

CONTRACT ENROLLMENT FORM

Name: Maha
Surnames: Menkor
Record n°: 11963
Date: 2022/06/22 12:44
Course: 5th year BBABIR
Title: Dual degree BBA and BIR
Location: Madrid
Modality: Dual BBABIR
Academic year: 2022-2023
Call: Ordinary
Incorporation to program: 2018-2019
Incorporation to IE University: 2018-2019

Personal Information

1. Date of birth: 2001/01/02 **2. Gender:** Female
3. Place of birth: Casablanca **4. Province:**
5. Country: MARRUECOS
6. I.D. (Mandatory for Spanish) or NIE (Spain residents with other nationalities) or Passport (Remaining cases): FY1836794
7. Nationality: MARROQUI
8. Residence telephone number: 633547959
9. Mobile: 633547959 **10. Email:** menkormaha@gmail.com
11. Permanent Address: Calle Valverde 37, piso 3, puerta 10, Madrid, 28001, MADRID, ESPAÑA
12. Address during the academic year: Calle Valverde 37, piso 3, puerta 10., Madrid, 28004., ESPAÑA

Family information

IE University keeps all the information initially provided by the Student. Please contact the Registrar's Office should there be any changes on the data provided.

Payment

Payer's name: Maha Menkor
Payer's email: hicham.menkor@gmail.com
Method of payment: Bank transfer (please indicate student's name, surname and concept of payment). The transfer receipt should be sent to the following email address: ieadministracion@ie.edu.
Installments: Full academic year divided into three installments (1st installment: 50% of total amount on October 2nd, 2nd installment: 25% on January 2nd; 3rd installment: 25% on April 2nd).
Detail:
Bank details for bank transfers
Account holder: IE Universidad
 BANCO BILBAO VIZCAYA ARGENTARIA SA
 C/ Diego de León, 16 1º 28006 - MADRID MADRID %1
 ES3201822329910201509494
 BBVAESMMXXX
 01822329910201509494
IBAN (4 digits, i.e. ES49):
SWIFT:
Acct. No.:

Total of credits (ECTS) registered by the student

Type	Type of Credit	Number of credits	RC	Observations
Credits Previously failed	ECTs	0		
	Languages	0		
	Complementary training	0		
ECTS studies Plan	Basic	0	0	
	Mandatory	69	0	
	Electives	0	0	Elective subjects taken at IEU or Internships.
	Study abroad	0		
Languages	Paid	0	0	
	Free of charge	0		
Complementary training	Advanced seminars	0	0	Advanced seminars will be selected after the credits contract. Free of charge. (Maximum of 2 per Semester).
	LABs	0	0	Labs will be selected in November. Free of charge. (Maximum of 1 per Academic Year).
	LPC	0	0	Dual Programme LLBLPC (LLB + Legal Practice Course)
TOTAL CREDITS		69		

Estimated registered credits, without prejudice to subsequent changes in accordance with clause Six of the enrollment contract.

Terms & Conditions

FIRST

IE UNIVERSITY (hereinafter "IEU") hereby undertakes to teach the program in accordance with the terms set out in the verification report for the corresponding Official Bachelor's Degree included in the Spanish Education Ministry's Register of Universities, Institutions and Qualifications ("RUCT"), which can be found on the Ministry's website at <https://www.educacion.gob.es/ruct/home>, and to offer activities deemed appropriate for the adequate training of the STUDENT.

The STUDENT hereby undertakes to study the program diligently, to respect the Organizational and Operational Regulations of IEU and its academic, conduct and discipline rules gathered in its General Academic Regulations for Degree Programs, Code of Ethics, and any other general regulations put in place by IEU, whose content the STUDENT hereby declares to know and accept. The STUDENT furthermore undertakes to pay on time the enrollment fee set for the first academic year, which, for the following years of study, will be determined by the applicable tuition fee rates of the chosen credits and additional training courses or recognitions, adjusted, as the case may be, by reason of scholarships or honorable mentions.

SECOND

The STUDENT may not use any of the documentation or materials that may be provided during the Program for any purpose other than his/her training, unless other written authorization is given.

IEU may not use the works carried out by the STUDENT without his/her written consent. In the case of the execution of group works or works sponsored by third parties, the intellectual property of these will be agreed between the students or in collaboration with the third party, respectively.

THIRD

The STUDENT hereby authorizes IEU to inform his/her parents or legal representatives, if requested, regarding his/her level of academic performance and, when deemed necessary, regarding his/her level of adherence to the academic, conduct and discipline rules, illness or any other circumstance deemed to be of particular importance during his/her time at IEU, along with the extent to which he/she has complied with any financial obligations assumed.

FOURTH

The STUDENT may withdraw from the enrollment agreement signed electronically during the fourteen days following its submission, without any kind of penalty, as long as the Program has not started yet. The STUDENT may exercise this right by sending an email to ieuadmissions@ie.edu and may use the form available [here](#), though its use is not compulsory. In case of withdraw, IEU will refund all amounts received within a maximum of fourteen natural days through the same means of payment used by the STUDENT.

FIFTH

The STUDENT may be expelled from IEU for any materially false or misleading statement, whether by action or omission, during the admissions process; for his/her practice or implication in acts that may result detrimental to the good image of IE community; if he/she displays a serious or repeated lack of discipline or does not abide by the academic, conduct and discipline rules, or does not comply with the minimum attendance required; or he/she does not pass the assessment tests established from time to time; and for any other reason set out in IEU's own regulations.

The STUDENT's failure to remain up-to-date with his/her payments in the manner and within the deadlines established shall also be grounds for expulsion. If the STUDENT has agreed to make payment in instalments, in the event of his/her expulsion or withdrawal from the program he/she shall continue to pay any amounts that remain pending by the established deadlines until the Program has been paid for in full.

In any case, IEU shall refuse to issue qualifications, certificates and copies to any STUDENT who is not up-to-date with his/her payments for the relevant semester; and may deny the STUDENT access to its campus, virtual campus included, as well as participation in events and exchange programs and assistance to the Program's closing ceremony.

SIXTH

This agreement will be supplemented, if applicable, with an enrollment receipt that will contain a list of the subjects that the STUDENT has chosen. The total credits for these subjects will correspond with the information included under the heading "total ECTS credits for which the student has enrolled" in this agreement. Furthermore, any enrollment updates/changes made by the STUDENT during the terms allocated may result in different appendices to this agreement, in which case the last appendix shall prevail.

Credits may only be chosen, changed or modified during the periods allocated to this end, as published by the Registrar's Office of IEU, and this must in all cases be approved and validated by the Academic Direction for the Program in question.

Only credits for which the STUDENT has enrolled and which have been paid for in full shall be valid, independently of whether the student has taken the established classes and assessments.

Finally, where applicable, IE shall make available to the graduated STUDENT, on the above terms, certain services and benefits related to his/her Alumni status, directly or through its Alumni Association. These services or benefits shall be governed by their own particular conditions where applicable.

SEVENTH

This agreement shall be governed by Spanish law. The parties shall submit any legal dispute relating to the interpretation and/or performance of this agreement to the Courts and Tribunals of Segovia.

EIGHT

The quality standards of the Program are possible thanks to the collaboration that exists between IEU and Instituto de Empresa, S.L.(for purposes of this clause, together referred as "IE") who act jointly as data co-controllers in all the tasks that derive from this activity. Therefore, IE informs the STUDENT that the personal data provided in this contract, throughout the admission process and during the Program, including his/her image, will be processed in order to be able to provide the services derived from the present contractual relationship, which include networking activities, exchange programs, professional practices, activities with companies or third parties, and, when offered, professional career services and others, which implies the inclusion of the STUDENT's data. The legitimization of such processing is based on the execution of the contract.

In addition, based on its legitimate interest, IE will send you information about activities and services that may be of your interest as a member of the IE Community, and, if you authorize it, about the Global Alumni program, once you have completed your Program.

If authorized, IE will also be able to process your personal data in order to send you personalized commercial information or information about activities by electronic or traditional means, based on your preferences and interests, which may have been obtained even from third parties.

You can obtain additional information on the processing of your personal data in the Privacy Annex attached to this enrollment contract. *

Mark with an X.

☒ Please check this box if you want to hear from the Global Alumni Relations team as regards news, events and resources relevant to you as alumni intended to help you stay connected with the IE community.

☒ Please check this box if you consent IE to process your data and send you personalized commercial information based on the profiles made using the information obtained, which may have been obtained even from third parties.

☒ The submission of this agreement by means of the computer program, using the codes supplied to the STUDENT by IE UNIVERSITY, implies acceptance of the agreement's clauses and consideration of this document as a contract between the STUDENT and IE UNIVERSITY during the corresponding academic year. The codes used by the STUDENT to access the said computer are deemed to be equivalent to an advanced electronic signature, pursuant to the contents of the Spanish Electronic Signature Act 59 of 19 December 2003.

* these clauses appear as you marked them in previous years

Miguel Costa

DATE: 22/06/2022

Executive Director of Admissions, IE University



Student signature*

DATE

Name and signature of parent/guardian (if necessary)

DATE

Name and signature of payer (if necessary)

DATE

*Only if the signature by computer program is not used.

PRIVACY ANNEX TO THE ENROLLMENT CONTRACT

Who is the data controller?

The quality standards of our formative activity is possible thanks to the collaboration that exists between INSTITUTO DE EMPRESA, S.L. and IE UNIVERSITY, who act jointly in all the tasks that derive from this activity. Consequently, INSTITUTO DE EMPRESA, S.L. and IE UNIVERSITY (hereinafter together referred as "IE") will process your personal data as joint controllers during your relationship with IE.

For what purposes and for how long will we process your personal data?

If you are a student or you are following the admission process, we want to inform you that the main purpose of the processing of your data, provided during the admission process and during your relationship with IE, is the provision of the educational services hired and the management of the activities and services related to it. Among others, some of the processing carried out under this framework are:

- The admission's process, pre-programs, credit transfer, enrollment, processing of scholarships and financial aid, the access to IE's networking activities, exchange programs, professional practices, es or third parties, activities with companies or third parties and, when offered, professional career service practices, physical facilities, virtual platforms, face-to-face, broadcasted or recorded classes, curricular and extracurricular activities management applications, the supervision of class attendance, lists and minutes, exams, events, as well as the delivery of marks, academic records and titles, production of statistics, among others.
- Recordings of your participation in face-to-face, hybrid and online classes and/or activities, in order to allow their adequate development and interactions among all participants.
- The access and participation in extension services, library services, campus life, online campus, e-mail, virtual communities and other necessary academic tools.
- Membership, organization and / or support of geographical, professional, leisure, and other clubs.
- Management of curricular and extracurricular activities, participation in labs and management of the exchanges of students and joint degrees between Universities, as well as the trips organized by IE and its clubs.
- Guidance for your professional career, management and organization of the CV Book, job offers, professional practices and career surveys, as well as the hiring by third companies or entities.
- Management, where necessary, of primary medical attention.
- Management, where necessary, of medical assistance or examination – by medical and/or assistance centers or services - for medical security reasons, in order to guarantee the wellbeing of students, staff, professors and all members of the IE community.
- Your photograph, for academic records and student lists.
- Images of your participation in curricular and extracurricular activities that may be used in IE's official social networks as well as in its webpage, channels, promotional materials, although we will ask for your express consent in order to mention your specific participation in them.
- Management of your membership in the Alumni Association and your assistance to events promoted by IE through it.
- Evaluation and improvement of the quality of our educational programs, extracurricular activities, student assistance, and of the institution in general.
- Anonymization processes of personal data to carry out studies and extract predictors of academic performance, chosen career and entrepreneurship. In any case, after the anonymization process, the identification of the owner of the data will not be possible.
- Identification at the access to the facilities by facial recognition, in case of obtaining your explicit consent, or with the presentation of your identification card.

We may contact you by traditional, electronic or other means, such as e-mail, phone calls, text messages or messaging via social media (e.g. WhatsApp, Line, Telegram, Wechat, LinkedIn Messenger, etc.), for the purpose of managing your admission, enrollment process, and for the tasks that derive from our activity. We inform you that our conversations may be recorded only for the aforementioned purposes. The legitimization of such processing is based on the provision of the aforementioned services and the execution of the enrollment contract.

Also, if you consent, your data will be processed to provide you with personalized information regarding other activities and programs developed by IE that may interest you, by the means above mentioned.

We will keep your data as long as it is necessary for the aforementioned purposes and until the duration of the statute of limitation period for possible legal liabilities is completed.

Likewise, if you consent, once your educational program finishes, we will process your data to inform you of IE's services and activities, which may be of your interest as a member of IE Community and as a member of the Global Alumni program. In order to keep your information updated and to let you enjoy our community's networking, we will update your professional data included in the Alumni directory with the information provided by you or indirectly through your update of your public profiles in professional social networks accessed by IE, among other means.

Finally, if you explicitly consent, we will process the biometric data derived from your photo and personal image to allow you to identify yourself when accessing the facilities through facial recognition. Specifically, a scan of the image of your face will be compared with the photo that we have of you in our systems and, if they match, you will be allowed to access.

We will keep your data as long as it is necessary for the aforementioned purposes and it will be duly blocked afterwards, until the duration of the statute of limitation period for possible legal liabilities is completed.

Nonetheless the above mentioned, the academic record will be kept indefinitely, as well as your associated image, unless you expressly request otherwise regarding your image and/or voice.

Which is the lawfulness of the processing and what data do we collect?

The processing of your data by IE is based on the processing of your admission process and performance of the enrollment contract, and therefore the data given is mandatory in order to provide the educational service applying IE's teaching methodologies, and manage the activities and services related to it, otherwise IE would not be able to provide the services.

As to the processing carried out for the evaluation and improvement of the quality of our educational programs, as well as of the institution in general, and to inform you of similar programs and services provided by IE, the lawfulness is based on the legitimate interest of the data controller.

On the other hand, the processing of your data for (i) marketing and profiling purposes, (ii) information related with the activities and services of IE and Global Alumni and / or (iii) to manage your membership to the Association of Former Students, is based on the consent given, which you can withdraw at any time. However, in the case of withdrawal of consent, this will not affect the lawfulness of the processing carried out previously.

Finally, the processing of your data for identification purposes to access the facilities through facial recognition is based on your explicit consent, in application of the exception under article 9.2.a) of Regulation (EU) 2016/679 on the Protection of Personal Data (GDPR), provided to IE in the admission process or later through a consent form.

The data we process may include all or some of the following categories depending on the activities and / or services you have requested: identifying (image and voice included) and biometric data (only with your explicit consent), contact data, personal characteristics data, social circumstantial data, employment data, economic/financial or insurance data.

To whom will your data be communicated?

Required data may be communicated to:

- Asociación de Antiguos Alumnos and other IE group companies, as well as third parties in charge of the processing, with whom IE has signed collaboration agreements for the fulfillment of the aforementioned purposes.
- Third parties with whom IE has signed agreements for the execution of the enrollment contract.
- Banks and financial entities.
- Educational and public administrations in general.
- Social Security for student insurance processing, where applicable, in the cases stated by law.
- Insurance companies to manage the provision of the corresponding insurances.
- University of origin / destination if you are undertaking an IE mobility, exchange or travel program. Consulates and Foreign Offices to manage visas.
- Companies and / or recruiters that offer practices or work in order to manage your application. Medical and/or assistance centers or services, in case you need medical attention or for medical security reasons.
- IE Foundation and Alumni Association in order to manage your membership and contributions, as well as to manage access to materials and loans from the IE Library, in the case of the Foundation.
- Hotels and transport, travel and event organization companies, in order to manage trips and events.
- IE's student and Alumni Clubs, when participating in them.
- Companies specialized in the evaluation of higher education schools and / or universities in order to make evaluations and rankings.
- Third parties who provide services in the field of private security and proctoring.
- Third parties who provide services in the field of informatics, online platforms and electronic systems.

These communications may be addressed to entities located outside the EEA, which would imply an international transfer of data. In this case, IE will implement the necessary safeguards to

provide an adequate level of protection of your personal data, for example the use of standard contractual clauses. To obtain further information about these safeguards, please contact us as provided below.

If you are a graduate student, we can also communicate your data, including your academic notes and performance, to your parents and / or legal guardians if they have been the ones paying for the tuition.

As a global institution with the aim of publicizing the unique learning experience and community that IE offers, we may need to communicate information through our website, social networks, and teaching materials about the activities in which our students and other members of our IE community participate. To do this, as a student, you authorize the capture of your image in the form of photographs and videos when participating in IE functions and events, and you authorize us to use, reproduce, distribute, and publicly communicate said image through analog and electronic means such as the on the internet and social networks among others. This authorization for the capture and use of your image is granted in all territories of the world as long as you do not expressly request the contrary. Any use of your image and intervention as a speaker or use of your image in promotional catalogs or material such as interviews or other forms of communication that specifically refer to you will be subject to a request for express consent.

Which are your rights?

You can send a letter to soportededatos@ie.edu, in order to exercise according to the conditions of the current legislation, at any moment and for free, any of the following rights:

- Revoke the consents granted.
- Confirm about whether IE is processing your personal data.
- Access your personal data.
- Rectify inaccurate or incomplete data.
- Request the erasure of your data when, among other reasons, the data is no longer necessary for the purposes for which they were collected in the first place.
- Obtain from IE the restriction of the processing if any of the conditions stipulated in the data protection regulation is fulfilled.
- Object to the processing of your data. In these cases, IE will stop processing your data, except for compelling legitimate reasons, or in order to exercise or defend from possible claims.
- Request the portability of your data.

Finally, you may lodge a complaint to the Spanish Agency for Data Protection, at the address indicated by it at any time, if you consider that IE has violated the rights which are recognized by the applicable data protection regulation.

However the above mentioned, you may contact IE's Data Protection Officer at dataprivacyoffice@ie.edu.

Use of your personal image

As a global institution with the aim of publicizing the unique learning experience and community that IE offers, we may need to communicate information through our website, social networks, and teaching materials about the activities in which our students and other members of our IE community participate. To do this, as a student, you authorize the capture of your image in the form of photographs and videos when participating in IE functions and events, and you authorize us to use, reproduce, distribute, and publicly communicate said image through analog and electronic means such as the on the internet and social networks among others. This authorization for the capture and use of your image is granted in all territories of the world as long as you do not expressly request the contrary. Any use of your image and intervention as a speaker or use of your image in promotional catalogs or material such as interviews or other forms of communication that specifically refer to you will be subject to a request for express consent.

IE STUDENT NUMBER: 11963		STUDENT: Menkor , Maha				
ID, NIE or Passport No.: FY1836794		DATE: 22/06/2022		UPDATE DATE: 22/06/2022		
YEAR: 5th year BBABIR						
CENTER: CENTRO DE ESTUDIOS SUPERIORES IE						
CERTIFICATION: Dual degree BBA and BIR (Dual BBABIR) UNIVERSITY: Madrid						
Code	Subject	Conv.	ECTS	Group *	Enroll. N°	Period
SUBJECTS ENROLLED						
5º BBABIR						
29025	DECISIONES DE FINANCIACIÓN/FINANCE II		6	F2-BAIR.5.M.B	1	1º
39027	PAZ Y LA RESOLUCIÓN DE CONFLICTOS/PEACE AND CONFLICT RESOLUTION		6	PCR-BAIR.5.M.B	1	1º
39033	COMERCIO INTERNACIONAL/INTERNATIONAL TRADE		6	IT-BAIR.5.M.B	1	2º
39034	GOBERNANZA GLOBAL Y LAS INSTITUCIONES INTERNACIONALES/GLOBAL GOVERNANCE AND INTERNATIONAL INSTITUTIONS		6	GGII-BAIR.5.M.B	1	2º
29158	TRABAJO FIN DE GRADO/FINAL PROJECT		12	FP-BAIR.5.M.Z	1	2º
29159	MÉTODOS DE INVESTIGACIÓN/RESEARCH METHODS		3	RM-BAIR.5.M.B	1	1º
29160	GESTIÓN DE LA CADENA DE SUMINISTRO/SUPPLY CHAIN MANAGEMENT		3	SCM-BAIR.5.M.B	1	1º
29161	ESTRATEGIA INTERNACIONAL/INTERNATIONAL STRATEGY		6	IS-BAIR.5.M.B	1	1º
39048	TRABAJO FIN DE GRADO/FINAL PROJECT		12	FP-BAIR.5.M.Z	1	2º
39075	GESTIÓN DE PROYECTOS/PROJECT MANAGEMENT		6	PM-BAIR.5.M.B	1	1º
39115	ACTUALIDAD INTERNACIONAL VI/INTERNATIONAL UNPLUGGED VI		3	IU6-BAIR.5.M.B	1	1º
Subtotal:			69			
Actividades no reconocibles/Unrecognizable Activities						
760052	DESARROLLO PROFESIONAL 5 - DOBLE GRADO/CAREER DEVELOPMENT 5 - DUAL		0	CD5D-OACT.M.A	1	Anual
Subtotal:			0			
TOTALS:			69			

* Group subject to change by grade management

La Légalisation ne concerne
que la seule signature à
l'exclusion du contenu de la
pièce

Attestation sur l'honneur



Je soussigné, CDB Hicham MENKOR mle 8980, atteste sur l'honneur par la présente que ma fille Maha née le 02 Janvier 2001 n'est pas mariée.

Cette attestation est fournie aux services des ressources humaines RAM pour valoir ce que droit.

Fait à Casablanca le 21 décembre 2022.

Hicham MENKOR

Hicham.MENKOR
Mle 8980

Uniquement pour la
Matérielle de la signature de

M. *Hicham*

Menkor

qui a signé hors de notre présence
mais dont la signature est conforme
au spécimen déposé

Casablanca, le

Par Délégation
Chef de Service

21 DEC 2022



Abdelhadi ARFALI