

ENROLLMENT MODIFICATIONS– GENERAL CONDITIONS FOR ACADEMIC YEAR 17-18

This document establishes the procedure, deadlines and criteria to be applied in order to modify enrollment for students in Bachelor's and official Master's degrees for the 2017-18 academic year.

1. OFFICIAL PROCEDURE AND DEADLINES

Enrollment will be performed once at the beginning of each academic year and may not be modified once confirmed by the university, except in the exceptional situations set out in the next section of this document (see section 2).

Those students who are in one of the exceptional situations established herein and who wish to modify their enrollment must do so through the *Online Enrollment Modification Request*, available at universidadeuropea.es/matricula, clearly indicating their reasons and within the official deadlines established by the Universidad Europea de Madrid for the academic year 2017-18.

Deadlines for degree programs with quarter calendar:

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

Deadlines for Bachelor's Degree in Medicine and Bachelor's Degree in Dentistry (semester calendar):

- FIRST SEMESTER: from September 13 to 24, 2017
- SECOND SEMESTER: from January 29 to February 9, 2018

2. CONDITIONS FOR REQUESTING AN ENROLLMENT MODIFICATION

Students who find themselves in one of the following exceptional situations may request an enrollment modification:

- **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.

- **Duly accredited economic, 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. Furthermore, those students with unfavorable economic situations that make it difficult for them to continue their studies may request unenrollment from credits.
- **Excellent academic results.**
Those students whose academic transcripts show excellent academic results in the current school year (all courses passed with a grade of 7.5 or higher, or 7 for students in Bachelor's Degrees in Engineering, Architecture, or dual degrees) may request an increase in enrollment up to a maximum of 72 ECTS.
- **Unsatisfactory academic results.**
Those students whose transcripts show unsatisfactory academic results in the current school year (a maximum of 25% of the ECTS taken passed) may request unenrollment from courses.
- **Students abroad.**
Students who are studying abroad may request an increase in enrollment or unenrollment from courses, provided the request is justified by academic demands in their destination and the Learning Agreement.
- **Modification of recognitions.**
Requests to increase enrollment or to unenroll the student from courses will be accepted in cases where such a request is justified by changes in the definitive course recognition applied to the student.
- **Electives**
Those students who are enrolled in elective courses may request a modification if they wish to change their choice for curricular reasons. Students will only be allowed to substitute one elective course for another.
- **English/Modern Language, University Activities or Curricular Internships**
Students may request enrollment in the course:
 - *English or Modern Language* if they have reached the level corresponding to their degree program.
 - *University Activities* if they can demonstrate that they have accumulated the corresponding number of credits.
 - *Internships* if they can demonstrate that they have been given an internship position at a company.

*In these cases students must present documents that accredit their work, health or economic situation (employment history report, official medical certificate).

- **Prerequisites**

In the case of subjects with prerequisites, students may request to withdraw from the subject if they have not met the prerequisites of the subject for which they are requesting an amendment, provided the student requests withdrawal within the official enrollment amendment periods and have not attended sessions of the subject they wish to withdraw from.

Furthermore, after passing subjects that are prerequisites for others, students may request an enrollment extension (within the official enrollment amendment periods) for subjects they could not enroll on as they had not passed the prerequisites.

- **Subjects with language requirements or recommendations**

For subjects with a specific language level requirement or recommendation, students may request unenrollment provided they have not reached such level. Unenrollment request must be submitted before the course begins.

- **English course**

Students may request changes regarding English courses during the enrollment amendment period. These changes must always be requested using the *Online Enrollment Amendment Request Form* indicated above, and not at the Language Centre.

3. ENROLLMENT MODIFICATIONS OUTSIDE OF OFFICIAL DEADLINES

Enrollment modifications will not be allowed outside of the official deadlines established by the university (see section 1), except in the following truly exceptional cases:

- **Students whose degree program does not fit the official university quarter or semester calendar.**

These students may request enrollment modifications outside of the official period, according to the same conditions of exceptional circumstances set out in section 2 herein. In these cases, students may request an amendment between 5 days before and 10 days after the effective subject start date.

- **Students abroad.**

These students may request an increase in enrollment or unenrollment from courses outside of the deadlines, provided the requested modification is justified by academic demands in the destination and the Learning Agreement.

- **Modification of recognitions.**

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.

- **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 deadline for requesting an enrollment extension in these cases will be 4 weeks from the subject start date for the first and second terms, and 3 weeks from the subject start date for the third and fourth terms. After this period, no enrollment extensions may be requested.

- **Duly accredited economic, 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.

- **English/Modern Language, University Activities or Curricular Internships**

Students may request enrollment in the following courses outside of the deadlines:

- English or Modern Language if they have reached the level corresponding to their degree program.
- University Activities if they can demonstrate that they have accumulated the corresponding number of credits.
- Internships if they can demonstrate that they have been given an internship position at a company.

- **English course**

The exceptions set out below will apply. Furthermore:

- Students enrolled at an incorrect level may request a change of group.
- Students who could not submit the request during the official enrollment amendment period as they did not have the grade from the English course followed during the previous term may request enrollment on an English course.

*In these cases students must present documents that accredit their work, health or economic situation (employment history report, official medical certificate).

Those students who are in one of the highly exceptional situations set out in this section and who wish to modify their enrollment must request the modification online through the *General Online Application*: <http://madrid.universidadeuropea.es/alumno-uem/atencion-al-estudiante/instancia-general-online>

Note: Subjects withdrawn outside the enrollment amendment period must be paid in full. The following exceptions apply: 1) periods abroad that include a learning agreement work plan that is unfeasible upon arrival due to the imposition of the destination university, 2) personal health or employment situations that are incompatible with the academic activity when the student proves they have not attended any sessions at the time of submitting the amendment request.

4. KEEP IN MIND

- A modification in enrollment 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. You can check economic information regarding enrollment on our website at universidadeuropea.es/detalle-economico-matricula
- In order to perform an enrollment modification, all payments must be up to date.
- Enrollment modification requests will not be accepted if:
 - They are performed outside of the official channels established by the university for each case and specified in this document.
 - They do not comply with the deadlines and situations specified herein.
 - They do not clearly indicate the reason for requesting the modification.
- Pursuant to the *General University Regulation for Official Bachelor Degree Education*, the maximum number of ECTS a student may enroll on during an academic year is 72. Therefore, enrollment extension requests that exceed this number will be rejected.
- The enrollment modification request must be approved by the corresponding Department/School. The university reserves the right to deny those requests that, while fulfilling the conditions of this document, cannot be approved due to group occupation and/or academic availability.

SUMMARY OF SITUATIONS ELIGIBLE FOR REQUESTING AN ENROLLMENT AMENDMENT

Below is a summary of exceptional situations for which students may request an enrollment amendment during and after the official periods set by the university.

EXCEPTIONAL SITUATION	WITHIN OFFICIAL PERIOD	OUTSIDE OFFICIAL PERIOD
Graduation	YES	YES (WITH TIME LIMIT)
Economic, health or employment situations that are incompatible with the academic activity and duly accredited	YES	YES
Excellent academic results.	YES	NO
Unsatisfactory academic results	YES	NO
Students on periods abroad	YES	YES
Accreditation amendment	YES	YES (WITH TIME LIMIT)
Required electives	YES	NO
English/Modern Language Subjects, University Activities or - Curricular Work Experience	YES	YES
Prerequisites	YES	NO
Subjects with language requirements or recommendations	YES	NO
English course	YES	IN SOME CASES (SEE SECTION 3)
Students whose degree programme does not adapt to the university's official term or semester calendar	YES	YES (WITH TIME LIMIT)