

GENERAL ENROLMENT CONDITIONS OF LA FUNDACIÓ UNIVERSITAT DE GIRONA: INNOVACIÓ I FORMACIÓ

1.	Applicable ambits.....	2
2.	Access, admission	2
2.1.	Access	2
2.2.	Admission.....	3
3.	Preregistration and enrolment	3
3.1.	Preregistration	3
3.2.	Enrolment	4
3.3.	Administrative management fee	4
3.4.	Late enrolments.....	4
3.5.	Credit Recognition	4
3.6.	Recognition of Internships through Work Experience.....	5
3.7.	Reassessment of Failed Subjects.....	6
4.	Withdrawal or cancellation of enrolment.....	7
4.1.	Application for the Right of Withdrawal	7
4.2.	Application for Withdrawal or Cancellation of Enrollment.....	7
4.3.	Cases of Force Majeure	7
5.	Refund policy.....	7
5.1.	Cancellation by the FUDGIF.....	7
5.2.	Right of Withdrawal	7
5.3.	Voluntary Cancellation by the Student	7
5.4.	Denial of Study Visa	8
5.5.	Refund Period	8
5.6.	Instalment Payments.....	8
6.	Forms of payment and instructions.....	8
7.	Exemptions and allowances	9
8.	Issuance of degrees and certificates.....	9
9.	Use of electronic channels in teaching and assessment activities	9
10.	Teaching in case of force majeure.....	10
11.	Insurance	10

12.	Intellectual property right of students' projects.....	10
13.	Data protection.....	11

1. Applicable ambits

These regulations are applicable to both lifelong learning and continuing education studies organised by the Fundació Universitat de Girona: Innovació i Formació (hereinafter the FUDGIF). For the rest of the activities, the conditions will be subject to the specificities determined in each course.

2. Access, admission

2.1. Access

According to the type of continuing education and lifelong learning activities offered, the access requirements will be as follows:

For master's degrees, specialization diplomas and expert diplomas:

Degrees issued by the <u>UdG</u>	Photocopy of the official university degree or proof of payment for the issuance of the degree.
Degrees issued at <u>universities in the Spanish state</u>	Certified photocopy of the official university degree or proof of payment for the issuance of the degree or authorization from the Ministry headquarters certifying the issuance of the degree.
Degrees issued in the <u>European Union</u>	Certified photocopy of the official university degree translated into English, Catalan or Spanish by one of the competent authorities or by an official translator.
Degrees issued <u>outside the European Union</u>	Certified photocopy of the official university degree duly legalized and translated into English, Catalan or Spanish by one of the competent authorities or by an official translator. *Note: The "Acta de Grau" certificate, issued by Latin American universities, will not be accepted as a substitute document for the university degree.

The documentation must be presented no later than **20 days before the start of the activity**.

Some university-specific programmes may admit applicants who do not hold a university degree, under the following conditions:

- **Undergraduate students who have no more than 60 ECTS credits remaining to complete their degree.** Admission through this route shall be limited to students enrolled in the university degree programmes specified for each programme.

Required documentation:

– Official academic transcript or a certificate issued by the university at which the studies were completed.

In such cases, candidates may be awarded the master's degree or the Specialization or Expert Diploma if they have obtained their undergraduate degree prior to the completion of the programme. Otherwise, they will be issued a certificate issued by the Fundació UdG: Innovació i Formació.

- **Applicants who can demonstrate relevant professional or work experience** that ensures a level of competence equivalent to the university academic qualifications normally required for admission, provided that such admission is in the programme's academic plan.

Required documentation:

– A certificate issued by the employer including a detailed description of the tasks performed, for the purpose of assessing whether the experience acquired meets the established academic and competency requirements; or a curriculum vitae detailing the applicant's professional experience and providing a comprehensive description of the duties carried out.

In such cases, applicants shall be entitled, under the same conditions, to receive a certificate issued by the Fundació UdG: Innovació i Formació.

2.2. Admission

Students will be admitted to the educational activity if they meet the indicated access requirements, if there are vacancies available and when they do not have any unfinished financial commitments. Some activities may have specific admission criteria.

3. Preregistration and enrolment

3.1. Preregistration

In courses which are designed with this possibility, the preregistration grants the right to reserve a place in the requested training course. For this to be effective, the preregistration fee must be paid within a maximum period of seven working days from

the date of the confirmation of the preregistration. The amount paid for pre-registration will be deducted from the total amount of the course. Some activities may have specific preregistration deadlines.

3.2. Enrolment

For the registration to be effective, the FUDGIF must receive the total course fee no more than twenty calendar days before the start of the activity. When an activity has the option of paying for the enrolment fee in instalments, it will be necessary to comply with the indicated deadlines. If a student withdraws voluntarily once the activity has started, the instalment payments must continue to be made within the indicated terms.

3.3. Administrative management fee

The administrative management fee shall be paid at the same time as the enrolment fee and will be included in the total cost of the activity. The fee amount will be €60, except for courses costing less than €300, in which case the fee will be 20% of the enrolment price.

3.4. Late enrolments

Students who wish to register for a course within twenty working days before the start of the activity may do so as long as the registration remains open. In these cases, it will be necessary to formalise the preregistration and registration payment immediately after receiving the confirmation. In activities which have the option to pay in instalments, it will be necessary to comply with the indicated deadlines.

Students who have not paid the full registration fee or those who are not complying with the instalment payment deadlines will not be admitted to virtual or face-to-face classrooms.

3.5. Credit Recognition

Students who wish to request recognition must do so before completing the registration payment and before the course begins. Under no circumstances may recognition be requested once the registration fee has been paid or once the activity has started.

Academic criteria:

Only complete subjects (100%) that do not lead to a qualification can be recognized.

The ECTS credits of the completed subjects must be equal to or greater than the ECTS credits of the subjects for which recognition is requested.

If the submitted certificate indicates hours instead of ECTS credits, a comparison or equivalence will be made with the credits of the programme.

The studies to be recognized must have been completed at another university. They must be credits obtained from other programmes, whether specific or official studies (university master's degrees, continuing education master's degrees, postgraduate studies –specialization diplomas or expert diplomas– and micro-credentials). Under no circumstances will subjects from bachelor's degrees be recognised. The qualification and academic transcript (which must include the duration and content of the completed subjects) must be provided.

Economic criteria:

File review fee: A fee of €54.54 must be paid for the study and review of the documentation.

Recognition fee: A fee of 20% will be charged for each recognised ECTS credit, based on the price per ECTS (the price per ECTS is calculated by dividing the course fee, without any discounts, by the total number of ECTS credits for the course).

Once the application has been submitted and the documentation has been reviewed, the result will be communicated via email.

3.6. Recognition of Internships through Work Experience

Previous work or professional experience may be considered as external curricular internship experience in the studies of FUDGIF.

To be eligible for this recognition, the student must provide evidence of a minimum of 100 hours of professional experience for each credit to be recognized. In the case of accrediting a full year of experience, the recognition of the entire external curricular internship can be requested.

The student interested in recognising their professional activity must submit a request to the FUDGIF according to the information provided in the external internship recognition section on the FUDGIF website, before the start of the internship period specified in the corresponding study plan.

If the student has developed their activity as an employee, the following documentation must be attached to the request:

- Employment History

- A certificate from the company indicating the type of contract, duration and hours of the contract, and a description of the activities carried out by the student. The certificate must include a detailed description of the tasks performed by the student and sufficient information to assess whether the acquired experience meets the academic and competency requirements of the internship to be recognised. For this reason, certificates with insufficient or overly brief information will not be accepted.

If the student has carried out their work activity as a self-employed individual, they must justify this status and provide a record of the activities undertaken during the relevant period.

The direction of the corresponding study will evaluate the application and determine whether this professional experience can be recognised.

If the student meets the requirements for recognition of prior work experience, the course management/coordinator will assign an academic tutor. Finally, the student will be required to prepare an internship report, which will form the basis for the assessment of the subject.

Activities carried out as external curricular or non-curricular internships and/or those conducted outside the framework of external internships within the same study programme or others will not be considered as work activity. Therefore, they will not entitle the student to recognition of professional activity.

3.7. Reassessment of Failed Subjects

The student will have one opportunity to re-enrol if they do not pass one or more subjects, the final master's project, or internships. This will be possible provided the course is offered again in the following academic year and the study plan has not changed.

The enrolment deadline for resitting subjects, the final master's project, or internships will be the same as for the general student body. Enrolment will not be possible once the course has started. The student must enrol in the general activity, paying for the credits to be resat.

If a student has failed a subject but the course is not offered in the following year, they may only resit it in the next edition, if applicable, and if the study plan has not changed.

Regardless of the subjects the student enrolls in, they will be assessed at the end of the general activity along with the other students. When the final assessment record is issued, if the student is assessed positively, they may request their diploma or certificate.

Enrolment for failed subjects do not include any form of discount.

4. Withdrawal or cancellation of enrolment

The student shall notify their intention to withdraw from or cancel their enrolment or pre-enrolment by submitting the corresponding application. Such withdrawal or cancellation shall not entail the reservation of a place in any academic activity.

4.1. Application for the Right of Withdrawal

The student may exercise the right of withdrawal within fourteen (14) calendar days following the date of confirmation of the first payment, provided that the studies have not yet commenced and that no access has been granted to digital educational content. The administrative management fee shall not be refunded in the event of withdrawal.

4.2. Application for Withdrawal or Cancellation of Enrolment

Once the withdrawal period has elapsed, the student may apply for the cancellation of their enrolment, without entitlement to a refund of any amounts paid, for any reason.

4.3. Cases of Force Majeure

Where the cancellation is due to force majeure, it must be duly justified by submitting the relevant application together with supporting documentation.

5. Refund policy

5.1. Cancellation by the FUDGIF

The FUDGIF reserves the right to cancel a specific programme due to insufficient enrolment or in cases of force majeure. Such cancellation shall be communicated to enrolled students as far in advance as possible. In such cases, all payments made in respect of pre-enrolment and enrolment, including the administrative management fee, shall be refunded in full.

5.2. Right of Withdrawal

The student may exercise the right of withdrawal within fourteen (14) calendar days following the date of confirmation of the first payment, provided that the studies have not yet commenced and that no access has been granted to digital educational content. The administrative management fee shall not be refunded in the event of withdrawal.

[Application for the Right of Withdrawal](#)

To be sent to: info.fundacioif@udg.edu

5.3. Voluntary Cancellation by the Student

If the student cancels their enrolment after the withdrawal period has expired, no amounts paid shall be refunded.

Exceptions may be considered in duly substantiated cases of force majeure (such as serious illness, death of a direct family member, etc.). Such cancellation shall not entail the reservation of a place in any academic or training activity.

[Application for Withdrawal or Cancellation of Enrolment](#)

To be sent to: info.fundacioif@udg.edu

5.4. Denial of Study Visa

In order to apply for a refund of the enrolment fee paid up to the date of notification, the student must submit documentary evidence of the visa denial (official ministerial decision) prior to the start of the programme. The student shall be entitled to a refund of the amount paid, with the exception of the administrative management fee.

5.5. Refund Period

Approved refunds shall be processed within a maximum period of thirty (30) calendar days from the date of the favourable decision.

5.6. Instalment Payments

In the event of voluntary withdrawal after the commencement of the studies, the student shall be required to continue paying any outstanding instalment payments.

Please refer to our Refund Policy [here](#).

6. Forms of payment and instructions

Once enrolment in a course has been confirmed, the FUDGIF will send a link and instructions to make the corresponding payment.

Students, according to the specifics of the course, can choose to pay via barcode, bank transfer, credit card or various other forms of payment. The available options are indicated before making payment.

When so indicated, the payment can be financed and/or divided into instalments with the application of a surcharge. The FUDGIF will facilitate contact with the different financial entities with which it has a collaboration agreement to advance with the procedures.

Some activities require immediate payment, which must be completed at the time of registration.

7. Exemptions and allowances

No discounts, exemptions or allowances will be applied to enrolments for specific studies or continuing education activities, unless they are specified in the course.

8. Issuance of degrees and certificates

The course enrolment fee, for degrees approved and issued by the University of Girona, does not include the fee for issuing the UdG specific degree, unless expressly indicated. Fees may be modified each academic year.

9. Use of electronic channels in teaching and assessment activities

a) For correct attendance control, students must access the videoconference session with a username that facilitates their identification, preferably their first and last names. Otherwise, the student may not be admitted into the conference call and thus not recorded as participating in the session.

b) Given that active participation in the videoconference sessions is an important part of assessment in order to measure the level of understanding of the course syllabus, students must demonstrate their participation in the videoconference sessions by activating their cameras during the sessions and, when indicated by the teaching staff, participate orally. Students will also have to participate in group activities which can be included in the videoconference sessions. Failure to do so can have a negative impact on the evaluation of the student's participation.

c) Parts of the sessions can be recorded to remain available to the students of the same course. In these cases, students can choose to turn off their cameras and remain silent during the recording. When the recording ends, however, students must demonstrate their participation as indicated above and at the time requested by the teaching staff.

d) Online classes can be recorded if they are regarded as evaluation sessions. In this case, students have the obligation to keep their cameras and microphones activated if the teaching staff so indicates. The use of these recordings is for evaluation purposes and nothing else.

e) It is prohibited for students to record teaching activities with their own media, without prior and express authorisation from the teacher.

The image and voice of teaching staff are attributes of their personality and protected by law. Using them for purposes other than study and research would constitute an interference with image rights. In no case may they be used causing disrespect to the teacher.

The intellectual property rights of the teaching materials, including the contents of the recordings, belong to the teacher and the FUDGIF. These materials can only be used in the personal sphere for study and research.

10. Teaching in case of force majeure

Teaching and assessment will be conducted following the format the timetable indicated in the description of the teaching activity. If, in the event of force majeure or circumstances not attributable to the FUDGIF, the teaching and/or assessment activities or the planned calendar cannot be carried out or followed in the terms indicated, the FUDGIF may adapt the teaching and evaluation activities to online or videoconference modes. If the teaching and assessment activities cannot be conducted within the scheduled period, the deadlines will be extended for the time or duration corresponding to the force majeure situation or the circumstances causing the suspension.

The academic management of the activity reserves the right to modify the teaching staff, if necessary, to guarantee the level of quality and professional category.

11. Insurance

The existence of an insurance linked to the registration of face-to-face courses will be expressly stated together with the information of the corresponding course. If this information is not provided, the FUDGIF is not obliged to arrange an insurance policy. Please find the conditions [here](#)

For international students, it is a mandatory requirement to have medical insurance which must be taken out by the student before the trip. The insurance must offer assistance for damage, illness, accident, or any other circumstance that requires medical or health services, as well as repatriation in the event of death. The insurance must cover the entire period of study and must be issued or supported by an insurance company recognized in Spain.

12. Intellectual property right of students' projects

The intellectual property rights applied to student projects which are completed during the course correspond exclusively to the students. Enrolment in the course authorises the FUDGIF to use students' work for teaching and research purposes in accordance with the following guidelines:

- a) A copy of the course work may be kept and incorporated into a repository accessible to students and teaching staff, who may use it solely for teaching and research purposes.

b) If any course work is used for these purposes, the name of the author will be mentioned as well as a reference to the fact that the work was carried out as part of a teaching activity of the FUdGIF.

c) Any course work published by the student, after its evaluation, must indicate that it was completed out in the framework of a teaching activity of the FUdGIF as well as the name of the person who directed the course.

13. Data protection

The personal data of individuals enrolled in training activities offered by the FUdGIF shall be processed in accordance with applicable data protection regulations. The data controller is the FUdGIF, and the purpose of the processing is to formalise enrolment, provide education and training services, carry out assessments, and issue certificates and qualifications. Personal data shall be processed for the provision of educational services and in compliance with legal obligations and shall be retained for the duration of the academic relationship and for the legally established periods for the retention of academic records and the limitation of liabilities.

Depending on the type of course, personal data may be disclosed to the University of Girona for the purposes of registration and recognition of the training received and access to related services, as well as to institutions or companies requesting the training activity or with which a collaboration agreement is in place that is necessary for the implementation of the programme.

At any time, the student may exercise their rights of access, rectification, erasure, objection, restriction of processing and data portability by submitting a written request to the FUdGIF or by contacting the Data Protection Officer at dpdfundacioif@udg.edu. Students are also informed of their right to lodge a complaint with the Catalan Data Protection Authority (APDCAT) if they consider that their rights have not been duly respected. For further information on the FUdGIF's data protection policy, please refer to this [link](#).