

# MASTER IN GLOBAL CHALLENGES FOR SUSTAINABILITY

## Rules and regulations

Registration and enrolment

Version 4.1 May 2024

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## 1. GENERAL PROVISIONS

### 1.1 Scope of application

This regulation applies to all candidates who enrol for the Master's in Global Challenges for Sustainability organized by CHARM-EU (CHallenge-driven, Accessible, Research-based, Mobile European University).

### 1.2 Competence

All students will be registered for administrative purposes as full-time students in each of the participating universities, and in the first instance with the Universitat de Barcelona (UB), as coordinator and legal representative for CHARM-EU.

The significant data needed to register students in every institution will be provided by the UB, who is responsible for the registration system. All exchange of information and data will only take place in accordance with the regulations and procedures of each partner institution and in line with GDPR and European Data Protection legislation. All candidates are asked to sign a Data Protection Privacy Statement before starting the registration process.

Before starting the enrolment period, CHARM-EU will publish on its website the academic calendar and the requirements needed to formalize the enrolment.

## 2. TUITION FEES OF THE PROGRAMME

The procedure for establishing, authorising and publishing the tuition fees are outlined in the [CHARM-EU Tuition Fee Policy](#).

The tuition fees are paid to the coordinating university of the CHARM-EU Alliance, the University of Barcelona.

Payments for the complete programme and per academic year are as follows:

	Total fee (Complete programme)	Academic year 2024-2025	Academic year 2025-2026
<b>EU student</b>	3000 €	<b>2000 €</b>	<b>1000 €</b>
<b>Non-EU student</b>	19000 €	<b>13000 €</b>	<b>6000 €</b>

### Remarks on tuition fees:

- 1. Additional top-up for students starting Phase 1 at Utrecht University (UU):** Due to national legislation, students starting Phase 1 at Utrecht University will have to pay an additional top-up of 530€ in academic year 2024-2025 and an additional fee for registration in year 2025-2026 (amount to be determined). The top-up amount is determined each academic year and ensures that the CHARM-EU tuition fee is equal to the amount of the national tuition fee in the Netherlands. The top-up will be paid directly to Utrecht University.

- 2. Applicants enrolled in a French higher education institution** in the academic year preceding the registration for the first year of the master's degree are exempt from tuition fees.
- 3. Previous payment of the reservation fee (300 €):** This non-refundable deposit paid as reservation fee will be considered as partial payment of the tuition fee. It is deducted from the fees for the academic year 2024-2025.  
Students who are exempt from paying tuition fees due to the receipt of a grant will be refunded the 300€ deposit after registration and at least one month after the start of the masters.
- 4. Full payment of the tuition fee is an essential requirement for the enrolment to be valid.**

Payment of tuitions fees are set in the section 3.3 of these regulations.

### **3 REGISTRATION AND ENROLMENT PROCEDURE**

All applicants must meet all requirements stated in the [CHARM-EU Admissions Rules & Regulations](#) for registering in the Masters' programme Global Challenges for Sustainability.

#### **3.1 TIMELINE**

Candidates should register as soon as they can provide documentary proof of the requirements in order to manage their enrolment according to the timeline below:

<b>Main period</b>	Second half of May	Tuition fee payment 2 <sup>nd</sup> /3 <sup>rd</sup> week of July
<b>Extraordinary periods</b>	Second/third week of July	Tuition fee payment 2 <sup>nd</sup> /3 <sup>rd</sup> week of July
	Last week of August	Tuition fee payment last week August

The specific dates and slots for enrolment will be communicated to the students by e-mail.

#### **3.2 ENROLMENT**

##### **3.2.1 Enrolment model**

The registration of the Master's in Global Challenges for Sustainability is online and by academic year:

- 1<sup>st</sup> academic year (2 semesters): Phase 1 (30 ECTS) and Phase 2 (30 ECTS)
- 2<sup>nd</sup> academic year (1 semester): Phase 3 (30 ECTS)

### **3.2.2 Enrolment application**

Admitted candidates apply for enrolment through the University of Barcelona (UB) enrolment system. After the enrolment, UB will share the student data with the other partner Universities participating in the master or the enrolment in their local systems and the management of other local processes.

Successful enrolment is conditional upon all documents being correctly submitted and checked for validity, the fulfilment of all regulatory requirements and the full and timely payment of the fees.

### **3.2.3 Documents to be submitted**

For enrolment purposes, the CHARM-EU Joint Virtual Administrative Office (JVAO) will check the authenticity and validity of the documents submitted for admission. Originals or certified copies may be requested. In any case, candidates must have submitted the following documentation before enrolment:

1. Valid ID/Passport (copy). Preferably valid for the whole duration of the masters.
2. Certified copy of the degree diploma and the academic transcript (bachelor's or masters) that was submitted as part of the master's application.
3. Bachelor's degree simple copy (in case the student has applied for the Master's with a different degree than a bachelor's). Applicants with a French *Licence*: proof of an additional 30 ECTS validated before the first day of the masters.
4. English language test scores with a LEVEL C1 in all skills or document proving the exemption of this certificate. Exemptions referred to in the [Admission Rules and Regulations](#).
5. Civil liability insurance certificate.
6. French students: national service situation certificate (attestation JDC ou JAPD).

Documents are required in any of the CHARM-EU universities official languages in the universities participating in the masters (English, Spanish, Catalan, Dutch, Hungarian or French). In case the documents are not in one of these languages, they must be translated into English by a sworn translator.

Certified copies of diplomas and academic transcripts issued outside the European Union must be legalized and, after this, translated into English by a sworn translator if they do not meet the language requirement.

The JVAO will send an email to candidates with the required list of documents and other details for registering.

## **3.3. PAYMENT OF TUITION FEES**

Tuition fees must be paid in one instalment by academic year to the University of Barcelona. Students starting Phase 1 at Utrecht University will pay the top-up directly to Utrecht University.

### **3.3.1. Registration modalities**

As for the financial arrangements, two basic types of enrolment can be differentiated:

1. The standard procedure: Students register on-line and obtain a registration receipt with the amount and deadline to make the payment.
2. Procedure for students with tuition fee waiver: Students register on-line and obtain a registration receipt but with an amount of 0 €.

### **3.3.2. Tuition fee waiver**

Cases in which tuition fees are waived for the complete programme:

- Students with a CHARM-EU grant consisting of a tuition fee waiver.
- Applicants enrolled in a French higher education institution in the academic year preceding the registration for the first year of the master's degree.
- Other grants awarded by universities or institutions for the specific purpose of covering tuition fees by making the payment directly to the UB or the partner institutions.

CHARM-EU will provide information about grants and opportunities on its website.

The [CHARM-EU Grants Policy](#) describes the principles, scope and criteria for the award of CHARM-EU grants.

### **3.3.3. Payment procedures**

Payment of the registration fee must be made by credit card by the deadline stated in the registration receipt.

In case of any incident or impossibility to make the payment by credit card, the student should contact by email [charm-euoffice@ub.edu](mailto:charm-euoffice@ub.edu) to be advised on how to transfer the amount of the tuition fee.

### **3.3.4. Refund of tuition fees**

The [Refund Policy](#) outlines the basis for refunds in case of cancellations and/or withdrawal from the master's programme.

## **3.4 SPECIFIC SERVICES AND LEARNING SUPPORT**

The services included in the tuition fee and the additional ones that students can access by paying may vary in each university.

## **3.5. COMPULSORY INSURANCE**

Students are responsible for having an appropriate health, accident, travel, third party liability and if applicable, personal liability insurance cover. Students need to present evidence of the insurance on arrival and upon request.

#### **4 ECONOMIC REPERCUSSIONS OF OUTSTANDING PAYMENT OF FEES**

Full payment of the tuition fee is an essential requirement for the enrolment to be valid.

Failure to pay the tuition fee within the deadline established by CHARM-EU (always before the start of the master's programme) through UB will result in the automatic, temporary suspension of students' rights.

The maximum duration of the temporary suspension is until 31 December. After this date, UB will automatically cancel the enrolment without the right to any refund. The cancellation of the enrolment implies the full nullification of all the rights granted with registration, especially, of the qualifications that the student has obtained.

#### **5 WITHDRAWAL AND TERMINATION OF ENROLMENT**

Withdrawal refers to a student's decision to permanently exit their programme and discontinue all related activities before finishing the programme they are currently enrolled in.

Termination of enrolment is a consequence of not fulfilling all the requirements before the date established by CHARM-EU or failing to pay the tuition fees.

The [Withdrawal Procedure](#) provides information for students and clarifies the administrative actions needed for withdrawal.

The [Refund Policy](#) outlines the basis for refunds in case of cancellations and/or withdrawal from the Joint Degree Programme.

#### **6. ADDITIONAL PROVISIONS**

- It is the responsibility of the Academic Council to approve these Rules and Regulations and, if needed, other complementary regulations.
- In the case of any appeal in relation to the registration, the student may apply to the Appeals Board of CHARM-EU in line with the [Appeals Procedure](#).
- These regulations will be published on the CHARM-EU website and will be provided to students with other information required for the registration process.
- Effective date: These Regulations take effect on 3 May 2024.

## Related Documents

- [CHARM-EU Admissions Rules & Regulations](#)

On the [Charm- EU – policies and regulations](#) website:

- Tuition fee policy
- Refund policy
- Grants Policy
- Withdrawal Procedure
- Appeals policy and Appeals procedure
- Complaints policy and Complaints procedure

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Document approved by:

- Programme Board (25 April 2024)
- Academic Council (2 May 2024)