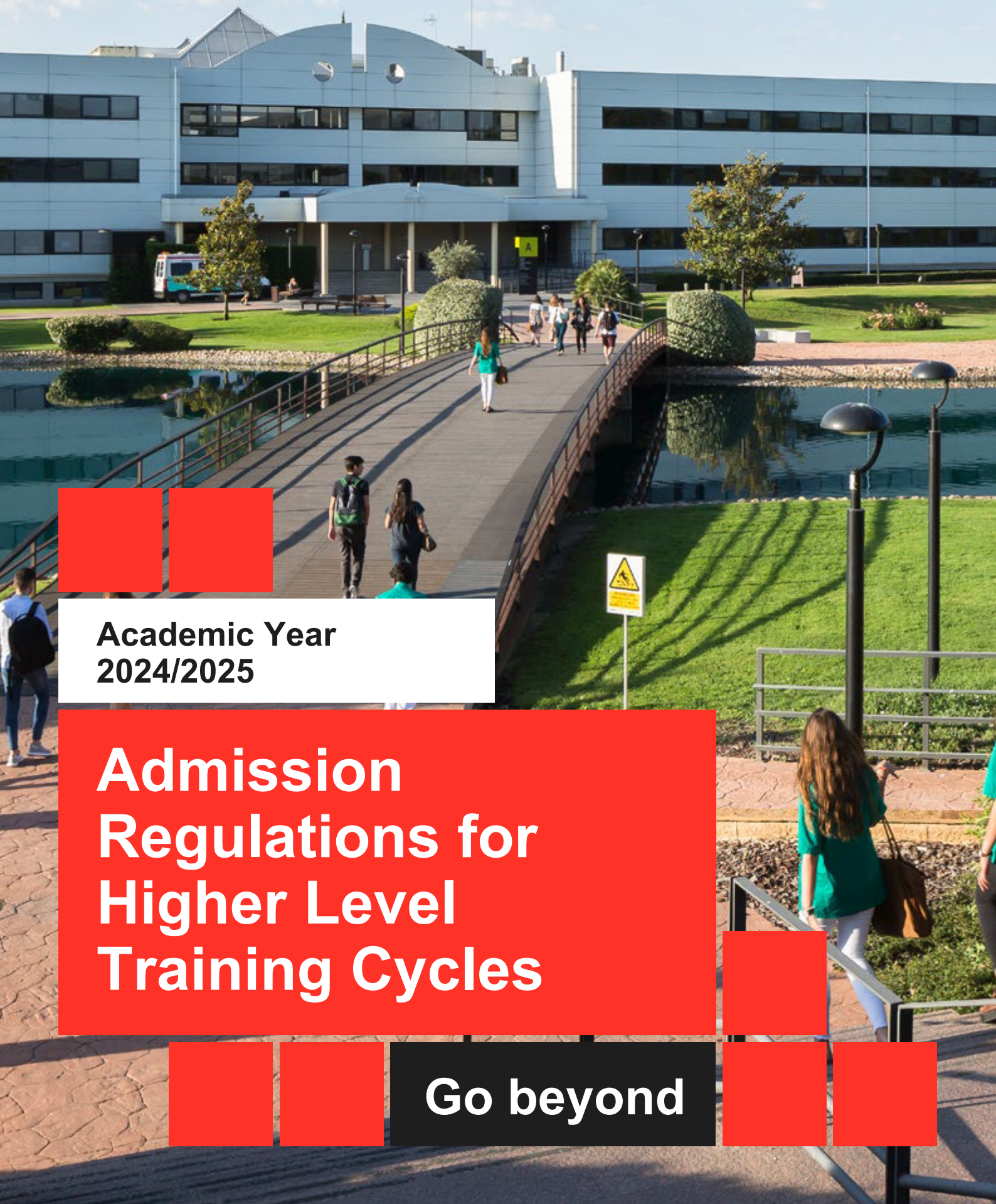


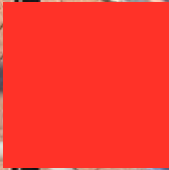


**Universidad  
Europea**  
CENTRO PROFESIONAL



**Academic Year  
2024/2025**

**Admission  
Regulations for  
Higher Level  
Training Cycles**



**Go beyond**





# Welcome to the Centro Profesional Europeo de Madrid

The Universidad Europea has launched an innovative concept, the Centro Profesional Europeo de Madrid, which was created with the aim of training the best skilled specialists to meet the demands of the labour market, thanks to the quality of teaching, the long-term ties with the professional environment and the innovative approach of its educational model.

With an eminently practical, training model, the Centro Profesional Europeo de Madrid is a benchmark for academic quality for Higher Level Training Cycles.

In addition to the specific knowledge of their degree, students at the Centro Profesional acquire the general skills required to succeed in the world of work. And all this under the umbrella of our skills development plan, which aims to develop across the board the skills that employers value in a skilled worker.

The Workplace Training Module in the most prestigious companies, the extracurricular activities, the Virtual Campus and the excellent facilities at the University Campus in Villaviciosa de Odón and the new University Campus in Alcobendas, conceived as a permanent meeting point between the academic world and the business world, allow students to carry out their course assignments during their academic training, facilitating their incorporation into the professional world.





# Villaviciosa de Odón Campus

All the necessary resources for your education in an international environment. The Villaviciosa de Odón campus is focused on academic excellence and offers a wide range of degrees geared towards students' professional development and skills. The Universidad Europea campus is the largest and most innovative in terms of facilities and preparation for the professional world. Our students have ample opportunity to gain real-world experience and skills from day one.

The Villaviciosa de Odón Campus offers a balance of academic, professional and personal life. The hall of residence can accommodate over 500 national and international students, while the 14,000 square metre sports facilities provide ample opportunity for recreation and exercise. The Dulce Chacón library is a well-equipped learning resource centre where students can study and complete their education in a pleasant and stimulating environment.

Access to the university at the Villaviciosa de Odón campus is straightforward. We have our own bus service from Moncloa to the campus. There are also regular bus lines that connect directly with the centre of Madrid (Príncipe Pío). If you have a car, we have a large private car park that is constantly monitored.





# Alcobendas Campus

An experiential Campus destined to become a leading-edge educational institution. It is designed to be a place where both the academic and business communities can come together and exchange ideas. This is essential for the growth and development of our students.

The Universidad Europea has a dedicated space for entrepreneurs, the HUB Emprende. This space is dedicated to learning, work and creativity, with the aim of promoting entrepreneurship among students and anyone who wants to develop their project in this field. At HUB Emprende, the connection between the university, businesses, and international innovation partners fosters collective intelligence to help develop great ideas.

The university is easily accessible from the centre of Madrid (15 minutes away by car from Plaza de Castilla), and Barajas Airport (13 minutes). There are ample parking spaces.

A bus service connects Plaza de Castilla to the campus. Public transport is available to the campus via Alcobendas, Madrid-Plaza Castilla, Alcobendas and San Sebastian de los Reyes.

# Virtual Campus

## VIRTUAL CAMPUS



Our virtual campus is based on an intuitive, agile and dynamic learning platform that our online students can access from any device thanks to the mobile application. This approach reflects our Hyflex Academic Model of Experiential Learning and the use of state-of-the-art technology.

Students will first see a presentation of the subject matter and objectives for the course, as well as a learning guide at the beginning of the course. This guide provides an overview of the subject and important aspects such as assessment criteria or bibliography.

They have access to specific modules and content (with the option to download materials to study and keep as they wish), as well as assignments and activities. They can also take online exams and participate in discussion forums between students and the subject teacher (a list is also available). Other resources include the student portal, library, grades and a collaborative working environment.

Students can connect with their classmates, tutors and teachers in the community area. They can also have a technical support chatbox and can manage multimedia content (video or audio), their diary and messages.



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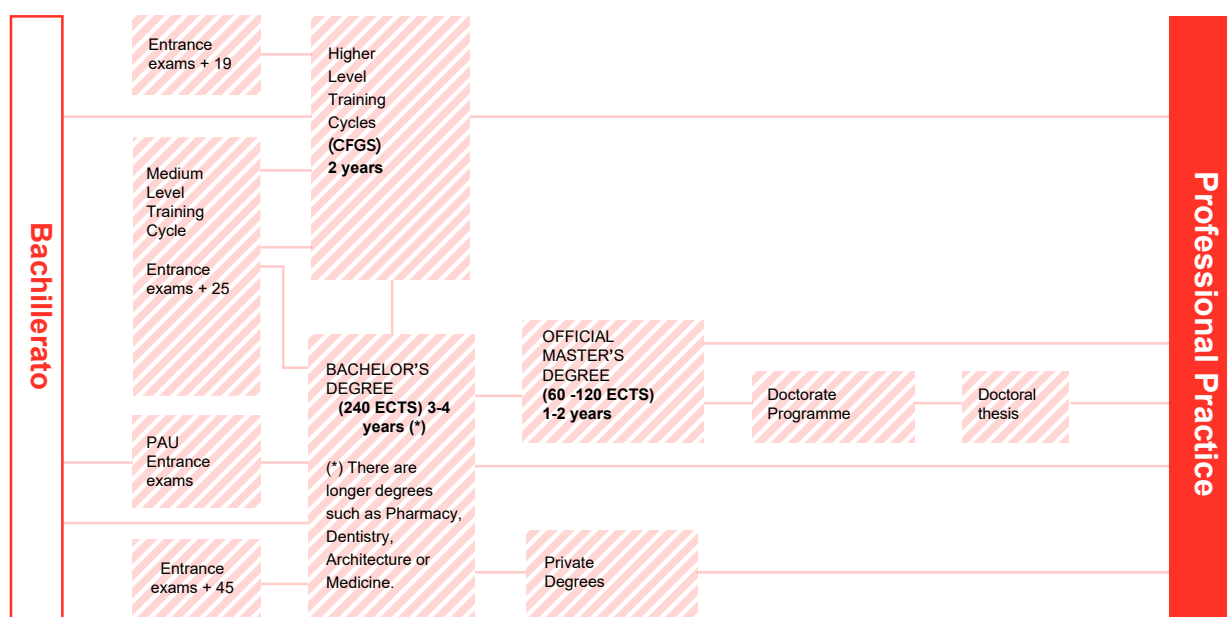
# 1.

## What is a Higher Level Training Cycle?

The Higher Level Training Cycles are a set of higher qualifications that, within the education system, qualify individuals to perform skilled jobs within the different professional groups.

They are mainly aimed at all those students who, with a Bachillerato [Non-Compulsory Post-Secondary Education] qualification in their possession or having fulfilled the requirements of other admission channels, are looking for intensive training in a profession with the guarantee of a higher education degree in order to enter the labour market within just two years and an alternative access to a university degree with an interesting specific validation plan.

The main objective of this higher education degree is to acquire all the skills that allow the student to adapt to present and future work situations, assuming responsibilities of coordination, planning and teamwork.





# 2.

## Admission Process

- 1** One-to-one advice
- 2** Beginning the admission process
- 3** Fill in the application form
- 4** Take the admission tests
- 5** Confirmation of admission
- 6** Formalisation of reservation
- 7** Formalisation of enrolment and submission of access documentation



## 2.1. One-to-one advice

At the Centro Profesional Europeo de Madrid we offer you an obligation-free guidance service to help you make the best decision for your professional future. This is a team of advisors who will offer you personalised advice and the information you need about our education programme, the Spanish education system in general and the Higher Level Training Cycles in particular, the legal requirements for access to these studies, validation programmes, etc.

### How to contact our on-site cycle advisors

- Visit either of our two university campuses in Villaviciosa de Odón or Alcobendas.
- Email us at [ads@universidadeuropea.es](mailto:ads@universidadeuropea.es)
- Contact us through our telephone number (+34) 917 407 272.
- Participate in our Open Days (see dates on our website).

### How to contact our online cycle advisors

- Email us at [ueonline@universidadeuropea.es](mailto:ueonline@universidadeuropea.es)
- Contact us through our telephone number (+34) 918 340 192.

## 2.2. Beginning the admission process

### On-campus degrees

You can start the admission process in several ways:

- You can contact us through the above-mentioned telephone number or email address. A personal advisor will send you the application form and admission tests online. You can take these remotely.
- You can go to the following link on our website: <https://universidadeuropea.com/admisiones-y-financiacion/proceso-admision/>  
There you must choose on-campus attendance, the type of “Higher Level Training Cycle” study and your current access status. By clicking the “Request Information” button, you will be directed to a form where you can input your contact information. We will then call you to provide the requested information.

### Online degrees

Likewise, if you are looking to study a Training Cycle online, you can start the admission process in one of the following ways:

- You can call us on (+34) 918 340 192.
- You can write to us at the following email address: [ueonline@universidadeuropea.es](mailto:ueonline@universidadeuropea.es)
- You can send us a message on WhatsApp (+34648203802). You can even start the chat from our website ([universidadeuropea.com](http://universidadeuropea.com)), both in its desktop version and in its mobile version by using the messaging application.
- You can go to the following link on our website: [universidadeuropea.com/admisiones-y-financiacion/proceso-admision/](http://universidadeuropea.com/admisiones-y-financiacion/proceso-admision/)

## 2.3. Fill in the application form

With the online application you must provide your National Identity Card or Passport (only for foreign students).

At the time of enrolment, it is essential that you provide the relevant academic documentation for your profile, submitting the originals. (See Access Documentation). Without it, it will not be possible to formalise the enrolment and therefore guarantee the group and timetable.

## 2.4 Take the admission tests

The tests do not require prior preparation because they test skills, not memorisation of knowledge. The results achieved will be used to develop your skills to the full during your stay at the Centro Profesional.

### Common exams in the On-Campus and Online Degrees

In general, if you are a foreign student, you must have at least a B1 level of Spanish (European Framework of Reference for Languages) in order to follow the classes.

During the admission process, you will have to prove your level of Spanish by presenting the appropriate certificate or by passing the language test set for this purpose:



### Spanish level assessment test

You will have to take this test if your mother tongue is not Spanish and you wish to study a programme in this language.

The test assesses:

- Reading comprehension.
- Knowledge of grammar and vocabulary.
- Listening comprehension.

However, if you do not manage to prove the aforementioned minimum level during your admission process, you will have until the evaluation of the first academic year to reach it, although you must have demonstrated an A2 level during your admission process.

If you do not reach the minimum level required before the evaluation of the first year, Centro Profesional Europeo de Madrid reserves the right to cancel your enrolment, without refund of the amounts paid by you or the person making payment.

Notwithstanding the above, whether you have opted for a Higher Level Training Cycle in on-campus or online mode, you will also have an English level assessment test:

#### Test to assess your level of English

The English level test will allow us to establish your current starting level so that you can continue to make progress in learning the language.

The test consists of:

- Reading comprehension.
- Knowledge of grammar and vocabulary.
- Listening comprehension.

#### Specific exams for on-campus degrees

The Higher Level Training Cycles on-campus include a third test in addition to the aforementioned language tests:

#### Competence and Skills assessment test

It lasts approximately 30 minutes and consists of: 116 general competency questions and 23 study behaviour questions. It is a test to assess competences/skills related to:

- Skills in intellectual work
- Attitudes towards work
- Attitudes towards cooperation and teamwork

## 2.5. Confirmation of admission

Centro Profesional Europeo de Madrid will notify you in writing of the result of the admission process by sending you a Letter of Admission by e-mail, once you have been admitted. In this email you will find the document for download. In any case, you can check the status of your admission at any time through the Pre-Student Portal.

Students who, due to a transfer from another centre, request the recognition of more than 60% of the content of the first or second year of the Higher Level Training Cycle, will receive a reply on the status of their application for admission to the Centro Profesional Europeo de Madrid no earlier than the first week of September 2024, during which time they will remain on the waiting list.

## 2.6. Formalisation of the reservation

When you reserve your place\*, you are confirming that you accept it and that you would like to continue with the enrolment process at the Centro Profesional Europeo de Madrid. Payment of the reservation fee guarantees a place on the chosen degree course, but not the timetable, which will be confirmed once the Access Documentation has been provided and the enrolment process has been completed. The reservation fee must be paid prior to enrolling.

Once admitted, the candidate must pay the reservation fee. Enrolment is subject to the availability of places at the time of payment. In any case, the deadlines for making this payment will be determined by the reporting dates imposed by the education administration.

#### Amount of the reservation fee \*

The amount of the reservation fee depends on the chosen degree programme. The Place Reservation Fee does not cover tuition nor the opening of the student record, but is rather an amount that is paid to keep your place on the programme, which occurs as soon as the reservation is paid. Therefore, the Place Reservation Fee is completely non-refundable (except in exceptional circumstances when the situation is specifically provided for). You can consult the Academic Fees for Higher Level Training Cycles at the following link on our website: <https://universidadeuropea.com/tu-experiencia/servicios-gestion-academica/>

Once you have been admitted and, therefore, we have sent you your admission letter, you can proceed to reserve your place.

The reservation fee is payable for each year of study, regardless of the number of modules you enrol in. The reservation of a place for the second year will be paid in July for the amount published for each year.



The Centro Profesional Europeo reserves the right to modify the amount of the Place Reservation. The relevant communication will be made prior to the re-enrolment of each course.

(\* The reservation of a place is conditional on the student proving the legal requirements for access at the time of formalising their enrolment. The conditional reservation of a place implies that the Centro Profesional Europeo de Madrid will not be able to assign a place to the student until he/she can prove the legal requirements for access, at which time the student's definitive admission can be assessed. When the Admissions Department receives the documents proving the student's legal requirements for access, it will assess the student's definitive admission, depending on the places available in the Higher Level Training Cycle applied for. If the student proves their legal requirements for access and no longer has a place at the Centro Profesional Europeo de Madrid on the course requested, they will have the possibility of applying for admission to other Higher Level Training Cycles in the same or a different area of knowledge, if the legal access conditions allow it. In those cases in which the Centro Profesional Europeo de Madrid does not have a place on the course requested by the student, the Centre body, Universidad Europea de Madrid, S.A.U., will return the amounts received as a Place Reservation.

### Place reservation payment methods

You can pay for your Place Reservation in the Pre-Student Portal where you have completed your admission application in three ways:

- **CREDIT OR DEBIT CARD**, being registered immediately. It is therefore the recommended method of payment.
- **ONLINE TRANSFER**. This is done through the Flywire payment gateway, which you can access through the pre-student portal. Estimated time up to 72 hours from the start of the transaction.
- **DIRECT DEBIT** from a bank account that you can fill in on the Pre-Student Portal. You must have a bank account in Spain or a bank account within the SEPA (Single Euro Payment Area) that supports this payment method. The SEPA area includes the member countries of the European Union as well as Iceland, Liechtenstein, Monaco, Norway, San Marino and Switzerland. The option to pay by direct debit through the Pre-Student Portal requires digitally signing the direct debit form. To start this process, you can refer to the instructions included in the email you will be sent to the address you previously specified.

## 2. 7. Formalisation of enrolment and submission of access documentation

For on-campus degrees, once the place reservation has been paid, the student must send the documentation within ten days after the payment was made.

Students who fail to complete all the documentation after reserving their place will be automatically removed from the process (without the need for any requests or notifications being made by the University), under the following circumstances:

- Students who reserved their place by 30 June (inclusive): the place reservation will be cancelled if all the documentation necessary for completing the enrolment is not submitted before 31 July.
- Students who reserved their place after 30 June: the place reservation will be cancelled if all the documentation necessary for completing the enrolment is not submitted two weeks before the course begins.

The cancellation of the place reservation due to non-completion of enrolment is automatic (without the need for any requirement or notification from the University), and is subject to the provisions of point 6 of the general conditions of enrolment

Students may indicate their preferences when filling out their enrolment forms, in which case the Admissions Department will give priority to the candidate's preferred choice. This priority will never be binding and cannot guarantee that the student will be assigned their preferred timetable, given that the timetables we can assign to our students depend on what is still available.

In order to formalise your enrolment, you will receive a link by email that will take you to the digital signature platform, where you will find the Enrolment Application Form, the Direct Debit Form and the General Conditions of Enrolment. You will also need to provide proof that the legal requirements for your programme of interest have been met.

Once you have signed the aforementioned documents, you will receive a signed copy of said documents by email.

If you have any problems with the platform, please contact your Welcome Manager.

The Access Documentation must be submitted in one of the ways listed below:

- If you have electronically signed documentation, you can send it through the Pre-Student Portal.
- If your documentation is not digitally signed:
  - Send an original copy of your documents by registered post, for the attention of the Academic Secretary, to the Centro Profesional Europeo. Campus de Villaviciosa de Odón, C/ Tajo S/N 28670, Villaviciosa de Odón, Madrid.
  - Or deliver an original certified copy in person at the campus of your Centro Profesional by requesting an appointment at: <https://app.bookitit.com/es/hosteds/widgetdefault/28291a1ffd635839e520c576a23785b-9c#services>



- You can also bring the original document and we will take care of making an attested copy of it for you

Remember that you will need to have paid the Place Reservation fee in order to formalise your enrolment and have provided your Access Documentation. The deadline for enrolment is one month after the start of the official academic year.

Formalisation of enrolment in Higher Level Training Cycles has the following implications:

- In general, it means:
  - Formalising the timetable and group.
  - Access to the Virtual Campus.
- In the case of on-campus degrees, it allows you to indicate your preferred timetable (if there is more than one).
- In the case of online degrees (such as the Prosthetic Audiology Training Cycle), it does not mean the possibility of choosing a weekend timetable.

Once you have paid the place reservation, you will be sent an email with your username (which will match your record number) as well as your password to access the Student Portal. The Student Portal gives you access to all the services associated with your student status at the Centro Profesional when the programme commences. However, as long as you are not enrolled, your reference platform for submitting documentation will continue to be the Pre-Student Portal.



# 3.

## Access Documentation required from students

In order to enrol in a Higher Level Training Cycle, it is essential that you meet the legal requirements for access for the degree course you are applying for.

You must also provide the relevant academic documentation for your profile by submitting the original certified copies to your advisor at the time of enrolment. Otherwise, enrolment cannot be completed and the group and timetable cannot be guaranteed.

The enrolment deadline will be the date indicated by the Autonomous Community of Madrid, provided that there is a place available at that time.

### 3.1. For all students

- If you completed your Bachillerato (Post-Compulsory Secondary Education) studies in a private school before the 2015-2016 academic year, the **certificate** you must provide us with is that of the state **secondary school** to which the school belongs. This section includes those students who have passed the Bachillerato.
- **Spanish National ID** card for national students and **passport** for international students. This document is essential in order to officially complete the student's academic record at the Centro Profesional and, in order to process the degree, it will be necessary to have the foreigner's identity card

### 3.2. Documentation depending on the type of access

The documents required remain subject to current legislation.

UNIVERSIDAD EUROPEA DE MADRID, S.A.U. has reached an agreement with the Homologation Student Services company whereby its students will benefit from discounts on their services to obtain the UNED credential and the validation of foreign Post-Comp. Secondary Education degrees. For more information write to [info@hostudents.com](mailto:info@hostudents.com)

Below, we indicate, according to your previous studies, the documentation that you must provide in order to enrol at the Centro Profesional:



<p>Post-Compulsory Secondary Education (Bachillerato) certificate, LOE or LOGSE version</p>	<ul style="list-style-type: none"> <li>■ University Entrance Exam Certificate or Card.</li> <li>■ Official Academic Certificate stating that you have applied for and paid the fees for the Post-Compulsory Secondary Education (Bachillerato) certificate and the date of application, containing the average grade from the transcript and the grades of the subjects, not including the subject of religion. In the event that your Personal Academic Certificate does not contain the date of payment of the official certificate, you must also submit proof of payment of fees for it.</li> </ul>
<p>University Orientation Course (COU)</p>	<ul style="list-style-type: none"> <li>■ University Entrance Exam Card or</li> <li>■ Official Academic Certificate for Unified Multipurpose Bachillerato (BUP) and University Orientation Course (COU) containing the subject grades and average grade from the transcript.</li> </ul>
<p>Medium or Higher Level Technical Qualification</p>	<ul style="list-style-type: none"> <li>■ Qualification or Official Academic Certificate proving you have requested the certificate containing the subject grades and average grade from the transcript.</li> <li>■ In the event that your Personal Academic Certificate does not contain the date of payment of the official certificate, you must also submit proof of payment of fees for it.</li> </ul>
<p>Specialist Technical Qualification</p>	<ul style="list-style-type: none"> <li>■ Qualification or</li> <li>■ Official Academic Certificate proving you have requested the certificate containing the subject grades and average grade from the transcript. In the event that your Personal Academic Certificate does not contain the date of payment of the official certificate, you must also submit proof of payment of fees for it.</li> </ul>
<p>Specific Higher Level Vocational Training Qualification</p>	<ul style="list-style-type: none"> <li>■ Qualification, or</li> <li>■ Official Academic Certificate proving you have requested the certificate containing the subject grades and average grade from the transcript. In the event that your Personal Academic Certificate does not contain the date of payment of the official certificate, you must also submit proof of payment of fees for it.</li> </ul>
<p>University Degree</p>	<ul style="list-style-type: none"> <li>■ Qualification, or</li> <li>■ Official Academic Certificate proving you have requested the certificate containing the subject grades and average grade from the transcript. In the event that your Personal Academic Certificate does not contain the date of payment of the official certificate, you must also submit proof of payment of fees for it.</li> </ul>
<p>Specific Higher Level Vocational Training Qualification</p>	<ul style="list-style-type: none"> <li>■ Official Certificate of having passed the entrance exam for Training Cycles chosen and being 19 years of age in the year in which the exam is taken.</li> <li>■ Official Certificate of having passed the University entrance exam for applicants over 25 years of age.</li> </ul>
<p>International or European Baccalaureate or equivalent pre-university education in the European Union or in a country with a mutual recognition agreement</p>	<ul style="list-style-type: none"> <li>■ Decision on the recognition of your pre-university qualifications, issued by the Spanish Ministry of Education, indicating the final grade. Where applicable, you will have to provide the conditional Registration Form that you have applied for recognition of your pre-university qualifications certified by a public body, until the recognition is obtained. If the document provided by the Ministry of Education and Vocational Training contains a QR or CSV code, it is not necessary to certify this.</li> </ul>
<p>Pre-university education from another educational system not mentioned above or from a country with no mutual recognition agreement.</p>	<ul style="list-style-type: none"> <li>■ Decision on the recognition of your pre-university qualifications, issued by the Spanish Ministry of Education, indicating the final grade. Where applicable, you will have to provide the conditional Registration Form that you have applied for recognition of your pre-university qualifications certified by a public body, until the recognition is obtained. If the document provided by the Ministry of Education and Vocational Training contains a QR or CSV code, it is not necessary to certify this.</li> </ul>



# 4.

## Payment of tuition fees

Tuition fees represent the academic content associated with each degree, which consist of subjects or modules.

Amount of Tuition fees: The annual tuition fees for new students can be consulted in the Academic Fees document available in the section Your experience>Academic management services>Financial information on our website.

The Centro Profesional Europeo may modify the published prices so that the price of tuition increases each year. The relevant communication will be made prior to the re-enrolment of each course.

The price of the subjects or modules for which the student enrolls for the 2nd time or more is increased by 10% above the price applicable in that year.

**Tuition fee specifications for students applying for validation:**

- Once the validations are officially decided on by the corresponding body, we can regularise your enrolment, adjusting it to what you have to study. Until such validation is re-validated, you will be enrolled and must attend classes for all modules taught on the course. Consequently, the first monthly instalments will be the same as those that a student would have if he/she were enrolled for the entire course.
- For on-campus degree courses, as soon as the official validation is decided on by the corresponding body, we will adjust the fee paid in your favour retroactively, **except in the case of exemption from the Workplace Training module due to professional experience, where you will have to pay the full amount of the Place Reservation and Tuition Fees, regardless of whether the exemption is total or partial.**





## Tuition fee payment methods

The academic fees for the Higher Level Training Cycles included in this document may be paid using the following payment methods:

### Annual payment

#### On campus and Online degrees

- A single fee for all your tuition fees, which may be:

By direct debit from a bank:

The Centro Profesional will issue a payment slip for the total amount of tuition fees to the bank account indicated by the student on the first day of the first month of the course.

You must have a bank account within the SEPA (Single Euro Payments Area) that supports this payment method. The SEPA area includes the member countries of the European Union as well as Iceland, Liechtenstein, Monaco, Norway, San Marino and Switzerland.

- By non-direct debit:

For students who cannot have a bank account within the SEPA. Only if you have chosen the non-direct debit annual payment method, you will be able to do so by accessing the section [Your experience>Academic management services>Financial information](#) on our website, using one of the following alternatives:

- **Online card**, virtual platform with connection to the bank. Payment is confirmed on the spot, giving students immediate access to all services.
- **Other payment methods**, you can use different methods depending on the country you are applying from. The Centro Profesional has an agreement with Flywire for rapid processing of domestic and international payments. This means you can pay securely from any country and any bank, usually in your country's currency. Payment is received within an estimated 3 to 5 days.

If you enrolled before 1 September, the annual payment must be paid by 1 September 2024.

If you have enrolled after 1 September, the annual payment must be made within 5 days of enrolment.

The direct debit payment method does not exempt the student from submitting the duly completed direct debit form. The indication of the person making payment and his/her signature as well as the payment method is mandatory.

## Monthly Payment

#### On campus and Online degrees

By direct debit from a bank in the Single Euro Payments Area (SEPA). The Universidad Europea de Madrid will issue you with a payment slip each month to the account you have specified, due on the 1st of each month.

#### Deferred Monthly Payment Until August

#### On campus and Online degrees

As above, this method of payment can also only be made by direct debit from a bank.

Payment will be made in equal monthly instalments, from the start of your course until August.

This method is applicable to new first-year students, but not to final-year students or students who have not paid their fees by direct debit.

If a student has two unpaid bills during their time at the Centro Profesional Europeo de Madrid, he/she will no longer be able to take advantage of the Deferred Payment option.

Deferred Payment conditions are applicable to the 2024/2025 academic year. The Centro Profesional may modify the conditions for the following academic year.

As with other payment methods, students must be up to date with payments in order to request the transfer of academic records.



# 5.

## Accreditations

### 5.1. Official Validation or Exemption of Modules

In order to apply for official validation of modules or subjects, you must be enrolled in the Higher Level Training Cycle at the Centro Profesional Europeo de Madrid for which you are applying for validation and make your application within fifteen days of the start of the academic year.

If you have enrolled in an extraordinary period, you must apply within 10 days after the enrolment becomes effective.

You must provide the following documentation with your application:

- Application forms of Royal Decree 1085/2020, of 9 December and of the RESOLUTION of 28 June 2022 and, expressly indicating in the application form, the code and the exact name of the vocational modules established in the Royal Decrees on the degrees.
- Official documentary evidence of being enrolled on the courses for which validation is requested.
- Official documentary evidence of the course taken, by means of an original or certified photocopy.
- Official documentary evidence, where applicable, of the university courses taken, by means of an original or certified photocopy of the subjects taken, and the official syllabuses, duly stamped by the corresponding university centre.

All the documentation indicated in this section must be submitted to the Academic Secretary's Office for the attention of Vocational Training Validations.

You will receive the final decision on your validations by official notification from the Centro Profesional Europeo de Madrid or the corresponding Public Body.

Only the vocational modules of the vocational training cycles of the educational system, which are established in Royal Decree 1085/2020, of 9 December, as well as in the Royal Decrees on degrees published subsequently to the latter, are subject to validation.

These validations are decided directly by the management of the educational centre where the applicant is actually enrolled and where his/her academic record is held.

Furthermore, the Regional Ministry of Education, Culture and Sport, making use of its powers, has incorporated its own modules into the curricula of some of the training cycles taught in the Autonomous Community of Madrid. The resolution is made on the basis of the RESOLUTION of 28 June 2022

If the applicant provides university studies or other courses of study from discontinued vocational training plans, the educational centre will send them to the Ministry of Education and Vocational Training for its resolution.

The validated vocational modules will be graded in the following way:





- When the training provided to apply for validation corresponds to the successful completion of one or more vocational training modules of the education system, the assessment of this application for validation will be recorded in the assessment documents with the expression “CV-”, accompanied by the grade obtained.
- When the training provided in order to apply for validation corresponds to:
  - Language level certificates from the Official Language School, a degree in Philology or in Translation and Interpreting, or equivalent, in the same speciality or language as the foreign language to be validated,
  - Professional certificates issued by the Labour Administration.
  - Official certificate from the competent administration if the skills units have been acquired through a procedure of assessment and accreditation of professional skills,
- Validation of modules specific to the curricula of some of the training cycles taught in the Autonomous Community of Madrid I: this will be recorded in the assessment documents with the expression “CV-” followed by the grade of the vocational module or modules provided in the application or, where appropriate, with the expression “CV” when documentation is provided that does not correspond to the successful completion of vocational modules.
- Validations whose resolution corresponds to the Ministry of Education and Vocational Training (MEFP): Vocational modules validated by the MEFP will not be awarded any grade and will be marked in the assessment documents with the expression “CV”.
- Vocational modules corresponding with the work placement will be marked as “Exempt”.
- In any case, as far as validations and exemptions are concerned, the provisions of the regulations or instructions issued by the education administration and which take effect the following academic year will apply.

The acceptance of this validation application will be recorded in the assessment documents with the expression “CV” without being accompanied by any grade.



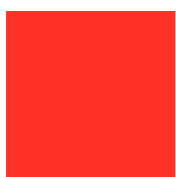
## 5.2. Exemption from FCT modules for professional experience

The total or partial exemption of the vocational module of Workplace Training may be recognised due to corresponding with work experience.

Students enrolled in this module may apply for this exemption if, at the time of application, they can prove that they have at least one year's full-time work experience. This experience, which must be related to the training cycle in which they are enrolled, will make it possible to assess whether the candidate has acquired the learning outcomes of this module. Voluntary work experiences and scholarships related to the training cycle skills, lasting one year on a full-time basis, will also be considered for exemption.

### Exemption Amount of the FCT Module for Vocational Experience

Students who are totally or partially exempt from taking the FCT Module must pay the full amount of the Place Reservation Fee and the Module Tuition Fees.



# 6.

## Comprehensive study support plan

At the Centro Profesional Europeo de Madrid, whose educational model is based on academic excellence, internationality, daily practice and commitment to new technologies, we want to ensure that the cost of courses is not a barrier to accessing quality education. For this reason, we have a complete system of financial aid:

### 6.1. Discounts

#### Discounts on On-Campus and Online Degree Courses

##### Concurrent studies

If a student studies two Higher Level Training Cycles in the same academic year, he/she is entitled to the following benefits in the second of the degrees for which he/she enrolls:

- Reservation of a place in the second degree programme: 100 % discount.

If a student takes a university degree\*\* or a postgraduate course and subsequently enrolls, in the same academic year, in a Higher Level Training Cycle, he/she will benefit in the latter from:

- Reservation of a place in the second degree programme: 100 % discount.

##### Relative\* in another UEM degree

\* The following persons are considered relatives for these purposes: father, mother, son, daughter, brother, sister and spouse.

If the second family member is enrolled in a Higher Level Training Cycle at a Centro Profesional Europeo and the first family member is also enrolled in another university degree, Higher Level Training Cycle or Postgraduate course, the family member who is enrolled secondly will benefit from:

- Tuition fees: 5% discount. This discount will be applicable during the years that they are studying at the University concurrently.

##### Alumni

Former students of the Centro Profesional Europeo de Madrid who have completed their studies and are enrolled in another degree course of the Universidad Europea de Madrid at any academic level:

- Tuition fees: 15% discount on the first academic year of a Higher Level Training Cycle or a Degree, and on the full degree of a Postgraduate course.

Review degrees excluding special processes



### Specific discounts on on-campus degrees

#### Plan Avanza

Plan Avanza is a scholarship programme for students who wish to continue their studies at a higher level in a degree programme on campus.

New students enrolling in any degree programme at the Centro Profesional Europeo in the second semester of the 2023/2024 academic year or in the 2024/2025 academic year will receive a scholarship of 25% of the first year's tuition fees, provided that they completed their studies in the previous academic year and completed the Higher Level Training Cycle in the immediately preceding academic year.

You can find more information in the section Admissions and Completion>Scholarships and Grants on our website.

## 6.2 Specific Scholarship Programmes

### Ministry of Education Grants

You can access information about grants on the Ministry's website <https://www.educacionyfp.gob.es/servicios-al-ciudadano/becas/ayudas.html>, where you will find the requirements and general information and you can apply online.

### Grants from the Autonomous Community of Madrid

You can get up to 50% discount on your Higher-Level Technical Degrees. These grants are aimed at students in the first and second year of Higher Level Vocational Training in authorised private centres.

Consult the necessary requirements and deadlines on the website: <https://www.comunidad.madrid/servicios/educación/becas-fp-grado-superior>

To be eligible for the scholarship, it is mandatory that the application for it is submitted together with the required documentation, in accordance with the call for applications in force for each academic year.

## 6.3. Bank financing

The Universidad Europea and Nemuru have reached an agreement whereby you can apply via their online platform from any device, in a totally secure and regulated way, for the financing of your studies, in just a matter of minutes. The process is based on several simple steps as detailed below:

**Consent to the transfer of data:** Fill in the form that will be given to you by your advisor and you will be provided with a link to start your application on the Nemuru platform.

**Verify your identity:** Following the instructions on the platform, make sure you have your ID on hand to verify your identification. Fill in the form with your personal details.

**Connect to your bank:** Select your bank and log in with your username. Choose the account where you would like to set up the direct debit for the instalments and fill in your professional details.

**Get your loan:** Use the simulator to adjust the instalment that best suits your needs and complete the financing transaction digitally.

For more information, contact your advisor using one of the channels mentioned in section 2 of this document to help you start the process if you are interested.



# 7.

## International Students. Prepare your trip to Spain

This information is aimed both at students who come from an educational system other than the Spanish one and at students with a nationality other than Spanish who are not resident in Spain and who wish to enrol in a Higher Level Training Cycle at the Centro Profesional Europeo de Madrid.\*

\* The information provided is for informational purposes only and is subject to immigration regulations. Consult the Embassy or Consulate if you have any questions.

### 7.1. Before coming to Spain

#### Student visa

International students (with the exception of online students who are not required to come to Spain) who are not residents of or citizens of the Member States of the European Union, Norway, Iceland and Liechtenstein must apply for a student visa for a period equal to the duration of the programme for which they are applying, in accordance with the following guidelines:

- For stays of up to six months, a study visa will allow you to stay in Spain. The student will need to apply for a study visa at the nearest Spanish Consulate or Embassy.
- If you are planning to stay in Spain for more than six months, you will need to apply for a student card (officially a foreigner's identity card) within one month of your arrival, on top of the student visa. This is in accordance with Article 39 of Royal Decree 557/2011, of 20 April.

- To find the address of the Spanish Consulate or Embassy in your country of origin, as well as detailed information on the procedure and documentary requirements, please visit the website of the corresponding Consulate or Embassy.

The Consulate or Embassy will tell you which documents you need to correctly apply for a visa. While the average waiting time for a student visa is four to six weeks, it's recommended that you start the process at least two months before the programme begins so international students can begin classes on schedule.

If the student is already legally residing in Spain, they can apply for a student visa without returning to their country of origin, as long as they have at least 30 days before their legal status expires.

The student is in a legal situation in Spain if he/she has entered with a tourist visa and has entered without a visa for a maximum period of 90 days. In such cases, the student must obtain an authorisation of stay for studies in Spain or a student card in Spain for the duration of the academic year (subject to required subsequent renewal). The student can then continue legally in Spain.

In general, this possibility exists for students who have entered Spain as tourists without a visa, as they come from countries that do not require a visa to enter as tourists (List of Schengen countries: <https://www.schengenvisainfo.com/schengen-visa-countries-list/>).



Below is a list of the requirements and documents needed to obtain a visa and/or authorisation for a study stay of more than six months:

- Passport valid for at least the period for which the stay is requested (this must be presented by the student).
- Proof of sufficient financial means (to be presented by the student).
- Letter of admission from the educational institution (issued by the Universidad Europea de Madrid [\*\*]).
- Criminal record certificate (to be provided by the student if he/she is of age).
- Medical certificate attesting that the student does not suffer from diseases that have public health implications.
- In the case of minors, the permission of the parents or guardian.
- You must have paid the fee for processing your application.
- Private health insurance with repatriation costs (to be provided and paid by the student) (the University recommends that students take out insurance [\*]).

The cost of this health insurance is borne by the student.

(LEGAL NOTICE: Students are informed that Nueva Mutua Sanitaria offers them the opportunity to take out private health insurance. The student will take out the insurance with Nueva Mutua Sanitaria and the University will not be responsible for any claims that may arise from this contract between students and the said insurance company).

(\*\*) LETTER OF ADMISSION. In order for the student to obtain his/her visa, the Universidad Europea, after the student has paid the amounts prescribed for the reservation of the place and the enrolment, will issue him/her with a Letter of Admission to the programme he/she has applied for, indicating the name of the programme, the start and end dates,

(\*) PRIVATE HEALTH INSURANCE. Health insurance is compulsory for any international student who needs a visa to study in Spain (i.e. students who do not reside in or have the nationality of a European Union country, Norway, Iceland or Liechtenstein). The absence of such insurance means that the student runs the risk of not receiving adequate medical care.

Below you will find the link to take out insurance with Nueva Mutua Sanitaria. However, you can also take out insurance with any other company you choose:

Information in Spanish:

<https://www.nuevamutuasantaria.es/saludprofesional-universidad-europea>

Information in English:

<https://www.nuevamutuasantaria.es/saludprofesional-universidad-europea-en>

Information in French:

<https://www.nuevamutuasantaria.es/saludprofesional-universidad-europea-fr>

If a programme requires students to travel to a country outside of Europe, international students must discuss the need for additional health insurance with their insurance company to cover those stays.

Any student who is applying to any of the programs offered by the Universidad Europea de Madrid, or the Centro Profesional Europeo de Madrid.

Students who are citizens of any member country of the European Union should apply for the European Health Insurance Card in their country of origin.

The University is always available to help international students resolve any issues that may arise during the visa process.

## 7.2. Once in Spain

The Centro Profesional Europeo de Madrid reminds you that the visa issued by Spain allows the student free mobility within the countries of the Schengen area. The visa is not valid outside this area.

### Student Identity Card / Foreigner Identification Number (NIE)

The NIE is the identification number for foreigners. This number is unique and personal.

- If the international student is a national or resident of a European Union country, he/she will receive the NIE number when applying for registration in the Register of EU Citizens.
- If the international student is a national of a country outside the European Union, the NIE number will be recorded on his/her foreigner's identity card.

Once in Spain, international students with a visa to study for more than **180 days have one month to apply for a foreigner's card.**

The student card (officially called "tarjeta de identidad de extranjero") replaces the student visa issued in the country of origin, allows visa-free transit through Schengen member countries and provides a legal basis for the student's stay in Spain.

Until you have the **student card**, it is not advisable to leave Spain as international students may have difficulties re-entering the country.





## Documentation and process

To apply for a student card (officially foreigner's identity card):

1. Students who have entered with a visa for studies of more than 180 days: they must apply for an appointment for fingerprinting on the website <https://icp.administracionelectronica.gob.es/icplus/index.html>
2. Students who are legally in Spain (tourist visa or legal entry without a visa): the application is submitted electronically or at any of the registers of administrative bodies or at post office branches. The documentation to be submitted is the same as that required to obtain the student card, together with form EX-00.
3. European Union citizens: you must apply for an appointment for the EU citizen registration certificate online <https://icp.administracionelectronica.gob.es/icplus/index.html>

In addition to the documents required for each type of application, the following documents are usually needed:

- Certificate of census registration.
- Two (2) passport size photos (3x4 cm).

The period of validity of the residence permit may be limited to the duration of studies, research or training. After expiry of this period, it can be extended if certain conditions are met.

For the extension of the residence permit for study purposes, a certificate from the centre where the studies are carried out confirming the fulfilment of the requirements for the continuity of the studies or a positive report on the development of the research must be submitted in any case.

For more information on this topic, please visit the following websites: <https://extranjeros.inclusion.gob.es/es/informacioninteres/informacionProcedimientos/Ciudadanosnocomunitarios/estudiantes.html>

[www.policia.es](http://www.policia.es)   [www.maec.es](http://www.maec.es)   [www.interior.gob.es](http://www.interior.gob.es).

UNIVERSIDAD EUROPEA DE MADRID S.A.U. offers its students an agreement with the company Homologation Students Services, through which they benefit from discounts on obtaining TIE visas, NIE (Foreigner Identity Number), extension of residence permit for study purposes and a special return permit. For more information, please write to [info@hoststudents.com](mailto:info@hoststudents.com).

## 7.3 Opening a bank account in Spain

Spain is home to a highly developed banking sector that is integrated into the SEPA (Single European Payment Area). This makes it easy to access and manage bank accounts in any Eurozone country.

To help our students open bank accounts and access banking services more easily, the University has reached an agreement with N26. N26 is a 100% mobile online bank with a European banking licence that offers accounts with a Spanish IBAN via its app. Its assets are protected by the Deposit Protection Fund up to a value of €100,000. The account opening process is entirely online and, depending on your nationality/residence, only requires the documents listed under the following link: <https://docs.n26.com/cs/Support%20Center/id-docs/es/iddocs-es-es.pdf>

A framework agreement between N26 and the University allows you to receive a 12-month free subscription to the You rate. It can provide you with: an account in Euro currency; unlimited payments and transfers with any currency anywhere in the world; free access to online banking; purchase and cancellation insurance and lost luggage insurance; 5 cash withdrawals from ATMs and a digital debit card.

This account is valid for all university procedures and for everyday use. For more information, visit the Student Portal where you will find the link to take advantage of the promotion.

## 7.4 Support services for your stay in Spain

To prepare for their trip to Spain, international students who will be living in Madrid can consult and download our practical guide on the website by clicking on this link: <https://universidadeuropea.com/tu-experiencia/informacion-para-estudiantes-internacionales/>

## 7.5 Procedure for the validation of Spanish post-compulsory secondary education qualification

To validate your studies from overseas, you must submit the application form, which can be downloaded from the Ministry of Education and Vocational Training's website, together with the documents indicated there. For further information, please visit <http://www.mecd.gob.es>



All documents submitted in this procedure must be official and issued by the competent authorities in accordance with the legal system of the country concerned.

Please note

- The Ministry may require additional documentation to that submitted with the application. In these cases, it is important to provide the documentation as quickly as possible.
- The Ministry's deadline is an approximate guideline. It can take up to six months. Students have until 15 November to submit their conditional enrolment form.

The registration form is only valid for the academic year in which you have enrolled. Do not forget to submit the certificate of recognition as soon as you receive it, especially before the conditional enrolment document becomes invalid.

UNIVERSIDAD EUROPEA DE MADRID, S.A.U. has reached an agreement with the Homologation Student Services company (\*) (www.hostudents.com) whereby its students will benefit from discounts on their services to obtain the UNED credential and the validation of foreign Post-Comp. Secondary Education degrees.

(\*) The Universidad Europea guarantees an advantageous financial agreement with Homologation Student Services. However, it is not responsible for any relations that may arise between Homologation Student Services and the students of our centre. Admissions counsellors will also provide you with any relevant information they may have in this regard.

## 7.6 Legalisation of Degrees

In some cases, documents issued from abroad must be legally authenticated and translated into Spanish in order to be considered for administrative procedures.

No legalisation is required for the following countries:

- **Member States of the European Union:** Germany, Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Holland, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Poland, Portugal, Romania, Slovakia, Slovenia and Sweden.

- **Signatory States to the Agreement on the European Eco-Area:** Iceland, Liechtenstein and Norway.

- Switzerland, by bilateral agreement with the European Union.

- An 'apostille', but not legalisation, is required from countries that are signatories to the Hague Convention, with the exception of countries that are members of the European Union (EU) and the European Education Area (EEA).

These countries are: India, Monaco, San Marino, Colombia, Mongolia, St. Vincent and the Grenadines, Cook Islands, St. Lucia, Antigua and Barbuda, South Korea, Israel, Namibia, Sao Tome and Principe, Argentina, Costa Rica, Nicaragua, Japan, Niue, Seychelles, Australia, Kazakhstan, South Africa, Dominica, Kyrgyzstan, New Zealand, Ecuador, Lesotho, Oman, Bahamas, USA, Suriname, Bahrain, El Salvador, Liberia, Panama, Swaziland, Barbados, Paraguay, Tajikistan, Belarus, Peru, Tonga, Trinidad and Tobago, Belize, Fiji, Macao, Botswana, Malawi, Dominican Republic, Uruguay, Brazil, Uzbekistan, Brunei, Grenada, Morocco, Vanuatu, Marshall Islands, Venezuela, Burundi, Honduras, Mauritius, Cape Verde Federation, Hong Kong, Mexico, Samoa, Chile, St. Kitts and Nevis, Canada and China.

### British qualifications require a Hague apostille from 1 November 2021

**Demand legalisation through diplomatic channels.** Countries that have signed the **Andrés Bello Convention:** Bolivia, Cuba. They should be submitted to:

- Ministry of Education of the country of origin for degrees and certificates of studies.
- Competent ministry for birth and nationality certificates, at the Ministry of Foreign Affairs of the country where these documents were issued.
- The Spanish diplomatic or consular representation in that country.
- **Other countries:** they must be legalised through diplomatic channels. To do this, they must be presented to:
  - Ministry of Education of the country of origin for degrees and certificates of studies and to the corresponding ministry for birth and citizenship certificates.
  - Ministry of Foreign Affairs of the country where the documents were issued.
  - The Spanish diplomatic or consular representation in that country.
  - Ministerio de Asuntos Exteriores y de Cooperación de España (Sección de Legalizaciones. Calle Juan de Mena, 4. 28014 Madrid (Telephone numbers: (+34) 913 791 610 and (+34) 913 791 700).



# 8.

## Other Information of Interest

### 8.1. University card

#### What is the University Card?

The University Card is a smart card developed in collaboration with Santander. It verifies students (both on-campus and online undergraduate students), lecturers and administration and services staff as members of the university community.

#### How do I apply for it?

Once you have enrolled, you can apply for it at any time at our Banco Santander office at the Villaviciosa de Odón campus from Monday to Thursday from 8:30 a.m. to 4:30 p.m. and Friday from 8:30 a.m. to 1:30 p.m. If you are at the Alcobendas campus, you can do this on the 3rd floor in the Student Services Department from Monday to Friday from 10 a.m. to 7 p.m. You will receive your card on the spot.

#### Use of the University Card

- Access and attendance control.
- Borrowing books from the library.
- Electronic wallet.
- Discounts in shops.

#### Online Cycles Student Card

If you are an online student who needs a university card, you must make a general request through the virtual platform/student portal indicating "University card" and explaining that you cannot go to the Campus to pick it up in person.

The student must upload a photo of their ID card in JPEG format, and specify a mailing address within Spain to which they would like it to be sent.

#### How do I apply for a duplicate?

To request a duplicate of your card, please visit your nearest Banco Santander branch during opening hours. You will receive your card on the spot. If you need a duplicate card outside of Banco Santander's opening hours, please go to the University's Student Services department. If you have applied for an ID card, you must pick it up from the same department at a later date.

### 8.2. Sports Club

More than 35,000 m<sup>2</sup> of sports facilities, extended hours, excellent resources and equipment, exceptional professionals, a full range of services, easy parking and the security of a gated campus allow for the guided practice of physical activities that meet the demands of today's society.

You will find a fitness centre, swimming pools and group activities as well as a physiotherapy clinic and personal training service, as well as other facilities. 8 changing room modules, individual changing rooms for disabled persons and 8 changing room modules for outdoor facilities with a total of 700 personal lockers for daily use. Sports equipment and merchandising shop, cafeteria.

Our services include physiotherapy and personal training (performance and health advice): so that you can reach your goal in the shortest possible time. If you would like to take a smart approach to your physical training, don't hesitate to ask us more about this service.

Your fitness instructor will adapt your exercises to your specific goals, whether they are related to health, rehabilitation, weight loss, or hypertrophy. This will help you stay motivated and achieve optimal results.

Catering service with cafeteria.

For further information, please click on the following link: <https://universidadeuropea.es/madrid/club-deportivo>, or call: (+34) 912 115 500.



# 9.

## Appendix I General Conditions of Admission

- **Admission/Enrolment Deadline.**
- **Formalisation of reservation and enrolment**
- **Curriculum**
- **Payment Methods.**
- **Discount policy.**
- **Scholarship policy.**
- **Refund of the reservation fee and other amounts.**
- **Withdrawal.**
- **Other General Conditions.**

### Admission/enrolment deadline

The deadline for applications and enrolment is subject to the availability of places in the Higher Level Training Cycle requested.

### Formalisation of reservation and enrolment

The reservation of a place is subject to the applicant's proof of the legal requirements for access.

The payment of the place reservation and the submission of the Higher Level Training Cycle Enrolment Application Form, if applicable, together with proof of the fulfilment of the legal requirements for the Higher Level Training Cycle of interest to the candidate, implies the formalisation of the enrolment.

The application for admission and enrolment will not be valid unless the reservation fee is paid.

### Curriculum

The Centro Profesional Europeo de Madrid reserves the right not to offer any of the Higher Level Training Cycles or to postpone its start if the minimum number of students is not reached.

It also reserves the right, for the on-campus course, to change the timetable, hours, location and campus where the programme is offered.

### Payment Methods

Students who choose a non-direct debit payment method are not eligible for monthly or deferred monthly payment.

### Discount Policy

No discount on tuition fees included in the appendix to these regulations, or in the agreements made with groups or study grants awarded by the Centro Profesional Europeo de Madrid or the Universidad Europea de Madrid is cumulative.

No promotional discount affecting tuition or reservation of a place during the promotional period is cumulative with any discount set forth in the appendix to these Admission Regulations.

The discount for family members, Alumni, concurrent studies, or any agreement signed with UNIVERSIDAD EUROPEA DE MADRID, S.A.U., will not be applicable to closed price degree programmes.



Additionally, for the discounts on:

- **Concurrent studies:** this excludes Adaptation courses.
- **Alumni:** this excludes degree courses in Medicine and Dentistry, postgraduate courses in Dentistry and Adaptation courses.
- **Family:** this excludes medical degrees and adaptation courses.

In order to benefit from the discounts provided for in the agreements signed with the groups, new students must prove themselves as members of this group within the month following the date of their enrolment at the Centro Profesional Europeo de Madrid with the Admissions Department of the University, or, if this does not coincide with the start of the academic year of the programme for which they have enrolled, in the month following that start and always within the academic year for which the agreement was signed.

The member of the group must have registered with the group at least one year before payment of the Place Reservation in order to receive the discount. This deduction does not apply to new members of the group who register in the same year as the admission process.

If you receive a discount for being part of a group with whom UNIVERSIDAD EUROPEA DE MADRID, S.A.U. has signed an agreement, and if there is the possibility of renewing said agreement, from the second year onwards the UNIVERSIDAD EUROPEA DE MADRID, S.A.U. reserves the right to request proof of the student's association with said group on a yearly basis. This may be requested from either the student or the organisation and must state that the student is still connected to the organisation or continues to meet the requirements that resulted in the discount being granted to you originally.

#### Refund of Place Reservation Fee and other amounts

The Place Reservation Fee does not cover tuition nor the opening of the student record, but is rather an amount that is paid to keep your place on the programme, which occurs as soon as the reservation is paid. This amount will only be refunded if the student does not meet the legal requirements established for access to the Centro Profesional Europeo de Madrid, a circumstance that must be reliably proven by submitting the supporting documentation to the Admissions Department (on-campus or online depending on the method initially chosen), before 17 October 2024.

If the student, having been admitted, and for voluntary or involuntary reasons, or due to other circumstances, whether unforeseen circumstances or force majeure, is unable or unwilling to formalise the enrolment, the amounts paid as a Place Reservation to Universidad Europea de Madrid, S.A.U. will not be refunded, and the student must notify the Admissions Department in writing (on-campus or online depending on the method initially chosen) of this circumstance.

Notwithstanding the foregoing and on an exceptional basis, Students who are refused a student visa (on presentation of the letter of refusal from the Spanish Embassy in the relevant country) or who are unable to travel to the Centro Profesional Europeo de Madrid because the competent Spanish authorities have taken a measure preventing them from doing so for reasons of force majeure (e.g., border closures, inadmissibility of nationals of their country of origin, etc.) are also entitled to a refund of the place reservation.

If your application is rejected, or if the course does not take place because the minimum number of students have not enrolled, Universidad Europea de Madrid S.A.U. will inform you and will refund all amounts paid.

For Higher Level Training Cycles that may still be pending final authorisation by the academic authorities: if the Centro Profesional Europeo de Madrid is unable to offer these qualifications due to lack of final authorisation, the Centro Profesional is exempt from any liability that may arise from this circumstance.

However, the Centro Profesional will offer the student the alternative of taking one of the official degrees that it has already approved and that comprise the official academic programme for the 2024/25 academic year. In this case, if the student does not wish to study any of the training cycles offered, the Centro Profesional Europeo de Madrid will refund the amounts received.

We cannot cover any travel or accommodation expenses for degree courses based outside of our Madrid centres, unless they are part of the degree course itself.

The reservation fee will be paid every year, by debiting your bank account, on 1 July. Students who do not wish to continue their studies at the Centro Profesional must notify us in writing, before 20 June, through the student portal or to the Student Services Department at any of our campuses, in order to avoid paying the place reservation fee.

The amount of the Place Reservation for the following year will not be refunded if the student does not inform the University that he/she does not wish to continue his/her studies or if his/her communication is after the indicated dates for each case. The Centro Profesional, for the purposes of making the place reservation, may communicate other dates than those indicated here with sufficient notice.



### Withdrawal

Only students who have enrolled in a distance learning course may withdraw from the contract within 14 calendar days of enrolment, regardless of whether the course has started or not.

The student must send a cancellation request through the Student Portal to the Centro Profesional Europeo (“Departamento de Atención al Estudiante”). The Portal can be accessed in different ways:

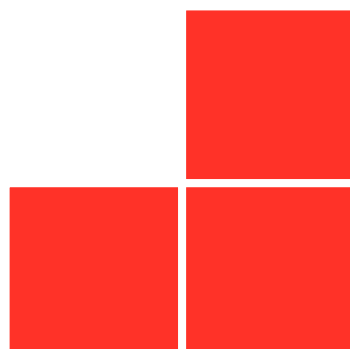
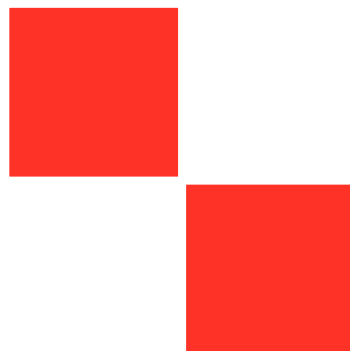
Direct access: <https://portaldeestudiante.universidadeuropea.es/login-saml?mld=login&eld=show>

Access via the website: <https://universidadeuropea.com/tu-experiencia/servicios-gestion-academica/>

If you withdraw from your enrolment contract, you will receive a refund for the amount you paid to open your student record and for tuition. However, the amount you paid for your reservation fee is non-refundable.

### Other General Conditions

In the event of any discrepancy between the information provided by an advisor and the regulations, the latter shall prevail, and regarding these regulations, the provisions of the legislation in force shall prevail.





**Universidad  
Europea**  
CENTRO PROFESIONAL

#### **VILLAVICIOSA DE ODÓN CAMPUS**

C/Tajo, s/n. Villaviciosa de Odón.  
28670, Madrid.

#### **ALCOBENDAS CAMPUS**

Avda. Fernando Alonso, 8.  
Alcobendas.  
28108, Madrid.

**Tel. for On-Campus Cycles**  
(+34) 917 407 272

**Tel. for Online Cycles**  
(+34) 918 340 192

[universidadeuropea.es](http://universidadeuropea.es)



Quality Awards:

