

## [Application to the Master in Institutions and Political Economy 2021-22: A short guide](#)

Application to MIPE is conducted through the official Pre-enrolment Form of University of Barcelona for all its postgraduate programs. If you have any doubts about the application process can contact us at [master.mipe@ub.edu](mailto:master.mipe@ub.edu).

### 1. Register/enter ID and date of birth

The Pre-enrolment Form for MIPE can be found [here](#) (by clicking in the orange box).

In the first screen, the applicant needs to introduce her ID/Passport number (all alphanumerical combinations are accepted) and her date of birth. **These two fields will allow the applicant to access her application to review or change her information in the future.**

UNIVERSITAT DE BARCELONA

Access

Catalan Spanish

Institutions and Political Economy

Academic year 2021 / 2022

6544000 - FACULTY OF ECONOMICS AND BUSINESS

DNI/PASSPORT 99999999A or NIUB

Date of birth (ddmmyyyy) \*\*\*\*\*

Reset Accept

DOCUMENTATION INFORMATION:


- \*Passport / National ID
- \*Curriculum Vitae  
One page CV. Please include all the relevant information for your application, such as software skills, academic background, relevant experience, etc.
- \*Transcript of records 1.  
Academic transcript of records (provisional if you still have not finished your degree).  
For application, transcripts of records issued in languages other than English, Spanish, Catalan, French, Italian or Portuguese must be translated in English by a certified translator in order to be evaluated.  
If you are accepted in the program, you might have to update this document because the original transcripts are only accepted in English, Spanish or Catalan.

### 2. Personal and academic information

After accepting the privacy policy, the applicant has to introduce her personal and academic information. Once the information is introduced, the applicant can review and confirm it in the next screen.

In the education section, the available degrees are listed in Catalan only, so if the applicant cannot find one that fits her degree she must select "ALTRES" and write it down in the box below (*Degree name*). In *Completed studies*, if the degree is completed, select *Whole study*; otherwise, select *Not completed*.

In *Other data*, MIPE students will need to register in 60 credits/year.

 UNIVERSITAT DE BARCELONA

Access

Catalan Spanish

Institutions and Political Economy

Academic year 2021 / 2022

Term 1

6544000 - FACULTY OF ECONOMICS AND BUSINESS

Electronic notification

☒ I want to receive electronic notification related with this application

Electronic notification allows access and consult to the resolution immediately after its emission.

Complete the following form with CAPITAL LETTERS. The fields with an asterisk (\*) are required.

Personal data

IdCard number (\*): 99999999A

Identity document type (\*): Passport

Family Name 1 (\*): GARCIA

Family Name 2:

First Name (\*): XABIER

Gender (\*): ☐ Female ☒ Male

Nationality (\*): ESPAÑOLA

Birth data

Date (\*): 01012000 (ddmmYYYY)

City/village (\*): BARCELONA

Country (\*): ESPAÑA

County: BARCELONÈS

Province: BARCELONA

Address data

Address (\*): AV. DIAGONAL 690 (street, number, etc.)

Postcode (\*): 08034

City (\*): BARCELONA

Province: BARCELONA

Phone number 1 (\*): 934021929

Mobile 2:

Personal E-mail (\*): master.mipe@ub.edu This address will be used for communications and notifications related with this application

Country (\*): ESPAÑA

Previous studies outside the UB

Awarded degree (\*): Ciències Polítiques (if your degree is not included in the drop list above, select 'ALTRES' and fill the next text box with its name.)

Degree name:

Country where degree was coursead: ESPAÑA

Spanish University: UB / UAB / UPF

Name of the foreign University:

Centre, Faculty, College: Facultat de Dret

Average mark: 8.5

Completed studies: ☐ First Cycle ☒ Whole study ☐ Not completed

Awarded degree (\*): (if your degree is not included in the drop list above, select 'ALTRES' and fill the next text box with its name.)

Degree name:

Country where degree was coursead:

Spanish University:

Name of the foreign University:

Centre, Faculty, College:

Average mark:

Completed studies: ☐ First Cycle ☐ Whole study ☐ Not completed

Other data

How many credits have you planned to register next year? 60

Have you planned to continue with the doctorate? I don't know

Where did you know about this master teaching?

☐ Press

☐ Radio

☐ Posters at the UB

☐ Advertisments at metro

☐ Advertisments at buses

☐ Advertising portals

☐ A friend

☒ Internet

☐ FUTURA exhibition

☐ Others

Economic information

Amount of registration: €30.21 The effectiveness of this registration is conditional on payment.

Rank:

Account:

Once the applicant confirms that her data is correct, the application is already in the system (see the image below).

The screenshot shows the application portal for the Universitat de Barcelona. The header includes the university logo and name, an 'Access' button, and language options for 'Catalan' and 'Spanish'. The main navigation bar displays 'Institutions and Political Economy' and 'Academic year 2021 / 2022' with 'Term 1' on the right. The user's faculty is listed as '6544000 - FACULTY OF ECONOMICS AND BUSINESS'. Personal details include 'IdCard number: 999999999A', 'Family Name 1: GARCIA', 'Family Name 2:', and 'First Name: XABIER'. A note states: 'The effectiveness of this registration is conditional on payment.' Below this, it says: 'In brief you will receive an email message with a short description of your request.' There are two sections for document uploads: 'Receipt request:' and 'Receipt registry entry UB:', each with a red document icon. At the bottom, there are three buttons: 'Upload documentation', 'Pay with receipt', and 'Pay with credit card'. A 'Close window' button is located at the very bottom left. The footer contains copyright information for the Universitat de Barcelona (18/01/2021 16:48) and technical details about the system (Àrea de Tecnologies de la Informació i la Comunicació, Aplicacions - Projectes de Gestió Acadèmica (GIGA), Darrera Modificació Programa: 07/07/2020 08:30, Darrera Modificació Model: 20/02/2020 12:47).

UNIVERSITAT DE BARCELONA

Access

Catalan Spanish

Institutions and Political Economy

Academic year 2021 / 2022 Term 1

6544000 - FACULTY OF ECONOMICS AND BUSINESS

IdCard number: 999999999A  
Family Name 1: GARCIA  
Family Name 2:  
First Name: XABIER

The effectiveness of this registration is conditional on payment.

In brief you will receive an email message with a short description of your request.

Receipt request:

Receipt registry entry UB:

Upload documentation

Pay with receipt Pay with credit card

Close window


Planificació Acadèmicodocent  
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18/01/2021 16:48

Àrea de Tecnologies de la Informació i la Comunicació  
Aplicacions - Projectes de Gestió Acadèmica (GIGA)  
Darrera Modificació Programa: 07/07/2020 08:30  
Darrera Modificació Model: 20/02/2020 12:47

There are two steps left for the application to be complete and sent to MIPE's Admissions Committee: (i) uploading the required documents, and (ii) paying the application fee.

### 3. Upload the required documentation

In the screen to upload documentation there are 11 windows, but they are not all compulsory. **It is not necessary to upload documents in all the available fields for the application to be valid.**



U  
UNIVERSITAT DE BARCELONA  
B

Documentation

Catalan | Spanish | Exit

Institutions and Political Economy
XABIER GARCIA

Academic year 2021/2022
Period 1

List of documents to be submitted (maximum 3MB)

DNI/Passport	<input type="text"/>	Browse
Curriculum Vitae	<input type="text"/>	Browse
Transcript of records 1	<input type="text"/>	Browse
Transcript of records 2	<input type="text"/>	Browse
Copy of your Bachelor degree certificate	<input type="text"/>	Browse
Proof of English level	<input type="text"/>	Browse
Letter of motivation	<input type="text"/>	Browse
Reference letter 1	<input type="text"/>	Browse
Reference letter 2	<input type="text"/>	Browse
Bachelor's project/thesis	<input type="text"/>	Browse
Equivalence of the average grade	<input type="text"/>	Browse

Continue

The documentation to upload is as follows (\* means the document is compulsory for evaluating the application):

- Copy of passport / national ID (\*).
- Curriculum Vitae (\*). A one-page CV that includes all the relevant information for the application, such as software skills, academic background, relevant experience, etc.
- Transcript of records 1 (\*). Academic transcript of records (provisional if the applicant has still not finished her degree).
  - In the application process, MIPE's Admissions Committee accepts transcripts of records issued in English, Spanish, Catalan, French, Italian and Portuguese. If it is not in one of these languages, that applicant can translate it to English.
  - Afterwards, at enrolment, only official transcripts in English, Spanish or Catalan are accepted, so if the applicant is admitted to MIPE she might need to have the transcript translated to Spanish by a certified translator.
- Transcript of records 2. *Optional*. Academic transcripts of records from other degrees.

- Copy of Bachelor degree certificate. *It must be attached only if/when the applicant has finished her Bachelor degree.*
- Proof of English level. *Applicants are exempt from providing an English certificate if they are native speakers or hold a university degree taught in English.*
- Letter of motivation (\*). Description of the applicant's background, motivation to pursue the MIPE, academic interests, research and teaching experience, professional goals, etc. Maximum length: 2-3 pages.
- Reference letter 1 (\*). A letter from a scholar in support of the application
- Reference letter 2. *Optional.*
- Bachelor's project/thesis. *Optional.* If the applicant is currently working on her Bachelor's project -or if it is not in English, Spanish, Catalan, French, Italian or Portuguese- she can upload an extended English abstract.
- Equivalence of the average grade. *Optional.* Applicants with previous studies outside of Spain can provide this document following the instructions [here](#).

The applicant does not need to upload all the documents in one session: the documentation is kept in the Pre-enrolment Form and the applicant can add or update documents following the same procedure.

UNIVERSITAT DE BARCELONA

Documentation

Catalan | Spanish | Exit

Institutions and Political Economy

XABIER GARCIA

Academic year 2021/2022

Period 1

List of documents to be submitted (maximum 3MB)

DNI/Passport

Curriculum Vitae   [74KB]Xabier Garcia Fuente CV.pdf X

Transcript of records 1   [2.82 MB]Xabier Garcia Fuente - Expedientes

**Verification data** X

Copy of

**List of selected documents**

Curriculum Vitae : Xabier Garcia Fuente CV.pdf

Transcript of records 1 : Xabier Garcia Fuente - Expedientes académicos.pdf

Planificació Acadèmica

© Universitat de Barcelona 18/01/2021 17:04

Aplicacions - Projectes de Gestió Acadèmica (GIGA)

Darrera Modificació Program: 20/02/2014 13:02

Darrera Modificació Model: 20/02/2014 13:04

After selecting the documents, the applicant must submit them to be saved in her application.

Once documents are submitted, the applicant is “kicked-out” of the session. To continue with the application, the applicant can reintroduce her passport/ID number and birth date and then choose *Request summary* (see the images below). Alternatively, the applicant can re-enter the Pre-enrolment Form as described in the first section of this guide.

UNIVERSITAT DE BARCELONA

Permet consultar la informació de les sol·licituds efectuades per Internet.

**Entrada per número de tràmit**

Número de tràmit:

**Entrada per NIUB**

NIUB (\*)


Data de naixement (ddmmaaa) (\*)

**Entrada per DNI/PASSAPORT**

DNI/PASSAPORT

Data de naixement (ddmmaaa) (\*)

Planificació Acadèmica - GIGA



UNIVERSITAT DE BARCELONA

Consulta de sol.licituds de l'alumne

Catalan | Spanish

99999999A - GARCIA , XABIER

You have introduced the following access requests:

	Code	Type	Academic year	Term	Course	Date and time
<input type="radio"/>	2021AP100032UC	Preregister	2021 / 2022	1	MD5DM - Institucions i Economia Política / Institutions and Political Economy	18/01/2021 16:48:48

Request summary
Reset
Back

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20/01/2021 00:49

Àrea de Tecnologies de la Informació i la Comunicació  
Aplicacions - Projectes de Gestió Acadèmica (GIGA)  
Darrera Modificació Programa: 08/02/2013 12:48  
Darrera Modificació Model: 19/05/2008 13:11

City/village: BARCELONA  
Country: ESPAÑA  
Province: BARCELONA  
County: BARCELONÈS

Address data

Address: AV. DIAGONAL 690  
Postcode: 08034  
City/village: BARCELONA  
Phone number 1: 934021929  
Mobile phone:  
E-mail: master.mipe@ub.edu

Receipt request

Receipt registry entry UB

Previous studies outside the UB

Awarded degree:	CIÈNCIES POLITIQUES
University:	UB / UAB / UPF
Centre, Faculty, College:	Facultat de Dret
Average mark:	8.5 (1: D, 2: C, 3: B, 4: A):
Completed studies:	Whole study

Informació econòmica

Amount of registration 30.21 €
Pay with receipt
Pay with credit card

The effectiveness of this registration is conditional on payment.

Documentation

2.Curriculum Vitae - Xabier Garcia Fuente CV.pdf
Veure document

Upload document

Back

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18/01/2021 16:54

Àrea de Tecnologies de la Informació i la Comunicació  
Aplicacions - Projectes de Gestió Acadèmica (GIGA)  
Darrera Modificació Programa: 04/06/2018 10:22  
Darrera Modificació Model: 29/01/2018 17:07

## 4. Pay the application fee



**The effectiveness of the application is conditional on the payment of the application fee** (30.21 €) established by the regulation on postgraduate studies in Catalunya.





The payment of the application fee can be carried out from either of the summary screens portrayed at the end of sections 2 and 3 of this guide, by selecting *Pay with credit card*. This will take the applicant to a payment gateway that accepts the great majority of credit cards (see the image below).




Payment details

Amount	30,21 €
Merchant	UB (ESPAÑA)
Terminal	343341681-2
Order	202110000068
Date	20/01/2021 01:32
Product description	UB Postgrades preregistering




Payment by Card 



Card Number



Expiry Date

 mm  yy

Security Code

Cancel

Accept

Payment by UnionPay Card 