

COURSE REGISTRATION GUIDE AT UNIVERSITAT POMPEU FABRA (UPF)



INTRODUCTION

This guide covers the course registration process at Universitat Pompeu Fabra (UPF) with a specific focus on creating and finalizing course lists, a timeline of important dates, and an explanation of the various programs offered at UPF.

COURSE REGISTRATION PROCESS

- Before students can officially register for courses, they need to first submit their tentative course list and complete their ISEP acceptance package.
- Once students complete their ISEP acceptance package and before course registration, they will be contacted by a member of the ISEP staff by email and asked to review their course lists if needed.
- Course registration is done by the ISEP staff on behalf of the student (see timeline).
- Students need to send a final course list to the ISEP Barcelona staff including:
 - o A minimum of 10 courses (BaPIS, IBP, ESCI, Spanish and/or regular courses) **approved by advisors at the student's home institution.**
 - o Name of the courses and UPF course code.
 - * Students must check the pre-requisites for each course (language level, previous knowledge required).
 - * Students must make sure they pick courses from the right Term (Fall or Winter)
 - * Courses must be from the final UPF course list for the correct term (links to the final offer will be sent to students during registration preparation).
 - * Courses must be submitted **in order of preference.**

- The ISEP Barcelona staff will inform students about the exact deadline to send the final course list. After that deadline, students' course lists will be considered final and approved by advisors. The final list will be used for course registration.
- Course registration is competitive. We will register students following their list in order of preference, but we can't guarantee registration in all top courses on their list. This is why we ask for at least 10 approved courses on the final course list.
- Students are required to be registered for a minimum of 24 ECTs and a maximum of 30 ECTs*.
- If a student needs more than 24 ECTs, they will have to inform ISEP Barcelona staff about this during the course registration preparation.

CREDITS

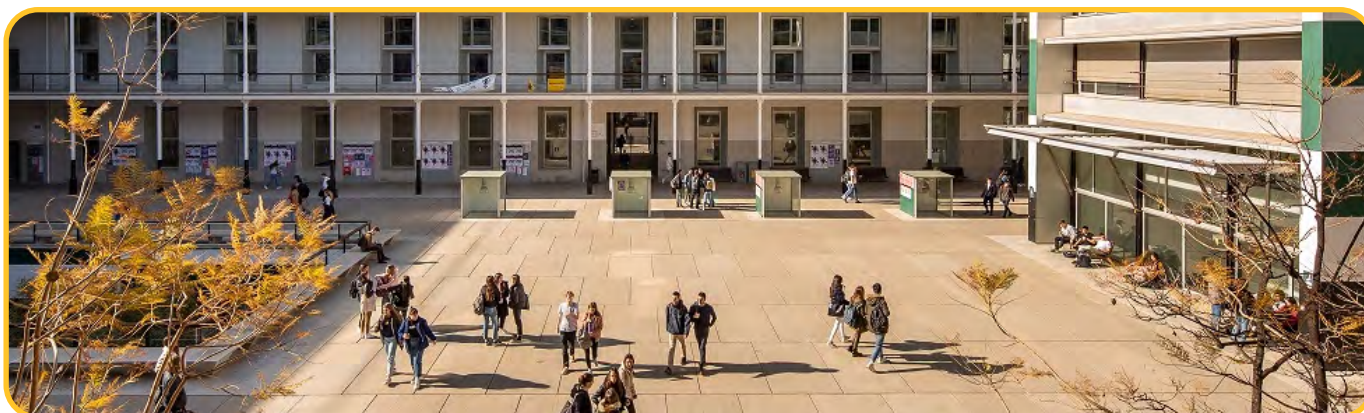
In general, 2 European ECTs = 1 US credit.
Students must check this equivalence with their home institution.

TRANSCRIPTS

UPF will issue transcripts with number grades.
It is the students' responsibility to check with their home institution about pass/fail and/or credit transfer.

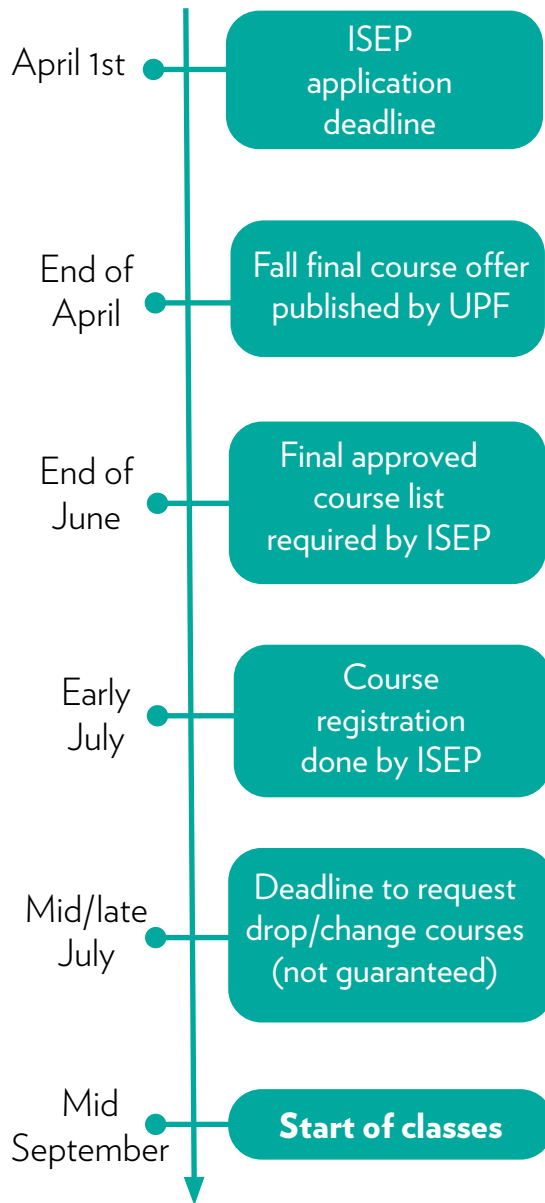
COURSE CHANGE REQUESTS (ADD/DROP PERIOD)

- UPF **DOES NOT** have a formal add/drop period once the classes start.
- After course registration, the ISEP Barcelona staff will send students the course registration receipt. Students will have a few days to send course change requests to ISEP by email.
- The ISEP Barcelona staff will forward students' course change requests to UPF. Changes are not processed directly by ISEP staff.
- After course registration, UPF will only review course change requests **based on class time conflicts or justified academic reasons**. Changes are not guaranteed and will depend on course availability.
- After classes start, UPF will only process course changes based on class time conflicts on a specific date that will be announced to students by email from the ISEP Barcelona staff.

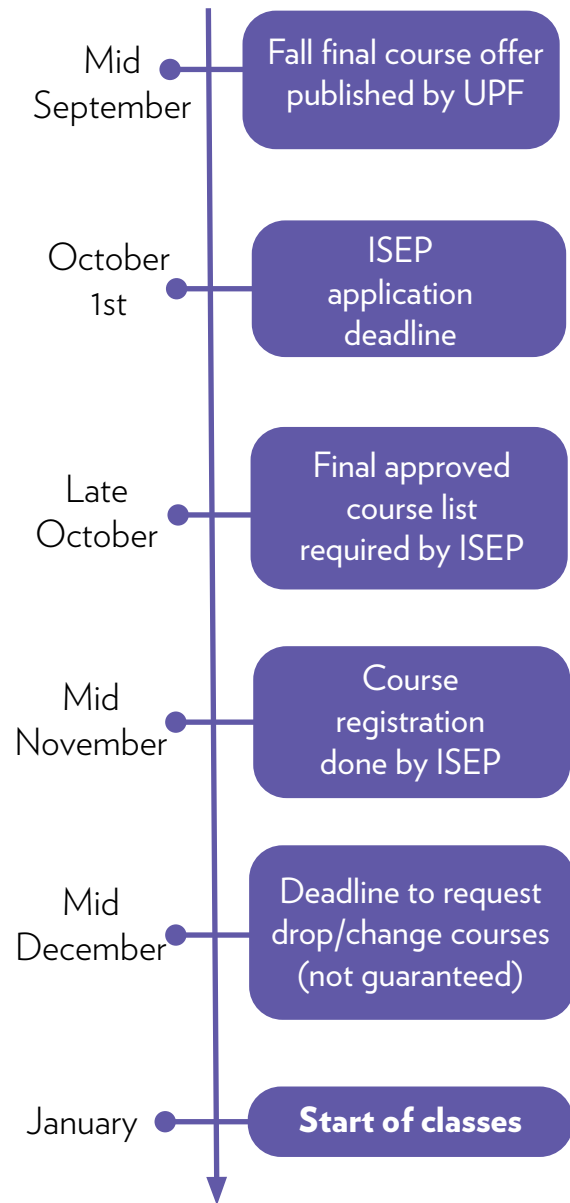


COURSE REGISTRATION TIMELINE

Fall Term Timeline (September-December)



Spring Term Timeline (January-March)



PLEASE NOTE:

Some dates are not definitive and might slightly change every term depending on UPF timings.

These timings are ISEP's own deadlines. Students must also comply with the deadlines set by their home University.



STUDYING AT UNIVERSITAT POMPEU FABRA

Established in Barcelona in 1990 as a public university, Universitat Pompeu Fabra (UPF) has earned an International Excellence Campus label from the Spanish Ministry of Education and has repeatedly been ranked among the top 10 young universities in the world.

Located in the heart of Barcelona, UPF main campus is next to Ciutadella Park and near the beach.

UPF Education Abroad Programs have been specially designed to fit the needs of international students who want to spend a summer, a semester, or a full academic year in Barcelona.

ISEP'S PROGRAMS IN BARCELONA

ISEP offers three programs in Barcelona: [Study in Barcelona](#) (UPF BaPIS Program), [Study in Barcelona - International Business](#) (UPF IBP-ESCI Program), and [Community Engaged Learning in Barcelona](#).

Study in Barcelona (UPF BaPIS Program)

- UPF's flagship program designed specifically for international students, it features UPF's Barcelona Program for Interdisciplinary Studies (BaPIS).
- All courses are 6 ECTS and upper division.
- Classes are taught in both English and Spanish.
- Class schedule: from Monday to Thursday, classes are held Monday/Wednesday or Tuesday/Thursday.
- Courses are offered to and attended by some local students.
- Classes are taught by UPF's highest profile faculty, all with years of international experience.
- Classes are held at [UPF Campus Ciutadella](#).
- In addition to BaPIS courses, students can add business courses (IBP Program), a Spanish course (12 ECTS and highly recommended) and/or regular courses (not guaranteed due to limited availability).
- Examples of BaPIS courses and syllabus can be found at this [link](#).

Study in Barcelona - International Business Program (UPF IBP - ESCI Program)

- The UPF International Business Program (IBP) is specifically designed for international students.
- It offers a variety of business, marketing, and finance courses, designed to acquire a deeper understanding of the management practices needed to compete in the global economy.
- Courses are taught in both English and Spanish.
- Classrooms are located at [UPF Edifici Born](#).
- Difference between IBP courses and ESCI Regular Courses:
 - IBP courses: 6 ECTs (3 US credits), designed for international students, aligned with BaPIS schedules, taught in English. They are all upper division courses.
 - ESCI courses: 4 ECTs (2 US credits), regular UPF business courses. Primarily taught in English, attended by international and local students. They are upper division courses.
- In addition to IBP and ESCI courses, students can add courses from the BaPIS Program, a Spanish course (12 ECTs and highly recommended) and/or regular courses (not guaranteed due to limited availability).
- Examples of IBP and ESCI courses can be found at this [link](#) (ESCI courses are labeled “GNMI” in the “degree” column).
- Students can opt to get an International Business Certificate completing the “International Management course” + 1 additional IBP course.

UPF Spanish Language Courses

- *There are six Spanish course levels, from A1 to C2 (from beginner to proficiency).*
- *Highly recommended.*
- *A Spanish course for heritage-speakers is also available.*
- *Courses grant 12 ECTS (6 US Credits) each.*
- *Placement test in 2 parts: one online test previous to arrival in Barcelona and one on-site test on the UPF orientation day, before the start of classes.*

UPF Regular University Courses

- *Very limited availability.*
- *Some courses taught in Spanish/Catalan may be difficult due to the language barrier.*
- *More rigorous than BaPIS and IBP courses.*
- *Upper and lower division courses.*
- *Scheduling of classes varies by school and might conflict with BAPIS and IBP courses. The final offering and schedules are often not available before course registration.*
- *The number of credits varies from 3 ECTs to 6 ECTs, which may result in ISEP students having to take 5-6 courses.*
- *Enrollment is not guaranteed.*
- *Only advised for highly motivated students.*

Community Engaged Learning in Barcelona

- Students in this program volunteer at a well-respected social organization in Barcelona, gaining valuable intercultural competencies and immersing themselves in the local culture.
- Students take the ISEP Community Engaged Learning course for 6 ECTs (3 US credits), which includes:
 - 45 hours of community engagement (around 4-5 hours per week).
 - 28 course contact hours (14 sessions of 120 minutes each).
- Transcript issued by the University of Minnesota (ISEP's school of record).
- In addition to the Community Engaged Learning course, students are registered in 18 ECTs (9 US credits) at UPF. This can be a combination of BaPIS, IBP-ESCI, regular university courses (enrollment not guaranteed) and/or a Spanish course (12 ECTS, highly recommended) to reach the required 24 ECTs (12 US credits).
- There is a variety of placements available, with different skills and Spanish language requirements.



ITACA is an association that develops social action projects for children and young adults in risk of exclusion. One of them is an after school program which provides children with an inclusive and safe space for school tutoring, leisure activities and healthy habits.



Espigoladors (Gleaners) is a non-profit organization that recovers fruits and vegetables discarded from the commercial market. They fight against food waste, provide fresh food and a healthier diet to low income people, and create job opportunities for people at risk of social exclusion.



**Looking forward
to hosting you.**

