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### **PURPOSE**


The purpose of this procedure is to establish the way in which Universidad Europea de Madrid (UEM) manages the process of admission, enrolment and validation of student credits, ensuring that it is carried out with all the necessary quality assurances.

### **SCOPE**

This document applies to all bachelor's, master's and PhD programmes offered by Universidad Europea de Madrid, and to all actions involved in the selection, admission and enrolment of students. This procedure does not apply to commercial contracts.

### **RELATED DOCUMENTATION**

- Internal Quality Assurance Manual (MAGIC)
- PGC 2.1 Public information and accountability
- PGC 11.1 Stakeholder group satisfaction
- PGC 12.3 Analysis and Improvement
- IT02 -PGC 6.1 Introduction of PhD Programmes
- Verification reports for bachelor's, master's and PhD programmes
- Law 6/2001, of 21 December, on universities. Consolidated text
- Normative framework regulating access to the University in the Madrid Region
- Organic Law 15/1999 of 13 December on the Protection of Personal Data (LOPD) and RD1720/2007, of 21 December, which approves the regulations for the development of the LOPD.
- They will be set out in the University's General Regulations for official bachelor's degree courses, and the Regulations for official university master's degree courses.
- Royal Decree 1393/2007, establishing the planning of official university education. Consolidated text.
- Table of equivalences of Roles for Affiliated Centres.
- Order EDU/1247/2011, of 12 May, is an update to the annexes of Royal Decree 1892/2008 of 14 November, which regulates the entry requirements for official bachelor's degree

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courses, and the procedures for admission to public universities in Spain.

- Master's degree that enables students to engage in a regulated profession: Corresponding Ministerial Order.

## **PROCESS DEVELOPMENT**

### **1 Information for students**

Once the degree programme to be offered in each academic year have been approved, this information will be made available to the academic admissions advisors so that they can provide interested students with all the information related to the degree they are interested in.

The academic advisors receive a training pack: process and product. Different departments and centres are involved in the preparation of the training pack, ensuring that Admissions is equipped with all the necessary information, and is aware of the specifics of the degree programmes offered by the University.

The University provides information for new students on its website regarding the pathways and requirements for access to the degree programme, including the recommended entry requirements.


### **2 Student Admissions**

When the Admissions Department receives a request for information, which may be in person, online or by telephone, they will contact the candidate to inform them about the steps involved in the application process.

In the case of bachelor's degrees, the process of admission and enrolment will begin in a provisional way until all the necessary documentation has been received from the students. In the case of online degrees, as well as in the case of special processes, students will be asked to pay for the admission tests prior to the start of the process. In the case of postgraduate studies, the admissions process is free of charge for the student. The admission tests for bachelor's degree programmes carried out by the University are as follows:

- English language level test: Via an online platform.
- Skills Assessment Test (PAP)
- Motivational interview.
- Specific test: To gain admission to some of the degrees taught at the UEM, it is necessary to pass specific tests related to the competences and skills that are considered indispensable due to the subject matter of the course (for example a bachelor's degree in medicine)
- Other admissions tests: Through the corresponding faculty, the University ensures that preparatory courses and admissions' tests are developed for students aged over 25 or over 45 years of age.

Postgraduate degree programmes: Once the candidate has received advice, and has provided the

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required documentation, the Postgraduate Admissions Team will arrange for the candidate to sit the entrance exams corresponding to the programme they are interested in, and for a personal interview, as described in the verification report.

Following the personal interview with the candidate, the Director of the Master's Programme will assess the candidate's suitability, and communicate the outcome of the interview to Admissions (candidate assessment template). If the results of the tests/interview are favourable, the Admissions Department sends the student an offer letter so that they can begin the enrolment process.

Guidance on the validation of qualifications is managed via the workflow. If there should be more applications than available places, an admissions waiting list is set up.

### **3 Applications (bachelor's degree programmes)**

Once a candidate takes the decision to apply, they must complete the online Application for Admission form via which they express their desire to participate in the admissions process in order to be considered for admission to a degree programme at Universidad Europea de Madrid.

This will give them access to the pre-student community where they will provide the data necessary to generate the application. Once all the data has been collected, Sales Force will send it to SIGECA in order to generate an application number.

When the application number has been generated, the candidate will have access to the payment platform from where they will be able to pay the admission fees by credit card, immediate registration, or by online transfer (Flywire). Once confirmed, payment verification is automatic, via SIGECA.

If necessary, the applicant can be provided with proof of payment.

Once the data has been registered, SIGECA generates an 8-digit application number, unique to each student and each student's qualifications.


After admission via Sales Force, the admission letter is automatically generated by the system.

These letters are sent out automatically at 11 pm, so the student will receive the admission letter by e-mail the same day they are accepted.

In the case of students taking the selectivity exam, and where academic records are to be transferred, this letter will need to be presented to the university in order to request the transfer of their academic transcript. If the student has official access to a double degree, a letter is issued referring to this status.

When the candidate pays the place reservation fee, SIGECA generates the file number. This number will stay the same throughout the student's academic life at the university. If the student should switch to another degree programme, or once they have finished their degree programme, decide to embark on another one, SIGECA will link the new application number to the student's file.

### **4. Registration**

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#### 4.1. In-person enrolment (bachelor's or master's degree)

Once the place reservation fee has been paid, the student must submit the registration and direct debit form duly completed with the following information in order to start the enrolment process:

- The subjects that they wish to enrol for
- Student details  
Details of the holder of the bank account to which the tuition and registration fees will be charged.
- Informed RLA consent
- Linguistic and internship consent (for students on health related degree programmes)
- Bank account number
- Payment method: monthly, yearly, flexible payment by subject.
- Documentation evidencing the legal right to study at the university (if applicable). In the case of students taking a PhD, in addition to the corresponding forms a favourable report as specified in IT02-PGC 6.1 Implementation of a PhD Programme is required in order to formalise enrolment.

Furthermore, documentation evidencing the legal right to study at the university must also be attached. The submission of the documentation evidencing the legal right to study at the university is an essential requirement. In the case that the student submits the enrolment envelope without providing this documentation, they will be enrolled, but the validity of their registration will be dependent on the subsequent submission of the required documents.

Once the enrolment form has been received, the Registration Department will enter the details for the year of enrolment, degree programme in question, bank details (if these have not been entered already), and the subjects the student wishes to enrol in, as well as the time, group and mode of study (face-to-face, blended or online).


Once the registration process is complete, students receive their user number and password by email, and will then be able to access the Virtual Campus.

If a student has obtained recognition of prior learning, the Recognitions Department will upload this to SIGECA, and thus the recognition(s) will be recorded on the student's academic transcript.

#### 4.2 Online student enrolment procedure

Students who are re-enrolling register via an online application. To do so, they need to log in with their file number (username) and password.

Once the student has completed their online registration, this must be validated by the Registration

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Department. For the department to validate an enrolment, the student needs to have paid the corresponding place reservation fee. If they have not done so, it will not be possible to validate their enrolment.

Enrolments by students using the web application will be directly recorded in SIGECA, allowing the Registration Department to formalise the students' enrolment via this tool.

Those enrolments that comply with the specific enrolment guidelines for the degree programmes offered by each faculty are validated directly by the Registration Department. At this point, the student is officially enrolled for the new academic year, and can consult their transcript to see the subjects they are registered for. A completed enrolment may be modified if the corresponding Academic Advisor requests the change.

Those enrolments that comply with the specific enrolment guidelines for the degree programmes offered by each faculty are reviewed by the Academic Advisor. Such registrations will only be valid once they have been reviewed by the Academic Advisor.

In exceptional cases, the University may register a student without the need for that student to complete the online registration process. In this case the student must complete and sign the necessary document authorising the University to complete the enrolment process, and hand it in to their Academic Advisor, who will then submit it to the Registration department to finalise the student's enrolment.

If the student is unable to register through the online platform, and if it is confirmed that they fall into one of these categories, they may register by using the general online application form.


### **4.3 Enrolment process for incoming Garcilaso international exchange students**

Garcilaso students are those who come from Latin American universities. These students stay at Universidad Europea for a specific period of time. The process begins at their home universities, with the selection and nomination of the students who are going to come to Universidad Europea through the exchange programme. Once the nominations have been accepted by Universidad Europea, the students apply for admission to the university, as well as for the subjects they wish to study.

This application is made using an application called moveon, indicating when they wish to come. The applications are assessed by the International Office, which is responsible for the admissions process. Once they have been accepted, Registration Department staff prepare an offer for each student, based on the subjects they have applied to enrol for. Once the student has been registered, they will be informed of their acceptance, and the subjects for which they have been enrolled.

### **Erasmus and Bilateral Agreement Students**

This includes all students enrolled on the Erasmus programme, as well as those coming from universities with which Universidad Europea has signed a bilateral agreement. Before coming to

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the university, students apply for a place at Universidad Europea, stating the subjects they wish to study. This application is made using an application called moveon, indicating when they wish to come. The applications are assessed by the International Office, which is responsible for the admissions process. Once they have been accepted, Registration Department staff prepare an offer for each student, based on the subjects they have applied to enrol for. Once the student has been registered, they will be informed of their acceptance, and the subjects for which they have been enrolled.

### **Double Degree Students**

The home university collects all the data for students applying to the programme, and sends the list in the corresponding format to the account manager at the International Business Development department, sending them an email explaining the procedure on how to apply for recognition via the Workflow platform.

The International Business Development department is responsible for the application process and the registration of these students on SIGECA. In this registration process, each student will be given a 'discount', created so that the Invoicing and Collections department can identify them and invoice their home university.

When the bank details are entered, all the student's personal information is added except the account number, which will be registered with the UE account.

Once the registration process is complete, the International Business Development Department will print the student's application, and will attach the recognition template generated by the Recognitions Department. All this printed documentation will be added to the student's physical file.

Subsequently, the International Mobility Advisor will meet with the student to fill in the enrolment form with the subjects that have been agreed upon.


Finally, the International Mobility Advisor submits the enrolment form to the Registrations Department so that the student can be enrolled on the subjects and groups indicated.

### **4.4 Management of registration modifications**

Students who wish to make changes to their enrolment must apply through the corresponding application on the website, within the official timeframe stipulated by the university. There are 2 periods during which students may modify their enrolment:

- First period. For changes of subjects for the first and subsequent terms, or for the whole of the academic year.
- Second period. For changes of second and third term subjects.

Requests for changes to enrolment are reviewed in the first instance by the Academic Advisor appointed for each faculty and degree programme. If the request as a whole is rejected, the Academic Advisor sends the student an automatic email from the SIGECA platform informing them of the resolution.

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If the change requested by the student is partially or totally accepted, it will be forwarded to the Registration Department, which will be responsible for making the appropriate changes and subsequently sending the student an automatic email from the SIGECA platform informing them of the resolution.

In the event that the student requesting the modification has fallen behind with their payments, a warning will pop up on the system when the Registration Department proceeds to add the change decided upon.

If the modification to be made for a student whose payments are not up to date involves the addition of more ECTS credits, this will be managed by the Registration Department to enable the Invoicing and Collections Department to bill the student for the corresponding amount.

Modifications to enrolments outside the officially established periods are made at the student's request via the general online form provided for this purpose. Requests for enrolment modifications outside the period officially established will only be accepted when made for those reasons that are included in the General Conditions for the Modification of Enrolment approved by Universidad Europea's Academic Council.

Depending on the nature of the student's request, the approval of the modification must be signed off by the Academic Advisor, the Dean and/or the Secretary General's Office.

Once these reports have been processed, and all the relevant signatures have been collected, the Academic Advisor will e-mail the final report to the Registration Department so that the necessary changes can be made to the student's enrolment, and the student concerned duly informed.

The corresponding reports will be added to the student's file. Should the change be rejected, the Academic Advisor will inform the student.


#### **4.5 Management of Credit Recognition and Validations**

New students coming from other universities and/or with professional experience can request credit recognition. Applications for credit recognition must be processed through the online application available on the university website. All the required documentation must be provided within the time frame officially established by Universidad Europea de Madrid, and included in the Credit Recognition Regulations.

Applications for credit recognition must be accompanied by the following documentation:

- Academic transcript for the qualification in question
- Curriculum stamped by the registrar's office of the issuing institution.
- Syllabus for the subjects studied and/or enrolled on for the qualification in question.
- Official translation of the certificate and academic transcript (only in the case of qualifications obtained abroad)
- Official certificate from the university and the certificate for the qualification awarded, duly



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translated (only in the case of students who have studied or have qualifications obtained abroad)

- When requesting credit for prior work experience, it will be necessary to provide:
  - A Spanish 'Work Certificate' or a similar official certificate issued by the corresponding governmental organisation in another country.
  - *Curriculum vitae*
  - Only in cases where proof is required with regard to job content, a certificate from the employer.


The application is submitted for assessment to the Recognitions Department, which then issues the student with a provisional recognition of credit subject to the submission of all the official documentation indicated above, as well as the approval of the Dean or Director of the faculty or school and fulfilment of the legal requirements in each case.

Once the required documentation has been received, the provisional recognition of credit will be approved by the Dean or director of the school/faculty in question and thus confirmed. The student is then notified of the final decision by email, at which point the recognition will become effective on the student's academic transcript.

Subjects for which recognition has been granted are considered to have been passed, and will not therefore be re-assessed. The subjects recognised will appear under this name and together with the corresponding ECTS credits on the student's transcript, and will have the equivalence in points corresponding to the grade obtained at the issuing institution.

The following may be presented to be considered for recognition:

- Subjects studied as part of official university courses undertaken either in Spain or abroad where the content, skills and effort involved coincide with those of the subject for which recognition is being sought.
- Subjects studied as part of non-official university courses (private degrees issued by official universities) both in Spain and abroad. The subjects for which recognition is sought must be similar in terms of teaching load, content and skills to the subjects already studied. Under current legislation, up to a maximum of 15% of the total number of credits for a given degree can be awarded, taking into account a combination of previous study and professional experience.
- Professional experience can be counted towards the degree as long as that experience has been gained in the same field, and the job content included the subject competences for which recognition is being sought. Under current legislation, in general terms up to a maximum of 15% of the total number of credits for a given degree can be awarded, taking into account a combination of previous study and professional experience. There are exceptions in the case of bachelor's degree programmes where different maximums have been established in the degree specifications.
- Subjects in Advanced Level Vocational Training (Advanced Career and Technical Education), studied in Spain. In these cases, the automatic tables drawn up for this purpose and approved by the Community of Madrid will be applied, or failing this, the Dean of the

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corresponding Faculty/School will decide.

- Subjects completed on higher level technical programmes in visual art and design, on higher level art or sports technician courses. The subjects for which recognition is sought must be similar in terms of teaching load, content and skills to the subjects already studied.

Under no circumstances can credits corresponding to bachelor's and master's degree graduation projects be recognised.

### **SPECIFICS BY CENTRE**

#### **School of Architecture, Engineering and Design.**

They will be set out in the University's General Regulations for official bachelor's degree courses and in the Regulations for official university master's degree courses at Universidad Europea de Madrid.

#### **Faculty of Sports Sciences**

They will be set out in the University's General Regulations for official bachelor's degree courses and in the Regulations for official university master's degree courses at Universidad Europea de Madrid.

#### **Faculty of Social Sciences and Communication**

They will be set out in the University's General Regulations for official bachelor's degree courses and in the Regulations for official university master's degree courses at Universidad Europea de Madrid.

#### **Faculty of Biomedical and Health Sciences**

They will be set out in the University's General Regulations for official bachelor's degree courses and in the Regulations for official university master's degree courses at Universidad Europea de Madrid.


#### **School of Doctoral Studies and Research**

They will be set out in the Regulations governing Universidad Europea de Madrid's official PhD programmes. RD99/2011

IT02 -PGC 6.1 Introduction of PhD Programmes

### **RECORDS (evidence)**

RECORDS		
RECORD NAME	CONTROLLER	MEDIUM AND LOCATION
Student interview (undergraduate)	Admissions	Admissions

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Admission profile assessment template (postgraduate courses)	Director of Master's Programmes	Sharepoint/Faculty/Year/Degree Programme/Admissions
List of students accepted	Admissions	SIGECA
List of enrolled students	Enrolment	SIGECA
List of students with credit recognition	Validations	SIGECA
Student transcript	Registrar's Office	Registrar's Office/Archive
Decision on credit recognition	Validations	Workflow Validation Platform
Record of non-enrolled students	Registrar's Office	Registration/Archive

### INDICATORS

- IND01-PGC3.1 Number of requests for information
- IND02-PGC3.1 Number of applications for admission
- IND03-PGC3.1 Number of registrations in each academic year

### RESPONSIBILITIES

#### **Vice-Dean/Undergraduate Degree Programme Director/Teaching staff:**

Sign off on the personal interviews and specific tests (if required) taken by students applying for entrance to the UEM.

Inform the Admissions Department of the active course offering of each Faculty/School.

Assess documentation presented for the recognition of prior studies.

#### **Admissions Department:**

Inform students about the steps involved in the UEM admissions process.


Coordinate and manage the administration of selection and admission processes for new students.

Monitor new students until they have completed the enrolment process.

Produce an annual report on the results of the student selection, admission and registration campaigns.

#### **Registration Department**

Coordinate, managed and keep a record of the enrolment process. Modify student registrations as required for their second or successive academic years.

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### **Recognitions Department**

Process applications for credit recognition, send out the resolution, and add the credits recognised to the student's file.

#### **Academic Advisor:**

Manage requests for modifications not only of enrolments but also modifications that are exceptions to internal regulations, group changes, etc.

#### **Postgraduate Programme Director:**

Check student applicant profiles and participate in the admissions process for those students. Following the personal interview with the candidate, assess their suitability, and communicate the outcome of the interview to Admissions, signing the official acceptance.

#### **PhD School Manager**

Assess the suitability of the candidate for participation in the PhD programme. Sign the official acceptance.

### **ANNEXES**

N/A