

## NEW STUDENTS' FAQs

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## UNIVERSITY PRE-ENROLMENT

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### How does university pre-enrolment work?

You should pre-enrol online on the [University Admissions Portal](#).

Watch the informative video [How to complete your university pre-enrolment on the University Admissions Portal](#) (in Catalan) and find answers to other queries on the Catalan Government's [Universities website](#).

### When should I pre-enrol?

Between 3 and 30 June (provisional dates).

### How should I list my preferences in the pre-enrolment process?

Places are allocated based on each student's admission score and their order of preferences as stated in the pre-enrolment process, so we recommend listing your choices from your most preferred option to your least preferred option. You may select up to eight study options.

If you specifically want to study at ESCI-UPF, we suggest listing the two versions of the International Business and Marketing degree as your first and second choices. Your first preference should be the version you are most interested in (either the standard version or the one taught entirely in English) and you should put the other version in second place.

### Can I change my list of preferences?

You may make as many changes as you like during the pre-enrolment period. Once this period ends, your list will be locked and can no longer be modified.

### What study options are available in general and if I want to study at ESCI-UPF in particular?

You can choose from the full range of university courses.

ESCI-UPF offers the following bachelor's degree in two versions:

41024 – International Business and Marketing

41063 – International Business and Marketing (taught entirely in English)

## SYSTEM FOR ALLOCATING PLACES

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### **How are places allocated?**

Applications are ranked by admission score and order of preferences.

The given number of places offered by each university are filled in descending order of scores and preferences.

### **If I am not offered my first choice, do I have less chance of getting my second choice?**

No. Places are allocated strictly by your admission score and your stated order of preferences.

### **Are any places reserved for September?**

No. The only places available in September are any that remain unfilled after the June allocation process.

### **What should I do once I have been allocated a place?**

Go to the university's website to check the date and time you should enrol and what documentation you should provide.

### **How do allocations, reallocations and related enrolment procedures work?**

You can find all relevant information about allocations, reallocations and related enrolment procedures on the Catalan Government's [Universities website](#), including an [enrolment calendar with dates for the various allocation rounds](#).

### **I have requested a review or regrading of PAU subjects. How does this affect my allocation or enrolment procedure?**

Follow [this link](#) to learn more about how the process works if you request a review or regrading.

## ENROLMENT

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### When and where should I enrol?

Once you have been officially offered a place at ESCI-UPF, you will receive an email at the address you provided on the University Admissions Portal. This welcome email will include your enrolment date and time, along with a **pre-enrolment form** for uploading all the [documentation required for enrolment day](#).

You should enrol in person at [ESCI-UPF](#) at your allocated time on your enrolment day. You can find your allocated time on your enrolment day [here](#).

### What should I do if I have been offered a place at ESCI-UPF but have not received an email with my allocated enrolment date and time?

Use the [appointment finder](#) and come at your allocated time on your enrolment day. Make sure you have completed all the sections in the pre-enrolment form and attached all the required documents.

If you cannot find your details in the appointment finder, bear in mind that we can only contact you once we have received official confirmation of your place. You will find the enrolment dates for different allocations of preferences [here](#).

Your username is the passport or ID card number you used when you registered with the Pre-enrolment Office (Spanish ID number including any letters, passport number, NIE or other ID card). The default password is your date of birth in ddmmyyyy format.

If you have any further queries, email [admissions@esci.upf.edu](mailto:admissions@esci.upf.edu).

### What happens if I don't enrol on the allocated day?

You will lose your place. If this happens, you should call Academic Management urgently on 900 122 630.

### When should I enrol if I have been admitted after studying at another university?

You will be emailed your enrolment date and time or you can [find your appointment here](#).

If you have been admitted with more than 30 recognised ECTS credits, read Article 5 of the [regulations for students who have already studied at university](#).

If you want to have additional credits recognised besides those used for admission, you should provide an academic transcript and the relevant documentation by 20 September.

If your place was allocated through the Catalan Government and you have already studied at university, you will also need to request a transfer of academic records to ESCI-UPF from your previous university and present the receipt with your enrolment documents.

If you want to validate a previously completed subject, you should request it before 20 September of the first academic year, together with the corresponding academic certificate and the [required documents](#).

### **Do I have to enrol for all first-year credits?**

In principle, you should enrol for all first-year subjects.

However, if you are in work or meet the conditions set out in the [regulations for part-time study](#), you may request to enrol part-time for half the credits.

Find out more about this procedure [here](#). Approval is not automatic and Academic Management will enrol you for all credits until your request has been resolved.

## PAYMENT

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### How do I pay the tuition fees?

Once you have completed the enrolment process, you have two ways to pay the tuition fees: pay immediately by bank card (ensure your card limit will cover the first payment) or use the payment slip provided, which includes a barcode and the payment deadline.

If you have any further queries, you can find more information on payment options [here](#).

### What discounts are available?

Discounts apply to the government-regulated component of tuition fees.

You will find further information on all available discounts, requirements and necessary documents (valid on the date the course starts, original and copy) [here](#).

Please note that if you do not submit the specific required documents when you enrol, you will not be eligible for the corresponding discount.

## LANGUAGES

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### **What foreign languages are offered as part of the International Business and Marketing degree (both the standard version and the one taught entirely in English)?**

You must choose a foreign language when you enrol in your first year (which you will study at least in your first and second year). Available options are: Arabic, Chinese, French, German, Hindi, Japanese, Korean, Russian or Turkish.

All language courses start at level A1, so you will begin from scratch. However, if you choose French and already have some prior knowledge, you will take a placement test and the advanced course will be adapted to the majority level.

### **What is the procedure for certifying proficiency in English, French, German or Italian?**

You should acquire proficiency in English, French, German or Italian at level B2 or higher within the Common European Framework of Reference for Languages (CEFR), to be added to your academic transcript and European Diploma Supplement.

Links of interest:

- [Authorised certificates and diplomas for certifying level B2 in English, French, German or Italian.](#)
- [List of language schools and centres from other countries authorised by the Catalan Ministry of Education](#), given that students can acquire level B2 by completing a course at one of these authorised centres.

### **What is the PCCL?**

The PCCL (Language Proficiency Certification Test) is designed and administered by the UPF language programme and aims to certify candidates' proficiency in English at level B2 or higher. The test includes sections on grammar, vocabulary, reading comprehension, listening comprehension, writing and speaking.

### **Is the PCCL mandatory?**

All new students have to take the PCCL, unless they can certify level C1 or higher in English at the time of enrolment.

The test helps determine your current level of English and, upon request, can be added to your academic record.

### **When is the PCCL held?**

It will take place in September for all students who have not certified level C1 or higher when enrolling in July.

### **How much does it cost to take the PCCL?**

ESCI-UPF covers the cost of this test taken before the start of term.

## START OF THE ACADEMIC YEAR

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### When do classes start?

The introductory week runs from 15 to 19 September and attendance is compulsory.

Regular classes begin on 22 September.

First-year class hours are Monday to Friday, from 8 or 8.30 am to 1.15 or 1.30 pm. The full timetable is available [here](#).

### Who should I contact with any further queries?

Email [Academic Management](#) or call 900 122 630