

## Master's Degree in Business, Product and Service Management

### MUGEPS ITINERARIES (UPV students)

The Master's Degree in Business, Product and Service Management (UPV) is a 90 ECTS master with the possibility to obtain a double degree (100 ECTS) with Ansbach University of Applied Sciences (Master's Degree in International Product and Service Management).

Be aware that a **minimum of 70% attendance** to the UPV Master's degree **is mandatory**.

There are 4 possible itineraries as a UPV student, depending on if you are willing to obtain just the UPV Master's degree or the double degree and whether you want to start your master in the Spring semester or in the Fall semester:

- **Itinerary 1:** UPV Master's degree starting in the Fall semester (September)
- **Itinerary 2:** UPV Master's degree starting in the Spring semester (February)
- **Itinerary 3:** Double Master's degree UPV-Ansbach starting in the Fall semester (September)
- **Itinerary 4:** Double Master's degree UPV-Ansbach degree starting in the Spring semester (February)

**ITINERARY 1- UPV Master's degree starting in the Fall semester (September)**

YEAR/SEMESTER	UPV	ANSBACH
1st / FALL (Sept-Dec)	<p><b>Intensification in services (15 ECTS)</b></p> <p>31982 Gestión participativa (<i>in Spanish</i>) 5</p> <p>31985 New trends in service strategies 5</p> <p>31984 Senior management and information technologies 5</p> <p><b>Research Methodologies complements (3 ECTS)</b></p> <p>32257 Research methodologies 3</p> <p><b>Management complements (12 ECTS) or Curricular internship (12 ECTS) *</b></p> <p>34927 Emprendimiento tecnológico (<i>in Spanish</i>) 3</p> <p>34529 Managerial University companies knowledge transfer 3</p> <p>34928 Methods and tools for business decision making 3</p> <p>34926 Operations management 3</p> <p>Curricular internship* 12</p> <p><b>TOTAL 30</b></p>	
1st / SPRING (Feb-Jun)	<p><b>Compulsory module (30 ECTS)</b></p> <p>31851 Innovation Management 2,5</p> <p>31852 New Product Development 2,5</p> <p>31853 Service and Sales 2,5</p> <p>31854 Logistics 2,5</p> <p>31855 Product Project 20</p> <p><b>TOTAL 30</b></p>	
2nd / FALL (Sept-Dec)	<p>31986 Master thesis / TFM 30</p>	
<b>Total number of ECTS</b>	<b>90</b>	<b>0</b>

\* Choose between Management complements (12 ECTS) or Curricular internship (12 ECTS).  
Please review first the area in this document about curricular and extracurricular internships before you decide.

Be aware that this itinerary allows you to change to the Double degree (Itinerary 3) at the end of the first academic year. If you change to Itinerary 3 you will be completing 15 ECTS more than it is required, but these credits cannot be diminished in the Ansbach part of program.



**ITINERARY 3a- Double Master's degree UPV-Ansbach starting in the Fall semester (September)**

YEAR/SEMESTER	UPV	ANSBACH
1st / FALL (Sept-Dec)	<p style="text-align: right;"><u>ECTS</u></p> <p><b>Research Methodologies complements (3 ECTS)</b> 32257 Research methodologies 3</p> <p><b>Management complements (12 ECTS) or Curricular internship (12 ECTS) *</b> 34927 Emprendimiento tecnológico (<i>in Spanish</i>) 3 34529 Managerial University companies knowledge transfer 3 34928 Methods and tools for business decision making 3 34926 Operations management 3 Curricular internship* 12 <b>TOTAL 15</b></p>	
1st / SPRING (Feb-Jun)	<p style="text-align: right;"><u>ECTS</u></p> <p><b>Compulsory module (30 ECTS)</b> 31851 Innovation Management 2,5 31852 New Product Development 2,5 31853 Service and Sales 2,5 31854 Logistics 2,5 31855 Product Project 20 <b>TOTAL 30</b></p>	
2nd / FALL (Sept-Dec)		<p style="text-align: right;"><u>ECTS</u></p> <p><b>Intensification in product technology (15 ECTS)***</b> Introduction to Chemistry and Physics for Non-Scientist 5 34461 Chemical and biotechnological products and production processes 5 34462 Computer simulation technologies and control engineering 5 34800 Food technology 5 35132 Plastic processing technology 5 Project**** 5</p> <p><b>Ansbach complements (10 ECTS)***</b> 32990 Business excellence 5 34464 Cross-cultural management and communication 5 32983 E-business 5 34930 Introduction to quality management 5 34465 Lean production manufacturing excellence 5 32244 Project management 5 Data science and empirical research in business Economics 5 Project**** 5 <b>TOTAL 25</b></p>
2nd / SPRING (Feb-Jun)		<p style="text-align: right;"><u>ECTS</u></p> <p>Master thesis / TFM 30</p>
<b>Total number of ECTS</b>	<b>45</b>	<b>55</b>



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**ADE**  
Facultat d'Administració  
i Direcció d'Empreses /UPV

*\* Choose between Management complements (12 ECTS) or Curricular internship (12 ECTS). Please review first the area in this document about curricular and extracurricular internships before you decide.*

*\*\*\* Choose several courses to cover the required workload of ECTS. Be aware that there might be some changes in the courses offered each year.*

*\*\*\*\* Subject that can be selected for the focus or the elective module*

**ITINERARY 3b- Double Master's degree UPV-Ansbach starting in the Fall semester (September)**

YEAR/SEMESTER	UPV	ANSBACH
1st / FALL (Sept-Dec)	<p style="text-align: right;"><u>ECTS</u></p> <p><b>Research Methodologies complements (3 ECTS)</b> 32257 Research methodologies 3</p> <p><b>Management complements (12 ECTS) or Curricular internship (12 ECTS) *</b> 34927 Emprendimiento tecnológico (<i>in Spanish</i>) 3 34529 Managerial University companies knowledge transfer 3 34928 Methods and tools for business decision making 3 34926 Operations management 3 Curricular internship* 12 <b>TOTAL 15</b></p>	
1st / SPRING (Feb-Jun)	<p style="text-align: right;"><u>ECTS</u></p> <p><b>Compulsory module (30 ECTS)</b> 31851 Innovation Management 2,5 31852 New Product Development 2,5 31853 Service and Sales 2,5 31854 Logistics 2,5 31855 Product Project 20 <b>TOTAL 30</b></p>	
2nd / FALL (Sept-Dec)		<p style="text-align: right;"><u>ECTS</u></p> <p><b>Intensification in product technology (15 ECTS)***</b> Introduction to Chemistry and Physics for Non-Scientist 5 34461 Chemical and biotechnological products and production processes 5 34462 Computer simulation technologies and control engineering 5 34800 Food technology 5 35132 Plastic processing technology 5 Project**** 5</p> <p><b>Ansbach complements (15 ECTS)***</b> 32990 Business excellence 5 34464 Cross-cultural management and communication 5 32983 E-business 5 34930 Introduction to quality management 5 34465 Lean production manufacturing excellence 5 32244 Project management 5 Data science and empirical research in business Economics 5 Project**** 5 <b>TOTAL 30</b></p>
2nd / SPRING (Feb-Jun)		<p style="text-align: right;"><u>ECTS</u></p> <p>Master thesis / TFM**** 30</p>
<b>Total number of ECTS</b>	<b>45</b>	<b>60</b>



*\* Choose between Management complements (12 ECTS) or Curricular internship (12 ECTS). Please review first the area in this document about curricular and extracurricular internships before you decide.*

*\*\*\* Choose several courses to cover the required workload of ECTS. Be aware that there might be some changes in the courses offered each year.*

*\*\*\*\* Master thesis can be done either at the UPV or at Ansbach*

*\*\*\*\* Subject that can be selected for the focus or the elective module*

**ITINERARY 4- Double Master's degree UPV-Ansbach degree starting in the Spring semester (February)**

YEAR/SEMESTER	UPV	ANSBACH
1st / SPRING (Feb-Jun)	<p><b>Compulsory module (30 ECTS)**</b></p> <p>31851 Innovation Management 2,5</p> <p>31852 New Product Development 2,5</p> <p>31853 Service and Sales 2,5</p> <p>31854 Logistics 2,5</p> <p>31855 Product Project 20</p> <p><b>TOTAL 30</b></p>	-
2nd / FALL (Sept-Dec)		<p><b>Intensification in product technology (15 ECTS)***</b></p> <p>Introduction to Chemistry and Physics for Non-Scientist 5</p> <p>34461 Chemical and biotechnological products and production processes 5</p> <p>34462 Computer simulation technologies and control engineering 5</p> <p>34800 Food technology 5</p> <p>35132 Plastic processing technology 5</p> <p>Project**** 5</p> <p><b>Ansbach complements (25 ECTS)***</b></p> <p>32990 Business excellence 5</p> <p>34464 Cross-cultural management and communication 5</p> <p>32983 E-business 5</p> <p>34930 Introduction to quality management 5</p> <p>34465 Lean production manufacturing excellence 5</p> <p>32244 Project management 5</p> <p>Data science and empirical research in business Economics 5</p> <p>Project**** 5</p> <p><b>TOTAL 40</b></p>
2nd / SPRING (Feb-Jun)	<p>Master thesis / TFM</p> <p><b>30</b></p>	-
<b>Total number of ECTS</b>	<b>60</b>	<b>40</b>

\* Choose between Management complements (12 ECTS) or Curricular internship (12 ECTS). Please review first the area in this document about curricular and extracurricular internships before you decide.

\*\* This itinerary requires to ask for part-time enrollment in your first year.

The UPV considers full-time students to those that register for at least 40 credits in an academic year. As this itinerary starts in February and the student would only enroll in 30 credits, it is necessary to ask for part-time enrollment.

\*\* Choose several courses to cover the required workload of ECTS. Be aware that there might be some changes in the courses offered each year.





### **MUGEPS ITINERARIES (Ansbach students coming to the UPV)**

There are 2 possible itineraries as an Ansbach student if you are willing to obtain the UPV Master's degree\*, whether you want to do your spring or fall semester at the UPV:

- **Itinerary 1-A:** Spring semester at the UPV
- **Itinerary 2-A:** Fall semester at the UPV

\*Be aware that once you finish all the required ECTS to obtain the UPV Master's degree you will have to ask for the diploma to be issued and there is a fee charged for this. The amount of the fee is determined by the Valencian Government each year. You have more information in the following link: <https://www.upv.es/entidades/SA/titulos/396122normali.html>

### ITINERARY 1-A Ansbach student Spring semester at the UPV

SEMESTER	UPV	ANSBACH
SPRING (Feb-Jun)	<p><b>Compulsory module (30 ECTS)</b></p> <p>Innovation Management 2,5</p> <p>New Product Development 2,5</p> <p>Service and Sales 2,5</p> <p>Logistics 2,5</p> <p>Product Project 20</p> <p><b>TOTAL 30</b></p>	-
FALL (Sept-Dec)		<p><b>Intensification in product technology (15 ECTS)</b> 15</p> <p><b>Ansbach complements (15 ECTS)</b> 15</p> <p><b>TOTAL 30</b></p>
SPRING (Feb-Jun)	<p>Master thesis / TFM 30</p>	-
<b>Total number of ECTS</b>		<b>30</b>

### ITINERARY 2-A Ansbach student Fall semester at the UPV

SEMESTER	UPV	ANSBACH
SPRING (Feb-Jun)	-	<p><b>Compulsory module (30 ECTS)</b></p> <p>Innovation Management 2,5</p> <p>New Product Development 2,5</p> <p>Service and Sales 2,5</p> <p>Logistics 2,5</p> <p>Product Project 20</p> <p><b>TOTAL 30</b></p>
FALL (Sept-Dec)	-	<p><b>Ansbach complements (15 ECTS)</b> 15</p> <p><b>TOTAL 15</b></p>
SPRING (Feb-Jun)	<p><b>Intensification in services (15 ECTS)</b></p> <p>Gestión participativa 5</p> <p>New trends in service strategies 5</p> <p>Senior management and information technologies 5</p> <p><b>TOTAL 15</b></p>	
FALL (Sept-Dec)	<p>Master thesis / TFM 30</p>	-
<b>Total number of ECTS</b>		<b>45</b>

## **TUITION LANGUAGE**

Most of the program is taught in English. However, there are two subjects that are taught in Spanish:

- 34927 Emprendimiento tecnológico (in Spanish)
- 31982 Gestión participativa (in Spanish)

We recommend a high A2 or B1 Spanish level at the beginning of these courses.

Regular students registered in the MUGEPS have no Spanish courses available at the UPV. So if you want to take Spanish lessons, you will probably have to look for them in one of the many external courses available near the campus.

The two subjects can be avoided only if you take Itinerary 4 or Itinerary 2 (with curricular internship → see first the important information in this document about curricular internships).

If your Spanish is not good enough and you are following Itinerary 1 you might want to take the first two semesters (without the subjects in Spanish) and in the next academic year (semester 3) register for the two Spanish subjects and the final master's thesis. In that case, you will have the first academic year (semester 1 and 2) to get a good Spanish level.

## ERASMUS CALL

There are two Erasmus calls per academic year (year 1): the first one (the regular call) around November and the second one (the extraordinary call) in September of the following academic year.

Students in MUGEPS can choose to go on regular ERASMUS program to any of the Universities offered in the program (included Ansbach) or choose to go on ERASMUS to complete the double degree. In both cases, the mobility will take place on following academic year (related to the call). For example, if you are register for the academic year **year/year+1 (i.e 22/23)** no matter if you start in September or February, you will need to apply for ERASMUS in November **year (i.e. 22)** to be able to go abroad in the academic year **year+1/year+2 (i.e. 23/24)**.

If there are vacancies in the regular ERASMUS call, there will be an extraordinary call at the beginning of the following academic year for mobilities in the second semester of that academic year. For example, the prior example, the extraordinary call will take place in September 2023 for mobilities to start in February 2024.

Particularly, for Ansbach double degree there is no language requirement besides the B2 level of English that it is already mandatory to be admitted in MUGEPS. For the other destinations, you should check their particular conditions in the call.

## **CURRICULAR AND EXTRACURRICULAR INTERNSHIPS**

Curricular internships are configured as academic activities that are part of the study plan in question.

Extracurricular internships are those that students may carry out on a voluntary basis during their training period. Even having the same purposes of the curricular practices, they are not part of the corresponding studies plan. However, they will be considered at the European supplement to the degree (SET in Spanish) as determined by current regulations.

Extracurricular internships are voluntary and do not allow validation for any elective subject. On the other hand, Curricular internships are validated by optional subjects. For this, the following conditions must be met:

- The agreement must indicate that the internship is curricular.
- The student must have previously registered a certain number of credits for external internships (You will pay for this registration as regular credits)
- In the agreement, the number of credits registered for external internships and the number of internship hours must coincide according to this equivalence: 1 credit = 25 hours of internship.

Students in MUGEPS have the possibility to register for the Management complements (12 ECTS) or the Curricular internship (12 ECTS) in the Fall semester. Before you register for the Curricular internship read this carefully:

- The maximum number of hours for a MUGEPS curricular internship is 300 hours (equivalent to 12 ECTS).
- The internship activities will have to be related to management activities in private or public organization and will have to allow students to develop O4G, CB7 and CB10 competences that are indicated for the Master's degree.
- The Faculty or the Career and Employment Office (SIE-UPV) is not obligated to provide students with an internship. Internship recipients are selected by the companies that offer the internship. If the student does not find a suitable internship (in terms of content and competences) then, to cover the mandatory ECTS, the Management complements subjects will have to be completed. Due to administrative limitations and the minimum attendance requirement this might not be possible in the same academic year if the corresponding class sessions have already started, and you might have to wait for the next academic year.
- The extracurricular internships are not limited in terms of hours (credits). You don't have to pay for these credits.
- You can start and finish them throughout the Master. The only limitation is that you cannot be in an internship if you have already defended your master thesis. You will have to end the internship before you make the deposit your master thesis.

### PRE-REGISTRATION PROCEDURE - ACCESS REQUIREMENTS:

- University degree:
  - Spanish official university degree<sup>1</sup>
  - University degree from a country belonging to the European Higher Education Area.
  - University degree from a country which does not belong to the European Higher Education Area, after verification of the equivalence of the level of education to that of a Spanish university degree (resolution of the Rector's office).
- Minimum English level: B2. The authorized certificates are: English certificates that are recognized by ACLES (<https://www.acles.es/216-tablas-de-certificados-reconocidos-por-acles>). You can download the actual list here: ([https://www.acles.es/uploads/archivos/Tablas\\_ACLES/Tablas\\_de\\_certificados\\_reconocidos\\_por\\_ACLES\\_2024\\_07\\_25.pdf](https://www.acles.es/uploads/archivos/Tablas_ACLES/Tablas_de_certificados_reconocidos_por_ACLES_2024_07_25.pdf)) The certificate has to be valid (be aware that some certificates are only valid in a certain time frame, i.e. two years). Additionally consider that:
  - ACLES only considers exams taken in person valid.
  - For ACLES recognition, exams must evaluate all four skills.
  - For those certificates that reflect the specific level of each skill, it is recognized as the level of the certified the minimum obtained in any of the skills, regardless of the overall level that appears in the document.
  - Multilevel exams: the lowest level obtained in the skills will be recognized

Be aware that, if you are accepted, you will be requested to present the original of the official test report (the downloaded report of scores will not be accepted).

**Note:** only the certificates in the list will be accepted. Certificates from English academies, from level test, etc. are not accepted in any case.

**Note:** "Students who access the Master's Degree from foreign educational systems whose language of instruction has been English or who have an official EES Bachelor's or Master's degree taught entirely in English will be exempt from accrediting the B2 level of English"

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<sup>1</sup> The students will be able to formalize the pre-registration even though their FYD is pending submission, as well as the final marks for subjects/credits. Students who have not completed their access studies may be admitted taking into account that, in any case, those who certify that they have completed the studies required for access to the master will have preference for admission purposes. Admission will be conditional on the accreditation of obtaining the access before December 31 of the current year.

## **REGISTRATION PERIOD:**

Registration Information:

<https://www.upv.es/entidades/SA/mastersoficiales/DocInfoPreinscripc25cast.pdf>

Link: <https://www.upv.es/entidades/SA/mastersoficiales/592623normalc.html>

- Round 0: From mid November till mid February (check the exact dates and conditions on the web page). Only for non-EU students.
- Round 1: From beginning of March to mid May (check the exact dates on the web page: <http://www.upv.es/entidades/SA/indexc.html>)
  - Deadline for consideration of academic conditions: end of May (check the exact date on the web page).
  - Publication of pre-registration results: beginning of June (check the exact date on the web page).
  - Registration: after the publication, normally starts one or two days after (check the exact date on the web page).
- Round 2 (only if there are available places after Round 1): From mid June to the end of June (check the exact dates on the web page: <http://www.upv.es/entidades/SA/indexc.html>)
  - Deadline for consideration of academic conditions: mid July (check the exact date on the web page).
  - Publication of pre-registration results: mid July (check the exact date on the web page).
  - Registration: after the publication, normally starts one or two days after (check the exact date on the web page).
- Round 3 (only if there are available places after Round 1 and 2): Beginning of September (in those master's degrees with vacancies).
  - Deadline for consideration of academic conditions: mid September (check the exact date on the web page).
  - Publication of pre-registration results: mid September (check the exact date on the web page).
  - Registration: mid September (check the exact date on the web page).

Through an electronic form available online: <http://www.upv.es/preinscripcionmasterydoctorado>

If you do not have a password, the first step is to request one through the previous link and it will be emailed to you as soon as possible. Such password is essential to be able to pre-register.

The maximum number of pre-registration requests that a student can make for a given academic year is six requests, with a limit of 4 requests per period (phase A or phase B).

### **DOCUMENTS TO BE SUBMITTED:**

During the pre-registration process, copies in digital format, attached through the pre-registration form, of the following documents shall be submitted.

- University degree<sup>2</sup>
- Academic certificate<sup>2</sup>
- European curriculum vitae (<https://europass.cedefop.europa.eu/editors/es/cv/compose>), together with supporting documentation of the merits claimed.
- Copy of identity document (ID card, passport, European identity card). For those who provide a copy of their passport, they must also provide, as soon as possible, a copy of their NIE number (identification number for foreigners) provided by the Spanish competent authority.
- Supporting documentation compliance with the mandatory linguistic requirement for admission (English B2 certificate).
- Those applicants with non-validated foreign degrees must also provide a certificate issued by the university or competent authority specifying that the degree obtained by the applicants entitles them access to postgraduate programmes in their country of origin.
- Declaration of equivalence of the university studies average marks ([https://universidades.sede.gob.es/pagina/index/directorio/Equivalencia\\_notas\\_medias](https://universidades.sede.gob.es/pagina/index/directorio/Equivalencia_notas_medias))

Admitted students who formalize their registration must provide originals or certified copies of this documentation (except for the curriculum vitae) in their Centre during the month of September, or in case of enrolling in the extraordinary period, in the month following its formalization.

Students holding a degree not validated, issued by a country that does not belong to the European Higher Education Area must legalize both their degree and their academic certification. Check the section validation of non-validated degrees (<https://www.upv.es/entidades/SA/mastersoficiales/1073570normalc.html>).

The documentation issued in a different language other than the official languages of the University, (Spanish or Valencian) will have to be translated as indicated in in the section: Translation of documentation: <https://www.upv.es/entidades/SA/mastersoficiales/1184307normalc.html>.

The documentation will be uploaded to the UPV's server through the same pre-registration application. The recommended format is PDF, although other formats (image and word processors) will be supported. Please bear in mind that each document (specified in the above paragraphs: degree, CV...) will be uploaded into a file differentiated from the rest, regardless of the number of pages it contains, as required by the WEB form itself. The maximum number of documents supported is 12.

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<sup>2</sup> UPV graduates, as the UPV already has such information, are exempt from providing these documents.



### **STUDY OF EQUIVALENCE FEE:**

The Council of the Valencian Government, in the exercise of its powers, has established a fee for the study of the equivalence of non-validated certificates issued by a country that does not belong to the European Higher Education Area. If you are not sure whether your degree is valid or not check this website.

This fee will be unique for all pre-registrations to be carried out. The fee must be paid before the end of the pre-registration period, otherwise the request will be cancelled.

The payment must necessarily be made by credit card for those students outside of Spain, by means of the link provided in the pre-registration form.

Those students located in Spain may print the receipt and make the payment at any Bankia branch in Spain or may also pay by credit card.

### **ADMISSION:**

The assessment of the applications corresponds to the Academic Committee, appointed by the Entity Responsible for each master's degree.

**IMPORTANT:** In the case of making several pre-registrations and once the final results have been published, only the pre-registration request of the order of preference will remain in the Admitted and authorized status, and the other pre-registrations shall be cancelled.



## REGISTRATION

If you have been admitted you should register for the corresponding courses depending on your itinerary:

- Check the itineraries in this document and select what itinerary are you willing to complete.
- Select the corresponding itinerary.
- If you are starting in February you will have to ask for part-time enrollment. The UPV considers full-time students to those that register for at least 40 credits in an academic year. As this itinerary starts in February and the student would only enroll in 30 credits, it is necessary to ask for part-time enrollment.
- In the registration process **select the subjects included in the first year of your itinerary in the Fall and Spring semesters** to cover the required workload of the ECTS. Consider that:
  - If you are starting in the Fall semester (September) some of the subjects to be registered belong to second course (Course 2 semester A) of the program. Then, in the registration application, you might have to register first for the first course subjects (Course 1 Semester B) that are the ones in the Spring semester and, after, you might have to register for the second course subjects which are the ones you will start with in the Fall semester (September).
  - In a particular semester, there might be electives. Then, you might select the right amount of subjects to cover the required workload of ECTS.
  - Be aware that there might be some changes in the courses offered each year (specially in the Ansbach courses).
- Once you have finished your registration **check that you have been registered for the subjects and credits of the itinerary of your choice**. If you have any issue regarding the registration process please generate a “policonsulta”:  
<https://policonsulta.upv.es/servicedesk/customer/portal/150/group/670>
  - Select the topic
  - Fill the blanks and “create”
  - You will immediately receive an e-mail with the number of your policonsulta
  - Once it is solved, you will receive another e-mail with the actions taken or to be taken



Some direct links to registration issues:

- Accreditation of language level B2:  
<https://policonsulta.upv.es/servicedesk/customer/portal/150/create/775>
- Cancellation of registration:  
<https://policonsulta.upv.es/servicedesk/customer/portal/150/create/771>
- Schedules and academic calendar:  
<https://policonsulta.upv.es/servicedesk/customer/portal/150/create/774>
- Registration modifications:  
<https://policonsulta.upv.es/servicedesk/customer/portal/150/create/770>
- Enrollment process (1st student documentation, PIN, insurance, card, personal conditions, full or part-time enrollment, mobility):  
<https://policonsulta.upv.es/servicedesk/customer/portal/150/create/769>
- Tuition fees and receipts:  
<https://policonsulta.upv.es/servicedesk/customer/portal/150/create/773>



## **TUITION FEES:**

Tuition fees are determined by the regional government. For information about the fees please review the document:

<https://www.upv.es/entidades/SA/mastersoficiales/DocInfoPreinscripc25cast.pdf>

Other information about the fees and payment methods:

<https://www.upv.es/entidades/SA/mastersoficiales/557201normalc.html>

The MUGEPS is a master of 90 ECTS if you are applying for single Master's Degree and a minimum of 100 ECTS if you intend to obtain the Double Degree with our partner the Ansbach University of Applied Sciences.

MUGEPS then normally covers 3 semesters (in 2 academic years) so tuition fees per ECTS may vary a bit and you will pay only for the ECTS credits that you are registering each academic course. For example, if starting in September, 60 ECTS in the first academic year and 30 ECTS in the second. Or if starting in February, 30 ECTS in the first academic year and 60 in the second.

## **PAYMENT:**

Registration is paid:

- a) By direct debit at any bank or savings bank in Spain. Remember to have your bank details ready to enter them in the personal data section of your registration. It is necessary to process the Authorization to the Universitat Politècnica de València for the bank charge of the academic fees, which must be completed with the data and signature of the holder of the bank account, together with the supporting documentation of ownership (copy of the bank card sheet or copy of the bank data obtained by electronic banking where the holder or holders appear, or document issued by the entity specifying the name of the holder or holders). You will receive information on how to proceed via email. In the event that you do not provide the authorization within the established periods, the UPV will automatically change your form of payment to cash in two payments. Payment methods by direct debit:
  - a. Charge to account in a single payment. At the beginning of the course.
  - b. Charge to account in two payments. First payment: at the beginning of the course. Second payment: before the start of the second semester.
  - c. Payment divided into eight monthly installments, from September to April. The minimum amount to be able to split the payments using this option is 360 euros. Students who join after September will pay their total enrollment in monthly the monthly payments that remain until April.
- b) By credit card. You can select this form of payment in your registration and, later, when you receive notice in your email, make the payment following the instructions that the university will provide you. The student will be able to pay his registration, by credit card, being able to choose, a single payment or two payments.

## **FINAL THESIS:**

*Be aware that the limit to cancel your registration (with the refund of the tuition fees) is the end of May on each academic year. Be aware also that if you have a grant, cancelling your TFM registration (30 ECTS) might be affecting the conditions and/or the requisites to get the grant and you might have*