Universidad Europea Madrid
LAUREATE INTERNATIONAL UNIVERSITIES

Foreign Language Handbook

Universidad Europea de Madrid

Undergraduate Students 2016-2017

Latest version 01/02/2017

INTRODUCTION

Your foreign language training is vitally important in preparing you for a successful career in a global environment. With this goal in mind we offer you a language learning program that will also allow you to make the most of your dedication and effort.

Throughout this handbook you will notice that in most of our degree programs the English target level you have to reach is B2. The levels we refer to in this handbook correspond to your language competences according to the Common European Framework of Reference for Languages (CEFRL). These levels are shown in the table on the next page.

This level, which we consider appropriate for a sufficient command of an additional language, will also have an official status not only in the university context, but also as a certificate of language proficiency recognized by ACLES[1].

As an added benefit, we offer you the opportunity to obtain an official accreditation of your B2 English level by taking our ACLES exam on May 6, 2017.

If you have any doubts or queries, we'll be happy to help you at the **Language Center:**

Face to face:

Villaviciosa de Odón Campus: Building B - Student Services
Alcobendas Campus: Ground Floor - Student Services

By phone: 902.232350/ 91 211 5538/ 91 211 5549
By E-mail: language.center@universidadeuropea.es
On our website: http://madrid.universidadeuropea.es/alumno-uem/servicios-del-campus/language-center

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[1] *Asociación de centros de lenguas en la enseñanza superior* (Association of Higher Education Language Centers) (http://www.acles.es/)

Common European Framework of Reference for Languages – CEFR Levels

	A1 Iniciación		A2 Nivel Básico	B1 Nivel intermedio bajo	B2 Nivel intermedio alto		C1 Nivel avanzado		
Inglés	A1.1	A1.2	A2	B1	B2.1	B2.2	C1.1	C1.2	C1.3
Equivalencia examenes oficiales*	---		KET	PET	FCE		CAE		
Español	A1.1	A1.2	A2	B1.1	B1.2	B2.1	B2.2		
Equivalencia examenes oficiales*	DELE A1		DELE A2	DELE B1	DELE B2				
Francés	A1.1 A1.2 A1.3		A2.1 A2.2 A2.3	B1.1 B1.2 B1.3					
Equivalencia examenes oficiales*	DELF A1		DELF A2	DELF B1					
Alemán	A1.1 A1.2 A1.3		A2.1 A2.2 A2.3	B1.1 B1.2 B1.3					
Equivalencia examenes oficiales*	ÖSD A1 Grundstufe Deutsch 1		ÖSD A2 Grundstufe Deutsch 2	B1 Zertifikat Deutsch					

These are the levels currently offered at Universidad Europea. The official exams are indicated by way of example. For full information on equivalence, go to the CRUE[2] website.

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[2] *Conferencia de Rectores de Universidades Españolas* (Conference of Rectors of Spanish Universities) (http://www.crue.org)

1   DURING YOUR ADMISSION PROCESS

All undergraduate students have to take an English level placement test as part of their admission process; additionally, depending on the degree program's specifications, placement tests will be required for other languages. The results of these tests are indicative only, and the Language Center may decide to validate them by asking you to take an oral or written exam (on campus). Once you have completed the test, you will receive a paper copy of your test score, as well as instructions on how to sign up for our language courses.

If you possess an official language proficiency certificate, you can ask for it to be validated by sending an Online general enquiry to the Language Center, attaching a scanned copy of your certificate. This validation does not exempt you from having to meet the language requirements of your degree program. The certificates that can be considered for validation will be those indicated by the language exam advisory board of the CRUE.

Additionally, your Language Center professor can change your language level depending on your progress in class.

2   WHAT TO SIGN UP FOR AND HOW TO DO IT

2.1   If you are a new student

All new students will receive a language course registration form from the Admissions department. When you fill in this form you can indicate your timetable preferences, according to your score in the placement test. If the language course timetable is incompatible with your regular class schedule, the Office of Enrollment Services reserves the right to assign you to a different group, but always making sure the timetable is compatible with your regular class schedule and as compact as possible. If you want to add, drop or change subjects, or alter your language course timetable, you can do this through the online enrollment adjustment application within the time periods established for these purposes.

2.2   If you are continuing your studies

If you are in your 2nd year or above, or if you are a new student continuing after your 1st trimester/semester, you should sign up for your language course through online enrollment or the online enrollment adjustment application, and always within the time periods established for these purposes.

You will not be allowed to make these changes outside the time periods officially established by the University, except in the highly exceptional cases indicated in the enrollment adjustment regulations (for example, if your degree program does not fit in with the university's official trimester or semester schedule, if you are on a study

stay abroad, if you are nearing the end of your degree, or similar). In these exceptional cases, you must request the changes they want to make by sending an Online General Enquiry.

3   THE LANGUAGE CENTER'S TEACHING METHODOLOGY

The Language Center has developed a progressive methodology that allows you to start at the level corresponding to your placement test score, and to then progress at your own pace and according to your goals. All the language courses are compliant with the Common European Framework of Reference for Languages and can be offered in different delivery modes: campus-based, blended (semi-campus-based), or online.

Throughout your time at the University –from admission to graduation– you can take the courses offered by the Language Center in intensive or trimester-based format. To facilitate access to periods of study abroad and international internships, the Language Center recommends the following progression:

1st year:	**Complete B1 level**
2nd year:	**Complete B2 level**
3rd year:	**Complete C1 level or study another language**
4th year:	**Complete C1 level or study another language**

Those languages corresponding to a degree subject or exit requirement will be offered through free courses. You will only have to pay the tuition fees of the official curricular subject when you enroll in the subject in the appropriate academic year.

Additionally, we offer you the option of studying extracurricular languages. The corresponding fees are indicated on the registration form for extracurricular language courses.

4   LANGUAGE REQUIREMENTS

4.1   Degree programs with a curricular language subject

4.1.1. Traditional degrees

If your curriculum includes a 6 ECTS language subject, there will be two passing requirements for this subject: reaching a set target level by taking Language Center courses, and meeting the specific requirements of your subject once you have enrolled in it. Therefore:

- To reach the target level, you will have to sign up for the 0 ECTS language courses you need to take to reach that level.
- And to meet the requirements of the subject, you must follow the instructions provided in section 6 of this handbook, as well as the instructions posted in your language subject space in the *Campus Virtual*, which you will only be able to access once you have enrolled in the subject.

Throughout this process, you can also count on the guidance of a Language Center advisor, who will help you track your progress in the language you are learning.

4.1.2. Preparation courses

Given the limited scope for campus-based language teaching in preparation courses, the language courses are offered in online mode. To achieve the learning outcomes of your language subject, you must complete a language course at the level corresponding to your placement test score, except in the cases indicated in the language requirements table of each school (see section 8 at the end of this handbook). You can also count on the guidance of a Language Center advisor, who will help you track your progress in the language you are learning.

4.1.3. Degrees in HCAP format and 100% online programs

Language teaching in HCAP degree programs (where the student's class schedule is compatible with their working hours) will be blended or online, depending on the student's preference. If you are an HCAP student, to pass your language subject you must meet <u>one</u> of the following conditions:

- Reach B1 level by taking Language Center courses, starting from the level determined by your placement test score.
- According to the total number of credits you need to finish your degree at Universidad Europea de Madrid, you must reach the following number of language levels:

Up to 72 ECTS:	**1 level**
73-144 ECTS:	**2 levels**
145-216 ECTS:	**3 levels**
Over 216 ECTS:	**target level**

You can also count on the guidance of a Language Center advisor, who will help you track your progress in the language you are learning. The abovementioned

requirements may be affected by specific rules established by each School (see section 8).

4.2 Degree programs with no curricular language subject but with a language exit requirement

There are degree programs in which the language subject does not form part of the curriculum. However, all of these degrees require students to reach an exit level (B2 of the Common Framework), except in cases where the degree program specifications indicate a different requirement. To find out whether you have this level, you will have to take a test designed by the Language Center. You will be entitled to take this test once you have successfully completed the corresponding preparation courses, or when you present a certificate recognized by the CRUE to prove that you already have that level.

4.2.1. Traditional degrees

To reach the exit level you will have to pass the necessary 0 ECTS language courses. To pass the specific test you should follow the instructions posted in your language subject space in the *Campus Virtual*. You can also count on the guidance of a Language Center advisor, who will help you track your progress in the language you are learning. There is no exit requirement for students who earn less than 30% of the degree's total ECTS credits.

4.2.2. Preparation courses

There is no exit requirement for students who complete less than 30% of the degree's total ECTS credits. All other students on preparation courses will be subject to the same criterion that applies to students doing a complete traditional degree.

4.2.3. Degrees in HCAP format and 100% online programs

Language teaching in HCAP degree programs (where the student's class schedule is compatible with their working hours) will be blended or online, depending on the student's preference. To pass the specific test you should follow the instructions posted in your language subject space in the *Campus Virtual*. You can also count on the guidance of a Language Center advisor, who will help you track your progress in the language you are learning. There is no exit requirement for students who earn less than 30% of the degree's total ECTS credits.

4.3 Degree programs with a curricular language subject and a language exit requirement

If your curriculum includes a language subject and also an exit requirement, you must pass B2 level in both cases, i.e. both in the subject and upon graduation. Even if you have passed the language subject, you must also meet the exit level requirement.

5 LANAGUAGE PROFICIENCY ACCREDITATION

5.1 Official exams

At your request, the Language Center can issue a language proficiency certificate once you have passed the corresponding CertAcles exam. The University will also announce calls for applications to sit various official exams, such as First Certificate, Advanced Certificate, CertAcles, DELE and ÖSD.

5.2 Exam schedule

The Language Center will post on its web page the dates and times of the language exams offered each academic year, together with the registration procedure and deadlines. You will also be able to find this information in the *Campus Virtual* space corresponding to your language subject and/or degree program.

6 ACCESS TO DEGREE SUBJECTS DELIVERED IN OTHER LANGUAGES

Another way to develop internationality is through subjects whose content is delivered in other languages. In this case, and to make sure the course is as beneficial as possible, the University reserves the right to restrict access to degree subjects delivered in other languages. The general requirements are:

2nd year subjects: **To have passed B1**
3rd year subjects: **To have passed B2.1***
4th year subjects: **To have passed B2.2**

* In the case of the School of Architecture, Engineering and Design, the requirement for 3rd year subjects will be to have passed B2.2 level.

Likewise, in degree programs where you can choose subjects delivered either in Spanish or in English, the University reserves the right to restrict access to these subjects depending on your level.

7   ACCESS TO CLINICAL INTERNSHIPS

Non-Spanish-speaking students have to meet a language requirement in order to access clinical internships, irrespective of the language subject requirements or exit requirements.

7.1   Access to dentistry internships for non-Spanish-speaking students

If you are enrolled in the 100% English Bachelor's Degree in Dentistry, you must reach the required level of Spanish by the end of their third academic year, in either of the following ways:

Transcripts dating from 2012 or earlier: You must pass the Modern Language subject in English, and you should also take Spanish in an extracurricular format, with a view to passing the B1 level Spanish exam prepared by the Language Center (students without Spanish as a curricular language).

Transcripts dating from 2013 or later: You must pass the Modern Language subject in Spanish. You need to reach your target level by studying Spanish as an additional language through the courses delivered by the Language Center. This subject involves having to pass the Spanish course for Dentistry.

- B1 target level: transcripts between 2012 and 2015
- B2 target level: transcripts from 2016 onwards

7.2   Access to hospitals for non-Spanish-speaking students

If you want to study for the Bachelor's Degree in Medicine, you have to take the Spanish placement test as part of your admission process. To be admitted to this degree program, you must demonstrate a C1 level in this placement test.

As this degree is delivered in Spanish, there is no Spanish subject in its curriculum.

7.3   Access to internships for non-Spanish-speaking students in the Bachelor's Degree in Physical Therapy

The Bachelor's Degree in Physical Therapy has a Spanish requirement for access to internships. If you are a non-Spanish-speaking student, you must provide proof of having passed the B2.2 level. Additionally, the School reserves the right to include the successful completion of a discipline-specific Spanish course among its requirements.

If you are a non-Spanish-speaking student enrolled in the 100% French/Italian Bachelor's Degree in Physical Therapy must reach the required level of Spanish (in this

case, B2) by the end of the second trimester of the second year, before starting their clinical internships. To do this you must pass the Language Center's B2 course.

7.4   Access to internships for non-Spanish-speaking students in the 100% English Bachelor's Degree in Psychology

If you are a non-Spanish-speaking student enrolled in the 100% English Bachelor's Degree in Psychology must reach the required level in Spanish (in this case, B2) by the end of the second trimester of the third year, also before starting their clinical internships. To do this you must pass the Language Center's B2 course.

8   LIST OF LANGUAGE REQUIREMENTS

You can consult the list of requirements of all the degree programs in the following tables. The list of requirements is applicable only for the latest update and may be subject to change as and when amendments to degree program specifications are approved by ANECA (National Agency for Quality Assessment and Accreditation).

When a requirement refers to the student having to pass a certain level, this is the complete level according to the Common European Framework, and not just either of its sublevels. For example, a "B2 level" passing requirement means that the student must pass both sublevels, B2.1 and B2.2.

School of Social Sciences and Communication

[Latest update: 02/01/2017]

Program	Subject	Language(s)	Passing Requirement	Mode
Traditional Degrees	English Legal English Business English	English	90% B2.2 English course + 10% ESP project	Blended
Global Bachelor's Degrees	English	English	90% C1.3 English course + 10% ESP project	Blended
HCAP	English Legal English Business English	English	100% B1 English course or depending on credits to be earned at UEM (point 4.1.3 of the handbook)	100% online course + final campus-based exam
Preparation Courses	English Legal English Business English	English	1 level depending on result of placement test	100% online course + final campus-based exam
Tourism	Language I, II, and III	German, French	100% A1, A2 and B1 courses (average pass grade of the 3 courses)	Campus-based or 100% online
International Relations	Language CI and CII	German, French	100% A1 and A2 level courses (average pass grade of A1.1, A1.2, A1.3 and A2.1, A2.2 and A2.3 respectively)	Campus-based or 100% online
International Business	Language AI, AII, AIII	German, French	100% A1, A2 and B1 level courses (average pass grade of A1.1, A1.2, A1.3//A2.1, A2.2 and A2.3 or B1.1, B1.2 and B1.3 respectively)	Campus-based or 100% online
Degree in Early Childhood/Primary Education (Monday to Friday)	English	English	90% B2.2 English course + 10% ESP project	Blended
Degree in Early Childhood/Primary Education (weekends)	English	English	B1 English course	Blended
Degree in Early Childhood/Primary Education (English specialization)	English II	English	B2 level + First Certificate Preparation	Blended

School of Biomedical and Health Sciences

[Latest update: 01/02/2017]

Program	Subject	Language(s)	Passing requirement	Mode
Degree in Nursing (as from 2013/14)	English	English	90% B2.2 English course + 10% ESP project	Blended
Degree in Nursing (prior to 2013/14)	English	English	90% B1 English course + 10% ESP project	Blended
Degree in Nursing *(over 25s with work contract)*	English	English	90% B1 English course + 10% ESP project	Blended or online + campus-based exam
Degree in Psychology	Modern Language	English	90% B2.2 English course + 10% ESP project	Blended
Degree in Psychology	Modern Language	Spanish	100% B2.2 Spanish course	Blended
Preparation courses	English	English	1 level depending on placement test score	100% online course + campus-based final exam
Degree in Dentistry *(pre-2016/17 curricula)*	Modern Language	English	90% B1 English course + 10% ESP project	Blended
Degree in Dentistry *(2016/17 curriculum)*	Modern Language	English	90% B2.2 English course + 10% ESP project	Blended
Degree in Dentistry *(Full English)*	Modern Language	Spanish	60% B2.2 Spanish course + 40% Spanish for Dentistry	Blended
Degree in Dentistry *(Full English, 2016/2017)*	Modern Language	Spanish	60% B2.2 Spanish course + 40% Spanish for Dentistry	Blended
Degree in Medicine	English for Health Sciences I	English	40% B1 English course + 60% English for Health Sciences course	Blended
Degree in Medicine	English for Health Sciences II	English	40% B2.2 English course + 40% English for Health Sciences course + 20% Specific Medical English	Blended
Degree in Biotechnology	Modern Language I	English	90% B1 English course + 10% ESP project	Blended
Degree in Biotechnology	Modern Language II	English	90% B2.2 English course + 10% ESP project	Blended
Degree in Pharmacy	Modern Language I	English	90% B1 English course + 10% ESP project	Blended
Degree in Pharmacy	Modern Language II	English	90% B2.2 English course + 10% ESP project	Blended

School of Architecture, Engineering and Design

[Latest update: 01/02/2017]

Program	Subject	Language(s)	Passing Requirement	Mode
Traditional Degrees	English	English	90% B2.2 English course + 10% ESP project	Blended
HCAP	English	English	100% B1 English course or depending on credits to be earned at UEM (point 4.1.3 in the handbook)	100% online course + campus-based final exam
Preparation Courses	English	English	1 level depending on placement test score	100% online course + campus-based final exam
New Bachelor's Degrees since 2015-16 *Degree in Industrial Electronics and Automation Engineering, 2015 currciculum Degree in Mechanical Engineering, 2016 curriculum Degree in Computer Engineering, 2015 curriculum Degree in Biomedical Engineering, 2016 curriculum*	Exit requirement instead of English subject	English	B2.2 level essential for graduating	100% campus-based ACLES exam

School of Sports and Exercise Sciences

[Latest update: 01/02/2017]

Program	Subject	Language(s)	Passing Requirement	Mode
Traditional Degrees	English Modern Language	English	90% B2.2 English course + 10% ESP project	Blended
Degree in Phsysical Therapy	Modern Language	English	90% B2.2 English course + 10% ESP project	Blended
Degree in Physical Therapy *(100% French/Italian)*	Modern Language	Spanish	100% B2.2 Spanish course	Blended
Degree in Podiatry	English	English	90% B2.2 English course + 10% ESP project	Blended
HCAP	English	English	100% B1 English course or depending on credits to be earned at UEM (point 4.1.3 in the handbook)	100% online course + campus-based final exam
Preparation Courses	English	English	1 level depending on placement test score	100% online course + campus-based final exam