

IE University Undergraduate Exchange Fact Sheet 2022/23

IE University is a place for forward-thinking visionaries to learn in a transformative environment. Located in Madrid and Segovia, IE University is consistently ranked among Spain's very best universities. This dynamic hub consists of an average of 130 different countries represented on campus each year, with over 75% of its students coming from outside Spain.

IE University Undergraduate IM Team - Contact Information

International Mobility Office – Madrid Campus

Alberto García

Director

Alberto.garcia@ie.edu

Mario Albacete

Outgoing students' coordinator

Mario.albacete@ie.edu

Marina García

Incoming students' coordinator

Marina.garcia@ie.edu

Sol Fonruge

Sol.fonruge@ie.edu

International Mobility Office – Segovia Campus

Esther Herranz

Esther.herranz@ie.edu

IE University - International Mobility Office

International.mobility@ie.edu

Tel. +34 91 782 13 17

Madrid: P.º de la Castellana, 259E. 28029 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



*Please note: Dates are subject to change

	Fall 2022	Spring 2023
Term dates	September 5 th , 2022 December 21 st , 2022	January 9 th , 2023 May 26 th , 2023
Expected arrival date	End of August 2022	Beginning of January 2023
Orientation (mandatory)	Early September 2022 (first week of classes)	Early January 2023 (first week of classes)
Nomination period	March 1 st , 2022 March 25 th , 2022	September 1 st , 2022 September 20 th , 2022
Student application period & Spanish course placement test	April 20 th , 2022 May 5 th , 2022	September 30 th , 2022 October 10 th , 2022
Acceptance Letter	Early June 2022*	Early November 2022*
Student enrollment	Mid-July 2022	Early December 2022
Transcripts Available	Transcripts are sent <u>by email</u> directly to partner institutions approximately 8 weeks after the semester (February/March 2023). Students can download an unofficial copy from their BB Ultra Student portal in the meantime.	Transcripts are sent <u>by email</u> directly to partner institutions approximately 8 weeks after the semester (end of July 2023). Students can download an unofficial copy from their BB Ultra Student portal in the meantime.

*Note: Non-EU students must not book their visa appointments before these dates as they will need our IEU Admission Letters to apply to their visas.

Undergraduate Exchange Eligibility

Exchange students should be in good academic standing in their own university and comply with our application process deadlines. **IEU does not require a minimum GPA.**

Architecture students (BAS) will need to provide their portfolio during application.

Undergraduate Nomination Instructions

- Coordinators are required to nominate their **undergraduate** students through **IEU's nomination portal**.
- Students must be nominated to a **specific IEU Bachelor's Program and Campus**, according to their study field/major at Home University.
- Please note your students will be required to register at least **70% of their courses** based on the **study area/program and campus you have nominated them for at IEU**. Check the table in the Academic offer & Course restriction section to know which Degree and Campus you must select for your students.
- Please, make sure that you download a copy of your nominations to properly inform your students of their allocated Campus and Degree.
- **Campus and Degree changes are not permitted** once students are officially admitted, and all documents have been issued.
- **Coordinators must request any Special Educational Needs** for their students through the nomination form. If these Special Educational Needs are not specified in our nomination form, IEU would not be able to guarantee the accommodation of these needs later.

Language Proficiency Requirements

IE University requires applicants to demonstrate competence in the English language by providing one of the **following official certificates**. We only accept scores that are **less than two years old**.

TOEFL 80 (iBT) CAE (C1)	IELTS 6.5 CPE (C2)
----------------------------	-----------------------

*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, it is not necessary to provide an official English certificate. **During application students must attach an **English proficiency letter** issued by their home university confirming that they have the sufficient proficiency in English to be able to study at IEU.

***Applications without proof of English will not be considered.

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.

Academic offer & Course restrictions

Students will be required to **register at least 70 % of their courses based on their Study area/Campus** but are able to take up to 30% of their credits from a different study area (always depending on availability and overlaps).

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

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

Campus of nomination & course offer at IEU according to study area for Academic Year 22/23:

Bachelor	Madrid Course Offer	Segovia Course Offer
BBA (<i>Bachelor in Business Administration</i>)	2 nd , 3 rd and electives	2 nd year
BCDM (<i>Bachelor in Communication and Digital Marketing</i>)	3 rd and 4 th year	Not available
BBSS (<i>Bachelor in Behaviour and Social Sciences</i>)	3 rd and 4 th year	Not available
BIR (<i>Bachelor in International Relations</i>)	1 st , 2 nd , 3 rd year & electives	1 st and 2 nd year
BIE (<i>Bachelor in Economics</i>)	2 nd , 3 rd , 4 th year & electives	1 st and 2 nd year
LLB (<i>Bachelor in Laws</i>)	1 st , 2 nd , 3 rd year & electives	1 st and 2 nd year
PPLE (<i>Bachelor in Philosophy, Politics, Laws and Economics</i>)	1 st , 2 nd , 3 rd year & electives	1 st and 2 nd year
BAS (<i>Bachelor in Architectural Studies</i>)	4 th year*	2 nd & 3 rd year**
BID (<i>Bachelor in Design</i>)	3 rd and 4 th year	1 st and 2 nd year
BDBA (<i>Bachelor in Data and Business Analytics</i>)	1 st , 2 nd , 3 rd and 4 th year	1 st year
BIS (<i>Bachelor in Information Systems</i>)	4 th year electives	Not available
BCSAI (<i>Bachelor in Computer Science & Artificial Intelligence</i>)	2 nd & 3 rd year	1 st year

*Students coming to BAS Madrid: Only in Fall and only for last year students of Architecture.

**Students coming to BAS Segovia: 2nd & 3rd year courses are available in Fall and Spring.

IEU Enrollment - Fast Facts

Students only enroll through **IEU enrollment platform** once the enrollment period opens. IEU **IM team will provide the link and instructions** in due time.

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

Maximum ECTS credits per semester: 30 ECTS + 3 language credits. Students may take less than 30ECTS if allowed by their Home University, as 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!**

Our enrollment platform will require students to take 70% of their total ECTS on courses from their nominated study field. The remaining 30% will be allowed to pertain to any other program. **Some courses have prerequisites** and students need to make sure they comply with them **before** enrolling.

Academic information such as final list of courses and syllabi will be available on BB Ultra student portal to which students will receive access upon admission.

Spanish Language courses:

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

The placement test will take place during the student application period.

Add & Drop period:

Starts on the 1st day of class in both semesters. Students will have approximately 1 month to make enrollment adjustments.

Students will receive additional enrollment tries but must 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.**

IEU Attendance & Absences Policy

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 and exams

IEU Grading System:

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

IEU Examination Period:

Midterms take place halfway through the course sessions

Final exams take place during the last session of the course.

Retakes/Resits take place in June for both 1st and 2nd Semester

IEU Class Format:

Fall: Classroom teaching

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

*IEU Labs are optional. They include a mandatory intensive period in June.



IEU Student Services

The [IEU Student Services](#) department supports students with **immigration and relocation processes**, aiming to make the transition to Spain a bit smoother. To contact IEU Student Services office, you can email ieustudentservices@ie.edu or call at (+34) 91 568 98 96.

IMMIGRATION

EU CITIZENS: You will not need a [visa](#) if you are from Germany, Austria, Belgium, Bulgaria, Cyprus, Croatia, Denmark, Slovakia, Slovenia, Estonia, Finland, France, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Czech Republic, Romania, Sweden. Switzerland and United Kingdom (Please be aware that the requirements for UK citizens might change after Brexit is fully established).

However, you still need to **register with the Spanish authorities** upon your arrival in Spain and obtain your personal NIE card (a residency document that allows you to study and stay in Spain for 5 years). This is a mandatory process and the IEU Students Services Office will help you obtaining your NIE card upon your arrival.

NON EU CITIZENS: If you are a non-European union citizen, you will need a student [visa](#). Once you have been admitted as an exchange student at IE University, the International Mobility department will provide NON EU students their official admission letter (in Spanish) directed to their corresponding Spanish consulates. You will have to then **contact the nearest Spanish consulate or embassy** that corresponds to your place of legal residence. They should be able to give you an updated list of student visa requirements, as well as answer any questions you may have regarding the application process. Don't forget to book your student visa appointment at least 90 days before the start of your classes! Click [HERE](#) to see all the Spanish consulates and embassies around the world.

HEALTH 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 their visa application process. Whether you have public or private insurance, please refer to our section on medical insurance to learn about coverage in Spain.





LIVING IN MADRID & 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.

IEU ACOMMODATION | MADRID: There are several housing options in Madrid: Student residences, private flats, shared flats, and homestay with local families. Click [here to learn about housing options in Madrid](#) and see which one is best for you.

IEU ACOMMODATION | SEGOVIA: There are several housing options in Segovia, a World Heritage city featuring cobblestones and a famous Roman aqueduct: Student residences, private flats, shared flats, homestay with local families and residence apartments. Click [here to learn about housing options in Segovia](#) and discover which one is best for you.

IEU Campus Life

[IEU Campus life](#) is the nexus of the university. IEU Campus Life fosters community engagement, through sports, debates, social clubs, academic clubs, entrepreneurship, and the Arts Institute. With over 6,000 students from 130 different countries, 100-plus clubs, and around 1,500 yearly events, there is always something happening at IE University. Exchange students have the same rights and privileges as domestic IEU's students, and this includes access to facilities and extracurricular activities.



IEU CLUBS

No matter what piques your interest, we have you covered. IE clubs are instrumental to the IE experience. They are the engine to a unique and fun-filled time at IE. Click [here to learn about the different club options](#) and see which one is best for you.

IEU SPORTS

IE University Athletics offers our students the opportunity to represent IE University in a wide range of team sports and individual sports, in both competitive and recreational atmospheres. For those student athletes looking to continue developing their talent at the collegiate level, we offer our competitive Varsity Sports. For students who wish to play at a recreational level, we also offer our club sports. Click [here to learn about the different sport options](#) and see which one is best for you.

IEU TRADITIONS

IE University's contagious spirit and pride have grown tremendously over the years, bolstered by exciting campus-wide events and programs. Join in, have fun, and become a part of IE's lively events and longstanding traditions. Click [here to learn about the different IEU events](#) and see which one is best for you.



IEU Counselling

The [IEU Counselling](#) department provides resources and support to help students achieve and maintain an equilibrium between their academic obligations, extracurricular activities and their personal and social lives. The IEU Counselling department aims to ensure undergraduate students' well-being at every stage of their path through university. International students who experience distress or have issues adjusting to Spain can use this service and refer to our Head Mentors to seek guidance.

IEU Center for Health, Well-being, and Happiness

The [IEU Center for Health, Well-being, and Happiness](#) mission is to give students, staff and alumni of IE University the skills necessary to help them study, live and work at their very best. The Center takes a scientifically grounded and holistic approach to enhancing performance and happiness through simple, practical and sustainable educational programs.