

GENERAL CONDITIONS OF ADMISSION AND RESERVATION OF A PLACE AT UIC BARCELONA. BACHELOR'S DEGREE PROGRAMMES

UIC Barcelona offers a limited number of places per degree programme, which means applicants must go through a rigorous selection process before being accepted.

Access to bachelor's degree programmes:

Upon submitting their documentation, each applicant will be asked to sit one or more entrance exams.

The bachelor's degree selection process involves assessing the applicant's academic transcript, as well as sitting a series of specific entrance examinations that vary depending on the programme in question.

Once the selection process is complete, applicants can view their results on the Admissions Portal.

If applicants come from an education system other than the Spanish system, it is their responsibility to know which documentation is required by their access route, and provide it to the University. If applicants do not have the documentation they need at the time of enrolment, they will lose their right to admission. It is also the applicant's responsibility to provide information about their prior studies as well as the documentation required depending on the access route. The enrolment procedure starts at the beginning of July.

Reserving a place and paying the enrolment fees

1. Applicants admitted to the University have fifteen calendar days to pay the reservation fee, which start the day they receive the notification informing them of their admission.
2. If applicants do not make this payment within the specified period, their place will be awarded to other aspiring applicants on the waiting list, according to the order established during the selection process.
3. Once the applicant has paid to reserve a place, UIC Barcelona commits to reserving their place so that it cannot be taken by any other applicant.
4. UIC Barcelona will refund the full amount of the place reservation fee to those applicants who do not obtain a pass mark in the Spanish university entrance exams (PAU), as long as this is a necessary requirement for access to the programme for which the place reservation was made. UIC Barcelona will also refund the full amount of the place reservation fee to applicants who do not meet the other legal academic requirements to access the University.
5. Once the place reservation fee has been paid, if the applicant withdraws for reasons other than those mentioned in the previous paragraph, they shall forfeit the amount paid as compensation for damages.
6. Applicants must pay the full enrolment fee before the deadline established by UIC Barcelona. Failure to do so, having been admitted, shall be understood as a waiver, in accordance with the provisions of the previous paragraph.
7. If the applicant has paid the total amount of the enrolment fee and wants to waive their place, the following action will be taken:
 - a) If they do so before the start of the academic year, they have the right to request a refund of the amount they have paid, except for the amount paid to reserve a place.

- b) If they do so once the academic year has begun, and always before 31 December, they will be entitled to request a refund of the amount corresponding to the place reservation, the rest will be assumed by UIC Barcelona as compensation for the inconvenience caused.
- c) If applicants express their intention to defer their studies, they may choose to allocate the amount they have paid to the following academic year, bearing in mind the corresponding update of fees, provided that they submit an official request and receive approval from the Secretary General's Office.
8. The provisions of 7a and 7b shall also apply to bachelor's degree students from the second year onwards who drop out due to a transfer of academic records or for any other reason.
9. If, for any reason, the University leaves applicants who have passed the entire admission process, met the legal requirements for access and paid the advanced enrolment fee within the deadline, without a place, UIC Barcelona undertakes to reimburse them with double the amount they have paid.

Mr/Ms _____, with national ID/passport no. _____, is applying for admission to UIC Barcelona and agrees to the above admission and university enrolment reservation criteria.

If the applicant is a minor on the date of signature, please fill in the following information:

As parent or guardian of the minor on their behalf, I, _____, with national ID/passport no. _____, request the admission of _____ and agree with the above admission and university enrolment reservation criteria.

Date: _____

Signature:

DATA PROTECTION

In accordance with Organic Law 3/2018 on Personal Data Protection and due to the application of new European Regulation 2016/679 on Data Protection, and Law 34/2002 on Information Society Services and E-Commerce, we hereby inform you that any personal data you provide, including your email address, will be entered into an automated file under the ownership and responsibility of UIC Barcelona, in order to formalise and undertake administrative management and carry out and develop teaching and/or institutional activities organised by the University.

When the interested party provides their personal data and email address to UIC Barcelona, they expressly authorise their use for periodic communication, specifically including emails from UIC Barcelona or organisations in the University's scope of teaching, sent to students, former students and potentially interested parties, informing them about activities, news, courses, programmes, etc., as well as other offers for services and products related to the institutional activities being carried out. Furthermore, UIC Barcelona has a website as well as several publications in which it publishes or provides information about the complementary activities that form part of its institutional objective (hereinafter, "Tools for Dissemination and Information").

These normally include images in which UIC Barcelona students, users and employees, as well as potentially interested parties may appear individually or in groups, undertaking any of the aforementioned activities. Consequently, in virtue of the right to one's own image recognised by article 18.1 of the Spanish Constitution, regulated by Law 1/1982, of 5 May on the Right to Honour, Personal and Family Privacy and One's Own Image, those who subscribe give their express consent to UIC Barcelona to publish, edit, use, distribute, reproduce and/or communicate, using any of its Dissemination and Information Tools, independent of their format and in an unlimited fashion, the photographs/images in which they are easily identifiable, corresponding to the teaching and complementary activities that form part of UIC Barcelona's institutional objective.

- Cross this box if you do not want your data to be used for these purposes,
- Cross this box if you do not want to receive promotional information,
- Cross this box if you do not want your image to be used in UIC Barcelona's Dissemination and Information Tools.

They also authorise the use of their name, surname(s) and email address by the companies that sponsor the programmes, for the purposes of occasional communication and/or advertising during and after their participation in the programme; as well as public organisations both at a national, autonomic and local level for the purposes of undertaking and studying statistical data; as well as companies that compile rankings and assess indicators such as teaching and research quality, knowledge transfer, internationalisation or student employment rate, among others.

The interested party can exercise their rights to access, rectify, erase, limit and exercise portability and opposition to their personal data, under the conditions of current legislation, by writing to the data processing manager at dpd@uic.es.
Intellectual property: The student undersigned, as the owner of their own intellectual property, expressly authorises UIC Barcelona to disseminate, via any medium or format, the work, projects, models, compositions, recordings, photographs and any other creations they have made and/or submitted inside and outside the academic field, as a student of UIC Barcelona, with the sole exclusion of End of Degree/End of Master's Degree projects or doctoral theses, which are governed by specific regulations.

They also authorise the aforementioned work to be publicly displayed, including inside catalogues, in the form that UIC Barcelona considers appropriate. All the above remains under the condition that the origin and/or authorship of these creations must be specified.

- I, the undersigned, have read and accept this disclaimer.

I, Mr/Ms _____, Passport number _____, hereby provide my full consent to the previous clauses in order to formalise enrolment and reserve a place at UIC Barcelona, and hereby sign this document under the terms and conditions set out therein, in the place and on the date indicated below.

Signature:

Place:

Date:

A duly signed copy of this text must be sent along with the required documentation.

**INFORMED CONSENT ON THE LEVEL OF KNOWLEDGE OF A THIRD LANGUAGE
REQUIRED TO GRADUATE FROM A CATALAN UNIVERSITY**

I, _____ with national identity card (ID number or passport) number _____, as a student enrolled on the Bachelor's Degree in _____ at UIC Barcelona, **hereby declare that I have been informed of the content of the sole article of Law 1/2018**, of 5 October, that amends article 211 of Law 2/2014, of 27 January, on fiscal, administrative, financial and public sector measures concerning the accreditation of a third language by bachelor's degree students studying at a Catalan university, according to which students who started their bachelor's degree studies at a Catalan university in the 2018-2019 academic year, or later, must achieve sufficient knowledge and competences in at least one foreign language, under the terms of the regulation applicable to curricula and other internal regulations of the university. The foreign language must be one of those established for the Spanish university entrance examinations (PAU), or another language that has been accepted by the Interuniversity Council for Catalonia.

Therefore, I hereby state that I am aware of the fact that:

Before applying for my degree certificate, I must have justified that I have achieved sufficient knowledge and competences in at least one foreign language, under terms of the regulation applicable to the curricula and other internal regulations of the University. And, if this has not been accredited level before completing the degree programme in accordance with the official established mechanisms, UIC Barcelona will be unable to start processing the paperwork to issue the official bachelor's degree certificate.

In witness whereof and for all pertinent purposes, I hereby sign this document

[Space for signature]

On _____, _____