



Calendar for Administrative Activities and Enrolment for Returning Students on Undergraduate Programmes (2023-24 academic year)

Administrative Activities Calendar Approved by the Academic Commission on 10th March 2023

- [Enrolment preparation](#)
- [Enrolment for returning students](#)
- [Add/Drop registration](#)
- [Group changes](#)
- [Enrolment closed](#)
- [Credit recognition](#)
- [Part-time students](#)
- [Extraordinary enrolment](#)

Enrolment Preparation

Undergraduate Academic Planning		
Event	Start date	End date
Upload and review of available subjects in Acadèmic	13th March 2023	17th March 2023
Group review and lecturer assignment to groups in ACADÈMIC	20th March 2023	15th May 2023
Available groups published on website	1st June 2023	

a) Where heads of studies or coordinators at university headquarters upload the schedule directly to Acadèmic: deadline period to enter schedules in Acadèmic	16th May 2023	14th July 2023
b) Where heads of studies or coordinators at university headquarters submit schedules to administrative services for them to upload schedules to Acadèmic: deadline to submit schedules to administrative services	16th May 2023	
Schedules (first-year and returning) uploaded to Acadèmic	First Year 26/06/2023	Returning 21/07/2023
Deadline to reserve teaching rooms assigned to each centre	26th July 2023 (except for the CEP which will be 11th September 2023)	
Deadline to reserve examination rooms assigned to each centre	First-Semester Exams	
	30th November 2023	
	Second-Semester Exams	
	30th April 2024	
Undergraduate schedule publication on website	First Year 07/07/2023	Returning 28/07/2023
Course Guides		
	Start date	End date
Lecturer access to edit course guides	1st June 2023	23rd June 2023

Deadline period for head of studies to validate and publish first-year course guides	1st June 2023	7th July 2023
Deadline period for head of studies to validate and publish course guides for returning students	1st June 2023	28th July 2023

Enrolment for Returning Students

Event	Start date	End date
Issue date of competitive average mark for appointment	29th August 2023	
Appointment sent to students via e-mail	30th August 2023	
Deadline period for staggered enrolment	1st September 2023 9.30 am	6th September 2023 9 pm
Deadline period for open enrolment	7th September 2023 9.30 am	7th September 2023 9 pm
Exceptional deadline period for in-person enrolment of mobility students who are not here in September and have a reserved spot (cancellations from the 2022-23 academic year who have a spot reserved in 2023-24)	17th July 2023	28th July 2023

<p>Deadline period for enrolment of returning students who are only enrolling for the second semester (face-to-face at administrative services)</p> <p>Centres may decide whether they adopt this procedure or not</p>	<p>22nd January 2024</p>	<p>26th January 2024</p>
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Add/Drop Registration

Event	Start date	End date
Deadline period to add/drop registration	05/02/2024 9 am	14/02/2024 9 pm

Group Changes

An exceptional procedure to legitimately request a group change for classes that students cannot attend, via amending enrolment.

Event	Start date	End date
Deadline period to request a subject group change for the first and second semester	1st September 2023	11th September 2023
Additional deadline period to request a subject group change for the second semester	22nd January 2024	28th January 2024
Additional deadline period to request a subject group change for the second semester for enrolments from the add/drop registration period	15th February 2024	18th February 2024

Enrolment Closed

Post-enrolment Activities	Planned Date
Single deadline to submit enrolment documents (new and returning), with or without financial discounts	13/10/2023
First direct debit for July enrolments	1st-5th August 2023
First direct debit for September enrolments / second instalment for July enrolments	12th-16th September 2023
Second direct debit for September enrolments / third instalment for July enrolments	1st-5th October 2023
Third direct debit for September enrolments / fourth instalment for July enrolments	1st-5th November 2023
Fourth direct debit for September enrolments / fifth instalment for July enrolments	1st-5th December 2023

Credit Recognition

Deadlines for the credit recognition procedure

Event	Start date	End date
Credit Transfer and Recognition (CRITC)		
The deadline set by each faculty or school		
Curriculum Adaptations		

Deadline period for curriculum adaptation requests	18th June 2023	14th July 2023
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Part-time Students

Event	Start date	End date
New students	Pre-registration deadline	
Returning students: deadline period to request part-time student and high-level athlete status	17th July 2023	31st July 2023
Request solely for the purposes of Article 29.13 in the Academic Regulations		21st September 2023
Request for the purposes of cancelling second- semester subjects		4th February 2024
Request solely for the purposes of Article 29.13 in the Academic Regulations in the second semester		18th February 2024

Extraordinary Enrolment

The resolution must always be at the end of the ordinary deadline

Event	Start date	End date
First- and second-semester extraordinary enrolment		
Extraordinary enrolment request	1st July 2023	7th September 2023
Request decision (up to)	15th September 2023	
Deadline period for extraordinary enrolment	From resolution	22nd September 2023
Second-semester extraordinary enrolment		
Extraordinary enrolment request	1st February 2023	18th February 2024
Request decision (up to)	23rd February 2024	
Deadline period for extraordinary enrolment	From resolution	27th February 2024

