Terms and Conditions

Master's and Postgraduate Degrees

Barcelona and Madrid

ELISAVA

Academic Year 2027–2028

1 September 2027 to 31 July 2028

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This document sets out the general terms and conditions for Elisava's master's and postgraduate programs. The academic details, specific requirements, language, duration, and price of each program are listed in its program information sheet.

1. Prior Degree Requirements for Program Access

1.1 ACCESS WITH PRIOR UNIVERSITY DEGREE

To access a university-specific professional Master's or Postgraduate degree, you must prove you hold an official equivalent university-level degree. We accept the following profiles:

- **University Degrees**: Bachelor's degree (Grado), Licentiate (Licenciatura), Architecture, Engineering, Diploma (Diplomatura), Technical Architecture, or Technical Engineering.
- **Design Degrees**: Higher Degree in Design (240 ECTS) from schools dependent on regional governments, Higher Graduate in Design from centers affiliated with universities, or higher-level training cycles equivalent to a university Bachelor's or Diploma.
- **International Degrees**: University Licentiate degrees with a minimum study plan of 180 ECTS (e.g., Licence in France, Laurea Triennale or Diploma Accademico di Primo Livello in Italy).

If you hold none of the qualifications listed above, you may apply under section 1.2.

1.2 ACCESS WITHOUT PRIOR UNIVERSITY DEGREE

Applicants without a prior university degree may be admitted on the basis of documented professional experience in the program's field. The Program Director assesses that experience based on the applicant's CV. Those who complete and pass the program receive a University Specialization Certificate in place of a master's or postgraduate degree.

1.3 ACADEMIC AND LANGUAGE REQUIREMENTS

To guarantee your academic success in the program, it is essential that you master the language in which the course is taught. This implies your ability to understand, speak, read, and write in said language, as it is fundamental for active participation in classes, completing assignments, and passing evaluations.

Although Elisava does not require an official language certificate during admission, you may submit a recognized English qualification (IELTS, TOEFL, Cambridge English, PTE Academic) or Spanish qualification (DELE, SIELE) as evidence of proficiency. It is your responsibility to ensure you have the language skills needed to follow the program.

1.4 ACADEMIC DEGREES AND CERTIFICATES

Satisfactory completion of studies corresponding to lifelong learning programs entitles you to obtain the University Specific Degree issued by the University of Vic –Central University of Catalonia (UVic-UCC).

If you have a prior University Degree

Upon finishing and passing the training program, you will receive, depending on the program taken, the Master's or Postgraduate Degree issued by UVic-UCC.

If you do not have a prior University Degree

Once the course is finished and passed, you will receive a University Specialization Certificate issued by UVic-UCC.

1. Prior Degree Requirements for Program Access

1.5 ACADEMIC INFORMATION ON CONTINUING EDUCATION DEGREES

Regulatory Framework and Degree Classification

The **Master's Degrees in Continuing Education** (60 ECTS) and the **Postgraduate Diplomas – Diplomas of Specialization** (30 ECTS) offered by the Elisava Faculty of Design and Engineering at UVic-UCC are university-specific programs in lifelong learning education. Their structure and certification fully comply with current Spanish regulations governing non-official university degrees.

- **Spanish Universities Act 2/2023 (LOSU)**: Article 3 (sections f and h) affirms the **autonomy of universities to create and award their own academic programs** and qualifications that fall outside the category of official degrees.
- **Royal Decree 822/2021**: Articles 36 and 37 define the organization of **university continuing education programs** aimed at professional specialization and knowledge enhancement.
- **UVic-UCC Internal Regulations**: These programs are governed by Article 2.1.1 of the university's internal rules on **university-specific programs**.

Academic Purpose and Study Pathway

In accordance with national regulations, these programs are designed to **promote professional development** through advanced training and specialized competencies.

- **Access to PhD programs**: As these qualifications are not official research-oriented master's degrees, **they do not grant eligibility for admission to doctoral studies** within the Spanish university system.
- **Institutional validity**: All programs are reviewed and **approved by UVic-UCC's Commission for Academic Validation and Accreditation in Continuing Education**. The certificates are officially issued and signed by the Rector of the University.

Quality Assurance and International Recognition

To ensure clarity for international students:

- All curricula are designed to **align with the principles of the European Higher Education Area (EHEA)**.
- Elisava applies **rigorous internal quality assurance processes** equivalent to those used in its official university qualifications, ensuring academic solidity and evaluative consistency.
- **Recognition of these programs for academic or professional purposes** depends on the criteria of the receiving institution, company, or organization, taking into account the excellence and reputation of the awarding institution.

2. Admission Process

2.1. DEADLINES FOR APPLICATION

A. Courses starting in September
International students (Non-EU citizens):

Until 15 May

Students from the EU, Iceland, Liechtenstein, Norway, or Switzerland:

Until 31 August

B. Courses starting in February
International students (Non-EU citizens):

Until 15 November

Students from the EU, Iceland, Liechtenstein, Norway, or Switzerland:

Until 31 January

- Application will remain open while spots are available.
- If you are an international student and already have an approved visa, you may apply after the deadline.

2.2. APPLICATION REQUEST

To start your application process for the program, you must complete the following steps through the Admissions Portal:

1. Complete your personal data

Access the application form and provide your personal contact information accurately.

2. Attach required documentation

You must present **all documentation in the language the selected course** is taught in, and it must be in **PDF** format. Mandatory documents are:

- **Curriculum Vitae**: Document summarizing your academic and professional trajectory (PDF).
- **Motivation Letter**: Text expressing your reasons for taking the program, your goals, and how it relates to your profile (PDF, max. 1 page).
- **Identity Proof:**
  - Spanish nationals: **DNI** (PDF).
  - EU nationals: **Valid ID card or passport** (PDF).
  - International students: **Valid passport** (PDF).
- **Book/Portfolio**:

All programs require a portfolio reflecting your experience, skills, and creativity in the field of study (PDF). Alternatively, you may include a **link to a personal website** hosting your portfolio.

2. Admission Process

If you do not have a book or portfolio and wish to apply for any of the programs listed below, you may present a selection of academic or professional work as an alternative.

- Máster en Branding
- Máster en Diseño y Infancia
- Máster en Diseño de Producto
  - Diploma de Postgrado en Concepto de Producto
  - Diploma de Postgrado en Desarrollo de Producto
- Master´s Degree in Human Interaction and Artificial Intelligence
- Master's Degree in Design for Responsible Artificial Intelligence
- Master's Degree in Design Beyond Product(s)
- Master's Degree in Advanced Design Management
- Master's Degree in Business Design
  - Postgraduate in Trends Research and Futures
  - Postgraduate in Business Innovation and Design

Access to the Admissions Portal and Tracking Your Application

Once you finish the application process, the system will automatically generate **a username and password** allowing you to track your candidacy on our website.

These details will also be sent via email. If you do not receive them, please contact the admissions team at: masters@elisava.net

You can check the status of your application at any time through the Admissions Portal. To ensure the security and confidentiality of your data and the correct identification of your application, please use only the email address registered in your application when contacting Elisava.

2.3. PAYMENT OF THE APPLICATION FEE

Before you pay the application fee, Admissions will review your documents to check that they meet the program requirements. If everything is in order, you will receive a confirmation email and the option **to pay the 500€** application fee will become available in your Admissions Portal.

Remember that your application will not be evaluated until the payment of the application fee is confirmed.

2.4. SELECTION AND ADMISSION

Once we receive your application fee payment, the admission process will take approximately **20 business days**. This period may be extended if the Program Management decides to evaluate applications in groups rather than individually.

During the process, the following situations may occur:

- **If your application is not accepted**, our team will contact you to explore other training alternatives that fit your profile.
- **If the documentation you presented is insufficient**, we will contact you to request additional information or a more complete portfolio to allow for proper evaluation.
- **If you are admitted**, you will receive an official notification via email with your Offer of Admission.

2. Admission Process

2.5. ENROLLMENT FEES (TUITION)

Once you receive the **official admission communication** via email, you may proceed with the tuition payment. The number of installments available (one, two, or three) depends on the type of program (master's or postgraduate) and the time between admission and the course start date.

Amounts and due dates will be detailed in your Offer of Admission.

To confirm your place in the program, you must make the first tuition payment. Once this payment is made, you will receive the **Letter of Admission**, the document certifying your admission in the course.

This letter includes all necessary information for visa processing, if required.

2.6. FORMS AND METHOD OF PAYMENT

Payment Methods

All payments must be made exclusively through the Admissions Portal using:

- Credit or debit card.
- Bank Transfer

Bank Information for Transfers:
Bank: Santander S.A.
Address: Passeig de Gràcia, 5, 08007 Barcelona
SWIFT/BIC: BSCHESMMXXX
IBAN: ES55 0049 1806 9121 1198 9710
Account Holder: Fundació Privada Elisava Escola Universitària

Once the **first tuition payment has been confirmed**, you will receive **the official admission letter** by email, which **confirms your place in the program**. This email will also include detailed **instructions to complete the enrollment process**.

2. Admission Process

Single Payment

If you prefer to pay in full upfront, you can take advantage of our early payment option. This allows you to get a 4% discount on your program fee, even if you already have another discount applied.

Please keep in mind that this discount is only valid for payments made in a single installment within thirty (30) calendar days after you are admitted. Your spot in the program will be confirmed as soon as we receive your payment.

Installment Payments

The installment payment plan and the number of payments available to you will depend on your admission date and the type of program you're joining.

The exact due dates and the amounts for each payment will be clearly outlined in your admission offer.

September intake admission before 15 June	**Master's**: 3 equal installments. **Postgraduate**: 2 equal installments.
February intake admission before 15 November	**Master's**: 3 equal installments. **Postgraduate**: 2 equal installments.
Admission after the dates above	**Master's**: 2 equal installments. **Postgraduate**: single payment.

Discounts

Elisava offers specific discounts linked to its academic community and scholarship programs to recognize students' achievements and encourage continued education.

Alumni Bold Discount

Students in the Alumni Bold category are eligible for a 15% discount on the program fee.

To request it:

- check the corresponding box when applying, or
- communicate it in writing to **masters@elisava.net** before the Letter of Admission is issued.

Discounts cannot be applied retroactively once the admission offer is issued.

The early payment discount applies under the conditions set out in the relevant section.

2. Admission Process

2.7. IN-PERSON ENROLLMENT

Academic enrollment takes place in person at the campus where the program is taught so that Elisava can verify the authenticity of your documents and confirm that you meet the entry requirements.

Choose an appointment in the Admissions Portal, which normally opens for bookings one month before the course starts. Check your Letter of Admission and the appointment instructions for the exact date and location. If you are unsure when you will arrive, tell Admissions before booking.

You can book an in-person enrollment appointment only if you are up to date with your financial obligations to Elisava under the payment schedule set during admission.

Elisava may deny, postpone, or cancel the appointment after notifying you if any overdue payment remains outstanding. This measure does not by itself result in the loss of your place.

2.8. WAITING LIST

When all available spots in a Master's or Postgraduate program have been assigned, a waiting list will be enabled. Applications registered on this list will have the possibility of accessing spots that eventually become vacant.

Access to the Waiting List:

The waiting list includes applicants who were offered admission, but could not secure a spot because the program reached capacity before they confirmed

Once you are on the waiting list:

- Priority is based on the date you paid the application fee. If payment dates are the same, the application registration date determines priority.
- You will be informed via the Admissions Portal and email.
- Admission confirmation will only occur when a spot opens up; therefore, there is no defined notification date.
- You must wait for notification of an opening, which depends on the availability of places.

If you have not been secured a place by the program start date, Elisava will refund all amounts paid, including the application fee, within [30] calendar days.

2.9. PRE-ADMISSION REQUEST FOR THE NEXT ACADEMIC YEAR (2028/29)

If you intend to apply for a scholarship to study in September 2028 or February 2029, you must request pre-admission by writing to: admissions@elisava.net.

Include:

- Institution where you will apply for the scholarship.
- Date you could start (September 2028 or February 2029).

If admitted, you will receive a Pre-admission Letter. This procedure requires no payment until you formally apply for the corresponding academic year.

3. Refunds

Amounts paid will be refunded only in the following cases:

3.1. NON-ADMISSION FOR ACADEMIC REASONS

If your candidacy is not accepted after the academic evaluation process.

3.2. COURSE CANCELLATION BY ELISAVA

Elisava reserves the right **to cancel or suspend a program up to 60 calendar days** before the scheduled start date if the minimum number of participants required to guarantee academic and operational viability is not reached.

In such circumstances, **the institution assumes no obligation other than the full refund of amounts paid** by you, including application fees and tuition payments made to date.

The refund will be made via bank transfer, and deadlines and procedures will be communicated directly to you via the Admissions Portal and email.

3.3. DENIAL OF STUDENT VISA

If you need a visa or a stay authorization to attend the program and your application is denied, you may request a refund of the amounts paid. You must show that you applied on time, submitted all required documents, and met all applicable regulatory requirements.

No refund will be issued if the denial results from your failure to meet any of these requirements, including failure to demonstrate sufficient funds, incomplete documentation, late submission, or any other circumstance attributable to you.

3.4. DENIAL OF SCHOLARSHIP OR EDUCATIONAL LOAN

If your participation depends on obtaining a scholarship, financial aid, or an educational loan to cover tuition, you may request a refund **at least 60 calendar days before the program starts**.

This applies only if you applied within the prescribed deadlines and met the funding provider's requirements. For scholarships or educational loans, you must also provide evidence of your application for the aid, scholarship, or loan.

3.5. VOLUNTARY WITHDRAWAL

If you decide to withdraw from the program, you may request cancellation by notifying Admissions in writing at least 60 calendar days before the program starts. In these cases, Elisava will refund 80% of the tuition paid. The application fee is non-refundable.

3. Refunds

3.6. ANTI-MONEY LAUNDERING (AML)

In accordance with applicable international rules on anti-money laundering and counter-terrorist financing, refunds of tuition or academic fees paid from abroad will be made only to the bank account or electronic payment method used for the original transaction.

3.7. CREDIT FOR FUTURE ENROLLMENT

If these terms do not provide for a refund, amounts paid will be held as credit in the student's favor for up to two (2) years. The student may use this credit for future enrollment in an in-person program at Elisava, subject to the rules in force at that time.

The credit is applied as a payment toward the new enrollment and is non-refundable. If you request a refund for the new intake, only payments made specifically for that intake may be refunded, subject to the terms in force. Any credit applied remains non-refundable and retains its original two-year expiry date.

3.8. FAILURE TO MEET PAYMENT DEADLINES

Students must pay each tuition installment by the due date shown in their offer of admission. If you miss an installment, Elisava will notify you by email within 10 days of the due date. If payment is still outstanding after a further 15 calendar days, Elisava will cancel your enrollment.

Cancellation means that you lose your place and access to the program, its resources and services. Amounts already paid are subject to section 3.7. Overdue installments remain payable for services already provided.

- If you enter Spain with a visa different from the one corresponding to the program for which you were admitted to Elisava, **and you request a visa change or extension that is ultimately denied by the Immigration Office, no refund of the amounts paid will be issued**.
- Once the program has begun (on the date indicated in the admission letter), **no refund conditions will apply**.
- Students who submit their application after the established deadline (indicated in section 2.1) do so under their own responsibility, understanding that no refund conditions will apply.

4. Enrollment Documentation

You must finalize enrollment in person on the dates indicated in your admission letter:

- **Campus Barcelona:**
two weeks before the course start.

- **Campus Madrid:**
in the same week as the course start.

4.1. ACADEMIC DOCUMENTATION AND IDENTITY VERIFICATION

Identity Verification

The following documents are valid:

- Photocopy of valid DNI (Spanish or EU nationals).
- Photocopy of valid Passport (all nationalities except Spanish).

Academic Documentation

If you have a prior university degree granting access, **you must present the corresponding documentation at the Academic Management office on the day of in-person enrollment**.

The required documentation varies depending on the student's country of origin and academic level. **Documents are accepted only in Spanish, Catalan, English, French, Italian, or Portuguese**. If the language of the bachelor's degree diploma or academic transcript (including the text or notary stamp on certified copies) is different from those listed above, an official sworn translation of these documents into Spanish or English will also be required.

If you **do not submit this documentation at the required time**, even if you meet the academic admission requirements, **you will not be eligible to obtain the master's or postgraduate degree**.

Instead, upon completing and passing the program, you will receive a **University Specialization Certificate** issued by UVic-UCC.

4. Enrollment Documentation

Requirements by Profile:

4.1.1. Degree Obtained in Spain

Students with a university degree: bachelor's degree, licentiate degree, Architecture, Engineering, diploma, Technical Architecture, Technical Engineering.

Original degree or a certified copy issued by a notary or by the university that issued the degree. If the degree is still being processed, the certificado sustitutorio del título (CST) of the bachelor's degree will be accepted.

Students with any of the following degrees: Higher Degree in Design with 240 ECTS from schools under regional autonomous governments; Advanced Design Diploma from a center affiliated with a university; higher vocational training qualification equivalent to a bachelor's degree or a university diploma.

Original degree or a certified copy issued by a notary or the school that issued the degree. If the degree is still being processed, the certificado sustitutorio del título (CST) of the bachelor's degree will be accepted.

Official academic transcript (original) or a certified copy issued by a notary or by the institution that issued the transcript.

4.1.2.Degree Obtained in European Union Member Countries

Only bachelor's university degrees with a minimum of 180 ECTS are accepted (e.g., Licence in France and Laurea Triennale or Diploma Accademico di Primo Livello in Italy). Master's degrees are not accepted.

Original bachelor's degree or a certified copy issued by a notary or by the Spanish consulate in the country where the degree was issued.

Official academic transcript or a certified copy issued by a notary or by the Spanish consulate in the country where the degree was issued.

The **European Diploma Supplement (EDS)** is also accepted. The academic transcript must include a list of completed courses, earned credits, grades obtained, and the academic years or semesters during which the courses were taken.

4. Enrollment Documentation

4.1.3. Degree Obtained in Non-EuropeanUnion Countries

Bachelor's degrees and academic transcripts **must be legally certified through diplomatic channels in the country** where the degree was issued. Only university bachelor's degrees with a minimum of 180 ECTS are accepted. Master's degrees are not accepted.

Original bachelor's degree or a certified copy issued by a notary or by the Spanish consulate in the country where the degree was issued.

Official academic transcript or a certified copy issued by a notary or by the Spanish consulate in the country where the degree was issued. The transcript must include a list of completed courses, earned credits, grades obtained, and the academic years or semesters during which the courses were taken.

An original letter, duly signed and stamped by the university that issued the degree, certifying that the degree is valid for admission to a master's or postgraduate program in the country of origin.

Member Countries of the Hague Convention	The Hague Apostille is accepted. To find member countries and competent authorities, please consult this link.
Non-Member Countries	Both your degree and your academic transcript must be legalized with the following stamps: ▪ Spanish Consulate in the country where the degree was issued. ▪ Ministry of Foreign Affairs in the country where the degree was issued. ▪ Ministry of Education in the country where the degree was issued.

The Hague Apostille is a simplified method of legalizing documents for the purpose of verifying their authenticity within the field of private international law. Physically, it consists of a sheet attached (affixed to the reverse side or as an additional page) to the documents, which the competent authority stamps on a copy of the public document. This apostille is an official procedure that certifies the authenticity of public documents issued in a member country of the Hague Convention, and allows them to be considered valid in other signatory countries, such as Spain.

4.1.4. Students without University Degree

If you do not have an official university degree and have been admitted, on the day of in-person enrollment you must **sign a declaration** confirming that you understand you will receive **a University Specialization Certificate instead of a master's degree** upon completing and passing the program.

In this case, you will only need to submit the identity verification documentation indicated in section 4.1.

5. Additional Information

5.1. Study Visa

International students must use their official Letter of Admission to apply for the relevant study authorization or visa, subject to the requirements and decisions of the competent administrative or consular authority. Elisava provides the academic documents it is responsible for issuing. Students handle their individual visa applications.

Students must begin the visa process as soon as they receive their Letter of Admission and at least 60 days before the program starts. They must inform Admissions when they submitted their visa application and keep Elisava informed of any relevant developments or requests.

5.2. Delayed Arrival and Start of Studies

If your visa decision or arrival in Spain is delayed, inform Admissions immediately and provide evidence of your application status when requested.

As a general rule, where the program allows it, Elisava may authorize you to start attending in person within fifteen (15) calendar days of the course start date. After that period, continuation of your admission is subject to an individual academic and administrative assessment.

While awaiting your visa decision, you may not attend teaching activities remotely or participate by other means.

If you cannot start within the stated period, Elisava may consider transferring your admission to a later intake and will inform you of the academic and financial conditions applicable at that time.

A delay in obtaining a visa does not in itself constitute a formal visa denial or automatically entitle you to a refund. The current terms of enrollment and cancellation apply.

5.3. Course Attendance

Attendance is recorded through the program's attendance system. To pass, you must attend at least 80% of the in-person sessions and pass the relevant activities, projects, and assessments. Medical absences require adequate supporting documentation. Visits, workshops, external academic activities, and other compulsory program activities count toward attendance and assessment requirements.

Opportunities to make up failed subjects, assessments, or projects are governed by the academic regulations and by each program's specific procedures, including any applicable costs.

Absences resulting from delays in applying for, processing, obtaining, or renewing a visa, residence permit, or any other administrative authorization required to attend are unexcused. Students must begin these processes early enough to join the program on the scheduled start date and meet the minimum attendance requirements. Elisava cannot grant an academic waiver, extraordinary make-up opportunity, or attendance exception for this reason.