

## **RULES FOR THE CALL FOR APPLICATIONS FOR ADMISSION OF STUDENTS WHO HAVE BEGUN UNIVERSITY COURSES**

This is a route for admission to bachelor's degree courses at ESCI-UPF for students who have begun official university courses in Spain and wish to change university or official degree course. It is also open to students who, having begun or completed university courses abroad, have not obtained the credential of approval of their qualification or the certificate of equivalence with an official university qualification and level in Spain. They must meet the requirements stipulated in article 8.3 of the academic regulations for bachelor's degree courses approved by the decisions of the university senate on 9th July 2011, 9th May and 7th November 2012, 17th February 2016 and 6th July 2016, 11th April 2018 and 20th February 2019.

### **1. Requirements, deadline and place for submission of applications for admission**

#### **1.1. Requirements for applications for admission**

1.1.1. Entry into the process for admission of students who have begun university courses requires payment of a non-refundable fee of 54.54 euros\*, to be paid into current account ES79 2100 3000 13 2201730282, at La Caixa. If the payment is made from abroad, the BIC code CAIXESBBXXX must be specified; any charges payable in this case must be borne by the student.

Should a student submit more than one application for admission they must pay this fee for each application.

Failure to pay the official fee set or to submit proof of payment of the fee by the deadline of the application for admission will be grounds not to accept the application.

\* The amounts payable by students are those approved by the university council for schools or faculties within the university and do not give rise to any reductions of any kind.

1.1.2. Applications for admission or recognition of credits must be addressed to the dean or director of the school or faculty organising the course to which admission is sought. Applications must be accompanied by the following documentation:

a) Applications for admission

- [Application for students who have at least 30 recognised credits](#)

b) Documentation to be attached:

- Receipt for payment of the fee set to enter the admissions process, showing the full name of the applicant and the type of admission they are applying for.
- Original and photocopy of their identity card or passport.
- Academic transcript showing the subject courses/modules completed in the original course, the number of credits, marks attained and the average mark for the transcript. For bachelor's degree studies, the transcript must show the subject to which the courses completed pertain as basic training.\*

- Photocopy of the curriculum followed, duly stamped by the pertinent school or faculty.
- Original and photocopy of the documentary proof of admission to university in the case of students coming from official courses in Spain.\*
- Students who have followed courses abroad must also attach the following documentation:
  - Documentary proof of compliance with admission requirements. This document is essential to verify that the applicant meets the requirements in the regulations for admission in the case of transcripts from foreign education systems. [Document in Spanish](#) / [Document in English](#).
  - Documentary evidence of the equivalent average marks for university courses followed in foreign centres from the Spanish Ministry of Education, Culture and Sport.
  - Sworn declaration that no certificate of approval or equivalence of the qualification and academic level in the official Spanish university system has been obtained. [Document in Spanish](#) / [Document in English](#)

\* Students who followed their original courses at the UPF need not submit this documentation.

c) [Applications for recognition of credits](#):

The fee set for applications for recognition of credits is included in the amount for entry to the admission process, and therefore does not need to be paid in this case. Applications for recognition of credits must be made when submitting the application for admission and will only be considered in the case of candidates who pass phase 1 of the process. The following documentation must be submitted.

- Breakdown of the original course for which recognition or convalidation is requested, stating the specific match with the destination subject courses.
- Photocopy of the programme for the courses or modules completed, specifying which field of knowledge they concern, duly stamped by the pertinent school or faculty.\*

\* *Students who followed their original courses at the UPF need not submit this documentation.*

Failure to submit documentation may mean the application is not accepted for consideration. Furthermore, incomplete documentation may make it impossible to rate certain selection criteria and therefore affect the final rating.

1.1.3. Documents issued abroad must meet the following requirements:

- They must be official and issued by the authorities competent to do so in accordance with the legal system of the country in question.
- They must be legalised diplomatically or, if appropriate, with a Hague apostille. This requirement does not apply to documents issued by the authorities of European Union member states or signatories of the European Economic Area agreement.
- They must, if appropriate, be accompanied by the pertinent official translation into Catalan or Spanish

1.1.4. In the event that the applicant has already had the required number of credits recognised for the same ESCI-UPF courses before applying, they must state this explicitly in their application by the same deadline and must submit all the documentation specified above, except that concerning recognition.

## **1.2. Where to apply**

Applications must be submitted in person at the offices of ESCI-UPF (Passeig de Pujades, 1, de Barcelona).

## **1.3. Application deadlines**

Applications for admission: **from 6th to 10th May 2019**

## **2. Offers of places en each school, faculty or course**

Bachelor's Degree in International Business and Marketing: 3 places

Bachelor's Degree in Bioinformatics: 2 places

## **3. Admission requirements**

The indispensable requirements for the student to be admitted are the following:

- a) They must have at least 30 credits recognised or convalidated, depending on whether they are for Spanish or foreign courses respectively, in the course to which they wish to be admitted. Under no circumstances will a Bachelor's Degree Final Project be recognised.
- b) At their university of origin they must have passed at least 50% of the credits in the first year of their course during the first year in which they were matriculated.
- c) They must not have used up the maximum number of resits for staying at their university of origin.
- d) They must meet the requirements set by the bachelor's degree rules with regard to the limits on recognition of credits.

## **4. Selection criteria**

4.1. The admission process is run according to the principles of equality, merit and ability. Applications will be assessed according to the selection criteria stated in these rules.

4.2. In the event that there are more applications than places on offer, the following selection scales will be applied:

Applications will be rated up to a maximum of 11 points, according to the following criteria:

- Firstly, the university entrance mark will be rated, up to a maximum of 5 points.
- Secondly, the student's academic transcript for their original course will be examined up to the deadline for submitting the application for admission. This assessment will determine whether the student meets requirements b), c) and d) of article 3 and the degree of affinity and academic suitability of the subject courses or modules completed in the course they began will be assessed in relation to the courses to which they wish to be admitted. This rating can be up to a maximum of 5 points.
- Students coming from educational systems in the European Higher Education Area will have 1 extra point.

## Phase 2

Once phase 1 has been completed phase 2 will begin. The purpose of the latter is recognition of credits for subject courses completed. To enter this phase candidates must have passed phase 1 on the terms set forth in these rules.

Only candidates who have passed phase 1 will enter this phase; the order of the points scored will be followed up to the maximum number of places offered for each course.

The final list of people admitted to each course will be made public on the terms set forth in the call for applications.

## 5. Decisions

The ESCI-UPF director of studies has the job of deciding on phases 1 and 2, and also of running the admission process and submitting final proposals for admission to the rector. The rector or, if appropriate, the vice-rector delegated by him or her, will decide on applications for admission.

## 6. Publication of the results of each phase

6.1. The results of phases 1 and 2, as well as the final list of candidates admitted, will be published in the entry and admission section of the ESCI-UPF website relevant to this admission process, according to the following calendar:

Phase 1 and 2 and the final list of candidates admitted: **from 6th June 2019**

6.2. In all cases the interested parties will be considered notified on the date of publication on the relevant website.

## 7. Reservation of admission place

Candidates admitted must reserve a place on the degree course for which they applied. To do this they must pay 1,000 euros,\* non-refundable, as an advance on the total matriculation fee, between 10th and 14th June 2019. This amount must be paid into the current account ES79 2100 3000 13 2201730282, at La Caixa. If the payment is made from abroad, the BIC code CAIXESBBXXX must be specified; any charges payable in this case must be borne by the student.

The payment slip, which must show the student's full name and the reference "Admissió amb estudis universitaris iniciats" ("Admission with university course begun"), must be submitted to ESCI-UPF between the same dates.

Failure to make this payment within the time allowed means withdrawal from matriculation and therefore the loss of the place awarded.

\* The sums payable by students are those approved by the Board of ESCI-UPF.

## **8. Matriculation**

Students admitted to a school or faculty within the Pompeu Fabra University must consult the information and matriculate for the academic year 2019-2020 on the date and in the place shown on the matriculation website ([www.esci.upf.edu/ca/acces-matricula/matricula-nou-acces-graus](http://www.esci.upf.edu/ca/acces-matricula/matricula-nou-acces-graus)).

## **9. Vacant places**

If not all the places on offer have been filled at the end of the process, ESCI-UPF may declare an extraordinary deadline for submission of applications; this will be announced in the entrance section of the ESCI-UPF website.

## **10. Appeals**

10.1. Candidates may appeal to the rector against the decision on phases 1 and 2, which does not exhaust the administrative process, within a maximum of one month counted from the day after the date of publication of the results in the entrance section of the ESCI-UPF website.

10.2. Candidates may lodge a contentious-administrative appeal before the contentious-administrative court of Barcelona against the decision on admission, which exhausts the administrative process, within a maximum of two months counted from the day after publication of the decision.

Alternatively, candidates may optionally lodge an appeal for reconsideration with the body that made the decision, within a maximum of one month counted from the day after the date of publication of the decision; in this case, however, no contentious-administrative appeal can be lodged until the appeal for reconsideration lodged has been explicitly resolved or is considered rejected due to administrative silence.

## **11. Summarised calendar for the course admission and matriculation process**

Application for admission	From 26th March to 10th May 2019
Publication of the provisional list of candidates admitted and rejected	From 31st May 2019
Publication and decision on admission	From 6th June 2019
Payment and submission of the payment slip to reserve a place	From 10th to 14th June 2019
Matriculation	Check dates on the matriculation website