

**ENROLLMENT FORMALIZATION AND AMENDMENT FOR
BACHELOR'S AND PROFESSIONAL MASTER'S DEGREES
GENERAL CONDITIONS FOR ACADEMIC YEAR 2020/21**

This document establishes the deadlines and criteria to be applied in order to modify enrollment for students on Bachelor's and official Master's degrees for the 2020|2021 academic year.

1. OFFICIAL PROCEDURE AND DEADLINES

The enrollment is formalized on the University's Enrollment Portal and may be amended directly on the portal by the student on up to two occasions, as long as it is done during the period of time established to do so and within the limits indicated in the current enrollment criteria. In general, **there are two official enrollment amendment periods** for Bachelor's and Professional Master's degree programs for the 2020|2021 academic year. **The enrollment cannot be amended outside of those periods** except in the cases outlined in section 3 of this regulation.

STUDENTS ENROLLING FOR THE FIRST TIME AT UNIVERSIDAD EUROPEA

FIRST TERM

- Campus-based bachelor's and professional master's degrees
September 21 to October 4, 2020.
- Online bachelor's and professional master's degrees
October 1 to October 14, 2020.

SECOND TERM

- Campus-based bachelor's and professional master's degrees
January 25 to February 5, 2021.
- Online bachelor's and professional master's degrees
February 17 to February 28, 2021

STUDENTS ENROLLING FOR THE SECOND AND CONSECUTIVE TIMES AT UNIVERSIDAD EUROPEA

FIRST TERM

- Campus-Based Bachelor's Degrees
July 23 to October 4, 2020.
- Online Bachelor's Degrees
July 23 to October 14, 2020.
- Campus-Based Professional Master's Degrees
August 1 to October 4, 2020.
- Online Professional Master's Degrees
August 1 to October 14, 2020.

SECOND TERM

- Campus-based bachelor's and professional master's degrees
January 25 to February 5, 2021.
- Online bachelor's and professional master's degrees
February 17 to February 28, 2021

2. GENERAL CONDITIONS FOR REQUESTING AN ENROLLMENT AMENDMENT

During the official periods, the student can make amendments to a formalized enrollment on up to two occasions.

Amendments must be requested and formalized by the student directly on the Universidad Europea Enrollment Portal.

Amendments entail:

- Withdrawing from previously enrolled classes.
- Adding classes not previously enrolled in.
- Changing the group previously enrolled in for a subject.

In each enrollment amendment, the student can request any of the changes deemed necessary, provided the following conditions are met:

- The enrollment has been formalized and confirmed on the Student Portal.
- The amendments requested obey the sections of the [Universidad Europea Regulations for Bachelor's and Professional Master's Degrees](#) related to enrollment and the maximum and minimum number of credits required for enrollment.
- The amendments requested meet all the specific requirements set out in the Bachelor's or Professional Master's Degree Program Report for the degree in which the student is enrolled (see the Enrollment Guide for your Degree Program).

Amendments requested by the student will be approved automatically on the Enrollment Portal when the request is made, provided spots are available.

If any of the requests cannot be approved because the group option is not available, the student will be put on a waiting list and the Enrollment Portal will make the requested change when a spot opens up in that group.

There is no need to wait for the system to validate all the changes requested in order to make further changes, as long as there are no more than two amendment requests.

If any of the amendments requested by the student could not be carried out before the end of the enrollment amendment period, the enrollment will not include those changes and the initial proposal for those groups/subjects will be maintained.

3. ENROLLMENT AMENDMENTS PAST DEADLINE

Outside of the officially established periods, **NO enrollment amendments will be accepted, except under extraordinary circumstances** indicated below:

- **Students abroad**
They may request an increase in enrollment or unenrollment from courses or change of group, provided the requested modification is justified by the academic demands in the destination and their Learning Agreement.
- **Modification of recognized credits**
An increase in enrollment or unenrollment from courses may be requested outside of the deadlines, provided the modification is justified by changes in the definitive course recognition applied to the student. The time limit to request increased enrollment in these cases will be 6 weeks starting from the start of the course. After this period, no amendment of any kind may be requested.
- **End of studies**
Those students who will be able to finish their studies in the current academic year with the increase in credits requested may apply for an enrollment increase. The acceptance of said increase will be contingent upon an academic assessment by the School. The maximum number of ECTS credits one student may enroll in by the end of their studies is 78 ECTS credits per year for single degrees and 90 ECTS credits per year for double degrees. The time limit to request increased enrollment in these cases will be 6 weeks starting from the start of the course. After this period, no increase in enrollment may be requested for this reason.
- **University Activities**
Students may request enrollment in *University Activities* after the deadline if they can demonstrate that they have accumulated the corresponding number of credits (minimum 4 ECTS credits)
- **Curricular Internships**
Students may request enrollment in *Curricular Internships* if they can demonstrate they have been assigned an internship at a company/institution/center. In the case of degree programs in Health, this will only be allowed for Physical Therapy bachelor's degrees and double degrees therein, or Nursing, provided the availability of the center is confirmed.
- **Duly accredited financial, health or work situations that are incompatible with academic activity**
Those students who have work or health situations that are incompatible with their class schedule and academic activity may request to be unenrolled from courses or change group outside of the official established periods. Furthermore, those students with unfavorable economic situations that make it difficult for them to continue their studies may request unenrollment from credits. In all of these cases, students must present documents that accredit their work, health or financial situation (employment history report, official medical certificate).

All enrollment amendments after the deadline must be requested on the Student Portal, with the corresponding application. All details on the subjects into which the student wishes to enroll/unenroll, as well as the reason and justification for the amendment must be indicated, pursuant to these general enrollment amendment conditions.

Full tuition for the course must be paid for any unenrollments requested after the enrollment amendment deadline.

4. ASPECTS KEEP IN MIND

- To make amendments to an enrollment, all payments must be up to date.
- An enrollment amendment may change the total tuition to be paid. An increase or decrease in ECTS/credits in enrollment will increase or decrease monthly tuition payments. The corresponding adjustment of payments will be paid in full the month after the modification is approved. The breakdown of tuition fees can be viewed on the Student Portal.
- Enrollment modification requests will not be accepted if:
 - They do not clearly indicate the reason for requesting the modification.
 - They are performed outside of the official channels established by the University for each case as specified in this document.
 - They do not comply with the deadlines and situations specified herein.
- Pursuant to the General University Regulations for Official Bachelor's Degree Programs, the maximum number of ECTS credits into which a student may enroll in a single academic year is set at 72 ECTS credits per year and 36 ECTS credits per semester for single degrees and 84 ECTS credits per year and 42 ECTS credits per semester for double degrees. Any requests for increased enrollment in excess of said limit will therefore be denied.
- **The University reserves the right to deny any requests that, while fulfilling the conditions of this document, cannot be approved due to group capacity and/or academic availability.**