

**ENROLLMENT
INSTRUCTIONS
2020 - 2021**

Bachelor's Degree in Bioinformatics

PERIOD

- **Regular** (self-registration through SIGMA)
First year students (grade repeaters), 2nd and 3rd year: July 2020 from the 22nd to the 27th.
- **Extraordinary** (suppose an enrolment surcharge¹): September 2020 from the 21st to the 22nd.

PROCEDURE

- Self-registration

Please login in Sigma and complete the enrolment selecting the option "Sign up for the new enrolment" (there will be published specific instructions in Aulaesci).

- Extraordinary

You need to write to monica.uno@esci.upf.edu from your ESCI-UPF email address and attach a written request where is inquired to do the enrolment during the extraordinary period indicating which courses you will like to enrol.

PAYMENT AMOUNT

1st enrolment of a course: 132 €

2nd enrolment of a course: 132 €

3d enrolment of a course: 150 €

4th and following enrolments of a course: 180 €

DISCOUNTS

Please check on the [ESCI-UPF website](#) the requirements to access to the discounts.

It's needed to present the required documentation (original and photocopy) before July 15th.

In case of a large family certificate, please better present the family card. If it was previously

¹ Until 12 ECTS: 65 €; from 12,5 to 20 ECTS: 105 €; from 20,5 to 40 ECTS: 210 €; from 40,5 ECTS: 320 € .

certified and is still valid, at least until September the 30th of 2020, it's not necessary to present documentation again.

PAYMENT OPTIONS²

You have to choose between the following enrolment payment options:

- 100% upon enrolment.
- 50% upon enrolment and the remaining 50% to be paid the first days of February of the following year.
- In instalments: 28% of the total amount upon enrolment and the remaining 72% + €200 interest to be paid in 9 monthly payments.
- In instalments: 3 payments of 33.3% of the amount of the registration each, the first being the day of registration, the second from December 1st to 7th, 2020 and the last payment from 22nd to 29th March 2021 (no interest has to be paid). (Extraordinary measure 2020-2021 due to the situation by COVID-19)

If you choose to pay by instalments (10 monthly payments), you have the option of paying the instalments for the nine months from October to June by direct debit by completing a [SEPA Direct Debit mandate](#) (you will need to pay the first instalment by promissory note). Payments will be debited from your account on the 15th day of every month. Any returned payments will be subject to a €50 charge. If you change your bank account, you will need to complete a new [SEPA Direct Debit mandate](#) and notify the university Administration before the start of the month that you would like the changes to take effect.

Payments have to be done by promissory note.

It is necessary to validate the enrolment, print the promissory notes and complete the payments through one of the following options:

- In-person: through CaixaBank ATM with any credit card (please check the limit of your payment card) or any Banco Santander office.
- Online: in the following [link](#), regardless if you're a client of CaixaBank, also for Banc Santander clients through their online bank.

² For more information, please check the [Schedule of Fees 2020-2021](#)

Promissory notes have fixed a deadline depending the payment option chosen. After the deadline, they will be invalid and you will have to request a new one (please write to marta.garcia@esci.upf.edu), with the corresponding financial penalty. Both deadlines and surcharges will apply automatically and in all cases.

OTHER IMPORTANT INFORMATION:

- Credits:

The total of credits for a full year is 60 ECTS.

- Tuition fees:

The tuition fee for BDBI first enrolment is 7.920€ per year.

- The regulations about the [academic permanence](#) of the Pompeu Fabra University for the academic year 2020-2021 states: First year students have to pass the 50% of the credits of which the course consists (30 ECTS or more) to be able to continue the studies.
- The regulations about the [academic progression](#) of the Pompeu Fabra University for the academic year 2020-2021 states:
 - To access 2nd year, it's necessary to pass minimum the 50% of the credits of first year.
 - To access 3rd year, students have to pass minimum the 50% of the credits corresponding of the previous year, and the 90% of the credits of the course previous to that one and the 100% of the credits of the previous courses.
- Discounts:

During the month of July is published the Price Decree, which sets the prices of the academic services of Catalonia public universities and can be consulted at ESCI-UPF website. In order to obtain the discount, it's mandatory to present the documentation before July the 15th. To apply for the discounts upon the enrolment, it's necessary to present the documentation before the beginning of the classes (please check the academic calendar).

- Distinction with honours:

Students who obtain a distinction with honours for the first time that enrol a course, will have a 40% discount in the same amount of credits in the enrolment of the following year. In order to obtain this discount, students must enrol in the same studies, at the same university and that the

credits have been enrolled for first time.

- Cancelling enrolment:

Students have to make a request within the deadline set by UPF regulations (until November 30th). Cancelling the enrolment entails a refund of the 65% of the tuition fee. To accept the cancelation, the student must have paid at least 35% of the total tuition fee.

- Dropping out of studies:

Leaving the studies does not exempt you from paying the instalments fixed in the enrolment.

- Administration and academic procedures:

In order to carry out any procedure, you must be up to date on payment.

For any enrolment or transcript management, consult the academic and the administrative procedures calendar.

- Enrolling in extra courses:

You can only enroll for extra courses from the current or subsequent trimester³, within the deadline set at the procedures calendar. Extending the enrolment will entail a payment foreseen for this purpose in the Decree of prices, by which is fixed the prices of the academic services of Catalonia public universities (27,27€ for 2020-2021 academic year).

- Dropping a course:

Course enrollment cannot be cancelled. However, within the established deadlines, you can request cancelling the call of one or more courses.

- Recognition of courses:

The deadline for requesting recognising courses is from the start of the academic year until May the 31th. In order to receive the 75% discount on the enrolment corresponding to the recognition of the courses of other studies, you must have a favorable resolution before formalizing the enrolment.

³ Only applicable in the 2nd and 3rd terms.