

ENROLLMENT RULES FOR ADVANCED COURSES (ACADEMIC YEAR 2025-2026). LAW SCHOOL

ENROLLMENT DATES: from **JULY 17 to JULY 23**. From July 24 to July 30, students will be able to modify their enrollment personally from their intranet in a tab called "self-modification of enrollment". The changes enabled will be those allowed within the regulations.

MODIFICATIONS OF ENROLLMENT OUTSIDE THE REGULATIONS (For example: exceptional and justified request to exceed the number of maximum or minimum enrollment credits): from July 24 to July 30 and from September 1 to September 12. Changes must be requested through the intranet in the VIRTUAL SECRETARY'S OFFICE <https://intranet.ceu.es/es-es/estudiante/Paginas/USP/tramites-secretaria.aspx> (within enrollment; "enrollment modification request").

Together with these rules, the **timetables** are sent and will also be published on the School's website (section "Useful Information"). **It is compulsory to register for the pending or unregistered courses of the course below** the one being registered and always considering the maximum authorized credit limit, which would be the following:

Single degrees: 78 ECTs Dual degrees: 102 ECTs

This process will be completely online through the intranet where **a tab will be enabled with the option of Enrollment 2025/2026**. It is NOT necessary to "reserve a place".

FIRST-YEAR SELECTION PROCESS

- The student must pass at least 50 % of the credits enrolled in the two available calls. You can consult the complete rules at <https://www.uspceu.com/Portals/0/docs/conocenos/normativa-universitaria/Normas-de-Permanencia.pdf>

Students who do not pass the selection process will receive an e-mail with the steps they must follow to apply to remain in the degree program they are taking by repeating the first year, change their degree program, change from a double to a single degree program or cancel their enrollment because they do not meet the minimum number of credits.

EXAMINATION DATES (The NP does not run except for the 5th and 6th exam dates).

Students have 4 exam sessions to pass each subject and two more of **GRACE** (5th and 6th). In order to make use of the grace periods, a **written request to the Dean** is required, **which must be made through the intranet** and must be done **before formalizing the registration**. Within the intranet: [Virtual Secretary's Office /Enrollment/Request the grace periods](#).

If a student does not know in which call they are in any subject, they can check it in their transcript (intranet).

SPECIAL END-OF-DEGREE CALL (can only be requested by students who have previously enrolled in the courses).

- The special end-of-degree call consists of **bringing forward the ordinary call** for courses enrolled in the 2025/2026 academic year to September. The student who fails this call must go to the corresponding extraordinary call (February or June depending on the subject semester).

Students in their final year who wish to take the extraordinary end-of-degree exam in September **must first enroll for all pending courses** (which must not exceed 10 % of the total of their degree) and then apply for the exam through the intranet. In the intranet: [Secretaría Virtual/ Matricula/Request the end-of-degree call](#), where they can also consult the regulations. The application **deadline is July 28**.

Students applying for the TFG (Bachelor's degree Thesis) must send their registration data again to tfgderecho@ceu.es with the name of the director, title in Spanish and English and Bachelor's degree.

- The dates foreseen for the exams according to the academic calendar are from September 8 to 12 (the dates of each exam will be published in September).

GROUPS OF EXCELLENCE

- The groups that end in **0**, **ARE GROUPS EXCLUSIVELY FOR STUDENTS STUDYING THE LAW DEGREE TOGETHER WITH THE EXCELLENCE PROGRAM**. If the students do a dual degree, they will study the courses of the second degree in the group corresponding to that degree. Example: a student doing a degree in Law and Criminology and Security Sciences will enroll in the Law courses in the Excellence group (250, 350...) and in the specific Criminology courses in group 51 (251, 351... depending on the course).
- Students who **do not belong to the Excellence Program will not be able to register for courses in these groups**.

BACHELOR'S DEGREE FINAL THESIS

- To register for the TFG, students **must be enrolled in all the courses** of their degree program. For dual degree students, registration for the Law TFG requires enrollment in all Law courses, while registration for the TFG of the second degree requires enrollment in all courses of that second degree.
- **Students who have to do the TFG in English (compulsory for excellence and for RRII students) will have to choose the group in English.**

4TH YEAR ELECTIVE COURSES

(All courses have limited quotas, and once these are filled, enrollment is no longer possible. Under no circumstances can claims be made regarding this policy.)

- Students must register for a specified number of credits according to their degree program (see attached table). **Only students with an excellence status may enroll in courses offered exclusively in English.** If a student without this status enrolls in these courses, their registration will be canceled, and they will need to enroll in available courses instead. No claims will be accepted regarding this policy.
- With regard to labor specialization, it is recommended that law students (single degree) choose one of the two itineraries offered. To do so, they can enroll in the 4 elective courses that belong to it. **The itineraries will be available as long as the courses that compose them have places.** If they are full, the student will have to choose among the ELECTIVE COURSES with available places.

* **Itinerary of Markets and Conflict Resolution** (elective courses: Arbitration, Legal Argumentation, Financial Markets Law, Business Taxation, Sustainability and Environmental Law).

* **Itinerary of Legal Challenges in an International Environment** (elective courses: Data Protection, European Social Law, Interac. Order. EU, Intellectual Property).

4TH YEAR COURSE "PROFESSIONAL COMPETENCES".

- Students who have this course in their usual group and it coincides with the semester they are on mobility, may request (through the intranet- VIRTUAL SECRETARY'S OFFICE-enrollment-enrollment modif. ") to take it in the other semester by providing the *learning agreement*.

EXCLUSIVE DEGREE IN LEGAL ENGLISH AND PREPARATION FOR TOLES

- Students who want to take the TP of legal English in any of its levels (you can see the information in this link <https://www.uspceu.com/oferta/titulos-proprios/ingles-juridico-toles/presentacion>) will have to choose it before enrolling in the degree in an option that will be shown before starting the process.

If you have any problems with the registration process, you can contact the Secretary's Office by e-mail at secretariamoncloa@ceu.es or in person at the Secretary's Office from Monday to Friday from 9.00 to 13.30 and from Monday to Thursday from 15.30 to 18.00 h, during the month of July in the afternoon only until 17.30 h. (Julián Romea, 23 -patio 1ST floor).

PENDING COURSES

The pending courses of the first and second year of the Law Degree **must** be enrolled in the groups ending in -19.

To help you in this process we attach the registration guide, the calendar of the next year and the timetables so that you can choose the courses and have no overlapping in case you have pending courses of lower courses will be sent a few days before registration.

- Undergraduate Enrollment Guide (Sigma):** this is a general document for the whole University. It explains with screenshots the steps to follow within the enrollment program. It is essential that you follow all the steps carefully to avoid errors in the process.
- SCHOOL GROUPS:** This table is specific to our School. In it you can find a description of the groups that are scheduled for the next academic year in each of the degrees. It is necessary that you read it carefully, because you must enroll in the group that corresponds to you.

VERY IMPORTANT! Within the same course you must always enroll in the same group (for example, a student who enrolls in 211 law cannot enroll in any subject in group 212).

For the Law degree there will be two groups, one in the morning and one in the afternoon (from 1st to 3rd year) that the student will choose when enrolling and that will have quotas to cover both shifts.

Please remember that in the Degrees with curricular language courses, students must enroll in the same languages during the whole degree.

| LAW SCHOOL GROUPS (ACADEMIC YEAR 2025-2026) | | | | | |
|---|-----------------------------|--------------------------------|------------------------|------------------------|-------|
| | FIRST | SECOND | THIRD | FOURTH | FIFTH |
| LAW | 110 (excellence) | 210 (excellence) | 310 (excellence) | 410 (excellence) | |
| | 111 (Law-morning) | 211 (Law-morning) | 311 (Law - morning) | 411 (Law -evening) | |
| | 112 (Law-evening) | 212 (Law-evening) | 312 (Evening Law) | 412 (Law -evening-) | |
| | 119 (repeating courses Law) | 219 (repeating courses in Law) | | | |
| | | | | | |
| LAW AND CS ADVOCACY EUR. & INT. | 113 / 110 (excellence) | 213 / 210 (excellence) | 313 / 310 (excellence) | 413 / 410 (excellence) | |
| | 119 (repeating courses LAW) | 219 (repeating courses LAW) | | | |

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|--|-------------------------------|----------------------------------|-------------------------------------|----------------------------------|----------------------|
| LAW AND CS DIGITAL LAW | -- | 215 / 210 (excellence) | 315 / 310 (excellence) | 415 / 410 (excellence) | |
| | 119 (repeating courses LAW) | 219 (repeating courses LAW) | | | |
| LAW AND CS M&A | 116 / 110 (excellence) | 216 / 210 (excellence) | | | |
| | 119 (repeating courses LAW) | | | | |
| LAW AND BUSINESS ADMINISTRATION | 120 (course LAW Excel) | 220 (Course LAW Excel) | 320 (Course LAW Excel) | 220 (Course LAW Excel) | |
| | 121 (Boston and Spanish) | 221 (Boston and Spanish) | 321 (Boston and Spanish) | 421 (Boston and Spanish) | Faculty of Economics |
| | 119 (repeating courses LAW) | 219 (repeating courses LAW) | | | |
| LAW AND CRIMINOLOGY | 150 (excellence) | 250 (excellence) | 350 (excellence) | 450 (excellence) | |
| | 151 | 251 | 351 | 451 | 551 |
| | 119 (repeating courses LAW) | 219 (repeating courses LAW) | | | |
| CRIMINOLOGY | 179 | 279 | 379 | 479 | |
| LAW AND JOURNALISM | 130 (excellence) | 230 (excellence) | 330 (excellence) | 430 (excellence) | Humanities Faculty |
| | 131 | 231 | 331 | 431 | |
| | 119 (repeating courses LAW) | 219 (repeating courses LAW) | | | |
| LAW and ADVERTISING | 140 (excellence) | 240 (excellence) | 340 (excellence) | 440 (excellence) | Humanities Faculty |
| | 141 | 241 | 341 | 441 | |
| | 119 (repeating courses LAW) | 219 (repeating courses LAW) | | | |
| INTERNATIONAL LAW AND INTERNATIONAL RELATIONS | 160 (excellence) | 260 (excellence) | 360 (excellence) | 460 (excellence) | |
| | 161 | 261 | 361 | 461 | |
| | 900 repeaters Spanish | 900 (IR course Spanish) | 900 (IR course Spanish) | 466 (IR course Spanish) | |
| | 167 (IR course English) | 267 (IR course English) | 367 (IR course English) | 467 (IR course English) | 566 / 567 |
| | 119 (repeating courses LAW) | 219 (repeating courses LAW) | | | |
| INTERNATIONAL RELATIONS | 900 Spanish | 900 Spanish | 900 Spanish | 486 (all Spanish courses) | |
| | 187 (all English) | 287 (all English) | 387 (all English) | 487 (all English) | |
| | | | | | |
| LANGUAGES International Relations and Law | | | | | |
| STUDENTS REPEATING A LANGUAGE | English I, French I, German I | English II, French II, German II | English III, French III, German III | English IV, French IV, German IV | |

| | | | | |
|------------------------------------|-------------------------------|----------------------------------|-------------------------------------|-------------------------------------|
| NEW ENROLLMENT IN THE UPPER COURSE | English I, French I, German I | English II, French II, German II | English III, French III, German III | English IV, French IV and German IV |
|------------------------------------|-------------------------------|----------------------------------|-------------------------------------|-------------------------------------|

*119, 219 are repeaters group for first and second year Law courses (not all courses have an active repeaters group, in case this group does not exist, the enrollment must be done in compatible schedules).

OPTIONAL

(In the English courses only students of excellence can enroll, if any student enrolls without being of excellence they will be cancelled and will have to enroll in the ELECTIVE COURSES where there are places left)

LAW

each student must take 15 credits (1 subject of 4.5 cr. and 1 subject of 3 cr. **in each semester**).

| Markets and Conflict Resolution Itinerary | | Legal Challenges in an International Environment Track | |
|--|---|--|--|
| 4.5 credits | 3 credits | 4.5 credits | 3 credits |
| Arbitration, Mediation and Conciliation (1st sem.) | Law of Financial Markets (1st sem) | Data Protection (1st sem.) | Interaction between EU and national legislation (2nd sem.) |
| Legal argumentation (2nd sem.) | Corporate Taxation (2nd sem) | European Social Law (2nd sem) | Intellectual Property (1st sem) |
| | Sustainability and Environmental Law (2nd sem.) | | International Trade Arbitration (1st sem.) |

LAW EXCELLENCE (STUDENTS WILL TAKE THE 15 CR. OF LAW ELECTIVE COURSES IN ENGLISH)

| 4.5-credit ELECTIVE COURSES | | 3-credit ELECTIVE COURSES | |
|-----------------------------|---|---|---------------------------------|
| 1st semester | 2nd semester | 1st semester | 2nd semester |
| Data Protection (English) | Arbitration, Mediation and Conciliation (English) | Interaction between EU and National Legislation (English) | Financial Markets Law (English) |

LAW AND Business Administration Students in the current 2021 plan do not take elective courses.

The repeaters of the 2018 plan must take 1 elective of 3 cr. The students of excellence must take the one offered in English.

| | |
|---|--|
| 1st semester (repeaters of the 2018 plan) | Financial Markets Law |
| 2nd semester (repeaters of the 2018 plan) | Law of Financial Markets (English-exclusive for EXCELLENCE students) |

LAW AND JOURNALISM; LAW AND ADVERTISING

The student must take 1 elective of 3 cr. to choose from those offered in the two semesters. EXCELLENCE students must take the elective offered in English.

| | |
|--------------|---|
| 1st semester | Intellectual Property |
| | Interaction between EU and national legislation (English-exclusive for EXCELLENCE students). |
| 2nd semester | Interaction of EU Law with national legislation (English-exclusive for EXCELLENCE students) 2nd semester EU with national legislation (English-exclusive for EXCELLENCE students) |

LAW AND INTERNATIONAL RELATIONS

(The student must take 1 elective of 3 cr. to choose among those offered in the two semesters. Students of excellence must take the one offered in English.

| | |
|--------------|---|
| 1st semester | Intellectual Property |
| | Interaction between EU and national legislation (English-only for EXCELLENCE students). |
| 2nd semester | Interaction of EU Law with national legislation (English-exclusive for EXCELLENCE students) 2nd semester EU with national legislation |

IR ELECTIVE COURSES (the student must take 1 elective of 6 cr. to be chosen among those listed below)

| | |
|--------------|--|
| 2nd semester | Africa and Oceania (for students who are taking IR in Spanish) |
| 2nd semester | European Literature (for students who take IR in bilingual) |

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| LAW AND CRIMINOLOGY |
| Students of this double degree in 4th semester do not have to enroll in any elective of Law (all credits are recognized with Criminology courses). |
| In the fifth year they must choose 1 elective among: Security and Justice in the EU area / Corporate Responsibility. |
| CRIMINOLOGY |
| In the fourth year, students must choose one elective from among the following: Security and Justice in the EU area / Corporate Responsibility. |

If you have any doubts that may arise during the registration process, please contact the student secretary's office at 914566300, by e-mail (secretariamoncloa@ceu.es) or at the student secretary's office located at Julián Romea, 23 - 1st floor (in the courtyard).

Please note that in the event that an enrollment is detected that does not comply with the guidelines provided in this document, an automatic reassignment to the scheduled groups may be carried out.

The secretary's office hours are:

July - 9:00h to 13:30h and 15:00h to 17:30h.

August - 9:00h to 13:30 h.

From September - from 9:00h to 13:30h and from 15:00h to 18:00h.