By becoming a master of languages, you are opening yourself up to new and diverse opportunities. IE University (IEU) considers knowledge of multiple languages a core element of its educational model and the key to success both in work and studying. The Language Studies Center enhances its students’ studies by developing their communication skills to help them succeed in the international labor market.

The Language Center at IEU is proud to offer students the possibility to study a wide range of languages, including: French, German, Portuguese, Chinese, Arabic, Spanish, and English. With such a large variety of options, our students are able to personalize their academic path to meet their future career plans and objectives.

Native language professors combine in-class teaching with the latest technological resources that IE has to offer to provide a diverse and dynamic learning environment for students.

This in-house service provides IEU students with a simple and manageable way of furthering their global outlook on education by integrating languages into their program schedule.

The IE Writing Center, supported by our Fulbright Scholarship English teaching assistants, is there to offer additional support to students who wish to polish their English writing and conversational skills. It is a valuable resource available to students which offers guidance throughout their journey towards understanding and developing the skills needed to autonomously control the power of written words.

**GENERAL INFORMATION 2020-21**

As the main languages for working and studying at IEU are Spanish and English, all students must demonstrate that they can communicate competently in both languages before they graduate.

Students who wish to take the Language Proficiency Track for English classes should request to do so with IEU Admissions during their admission process as the summer intensive course takes place in the August before the academic year —and the follow-up course—begins.

All non-native speakers of Spanish MUST take the Spanish Placement test as soon as they are admitted to IEU and demonstrate a minimum level of B1 in order to graduate (Spanish 2.1 & 2.2). Currently, incoming students may take up to 12 ECTS of basic Spanish language classes during their first two years at IEU. There is no additional cost for this, thanks to a grant offered by the University.

Students may not register for more than two language classes per year.

When applicable, classes are oriented to prepare students for officially recognized exams. This gives IEU students a strategic advantage if they choose to take such exams. Official language exams are globally recognized with standardized levels that are clear for employers to use as a reference.

All BIR or dual BIR students must take 3 years’ worth of language courses at IEU. Non-Spanish speakers may use Spanish as their obligatory language while Spanish speakers must choose another language as theirs. BIR programs do not recognize English subjects as a language course.

After 5 classes, freshmen are unable to make any changes to their obligatory BIR program until the online enrolment opens for the next academic year. This will take place before the summer break.

Only under extraordinary circumstances, may BIR students change their obligatory language between their 1st and 2nd year of study. In all cases, the administrative process must be finalized by the beginning of the enrolment period for students to be ready to begin the first class in their new language, otherwise it will be impossible to make any changes.

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 of the student’s degree. This will appear under the title of Further Training (except in the case of BIR or DUAL obligatory language courses). Credits for these subjects are calculated 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. However, if the student wishes to receive recognition for these subjects as optional credits for their Bachelor degree program, they must send in an application which then has to be approved. This process may involve additional fees established by the university.

All language classes are semester-long courses for which students can solicit credit recognition of 3 ECTS credits for each one (credits for English or Spanish are not recognized if they are for below the minimum graduation requirement). In order to complete a language level, students must take—and pass—the entire level (example: Spanish 2.1 & Spanish 2.2, French 1.1 & French 1.2).
### English

<table>
<thead>
<tr>
<th>Level</th>
<th>Credits</th>
<th>Semester</th>
<th>Requirements</th>
<th>Campus</th>
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### Spanish

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<td>Spanish 2.1 (B1)</td>
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### Other Languages

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Modern Arabic 3.1 (A2) 3 1st Arabic 2.1/Placement Test Madrid
Modern Arabic 3.2 (A2+) 3 2nd Arabic 2.1/Placement Test Madrid
Modern Arabic 4.1 (A2 / 2) 3 1st Arabic 2.1/Placement Test Madrid
Modern Arabic 4.2 (A2 / 3) 3 2nd Arabic 2.1/Placement Test Madrid
Portuguese 1.1 (A1) 3 1st Placement Test Madrid & Segovia
Portuguese 1.2 (A1/A2) 3 2nd Portuguese 1.1/Placement Test Madrid & Segovia
 Portuguese 2.1 (A2) 3 1st Portuguese 1/Placement Test Madrid & Segovia
 Portuguese 2.2 (B1) 3 2nd Portuguese 2/Placement Test Madrid & Segovia
 Portuguese 3.1 (B1) 3 1st Portuguese 2/Placement Test Madrid & Segovia
 Portuguese 3.2 (B2) 3 2nd Portuguese 3/Placement Test Madrid & Segovia
 Portuguese 4.1 (B2) 3 1st Portuguese 3/Placement Test Madrid & Segovia
 Portuguese 4.2 (C1) 3 2nd Portuguese 4/Placement Test Madrid & Segovia

*Placement tests must be taken as soon as students receive access to IE Campus

### ENGLISH PROGRAM

The English program is designed to help students develop fluency in the language and improve their verbal and written communication skills. The practice-based approach to learning ensures students develop the necessary skills to achieve academic success. As all degrees at IEU require an academic level of English, all students studying full English degrees must have a sufficient level of English upon admission. For this reason, students are unable to use these credits towards their degree.

#### ENGLISH PROFICIENCY PART 1

This course, exclusively offered to students taking the Language Proficiency Track, is designed to help students improve their spoken, written, and comprehension skills in the English language. Students will grow their confidence in using this language through conversations, group work, social contexts, and discussions. Classes will build on the summer program, covering areas such as presentation skills, writing skills, mathematics, and trend analysis.

#### ENGLISH PROFICIENCY PART 2

The second semester will build upon the first semester, with a greater emphasis on writing skills. Emphasis will be placed on writing emails, report writing, and academic papers at a more advanced level and the topics involved will be related to subject areas that students will encounter in their degree programs.

### SPANISH PROGRAM

The Spanish program is designed to help students develop fluency in the language and improve their written and verbal communication skills, as well as reading and listening comprehension.

In order for students to reach the required level needed to graduate (B1), the Language Center offers multiple levels and methods of Spanish classes throughout the entire academic year.

For students wishing to learn basic Spanish and who are in their first 2 years of study at IE University, there are 2 tracks available. Those who wish to take advantage of IE’s complementary classes may take Spanish levels 0, 1 & 2 at no additional cost.

Those who wish to invest in their Spanish even more, have the opportunity to learn Spanish in reduced class sizes. They also have the option to attend additional tutorials to assist with the preparation for official language exams in Spanish (DELE or SIELE). They will be charged the established rate which includes the cost of the extra tutorials.

On taking the Spanish placement test OR during the Fall semester ADD/DROP period by means of a General Application Form, freshman students must pick the yearlong track they wish to take. No changes will be allowed after the 5th class until the following academic year. Spanish classes at IE—for levels 3 or above—will be charged to all students at the standard university rate since these students have already fulfilled their graduation requirement.

Freshmen, and all BIR and DUAL BIR degree students, will be offered the same package as students on the Official Exam Preparation Track.

### 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 Spanish 2.1 & 2.2 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).

### SPANISH 0.1

This is an intensive Spanish course for beginners which requires no previous knowledge of Spanish. It complies with the European level A1, and will help the student to develop the ability to use Spanish in a simple yet effective way for everyday life. This course, along with Spanish 0.2, prepares students to directly take the Spanish 2 (B1) course in their second year and thus comply with the minimum level of Spanish pro-
The following courses will be offered at an additional cost for all students, except those studying BIR/DUAL BIR degrees where languages are compulsory courses of the program (BIR students will enroll on these courses at the standard ECTS cost of Bachelor programs). IMPORTANT: In order for these courses to be offered, all subjects must have the minimum required number of students (15). Once demand is met, other languages or levels may be offered. The minimum number of students required is 15, and all students must have committed to registering and paid all the required costs for the year-long course. This must happen before the start of the following academic year. However, in some exceptional cases when additional levels have been offered, this may be extended to the beginning of the academic year in September.
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. Students will continue to study this level over a further two-semester period, including French 3.

**FRENCH 3.1**
Upon completion of this course, students will have the chance to complete and revise their French knowledge, in accordance with the standards set out by the common EU language level B1.

**FRENCH 3.2**
Upon completion of this course, students will have the chance to complete and revise their French knowledge, in accordance with the standards set out by the common EU language level B1.

**FRENCH 4.1**
This course is an introduction to the common EU language level B2. It is designed to help students to understand the main ideas of concrete or abstract topics in a complex text, including a technical article surrounding the user’s area of expertise. The course also guides the student to reaching 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 both parties. The student can speak in a clear, detailed manner on a number of subjects, express an opinion on current affairs, and is able to state the advantages and disadvantages of various situations. This course serves as an introduction to the common EU language level C1.

**FRENCH 6.1**
This course is designed to help students understand a large range of long and demanding texts, as well as understand any implicit meanings included in such texts. Moreover, they will be able to express themselves spontaneously and usually without having to pause and search for the right words. They can use the language in an effective and supple way in their social, professional, and academic lives. They can express themselves clearly on complex subjects, showing controlled use of organizational tools, connectors, and cohesive devices. This level involves material from the common EU language level C1.

**FRENCH 6.2**
Continuation of French 6.1 which leads to completion of level French 6. Upon completion of this course, students will be able to communicate in accordance with the standards set out by the common EU language level C1.

**GERMAN 1.1**
This course is an introduction to basic German structures where simple communication strategies will be discussed. The student will develop the ability to use the language in a simple yet effective way for daily situations which involve a high degree of predictability. This course, along with German 1.2 and 2.1, is in accordance with the standards set out by the common EU language level A1.

**GERMAN 1.2**
Continuation of German 1.1 in accordance with the standards set out by the common EU language level A1.

**GERMAN 2.1**
Follows German 1.2. and completes the common EU language level A1.

Upon completion of this course, students will be able to understand and use familiar everyday expressions and very basic phrases commonly used in concrete topics. They will be able to introduce themselves and others and ask and answer questions about personal details such as where they live, people they know, and things they own. They may interact in a simple manner, provided the other person talks slowly and clearly and is prepared to help.

**GERMAN 2.2**
In continuation of German 2.1, this course is an introduction to basic German structures for students where simple communication strategies will be discussed. It marks the beginning of level A2. The student will develop the ability to use the language in a simple yet effective way for daily situations which involve a high degree of predictability. This course, along with German 3.1 and 3.2, is in accordance with the standards set out by the common EU language level A2.

**GERMAN 3.1**
This course follows German 2.2 and continues to progress through the EU level A2.

**GERMAN 3.2**
Continuation of German 3.1. that completes standards set out by the common EU language level A2.

After the completion of this course, students will be able to understand sentences and frequently used expressions related to areas of most immediate relevance (e.g., very basic personal and family information, shopping, local geography, and employment). They will be able to handle very short social exchanges and communicate in simple and routine tasks which involve a simple and direct exchange of information on familiar and routine matters. They may describe in simple terms aspects of their background and immediate environment.

**GERMAN 4.1**
This course is an introduction to the intermediate level of German, in accordance with the standards set out by the common EU Level B1. It is designed for learners who already have a good knowledge of basic German structures and want to become independent users of the language. The aim
is to enable students to use the language with certain security and flexibility—receptively and productively—both in spoken and written form. This course, along with German 4.2, covers the common EU language level B1.

**GERMAN 4.2**

Continuation of German 4.1 in accordance with the standards set out by the common EU language level B1.

Upon completion of this course, students will be able to understand the main points of clear standard speech as presented in radio or TV programs, provided the topics are familiar. The increasingly independent language user can deal with most situations likely to arise while travelling in German-speaking countries. They will be able to have a conversation on familiar topics, narrate a story or relate the plot of a book or film, and describe experiences, events, dreams, hopes and ambitions, as well as briefly give reasons and explanations for opinions and plans.

**GERMAN 5.1**

This high intermediate German course is designed for learners who are about to become independent users of the German language, in accordance with the first part of the common EU Level B2. The aim is to enable the student to use the language with certain security and flexibility—receptively, and productively—both in spoken and written form. This course, along with German 5.2, covers the common EU language level B2.

**GERMAN 5.2**

Continuation of German 5.1, in accordance with the standards set out by the common EU language level B2.

Upon completion of this course, students will be able to understand and communicate on more general topics as presented in most radio or TV programmes, as well as films. They will do so using a standard level of German. Independent language users have acquired useful vocabulary and phrases for more complex conversational situations and can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite easy. They can take an active part in discussions and explain—in both spoken and written form—a certain viewpoint, stating the advantages and disadvantages for various situations.

**GERMAN 6.1**

This course is an introduction to the advanced level of German where students start becoming proficient users of the language. The aim is to enable students to use the language flexibly and effectively for social, academic, and professional purposes. This course, along with German 6.2, is in accordance with standards set out by the common EU language level C1.

**GERMAN 6.2**

Continuation of German 6.1, in accordance with the standards set out by the common EU language level C1.

Upon completion of this course, students will be able to communicate in both spoken and written ways, and will be proficient users of the language. They will understand extended speech, television programs, and films without too much effort, as well as a wide range of demanding and longer texts, picking up on any implicit meanings. Proficient language users can express themselves fluently and spontaneously without having to pause and search for the right words. They can produce clear, well-structured, and detailed texts on complex subjects, showing controlled use of organizational patterns, connectors, and cohesive devices.

**MANDARIN CHINESE 1.1**

This intensive course introduces students to basic Mandarin Chinese structures where simple communication strategies will be taught. The student will develop the ability to use the language in a simple yet effective way for daily situations which involve a high degree of predictability.

**MANDARIN CHINESE 1.2**

Continuation of Mandarin Chinese 1.1. The student will continue to develop the ability to use the language in a simple yet effective way for daily situations which involve a high degree of predictability. Upon completion of this course, students will have a full understanding of HSK level 1, and know 150 words.

**MANDARIN CHINESE 2.1**

Students will begin to study HSK level 2 and it is designed for learners who can use Mandarin Chinese in a simple and direct manner, applying it in a basic fashion to their daily lives. Upon completion of this semester, students will have partially mastered HSK 2.

**MANDARIN CHINESE 2.2**

Students on this course will continue to study HSK level 2. In HSK 2, students will be provided with all the characters, as well as Pinyin (a language writing system.) Upon completion of this semester, students will have mastered HSK2 and will know 300 words, similar to the common EU language level A2.

**MANDARIN CHINESE 3.1**

Students will begin to study HSK 3. It is designed for elementary/intermediate learners who can use Mandarin Chinese to serve the demands of their personal lives, studies, and work.

**MANDARIN CHINESE 3.2**

Continuation of Chinese 3.1, and partial completion of HSK 3.

**MANDARIN CHINESE 4.1**

At this point, students who are at HSK level 3 should be able to use Chinese to serve the demands of their personal lives, studies, and work, and are capable of carrying out most of the communicative tasks they might experience during their everyday lives.

**MANDARIN CHINESE 4.2**

Continuation of Mandarin Chinese 4.1 which completes HSK 3. Students will know 600 words, similar to the common EU language level B1.

**MANDARIN CHINESE 5.1**

This course is an introduction to HSK 4a. It is designed to help students to understand the main ideas of concrete or abstract topics in a complex text, including a technical article surrounding the user’s area of expertise. The course also helps 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 both parties. The student can speak in a clear and detailed way on a number of subjects, express an opinion on current affairs, and offer the advantages and disadvantages on a variety of situations.

**MANDARIN CHINESE 5.2**

Continuation of Mandarin Chinese 5.1 which completes HSK 4a. Students will know 900 words.
MANDARIN CHINESE 6.1
Continuation of Mandarin Chinese 5.2 which completes HSK 4a. It is designed for learners who can discuss a relatively wide range of topics in Mandarin Chinese and are capable of communicating with native speakers at a high standard. The student will also be able to write simplified Mandarin Chinese characters (825 words.)

MANDARIN CHINESE 6.2
Continuation of Mandarin Chinese 6.1 which completes HSK 4a. Students will know 900 words.

MODERN ARABIC 1.1
This intensive course is an introduction to basic Arabic structures for the foreign student where simple communication strategies will be discussed. The student will develop the ability to use the language in a simple yet effective way for daily situations which involve a high degree of predictability.

The student will learn how to do the following: recognize, read, and pronounce Arabic letters perfectly, learn how to write in Arabic language, understand the meaning of some words, understand the basic rules of the Arabic grammar, and understand basic conversations and greetings. It's a beginner's course, so no previous experience or knowledge is necessary.

MODERN ARABIC 1.2
Continuation of Modern Arabic 1.1 which completes Arabic level 1. Students on this course will learn new vocabulary, grammar, and Arabic phrases, as well as beginner level conversational Arabic used in daily situational contexts. Cultural elements are also incorporated into this course. Emphasis is placed on consolidating the four communication skills: listening, speaking, reading, and writing.

MODERN ARABIC 2.1
This course is designed to help students further their understanding of phrases and common expressions which relate to areas of high personal relevance (such as personal or family information, shopping, immediate environment, and work.) This course is also designed to help students develop their use of Arabic accurately and correctly in order to communicate and express their views surrounding a wide range of topics.

MODERN ARABIC 2.2
Continuation of Modern Arabic 2.1. Upon completion of this level, students will be able to function in approximate accordance with the common EU level A1+.

The student will acquire new tools to develop their knowledge about the language. At this level, the student will be able to hold intermediate level conversations surrounding a range of topics, using the new grammar rules established at this level. Also, classes are much more practical and communicative, offering students the opportunity to everything they have learned thus far with their classmates.

MODERN ARABIC 3.1
Following on from Arabic 2.2, the student will learn new structures used in the different areas of the Arabic language. They will develop the ability to use the language in a simple yet effective way for daily situations which involve a high degree of predictability. This course, along with Arabic 2.2, covers level A2 of the European Framework of Reference for Languages. Upon completion of this level, the student will be able to understand sentences and frequently used expressions related to areas of most immediate relevance (e.g. shopping, local geography, employment, describing situations, etc.) They will be able to communicate simple and routine tasks and will be able to describe—in simple terms—aspects of their background, immediate environment, and situations of utmost relevance and importance.

MODERN ARABIC 3.2
Continuation of Modern Arabic 3.1. Upon completion of this level, students will be able to function in approximate accordance with the common EU level A2/. This course is an introduction to intermediate Arabic structures. The purpose is to help students to use the language with certain security and flexibility— receptively and productively—both in spoken and written form. This course, along with Arabic 3.1, complies with the level A2/1 of the Common European Framework of Reference for Languages. After passing this level, the student will be able to read, write, and speak in a correct and effective way, hold conversations at an intermediate level (such as presenting in a detailed way), make a reservation at a hotel or restaurant, ask for information, or make appointments, etc.

MODERN ARABIC 4.1
At this level, new grammar rules and new expressions of medium-high level will be introduced. The student will already know all the verbal forms of Arabic, as well as all the basic structures and a large amount of vocabulary. This will allow them to carry out conversations surrounding a range of topics. This course is in accordance with the standards set out by the level A2/3 of the common European language framework.

MODERN ARABIC 4.1
Continuation of Modern Arabic 4.1. Upon completion of this level, students will be able to function in approximate accordance with the common EU level A2/3. At this level, students have an intermediate level of language, and will be able to understand, read, write, and speak well in Arabic. They can also read and understand the press in Arabic.

PORTUGUESE 1.1
This course is an introduction to basic Portuguese structures for students where simple communication strategies will be discussed. The student will develop the ability to use the language in a simple yet effective way for daily situations which involve a high degree of predictability. This course is a good starting point for those with some previous knowledge of Portuguese and/or other romance languages (Spanish, Italian, and French).

PORTUGUESE 1.2
Continuation of 1.2 which completes Portuguese level 1. Upon completion of this level, students will be able to working in approximate accordance with the common EU level A1/ A2.1.

PORTUGUESE 2.1
This course is a continuation of basic Portuguese (A2) structures for the foreign student where simple communication strategies will be discussed. The student will develop the ability to use the language in a simple yet effective way for daily situations which involve a high degree of predictability.

PORTUGUESE 2.2
Continuation of Portuguese 2.1 which completes Portuguese 2. Upon completion of this level students will be able to work in
approximate accordance with the common EU level A2 / B1.1.

**PORTUGUESE 3.1**

This course is designed for learners who can use Portuguese correctly in order to communicate and express their views across a wide range of topics and who are capable of communicating with Portuguese speakers at a high standard. The student is able to produce a clear text on a wide range of subjects. Further communicative contexts belonging to social and professional situations are introduced. This intensive Portuguese course works in accordance with the standards set out by the common European level. B1 / B2.1.

**PORTUGUESE 3.2**

Continuation of Portuguese 3.1 which completes Portuguese 3

**PORTUGUESE 4.1**

This course is designed to complete and revise students’ Portuguese knowledge. In this way, upon completion of this course, students will be able to function in accordance with the common EU language level B2.

**PORTUGUESE 4.2**

This course is designed to help students to understand the main ideas of concrete or abstract topics in a complex text, including a technical article surrounding the user’s area of expertise. The course also leads the student to reach a good level of communication. They will be able to communicate with a degree of spontaneity and fluency during a conversation with a native speaker, in a way that is comfortable for both parties. The student can speak in a clear and detailed manner on a number of subjects, express an opinion on current affairs, and state the advantages and disadvantages surrounding a particular situation. This course serves as an introduction to the common EU language level C1.
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