



BARCELONA

## COURSE REGISTRATION GUIDE

### 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.

### STUDY 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's 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 studying in Barcelona.



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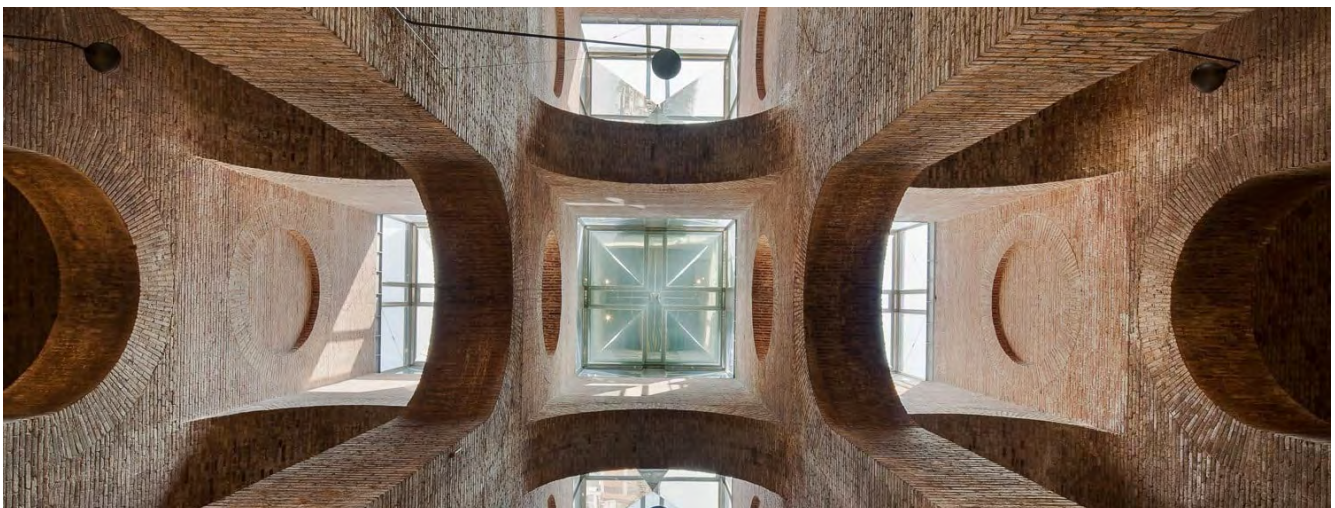
## ISEP'S PROGRAMS IN BARCELONA

ISEP offers two programs in Barcelona: [Study in Barcelona](#) and [Community Engaged Learning in Barcelona](#).

### STUDY IN BARCELONA

The Study in Barcelona program features UPF's Barcelona Program for Interdisciplinary Studies (BaPIS) and the UPF-ESCI International Business Program (IBP). Students will take a combination of classes from the following programs:

- **Barcelona Program for Interdisciplinary Studies (BaPIS):** UPF's flagship program designed specifically for international students studying at UPF. Courses are drawn from UPF's different schools and offer innovative and interdisciplinary approaches to critical topics and learning areas. All BaPIS courses are 6 ECTS and are considered upper division.
- **UPF International Business Program (IBP):** Courses focus on business fundamentals and are ideal for students aiming to blend business expertise with complementary disciplinary skills. This program offers 2 types of courses with the following differences:
  - **IBP courses:** 6 ECTS (3 US credits), designed for international students, aligned with the BaPIS class schedule, 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.
- **UPF Spanish Language Classes:** UPF offers Spanish language courses, from beginner to expert, including a heritage speaker's course. Spanish courses can be 6 or 12 ECTS.
- **UPF's Regular University Classes:** Courses taught primarily in Spanish and Catalan for local degree-seeking students. Course availability is limited and registration is not guaranteed.





## General Program Information

- The course offering of BaPIS, IBP, and Spanish courses can be found at this [link](#). Make sure you check the offering of the term in which you will be studying abroad: 'Fall' for September to December programs, and 'Winter' for January to March programs (Spring term is called 'Winter' term at UPF).
  - Use the search filter to search for "BaPIS" courses, "Language Program" for Spanish as a second language course, and "IBP" for business courses. Regular courses can be found at this [link](#).
- Classes are held Monday/Wednesday and Tuesday/Thursday, with occasional classes on Fridays.
- 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 taught in English or Spanish.
- Most BaPIS classes are held at [UPF Campus Ciutadella](#), except for some cinema/communication courses taught at [UPF Campus Poblenou](#). IBP-ESCI courses are taught at [ESCI-UPF Edifici Born](#).

### UPF SPANISH LANGUAGE COURSES

- Highly recommended while studying in Spain.
- There are six Spanish course levels, from A1 to C2 (from beginner to proficiency).
- A Spanish course for heritage-speakers is also available.
- Course options: 6 ECTS (3 US credits) or 12 ECTS (6 US credits).
- Students will take a mandatory online placement test prior to course registration. The results of the test will dictate which language level you are placed in.
- Spanish language courses can be found at this [link](#). Introduce "Language Program" in the search filter.

### UPF REGULAR COURSES

- Very limited availability.
- Some courses are 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 a total of 5-6 courses.
- Enrollment is not guaranteed.
- Only advised for highly motivated students with a high level of Spanish proficiency.

## COMMUNITY ENGAGED LEARNING IN BARCELONA

- Students in this program volunteer at well-respected social organizations 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:
  - o 45 hours of community engagement (around 4-5 hours per week).
  - o 28 course contact hours (14 sessions of 120 minutes each).
- Transcript issued by the University of Minnesota (ISEP’s school of record) at no additional cost.
- 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, Spanish course (6 or 12 ECTS, highly recommended) and/or regular university courses 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 project 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.



## 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 completed by the ISEP Barcelona staff on behalf of the student.
- Prior to course registration, 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 finalized list of UPF courses for the corresponding term. A link to the finalized course list 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

- 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 September - December



### SPRING TERM (WINTER AT UPF) January - March



### PLEASE NOTE

- Some dates are not definitive and might vary slightly every term depending on UPF timings.
- These timelines show ISEP's own deadlines. Students must also comply with the deadlines set by their home University.