



Enrolment Guide

Master in Translational Biomedical Research

[Academic year 2018-2019]

Reservation of place

The reservation of a place is an advance of the enrolment fee, which represents the confirmation that the student accepts the place that has been allocated to them and is willing to continue with the pertinent enrolment procedures. The reservation of a place is included in the enrolment costs. The student can choose the amount of the reservation to be 500, 1000 or 1500€. In all cases this amount will be deducted from the enrolment fee on a later date.

The payment of the enrolment fee must be done by bank card (credit or debit), through the degree website and following the date limits indicated in the notice of admission.

Deadline for applications	Notice of admission	Deadline for reserving your place
30 April 2018	23-24 May	15 June
2 July 2018	23-24 July	31 July
10 September 2018	17-21 September	Direct access to enrolment

In case of not reserving the place in the specified term, the student will lose all the rights of their place, which will be assigned to another candidate following the selection criteria explained on the degree website.

The amount paid to reserve a place will only be reimbursed in the following instances:

- 1) That the student doesn't complete the preliminary studies that give access to the University degree, circumstance that will have to be supported with documents to be presented to the Teaching Unit of VHIR.
- 2) That the student doesn't obtain a visa or documentation that allows them to study in Spain.
- 3) That the degree isn't taught due to not counting with the minimum number of enrolled students, or to other reasons attributable to VHIR.

Enrolment

Enrolment is a yearly administrative act in which a contract is formalised between the student and the university centre in order to carry out an academic activity.

Enrolment will be done on-site at the VHIR Academic Affairs Office. In order to enrol on-site the student needs to ask for an appointment at master@vhir.org.

The updated enrolment schedule information will be available on the degree registration page.

Required Documentation

The presentation of the required documentation is an essential condition for the processing of your academic records, the finalisation of the new enrolment, the modification of previous registration and for requesting any kind of academic service (certificates, titles, academic record transfers, etc.).

When enrolling the student needs to submit:

1. An **enrolment application** form duly filled and signed by the student (this document will be provided at the time of enrolment).
2. **Original and photocopy of national identity document**, passport or other identifying document (for EU students).
3. **Original and photocopy of the Foreigner's Identity Card (TIE)**, or a valid foreigner identification number (for non-EU students). If the student does not have a valid TIE yet, they will need to bring their passport and a photocopy of their TIE application. They will have a maximum of four months to submit the document.
4. **Copy of Bank details** (IBAN and BIC codes, the latter only if the bank is not within Spain) of a bank located in the European Union, Iceland, Liechtenstein, Monaco, Norway, San Marino or Switzerland.
5. **Attested copy of the certificate for the qualification** that provides access to the Masters degree, or the official academic document accrediting that it has been issued.
6. **Attested copy of the academic transcript**, containing the period in academic years of the qualification, subjects studied, credits obtained and the qualifications obtained.
7. **One colour ID card photograph.**
8. **Accrediting document of reduction or exception** in the registration fee (for scholarships, members of a family of three or more, students with disabilities, etc.). Read below the allowance section.

In case the student is accessing the master with a qualification obtained in a foreign university, it must be taken into account that:

- The documentation relevant to the degree and to the academic certificate issued by EU institutions, by signatory countries of the European Economic Area and by Switzerland has to be official and issued by the competent authorities.
- The documentation relevant to the degree and to the academic certificate issued by non-EU institutions has to be official, issued by the competent authorities and legalised

diplomatically or, if applicable, via the Apostille Convention or the Andrés Bello convention.

Translation of documents issued abroad

All documents issued in Catalan, Spanish and English are accepted. In all other cases, it is necessary to enclose the relevant translation to Catalan, Spanish or English, which will have to be done by a sworn translator, by any diplomatic or consular representation of Spain abroad, or by the diplomatic or consular representation in Spain of the country in which the applicant is national. The person concerned will pay for the costs incurred.

Tuition Fees

Credit price	1 st enrolment	2 nd enrolment	3 rd enrolment	4 th enrolment
EU students	53,00 €	86,13 €	92,75€	99,38 €
Non-EU students	75,00 €	121,88 €	131,25 €	140,63 €

Administrative services and tuition fees	Price (€)
Basic student insurance (students under age 28)	1,12
Complementary insurance (internships in Spain)	5,09
Mobility insurance (internship abroad)	9,72
Extension of insurance until 31 st of December	5,09
Academic record management	69,80
Modification and partial extension of enrolment	27,27
UAB's academic support services	160,00
Issue of academic certificates	27,27
Equivalence study for foreign degrees to gain access to master or doctoral degrees, or application for a study of the academic career of the university graduates in foreign education systems to gain access to master or doctoral degree without an homologated qualification.	218,15
Study of academic transcripts for validation or accommodation in EU non-adapted academic programmes.	54,54

Study of academic transcripts for validation, transfer and recognition in accordance with the Royal Decree 1393/2003.	54,54
Application for admission to a master's degree (review of documentation and academic transcripts)	30,21
Transfer of the academic record	54,54
Graduation Diploma Issue	218,15
European Diploma Supplement tax	32,75

Allowances

The Public Sector Tariffs Decree explains the cases that may result in a reduction of the enrolment fees. The reductions and/or exemptions can be found at www.uab.cat/mastersoficials/matricula

In order to formalise the enrolment and obtain an allowance it is necessary to submit original and photocopy of some of the following documents:

Cases	Supporting documentation
Mobility and general system scholarship for university studies	The students that are candidate for a scholarship will be exempt from the enrolment fee as long as they comply with the academic requirements found in the scholarship call, and they have obtained a scholarship in the previous academic year, or if they bring the economic accreditation of AGAUR before enrolment. The relevant academic fees (the academic record management fee, and the learning support services and other specific services fees) will have to be paid at the time of enrolment.
Member of a family of three or more	At the time of formalising enrolment it is necessary to submit original and photocopy of a valid title of large family and pay the consequent taxes. If the student has an individual title, it will have to be accompanied by a certificate issued by <i>Benestar Social i Família</i> (Family and Social Welfare) where it states all the large family title data.
People with disabilities	Certificate of disability recognition issued or validated by the Institut Català d'Assistència i de Serveis Socials (Catalan Institute of Aid and Social Services).

Victims of terrorist acts (also children and spouses)	Official certifying resolution.
Victims of gender-based violence (also dependent children)	Official certifying resolution, as well as family book in case of dependent children.

Payment of the enrolment fees

The payment of the enrolment fees can be made in a single payment or in three instalments that will correspond to the 40%, 30% and 30% respectively of the enrolment fee amount.

Taxes for academic record management, specific and learning support services, insurances and other academic services requested will be paid in a single payment at the time of enrolment.

In case of making a **single payment** the student must pay via direct debit. VHIR can claim the collection of the payment as soon as registration is formalised, the collection order is on Friday.

If payment is made **in three instalments**, 40% of the cost of enrolled credits plus compulsory or optional administrative taxes will be collected from the student's bank account as soon as registration is formalised – the collection order is on Friday. The other 30% will be collected between the 15th and 20th of December of the current year, and the remaining 30% between the 15th and the 20th of February of the following year.

Other payment considerations

A) *Scholarship students*

If a student under the condition of scholarship holder enjoys exemption at the time of formalising registration but the scholarship is denied on a later date, it will be necessary to pay the difference, resulting in a single payment debited from the student's bank account within 10 days following the resolution, without prejudice of the pending payment terms of the deferred payment or the potential allegations and appeals presented by the student.

The scholarship holder will not be able to reduce the number of enrolled credits in their initial registration. It will only be possible to cancel the enrolment or the subjects to students enrolled as scholarship holders when the cancellation is due to causes attributable to the Education Administration. Not accepting an offered scholarship on a date later to the confirmation of enrolment will not imply its cancellation.

B) Arrears

It is compulsory to pay the entire amount of the enrolment fee. If the payment is made in instalments, it is understood that the obligation of payment is satisfied when all payments are made. The fact of not paying the enrolment fee within the fixed terms will put the record into arrears, in accordance with the Enrolment Regulations of UAB.

Those students that do not pay the enrolment rights within the fixed terms in each payment method, and as a consequence go into arrears, will be given an additional period of between 1 and 6 months to make the delayed payments, and will have to pay the administrative management expenses for each unpaid invoice, in accordance with the range below:

- Until 3 months from formalising registration, for the students with a single payment in one term only, or from the date of formalising registration and/or of the date fixed for the payment of the 2nd and 3rd terms for the students with instalments, as well as for the unpaid invoices due to enrolment modification: 7% of the outstanding amount.
- More than 3 months and up until 6 months: 11% of the outstanding amount.
- More than 6 months: 15% of the outstanding amount.

In all cases, it will be indispensable to pay any outstanding invoices and any related expenses as a pre requisite for formalising a new registration, obtaining a title or applying for any academic service (certificates, titles, transfers, etc.).

The centre can cancel the student's registration due to late payments. Students with a cancelled registration due to late payments will have to pay the outstanding invoices as a pre requisite to obtain a new registration.

Rules of permanency

Students can follow the official studies in a full-time or part-time capacity. Students in a full-time capacity must enrol on a minimum of 60 credits per academic year. Students on a part-time capacity must enrol on a minimum of 30 credits.

As Affiliated University Institute, VHIR is governed by the rules of permanency of the UAB. For more information visit www.uab.cat.

Cancellations of tuition and subjects or modules

Within the time limits indicated to that end, the student has the right to claim the total or partial reimbursement of the enrolment fee and the related academic taxes through an application addressed to the Academic Direction of the centre as long as one of the below reasons occurs:

- When due to a material or arithmetic mistake in the payment of the enrolment fee, a higher payment has been made.
- When, due to reasons not attributable to the student, the academic services that the enrolment entitles are not provided.
- The student justifies serious illness, accident or other exceptional circumstances.

In exceptional and justified cases, it will be possible to request to the Direction of the Centre the cancellation of the enrolment out of time.

Enrolment modifications

Within the time limits indicated to that end, the student can request the partial modification of the enrolment to the Academic Direction. In exceptional and justified cases, it will be possible to request the modification out of time.

UAB's academic and administrative calendar establishes two periods for enrolment modifications:

- In the first term would be accepted modifications that can entail economic effects, regarding to subjects or courses from the first and the second semester.
- In the second term can only be accepted changes relating to subjects or modules scheduled in the second semester, as long as they have not been requested before, and, in case of involving an economic increase, which have been duly justified.

Once the enrolment modification is granted, it will be immediately applied to academic transcripts and cannot be removed in any case.

Taxes set for enrolment modifications and extensions must be paid as stipulated by this document.