

ADMISSION APPLICATIONS FOR STUDENTS WHO HAVE ALREADY STUDIED ELSEWHERE (30 RECOGNISED CREDITS)

Students who have begun official university studies in Spain and want to change university or official university studies, as well as students who, having begun or completed university studies abroad, have not obtained the degree homologation credential or the certificate of equivalence to an official university degree and academic level in Spain, can access Pompeu Fabra University degree programs through this pathway. And meet the requirements set forth in Article 8.3 of the academic regulations for undergraduate studies, approved by Agreement of the Governing Council of July 9, 2008 and amended by Agreement of the Governing Council of July 13, 2011, May 9 and November 7, 2012, February 17, 2016 and July 6, 2016, April 11, 2018 and February 20, March 29 and December 11, 2019, October 26, 2022 and February 15, 2023.

1. Requirements, deadlines and where to submit admission applications

1.1. Requirements for admission applications

1.1.1. Students who have already started an official university course should pay the public, non-refundable fee of **€54.54*** into the following current account at "la Caixa": ES79 2100 3000 13 2201730282. If you are transferring this sum from overseas, you should also include the following BIC code: CAIXESBBXXX; any bank fees will have to be paid by you.

If you make more than one admission application, you will have to pay this public fee for each application.

If you do not pay the set public fee or fail to submit proof of payment within the Phase 1 deadline, your application will be refused.

** These fees are set by the Social Council for all schools attached to the University. No discounts are available.*

1.1.2. Admission and credit recognition applications should be submitted to the head of studies at ESCI-UPF, together with the following documents:

DOCUMENTATION THAT ALL STUDENTS MUST SUBMIT

- 1. Admission applications** (Phase 1) [Application form for students with at least 30 recognised credits](#)
- 2. Proof of payment** of the public admission fee, stating the applicant's name and surname(s) and the form of admission being applied for.
- 3. ID card or passport.**
- 4. [Request for transfer and credit recognition](#)**

The price foreseen for the credit recognition application is included in the admission registration fee and for this reason this application does not have to be paid. This application must be submitted at the time of submitting the application for admission and will only be considered for those candidates who pass phase 1 of the process.

5. **Academic certificate** setting out the subjects taken at the home university, the number of credits, the score obtained and the average grade score. For degree courses, you should also state the area of study corresponding to the core course subjects taken.*
6. **Syllabus** for the course taken, duly stamped by the corresponding department.
7. **Teaching guide** or syllabus of the subjects taken, showing the subject of knowledge to which they belong, duly stamped by the corresponding center.
8. **Accrediting documentation** that will give access to the university only to students coming from official schools of the Spanish state.

*Students who have studied at UPF will not have to pay the academic certificate fee when requesting it to the PIE or through a CAU, if they indicate that it is to be delivered to ESCI-UPF.

STUDENTS WHO HAVE TAKEN COURSES OVERSEAS SHOULD ALSO SUBMIT THE FOLLOWING DOCUMENTATION:

9. [Documentary proof that you have met all the admission requirements](#). This document is vital for ensuring that applicants fulfil all the requirements set by Spanish regulations governing academic records from overseas education systems.
10. **Documentary proof of grade point [equivalents from Ministerio de Educación , Cultura y Deporte \(MECD\)](#).**
11. **[Sworn statement](#) that you NOT having obtained, and not be in the process of obtaining, a **homologation credential** or certificate of equivalence to a degree and to an official Spanish university academic.**

The lack of documentation may result in the rejection of an application. Likewise, incomplete documentation may prevent the evaluation of a selection criterion and, consequently, may affect the final score.

1.1.3. Documents issued abroad must comply with the following requirements:

- They must be official and issued by the competent authorities, in accordance with the legal system of the country in question.
- They must be legalized through diplomatic channels or, if applicable, by means of the apostille of the Haya Convention. This requirement is not required for documents issued by the

authorities of the member states of the European Union or signatories of the agreement on the European Economic Area.

- They must be accompanied, where appropriate, by the corresponding official translation into Catalan or Spanish or English.
- Documents corresponding to courses taught at the Department of Translation and Interpretation may be submitted in the languages of the courses given (English, French, German); documents corresponding to courses taught at the Department of Economic and Business Sciences may be submitted in English.

1.1.4. In case the applicant had already obtained the recognition of the required number of credits in the same ESCI-UPF courses prior to the request for this admission, he/she must expressly state this circumstance in the application within the same period and must submit the same documentation provided for in this article, except for that related to the recognition.

1.2. Where to submit applications Applications should be submitted to ESCI-UPF Academic Management, sending a email to admissions@esci.upf.edu

1.3. Deadline for applications Admission applications: **From 13 to 24 May 2024**

2. Places available for each centre or course

- Bachelor's Degree in International Business and Marketing - 3 places
- Degree in International Business and Marketing (Teaching in English) - 2 places*.

*Students who choose a degree in International Business and Marketing (taught in English), will only be able to take the ECTS of the first year subjects.

3. Admission requirements

Students must comply with the following requirements before being admitted:

a) You must have at least 30 recognised credits from Spanish or overseas courses, respectively, for the courses you want to take. Final Year Degree Projects will not be recognised for this purpose nor any of the languages of the International Business and Marketing degree.

b) You must have passed at least 50% of your first-year credits at your origin university during the first year after enrolment.

c) You must have met all the academic progression requirements at your origin university with regard to sitting exams.

d) Comply with the requirements established in the undergraduate regulations regarding credit recognition limits.

4. Selection criteria

4.1. The admission process will be carried out in accordance with the criteria of equality, merit and ability. Applications will be assessed in accordance with the selection criteria set out in these regulations.

4.2. If the number of applicants exceeds the number of places available, the following selection procedure will be followed:

Phase 1

Applicants will be awarded up to 11 points, in accordance with the following criteria:

- a) Their university entrance exam score, which can count towards 5 points.
- b) Their academic record for their home university courses up until the applications deadline. This analysis serves to check that students have met requirements b), c) and d) of Article 3 and will assess how well the subjects they have taken at their home universities match the courses they wish to take at ESCI-UPF. This assessment can count towards 5 points.
- c) Students from education systems within the European Higher Education Area will be awarded an additional point.

Once Phase 1 is complete, a list will be posted on the university website setting out the points awarded to all candidates, successful and unsuccessful, together with a waiting list, if applicable.

Phase 2

Phase 2, which gets under way once Phase 1 is complete, serves to recognise credits for the subjects taken. To take part in this phase, applicants need to submit a credit recognition application, in accordance with these regulations.

This phase is only open to applicants who were admitted in Phase 1, in descending order of the number of points they were awarded until all available places for each course have been filled. The final list of applicants admitted for each course will be made public within the given deadline.

5. Decision

5.1. The head of studies Bachelor's Degree in International Business and Marketing at ESCI-UPF is responsible for overseeing Phases 1 and 2, as well as managing the admissions process and sending the definitive proposed admissions to the rector. The rector or vice-rector, if applicable, will take the final decision on admissions.

6. Publication of the results of each phase

6.1. The results of Phases 1 and 2, as well as the final list of successful applicants, will be posted in the Admission section on the ESCI-UPF website, in accordance with the following dates:

6.2. In all cases, notification to the interested party shall be deemed to have been made on the date of publication on the corresponding [website](#).

7. Reserving a place

If you have been admitted, you should reserve your place on the degree course in question. To do so, you need to make a non-refundable payment of **€1,000**, as an advance on your total tuition fees, **between 17 and 21 June 2024**. This sum should be paid into the following current account at "la Caixa": **ES79 2100 3000 13 2201730282**. If you are transferring this sum from overseas, you should also include the following BIC code: CAIXESBBXXX; any bank fees will have to be paid by you. You should present proof of payment, stating your name and surname(s) and the reference "Admissió amb estudis universitaris iniciats" to ESCI-UPF Academic Management, within the deadline. If you fail to make this payment within the given deadline, your enrollment will be cancelled and you will lose your place.

** These fees are set by the Social Council for all schools attached to the University. The amounts students have to pay can be found on the website of the school in question.*

8. Enrolment

Students who have been admitted to ESCI-UPF should consult the information and register for the 2024-2025 academic year on the date and place indicated on the [registration web page](#).

9. Vacancies

If, once the process has been completed, not all the places offered have been filled, ESCI-UPF may open an extraordinary term for the submission of applications, which will be informed through the access section of the ESCI-UPF website.

10. Appeals

10.1. Applicants may appeal to the head of studies against the decisions taken in Phases 1 and 2 within the period of one month from the day after publication on the results in the Admission section on the ESCI-UPF website; this does not exhaust all administrative remedies.

10.2. Applicants may lodge a contentious-administrative appeal with the Contentious-Administrative Court of Barcelona against admission decisions within two months following the day after publication of the decision; this exhausts all administrative remedies.

Applicants may also lodge an optional administrative appeal for reconsideration with the same organisation that reached this decision within one month following the day after publication of the decision, in which case no contentious-administrative appeal may be lodged until the administrative

appeal for reconsideration has been expressly accepted or rejected or has been implicitly rejected by the failure of the organisation to issue a ruling within the set period.

11. Important dates for the admission and enrolment process

Application for admission	From 13 to 24 May 2024
Publication of the provisional list of those admitted and excluded.	From 30 May 2024
Publication of the results of phase 1	From 6 June 2024
Publication of the results of phase 2 and decision on admission	From 11 June 2024
Payment and issue of the certificate accrediting reservation of the place	Between 12 and 17 June 2024
Presentation of the original documentation to ESCI-UPF	Before 10 June 2024
Enrollment	See the registration website