

## CONTACT INFORMATION

### MADRID & SEGOVIA

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### IE University - International Mobility Office

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**Madrid:** Maria de Molina 31 Bis. 28006, Madrid – Spain

**Segovia:** Santa Cruz la Real Campus, Cardenal Zúñiga 12. 40003, Segovia – Spain

*\*Please use our Madrid campus office as your main mailing address*

### Key Dates 20/21

<b>Term dates:</b>	<b>Fall 20:</b> September 1 <sup>st</sup> to December 18 <sup>th</sup> <b>Spring 21:</b> January 11 <sup>th</sup> to May 28 <sup>th</sup>
<b>Orientation:</b>	Orientation for both semesters is given on the first day of class
<b>Expected Arrival Date:</b>	Fall: End of August Spring: Beginning of January
<b>Fall Semester Deadlines:</b>	<b>Nomination</b> from Partner University: March 5 <sup>th</sup> - March 30 <sup>th</sup> <b>Student Online Application</b> to IEU: April 15 <sup>th</sup> - 30 <sup>th</sup> <b>Acceptance Letter</b> issued by IEU: mid - June <b>Enrollment:</b> mid-July
<b>Spring Semester Deadlines:</b>	<b>Nomination</b> from Partner University: September 1 <sup>st</sup> – September 20 <sup>th</sup> <b>Student Online Application</b> to IEU: September 23 <sup>rd</sup> - October 5 <sup>th</sup> <b>Acceptance Letter</b> issued by IEU: early November <b>Enrollment:</b> December
	<b>Transcripts to be released:</b> Fall (February) / Spring (June). <u>Transcripts are sent to the home institution, only by e-mail, approximately 8 weeks after the semester.</u>

## Nomination instructions

- Coordinators are required to nominate their students according to their study field at Home University.
- *Special Educational Needs* must be stated by the coordinator in our nomination form, so we can notify students about the steps they need to follow in order to request special adaptations. If these Special Educational Needs are not specified in our nomination form, IE would not be able to guarantee the accommodation of these needs later on.
- **Campus changes are not permitted** once students are officially admitted and all documents have been issued.

## 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 20/21:

Bachelor	Madrid course offer	Segovia course offer
<b>BBA</b> (B. IN BUSINESS)	2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> and electives	2 <sup>nd</sup> year
<b>LLB</b> (B. IN LAWS)	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> year and electives	1 <sup>st</sup> and 2 <sup>nd</sup> year
<b>BIR</b> (B. IN INTERNATIONAL RELATIONS)	2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> year and electives	1 <sup>st</sup> and 2 <sup>nd</sup> year
<b>BCDM</b> (B. IN COMMUNICATION & DIGITAL MEDIA)	3 <sup>rd</sup> and 4 <sup>th</sup> year	1 <sup>st</sup> and 2 <sup>nd</sup> year
<b>BISM</b> (B. IN INFORMATION SYSTEM MANAGEMENT)	3 <sup>rd</sup> and 4 <sup>th</sup> year	Not available
<b>BID</b> (B. IN DESIGN)	3 <sup>rd</sup> and 4 <sup>th</sup> year	1 <sup>st</sup> and 2 <sup>nd</sup> year
<b>BAR</b> (B. IN ARCHITECTURE) / <b>BAS</b> (B. IN ARCHITECTURAL STUDIES)	Not available	2 <sup>nd</sup> , 3 <sup>rd</sup> and 4 <sup>th</sup> year (*)
<b>BBSS</b> (B. IN BEHAVIOR & SOCIAL SCIENCES)	2 <sup>nd</sup> and 3 <sup>rd</sup> year	1 <sup>st</sup> year
<b>BDBA</b> (B. IN DATA & BUSINESS ANALYTICS)	2 <sup>nd</sup> and 3 <sup>rd</sup> year	Not available
<b>BIE</b> (B. IN ECONOMICS)	Not available	1 <sup>st</sup> and 2 <sup>nd</sup> year
<b>PLE</b> (B. IN POLITICS, LAW & ECONOMICS)	3 <sup>rd</sup> year	1 <sup>st</sup> and 2 <sup>nd</sup> year
<ul style="list-style-type: none"> <li>▪ <i>Humanities courses</i> – only offered in the 2<sup>nd</sup> semester both in Madrid and Segovia</li> <li>▪ <i>Seminars</i> – offered in 1<sup>st</sup> and 2<sup>nd</sup> semester both in Madrid and Segovia</li> <li>▪ <i>Spanish Language</i> – offered in 1<sup>st</sup> and 2<sup>nd</sup> semester both in Madrid and Segovia</li> </ul>		
<p><b>(*) For students coming through Architecture study area 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> year courses are available in Fall Semester, whereas in Spring Semester 4<sup>th</sup> year courses will not be offered.</b></p>		

## 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.

## Learning Expectations & Exams

IEU GRADING SYSTEM		
ECTS Grade	Local grade	Definition
A+	10.0	<b>HONORS</b> - Exceptional academic achievement
A	9.0 – 9.9	<b>EXCELLENT</b> - Outstanding performance
B+	8.0 – 8.9	<b>VERY GOOD</b> - Above the average standard with few minor errors
B	7.0 – 7.9	<b>GOOD</b> - Generally sound work with a number of minor errors
C+	6.0 – 6.9	<b>SATISFACTORY</b> - Fair but with significant shortcomings
C	5.0 – 5.9	<b>SUFFICIENT</b> - Performance meets the minimum criteria
EXAMINATION PERIOD		
<ul style="list-style-type: none"><li>▪ <b>Midterms</b> take place halfway through the course sessions.</li><li>▪ <b>Final exams</b> take place during the last session of the course.</li><li>▪ <b>Retakes/Resits</b> take place in <b>June</b> for both 1st and 2nd Semester.</li></ul>		

## 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.**

## 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](#)

