

FREQUENTLY-ASKED QUESTIONS

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On allocations

How do allocations and reallocations work? What about the respective enrolment?

For all of the information on allocations and reallocations and the respective enrolment process, click here: [Universities Channel](#).

How will it affect my allocation or enrolment if I requested “validation of marks” or “new correction of subjects” for the Proves d’Accés a la Universitat (University Access Tests - PAU)?

If you are in this situation, find out more about how the system works [here](#).

On the enrolment process

How and when should I enrol?

Once you have been allocated a place at ESCI-UPF, check the date and time of enrolment you have been allocated [here](#).

You must enter your ID number (DNI for Spanish students) as your username. Your password is your birthdate (ddmmyyyy).

Remember, dates are allocated in the order of choice that you indicated in pre-enrolment. If you cannot find your profile in the search engine, you may not have indicated ESCI-UPS as your first choice. If you included ESCI-UPF between your second and eighth choices, you will have another enrolment date allocated. Check the [calendar](#).

Can someone come with me to complete the enrolment?

Due to the pandemic, safety measures restrict entry into the facility to only one person, unless the person enrolling requires assistance.

What should I do if I am unable to come for enrolment on the day I have been allocated?

We recommend you come enrol personally. But if this is not possible, you may authorize someone else to complete the enrolment on your behalf.

This person must bring all [necessary documents](#): a certified photocopy of documentation proving your identity and their own original ID card or documents (DNI for Spanish students in both cases).

If you are enrolling in the International Business and Marketing Bachelor’s Degree programme, the representative must also know in what language you wish to enrol (more information in this document).

What should I do if I am unable to come for enrolment and I can’t authorize anyone to represent me?

Contact [Academic Management](#) as soon as possible. We will inform you on the steps to take. You will have to present a justification of the causes that keep you from coming in person.

What will happen if I do not enrol on the day I was allocated?

If you do not come on the allocated day, and do not notify Academic Management in advance, you will lose your place. If you are in this situation and wish to recover your place, contact [Academic Management](#) urgently.

What documents do I need to bring for enrolment?

[Check the website](#) to find out what documents you must bring.

What if I cannot enrol in all of the 1st year credits?

You can apply for part-time (half of the credits) enrolment if you are working, or meet the criteria described in the rules that regulate the part-time study plan. You will find all the information necessary to complete the application [here](#).

The decision is not automatic, and Academic Management will enrol you for all of the credits until the application is approved.

I've begun other university studies, but I've been accepted to ESCI-UPF. How and when should I enrol?

Consult the [appointment search engine](#) for the date and time of your enrolment.

On the day of enrolment, you must present the original receipt accrediting payment of the academic record transfer rights (you must request this document from the university where you began your studies) and a photocopy or original PAU form.

If you want credit for courses you have taken and passed, you may apply for this credit recognition from 1 to 20 September. For all of the relevant information, click on this [link to the ESCI-UPF website](#)

About payment, financing and scholarships

What are my payment options?

If you want to pay by instalment, you have to request it at the time of enrolment. See all information on the necessary documents [here](#).

- Click here for [financing information regarding the Bachelor's Degree in Bioinformatics](#).
- Click here for [financing information regarding the Bachelor's Degree in International Business and Marketing](#).

For information on the fees applicable to the price of enrolment, see

- [Degree in Bioinformatics](#)
- [Degree in International Business and Marketing](#)

How can I pay by promissory note?

Once the enrolment is officially complete, students will be issued a payment form (promissory note) on which there is a bar code to make the payment. The payment deadline is July 20 for students allocated under first choice, and July 29 for all other students.

Click on the following links for information on how to make the payment:

[Degree in Bioinformatics](#)

[Degree in International Business and Marketing](#)

Am I eligible to apply for a scholarship? What is the scholarship application procedure?

If you meet the academic and economic criteria, you can apply for a scholarship by presenting all of the necessary documents on the day you come to complete enrolment.

- [Degree in International Business and Marketing](#)
- [Degree in Bioinformatics](#)

The deadline to file the application is 31 October.

Documents must be handed in to the Academic Management Department in person.

For information on how to apply for scholarships from the Ministry (Ministry of Education, Culture and Sport - MECD) click [here](#).

Regarding languages

What language knowledge will I need?

- If you enrol in the Bioinformatics Bachelor's Degree, be advised that 100% of the courses are taught in English.
- If you enrol in the International Business and Marketing Bachelor's Degree, be advised that the courses are taught in Catalan, Spanish and English. You must also choose the elective language in which you wish to enrol: German, Arabic, French, Japanese, Russian or Chinese.*

*If you select French, you must have an A2 level at least. For all other languages, no prior knowledge is required.

If I have a B2 or higher level in a third language (german, english, french or italian), must I bring the accrediting document?

If you have a B2 level in a third language, you must bring the original and a photocopy of the accrediting certificate. See this [table](#) for the recognized diplomas and the [third language accreditation application](#).

What should I do if I have some knowledge of english, but no accrediting document for it?

If you have other language knowledge, but no document accrediting it, you will have to take a "Prova de Diagnosi Lingüística" (Language Diagnostic Test - PDL) for the first course to determine your level. -This test does not have any official validity. It will be administered during the orientation sessions.

Pursuant to [Law 1/2018](#) of the Parliament of Catalonia, if you have begun studying a degree in a Catalan university as of the 2018-2019 academic year, you must accredit a B2 level in the Common European Framework of Reference for Languages (CEFR) for English, German, French or Italian to obtain the bachelor's degree.

Check the [regulations for accreditation of a third language](#).

Other

If there is more than one group per course, can I choose to which group I'll belong?

Group allocations are made automatically at the time of enrolment. The centre reserves the right to make group changes, always within the time frame allocated to the enrolment.

When do classes begin? What is orientation week?

Check the academic calendar [here](#) as well as your [schedule](#)

Orientation week is made up of a number of mandatory sessions held in September to get new students ready for school.

- Degree in Bioinformatics: from 8 to 17 September
- Degree in International Business and Marketing: from 9 to 17 September

I still have questions and I can't find the answer. Who can I contact and how?

You can contact Academic Management at: admissions@esci.upf.edu