

ADMISSION APPLICATIONS FOR STUDENTS WHO HAVE ALREADY STUDIED ELSEWHERE (30 RECOGNISED CREDITS) - EXTRAORDINARY CALL

1. Requirements, deadlines and where to submit admission applications

1.1. Requirements for admission applications

1.1.1. Students who have already started an official university course should pay the public, non-refundable fee of €54.54* into the following current account at "la Caixa": ES79 2100 3000 13 2201730282. If you are transferring this sum from overseas, you should also include the following BIC code: CAIXESBBXXX; any bank fees will have to be paid by you.

If you make more than one admission application, you will have to pay this public fee for each application.

If you do not pay the set public fee or fail to submit proof of payment within the Phase 1 deadline, your application will be refused.

** These fees are set by the Social Council for all schools attached to the University. No discounts are available.*

1.1.2. Admission and credit recognition applications should be submitted to the head of studies at ESCI-UPF, together with the following documents:

a) Admission applications (Phase 1)

- [Application form for students with at least 30 recognised credits](#)

b) Accompanying documents:

- Proof of payment of the public admission fee, stating the applicant's name and surname(s) and the form of admission being applied for.
- Original and photocopy of ID card or passport.
- Academic certificate setting out the subjects taken at the home university, the number of credits, the score obtained and the average grade score. For degree courses, you should also state the area of study corresponding to the core course subjects taken.*
- Photocopy of the syllabus for the course taken, duly stamped by the corresponding department.*
- Original and photocopy of the supporting documents that granted you admission to the University (only if you took an official university course in Spain).*

Students who have taken courses overseas should also submit the following documentation:

- Documentary proof that you have met all the admission requirements. This document is vital for ensuring that applicants fulfil all the requirements set by Spanish regulations governing academic records from overseas education systems. [Document in English](#).
- Documentary proof of grade point equivalences from the Agencia Nacional de Evaluación de la Calidad y la Acreditación (ANECA). You can obtain this document from the ANECA website (<http://notasmedias.aneca.es>).

c) [Credit recognition applications](#) (Phase 2):

The fee for credit recognition applications is included in the admission application fee and does not have to be paid in this step. You should submit the following documents:

- Details of subjects taken at the home university for which you want to have credits recognised, setting out the direct link with subjects at ESCI-UPF.
- Photocopy of the syllabus for the subjects taken, including the area of study they belong to, duly stamped by the corresponding department.*

Your application may be refused if you fail to submit the necessary documents. If you do not submit all the documents in full, we may be unable to assess all the selection criteria, which may affect your overall score.

1.1.3. All documents issued outside Spain should meet the following requirements:

- They should be official documents issued by the competent authorities, in accordance with the legal requirements in the country in question.
- They should be duly legalised or apostilled. This is not required for documents issued by authorities in EU countries or countries that are signatories to the EEA agreement.
- If applicable, they should be accompanied by a sworn translation into Spanish or Catalan.
- Documents corresponding to courses taught at the Department of Translation and Interpretation may be submitted in the languages of the courses given (English, French, German); documents corresponding to courses taught at the Department of Economic and Business Sciences may be submitted in English.

1.2. Where to submit applications

Applications should be submitted to ESCI-UPF Academic Management..

1.3. Deadline for applications

Admission applications (Phase 1): **From 29 June to 4 July 2017**

Credit transfer and recognition applications (Phase 2): **From 1 to 5 September 2017**

2. Places available for each centre or course

There are 3 places available.

3. Admission requirements

Students must comply with the following requirements before being admitted:

- a) You must have at least 30 or 100 recognised credits from Spanish or overseas courses, respectively, for the courses you want to take. Final Year Degree Projects will not be recognised for this purpose.
- b) You must have passed at least 50% of your first-year credits at your home university during the first year after enrolment.
- c) You must have met all the academic progression requirements at your home university with regard to sitting exams.
- d) You must have at least 60 remaining credits to complete on the course at ESCI-UPF.

4. Selection criteria

4.1. The admission process will be carried out in accordance with the criteria of equality, merit and ability. Applications will be assessed in accordance with the selection criteria set out in these regulations.

4.2. If the number of applicants exceeds the number of places available, the following selection procedure will be followed:

Phase 1

Applicants will be awarded up to 11 points, in accordance with the following criteria:

- Their university entrance exam score, which can count towards 5 points.
- Their academic record for their home university courses up until the applications deadline. This analysis serves to check that students have met requirements b), c) and d) of Article 3 and will assess how well the subjects they have taken at their home universities match the courses they wish to take at ESCI-UPF. This assessment can count towards 5 points.
- Students from education systems within the European Higher Education Area will be awarded an additional point.

Once Phase 1 is complete, a list will be posted on the university website setting out the points awarded to all candidates, successful and unsuccessful, together with a waiting list, if applicable.

Phase 2

Phase 2, which gets under way once Phase 1 is complete, serves to recognise credits for the subjects taken. To take part in this phase, applicants need to submit a credit recognition application, in accordance with these regulations.

This phase is only open to applicants who were admitted in Phase 1, in descending order of the number of points they were awarded until all available places for each course have been filled.

The final list of applicants admitted for each course will be made public within the given deadline.

5. Decision

5.1. The head of studies at ESCI-UPF is responsible for overseeing Phases 1 and 2, as well as managing the admissions process and sending the definitive proposed admissions to the rector. The rector or vice-rector, if applicable, will take the final decision on admissions.

6. Publication of the results of each phase

6.1. The results of Phases 1 and 2, as well as the final list of successful applicants, will be posted in the Admission section on the ESCI-UPF website, in accordance with the following dates:

Phase 1: **from 31 July 2017**

Phase 2 and final list of successful applicants: **from 13 September 2017**

7. Reserving a place

If you have been admitted, you should reserve your place on the degree course in question. To do so, you need to make a non-refundable payment of **€1,000**, as an advance on your total tuition fees, between 12 and 14 September 2016. This sum should be paid into the following current account at "la Caixa": **ES79 2100 3000 13 2201730282**. If you are transferring this sum from overseas, you should also include the following BIC code: CAIXESBBXXX; any bank fees will have to be paid by you.

You should present proof of payment, stating your name and surname(s) and the reference "Admissió amb estudis universitaris iniciats" to ESCI-UPF Academic Management, within the deadline. If you fail to make this payment within the given deadline, your enrolment will be cancelled and you will lose your place.

** These fees are set by the Social Council for all schools attached to the University. The amounts students have to pay can be found on the website of the school in question.*

8. Enrolment

Check the Enrolment section on the ESCI-UPF website (www.esci.upf.edu).

9. Appeals

10.1. Applicants may appeal to the head of studies against the decisions taken in Phases 1 and 2 within the period of one month from the day after publication on the results in the Admission section on the ESCI-UPF website; this does not exhaust all administrative remedies.

10.2. Applicants may lodge a contentious-administrative appeal with the Contentious-Administrative Court of Barcelona against admission decisions within two months following the day after publication of the decision; this exhausts all administrative remedies.

Applicants may also lodge an optional administrative appeal for reconsideration with the same organisation that reached this decision within one month following the day after publication of the decision, in which case no contentious-administrative appeal may be lodged until the administrative appeal for reconsideration has been expressly accepted or rejected or has been implicitly rejected by the failure of the organisation to issue a ruling within the set period.

10. Important dates for the admission and enrolment process

Application for admission	From 29 June to 4 July 2017
Publication of the results of phase 1	From 31 July 2017
Application for recognition and transfer	From 1 to 5 September 2017
Publication of the results of phase 2 and decision on admission	From 13 September 2017
Payment and issue of the certificate accrediting reservation of the place	From 13 to 14 September 2017
Registration	See the registration website