

IE University Undergraduate Exchange Fact Sheet 2021/22

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 International Mobility Office

Undergraduate IM Team - Contact Information

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

**Address for Madrid Campus new location: Soon to be determined



	Fall 2021	Spring 2022
Term dates	September 6, 2021 December 17, 2021	January 10, 2022 May 27, 2022
Expected arrival date	End of August 2021	Beginning of January 2022
Orientation (mandatory)	Early September 2021	Early January 2022
Nomination period	March 5, 2021 March 25, 2021	September 1, 2021 September 20, 2021
Student application period & Spanish course placement test	April 15, 2021 April 30, 2021	September 24, 2021 October 5, 2021
Acceptance Letter	Mid-June 2021	Early November 2021
Student enrollment	Mid- July 2021	Early December 2021
Transcripts Available	Transcripts are sent <u>by e-mail</u> directly to partner institutions approximately 8 weeks after the semester (February/March 2022). Students can download an unofficial copy from their IE Campus in the meantime.	Transcripts are sent <u>by e-mail</u> directly to partner institutions approximately 8 weeks after the semester (end of July 2022). Students can download an unofficial copy from their IE Campus in the meantime.

**Please note: Dates are subject to change.*

Inauguration IE Tower – Madrid Campus

IE University will inaugurate [IE Tower](#), its new vertical, technological and sustainable headquarters in the north of Madrid, in September of this year. At 180 meters high, with 35 floors covering 50,000 square meters, and 7,000 square meters of green space, IE Tower has the capacity for 6,000 students. One of the few high-rise university centers in the world, it is designed to be a benchmark for innovation and technology in education.

Nomination Instructions

Coordinators are required to nominate their students according to their study field/major at Home University. **Campus changes are not permitted** once students are officially admitted and all documents have been issued.

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.

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 need to provide their portfolio during application.

Language Requirements

IE University requires applicants to demonstrate competence in the English language by providing one of the **following official 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, it is not necessary to provide a certificate. A confirmation letter from their home institution specifying that they have the sufficient proficiency in this language to be able to study at IEU 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.**

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.

- 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.

Campus of nomination according to study area for Academic Year 21/22:

Bachelor	Madrid Course Offer	Segovia Course Offer
BBA (<i>Bachelor in Business Administration</i>)	2nd , 3rd, 4th and electives	2nd year
LLB (<i>Bachelor in Laws</i>)	1st , 2nd, 3rd year & electives	1st and 2nd year
BIR (<i>Bachelor in International Relations</i>)	1st, 2nd, 3rd year	1st and 2nd year
BCDM (<i>Bachelor in communication and digital marketing</i>)	3rd and 4th year	1st and 2nd year
BISM (<i>Bachelor in Information System Management</i>)	3rd and 4th year	Not available
BID (<i>Bachelor in Design</i>)	3rd and 4th year	1st and 2nd year
BAR (<i>B. in architecture</i>) / BAS (<i>B. in architectural studies</i>)	4th year	2nd y 3rd year*
BBSS (<i>Bachelor in behavior and social sciences</i>)	2nd, 3rd and 4th year	1st year
BDBA (<i>Bachelor in Data and Business Analytics</i>)	2nd and 3rd year	1st year
BIE (<i>Bachelor in Economics</i>)	1st and 3rd year	1st and 2nd year
PLE (<i>Bachelor in Politics, Laws and Economics</i>)	3rd year	1st and 2nd year

*Students coming through BAR: 2nd & 3rd year courses are available in Fall and Spring, 4th year courses will only be offered in Fall.

IEU Enrollment - Fast Facts

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!**

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 IE Campus (blackboard) to which students will receive access upon admission.

Liquid Learning Model – Fall 21: Online, offline, synchronous & asynchronous classes in both Campuses, Madrid & Segovia. Click here to learn more about the [Liquid Learning Model](#).

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 3 additional enrollment tries but 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 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 a number of 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. There is 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 Counseling

The [IEU Counseling](#) 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 Counseling 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.

