

# IQS

ADMISSION  
AND ENROLMENT  
PROCESS

UNDERGRADUATE  
AND DUAL  
UNDERGRADUATE  
PROGRAMMES  
2020-2021



PERSONA CIENCIA EMPRESA  
UNIVERSITAT RAMON LLULL

# Paths to access IQS studies

## For secondary school students

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### Students who have taken the access exams at a Catalan university

For students who have taken exams at any **Catalan university**: they must submit the document which must be downloaded from ACCESNET with the result of the University Access Exam (PAU). If these PAU tests are taken in a year prior to the current year, the students must go to the department where they took the PAU and request a certificate.

### Students from educational systems of a European Union Member State

For students from educational systems of **European Union Member States**, whether or not they have studied in Spain, or countries with which there is an educational collaboration agreement (including International Baccalaureate): these students must provide an original or certified photocopy of the confirmation of the application for the credential to access Spanish university issued by the UNED ([unedasiss.uned.es/home](http://unedasiss.uned.es/home))

### Students who have taken the access exams at a university in the rest of Spain or through the UNED

For students who have taken the exams at any **university in the rest of Spain or through the UNED**: these students must submit a photocopy of the result they earned in the **PAU/EBAU/EVAU** and the receipt of the application to transfer their transcript.

### Students from educational systems which are not from a European Union Member State

For students from educational systems of **countries that are not members of the European Union** and without an educational collaboration agreement: these students must provide the confirmation or resolution of the request to verify the degree that grants university access, including their final grade.

## For students from the higher vocational diplomas

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### Students who come from the higher vocational diplomas

For students who access the university through the **higher vocational diplomas** path: these students must provide the Vocational Degree Certificate to access university studies, which confirms the final qualification to access the university.

## For university students

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### Students with a university degree

For students who access the studies with a **completed university degree**: these students must provide a certified copy of the university degree or confirmation of the degree and the official transcript which includes the grade point average (on a scale of 0-10). Students who **have not finished the university studies** must provide a copy of the result from the PAU/EBAU/EVAU and the receipt of the transcript transfer application.

### Recognition of credits for students from the higher vocational diplomas

Students who have subjects which can be recognised (whether or not they have a completed Vocational Degree) may request that IQS recognise the credits they have earned by submitting the following documentation as soon as possible to the General Secretariat of IQS:

1. **Application to recognise credits from the Permanent Commission of the Academic Board**, which will be provided by the General Secretariat of IQS.
2. **Syllabi of the subjects passed** with the seal of the Academic Secretary of the university of origin. Students who come from a higher vocational degree only have to provide the Vocational Degree Certificate to access the university which includes the final access grade.

## Special situations

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### Students with special needs

Students with **special needs**: these students must submit a copy of the card, document or certificate accrediting the degree of disability.

### Elite and high-performance student athletes

Students who are **elite and high-performance athletes**: these students must provide the Certification from the Sporting Federation which they belong to, accrediting their status and a copy of the Official State Bulletin (BOE) that accredits their status as an elite athlete.

# Stages of the admission and enrolment process

To apply for admission to the Undergraduate Programmes, we need a series of documents to evaluate your application.

# 1

## Online pre-registration

Create an account and start a session on [www.iqs.edu/en/pre-registration](http://www.iqs.edu/en/pre-registration)

You must save and remember your user name and password because they will allow you to continue the process that you have started.



### Documentation to upload:

- **Students coming from the Spanish Educational System:**

- Photocopy of your National Identity Document/ Passport.
- Colour ID photo with a white background
- Results form the 1<sup>st</sup> level of Bachillerato and the evaluations already finished in the 2<sup>nd</sup> level of Bachillerato.
- Grades of the PAU (only if you have the results).
- If you are not attending Bachillerato: Results of the studies that will allow you to access university (CFGS).
- Copy of the university enrolment and grades earned (if you have started another degree at another university).
- B2 Certificate or equivalent, if you have obtained it.

- **Students from outside the Spanish Educational System:**

- Photocopy of the National Identity Document/ Passport.
- Colour ID photo with a white background
- Results of the last courses prior to university access.
- B2 Certificate or equivalent, if you have obtained it.
- Access credential to Spanish universities issued by UNEDasis or decision of the official approval or your last studies prior to the access to the university (only if you have it).
- Copy of the university enrolment and grades earned (if you have started another degree at another university).

- If you want to enrol in the Undergraduate Programme in Business Administration and Management taught entirely in English, you must certify your level of English (minimum C1, TOEFL 80 or equivalent). If you do not have an official degree, you can take the level test in IQS, on 30 June and 3 September at 9 am. To take test you must inform the General Secretariat of IQS of your preferred date.

You must choose the date to take the admission test when processing the request, according to the established calendar.

During the process, you must pay € 135 application processing fee, which you must pay online by credit or debit card. This amount will only be returned if you are not admitted by IQS. All applicants have the right to withdraw as established in the legal terms and conditions\*.

At the end of the online pre-registration, you must print the confirmation including your personal details, as well as the date chosen to take the admissions test.

For any additional query you can contact: [secretaria.matricula@iqs.edu](mailto:secretaria.matricula@iqs.edu)

# 2



## Admissions test

The admissions test is a psychometric test and also includes written exercises to evaluate your level of English.

If you have at a minimum the B2 English level certificate or equivalent and you have submitted during online pre-registration, you do not need to take the English level test.

The dates to take the **ONLINE** admission test for any **Undergraduate Programme** or **Dual Undergraduate Programme** are:

30 April	9 June	16 July
5 May	18 June	23 July
12 May	25 June	30 July
21 May	2 July	
26 May	10 July	

All the admissions tests take place in IQS at **3:30 p.m. (CET)** on the day before the test, the General Secretariat will send the test instructions by email.

The test will last approximately 1 hour.

The following are the dates to take the **Undergraduate Programme in Pharmacy Studies** test at the Blanquerna campus:

- **ONLINE**
- 8 May at 3:30 p.m. (CET)
- 23 May at 9.30 a.m. (CET)

30 June at 9.30 a.m. (CET)

# 3

## Confirmation of admission

The Admissions Commission will decide on your admission based on your studies, academic results and the admissions test. The General Secretariat of IQS will inform you of your admission by email within 15 days from the date on which you took the admissions test.

If you are admitted, this admission will be dependent on fulfilling the academic requisites necessary to access the undergraduate programme.



# 4

## Seat reservation (pre-enrolment)



You must reserve your seat to ensure your place in the selected programme.

Once admitted, within a maximum period of 2 weeks, you must make the payment to reserve your seat (€1,000) on the online pre-enrolment platform by credit or debit card. You must follow the instructions indicated in the system, click on the link where you have done the pre-enrolment request again and access the "reserve seat" option.

Reserving a seat does not imply an additional cost, as it is discounted from the total cost of the enrolment once you pay the enrolment.

If you do not reserve the seat you can lose your right to it.

If you are admitted in the Undergraduate Programme in Pharmacy, the payment to reserve the seat will be for an amount equivalent to 35% of the enrolment fee.

Once the payment is made to reserve the seat, as of 1 March, you will receive the date and time in the month of July assigned to you to formalise the enrolment in person in IQS by email.

The amount to reserve the seat is only returned if the student does not meet the requirements to access the studies at IQS. Applicants have the right to withdraw as established in the legal terms and conditions.\*

# 5

## Enrolment



As of 1 June, by sending in the definitive secondary schools grades by email and indicating the form of payment for the enrolment, the General Secretariat at IQS will carry out the conditional enrolment, which will become definitive based on the final results of the University Access Exams.

You must send the results of the University Access Exams by email to change your enrolment status to definitive.

Students who come from other access pathways must send the document that accredits University access by email.

If you cannot come on the assigned enrolment date, we ask that you contact the **General Secretariat of IQS** by calling (34) 93 267 20 01 or by email at [secretaria.matricula@iqs.edu](mailto:secretaria.matricula@iqs.edu)

### Documentation required for enrolment:

- Social Security Number (SSN).
- Document accrediting the path of access to university.
- If you have requested to have credits recognised, you must submit a copy of the request.
- Document accrediting the student has special needs or is an elite athlete.
- If you decide to pay via direct deposit, you must submit the original bank transfer order and "SEPA" direct debit filled in and signed by the bank account holder. You will find "SEPA" on the IQS website in the admission and enrolment process section.



**You must turn in any essential documentation during the first week of the academic year at the very latest.**

# Enrolment fee and payment methods

## Enrolment fee

2020-2021 Academic year:

€203 per credit (recognised credit: €142.10)

UNDERGRADUATE PROGRAMME:

€12,180 (60 credits)

DUAL UNDERGRADUATE PROGRAMME:

Based on the number of credits in which you enrol

For students from the Undergraduate Programme in Marketing who enrol at a foreign university with which we have special agreements, the price per credit may vary.

The enrolment fee includes a LAB COAT for new students at the IQS School of Engineering.

Sums paid for the enrolment fee are subject to the right for withdrawal, in the legally established terms\*.

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## Payment methods

### Single payment

Not through a direct debit bank order and which can be carried out:

- Online, at the bank or through banking Apps, with the following banking entities: CaixaBank, Banco Santander and Banco Sabadell. You must be signed up for their online banking services.
- With a credit card, through the Caixabank website [www.caixabank.es](http://www.caixabank.es)
- In person, at any of the following financial entities: Banco Santander, Banco Sabadell and Caixa d'Enginyers. In this case you must submit the document generated by the enrolment with the bar code and Payment Procedure Code.

If you decide to pay in instalments, you must present the original document of the "SEPA" direct debit order.

This mode of payment is not available for students residing outside of Spain.

After enrolment, any modification that causes a higher cost must be paid in a single payment, which cannot be split into instalments.

**You may not choose this mode of payment if you do not provide the duly filled in SEPA document during the first week of the academic year at the very latest.**

### Payment in instalments

Through bank transfers:

- A first direct debit payment, due in September, for 37% of the total enrolment fee. The seat reservation fee will be discounted from this amount.
- 9 instalment payments due on the 5<sup>th</sup> day of each month, starting in October, with an 8% financing cost on the deferred amount (first payment due in October).
- For the Undergraduate Programme in Pharmacy, the deferral of payments does not involve any surcharge on the amount deferred.

See more information about scholarships and grants at the following link: [www.iqs.edu/en/undergraduate/scholarships-and-funds](http://www.iqs.edu/en/undergraduate/scholarships-and-funds)



**Individuals who make the payment from a bank account not located in Spain must do so through the Flywire bank transfer platform:**

[www.flywire.com/pay/iqsland](http://www.flywire.com/pay/iqsland)

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### Contact for Undergraduate Programmes

#### IQS Communication and Corporate Marketing

For more information about the programmes:  
[gradosiqs@iqs.edu](mailto:gradosiqs@iqs.edu) | Tel.: (34) 932 672 020

#### General Secretariat of IQS

For questions related to the admissions and enrolment process:  
[secretaria@iqs.edu](mailto:secretaria@iqs.edu) | Tel.: (34) 932 672 001

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\*RIGHT TO WITHDRAW during the Admissions and Enrolment Process stages: With regard to the processes and associated payments mentioned above, the interested parties can exercise their legal right to withdraw as set forth in the General Law for Consumer and User Defence. For these purposes, there is a period of fourteen calendar days from the date of paying for the corresponding process, without the need to justify the decision and without penalties or fees of any nature. In this case, all money paid for the associated cost will be returned in full. Exercising your right to withdraw is not subject to the delivery of a specific printout. However, applicants may use the form which can be requested from the IQS General Secretariat. To exercise this right, an applicant simply needs to send the document addressed to the General Secretariat of IQS (email addressed to [secretaria.matricula@iqs.edu](mailto:secretaria.matricula@iqs.edu)), specifically including their personal information, the pertinent data regarding their application and their decision to exercise their right to withdraw.

By exercising the right to withdraw within the established period, IQS will return the amounts received to the student within a period of fourteen calendar days through the same method used by the student in making the corresponding payment or transfer.

# Admission and enrolment process

