

Bachelor's degree in Global Studies (study programme 3354) Form summarising procedure for registration 2024-25 THIRD YEAR

1. According to academic regulation, you must register for all basic and compulsory subjects with a fail before being able to register for new subjects.
2. In line with the syllabus, during third year you will need to enrol for a total of 44 optional credits (**at least 20 of which should include mobility credits**). Of these 44 credits, **at least 16 credits shall pertain to the global orientation** module while the remaining optional credits may be for subjects from other modules, practical classes, RAC credits, etc.
3. **Mobility:** If you are assigned an exchange place and your stay is for the entire academic year, you only need to register for one subject. If you leave a period (quarter / semester) enroll only the subjects you will study at UPF. Your transcript will be managed by the Faculty Secretary's Office during your stay abroad and, if necessary, we will make the registration changes to incorporate the subjects taken during your stay.
4. If you are applying for the general **scholarship from the Ministry**, register the credits you will take at UPF within the established deadline and send a [CAU](#) **to the secretary's office informing the number of credits you need to add for the scholarship to be awarded**. (In the scholarship announcement you are asked to add a minimum number of credits to the enrollment according to the course). The secretary's office we will modify the registration.
5. We wish to remind you that the teaching of bachelor's degree subjects is organised in line with the Bologna methodology involving continuous assessment based on attendance to lectures and seminars, handing in assignments and practical tasks and sitting exams in order to pass the subject. It is important to bear this in mind for failed subjects. Advice from the dean's office: first register for subjects you failed in second year followed by the subjects you wish to take from third year.
6. On account of the [regulation governing the rules for progression within study programmes and retention in undergraduate studies](#) (resolution of the Social Council of 26 May 2020), in order to register for subjects in higher academic years, the following prerequisites must be met:

Admission to second year: the student will need to have passed 30 credits from first year.

Admission to third year: the student will need to have passed 54 credits from first year and have passed 33 credits from second year.

Failure to meet these prerequisites will result in the student only being permitted to register for subjects in the current year.

If you do not have the above requirements, you can request progression through the Procedures during the course of the [Degree Academic Secretariat](#) from 28 June to 18 July, also 5 and 6 September. If the resolution does not arrive before the self-enrollment period, you will only be Degree Academic Secretariat able to enroll in the subjects of the current year that the application allows you to do. As soon as you receive the progression resolution, contact the secretariat via [CAU](#) to extend the registration.

7. Make sure you do not have any **payments outstanding**. You can check if you have any debts by going to the [Virtual Secretariat](#) > Fees > Promissory notes pending payment.

Print the promissory note you have received by email and pay it at any branch of CaixaBank or Banc Santander (you can pay by internet if you have an online current account with either of these financial institutions). Or by credit card via the [CaixaBank online payment portal](#), even if you are not a customer. You will find all the details you need for online payment on the promissory note

You must send the promissory note stamped by the bank or proof of payment to the secretariat of your studies, through the [CAU](#).

8. Make sure that you do not require **any documents for admission**.

If you are missing any admission documents, you will have received an email instructing you to submit them via mail to sga@upf.edu. If you do not submit them **before 15th July 2024, you will not be able to enrol online**.

9. **Check when you have to enroll:** [Check your appointment](#) as of 19th of July.

10. Select the subjects you wish to register for in the 2024-25 academic year in the tab for subjects in the syllabus. It is important to remember that if during the registration process any optional subject returns the message "group full" you may select another optional subject.

Regarding **3rd year optional subjects**, there are **optional subjects specific to Global Studies and optional subjects assigned by other studies** where places are very limited and we are assigned in order of enrollment. You can also choose between the offer of: Formació Transversal de Lliure Elecció, International Programs-BAPIS i BISS.

[Free elective cross-disciplinary training](#)

If you want to gain interdisciplinary knowledge, free elective cross-disciplinary training allows you to incorporate into your academic record subjects from the curricula of degree programmes other than the one in which you are enrolled.

Some of these subjects belong to a minor. **The enrolment period is from 23rd to 25th July.**

[UPF's International Programs-BAPIS](#)

The Barcelona Program for Interdisciplinary Studies (BaPIS) is the flagship of UPF's strategy for internationalization and innovation.

BaPIS consists of a wide range of courses with a multi-focal and interdisciplinary approach which break down the traditional knowledge areas. Their common focus is CREATIVITY. **The enrolment period is 9 and 10 September.**

[BISS Subjects](#)

(Barcelona International Summer School). New edition July 2025. Registration from March 2025.

The credits of these courses are optional, but remember that a minimum of 16 credits of Global Orientation is required, only some of the courses offered by Global Studies or mobility courses with global content are OG courses.

11. You can register for the bachelor's degree final project in the same way as any other subject. Its code is 23264.

12. There will be 3 periods to [Online enrolment modification](#): 1st term: 9th and 10th September, 2nd term: pending on November and 3rd term: pending on March:

- You will be able to extend or change subjects (you will not be able to reduce credits).
- You will be able to log in as many times as you want, with a single management fee.

Please check the schedules before recording the registration.

14. We remind you that all students are assigned a tutor who will guide you throughout the course. You can consult the file, section, assigned tutor. The tutor's duties include: 1. Academic assessment, 2. Assessment and validation of the Portfolio, which is a requirement for the completion of studies, 3. Guidance on academic and learning difficulties (continuity in studies, fifth year, part-time studies, etc.), 5. Issue reports on continuity and progress in studies. Guidance and advice on the student's personal and professional project, 7. Oversee the student's adaptation to university.

IMPORTANT: Students who have studied the Secondary School Diploma outside of the European Union must have their diploma officially recognised in order to formalise their new enrolment for the 2024/25 academic year. Without the homologation it is not possible to formalise new enrolments, nor to obtain the bachelor's degree once you have finished your studies. Send the accreditation document to admissions.bachelor@upf.edu.

Barcelona, July 2024