



# UAX ONLINE Admissions Guide

ACADEMIC YEAR **2026/27**

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## « VERY IMPORTANT:

- Students must consult and familiarize themselves with the **Academic Evaluation Regulations** through this QR code, where they will find relevant information regarding:



- Attendance requirements
- Exam sessions
- Evaluation criteria
- etc.

- The admission and enrollment process at UAX entails the acceptance of all rules, regulations, and the entirety of the teaching system of **Universidad Alfonso X el Sabio**, which are published and available on the University's official website ([www.uax.com](http://www.uax.com)) and the transparency portal ([www.uax.com/portal-de-transparencia](http://www.uax.com/portal-de-transparencia)).

All students who wish to study a Bachelor's and/or Postgraduate degree in the blended or online modality at UAX Online, Universidad Alfonso X el Sabio, must complete the Admission Process.

# General Admission Process

The **general admission process** consists of the following steps (1 - 3):

## 1 ADMISSION REQUEST

To initiate the admission process, the student must **complete a digital admission application** and provide the necessary documentation. Places for the degree programs are limited.

Accompany your admission application with the following **documentation**:

1. Copy of ID (DNI) on both sides, copy of passport, or identity card.
2. Curriculum Vitae.
3. **Certified copy of the legal access requirement** for the degree you wish to enter (\*). If the degree is not yet available, it will be necessary to send a certified photocopy of the Official Academic Certification stating the date of payment of the degree application fees, or a provisional degree certificate.

(\*) For graduates of Universidad Alfonso X el Sabio, it will not be necessary to provide certified copies of the official academic certification or their university degree. You will receive an email to access the admissions portal and start your admission application.



The first time you access the **Admissions Portal**, we will ask you to:

- Always log in with the email of the student who will be carrying out the admission process.
- Create a secure password to access.

Afterward, you will always be able to access the Portal to progress through the different phases of your admission process with the student's email and the password you have chosen. **Remember it!**

In the event that the studies with which the Admission Process is initiated were completed at a **Foreign Higher Education Institution**, you must—in addition to the previously described necessary documentation—present the degree and the transcript of records, which must be issued by the competent authorities in accordance with the legal system of the country of origin.

- If the degree comes from an **educational system within the EHEA (European Higher Education Area)**, a sworn translation into Spanish will suffice if the documentation was not provided in this language.
- For documents **issued in educational systems outside the EHEA**, they must be submitted duly legalized (Hague Convention, Andrés Bello Convention, Diplomatic Route) and translated by a sworn interpreter into Spanish if they were not issued in said language.

## 2 ADMISSION AND PLACE RESERVATION

Once the receipt of the admission application and the documentation verifying the legal access requirement is confirmed, the status of your admission will be notified through the admissions portal or by email, confirming your entry to the University as applicable, and informing you of the next steps to follow.

In the event of being admitted, you will have a deadline communicated by your advisor to formalize the **payment corresponding to the place reservation**.

The University reserves the right not to admit candidates who have been expelled from another academic institution for disciplinary reasons, or who have an open disciplinary case in progress when the University considers that said background could jeopardize the proper academic development or institutional coexistence, without this generating any right to a financial refund.

## 2.1 DEGREES WITH SPECIFIC ADMISSION TESTS

Exceptionally, some degrees require entrance exams:

### « ADMISSION TEST FOR UNDERGRADUATE DEGREES (STUDENTS FROM HIGH SCHOOL/BACHILLERATO)

All those interested in pursuing Undergraduate studies at Universidad Alfonso X el Sabio who access through the EvAU (university entrance exam) must complete an online admission test. These tests take approximately 1.5 hours and consist of:

#### TEST

<b>COMPETENCY TEST:</b>	<ul style="list-style-type: none"><li>• <b>Academic and Personal Competency Test.</b></li></ul> A first competency assessment will be carried out through a battery of standardized and scientifically validated psychometric and personality tests. <b>Estimated duration of the Online Test: 60'</b>
<b>LANGUAGE TEST:</b>	<ul style="list-style-type: none"><li>• English test for native Spanish-speaking candidates.</li><li>• Spanish test for non-native Spanish-speaking candidates.</li></ul> <b>Estimated duration of the Online Test: 30'</b>

### « ADMISSION TEST FOR THE MASTER'S IN TEACHER TRAINING

All those interested in pursuing this Master's degree must complete an online admission test, which consists of:

#### TEST

<b>COMPETENCY TEST:</b>	<ul style="list-style-type: none"><li>• <b>Academic and Personal Competency Test.</b></li></ul> A first competency assessment will be carried out through a battery of standardized and scientifically validated psychometric and personality tests. <b>Estimated duration of the Online Test: 60'</b>
<b>CANDIDACY INTERVIEW:</b>	Consists of answering questions asked by the Academic Department to assess your interest in the Master's and in education.
<b>KNOWLEDGE TEST:</b>	Only if your degree does not grant direct access to the chosen specialty. You must complete an online (supervised) knowledge test consisting of 15 specialty questions and a case study.
<b>CAMBRIDGE ENGLISH TEST:</b>	If you do not provide a B1 language certificate (accredited by acles.es), you must take an English test (Cambridge) and obtain a B1 score or higher.

### « PEDAGOGICAL AND DIDACTIC TRAINING COURSE

All those interested in this course must accredit their language level:

#### TEST

<b>CAMBRIDGE ENGLISH TEST:</b>	If you do not provide a B1 language certificate (accredited by acles.es), you must take an English test (Cambridge) and obtain a B1 score or higher.
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- Only students who have **previously completed the CFGS** (Advanced Vocational Training Cycles) identified in the access table published in the BOE may enroll in this course.
- Additionally, **this course is only for students who do not hold a university degree**. Students who already have a university degree must complete the University Master's Degree in Teacher Training.

## « PLACE RESERVATION FEE FOR THE 2026/2027 ACADEMIC YEAR

DEGREES	PLACE RESERVATION
University Undergraduate Degrees	500 €
University Master's in General Health Psychology	1.000 €
Other Master's degrees or courses	500 €



Academic fees for the 2026-2027 academic year are not yet available. Once updated, they will be published on the website: <https://www.uax.com/portalde-transparencia/normativa>. In the meantime, you may consult the 2025-2026 Academic Fees Document for purely informative and non-binding purposes.

## « PAYMENT METHODS:

- **Online POS (TPV).**
- **Bizum.**
- **Flywire via [uax.flywire.com](https://uax.flywire.com)**  
(exclusively for payments from countries with a Flywire agreement).
- **By bank card at the Villanueva de la Cañada campus.**
- **By bank transfer through the PAGO NXT\* method.**
- **By cash deposit into the UAX Banco Santander account:**  
**ES87 0049 5984 95 2816042621 - BSCHESMMXXX.**  
Include the student's first name, last name, and ID (DNI).

\* PagoNxt is a secure payment method where a personalized and unique account number is assigned to each candidate...

## « FORMALIZATION OF THE PLACE RESERVATION:

- **This reservation** constitutes confirmation by the student of their acceptance of the place and their desire to proceed with the necessary procedures for enrollment at Universidad Alfonso X el Sabio (UAX Online).
- **The place reservation** guarantees enrollment in the chosen degree, provided that places are still available at the time the right to the place is exercised.
- The amount paid for the place reservation will **only be refunded** if the student proves they do not meet the legal access requirements. The request must be made in writing, providing supporting documentation.
- It will also be refunded in cases where, even if the legal access requirements are met, students **withdraw their reservation** and formally request it from the University's New Student Admissions Office using the specific document for this purpose, within **14 calendar days** from the date of the reservation payment. And exceptionally, when the program for which the student requested a place **does not reach the minimum number of students** established by the University for its commencement.

### 3 ENROLLMENT FORMALIZATION

Once the **place reservation fee has been paid**, you must submit the enrollment application within **10 days following the payment**. To do this, you must:

- **Complete the enrollment application form** with personal and banking details (if applicable), where the receipts corresponding to the chosen payment method will be charged (on dates close to the start of the course, as indicated in the academic fees document). Additionally, if your access is through credit transfer, you will be able to choose the subjects to be taken.
- **Digitally sign the enrollment application**. Once you have completed the application details, you will receive an email with the document to proceed with the signature.

In the event that the student is not the financial guarantor, the financial guarantor must also sign the enrollment application in the following order:

1. **The student must sign** the enrollment application received in their email.

2. Once the student has signed, the **financial guarantor will receive** the document already signed by the student in their email for their **corresponding signature**.

- Once the **enrollment application is signed** by both the student and the financial guarantor, if applicable, the enrollment application will be considered complete.

**The enrollment process will not be considered finished until the correct and complete reception** by the New Student Admissions Department of the certified copy of the **Legal Access Requirement** and any other document indispensable for Enrollment required by the selected degree, within a maximum period of **10 calendar days from the signing of the enrollment application**.

Students who do not provide this documentation will not be able to enroll, and each student is responsible for assuming the legal consequences that may derive from the inauthenticity of the documents or the lack of the required documentation.

Once the aforementioned period has ended, the university reserves the right to cancel the admission of any student who has not provided the documentation essential for enrollment.

Depending on the access route, the **documentation relating to the Legal Access Requirements** is as follows:

ACCESS REQUIREMENTS	DOCUMENTATION TO PROVIDE	WHERE OR HOW TO REQUEST IT
High School (Spanish educational system)	<ul style="list-style-type: none"> <li>• EVAU Score Report.</li> </ul>	<ul style="list-style-type: none"> <li>• On the website of the university where you took the EVAU.</li> </ul>
International Baccalaureate (IB)	<ul style="list-style-type: none"> <li>• UNED Credential or UNED Credential application document.</li> </ul>	<ul style="list-style-type: none"> <li>• On the website of the National Distance Education University: <a href="http://www.uned.es">www.uned.es</a></li> </ul>
European High School (EU system or with reciprocity agreement)	<ul style="list-style-type: none"> <li>• UNED Credential.</li> </ul>	<ul style="list-style-type: none"> <li>• On the website of the National Distance Education University: <a href="http://www.uned.es">www.uned.es</a></li> </ul>
High School outside the EU without reciprocity agreement	<ul style="list-style-type: none"> <li>• Proof of application for High School Equivalence or final Ministry of Education (MEC) Equivalence.</li> </ul>	<ul style="list-style-type: none"> <li>• On the Ministry's website. Click <a href="#">here</a>. <a href="#">High School Diploma Equivalence Guide</a></li> </ul>

Advanced Vocational Training Cycles (CFGS)	<ul style="list-style-type: none"> <li>Degree or Personal Academic Certificate stating the average grade, along with proof of payment of the degree application fees.</li> </ul>	<ul style="list-style-type: none"> <li>At the center where you completed your CFGS studies.</li> </ul>
Entrance exam for over 25s	<ul style="list-style-type: none"> <li>Certificate of having passed the exams.</li> </ul>	<ul style="list-style-type: none"> <li>At the university where you took the university entrance exam.</li> </ul>
Completed Spanish university studies	<ul style="list-style-type: none"> <li>Degree or Personal Academic Certificate along with proof of payment of the degree application fees.</li> </ul>	<ul style="list-style-type: none"> <li>At the university where you completed your university studies.</li> </ul>
Unfinished Spanish university studies	<ul style="list-style-type: none"> <li>Official Academic Certificate.</li> </ul>	<ul style="list-style-type: none"> <li>At the university where you began your university studies.</li> </ul>
Completed foreign university studies	<ul style="list-style-type: none"> <li>Degree (apostilled or legalized).</li> </ul>	<ul style="list-style-type: none"> <li>On the website of the Ministry of Foreign Affairs of the country that issues the document.</li> </ul>
Foreign university studies (partial validation)	<ul style="list-style-type: none"> <li>Official Academic Certificate in Spanish of the subjects passed, with the University's original signature and seal.</li> <li>Syllabus of each subject to be validated, in Spanish, with the University's original seal.</li> <li>Study plan in Spanish... indicating the duration in academic years and the subjects that comprise it...</li> <li>Copy of ID or passport.</li> </ul>	<ul style="list-style-type: none"> <li>At the university where you completed your university studies.</li> </ul>
Homologation of university studies	<ul style="list-style-type: none"> <li>Homologation of studies.</li> </ul>	<ul style="list-style-type: none"> <li>On the Ministry's website. Click <a href="#">[here]</a> to request the procedure.</li> </ul>

\* Pending publication of new regulations from the Ministry of Education and Culture.

If your **Legal Access Requirement DOES NOT have a CSV** (Secure Verification Code), you must send a certified copy (copia compulsada) of it via certified mail to our address: Avda. Universidad, 1. 28691. Villanueva de la Cañada.

Valid certifications (compulsas) are those issued by Official Bodies under the Ministry of Education, City Councils (signed by the secretary), or before a Notary.

#### « REQUIREMENTS:

The documentation certifying the legal access requirement must be submitted duly certified (compulsada):

- A **certified copy (copia compulsada)** is a faithful copy of an original document.
- Photocopies of certified copies are **not accepted**.
- Certifications must be in **Spanish**.
- Valid certifications are those performed by Official Bodies dependent on the **Ministry of Education, City Council (signed by the secretary), Notary, or the educational center of origin**.

#### « SUBMISSION:

**Documentation may be sent in person, via the digital platform (only if the legal access requirement has a QR or CSV verification code), or by certified mail to the following address:**

✉ **Universidad Alfonso X el Sabio**  
Dpto. de matriculación UAX Online  
Avda. de la Universidad, 1  
28691 – Villanueva de la Cañada, Madrid

For university degrees, you can obtain your certified copy at the Ministry's headquarters through the provided link:

<https://sede.educacion.gob.es/sede/login/inicio.jjsp?idConvocatoria=103>

In the case of Higher Vocational Training qualifications (ciclos formativos de grado superior), you may request it through the following link: <https://www.educacionyfp.gob.es/servicios-al-ciudadano/catalogo/gestiontitulos/estudios-no-universitarios.html>

In both cases, you can download the certified copy in the citizen's folder (carpeta ciudadana) <https://carpetaciudadana.gob.es/carpeta/clave.htm>

The in-person delivery of documentation can be done at the New Students Admissions Department during continuous hours from Monday to Friday from 9:00 AM to 6:30 PM and on Saturdays from June to September from 9:00 AM to 1:30 PM (except for the month of August).

Once your enrollment is formalized, you will receive your username and password at the email address you provided during the Admission Process. These credentials will allow you to access the virtual campus, where you can access various services: notices, messaging, virtual classrooms for each subject, tools for following virtual classes, academic consultations, etc.

And, if applicable, the File Transfer Request, according to your access route (see Academic Access Requirements section).

Students must pay the full amount corresponding to enrollment if they receive any type of scholarship or public aid. UAX Online will proceed to refund the amount paid once the scholarship has been granted.

In the case of re-enrollment for the Final Degree/Master's Project (TFG/TFM), due to not being able to present it in the corresponding session because of failing a subject, it must be paid for again, as indicated in the "Academic Evaluation Regulations" (published in the transparency portal, regulations section, on the university's website [www.uax.com](http://www.uax.com)). "The evaluation of the TFG/TFM requires the student to have previously passed all Basic Training, Mandatory, and Elective subjects corresponding to the degree and the Study Plan being followed."



**The University reserves the right to cancel the Place Reservation and/or Enrollment Application that is not complete, or if the legal access requirement has not been presented in due time and form, without any right to a financial refund.**

### 3.1 ENROLLMENT MODIFICATION DEADLINES

Once enrolled in a **UAX Online Degree**, the student may modify their subjects if they are within the ordinary and/or extraordinary modification periods granted by UAX for this purpose.



If you are a new student entering with credit transfers you may modify your enrollment as long as you do so within the ordinary and/or extraordinary modification periods granted by the UNIVERSITY:

1. ORDINARY: From October 13 to 20, 2026.
2. EXTRAORDINARY (only for 2nd semester subjects): From February 16 to 23, 2027.

You will also have 15 days from the official date of the credit transfer resolution to modify your enrollment.

- Once the ordinary modification period has ended, the enrollment will be considered final for financial purposes. Any enrollment modification made after October 19 that involves a reduction in the total number of credits for which the student has enrolled will not imply a reduction of the debt initially contracted with UAX nor any refund of money. In the extraordinary modification period, only changes and the addition of second-semester subjects will be allowed.

**The minimum number of credits to enroll in per academic year is 30 credits and the maximum is 84 credits.**

- Once teaching has begun, withdrawals or changes of subjects will not be accepted, except in cases where elective subjects initially offered are eventually not taught due to not reaching the minimum number of students required for each degree. In this case, the student will have the right to either choose another subject or request a full refund of the amount paid for the subject not taught. In the

event that the student decides to change it for another subject, if the number of credits of the new one is higher, they must pay the difference based on the credit price initially applied. Alternatively, they may expand their enrollment during the week stipulated for the second semester for this purpose, but in no case may subjects be dropped for financial credit.

- Students who enroll in several subjects (elective or mandatory) for UAX Online Bachelor's or Master's degrees must assume that exams and class schedules may occasionally overlap.

## Economic Regulations

Economic regulations are contained in the document ["UAX Online Academic Fees."](#)

## Credit Transfers (Request for Credit Recognition)

### 1 CREDIT TRANSFERS

Students who have already started university studies and wish to change universities can request an advance credit transfer or potential subject recognition.

To this end, Universidad Alfonso X el Sabio has designed an **online credit transfer platform** that allows students coming from other universities or Higher Vocational Training Cycles to request a credit recognition study comfortably, quickly, and completely free of charge. Consult the "Credit Transfer Preview" section at [www.uax.com](http://www.uax.com).

Within a few days of the credit transfer request, the student will receive a complete study in their email regarding the subjects that will be transferred and the documentation they must present at the beginning of the course to complete the process.

**The data provided in the response to the request form will be advisory in nature** and will not, therefore, constitute a formal commitment by the University, which reserves the right to provide a final response upon viewing the **Official Academic Certificates**, the certified programs of the subjects passed corresponding to the year in which they were passed, and the **Study Plan** followed, as established by current university legislation.

Subsequently, and once the enrollment is finalized, the student must request **formal recognition of the subjects** through the Student Office, providing the documentation indicated in the previous point.

The necessary documentation to formalize credit recognition requests regarding subjects for which the corresponding intention was marked must be provided without fail **before October 31, 2026**; otherwise, the student will be automatically enrolled in those subjects, and the corresponding fees will be invoiced.

**This procedure has a cost of €20/transferable credit with a maximum of €180 for postgraduate degrees; there is no cost for undergraduate degrees.**

**In the event of having enrolled for the full academic year, the credit transfer fee will not be charged, and the student will not have the right to request a refund for the credits transferred, as they would have some type of study aid and would lose it (these aids only apply to students who enroll in the total credits of the degree).**

Due to the importance that the quick resolution of recognition files has for the smooth progress of the course, it is recommended not to exhaust the deadlines for the submission of documents, as well as the precise and punctual provision of all those required by the applicable regulations.

The student may request recognition for credits taken and passed at their University of origin, subject to the following rules:

- 1º.- A recognition application must be submitted and delivered, along with the required documentation, to the Student Office. The lack of documentation, or part of it, prevents the initiation of the recognition process.
- 2º.- The recognition form can be requested from the Student Office ([reconocimiento@uax.es](mailto:reconocimiento@uax.es)).
- 3º.- The names of the subjects taken must be specified.

## 2 DOCUMENTATION

- 1º.- Official Academic Certification of all grades obtained, issued by the University of origin, including the numerical grade point average of the transcript.
- 2º.- When necessary, the syllabi (programs) of the subjects taken and passed for which recognition is requested will be required. These must be signed and stamped by the Department responsible for their teaching, or by the Student Secretariat of the Faculty or School of origin.
- 3º.- The Recognition Application Form.
- 4º.- The Recognition Instructions Form, duly signed by the applicant.

Send all the above documents to the Student Office between July 1st and October 31st:

- If the documents from the University of origin are digitally signed and include a verification method (CSV or QR code), they may be sent to the following email address: [reconocimiento@uax.es](mailto:reconocimiento@uax.es)
- If the documents from the University of origin are not digitally signed, they must be presented in person at the Student Office or sent by mail to the following address:

### ✉ **Universidad Alfonso X el Sabio (UAX Online)**

Oficina del Estudiante  
Avda. de la Universidad, 1  
28691 – Villanueva de la Cañada, Madrid

Or in person at the Student Office, during continuous hours from Monday to Friday from 9:00 to 18:00 and Saturdays from June to October from 9:30 to 13:30 (except for the month of August).

## 3 PROCESSING

- 1º.- The application will be resolved by the Credit Transfer Commission, which will resolve it as soon as possible.
- 2º.- The resolution of the Credit Transfer Commission will be communicated to the interested party by the Student Office.
- 3º.- Against the Resolution of the Credit Transfer Commission, the interested party may file an ordinary appeal before the Rector within 15 calendar days from the day following the date of notification of the recognition resolution.
- 4º.- In this last case, the Rector will resolve as appropriate.

### « EXPLANATORY NOTE

Based on the recognition resolution, **the student may modify their enrollment within 15 calendar days from the day following the publication of the resolution.** Any subject for which recognition was requested, or for which the intention to recognize was stated on the enrollment form and was not recognized, will be automatically registered if the contrary is not expressly requested within the period indicated above. After this date, any enrollment modification will follow general rules..

Students who have been denied a credit recognition review for any subject will be automatically enrolled in it, unless they request to drop said subject within **7 calendar days** from the day following the communication date, provided that such review was requested within the fixed deadline. Likewise, any modification to the enrollment (adding or dropping subjects) may be carried out within that same period.

## 4 TRANSFER OF ACADEMIC RECORD (ONLY APPLIES TO UNDERGRADUATE DEGREES)

Before **October 30, 2026**, every new student at Universidad Alfonso X el Sabio must deliver the receipt proving they have requested the **transfer of their academic record** to the Admissions Office. To obtain this, the student must go to the university where they completed their last university studies and present the **ADMISSION LETTER** issued by Universidad Alfonso X el Sabio. Students accessing via the EVAU route from a public university in the Community of Madrid do not need to process this.

# Other Information of Interest

## 1 LANGUAGE REGULATIONS

Modern language teaching in the curricula of official undergraduate degrees covers between 6 and 12 credits.

- Foreign students whose nationality is from a country where Spanish is not the official language must take the language subject in a language considered foreign in their country of origin.

## 2 VIRTUAL CAMPUS

To study and be evaluated at **UAX Online**, students must have their own personal computer equipment for their training and evaluation:

1. **A laptop** with at least **8 GB of RAM** and an **Intel i3 at 2 GHz processor** or equivalent performance. **The use of tablets or Chromebooks for evaluation is NOT permitted**, unless they are used as external monitoring tools.
1. **Recommended Operating Systems:**
  - a. Windows 10 or 11 (never Windows S).
  - b. Mac OS 11 (or higher).
3. **Updated drivers and antivirus.**
4. **Browser:** Any of these, updated to the latest version:
  - a. Chrome
  - b. Firefox
  - c. Safari
5. **ADSL or broadband Internet connection**, preferably via cable or WIFI AC.
6. **Webcam, microphone, and speakers or headphones.** These devices will be necessary for synchronous sessions, TFG/TFM defenses, and online exams (where applicable) or in-person exams. **The use of Apple iPads (any model or version) or Linux systems is not allowed for evaluation.**

If a student has a disability, accredited at the time of enrollment, they must notify the university. The student must use their own computer, adapted to their disability, to connect to the campus and perform the relevant tests.

## 3 EXAM SESSIONS AND CENTERS

UAX Online will provide students with the available exam centers, which are published on the University's website, for the completion of the mandatory academic tests required by each degree.

Exams and defense sessions for Bachelor's Final Projects (TFG) or Master's Final Projects (TFM) will be communicated to the student at the beginning of the course for each degree via the Virtual Campus through each academic coordinator.

The student may select their venue on the virtual campus using the "Exam Management" application. The number of exam sessions is established in the Academic Evaluation Regulations (Norms and regulations [here]).

The university has the capacity to make modifications to the officially selected exam venues, as well as the exam dates, taking into consideration the availability and security conditions necessary to ensure that students can perform their tests appropriately. In the event of a venue change during the course, it will be communicated with sufficient notice.

All updates regarding changes in venue and exam dates will be duly communicated through the virtual campus and UAX messaging, with sufficient anticipation so that students can be informed of the new location and organize themselves adequately in terms of time and logistics.

In the case of students residing in countries where the university does not have exam centers, the student must travel to the nearest available venue, assuming the costs derived from travel and stay during the exam days.

In the case of students in Spain, if the university does not have a center in their place of residence or changes any of the venues fixed on the website, they will be granted the location closest to their Community.

UAX may agree to hold in-person exams, additionally, in other cities when operational reasons or the volume of students make it advisable, without this implying a commitment to a fixed venue in any case.

Non-fixed cities will be published for each session in advance.

Taking in-person exams during the ordinary session in a non-fixed venue does not grant the right to take the extraordinary session or future sessions in the same venue. The student must adapt to the cities offered in each session.

### **FACIAL RECOGNITION VIA BIOMETRICS IN ONLINE TESTS AND EXAMS (Only applicable to degrees authorized by the official report).**

Universidad Alfonso X el Sabio has a facial recognition system through the use of biometrics for distance tests and exams in online environments, in order to avoid any fraud that could be committed by students in evaluation processes. According to the most recent criteria of both the Spanish Data Protection Agency and the European Data Protection Board, biometric data are considered highly protected data for all purposes.

Thus, in accordance with current regulations on data protection, the processing of highly protected data requires that, in addition to choosing a correct legal basis under Article 6 of the GDPR, some exception from those collected in Article 9 of said regulation applies, lifting the general prohibition for its processing so it can be carried out lawfully.

UAX wishes to apply the exception consisting of the granting, by the student, of their **explicit consent** to allow the processing of their biometric data during the performance of online tests and exams. According to the criteria expressed by the Spanish Data Protection Agency, any processing of this category of data legitimized based on the explicit consent of the interested party must have a valid and viable alternative that allows the interested party's data not to be processed by the controller, while achieving the same goal.

In this way, for those students who **do not provide their explicit consent** for facial recognition via biometrics at the time of enrollment, an alternative system will be activated, consisting of **taking in-person exams** at venues enabled by Universidad Alfonso X el Sabio that are truly accessible for students who so desire.

## 4 ATTENDANCE AND PRESENCE

### Master's in General Health Psychology

It is mandatory to attend at least **80% of synchronous (live) classes** for each subject in order to pass.

### Master's in Teacher Training

It is mandatory for students to attend at least **80% of live sessions** in order to obtain **10% of the final grade** in the subject.

## 5 EXTERNAL INTERNSHIPS

To pass this subject, it is mandatory to **attend a placement center in person** and obtain a positive evaluation from both the tutor at the educational center and the University tutor, in addition to completing the internship report which will be evaluated by the latter.

Universidad Alfonso X el Sabio is responsible for providing external academic internships to students who meet the program's training objectives and comply with the provisions of the degree's official report.

Students may propose a placement center that fits these training objectives and requirements. In both cases, Universidad Alfonso X el Sabio must sign an agreement with the placement center.

In the assignment process, the student's place of residence will be taken into account, aiming—as far as possible—for proximity to their home or other geographical preferences, provided that the characteristics of the internship and the business and/or educational network of the area allow it. This point cannot be guaranteed.

Similarly, for students residing in foreign countries (depending on the country), efforts will be made to assign an internship in their country of residence, provided that the characteristics of the internship, the local business/educational network, and the language of instruction meet the specific requirements for the subject.

This point cannot be guaranteed.

The assignment of the internship center, provided the criteria fixed above are met, shall be irrevocable, except for duly justified reasons of force majeure, which would involve a center change. In case of rejection of the assigned internship, the student will be responsible for finding an alternative placement.

Education competencies are transferred to the Autonomous Communities; therefore, the Departments of Education will establish the assignment procedures for placement centers. The Internship Department will punctually inform the student of the conditions to be considered. The University is exempt from liability regarding decisions made by the Autonomous Communities in relation to the regulation of this procedure.

**It is important that students pay attention to their messaging and notices from the moment of enrollment, as internship processing sessions may be scheduled before the start of the course due to the deadlines established by the Autonomous Communities.**

### « VERY IMPORTANT

**All students performing internships with minors must provide a Negative Certificate of Sexual Offenses, in compliance with the requirement provided in art. 13.5 of Organic Law 1/1996. ([mjusticia.gob.es](http://mjusticia.gob.es)).**

In the case of foreigners or those with a nationality other than Spanish, they must also provide a negative criminal record certificate from their country of origin or where they are a national, translated and legalized in accordance with existing international conventions, regarding the offenses referred to in Article 13.5 of Organic Law 1/1996.

This document is valid for one year and must be submitted again in the event of re-enrollment in the internship.

#### **Internships for Master in Law (Abogacía):**

Internships must be carried out in person at law firms.

#### **Internships for Master's and Undergraduate Degrees in Education:**

**Internships must be carried out in person at the assigned internship center.** The university will guarantee internships for students, but not at a specific center, nor in a specific period or fixed schedule. The University is exempt from any decisions made by the Autonomous Communities regarding the regulation of this profession. If a student wants a specific internship center, they may make a proposal to the University, but its acceptance is not guaranteed. The conditions and application periods for internships are defined by the education departments of each Autonomous Community for each territorial area and not by the University; therefore, internships are subject to variations carried out by each Autonomous Community. In the event that internships cannot be carried out in the Autonomous Community where the student resides, the student must travel to another community.

- **Communities with an agreement:** (Balearic Islands, Madrid, Catalonia, Canarias, Castilla-La Mancha, La Rioja, Navarra, Murcia, Extremadura, Basque Country, and Ceuta). Processing is done through platforms or lists with the different education departments with dates stipulated by each community with PUBLIC AND PRIVATE/CONCERTED CENTERS.
- **Communities WITHOUT an agreement:** (Castilla-León, Asturias, Galicia, Aragon, Andalusia, and Valencian Community). Only possible in PRIVATE/CONCERTED CENTERS.
- **Internships cannot be carried out in Cantabria,** and travel to another community will be necessary.

#### **Internships for Master in Emergencies and Urgent Care:**

They will be carried out throughout the academic year, in person, in supervised clinical stays and in-person shifts in hospital and extra-hospital emergency services. If you wish to carry them out in your Autonomous Community, you must provide the contact information to sign an agreement with the collaborating entity. This does not guarantee that both institutions will reach a signature on the agreement.

A maximum of 9 ECTS has been established for the Recognition of Credits Earned by Accreditation of Work and Professional Experience. (This recognition must be authorized by the Academic Direction of the Master, upon presentation of the corresponding certificates). The Master is in a blended (semipresencial) modality.

All students must know the internship regulations, and all female students who enroll in this master must know and accept the [\[internship regulations corresponding to the clauses of risk information in case of pregnancy\]](#).

#### **Internships for Master in Administrative Management:**

The Official College of Administrative Managers of Madrid provides students with an annual offer of 50 management Offices distributed across different provinces, such as Avila, Segovia, Ciudad Real, Madrid, Guadalajara, and Cuenca.

#### **Blended (Semi-presencial) Undergraduate Degree in Pharmacy:**

**Laboratory Internships are mandatory and in-person on weekends.** The number of weekends varies depending on the number of laboratory ECTS that the subjects for that semester have.

The UAX Regulations in point 3 of Article 6 of the ACADEMIC EVALUATION REGULATIONS, regarding lack of class attendance and its consequences on evaluation, states:

“Failure to attend practical sessions for subjects with a marked practical-clinical content will result in the consequences that, for each subject, are fixed in the corresponding official syllabus at the beginning of each academic year.”

In the Pharmacy Degree, in both the in-person and blended modalities, the practical classes for all subjects are in-person at the Villanueva de la Cañada campus and are mandatory.

They will be carried out on the dates stipulated for each subject according to the academic calendar. The completion of **laboratory internships** constitutes a fundamental part of the evaluation process characteristic of Universidad Alfonso X El Sabio. Given their **mandatory nature**, the failure to complete any of these activities by any student will result in a **'No Presentado' (NP)** (Absent/Not Shown).

Any **STUDENT** who enrolls in any of the programs offered by the **UNIVERSITY**, in any of the available modalities (in-person, blended, or distance learning), commits to pursuing the enrolled degree with due diligence and to respecting and ensuring compliance with both the current internal regulations and those applicable to the specific program. The student remains subject to these regulations by virtue of their status as a student throughout their entire period of affiliation with the University, and declares to know and accept their content.



## Equality and Diversity Unit

The Unit for Equality and Attention to Functional Diversity at Universidad Alfonso X el Sabio provides personalized attention to all students with functional diversity/disability, as well as specific and personal needs.

It is a space for support, accompaniment, active listening, guidance, assistance, and counseling.

If you wish to obtain information about available aid, or if you have any degree of disability, please tell us about your needs by contacting the Unit for Equality and Attention to Functional Diversity by sending an email to: [psicoped@uax.es](mailto:psicoped@uax.es)

# UAX Online in Figures



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**Students**

Already enjoying the advantages of studying in the online modality.



**7.500**

**Graduates**

Have trusted us with the key training for their professional future.



**72**

**Programs**

Designed to offer you the best educational experience in every subject.



**313**

**Professors**

Always ready to help you with everything you need.

## THE 4 KEYS THAT DEFINE OUR MODEL



### BE PART OF UAX

An official university with over 25 years of experience that integrates all faculties.

A university with more than 25 years of experience, present in all areas of knowledge.



### FLEXIBLE

Study with freedom and access to virtual classes from any device.

Studying at UAX Online means becoming part of a prestigious university. We offer our students the ability to adapt their learning pace to their needs, as far as possible, provided that the regulations corresponding to each degree are met.



### CONNECTED TO THE CORPORATE WORLD

93% of our students find a job within the first year.

Our link with the business world allows us to know the most in-demand professional profiles and new trends in different sectors. Currently, we have more than 8,800 agreements with companies like Banco Santander, Telefónica, etc. Proof of this is the 93% employability rate of our students.



### CONTINUOUS DAILY SUPPORT

A team of tutors at your disposal to help you face any challenge during your studies.

We take care of our students and give them all the tools to develop their full potential. Each student has a university tutor from day one and a psycho-pedagogical office with personalized support.

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