

## ENROLMENT INSTRUCTIONS 2025-2026

### Bachelor's Degree in International Business and Marketing

#### ENROLMENT PERIOD AND PROCEDURE

##### Ordinary period:

- By accessing the [intranet](#), you will find detailed information and the link to [SIGMA self-enrolment](#), available from 21/07/2025 to 25/07/2025, in order of academic record, based on grades up to the official results of the third term.
- From 8 July, [you will be able to check the exact date and time from which you can complete your self-enrolment](#).
- Enrolment will remain open from your assigned date and time until the end of the self-enrolment period (25/07/2025 at 23:59). Please note that changes to the assigned date or time will not be accepted.

##### Extraordinary period:

- Via the “Late enrolment” procedure in [SIGMA](#), available until 16 September 2025.
- This will incur a surcharge<sup>1</sup> on the total enrolment fee.

#### FEES

First enrolment per credit: €133

Second enrolment per credit: €159

Third enrolment per credit: €199

Fourth and subsequent enrolments per credit: €212

#### DISCOUNTS

Please consult [ESCI-UPF's webpage](#) for details on how to qualify for tuition fee discounts. You must upload the required documentation (or the corresponding renewal of the Large Family Card – FN) via [SIGMA Procedures](#) no later than 15 July 2025 in order to benefit from the applicable discount.

\*In the case of large family status, if you have already submitted valid documentation and it remains valid at least until the start of the academic year (22 September 2025), you do not need to resubmit it.

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<sup>1</sup> Up to 12 ECTS: 65€; from 12.5 to 20 ECTS: 105€; from 20.5 to 40 ECTS: 210€; over 40.5 ECTS: 320€.

## PAYMENT METHODS<sup>2</sup>

You must choose one of the following three payment methods:

- 100% of the total tuition fee at the time of enrolment.
- 50% of the total tuition fee at the time of enrolment; the remaining 50% between 1 and 10 February of the following year.
- Payment in 10 instalments. The first instalment (28% of the total fee) must be paid by credit/debit card (online payment) or promissory note at the time of enrolment. The remaining 72% will be divided into 9 monthly instalments from September to May, with an additional €200 in interest. These will be paid by direct debit (SEPA mandate must be completed).

Payment of the first instalment must be made via credit/debit card (online payment) or promissory note.

**If paying by promissory note:** once your enrolment is validated, you must download/print the promissory note for the first instalment and pay it using one of the following options:

- In person: at a [CaixaBank ATM](#) using any credit or debit card (please ensure your card limit is sufficient).
- Online: via the [CaixaBank link](#), regardless of whether you are a customer. Also, via [Banco Santander](#) if you are a customer.

**If paying by online card payment,** you can use any credit or debit card (make sure your card limit is sufficient).

**If choosing payment in 10 instalments with surcharge,** you must set up a direct debit for the monthly instalments from September to May by completing the [SEPA Direct Debit Mandate](#).

Payments will be debited on the 15th of each month. Any failed payment will incur a €50 surcharge.

If you change your bank account, you must submit a new SEPA mandate and request the change through the [Economic Management Department](#) before the end of the previous month.

### Important

Promissory notes and card payments are only valid until their stated payment deadline.

After this deadline, they are no longer valid. To resolve this, you must contact the [Economic Management Department](#) to have them reissued.

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<sup>2</sup> For more information, please consult the [fees table for the academic year 2025-26](#),

## OTHER IMPORTANT ASPECTS

### Academic progression and continuity

According to the [academic regulations of Pompeu Fabra University](#), first-year students must pass at least 50% of the ECTS credits for the academic year (30 ECTS or more) in order to continue their studies.

As stated in the [progression regulations of Pompeu Fabra University](#):

- To progress to the second year, students must have passed at least 50% of the first-year credits.
- To access the third and fourth years, students must have passed at least 50% of the credits of the previous year, 90% of the credits from the year before that, and 100% of the credits from all earlier years.

### Discounts

To benefit from a [tuition fee discount](#), you must submit valid supporting documentation (valid at the start of the academic year) via the corresponding procedure in [SIGMA](#) by 15 July 2025.

If the documentation is not submitted by this deadline, the discount will be applied to the next payment due, provided that the relevant request is submitted in [SIGMA](#) no later than 22 September 2025, the first day of the academic year.

### Honours (Matrícula d'Honor)

Students who earn an Honours (Matrícula d'Honor) the first time they enrol in a subject are eligible for a 40% discount on the same number of credits in the following academic year.

To benefit from this discount, students must enrol in the same programme at the same university, and the credits must also be enrolled for the first time.

### Enrolment Withdrawal

Students must submit a request within the deadline established by UPF regulations (until 30 November). Withdrawing from enrolment entitles students to a 65% refund of the total tuition fee. To be eligible, the student must have paid at least 35% of the total tuition fee.

### Abandoning Studies

Withdrawing from the programme does not exempt students from paying the remaining instalments of the tuition fee as agreed during enrolment.

## Enrolment Extension

Additional subjects from the current or upcoming trimester can be added within the timeframe established in the academic calendar. A fee<sup>3</sup> of €27.27<sup>4</sup> will be charged, as outlined in the official Decree on public university fees in Catalonia.

## Changes to Elective Subjects

Changes of elective subjects or of their groups (especially if offered in different trimesters) will not be accepted after the regular enrolment period has ended. Make sure to check timetables and other relevant information in advance.

## Subject Cancellations

Subjects cannot be cancelled from enrolment. However, within the designated deadlines, you may waive the assessment (exam/mark) for a subject by formally requesting so.

## Elective Subject Availability

Elective subjects are subject to a maximum number of places and will only be offered if a minimum number of students enrol. It is advisable to prepare a backup option. Before self-enrolling, speak to your academic tutor.

- For electives running across two trimesters (e.g. International Product Management, Public Relations and Content Marketing, Social Media and Content Marketing), you will be prompted to choose between: Group 1 (Term 1) or Group 2 (Term 2). No changes to subject or group will be accepted once the enrolment period closes.

- Subject Recognition:

The period for requesting recognition of previous studies is from the start of the academic year until 31 May. To benefit from the 75% fee discount on recognised subjects, the request must be approved prior to enrolment.

## Bachelor's Degree Final Project (TFG)

If you are enrolling in the TFG for the second time or more, and you retain the same project and supervisor, and can demonstrate sufficient progress, you may: request early defence of your project (in December) via the [SIGMA](#) procedures platform and also request a 50% refund of the TFG fee within the first 15 working days from the start of the academic year. Both cases require prior approval from the TFG coordinator.

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<sup>3</sup> Except for students who, due to their mobility situation, have not been able to enrol in the optional subjects during the established period and must do so when registering their Learning Agreement.

<sup>4</sup> The items listed as public fees refer to the 2024–2025 academic year rates.

## RECOMMENDATIONS

- We strongly recommend that you check the timetable, including any pending subjects and subject profiles, to ensure your academic record is in order.
- It is very important to carefully review your enrolment before confirming it. Make sure that: your personal details are correct, the selected subjects are those you wish to take, the tuition fee amount is accurate, and the number of passed and enrolled credits is correct. Any change to your enrolment will incur an administrative fee.
- After validating your enrolment, remember to print the promissory note and complete the payment.
- If you are going on an exchange, you must enrol in all compulsory and basic subjects for the second and third trimesters. We recommend not enrolling in electives until your Learning Agreement has been approved.
- A [document with frequently asked questions \(FAQs\)](#) is available for your reference.