

ENROLMENT PROCESS

Enrolment registration

Go to “Expedients UPF” [UPF Transcripts] through [SIGMA](#) and, from there, to “Dona d’alta la teva nova matrícula” [Register your new enrolment].



Did you get an error message concerning a subject that was not included (“*assignatura no col·locada*”)?

You will see this message if you do not follow the [standards for progression](#) in studies. In that case, you will have to select only those subjects that allow you to comply with the progression standards.

If you have filed a request to progress despite not meeting these standards, the Academic Management office will notify you as soon as it receives the decision and modify your enrolment with the subjects you wish to enrol on, where applicable.

DEADLINE FOR SUBMITTING THE REQUEST: 6 September. **NON-EXTENDABLE.**

Are you eligible for subsidized fees?

If you qualify for a [previously accredited subsidy](#), check whether it is reflected in your enrolment through the corresponding discount (large family, etc.). If you do not see it, send us the supporting documents using the [e-Secretari](#) online secretary’s office (“*Bonificacions i descomptes*” [Subsidies and discounts]), where you will be able to upload the documents as PDFs.

Important: The subsidy must be valid on the start date of the academic year.

Confirmation of enrolment

Check that everything is correct and click “[Confirmar](#)” [confirm]. Print the enrolment form and the promissory note or notes (if you have enrolled on recognized or validated credits).

Once you have confirmed the enrolment, any additional changes will have to be made through the corresponding channel (check the procedures on the eCampus).

The enrolment will be treated as an application; its admission by the academic services does not entail approval of its content. Any enrolment document contrary to current regulations will be considered null and void, without prejudice to the responsibilities arising from it, and the university will be able to modify that irregularity ex officio.

PAYMENT METHODS

Single payment of the full registration fee

Use the promissory note that you will have to print upon completing your online enrolment. The payment can be made within a maximum of 30 days from the time of enrolment (payments made after this deadline will be subject to a €50 surcharge) at TecnoCampus partner banks (Banc Sabadell, Caixabank, Bankia, BBVA and Banc Santander), at their branch offices or cashpoint machines or using their online banking platforms.

Financing

- 1 Through a Sabadell Consumer CrediCompte Estudis line of credit. You have to arrange the financing by 15 October (**non-extendable**).
- 2 By Caixabank Exprés Loan

IMPORTANT

By clicking on this box, you are simply stating that you have chosen financing as your method of payment. Under no circumstances does it mean that you have contracted it. You will need to arrange the financing once you have completed your online enrolment.

If you have any questions or doubts concerning the financing, e-mail finanexpres@tecnocampus.cat

For more information on the procedures to follow, go to

<https://www.tecnocampus.cat/ca/matricula-estudiants-tecnocampus/preus-i-pagaments>.

ONCE YOU HAVE COMPLETED YOUR ENROLMENT...

Cancellation of enrolment

Enrolment cancellation requests – whether total or partial – made in writing prior to the start date of the academic year will be granted and the student will be reimbursed for the full amount paid, less the administrative fees.

Requests made in writing after the start date of the academic year and by 30 November will only be granted if the student has paid a minimum of €600 and the corresponding administrative fees. These amounts will not be refunded to the student. If the amount already paid is in excess of that amount, the student will be reimbursed for the difference.

Beyond these deadlines, the student will be considered enrolled and will have to pay the full amount of the enrolment fee.

More information: <https://www.tecnocampus.cat/ca/modificacions-matricula/renuncia>

What happens if you do not pay the enrolment fee?

Failure to make the enrolment fee payments by the corresponding deadlines will lead to the temporary suspension of your rights as a student and, where applicable, may lead to the cancellation of your enrolment, without entitlement to a refund.

However, this suspension of rights does not entail your withdrawal from the university. Therefore, should you wish to resume your studies, you will have to pay the outstanding amounts to the university and you will be subject to the standards for continuance.

No transfer requests or applications for any other procedure with the university will be processed until you regularize your situation by paying the enrolment fee in full.

Check your enrolment

You can check or reprint your enrolment, once you have confirmed it, at any time by going to:

[eCampus](#) > [EXPEDIENT UPF](#) > [La teva matrícula](#) > [Consulta la teva matrícula](#)

[\[eCampus](#) > [UPF TRANSCRIPT](#) > [Your enrolment](#) > [View your enrolment\]](#)

TROUBLE-SHOOTING

Do you have an academic problem or question regarding your registration?

Open a ticket at <https://helpdesk.tecnocampus.cat>, by selecting: *gestió acadèmica* > *tràmits acadèmics* [academic management > academic procedures]

Do you have a financial problem or question?

Open a ticket at <https://helpdesk.tecnocampus.cat>, by selecting: *gestió acadèmica* > *tràmits econòmics* [academic management > financial procedures]

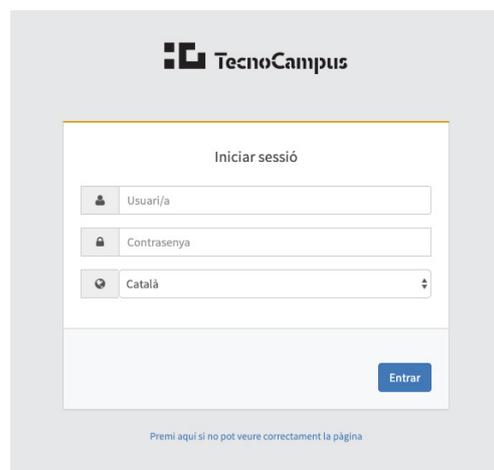


REMEMBER

- Open a single ticket for each problem. Duplicate tickets will be automatically closed.
- Only use the helpdesk for problems with the online enrolment. For all other issues, please continue to use the established channel for each one.

ACCESS TO THE PLATFORM

To access SIGMA, you can click on this [link](#)

A screenshot of the TecnoCampus login interface. At the top is the TecnoCampus logo. Below it is a white box titled "Iniciar sessió" (Log in). Inside the box are three input fields: "Usuari/a" (User) with a person icon, "Contrasenya" (Password) with a lock icon, and "Català" (Catalan) with a dropdown arrow. A blue "Entrar" (Enter) button is at the bottom right. Below the box is a small link: "Premi aquí si no pot veure correctament la pàgina" (Click here if you cannot see the page correctly).

CONTINUÏTAT I PROGRESSIÓ D'ESTUDIS

Per poder continuar els mateixos estudis iniciats a l'ESCSET, els estudiants de primer curs han de superar durant el primer any acadèmic dels estudis el 50% dels crèdits de què consta el curs.

Crèdits a superar: 30

PROGRESSIÓ D'ESTUDIS A TEMPS COMPLET

<p>Accés a 2n curs</p> <p>Cal superar el 66% dels crèdits corresponents al primer curs.</p> <p><u>Crèdits a superar de primer: 39</u></p>	<p>Accés a 3r curs</p> <p>Cal superar tot el primer curs i com a mínim el 66% dels crèdits corresponents al segon curs.</p> <p><u>Crèdits a superar de segon: 39</u></p>	<p>Accés a 4t curs</p> <p>Cal superar tot el segon curs i com a mínim el 66% dels crèdits corresponents al tercer curs.</p> <p><u>Crèdits a superar de tercer: 39</u></p>
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GRAU EN ADE I GI -DOCÈNCIA EN ANGLÈS

Branca de coneixement

Ciències Socials i Jurídiques

Data Verificació

30/6/2010

Centre

Escola Superior de Ciències Socials i de l'Empresa

Publicació BOE

BOE 26/03/2012

Publicació Pla d'Estudis

BOE 27/12/2016

Renovació acreditació

15/12/2016

Codi	Grup	PRIMER CURS	Trimestre	Tipus	ECTS
1004	9	Business Administration	1r	FB	6
1006	9	Fundamentals of Mathematics for the company	1r-2n	FB	8
1126	9	ICT Tools for business	1r	FB	6
1007	9	Business law	2n-3r	FB	8
1001	9	Principles of economics	2n	FB	6
1002	9	Business Organization: theory and perspectives	2n	OB	4
1008	9	Quantitative methods for financial management	3r	OB	4
1005	9	Sales management	3r	FB	6
1127	9	Entrepreneurship	3r	OB	6
1130	16	Foreign language I	1r-2n-3r	FB	6

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Codi	Grup	SEGON CURS	Trimestre	Tipus	ECTS
1012	9	Introduction to accounting	1r	FB	6
1011	9	Principles of statistics and data analysis	1r	FB	6
1014	9	Macroeconomic analysis of business environment	1r	OB	4
1032	9	Creativity and innovation	2n	OB	6
1015	9	Financial accounting	2n	OB	6
1017	9	Patterns of international trade: theory and trends	2n	OB	4
1128	9	Statistical inference for business management	2n	OB	4
1021	9	Marketing plan	3r	OB	4
1020	9	Tax management	3r	OB	4
1013	9	Production and operations management	3r	OB	4
1019	9	Interpersonal relations in business environment	3r	FB	6
1131	16	Foreign language II	1r-2n-3r	OB	6

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Codi	Grup	TERCER CURS	Trimestre	Tipus	ECTS
1024	9	Cost accounting	1r	OB	4
1023	9	Social networks	1r	OB	6
1025	9	Short-term investment financing	1r	OB	6
1027	9	Financial management	2n	OB	6
1016	9	Strategic innovation	2n	OB	6
1133	9	New trends in marketing	2n	OB	4
1134	9	Innovation and growth in a global economy	3r	OB	6
1129	9	Management analysis and monitoring: new trends	3r	OB	6
1132	16	Foreign language III	1r-2n-3r	OB	6
*		Elective course	2n-3r	OPT	10

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Codi	Grup	QUART CURS	Trimestre	Tipus	ECTS
1035	9	Creation of technology-intensive startups	1r	OB	6
1033	9	BA Project elaboration	1r	OB	4
1029	9	Innovation design and management	2n	OB	6
1034	9	New trends in business administration	2n	OB	6
1036	9	BA Project	1r-2n-3r	TFG	14
1037	9	Internship	1r-2n-3r	PR	14
*		Elective course	1r-2n	OPT	10

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*Consulta llistat optatives a la web

240

GUIA D'AUTOMATRÍCULA

GRAU EN ADMINISTRACIÓ D'EMPRESES I GESTIÓ DE LA INNOVACIÓ
PLA D'ESTUDIS 1 PLA D'ESTUDIS 25 (DOCÈNCIA EN ANGLÈS)



Centres universitaris adscrits a la



Distribució en crèdits ECTS

Formació bàsica (FB)	64
Obligatòries (OB)	128
Optatives (OPT)	20
Pràctiques externes (PR)	14
Treball Fi de Grau (TFG)	14
Total :	240