

# Enrollment Guide

**International Business and International  
Relations Global Bachelor's Degree**

 **Universidad  
Europea Madrid**

**ACADEMIC YEAR  
2020-2021**



# Enrollment guide

- 3. **General issues**
- 3. **Rules and enrollment procedures**
- 4. **Special Subjects**
- 4. **Language's plan**
- 4. **Language's general considerations**
- 5. **Degree's specific issues**
- 5. **Schedules**
- 5. **Suggestions**
- 7. **Internships**
- 7. **University activities**
- 7. **Final Project**



# Enrollment Academic Year 2020-2021

From July 15th to September 14th

Enter into the enrollment application

<https://universidadeuropea.es/madrid/matriculacion>

## General Issues

### Rules and enrollment procedures:

- » Registration requests will not be accepted by general online instance. It will be reviewed to confirm that it complies with the regulations, and if it does not comply with it, the appropriate modifications will be made and the final situation will be communicated to your university email address (numExpediente@live.uem.es) , as well as how your personal email address that appears in our systems.
- » If there is any consideration that we have to take into account when reviewing your registration application, or any request that the system does not allow you to make, you should indicate it in the observations field of the online registration platform. Indications received by other means will not be taken into account.
- » Remember that if you have been assigned an international destination to take during the 20/21 academic year, you must adjust your enrollment to what was agreed with the International Mobility Manager, enrolling both the subjects that you will do at the UEM and those that you will do at destination and that appear in your learning agreement. In addition, you must indicate it in the observations field.

### General Issues

Complete your enrollment for the course. Modifications will only be allowed on an exceptional basis, adjusted to the regulations and deadlines for modification of registration.

- » You must enroll all the subjects of the same course in the same group.

Credits number:

- In grade, it is recommended to enroll each course 60 credits (72 maximum, 36 maximum per semester, 30 ECTS per year as minimum enrollment).
  - In the case of double degrees, it is recommended to enroll 72 credits each course (maximum 84, maximum 42 per semester, 30 annual credits as minimum enrollment).
  - In online degrees or in weekend format, fewer credits may be registered than those previously indicated.
  - Exceptionally, if you are going to finish your degree this course, you can enroll a maximum of 78 ECTS (90 in double degrees).
- » You must first enroll the subjects of lower grades.
  - » It allows time overlap of 2 hours maximum between subjects, except in practical subjects where no overlap will be allowed.

## › Special Subjects

### Language's plan:

General language considerations.

- » Throughout your studies you will have to take the Language course or subjects in a language other than the degree. In all degrees, the Language course will be adapted to the specific needs of each Program.

It is not necessary to have reached a previous minimum level to be able to enroll the Language course or subjects in a language other than the degree.

- » It is your responsibility to have the language level that is recommended when registering the subject to follow it with the maximum advantage. You can perform a self-test to confirm your level on these links:

Self-assessment test for English language: [https://www.flexiquiz.com/SC/N/U\\_E\\_English\\_level\\_self-assessment](https://www.flexiquiz.com/SC/N/U_E_English_level_self-assessment)

Self-assessment test for Spanish language: [https://www.flexiquiz.com/SC/N/U\\_E\\_Spanish\\_level\\_self-assessment](https://www.flexiquiz.com/SC/N/U_E_Spanish_level_self-assessment)

- » In degrees in which subjects are offered in another language (this is not the case since your Global degree is taught entirely in English). It is recommended to have level B2.1. to be able to enroll the subjects in the language that is not that of the degree.

### Language platform:

- » The University offers you a free virtual platform for language learning, in addition to the Language course of your Study Plan.
- » Registration to this platform is done outside the enrollment period and replaces previous extracurricular courses.
- » The platform has a virtual 24x7 format, which will allow you greater flexibility when deciding where and when to continue training in the language of your choice.
- » At your disposal the possibility of training in any of the 24 languages offered through the virtual platform. You can choose one of these languages in a free format, provided that the chosen language is part of the Degree Study Plan, and as many other languages as you wish with an associated cost.
- » Before choosing a language other than your Study Plan, we recommend that you make sure you have at least B1 level in the language required in your degree (English / Spanish).
- » Once the official registration period has ended, you will receive a communication indicating how to proceed to enroll in the extracurricular languages platform. To be able to access without associated cost it will be necessary for you to sign up within the registration period that we indicate.

# › Degree's specific issues:

## Faculty of Social Sciences and Communication Issues.

### Academic Model:

### Challenge Based School

Learning by doing is a great way to learn. It allows you to see the result of what you learn applied to a project that grows with your knowledge.

*Challenge Based Learning* in which you will apply the knowledge you have learned to real cases or assumptions throughout your studies. You will use different laboratories such as the Consulting Laboratory or the International Relations Observatory and you will collaborate with students from other areas; just as you will in a company with colleagues from other departments.

Learning by doing is a great way to learn. It allows you to see the result of what you learn applied to a project that grows with your knowledge.

## Schedules

The groups and schedules offered for this Degree are shown below:

- 1º: Morning
- 2º: Afternoon
- 3º: Morning
- 4º: Afternoon
- 5º: Morning

## Suggestions

- » In the following tables you can find recommendations for subjects that you should take before enrolling those indicated in orange:

Economía	Contabilidad	Negocios
<b>1º</b> Matemáticas Entorno Económico	<b>1º</b> Análisis Financiero y Contable	<b>1º</b> Fundamentos de Negocios Internacionales Geopolítica del Mundo Actual
<b>2º</b> Análisis Competitivo de mercado Economía Mundial	<b>2º</b> Contabilidad Financiera y control de gestión en entornos internacionales	Entornos: cultural, político y legal
<b>3º</b> Comercio Internacional		<b>2º</b> Inteligencia Empresarial

Finanzas	Marketing	Empresa
<b>1º</b> Análisis Financiero y Contable	<b>1º</b> Introducción al Marketing	<b>1º</b> Principios de Dirección de empresas
<b>2º</b> Economía Financiera Fuentes de Financiación Internacional	<b>2º</b> Marketing Internacional	Derecho Contratación Internacional Dirección estratégica internacional
<b>4º</b> Fusiones y adquisiciones (optativa)	<b>3º</b> Investigación Comercial	<b>3º</b> Dirección de la Producción y operaciones internacionales
		<b>4º</b> Distribución y logística

Cuantitativas	Fiscalidad	Transversales
<b>1º</b> Matemáticas	<b>2º</b> Fiscalidad Internacional	<b>1º</b> Habilidades Comunicativas
<b>2º</b> Estadística		<b>3º</b> Gestión de Recursos Humanos Habilidades Directivas y de Negociación
		<b>4º</b> Ética en los Negocios Internacionales

Estancia internacional		
<b>3º</b> Estrategias de Internacionalización	<b>3º</b> Finanzas Internacionales Idioma a III	<b>4º</b> Gestión de proyectos

## › Internship

You must have passed 120 credits to take the curricular practical course (located in 4<sup>th</sup> and 5<sup>th</sup> grade)

## › University Activities

Remember that this subject is mandatory in your degree. If you want to add this subject to your enrollment, you must have previously accumulated in your academic record a minimum of 4 ECTS credits of extracurricular activities. And to overcome it, you must complete, in the course in which you enroll, the credits of extracurricular activities that remain until you reach a total of 6 accumulated ECTS credits.

- » All the information related to this subject can be found on the virtual campus, in the UE Experience community.

## › Final Project

You will be able to enroll in the End of Degree Project if you also have all the credits necessary to complete the simple degree related to the Degree you want to complete. Exceptionally, you will be allowed to enroll if you only need to enroll the subject of University Activities in your study plan (if it exists in the study plan) and you have already accumulated 2 ECTS credits of extracurricular activities in your file. In this case, remember that you must complete the 6 credits and enroll the subject as soon as possible, and always before you can defend your Final Degree Project.

Remember that, if during the course you have to de-enroll any subject, the Final Degree Project will also be de-registered.

- » To present the TFG, students must have passed all the credits necessary to finish their degree, except a maximum of 12 ECTS related to the Degree you want to complete.