



**ADMISSION AND ENROLLMENT
REGULATIONS - OFFICIAL
MASTER'S DEGREES** of the
Universidad Internacional de la
Empresa

PREAMBLE

The general requirements to access the official university Master's degree courses are in accordance with the provisions of article 18 of Royal Decree 822/2021, of 28 September, which establishes the organisation of university education and the procedure to assure its quality

By rectoral resolution, of 3 June 2024, the admission and enrolment regulations for undergraduate studies of the Universidad Internacional de la Empresa – UNIE are approved in all its terms.

This regulation shall enter into force the day after its approval, being published through the internal and external information systems commonly used by the Universidad Internacional de la Empresa.

For these purposes, and in accordance with the provisions of the university regulations, the following shall be understood as:

a) Access: All the necessary requirements to study the official Master's degree courses, which must be fulfilled prior to the admission to the Centre.

b) Admission: It is the process to award the places offered in each Master's degree programme, among those who have applied for the same and meet the necessary requirements to study an official postgraduate degree. An application must be made for each considered degree. Each Master's degree has its evaluation criteria to establish the admission order. The admission can be made directly after applying for a place, or through an admission procedure.

c) Admission and enrolment procedure: It is the process by which one becomes a student of a particular Master's degree at the University or Centre. The admission procedure is organised through a series of steps that can consist of: Tests or evaluations, or evaluation of the documentation that accredits the previous training, interviews, and other formats that the Centre can use to assess the merits of the candidates for the offered places. At the time of registration, it is essential to meet the legal access and admission requirements. If an admitted person decides not to enrol, renouncing his/her place in that degree programme, the next person on the waiting list is called.

Title I. Requirements to access a Master's degree

Article 1. Admission

1.1. Students shall be able to access any official Master's degree programme scientifically related or not to their university curriculum.

1.2. Once the student's admission has been notified, the registration shall be effective once the corresponding admission and registration procedures have been completed, with the express full acceptance of each and every one of the General Enrolment Conditions after completing the Enrolment Form. For this it shall be necessary to accredit that the access requirements to the degree and other requirements required by the current legislation are met.

1.3. The student undertakes to submit the mandatory documentation for admission to the master's degree programme to the Centre to register for the course, with the personal, academic and professional data requested.

1.4. The access and admission applications shall be managed by the administrative bodies of the Centre, which shall ensure compliance with the legally established access and admission conditions.

Article 2. Access requirements

2.1. In accordance with the provisions of article 18 of Royal Decree 822/2021, of 28 September, the following access and admission conditions shall apply:

- a) Having an official Spanish university degree or equivalent is an admission condition to a Master's degree, or, in its case, to have another Master's degree or degrees of the same level as the Spanish Degree or Master's degree issued by universities and higher education institutions of an EHEA country that in said country allows access to Master's degree studies.
- b) Similarly, a Master's degree in the Spanish university system may be accessed by persons holding degrees from educational systems that are not part of the EHEA, which are equivalent to the degree, without the need to officially recognise the degree and only the university's verification of the involved level of training, provided that in the country where the degree has been issued the same allows access to postgraduate studies at university level. In no case, access by this means shall imply an official recognition of the previous degree held by the interested party or its recognition for purposes other than undertaking the Master's degree studies.
- c) To have a degree (for full or partial purposes) equivalent to the corresponding Spanish degree, when expressly established in international agreements or conventions of a bilateral or multilateral nature to which the Spanish State is a party.
- d) Accredited an officially approved or declared as equivalent degree, according to Royal Decree 967/2014, of 21 November.
- e) Access by partial validation of studies in other countries, under article 18 of Royal Decree 967/2014, of 21 November. The Centre, following the degree validation legislation, shall recognize the validity of part of the higher studies carried out abroad, whether or not they have been awarded a master's degree, regarding the degree that said student wants to study at the Centre. Access by this means shall not imply, in any case, the official recognition of the previous degree held by the interested party or its recognition for purposes other than undertaking the Master's degree.
- f) Access by partial validation of the same studies carried out in Spain.

2.2. The Centre, in accordance with the curriculum of the corresponding qualifying master's degree, shall require specific access conditions for access to a university master's degree that allows the exercise of professional activities regulated in Spain, under the terms established by the current legislation. In the case of qualifying degrees of the Centre, the same may require the

prior official recognition of the previous degree that gives access to the Master's degree or a declaration of equivalence.

2.3. Access to each specific degree may also require compliance of the additional requirements that may have been determined in the corresponding Master's degree Verification Report.

These additional access requirements may refer to the language level detailed in Article 3, or the need to perform additional training, depending on the training and previous experience accredited by the student. Said additional training may be part of the Master's degree curriculum, provided that the total number of credits to be taken does not exceed the equivalent of 20 percent of the total credits of the degree.

If the student does not accredit the required language level, or does not pass the additional training, the same shall not be able to take the chosen Master's degree programme.

2.4. The admission shall not imply, in any case, any modification of the academic or professional purposes that correspond to the previous degree that the interested party holds, nor its recognition for purposes other than taking the Master's degree courses.

Article 3. Language requirements

3.1. Students from countries or educational systems with a language other than Spanish must demonstrate a B2 Spanish level according to the Common European Framework of Reference for Languages. Regarding the accreditation of the Spanish language level for admission to an official degree, one of the following alternatives may be chosen:

- Submit a B2 Spanish level certification.
- Take an internal language level test of the Centre.

3.2. The following are exempt from this requirement:

- Those who can provide reliable proof of Spanish nationality or of any country in which Spanish is the official language.
- Those who hold a university degree awarded by any Spanish University or a foreign degree equivalent to: Spanish Philology, Translation and Interpretation (with Spanish language), Spanish Literature and/or Linguistics.
- Those who have taken a language level test in the Centre.
- Those who certify, through the corresponding certification that have taken previous studies in Spanish.

3.3. In the event that the degree to which the student applies is taught in English, the applicant must prove a B2 English level of the Common European Framework of Reference for Languages:

- Submit a B2 English level certification.
- In case of not submitting the certification, a specific language test provided by the Centre must be taken.

3.4. The following are exempt from this requirement:

- Those who reliably prove an English nationality or belong to any country in which English is the official language.
- Those who hold a university degree, whose curriculum has been taught in English, awarded by any English University or a foreign degree equivalent to: English Philology, Translation and Interpretation (with English language), English Literature and/or Linguistics.
- Those who have taken a language level test in the Centre.
- Those who certify, through the corresponding certification that have taken previous studies in English.

3.5. If it is detected that the student does not have the required B2 level language knowledge according to the Common European Framework of Reference for Languages, a level test must be taken at the Centre.

Article 4. Studies official recognition

In addition of the access manner, the following must be submitted:

- If you access without the degree recognition: Printed access application form for a master's degree with a foreign degree in Higher Education without recognition; a certificate accrediting that the studies carried out in the issuing country allow access to official postgraduate studies; curriculum with a detailed information of each subject taken, stamped by the University of origin.
- If you accede with a degree recognition: Degree recognition or declaration of equivalence issued by the Ministry of Education of Spain.

Article 5. Counselling system and students with educational needs

The Centre ensures transparent and accessible information on admission procedures and has student counselling systems. Additionally, also ensure that said information and admission procedures take into account students with functional diversity or specific needs, and shall have adequate support and counselling services, which shall assess the need for possible curriculum adaptations, programmes or alternative studies.

Article 6. Place reservation

The Centre reserves at least 5 percent of the places offered in the official university Master's degree for students who have a recognized disability degree equal to or greater than 33 percent, as well as for students with permanent educational support needs associated to personal disability circumstances, who in their previous studies have needed resources and support for their full inclusive education.

Title II. Criteria for admission to a Master's degree

Article 7. Admission procedure

7.1. Applications for access and admission shall be managed by the competent academic staff of the Centre, who shall ensure compliance with the legally established access and admission conditions.

7.2. In general, the direct admission procedure shall be applied whenever the student provides the access documentation to the Master's degree and there are available places.

7.3. In the event that the demand exceeds the supply of places, the Academic Admissions Committee shall apply the criteria and weighting reflected in the verification report of the corresponding degree until obtaining the final candidates list.

7.4. The admission procedure shall be as follows:

- The student requests the corresponding department access to the Master's degree.
- The application is sent to the Admissions Department and/or the corresponding academic team, who once the submitted documentation is analysed, shall proceed to hold an interview with the student.
- If appropriate, the assessment of the merits considered for the ranking of the admission applications shall be carried out.
- Notification of the result to interested students.

The body that shall carry out the students admission is the Academic Admissions Committee which is formed by:

- Selection and Admissions Department Head.
- Academic Secretary.
- Degree Director or delegated person.

7.5. Once the corresponding access manner has been accredited under the current regulations for admission to the specific degree course and with the purpose of ranking the candidates in the event of a demand exceeding the number of places offered, the Academic Admissions Committee shall examine the curricula of the candidates in order to decide whether it is appropriate or not to grant them the enrolment right, in accordance with the established entry profiles and the prior training requirements. In such a case, the Commission shall draw up a hierarchical list of the candidates merits according to the following admission criteria.

Article 8. Admission criteria

8.1. The criteria defined to validate the admission and comply with the legal access requirements are:

- a) Academic record.
- b) Curriculum.

- c) Personal motivational interview.
- d) Contextualised professional experience in the field of the degree to be taken
A motivation letter

Specifically, and according to the Master's degree programme, additional training related to the degree may be required.

8.2. The linguistic level shall be assessed in the case of students from countries or educational systems with a language other than Spanish; or in the event that the degree to which the student is applying to the Centre is taught in English.

Article 9. Admission conditioned by linguistic requirement

9.1. In the event that the degree to which the student applies is taught in English, the admission shall be conditioned until the required level of knowledge is accredited (B2 level of the Common European Framework of Reference for Languages) or a specific language test is taken at the Centre.

9.2. Non-Spanish-speaking students who must accredit their Spanish knowledge (minimum B2 level of the Common European Framework of Reference for Languages) shall be admitted on a conditional basis, having to accredit the linguistic requirement or take a specific language test, within the deadlines established by the Centre.

Title III. Registration process

Article 10. Enrolment of University Master's degree

10.1. Students shall enrol in all subjects or modules of the corresponding ordinary academic year, in the periods established for the same.

10.2. Students who enrol in an Extended Master's degree shall enrol in the modules offered by the Centre for each academic period. Students may request an enrolment extension of the different modules or subjects in the periods indicated by the Centre for this purpose.

Article 11. Enrolment methods and limits

11.1. The student may choose one of these two enrolment methods for the official Master's degree, according to the criteria established in the Centre's Advancement and Permanence Standards:

- a) Full-time enrolment.
- b) Part-time enrolment. The minimum and maximum number of credits corresponding to each enrolment method is determined by the permanence standards of the Centre.

11.2. The chosen method at the enrolment time shall be maintained throughout the academic year, being able to modify it in the next academic year.

11.3. Full-time students must enrol for at least 48 ECTS credits in Master's programmes that do not lead to professional practice, and of 60 ECTS credits in the master's degrees that qualify for professional activities in Spain.

Part-time students shall enrol between 18 and 35 credits in the master's degrees that do not lead to professional practice, and between 24 and 47 credits in the master's degrees that qualify for the exercise of professional activities.

11.4. Students with functional diversity and specific educational needs and those who have only less than 18 ECTS credits left to obtain the degree, excluding those corresponding to final master's degree dissertations, shall not be subject to the minimum enrolment limits established by the Centre.

Article 12. Conditional enrolment. Simultaneity of Degree and Master's degree studies

12.1. Exceptionally, it may be established, based on specific regulations approved by their governing bodies, conditional enrolment procedures to access a Master's degree. This will consist of allowing an undergraduate student who has up to 9 ECTS credits remaining to pass the Final Year Project, to access and enrol in a Master's degree, although in no case the same can obtain the Master's degree if he has not previously obtained a bachelor's degree, under article 18.4 of Royal Decree 822/2021, of 28 September, which establishes the organization of university studies and the procedure for assuring its quality.

12.2. Priority in enrolment shall be guaranteed to students holding a university bachelor's degree.

12.3. In this procedure credits pending recognition or transfer in the Bachelor's degree may be taken into account, or the requirement to exceed a certain level of knowledge or a foreign language in order to obtain the degree.

12.4. In case of accessing a Master's degree in Law and Advocacy, the provisions of article 18.4 of Royal Decree 822/2021, of 28 September shall not apply. In order to enrol and study this postgraduate programme, it is necessary to hold a Law Degree from a Spanish University or another degree issued by a higher education institution of the EHEA (European Higher Education Area) which entitle in the country issuing the degree access to courses of this Master's degree. In the case of degrees obtained abroad, it is required to have the certificate that accredits the recognition or declaration of equivalence of the degree in Spanish Law.

In any case, before the beginning of the academic period, the student must accredit before the University, through the corresponding documentary evidence, that he/she has the official degree required to study the Master's degree in Law and Advocacy. For this, the procedure determined for said purpose by the University must be followed.

12.5. If the Master's degree is in the Engineering and Architecture field, students may access and enrol, upon signing the corresponding conditioned enrolment document, and in accordance with the specific enrolment conditions, those students of the linked Degree who have yet to pass the Final Year Project and one or more subjects which in no case jointly (Final Year Project and subjects) may exceed 30 ECTS credits. Under no circumstances may students obtain the

Master's degree if they have not previously obtained an official university bachelor's degree. The admission and conditional access of the students of the bachelor's degree linked to the corresponding Master's degree shall only be possible, if the proposed academic programme has been favourably reported by the competent quality agency.

Article 13. Conditional enrolment. Additional training.

13.1. Applicants for postgraduate studies access may be admitted and enrolled but subject to the compulsory completion of specific additional training, as determined by the verified degree report. The University will proceed to register the corresponding additional training, if the same is part of an official Master's degree.

13.2. The academic situation of the student shall be of conditional enrolment until the additional training is accredited.

Additional provision

All the denominations contained in this regulation that are carried out in common gender, shall be understood to be made and used indiscriminately in male or female gender, according to the sex of the holder who performs them.

Final provision

This regulation shall enter into force the day after its approval by the competent body of the University or Centre.