

Fact Sheet 2019/20

Institutional Information

Institution	Universidad Europea de Madrid
Erasmus Code	E Madrid18
PIC Code	998597056
Campus Villaviciosa de Odón	Calle Tajo, S/N, 28670 Villaviciosa de Odón (Madrid), Spain
Institution Website	https://universidadeuropea.es/madrid
International office	international@universidadeuropea.es

Schools

Schools	International Academic Coordinator	Subject Area
School of Social Sciences and Communication	Luis Fernando Gracia luisfernando.gracia@universidadeuropea.es	Business
	Miguel Ángel Alonso miguelangel.alonso@universidadeuropea.es	Communication, Law
School of Architecture, Engineering and Design	Andrés Abasolo andres.abasolo@universidadeuropea.es	Architecture, Engineering and Design
School of Biomedical and Health Sciences	Cristina Bamond cristina.bamond@universidadeuropea.es	Medicine, Dentistry, Pharmacy and Biotechnology, Nursing, Psychology
School of Sports Sciences and Physical Therapy	Cristina Bamond cristina.bamond@universidadeuropea.es	Sports and Sports Management, Physical Therapy

Academic Information

Academic Calendar	<ul style="list-style-type: none"> Semester 1 (S1): 09th September 2019 - 24th January 2020 Semester 2 (S2): 27th January 2020 - 08th June 2020
Course Catalogue and timetable simulator	<ul style="list-style-type: none"> Online Shared Folder: “Academic offer 2019-20” Timetable Simulator (and a Video to see how it works)
Language of Instruction	Spanish / English
Language Requirements	General programs: Spanish B2 and/or English B2

	Medicine, Nursing and other health related programs involving placements: Spanish B2
Maximum allowed ECTS charge	<ul style="list-style-type: none"> • 1 Semester duration: up to 30 ECTS (regular courses) • 2 Semesters duration: up to 60 ECTS (regular courses)
Language Courses	<p>Important exception: Students can apply for a fee-paying Spanish course awarded with 6 ECTS. More information regarding this topic will be issued by the Language Center.</p> <p>language.center@universidadeuropea.es</p>
Shared folder	You will find all you need to know about your stay at Universidad Europea de Madrid in our Online Shared Folder .

Online Application

All nominated students need to complete the Online application .	
Deadlines	<ul style="list-style-type: none"> • First Semester (S1): 1st to 30th of May 2019 • Second Semester (S2): 1st to 30th of October 2019
How to complete your application	It is extremely important that the form is filled using the exact same information in the ID document and provide a valid email. Consider that this email will be used to send the official communications and documents from UEM. Students from outside of European Union must always use the passport as identification document. No applications without previous official nomination will be accepted.
Required documents to complete your application	<ul style="list-style-type: none"> • Photocopy of identity document • Academic transcript of records • Proof of language proficiency
Course choice	<p>Students will be required to submit their course choice in the online application with the following instructions:</p> <ol style="list-style-type: none"> 1. Choose the School in which you have been accepted. 2. Choose a set of 5 courses (or 30 ECTS) per semester that you wish to study at UEM. You can choose any course in your School. Courses that belong to your specific subject area will be prioritized. 3. Choose a set of 5 alternative courses (or 30 ECTS) per semester that you wish to study at UEM in case any of the first choices is not available. <p>Help tools:</p> <p>All students must use the “Academic offer 2019/2020” excel document and the Timetable simulator tool to make sure that their course election is viable. The excel document will be available in this Shared Folder link . You can learn how to use the timetable simulator using this Video tutorial link.</p> <p>Course choices will be accepted based on the following conditions:</p> <ol style="list-style-type: none"> 1. Availability of courses. 2. Schedule (No time overlaps will be accepted). 3. Students’ academic background. 4. Courses that belong to the students’ specific subject area will be prioritized.

*Final enrollment will always need approval from the International Academic Coordinator at UEM. Note that availability of courses is limited, and the process will be done under a “first come first served” basis.

Course confirmation and acceptance letter

Course confirmation and acceptance letters	<p>All students will receive confirmation of their courses enrolled at UEM and their acceptance letter by:</p> <ul style="list-style-type: none"> • Students starting their stay in Semester 1 (S1): 1st of July 2019 • Students starting their stay in Semester 2 (S2): 1st of December 2019
Guide for Incoming Students	All accepted students will have access to our Guide for Incoming students in the shared folder, it contains all information they need to prepare their stay at UEM.

Course changes

Course change requests will be acceptable depending on the program in which the student has been accepted.

<p>Erasmus+ and Bilateral exchange students</p> <p>(Students whose home universities are in Europe, North America, Asia and Australia)</p>	<p>Exchange students under Erasmus + and Bilateral programs, will have the chance to request a course change during the enrollment modification period at the start of each Semester. Course change requests will be processed based on availability and academic criteria. After the enrollment modification period, no more changes will be accepted. More information regarding this topic will be delivered before the arrival in the welcome email.</p> <ul style="list-style-type: none"> • Enrollment modification period S1: 10th to 22nd September 2019 • Enrollment modification period S2: 20th to 31st January 2020
<p>Garcilaso exchange students</p> <p>(Laureate Universities from South America)</p>	<p>Garcilaso students will have an enrollment modification period that will be managed by their home institutions right after the application process and always before the submission of their acceptance letters. No more changes will be accepted from this point on. No further actions will be required by students.</p>