



Universidad  
Europea

Academic Year  
2024/2025

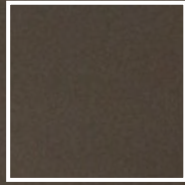
# Undergraduate Admission Regulations

**Go beyond**

## CHOOSE YOUR DEGREE

- 1.** One-to-one advice.
- 2.** Submit your application and documentation.
- 3.** Assessment of profile and interview.
- 4.** Confirmation of admission
- 5.** Formalisation of reservation and enrolment.

**Welcome!**



# Welcome to the Universidad Europea de Madrid

Universidad Europea has been committed to innovative, comprehensive and quality education since its beginnings in 1995. Currently, it is a leader in the Spanish private higher education sector. At Universidad Europea, we are focused on developing our students' skills and abilities so they can achieve success in their chosen field. To provide our students with the best possible learning experience, we use the Hyflex Experiential Learning Academic Model, which is a highly practical and active approach that prepares them for what they will experience in the real world. This model combines the best teachers, the best facilities and the latest technology to create an immersive experience for students. By simulating real professional environments, students gain valuable hands-on experience that prepares them for success in their chosen field.

Our model is designed to meet the needs of the professional world and trends in Higher Education. The flexible and personalised learning experience offered by the institution allows students to develop the knowledge, skills and values required to be successfully employed in a globalised world.

It provides a four-dimensional graduate profile: intellectual, professional, international and ethical-social. This integrated learning approach allows students to see the profession from all angles.

Universidad Europea currently has more than 20,000 students from all 5 continents, both on campus and online.

This student body is spread across our 3 university facilities in Madrid, Valencia and the Canary Islands, as well as our 6 campuses.

Universidad Europea offers a comprehensive range of academic programmes, both on-campus and online, in both official and private degrees. New degree programmes are added every year.

We offer more than 15,000 internship agreements with companies and organisations across the country, as well as 909 internship agreements in more than 72 countries to help you complete your studies. We also have 65 programs taught entirely in English or bilingual format. Our dedication to improving your international profile has resulted in us becoming one of the most highly rated universities, on a par with renowned centres such as Cambridge University and Harvard University. We have obtained five stars out of a possible 5 in the "Internationalisation, Employability, Teaching and Online Learning" section of the QS Star international university accreditation rating.

Our teachers are dedicated to helping you succeed in your academic and professional pursuits. They will guide you in developing the skills and abilities you need to thrive in an international environment.

The school is equipped with state-of-the-art laboratories, full sports facilities, and a wide range of extracurricular activities to complement the education you receive in the classroom.





### 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. In addition, there are regular bus and coach services - private parking area with constant security. 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. 🚌



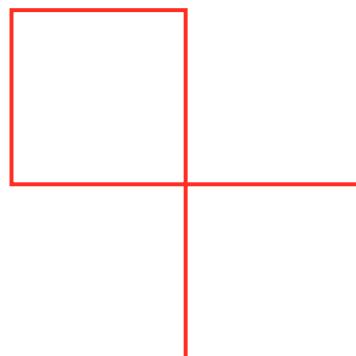
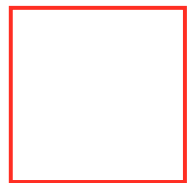
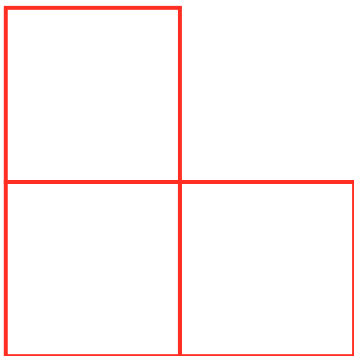
### VIRTUAL CAMPUS

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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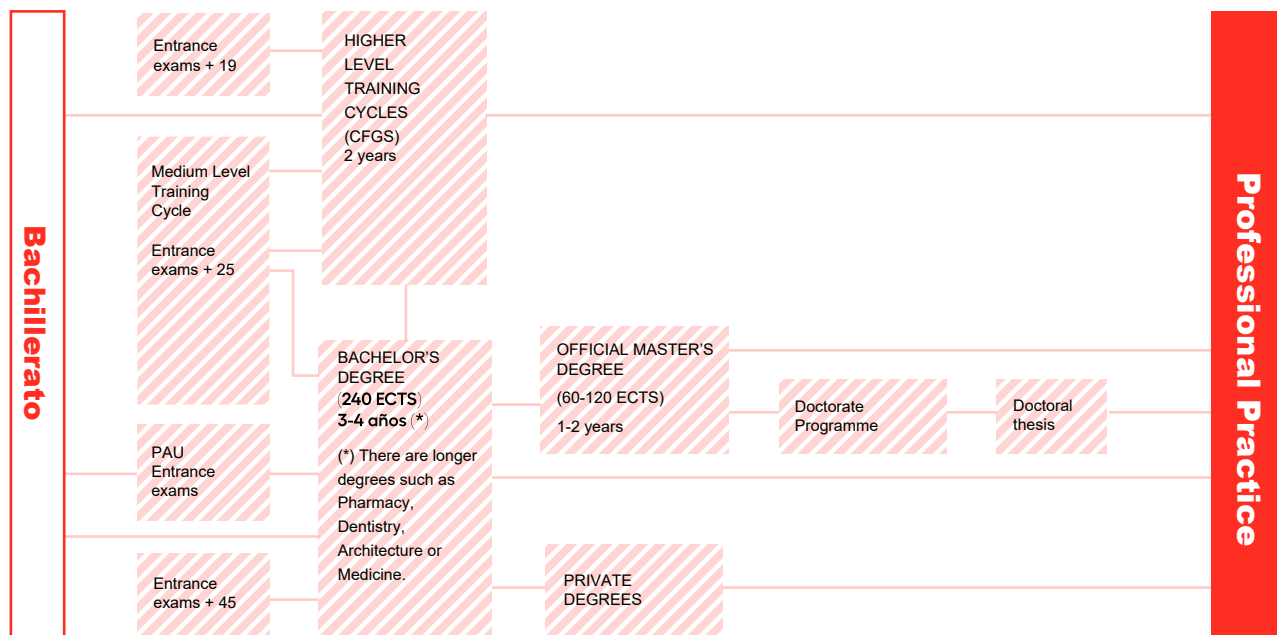
# 1.

## What is a Bachelor's Degree?

### Official Degrees and the European Higher Education Area

These are the degrees which are adapted to the European Higher Education Area (EHEA). There are three cycles: Bachelor's, Master's and PhDs. Both the Bachelor's and Master's degrees are linked to the following branches of knowledge.

- Arts and Humanities.
- Science.
- Health Sciences.
- Social and Legal Sciences.
- Engineering and Architecture.



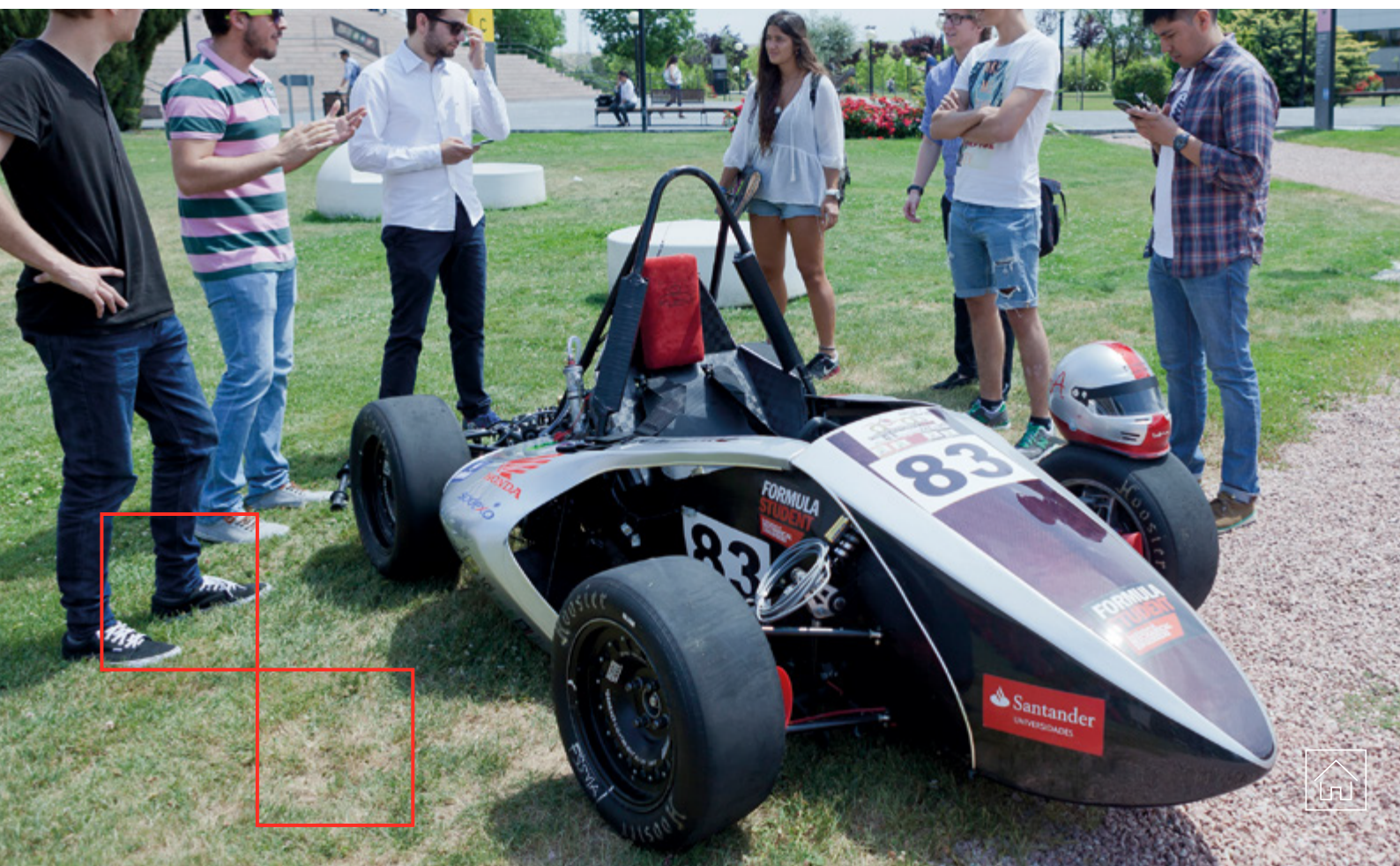
Article 7.1 of the Organic Law of the University System 2/2023 of 22 March establishes that universities shall offer courses leading to official university degrees, valid and effective throughout Spain, and may offer courses leading to their own degrees, including lifelong learning courses.





Royal Decree 822/2021 established the assignment of Bachelor's and Master's degrees to the following fields of knowledge:

- Physical activity and sports science.
- Architecture, construction, building and town planning and civil engineering.
- Biology and genetics.
- Biochemistry and biotechnology.
- Agricultural sciences and food technology.
- Biomedical sciences.
- Behavioural sciences and psychology.
- Economics, business administration and management, marketing, commerce, accounting and tourism.
- Education sciences.
- Environmental science and ecology.
- Social sciences, social work, labour relations and human resources, sociology, political science and international relations.
- Earth Sciences.
- Law and legal specialities.
- Nursing.
- Gender studies and feminist studies.
- Pharmacy.
- Philology, classical studies, translation and linguistics.
- Physics and astronomy.
- Physiotherapy, podiatry, nutrition and dietetics, occupational therapy, optics and optometry and speech therapy.



- History of art and artistic expression, and fine arts.
  - History, archaeology, geography, philosophy and humanities.
  - Cultural industries: design, animation, filmmaking and audiovisual production.
  - Electrical engineering, electronic engineering, and telecommunications engineering.
  - Industrial engineering, mechanical engineering, automation engineering, industrial organisation engineering and navigation engineering.
  - Computer and systems engineering.
  - Chemical engineering, materials engineering and environmental engineering.
  - Mathematics and statistics.
  - Medicine and dentistry.
  - Journalism, communication, advertising and public relations.
  - Chemistry.
  - Veterinary.
  - Interdisciplinary studies.
  - Optional subjects.
  - External placements (if the curriculum provides for external academic placements, these have a maximum size equivalent to 25% of the total credits of the degree, with the exception of Bachelor's degrees, which must have a different percentage under EU law, and they must preferably be offered in the second half of the curriculum.
- There are also exceptions to this rule for Bachelor's degrees, which include the double major regulated in Article 22, which should represent between 20 and 40 percent of the credits in Bachelor's degrees).
- Final project (minimum of 6 credits and maximum of 24 credits for degrees of 240 credits, 30 credits for degrees of 300 credits and 36 credits for degrees of 360 credits).

## ECTS credits

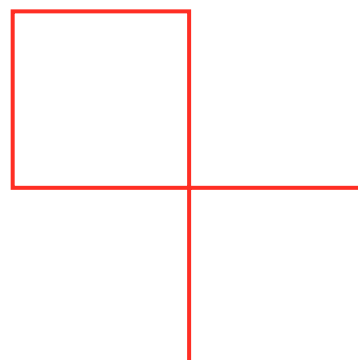
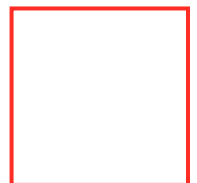
ECTS credits (European Credit Transfer System) are the standard adopted by all universities in the European Higher Education Area to ensure consistency between the different European education systems. ECTS credits are based on the student's personal work in all activities of his/her learning process (class hours, study hours, work and internships).

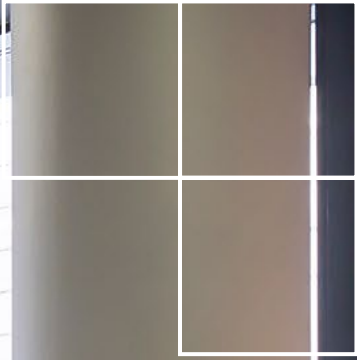
### 1st Cycle: Bachelor's Degree

The Bachelor's degree, which replaces the previous Diploma and Licentiate degrees, normally has a duration of 240 ECTS credits, except for those that must have between 300 and 360 according to European guidelines, spread over 4 to 6 years of study.

The Bachelor's degree is structured as follows:

- Basic training subjects (minimum 25% of the total credits of the degree).
- Compulsory subjects.





# 2.

## Admission Process

### 2.1. One-to-one advice

Regardless of the type of degree programme you are studying, the specialist advisor can provide you with all the information you need for one of our degree programmes, taking into account your particular situation.

We will also inform you about the Access Documentation for our official degrees depending on your academic situation.

See 2.6. Submit the University access document

If you have already started or completed your higher education studies, we will tell you how to request a free subject validation or recognition guide from us. This will allow you to get more detailed information about the credits validated and/or recognised and the enrolment plan for the degree you are interested in. You can request your free personalised validation study, through our website: <https://universidadeuropea.com/admisiones-y-financiacion/convalidaciones-traslados/>

Either way, one of our advisors will contact you as soon as possible to give you any information or guidance you may need and answer your questions.

Royal Decree 822/2021 allows up to 15% of the total number of ECTS credits making up the curriculum of the Bachelor's degree to be recognised for professional or work experience or for non-official university studies (university degrees). In section 2.7. you can find more information about Credit Recognition.

### 2.2. Beginning the admission process

#### On-Campus Degrees

There are several ways to start the admission process:

- You can contact us at (+34) 917 407 272. A personal advisor will provide you with initial information and send you the application form and admission tests online. You can take these remotely.
- You can write to us at the following email address: [ads@universidadeuropea.es](mailto:ads@universidadeuropea.es)
- You can go to the following link on our website: [universidadeuropea.com/admisiones-y-financiacion/proceso-admision/](https://universidadeuropea.com/admisiones-y-financiacion/proceso-admision/) There you must choose on-campus attendance, the type of Bachelor's Degree that you want to 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.
- Finally, you can visit either of our two university campuses in Villaviciosa de Odón or Alcobendas.



## Online Degrees

If your option is an online Bachelor's degree:

- You can call us on (+34) 918 340 192.
- You can write to us at the following email address:  
**ueonline@universidadeuropea.es**
- You can send us a message on WhatsApp (+34 648 203 802). You can even start the chat from our website, **universidadeuropea.com**, both in its desktop version and in its mobile version by using the messaging application..

## 2.3. Application, documentation and admission fees

As a candidate for an on-campus degree programme, you may complete the online Application Form whereby you express your interest in taking part in the admissions process for a degree programme at Universidad Europea de Madrid. This may mean (depending on each case) you need to pay admission fees in advance via the Pre-Student Portal. The amount is non-refundable under any circumstances and can be paid by credit card (instant enrolment) or by online bank transfer via the Flywire payment gateway after completing the Admission Application.

### On-Campus Degrees

You must follow the steps below:

- Fill in your application form.
- Please attach your identity card or passport if you are not a European student.
- Pay the admission fees (depending on the degree programme). See section 4 "Bachelor's Degree Fees". They must be paid in advance or on the day of your appointment through the Pre-Student Portal.

### Online Degrees

These are the steps that you should take in this instance:

- Fill in your application form.
- Attach your identity card or passport.
- Attach your CV.
- Pay the admission fees (depending on the degree programme). See section 4 "Bachelor's Degree Fees". They must be paid in advance or on the day of your appointment through the Pre-Student Portal.

## 2.4. Take the admission tests

The Universidad Europea de Madrid was the first Spanish university to establish entrance exams in order to evaluate the elements related to academic and professional success for each student. By doing so, the university is able to detect specific training needs for its students.

The admissions tests represent the student's confirmation that they accept to participate in the University Admission Process.

### On-Campus Degrees

The entrance exams to the Universidad Europea de Madrid for on-campus degrees are based on:

#### Personality, cognitive aptitudes, competence and skills assessment test

The University reserves its right to amend the competency tests in force during the admission process to the 24/25 academic calendar year and to run a new test on new students.

#### General knowledge test

This test with general questions is only required for international students applying for the first year of an undergraduate programme in Spain who do not have UNED access (2). They will need to have their Post-Comp. Secondary Education certificate validated and certified by the Ministry of Education and Vocational training.

This test is considered PASS if the score is 5 or higher.

The student's admission or non-admission does not depend solely on the result of this test, which in any case determines the student's need for tutoring.

(2) N.B.: To be eligible for the UNED credential route, students must come from one of the following educational systems: Germany, Andorra, Austria, International Baccalaureate, Belgium, Bulgaria, Czech Republic, China, Cyprus, Croatia, Denmark, European Schools, Slovakia, Slovenia, Estonia, Finland, France, Greece, Hungary, Ireland, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Norway, the Netherlands, Poland, Portugal, the United Kingdom, Romania, Sweden and Switzerland, and any other State with which an international agreement is signed on a reciprocal basis.

(\*) Consult the specific admission process for the Bachelor's Degree in Medicine (pg. 25).



### Language assessment test

The language tests are designed to provide an initial assessment of the level of command of the language being tested and will only be disqualifying in the case of certain degrees.

The language and level required for each degree can be found in point 7.8 "Language requirements in the admission procedure" of these regulations.

In addition to the language test, students can also prove their level by presenting a current official language certificate from the CRUE (Conference of Rectors of Spanish Universities) list of language certificates.

The university recommends a B2 level of proficiency in the language of instruction for optimal academic performance.

This is a Spanish language proficiency test which assesses:

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

Applicants can take the written tests online from home. For the special admission requirements (1), prior payment of fees is required.

### Personal interview / letter of motivation

The candidate answers a motivation questionnaire, which is assessed by a member of the relevant faculty as part of the admission procedure.

### 1. ENGLISH:

All students who come from countries whose official or de facto language is not English — unless they have opted for degrees whose language of instruction is neither Spanish nor English — must take this test. This is an English language level assessment test which assesses:

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

### 2. SPANISH:

The following candidates must take this test:

- Students who wish to complete their degree programme in Spanish and whose first language is not Spanish.
- Students who wish to complete their degree programme in a language other than Spanish and who must demonstrate a certain level of Spanish in order to complete their placement.
- Students who wish to study a degree programme for which Spanish is required as a language according to Appendix I.

### Where and when do the admission tests take place?

The Admission process is carried out online.

The admission tests will be held at our Villaviciosa de Odón or Alcobendas Campus:

#### Villaviciosa de Odón University Campus (Madrid)

Calle Tajo S/N. 28670 Villaviciosa de Odón. Madrid. Building B. New Student Admissions Department.

Opening hours: Monday to Friday from 9 am to 7 pm and Saturdays from 9 am to 2 pm.

#### Alcobendas University Campus (Madrid)

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

Opening hours: Monday to Friday from 9 am to 7 pm.

However, for applicants residing in Andalusia, Asturias, the Canary Islands, Cantabria, Castilla y León, Castilla-La Mancha, Galicia, Valencia and the Basque Country, we offer a team of delegates who can provide all the information about the university and offer the possibility of taking the admission tests in the same province as the student.

(1) B.D. in Medicine, B.D. in Dentistry, B.D. in Dentistry (100% English), B.D. in Physiotherapy (100% French), B.D. in Nursing.



## Online Degrees

In the online and blended degrees, the admission process consists of:

### Online English Test

All students are required to take it regardless of their origin or the degree they are studying.

The test is accessed via a website link provided by the platform advisor Flexiquiz.

It is a 50-minute test consisting of 3 parts:

- Listening comprehension.
- Reading comprehension.
- Grammar (Use of English).

The test must be taken without interruption as it cannot be repeated and there is a time limit of 24 hours from the time of registration.

The results of the test are not exclusive or compulsory. That is, there is no minimum level to prove, except for the Bachelor's Degree in Translation and the major in Foreign Language Teaching (English), for which a B2 level must be reached and recognised by an external accredited institution.

### Written interview

The aim of the interview is to get to know the candidate better, as well as to understand their motivation and their expectations of Universidad Europea and the degree they wish to study. Depending on the degree, the questionnaire may contain up to 14 questions. To access the test, you will be sent a link to the email address that you provided, although the test is always stored in the Pre-Student Portal.

Depending on the Degree course, the interview evaluation system is one or the other:

1- Evaluation by the academic management or a member of the respective faculty. This system is applied to the generic interviews of this segment and to specific interviews such as those for the Bachelor's Degree in Translation and Interpreting or the Bachelor's Degree in Musicology.

2- Telephone interview by the management or a member of the academic staff. This is the case of the Bachelor's Degree in Nutrition.

3- Self-correction, based on the score assigned to the answers to the questions. There is, therefore, a minimum score to be passed.

## 2.5. Confirmation of admission. Formalisation of reservation and enrolment

### Confirmation of admission

The candidate will need to check the status of their application on the Pre-Student Portal. The University will send a Letter of Admission to notify applicants in writing about the results of the admissions process.

### Reserve your Place

Once you have been admitted and received your admission letter, you can reserve your place.

By reserving a place, the student confirms that he/she wishes to continue the enrolment process at the University and guarantees a place in the chosen degree programme, provided that he/she submits the University's Access Documentation by the deadline. The place reservation will be paid for each academic year, regardless of the number of ECTS in which you enrol and must be completed prior to enrolment through the Pre-Student Portal. The reservation of places for the second and subsequent years will be paid in July for the amount published for each year.

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).

Once you have received notification of admission to your chosen degree programme from the Universidad Europea, it is recommended that you pay the reservation fee as soon as possible, as there are limited places available in your chosen degree programme. Please note that the deadline for on-campus degrees with specific admission processes may vary.

You have the following options for payment to formalise your reservation:

- **CREDIT OR DEBIT CARD**, and you will be registered immediately. It is therefore the recommended method of payment.



- **ONLINE TRANSFER.** This is done through the Flywire payment gateway, which can be accessed via 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.

The amount of the reservation fee depends on the chosen degree programme and the type of study (on-campus or online). Financial information can be found in the Your Experience section > Academic Administrative Services > Prices and tuition fees on our website (<https://universidadeuropea.com/tu-experiencia/informacion-economica/>).

The student will receive regular updates on the next steps to be taken, either from the advisor or through the Pre-Student Portal where the student has registered their personal information.

#### **Documents required to formalise the reservation of place**

To formalise your place reservation, you must have previously submitted the following documents via the Pre-Student Portal:

- Photocopy of your ID card (or passport in the case of non-European students).

If you have any problems with the platform, please contact us at: [backoffice@universidadeuropea.es](mailto:backoffice@universidadeuropea.es)

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 allows you to access all the services associated with your student status at the Universidad Europea de Madrid. In the case of Online Degrees, the Virtual Campus is activated 15 calendar days before the Degree starts. However, as long as you are not enrolled, your reference platform for submitting documentation will continue to be the Pre-Student Portal.

#### **Opening of student record: (Only on-campus degrees)**

All students entering the Universidad Europea de Madrid for the first time must have their official records opened. This is a required procedure for all students wishing to study an undergraduate degree in the on-campus mode.

Section 4.3 of these Rules and Regulations provides more detailed information about the fees associated with opening a student record.

#### **Enrolment**

##### **ECTS credits in On-Campus Degrees**

Students must normally enrol for a minimum of 60 ECTS and a maximum of 72 ECTS in each academic year. In the case of double degrees, the maximum is 84 ECTS per academic year.

A university must have recognised at least 30 ECTS in other university studies that have not been completed before students can gain admission.

##### **ECTS credits in Online Degrees**

Students must normally enrol for a minimum of 24 ECTS and a maximum of 72 ECTS. Students may enrol for a lesser or greater number of ECTS credits than those indicated only with permission from the Dean of the Faculty, the School Director, or a person delegated by him or her. In cases of simultaneous studies, it is possible to enrol for up to 84 ECTS.

In the case of students who apply for validation studies and obtain a decision with a high number of validated credits, enrolments of less than 24 ECTS may also be allowed exceptionally and always with the approval of academic administration, if the decision according to the curriculum does not allow the enrolment of the minimum number of ECTS set in the rules and regulations.

Without prejudice to the above-mentioned specificities of the individual modalities, in general, in cases where students have special educational needs or other circumstances that prevent them from enrolling full-time, they may enrol for a minimum of 24 ECTS credits per year in their first year on the degree course (12 ECTS in the case of enrolments in the second semester), and in subsequent years, for the minimum number of ECTS credits explicitly indicated in the University's General Rules and Regulations for Official Degree Programmes, published on the University's website in the Rules and Regulations section (<https://universidadeuropea.com/conocenos/normativa/>). Students may enrol for fewer ECTS credits than indicated only with permission from the Dean of the Faculty, the School Director, or a person delegated by him or her.





## Formalisation of Enrolment

Once the admission tests have been taken and payment has been made to reserve your place, you must complete your enrolment by digitally signing the enrolment application, the direct debit and the general conditions provided by the University, in addition to potential consent associated with your degree course, all within 10 calendar days from the date the place reservation was paid. 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. With regard to On-Campus Degrees, if the student fails to complete all the documentation after reserving their place, the latter will be automatically cancelled (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 a place reservation due to a failure to complete the enrolment process is in accordance with the general conditions regarding cancellation, **as indicated in section 6 of the General Conditions of Admission.** Once you have signed the documents, you will be sent a copy of the signed documents by email. If you have any problems with the platform, please contact us at [backoffice@universidadeuropea.es](mailto:backoffice@universidadeuropea.es)

When filling in the Enrolment Application Form you must:

- Indicate campus, modality, language and preferred timetable (if there is more than one).
- For Online Degrees, indicate the Venue where you would like to take your exams.
- Indicate all the subjects you wish to enrol in, including optional/elective ones where applicable.
- Fill in the direct debit details and the person responsible for the payment.
- Electronically sign the Enrolment Application, the Direct Debit and the General Conditions of Enrolment.
- If you have previous university studies that may be subject to recognition, request your free validation guide before enrolling, and indicate on the enrolment application form only the subjects that are not recognised.

If some of the recognitions are conditional on passing the original subject and you do not pass it, you can add the subjects you need during the enrolment modification period.

### Documentation to be provided with your application for enrolment (Mandatory):

- Access Documentation that accredits your access to university (see section 2.6 Submit University access documents).
- If you do not provide the documentation accrediting your access to the University, Informed Consent of the Legal Requirement for Access (with some exceptions, the Informed Consent of the Legal Requirement for Access is generally accepted by means of a checkbox in the Pre-Student Portal).
- Photocopy of identity card or passport for international students.

### Special requirements for On-campus Degrees:

- School Insurance application form or TA-1 (students under 28 years of age who are not registered with the Social Security).
- Medical Certificates for students enrolled in the on-campus Bachelor's Degrees in Physical Activity and Sports Sciences and on-campus Bachelor's Degree in Physical Activity and Sports Sciences + on-campus Bachelor's Degree in Physiotherapy.
- Photocopy of the passport of the person who is financially responsible.

### Specific:

- Placement consent form for students in the Faculty of Health and Biomedical Sciences and the Faculty of Physical Activity and Sports Sciences.
- Consent form to the language requirements for the clinical placements of the on-campus courses in Dentistry, Physiotherapy and Psychology at the University Hospitals of the Universidad Europea de Madrid.

### CLASS TIMETABLES AND SCHEDULES (On-Campus Degrees)

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.



You will be sent an email confirming your enrolment once you have completed the process.

- This email will provide information on how to check your current enrolment status, academic record and personal details.
- Contact details of the Student Services Department.

Please review your enrolment confirmation message carefully to ensure all details have been properly entered into our system.

Remember that you will need to have paid the Place Reservation fee in order to formalise your enrolment.

### CANDIDATE SELECTION (On-Campus Degrees)

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.

### Tuition fees

Tuition fees represent the academic content associated with each degree. It consists of subjects, each of which has a certain number of ECTS credits. The price could be increased every year. The ECTS price of the subjects for which the student enrolls for the 2nd time or more is increased by 10% above the ECTS price applicable in that year.

Section 4.4 of these Rules and Regulations provides more detailed information about the fees associated with opening a student record. At the Universidad Europea de Madrid, we believe that quality education should be accessible to everyone. Our educational model is based on academic excellence, experiential learning, inter-professionalism and collaboration, and we want to ensure that cost is not a barrier to accessing this education. We have a comprehensive system of financial support for our students (see section 5 "Comprehensive student support plan").

### Payment arrangements for tuition fees

#### HOW ARE TUITION FEES PAID?

Tuition fees may be paid by the following methods of payment:

#### ANNUAL PAYMENT

A single fee for all tuition fees.

- By direct debit from a bank in the Single Euro Payments Area (SEPA).

The Universidad Europea de Madrid will issue a receipt for the total amount of tuition fees to the bank account you have indicated after enrolment on the first day of the first month of your course.

- **Not by direct debit**, going to the "make a payment" section.
- **Online card**, virtual platform connected to the bank. Payment is confirmed on the spot so that students have immediate access to all services.
- **Other payment methods**. You can use different methods depending on the country you are applying from. The University 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.

**The "not by direct debit" payment method does not exempt the student from submitting the duly completed direct debit form.**

The indication of the responsible person and the payment method is mandatory.

Special features for annual payment in On-Campus Degree Programmes:

- Enrolment before 1 September. Payment must be made before the first month of tuition.

Special features for annual payment in Online Degree Programmes:

- Enrolment before October. Payment must be made on the 1st day of the month in which the course starts.

#### MONTHLY PAYMENT

Payment is made in equal monthly instalments, provided your course of study is continuous. The number of instalments is calculated depending on the start and end dates of your degree programme, as per the academic calendar for 2024-2024.

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.

Specificities regarding monthly payment in Online Degree Programmes:

If you are an international student enrolled in an online degree programme and you are unable to pay your fees by direct debit, you have the option to make your payments via the section:



Your Experience > Academic Administrative Services > Financial Information on our website via one of the following options (the same as for annual payment):

- **Online card**, virtual platform with connection to the bank. Payment is confirmed on the spot so that students have immediate access to all services.
- **Other payment methods.** You can use different methods depending on the country you are applying from. The University 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.

#### DEFERRED MONTHLY PAYMENT UNTIL AUGUST

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

Payment methods:

- By **direct** debit from a bank in the Single Euro Payments Area (SEPA).

Excluded from this payment method are:

- a. Final year students.
- b. Undergraduate students whose programme is discontinued.
- c. Students who are not enrolled in the second semester.
- d. Bridging (Adaptation) Courses.
- e. Students whose payment method is not direct debit.

If you wish to **change your payment method, please notify us in writing**. Otherwise, we will assume that you wish to maintain the payment method from your previous course.

If a student has two unpaid bills during their time at the university, they will no longer be able to take advantage of the Deferred Payment option.

Deferred Payment conditions are applicable to the 24/25 academic year. The Universidad Europea de Madrid 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.

Please note that all outstanding fees must be paid in order to complete your studies and to close your student record.

#### MODIFICATION OF ENROLMENT

Enrolment at the University takes place only once per academic year. Once enrolment is formalised by the University, changes can only be made during specified periods, and only within the official time frames set by the University. You can consult the Student Portal to view the deadlines for modifying enrolment for the 24/25 academic years, as well as any exceptional circumstances in which such modification may be permitted.

Any changes to your enrolment may alter your total tuition fees, which will be updated once the change has been made. We recommend that you consult the financial details of your enrolment by accessing the section Your Experience > Academic administration services > Financial Information section of our website.

#### LATE ENROLMENT

The maximum time limit for late enrolment in a semester is 6 weeks from the semester start date. After this deadline, the Dean or Director of the respective Faculty or School will approve the student's enrolment.

## 2.6. Submit the University Access Documentation

#### WHAT DOCUMENTS DO YOU NEED TO SUBMIT?

In this section we indicate, according to your previous studies, the documentation that you must provide to accredit your access to the University and also when and how you must provide it. The documents required remain subject to current legislation.

#### **Bachillerato (Baccalaureate or Post-Compulsory Secondary Education) Studies**

If you have taken a University Admissions Test (EvAU/PAU/Selectividad):

- Admissions test(s) results sheet(s).
- And proof of payment of transfer fees (to be paid at the university where you have taken the exams).

#### **If you have completed the International or European Baccalaureate or equivalent in the European Union or in a country with a mutual recognition agreement:**

- You will have to apply to the Universidad Nacional de Educación a Distancia (UNED) for the corresponding accreditation and we will validate its issuance through the UNED platform.

For more information, please contact [www.uned.es](http://www.uned.es)



**If you have completed your pre-university education in another educational system (without the EvAU/PAU tests) or in a country with no mutual recognition agreement:**

- Decision on the recognition of your pre-university qualifications, issued by the Spanish Ministry of Education, Vocational Training and Sports, indicating the final grade. You must provisionally provide the conditional enrolment document (“Volante para la Inscripción Condicional”) proving that an application for recognition of your qualifications has been made, until recognition is granted.

For more information, please contact [www.educacionyfp.gob.es](http://www.educacionyfp.gob.es)

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.

- Pass the admissions process of the Universidad Europea de Madrid.

The Universidad Europea de Madrid has reached an agreement with the Homologation Students Services company ([www.hostudents.com](http://www.hostudents.com)) whereby its students will benefit from discounts on their services to obtain the UNED credential and the validation of foreign Baccalaureate or Post-Comp. Secondary Education degrees (Bachillerato).

**Vocational Education and Training (Higher Level Training Cycles or FP II)**

- Qualification or personal academic transcript attesting to such training.

**Students over 25 years old**

- Certificate for passing the relevant admissions test.
- Proof of payment of fees for transferring your record (to be paid at the university where you took the test).

**Students over 40 years old with professional experience**

- Report in favour of admission issued by the Universidad Europea de Madrid.
- Supporting documents demonstrating your work and professional experience related to the programme for which you wish to enrol.

**Completed or unfinished university studies**

If you enter the University with a Spanish university degree:

- University degree certificate;
- OR an academic certificate certifying that you have completed your university studies; or certificate of payment of the degree fees.

**If you access the University with unfinished Spanish university studies:**

- Transfer Fees from the home university stamped by the Secretary's Office of the university of origin.
- Personal academic transcript.

**If you have a University degree certificate from abroad\* (to gain entry through this route, at least 30 ECTS credits must be recognised by the University):**

- University degree certificate;
- Personal academic transcript.
- Course syllabus and curriculum, stamped by the university of origin.
- Certificate of authenticity proving that the university and the degree taken are officially recognised and accredited.

This document may be issued either by the source university (signed by the Dean or competent authority) or by the source country's governmental department for education.

- Sworn statement confirming that you have not also submitted copies of the documentation to the Spanish Ministry of Education for the recognition of your degree.

Supporting documents will only be accepted in Spanish or English. If the documents are in another language, they must be officially translated by a certified sworn translator. In addition, for studies completed in a non-EU country, all documentation must be duly legalised. For more information on the legalisation of documentation, see page 21 of these Rules and Regulations.

**If you have started but not finished your university studies overseas:**

(to gain entry through this route, at least 30 ECTS credits must be recognised by the University):

- Personal academic transcript.
- Course syllabus and curriculum, stamped by the university of origin.
- Certificate of authenticity proving that the university and the degree taken are officially recognised and accredited.

This document may be issued either by the source university (signed by the Dean or competent authority) or by the source country's governmental department for education.



Supporting documents will only be accepted in Spanish or English. If the documents are in another language, they must be officially translated by a certified sworn translator.

In addition, for studies completed in a non-EU country, all documentation must be duly legalised.

You can find out how to obtain recognition/legalisation of qualifications in the Additional information section, Validation of studies and in the legalisation of titles section.

### When do you need to submit the documents?

You must submit your Access Documentation as soon as possible, but no later than when you formalise your enrolment.

If students are unable to provide the documents required for admission at the time of enrolment, their enrolment will be conditional.

In this case, you must give a written commitment (informed consent to the legal requirements for access) to submit your access documentation by 15 November 2024.

Your enrolment would therefore be provisional and subject to proof that you meet the requirements for admission to your course.

If you do not provide the required documentation within the indicated deadline, the Universidad Europea de Madrid will proceed to cancel your provisional enrolment. This will result in the closure of your academic record at the University without refund of any amount paid.

Exceptionally, students studying a higher technical degree at the Centro Profesional Europeo de Madrid who have not yet completed the internship and the project may be admitted to the award of the higher technical degree giving access to the corresponding degree after 15 November 2024, after signing the corresponding conditional enrolment document.

If you cannot demonstrate having completed your Higher-Level Technical studies, thereby making you eligible for the bachelor's degree, before the end of December 2024:

- All assessments for the bachelor's degree modules that the student has already completed will be invalid.
- No academic certificate of any kind will be issued in relation to the degree enrolled.
- You will lose your right to re-enrol in any degree programme until you have completed your Higher-Level Technical studies.
- Any amounts already paid in connection with the bachelor's degree will not be refunded.

If you enrol after 15 November 2024, you must submit your documents by the last working day of the month following your enrolment.

### How and where do I have to submit the access documentation to the University?

If your university access documentation is electronically signed, you will be able to submit them through the Pre-Student Portal. Otherwise, you must provide a certified copy of the original by handing it in or sending it by registered post to:

**Departamento de Secretaría Académica**  
Campus Villaviciosa de Odón. Building B. (preferable)  
C/ Tajo, s/n. Urb. El Bosque. 28670.  
Villaviciosa de Odón. Madrid.

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

**If you have already formally enrolled**, you must submit your access documentation through the Student Portal if it is electronically signed or by handing it in personally or sending it by registered post to:

**Departamento de Secretaría Académica**  
Campus Villaviciosa de Odón. Edificio B.  
C/ Tajo, s/n. Urb. El Bosque.  
28670. Villaviciosa de Odón. Madrid.

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

### Additional information

#### VALIDATION OF STUDIES

To validate your studies from overseas, you must submit the application form, which can be downloaded from the Ministry's website, together with the documents indicated there.

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.

For further information, please to go [www.educacionyfp.gob.es](http://www.educacionyfp.gob.es)



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.

The Universidad Europea de Madrid has reached an agreement with the Homologation Students Services company (\*) (www.hostudents.com) whereby its students will benefit from discounts on their services.

For more information, please write to [info@hostudents.com](mailto:info@hostudents.com)

(\*) 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.

### Legalisation of titles

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

No legalisation of any kind is required for:

- 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 Economic 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, China and Canada.

British qualifications will require the Hague Apostille in applications submitted after 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), Unión Europea y de Cooperación de España (Sección de Legalizaciones). c/ General Pardiñas, 55 (esquina Padilla), 28006 Madrid. Telephone: (+34) 913 791 663.

## 2.7 Recognition of credits

Before officially registering, you can apply for credit recognition if you have:

- Started and/or completed official university studies.
- Accredited professional experience\*.
- Non-official university studies (own degrees from official universities\*).

\*Recognition of up to 15% of the total number of ECTS credits making up the curriculum of the Bachelor's degree to be recognised for professional or work experience or for non-official university studies (own degrees from official universities) or continuous training.



In each of these cases, before formal enrolment, you must request a Recognition/Validation Guide from the Universidad Europea de Madrid in accordance with the current regulations established and published on the University's website. We recommend that you request an individual academic orientation before taking your admission tests in order to receive personalised academic guidance during the admissions process.

The application for Recognition/Validation Guide must be accompanied by the following documentation:

- Personal academic certificate of degree of origin.
- Syllabus stamped by the secretariat of the centre of origin.
- Academic programme of the subjects taken and/or enrolled in the degree programme of origin.
- Translated official degree certificate (only in the case of foreign graduates).
- Properly translated Certificate of Official Status of the university and of the degree of origin (only in the case of students with foreign studies and/or degrees). This document must show that both the university and the degree are official and that the latter was obtained at the university of origin. This document can be issued either by the university of origin or by the Ministry of Education of the country of origin.

If you are applying for recognition of professional experience, you must present:

- Certificate of employment.
- Curriculum Vitae.
- Certificate from the company - only in cases where it is necessary to accredit the functions performed in the company or in the case of students with international work experience who do not have the certificate of employment.
- Report on the functions performed (for cases of accreditation of work experience in the Pharmacy and Biotechnology degree programmes). The student must be enrolled in Social Security and have an employment contract.

- In the Bachelor's degree programme in Nursing, professional experience is only recognised in the following cases:
  - Work experience as a Nursing assistant.
  - You have worked at least 6 months full-time or 1 year part-time in a medical-surgical department of a hospital or in a home for the elderly.

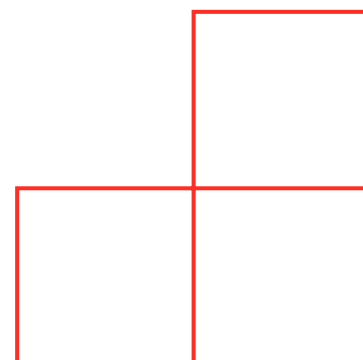
All documents must be submitted in electronic form and attached to the application made through the above channels. NO Paper documents are accepted.

The University may require the student to provide any additional documentation it deems necessary for the study of validation/recognition, as well as the original documents or certified photocopies. The University reserves the right to request the submission of a Sworn Statement confirming the accuracy of the data submitted.

If the studies were completed abroad, the documents presented must be duly legalised, unless they were issued by a country of the European Union. In the latter case, the stamp of the university of origin will suffice. A translation is required if the original documents are in a language other than Spanish or English.

The Universidad Europea de Madrid will reply to the request within 48 and 96 hours and will send the student the corresponding Recognition/Validation Guide. This Recognition/Validation Guide is provisional and indicative, has no official validity and is subject to the accreditation of the official qualification and the official academic programmes, as well as the fulfilment of the respective legal requirements.

The credits that are finally recognised in the student's academic record are free of charge.







# 3.

## Specific Admission and Access Processes

### 3.1. Admission to the Bachelor's Degree in Medicine

All candidates wishing to apply for the Bachelor's Degree in Medicine for the Academic Year 2024/2025 must follow the specific process outlined in the 2024/2025 Admission Process Guide for the Bachelor's Degree in Medicine, published on the University's website.

### 3.2. Admission to the on-campus Global Bachelor's Degree programmes

#### What is a Global Bachelor's Degree?

The on-campus Global Bachelor's degree programmes taught 100% in English are designed to provide students with an international perspective and offer them the unique opportunity to complete their education at various exclusive international locations such as the London School of Economics (International Relations), Pace University of New York (International Business), McGill University or Berkeley (International Relations and International Business), and the University of New Haven (Sport Management).

As a Global student, you will be assigned a host mentor in your first year at the University. In your second year and onwards, you will have specialised mentors (academic, for internships, international, professional and scientific) according to your needs at each stage of your studies. This support will continue until you finish your degree.

As a student on one of our Global programmes, you'll enjoy a range of extra-academic activities that will help you learn more about the professional fields relevant to your degree. Participants will have the opportunity to attend seminars, workshops, and conferences led by international lecturers and professionals, as well as Spanish professionals with extensive experience in leading institutions or organisations worldwide.

As long as you complete the application process for an international placement and admission to the destination correctly and on time, and have an adequate level of English language and academic performance in the year prior to your international stay, you are guaranteed an international stay in the semester or year established in the Global programme.

#### Programme entry requirements

- To be eligible for the Global programme, students must meet the minimum English proficiency requirements outlined in Appendix I.
- Students from other universities may transfer their record if the recognised subjects are from the first or second year of their degree programme. Students in the third, fourth, or fifth year of their programme will not be allowed to transfer.
- After the validation template is completed and enrolment is formalised, you will be asked to pay the regularisation fee. This fee, along with the first year's tuition, will be paid depending on the chosen payment method. As of this moment, any further requests for validation will not be possible.



- If you are a student who has received a scholarship or study grant for more than 50% of your tuition fees, you will be required to pay the regularisation fee for the value-added programme during your time at university.
- In order to access the exclusive reference destination of their programme, students will need to meet the corresponding requirements in terms of grade point average and/or level of English proficiency. These requirements will be determined by the host university.
- If a student opts for an international stay in the 3rd year of the Global programme outside the Erasmus programme, they must pay the corresponding “international fee” established for all students of the Faculty, regardless of the degree they are studying.
- A sworn statement stating that your academic qualifications do not permit you to gain access to the university via other routes.
- Letter of motivation (template provided by Universidad Europea de Madrid).
- Certificate of employment.
- Curriculum Vitae.
- Documentary evidence (letters of recommendation, qualifications from training courses or any others that are linked to the degree for which access is requested).
- Language certificates, if applicable. After you have submitted the required documentation, we will schedule a personal interview to assess skills that cannot be accurately gauged through paper qualifications alone, as well as to get a better sense of your suitability for the degree programme you are applying to. This will also allow us to identify any specific areas where you may need additional training.

### **Cancellation of the programme**

If a student needs to leave the Global programme for any personal or academic reason, the university will not reimburse the regularisation fee due to changes in agreements with the host universities.

### **3.3. Admission to the on-campus Degrees in Medicine, Dentistry, Veterinary Medicine, Nursing and Physiotherapy in French and English and for international students**

To expedite your admission process, the University will put you in contact with “Homologation Student Services” to generate an academic report and continue with your admission process. The student will be responsible for payment for this service.

### **3.4. Admission to university for the over-40s**

If you have work and professional experience in relation to a taught field of knowledge, do not have academic qualifications that allow you to access university through other routes, and you are or were 40 years old in the calendar year in which the academic year begins, you can access university through this route, as in Art. 16 RD 412/2014. This applies only to degrees where this test is included in the degree report, provided that the student’s work experience is related to the degree sought.

To have your work and professional experience accredited, you must attach a dossier of evidence to your application that includes the following information:

As part of the application process, you will need to take a written test to demonstrate your knowledge of basic sciences.

After all tests have been completed, the University will issue an assessment report on them (documentation provided, written evidence, personal interview). If the report is positive, the University will process it internally to give you access to our university.

Additional training may be necessary to access certain degrees.

For more information, please consult our website.





# 4.

## Bachelor's Degree Fees

### Summary of payment concepts for University Degrees:

Admission Test + Place Reservation + Opening of Student Record (only on-campus degrees) + Tuition Fees.

### 4.1. Admission tests

#### On-Campus Degrees

Admission tests are free of charge for programmes that take place on campus, except for programmes with special admission procedures (1).

#### Online Degrees

For applicants wishing to follow an online or blended degree programme, the admission fee is €65. (See the General Conditions of Admission in section 6 of this document). The amount of this fee is not refundable under any circumstances.

### 4.2. Reserve your place

#### On-Campus Degrees

The amount of the reservation fee depends on the chosen degree programme. The academic year's place reservation fee will be paid via direct debit from the account designated by the student. You can find information about payments and fees in the section

Your Experience > Academic administration services > Prices and tuition fees on our website. For more information on reserving a space for new students, please see section 2.5.

(1) Degree in Medicine, Degree in Dentistry, Degree in Dentistry (100% English), Degree in Physiotherapy (100% French)

#### Online Degrees

The amount of the reservation fee depends on the chosen degree programme. This amount must be paid annually, using the payment methods accepted by the University.

### 4.3. Opening of student record

#### On-Campus Degrees

The fee for opening the student's academic record is €770. This amount will be paid once only by direct debit to the bank account that you have provided in the financial and family details form that you must hand in with the enrolment envelope, according to the dates detailed below:

- For students who enrol prior to June, payment will be made by 1 June.
- Payments for subsequent enrolments will be made on the 15th and the 30th of each month.

#### Online Degrees

When you reserve a place in an online degree program, the enrolment process is completed automatically and at no cost to you.



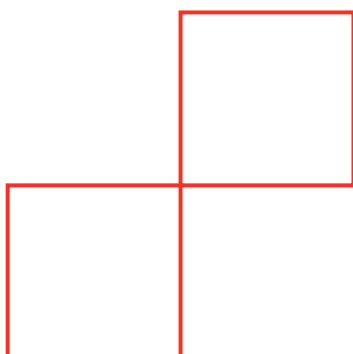
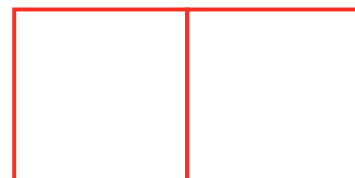
#### 4.4. Tuition fees

Amount of Tuition fees: Annual tuition fees will be calculated by multiplying the number of ECTS Credits for which the student is enrolled by the amount of the ECTS Credit. This does not apply to programmes with closed prices.

(See table of academic fees and the General Conditions of Admission in section 6 of this document).

The University may modify the published prices so that the price of tuition increases each year, although never by a percentage above the CPI. The relevant communication will be made prior to the re-enrolment of each course.

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



# 5. Comprehensive Study Support Plan

## 5.1. 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 (during the months of the course).
- Deferred monthly payment (interest free).

## 5.2. Study grants

### Concurrent studies

If a student studies two university degrees 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.
- Opening of student record: 100% discount.

If a student completes a postgraduate course and then enrolls in a university degree within the same academic year, they will be able to take advantage of the following benefits for that degree:

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

Students accessing through this route will not have to pay for the university entrance exams.

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

If the second relative is enrolled in a university degree (\*\*) and the first relative is also enrolled in another university degree (except for the On-Campus B.D. in Medicine, On-Campus B.D. in Dentistry (Spanish/English), On-Campus B.D. in Physiotherapy (French), Higher Level Training Cycle or postgraduate programme, the relative who enrolls in second place will be entitled to the following benefits:

- Tuition fees: 5% discount.

This discount will be applicable during the years that they are studying at the University concurrently. To be eligible for the family discount, students must provide proof of family status within the first two months of enrolment. It is not applied in the event of cancellation before the end of the academic year.

Students benefiting from this reduction must pay for entrance examinations if they are degrees with special admission procedures.

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

(\*\*) Diploma, Technical Architecture, Architecture, Technical Engineering, Engineering, Licentiate or Bachelor's Degree.

### Alumni

All former undergraduate and postgraduate students of the Universidad Europea de Madrid, as well as of the Centro Profesional Europeo de Madrid who have completed their studies and are enrolled in an undergraduate degree, will benefit from the following discount, regardless of whether they are enrolled in on-campus or online mode.



- Tuition fees: 15% discount during the first year.
- Opening of the student record (on-campus degree programmes): 100% discount
- Admission fees (online degree programmes): 100% discount

Students accessing through this route will not have to pay for the university entrance exams.

### **On-Campus Bachelor's Degrees (Alumni Discount Exceptions)**

This reduction does not apply to the Bachelor's Degree in Medicine, the Bachelor's Degree in Dentistry, or degrees that are specifically excluded in the terms and conditions for the discount. For further information, please click on the following link:

<https://universidadeuropea.com/admisiones-y-financiacion/becas-ayudas/alumni-antiguos-estudiantes/>

### **Plan Avanza (only On-Campus Bachelor's Degrees)**

Plan Avanza is a scholarship programme for Universidad Europea 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 Universidad Europea de Madrid in the second semester of the academic year 2023/2024 or in the academic year 2024/2025 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.

The scholarship may also be granted to students who, although they did not complete their studies in Higher Level Training Cycles in the immediately preceding academic year, have signed the corresponding conditional enrolment document. This is according to the provisions of the Undergraduate Admission Regulations.

In any case, the following degrees are excluded from the Scholarship (hereinafter, jointly, the "Excluded Degrees"): Bachelor's Degree in Medicine, Bachelor's Degree in Dentistry (Spanish/English), Bachelor's Degree in Physiotherapy (French) or degrees that are specifically excluded in the terms and conditions for the discount.

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

## **5.3. Bank financing**

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

With our existing agreements with Banco Santander and Caixabank, we offer the possibility to contract financing products with grace periods so you can adjust the financing to suit your study plan. You can even begin paying the instalments as soon as you finish your studies.

To request a personalised simulation, you can visit or directly contact any of the branches listed below:

### **Banco Santander - Campus universitario Universidad Europea de Madrid**

Calle Tajo s/n. 28670.  
Villaviciosa de Odón (Madrid).  
Tlf: (+34) 916 044 844 – (+34) 916 167 742

### **Caixabank – Branch 4782 Villaviciosa de Odón (Centro)**

C/ Carretas, 30.  
28670.Villaviciosa de Odón (Madrid).  
Tlf: (+34) 913402690

### **Caixabank – Branch 1928 Villaviciosa de Odón – Cueva de la Mora**

C/ Cueva de la Mora, 30.  
28670.Villaviciosa de Odón (Madrid).  
Tlf: (+34) 914 406 450

## **5.4. Scholarship programme**

We have a wide variety of scholarships to choose from, so you can find the one that's right for you.

The University's grants are subject to current tax legislation. All scholarships are taxed as ordinary income. Grants are subject to a withholding tax of between 2% and 24.75%, depending on the amount of the scholarship and the tax residence of the recipient. This tax is withheld at the moment it is granted, reducing the amount to be received.



## Universidad Europea Becas+

### GRANTS+ FOR HIGH-ACHIEVING STUDENTS

If you have at least an average of 8 in your Baccalaureate or Post-Comp. Secondary Education studies (Bachillerato), you will receive a discount of at least 30%.

If you have completed the Post-Comp. Secondary Education studies and taken the EvAU in the year preceding the year of admission to the Universidad Europea and have achieved an average grade between the first year of the Post-Comp. Secondary Education studies and the first two quarters of the second year of at least 8, reserve a place on the course of your choice and apply for one of these scholarships, which will give you a 30% to 50% reduction on your tuition fees. This final percentage will depend on your University Entrance Qualification (CAU). These grants do not apply to the following on-campus degree programmes: Bachelor's Degree in Medicine, Bachelor's Degree in Dentistry (Spanish/English), Bachelor's Degree in Physiotherapy (French).

Deadline: Apply now for your place at the Universidad Europea de Madrid and send the application form and your Baccalaureate grades to [pruebasadmisiones@universidadeuropea.es](mailto:pruebasadmisiones@universidadeuropea.es). You have five business days to make a payment to reserve your place after being notified that you have been awarded the grant. After we receive your University Entrance Qualification grade, we will confirm the final percentage of the grant by 22 July 2024. See regulations in the "Admission and financing" section of our website.

### SCHOLARSHIPS+ UNIVERSIDAD EUROPEA (BY ACADEMIC RECORD AND FAMILY INCOME)

To study on campus, you can apply for a scholarship at the Universidad Europea de Madrid as a high school graduate with a grade point average of at least 7.5 in your Post-Comp. Secondary Education studies (1st and 2nd) or as a graduate of a Higher Level Training Cycle with a grade point average of at least 8 and a low income, according to the Scholarship Application and Award Regulations in force for each academic year.

Application deadline for new students: From 16 March to 16 July 2024.

For UEM students:

From 15 June to 16 July 2024. Amount of the Scholarship: €3,000

Required documents:

#### SCHOLARSHIP APPLICATION

- A copy of the complete Transcript of Records referring to either the student's Post-Comp. Secondary Education or Higher Level Training Cycles (studies completed).

- You will need to provide a copy of your Income Tax Return (individual/joint), as well as the Wealth Tax Return of your parents or any other individuals on whom you are economically dependent, for the previous financial year. If you are not obliged to file an Income Tax Return, you must provide a negative certificate to this effect.

The University reserves the right to request the original documents.

To apply for the scholarship, you must have paid the reservation fee and access the scholarship application form at <https://bpm.universidadeuropea.es/teamworks/login.jsp> with the username and password you have received in your email.

For more information go to the section Admissions and Completion>Scholarships and Grants on our website.

### Grants from the Ministry of Education and Vocational Training:

The application form, deadlines, requirements and general information can be found on the following website: [www.educacionyfp.gob.es](http://www.educacionyfp.gob.es), where you must fill in the corresponding form.

Please note that to apply for the scholarship, all required documentation as specified in the current academic year's call for proposals must be submitted.

The scholarship may include the following grants:

- Fixed amount linked to income.
- Fixed amount linked to residence.
- Variable amount linked to coefficient.
- Enrolment grant.

For further information, please visit the website of the Ministry of Education and Vocational Training: [www.educacionyfp.gob.es](http://www.educacionyfp.gob.es)

### Grants from the Autonomous Community of Madrid

#### EXCELLENCE SCHOLARSHIPS.

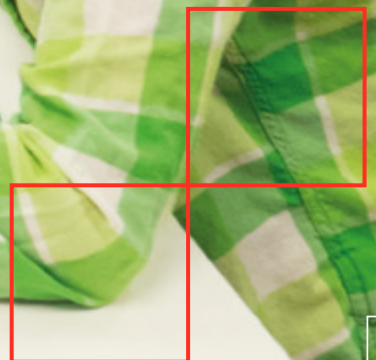
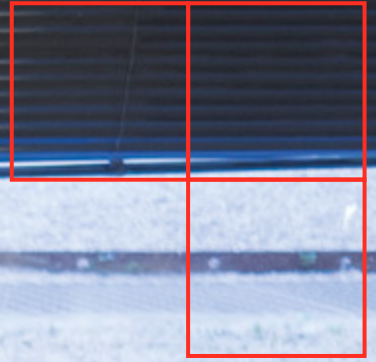
The purpose of these scholarships is to encourage and support a group of university students with outstanding academic performance. For further information, see the following website: [www.emes.es](http://www.emes.es).

### SCHOLARSHIPS FROM OTHER AUTONOMOUS COMMUNITIES

The academic scholarships are offered by the different Autonomous Communities to students who normally reside in their communities and who are studying towards official Bachelor's degrees. Students must apply within the specified deadlines and according to the requirements in the call for applications for each academic year.







# 6.

## General Conditions of Admission

### Reserve your place

The Place Reservation Fee paid will only be refunded if the student fails to meet the legal requirements for admission to the University. In this case, the Admissions Department must be sent documentation that accredits that this is the case (in person or online depending on the option initially chosen), prior to 15 November 2024.

If the student formalises their enrolment after 15 November 2024, then the deadline for accrediting verifiably that they have not satisfied the legal requirements for access to University will be on the last business day of the month immediately following formalisation of enrolment.

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 University 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. 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, that the student may take the degree programme they enrolled in online rather than on-campus. 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, that the student may take the degree programme they enrolled in online rather than on-campus.

En ningún otro supuesto distinto de los anteriores será reembolsable el importe abonado en concepto de Reserva de Plaza.

### Place Reservation for consecutive courses

The Place Reservation Fee is paid each year by direct debit from the bank account indicated and applies to all students.

The Place Reservation fee is due for payment as follows:

- 1 July, for those students who have credits pending enrolment for the following academic year.
- 1 August, for those students who enrolled in the previous academic year but did not pass any credits/ECTS in the extraordinary call.
- Students must be up to date with their payments in order to enrol for the following academic year.

### NON-CONTINUATION OF STUDIES

Students who wish to discontinue their studies at the University must request this on the student portal before 20 June in order to avoid paying the Place Reservation fee.

The amount of the Place Reservation 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 he/she informs the University after the indicated dates for each case.

The University, for the purposes of making the place reservation, may communicate other dates than those indicated here with sufficient notice.

### Opening of the Student Record (On-Campus degree programmes)

Without prejudice to what is provided for if the student exercises his/her right of withdrawal, the amount paid for the opening of files will be refunded only if the student does not meet the legal requirements for access to the University, a circumstance which must be proven before 15 November 2024 by submitting the relevant document(s) to the Department of New Student Services and Admission.



If the student formalises their enrolment after 15 November 2024, then the deadline for accrediting verifiably that they have not satisfied the legal requirements for access to University will be on the last business day of the month immediately following formalisation of enrolment.

If, for any reason, a student is unable or unwilling to complete their enrolment after being admitted, they must communicate this in writing to the Universidad Europea de Madrid's Department of New Student Services and Admissions. This will allow us to process the cancellation of their enrolment.

Under no circumstances will the amounts paid in favour of Universidad Europea de Madrid, S.A.U. be returned.

### Enrolment Requirements

Usually, first year students will have to enrol for the full academic year. Students transferring from other universities, intermediate or higher vocational training courses with validation, and graduate students must enrol for at least one semester. The class and practical schedules, as well as assessment test times, are set by the relevant Faculty or School, and students must follow such schedules for the group they are enrolled in.

The University reserves the right not to offer a degree programme or to postpone its start if the minimum number of students is not reached. Exceptionally, it reserves the right to change the location and campus where the programme is offered. If the minimum number of students needed to form a group is not met, the University may provide instruction in a tutorial format, with personal academic monitoring of the student, or online. Some subjects may need to be taught entirely or partially online. The student will be informed of these circumstances in advance, and the University will not be held liable for any resulting inconvenience.

If a student does not pass the required subjects when a curriculum is updated, the university may oblige the student to change curriculum.

Some of the new degrees or degrees adapted to the European Higher Education Area may still be pending approval by the academic authorities. The University is not liable for any damages that may occur if it is unable to offer these degrees due to lack of final authorisation. However, the University will offer the student the alternative of taking one of the official degrees that it has already approved and that comprise the official academic offer for the academic year 2024/25. If a student does not wish to pursue any of the degrees offered by the university, the university will refund the amounts received.

If the candidate's 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 the student(s) concerned and will refund all amounts paid.

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.

If there is a discrepancy between the information provided by an advisor and the University Regulations, the Regulations will take precedence.

### 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 Student Services Department ("Departamento de Atención al Estudiante"). The Portal can be accessed in different ways:

- Direct access: <https://portaldelestudiante.universidadeuropea.es/login-sami?mld=login&eld=show>
- Access via the Universidad Europea 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.

### Comprehensive study support plan

The Universidad Europea de Madrid does not allow for the accumulation of discounts on tuition. This includes those provided for in agreements made with groups or scholarships granted by the institution.

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

The following on-campus degrees are not eligible for the discounts and agreements that the University has with various groups:



Degree programme in Medicine and Degree programme in Dentistry (Spanish/English), Degree programme in Physiotherapy in French (unless otherwise agreed by collective agreement), nor for the Degree programme in Physical Activity and Sports Sciences, in its blended mode, with the exception of the discount for concurrent studies.

Discounts for family members, alumni, Plan Avanza, concurrent studies or other agreements signed with Universidad Europea de Madrid do not apply to closed price degree programmes.

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 UNIVERSITY with the Admissions Department of the UNIVERSITY. This applies retroactively 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 the student is receiving a discount for being part of a group with whom the University has signed an agreement, and if there is the possibility of renewing said agreement, from the second year onwards the University 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 originally.

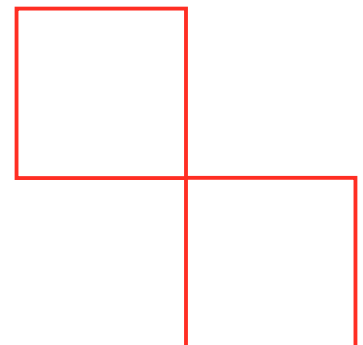
### Language Requirements

Certain Bachelor's Degree programmes may require a specific language level in order to be admitted, as determined by entrance exams. Refer to Appendix I of these regulations for the languages and levels required for each degree programme.

The University will carry out a language test as part of the admission process. Regardless of whether the student passed a language test or provided proof of their level in the language in question, the University reserves the right to demand that the student sit additional language tests, at any point in the academic year, in order to ensure that they are still at the level required in accordance with the Undergraduate Admission Regulations.

If the student fails to pass the required level in the admissions process at the University or fails to pass the language test the University considers necessary as indicated in the above paragraph, or fails to present the appropriate language certificate from the list of CRUE language certificates, then the University reserves all rights to refuse admission to the relevant degree programme or cancel the enrolment without refunding any amounts paid by the student or the person responsible for the student's finances.

The university recommends a B2 level of proficiency in the language of instruction for optimal academic performance.



# 7.

## Other information of interest

### 7.1. On-campus assessments for online or blended learning degrees

#### In-Venue Assessments. Online Degrees

Students enrolled in official online programmes that are required to take exams (or to defend their bachelor's or postgraduate thesis) in person may do so at the Venues made available by Universidad Europea.

The student will select a single Venue where they will take their exams during the entire programme.

The following venues will be available for the 2023-2024 academic year:

#### For Bachelor's Degree programmes:

- A Coruña, Bilbao, Barcelona, Seville, Valencia, Tenerife and Madrid.

#### For Postgraduate programmes:

- A Coruña, Bilbao, Barcelona, Seville, Valencia, Tenerife and Madrid in Spain; and Bogotá, Quito, Lima, Santiago de Chile and Buenos Aires in Latin America.

Universidad Europea reserves the right to remove a venue at any time without prior warning to the students who may be affected.

#### Choosing a Venue

When enrolling, the student must choose the venue where they are going to be examined. Nevertheless, the University will provide them with a method for choosing their preferred venue.

Under no circumstances may a student be examined in several venues nor may they change the venue they chose or that was assigned to them once the period for doing so has passed (except in cases of force majeure, in which case it should be requested at least 60 days prior to the exam date and will then be confirmed by the Online Operations team).

#### Dates and timetables

Students will be informed of the exam dates from the moment they enrol, and they will be informed of the specific time of each exam via the Virtual Campus at least one month in advance.

On the day of the exam, the student is expected to arrive 15 minutes before the exam is scheduled to begin at the venue they chose or they were assigned at the start of the course. Students who arrive late will not be permitted entry to the exam hall once the exam has commenced. The University reserves the right to grant them access to the exam hall if the invigilator, in accordance with the regulations, deems the above inappropriate.

The University will seek to ensure, wherever possible, that there is no overlapping, so that all students may attend their exams in the corresponding timetable.

If the exam schedules conflict with the courses the student is enrolled in, the University will find an individualized solution for the student. Any overlapping must be reported to the Online Tutor for fixing within the seven days following the announcement of the exam dates.

Students are responsible for knowing their exam dates and times. If a student attends another exam or arrives at a different time, the exam will be deemed null, and the exam slot for that subject will be considered used.

#### Material

Regardless of the venue chosen, the student must attend the exam with a laptop computer to be able to take the tests, which will be completed via the Virtual Campus, where the exam will be found, located in the subject/module being examined.

Students are advised to try accessing the Virtual Campus beforehand with the laptop to be used during the exam in order to avoid any technical issues that may prevent them from accessing the exam. A specific software must be used during the exams and students are required to have access to the software and to have tested it to ensure that it is properly working, in their own laptop or via mylabs



During the exam, students are forbidden from using any documents or applications that are not part of the material deemed as valid by the teacher.

The student is responsible for showing up to the exams with the material that the teacher of the subject indicated.

The University may require that students facilitate the necessary measures so that the exam may be supervised appropriately, such as having their screens set to a specific brightness level or adding any measures that guarantee that the student is not using any support tool or document in their laptop. This may involve installing software to limit access to certain applications, screen recording during the session, or having exam invigilators check the tabs and programs students have open during the exam.

The University will ensure that there is an internet connection in all of its venues. If the student's computer hinders them from taking the exam in any way (cannot access Virtual Campus, the exam, the video conference tool, etc.), the student will be unable to complete the exam and will be expected to leave the hall and will lose the exam slot for that subject. (It should be noted that errors were detected on certain Mac devices prior to 2016 when trying to access certain websites using an unsupported certificate (expired 30/09/2021). It is not a platform error. It is a device incompatibility.)

The use of mobile devices, earphones or any other device or material other than a laptop computer will not be permitted for the duration of the exam, unless this is precisely necessary to complete said exam. Such devices are to be stored away for the duration of the exam. Any use of such devices may be cause for expulsion from the exam. Should this occur, the student will receive a fail grade and will lose the exam slot for that subject.

### **Questions during exams**

Questions relating to the subject matter of the exam are not permitted while the exam is under way. Any doubt, question or technical issue should be made known via the platform chat, which will be used to provide the student with a response. If, while taking the exam, the student notices or suspects that a question is not properly formulated, they should make this known, in writing, in the exam itself, or via an email to the teacher, after the exam, clearly specifying the reason why they believe that the question was not correctly formulated.

### **Venue location**

The exact location of the venue will be announced 15 days in advance on the Virtual Campus, or via another form of communication.

The University reserves the right to change the venue location, providing students with a new option in the same province.

### **Student identification**

Students are expected to attend the exam with an official ID so that the invigilator can check their identity. A student ID card or any other document will not be valid.

This official ID is an essential requirement to be allowed to sit the exam. Students' identification will be checked before the exam begins. Therefore, they must arrive early to ensure there are no delays.

### **Certificate of attendance**

Before the exam commences, the student may ask the Invigilator for a certificate of attendance. This document will be emailed to the student in the days following the exam.

### **Bachelor's/Master's Thesis Defence**

With regard to the Bachelor's/Postgraduate Thesis, part of the Panel will be based at the official headquarters of the Universidad Europea to which the programme belongs (Madrid, Valencia or Tenerife). The public presentation will be held wherever the Panel is based.

If the venue assigned to the student is not where the Panel is based, the student will conduct their presentation online from their venue, in which case a supervisor assigned by the University will be present to confirm the identity of the student and accompany them during the online presentation to ensure it all goes according to plan. In this case, the public will not be allowed to attend the presentation at the venue.

In both cases, the student is expected to use their own laptop computer to connect with the panel and share their presentation.

### **Grade reviews**

Once the grades for an exam have been posted on the Virtual Campus, the student has a maximum of 48 hours (two calendar days) to ask their professor, via the Virtual Campus, for a grade review.

### **Regulations and protocols**

Exams are governed by the current University Disciplinary Rules.

Students will be provided with a protocol with all the details on in-venue assessments.



## 7.2. On-campus attendance for blended degrees

Blended degrees inherently require the following:

- Attendance at on-campus classes each semester and/or,
- Attendance in synchronous online courses.

Classes may be held on weekends (Friday afternoons, Saturdays and Sundays) and on weekdays (distributing them evenly whenever possible), at different times and in different locations (Villaviciosa de Odón or Alcobendas campuses), in order to offer students the greatest possible opportunities.

Depending on the course of study, the number of hours of classes may vary:

- The prescribed number of teaching hours.
- The percentage of compulsory attendance required by the university (from 50% to 80%).

## 7.3. Language information

### Language requirements

#### CURRICULAR LANGUAGES

It is essential that you plan how to improve your language skills from the moment you start your studies at the University, if you have any subjects taught in English or another language, and/or clinical practice (if Spanish is not your native language), and you lack the recommended level of proficiency to enrol in these subjects. During the admission process, we conduct a language test to determine your language level.

Also, once you have enrolled, you can do a self-assessment at any time to see how far you have come. You will have the option to self-assess your language level to see if it corresponds to the minimum recommended level for these subjects when you enrol for a language subject or subjects taught in English or clinical placements.

If you have a current official language certificate, you can use it to determine your language level. Please note, however, that having an official certificate does not mean you do not have to attend the language course. You can enrol in reinforcement courses during your first academic year to improve your language skills. These courses are flexible and can be adapted to your schedule. The university reserves the right not to approve enrolment in subjects with recommended language, especially clinical placements.

#### DEGREES WITH A LANGUAGE REQUIREMENT FOR GRADUATION

If your course programme does not include a language as one of your subjects but requires a certain level upon graduation, you must provide proof that you have passed the stipulated language level by presenting an OFFICIAL certificate (see certificates on the CRUE page (<https://www.crue.org/>) for the required level.

#### DEGREES WITH A LANGUAGE REQUIREMENT FOR ADMISSION OR ACCESS TO INTERNSHIPS

For the on-campus Bachelor's Degrees in Dentistry, Psychology, Physiotherapy and Medicine, students must demonstrate a B2 level in Spanish to gain access to both co-curricular and extra-curricular clinical placements.

In the case of the Bachelor's Degree in Dentistry and the Bachelor's Degree in Psychology, students who change university must demonstrate a B2 level in Spanish before they can undertake their placements.

In the case of Dentistry 100% English, Psychology 100% English and Physiotherapy 100% French, in order to be admitted to their clinical placements, students must have passed the subject Modern Language, which has a pass grade of a B2 level in Spanish.

#### DEGREES WITH SUBJECTS TAUGHT IN ENGLISH

If your degree programme includes subjects taught in English, we recommend that you reach at least a B2 level of proficiency before taking the course.

#### MORE INFORMATION

For more information on curricular and/or degree requirements, see the About Us > Regulations > University Regulations section of the University website.

#### Extracurricular Languages

The Universidad Europea Online offers distance learning courses that allow you to learn additional languages in addition to your studies. Information can be found on the university's website, in the course section, or through the New Student Admissions Department.



## 7.4. Requirement for curricular or extracurricular placements

Organic Law 1/1996 on the Legal Protection of Minors, as amended by Law 26/2015 of 28 July, requires the presentation of a negative certificate from the Central Register of Sex Offenders for all persons who will have direct, regular and habitual contact with minors as part of their professional activities.

In accordance with the above law, in order to access internship positions with minors, it is mandatory for the student to present the **negative sex offender certificate**.

The Universidad Europea requires the student to provide this certificate before the start of the curricular or extracurricular internship, and the student must provide the certificate in a timely manner and in the required form.

The certificate is free of charge and can be requested electronically, in person or by post. To do so, follow the procedure described in the Ministry of Justice at the following link:

<https://www.mjusticia.gob.es/es/ciudadania/tramites/certificado-delitos>

International students with a Foreigner ID card ("NIE") must also obtain a certificate of no sexual offences in Spain, following the same procedure as national students. International students without a Foreigner ID card must provide a certificate from their country of nationality stating that they have not committed any sexual offences, or otherwise sign a declaration of responsibility stating that they have no previous convictions for such offences.

Students who fail to provide a Negative Certificate of Sexual Offences, or a Declaration of Responsibility in the case of international students who are not in possession of a NIE (Foreigner Identity Number) will not be able to complete their placements in centres, clinics or hospitals in which they would be in direct and regular contact with minors.

## 7.5. Student 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.

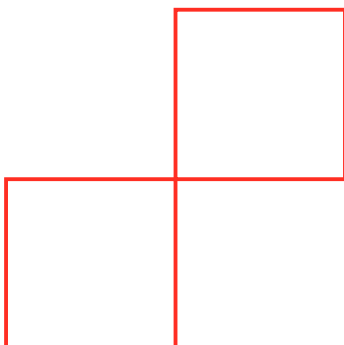
### Online Undergraduate Student Card

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 physical duplicate?

To request a physical 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.





## 7.6. University Activities

The University Activities course is an optional course that may be included in some Bachelor's degree programmes.

In accordance with legislation, students may receive academic credit of up to 6 ECTS for participation in extracurricular activities: Culture, Sport, Student Council, Solidarity, Cooperation and other activities proposed by faculties and schools.

These are the areas that offer University Activities:

- Student participation in university life and Social Commitment. Promotion of sport.
- Conferences for inclusion in the professional market.
- Representation as a delegate and/or sub-delegate of your course.
- Membership of a university club.
- Faculty of Architecture, Engineering and Design.
- Faculty of Physical Activity and Sports Sciences.
- Faculty of Biomedical and Health Sciences.
- Faculty of Social Sciences and Communication.

As students' progress through their Bachelor's degree, they will be able to earn ECTS credits for University Activities by completing the activities offered in various areas. This will allow them to participate in activities in a different Faculty or School from their own. The best way to get started is early in your studies.

## 7.7. Sports Centre

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.

## 7.8. Other Information of Interest\*

### 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-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 for by the student) (the University recommends that students take out insurance [\*\*])

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.nuevamutuasanitaria.es/saludprofesionaluniversidad-europea>
- Information in English: <https://www.nuevamutuasanitaria.es/saludprofesionaluniversidad-europea-en>

- Information in French: <https://www.nuevamutuasanitaria.es/saludprofesionaluniversidad-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.

(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.

(\*\*) 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.

## 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/es/schengen-paises/>

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.** 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/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@hostudents.com](mailto:info@hostudents.com).

### 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.

### 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/>



LANGUAGE REQUIREMENT ADMISSION PROCESS		
QUALIFICATION	LANGUAGE AND LEVEL REQUIRED FOR ADMISSION*	
	Language required	Level passed
<b>HEALTH AND BIOMEDICAL SCIENCES</b>		
Bachelor's Degree in Medicine (on-campus)	Spanish	B2**
Bachelor's Degree in Dentistry - Spanish (on-campus)	Spanish	B2
Bachelor's Degree in Dentistry - English (on-campus)	English	B2
Bachelor's Degree in Psychology - Spanish (on-campus)	Spanish	A2
Bachelor's Degree in Psychology - English (on-campus)	English	B2
Bachelor's Degree in Nursing (on-campus)	Spanish	B2
Bachelor's Degree in Biotechnology (on-campus)	Spanish	B2
Bachelor's Degree in Pharmacy (on-campus and blended)	Spanish	B2
Bachelor's Degree in Human Nutrition and Dietetics (on-campus and blended)		-
Bachelor's Degree in Pharmacy and Degree in Biotechnology (on-campus)		-
Bachelor's Degree in Pharmacy and Degree in Human Nutrition and Dietetics (on-campus)	Spanish	B2
Bachelor's Degree in Veterinary Medicine (on-campus)	Spanish	B2

<b>PHYSICAL ACTIVITY AND SPORTS SCIENCES</b>		
Bachelor's Degree in Physiotherapy - French (on-campus)	French	B2
Bachelor's Degree in Physiotherapy - Spanish (on-campus)	Spanish	B2
Bachelor's Degree in Physiotherapy - English (on-campus)	English	B2
Bachelor's Degree in Physical Activity & Sports Sciences (on-campus and blended)	Spanish	B2
Bachelor's Degree in Physical Activity & Sports Sciences (Football) (on-campus)	Spanish	B2
Bachelor's Degree in Physical Activity & Sports Sciences and Bachelor's Degree in Physiotherapy	Spanish	B2
Bachelor's Degree in Sports Management (on-campus and online)		-
Bachelor's Degree in Physical Activity and Sports Sciences (on-campus)	English	B1
Bachelor's Degree in Sports Management	English	B2

<b>ARCHITECTURE, ENGINEERING AND DESIGN</b>		
Bachelor's Degree in Graphic Design and Multimedia (on-campus and online)		-
Bachelor's Degree in Aerospace Engineering in Aircraft (on-campus)	English	B2
Bachelor's Degree in Principles of Architecture – English (on-campus)	English	B2
Bachelor's Degree in Principles of Architecture (on-campus)		-
Bachelor's Degree in Industrial Systems Engineering (on-campus)	English	B2
Bachelor's Degree in Computer Engineering (on-campus and online)	English	B2
Bachelor's Degree in Civil Engineering (on-campus)		-
Bachelor's Degree in Telecommunications Systems Engineering (blended)		-
Bachelor's Degree in Biomedical Engineering (on-campus)		-
Bachelor's Degree in Engineering in Mathematics applied to Data Analysis (on-campus)		-
Bachelor's Degree in Physics (on-campus)		-



Bachelor's Degree in Animation (on-campus and online)	-
Bachelor's Degree in Design (on-campus)	-
Bachelor's Degree in Video Game Design (on-campus and online)	-
Bachelor's Degree in Animation and Bachelor's Degree in Video Game Design (on-campus)	-
Bachelor's Degree in Principles of Architecture (on-campus)	-
Bachelor's Degree in Interior Design (online)	-
Bachelor's Degree in Videogame Design and Bach. Deg. in Computer Engineering (on-campus)	-
Bach. Deg. in Mathematics Eng. applied to Data Analysis and Bach. Deg. in Computer Eng. (on-campus)	-
Bachelor's Degree in Cybersecurity Engineering (online)	-
Bachelor's Degree in Digital Art and Creative Technology (on-campus)	-
Bachelor's Degree in Fashion Design and Creation (on-campus and online)	-
Bachelor's Degree in Interior Design (on-campus and online)	-
Bachelor's Degree in Product Design (on-campus)	-
Bachelor's Degree in Fashion Management and Communication (on-campus)	-

### SOCIAL AND COMMUNICATION SCIENCES

Bachelor's Degree in Pedagogy	Spanish	B2
Bachelor's Degree in Musicology (online)	Spanish	B2
Bachelor's Degree in Early Childhood Education (on-campus and online)	Spanish	B2
Bachelor's Degree in Industrial Relations and Human Resources (online)	Spanish	B2
Bachelor's Degree in Primary Education (on-campus and online)	Spanish	B2
Bachelor's Degree in Law (on-campus and online)	English	B2
Global Bachelor's Degree in Law (on-campus)	English	B2
Bachelor's Degree in International Relations (on-campus)	English	B2
Global Bachelor's Degree in International Relations (on-campus)	English	B2
Global Bachelor's Degree in International Business (on-campus)	Spanish	B2
Bachelor's Degree in Business Analytics Applied to Business Management (on-campus)	Spanish	B2
Bachelor's Degree in Audiovisual Communication (on-campus)	English	B2
Bachelor's Degree in Advertising (on-campus)	Spanish	C1
	English	B2
Bachelor's Degree in Translation and Interpreting (on-campus and online)	Spanish	B2
Bachelor's Degree in Journalism (on-campus)	Spanish	B2
	English	B2
Bachelor's Degree in Law and Bachelor's Degree in International Relations (on-campus)	Spanish	B2
Bach. Degree in Advertising and Bach. Degr. in Audiovisual Communication (on-campus)	Spanish	B2
Bach. Deg. in Journalism and Bachelor's Degr. in Audiovisual Communication (on-campus)	English	B2
Global Bach. Deg. in Intern. Business + Global Bach. Deg. in Internat. Relat. (on-campus)	Spanish	B2
Bach. Deg. in Journalism and Bachelor's Degree in International Relations (on-campus)	English	B1,
	Spanish	B2
Bach. Deg. in Business Administration and Management (on-campus and online)	English (on-campus)	B2



Bachelor's Degree in Marketing (on-campus and online)	English	B2
Bachelor's Degree in Criminology (on-campus and online)	Spanish	B2
Bachelor's Degree in Criminology and Bachelor's Degree in Psychology (on-campus)	-	
Bachelor's Degree in History	English	B2
Bachelor's Degree in Political Science	English	B2
Bachelor's Degree in Sociology	English	B2
Bachelor's Degree in Economics	English	B2
Bachelor's Degree in Business Analytics Applied to Business Management	English	B2

(\*) It is compulsory to comply with the level reflected in the table. The minimum result to be obtained in the admission test is shown for each qualification.

(\*\*) For students entering the first year or transferring to the second year. Those who enter by transfer to third year or higher must provide proof of a C1 level in Spanish.



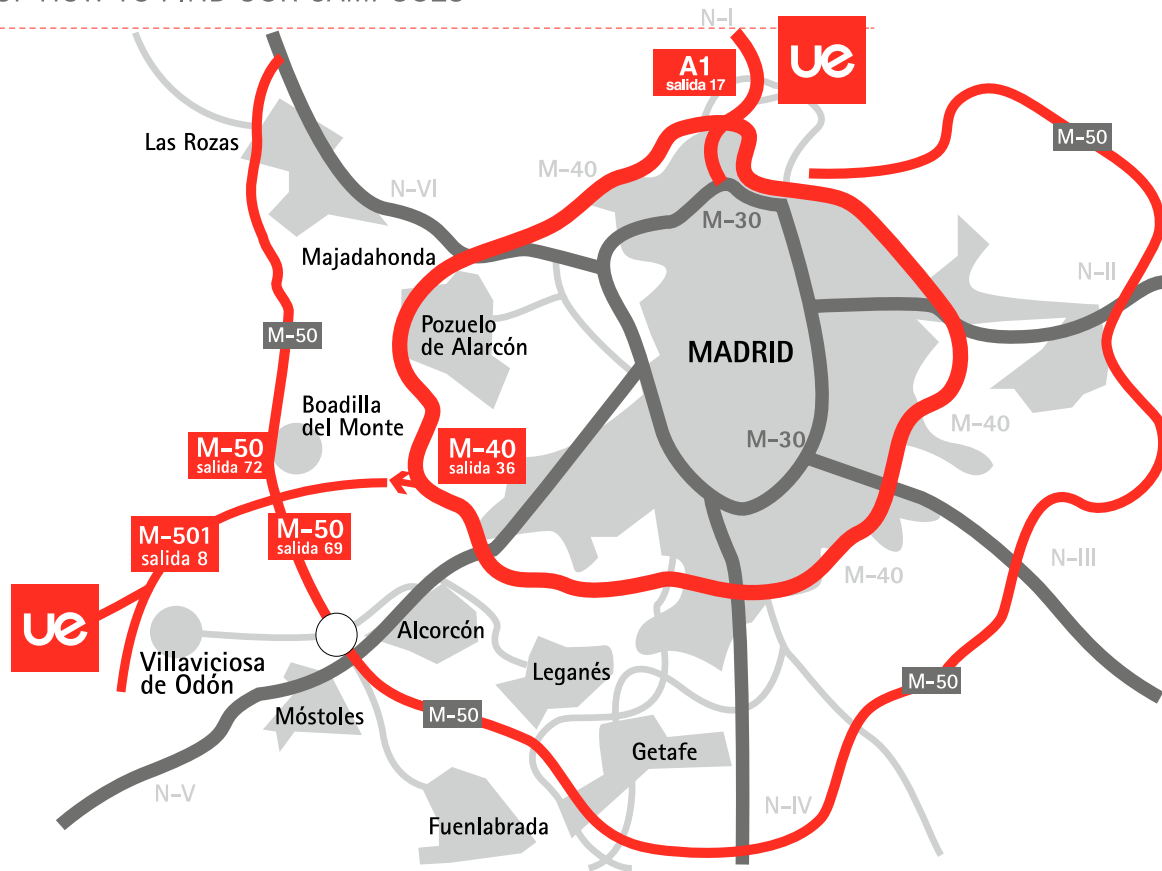
## PLANO DEL CAMPUS VILLAVICIOSA DE ODÓN VILLAVICIOSA DE ODÓN CAMPUS MAP



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



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



**CAMPUS VILLAVICIOSA DE ODÓN**  
*Villaviciosa de Odón Campus*

Línea 518. Madrid (Príncipe Pío) - Villaviciosa de Odón.  
 Metro Príncipe Pío. Línea 6 (circular) y línea 10 de Metro  
 Línea 519. Móstoles - Villaviciosa de Odón  
 Línea 510. Alcorcón - Villaviciosa de Odón - El Bosque  
 Línea 567. Majadahonda - Villaviciosa de Odón  
 Línea 538. Boadilla ( Puerta de Boadilla) - Villaviciosa



**CAMPUS ALCOBENDAS**  
*Alcobendas Campus*

Estación de cercanías: C4 Alcobendas - S.S. de los Reyes  
 Líneas de Autobús: 159 desde Plaza Castilla;  
 827 desde Canillejas; 9 desde Cercanías Alcobendas.;  
 2 desde Metro Moraleja Av. Bruselas  
 Metro: Línea 10. La Moraleja. Hospital Infanta Sofía.



**CLÍNICAS UNIVERSITARIAS**  
*University Health Clinics*

**POLICLÍNICA**  
*University Health Clinic*  
 Metro Puerta de Toledo. Línea 5  
 Autobus EMT: Líneas 17, 36 (Plaza de los Pontones)  
 Líneas 3, 18, 23, 35, N13, N14  
 (Glorieta Puerta de Toledo)



**CLÍNICA UNIVERSITARIA ODONTOLÓGICA**  
*University Dental Clinic*

Underground (Metro): Embajadores and Acacias  
 Madrid bus system: Lines 50, 60, 62, E1, 78 and 148







### 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

Pl. 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 y 10.  
46010, Valencia.

### CLÍNICA UNIVERSITARIA ODONTOLÓGICA

Paseo de la Alameda, 7.  
46010, Valencia.

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La Orotava - 38300, Tenerife.

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