



UNIVERSITAT DE
BARCELONA

Facultat d'Economia
i Empresa



Relacions
INTERNACIONALS

INDIVIDUAL APPLICANTS | MASTER

Faculty of Economics and Business
Academic Year 2024/2025

All the students interested in studying temporarily at a master level at the Faculty of Economics and Business of the University of Barcelona who are not students at universities with whom we have signed Exchange Agreements have to meet the requirements specified below and to send the required documentation to the International Relations Office.

REQUIREMENTS

- ✓ Be enrolled in a master in a foreign university or higher education institution during the academic exchange period.
- ✓ Study a master related to the official masters of the Faculty of Economics and Business (please check next page for more details about the masters taught at our Faculty).
- ✓ Have sufficient knowledge of the language of instruction of the master in order to be able to follow the classes at the University of Barcelona.



IMPORTANT INFORMATION



Price

Students which are attending our university as individual applicants must pay tuition fees for each course they take during their stay at the University of Barcelona.

The **price per credit** for **master courses** for the current academic year 2023/2024 is **120€** (a 5-credit master course will cost 600€). Prices for academic year 2024/25 are pending confirmation.

Some extra fees will be charged for the management of the student's academic records (approximately 55€).

These prices are approved by the governing council at the University of Barcelona and they may change from one year to another.

Application Deadlines

Please make sure you complete your application before the following deadlines:

First Semester or Annual Applications	June 15th
Second Semester Applications	November 15th

We need to receive all the documents **by mail** (incoming.fee@ub.edu) before these deadlines. If they arrive later, the application will be automatically rejected. You will find the details about the application procedure at the next page.

Acceptance

The **acceptance** of students is **not guaranteed**. We have to follow a selection process and evaluate all the applications due to the limited number of places available in our faculty.

In the selection process we will take into account the average grade of the student, his/her academic background, his/her language certificates, motivations and the pertinence of his/her home university study plan with the one at our faculty.

Please, be aware that as a general rule no more than one student per university will be accepted.

Resolution

Once the Selection Committee of our Faculty has made its decision about which students are accepted, the student will also receive an email with the resolution just a few days after the application deadlines (around the 26th of June for First Semester Applications and 26th of November for the ones for the Second Semester).

Don't book any flights or other services in Barcelona before receiving your acceptance letter!





APPLICATION PROCEDURE



Step 1

Fill in the application form for admission at the UB: Students must fill in the Application form for Admission 2024-2025 from March on. If the student fills in the application earlier, it will not be considered and will be automatically removed from our database.

The link for the application form is the following one:

https://www.ub.edu/acad/estada/sol_alumne/identificacio_2024.php?lang=3

Students have to duly fill in all the fields (in capital letters with no accents or letters not contemplated in the English keyboard), as well as the fields regarding the subjects that he/she intends to study at the UB. **The election is ONLY for indicative purposes.** The final subjects will be chosen before the start of the semester.

Students must select the option **“Individual Application”** for the field exchange programme. The field **“UB Centre”** has to be filled in with: **FACULTY OF ECONOMICS AND BUSINESS.**

Step 2

Send the following documents before deadlines by **email** (incoming.fee@ub.edu) :

- ✓ **A copy of the Application Form:** Duly completed, stamped, and signed by the student and his/her tutor.
- ✓ **Approval of the home university:** Official letter from the tutor, responsible or academic coordinator attesting that the student is **authorized** to study at our Faculty for a year or a semester (this is not a letter of recommendation, but a letter of the home university authorizing the student for the exchange).
- ✓ **One passport-size photo**
- ✓ **Certificate of language proficiency (certified copies will be accepted):**
 - Official certificate attesting adequate knowledge of Catalan or Spanish with a minimum level of B1
 - Official certificate attesting adequate knowledge of English with a minimum level of B2.

Students coming as individual applicants must give prove of **both English and Spanish or Catalan proficiency**, with the exception of those students who apply to a master's degree that is entirely taught in English; in these cases, they only have to prove their level of English.

Please check next page for detailed information about which certificates are accepted.

- ✓ **Transcript of records:** Official certificate of the subjects studied at the student's home university along with the grades awarded **and the average grade of the academic transcript** (if the original document is not written on the following languages, the document must be translated to any of them. Languages: Catalan, Spanish, English, French, Portuguese or Italian).
- ✓ **Letter of presentation:** The student should introduce himself/herself and provide the reasons for which they want to realize an exchange period in Barcelona.
- ✓ **Study plan** of the master studied at the student's home university, stamped by the relevant department/unit of the student's home university.

Email address

Please make sure to send all the documents to the following electronic address:
incoming.fee@ub.edu

LANGUAGE REQUIREMENTS

The language certificates have to be submitted together with the application documents. If the certificates are not provided with the other application documents the application will be rejected. Remember that the deadlines to do so are **15th of June for first semester or annual applications** and **15th of November for second semester applications**.

Students coming as individual applicants must give prove of **both English and Spanish or Catalan proficiency**, with the exception of those students who apply to a master's degree that is entirely taught in English; in these cases, they only have to prove their level of English.

English B2 Level

Students should submit one of the following as proof of **English proficiency**:

- IELTS score of at least 5.5 on average.
- TOEFL score of at least 80 (Internet-based).
- University of Cambridge Certificates (FCE, CAE or CPE).

Certificates from the home institution stating the students have a B2 in English will also be accepted.

Students who have followed the previous years of their Bachelor Degree with English as the sole language of instruction are exempt of sending an English certificate, but they have to give proof their Bachelor Degree is fully taught in English.

Students coming from a university from the United States of America, United Kingdom, Ireland, Australia, New Zealand and English-speaking areas of Canada don't need to present the English certificate.

AND

Spanish B1 Level

Students should submit one of the following as proof of **Spanish proficiency**:

- DELE score, minimum of B1.
- CELU score, minimum of B1.

Certificates from the home institution stating the students have a B1 in Spanish will also be accepted.

Students who have followed the previous years of their Bachelor Degree with Spanish as the sole language of instruction are exempt of sending a Spanish certificate, but they have to give proof their Bachelor Degree is fully taught in Spanish.

Students who have attended high school in Spain and taken the courses in Spanish are exempt of sending a Spanish certificate, but they have to give proof they attended high school in Spain.

Students coming from a university from an Hispanic country don't need to present the Spanish certificate.

OR

Catalan B1 Level

Students should submit one of the following as proof of **Catalan proficiency**:

- Institut Ramon Llull Certificate, minimum of B1.

Certificates from the home institution stating the students have a B1 in Catalan will also be accepted.

Students who have followed the previous years of their Bachelor Degree with Catalan as language of instruction are exempt of sending a Catalan certificate, but they have to give proof their Bachelor Degree is taught in Catalan.

Students who have attended high school in Spain and taken the courses in Catalan are exempt of sending a Catalan certificate, but they have to give proof they attended high school in Spain.

If students fail to prove the mentioned language levels when submitting the application forms their exchange period at our institution will not be approved.



Master exchange students willing to study in our faculty can **apply** as individual applicants for **one of the following masters**:

Master	Language	Website
Master in Actuarial and Financial Sciences	English (10%), Spanish (90%)	Website
Master in Business Research	English (45%), Spanish (55%)	Website
Master in Creation and Management of Innovative Technology-Based Companies	Spanish (87%), English (13%)	Website
Master in Sport Business Management	Spanish (80%), English (20%)	Website
Master in Accounting and Taxation	Spanish (80%), Catalan (20%)	Website
Master in Economics	English (100%)	Website
Master in Institutions and Political Economy	English (100%)	Website
Master in Economic History	Spanish (98%), English (2%)	Website
Master in Economics, Regulation and Competition in Public services	Spanish - English	Website
Master in Social Transformations and Innovation	Spanish (75%), English (25%)	Website
Master in Internationalization: Economic, Commercial, Legal and Political Aspects	Spanish (90%), English (10%)	Website
Master in Cultural Management	Catalan (78%), Spanish (12%), English (10%)	Website

Enrollment to Courses

The election of courses you will do in your application is ONLY for indicative purposes. In case that you are finally accepted, the final courses will be chosen directly with the coordinator of the master in which you are interested. Take into account that some of the courses are very demanded, which means that it can be difficult to find a place for some particular courses.

Course Load

We do not require a minimum amount of credits that students need to take at our institution. The normal amount of credits for a full time student is of 30 ECTS in a semester.

Accommodation

Check [this link](#) to find tips and resources for finding accommodation in Barcelona.

We are waiting for you in Barcelona!

