nurture your career as an entrepreneur or intrapreneur, so you’ll start work on your project or business idea right from the first year, in two ways:

- An entrepreneurial track where you will work on your entrepreneurial projects, applying the knowledge learnt in class with the support of the teaching staff.
- Mentoring by the business incubator scheme Lanzadera: a team of professionals who will advise you on the development of your project and set you goals to get your idea off the ground and convert it into a sustainable company.

With your final year undergraduate project you will complete your entrepreneurial project and if your idea is viable you can count on EDEM’s technical and financial support to make it a reality.
1.2 Academic Information

1.2.1 Details

- **Degree Title:** BBA in Entrepreneurship
- **Specialization:** Business Management and Creation
- **Track:** Entrepreneurship
- **Branch of Knowledge:** Law and Social Sciences
- **Taught at:** EDEM University Center, affiliated to the Universitat de València Estudi General (University of Valencia General Studies)
- **Career prospects:** The objective of the BBA in Entrepreneurship, Specialization in Business Management and Creation with an Entrepreneurial Track, is to prepare graduates with entrepreneurial and intrapreneurial vocations to adapt to a society and a labor market in constant flux, in order to develop viable and sustainable entrepreneurial projects, creating employment and prosperity, and therefore contributing to the economic and social development of our society.

1.2.2 Credit distribution

- **Total credits on the degree:** 240 ECTS
- **Core subjects:** 60 ECTS
- **Compulsory subjects:** 102 ECTS
- **Optional subjects:** 48 ECTS
- **Semester internships:** 24 ECTS
- **Summer internships:** 2 months each year
- **Final year undergraduate project:** 6 ECTS

1.2.3 Characteristics

- **Study type:** Face-to-face teaching
- **Duration:** 4 years
- **1st year intake:** 50 places
- **Career prospects:** Business creator / entrepreneur, business manager, chief commercial officer, sales manager, head of accounts, production manager, human resources manager, chief financial officer.
- **Languages of instruction:** Spanish, Valencian, English
- **Minimum required credits per student:**
  - 60 ECTS (full time)
  - 30 ECTS (part time)

1.2.4 Management

- **ELENA FERNÁNDEZ**
  Degree Program Director
- **CARLOS PERAITA**
  Director of the Affiliated Centre of the Universitat de València
- **ESTÍVALIZ LOZANO**
  Head of Studies. Degree in Engineering and Business Management
- **MARTA COSCOLLAR**
  DREE Coordinator (Departamento de Relaciones con Empresas y Empleabilidad)
- **HELENA BOUZA**
  Internship Coordinator
Graduates of the BBA in Entrepreneurship will be able to lead the creation of new entrepreneurial projects and/or new business in existing companies. These skills are acquired through the methodology of “learning by doing” and through collaborative teamwork. This degree is designed for people with a clear business vision, team spirit and an entrepreneurial vocation.

Core Competencies

• CB1 – Students have demonstrated knowledge and understanding in a field of study that builds upon general secondary education, and have typically reached a level which, although relying on advanced textbooks, also requires knowledge of the forefront of their field of study.
• CB2 – Students are able to apply their knowledge to their work or vocation professionally and possess competencies typically demonstrated through devising and sustaining arguments and solving problems within their field of study.
• CB3 – Students have the ability to gather and interpret relevant data (normally within their field of study) in order to form judgments which involve reflecting on relevant social, scientific or ethical issues.
• CB4 – Students can communicate information, ideas, problems and solutions to both specialist and non-specialist audiences.
• CB5 – Students have developed the skills necessary to undertake further study with a high degree of autonomy.

Generals Competencies

• GI.1 – Ability to analyze and summarize
• GI.2 – Ability to organize and plan.
• GI.3 – Good oral and written communication skills in native language.
• GI.4 – Ability to use English for business.
• GI.5 – Ability to use ICT in the learning environment.
• GI.6 – Ability to research and analyze information from a wide range of sources.
• GI.7 – Problem-solving ability.
• GI.8 – Decision-making ability
• GI.9 – Ability to negotiate and reconcile conflicting interests effectively.
• GI.10 – Ability to convey and communicate complex ideas and proposals to both specialist and non-specialist audiences.
• GI.11 – Ability to apply economic principles to diagnose and resolve social problems, such as immigration, discrimination, and others which can affect society and the market.
• GP1 – Teamwork ability.
• GP2 – Interpersonal skills.

Specific Competencies

The competencies acquired by students during this degree can be grouped into three categories: learning, leadership and entrepreneurship. Five competencies in each category are developed during the degree.
• EA.4 – The know-how to make strategic assessments in complex and uncertain situations, using the appropriate methodology to resolve them.
• EA.5 – Decision-making ability in stable, as well as less certain situations.
• EA.6 – Ability to apply analytic and mathematical methods to analyze economic and business problems.
• EA.7 – Knowledge of the techniques, methods and basic instruments of individual behavior analysis.
• EA.8 – Ability to define, solve and present complex problems systematically.
• EA.9 – Ability to connect the different factors that interact in decision making.
• EA.10 – Ability to communicate using formal writing, graphs, and symbols.
• EA.11 – Ability to draw up, interpret and analyze an organization’s financial statements effectively, and to understand the implications for other decisions and business areas.
• EA.12 – The know-how to identify, measure and evaluate business costs in order to design and introduce cost allocation models and methods.
• EA.13 – Ability to apply and implement continual improvement processes in all areas of organizations.
• EA.14 – Ability to set up a system of business management indicators.
• EA.20 – Understand the legal regulations and procedures of trade associations.
• EA.22 – Be familiar with the most common legal entities.
and institutions in the business sphere.
• EA.26- Understand the impact of economic, political, legal, socio-cultural, technological, and environmental factors on business activity.
• EA.27 Understand the basics of employment law.
• EA.29-Know-how to propose goals and strategies at different company levels, as well as how to evaluate the implications and requirements to implement them.
• EA.30-Ability to plan, organize, control and assess business strategy implementation.
• EA.31-Understand and evaluate the characteristics and utility of different corporate and competitive business strategies.
• EA.32-Understand the why and how of companies and how they operate, as well as their systemic nature and the processes and implications linked to their development and growth.
• EA.35-Understand what defines an entrepreneur, and be able to draw up effective business plans, establishing the necessary conditions to implement them.
• EA.36-R ecognize the key factors of business competitiveness and the sustainability of economic activity.
• EA.37-Ability to establish innovation management strategies and policies, applying the correct techniques, models and tools.
• EA.38-Be able to design human resources strategies in line with the needs of the company and the business environment, and to implement them effectively.
• EA.40-Be aware of the functions, techniques, models and tools of human resources management, and be able to apply them correctly.
• EA.41-K now the characteristics of the different systems of production and service delivery and manage them effectively and efficiently in close relationship to other areas of the company and the business environment.
• EA.43-Ability to apply a common assessment model to analyze financial operations such as investment and financing.
• EA.44-Ability to estimate the parameters that define productive investment and understand the different methods of valuing investment.
• EA.48-Be familiar with different dividend policies and their effect on company value.
• EA.49-K now different financial instruments and be able to determine a company’s debt policy.
• EA.51-Be familiar with financial issues in specific contexts (family businesses, SMEs...).
• EA.63-Ability to design products and services from a consumer needs perspective.
• EA.64- Ability to analyze and make decisions on product or service portfolios and their part in value creation.
• EA.66-Know the functions, relations, agents and main issues in commercial distribution and the principal aspects of point of sale and channel design.
• EA.67-Be able to design a marketing plan at both strategic and operative level.
• EA.69-Understand the role and main instruments of marketing communication.
• EA.72-A ppreciate the historical role of agents and institutions in economic, social and environmental activity.
• EA.77-Understand the repercussions of EU policies on the business sphere.
• EA.84-Understand the main characteristics of growth in Spain and the Valencian region: growth factors, imbalances and macro- and microeconomic policies.
• EA.85-Understand the features of the Valencian economy within the context of Spain.
• EA.92-Be able to identify and distinguish family, property and management systems in family businesses.
• EA.93-H ave an oral and written command of English applicable to international business and the economy.
BBA IN ENTREPRENEURSHIP

# 2. CURRICULUM

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# BBA in Entrepreneurship

## 2. Curriculum

### 2.1 First Year

#### Semester 1

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## 2.2 Second year

### Semester 1

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**Marketing**
- **Type:** Compulsory
- **Block:** CLIENT
- **Language:** English
- **Location:** Room 111
- **Faculty:** Eduardo Fons
- **Exams:** 1st round 27/05/2020, 2nd round 30/06/2020

**Cost Accounting**
- **Type:** Compulsory
- **Block:** VALUE CHAIN
- **Language:** Spanish
- **Location:** Room 111
- **Faculty:** José Berbel
- **Exams:** 1st round 16/12/2019, 2nd round 29/06/2020

**International Business Management**
- **Type:** Compulsory
- **Block:** RESEARCHING AND GENERATING IDEAS
- **Language:** English
- **Location:** Room 102
- **Faculty:** Alexandre Perrin
- **Exams:** 1st round 09/01/2020, 2nd round 29/04/2020

### ANNUALES

**Subject**

**Cost Accounting**
- **Type:** Compulsory
- **Block:** VALUE CHAIN
- **Language:** Spanish
- **Location:** Room 111
- **Faculty:** José Antonio Moreno
- **Exams:** 1st round 05/09/2019, 2nd round 03/07/2020

**Strategic Business Management**
- **Type:** Compulsory
- **Block:** CLIENT
- **Language:** Spanish
- **Location:** Room 111
- **Faculty:** José Antonio Moreno
- **Exams:** 1st round 05/09/2019, 2nd round 16/05/2020

### 2.3 Third year

**SEMESTER 1**

**Subject**

**International Business Management**
- **Type:** Compulsory
- **Block:** RESEARCHING AND GENERATING IDEAS
- **Language:** English
- **Location:** Room 102
- **Faculty:** Alexandre Perrin
- **Exams:** 1st round 09/01/2020, 2nd round 29/04/2020
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- **Block**: RESEARCHING AND GENERATING IDEAS
- **Credits**: 6 ECTS
- **Syllabus**: Download
- **Language**: Spanish
- **Location**: Room 102
- **Faculty**: Mónica Maldonado
- **Information about the class**: Start: 20/01/2020, End: 16/05/2020
- **Exams**: 1st round 25/05/2020, 2nd round 03/07/2020

### Subject: Operational Quality and Excellence
- **Type**: Optativo
- **Block**: VALUE CHAIN
- **Credits**: 3 ECTS
- **Syllabus**: Download
- **Language**: English
- **Location**: Room 102
- **Faculty**: Juana Ferrús
- **Information about the class**: Start: 20/01/2020, End: 16/05/2020
- **Exams**: 1st round 18/05/2020, 2nd round 30/06/2020

### 2.4 Fourth year

### Semester 1

### Subject: Family Business Management
- **Type**: Optativo
- **Block**: CAPITAL
- **Credits**: 4.5 ECTS
- **Syllabus**: Download
- **Language**: Spanish
- **Location**: Room 108
- **Faculty**: Álvaro Tomás
- **Information about the class**: Start: 05/09/2019, End: 21/12/2019
- **Exams**: 1st round 09/01/2020, 2nd round 24/04/2020
### Business information and analysis systems

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- **Syllabus**: [Download](#)
- **Language**: English
- **Schedule**: [Download](#)
- **Location**: Room 108
- **Faculty**: Juan Alegre
- **Information about the class**: Start: 05/09/2019
  
End: 21/12/2019
- **Exams**: 1st round 20/01/2020
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### Production and Operation Management

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- **Block**: PROVEEDOR
- **Syllabus**: [Download](#)
- **Language**: English
- **Schedule**: [Download](#)
- **Location**: Room 108
- **Faculty**: Lluís Roca
- **Information about the class**: Start: 05/09/2019
  
End: 21/12/2019
- **Exams**: 1st round 11/01/2020
  2nd round 23/04/2020

### Business Plan

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- **Syllabus**: [Download](#)
- **Language**: Spanish
- **Schedule**: [Download](#)
- **Location**: Room 108
- **Faculty**: Jorge Alonso
- **Information about the class**: Start: 05/09/2019
  
End: 21/12/2019
- **Exams**: 1st round 15/01/2020
  2nd round 29/04/2020

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- **Syllabus**: [Download](#)
- **Language**: English
- **Schedule**: [Download](#)
- **Location**: Room 108
- **Faculty**: Pau Klein
- **Information about the class**: Start: 05/09/2019
  
End: 21/12/2019
- **Exams**: 1st round 17/01/2020
  2nd round 22/04/2020
### Subject: Creativity and Innovation

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### Semester 2

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### Subject: Trabajo Fin de Grado

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### 2.5 Publishing

**BOE:**
Publication del CURRICULUM de graduado/a en Administración y Dirección de Empresas (Spanish)

**DOCV:**
Publication del CURRICULUM de graduado/a en Administración y Dirección de Empresas por la Universitat de València (Spanish)

**Registro de Universidades, Centros y Títulos (RUCT):**
Graduado o Graduada en Administración y Dirección de Empresas por la Universitat de València (Spanish)
3. ACADEMIC CALENDAR
**International Students:**

**1st Year Students:**
Welcome week: September 3, 4, 5 and 6. Start classes:
Group A: September 6
Group B: September 5.

**2nd, 3rd and 4th Year Students:**
Welcome day: September 9. Classes start: September 9

**Legend:**
- Welcome day
- 1st semester
- 2nd semester
- Exams (1st call)
- Exams (2nd call)
- Holidays / Vacations
- Internships
BBA IN ENTREPRENEURSHIP

4. REGULATIONS

4.1 | Continuance Policy for EDEM students
4.2 | Rules of Procedure of the University Centre EDEM
4.3 | Regime of Sanctions of University Centre EDEM
4.4 | Regulation of the Undergraduate Project
4.5 | Grading Policies and Regulations of University Centre EDEM
4.6 | Credit Transfer and Recognition
4.7 | International Relations Regulations of the EDEM University Center
4. Regulations

The following is a list of edem regulation for enrolled students in official degree programs:

- Continuance Policy for EDEM students
- Rules of Procedure of the University Centre EDEM
- Regime of Sanctions of University Centre EDEM
- Regulation of the Undergraduate Project
- Internship Regulations
- Grading Policies and Regulations of University Centre EDEM
- Credit Transfer and Recognition
- International Relations Regulations of the EDEM University Center
5. GOVERNMENT BOARD

5.1 Government Board EDEM University Center

ELENA FERNÁNDEZ
Degree Program Director

CARLOS PERAITA
Delegate of the Chancellor of the Universitat de València

JOSÉ LUIS MARTÍNEZ
Delegate of the Chancellor of the Universitat Politècnica de València

ESTÍVALIZ LOZANO
Head of Studies of the degree in Engineering and Business Management

LUZ GUERRERO
Administration and Services Personnel Representative

MIGUEL SAFONT
Head of Quality of CU EDEM

5.2 Academic Coordination Commission of EDEM University Center

The ACC is the body that ensures the correct organization and academic coordination of the Degree BBA in Entrepreneurship, as well as the resolution of any eventuality that may occur in regard to it.

The ACC will coordinate the required commissions for the coordination of the Title to be operative. Within these commissions, the Teaching Commission is highlighted as the body responsible for the correct coordination of the educational programming which is formed by both the professors from the BBA in Entrepreneurship together with faculty advisors from Universitat de València.
5.3 Quality Committee EDEM University Center

The QC is the body that ensures the scheduling, deployment and monitoring of the System of Internal Quality Assurance (henceforth SIQA) which is formally recorded in writing and published in the Quality Manual of the Institution.

5.4 Scholarship and Financing Committee of EDEM University Center

The Scholarship and Financing Committee of EDEM University Center is the body in charge of scholarship allocation and funding provision for EDEM University Center students.

5.5 Internship Committee EDEM University Center

The Internship Committee is the body in charge of assigning the students companies for their internships. All EDEM students will carry out an internship each year during the Degree.
6. ADMISSION AND ENROLLMENT
6. Admission and Enrollment

6.1 Candidate Profile
This degree is aimed at young entrepreneurs with a business vocation who wish to receive training for leading the creation of the companies of the future. We are looking for responsible, committed people who are resourceful and have a high capacity for hard work, are motivated by teamwork and are able to work in environments where problem solving and decision making is necessary. People who want to set up their own business projects or develop new lines of business within existing companies.

6.2 Entry Requirements
Admission to the degree is based on holding one of the following:

• High school diploma and successful completion of the university access exams (PAU).
• Certified to advanced technician level (vocational training) in Art and Design, Sports or equivalent.
• Access for the over 25, 40 or 45s.
• University degree.
• High school diplomas issued in the EU or other countries that have a mutual agreement with Spain, with access accrediting document issued by the National Distance Education University (UNED).
• Non-EU studies officially recognized as equivalent to a high school diploma and the PAU entrance exams successfully passed.

6.3 Procedures to follow

Step 1: Fill out the following registration form
The first step in the admission process is to fill out the online registration form, available year round. You will now be in the system and we will contact you to make an appointment to take the entrance exams.

Step 2: Take the entrance exams and submit the required documents for admission
The training objectives of the EDEM University Center, together with the limited number of places, mean that the admission process is based on candidates’ aptitudes and attitudes, and their potential to advance during the four year degree course.

The entrance exams are in two stages:
First stage: written tests and group dynamics.
Second stage: personal interview.

Please bring the following documents with you to the first stage of tests:
• Photocopy of NIE (identification number for foreign citizens)
• Original passport-sized photo
• Photocopy of high school transcripts
• Photocopy of any other certificates or diplomas earned (languages, courses, activities)

Candidates successfully passing the admission process will be notified by the EDEM University Center of admission to the degree for the following academic year. Admission is conditional on passing the university entrance exams (PAU) or equivalent.

Step 3: Submit the application for pre-registration for university studies (Solicitud de Preinscripción de Estudios Universitarios)
When you have passed the university entrance exams or equivalent, before enrolling onto the degree at EDEM, you need to complete the pre-registration form (Solicitud de Preinscripción de Estudios Universitarios). The Valencian public universities and their affiliated institutions coordinate the pre-registration process in conjunction, therefore each student need only submit one application to the Valencian University system.

Registration period
There will be only one registration period, which will be finalized with the allocation of course places on July, but has different submission deadlines according to each student's circumstances, specified here:

Procedures:
1. Students may apply online, using the form on the website of the Ministry of Education: www.preinscripcion.gva.es. This can be carried out from any internet-enabled computer with a printer to print out the application form.
2. The printed out application form, signed by the student, should be submitted to the EDEM University Center with the following documents.

PLEASE NOTE: The advance registration process will be successfully completed only if you have submitted the application, together with the corresponding documents, to the EDEM University Center within the set period. Please retain a copy of the application as proof.

It is only possible to submit one advance registration form. Submitting more than one application will invalidate all of them.
Step 4: Enrollment

- Enrollment is a formal and obligatory procedure needed in order to study at the university and is processed by the EDEM University Center’s Secretary’s Office. We will make an appointment with you to finalize the enrollment process once we have received your pre-registration form. (Solicitud de Preinscripción de Estudios Universitarios).
- Enrollment is processed at EDEM University Center by staff at the Secretary’s Office who will issue a certified document with the enrollment details, to which the student agrees by validating this information.
- Enrollment is effective and definitive from the moment the enrollment fees are paid.
- The course is full time, requiring students to take at least 60 credits per year.

Documents to submit
Recognition of credits
7. FEES

The cost of the BBA is €7,400 per year, structured as follows:

The first three courses:
- €900 per year provided by the sponsoring companies in which students carry out their internships.
- €6,500 per year to be paid by the student, divided into 9 monthly payments of €650 plus an initial €650 enrolment fee.

The annual cost of the fourth academic year will be structured as follows:
- €2,500 will be provided by the collaborating companies in which the students complete their internships.
- €4,900 will be paid by the student: €650 for enrolment, and 6 monthly payments of €650 and 1 monthly payment of €350.

In the case of enrolling for the second time in a subject, the cost of the same will be increased by 30% of the private price.

7.1 SCHOLARSHIPS AND FINANCIAL AID

The EDEM Foundation, in accord with its philosophy that economic resources should not be an impediment for students who are “excited about learning and anxious to work,” has several formulas so that these young people do not see their dreams thwarted by the cost of enrolment. The student will bring his best efforts, a good attitude and his talent, while EDEM provides the training and resources necessary.

Those interested in applying for any of our financial aid options must follow these steps:
1. Complete the Online Application Form and select the option for scholarships and/or funding.
2. Pass the program admission process.
3. Submit a copy of the following documents to document his financial situation:
   - Parents’ tax returns from the last two years.
   - Documentation of family unit income (parents, siblings and relatives making up the student’s household):
     - 3 last pay slips, if working in another’s employ.
   - Unemployment: certification of receiving unemployment benefits or subsidies.
   - Other income: proof of any other income received by the family unit.
     - Large family: supporting document.
     - Disabled persons in charge of the family unit: supporting document.
     - Previous scholarships: if the student has received a scholarship in secondary school or a CIPFP (Integrated Public Vocational Training Centre), a supporting document.
     - Additional information: During the scholarship assignment process the EDEM may request other documentation it deems necessary to assess the applicant’s economic situation, and to verify the documentation submitted.

7.1.1 Types of scholarships:

1. Excellence-based scholarships

We want to reward brilliant students by recognising their academic records and aptitudes. Any student can apply for this scholarship. The full cost of the Degree will be covered, except for the part borne by the company where he will do his extracurricular and/or curricular internship work. These scholarships are based on five major criteria:
1. Secondary school academic record.
2. Achievement of the Matrícula de Honor, or an equivalent academic distinction, at the secondary level.
3. Accredited foreign language skills.
4. Being an elite athlete, or having completed a Grado Medio, or an equivalent intermediate-level qualification, in Music studies.
5. Other merits that will be evaluated by the Scholarship Committee.

This is a category featuring a limited number of scholarships. The Scholarships Committee will be responsible for evaluating each application in accordance with the
applicable criteria. Excellence-based scholarships will be renewed annually, provided that a series of requisites are met, primarily relative to academic results. The Scholarship Committee will specify the requisites that each student must meet.

2. Talent-based scholarships
The partial or total cost of the Degree will be covered, contingent on the evaluation of the Scholarship Committee, based on 4 major criteria governing their assignment:
1. Talent: we assess the attitude, proactivity and entrepreneurial experience of the candidates.
2. Values: such as a dedication to effort, humility, commitment and responsibility.
3. Academic record: ESO (Obligatory Secondary Education) or Baccalaureate grades.
4. Economic resources: we analyse the student's household situation, income level and dependents, unemployed family members, large families, those with disabled people financially supported by the family unit, and those who have received scholarships at their previous schools.

As such, the number of scholarships is not limited or fixed. These scholarships will be renewed on an annual basis, and the EDEM Foundation's Board of Trustees reserves the right to issue and renew them.

7.1.2 Funding
EDEM offers students who need it the opportunity to finance their studies. The EDEM Foundation covers the cost of enrolment (totally or partially), and the student agrees to pay it back once commencing his business or professional activity. This model allows students to complete their studies and pay for them with some degree of flexibility, once they begin to generate income.

The financial aid according to this formula is not limited, but each application will be analysed on an individual basis, and a repayment schedule agreement will be reached with EDEM.

The funding may be renewed on an annual basis and the EDEM Foundation reserves the right to renew or withhold funds each year.

7.1.3 Applications
Those interested in applying for any of our financial aid options must first pass the Admission Process for one of our Degree programmes, and fill out the application, previously issued by EDEM, indicating what scholarship they are applying for, and attaching the documentation requested.

Documentation you should submit if you choose the “talent-based scholarships” and / or “funding”:
- Parents’ tax returns from the last two years.
- Documentation of family-unit income (parents, siblings and relatives making up the student’s household):
  - 3 last payslips, if they are employees.
  - Unemployment: certification of receiving unemployment benefits or subsidies.
  - Other income: proof of any other income received by the family unit.
- Large family: accrediting document.
- Disabled persons financially supported by the family unit: accrediting document.
- Previous scholarships: if the student has received a scholarship at the secondary school or CIPFP (Integrated Public Vocational Training Centre), a document certifying this.
- Additional information: During the scholarship assignment process EDEM may request other documentation it deems necessary to assess the applicant’s economic situation, and to verify the documentation submitted.

Documentation you should submit if you choose the “excellence-based scholarships”:
- Secondary school academic record.
- Matrícula de Honor, or an equivalent academic distinction, at the secondary level.
- Accredited foreign language skills.
- Being an elite athlete, or having completed a Grado Medio, or an equivalent intermediate-level qualification, in Music studies.
- Other merits, which will be evaluated by the Scholarship Committee. These may include, for example, participation in Academic Olympics, work with foundations or NGOs, and professional or entrepreneurial experience.
BBA IN ENTREPRENEURSHIP

8. QUALITY

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8.1 Internal Assurance System

DESCRIPTION.
At EDEM we work on the premise that “if you don’t measure it you can’t improve it”, making it of vital importance to have a well-designed and implemented internal quality assurance system. This series of procedures provides us with the indicators and relevant information necessary to carry out an on-going process of improvement, which enables us to obtain excellence in all aspects of our degree programs in the European Higher Education Area.

Our internal quality assurance system (SGIC) aims to meet the quality standards set out in Royal Decree 1393/2007, amended by Royal Decree 861/2010, in which three processes must be followed: verification (approval of the curriculum design of new programs) monitoring (checking that the degree has been implemented correctly according to proposal) and accreditation (confirmation that the approved degree has been developed in a satisfactory way).

The Quality Committee of this degree course, made up of representatives of all the stakeholders in the program, is responsible for ensuring that the SGIC is fit for purpose and complies with standards.

DEVELOPMENT.
As an affiliate of the University of Valencia and in accordance with point nine of the VERIFICA course approval Program, EDEM has adopted this university’s internal quality assurance system, certified by the National Council for Quality and Accreditation (ANECA). Our SGIC is organized into the following seven areas:

1.- Training program.
Objective: To improve quality in all aspects related to the degree program, such as the fitness for purpose of the curriculum, and the competencies that graduates will acquire.
Procedure:
• PF1 Procedure for review of competencies.

2.- Teaching Organization.
Objective: To assure the quality of the most important processes related to teaching organization, in academic programming and delivery, as well as in student recruitment, selection, enrollment and admission.
Procedures:
• OE1 Procedure for organization of teaching activity.
• OE2 Procedure for student selection, enrollment and admission.
• OE3 Procedure for academic programming.
• OE4 Procedure for student recruitment.

3.- Human Resources.
Objective: To improve the quality of the faculty, ensuring that the selection, training, assessment and appraisal procedures guarantee that teaching staff fulfill their assigned roles.
Procedures:
• RH1 Procedure for recruiting and hiring faculty (PDI).
• RH2 Procedure for faculty evaluation.
• RH3 Procedure for faculty training.

4.- Material Resources and Services.
Objective: To efficiently manage teaching aids and services and to regularly and systematically apply continual improvement practices.
Procedure:
• RM1 Procedure for managing material resources.

5.- Teaching Development.
Objective: To standardize the way teaching practices are directed towards student learning, on the basis of adequate information to define their needs, thus ensuring they are developed effectively.
Procedure:
• DE1 Procedure for teaching-learning assessment.
• DE2 Procedure for summer internships.
• DE3 Procedure for student mobility.
• DE4 Procedure for student guidance.
• DE5 Procedure for career guidance.

6.- Results.
Objective: To measure and analyze process outcomes. Reports will be informed by the indicators and satisfaction surveys of the relevant interest groups, which provide the input for this appraisal, and guarantee decision-making based on objective and measurable data.
Procedure:
• RE1 Procedure for measuring satisfaction level of interest groups.
• RE2 Procedure for analyzing and measuring results.

7.- Quality Assurance System.
Objective: To guarantee that the internal quality assurance system procedures are implemented on the program.
Procedure:
• SG1 Procedure for public information.
• SG2 Procedure for incident management and review.
• SG3 Procedure for design and review of quality objectives and policies.
• SG4 Procedure for curricula recommendations and changes.
• SG5 Procedure for discontinuing curricula.

The continual improvement of procedures, and therefore of the degree program itself, is based on procedure monitoring and on review and evaluation reports from the Quality Committee, informed by measurable information that is provided by satisfaction surveys for each interest group, and by indicators. This information, which is public and accessible, can be found in the following sections.

QUALITY HANDBOOK.
The quality handbook contains all information on the management of the internal quality assurance system, including descriptions of the different procedures and the interaction between them. The quality handbook aims to:
• Provide information on the policies, procedures and objectives of the SIGC.
• Design and implement an efficient and effective quality assurance system.
• Provide the necessary information to ensure that the quality of degree programs is controlled.
• Train all staff implicated in the SIGC.

8.2 Quality Verification
• Verification report for all BBA programs of the University of Valencia.

This document is the verification report for the BBA program with all its specializations and tracks, offered by the University of Valencia and its affiliated centers.

• Verification report for the BBA Specialization in Business Management and Creation of the EDEM University Center.

This document is the verification report solely for the BBA Specialization in Business Management and Creation with an Entrepreneurial track, offered by the EDEM University Center.

• First amendment report
• Second amendment report
• Third amendment report
• Fourth amendment report
• Fifth amendment report
• Sixth amendment report
• Seventh amendment report
• Eighth amendment report

8.3 Monitoring and accreditation

Accreditation Renewal:
• AVAP report 2015.
• Resolution of the 2016 University Council.

8.4 Satisfaction Survey Results
• Survey of student satisfaction with teaching 2017-2018.
• Survey of student satisfaction with the degree 2017-2018.
• Survey of administrative and service staff (PAS) satisfaction with the degree 2017-2018.
• Survey of teaching staff (PDI) satisfaction with the degree 2017-2018.
• Graduate student satisfaction survey.

8.5 Quality System Indicators
• Quality System Indicators.

8.6 SGIC Reports
• Procedure for learning-teaching assessment.
• Extracurricular external internship procedure.
• Curricular external internship procedure.
• Procedure for academic and professional guidance.
• Student mobility procedure.
• PDI recruitment and selection procedure.
• PDI training procedure.
• Material resources managing procedure.
• Analysis of the indicators.
• Employer Satisfaction Survey Results
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