

## Master's enrolment terms and conditions 2024-25

### Terms and conditions master's students accept when formalising their enrolment

It is important you are aware of the academic and financial aspects arising from this commitment. Therefore, you must read and accept the information, and terms and conditions set out in the enrolment procedure.

### Agreement and payment

- By saving the enrolment, students are formalising an **agreement with the UIB** whereby they **undertake to pay the tuition fees** for the academic and admin services in the academic year. This agreement is governed by the UIB [Academic Regulations](#), [Academic Progress Regulations](#), [Regulations on Public Fees](#) with regard to payment conditions and [other regulations](#)
- Total or partial non-payment of tuition fees on the invoice due date shall lead to a **5% surcharge** on the outstanding amount. In this instance, a new deadline period of 15 calendar days will be established to settle the total outstanding amount
- **Total or partial non-payment** of tuition fees after the deadline set out in the previous paragraph shall lead to suspension of students' rights and, where applicable, **cancellation of all academic services**, without any right to a refund. Moreover, **the unpaid amount will remain outstanding** and, until it is fully paid, students are not able to carry out or request any procedure at the university, e.g. the issuance of transcripts or degree certificates, arranging academic records be transferred, or any other service
- **Overseas students** over the age of 18 (except for EU students or those from countries where the EU system applies) **who do not have residency status at the start of the academic year** must pay a **30% surcharge** on the public fees for academic services.

### Enrolment Amendment

- Students may amend their enrolment **up to six days after the start of academic activities in the first semester** and apply any tuition fee exemption they failed to indicate during enrolment
- In turn, they may amend their enrolment up to six days after the start of academic activities in the second semester, provided the centre authorises it

- **Please be aware that you may not reduce the total number of enrolled credits**, except where the class load is equal to or above 100% for the year with the highest credit load on the programme, or [where enrolment is cancelled](#) in accordance with the conditions set out in current Academic Regulations.

## Enrolment Cancellation

- Cancellation may be full or partial, and either automatic or at the [student's request](#) due to a sudden change in circumstances. The deadline is up to 30<sup>th</sup> November for first-semester subjects, and up to 30<sup>th</sup> April for second-semester and annual subjects. Full cancellation leads losing student status
- In no way shall enrolment cancellation due to a sudden change in circumstances lead to a refund of enrolment admin fees. Refunds for subject credits will be subject to the date of the enrolment cancellation request
- Partial enrolment cancellation for grantholder students shall lead to the grant application being reviewed. In turn, full cancellation shall entail refusal of the grant application. In any event, students shall be liable for any relevant fees due to this procedure.

## Grantholder Status

- In order to have [grantholder status](#), students must indicate this in their enrolment and **have applied for the corresponding grant over the Ministry of Education's e-services portal**. Where the **grant is not then awarded** or is withdrawn, **students are obliged to pay the total amount** for their enrolment within ten calendar days after notification of refusal or publication of the final grant refusal decision. Otherwise, the above conditions regarding non-payment of tuition fees shall apply
- Students with grantholder status must enrol for a minimum of 30 credits to be eligible for a partial grant and for a minimum of 60 credits to be eligible for a full grant.

## Social Security Number (NUSS)

- Students who are going to undertake a paid or unpaid [external placement](#) need to [be included in the social security system](#)
- They must provide their social security number (NUSS) over their Acadèmic profile when they enrol, or at any other time before starting the placement. Failure to do this will lead to students not being able to undertake their placement.

## Conditional Enrolment

- Students who are admitted to master's programmes with conditional enrolment will not be awarded their master's degree if they fail to pass their undergraduate degree programme beforehand. Likewise, conditional enrolment may affect the criteria for awarding general grants from the Ministry of Education or add other requirements to request them.

## Accrediting Documents

- Students must submit their original entry and admission documents, as well as accredit their identity and the conditions stated on their enrolment within the set deadline. Failure to do this may lead to their academic rights being suspended and, where applicable, automatic enrolment cancellation, without any right to a refund
- Before they can request their academic transcript, students must submit their original entry and admission documents
- Where any fee exemption status is selected but not accredited within the set deadline, the status shall be automatically removed from enrolment and the fees adjusted for students to make their enrolment effective. Check current public fee [exemptions and discounts](#).

## Avoiding Plagiarism

- In accordance with the UIB's commitment to transparency and quality, all master's theses submitted on any degree programme may be verified through the relevant **plagiarism service**. Likewise, lecturers for other subjects may choose to verify other student work and documents through this tool.

## Enrolment Commitment

When formalising their enrolment, students accept:

- Enrolment implies undertaking a commitment to be **actively and co-responsibly involved** at the university, know the institution and **respect the [rules approved through regulatory procedures](#)**
- The UIB will **create their student profile**, based on details provided by students and collected by the university, with a view to offering quality services and individual guidance

- They will contact admin services to amend their **personal and birth details** where they do not match their ID document exactly
- The UIB's protocol to ensure [compliance with appropriate health and safety standards](#)
- The additional basic information on [data protection for processing activities related to student enrolment and academic records](#)
- They will comply with the UIB's [Code of Integrity](#) that sets out the ethical principles underpinning best practice amongst UIB service staff and students when undertaking their respective activities
- They will comply with the UIB's [rules of peaceful and respectful coexistence](#)
- The consequences that may arise from [conduct that constitutes academic fraud and contravenes the Code of Integrity in assessment procedures](#)
- The **specific rules for practical sessions** on undergraduate and master's programmes at the University of the Balearic Islands
- The teaching planning may be **modified due to the health conditions** in force for the academic year where they enrol.