

ENROLMENT RULES AND REGULATIONS

CHARM-EU
Academic year 2025-2026

Master in Global Challenges for
Sustainability
(120 ECTS)

Version 5.1 May 2025

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1. GENERAL PROVISIONS

1.1 Scope of application

These regulations apply to all candidates enrolling for the academic year 2025-2026 for the Master in Global Challenges for Sustainability (120 ECTS) organised by CHARM-EU.

1.2 Enrolment competence

All students will be enrolled and considered for administrative purposes as full-time students in each of the participating universities¹, and in the first instance in the Universitat de Barcelona (UB), as coordinator and legal representative for CHARM-EU.

The significant data needed to enrol students in every institution will be provided by the UB, who is responsible for the enrolment system. All exchange of information and data will 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 Privacy Statement before starting the enrolment 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 is 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 2025-2026	Academic year 2026-2027
EU/EEA student(*)	5000 €	2500 €	2500 €
Non-EU/EEA student	24000 €	12000 €	12000 €

(*) EU/EEA Student tuition fees apply to students with nationality or permanent residence permit in European Union and European Economic Area countries, Andorra and Switzerland. The supporting document must be valid at the time of the enrolment.

Remarks on tuition fees:

- 1. Additional top-up for students starting Phase 1 at Utrecht University (UU):** Due to national legislation, EU/EEA students starting Phase 1 in academic year 2025-2026 at Utrecht University will have to pay an additional top-up of 101 € for their first year of

¹ University of Barcelona (UB), Trinity College Dublin (TCD), Utrecht University (UU), Eötvös Loránd University Budapest (ELTE), University of Montpellier (UM), Åbo Akademi University (AAU), Julius-Maximilians-University Würzburg (JMU), Ruhr West University of Applied Sciences (HRW) and the University of Bergen (UiB).

studies and an additional fee for their 2nd year of studies in year 2026-2027 (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. Students need to pay this top-up directly to Utrecht University.

2. Applicants enrolled in a French higher education institution in the academic year preceding the enrolment of the first year of the master's degree:

- EU/EEA students: tuition fees waiver.
- Non-EU/EEA students: reduction of tuition fees for the same amount corresponding to EU/EEA students. Non-EU/EEA students will have to pay the remaining amount.

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 and it is deducted from the fees for the academic year 2025-2026.

Students who are exempt from paying tuition fees due to the receipt of a grant will be refunded the 300€ deposit after enrolment 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 ENROLMENT PROCEDURE

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

3.1 TIMELINE

Candidates should register as soon as they have the necessary documents to prove they meet the requirements, so they can complete their enrolment according to the timeline below:

Main period (*)	Second half of May	Tuition fee payment 2 nd /3 rd week of July
Extraordinary periods	Second/third week of July	Tuition fee payment 2 nd /3 rd week of July
	Last week of August	Tuition fee payment last week August

(*) For all students who can prove the fulfilment of the admission requirements in May.

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

3.2 ENROLMENT

3.2.1 Enrolment model

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

- 1st academic year (2 semesters, 60 ECTS): Phase 1 (30 ECTS) and Phase 2 (30 ECTS)
- 2nd academic year (2 semesters, 60 ECTS): Phase 3 (30 ECTS) and Phase 4 (30 ECTS)

3.2.2 Enrolment application

Admitted candidates apply for enrolment through the University of Barcelona (UB) enrolment system. The UB will share the student data with the other partner Universities participating in the programme for enrolling them 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 who enrol the 1st academic year of the master must have submitted the following documentation before enrolment:

1. Valid ID/Passport and, if applies, permanent residence permit (scanned 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).
4. English language certificate LEVEL C1 in all skills or document proving cause of exemption. (referred in the [Admission Rules and Regulations](#)).
5. Civil liability insurance certificate valid for the academic year.
6. Health insurance certificate or European Health Insurance Card (EHIC).
7. French students: national service situation certificate (attestation JDC ou JAPD).
8. Depending on the final allocation of the student, other documents could be required.

Translations:

Academic documents are required in any of the CHARM-EU universities official languages in the universities participating in the masters (Catalan, Spanish, English, Dutch, Hungarian, French, Swedish, Finnish, German and Norwegian). In case the academic documents are not issued in one of these languages, they must be translated by a sworn translator into English before enrolment.

Legalizations:

For certified copies of diplomas and academic transcripts from EU/EEA countries or signatories of a bilateral agreement with the European Union, legalization is not required. However, the documents provided must be official and issued by the competent authorities, in accordance with the legal system of the country concerned.

Legalizations are required for academic documents issued by institutions outside of the EU/EEA countries.

For the second academic year, the students must submit a valid ID/Passport and, if applies, residence permit, civil liability insurance renewal and Health insurance certificate or European Health Insurance Card (EHIC) updated.

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

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 distinguished:

1. The standard procedure: Students enrol on-line and obtain an enrolment receipt with the amount and deadline to make the payment.
2. Procedure for students with tuition fee waiver: Students enrol on-line and obtain an enrolment 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.
- EU/EEA Students enrolled in a French higher education institution in the academic year preceding the enrolment for the first year of the master's degree.
- Other grants awarded by countries, universities or institutions for the specific purpose of covering tuition fees by making the payment directly to the UB or the partner institutions.

Non-EU/EEA students enrolled in a French higher education institution in the academic year preceding the enrolment of the first year of the master's degree have a reduction of tuition fees, as stated in the section 2, Remarks on tuition fees.

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 enrolment 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 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 may vary in each university. The [Student Service Policy](#) includes the principles for providing high quality services throughout the student journey.

3.5. COMPULSORY INSURANCE

Students are responsible for having an appropriate and valid health, accident, travel, third party liability and if applicable, personal liability insurance cover for the complete programme.

4 ECONOMIC CONSEQUENCES 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.

Enrolment will be terminated if the student does not meet all the requirements by the deadline set by CHARM-EU or if the student fails 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 enrolment, 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 enrolment process.
- Effective date: These Regulations take effect on 16 May 2025.

Related Documents

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

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

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

Approvals:

- Programme Board validation (8th of May 2025)
- Academic Council approval (15th of May 2025)