

## **TERMS & CONDITIONS OF THE PRE-ESTABLISHED STUDY ABROAD PROGRAMME**

This programme is open to undergraduate students registered at universities and higher education institutions who have already completed a minimum of two semesters of their Bachelor degree at their home university. Students are interested in spending a period of their academic study at the UAB and are not taking part in the Erasmus programme or any exchange programme.

Subjects are offered in English and Spanish. ECTS credits are awarded, and students should check with their home universities to recognize these credits before enrolling on the programme.

### **Enrolment requirements:**

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- Students must be enrolled at a university and must have completed at least 2 semesters before applying to this programme.
- Students must have B2 level of the language they wish to study in.
- For full-time students who need a study visa there is a minimum requirement of 24 ECTS, per semester.
- The maximum number of credits is 36 ECTS in a semester and 60 ECTS in a year
- The minimum entry requirement is a GPA of 2,75 (or equivalent). Please consult if in doubt.
- Students must hold a health insurance plan (offered by their home university or by external providers) with coverage in Europe.

### **Application process:**

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Applicants must submit the online application by filling in all the required information and course selection. During application, students will be required to upload an official copy of the Undergraduate Degree transcript, a scanned copy of their passport, an English language certificate and a passport size photograph.

### **Enrolment process:**

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1. To formalize enrolment, you will be required to pay a deposit of 500€. Please pay the deposit fee promptly as enrolment can only be confirmed when the deposit fee is transferred to our account.
2. Full payment must be made by the deadline established.
3. It is your responsibility to check your course selection as only ONE change to your course selection may be made during the enrolment period. After this period, any changes will only be possible during the Add/Drop period. \*Except May course
4. Your enrolment will be confirmed once the full tuition fees are received. If payment is not received by the deadline, your enrolment will be cancelled.

*Please note that spaces are limited and we cannot guarantee your course selection.*

### **Payment policies:**

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- Payment is in Euros.
- The deposit fee is deducted from the final tuition fee.
- Method of payment: online bank payment or bank transfer.
- Commissions are also payable on bank transfers. The rates vary according to country/bank. Please check with your bank and make sure that payment covers the full tuition fees.
- Any commissions not paid by the student will be charged later.

### **Add/Drop:**

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- An add/drop period is established when students can make changes subject to availability.
- No changes are permitted outside this period.
- Spaces in subjects cannot be guaranteed.
- If a course is dropped the tuition fees are not refunded.
- If a course is added the tuition fees will be charged by credit card.

### **Withdrawals:**

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- Withdrawals reported before the deadlines below will be fully refunded, **not including deposit.**

May term 2023 - deadline **28<sup>th</sup> April**

Summer term 2023 - deadline **11<sup>th</sup> May**

Fall term 2023 - deadline **20<sup>h</sup> July**

- Fees are not refunded for withdrawals from the programme after the above deadlines.

### **Certificate and Transcripts**

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1. After completing the programme, students will receive an official certificate with the courses and final grades. This certificate is included in the tuition fees. We can only issue one official certificate.
2. If the student needs a copy of the certificate, we can issue an Official Transcript with the same information as in the original certificate. The cost of this transcript will be 18,15€ (taxes included). The charge for this transcript is 48,40€ € including express mailing for UE, US and Canada and 65€ for the rest of the world.