

ELECTIVES AND CONVERSION IN OFFICIAL GRADES CERTIFICATE

ELECTIVES

All the chosen electives, not a generic 18-credit course, must appear on the official grades certificate. The type of ECTS (whether optional or mandatory) and the grade obtained for each course is additional mandatory information that must be included.



Not correct				Correct			
Electives	15	7	OPT	Big Data	3	6	OPT
				Digital MKT	3	7	OPT
				Supply Chain	3	8	OPT
				Innovation	3	7	OPT
				Negotiation	3	8	OPT

COURSE RECOGNITION WITHIN IE DUAL DEGREES

After finishing a Dual Degree, the student receives two different certificates, each one of them with their own single transcript and GPA.

Which courses must appear on the certificate?

For example, for a Dual Degree composed of a Master in Management (MIM) + Master in Big Data (MBD), we would have to apply the subject recognitions that appear in the chart below:

DUAL DEGREE CREDIT TRANSFER					
PROGRAM 1		Credit Transfer	PROGRAM 2		
MIM			MBD		
Course	ECTS		Course	ECTS	
CS-Communication	1		Giving winning presentations	3	
TOTAL	1		TOTAL	3	
Specialization	18		Marketing Intelligence	1	
			Analytics for Financial Services	1	
			Social Networks Analysis	1	
			Data Visualization	3	
			Digital Analytics	1	
			Analytics for Telco	2	
			Analytics for Retail & Consumer Goods	1	
			Stream Processing & Real-Time Analytics	3	
			The Knowledge Discover Process	1	
			Influence and Persuasion	2	
			Running Innovation & Creation Processes	2	
TOTAL	18		TOTAL	18	

The official MIM transcripts have to reflect all the MIM elective courses as stated in the “cuadro de conversión ANECA”, not the MBD ones. The MIM elective courses have to include their corresponding ECTS, the grade obtained in the MBD program and an asterisk, signaling it as a recognized course.

The official MBD transcripts also have to reflect the original MBD courses, their corresponding ECTS and grades obtained in the MIM program along with the asterisks, indicating that they have been recognized.

COURSE RECOGNITION PROCEDURE FOR EXCHANGES

The following documents, created before the exchange starts, must support the mobility initiatives:

1. A grade conversion document between the two different higher education systems
2. A learning agreement that must include: (i) a list of the courses to be completed at the partner school and that will be recognized by IE, and (ii) the corresponding IE official courses and ECTS they will substitute.

Once the exchange has finished, the IE official courses will appear on the student's official grades transcript, along with the name of the institution where the courses were completed (if the course names do not exist on Atenea, we must request that the Planning Department creates them. It is the same procedure as for undergraduate programs), ECTS and grade (no asterisk).

Example:

Yale			MIM Transcript		
Courses	ECTS	Grade	Courses	ECTS	Grade
Big Data	3	B	Datos para toma de decisiones (Yale University) (cursada en inglés/taken in English)	3	6
Digital MKT	3	B+	Digital MKT (Yale University) (cursada en inglés/taken in English)	3	7
Supply Chain	3	A-	Supply chain (Yale University) (cursada en inglés/taken in English)	3	9
Innovation	3	B+	Innovation (Yale University) (cursada en inglés/taken in English)	3	7
Negotiation	3	B	Negotiation (Yale University) (cursada en inglés/taken in English)	3	6

(53747) LIDERAZGO, SOSTENIBILIDAD Y GOBIERNO/LEADERSHIP, SUSTAINABILITY AND GOVERNANCE (ERASMUS UNIVERSITEIT ROTTERDAM) (Cursada en Inglés/Taken in English) - 2nd semester	5	OP	17/18	8.0(N)	--
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SPECIAL CASES – UNPLUGGED EXCHANGE (IMBA)/BBE and MIM extended (MIM)

Since these exchanges take place after graduation, the courses completed in that period affect neither the official transcript nor the GPA calculation. Students keep only the other institution's transcript and academic documents for their records.