Pre-enrolement and enrolement

- Administrative procedures for master's degree students. International School of Postgraduate Studies

Pre-enrollment and Enrollment

The pre-enrollment deadlines are set annually by the Andalusian Single District and can be also consulted at Important Deadlines. International School for Postgraduate Studies.

1. New students admitted through the official pre-enrollment process must complete their registration online: Online enrollment. Once the pre-enrollment is done and ended the term, the admitted lists will be issued through the application.
2. For the renewal of enrollment, students must use the Master's Degree Enrollment application (Matrícula Másteres Universitarios in Spanish) available via their personal Virtual Office / Identified Access within the official deadlines published in the Official Academic Calendar.
3. In case of any issues during the enrollment process, students should contact the International School for Postgraduate Studies either in person at Avenida de Madrid, 13, or via the online contact form.

Useful resources about the pre-enrollment process and enrollment in general:

- Information about pre-enrollment and enrollment
- Guideline to fulfill the admission application (pre-enrollment)
- Academic regulations on enrollment

Enrollment Alteration

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Modification or alteration of enrolment refers to any changes made to your initial registration. This may include changing one or more subjects for different ones, or adding new subjects (extending your enrolment). Another possible modification is the partial cancellation of enrolment, which consists of withdrawing from one or more subjects. Please note that if you wish to cancel all your subjects, you must follow the procedure for Total Cancellation of Enrolment.

All requests to modify your master's enrolment must be submitted through the UGR Virtual Office (Oficina Virtual), using your university login credentials. Modifications become effective once your request has been officially reviewed and accepted.

This process can only be completed during the official modification periods established for each semester, as set out in the Official Academic Calendar for each academic year. Please consult the calendar carefully to ensure you submit your request within the established deadlines.

You are allowed to submit a **maximum of two modification requests per semester**, so we recommend carefully planning your needs before making any request. Please note that you will be able to modify subjects from the **first and second terms** during the **first modification period**, and subjects from the **third term** during the **second modification period**.

In particular, **students admitted to the double degree** must cancel their registration for the Master's Thesis module in the first year and register for this module during the second year.

For complete and updated information regarding the process, deadlines, and relevant platforms, please consult the official webpage Master. Enrollment Alteration of the University of Granada and the Alteration/Cancellation of Enrollment of the International School for Postgraduate Studies.

Tuition Fees

The Master in Economics requires the completion of 60 ECTS credits. Tuition fees are reviewed and updated annually. You can consult the current fees at Official tuition fees. International School for Posgraduate Studies

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If you are admitted to one of our doble degree programs - either with SRH University (Germany) or IBS School of Management (France) - you will be requited to pay 52 ECTS credits during the first year and 8 ECTS credits (corresponding to Master's Thesis) in the second year. Please note that during the second year of the double master, students are eligible to receive an Erasmus grant.

Tuition fees cover the right to two examination sittings per academic year (Ordinary call and Extraordinary call) for all subjects, including the Master's Thesis (TFM). Once these examination periods have passed—whether or not you attended—you will need to re-enrol in the subject to have further examination opportunities. Please note that the fee per credit is higher for second and subsequent enrolments.

Financial Support

Our program does not offer direct financial support; however, a wide range of scholarships from various institutions is available to prospective students at Scholarships and Financial Aid Opportunities - University of Granada, Scholarships for Students and UGR Scholarships.

Recognition and Transfer of Credits

Students enrolled in the Master in Economics may request the recognition and/or transfer of credits for prior studies, in accordance with the regulations established by the University of Granada. Recognized credits will count towards the total credits required for the degree. Applications must be submitted within the official deadlines and following the established administrative procedure.

For detailed information regarding the procedure, applicable regulations, and required documentation, please consult the following link: Recognition and Transfer of Credits at University of Granada.

Validation of Internships

Students with professional experience related to the Master's program can request validation of their internship based on their experience.

The validation of credits within the Master in Economics will follow the procedure established by the University of Granada (access the procedure of the validation of credits).

The application period is in January and February.

Students must submit their application through the Sede Electrónica of the UGR (access Sede Electrónica).

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The academic tutor (Carlos Aller) can provide guidance upon request.

Specific Support Systems for Enrolled Students

The University of Granada has a comprehensive website where prospective students can find all the information they need to plan their studies. It is recommended to visit this website in order to become familiar with the organisational structure of the University and the functions of each of its Vice-Rectorates.

In addition to the general websites of the University of Granada and its various Vice-Rectorates, the following links are particularly important for those who wish to apply for admission to our Master's programme or to enrol in it:

- **Website of the International School for Postgraduate Studies (EIP):** providing comprehensive information on all postgraduate studies at the University of Granada.
- **UGR Master's Programmes page:** listing all official and own Master's degrees offered by the University of Granada.
- **EIP Admission and Access page:** especially relevant for understanding the requirements and procedures related to pre-enrolment and admission to our Master's programme.
- **Andalusian Single District (Distrito Único Andaluz) page:** containing all the necessary information for completing the pre-enrolment process in public Master's programmes, which is centrally managed by the Andalusian Regional Government. Within this site, it is particularly important to consult the section with the calendar of the different pre-enrolment phases.
- **EIP Enrolment in Official Master's Degrees page:** with all the necessary information to formalise enrolment once admission to the Master's programme has been granted.
- **Website of the UGR International Relations Office (ORI):** particularly important for students wishing to access the Master's from abroad or for those planning to take part of the programme's courses as international mobility students.

General Information for New Students

Each year, at the beginning of the academic term, the University of Granada organises Reception Days with activities specifically designed for newly admitted students, helping them to become familiar with the wide (and new) reality that the University represents.

The Vice-Rectorate for Students and University Life, through the Student

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Participation and Representation Office, offers personalised support to address issues within its scope of action. This service maintains close contact with students to assist them throughout their academic journey. Further information can be obtained through the Vice-Rectorate for Students and University Life page.

As previously mentioned, the International School for Postgraduate Studies (EIP) has its own website, which offers complete information on all postgraduate programmes at the University of Granada, the resources available to students, and direct links to each of the programmes offered.

Specific Information about the Master

At the beginning of each academic year, a welcome meeting is organised for newly admitted students. During this session, they receive all the information and guidance needed to meet the objectives of the programme, including details on course credits, teaching staff, class schedules, tutorials, and internship opportunities. This information is also available on the Master's website throughout the year.

Support for Enrolled Students

At the beginning of the academic year, new students are invited to a Welcome Meeting where, in addition to receiving information on organisational aspects and resources of the Master's programme, details are collected about each student's research or applied interests.

The coordinator and the Academic Committee provide continuous support and guidance during the programme. They maintain regular contact with students through scheduled follow-up meetings, where academic progress and professional or research interests are discussed. These meetings are complemented by information on mobility opportunities, workshops, and activities linked to the research or internship period. The Master's website also includes details on evaluation rules, the Master's Thesis (TFM), and external internships.

Academic Tutoring

Tutoring sessions, conducted individually or in small groups, ensure personalised attention and intellectual engagement. Academic tutoring is carried out by teaching staff in their respective courses, helping students strengthen key skills, deepen knowledge, and reflect on future academic or professional paths.

Additional University Support

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The University of Granada provides a wide range of services to support students during their studies:

- **Psychopedagogical Office (GPP):** offering academic, personal, and professional guidance, workshops, and psychological support.
- **Student Assistance Service (SAE):** ensuring accessibility for students with special needs and offering advice on social, legal, and accommodation issues, as well as mobility and student participation programmes.
- **Academic Orientation Unit**: providing personalized academic guidance, orientation sessions, and support throughout the learning process.
- **Career Orientation:** provided through external internships, professional workshops delivered by external experts, and career guidance sessions held annually.

These services, together with the individualised support provided by the Master's coordination team, ensure that students receive the academic, personal, and professional guidance necessary to make the most of their learning experience.

Library Resources

Students of the Master's programme also benefit from the extensive resources of the Library of the Faculty of Economics and Business. This library provides access to a wide range of academic materials, including specialised books, journals, electronic databases, and digital resources directly relevant to the field of Economics and Business. In addition, its facilities are equipped with study areas and computer stations, offering students a supportive environment for both individual and group work. These resources greatly enhance the academic experience and provide essential support for coursework, research projects, and the Master's Dissertation.

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