



Universidad  
Europea

**Academic Year  
2025/2026**

# **PhD admission Regulations**

**UNIVERSIDAD EUROPEA DE MADRID**

**Go beyond**

## CHOOSE YOUR DEGREE

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

**Welcome!**









# Welcome to the Universidad Europea de Madrid

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

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

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

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

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

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





## VILLAVICIOSA DE ODÓN CAMPUS

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

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

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



## ALCOBENDAS CAMPUS

A state-of-the-art 13,000 m2 campus with the capacity to house 3,000 people, equipped with the latest technologies applied to the transmission of ideas and knowledge, located in a privileged place: in the nerve centre of Madrid's Zona Norte Business Park, one of the most strategically important business areas in the country, where a large part of the employment needs will undoubtedly be generated in the near future.

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

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

Excellent communication with the centre of Madrid and Barajas Airport (13 minutes). There are ample parking spaces.

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

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# 1.

## Introduction.

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

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

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

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

Before starting the actual research work, PhD students who have not previously taken equivalent subjects must complete a 12-credit training module, which reviews methodological and procedural aspects for conducting any type of research.

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

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

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

Once the training module has been passed, the PhD student begins his/her research work, the culmination of which is the defence of the PhD thesis before a board of examiners established for this purpose.

These regulations govern the conditions for access, admission and enrolment in our Official University PhD Studies of the Universidad Europea de Madrid.

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



### Official Degrees and the European Higher Education Area

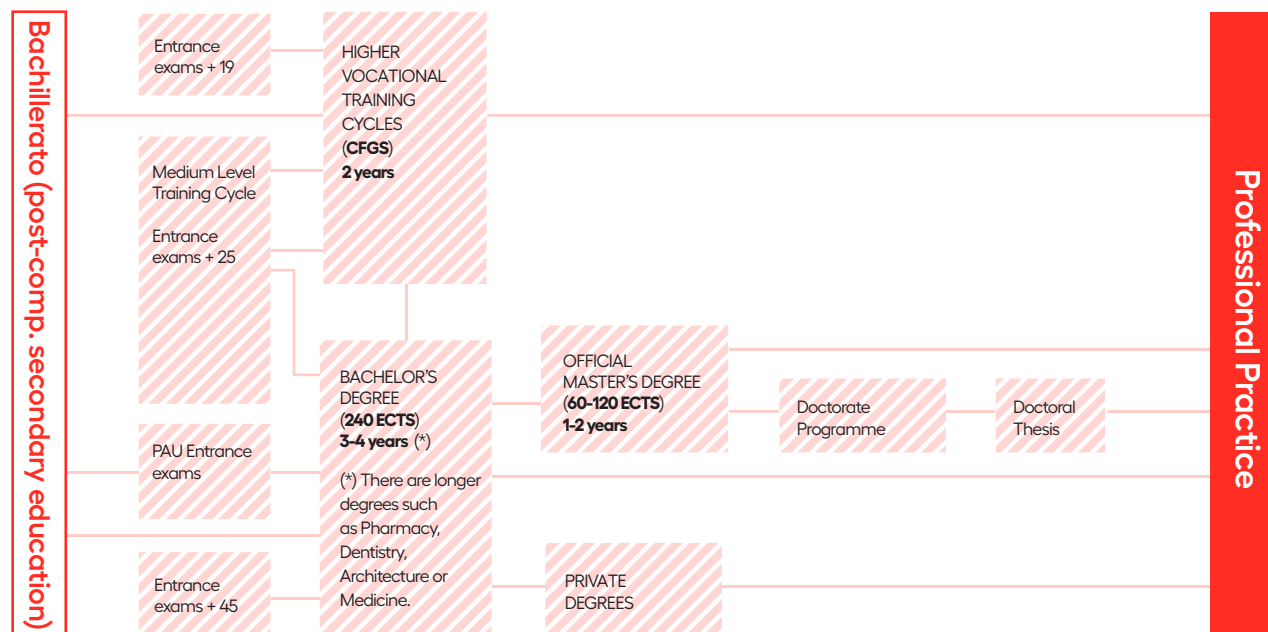
These are the degrees which are adapted to the European Higher Education Area (EHEA). The EHEA consists of three cycles: Bachelor's, Master's and PhDs.

### ECTS

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

### The higher education system in Spain

Below is an outline of the Spanish higher education system:



Article 7(1) of Organic Law 2/2023 of 22 March on the University System establishes that universities shall offer courses leading to official university degrees, valid and effective throughout Spain, and may offer courses leading

to the award of their own private degrees, including lifelong learning courses.

# 2.

## Research areas

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

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

### **Biomedical and Health Sciences**

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

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

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

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

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

- > Industrial Automation and Home Automation
- > Structures and Materials Testing
- > IT Systems
- > Control and Robotics
- > Environmental Factors related to Sustainability

### **Social and Communication Sciences**

- > Educational Technology and Innovation
- > Competence Development and Assessment: Experiential Learning Methods
- > Environmental Factors related to Sustainability
- > Corporate Governance Factors related to Sustainability

# 3.

## Admission process

### 3.1. PERSONAL ADVICE CONTACT OUR ADVISORS

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

### 3.2. SUBMIT YOUR APPLICATION AND DOCUMENTATION SO WE CAN EVALUATE YOUR PROFILE

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

- > Completed and signed Admission Application, which you can obtain through the pre-student portal.
- > An updated CV.
- > For the Medicine and Surgery Programme you must have a B2 level of English or take an English test that certifies it.
- > For the Psychological Intervention Programme, candidates must demonstrate a B2 level of English with a certificate recognised by ACLES.
- > For the Sustainability and Circularity programme, candidates must have a B1 level of English.
- > 1 photocopy of ID card/foreigner's ID card or Passport.
- > Initial academic documentation (degrees and academic certificates from previous studies completed).

Candidates interested in starting in the October call for applications must submit the required documentation by 1 July 2025. Candidates interested in starting in the February call for applications must submit the required documentation by 1 December 2025.

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

#### **Villaviciosa de Odón Campus**

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

#### **Alcobendas University Campus (Madrid)**

Departamento de Admisión de Nuevos Estudiantes.  
Avda. Fernando Alonso. 8. 28108. Alcobendas. Madrid



### 3.3. PROFILE ASSESSMENT AND INTERVIEW

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

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

### 3.4. CONFIRMATION OF ADMISSION

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

### 3.5. FORMALISATION OF RESERVATION AND ENROLMENT

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

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

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

Under no circumstances will the amount corresponding to the renewal of enrolment be refunded if the non-continuation of studies is not communicated prior to the start of the following academic year or if it is communicated after the aforementioned dates. The Universidad Europea de Madrid, for the purposes of making the place reservation, may communicate other dates than those indicated, ensuring to give sufficient notice. Only students who have enrolled in a distance learning course may

withdraw from the enrolment contract within 14 calendar days of enrolment. To do so, the student must send the cancellation form to the University (addressed to the Student Services Department), that should be duly completed and signed, and which can be found on the Student Portal. If you withdraw from your enrolment contract, you will receive a refund for the amount you paid towards your academic tutelage. However, the Place Reservation Fee is non-refundable.

### 3.6. RESERVE YOUR PLACE

The payment of the €600 place reservation fee can be made once you are registered in the pre-student portal.

The payment methods are:

- > CREDIT OR DEBIT CARD, and you will be registered immediately
- > ONLINE TRANSFER, estimated time of 3 to 5 days from the start of the transaction.
- > DIRECT DEBIT from a bank account. In the account that you can fill in on the pre-student portal. You must have a bank account in Spain or a bank account within the SEPA (Single Euro Payment Area) that supports this payment method. The SEPA area includes the member countries of the European Union as well as Iceland, Liechtenstein, Monaco, Norway, San Marino, Switzerland, Andorra, Vatican City and the United Kingdom.

The place reservation fee does not cover tuition/academic tutelage nor the opening of the student record, but is rather an amount that is paid to keep your place on the programme, which occurs as soon as the reservation is paid. Therefore, the Place Reservation Fee is completely non-refundable, except in the following exceptional circumstances:

- > If the student does not meet the legal requirements established for access to the Centro Profesional Europeo de Madrid, a circumstance that must be reliably proven by submitting the supporting documentation to the New Postgraduate Student Support and Admissions Department.
- > Students who are refused a student visa, upon presentation of the letter of refusal from the Spanish Embassy in the relevant country, or those who are unable to travel to the University because the competent Spanish authorities have taken measures that prevent from doing so for reasons of force majeure (e.g. border closures, non-admission of nationals of their country of origin, etc.). In the latter case, the University will refund the place reservation fee only if it is not possible to guarantee, for the duration of said measures, the online tutoring of the PhD student.

### 3.7. ENROLMENT

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

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

Students who make their reservation payments less than 30 days before the start of the course have 7 calendar days to formalise their enrolment.

If enrolment has not been formalised within the established period, without prior justification, the place reservation will be automatically cancelled (without the need for any requirement or notification from the University).

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

In the event of an incident on the platform, you can send the signed documentation to your advisor by email.

Once the registration has been formalised, the candidate will receive by email the username and password that will allow him/her to access the services associated with his/her status as a student of the Universidad Europea de Madrid.

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

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

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

If you have completed your studies for access to the university abroad, you must also send a: **letter from the university that has issued the official degree stating the characteristics of the Degree in that country (official status), level of studies that it accredits, and that gives direct entry to the PhD** in the country in question. This document must be signed by the Dean or General Secretary of the University. You must also provide the detailed programme of the official degree completed. All documents will have to be legalised and translated by a sworn translator into Spanish or English.

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

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

#### Departamento de Secretaría Académica

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

Campus Alcobendas. Dpto. Admisión de Nuevos Estudiantes.  
Avda. Fernando Alonso, 8. 28108, Alcobendas. Madrid

Creative Campus. Escuela de Diseño Universidad Europea  
Calle de María de Molina, 39, Chamartín, 28006 Madrid

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

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

Once the application form has been provided, enrolment will be conditional upon verification of the conditions of access to the chosen university studies. If you do not provide the required documentation for the PhD Programme by the set deadline, the Universidad Europea de Madrid will suspend your student status, subsequently blocking your access to the Virtual campus, among other measures. The University also reserves the right to permanently cancel your enrolment without any refund of any amount paid for this reason.

## Legalisation of qualifications

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

### No legalisation is required for the following countries:

- > **Member States of the European Union:** Germany, Austria, Belgium, Bulgaria, Cyprus, Croatia, Denmark, Slovakia, Slovenia, Estonia, Finland, France, Greece, Holland, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Poland, Portugal, United Kingdom, Czech Republic, Romania and Sweden.
- > **Signatory States to the Agreement on the European Economic 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:
- > **There are almost 100 signatories to the Hague Convention, not counting EU countries:**

Albania, Andorra, Argentina, Armenia, Australia, Azerbaijan, Bahamas, Bahrain, Bangladesh, Barbados, Belarus, Belize, Bolivia, Bosnia and Herzegovina, Botswana, Brazil, Brunei, Burkina Faso, Cape Verde, Canada, Chile, China, Colombia, Cook Islands, Costa Rica, Dominica, Dominican Republic, Ecuador, Egypt, El Salvador, Eswatini, Fiji, Georgia, Grenada, Guatemala, Guyana, Honduras, Hong Kong, Iceland, India, Indonesia, Iraq, Israel, Japan, Jordan, Kazakhstan, Kyrgyzstan, Lesotho, Liberia, Liechtenstein, North Macedonia, Malawi, Malaysia, Maldives, Mali, Marshall Islands, Mauritius, Mexico, Moldova, Monaco, Mongolia, Montenegro, Namibia, Nauru, Nepal, New Zealand, Nicaragua, Niue, Norway, Oman, Pakistan, Palau, Panama, Paraguay, Peru, Philippines, Republic of Korea, Republic of North Macedonia, Republic of Serbia, Russia, Rwanda, Saint Kitts and Nevis, San Marino, Saint Vincent and the Grenadines, Saint Lucia, Saudi Arabia, Seychelles, Singapore, South Africa, Switzerland, Suriname, Thailand, Tonga, Trinidad and Tobago, Tunisia, Turkey, Ukraine, United Kingdom, United States, Uruguay, Uzbekistan, Vanuatu, Venezuela, Vietnam and Yemen.

#### EEA countries:

Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovenia, Slovakia, Spain and Sweden.

Updates can be consulted at:

[https://www.mjusticia.gob.es/es/Ciudadano/Tramites-Gestiones/Documents/ESTADOS\\_FIRMANTES\\_CONVENIO\\_HAYA.pdf](https://www.mjusticia.gob.es/es/Ciudadano/Tramites-Gestiones/Documents/ESTADOS_FIRMANTES_CONVENIO_HAYA.pdf) y <https://www.sepe.es/HomeSepe/es/prestaciones-desempleo/paises-ue.html>

Countries that have signed the **Convenio Andrés Bello** require **legislation through diplomatic channels**: Bolivia, Cuba.

They should be submitted to:

- > Ministry of Education of the country of origin for diplomas 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 diplomatic or consular representation of Spain 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 diplomas and certificates of studies and to the corresponding ministry for birth and citizenship certificates.
- > Ministry of Foreign Affairs of the country where the documents were issued.
- > **The diplomatic or consular representation of Spain in that country.**
- > Ministerio de Asuntos Exteriores y de Cooperación de España (Sección de Legalizaciones. General Pardiñas 55 (esquina Padilla), 28006 Madrid (Telephone: +34 913 791 663).



# 4.

## Acknowledgements

PhD programmes have a Training Module and a Research Module.

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

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

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

- > Certificate of previous studies and research work carried out.

You can send your academic documentation to:

**postgrado@universidadeuropea.es** or submit to the PhD Admissions Department.





# 5.

## Changes to enrolment

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

### **Late enrolment**

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

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



# 6.

## Payment methods

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

### ANNUAL PAYMENT

A single amount for all fees.

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

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

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

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

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

### MONTHLY PAYMENT

This payment method is only applicable for the first year of enrolment.

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

#### Payment methods:

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

#### Renewal of enrolment

Enrolment will be renewed annually in a single payment.

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

#### Thesis reading fee

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

# 7.

## UEM study grants

### 7.1. FLEXIBLE PAYMENTS

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

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

### 7.2. STUDY GRANT

#### Family member at Universidad Europea de Madrid

Direct family members (father, mother, child, sibling or spouse) of Bachelor's Degree, Higher Level Training Cycles (CFGs) and Postgraduate students at Universidad Europea de Madrid will get a 5% discount on their tuition and research fees. This discount will be applicable during the years that they are both studying at the University simultaneously. This discount does not apply if either student is enrolled in Medicine, Dentistry (in both Spanish and English) or Physiotherapy (in French).

#### Concurrent studies

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

#### Alumni

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

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

### 7.3. FINANCIAL AID

#### Bank financing

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

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

#### Santander

Campus universitario Universidad Europea de Madrid.  
Calle Tajo s/n. 28670.  
Villaviciosa de Odón (Madrid).  
Tel.: 916 044 844 - 916 167 742

**Universidad Europea in Madrid:**  
+34 917 407 272

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

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

# 8.

## Academic regulations for PhD programmes

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

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

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

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

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

### Access to PhD Studies

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


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

together.

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

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





# Universidad Europea



two years of training in a programme for obtaining an official degree in one of the Health Sciences specialities.

### Duration of PhD Studies

In full-time studies, the duration of the PhD will be a maximum of four years and a minimum of one year, starting from the registration and filing of the research and training plan to be developed until the submission of the PhD thesis. If after the aforementioned period of four years the thesis submission application has not been submitted, the Academic Committee of the PhD Programme may authorise an extension of one more year.

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

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

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

### Supervision and Monitoring of the PhD

In general:

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

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

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

# 9.

## Other information of interest

### 9.1. UNIVERSITY CARD

#### What is the University Card?

The University Card is a virtual card that accredits students.

#### Where can I find my card?

The University Card is available in the StudyOn app in the sixth point at the bottom with a barcode icon. To include a photograph on the Card you must create a request on the Student Portal under the category “Student Support” and sub-category “University Card” adding the photo in jpg or png format.

#### Use of the University Card

Book loans at the library and discounts at stores.

### 9.2. REQUESTING YOUR DEGREE AND CERTIFICATES

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

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

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

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

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

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

## PLANO DEL CAMPUS VILLAVICIOSA DE ODÓN

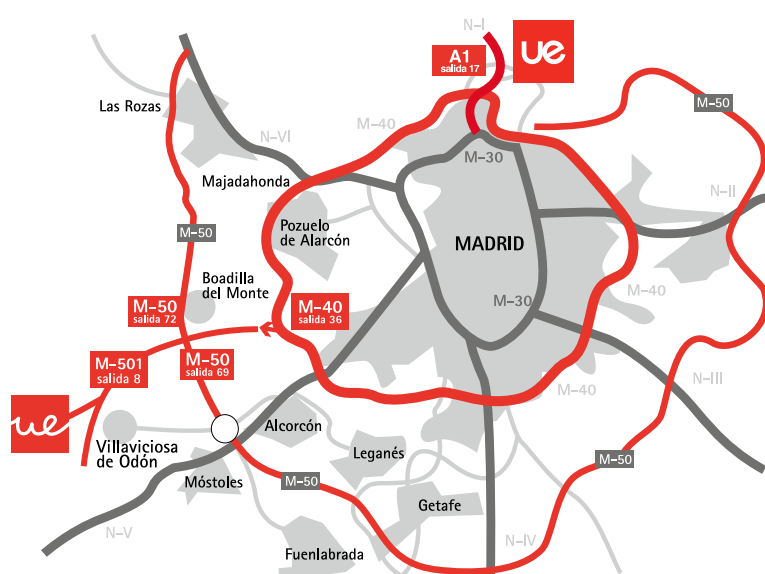
### VILLAVICIOSA DE ODÓN CAMPUS MAP



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

Metro: Embajadores y Acacias  
Autobus EMT: Líneas 50,60, 62,E1, 78 y 148

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28005, Madrid.

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UNIVERSIDAD EUROPEA DE VALENCIA  
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46010, Valencia.

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



Reconocimientos  
de Calidad:

