Key Dates 19/20

Term dates:

**Fall 19:** September 2\textsuperscript{nd} to December 20\textsuperscript{th}

**Spring 20:** January 7\textsuperscript{th} to May 29\textsuperscript{th}

Orientation:
Orientation for both semesters is given on the first day of class

Expected Arrival Date:

Fall: End of August
Spring: Beginning of January

Fall Semester Deadlines:

- **Nomination** from Partner University: February 15\textsuperscript{th} - March 30\textsuperscript{th}
- **Student Online Application** to IEU: April 10\textsuperscript{th} - 30\textsuperscript{th}
- **Acceptance Letter** issued by IEU: mid - June
- **Enrollment**: mid-July

Spring Semester Deadlines:

- **Nomination** from Partner University: September 2\textsuperscript{nd} – 22\textsuperscript{nd}
- **Student Online Application** to IEU: September 26\textsuperscript{th} - October 6\textsuperscript{th}
- **Acceptance Letter** issued by IEU: early November
- **Enrollment**: December

Transcripts to be released: Fall (February) / Spring (June)
Coordinators are required to nominate their students according to their study field at Home University.

Special Academic Needs have to be notified by the coordinator in our nomination form, so we can inform the student about the process they need to follow in order to request special accommodations.

Campus changes are not permitted once students are officially admitted and all documents have been issued.

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**Nomination instructions**

- Coordinators are required to nominate their students according to their study field at Home University.
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**Academic offer & Course Restrictions**

Students are required to register at least 70% of the courses based on their study area/major, being able to take up to 30% of their credits from a different study area (depending on availability and overlaps).

The list of courses offered to undergraduate exchange students will be provided in the nomination instructions e-mail.

_Campus of nomination according to study area for Academic Year 19/20:_

<table>
<thead>
<tr>
<th>Bachelor</th>
<th>Madrid course offer</th>
<th>Segovia course offer</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BBA (B. IN BUSINESS)</strong></td>
<td>3rd, 4th and electives</td>
<td>1st and 2nd year</td>
</tr>
<tr>
<td><strong>LLB (B. IN LAWS)</strong></td>
<td>3rd and 4th year</td>
<td>1st and 2nd year</td>
</tr>
<tr>
<td><strong>BIR (B. IN INTERNATIONAL RELATIONS)</strong></td>
<td>3rd and 4th year</td>
<td>1st and 2nd year</td>
</tr>
<tr>
<td><strong>BCDM (B. IN COMMUNICATION &amp; DIGITAL MEDIA)</strong></td>
<td>3rd and 4th year</td>
<td>1st and 2nd year</td>
</tr>
<tr>
<td><strong>BISM (B. IN INFORMATION SYSTEM MANAGEMENT)</strong></td>
<td>1st, 2nd, 3rd and 4th year</td>
<td>Not available</td>
</tr>
<tr>
<td><strong>BID (B. IN DESIGN)</strong></td>
<td>3rd year</td>
<td>1st and 2nd year</td>
</tr>
<tr>
<td><strong>BAR (B. IN ARCHITECTURE) / BAS (B. IN ARCHITECTURAL STUDIES)</strong></td>
<td>Not available</td>
<td>2nd, 3rd, 4th and 5th year</td>
</tr>
<tr>
<td><strong>BBSS (B. IN BEHAVIOR &amp; SOCIAL SCIENCES)</strong></td>
<td>2nd year</td>
<td>1st year</td>
</tr>
<tr>
<td><strong>BIP (B. IN PSYCHOLOGY)</strong></td>
<td>3rd and 4th year</td>
<td>Not available</td>
</tr>
</tbody>
</table>

*This program is becoming extinct in two years

- Humanities courses – only offered in the 2nd semester both in Madrid and Segovia
- Seminars – offered in 1st and 2nd semester both in Madrid and Segovia
- Spanish Language – offered in 1st and 2nd semester both in Madrid and Segovia
**Entry Requirements**

Exchange students should be in good academic standing in their own university and comply with our application process deadlines. Architecture students need to provide their portfolio during the application.

**Language Requirements**

IE University requires all applicants to demonstrate competence in the English language by providing one of the following certificates:

- TOEFL 80 (iBT) / IELTS 6.5 / CAE / CPE

* If English is the student’s native language it is not necessary to provide a certificate.

** If English is the student’s language of instruction at their home institution they do not need to provide an official certificate. A confirmation letter from their home institution will be accepted instead.

For students wishing to take courses in Spanish, they need to prove a minimum level of B2 CEFR. Please note that there is a reduced offer for Spanish taught classes.

**IEU Enrollment – Fast facts**

1 ECTS credit = 25 hours of work, including classes and related academic activities.

**Maximum ECTS credits** per semester: 30 + 3 language credits. *Minimum enrollment credits are set by home institutions.

**First come first serve** system applies during enrollment and we cannot guarantee the availability of any course!

Some courses have prerequisites and students need to make sure they comply with them before enrolling. Academic information such as syllabi will be available on IE Campus (blackboard) to which students will receive access upon admission.

**Language courses:**

Students who are interested in taking a language course at IEU need to complete a placement test to receive the correct authorization of enrollment according to their level.

**Add & Drop:**

Starts on the first day of class in both semesters and students will have approximately a month to make enrollment adjustments. They will receive 3 additional enrollment tries but they have to be aware of the 20% A&D rule. After more than 20% of the sessions have passed, courses can no longer be added or dropped.

**Attendance & Absences:**

Attendance to at least 70% of classes is mandatory! Schedule overlap higher than 30% is not allowed due to the absence policy.

If students reach the 30% absence limit, they are required to contact the corresponding bachelor to justify the absences. Failure to justify these absences will translate into a failed class.
IEU GRADING SYSTEM

<table>
<thead>
<tr>
<th>ECTS Grade</th>
<th>Local grade</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>10.0</td>
<td>HONORS - Exceptional academic achievement</td>
</tr>
<tr>
<td>A</td>
<td>9.0 – 9.9</td>
<td>EXCELLENT - Outstanding performance</td>
</tr>
<tr>
<td>B+</td>
<td>8.0 – 8.9</td>
<td>VERY GOOD - Above the average standard with few minor errors</td>
</tr>
<tr>
<td>B</td>
<td>7.0 – 7.9</td>
<td>GOOD - Generally sound work with a number of minor errors</td>
</tr>
<tr>
<td>C+</td>
<td>6.0 – 6.9</td>
<td>SATISFACTORY - Fair but with significant shortcomings</td>
</tr>
<tr>
<td>C</td>
<td>5.0 – 5.9</td>
<td>SUFFICIENT - Performance meets the minimum criteria</td>
</tr>
</tbody>
</table>

EXAMINATION PERIOD

- **Midterms** take place halfway through the course sessions.
- **Final exams** take place during the last session of the course.
- **Retakes/Retests** take place in June for both 1st and 2nd Semester.

Class format

- **Fall:** Classroom teaching
- **Spring:** Classroom teaching; IEU Labs* & Online classes (limited offer)

*IEU Labs are optional. There is a mandatory intensive period in June.

Learning Expectations & Exams

IE University – Mentoring and Counseling

The IEU Mentoring & Counseling department provides resources and support to help students achieve and maintain an equilibrium between their academic obligations, extracurricular activities and social life. International students who experience distress or have issues adjusting to Spain can refer to our Head Mentors to seek guidance.

IE University - Student Services

The Student Services department supports students with immigration and relocation procedures, aiming to make the transition to Spain a bit smoother.

**Immigration:** The International Mobility department provides international students, who require a study visa for their exchange, the official admission letter (in Spanish) directed to their corresponding Spanish consulates.

**Medical Insurance:** Health insurance coverage is necessary for all students in Spain but more so for international students, who apply for a student visa, as they will be asked to provide this during the visa application process.

Living in Madrid or Segovia: Students are advised to start their accommodation search early, as soon as they know what campus they are nominated to. Looking into housing options early will ensure a better fit for student’s needs and expectation.

IE University - Campus Life

Campus Life coordinates extracurricular life and helps students integrate into the IEU Community. They are in charge of Sports, Debates, Social Clubs, Academic Clubs, Entrepreneurship and the Arts Institute.

IEU Activities  IEU Sports  IEU Clubs