



Universidad  
Europea

**Academic Year  
2024/2025**

# PhD Admission Regulations

UNIVERSIDAD EUROPEA DE MADRID

**Go beyond**

## CHOOSE YOUR DEGREE

- 
- 1.** One-to-one advice.  
Contact our advisors.
  - 2.** Submit the application and documentation.
  - 3.** Profile assessment and interview
  - 4.** Confirmation of admission
  - 5.** Formalisation of reservation and enrolment and  
submission of access documentation for PhD.

**Welcome!**





# Welcome to the Universidad Europea de Madrid

The PhD and Research School of the Universidad Europea de Madrid promotes the development of R&D and innovation at the University and its connection with the business world, linking the research work of its PhD programmes to the reality of the workplace.

Our academic model aims to contribute value to society through applied research, focusing on the areas currently of greatest relevance and developing them in collaboration with the professional world.

Rigour, internationality, continuous improvement and visibility of results are key elements of our philosophy, in which the contributions of PhD students are fundamental.

The four major research areas of the University are:

- > Biomedical and Health Sciences.
- > Physical Activity and Sports Sciences and Physiotherapy.
- > Architecture, Engineering and Design.
- > Social and Communication Sciences.

We strive for excellence by prioritising the lines of research on which to focus our efforts, seeking synergies between research teams and focusing all our resources on them.

We also carry out applied research that is useful for society, relevant and visible, multidisciplinary and international in nature, and conducted with high standards of scientific rigour and quality. Finally, we link this research to teaching, bringing our students closer to the processes of scientific research in their field, so that they can learn first-hand about the latest advances and results.

Each research area is associated with one or more official PhD programmes. In this way, all PhD students are guaranteed to join an active research team, which carries out lines of research that generate visible and applicable results for society. This allows them to work directly with the group's researchers, and to join as a full member in the publication of articles or presentations at conferences.



## 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 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

A state-of-the-art 13,000 m<sup>2</sup> campus with the capacity to house 3,000 people, equipped with the latest technologies applied to the transmission of ideas and knowledge, located in a privileged place: in the nerve centre of Madrid's Zona Norte Business Park, one of the most strategically important business areas in the country, where a large part of the employment needs will undoubtedly be generated in the near future.

An experiential Campus destined to become a leading-edge educational institution.

The Hub Emprende space is located on the Alcobendas Campus. It is a shared workspace where you can enhance your initiatives with the support of technological resources and specialised training, in order to successfully tackle the mission of making them a solid and sustainable reality.

Excellent communication with the centre of Madrid 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.

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# 1.

## Introduction

PhD programmes constitute access to the so-called Third Cycle of official university studies and are integrated into both the European Higher Education Area (EHEA) and the European Research Area (ERA).

Through the PhD programmes, PhD students acquire the knowledge and skills necessary to become researchers capable of carrying out quality research projects. The aim of PhD programmes is to develop the different training aspects of the PhD student, and to establish the procedures and lines of research for the development of their research projects. In this context, the Universidad Europea de Madrid, through its PhD and Research School, offers the following PhD programmes:

- > PhD in Biomedicine and Health Sciences
- > PhD in Physical Activity and Sport
- > PhD in Medicine and Surgery
- > PhD in Control and Smart Systems Engineering for Health and the Environment
- > PhD in Applied Industrial Instrumentation Engineering for Intelligent Transport and Sustainable Energy
- > PhD in Socio-Educational Innovation (inter-university)
- > PhD in Psychological Intervention (inter-university)

During the admission process, one or more thesis supervisors are assigned to accompany the PhD students throughout their research activity during the years of the PhD, advising them on the design of their research, the data collection and analysis process, and the writing of the PhD thesis.

Before starting the actual research work, PhD students who have not previously taken equivalent subjects must complete a 12-credit training module, which reviews methodological and procedural aspects of scientific research in the area of the PhD programme in which they have enrolled.

During the admission process, a study of recognition/validation of the student's academic record is carried out. After this study, the future PhD student will know how many credits or ECTS, out of the total of the 12 that comprise the Training Module, he/she has to take.

This additional training is taught online through the Universidad Europea's Virtual Campus and is structured in four blocks:

- > Scientific Methodology and Theory of Knowledge (3 ECTS)
- > Information Processing (3 ECTS)
- > Resources linked to Research Activity (3 ECTS)
- > Practicum (3 ECTS)

Once the training module has been passed, the PhD student begins his/her research work, the culmination of which is the defence of the PhD thesis before a board of examiners established for this purpose. These regulations govern the conditions for access, admission and enrolment in our Official University PhD Studies of the Universidad Europea de Madrid.

NOTE: ECTS (European Credit Transfer System). 1 ECTS is equal to 25 hours of work by the student.



**Official Degrees and the European Higher Education Area**

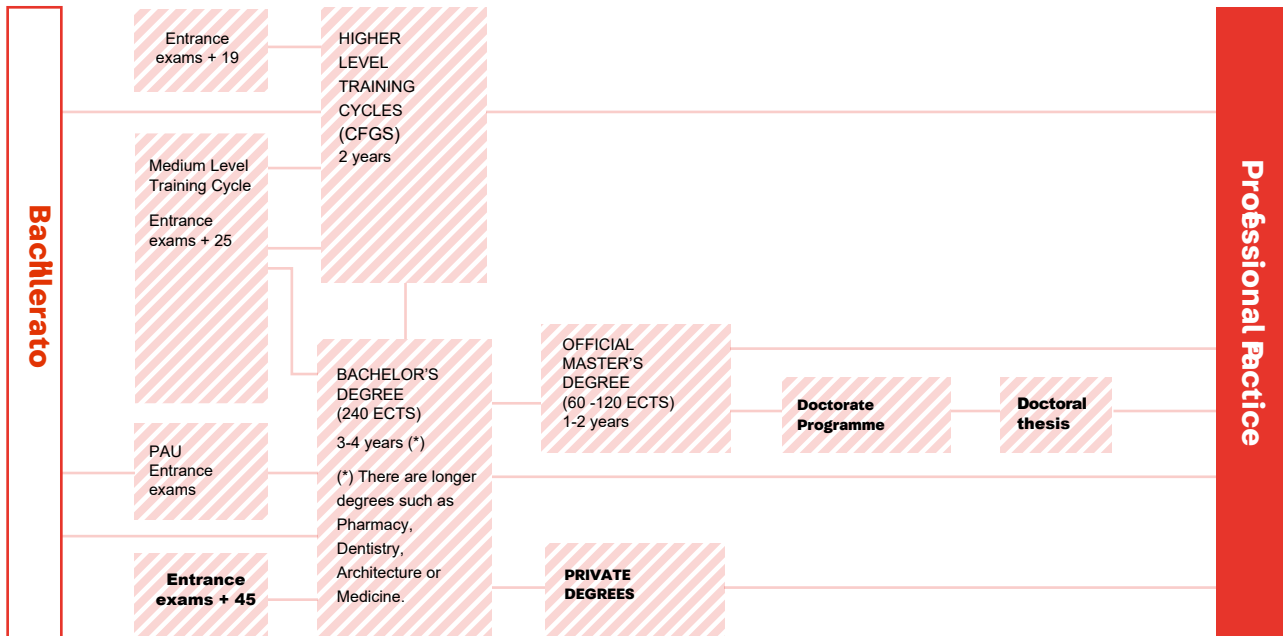
These are the degrees which are adapted to the European Higher Education Area (EHEA). The EHEA consists of three cycles: Bachelor's, Master's and PhDs.

**ECTS**

ECTS credits (European Credit Transfer System) are the standard adopted by all universities in the European Higher Education Area to ensure convergence of the different European education systems. ECTS credits are based on the student's personal work in all activities of their learning process (class hours, study hours, assignments and placements). 1 ECTS is equal to 25 hours of work by the student.

**The higher education system in Spain**

Below is an outline of the Spanish higher education system:



Article 34.1 of the Universities Act 6/2001 of 21 December stipulates that universities, in the exercise of their autonomy, may offer courses leading to official degrees valid throughout the national territory, as well as courses leading to the award of other degrees.

# 2.

## Research areas

The PhD programmes are integrated in the Research areas of our PhD and Research School. Several research groups work in each area, developing specific lines of research to which the PhD programmes are linked. The thesis supervisors are active researchers attached to one of the research groups.

The main areas of research with their main lines of research are:

### **Biomedical and Health Sciences**

- > Classical and Translational Biomedicine
- > Evidence-Based Health Sciences
- > Medical Specialities
- > Clinical and Health Intervention
- > Social and Community Intervention

### **Physical Activity and Sports Sciences and Physiotherapy**

- > Physical Activity and Health
- > Sports Performance
- > Sports Management
- > Physiotherapy

### **Architecture, Engineering and Design**

- > Intelligent Systems
- > Control engineering and energy efficiency systems
- > Electronic Systems and Technologies for Health and the Environment
- > Mechanical Engineering
- > Hydraulic Machinery
- > Automotive Technology
- > Renewable Energy

- > Electrical Systems and Machinery
- > Industrial Automation and Home Automation
- > Structures and Materials Testing
- > IT Systems
- > Control and Robotics

### **Social and Communication Sciences**

- > Educational Technology and Innovation
- > Competence Development and Assessment: Experiential Learning Methods

# 3.

## Admission process

### 3.1. PERSONALISED ADVICE CONTACT OUR ADVISORS

For personalised advice, you can go to any of our two university campuses (Alcobendas or Villaviciosa de Odón), or you can contact us by phone at +34 917 407 272, or by email at [postgrado@universidadeuropea.es](mailto:postgrado@universidadeuropea.es). You will receive advice from the PhD Admissions team.

### 3.2. SUBMIT YOUR APPLICATION AND DOCUMENTATION IN ORDER TO ASSESS YOUR PROFILE

The candidate must complete and submit the necessary documentation expressing his/her wish to participate in the admission process of the chosen PhD programme.

- > Completed and signed Admission Application, which you can obtain through the pre-student portal: <https://universidadeuropea.force.com/s/solicitud-de-admision?language=es>
- > An updated CV.
- > English level certificate.
- > 1 photocopy of ID card/foreigner's ID card or Passport.
- > Academic documentation (8. Academic Regulations for PhD Programmes). The official documents do not need to be submitted until the time of enrolment.

Candidates interested in starting in the October call for applications must submit the required documentation by 1 July 2024. Candidates interested in starting in the February call for applications must submit the required documentation by 1 November 2024.

You can submit the documentation in person, send it by email to [postgrado@universidadeuropea.es](mailto:postgrado@universidadeuropea.es), fax or post to the following address:

#### Villaviciosa de Odón Campus

Postgraduate Student Admissions Department.  
C/ Tajo s/n – Urb. El Bosque - 28670.  
Villaviciosa de Odón – Madrid.  
[postgrado@universidadeuropea.es](mailto:postgrado@universidadeuropea.es)  
Fax (0034) 911 413 585

#### Alcobendas University Campus (Madrid)

New Student Admissions Department.  
Avda. Fernando Alonso. 8. 28108.  
Alcobendas. Madrid

### 3.3. PROFILE ASSESSMENT AND INTERVIEW

Once the candidate has been advised and has provided the required documentation, the PhD Academic Coordination will contact him/her to advance in the initial Admission process and, if necessary, advise him/her on the identification of possible research directors.

The admissions process involves no costs or commitment for candidates until their place is formally reserved. Admissions are open from Monday to Friday in both the morning and the afternoon at any of our campuses, and online or by telephone if you are unable to go there in person.

### 3.4. CONFIRMATION OF ADMISSION

After verifying that the admission criteria established by the Academic Committee of the corresponding PhD programme have been met, the PhD Academic Coordination Committee prepares a report indicating whether or not the candidate has been admitted, as well as whether or not some of the additional training has been recognised. Once the entire admission process has been completed, the PhD Admissions Department will inform the candidate of the result of the admission process by email.

### 3.5. FORMALISATION OF RESERVATION AND ENROLMENT

Once the relevant admission process has been passed, provided that there are still vacancies in the PhD programme applied for, the candidate will have a period of 15 calendar days from the date of notification of admission to reserve a place. This place reservation guarantees enrolment in the PhD programme and represents the student's confirmation that he/she accepts the place and wishes to continue with the enrolment process at the University.

In subsequent years, the place reservation fee will be paid annually by direct debit, the payment slip for which will be issued 12 months after the start of the course (before enrolment for the following year).

If the student wishes to withdraw from the PhD programme, he/she must communicate his/her non-continuation in writing, making a request through the Student Portal, at least 1 month before the place reservation is issued, in order to avoid paying the place reservation fee.

Under no circumstances will the amount corresponding to the reservation of a place or renewal of enrolment be refunded if the non-continuation of studies is not communicated prior to the start of the following academic year or if it is communicated after the aforementioned dates. The Universidad Europea de Madrid, for the purposes of reserving a place, is authorised to communicate, with sufficient notice, dates other than those indicated here. Only if the enrolment has been done remotely may the student withdraw from the enrolment contract within 14 calendar days from the formalisation of the enrolment.

To do so, the student must send the cancellation form to the University (addressed to the Student Services Department), that should be duly completed and signed, and which can be found on the Student Portal. If you withdraw from your enrolment contract, you will receive a refund for the amount you paid towards your academic tutelage. However, the Place Reservation Fee is non-refundable.

### 3.6. RESERVE YOUR PLACE

The payment of the €600 place reservation fee can be made once you are registered in the pre-student portal, through the following link: <https://universidadeuropea.force.com/s/login/?language=es>.

The payment methods are:

- > CREDIT OR DEBIT CARD, and you will be registered immediately.
- > ONLINE TRANSFER, estimated time of 3 to 5 days from the start of the transaction.
- > DIRECT DEBIT from a bank account. In the 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 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 the following exceptional circumstances:

- > 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 New Postgraduate Student Support and Admissions Department.
- > Students who are refused a student visa, upon presentation of the letter of refusal from the Spanish Embassy in the relevant country, or those who are unable to travel to the University because the competent Spanish authorities have taken measures that prevent from doing so for reasons of force majeure (e.g. border closures, non-admission of nationals of their country of origin, etc.). In the latter case, the University will refund the place reservation fee only if it is not possible to guarantee, for the duration of said measures, the online tutoring of the PhD student.

### 3.7. ENROLMENT

In order to formalise enrolment, once enrolled in the PhD programme, students must digitally sign the enrolment form, the direct debit form and the general conditions provided by the University. To do this, you will receive an email with a link that will take you to the digital signature platform where you can find the documents. **You will also need to provide proof that the legal requirements for the programme of interest to the candidate have been met.**

The deadline to formalise enrolment, providing the necessary documentation, is 30 calendar days from the date of payment of the place reservation.

Students who make their reservation payments less than 30 days before the start of the course have 7 calendar days to formalise their enrolment. If enrolment has not been formalised within the established period, without prior justification, the place reservation will be automatically cancelled (without the need for any requirement or notification from the University).

After signing, you will receive a copy of the signed documents by email.

In the event of an incident on the platform, you can send the signed documentation to your advisor by email. Once the registration has been formalised, the candidate will receive by email the username and password that will allow him/her to access the services associated with his/her status as a student of the Universidad Europea de Madrid.

#### Documentation that the student must submit to complete their enrolment:

- > 1 photocopy of ID card/foreigner's ID card or Passport.
- > Enrolment Application, Direct Debit/Person making payment and the General Conditions of Enrolment fully completed and signed.
- > 1 original copy of the official university degree that provides access to the PhD in accordance with RD 99/2011, of 28 January, which regulates official PhD studies.
- > In the event of holding a university degree that provides access to specialised health care training places, a certificate of specialised health care training must be provided.

If you have completed the Diploma of Advanced Studies or have obtained the Certificate of Competency in Research, it will be necessary to transfer the record at the time of enrolment, providing proof of payment of the transfer fees.

If you have completed your studies for access to the university abroad, you must also send a: **letter from the university that has issued the official degree stating the characteristics of the Degree in that country (official status), level of studies that it accredits, and that gives direct entry to the PhD** in the country in question.

This document must be signed by the Dean or General Secretary of the University. You must also provide the detailed programme of the official degree completed. All documents will have to be legalised and translated by a sworn translator into Spanish or English.

**The access documents for the corresponding PhD programme must be submitted as soon as possible, or at the latest, at the time of enrolment in one of the following ways:**

- > In person at the New Student Admissions Department, Monday to Friday from 9.00 am to 6.00 pm.
- > Or by post to the following address:

#### Departamento de Secretaría Académica

Campus Villaviciosa de Odón. Edificio B.  
C/ Tajo, s/n. Urb. El Bosque. 28670, Villaviciosa de Odón.  
Madrid.  
Campus Alcobendas. Dpto. Admisión de Nuevos Estudiantes.  
Avda. Fernando Alonso, 8. 28108, Alcobendas. Madrid

Once the enrolment document has been submitted, any additional documentation must be sent to the Departamento de Secretaría Académica (Building B at the Villaviciosa de Odón campus / Hall of the Alcobendas campus).

If students are unable to provide the documents required for admission to the PhD programme at the time of enrolment, their enrolment will be conditional. In this case, the student must provide a written undertaking at the time of enrolment to submit the access documentation by the last working day of the month following enrolment.

Once the application form has been provided, enrolment will be conditional upon verification of the conditions of access to the chosen university studies. If you do not provide the required documentation to the PhD Programme within the indicated deadline, the Universidad Europea de Madrid will cancel your provisional enrolment. This will result in the closure of your academic record at the University without refund of any amount paid.

#### Legalisation of titles

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, Cyprus, Croatia, Denmark, Slovakia, Slovenia, Estonia, Finland, France, Greece, Holland, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Poland, Portugal, United Kingdom, Czech Republic, Romania and Sweden.
- > **Signatory States to the Agreement on the European Economic**  
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.

Countries that have signed the **Convenio Andrés Bello require legalisation through diplomatic channels:** 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 diplomatic or consular representation of Spain 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 91 379 16 10 and +34 91 379 17 00.

# 4.

## Acknowledgements

PhD programmes have a Training Module and a Research Module.

In order to access the Research Module, the PhD student must pass the 12 ECTS credits of the Training Module, if the additional training has not been recognised at the time of admission to the PhD Programme.

During the admission process, the Academic Committee of the PhD programme will study the recognition/validation of the student's academic record, after which the PhD student will know how many ECTS, out of the total of the 12 that comprise the Training Module, he/she has to take.

For this purpose, the applicant must enclose the following documentation, in addition to that already indicated in section 3.2:

> Certificate of previous studies and research work carried out.

You can send your academic documentation to:

**postgrado@universidadeuropea.es**

or submit to the PhD Admissions Department.





# 5.

## Changes to enrolment

The enrolment can only be modified up to 15 days after the start of the PhD programme, depending on the start of the programme. All PhD programmes have two starting dates (October and February). The February option will only be available if there are still vacancies for the academic year in which you wish to enrol in the PhD programme.

### **Late enrolment**

The deadline for late enrolment for each semester will be 30 days after the start of the PhD programme. After this deadline, enrolment must be approved by the Head of the PhD and Research School.

Students who enrol in October or S1 will renew their enrolment in October of the following academic year; those in February or S2, in February of the following academic year.

# 6.

## Payment methods

The annual amount of 2,800 euros for the Academic Tutelage/Tuition fees for the first year can be paid by:

### ANNUAL PAYMENT

A single amount for all fees.

- > By direct debit from a bank in the Single Euro Payments Area (SEPA). The Universidad Europea de Madrid will present a payment slip to the bank account you have provided us with for the total amount, on the 1st day of the first month after the enrolment has been formalised.

By accessing our website: <https://universidadeuropea.com/tu-experiencia/informacion-economica/>

- > **Online card**, virtual platform with connection to the bank. Payment is confirmed on the spot so that students have immediate access to all services.
- > **Letter of Payment** (national payments only), the student can download a coded letter with which he/she can go to the bank and make the payment. Update in the system within 24 hours of payment.
- > **Online Transfer**, the University has entered into an agreement with Flywire to facilitate the processing of both domestic and international payments. It allows you to make payments securely from any country and bank, and usually in your home currency. Payment is received within an estimated 3 to 5 days.

If you have enrolled before the beginning of the semester, you must make the payment before the 1st day of the start of payment of the Academic Tutelage/Tuition fees. If you have enrolled after the beginning of the semester, you must pay within 5 days after your enrolment has been formalised.

This payment method does not exempt the student from submitting the duly completed direct debit form.

### MONTHLY PAYMENT

If the student chooses this option, the tuition fees will be paid pro rata in five instalments, during the five months following the start date of the programme (start of October or start of February).

#### Payment methods:

- > 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.

This payment method is only applicable for the first year of enrolment. From the second year onwards, enrolment will be renewed in a single payment.

#### Renewal of enrolment

- > The annual payment of 2,800 euros for Academic Tutelage/Tuition fees will be made by direct debit from a bank or savings bank (within SEPA territory). The Universidad Europea de Madrid will present a payment slip to the bank account provided by the student. Students who enrol in October or S1 will renew their enrolment in October of the following academic year; those who enrol in February or S2 will renew their enrolment in February of the following academic year.

#### Thesis reading fee

- > The thesis reading fee, of €1,000, will be paid by Bank Payment Order, Online Card or Online Transfer, prior to the reading of the thesis.

# 7.

## UEM study grants

### 7.1. FLEXIBLE PAYMENTS

Universidad Europea de Madrid offers you more flexibility in payment options to better suit your needs.

- > Annual payment. One single payment.
- > Monthly payment, five instalments (during the first year only):
  - Students enrolled in S1: October to February.
  - Students enrolled in S2: February to June.

### 7.2. STUDY GRANT

#### Family member at Universidad Europea de Madrid

Family members of Bachelor's Degree, Higher Level Training Cycles (CFGS) and Postgraduate students at Universidad Europea de Madrid will get a 5% discount on their tuition and research fees. This discount will be applicable during the years that they are both studying at the University simultaneously.

#### Concurrent studies

Students who study two courses simultaneously will benefit from a 100% discount on the place reservation of the second degree.

#### Alumni

Former Bachelor's, CFGS or Master's students who have completed their studies will benefit from a 15% discount on all first-year tuition fees.

This discount applies only during the first year of the PhD programme.

### 7.3. FINANCIAL AID

#### Bank financing

The Universidad Europea de Madrid has signed a number of agreements with banks to help students finance their education.

To request a personalised simulation, you can send your request directly to the Banco Santander branch located on our Villaviciosa de Odón campus.

#### Santander

Campus universitario Universidad Europea de Madrid.  
Calle Tajo s/n. 28670.  
Villaviciosa de Odón (Madrid).  
Tel.: 916 044 844 - 916 167 742  
**Universidad Europea in Madrid:**  
+34 917 407 272

- (1) The UEM Family discount is only applicable to immediate family members: father, mother, son, daughter, brother, sister and spouse.  
- It is not applied in the event of cancellation before the end of the academic year.

None of the aid indicated in these regulations or other discounts or grants offered by the University apply to the thesis reading fee.

# 8.

## Academic regulations for PhD programmes

The University may establish the admission and selection criteria provided that the legal requirements for access are met. Research experience and the alignment of the applicant's research interests with the University's research areas will be taken into account.

Once admitted to the PhD Programme, students must take the additional training for the research period corresponding to the programme, provided this has not been taken previously or has not been recognised at the time of admission.

Throughout the duration of the Research Module, enrolment will be renewed every year or academic year. This renewal will be done automatically after payment of the reservation fee, unless the student requests to withdraw or not continue their studies within the deadline established in point 3.5 of these regulations.

This enrolment will grant him/her the right to Academic Tutelage, to the use of the resources necessary for the carrying out of his/her studies and to all the participation rights corresponding to PhD programme students.

The rules and instructions for admission and enrolment shall establish the application procedure and the documentation to be provided.

### Access to PhD Studies

Access to the PhD Programmes is open to students who hold the following:

1. In general, in order to access an official PhD programme, it will be necessary to hold an official Spanish Bachelor's degree or equivalent, and a Master's degree or equivalent, provided that at least 300 ECTS credits have been passed in these two courses together.

2. Access is also open to those who are in one of the following situations:

- a) Holding an official university degree or equivalent Spanish qualification, provided that at least 300 ECTS credits have been passed in these courses and proving a level 3 of the Spanish Framework of Qualifications for Higher Education (MECES).
- b) Holding a degree obtained in accordance with foreign education systems belonging to the European Higher Education Area (EHEA), without the need for validation, that proves a level 7 of the European Qualifications Framework, provided that this degree entitles access to PhD studies in the country of issue. This admission shall not imply, under any circumstances, the validation of the previous degree held by the interested party nor its recognition for purposes other than that of access to PhD studies.
- c) Holding a degree obtained in accordance with foreign education systems outside the EHEA, without the need for validation, after verification by the university that it proves a level of training equivalent to that of the official Spanish university Master's degree and that it entitles the holder to access PhD studies in the country of issue of the degree. This admission shall not imply, under any circumstances, the validation of the previous degree held by the interested party nor its recognition for purposes other than that of access to PhD studies.
- d) Holding another PhD degree.

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e) Access is also open to university graduates who, after obtaining a training place in the corresponding entrance exam for specialised health training places (MIR, BIR, FIR, QIR or PIR), have passed with a positive assessment at least two years of training in a programme for obtaining an official degree in one of the Health Sciences specialities.

## Duration of PhD Studies

In full-time studies, the duration of the PhD will be a maximum of four years and a minimum of one year, starting from the student's admission to the programme to the submission of the PhD thesis. If after the aforementioned period of four years the thesis submission application has not been submitted, the Academic Committee of the PhD Programme may authorise an extension of one more year.

With the prior authorisation of the Academic Committee responsible for the PhD programme, part-time PhD studies may be undertaken. In this case, studies may have a maximum duration of seven years from admission to the programme to the submission of the PhD thesis, maintaining the minimum duration of one year. If an extension is requested, it may be authorised for a further year.

The PhD student may apply to leave the programme temporarily for a maximum period of one year, which may be extended for a further year. This request must be made through the Student Portal and be authorised by the Academic Committee of the PhD programme in which the student is enrolled.

At the very latest, one month before the end of the leave, the student must request the recovery of his/her record through the Student Portal

## Supervision and Monitoring of the PhD

In general:

- > For the preparation of the PhD thesis, a thesis supervisor will be assigned who will be a Doctor with proven research experience. The thesis may be co-supervised by another doctor or other doctors. The thesis supervisor may assume the role of tutor.
- > The PhD Studies and Research School may, upon request, change these appointments at any time during the period of the PhD programme.
- > Before the end of the first year, from enrolment in the programme, the PhD student will draw up a Research Plan and a Training Plan signed and endorsed by the thesis supervisor(s), which will be submitted to the Academic Committee of the PhD programme for assessment. If the Committee issues a favourable report, the PhD student will register the PhD thesis with the University's Academic Secretary's Office.

In any case, the Research Plan may be improved and detailed throughout the PhD student's time in the PhD programme.

- > Annually, the Academic Committee of the PhD Programme will assess the Research Plan and the PhD Student Activity Document (DAD), which must be signed and endorsed by the thesis supervisor(s). A positive assessment will be a prerequisite for continuation in the programme. In the event of a negative assessment, which will be duly justified, the PhD student must be re-assessed within a maximum period of six months, for which purpose a new Research Plan must be prepared. In the event of a further negative assessment, the PhD student will be permanently withdrawn from the programme.
- > Once the research work has been completed and all the relevant filters have been passed, the PhD student will be ready to defend his/her PhD thesis before a board of examiners, obtaining a final grade for the completion of his/her PhD programme, as well as the title of Doctor from the Universidad Europea de Madrid in the PhD programme in which he/she is enrolled, and the specific specialisations that may be applicable depending on the case.
- > To be able to defend the PhD thesis, the PhD student must have presented the results of the research carried out at a congress or specialised forum and have published the results of the research carried out in at least one article in a journal indexed in WoS or Scopus

# 9.

## Other information of interest

### 9.1. UNIVERSITY CARD

#### What is the University Card?

The University Card is a smart card developed in collaboration with Santander. It verifies 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 branch during opening hours. Monday to Thursday from 8:30 am to 4:30 pm and Friday from 8:30 am to 1:30 pm. You will receive your card on the spot.

Outside Banco Santander's opening hours, go to the University's Student Services Department (building B on the Villaviciosa de Odón campus and ground floor of the Alcobendas campus). If you have applied for an ID card, you must pick it up from the same department at a later date.

#### Use of the carnet

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

#### 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.

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

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-area/>).

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 of the requested stay (this must be provided 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 legal 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 for by the student) (the University recommends that students take out insurance [\*\*]).

(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 FROM THE EDUCATIONAL CENTRE. 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, the number of hours and any other specifics of the programme.

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

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.

## Once in Spain

The Universidad Europea 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. List of Schengen countries. <https://www.schengenvisainfo.com/schengen-area/>

(\*\*\*) 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.



## 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/icpplus/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/icpplus/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/Ciudadanoscomunitarios/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 offers its students an agreement with the company Homologation Students Services ([www.hostudents.com](http://www.hostudents.com)), through which they benefit from discounts on obtaining TIE visas, NIE, extension of residence permit for study purposes and a special return permit.

## 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.

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.

## Support services for your stay in Spain

### 9.3. REQUESTING YOUR DEGREE AND CERTIFICATES

Once he/she has completed his/her studies, the student can request his/her certificates and degree through the University's website in the "Request certificates and degrees" section. To do so, students must log in with their username and password and pay for their certificates by bank card. In order to be able to apply to complete their studies, students must be up to date with their payments to the University and have paid their degree fees in full.

Official qualifications take approximately 9 months to a year to be issued from the date of payment of their fees.

For these documents to take effect in a country outside the European Union, they must be legalised. This process will vary depending on the official nature of the documents:

- > Official studies: legalisation by the Ministry of Education.
- > Non-official studies: legalisation by notary.

The University only carries out the procedures for the recognition of the signatures on the documents, the rest of the procedures must be carried out by the student.

For further information, please consult the website of the Spain's Ministry of Education: [www.mecd.gob.es](http://www.mecd.gob.es).

DULCE  
CHACON

DEL CONGRESO DE WA  
LIBRARY OF CONGRESS CLASSIFICA

CIENCIAS GENERALES GENERAL WORKS

COLECCIONES SERIES COLLECTIONS SERIES

ENCICLOPEDIAS ENCYCLOPEDIAS

DICTIONARIOS GENERALIS DICTIONARIES

CIENCIAS DE MUSULMAN

AGRICULTURA, RELIGIÓN PHILOSOPHY, PSYCHOLOGY, RELIGION

FILOSOFÍA ESPECULATIVA SPECULATIVE PHILOSOPHY

CIENCIAS DE LA HISTORIA

FILOSOFÍA RACIONALISMO, RELIGIONES, MITOLOGÍA, RACIONALISMO

CRISTIANISMO

CIENCIAS AUXILIARES DE LA HISTORIA AUXILIARY SCIENCES OF HISTORY

HISTORIA DE CIVILIZACIÓN HISTORY OF CIVILIZATION

ARQUEOLOGÍA

DIPLOMACIA DIPLOMATICS, ARCHIVES

HISTORIA

HISTORIA DE GRAN BRETAÑA HISTORY OF GREAT BRITAIN

HISTORIA DE FRANCIA HISTORY OF FRANCE

HISTORIA DE ALEMANIA HISTORY OF GERMANY

HISTORIA DE ITALIA HISTORY OF ITALY

HISTORIA DE RUSIA HISTORIA DE LA URSS HISTORY OF RUSSIA, SOVIET UNION

HISTORIA DE ESPAÑA HISTORY OF SPAIN

HISTORIA DE PORTUGAL HISTORY OF PORTUGAL

HISTORIA DE ASIA HISTORY OF ASIA

HISTORIA DE AFRICA HISTORY OF AFRICA

HISTORIA DE OCEANÍA HISTORY OF OCEANIA (SOUTH SEAS)

HISTORIA DE AMÉRICA Y ESTADOS UNIDOS HISTORY OF AMERICA AND UNITED STATES

AMÉRICA AMERICA

ESTADOS UNIDOS UNITED STATES

HISTORIA LOCAL DE LOS ESTADOS UNIDOS UNITED STATES LOCAL HISTORY

GEOGRAFÍA, ANTROPOLOGÍA, OCIO GEOGRAPHY, ANTHROPOLOGY, RECREATION

GEOGRAFÍA (GENERAL), VIAJES, TURISMO GEOGRAPHY (GENERAL) TRAVEL, TOURISM

GEOGRAFÍA MATEMÁTICA, CARTOGRAFÍA MATHEMATICAL GEOGRAPHY, CARTOGRAPHY

CIENCIAS AMBIENTALES ENVIRONMENTAL SCIENCES

USOS Y COSTUMBRES MANNERS AND CUSTOMS

OCIO Y DEPORTE RECREATION, LEISURE

CIENCIAS SOCIALES SOCIAL SCIENCES

ESTADÍSTICAS STATISTICS

TEORÍA ECONÓMICA, DEMOGRAFÍA ECONOMIC THEORY, DEMOGRAPHY

HISTORIA Y CONDICIONES ECONÓMICAS ECONOMIC HISTORY AND CONDITIONS

INDUSTRIA, TRABAJO INDUSTRIES, LAND USE, LABOR

TRANSPORTES Y COMUNICACIONES TRANSPORTATION AND COMMUNICATIONS

COMERCIO, MARKETING, PUBLICIDAD COMMERCE, MARKETING, ADVERTISING

FINANZAS FINANCE

SOCIOLOGÍA SOCIOLOGY

HISTORIA SOCIAL, CONDICIONES SOCIALES SOCIAL HISTORY AND CONDITIONS

FAMILIA, MATRIMONIO, MUJER THE FAMILY, MARRIAGE, WOMEN

ASISTENCIA SOCIAL, PATOLOGÍA SOCIAL, CRIMINOLOGÍA SOCIAL PATHOLOGY, SOCIAL AND PUBLIC WELFARE, CRIMINOLOGY

SOCIALISMO, COMUNISMO, ANARQUISMO SOCIALISM, COMMUNISM, ANARCHISM

CIENCIA POLÍTICA POLITICAL SCIENCE

CIENCIA POLÍTICA (GENERAL) POLITICAL SCIENCE (GENERAL)

TEORÍA POLÍTICA, ESTADO, TEORÍAS DE ESTADO POLITICAL THEORY, THE STATE, THEORIES OF THE STATE

INSTITUCIONES POLÍTICAS Y ADMINISTRACIÓN PÚBLICA (GENERAL) POLITICAL INSTITUTIONS AND PUBLIC ADMINISTRATION (GENERAL)

COLONIAS Y COLONIZACIÓN, EMIGRACIÓN E INMIGRACIÓN COLONIES AND COLONIZATION, EMIGRATION AND IMMIGRATION

N ARTES VISUALES VISUAL ARTS

NA ARQUITECTURA ARCHITECTURE

NB ESCULTURA SCULPTURE

NC DIBUJO, DISEÑO, ILUSTRACIÓN DRAWING, DESIGN, ILLUSTRATION

ND PINTURA PAINTING

NE GRABADO PRINT MEDIA

NK ARTES DECORATIVAS DECORATIVE ARTS

NX ARTES EN GENERAL ARTS IN GENERAL

P FILOLOGÍA, LINGÜÍSTICA PHILOLOGY, LINGUISTICS

PA FILOLOGÍA, LENGUA Y LITERATURA PHILOLOGY, LANGUAGE AND LITERATURE

PC FILOLOGÍA Y LENGUA PHILOLOGY AND LANGUAGE

PE FILOLOGÍA Y LENGUA PHILOLOGY AND LANGUAGE

PF LENGUAS LANGUAGES

PN LITERATURA (GENERAL) LITERATURE (GENERAL)

PQ 1-3999 LITERATURA FRANCESA FRENCH LITERATURE

PQ 4001-5999 LITERATURA ITALIANA ITALIAN LITERATURE

PQ 6001-8929 LITERATURA ESPAÑOLA SPANISH LITERATURE

PQ 9000-9999 LITERATURA PORTUGUESA PORTUGUESE LITERATURE

PR LITERATURA RUSA RUSSIAN LITERATURE

PS LITERATURA SUECA SWEDISH LITERATURE

Q CIENCIA SCIENCE

QA MATEMÁTICAS MATHEMATICS

QB ASTRONOMÍA ASTRONOMY

QC FÍSICA PHYSICS

QD QUÍMICA CHEMISTRY

QE GEOLOGÍA GEOLOGY

QH CIENCIAS NATURALES: BIOLÓGICAS NATURAL SCIENCES: BIOLOGICAL

QK BOTÁNICA BOTANY

QL ZOOLOGÍA ZOOLOGY

QM ANATOMÍA HUMANA HUMAN ANATOMY

QP FISIOLÓGICA PHYSIOLOGY

QR MICROBIOLOGÍA MICROBIOLOGY

R MEDICINA MEDICINE

RA ASPECTOS PÚBLICOS DE LA MEDICINA PUBLIC ASPECTS OF MEDICINE

RB PATOLOGÍA PATHOLOGY

RC MEDICINA INTERNA INTERNAL MEDICINE

RD CIRUGÍA SURGERY

RE OFTALMOLOGÍA OPHTHALMOLOGY

RF OTORRINOLARINGOLOGÍA OTORHINOLARYNGOLOGY

RG GINECOLOGÍA Y OBSTETRICIA GYNECOLOGY AND OBSTETRICS

RJ PEDIATRÍA PEDIATRICS

RK ODONTOLOGÍA DENTISTRY

RL DERMATOLOGÍA DERMATOLOGY

RM TERAPÉUTICA, FARMACOLOGÍA THERAPEUTICS, PHARMACOLOGY

RS FARMACIA PHARMACY AND MATERIA MEDICA

RT ENFERMERÍA NURSING

S AGRICULTURA AGRICULTURE

SB HORTICULTURA, JARDINERÍA HORTICULTURE, GARDENING

SD SILVICULTURA FORESTRY

T TECNOLOGÍA TECHNOLOGY

TA INGENIERÍA (GENERAL), INGENIERÍA ENGINEERING (GENERAL), ENGINEERING

TC INGENIERÍA HIDRÁULICA HYDRAULIC ENGINEERING

TD TECNOLOGÍA DEL MEDIO AMBIENTE ENVIRONMENTAL TECHNOLOGY

TE INGENIERÍA DE CAMINOS HIGHWAY ENGINEERING

TF INGENIERÍA DE FERROCARRILES RAILROAD ENGINEERING

TG INGENIERÍA DE PUENTES BRIDGE ENGINEERING

TH CONSTRUCCIÓN DE EDIFICIOS BUILDING CONSTRUCTION

TJ INGENIERÍA MECÁNICA Y MAQUINARIA MECHANICAL ENGINEERING AND MACHINERY

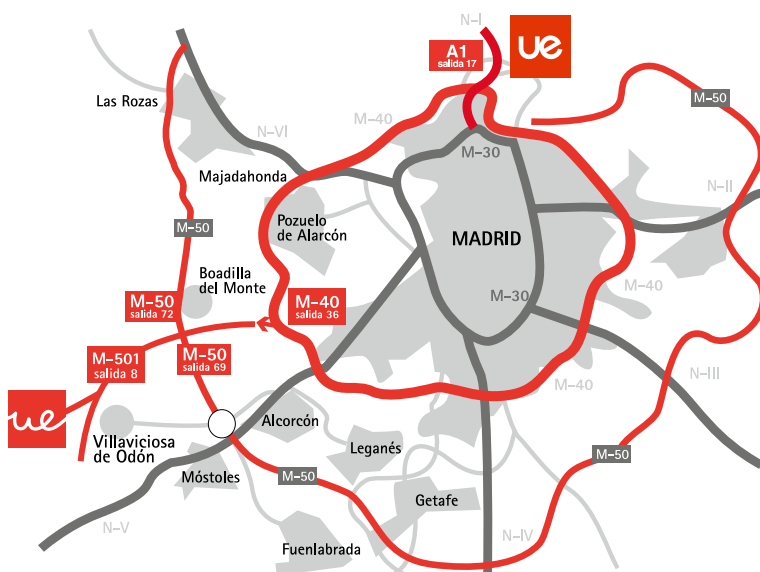
TK INGENIERÍA ELÉCTRICA Y NUCLEAR ELECTRICAL AND NUCLEAR ENGINEERING

## PLANO DEL CAMPUS VILLAVICIOSA DE ODÓN VILLAVICIOSA DE ODÓN CAMPUS MAP



CAMPUS DE VILLAVICIOSA DE ODÓN. C/ Tajo, s/n. Urb. El Bosque. 28670. Villaviciosa de Odón (Madrid). Tel: 902 23 23 50. universidadeuropea.es

## PLANO DE CÓMO LLEGAR A NUESTROS CAMPUS MAP OF HOW TO FIND OUR CAMPUSES



VILLAVICIOSA DE ODÓN CAMPUS  
C/ Tajo, s/n.  
Villaviciosa de Odón.  
28670, Madrid.

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

CLÍNICA UNIVERSITARIA POLICLÍNICA  
PI.  
Francisco Morano, s/n.  
28005, Madrid.

CLÍNICA UNIVERSITARIA  
ODONTOLÓGICA  
Paseo Santa María de la Cabeza, 92.  
28045, Madrid.

UNIVERSIDAD EUROPEA DE VALENCIA  
C/ General Elio, 2, 8 y 10.  
46010, Valencia.

CLÍNICA UNIVERSITARIA  
ODONTOLÓGICA  
C/ Alfambra, 4 Bajo.  
46009, Valencia.

UNIVERSIDAD EUROPEA DE CANARIAS  
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