2017–2018
ENROLMENT
INSTRUCTIONS

ESCI-UPF
2017–2018 ENROLMENT

ENROLMENT PERIOD

- **Self-enrolment** (on Sigma)
  1st-year (repeating) and 2nd-year GNMI and BDBI students: 4–8 September
  3rd-year and 4th-year GNMI\(^1\) students: 7–12 September
- **Late enrolment** (with tuition fee surcharge\(^2\)): 15–16 September

ENROLMENT PROCEDURE

- **Self-enrolment**
  You should log on to Sigma and select the option "Formalise enrolment" (there will be specific instructions on Aul@ESCI).
- **Late enrolment**
  You should email [monica.uno@esci.upf.edu](mailto:monica.uno@esci.upf.edu) from your ESCI-UPF email account and attach a request for late enrolment stating the subjects you want to enrol on.

TUITION FEES

- **GNMI**
  1st enrolment on a subject: €112
  2nd enrolment on a subject: €130
  3rd enrolment on a subject: €150
  4th and subsequent enrolments on a subject: €160

- **BDBI**
  1st enrolment on a subject: €132
  2nd enrolment on a subject: €150
  3rd enrolment on a subject: €180
  4th and subsequent enrolments on a subject: €190

\(^1\) For GNMI elective subjects, you should formalise your pre-enrolment and add the required subjects.

\(^2\) Up to 12 ECTS credits: €65€; from 12.5 to 20 ECTS: €105; from 20.5 to 40 ECTS: €210; 40.5 or more ECTS: €320.
CONCESSIONS

The ESCI-UPF website has further information on applying for concessions.
You should submit all the necessary documents (original and photocopy) before 31 July.
If you have a large-family card, you should bring it with you. If you submitted documents in the past that are valid until at least 30 September 2017, you do not need to submit them again.

FORMS OF PAYMENT

You should select one of the following methods for paying your tuition fees:

- 100% upon enrolment
- 50% upon enrolment and the remaining 50% to be paid at the start of February 2018
- In instalments: 28% of the total amount upon enrolment and the remaining 72% + €200 to be paid in 9 monthly payments

The first step in the payment process is to obtain a promissory note:
You should formalise your enrolment, print out the promissory note(s) and make the corresponding payment by choosing one of the following options:

- In person at any CaixaBank ATM with any bank card. (Make sure the amount does not exceed your card limit.)
- Online (you don’t need to be a CaixaBank customer)

The promissory notes will expire on a date that varies depending on the payment method. Past this date, they will be invalid and you will have to apply for new ones (by emailing marta.garcia@esci.upf.edu) and pay the corresponding fine. Deadlines and fines are set automatically and are applied in all cases.

OTHER IMPORTANT POINTS

- Credits:
The total number of credits required to complete a course is 60 ECTS credits.
- Tuition fees:
Annual first-enrolment tuition fees for the GNMI are €6,720.

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3 Further information can be found in 2017–2018 Tuition Fees.
4 This method incurs a €200 surcharge.
Annual first-enrolment tuition fees for the BDBI are €7,920.

- In accordance with UPF minimum course progress requirements:
  1st-year students must pass at least 50% of the credits for that year (30 ECTS credits or more) for them to continue their degree course.

- In accordance with UPF academic progression regulations:
  Students must pass at least 66% of the credits for their first year before they can move on to their second year.
  Before they can move on to their third or fourth year, students must pass at least 66% of the credits for their current year and have passed all the credits for their previous two years.

- Concessions:
  The government-regulated component of tuition fees for public universities in Catalonia is published in July and is made available on the ESCI-UPF website. If you wish to claim a concession, you should present the necessary documents before 31 July. For this concession to be applied to your enrolment, you should present the necessary documents before classes start (see the academic calendar).

- Distinctions:
  Students who are awarded a distinction for a subject on their first enrolment can claim 40% off their tuition fees for the same number of credits when they enrol for the following year, provided they enrol for the same degree course at the same university and have not previously enrolled for these credits.

- Cancelling enrolment:
  Students who wish to cancel their enrolment should apply to do so within the deadline stipulated by UPF regulations (30 November). They will get back 65% of their tuition fees, but they must have paid at least 35% of their tuition fees before they may cancel.

- Leaving a degree course:
  Students who leave their degree course are still required to make the stipulated monthly payments if they chose to pay their tuition fees in instalments.

- Academic and administrative formalities:
  Students must be up to date with their payments before they can apply to deal with any formalities.

The calendar for academic and administrative formalities contains further information on issues regarding enrolment paperwork and academic records.
Choosing elective subjects and changing group:
Students who enrol for an elective subject/group need to have pre-enrolled. Students who wish to choose an elective subject for which they have not pre-enrolled or who wish to change group require authorisation to do so. Requests will be considered bearing in mind the number of places available.

Enrolling on extra subjects:
Students may enrol on extra subjects from their current or previous year within the deadline set out on the calendar for academic and administrative formalities. Tuition fees\(^5\) for extra subjects enrolled on will be charged at the rate stipulated in the decree on fees for academic services in public universities in Catalonia (€27.02 for the 2017–2018 academic year).

Changing enrolled elective subjects:
Only applicable to students with justified and accredited academic or work reasons and/or an internship. Students will only be granted permission to change an elective subject if their original elective subject will still have the required student numbers in their absence and if the subject they wish to change to isn’t already full.

 Cancelling subjects:
Students may not cancel enrolled subjects. However, within the given deadlines, they may request to be excused from sitting exams in certain subjects.

Recognition of subjects:
The period for requesting recognition of subjects from other courses runs from the start of the academic year until 31 May. Recognised subjects from other courses may entitle students to a 75% discount on their tuition fees. This discount will only be available if the subjects in question have been duly recognised before enrolment.

Bachelor’s Degree Final Project:
Students who enrol on this subject for the second or third time, provided they keep the same project and supervisor and can show evidence of having made good progress, may submit a request to defend their BDFP early (in December) and to get back 50% of their tuition fees for the subject. They should do so during the first 15 teaching days counting from the day after the start of the year. The head of the BDFP must have given their prior approval.

\(^5\) Except for students on a mobility programme who were unable to enrol on all their elective subjects in September. They must still do so within the set deadline.