

Enrolment

UB PERMANENT EDUCATION COURSES

Academic year 2023-2024

ENROLMENT

The enrolment procedure for UB-specific postgraduate programmes and university extension courses is completed at the Secretary's Office for Students and Teaching Staff of the coordinating faculty or school, where applicants should submit the completed [enrolment form](#) and the supporting documentation required.

Full information about the coordinating faculty / university school and about the pre-enrolment and enrolment procedures can be found in [the individual course guides](#).

The enrolment pack contains the enrolment form, which can also be downloaded from the website.

You should read these instructions carefully before completing the enrolment form.

Instructions for completing the enrolment form

Personal details

- Write in capital letters.

Insurance

- Indicate whether you wish to take out the standard academic insurance policy; if you do not, you must sign the corresponding waiver. Remember that in this case you will not be covered in the event of accident, injury or illness. Insurance may be mandatory for specific courses.

UB Solidarity Foundation

- If you wish to contribute to the cooperation and aid activities of the UB Solidarity Foundation, check the box in the enrolment form.

Academic details

- These will be completed by the course secretary.

DOCUMENTS TO BE SUBMITTED WITH THE ENROLMENT FORM

you should submit the following documentation:

- DNI, passport or national identity document (EU countries only).
- The degree / diploma certificate used for the purposes of admission or the corresponding provisional

certificate. A university degree is not required to take part in university extension courses.

Students with foreign degrees that have not been validated by the Spanish Ministry of Science, Innovation and Universities must request express authorization from the rector, or his/her appointed representative, in order to be admitted. The corresponding authorization, which will be issued to you in writing on behalf of the rector, should be submitted at the time of enrolment together with the degree certificate or the corresponding provisional certificate.

If you are likely to need this authorization, you should contact the course coordinator, who will oversee your request.

If your degree has been validated by the Ministry of Science, Innovation and Universities, you should submit the original document, together with the enrolment form.

Consult the website for further information on [access to postgraduate study with foreign degrees](#).

ENROLMENT FEE

The enrolment fee covers tuition and other academic services:

- Tuition fee: the tuition fees for UB-specific master's degrees and postgraduate courses are set by the Board of Trustees. Fees are listed in the specific information for each course.
- Specific services and learning support, which include:
 - Maintenance of the Virtual Campus.
 - Internet access and access to the UB network on all campuses and at all UB sites (from workstations and via Wi-Fi).
 - Commercial and open-access teaching software.
 - The full text of teaching materials in electronic format.
 - Assignment of an institutional email account ub.edu and 1 Tb in OneDrive with free Office 365.
- Voluntary insurance policy.
- UB Solidarity Foundation donation.

UB Alumni members receive a 10% discount on enrolment fees, up to a total value of €200 per enrolment per academic year. In order to enjoy this advantage you will have to register for the Master's fee when enrolling. For more information, check the web alumni.ub.edu (*Fes-te soci*), or contact Alumni at alumniub@ub.edu or at 934020979.

PAYMENT

The enrolment fee must be paid in full at one of the UB's partner banks, using the details on the payment slip received from the course secretary.

The UB has agreements with Banco Santander, BBVA and CaixaBank.

The following payment options are available:

- Payment in cash using an ATM at any branch of a partner bank (via CPR payment code or barcode).
- Payment via e-banking:
 - Línia Oberta (CaixaBank): non-account-holders can also make credit-/debit-card payments.
 - Banca Online (BBVA).
 - Supernet (Banco Santander).

You must keep copies of all payment receipts or ensure that you are able to obtain them from bank at which payment was made later in the academic year.

Find out about the range of [finance options with UB partners](#).

GRANTS AND FINANCIAL AID

Since these are UB-specific courses, most public funding options do not apply. However, you should still check the information on [grants and financial aid](#) for UB-specific postgraduate study.

Prospective students should also consult the information on grants and financial aid offered for specific postgraduate courses or by companies and institutions, to cover enrolment fees or specific services. Information can be obtained from the course coordinators.

VOLUNTARY INSURANCE POLICIES

The University of Barcelona offers its students optional accident insurance coverage. Students who contract the policy will be covered in the event of any accident on university premises or on the premises of a company / institution / etc. at which they are carrying out a placement (provided that no professional relationship exists between the student and the company / institution / etc.).

The policy offers support for:

- Medical assistance in the event of an accident.
- Total permanent disability.
- Partial permanent disability.
- Death.
- Other circumstances (class loss, parental death, etc.).

- Foreign travel.

For further information on the benefits of the policy, visit the [Ferrer & Ojeda website](#).

Students who choose not to contract the policy at the time of enrolment may do so at a later date via the [website](#), which gives detailed information on the coverage provided and other policies offered.

MORE INFORMATION

Ferrer & Ojeda
Tamarit, 155-159
08015 Barcelona
Tel: 93 444 54 99
e-mail: ub@ferrerojeda.com

UB SPORTS

Students who wish to subscribe to UB Sports can request information at:

UB Sports
Av. Diagonal, 695-701
08028 Barcelona
Tel.: +34 934 039 370
www.ub.edu/esports