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Universidad

ADMISSION AND ENROLMENT - UNDERGRADUATE DEGREES of the Universidad Internacional de la Empresa

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Preamble

The entry requisites and admission criteria to the official undergraduate degree studies are established according to the criteria set out in Articles 38 and 69 and the additional thirty-third and thirty-sixth provisions of Organic Law 2/2006, of 3 May, on Education, and to Royal Decree 534/2024, of 11 June, which establishes the requirements for access to official university undergraduate degrees, the basic characteristics of the entrance exam and the basic regulations for admission procedures.

For these purposes, and in accordance with Article 2 of Royal Decree 534/2024, the following will be understood as:

a) Entry requisites: set of requisites necessary for pursuing official undergraduate university studies at Spanish universities. Their fulfilment is prior to admission by the University.

b) Admission: allocation of the places offered by the University for pursuing official undergraduate studies among those who, meeting the entry requirements, have applied for them. The admission can be done directly through application, or through an admission procedure.

c) Admission procedure: set of actions that has as their objective the allocation of the places offered by the University to pursue official university undergraduate studies among those who, meeting the entry requirements, have applied for them. The actions can consist of: tests or evaluations, or assessments of the documentation that accredits the prior training, interviews, and other formats that the University can use to assess the merits of the candidates to the offered places.

The regulations for admission and enrolment in undergraduate studies of the Universidad Internacional de la Empresa (UNIE Universidad) are approved in full by the rectoral resolution, dated 19 November 2025.

These regulations will go into effect on the day following their approval, and will be published through the internal and external information systems commonly used by UNIE Universidad.

Title I. Undergraduate Degree Entry Requisites

Article 1. On admission

1. Having communicated the admission of the student in the University, the incorporation will become effective once the corresponding admission procedures have been carried out and once enrolment is formalised, with the express acceptance of each and every one of the General Enrolment Conditions by filling out the Enrolment Sheet.

2. In order for the admission and enrolment to be effective, it will be necessary to provide proof of having passed the University Entrance Exams, regulated by Chapter III of Royal Decree 534/2024, of 11 June, and any other tests that permit access to university studies, as well as the qualification and other requirements stipulated by current regulations.

3. Student undertake to send to the University the legally required documentation of entry to the degree in order to make the enrolment in the year effective, with the requested personal, academic and professional information.

Article 2. Entry requisites. General Rules

1. In accordance with Chapter II of Royal Decree 534/2024 of 11 June, which regulates the basic rules governing admission procedures for official undergraduate university programmes, the following individuals may access undergraduate studies:

   a) Students holding a Spanish Baccalaureate qualification or equivalent who pass the university entrance exam.

   b) Students holding official qualifications as Higher Technician in Vocational Training, Higher Technician in Plastic Arts and Design or Higher Technician in Sports from the Spanish Educational System, or qualifications, diplomas, or studies declared equivalent to these qualifications or recognised as such, without the need to sit the entrance exam, in accordance with the provisions of Articles 44.6, 53.5 and 65.4 of Organic Law 2/2006 of 3 May, and pursuant to the admission procedures provided for, where applicable, in Article 23 of Royal Decree 534/2024, without prejudice to the provisions of Article 4.

2. Students from foreign education systems who may access the university without the need to sit the entrance exam and without the need to apply for recognition of the qualification, diploma or study programme completed:

   a) Students holding the European Baccalaureate qualification or the international Baccalaureate diploma.

   b) Students holding qualifications, diplomas, or Baccalaureate studies from educational systems of European Union Member States or other States with which international agreements have been signed and are applicable in this regard, under a regime of reciprocity.

   c) Students holding qualifications recognised as equivalent to the Spanish Baccalaureate, obtained or completed in educational systems of States that are not members of the European Union, with which no international agreements have been signed for the recognition of the Baccalaureate qualification under a regime of reciprocity, without prejudice to the provisions of Article 4.

   d) Students holding qualifications, diplomas or studies other than those equivalent to the qualifications of Baccalaureate, Higher Technician in Vocational Training, Higher Technician in Plastic Arts and Design or Higher Technician in Sports from the Spanish Educational System, obtained or carried out in a Member State of the European Union or in other States with which applicable international agreements have been signed in this regard, under a regime of reciprocity, when these students meet the academic requisites required in said Member State to access their Universities.

3. The following students shall be granted direct access to official university programmes offered by Spanish universities:

a) Students holding an official university undergraduate or master's degree or equivalent qualification.

b) Students holding an official university qualification of University Diploma, Technical Architect, Technical Engineer, Graduate, Architect, or Engineer, corresponding to the previous structure of university studies, or an equivalent qualification.

c) Students who have taken partial foreign or Spanish university studies, or who, having finished foreign university studies, have not obtained recognition in Spain and wish to continue studies in a Spanish university. In this case, it is an essential requisite that the corresponding university has recognised for them at least 30 ECTS credits.

d) Students who are eligible to access the University according to the regulations of the Spanish Educational System prior to Organic Law 8/2013, of 9 December.

4. In accordance with Chapter V of Royal Decree 534/2024, the following individuals may also access official undergraduate university programmes in Spanish universities:

a) Persons over twenty-five years of age who pass the entrance exam established in this Royal Decree.

b) Persons over forty years of age with working or professional experience in relation to a field of study.

c) Persons over forty-five years of age who pass the entrance exam established in this Royal Decree.

5. Entry to each specific Bachelor's Degree, furthermore, will require meeting the additional requisites that may be determined in the corresponding Verification Report of the Undergraduate Degree.

Article 3. Entry requisites for Spanish and foreign studies

1. For Spanish studies:

Access to undergraduate studies from Spanish qualifications will be granted provided that the fulfilment of one of the following entry requirements is demonstrated:

- Passing the Baccalaureate Assessment for University Access (EBAU).
- Passing the University Entrance Exams (PAU) or "Selectividad".
- Qualifications of Higher Technician in Vocational Training, Higher Technician in Plastic Arts and Design, Higher Technician in Sports, or diplomas or studies recognised or declared equivalent to these qualifications.
- University Degree: or Official University Undergraduate or Master's Degree, University Graduate, Technical Architect or Technical or Licensed Engineer, Architect or Engineer.
- Students with partial official university studies and for whom a minimum of 30 ECTS have been recognised.
- Passing the Entrance Exam for Persons over 25.

- Passing the Entrance Exam for Persons over 40, in accordance with the entrance regulations to official university undergraduate studies through accrediting working or professional experience.
- Other cases considered in the current regulations, which will be assessed individually.

2. For UNEDasiss accreditation:

Pre-university studies in foreign educational systems that have obtained the entrance credential that the UNED issues UNED (UNEDasiss):

- European Baccalaureate.
- International Baccalaureate diploma.
- Baccalaureate diplomas coming from systems of European Union Member States or of other States with which international agreements applicable in this respect have been signed, in a regime of reciprocity, provided these students meet the academic requisites required in their educational systems for access to university studies.
- Qualifications, diplomas or studies other than those equivalent to the Baccalaureate Degree, Higher Technician in Vocational Training, Higher Technician in Plastic Arts and Design, Higher Technician in Sports of the Spanish Educational System, coming from European Union Member States or from other States with which international agreements applicable in this respect have been signed, provided these students meet the academic requisites required in their educational systems for access to university studies.

To obtain UNEDasiss accreditation, the UNED website may be consulted, specifically UNEDasiss.

3. For an equivalence credential:

- Recognised Baccalaureate: pre-university studies coming from foreign educational systems and without international agreement that have been recognised as equivalent to the Baccalaureate degree.
- Qualifications, diplomas or studies equivalent to Baccalaureate degree of the Spanish Educational System, coming from educational systems of European Union Member States or those of other States with which international agreements applicable in this regard have been signed, when these students do not meet the academic requisites required in their educational systems to enter their universities.
- Qualifications of foreign Higher Technician in Vocational Training, Higher Technician in Plastic Arts and Design, Higher Technician in Sports officially recognised or declared equivalent.
- Foreign university degrees officially recognised or declared equivalent.

To obtain information regarding recognition, both of university and non-university degrees, consult the website of the Ministry of Education.

4. For ECTS recognition for partial foreign studies:
    - Partial foreign university studies, or having finished them, their official recognition or equivalence in Spain has not been obtained in Spain.
    - The recognition of at least 30 ECTS credits shall be an essential requisite.

Article 4. Linguistic requisites

1. Students coming from countries or educational systems with a language other than Spanish must prove their knowledge of Spanish at the B2 level according to the Common European Framework of Reference for Languages. In relation to the accreditation of the level of Spanish for admission to the official degree, one of the following options can be chosen:
    - Presentation of the document that justifies the B2 level of Spanish.
    - Taking an internal proficiency exam at the University.
2. Students exempted from this requisite:
    - Those who can reliably prove Spanish nationality or that of any country in which Spanish is the official language.
    - Those who hold a university degree granted by any Spanish university or a foreign degree equivalent to: Hispanic Philology, Translation and Interpretation (with the Spanish language), Spanish Literature and/or Linguistics.
    - Those who have taken the Language Proficiency Test with the University.
    - Those who prove, through corresponding certification, having undertaken previous studies in Spanish.
3. In the event that the degree the student enters is taught in English, the applicant must accredit the B2 level of the Common European Framework of Reference for Languages of the English language:
    - Presenting the document that justifies the B2 level of English.
    - In case of not presenting accreditation, students must take a specific language test offered by the University.
4. Students exempted from this requisite::
    - Those who can reliably prove English nationality or that of any country in which English is the official language.
    - Those who hold a university degree, whose curriculum was taught in English, granted by any English university or a foreign degree equivalent to: English Philology, Translation and Interpretation (with the English language), English Literature and/or Linguistics.
    - Those who have taken the Language Proficiency Test with the University.
    - Those who prove, through corresponding certification, having undertaken previous studies in English.

5. If it is detected that the student does not have the required B2 level of the language according to the Common European Framework of Reference for Languages, a proficiency test will be given to that student in the University.

Article 5. Place reservation

1. The University reserves, at least, 5 percent of the places offered in the official university undergraduate degrees for students who have a recognised degree of disability equal to or over 33 percent, as well as for students with needs for permanent educational support associated to personal circumstances of functional diversity, who in their previous studies have required resources and support for their full educational inclusion.

Article 6. Students who qualify as High-Level or High-Performance Athletes

1. Students who hold the status of High-Level Athlete or High-Performance Athlete, in accordance with Royal Decree 971/2007 of 13 July on High-Level and High-Performance Athletes, must submit, during the admissions process, the official accreditation issued by the Spanish National Sports Council (Consejo Superior de Deportes) or by the competent regional authority certifying such status.
2. The University shall ensure appropriate flexibility measures and specific support arrangements to facilitate the compatibility of academic and sporting activities, in accordance with the General Assessment and Grading Regulations.

Title II. Criteria for admission to undergraduate degrees

Article 7. Admission procedure

1. Generally, the direct admission system will be applied, provided the student supplied the entry documentation to the undergraduate degree and there are places available.
2. In the event that the demand exceeds the offer of places, the Academic Admissions Committee will apply the criteria and the weighting shown in the Verification Report of the corresponding degree until obtaining the final list of candidates.
3. The entry and admission applications will be managed by the competent academic authorities of the University, who will ensure compliance with the legally established entry conditions, as well as the conditions for admission.
4. The admission procedure will be the following:
    - The student will apply for entry to the undergraduate degree in the corresponding department.
    - The application to the Admissions Department and/or corresponding academic team, who analysed the presented documentation, will hold an interview with the student.
    - If applicable, the assessment of the merits considered for placing the admission applications in order will be carried out.
    - Communication of the result to the students concerned.

The body that will carry out student admission is the Academic Admissions Committee, which is made up by:

- Selection and Admission Department Head.
- Academic Secretariat Manager.
- Degree director or person they may delegate.

Article 8. Admission Criteria

1. The criteria defined to validate admission and comply with the legal requirements for entry in case the demand exceeds the offer of places are:
    a) Academic record.
    b) Personal motivational interview.
    c) Supplementary training related to the degree.
    d) Professional experience relevant to the field of study.
2. The linguistic level will be assessed in the case of students coming from countries or educational systems with a language other than Spanish; or if the degree the student enters in the University is taught in English.

Article 9. Admission conditioned on recognition of studies

1. In accordance with the Royal Decree 534/2024, in all cases where the recognition of any degree, diploma or study obtained or carried out in foreign educational systems is required for entry to the University, students who can provide proof of having submitted the corresponding application for recognition by means of the provisional registration receipt may be admitted conditionally while the recognition procedure is being resolved.
2. Enrolment of the students who are in the recognition process will be conditioned on the submission of the Registration Certificate before the end of the first academic year. It is the student's responsibility to monitor their Application and comply with the requirements set by the Ministry of Education. The student shall also declare that they are aware of and expressly accept that, should the Application for Recognition (Homologation) be rejected or should the deadline established for obtaining the aforementioned Credential be exceeded, their enrolment shall be cancelled, with no entitlement to a refund of any amounts paid. Exceptionally, the student may be permitted to continue into a subsequent academic year if they provide evidence that the recognition (homologation) procedure is still pending a final decision.
3. Students with enrolment conditioned on any of the reasons established in these regulations cannot enter into the External Academic Internships until their enrolment is definitively regularised.

Article 10. Admission conditioned on the linguistic requirement

1. Students who apply for admission to the undergraduate degree and who must provide proof

of their knowledge of Spanish (minimum B2 level of the Common European Framework), will be admitted provisionally, having to provide proof of complying with the linguistic requisite or taking the specific language test, in the periods the University may establish.

2. In the event that the degree to which the student enters is taught in English, the admission will be provisional until the level of knowledge required is proven or the specific language test is taken.

Title III. Credit enrolment

Article 11. Minimum credits in the first undergraduate year

Full-time undergraduate students of the first year must enrol in all the credits established for that year in its curriculum. Part-time students, however, may enrol in the minimum number set forth in these regulations.

Article 12. Number of enrolment credits per student and academic term

1. Taking as a reference that one ECTS credit corresponds to 25 hours, the following limits are established, as a general rule, on the number of enrolment credits per student and academic period:
   - For full-time students in the first academic year, the minimum and maximum number of ECTS credits that may be enrolled is set at 60.
   - For full-time students in subsequent academic years, the minimum number of ECTS credits that may be enrolled is 48 and the maximum is 72.
   - For part-time students, the minimum number of ECTS credits is 24 and the maximum is 42 in all academic years.
2. Exceptionally, students may enroll in a number of ECTS credits lower or higher than those set out above, with the authorization of the Dean of the Faculty, the School Director, or the persons that he/she delegates.

Article 13. Special educational needs

1. Students with special educational needs and those who have fewer than 18 ECTS credits remaining to complete their degree, excluding those corresponding to their final degree project, will not be subject to the minimum enrolment limits set out in these regulations.
2. The student may only enrol in a number of ECTS credits lower than the indicated amount with the authorisation of the Dean of the Faculty or School Director, or the person in whom they delegate.

Article 14. Enrolment order in second or successive enrolments

1. As a general rule, the students have to enrol, in the first place, in the basic and compulsory subjects that they have pending from the previous year, and then enrol in the corresponding subjects until completing the rest of the credits according to the limits set out in these regulations.

2. The above rule will not apply to the language subject that is compulsory in the curriculum. Overlapping the hours with other subjects in which the student enrols should be avoided.
3. As an exception, it is allowed for students who undertake degrees with joint teaching organisation or double degrees, for part-time students, for students enrolled in hybrid or online programs, and for students who undertake an international stay abroad, to enrol in subjects from higher years without having completed the basic and compulsory subjects pending from previous year. If the student is not in one of the above cases, they will need authorisation from the Dean of the Faculty or of the School Director, or of the person delegated by them.
4. Subjects that, according to the corresponding curriculum, are designated as Internship Courses are excluded, where no overlap will be allowed.

Article 15. Prior requisites for the approval of certain subjects

1. In the degree programmes that require it, students must complete the corresponding credits of the curriculum in order to undertake the external internships, as well as present and defend their Final Degree Project.
2. In the degree programs where the following is stipulated in their Verification Report, in order to pass certain subjects, students must have previously passed those subjects that the curriculum has established as prerequisites.

Article 16. Exceptional enrolment authorisation for external internships

Exceptionally, the Dean of the Faculty or the School Director may authorise students who have not passed the corresponding number of credits to undertake the scheduled internships, provided the degree and curriculum allow it and it is according to the provisions of the Verification Report.

Article 17. Enrolment period

1. Enrolment is done in the periods determined by the University; their starting and ending dates will be communicated each academic year through the University's website. The newly-admitted students who do not formalise their enrolment within the established periods will lose the place assigned in the admission process.
2. As an exception, once the enrolment is formalised, modifications can only be made to it in the periods determined by the University. In this case, the University will agree in each academic year the period from which the students who allege a justified and duly accredited cause can make any change in their enrolment.
3. Likewise, for justified causes in applying the current legislation or for reasons of teaching organisation, the University may modify the enrolment period, communicating it in any case to the students.

Article 18. Elective subjects

1. The University will decide the offer of subjects that will be taught in each academic year.

2. The offer of elective subjects will be determined by the scientific developments, the demands of the labour market and the demand of the students.
3. The University can set a minimum number of students to constitute a group in which a determined elective subject will be taught.

Additional Provision

All the terms used in these regulations that are expressed in a common gender shall be understood and used indistinctly in both masculine and feminine forms, depending on the gender on the individual holding the position.

Repealing Provision

The Undergraduate Admission Regulations of the Universidad Internacional de la Empresa, approved by Rectoral Resolution on 31 March 2025, are hereby repealed.

Final Provision

These regulations will go into effect on the day following their approval, being published through the internal and external information systems commonly used by the University.