

## HIGHER COURSE'S ENROLLMENT RULES (ACADEMIC YEAR 2021-2022). FACULTY OF LAW

**REGISTRATION DATES:** From JULY 19th TO 25th (during this period and until September 10, students may modify their own enrollment from their intranet through a tab called "auto-modification of enrollment". The changes enabled will be those allowed within the regulations).

**ENROLLMENT MODIFICATIONS OUTSIDE OF THE REGULATIONS** (For example: An exceptional and justified request to exceed the maximum number of credits for enrollment): from 26 TO 30 JULY. The changes must be requested through the [intranet https://intranet.ceu.es/es-es/aplicaciones/Paginas/partes/nueva-solicitud-alumnos.aspx](https://intranet.ceu.es/es-es/aplicaciones/Paginas/partes/nueva-solicitud-alumnos.aspx) (enrollment section; enrollment modification request).

The **class schedules** will be published on the Faculty's website and will also be attached in the e-mail where students can select the subjects in which they want to enroll in. **It is compulsory to enroll in pending subjects or in which the student did not enroll in their previous year in which the student is enrolled**, and always taking into account the limit of maximum authorized credits, which are the following:

Single degrees: 78 cr.

Double degrees: 102 cr.

This process will be done completely online through the intranet where **a tab will be enabled with the option of Enrollment 2021/2022**. It is NOT necessary to "reserve a place".

### FIRST YEAR SELECTIVE

- The student must pass at least 50% of the enrolled credits within the two available calls. You can consult the complete rules at this [link: https://www.uspceu.com/Portals/0/docs/conocenos/normativa-universitaria/Normas-de-Permanencia.pdf](https://www.uspceu.com/Portals/0/docs/conocenos/normativa-universitaria/Normas-de-Permanencia.pdf)

Those who do not pass the stated limit will receive an email on July 13 detailing the steps they must follow to apply in order to remain in the bachelor's degree they are currently studying by repeating their first year, change their degree, change from a double to a single degree or communicate their withdrawal for not meeting the minimum credits required.

**EXAMINATION DATES** (The NP doesn't run an exam call)

- Students may take up to 4 exams in order to pass each subject, and two more of **GRACE** (5th and 6th). In order to make use of the grace exams, it is required for the student to get a **Dean's written authorization that must be requested through the intranet**, and it must be done before registering in your next year's enrollment in the following link:  
<https://intranet.ceu.es/eses/aplicaciones/Paginas/partes/nueva-solicitud-alumnos.aspx> (tab "procedures and formalities"; request for 5th and 6th call). If a student does not know in which exam call he/she is in, he/she can check it in his/her transcript (intranet).

#### **SPECIAL END OF CAREER CALL (only available for students who have enrolled in subjects in the 20-21 academic year).**

- Final year students who wish to apply for the special end-of-degree exam in September **must first register for all the pending subjects** (which must not exceed 10% of the total of their degree) and then apply for the call through the intranet. <https://intranet.ceu.es/eses/aplicaciones/Paginas/partes/nueva-solicitud-alumnos.aspx> (tab "procedures and formalities"; category "end-of-degree call application"), where you can also consult its rules and regulations. The application deadline is July 27.
- The dates foreseen for the exams according to the academic calendar are from September 7 to 20 (the dates of each exam will be published on the intranet).

#### **HONOR GROUPS**

- The groups ending in 0 **ARE EXCLUSIVE GROUPS FOR STUDENTS STUDYING THE DEGREE IN LAW WITHIN THE HONORS PROGRAM**. If the students are enrolled in a double degree, they will take their second degree subjects in their corresponding group to that degree. Example: A student enrolled in the Law and Criminological Sciences double degree, must be enrolled in the Honors group and in the specific Criminology subjects in group 51 (251, 351... depending on the course).
- It is important that the students of the Degree in Law and Business Administration (BBA) who do Law with the Honors program, enroll for the BBA subjects in the group that ends in 1 (221, 321).
- Students who do **not belong to the Honors program will not be able to enroll for subjects in these groups**.

#### **FINAL DISSERTATION (TFG)**

- In order to register for the TFG it is necessary to be enrolled in all of the degree's subjects. In the case of double degrees, in order to register for the first TFG it is necessary to be enrolled in all the 4th year subjects, and for the second TFG, in all the subjects of the 5th year.

## 4TH YEAR ELECTIVES

- Students must register for a certain number of credits according to their degree (see attached table).

## 4TH YEAR "PROFESSIONAL COMPETENCES" SUBJECT

- The Dean's Office of the Faculty of Law has changed the semester for taking the "Professional Competences" subject for the 421, 461 and 451 groups; groups in which it will be taught during the first semester. The students from these groups who were not enrolled in this subject during their Erasmus mobilities and this situation may entail a prejudice to the correct development of their academic year, may request through their intranet (tab "enrollment modifications") the enrollment in this subject for their second semester by attaching their Learning Agreement.

If you have any problem during the enrollment process, you can contact the Secretary's Office through the [e-mail](mailto:secretariamoncloa@ceu.es) [secretariamoncloa@ceu.es](mailto:secretariamoncloa@ceu.es) or in person during the regular office hours from Monday to Friday from 9.30 am to 1.30 pm and from Monday to Thursday from 3.30 pm to 6 pm.

To help you in this process, we attach two documents that you should carefully read before registering. We also attach the calendar for the next academic year.

- [Undergraduate Registration Guide \(Sigma\)](#): This is a general document for the whole University. Through screenshots it explains the steps you should follow within the registration program in order to complete your registration. It is essential that you follow all the steps so errors may be avoided throughout the process.
- [FACULTY GROUPS](#): This document is specific to our Faculty. In it you can find a description of the scheduled groups for the next academic year in each of the degrees. It is necessary that you read it carefully, because you must enroll in your corresponding group.

**VERY IMPORTANT! Within the same course, you must always enroll in the same group (for example, a student enrolled in the 211 group cannot enroll in any subjects in the 212 group).**

**Please remember that in the Degrees with curricular language subjects, you must enroll in the same languages throughout your entire degree.**