

Academic Year 2017-2018



Guide for completing YOUR ENROLLMENT ONLINE

Bachelor's Degrees and Master's Degrees
including Certification



**Universidad
Europea Madrid**

LAUREATE INTERNATIONAL UNIVERSITIES



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Dear student

The time has come to enroll for next year.

This document contains the basic information you need to complete your enrollment.

The enrollment period begins on July 4 and ends on September 10.

Using the online application, you'll be able to quickly and easily complete your enrollment as well as reserve your place in the groups and classes of your choice, without having to wait.

We encourage you not to wait until the last moment and complete your enrollment via the following link:
universidadeuropea.es/matricula

Additionally, there will be staff at in-person help areas where you can complete your enrollment and resolve any issues you may have during the process.

Thank you very much.



Servicios al Estudiante
Student Services

ENROLLMENT FOR THE 2017-2018 ACADEMIC YEAR

From July 4 to September 10

Go to the online enrollment form
universidadeuropea.es/matricula

What will you need?

YOU WILL NEED YOUR TRANSCRIPT NUMBER AND PASSWORD TO

- Complete your enrollment.
- Check and confirm your enrollment once it has been validated by the University.

You can request your password via <http://universidadeuropea.es/password> or at Student Affairs (in person or by email, attaching a scanned copy of your ID, to 010@universidadeuropea.es)

EMAIL

You'll receive confirmation that your enrollment has been validated in your student email account (no.exp@live.uem.es) and in your personal email account registered in our system.

VERIFY YOUR INFORMATION

It is important that you check that your personal information is registered correctly.

This information is what appears on your official degree and must match what is on your identity document (DNI, Passport or NIE).

You should also keep your contact information up to date (phone numbers, address, personal email). You can check and modify your information at: <http://universidadeuropea.es/modificar-datos-personales>

PLACE RESERVATION

Remember that in order to officially enroll you must have paid the Place Reservation fee. You can find more information on page 16 of this brochure.

GUIDANCE BY PHONE

You may call 91 211 50 10, Monday to Friday, 9:00 am to 7:00 pm, for consultations related to completing your online enrollment.

ONLINE ENROLLMENT

You can enroll from home or on campus, where we have set up the following areas:

- **Villaviciosa de Odón Campus, Classroom B207**, July: Monday to Friday from 9:00 am to 4:00 pm; Saturdays 9:00 am to 2:00 pm, August: Monday to Friday from 9:00 am to 2:00 pm, September: Monday to Friday from 9:00 am to 7:00 pm; Saturdays 9:00 am to 2:00 pm.
- **University Health Clinic**, Monday to Friday from 9:00 am to 6:00 pm on any of the computers set up for student use.
- **Alcobendas Campus**, Monday to Friday from 9:00 am to 6:00 pm, you can complete your enrollment in any of the computer labs. Staff will be available for assistance on Friday, September 15 and 22, from 3:00 pm to 6:00 pm; and Saturday, September 16 and 23, from 9:00 am to 2:00 pm.

Deadlines for enrollment

IF YOU HAVE PASSED ALL YOUR COURSES DURING THE REGULAR EXAM PERIOD, YOU MUST COMPLETE YOUR ENROLLMENT BETWEEN JULY 4 AND JULY 15, 2017

For all other students, the enrollment period begins as soon as outstanding grades are entered on your transcript, and ends before the beginning of the new term.

Recommendations

BEFORE BEGINNING THE PROCESS

View your class schedule and times at universidadeuropea.es/horarios, this way

- you can avoid overlapping classes.
- Check that you have all your grades posted, as without them you will not be able to complete the enrollment.
- Don't forget to consult the Enrollment Guide for your degree program on the web page universidadeuropea.es/matricula. This page indicates the steps you need to take and the specific enrollment criteria for your degree program. It is important to follow the aforementioned steps and criteria in order to correctly complete your online enrollment.

- Make sure you are up to date with all bills and have paid the Place Reservation Fee for the 2017-2018 academic year.
- First, enroll in the courses you have pending from last year, and then enroll in the courses for the current year, keeping in mind the limits set in the University's academic regulations. universidadeuropea.es/normativa-academica
- If this is your first year at the University, speak with your Academic Coordinator, who can guide you as you complete your enrollment.
- You are required to enroll within the established deadlines.

The sooner you enroll, the better organized you'll be:

- You'll find out your groups and schedule sooner.
- You'll choose a morning or afternoon schedule, if both options exist.
- You'll be able to choose electives (where applicable).





- In order to start the Academic Year off right, and in the interest of all students, only those students who have completed their enrollment will be allowed to enter the classrooms.
- If you are going to study abroad as part of an international program, remember that you must first complete your enrollment at Universidad Europea.
- Any requests that require you be enrolled (prerequisite, co-requisite, etc.) will be automatically detected by the enrollment application, which will start the internal procedure to assess whether said requests will be granted.
- If you want to request the December exam period, you can do so during the online enrollment process, but keep in mind that you must be on the annual payment schedule. If you need to change your payment schedule, you can request to do so when requesting the December exam period via online general inquiries.

Remember

REMEMBER THAT IN ORDER TO GRADUATE YOU NEED TO REACH A MINIMUM LEVEL OF PROFICIENCY IN A FOREIGN LANGUAGE. YOU CAN CHECK YOUR REQUIREMENT WITH A LANGUAGE CENTER ADVISOR:
<https://portal.uem.es/portal/page/portal/UEMLAB/contacto>

- In addition, **throughout your studies you will have to take courses that are taught in English only.** To enroll in these courses you must have reached a certain level of English.
- At a normal pace, it is customary to go up one level each academic year, although you can advance up to 3 levels if you wish. **Plan your courses based on your English level so that this does not end up delaying your studies.**
- **The university will provide you with all the necessary resources for you to achieve the language level required by your degree program.** However, you are ultimately in charge of your own steady progress.

More useful information



Languages

Scholarships and grants

Discounts

Enrollment amendments

Tuition

Place reservation fee

Enrollment support

Academic calendar



**Universidad
Europea Madrid**

LAUREATE INTERNATIONAL UNIVERSITIES

REGISTRATION FOR LANGUAGES

Curricular Languages

(Included in your curriculum)

DEGREE PROGRAMS WITH LANGUAGE COURSES/ REQUIREMENT

In order to enroll in English courses or other curricular languages you must first reach the official level established for your degree program by taking prerequisite language courses. In order to do so, complete the following steps:

1. SIGN UP FOR LANGUAGE COURSES UNTIL YOU REACH THE REQUIRED LEVEL.

Signing up for language courses is done via the same process you used for enrolling online and in a separate window. You can access this **AS LONG AS YOU HAVE TAKEN THE LEVEL TEST**. If you have not yet taken the test, and have never taken a language class, contact language.center@universidadeuropea.es to receive your passwords. Each term you will have to sign up for your next language course via enrollment amendments and during the stipulated period. Select your course and you will be signed up instantly, as long as:

- There are places available for the group selected.
- You have passed the previous course.
- It does not overlap with any of your other classes.

2. ONCE YOU HAVE REACHED THE OFFICIAL LEVEL REQUIRED FOR YOUR CURRICULUM, YOU WILL BE ABLE TO ENROLL IN THE ENGLISH COURSE OR OTHER CURRICULAR LANGUAGES (6 CREDITS) WITHIN THE ESTABLISHED ENROLLMENT AMENDMENT PERIOD, AT WHICH POINT THE CORRESPONDING CHARGE WILL BE APPLIED TO YOUR MONTHLY BILL.



ENGLISH

All levels of English are offered every term in a semi-campus-based format for students who study on campus, and in online format for students who study online.

If you have any questions, contact: language.center@universidadeuropea.es

Students who study online or with a schedule compatible with working hours (HCAP) will have courses adapted to their needs. However, they must contact their degree program coordinator or the *Language Center*.



SPANISH

Students who are completing a **Bachelor's Degree in Dentistry in English, a Bachelor's Degree in Physical Therapy in French or Italian, or a Bachelor's Degree in Psychology in English** must also take Spanish classes, as enrolling in the clinical practice courses will require passing level B2 in Spanish. Several levels are offered each term, in semi-campus-based and online format.

You will have to pass Spanish for Dentists before you can take the clinical courses of the Bachelor's Degree in Dentistry.

OTHER LANGUAGES

All language levels are offered each term in a semi-campus-based format for students who study on campus and in online format for students who study online.



You can look up the course schedules and requirements for your degree program and/or class on the *Language Center* website at universidadeuropea.es/language-center or by visiting the *Language Center* located on the second floor of Building B in the Student Services area:

- In **Villaviciosa de Odón** the opening hours will be as follows:

July: Monday to Friday from 9:00 am to 4:00 pm; Saturdays 9:00 am to 2:00 pm, August: Monday to Friday from 9:00 am to 2:00 pm, September: Monday to Friday from 9:00 am to 7:00 pm; Saturdays 9:00 am to 2:00 pm.

- In **Alcobendas** the opening hours are from 10:00 am to 7:00 pm.

For telephone support, 91 211 55 38 you can call Monday to Friday from 9:00 am to 6:00 pm and Saturday from 9:00 am to 2:00 pm.

ALL UNIVERSIDAD EUROPEA DE MADRID STUDENTS MUST HAVE COMPLETED THE ENGLISH OR SPANISH LEVEL TEST. IF YOU HAVE NOT YET TAKEN THE TEST, AND YOU HAVE NEVER TAKEN A LANGUAGE, CONTACT:

language.center@universidadeuropea.es

Extracurricular Languages

This academic year, and depending on availability, you will also be able to sign up for Japanese, German, French, Chinese, Italian, Portuguese and Spanish. Find out more at universidadeuropea.es/language-center These courses will incur an additional cost.

LANGUAGES OFFERED

ENGLISH	A1.1	A1.2	A2	B1	B2.1	B2.2	C1.1	C1.2	C1.3	C2.1
SPANISH	A1.1	A1.2	A2	B1	B1.1	B1.2	B2.1	B2.2		
GERMAN/FRENCH	A1.1	A1.2	A1.3	A2.1	A2.2	A2.3	B1.1	B1.2	B1.3	

SCHOLARSHIPS AND GRANTS

✕ YOU CAN FIND FULL INFORMATION ABOUT UNIVERSIDAD EUROPEA DE MADRID SCHOLARSHIPS AND GRANTS AT:
universidadeuropea.es/becas

WE PROVIDE YOU WITH A RANGE OF SCHOLARSHIPS FROM WHICH YOU CAN CHOOSE THE ONE THAT BEST SUITS YOUR SITUATION AND PROCEED ACCORDINGLY. WE ALSO INFORM YOU THAT THE SCHOLARSHIPS AND GRANTS AWARDED BY THE UNIVERSITY ARE SUBJECT TO CURRENT TAX LEGISLATION.

YOU CAN CONTACT THE SCHOLARSHIPS AND GRANTS UNIT AT:
becas@universidadeuropea.es

MECD Scholarships

In general, **MECD scholarships** are applied for through the specific Ministry of Education, Culture and Sport web page. The application deadlines are published in the call for applications for each scholarship.

The University Scholarships and Grants Unit will provide the academic information required by *MECD* in accordance with the call for applications, so you should check that you are in a position to apply and that you meet all the relevant requirements.

Scholarship applications and the required documentation for each case will be the sole responsibility of the student, and the University is exempt from any obligation or requirement due to the student's non-compliance with the necessary procedures.

Ministry of Energy, Culture and Sport via www.mecd.gob.es

Universidad Europea de Madrid Scholarships

Renewal (students who received the scholarship from Universidad Europea de Madrid last year) **and new awards** (Universidad Europea students who did not get the scholarship last year):

The period for applying for University scholarships for students who are already enrolled, is from June 15 to July 14.

- Remember, if you are receiving a scholarship that requires you be enrolled for the full academic year, you may not modify your enrollment by reducing the number of credits you are taking.
- If you have done so, the Scholarships and Grants Unit will give you 10 days to modify your enrollment, or the scholarship will be withdrawn, effective from the beginning of the academic year.

universidadeuropea.es/becas

Excellence Scholarships from the Autonomous Community of Madrid

You may read about the terms of the call for applicants and deadlines at:
www.emes.es



DISCOUNTS

IF YOU ARE ENTITLED TO A DISCOUNT AS A RESULT OF BELONGING TO A GROUP WITH WHOM THE UNIVERSITY HAS A CONTRACT/AGREEMENT, BEGINNING THE SECOND YEAR, **THE UNIVERSITY HAS THE RIGHT TO REQUEST ACCREDITATION ANNUALLY**, FROM BOTH THE STUDENT AND THE GROUP OR INSTITUTION, THAT CONFIRMS THAT THE STUDENT REMAINS AFFILIATED WITH SAID ENTITY AND THAT THE STUDENT CONTINUES TO MEET THE REQUIREMENTS FOR WHICH HE/SHE WAS GRANTED SAID DISCOUNT.

The deadline for renewing or applying for a discount is within the first two months of tuition billing for the academic year in which you're currently enrolled.

After this time, no discounts will be applied.

ENROLLMENT AMENDMENTS

Enrollment only takes place once each academic year, and after being approved by the university, you may only make amendments to it within the deadlines and for the exceptional circumstances established by the university, which can be found in the **Enrollment Modification General Conditions** at:

universidadeuropea.es/matricula

The deadlines set by the university for making changes to your enrollment for the next academic year, 2017-2018, and for degree programs with a trimester-based calendar, are detailed below:

- **FIRST TRIMESTER**
September 13 to 24, 2017.
- **SECOND TRIMESTER**
December 19 to 22, 2017
and January 8 to 12, 2018.
- **THIRD TRIMESTER**
March 20 to 23 and
April 2 to 6, 2018.
- **FOURTH TRIMESTER**
June 18 to 22, 2018.

Bachelor's Degree in Dentistry and Bachelor's Degree in Medicine

Students who are on a semester-based calendar (**Bachelor's Degree in Dentistry or Medicine**) will be subject to the following deadlines for making enrollment changes:

- **FIRST SEMESTER**
September 13 to 24, 2017.
- **SECOND SEMESTER**
January 29 to February 9, 2018.

Enrollment amendments other than the exceptional circumstances listed in the Enrollment Modification General Conditions will not be permitted. More information at: universidadeuropea.es/matricula

Enrollment amendments outside of the official deadlines established by the university will also not be permitted, except for students who have academic calendars not based on trimesters or semesters.

If, in an exceptional case, students withdraw from a course outside of the enrollment amendments deadlines, they may have to pay the full course fee using their chosen payment method.

Remember

- Enrollment amendments may involve changes to the total tuition fees to be paid. To make amendments to an enrollment, all your payments must be up to date.
- If your **ECTS/credits** increase or decrease because of the amendment, the change will raise or lower your monthly tuition fees. The corresponding difference will be applied in full to the next month's fees. You can consult the financial details of your enrollment online at universidadeuropea.es/detalle-economico-matricula
- We will validate your enrollment amendment request within 48 hours of placing it online (this period may be longer for enrollments that require specific authorizations).
- If you want to add the University Activities course to your enrollment, you must have earned **4 ECTS** credits from extracurricular activities.

Remember that during this academic year you will have to earn the remaining **2 ECTS** credits in order to reach the 6 required for passing the course.

TUITION

Flexible payment

Find out about **the different payment methods** and choose the one that's best for you.

KEEP IN MIND THAT TUITION FEES ARE CALCULATED BY MULTIPLYING THE NUMBER OF CREDITS/ECTS IN WHICH THE STUDENT IS ENROLLED BY THE PRICE PER CREDIT/ECTS CORRESPONDING TO EACH DEGREE PROGRAM.

Payment Methods

DIRECT DEBIT IN YOUR BANK

Students must have a bank account in Spain or within *SEPA* (*Single Euro Payment Area*) territory that allows this payment method. The *SEPA* area includes the member states of the European Union, plus Iceland, Liechtenstein, Monaco, Norway, San Marino, and Switzerland.

The **Universidad Europea de Madrid will invoice** the account indicated by the student **on the 1st day of each month**, according to the payment schedule option chosen.

CASH PAYMENT

You will be able to download and print the payment order and take it to the corresponding bank to pay the annual tuition fee.

ONLINE PAYMENT WITH A CREDIT CARD

You can use this payment method if you are an international student from outside the *SEPA* area enrolling in an online degree program or if you have chosen the annual payment schedule and not the direct debit option.

To pay in cash or pay online, you will have to go to madrid.universidadeuropea.es/alumno-uem/informacion-economica#pagos-pendientes

PAYMENT VIA BANK TRANSFER ONLINE

Using the Internet, students can pay the annual fee via bank transfer.

I am a Student ▶ Financial Information
▶ Payment via online bank transfer

or directly by going to the following link: madrid.universidadeuropea.es/alumno-uem/informacion-economica#plataforma-pago

Payment schedule options

ANNUAL PAYMENT

One payment to cover your entire tuition, with the option of choosing between two payment methods:

- Direct debit from a bank account within the SEPA area, or No direct debit.

The university will invoice your account on the 1st day of the first month of classes.

- Students who choose the No Direct Debit payment method (cash payment, online credit card or online bank transfer) must make their payment as follows:
 - If you have completed your enrollment **before September 1**, you must also make your payment before that date.
 - If you have completed your enrollment **on or after September 1**, you must make your payment within 5 days of completing said enrollment.

MONTHLY PAYMENT

Equal monthly payments. Direct debit payment method.

- Fees will be paid in equal monthly payments. The number of payments will be calculated according to the start and end date of your instruction. If you enroll in non-consecutive trimesters, your monthly billing will be processed according to your course load.

The university will invoice your account on the 1st day of each month of the academic year.

DEFERRED MONTHLY PAYMENTS

Equal monthly payments. Possibility to defer your monthly payments until August. Direct Debit payment method.

- The number of months is calculated from the start of your first course until August. **Deferred payments apply to Bachelor's Degree programs.**
- This payment method excludes:
 - Students in their final year, students from Bachelor's degree programs whose courses have been intermittent, students who are not enrolled in the third trimester, Preparation courses, and those students not using the Direct Debit payment method.

PLACE RESERVATION FEE

THE PLACE RESERVATION FEE **HAS TO BE PAID EACH YEAR VIA DEBIT FROM YOUR DESIGNATED BANKING ENTITY. THIS APPLIES TO ALL STUDENTS.**

IF YOU'RE AN INTERNATIONAL STUDENT ENROLLED IN AN ONLINE DEGREE PROGRAM, **YOU MUST MAKE THE PAYMENT VIA CREDIT CARD OR ONLINE BANK TRANSFER.**

The Place Reservation fee invoice is sent as follows:

Dates for paying the place reservation fee

JULY 1

For students with credits pending enrollment for the upcoming academic year and whose final class was in June.

AUGUST 1

For all other students and for students who, having been fully enrolled in the previous academic year, did not earn any *credits/ECTS* in the regular exam period.

Terminating your studies

If you do not wish to continue your studies at the University, **you must communicate your decision in writing to Students Services via general inquiries before June 20**, in order to avoid being charged the Place Reservation Fee.

The place reservation fee will not be refunded if you fail to report that you are not continuing or leaving within that term, or if you do so after the established deadline.

ENROLLMENT SUPPORT

IN ORDER TO SIMPLIFY THE PROCESS, YOU CAN RELY ON **EXPERT PERSONALIZED ASSISTANCE FROM THE OFFICE OF ENROLLMENT SERVICES**: THEY ARE ALSO AVAILABLE FOR CONSULTATION ON CAMPUS IN **BUILDING B ON THE VILLAVICIOSA CAMPUS AND IN THE STUDENT ON THE ALCOBENDAS CAMPUS.**



Servicios al Estudiante
Student Services

FACE-TO-FACE SERVICE HOURS

Villaviciosa Campus.

July: Monday to Friday from 9:00 am to 4:00 pm; Saturdays 9:00 am to 2:00 pm, August: Monday to Friday from 9:00 am to 2:00 pm, September: Monday to Friday from 9:00 am to 7:00 pm; Saturdays 9:00 am to 2:00 pm.

Alcobendas Campus.

July: Monday to Friday from 9:30 am to 3:00 pm, August: Monday to Friday from 9:00 am to 2:00 pm, September: Monday to Friday from 10:00 am to 7:00 pm; Saturdays 9:00 am to 2:00 pm.

General Inquiries:
instancia.universidadeuropea.es

ACADEMIC CALENDAR 2017-2018 (TRIMESTER-BASED)

- FIRST TRIMESTER
- SECOND TRIMESTER

- THIRD TRIMESTER
- SUMMER TRIMESTER

SEPTEMBER 2017

Mon	Tu	Wed	Th	Fri	Sat	Sun
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

OCTOBER 2017

Mon	Tu	Wed	Th	Fri	Sat	Sun
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER 2017

Mon	Tu	Wed	Th	Fri	Sat	Sun
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

DECEMBER 2017

Mon	Tu	Wed	Th	Fri	Sat	Sun
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JANUARY 2018

Mon	Tu	Wed	Th	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY 2018

Mon	Tu	Wed	Th	Fri	Sat	Sun
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

MARCH 2018

Mon	Tu	Wed	Th	Fri	Sat	Sun
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

APRIL 2018

Mon	Tu	Wed	Th	Fri	Sat	Sun
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MAY 2018

Mon	Tu	Wed	Th	Fri	Sat	Sun
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JUNE 2018

Mon	Tu	Wed	Th	Fri	Sat	Sun
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

JULY 2018

Mon	Tu	Wed	Th	Fri	Sat	Sun
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

AUGUST 2018

Mon	Tu	Wed	Th	Fri	Sat	Sun
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER 2018

Mon	Tu	Wed	Th	Fri	Sat	Sun
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER 2018

Mon	Tu	Wed	Th	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

SEPTEMBER 11, 2017
Trimester starts for 2nd year students and higher.

SEPTEMBER 18, 2017
Trimester starts for 1st year students.

DECEMBER 22, 2017
End of first trimester.

DECEMBER 23, 2017 - JANUARY 7, 2018
Christmas Vacation.

JANUARY 8, 2018
Start of second trimester.

MARCH 23, 2018
End of second trimester.

APRIL 2, 2018
Start of third trimester.

MARCH 26 - APRIL 1, 2018
Spring break.

JUNE 20, 2018
End of third trimester.

JUNE 25, 2018
Start of summer trimester.

JULY 23, 2018
Date grades are returned from Second exam period.

SEPTEMBER 5, 2018
End of summer trimester.

Students in degree programs using the semester-based calendar, see:
madrid.universidadeuropea.es/alumno-uem/informacion-academica

