Mastery of languages facilitates access to new and diverse opportunities, and IE University considers knowledge of multiple languages a key element of its educational model and of success both in work and study. The Language Studies Center facilitates its students’ studies by developing their communicative competences to help them succeed in the international labor market.

GENERAL INFORMATION 2015-16

As the main languages for work and study at IEU are Spanish and English, all students must demonstrate that they can communicate competently in both languages before their graduation.

Spanish and English language classes are offered for first and second year students at no additional cost thanks to a grant from the University. No student may register for more than two language classes per year.

All language classes taken at the Language Studies Center or under its auspices, will appear, together with their marks and, if appropriate, credit number, in the European Supplement to the student’s degree under the title of Further Training. Credits for these subjects are computed according to the European Credit Transfer System (ECTS). Credits for language classes will not automatically be awarded as part of the total number of credits required for graduation unless the students asks for the recognition of these subjects as optional credits to the direction of each Bachelor, and providing the application for this recognition is approved.

All language classes are semester-long subjects for which students can solicit credit recognition of 3 ECTS credits for each one. In order to complete a language level, students must take and pass both parts 1 and 2 (example: Spanish 2.1 & Spanish 2.2, French 1.1 & French 1.2).

For specific language level requirement information, refer to “Language Level Requirements”.
1. LANGUAGE CENTER COURSE OFFERING 2015-16

1. ENGLISH

<table>
<thead>
<tr>
<th>Level</th>
<th>Credits</th>
<th>Semester</th>
<th>Requirements</th>
<th>Campus</th>
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<tbody>
<tr>
<td>General English 1</td>
<td>3</td>
<td>1st</td>
<td>Placement Test</td>
<td>Madrid &amp; Segovia</td>
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<tr>
<td>General English 2</td>
<td>3</td>
<td>2nd</td>
<td>Placement Test</td>
<td>Madrid &amp; Segovia</td>
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<tr>
<td>Advanced English: Communication &amp; Composition 1</td>
<td>3</td>
<td>1st</td>
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<tr>
<td>Advanced English: Communication &amp; Composition 2</td>
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2. FIRST YEAR UNIVERSITY WRITING

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<th>Level</th>
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<th>Campus</th>
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<tr>
<td>Effective Academic Writing Seminars</td>
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3. SPANISH

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<th>Semester</th>
<th>Requirements</th>
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<tbody>
<tr>
<td>Spanish 0.1 (A1 &amp; A2)</td>
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<tr>
<td>Spanish 0.2 (A1 &amp; A2)</td>
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<td>Spanish 1.1 (A2)</td>
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<td>Spanish 1.2 (A2)</td>
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<td>A1/Placement Test</td>
<td>Madrid &amp; Segovia</td>
</tr>
<tr>
<td>Spanish 2.1 (B1)</td>
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<td>1st</td>
<td>A2/Spanish 0 or 1 (Basic or Elementary) Placement Test</td>
<td>Madrid &amp; Segovia</td>
</tr>
<tr>
<td>Spanish 2.2 (B1)</td>
<td>3</td>
<td>2nd</td>
<td>A2/Spanish 0 or 1 (Basic or Elementary) Placement Test</td>
<td>Madrid &amp; Segovia</td>
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<tr>
<td>Spanish 3.1 (B2)</td>
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<td>B1/Spanish 2 (Intermediate) Placement Test</td>
<td>Madrid &amp; Segovia</td>
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<tr>
<td>Spanish 3.2 (B2)</td>
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<td>2nd</td>
<td>B1/Spanish 2 (Intermediate) Placement Test</td>
<td>Madrid &amp; Segovia</td>
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<tr>
<td>Spanish Culture &amp; Communication 1</td>
<td>3</td>
<td>1st</td>
<td>B2/Spanish 3 (Advanced) Placement Test</td>
<td>Madrid &amp; Segovia</td>
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<tr>
<td>Spanish Culture &amp; Communication 2</td>
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<td>B2/Spanish 3 (Advanced) Placement Test</td>
<td>Madrid &amp; Segovia</td>
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4. OTHER LANGUAGES

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<th>Level</th>
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<th>Semester</th>
<th>Requirements</th>
<th>Campus</th>
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<tr>
<td>French 1.1 (A1 &amp; A2)</td>
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<tr>
<td>French Culture &amp; Communication 1</td>
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<td>1st</td>
<td>B2/French 3/Placement Test</td>
<td>Madrid &amp; Segovia</td>
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<tr>
<td>French Culture &amp; Communication 2</td>
<td>3</td>
<td>2nd</td>
<td>B2/French 3/Placement Test</td>
<td>Madrid &amp; Segovia</td>
</tr>
<tr>
<td>German 1.1 (A1)</td>
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<tr>
<td>German 1.2 (A1)</td>
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<tr>
<td>German 2.1 (A2)</td>
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<tr>
<td>German 2.2 (A2)</td>
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<td>German 3.1 (B1)</td>
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<td>German 3.2 (B1)</td>
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<td>A2/German 2/Placement Test</td>
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<td>Mandarin Chinese 1.1 (approx. A1)</td>
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<td>Placement Test</td>
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<tr>
<td>Mandarin Chinese 1.2 (approx. A1)</td>
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<td>Segovia</td>
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<tr>
<td>Modern Arabic 1.1 (approx. A1)</td>
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<td>1st</td>
<td>Placement Test</td>
<td>Madrid &amp; Segovia</td>
</tr>
<tr>
<td>Modern Arabic 1.2 (approx. A1)</td>
<td>3</td>
<td>2nd</td>
<td>Placement Test</td>
<td>Madrid &amp; Segovia</td>
</tr>
<tr>
<td>Modern Arabic 2.1 (approx. A2)</td>
<td>3</td>
<td>1st</td>
<td>Arabic 1/Placement Test</td>
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<tr>
<td>Modern Arabic 2.2 (approx. A2)</td>
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<td>Arabic 1/Placement Test</td>
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<td>Russian 2.1 (approx. A2)</td>
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<td>A1/Russian 1/Placement Test</td>
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<tr>
<td>Russian 2.2 (approx. A2)</td>
<td>3</td>
<td>2nd</td>
<td>A1/Russian 1/Placement Test</td>
<td>Madrid</td>
</tr>
</tbody>
</table>
1. ENGLISH PROGRAM

The English program is designed comprehensively to develop fluency in the language and improve oral and written communication skills. A practical orientation facilitates the development of necessary skills for academic success.

English Graduation Requirements

As all degrees of study at IEU require an academic level of English in order to study, it is understood that all students thus demonstrate the minimum required proficiency in English by the end of their studies at the University.

For any students who would like to perfect their English communication abilities, the Language Center is pleased to offer classes of General English as well as Advanced English classes for oral and written expression that would aid in this process.

General English Part 1, Credits: 3

In this course students will learn to communicate actively in informal and academic situations and explain viewpoints, to understand lectures, arguments and news, to read contemporary literature and articles in a variety of contexts and to write detailed letters and texts on a variety of subjects related to personal experience. Students at this level will learn not only to recognize facts, but also to understand opinions, attitudes, moods and wishes.

General English Part 2, Credits: 3

Continuation of General English Part 1.

Advanced English: Communication & Composition Part 1, Credits: 3

This course is geared to put into practice the language (grammar, syntax, vocabulary, use of discourse, academic register) and apply it to the composition of written academic texts as well as texts to be delivered before an audience. The objective is to allow students to go deeper in their development of competences and to face and solve with efficacy the complicated problems one encounters when writing papers, articles or dissertations and delivering papers, presentations or speeches.

Advanced English: Communication & Composition Part 2, Credits: 3

Continuation of Advanced English Part 1.

2. FIRST YEAR UNIVERSITY WRITING

Effective Academic Writing Seminar, Credits: 1

A mandatory 2 part course for all incoming first year students unless they are exempt from the requirement based on a placement test, the Academic Writing Placement Test, taken at the end of Part 1 (session 4). This 1 ECTS credit Pass/Fail course deals with basic research and documentation skills and methods as well as the fundamental mechanics of writing and preparing University level papers.

Part 1 consists of 4 mandatory sessions. The first three sessions focus on the importance of research, citations and bibliographies in the writing process in order to provide supporting evidence and most importantly, avoid plagiarism. The fourth session includes a writing placement test, which also reflects knowledge of concepts covered in part 1. The Academic Writing Placement Test is used to determine which students are placed in Part 2 of the course. Any students who do not take the placement test will automatically be placed into the second part of the course.

Part 2, which consists of 7 sessions, focuses on the steps required during the academic writing process. Students are given the tools to organize their work in a coherent way according to standard university best practices. The material covered in the first part (research and citations) will be incorporated into the second part as an integral part of the process.

If students do not pass Effective Academic Writing, whether as a result of absences or lack of ability, must register and repeat the seminar in the following year and pass it in order to graduate.

3. SPANISH PROGRAM

The Spanish program is designed to help students develop fluency in the language and improve written and verbal communication skills. In order for the students to reach the required level needed to graduate (B1), the Language Center offers multiple levels of Spanish classes during the whole academic year.

Spanish Graduation Requirements

Non-native speakers of Spanish must demonstrate a minimum level of B1 (Common European Framework of Reference for Languages) in order to graduate.

This can be done by:

- Passing the Intermediate Spanish class at IEU Language Studies Center
- Presenting an official DELE B1 certificate (issued by the Instituto Cervantes)
- Requesting validation of an equivalent course at another university or official institution (pending Language Studies Center acceptance)

It is highly recommended that all non-native speakers of Spanish take advantage of the two years of complimentary Spanish classes at IEU Language Studies Center in order to attain the highest possible proficiency in Spanish and continue to practice the use of the language.

Spanish 0.1 Credits: 3

This intensive Spanish course for beginners with requires no previous knowledge of Spanish covers European levels A1 will help the student to develop the ability to use Spanish in a simple yet effective way for everyday life. This course prepare students to directly take the Intermediate course in their second year and thus comply with the minimum level of Spanish proficiency required for graduation, while giving them the tools to take advantage of being immersed.

Spanish 0.2 Credits: 3

This course is an introduction to basic Spanish structures for both IEU and exchange students where simple communication strategies will be offered. The student will develop the ability to use the language in a simple yet effective way for daily situations characterized by a high degree of predictability. This course is a good starting point for those with some previous knowledge of Spanish (European level A2).

Spanish 1.1 Credits: 3

This course is an introduction to basic Spanish structures for both IEU and exchange students where simple communication strategies will be offered. The student will develop the ability to use the language in a simple yet effective way for daily situations characterized by a high degree of predictability. This course is a good starting point for those with some previous knowledge of Spanish (European level A2).
Spanish 1.2 Credits: 3
Continuation of Spanish 1.1 that completes level A2.

Spanish 2.1 Credits: 3
This course is designed to develop the students’ ability to use Spanish accurately and correctly in order to communicate and express their views about a wide range of topics. Further communicative contexts belonging to social and professional situations are introduced. By passing this course (European level B1) students will be able to comply with the minimum level of Spanish proficiency required in order to graduate.

Spanish 2.2 Credits: 3
Continuation of Spanish 2.1 that completes level B1.

Spanish 3.1 Credits: 3
This course aims at developing the students’ ability to use Spanish fluently in a wide range of personal, social and professional contexts while displaying a good command of the possibilities of the language. Students are expected to develop their versatility to adapt to the changing requirements of effective communication in personal, social and professional situations and to acquire a comprehensive knowledge of social and cultural issues (European level B2).

Spanish 3.2 Credits: 3
Continuation of Spanish 3.1 that completes level B2.

Spanish Culture and Communication Part 1 Credits: 3
This course is designed to broaden students’ understanding of the Spanish language and Hispanic cultures through exposure to and exploration of cultural texts (culture, film, literature, etc.). Students are expected to develop their Spanish competence and communication skills in order to effectively express their ideas spontaneously, understand a wide range of works and produce clear, well structured, oral and written texts on complex subjects.

Spanish Culture and Communication Part 2 Credits: 3
Continuation of Spanish Culture and Communication Part 1.

4. OTHER LANGUAGES

The following courses will be offered at an additional cost for all students except those in the BIR degree where languages are compulsory courses of the program (BIR students will enroll these courses at the standard ECTS cost of Bachelor programs).

IMPORTANT: All subjects must have the minimum 10 students required by the beginning of the course in order to be offered. Upon sufficient demand (minimum of 10 students committed to register and cover additional cost of the year long course by early September) other languages or levels could be offered.

French 1.1 Credits: 3
This intensive French course for beginners which covers European levels A1 and A2 will help the student develop the ability to use Spanish in a simple yet effective way for everyday life. This course prepare students to directly take the Intermediate course in their second year and thus comply with the minimum level of Spanish proficiency required for graduation, while giving them the tools to function in French speaking environments.

French 1.2 Credits: 3
Continuation of French 1.1 that completes level A1.

French 2.1 Credits: 3
This course is designed to further students understanding of phrases and common expressions that relate to areas of high personal relevance (such as personal or family information, shopping, immediate environment, work). This course is also designed to develop the students’ ability to use French (European B1 level) accurately and correctly in order to communicate and express their views about a wide range of topics. Further communicative contexts belonging to social and professional situations are introduced. In addition, students will be able to manage most situations that come up when traveling in a region where the language is spoken.

French 2.2 Credits: 3
Continuation of French 2.1 that completes level A2.

French 3.1 Credits: 3
This course is designed to allow students to understand the main ideas of concrete or abstract topics in a complex text, including a technical article in the user’s area of expertise. The course also leads the student to reach a good level of communication with a degree of spontaneity and fluency during a conversation with a native speaker, in a way that is comfortable for everyone. The student can speak in a clear, detailed way on a number of subjects: express an opinion on current affairs, giving the advantages and disadvantages of the various options.

French 3.2 Credits: 3
Continuation of French 3.1 that completes level B1.

French Culture and Communication Part 1 Credits: 3
This course is designed to broaden students’ understanding of the French language and culture through exposure to and exploration of cultural texts (culture, film, literature, etc.). Students are expected to develop their French competence and communication skills in order to effectively express their ideas spontaneously, understand a wide range of works and produce clear, well structured, oral and written texts on complex subjects.

French Culture and Communication Part 2 Credits: 3
Continuation of French Culture and Communication Part 1.

German 1.1 Credits: 3
This course is an introduction to basic German structures for the foreign student where simple communication strategies will be offered. The student will develop the ability to use the language in a simple yet effective way for daily situations characterized by a high degree of predictability. At the completion of this course students will be able to function in accordance with common EU language level A1.

German 1.2 Credits: 3
Continuation of German 1.1 that completes level A1.

German 2.1 Credits: 3
This course is a continuation of basic German structures for the foreign student where simple communication strategies will be offered. The student will develop the ability to use the language in a simple yet effective way for daily situations characterized by a high degree of predictability. At the completion of this course students will be able to function in accordance with common EU language level A2.
German 2.2 Credits: 3
Continuation of German 2.1 that completes level A2.

German 3.1 Credits: 3
This course is designed to develop the students' ability to use German accurately and correctly in order to communicate and express their views about a wide range of topics. Further communicative contexts belonging to social and professional situations are introduced. By passing this course (European level B1) students will be able to comply with the minimum level of German proficiency required in order to graduate.

German 3.2 Credits: 3
Continuation of German 3.1 that completes level B1.

Mandarin Chinese 1.1 Credits: 3
This intensive course is an introduction to basic Chinese structures for the foreign student where simple communication strategies will be offered. The student will develop the ability to use the language in a simple yet effective way for daily situations characterized by a high degree of predictability. At the completion of this course students will be able to function in approximate accordance with common EU language level A1.

Mandarin Chinese 1.2 Credits: 3
Continuation of Chinese 1.1 that completes level A1.

Mandarin Chinese 2.1 Credits: 3
This intensive course is a continuation of basic Chinese structures for the foreign student where simple communication strategies will be offered. The student will develop the ability to use the language in a simple yet effective way for daily situations characterized by a high degree of predictability. At the completion of this course students will be able to function in approximate accordance with common EU language level A1.

Mandarin Chinese 2.2 Credits: 3
Continuation of Chinese 2.1 that completes level A2.

Mandarin Chinese 3.1 Credits: 3
This course is designed to allow students to understand the main ideas of concrete or abstract topics in a complex text, including a technical article in the user's area of expertise. The course also leads the student to reach a good level of communication with a degree of spontaneity and fluency during a conversation with a native speaker, in a way that is comfortable for everyone. The student can speak in a clear, detailed way on a number of subjects; express an opinion on current affairs, giving the advantages and disadvantages of the various options.

Mandarin Chinese 3.2 Credits: 3
Continuation of Chinese 3.1 that completes level B1.

Modern Arabic 1.1 Credits: 3
This intensive course is an introduction to basic Arabic structures for the foreign student where simple communication strategies will be offered. The student will develop the ability to use the language in a simple yet effective way for daily situations characterized by a high degree of predictability. At the completion of this course students will be able to function in approximate accordance with common EU language level A1.

Modern Arabic 1.2 Credits: 3
Continuation of Modern Arabic 1.1 that completes level A1.

Modern Arabic 2.1 Credits: 3
This course is designed to further students understanding of phrases and common expressions that relate to areas of high personal relevance (such as personal or family information, shopping, immediate environment, work). This course is also designed to develop the students' ability to use Arabic (approximately European B1 level) accurately and correctly in order to communicate and express their views about a wide range of topics. Further communicative contexts belonging to social and professional situations are introduced. In addition, students will be able to manage most situations that come up when traveling in a region where the language is spoken.

Modern Arabic 2.2 Credits: 3
Continuation of Modern Arabic 2.1 that completes level A2.

Russian 2.1 Credits: 3
This intensive course is a continuation of basic Russian structures for the foreign student where simple communication strategies will be offered. The student will continue to develop the ability to use the language in a simple yet effective way for daily situations characterized by a high degree of predictability.

Russian 2.2 Credits: 3
Continuation of Russian 2.1 that completes level A1. At the completion of this course students will be able to function in approximate accordance with common EU language level A2.

3 COURSE CATALOG THROUGH 2014-15

1. ENGLISH PROGRAM

General English, Credits: 6
In this course students will learn to communicate actively in informal and academic situations and explain viewpoints, to understand lectures, arguments and news, to read contemporary literature and articles in a variety of contexts and to write detailed letters and texts on a variety of subjects related to personal experience. Students at this level will learn not only to recognize facts, but also to understand opinions, attitudes, moods and wishes.

Advanced English: Communication & Composition, Credits: 6
This course is geared to put into practice the knowledge students possess about academic language (grammar, syntax, vocabulary, use of discourse, academic register) and apply it to the composition of written academic texts as well as texts to be delivered before an audience. The objective is to allow students to go deeper in their development of competences and to face and solve with efficacy the complicated problems one encounters when writing papers, articles or dissertations and delivering papers, presentations or speeches.

2. FIRST YEAR UNIVERSITY WRITING

Effective Academic Writing Seminar, Credits: 1
A mandatory 2 part course for all incoming first year students unless they are exempt from the requirement based on a placement test, the Academic Writing Placement Test, taken at the end of Part 1 (session 4). This 1 ECTS credit Pass/Fail course deals with basic research and documentation skills and methods as well as the fundamental mechanics of writing and preparing University level papers.
Part 1 consists of 4 mandatory sessions. The first three sessions focus on the importance of research, citations and bibliographies in the writing process in order to provide supporting evidence and most importantly, avoid plagiarism. The fourth session includes a writing placement test, which also reflects knowledge of concepts covered in part 1. The Academic Writing Placement Test is used to determine which students are placed in Part 2 of the course. Any students who do not take the placement test will automatically be placed into the second part of the course.

Part 2, which consists of 7 sessions, focuses on the steps required during the academic writing process. Students are given the tools to organize their work in a coherent way according to standard university best practices. The material covered in the first part (research and citations) will be incorporated into the second part as an integral part of the process.

If students do not pass Effective Academic Writing, whether as a result of absences or lack of ability, must register and repeat the seminar in the following year and pass it in order to graduate.

3. SPANISH PROGRAM

Basic Spanish Credits: 6

This intensive Spanish course for beginners with requirements no previous knowledge of Spanish covers European levels A1 and A2 will help the student develop the ability to use Spanish in a simple yet effective way for everyday life. This course prepares students to directly take the Intermediate course in their second year and thus comply with the minimum level of Spanish proficiency required for graduation, while giving them the tools to take advantage of being immersed.

Elementary Spanish Credits: 6

This course is an introduction to basic Spanish structures for both IEU and exchange students who have simple communication strategies will be offered. The student will develop the ability to use the language in a simple yet effective way for daily situations characterized by a high degree of predictability. This course is a good starting point for those with some previous knowledge of Spanish (European level A2).

Intermediate Spanish Credits: 6

This course is designed to develop the students' ability to use Spanish accurately and correctly in order to communicate and express their views about a wide range of topics. Further communicative contexts belonging to social and professional situations are introduced. By passing this course (European level B1) students will be able to comply with the minimum level of Spanish proficiency required in order to graduate.

Advanced Spanish Credits: 6

This course aims at developing the students' ability to use Spanish fluently in a wide range of personal, social and professional contexts while displaying a good command of the possibilities of the language. Students are expected to develop their versatility to adapt to the changing requirements of effective communication in personal, social and professional situations and to acquire a comprehensive knowledge of social and cultural issues (European level B2).

4. OTHER LANGUAGES

French I Credits: 6

This intensive French course for beginners which covers European levels A1 and A2 will help the student develop the ability to use Spanish in a simple yet effective way for everyday life. This course prepares students to directly take the Intermediate course in their second year and thus comply with the minimum level of Spanish proficiency required for graduation, while giving them the tools to function in French speaking environments.

French II Credits: 6

This course is designed to further students understanding of phrases and common expressions that relate to areas of high personal relevance (such as personal or family information, shopping, immediate environment, work). This course is also designed to develop the students' ability to use French (European B1 level) accurately and correctly in order to communicate and express their views about a wide range of topics. Further communicative contexts belonging to social and professional situations are introduced. In addition, students will be able to manage most situations that come up when traveling in a region where the language is spoken.

French III Credits: 6

This course is designed to allow students to understand the main ideas of concrete or abstract topics in a complex text, including a technical article in the user's area of expertise. The course also leads the student to reach a good level of communication with a degree of spontaneity and fluency during a conversation with a native speaker, in a way that is comfortable for everyone. The student can speak in a clear, detailed way on a number of subjects; express an opinion on current affairs, giving the advantages and disadvantages of the various options.

German I Credits: 6

This course is an introduction to basic German structures for the foreign student where simple communication strategies will be offered. The student will develop the ability to use the language in a simple yet effective way for daily situations characterized by a high degree of predictability. At the completion of this course students will be able to function in accordance with common EU language level A1.

German II Credits: 6

This course is a continuation of basic German structures for the foreign student where simple communication strategies will be offered. The student will develop the ability to use the language in a simple yet effective way for daily situations characterized by a high degree of predictability. At the completion of this course students will be able to function in accordance with common EU language level A2.

German III Credits: 6

This course is designed to develop the students' ability to use German accurately and correctly in order to communicate and express their views about a wide range of topics. Further communicative contexts belonging to social and professional situations are introduced. By passing this course (European level B1) students will be able to comply with the minimum level of German proficiency required in order to graduate.

Mandarin Chinese I Credits: 6

This intensive course is an introduction to basic Chinese structures for the foreign student where simple communication strategies will be offered. The student will develop the ability to use the language in a simple yet effective way for daily situations characterized by a high degree of predictability. At the completion of this course students will be able to function in approximate accordance with common EU language level A1.

Mandarin Chinese II Credits: 6

This intensive course is a continuation of basic Chinese structures for the foreign student where simple communication strategies
will be offered. The student will continue to develop the ability to use the language in a simple yet effective way for daily situations characterized by a high degree of predictability. At the completion of this course students will be able to function in approximate accordance with common EU language level A2.

**Modern Arabic I** Credits: 6

This intensive course is an introduction to basic Arabic structures for the foreign student where simple communication strategies will be offered. The student will develop the ability to use the language in a simple yet effective way for daily situations characterized by a high degree of predictability. At the completion of this course students will be able to function in approximate accordance with common EU language level A1.

**Russian II** Credits: 6

This intensive course is a continuation of basic Russian structures for the foreign student where simple communication strategies will be offered. The student will continue to develop the ability to use the language in a simple yet effective way for daily situations characterized by a high degree of predictability. At the completion of this course students will be able to function in approximate accordance with common EU language level A2.

### 4 LANGUAGE LEVEL REQUIREMENTS / PLACEMENT TEST

**INCOMING FIRST YEAR STUDENTS**

New students must take the appropriate language placement test through IE Campus by the stipulated date in order to be registered in the respective language(s). In case you may have any doubts, please contact the Language Center at languagecenter@ie.edu or languages.university@ie.edu.

**GRADUAL DEGREE STUDENTS**

All first year Gradual degree students are required to take the English placement test. Those who demonstrate less than the minimum level of English will be registered for the appropriate English class at IEU.

### 5 LANGUAGE CENTER POLICIES

**CLASS REGISTRATION POLICIES**

Classes begin in the middle of September. Students who have not registered will not be admitted in the classroom. The Language Center will publish information about classrooms and schedules.

In order to register for language classes, students must:

- Have taken the corresponding placement test.
- Have passed an IEU language class and therefore may register in the following level.
- Have obtained permission from the Language Center.

**IMPORTANT:** By requesting to enroll in French, German, Chinese, Arabic or Russian subjects students commit themselves to attend classes in case and to pay all corresponding fees.

If the minimum of 10 students are not enrolled by the established date, the subject will be canceled, and students will be duly advised.

The price for French, German, Chinese, Arabic or Russian language classes is calculated according to the number of credits (110 per credit). This fee is not applied to freshmen and second-year students taking classes in Spanish or English language, thanks to a grant from IE University. No student may register for more than two classes per year.

Special conditions will be applied to BIR students other these languages are part of their official Program (BIR students will enroll these courses at the standard ECTS cost of Bachelor programs). Language courses credits for BIR students will be incorporated as a compulsory course of their program.

When languages courses are passed, students may solicit credit recognition for the corresponding 3 or 6 ECTS credits for these classes under the specific rules of IEU for credit recognition.

Classes end in April.

**CHANGES IN REGISTRATION (ADD/DROP PERIOD)**

Students may make changes or withdraw from the first semester up to September 30th. Students may make changes or withdraw from the second semester up to January 22nd. Language class registration is considered official, and classes are governed by the same rules as the rest of the official classes belonging to the different degrees. All requests to drop classes or change levels must be made by email to the Language Center.

For more information:

languagecenter@ie.edu or languages.university@ie.edu