

# Undergraduate Exchange Program Fact Sheet 2023/24

## IE University International Mobility Office Contact Information

[International.mobility@ie.edu](mailto:International.mobility@ie.edu)  
Tel. +34 91 568 96 00

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



### IM Office – Madrid Campus

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

- **Alberto García**  
Director  
[Alberto.garcia@ie.edu](mailto:Alberto.garcia@ie.edu)
- **Marina García**  
Incoming students' coordinator  
[Marina.garcia@ie.edu](mailto:Marina.garcia@ie.edu)
- **Leanna Lovely**  
International Mobility Assistant  
[Leanna.lovely@ie.edu](mailto:Leanna.lovely@ie.edu)
- **Cathrine Cozad**  
Outgoing students' coordinator  
[Cathrine.cozad@ie.edu](mailto:Cathrine.cozad@ie.edu)
- **Carla Viezma**  
International Mobility Assistant  
[Carla.viezma@ie.edu](mailto:Carla.viezma@ie.edu)

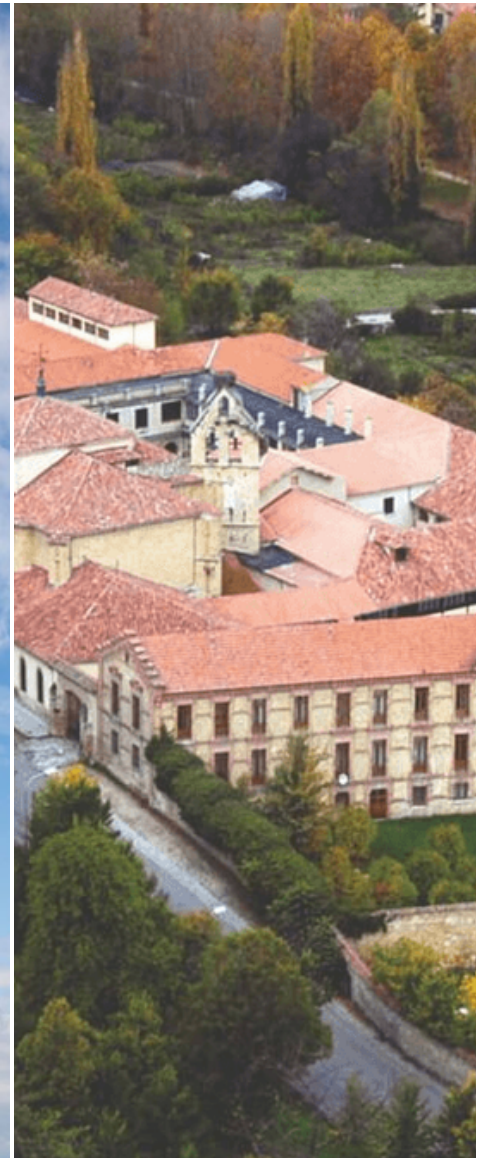
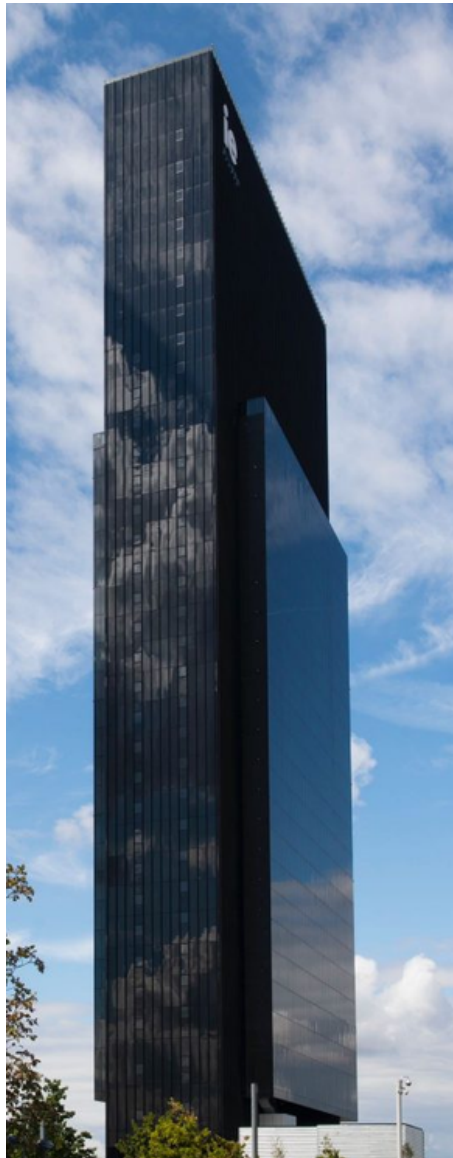


### IM Office – Segovia Campus

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

- **Esther Herranz**  
[Esther.herranz@ie.edu](mailto:Esther.herranz@ie.edu)

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 Exchange - Processes & Key Dates AY 23/24

\*Please note: Dates are subject to change

|  | FALL 23  | SPRING 24  |
|--|--|--|
| <b>Term dates*</b>   | August 28th, 2023<br>December 19th, 2023   | January 8th, 2024<br>May 24th, 2024  |
| <b>Partner University Nomination</b>                         | March 17th, 2023<br>April 10th, 2023   | September 1st, 2023<br>September 15th, 2023  |
| <b>Exchange Student application</b>                          | April 20th, 2023<br>May 5th, 2023  | September 20th, 2023<br>October 5th, 2023  |
| <b>Exchange Student Admission**<br/>(Acceptance letters)</b> | Early June 2023*   | Early November 2023*   |
| <b>Exchange Student Enrollment</b>                           | Early July 2023  | Early December 2023  |
| <b>Exchange Student Orientation<br/>(mandatory)</b>          | Late August 2023<br>(first week of classes)  | Early January 2024<br>(first week of classes)  |
| <b>Transcripts Available</b>                                 | Sent by email directly to partners<br>about 8 weeks after the end of the<br>semester (February 2024) | Sent by email directly to partners<br>about 8 weeks after the end of the<br>semester (July 2024) |

\*Note: Expected arrival date, a few days before the official start of the term (end of August/beginning of January)

\*\*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.

### Partner University Nomination

- Coordinators are required to nominate their **undergraduate** students through **IEU's nomination platform** during the nomination period.
- **Undergraduate exchange eligibility:** Exchange students should be in good academic standing in their own university and comply with our application process deadlines. Architecture students (BAS) will need to provide their portfolio during application.
- **Coordinators must provide** important details about each nominated student.
  - **Personal details:** Full name, date of birth and email.
  - **Passport/Visa details:** Passport number, nationality (corresponding to the passport they will use during application) & the city where they will apply for their visa in person (for NON-EU students).
- **Coordinators must confirm English proficiency** for each of their nominated students. Coordinators must confirm if English is the medium of instruction at their home institution on the IEU online nomination platform:
  - By checking the corresponding confirmation box in the nomination platform, those students will be exempt from providing an English certificate.
  - All other students, will have to provide one of the following official English certificates (**IELTS 6.5/ TOEFL 80 iBT/CAE/CPE**) or a native English-speaking passport during the application process. \*Check our English requirements in the next section for further information.
- **Coordinators must request any Special Educational Needs** for their students in the nomination form. If these Special Educational Needs are not specified in our nomination platform, IEU might not be able to guarantee the accommodations of these needs later.
- Coordinators must **nominate their students to a specific IEU Bachelor's Program and Campus**, according to the IEU program that best fits their home study plan.
- Your students will be required to register for at least **70% of their courses** based on the **study area/program and campus you have nominated them for at IEU**. Students will be able to take up to 30% of their credits from a different study area (always depending on availability/overlaps).
- Kindly note students can only be nominated for 1 IEU Bachelor Program. **Campus and Degree changes are not permitted** once students are officially admitted, and all admission documents have been issued.
- **Check the table on the next page** to know which IEU Degree and Campus you must select for each of your students.
- **Coordinators must keep a copy of their nominations and inform** their nominated students about their IEU Campus and Bachelor Program (nominated students must have this information to complete their applications).
- **After nomination:** The nominated student(s) will receive an email with the application link and instructions from the IEU International Mobility office a few days after the nomination deadline. \*Check our application requirements in the next section for further information.

**Nomination chart** - Please use **the table below** and the **tentative course offer list** to select the best Campus and IEU Bachelor Program for your students:

| Bachelor's Program  | Madrid Course Offer            | Segovia Course Offer |
|---|--------------------------------|----------------------|
| <b>BBA</b> (Bachelor in Business Administration)                      | 2nd, 3rd year & electives      | 2nd year             |
| <b>BCDM</b> (Bachelor in Communication and Digital Media)             | 3rd & 4th year                 | Not available        |
| <b>BBSS</b> (Bachelor in Behavior and Social Sciences)                | 3rd & 4th year                 | Not available        |
| <b>BIR</b> (Bachelor in International Relations)                      | 1st, 2nd, 3rd year & electives | 1st & 2nd year       |
| <b>BIE</b> (Bachelor in Economics)                                    | 2nd, 3rd, 4th year & electives | 1st & 2nd year       |
| <b>LLB</b> (Bachelor in Laws)   | 1st, 2nd, 3rd year & electives | 1st & 2nd year       |
| <b>PPLE</b> (Bachelor in Philosophy, Politics, Laws and Economics)    | 1st, 2nd, 3rd year & electives | 1st & 2nd year       |
| <b>BAS</b> (Bachelor in Architectural Studies)                        | 4th year*                      | 2nd & 3rd year**     |
| <b>BID</b> (Bachelor in Design)                                       | 3rd & 4th year                 | 1st & 2nd year       |
| <b>BDBA</b> (Bachelor in Data and Business Analytics)                 | 1st, 2nd, 3rd, & 4th year      | 1st year             |
| <b>BCSAI</b> (Bachelor in Computer Science & Artificial Intelligence) | 1st, 2nd, 3rd, & 4th year      | 1st year             |
| <b>BAM</b> (Bachelor in Applied Mathematics)                          | Not available                  | 1st year             |

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

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

- **Spanish Language** - Offered in 1st & 2nd semester (Madrid & Segovia). Upon admission, students interested in taking this 3 credits Spanish course will need to complete a placement test to be enrolled according to their level.
- **Seminars** - Offered in 1st & 2nd semester (Madrid & Segovia).
- **Labs** - Only offered in 2nd semester (Madrid & Segovia) and include an additional intensive period in June. Click [HERE](#) for more information.
- **Humanities courses** - Only offered in 2nd semester (Madrid & Segovia).

## Exchange Student Application

- Nominated students will be **contacted by the IM Office with the online application link** and instructions.
- Students at this stage will be required to select their **Campus** of nomination & **Bachelor program** at IEU & to provide all the required application documents.
- **Students should use the time leading up to the application period** to get all the required documents ready and to review the course offer for each Bachelor Program in each IEU Campus to ensure that they were nominated appropriately. \*Remember once the application period finishes, changes in the Bachelor Program/Campus of nomination will not be accepted.
- **English language Proficiency Requirements:** IE University requires all applicants to demonstrate competence in the English language by providing one of the following **official certificates** with scores less than two years old.

|                       |                  |
|-----------------------|------------------|
| <b>TOEFL 80 (iBT)</b> | <b>IELTS 6.5</b> |
| <b>CAE (C1)</b>       | <b>CPE (C2)</b>  |

\*If English is the student's native language it is not necessary to provide a certificate. Students will need to **provide a valid passport from an English-speaking country** during application.

\*\*If English is the student's language of instruction at their home institution, it is not necessary to provide a certificate. **Coordinators must confirm on the IEU online nomination platform** that English is the medium of instruction at their home institution and that students consequently have the sufficient proficiency in English to study at IEU.

- **Required application documents:**
  - **A valid passport** - Must be valid for at least 6 months after the end of the exchange period (check with your consulate).
  - **JPEG photo** - For student identification
  - **Official Undergraduate Academic Transcript** - An unofficial copy can be accepted if it has been signed and stamped by the home University.
  - **Proof of English proficiency** - Please see the following English language proficiency requirements.

\*Applications without these documents will not be considered.

For students wishing to take **courses in Spanish**, we strongly recommend students to have a minimum level of B2 CEFR. (Please note that there is a reduced offer for Spanish taught classes).

## Exchange Student Admission

- **After the application deadline**, the IM Office will review all applications. If screening is successful, IEU official admission letters will be sent directly to coordinators, who are advised to share them with their students as soon as they receive them:
  - **NON-EU students** must **apply for a student visa** in person prior to arrival in Spain.
    - **Where?** Students should submit their application to the Spanish consulate with jurisdiction in their place of legal residence.
    - **When?** Students should book a visa appointment as soon as they receive their IEU admission letters.
    - **Required Documents?** The admission letter (certificate) issued digitally by IE University based on the specific requirements of each Spanish consulate and any other documents required by the specific local Consulate.

Most Consulates ask for the same general set of documents, however many Consulates have specific requirements, which can change from year to year. Therefore, students must contact their local consulate to ask for an up-to-date list of requirements.
  - **EU students** should make sure all the data included in their Admission Letter is correct and that their EU Passport is valid throughout the duration of their exchange. They will receive more information on immigration procedures upon arrival.

- **Once officially admitted**, students are advised to start looking for a place to live (in Madrid or Segovia) as soon as they receive their admission letters so that their living situation is settled before classes start. *\*Find more information in the Immigration & Relocation section below.*
  - **Access the IEU landing guides** to find information regarding visa applications, housing, health insurance, transportation, opening a bank account and more.
    - [Landing in Madrid](#)
    - [Landing in Segovia](#)
  - **Check the estimated cost of living** with these useful guides for Madrid and Segovia:
    - [Estimated cost of Living in Madrid](#)
    - [Estimated Cost of Living Segovia](#)
- **After admission**, students will receive instructions on how to **activate their login details** (IEU username and password) to **access BB ULTRA** (the student portal) where they can check the **final list of courses** made available for exchange students and their corresponding **syllabi**.
- Students are advised to **use this time leading up to enrollment to look at the final course offer in BB Ultra** and make a **wide pre-selection of courses** to have conversations about subject approval with their home Universities.

## Exchange Student Enrollment

- **Before enrollment:** The final list of courses and syllabi approved by the Bachelors Offices for each Campus at IEU will be made available in BB ULTRA upon admission. Students are advised to thoroughly **research their potential courses in BB ULTRA and make a wide pre-selection** of their desired subjects.
- **Enrollment platform:** Students must enroll through the IEU enrollment platform once the enrollment period opens. The enrollment link will be shared with students in due time by the IM Office. *\*Please be advised that enrollment can only be done through the platform and during the periods indicated.*
- **Enrollment system:** A **first come first serve system** applies during enrollment and the availability of any course cannot be guaranteed. Students must enter the platform with a wide list of pre-selected/pre-approved courses from their home Universities, so if any of their desired courses are unavailable (no seats/schedule conflict) they already have a valid alternative.
- **Enrollment policy:** Students will have to focus their course selection (**70% of their ECTS**) on courses from the **IEU Bachelor Program they were nominated to**, with the possibility to select the remaining **30% of the ECTS from other study areas** offered at the campus the student was admitted to (as long as they avoid overlaps and comply with the prerequisites).
- **Enrollment restrictions:** Some courses have prerequisites and students need to make sure they comply with them before enrolling. Check the course listings and syllabi posted on BB ULTRA before selection.
- There is **no waiting list for courses**. Students are advised to keep checking the enrollment platform to see if their preferred courses have been released throughout the enrollment period. If no free spots open, students are advised to wait for the add&drop period.
- **Schedules:** Each class has different groups and timetables and students are responsible for **creating their schedule in the enrollment platform**. Consequently, course schedules will not be made available beforehand, but it will be visible on the enrollment platform in real time once students start selecting courses. The platform will allow students to see a preview of how their final schedule will look.
- **Attendance & Absences Policy:** Attendance to at least **80% of classes is mandatory**. Schedule overlap higher than 20% is consequently not allowed. If students reach the 20% absence limit, they are required to contact the corresponding bachelor's office to justify the absences. Failure to justify these absences will translate into a failed class.
- **Maximum ECTS credits per semester:** The maximum credits students are allowed to enroll in for one Semester is **30 ECTS + 3 language credits = 33 ECTS in total!** Students may take less than 30 ECTS if allowed by their Home University, as minimum enrollment credits are set by home institutions.
- **1 ECTS credit = 25 hours of work** including classes and related academic activities.
- **Spanish Language course enrollment:** 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 link will be shared with students in due time.
- **Add & Drop period (second enrollment phase):** Starts on the 1st day of class in both semesters. During this time, the enrollment platform will open again and students will be able to make enrollment adjustments if they wish (as long as **no more than 20% of the sessions have passed**)

## Exchange Student Orientation

- There will be a **mandatory orientation session** on the first day of class both in Madrid and Segovia Campus each semester. Students must attend this Orientation session in person.
- Students should make their travel arrangements taking that information into account (since the **IEU Absence Policy applies from the first day of classes**).
- All exchange students will be required to **check in with the International Mobility office**, so we can confirm your students have arrived safely and have started classes.
- Before the official start of the semester, the IM Office will share the **Orientation Week Agenda** with all exchange students. It will be a week filled with activities to have fun, get to know IE University and meet fellow students.

## Arrival/Departure Certificates & OLA's

- IE University is connected to the **EWP platform** to sign Online Learning Agreements and confirm the exchange dates. *\*This is the preferred channel to receive and sign OLAs*
  - **Erasmus Code:** E SEGOVIA 01
  - **Email:** international.mobility@ie.edu
- *If you are not connected to the EWP network*, students can send their arrival/departure certificates and learning agreements directly to international.mobility@ie.edu. We will digitally sign them and return them to students.
- The **arrival date** should be the student's first day of class and the **departure date** should be the last date of their regular final exams. *\*We cannot sign any document with an arrival / departure date outside of the official academic semester.*

## Transcripts, learning expectations & exams

Official transcript of grades will be shared directly with partners by email **about 8 weeks after the end of each semester** (end of February for Fall semester & July for Spring semester). Please note, Full Year students will receive their transcripts along with the Spring students.

Please find IE University's grading system below (grade conversions are decided by home Universities):

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

### IEU Examination Period:

Midterms take place about halfway through the course sessions.

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

Retakes/Resits take place in June for both 1st and 2nd Semester. \*These dates will not be included to calculate the exchange duration.

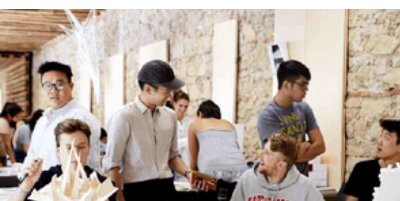




## Departments & Services Available for Exchange Students

Once your student has been admitted to IE University, they will have access to many useful resources available on Campus.

Find more information below about the different IEU departments that help students with immigration & relocation services, adjusting to life in Spain, and becoming part of the IEU Community.



## IEU Student Services - Immigration & Relocation

The [IEU Student Services department](#) supports students with immigration and relocation processes, to make the transition to Spain a bit smoother. To contact IEU Student Services office, email [ieustudentservices@ie.edu](mailto: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, Monaco or Andorra.

Remember to bring your passport and your EHIC (European Health Insurance Card) if it is available in your country.

\*Please be aware that the requirements for UK citizens changed after Brexit, as from January 1st, 2021. In this regard, UK nationals need to apply for a student visa in order to study in Spain.



**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 with 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 homestays 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, homestays 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 local IEU 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 more 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 more 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. International students who experience distress or have issues adjusting to Spain can use this service 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.



**We can't wait to see the  
exchange students on  
campus!**

