



Universidad
Europea

Academic Year
2023/2024

Postgraduate Admission Regulations

Go further

CHOOSE YOUR DEGREE

- 1.** One-to-one advice.
- 2.** Submit your application and documentation
- 3.** Assessment of profile and interview
- 4.** Confirmation of admission.
- 5.** Formalisation of reservation and enrolment

Welcome!



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Welcome to the Universidad Europea de Madrid

With six campuses in Spain—two in Madrid (Villaviciosa de Odón and Alcobendas), two in Valencia and another two in the Canary Islands—the Universidad Europea is an innovative institution focused on creating value for society and contributing to progress.

Our mission is to provide you with your own customised development plan from the moment you step into our university. This is possible thanks to our **Hyflex Experiential Learning Academic Model**, which is a highly practical and active learning approach that prepares them for what they will experience in the real world. This model combines the best teachers, the best facilities and the latest technology to create an immersive experience for students. By simulating real professional environments, students gain valuable hands-on experience that prepares them for success in their chosen field.

Our model is designed to meet the needs of the professional world and trends in Higher Education. The flexible and personalised learning experience offered by the institution allows students to develop the knowledge, skills and values required to be successfully employed in a globalised world.

It provides a four-dimensional profile: intellectual, professional, international and ethical-social. This integrated learning approach allows students to see the profession from all angles.





1.

What is a University Postgraduate?

Article 34.1 of the Universities Act 6/2001 of 21 December stipulates that universities, in the exercise of their autonomy, may offer courses leading to official degrees valid throughout the national territory, as well as courses leading to the award of other degrees.

Official University Master's Studies are aimed at specialising the student in their academic, professional and research training and are made up of training programmes that ultimately lead to the awarding of a Master's Degree.

The university offers Qualifying Standard Master's Degrees for professional practice and Specialised Master's Degrees. These are all recognised within the European Higher Education Area.

A Qualifying Standard Master's Degree is an advanced training degree in a specialised subject area that qualifies the holder to work in regulated professions in Spain, and whose course programme follows the conditions set out by the Government of Spain for the professional field in question.

A Specialised Master's Degree is an advanced training degree with a specialised or multidisciplinary focus, aimed at furthering the student's academic or professional studies or developing their research skills, and which does not qualify the holder to work in regulated professions in Spain.

Specialised Master's Degrees can either be "ordinary", focusing on the specific needs of the students, such as partial dedication to studies, by type of degree, or other circumstances determined by the University in "extended" versions.

- **Ordinary Master's Degrees:** 60 ECTS credits. Lasting approximately one year.
- **Extended Master's Degrees:** Between approximately 60 and 120 ECTS credits. These master's degrees may last two or three consecutive years (the Master's Degree in Advanced Orthodontics, for example, lasts three years). The study programme is decided upon by the University. (Minimum of 30 ECTS credits per academic year).

In addition to the official degrees mentioned above, the University also offers its own specific degrees. These degrees offer training programmes aimed at developing skills, expertise, aptitudes, capabilities and knowledge both as an introduction to a specific professional field and also for students to refine their skills, update their knowledge or specialise further in a professional or educational field.

The Master's Programmes and other degrees taught at the Universidad Europea de Madrid, in both their on-campus and online versions, follow a structured schedule to boost flexibility and adapt the contents to the available and needs of the student, while offering support to ensure proper planning of study times and dedication. This success of this methodology is evident in the great results achieved by our students, their high level of involvement, and the high completion rates.

These regulations govern the conditions for admission and enrolment in our Official University Master's Studies and the Universidad Europea de Madrid's own specific degrees.



Official Degrees and the European Higher Education Area

These are the degrees which are adapted to the European Higher Education Area (EHEA). There are three cycles: Bachelor's, Master's and PhDs. Both the Bachelor's and Master's degrees are linked to the following branches of knowledge:

- Arts and Humanities.
- Science.
- Health Sciences.
- Social and Legal Sciences.
- Engineering and Architecture.

The new RD 822/2021 introduced a significant change by changing the assignment of Bachelor's and Master's degrees from the five branches of knowledge to what are known as fields of knowledge.

The fields of knowledge in which the official university Bachelor's and Master's degrees are registered are the following:

- Physical activity and sports science.
- Architecture, construction, building and town planning and civil engineering.
- Biology and genetics.
- Biochemistry and biotechnology.
- Agricultural sciences and food technology.
- Biomedical sciences.
- Behavioural sciences and psychology.
- Economics, business administration and management, marketing, commerce, accounting and tourism.
- Education sciences.
- Environmental science and ecology.
- Social sciences, social work, labour relations and human resources, sociology, political science and international relations.
- Earth Sciences.
- Law and legal specialities.
- Nursing
- Gender studies and feminist studies.

- Pharmacy.
- Philology, classical studies, translation and linguistics.
- Physics and astronomy.
- Physiotherapy, podiatry, nutrition and dietetics, occupational therapy, optics and optometry and speech therapy.
- History of art and artistic expression, and fine arts.
- History, archaeology, geography, philosophy and humanities.
- Cultural industries: design, animation, filmmaking and audiovisual production.
- Electrical engineering, electronic engineering and engineering telecommunications.
- Industrial engineering, mechanical engineering, automation engineering, industrial organisation engineering and navigation engineering.
- Computer and systems engineering.
- Chemical engineering, materials engineering and environmental engineering.
- Mathematics and statistics.
- Medicine and dentistry.
- Journalism, communication, advertising and public relations.
- Chemistry.
- Veterinary.
- Interdisciplinary studies.

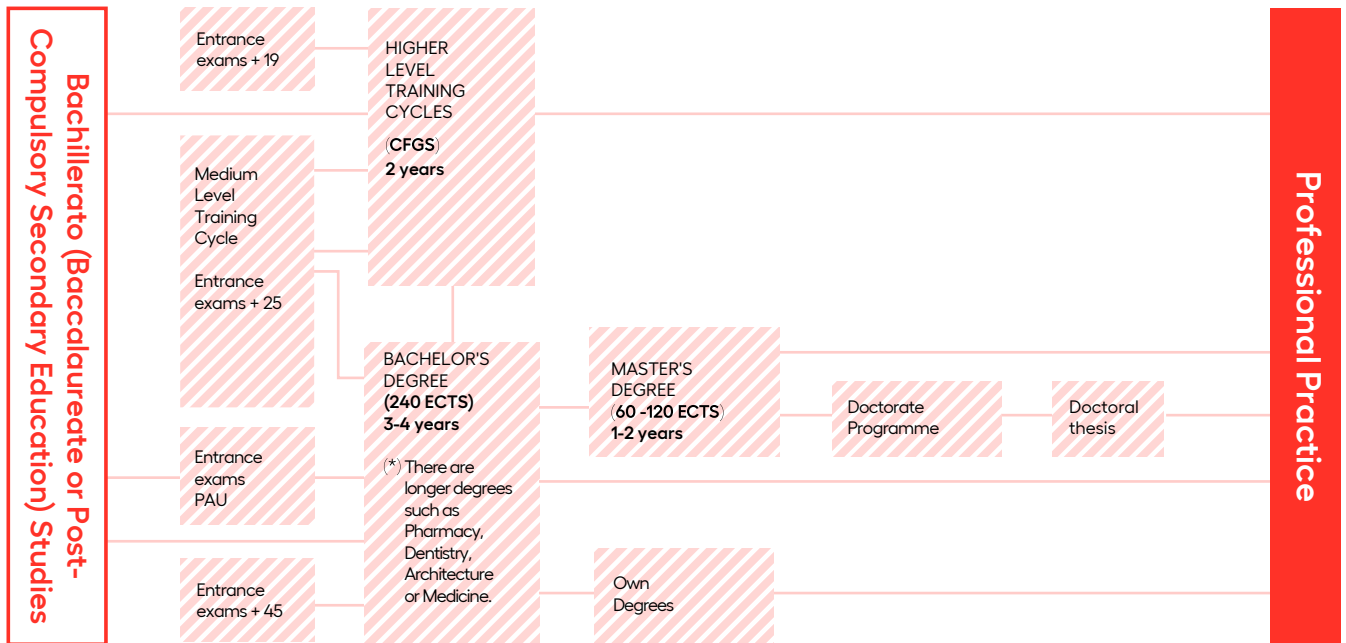
ECTS credits

ECTS credits (European Credit Transfer System) are the standard adopted by all universities in the European Higher Education Area to ensure convergence of the different European education systems. ECTS credits are based on the student's personal work in all activities of their learning process (class hours, study hours, assignments and placements). 1 credit / ECTS is equal to 25–30 hours of work by the student.

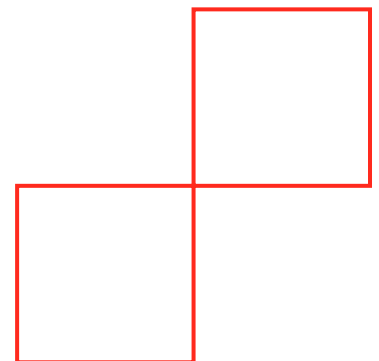


The higher education system in Spain

Below is an outline of the Spanish higher education system:



Article 34.1 of the Universities Act 6/2001 of 21 December stipulates that universities, in the exercise of their autonomy, may offer courses leading to official degrees valid throughout the national territory, as well as courses leading to the award of other degrees.



2.

Proceso de Admisión

- 1** One-to-one advice
- 2** Beginning the admission process
- 3** Submit your application and documentation
- 4** Assessment of profile and interview
- 5** Confirmation of admission
- 6** Formalisation of the reservation
- 7** Enrolment
- 8** Changes



2.1. One-to-one advice

Generally speaking, and regardless of whether you are interested in an on-campus or online programme, the university advisor can give you all the information you may need about any of our master's degree programmes and fill you in on any legal requirements for admission depending on your academic background. What's more, you can request a personalised validation study free of charge for Qualifying Master's Degrees and those that require work placements. To do so, you will need to attach different documents, depending on whether you are requesting recognition of studies or professional experience, and once you have done so, you will receive your validation study a few days later. For more information, please refer to section 5 of these Regulations. You can submit your request via the Pre-Student Portal (if you already have access to it) or using one of the following options:

On-Campus Postgraduate Programmes:

- Through the following link on our website: universidadeuropea.com/admisiones-y-financiacion/convalidaciones-trasladados/ clicking on the "Order" button in the "On-Campus Degrees and Postgraduate Courses" section.
- By ticking the box "I need a one-to-one validation study at no cost" when requesting information about the corresponding Master's degree.

Online Postgraduate Programmes:

- Through the following link on our website: universidadeuropea.com/admisiones-y-financiacion/convalidaciones-trasladados/ clicking on the "Access the Form" button in the "Online Degrees and Postgraduate Courses" section.

By ticking the box "I need a one-to-one validation study at no cost" when requesting information about the corresponding Master's degree.

Either way, one of our advisors will contact you as soon as possible to give you any information or guidance you may need and answer your questions.

2.2. Beginning the admission process

On-Campus Postgraduate Programmes

To start the admission process:

- You can contact us by calling (+34) 917 407 272. A personal advisor will provide you with initial information and send you the application form and admission tests online. You can take these remotely.
- You can write to us at the following email address:

postgrado@universidadeuropea.es

- You can visit the following link on our website: universidadeuropea.com/admisiones-y-financiacion/proceso-admision/ selecting the campus-based programme, choosing "Master" in study type and indicating what your situation is with regard to the study programmes available. By clicking the "Request Information" button, you will be directed to a form where you can input your contact information. We will then call you to provide the requested information.
- Finally, you can go to either of our two university campuses in Villaviciosa de Odón or Alcobendas.

Online Postgraduate Programmes

Likewise, if you are looking to study a Master's Degree online, you can start the admission process in one of the following ways:

- You can call us on (+34) 918 340 192.
- You can write to us at the following email address: ueonline@universidadeuropea.es

You can send us a message on WhatsApp (+34648203802). You can even start the chat from our mobile-friendly website (universidadeuropea.com) by tapping on the WhatsApp logo.

2.3. Submit the application and documentation

Generally speaking, and regardless of whether you are interested in an on-campus or online programme, as a candidate you are expected to officially express your interest in participating in the admission process for your chosen postgraduate diploma by filling in and submitting the following:

Documentation

- A completed application form.
- An updated CV.
- You DNI (front and back) (for Spanish nationals). Passport or ID (for students from abroad).
- Letter of recommendation and/or motivation for programmes that require it. Your advisor will confirm this with you.

Official B2 level language certificate. The student must be certified with at least a B2 level in the language the degree they wish to enrol in is taught. This certificate will only be required from students wishing to enrol in a programme that is taught in a language that is not their mother tongue. To be admitted into the Master's Degree in Teacher Training for Compulsory and Post-Compulsory Secondary Education, students who are not native Spanish speakers must demonstrate a B1 level in the language. For Online Postgraduate Programmes in an official lan-



guage of the EHEA, an official certificate issued by Cambridge, APTIS, IELTS, TOEFL, TOEIC, Trinity College and the equivalent for French, Italian and German must be provided and must have been issued less than one year prior. Certificates issued from Spain's official language schools (EOI) up to two years prior are accepted nAcademic documents (the official documents do not need to be submitted until the time of enrolment: see page 9).

Where should the documents be submitted?

Generally speaking, documents are ideally submitted via the Pre-Student Portal (<https://universidadeuropea.force.com/s/login/?language=es>). Your advisor will have already created your username to sign in and you will need to create your own password.

On-Campus Postgraduate Programmes

For on-campus programmes, you may submit your documents personally, either sending them by post, fax or email:

Campus Villaviciosa de Odón

Departamento de Admisión.
C/Tajos/n – Urb. El Bosque – 28670 Villaviciosa de Odón– Madrid.
postgrado@universidadeuropea.es
Fax (+34) 911 413 585

Campus Universitario Alcobendas

Departamento de Admisión.
Av. Fernando Alonso. 8. 28108. Alcobendas - Madrid.
postgrado@universidadeuropea.es

Postgrados Online

Departamento de Admisiones Online

Contacta con tu asesor en su dirección de correo electrónico.

2. 4. Assessment of profile and interview

Once you have been advised and you have submitted the required documentation, depending on the type of programme chosen (on-campus or online), the corresponding Postgraduate Admissions Department will call you in to take your entrance exams and/or to interview you. The admission process does not involve any payments or obligations until the student reserves their place.

On-Campus Postgraduate Programmes

Depending on the degree you are interested in studying, you may be called to take entrance exams and/or to a one-on-one interview with the Director of the Master's Programme or a member of the Admissions Committee.

Admissions are open from Monday to Friday in both the morning and the afternoon at any of our campuses, and online or by telephone if you are unable to go there in person.

The admission process may also include a language level exam if your mother tongue differs from the language the program you wish to enrol in is taught. The University may require you be examined:

- If you have not provided the corresponding official language certificate.
- If the University deems it necessary to check the level indicated in the certificate.

In such cases, the language test is prepared by the University itself, which examines the student's listening, reading, use and/or production skills.

For on-campus programmes, the university reserves the right to call for the language test to be repeated in-person before classes commence in order to ensure the veracity of the certificate submitted and the language test taken online.

Online Postgraduate Programmes

The admission process for online programmes is carried out entirely online and consists of:

- A test/questionnaire if this is indicated in the degree report. Said test/questionnaire will be given by the Director of the Master's Degree or by a member of the Admissions Committee. Alternatively, and depending on the programme, that test/questionnaire may be replaced with a phone interview by the Director. To access the test, you will be sent a link to your email address, although the test is always stored in the Pre-Student Portal.
- Language test. This is not necessary, except for programmes in which the degree report requires that a certain language level be proven, such as the Master's Degree in Bioinformatics and the Master's Degree in Teacher Training for Compulsory and Post-Compulsory Secondary Education. Tests are accessed via a website link provided by the advisor.

Furthermore, certain programmes have their own specific requirements:

- Master's Degree in Eating Disorders and Obesity requires a letter of motivation.
- For the Master's Degree in General Healthcare Psychology, students must have at least 90 ECTS specifically in the healthcare field, as well as provide proof that they completed a clinical placement or demonstrate by means of a certifying document that they took part in clinical practice programmes with chronically ill patients.



2.5. Confirmation of admission

Once you have completed the entrance exams for the programme you are interested in, the admissions team will contact you via email regarding your results.

2.6. Formalisation of the reservation

The fees to be paid for Postgraduate Programmes are as follows: PLACE RESERVATION + TUITION FEES

Place reservation: When you reserve your place, you are confirming that you accept it and that you would like to continue with the University's enrolment process so as to guarantee your place in the programme you have chosen. The Place Reservation Fee does not cover tuition nor the opening of the student record, but is rather an amount that is paid to keep your place on the programme, which occurs as soon as the reservation is paid. Therefore, the Place Reservation Fee is completely non-refundable (except in exceptional circumstances when the situation is specifically provided for).

Tuition fees: Tuition fees represent the academic content associated with each degree, which consist of subjects and credits/ECTS.

The yearly tuition fees for Non-Qualifying Postgraduate Programmes will depend on the degree in question, regardless of the ECTS for which you enrol.

Students must enrol for all the credits of an online postgraduate programme. Enrolment for specific credits only is not permitted.

Once you have passed the admission process, you are highly recommended to pay the place reservation fee within seven calendar days after the date that you were notified of your admission into the Postgraduate Programme. This reservation guarantees enrolment in the chosen degree programme, subject to availability in the programme. It is therefore also advisable to make the payment as soon as possible within the above-mentioned deadline in order to avoid being excluded from the Master's Programme because all places may have been taken.

The place reservation fee to be paid for entry into a Postgraduate Diploma depends on the programme chosen. The place reservation fee is included in the cost of the degree.

With regard to Qualifying Master's Degrees, the place reservation will be paid each year if the degree in question lasts more than one academic year. From the second year onwards, it should be paid by direct debit on 1 August each year (before enrolling for the subjects for that academic year). The tuition fees to be paid depend on the chosen degree programme.

You will receive regular updates on the next steps to be taken, either from the advisor or the person assigned to guide and su-

pport you during the enrolment process, or through the Pre-Student Portal where you will have already registered your personal information.

You can pay your place reservation fee on the Pre-Student Portal.

You have the following options for payment to formalise your reservation:

- **CREDIT OR DEBIT CARD**, and you will be registered immediately. It is therefore the recommended method of payment.
- **ONLINE TRANSFER**. This is done through the Flywire payment gateway, It can be accessed via the Pre-Student Portal or via a link sent by your advisor. Estimated time up to 72 hours from the start of the transaction. Or by
- **DIRECT DEBIT** in a bank account that you can fill in on the Pre-Student Portal. You must have a bank account in Spain or a bank account within the SEPA (Single Euro Payment Area) that supports this payment method. The SEPA area includes the member countries of the European Union as well as Iceland, Liechtenstein, Monaco, Norway, San Marino and Switzerland. The option to pay by direct debit through the Pre-Student Portal requires digitally signing the direct debit form. To start this process, you can refer to the instructions included in the email you will be sent to the address you previously specified.

2.7. Enrolment

Once the admission tests have been taken and the place reservation fee has been paid, you must complete your enrolment by digitally signing the enrolment application, the direct debit and the general conditions provided by the University, as well as the validation waiver, if applicable. To do this, you will receive an email with a link that will take you to the digital signature platform where you can find the documents. You will also need to provide proof that the legal requirements for your programme of interest have been met. After signing, you will receive a copy of the signed documents by email. If you have any problems with the platform, please contact us at backoffice@universidadeuropea.es

The access documentation must be submitted as follows:

- Preferably via the Pre-Student Portal to speed up the process.
- Alternatively, the documentation may be submitted in-person or sent by post:



Campus Villaviciosa de Odón On-Campus Postgraduate Programmes

Departamento de Secretaría Académica. Building B
Opening hours: Monday to Friday from 9 a.m. to 6 p.m.
C/Tajo s/n - Urb. El Bosque - 28670 Villaviciosa de Odón - Madrid - Spain.
Fax (+34) 911 413 585

Campus Alcobendas On-Campus Postgraduate Programmes

Departamento de Secretaría Académica 3ª planta
Opening hours: Monday to Friday from 9 a.m. to 6 p.m.
Av. Fernando Alonso. 8. 28108. Alcobendas - Madrid - Spain

Postgrados Online

Departamento de Secretaría Académica. Edificio B
Opening hours: Monday to Friday from 9 a.m. to 6 p.m.
C/Tajo s/n - Urb. El Bosque - 28670 Villaviciosa de Odón - Madrid - Spain
Fax (+34) 911 413 585

When you enrol:

- a. If you are going to be studying a Postgraduate Diploma with a placement or research itinerary, you must indicate which itinerary you are choosing.
- b. If you are going to be studying a Qualifying Master's Degree lasting more than one academic year, you must specify, via the admission and enrolment forms, which subjects you will be taking the first year.
- c. If you are going to be studying the Master's Degree online, you must indicate in which Venue you would like to take your exams.
- d. If you need to take additional training, which will be confirmed after admission into the programme, you will need to enrol for those subjects before the course begins. Those additional training subjects are free of charge.

Once you have paid the place reservation, you will be sent an email with your username (which will match your record number) as well as your password to access the Student Portal. The Student Portal gives you to access all the services associated with your student status at the Universidad Europea de Madrid when the programme commences. However, as long as you are not enrolled, your reference platform for submitting documentation will continue to be the Pre-Student Portal.

Necessary documentation to be submitted by the student to complete enrolment:

1. Postgraduate Enrolment Application, Direct Debit for the postgraduate diploma and the General Conditions of Enrolment fully completed and signed.
2. Photocopy of national ID card for Spanish nationals and Europeans, and of a passport for non-EU students. International students may also submit their NIE (Foreigner Identity Number).

3. Documentation to prove fulfilment of the Entry Requirements:

3.1. Master's Degrees: A certified copy of the university degree or, failing that, the transcript of records for those university studies or any document (degree certificate fees, MEC authorisation, the EU Diploma Supplement) confirming that the candidate has passed the credits required to obtain the degree.

If the degree is from an educational system within the EHEA, a certified copy of the sworn translation or the digital signature of an official body will suffice.

Documents issued outside of the EHEA must be presented duly legalised (the Hague Convention, the Andrés Bello Convention, diplomatically certified), digitally signed or certified by an official body and translated by a sworn translator into Spanish or English if they were not originally issued in either of those two languages.

Please go to section 4 of this document for more information on the Legalisation process.

3.2 Qualifying Master's Degrees: An original copy of the Degree certificate that enables entry into the Master's Degree, or failing that, the transcript of records for that Degree.

International students wishing to enrol in a Qualifying Master's Degree, must first get their foreign degree officially recognised as an equivalent to the corresponding Degree that is needed to gain entry into the Master's Degree Programme.

For official degrees from educational systems outside of the EHEA, a Certificate of Authenticity must be provided. This Certificate of Authenticity is a document indicating that both the university and the degree studied are officially recognised in accordance with the laws of the country in question and that the studies are authorised. This document may be issued either by the source university (signed by the Dean or competent authority) or by the source country's governmental department for education.

For on-campus degrees, once the place reservation has been paid, the student must send the documentation within ten days after the payment was made.

Students who fail to complete all the documentation after reserving their place will be automatically removed from the process (without the need for any requests or notifications being made by the University), under the following circumstances:

- **Students who reserved their place by 30 June (inclusive):** the place reservation will be cancelled if all the documentation necessary for completing the enrolment is not submitted before 31 July.
- **Students who reserved their place after 30 June:** the place reservation will be cancelled if all the documentation necessary for completing the enrolment is not submitted two weeks before the course begins.

The cancellation of a place reservation due to a failure to complete the enrolment process is in accordance with the general conditions regarding cancellation, as indicated in section 6 of the General Conditions of Admission.



Enrolment is dependent upon the submission of the legal access documentation when the student was unable to provide such documentation at the time of enrolment.

Students may indicate their preferences when filling out their enrolment forms, in which case the Admissions Department will give priority to the candidate's preferred choice. This priority will never be binding and cannot guarantee that the student will be assigned their preferred timetable, given that the timetables we can assign to our students depend on what is still available.

Once the enrolment envelope has been submitted, any additional documentation must be sent in via the Student Portal if electronically signed, or otherwise submitted to Secretaría Académica (Building B at the Villaviciosa de Odón campus or the 3rd floor of the Alcobendas campus).

As an exception, Degree students who have yet to pass their Bachelor's Thesis and a maximum of nine ECTS credits may access and enrol in a Master's Degree, as long as the corresponding conditional enrolment document is signed and in accordance with the specific enrolment conditions.

* Those wishing to enrol in Health Science Master's Degrees are excluded from this conditional enrolment option as they are required to have fully completed their Degree Programmes first.

With regard to Master's Degrees in the Engineering and Architecture sphere, students of an associated Degree that have yet to pass their Bachelor's Thesis and one or several subjects—that under no circumstances may exceed 30 ECTS credits in total (thesis and subjects)—may access and enrol in a Master's Degree, as long as the corresponding conditional enrolment document is signed and in accordance with the specific enrolment conditions. Conditional admission and access offered to students of a Bachelor's Degree associated with a Master's Degree will only be possible if the academic planning proposed for the academic programme has been favourably informed by the competent quality authority. The University will inform the student in each case whether or not the Master's Degree in which the student wishes to enrol accepts a conditional enrolment for students of an associated Bachelor's Degree.

In all cases, students must provide proof of their completion of the Bachelor's Degree that has given them access to the Master's Degree before the end of the following two academic years to which the Master's Degree they are enrolled in belongs.

In the case of students who fail to provide proof of completion of their Bachelor's Degree that gave them access to the Postgraduate Programme in the established time frame:

- The university will not issue any kind of academic certificate or official Degree for the Master's Degree they were enrolled in.
- The student will lose their right to enrol in any Master's Degree until they do indeed complete their Bachelor's Degree.
- Any sums of money already paid for the Master's Degree will not be refunded, unless the student paid the entirety of the tuition fees, in which case they will be refunded the proportionate amount of tuition, which will be calculated on a monthly basis.

In any case, the possibility of enrolling in a Master's Degree without first completing a Bachelor's Degree that provides access to the corresponding Postgraduate Programme does not apply to the Master's Degree in Legal Practice, nor to the Master's Degree in General Healthcare Psychology, for which conditional enrolment is not possible under any circumstances.

2.8. Changes to enrolment (Only for Qualifying Master's Degrees)

Enrolment at the University takes place only once per academic year. Once enrolment has been confirmed by the University, changes can only be made in exceptional circumstances, and only within the official time frames set by the University (two changes per period).

Any changes to your enrolment may alter your total tuition fees, which will be updated once the change has been made. You may view the financial details of your enrolment on the Student Portal.

You can consult the Student Portal to view the deadlines for modifying enrolment for the 23/24 academic years, as well as any exceptional circumstances in which such changes may be permitted.

Late enrolment

The deadline for late enrolment for each semester (Qualifying Master's Degree) or programme (Non-Qualifying Master's Degree) is six weeks from the start date of the semester or programme. After this deadline, the student's enrolment must be approved by the Academic Dean or Head of the respective Faculty or School.



3.

Continuity in your Master's Degree

3.1. Specialised Master's Degree

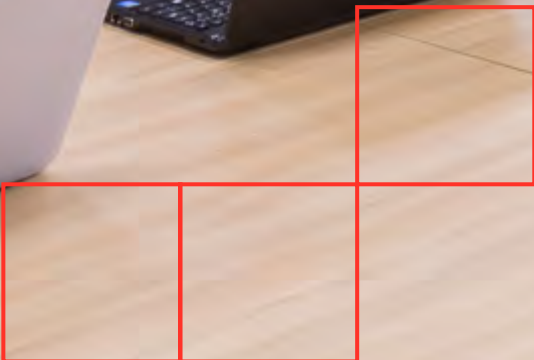
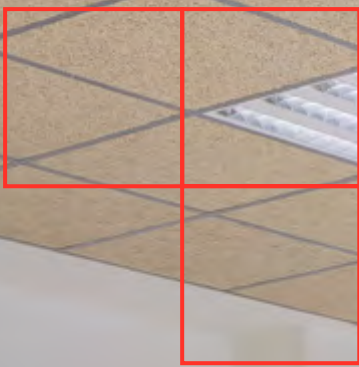
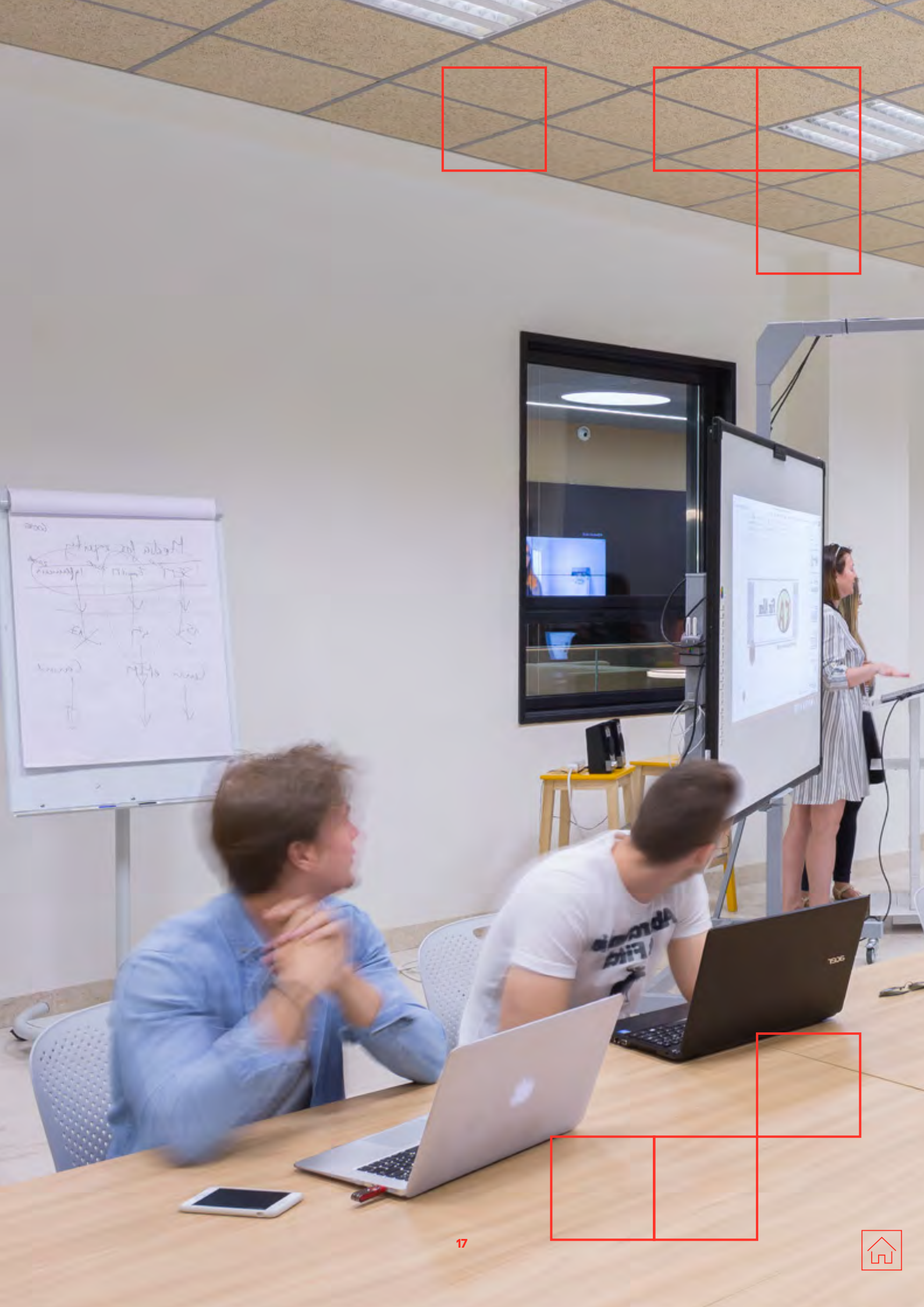
In the case of Non-Qualifying Master's Degrees, students who have not passed the corresponding edition, in either the ordinary or extended version, in the established times, may continue with the Master's Degree if the start of the new edition they wish to study occurs within a maximum of two years since the completion of the aforementioned edition, with the corresponding ordinary and extraordinary calls, enrolling in the necessary module(s), paying the corresponding tuition fees for the credits they are enrolled in as well as the place reservation fee, and providing a letter of motivation by the Director of the Master's Degree, with authorisation from the Dean or the School Director. Without prejudice to the fact that the faculty may launch other Master's studies offered by the University. If the student fails a subject and wishes to study that subject the following academic year, they must request this via the Student Portal.

3.2. Qualifying Master's Degree

Students must pass at least six ECTS credits in the academic year in which they are enrolled. Should a student fail to pass the minimum number of credits, they may only enrol once again in the Master's Degree if they receive authorisation from the Dean or the School Director, provided the reasons for such a request are justified and bearing in mind factors such as life long learning principles or a student's particular circumstances (disability, part time, etc.).

For more information, please visit to the Regulation of Accredited Master's Degree Tuition at the following link: <https://universidadeuropea.com/en/about-ue/regulations/>





4.

Legalisation of Degrees

In some cases, documents issued from abroad must be legally authenticated and translated into Spanish in order to be considered for administrative procedures.

Legalisation is not required, however you are expected to provide a certified copy of the sworn translation into either English or Spanish:

- Member States of the European Union: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Holland, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Poland, Portugal, Romania, Slovakia, Slovenia and Sweden.
- Signatory States to the Agreement on the European Economic Area: Iceland, Liechtenstein and Norway.
- Switzerland, by bilateral agreement with the European Union.

An “apostille” (certified copy of the apostilled degree or a digital apostille) but not legalisation, is required from countries that are signatories to the Hague Convention, with the exception of countries that are members of the European Union (EU) and the European Education Area (EEA). These countries are:

India, Monaco, San Marino, Colombia, Mongolia, St. Vincent and the Grenadines, Cook Islands, St. Lucia, Antigua and Barbuda, South Korea, Israel, Namibia, Sao Tome and Principe, Argentina, Costa Rica, Nicaragua, Japan, Niue, Seychelles, Australia, Kazakhstan, South Africa, Dominica, Kyrgyzstan, New Zealand, Ecuador, Lesotho, Oman, Bahamas, USA, Suriname, Bahrain, El Salvador, Liberia, Panama, Swaziland, Barbados, Paraguay, Tajikistan, Belarus, Peru, Tonga, Trinidad and Tobago, Belize, Fiji, Macao, Botswana, Malawi, Dominican Republic, Uruguay, Brazil, Uzbekistan, Brunei, Grenada, Morocco, Vanuatu, Marshall Islands, Venezuela, Burundi, Honduras, Mauritius, Cape Verde Federation, Hong Kong, Mexico, Samoa, Chile, St. Kitts and Nevis.

British diplomas will require the Hague Apostille in applications submitted after 1 November 2021.

Legalisation through diplomatic channels is required:

Countries that have signed the Andrés Bello Convention: Bolivia, Cuba. They should be submitted to:

- Ministry of Education of the country of origin for diplomas and certificates of studies.
- Competent ministry for birth and nationality certificates, at the Ministry of Foreign Affairs of the country where these documents were issued.
- The Spanish diplomatic or consular representation in that country.
- Other countries: they must be legalised through diplomatic channels. To do this, they must be presented to:
 - Ministry of Education of the country of origin for diplomas and certificates of studies and to the corresponding ministry for birth and citizenship certificates.
 - Ministry of Foreign Affairs of the country where the documents were issued.
 - The Spanish diplomatic or consular representation in that country.
 - Ministerio de Asuntos Exteriores y de Cooperación de España (Sección de Legalizaciones. General Pardiñas 55 (corner of Padilla), 28006 Madrid) (Tel.: +34 913 791 663).





5.

Recognition / Validation

Before completing your enrolment, you can apply for recognition and/or validation of credits as long as you have:

- Started and/or completed official university studies.
- Accredited professional experience*.
- Non-official university studies (own degrees from official universities*).
- Other non-university degrees or studies: Higher Level Training Cycles or FPIL.

*Royal Decree 822/2021 allows up to 15% of the total number of ECTS credits making up the curriculum of the Postgraduate Diploma to be recognised for professional or work experience or for non-official university studies (own degrees from official universities or continuous training).

In each of these cases, before formal enrolment, you may request the Recognition/Validation Guide from the Universidad Europea de Madrid free of charge in accordance with the current regulations published on the University's website. We recommend that the application for said guide be carried before the interview and admission tests in order to receive personalised academic guidance during the admission interview. Under no circumstances will the place reservation fee or tuition fees be refunded due to a disagreement with the result of the validations.

The application for Recognition/Validation Guide must be accompanied by the following documentation:

- **Personal academic certificate of degree of origin.**
-
- **Syllabus stamped by the secretariat of the centre of origin.**

- **Academic programme of the subjects taken and/or enrolled in in the degree programme of origin.**
- **Official degree certificate translated into Spanish or English (only in the case of foreign graduates).**
- **Certificate of Official Status of the University and of the degree of origin duly translated into Spanish or English (only in the case of students with foreign studies and/or degrees).** This document must show that both the university and the degree are official and that the latter was obtained at the university of origin. This document can be issued either by the university of origin or by the Ministry of Education of the country of origin.

If you are applying for recognition of professional experience, you must present:

- Certificate of employment.
- Curriculum Vitae.
- Certificate from the company - only in cases where it is necessary to accredit the functions performed in the company or in the case of students with international work experience who do not have the certificate of employment.

All documentation must be sent electronically. NO Paper documents are accepted.



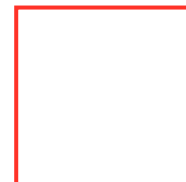


The University may require the student to provide any additional documentation it deems necessary for the study of validation/ recognition, as well as the original documents or certified photocopies. The University reserves the right to request the submission of a Sworn Statement confirming the accuracy of the data submitted.

If the studies were completed abroad, the documents must be presented duly legalised, unless they were issued by a country of the European Union. In the latter case, the stamp of the university of origin will suffice. A sworn translation is always required if the original documents are in a language other than Spanish or English.

The Universidad Europea de Madrid will reply via email to the request within 48 and 96 hours and will send the candidates the corresponding Recognition/Validation Guide. This Recognition/Validation Guide is provisional and indicative, has no official validity and is subject to the accreditation of the Official Certificate and the Official Academic Programmes, as well as the fulfilment of the respective legal requirements.

If you have any questions, please do not hesitate to email us at convalidaciones@universidadeuropea.es or call us on (+34) 914 146 611.



6.

Fees

6.1. Payment of tuition fees

How are tuition fees paid?

The yearly tuition fees will depend on the degree in question, regardless of the ECTS for which the student enrolls.

For Qualifying Master's Degrees, the amount will depend on the chosen degree.

Tuition fees may be paid by the following methods of payment:

a. Annual payment

A single fee for all tuition fees.

- By **direct debit** from a bank in the Single Euro Payments Area (SEPA). The Universidad Europea de Madrid will issue a payment slip for the total amount of tuition fees to the bank account indicated by the student on the first day of the first month of the course.
- By **visiting our website and clicking on the “make a payment” section**: <https://universidadeuropea.com/en/study-ue/academic-support-services/>
- **Online card**, virtual platform with connection to the bank. Payment is confirmed on the spot so that students have immediate access to all services.
- **Other payment methods**. You can use different methods depending on the country you are applying from. The University has an agreement with Flywire for rapid processing of domestic and international payments. This means you can pay securely from any country and any bank, usually in your country's currency. Payment is received within an estimated 3 to 5 days.

Students who have chosen the Annual payment not by direct debit must make said payment in the five days following enrolment. This payment method does not exempt the student from submitting the duly completed direct debit form.

b. Monthly payment

Payment will be made in equal monthly instalments. The number of instalments is calculated according to the start and end dates of the course.

Payment methods:

- By **direct debit** from a bank in the Single Euro Payments Area (SEPA).
- The Universidad Europea de Madrid will issue you with a payment slip each month to the account you have specified, due on the 1st of each month.
- If you are an international student enrolled in an Online Master's Degree (and not a Qualifying Master's Degree) and you are unable to set up a direct debit for your fees, you may pay them via our website in the “make a payment” section: <https://universidadeuropea.com/tu-experiencia/servicios-gestion-academica/>

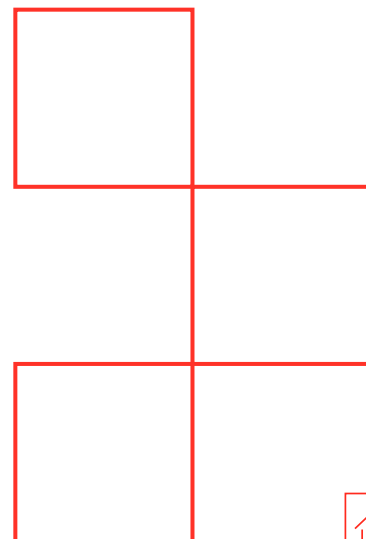




- Online card, virtual platform with connection to the bank. Payment is confirmed on the spot so that students have immediate access to all services.
- Other payment methods. You can use different methods depending on the country you are applying from. The University has an agreement with Flywire for rapid processing of domestic and international payments. This means you can pay securely from any country and any bank, usually in your country's currency. Payment is received within an estimated 3 to 5 days.

Students must be up to date with their payments in order to request the transfer of academic records.

Please note that in order to complete your studies and to close your student record, as well as to receive academic certificates or degrees, all outstanding fees must first be paid to the University.



7.

Comprehensive study support plan

7.1. Study grants

Family member at Universidad Europea de Madrid⁽¹⁾

Family members of Bachelor's Degree, CFGS and Postgraduate students at Universidad Europea de Madrid will get a 5% discount on their tuition fees. This discount will only apply to the second family member enrolled in said studies.

This discount will be applicable during the years that they are both studying at the University simultaneously. It does not apply in the event of cancellation before the end of the academic year and it is not compatible with the campaign discount

Concurrent studies

Students who study two courses simultaneously in the same academic year will benefit from a 100% discount on the place reservation of the second degree. Not applicable to undergraduate students with conditional enrolment in postgraduate studies.

Alumni

Former students who have completed a Bachelor's degree, CFGS or another Master's degree, or undergraduate students of the Universidad Europea de Madrid with conditional enrolment until 31 December 2022 in a Postgraduate diploma, regardless of whether they are studying on-campus or online, will benefit from a 15% discount on tuition fees. This discount will be applied to the full tuition fee even in the case of Master's degrees lasting more than one year. This discount cannot be used in conjunction with the campaign discount.

⁽¹⁾ The UEM Family discount is only applicable to immediate family members: father, mother, son, daughter, brother, sister and spouse.

On-Campus Degrees (Alumni Discount Exceptions)

This discount does not apply to on-campus Postgraduate Diplomas in the field of Dentistry, the Master's Degree in Urgent, Emergency and Critical Care Nursing, as well as any other excluded degree.

Online Degrees (Alumni Discount Exceptions)

This discount for former students is not applicable to the Master's Degree in Healthcare Management and Planning for Healthcare Executives (both blended and online).

Plan Avanza

For On-Campus Postgraduate Programmes:

New students enrolling in any Postgraduate Diploma programme at the Universidad Europea de Madrid starting in the second semester of the academic year 2022/2023 or in the academic year 2023/2024 will receive a grant for their tuition fees, provided that they completed their undergraduate studies in the previous academic year.

The Grant amount will depend on the type of degree programme in which the student enrolls:

- Master in Continuous Training or Master's Degree with 60 ECTS or more, on-campus and non-qualifying, at the Universidad Europea (Madrid, Valencia, Canary Islands), Escuela Universitaria Real Madrid – Universidad Europea: a grant of 40% of tuition fees will be awarded.
- Qualifying Master's Degree: a grant of 25% of tuition fees for the full course will be awarded.



- Specialised Postgraduate Diploma with a duration of between 30 and 59 ECTS: a grant of 25% of tuition fees will be awarded.
- University Postgraduate Diploma with a duration of less than 30 ECTS: a grant of 25% of tuition fees will be awarded.

For more information, please visit the legal terms and conditions at: https://universidadeuropea.com/resources/media/documents/Bases_Legales_Plan_Avanza_Postgrado_2022-V6.pdf

Association with Group

In order to benefit from the discounts provided for in the agreements signed with the groups, members of the group in question must prove themselves as such within the month following the date of their enrolment at the UNIVERSITY with the Admissions Department of the UNIVERSITY, or if this does not coincide with the start of the academic year of the programme for which they have enrolled, in the month following that start date and always within the academic year for which the agreement was signed.

The member of the group must have registered with the group before payment for the Place Reservation in order to receive the discount. This deduction does not apply to new members of the group who register during the admission process.

In the case of online students, they must prove they belong to said group before completing enrolment and send said proof alongside the application forms for admission.

If you are studying a Qualifying Master's Degree and are receiving a discount for being part of a group with whom the University has signed an agreement, and if there is the possibility of renewing said agreement, from the second year onwards the University reserves the right to request proof of your association with said group on a yearly basis. This may be requested from either you the student or the organisation and must state that you are still connected to the organisation or you continue to meet the requirements that resulted in the discount being granted to you originally.

The enrolled student must send this proof to the Student Services Department through the Student Portal.

The discounts applied cannot be used with any other discount or grant from the Universidad Europea de Madrid or any of its collaborating centres or entities.

Programmes designated by the university as closed-price programmes are excluded from any type of discount.

7.2. Financiación bancaria

The Universidad Europea and Nemuru have reached an agreement whereby you can apply via their online platform from any device, in a totally secure and regulated way, for the financing of your studies, in just a matter of minutes. The process is based on several simple steps as detailed below:

- **Consent to the transfer of data:** Fill in the form that will be given to you by your advisor and you will be provided with a link to start your application on the Nemuru platform.
- **Verify your identity:** Following the instructions on the platform, make sure you have your ID on hand to verify your identification. Fill in the form with your personal details.
- **Connect to your bank:** Select your bank and log in with your username. Choose the account where you would like to set up the direct debit for the instalments and fill in your professional details.
- **Get your loan:** Use the simulator to adjust the instalment that best suits your needs and complete the financing transaction digitally.

For more information, contact your advisor using one of the channels mentioned in section 2 of this document to help you start the process if you are interested.



8.

General conditions of admission to study

1. New or modified degrees may still be pending final authorisation by the competent authorities.

The University is not liable for any damages that may occur if it is unable to offer these degrees due to lack of final authorisation. However, should this situation arise, the University will offer the student the possibility of taking any of the official degrees that have already been authorised, or alternatively it will refund the amounts paid.

2. The Universidad Europea de Madrid reserves the right not to offer any Postgraduate Diploma or to delay its start date if the minimum number of students required for the programme is not reached; it may also change the timetable if this is necessary for organisational reasons. It also reserves the right to change the location and campus where the programme is offered. Should the programme ultimately be cancelled because the minimum number of students required for that specific Postgraduate programme has not been reached, the University will inform the student and will refund the place reservation fee to the account provided on the direct debit form.

3. If the student drops out of the course, they will have no right to demand a total or partial refund of the amounts paid, unless they have paid the entirety of the tuition fees, in which case they will be refunded the proportionate amount of tuition, calculated on a monthly basis.

4. Travel and accommodation expenses will not be paid for any Master's programme that includes a stay outside our centres in Madrid, unless they are included in the degree programme (see table of fees).

5. If there is a discrepancy between the information provided by an advisor and the University Regulations, the latter will take precedence.

6. International students need health insurance for the visa process. The student is responsible for this procedure. The Universidad Europea de Madrid informs students that Nueva Mutua Sanitaria offers them the opportunity to take out private health insurance. The student will take out the insurance with Nueva Mutua Sanitaria and the University will not be responsible for any claims that may arise from this contract between students and the said insurance company). You can read the terms and conditions at <https://nuevamuwasanitaria.es/en/universidad-europea/>.

7. If the student does not wish to continue studying the Qualifying Master's Degree in the following academic year, they must inform of this online before 20 June. Under no circumstances will the amount paid for the place reservation issued on 1 July be refunded if the student does not notify that they will not be continuing within the deadline, or if this is done after the aforementioned date. The Universidad Europea de Madrid, for the purposes of making the place reservation, may communicate other dates than those indicated, ensuring to give sufficient notice.

8. The Place Reservation Fee is not refundable under any circumstances, with the following exceptions:

- If the student does not meet the legal requirements established for entry to the University, in which case they must submit proof of this to the Student Services Department before 31 December 2023.
- If a failure to meet said legal requirements is not duly justified before the above-mentioned date, the Place Reservation Fee will not be refunded. This does not apply to students whose enrolment depends on the completion of their Bachelor studies that give them access to the Postgraduate programme they have enrolled in.



- When the Master's programme is not taught because it does not meet the minimum number of students enrolled as established by the University.
 - Students who are refused a student visa, upon presentation of the letter of refusal from the Spanish Embassy in the relevant country, or those who are unable to travel to the University because the competent Spanish authorities have taken measures that prevent from doing so for reasons of force majeure (e.g. border closures, non-admission of nationals of their country of origin, etc.). In the latter case, the University will refund the place reservation fee only if it is not possible to guarantee, for the duration of said measures, that the student may take the degree programme they enrolled in online rather than on-campus.
 - Only students who have enrolled in a distance learning course may withdraw from the enrolment contract within 14 calendar days of enrolment. To do so, the student must send the enrolment cancellation form to the University (addressed to the Student Services Department), that should be duly completed and signed, and which can be found on the Student Portal and on the University website. If you withdraw from your enrolment contract, you will receive a refund for the amount you paid towards your Tuition. However, the Place Reservation Fee is non-refundable.
9. Language requirements. One of the essential requirements for admission and enrolment in any Postgraduate programme is that the student must demonstrate that they have a B2 level in the language in which the degree is taught. The University reserves the right to require that students take the University's own language test if their mother tongue is different from the language in which the programme is taught and:
- They have not provided the corresponding official language certificate.
 - The University considers it appropriate to check the language level certified by the student by means of an on-campus language test during the first few days of the programme.

Likewise, if the student does not pass the test or if they fail to provide proof of the required language level, the University reserves the right, respectively, not to admit the student to the corresponding degree programme, or to cancel their enrolment, without refunding the amounts paid by the student or the person responsible for the student's finances.



9.

Other information

9.1. On-campus assessments for online or blended postgraduate programmes

Other relevant information.

1. In-Venue Assessments. Online Degrees

Students enrolled in official online programmes that are required to take exams (or to defend their bachelor's or postgraduate thesis) in person may do so at the Venues made available by Universidad Europea.

The student will select a single Venue where they will take their exams during the entire programme.

The following venues will be available for the 2022-2023 academic year:

For Bachelor's Degree programmes:

A Coruña, Bilbao, Barcelona, Seville, Valencia, Tenerife and Madrid. For Postgraduate Diploma programmes:

A Coruña, Bilbao, Barcelona, Seville, Valencia, Tenerife and Madrid in Spain; and Bogotá, Quito, Lima, Santiago de Chile and Buenos Aires in Latin America.

Universidad Europea reserves the right to remove a venue at any time without prior warning to the students who may be affected.

2. Choosing a Venue

When enrolling, the student must choose the venue where they are going to be examined. Nevertheless, the University will provide them with a method for choosing their preferred venue.

Under no circumstances may a student be examined in several venues nor may they change the venue they chose or that was assigned to them once the period for doing so has passed (except in cases of force majeure, in which case it should be requested at least 60 days prior to the exam date and will then be confirmed by the Online Operations team).

3. Dates and timetables

Students will be informed of the exam dates from the moment they enrol, and they will be informed of the specific time of each exam via the Virtual Campus at least one month in advance.

On the day of the exam, the student is expected to arrive 15 minutes before the exam is scheduled to begin at the venue they chose or they were assigned at the start of the course. Students who arrive late will not be permitted entry to the exam hall once the exam has commenced. The University reserves the right to grant them access to the exam hall if the invigilator, in accordance with the regulations, deems the above inappropriate.

The University will seek to ensure, wherever possible, that there is no overlapping, so that all students may attend their exams in the corresponding timetable.

If the timetables for the exams the student is enrolled in clash, the University will find a specific solution for that particular student. Any overlapping must be reported to the Online Tutor for fixing within the seven days following the announcement of the exam dates.

Students are responsible for knowing their exam dates and times. If a student were to attend another exam or arrive at a different time, the exam will be deemed null for them, and the exam slot for that subject will be considered to have been used up.

4. Material

Regardless of the venue chosen, the student must attend the exam with a laptop computer to be able to take the tests, which will be completed via the Virtual Campus, where the exam will be found, located in the subject/module being examined



Students are advised to try accessing the Virtual Campus beforehand with the laptop to be used during the exam in order to avoid any technical issues that may prevent them from accessing the exam. A specific software must be used during the exams and students are required to have access to the software and to have tested it to ensure that it is properly working, in their own laptop or via mylabs

During the exam, students are forbidden from using any documents or applications that is not part of the material deemed as valid by the teacher. The student is responsible for showing up to the exams with the material that the teacher of the subject indicated.

The University may require that students facilitate the necessary measures so that the exam may be supervised appropriately, such as having their screens set to a specific brightness level or adding any measures that guarantee that the student is not using any support tool or document in their laptop. This measure may entail the installation of a software for limiting access to certain applications, screen recording during the session, or having exam invigilators check the tabs and programs students have open during the course of the exam, etc.

The University will ensure that there is an internet connection in all of its venues.

If the student's computer hinders them from taking the exam in any way (cannot access Virtual Campus, the exam, the video conference tool, etc.), the student will be unable to complete the exam and will be expected to leave the hall and will lose the exam slot for that subject. (It should be noted that errors were detected on certain Mac devices prior to 2016 when trying to access certain websites using an unsupported certificate (expired 30/09/2021). It is not a platform error. It is a device incompatibility.)

The use of mobile devices, earphones or any other device or material other than a laptop computer will not be permitted for the duration of the exam, unless this is precisely necessary to complete said exam. Such devices are to be stored away for the duration of the exam. Any use of such devices may be cause for expulsion from the exam. Should this occur, the student will receive a fail grade and will lose the exam slot for that subject.

5. Questions during exams

Questions relating to the subject matter of the exam are not permitted while the exam is under way. Any doubt, question or technical issue should be made known via the platform chat, which will be used to provide the student with a response.

If, while taking the exam, the student notices or suspects that a question is not properly formulated, they should make this known, in writing, in the exam itself, or via an email to the teacher, after the exam, clearly specifying the reason why they believe that the question was not correctly formulated.

6. Venue location

The exact location of the venue will be announced 15 days in advance on the Virtual Campus or via another form of communication.

The University reserves the right to change the venue location, providing students with a new option in the same province.

7. Student identification

Students are expected to attend the exam with an official ID so that the invigilator can check their identity. A student ID card or any other document will not be valid.

This official ID is an essential requirement to be allowed to sit the exam.

Students' identification will be checked prior to the exam commencing. Therefore, they must arrive at the exam in good time to ensure there are no delays.

8. Certificate of attendance

Before the exam commences, the student may ask the Invigilator for a certificate of attendance. This document will be emailed to the student in the days following the exam.

9. Bachelor's/Master's Thesis Defence

With regard to the Bachelor's/Postgraduate Thesis, part of the Panel will be based at the official headquarters of the Universidad Europea to which the programme belongs (Madrid, Valencia or Tenerife). The public presentation will be held wherever the Panel is based.

If the venue assigned to the student is not where the Panel is based, the student will conduct their presentation online from their venue, in which case a supervisor assigned by the University will be present to confirm the identity of the student and accompany them during the online presentation to ensure it all goes according to plan. In this case, the public will not be allowed to attend the presentation at the venue.

In both cases, the student is expected to use their own laptop computer to connect with the panel and share their presentation.

10. Grade reviews

Once the grades for an exam have been posted on the Virtual Campus, the student has a maximum of 48 hours (two calendar days) to ask their professor, via the Virtual Campus, for a grade review.

11. Regulations and protocols

Exams are governed by the current University Disciplinary Rules. Students will be provided with a protocol with all the details on in-venue assessments.



9.2. Languages (Online Courses)

At the Universidad Europea, we know just how important it is to have a command of languages in your future career. With that in mind, the University offers online courses in different languages and at different levels. You can find more information on our website in the courses section or through the Online Admissions Department.

To certify the level acquired, we offer internal and external exams of recognised prestige, such as the DELE (for non-Spanish speakers) and CertAcles English B2. In addition to the language test, students can also prove their level by presenting a current official language certificate from the CRUE (Conference of Rectors of Spanish Universities) list of language certificates.

9.3. University card

What is the University Card?

The University Card is a smart card developed in collaboration with Santander. It verifies students (both on-campus and online undergraduate students), lecturers and administration and services staff as members of the university community.

How do I apply for it?

Once you have enrolled, you can apply for it at any time at our Banco Santander office at the Villaviciosa de Odón campus from Monday to Thursday from 8:30 a.m. to 4:30 p.m. and Friday from 8:30 a.m. to 1:30 p.m. If you are at the Alcobendas campus, you can do this on the 3rd floor in the Student Services Department from Monday to Friday from 10 a.m. to 7 p.m. You will receive your card on the spot.

Online Postgraduates Student Card

If you are an online student who needs a university card, you will need to apply for one (via the Student Portal) indicating "University card" and explaining that you cannot go to the campus to pick it up in person.

The student must upload a photo of their ID card in JPEG format, and specify a mailing address within Spain to which they would like it to be sent.

Use of the University Card

- Access and attendance control.
- Borrowing books from the library.
- Electronic wallet.
- Discounts in shops.

How do I apply for a duplicate?

To request a duplicate of your card, please visit your nearest Banco Santander branch during opening hours. You will receive your card on the spot. If you need a duplicate card outside of Banco Santander's opening hours, please go to the University's Student Services department. If you have applied for an ID card, you must pick it up from the same department at a later date.

9.4. Prepare your trip to Spain

Before coming to Spain: The student visa*

International students (with the exception of online students who are not required to come to Spain) who are not residents of or citizens of the Member States of the European Union, Norway, Iceland and Liechtenstein must apply for a student visa for a period equal to the duration of the programme for which they are applying, in accordance with the following guidelines:

- For stays of up to six months, a study visa will allow you to stay in Spain. The student will need to apply for a study visa at the nearest Spanish Consulate or Embassy.
- If you are planning to stay in Spain for more than six months, you will need to apply for a student card (officially a foreigner's identity card) within one month of your arrival, on top of the student visa. This is in accordance with Article 39 of Royal Decree 557/2011, of 20 April.

To find the address of the Spanish Consulate or Embassy in your country of origin, as well as detailed information on the procedure and documentary requirements, please visit the website of the corresponding Consulate or Embassy.

The Consulate or Embassy will tell you which documents you need to correctly apply for a visa. While the average waiting time for a student visa is four to six weeks, it's recommended that you start the process at least two months before the programme begins so international students can begin classes on schedule.

If the student is already legally residing in Spain, they can apply for a student visa without returning to their country of origin, as long as they have at least 30 days before their legal status expires.

(*) The information provided is for informational purposes only and is subject to immigration regulations. Consult the Embassy or Consulate if you have any questions.



The student is in a legal situation in Spain if he/she has entered with a tourist visa and has entered without a visa for a maximum period of 90 days. In such cases, the student must obtain an authorisation of stay for studies in Spain or a student card in Spain for the duration of the academic year (subject to required subsequent renewal). The student can then continue legally in Spain.

In general, this possibility exists for students who have entered Spain as tourists without a visa, as they come from countries that do not require a visa to enter as tourists (List of Schengen countries. <https://www.schengenvisainfo.com/schengen-visa-countries-list/>).

Below is a list of the requirements and documents needed to obtain a visa and/or authorisation for a study stay of more than six months:

- Passport valid for at least the period for which the stay is requested (this must be presented by the student).
- Proof of sufficient financial means (to be presented by the student).
- Letter of admission from the educational institution (issued by the Universidad Europea de Madrid [**]).
- Criminal record certificate (to be provided by the student if he/she is of age).
- Medical certificate attesting that the student does not suffer from diseases that have public health implications.
- In the case of minors, the permission of the parents or guardian.
- You must have paid the fee for processing your application.
- Private health insurance with repatriation costs (to be provided and paid by the student) (the University recommends that students take out insurance [***]).

The cost of this health insurance is borne by the student.

(LEGAL NOTICE: Students are informed that Nueva Mutua Sanitaria offers them the opportunity to take out private health insurance. The student will take out the insurance with Nueva Mutua Sanitaria and the University will not be responsible for any claims that may arise from this contract between students and the said insurance company).

(**) LETTER OF ADMISSION FROM THE EDUCATIONAL CENTRE. In order for the student to obtain his/her visa, the Universidad Europea, after the student has paid the amounts prescribed for the reservation of the place and the enrolment, will issue him/her with a letter of admission to the programme he/she has applied for, indicating the name of the programme, the start and end dates, the number of hours and any other specifics of the programme.

(***) PRIVATE HEALTH INSURANCE. Health insurance is compulsory for any international student who needs a visa to study in Spain (i.e. students who do not reside in or have the nationality of a European Union country, Norway, Iceland or Liechtenstein). The absence of such insurance means that the student runs the risk of not receiving adequate medical care.

Mutua Sanitaria. However, you can also take out insurance with any other company you choose:

- Information in Spanish: <https://www.nuevamuasania.es/saludprofesional-universidad-europea>
- Information in English: <https://www.nuevamuasania.es/saludprofesional-universidad-europea-en>
- Information in French: <https://www.nuevamuasania.es/saludprofesional-universidad-europea-fr>

If a programme requires students to travel to a country outside of Europe, international students must discuss the need for additional health insurance with their insurance company to cover those stays.

Any student who is applying to any of the programs offered by the Universidad Europea de Madrid, or the Centro Profesional Europeo de Madrid.

Students who are citizens of any member country of the European Union should apply for the European Health Insurance Card in their country of origin.

The University is always available to help international students resolve any issues that may arise during the visa process.

Once in Spain

The Universidad Europea reminds you that the visa issued by Spain allows the student free mobility within the countries of the Schengen area. The visa is not valid outside this area. List of Schengen countries. [http:// www.schengenvisainfo.com/es/schengen-paises/](http://www.schengenvisainfo.com/es/schengen-paises/) (Spanish)

Student Identity Card / Foreigner Identification Number (NIE).

The NIE is the identification number for foreigners. This number is unique and personal.

- If the international student is a national or resident of a European Union country, he/she will receive the NIE number when applying for registration in the Register of EU Citizens.
- If the international student is a national of a country outside the European Union, the NIE number will be recorded on his/her foreigner's identity card.

Once in Spain, international students with a visa to study for MORE than 180 days have one month to apply for a foreigner's card.

The student card (officially called "tarjeta de identidad de extranjero") replaces the student visa issued in the country of origin, allows visa-free transit through Schengen member countries and provides a legal basis for the student's stay in Spain.



Until you have the student card, it is not advisable to leave Spain as international students may have difficulties re-entering the country.

Documentation and process

To apply for a student card (officially foreigner's identity card):

- Students who have entered with a visa for studies of more than 180 days: they must apply for an appointment for fingerprinting on the website <https://icp.administracion-electronica.gob.es/icplus/index.html>
- Students who are legally in Spain (tourist visa or legal entry without a visa): the application is submitted electronically or at any of the registers of administrative bodies or at post office branches. The documentation to be submitted is the same as that required to obtain the student card, together with form EX-00.
- European Union citizens must apply for an appointment for the EU citizen registration certificate online: <https://icp.administracionelectronica.gob.es/icplus/index.html>

In addition to the documents required for each type of application, the following documents are usually needed:

- Certificate of census registration.
- Two (2) passport size photos (3x4 cm).

The period of validity of the residence permit may be limited to the duration of studies, research or training. After expiry of this period, it can be extended if certain conditions are met.

For the extension of the residence permit for study purposes, a certificate from the centre where the studies are carried out confirming the fulfilment of the requirements for the continuity of the studies or a positive report on the development of the research must be submitted in any case.

For more information on this topic, please visit the following websites:

<https://extranjeros.inclusion.gob.es/es/informacioninteres/informacionProcedimientos/Ciudadanosnocomunitarios/estudiantes.html>

www.policia.es www.maec.es www.interior.gob.es

UNIVERSIDAD EUROPEA DE MADRID offers its students an agreement with the company Homologation Students Services, through which they benefit from discounts on obtaining TIE visas, NIE, extension of residence permit for study purposes and a special return permit. For more information, please write tinfo@hostudents.com

Opening a bank account in Spain

Spain is home to a highly developed banking sector that is integrated into the SEPA (Single European Payment Area). This makes it easy to access and manage bank accounts in any Eurozone country.

To help our students open bank accounts and access banking services more easily, the University has reached an agreement with N26. N26 is a 100% mobile online bank with a European banking licence that offers accounts with a Spanish IBAN via its app. Its assets are protected by the Deposit Protection Fund up to a value of €100,000. The account opening process is entirely online and, depending on your nationality/residence, only requires the documents listed under the following link: <https://docs.n26.com/cs/Support%20Center/id-docs/es/iddocs-eses.pdf>

A framework agreement between N26 and the University allows you to receive a 12-month free subscription to the You rate. It can provide you with: an account in Euro currency; unlimited payments and transfers with any currency anywhere in the world; free access to online banking; purchase and cancellation insurance and lost luggage insurance; 5 cash withdrawals from ATMs and a digital debit card.

This account is valid for all university procedures and for everyday use. For more information, visit the Student Portal where you will find the link to take advantage of the promotion.

To prepare for their trip to Spain, international students who will be living in Madrid can consult and download our practical guide on the website by clicking on this link: <https://universidadeuropea.com/tu-experiencia/informacion-para-estudiantes-internacionales/>



9.5. Requesting your degree and certificates

Once you have completed your studies, you can request your certificates and degree through the University's alumni website in the "Request certificates and degrees" section. To do this, you must log in with your username and password and pay the amount stated for your certificates online using your bank card. Remember that you must be up to date with your payments to make this request.

Official qualifications take approximately nine months to a year to be issued from the date of payment of the fees.

In order for these documents to take effect in a country outside the European Union, you will have to go through the process of legalising these documents. This process will vary depending on the official nature of the documents:

- Official studies: legalisation by the Ministry of Education.
- Non-official studies: legalisation by notary.

All legalisation procedures must be carried out by the student.

For further information, please consult the website of the Spain's Ministry of Education:

<https://www.educacionyfp.gob.es/portada.html>



10.

Specific requirements for Qualifying Master's Degrees and the Master's Degree in Legal Practice

10.1 Specific requirements for Qualifying Master's Degrees

Entry requirements for graduates prior to the EHEA to the Qualifying Master's Degrees in regulated engineering (Industrial, Civil and Aeronautical Engineering), Architecture, Psychology and Teacher Training, regardless of the mode in which they are to be taken (on-campus or online). Foreign students should consult the conditions for validating their Bachelor's degree to access the Qualifying Master's Degree or a Master's Degree for which a Spanish Bachelor's Degree is required to access a regulated profession.

The entry requirements for a Qualifying Master's Degree that gives access to regulated engineering degrees in Spain are established in accordance with the different Ministerial Orders listed below for the degrees offered by the UEM:

- Order CIN 309/2009, Civil Engineering profession.
- Order CIN 311/2009, Industrial Engineering profession.
- Order CIN/312/2009, Aeronautical Engineering profession.

These Orders have the same structure in all cases and in sections 4.2 therein they indicate the following:

Section 4.2 Entry requirements for the Master's Degree.

4.2.1 Access to the Master's Degree that qualifies for the profession of Industrial/Civil/Aeronautical Engineer is open to those who have previously acquired the skills set out in section 3 of the Ministerial Order establishing the requirements for the verification of official university degrees that qualify graduates for the profession of Industrial/Civil/Aeronautical Technical Engineer and whose training is in accordance with that set out in section 5 of the aforementioned Ministerial Order.

4.2.2 Likewise, entry to the Master's Degree will be permitted

when the degree of the interested party demonstrates that they have taken the basic training module and the module common to the branch, even if it does not cover a complete block of the specific technology module and does include 48 credits of those offered in the set of blocks of said module of a bachelor's degree that qualifies the holder to work as an Industrial/Public Works/Telecommunications/Aeronautical Technical Engineer, in accordance with the aforementioned Ministerial Order.

4.2.3 Likewise, access to this Master's Degree is also open to those who hold any other bachelor's degree, notwithstanding the establishment in this case of any additional training that may be deemed necessary.

These conditions refer exclusively to access to Master's degrees for graduates of the European Higher Education Area system. However, all the orders also include a reference to pre-EHEA graduates:

The above sections are to be understood without prejudice to the provisions of the thirteenth additional provision of Royal Decree 822/2021, of 29 September.

Consequently, current legislation makes it possible for Technical Engineers to access Master's Degrees, including those related to regulated engineering professions, although it is necessary for each university to define the possible additional training that must be taken in each case. Bearing in mind that the curricula of Technical Engineering degrees prior to the implementation of the EHEA were based on the so-called catalogue of degrees and were strictly regulated, it is possible to define additional training courses that are the same for all graduates of the same type, regardless of their university of origin.

The additional training courses included in this document have been determined with the aim of guaranteeing that at the end of the training process, students will have acquired the knowledge and skills set out in the Ministerial Orders indicated above and in the syllabuses of each of the Master's degrees.



I. Industrial Engineering

The Master's Degree in Industrial Engineering at the Universidad Europea de Madrid consists of 108 ECTS. In accordance with the above and with what is stated in section 4.2 of the Master's report, all graduates from any university who have completed a degree that gives access to the regulated profession of Industrial Technical Engineer have access to it. Access is also open to all graduates of those degrees that, although they do not give access to this profession, meet the requirement 4.2.2 of the aforementioned CIN order (degrees of the Industrial Technology Engineering kind). The annulment of article 4.2.1 of the aforementioned CIN order by a court ruling does not condition the access of graduates included in said article, as their degrees also include what is indicated in article 4.2.2.

Engineering graduates in a similar field of knowledge (Energy Engineering or Industrial Organisation Engineering, for example) must also take additional training that will be defined later on on the basis of a specific and detailed validation study.

Those required for graduates in Industrial Technical Engineering prior to the EHEA will be defined according to the specialisation of origin, regardless of the Spanish university where the degree was obtained. These additional training courses correspond to subjects of undergraduate degrees in the industrial field of the Universidad Europea de Madrid. Additional training will only be defined on a case-by-case basis by means of the appropriate study of the recognition of subjects for students with different academic backgrounds. This additional training all together acts as a prerequisite to be able to present the Master's Thesis, but they can be taken at the same time as the subjects of the Master's Degree.

II. Civil Engineering

The Master's Degree in Civil Engineering at the Universidad Europea de Madrid consists of 100 ECTS. In accordance with the above and with what is stated in section 4.2 of the Master's report, all graduates from any university who have completed a degree that gives access to the regulated profession of Technical Engineer in Public Works have access to the Master's degree. Likewise, all graduates of degrees that, although they do not give access to this profession they do, in fact, meet requirement 4.2.2 of the aforementioned CIN order (degrees of the Civil and Territorial Engineering type) are also eligible.

Engineering or architecture graduates in a similar field of knowledge must also take additional training that will be defined later on on the basis of a specific and detailed credit validation or recognition study.

The additional training required for graduates in Technical Engineering in Public Works prior to the EHEA are set out in the following table according to the original specialisation, regardless of the Spanish university where the degree was obtained. This additional training corresponds to subjects of the Degree in Civil Engineering of the Universidad Europea de Madrid. The different additional training courses act together as a prerequisite to be

able to present the Master's Thesis, but they can be taken at the same time as the subjects of the Master's Degree, although the attached table includes the subjects of the Master's Degree that can only be taken if the corresponding subjects of the additional training courses have been passed. (See Appendix on page 39)

Civil Construction

- > Transport Engineering Workshop
 - > Maritime Engineering
 - > Environmental Impact Assessment
- Subjects corresponding to the Degree in Civil Engineering

Hydrology

- > Structural Design Workshop
 - > Transport Engineering Workshop
 - > Maritime Engineering
- Subjects corresponding to the Degree in Civil Engineering

Transport and urban services (Includes the specialities of traffic and urban services and roads and transport)

- > Structural Design Workshop
 - > Transport Engineering Workshop
 - > Maritime Engineering
- Subjects corresponding to the Degree in Civil Engineering

III. Aeronautical Engineering

The Master's Degree in Aeronautical Engineering at the Universidad Europea de Madrid consists of 90 ECTS. According to the above and to what is stated in section 4.2 of the Master's report, all graduates of any university with access to the regulated profession of Aeronautical Technical Engineer have access to it. Access is also open to all graduates of those degrees that, although they do not give access to this profession, meet the requirement 4.2.2 of the aforementioned CIN order.

Engineering graduates in a similar field of knowledge must also take additional training that will be defined later on on the basis of a specific and detailed validation study.

When applicable, these additional training elements act together as prerequisites to be able to present the Master's Thesis, but they can be taken at the same time as the subjects of the Master's Degree.

Entry Requirements for the Master's Degree in Architecture

Order EDU/2075/2010, of 29 July, establishes as a necessary requirement for access to this Postgraduate course the possession of a Bachelor's degree with 300 European credits, with a name and characteristics in accordance with the provisions of this Order.



The Master's Degree in Architecture at Universidad Europea de Madrid consists of 60 ECTS. In accordance with the above and with what is stated in section 4.2 of the Master's report, in order to obtain the degree it will be necessary to have previously passed the Bachelor's Degree courses referred to in the Agreement of the Council of Ministers of 23 July 2010.

Entry Requirements for the Master's Degree in General Healthcare Psychology

Order ECD/1070/2013 of 12 June establishes as a necessary requirement for access to this Postgraduate course the possession of a Degree in Psychology. It is necessary to have obtained at least 90 ECTS credits in a specifically health-related field. Otherwise, the student must have completed additional training that guarantees this.

Entry Requirements for the Masters Degree in Teacher Training for Compulsory and Post-Compulsory Secondary Education, Vocational Training, Language Teaching and Sports Education

ORDER ECI/3858/2007, of 27 December, establishes that access to the Master's Degree requires candidates to provide proof of a command of the skills related to the specialisation they wish to study. To this end, candidates must take a test designed by the universities, from which those who hold a university degree corresponding to the chosen specialisation are exempt.

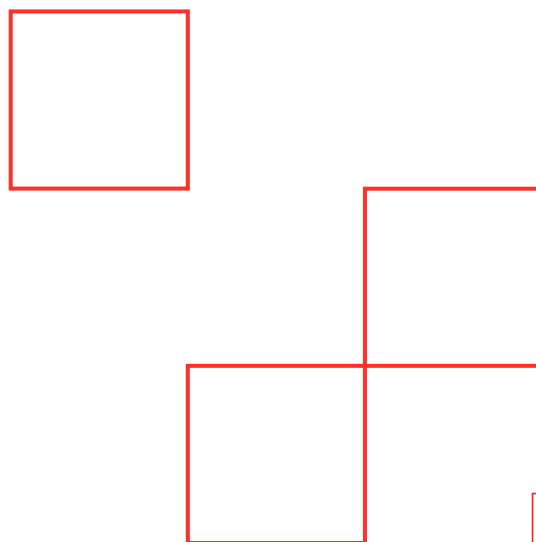
Likewise, the candidate must provide proof, by means of an official certificate, of a B1 level in a language of the EHEA and which is different from their mother tongue. The certificate must not be more than two years old. Language diplomas issued by other universities or certificates from non-official public schools will not be accepted.

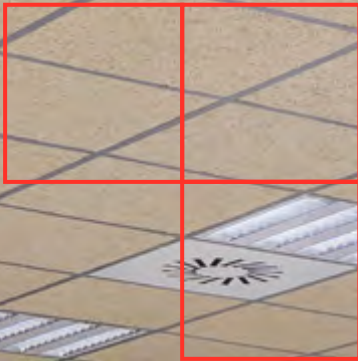
If you do not have this certificate, you can take the online English test that the UEM offers you free of charge.

Foreign graduates must have their degree officially recognised at the time of enrolment.

10.2 Specific Requirements for the Master's Degree in Legal Practice

According to the Regulations of Law 34/2006 (articles 2.1 and 3) approved by Royal Decree 775/2011, it is necessary to hold a degree in Law or another equivalent university degree that allows the student to demonstrate skills specific to the legal field. For this reason, students who are finishing their Bachelor's Degree in Law will not be able to access this Master's Degree, not even by signing a conditional enrolment document.





11.

Annexes

I. Industrial Engineering / Key entry subjects

Postgraduate Courses

Industrial Engineering
Electronics Technology
Automation and Control Technologies
Industrial Installations
Energy Technology
Industrial Plants and Buildings
Machine Technology

II. Civil Engineering / Key entry subjects

Undergraduate Courses

Structural Design Workshop
Transport Engineering Workshop Maritime Engineering
Transport Engineering Workshop
Maritime Engineering
Structural Design Workshop
Environmental Impact Assessment

Postgraduate Courses

Advanced Models in Civil Engineering
Advanced Models in Civil Engineering II
Transport Management and Planning
Oceanography and Marine Hydrodynamics
Type, maintenance, pathology and rehabilitation of structures
Spatial Planning and Strategic Environmental Assessment

III. Telecommunications Engineering / Key entry subjects

Undergraduate Courses

Telecommunication Systems Add-Ons
Multimedia Networks and Internet Technologies

Master's Degree Courses

Next-Generation Networks
Advanced Digital Communications
On the Frontier of Telecommunication Systems 1
Multimedia Services, Network Management and Planning



PLANO DEL CAMPUS VILLAVICIOSA DE ODÓN VILLAVICIOSA DE ODÓN CAMPUS MAP



Circuito Saludable 2.100 m

Dos inicios de recorrido (1 y 2) señalizados cada 100 m

- Salida fumadores
Exit for smokers
- Circuito Saludable 2.100 m
Health trail 2.100 m

El objetivo que queremos alcanzar como campus saludable es promover el desarrollo de una conciencia medio-ambiental y de hábitos saludables.
Our objective as a Healthy Campus is to promote environmental awareness and a healthy lifestyle.

EDIFICIO A/BUILDING A
Auditorio/Auditorium
Salón de grados/Boardroom
Sala de lectura/Reading room
Cafetería - Restaurante/Cafeteria - dining hall
Reprografía/Copy Center

EDIFICIO B/BUILDING B
Servicios al Estudiante/Student Services
Defensora universitaria/University Ombudsperson
Oficina Bancaria/Bank
Agencia de viajes/Travel Agency
Corner café/Coffee Corner
Oficina internacional/International Office
Auditorio/Auditorium
Centro Profesional Europeo/European Career College
Tienda FNAC/FNAC Shop
Servicio médico/Medical Services

EDIFICIO C/BUILDING C
Biblioteca Dulce Chacón/Dulce Chacón Library
Cafetería - Restaurante/Cafeteria - dining hall
Reprografía/Copy Center
FabLab

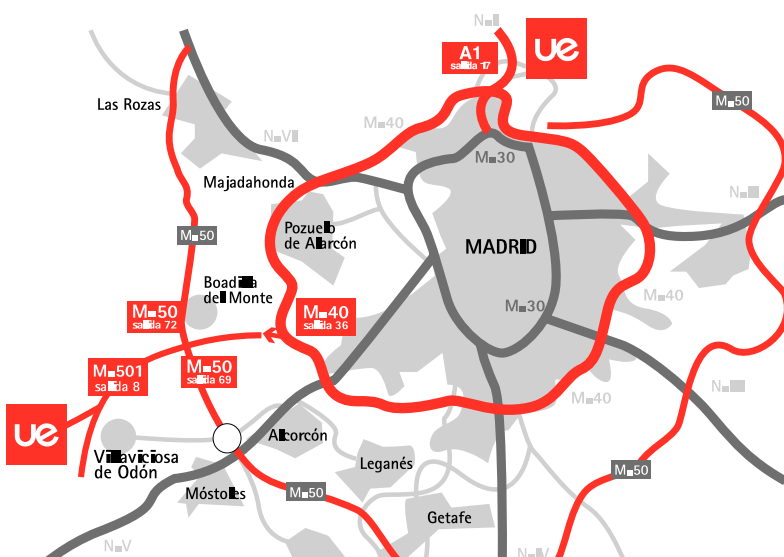
EDIFICIO D - JUAN MAYORGA /BUILDING D - JUAN MAYORGA
Piscina cubierta y exterior/Indoor and outdoor pool
Sport café/Sports Café
Pabellón polideportivo/Sports Pavilion
Sala fitness/Fitness Gym
Escuelas deportivas/Sports Schools
Campo de fútbol/Soccer field
Pista de atletismo/Running track
UEM Store/UEM store
Gabinete de Fisioterapia/Physical Therapy Services
Pistas de tenis y pádel/Tennis and Paddle Courts

EDIFICIO E/BUILDING E
Cafetería-Restaurante/Cafeteria-dining hall

RESIDENCIA 1/DORMITORY 1
RESIDENCIA 2/DORMITORY 2

CAMPUS DE VILLAVICIOSA DE ODÓN. C/ Tajo, s/n. Urb. El Bosque. 28670. Villaviciosa de Odón (Madrid). Tel: 902 23 23 50. universidadeuropea.es

PLANO DE CÓMO LLEGAR A NUESTROS CAMPUS MAP OF HOW TO FIND OUR CAMPUSES



CAMPUS VILLAVICIOSA DE ODÓN Villaviciosa de Odón Campus

Línea 518. Madrid (Príncipe Pío) - Villaviciosa de Odón. Metro Príncipe Pío. Línea 6 (circular) y línea 10 de Metro
Línea 519. Móstoles - Villaviciosa de Odón
Línea 510. Alcorcón - Villaviciosa de Odón - El Bosque
Línea 567. Majadahonda - Villaviciosa de Odón
Línea 538. Boadilla (Puerta de Boadilla) - Villaviciosa



CAMPUS ALCOBENDAS Alcobendas Campus

Estación de cercanías: C4 Alcobendas - S.S. de los Reyes
Líneas de Autobús: 159 desde Plaza Castilla;
827 desde Canillejas; 9 desde Cercanías Alcobendas.;
2 desde Metro Moraleja Av. Bruselas
Metro: Línea 10. La Moraleja. Hospital Infanta Sofía.



CLÍNICAS UNIVERSITARIAS University Health Clinics

POLICLÍNICA University Health Clinic

Metro Puerta de Toledo. Línea 5
Autobus EMT: Líneas 17, 36 (Plaza de los Pontones)
Líneas 3, 18, 23, 35, N13, N14





**Universidad
Europea**

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CAMPUS ALCOBENDAS

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28108, Madrid.

CLÍNICA UNIVERSITARIA POLICLÍNICA

Pl. Francisco Morano, s/n.
28005, Madrid.

CLÍNICA UNIVERSITARIA ODONTOLÓGICA

Paseo Santa María de la Cabeza, 92.
28045, Madrid.

UNIVERSIDAD EUROPEA DE VALENCIA

C/ General Elio, 2 y 10.
46010, Valencia.

CLÍNICA UNIVERSITARIA ODONTOLÓGICA

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Reconocimientos
de Calidad:

