

# UOC-UNITAR Master's Degree in Lifelong Learning in International Affairs and Diplomacy and related qualifications

## Admissions FAQs

2024

## I.

### Q. Are scholarships or financial aid available?

A. Unfortunately, scholarships or financial assistance are not available, however we offer a payment instalment programme for UOC-UNITAR master's degree programmes and related qualifications, that differs depending on your chosen itinerary (full/part time). If you would like to pay in instalments you will be able to choose this option when making your first payment through the UOC platform, after being fully accepted.

Students have 3 options to pay the fees of the Master and related qualifications:

- One single payment by bank transfer in Euros;
- One single payment by credit card in Euros;
- Payment by debit card in instalments distributed as follows:
  - Students enrolled in the Master programme: Tuition fees can be paid in up to 19 instalments distributed monthly plus one initial payment of the 10% of the tuition fee;
  - Students enrolled in the Specialization Diplomas: Tuition fees can be paid in up to 7 instalments distributed monthly plus one initial payment of 10% of the tuition fee.

*The number of instalments available may reduce as the programmes' starting date approaches.*

## II.

### Q. I completed my online application, when will I hear if I'm accepted?

A. For both the fall and spring cohort, you will hear approximately 8-4 weeks before the starting date of the programme. Kindly note that we cannot give an explicit date.

In case your application is successful, UNITAR will send you an acceptance email asking you to confirm your acceptance and consent to the transfer of data to the UOC. Once UNITAR receives your confirmation, they will transfer your data to the UOC. The UOC will then send you a separate email, which will contain important information on how to complete the official enrolment with UOC and proceed with the payment.

After enrolment, the UOC will contact you again and ask you to provide the following documents:

- Verified BA certificate or Work certificate to comply with access requirements (for more on this, please visit Question V.
- Copy of passport
- Work certificate (only for students who wish to validate their work experience)

## III.

### Q. When is the next registration open and what is the deadline?

A. Each year there are two cohorts (March and October) for UOC-UNITAR Master's Degree in Lifelong Learning in International Affairs and Diplomacy and related qualifications. The deadline for the October cohort is usually late September, and the deadline for March is usually late February. As applications are reviewed on a rolling basis, we encourage those interested in the programme to apply as early as possible prior to the deadline.

Please check our website for the current open applications and specific deadlines: [Master in International Affairs and Diplomacy and Related Qualifications | UNITAR](#)

*Please note that the Expert Diploma in Multilateral Diplomacy is only offered in Spring and the Expert Diploma in International Institutions is only offered in Fall.*

#### **IV.**

**Q. What are the fee amounts? When is the first payment due, where will I send it to, and what currency is it in?**

**A.** Once you are accepted and granted access to UOC's virtual platform, all payment information will be made available (where to send it and all instalment dates). Kindly note that payment is made in Euros (7,410 EUR for the Master and 3,810 EUR for the Specialization Diplomas and 1,975 EUR for the Expert Diplomas).

We offer a payment instalment programme for UOC-UNITAR master's degree programmes and related qualifications, that differs depending on your chosen itinerary (full/part time). If you would like to pay in instalments you will be able to choose this option when making your first payment through the UOC platform, after being fully accepted. For more on this, please visit Question I.

You do not have to pay before starting the programme, and the payment plan is chosen only once you are officially enrolled. The first payment will be made during the first 4 weeks after the enrolment date.

Students can ask for an invoice once they are enrolled in the master's programme or related qualifications. To do so, please go to UOC's Virtual Campus (*Procedures - Request an Invoice*). Invoices will not be sent automatically unless requested by the student. The students may also download a certificate of payment for each instalment from UOC's Virtual Campus. To do so, please go to "Personal Area" (*My Payments*).

*Note that invoices will be sent once the student is enrolled and not before.*

*Also note that payment and tuition fees are handled by UOC, so please contact them directly for all fee-related questions.*

#### **V.**

**Q. Where can a student submit the required documents to access the lifelong learning programmes?**

**A.** To be officially admitted to the Master and related qualifications, students who are accepted and enrol in the programme must submit the validated documentation of previous studies or work experience (if undergraduate degree is not obtained) in the following section on the UOC platform: *Procedures/Admission requirements and documentation*. **Students who do not submit the required documents within the given timeframe will have their enrolment cancelled.** For more information on this, please refer to the document "Admission Requirements" on the [UNITAR website](#).

#### **VI.**

**Q. Will this programme help get me a job or internship at the United Nations?**

**A.** Unfortunately we cannot guarantee that this programme will help you to obtain employment or an internship placement within the UN system.

#### **VII.**

**Q. If I choose to complete an internship for course credit, will UOC or UNITAR help me set that up or send a letter on my behalf to my chosen organisation?**

**A.** No, obtaining an internship is the responsibility of the student. Once you have secured an internship placement, UOC will sign an agreement with the internship provider if the provider requests this agreement. The agreement will include an accident insurance taken out by the UOC with worldwide coverage, which will provide compensation in the event of accidents or injury. They are also covered by a general civil liability policy taken out by the UOC, with worldwide coverage except for the United States, Canada and Mexico.

#### **VIII.**

**Q. What are the itinerary options for each programme? And, I am a working professional, therefore which itinerary should I choose and how many hours per week will each programme take?**

**A.** The Master is offered in full-time (1 year, 2 semesters) or part-time (2 years, 4 semesters). The Specialization Diplomas are only offered in full-time (1 year, 2 semesters), and the Expert Diplomas are only offered for 1 semester (6 months).

Working professionals interested in the Master are strongly encouraged to apply for the part-time programme due to the heavy workload (60 ECTS). Please note that each ECTS corresponds to approximately 25 hours of study. The Specialization Diplomas are 30 ECTS each, and the Expert Diplomas are 15 ECTS each.

#### **IX.**

**Q. Can I apply for the Master programme without a BA degree if I have many years of professional work experience or other kinds of degrees?**

**A.** You can apply for our programme without a BA degree but in order to be awarded the Master certificate, you will need to show proof of at least two years of work experience related to the programme. For more information on this, please refer to the document “Admission Requirements” on the [UNITAR website](#). Please note that if you have obtained a bachelor’s degree, the copy of your bachelor degree certificate must be verified according to the requirements UOC will share upon enrolment and must be in English or Spanish. In case of having your bachelor degree in another language, the UOC may request the student for a sworn translation into Spanish if it is considered necessary.

#### **X.**

**Q. What is the average age of your students? If I don’t have a background in International Affairs or Diplomacy, will the course work be too challenging?**

**A.** Our students ages usually range from 20-50 and include those from every different professional sector and academic backgrounds.

#### **XI.**

**Q. What does the final Master, Specialization, or Expert Diploma/Certificate look like and will both UNITAR and UOC be on it?**

**A.** The official certificate will indicate the title obtained by the student depending on the programme they complete. The official certificate titles are:

- UOC Lifelong Learning Master’s Degree in International Affairs and Diplomacy, in collaboration with UNITAR;
- UOC Specialization Diploma in Multilateral Diplomacy and International Institutions, in collaboration with UNITAR;
- UOC Specialization Diploma in Regional Studies and International Institutions, in collaboration with UNITAR;
- UOC Expert Diploma in Regional Studies, in collaboration with UNITAR;

- UOC Expert Diploma in International Institutions, in collaboration with UNITAR;
- UOC Expert Diploma in Multilateral Diplomacy and International Institutions, in collaboration with UNITAR.

## **XII.**

**Q. Is there a waiting list, and if I am not accepted will my application be automatically considered for the next edition?**

**A.** Spaces for this programme are limited. In case you are notified that you have been placed in the waiting list you can request to defer your application to be considered for the next cohort.

## **XIII.**

**Q. If I need to drop out of the programme or cannot afford the programme, can I get a refund?**

**A.** Students may request to withdraw from the Master's Degree and related qualifications without penalty or need for justification within the timeframe of fourteen (14) days counting from the date they are officially informed by e-mail of the enrolment. The UOC will reimburse the cost of the tuition fees paid by the student (if any), and the amount will be reimbursed to the bank account provided by the student in the UOC Virtual Campus.

After this period of 14 days, students can still withdraw from the programme; however, you will be charged for the credits enrolled in the first semester. If you have paid more than the credits of the first semester, then you will be reimbursed for the difference.

You will also have to pay a cancellation fee of 250 € for the Specialization Diploma and 400 € for the Master Programme.

Students shall request to withdraw from the Master's Degree or any of the related qualifications through UOC's established channels (<https://www.uoc.edu/estudiant/portal/guia/en/index.html>) and send back the learning resources (if applicable) to the established address. The expenses of sending the learning materials shall be the responsibility of the student.

## **XV.**

**Q. Is there a graduation event?**

**A.** There is no specific graduation event for the Master's Degree in Lifelong Learning in International Affairs and Diplomacy and related qualifications, although students are invited to take part in UOC annual graduation event, which takes place every year in Barcelona and Madrid.

## **XIV.**

**Q. Which is considered more prestigious or "better" professionally, the Master, Specialization Diploma, or the Expert Diploma?**

**A.** The Master is considered a higher academic achievement than a Specialization Diploma or Expert Diploma. However, all are professionally beneficial depending on the individual circumstances of each student.

## **XV.**

**Q. Can I change itineraries or degree programmes partway through or accelerate through a course?**

**A.** Students enrolled in the Master's Degree in Lifelong Learning in International Affairs and Diplomacy or related qualifications who wish to switch their itinerary (either full-time or part-time) should inform the Programme Tutor within the first 15 days of the official starting date of the programme. Students who ask to switch itinerary after these 15 days shall be switched in the next semester to the itinerary of their choice.

Students enrolled in the Specialization Diplomas of Regional Studies and International Institutions or Multilateral Diplomacy and International Institutions may transfer to the Master's Degree in Lifelong Learning in International Affairs and Diplomacy. Students who wish to transfer their registration should inform the Programme Tutor within 15 days after the official starting date of the programme. UOC will apply the necessary arrangements to adjust the tuition fees according to the new programme enrolled and the new academic itinerary. After this period of 15 days, the transfer to the Master will be done in the following semester.

*Please note these changes are subject to approval by the programme administration.*

## **XVI.**

### **Q. What happened if I fail a course or multiple courses?**

**A.** If a student has failed one or more courses during a semester, they need to apply for re-enrolment in the course(s) in one of the following semesters when the course is offered again. The re-enrolment requires payment of a fee corresponding to the credits of the course(s). The re-enrolment can be requested on the UOC platform.

*Please note the graduation will be postponed until all required courses are completed successfully.*

## **XVII.**

### **Q. How are courses evaluated?**

**A.** Students are evaluated via a continuous assessment model. This learning model requires taking and passing short assessment tests on a regular basis. The Master Programme does not include final exams. In order to ensure that the continuous assessment process has been followed, the student must have completed and submitted the number of continuous assessment tests indicated in the course plan.

## **XVIII.**

### **Q. How is UOC accredited and what is the legal status of the Master's Degree? Will the Master's Degree be accepted by PhD programmes?**

**A.** Please note that the MA degree is based on the European Credit Transfer and Accumulation System (ECTS).

The Master's Degree in Lifelong Learning in International Affairs and Diplomacy is a UOC Certified Master's Degree, awarded according to the rules and regulations set by the Spanish government and the Royal Decree 2021/822. Given its specificity, it does not give general access to Doctoral studies (Ph.D. and similar). Validation of credits for access to such programmes can be requested from competent institutions.

## **XIX.**

### **Q. Are there accommodations for students with disabilities and learning disorders? What are these accommodations?**

**A.** If you have special educational needs, some form of disability or a recognized learning

disorder (for example dyslexia), there are various ways we can adapt your teaching. Once your enrolment is completed, the adaptation options you can ask for include:

- Flexibility, as far as possible, with your deadlines for handing in work. Please note, if you ask for this adaptation, we do not recommend enrolling in more than three courses at a time
- In language courses, for students with hearing impairments or other justifiable needs, replacement of the oral assignment with a written adaptation.
- For hearing or visual impairments, you can request the adaptation of learning resources if needed.

If these options do not fulfil your requirements, make your request specifying your needs and we will seek a solution. To request an adaptation, please visit <http://cv.uoc.edu/nplincampus> and inform the Programme Tutor of your needs.

## XX.

### Q. What is the teaching ratio of UOC to UNITAR?

A. The Master's Degree in Lifelong Learning in International Affairs and Diplomacy and related qualifications are awarded by UOC in collaboration with UNITAR.

- The Master in International Affairs and Diplomacy comprises a total of 60 credits:
  - UOC - 42 credits;
  - UNITAR - 18 credits.
- The Specialization Diploma in Multilateral Diplomacy and International Institutions comprises a total of 30 credits:
  - UOC - 12 credits;
  - UNITAR - 18 credits.
- The Specialization Diploma in Regional Studies and International Institutions comprises a total of 30 credits:
  - UOC - 26 credits;
  - UNITAR - 4 credits.
- The Expert Diploma in International Institutions comprises a total of 15 credits:
  - UOC - 11 credits
  - UNITAR - 4 credits
- The Expert Diploma in Regional Studies comprises a total of 15 credits:
  - UOC -15 credits
- The Expert Diploma in Multilateral Diplomacy comprises a total of 15 credits:
  - UNITAR - 15 credits

## XXI.

### Q. Is there any physical travel required? Are all the courses fully online and are there any specific times that I will be required to be online to “live” learn?

A. There is no physical travel required for these programmes. **The Master, Specialization Diploma and Expert Diploma programmes take place entirely online and are asynchronous** - meaning that the interaction between you and the professor, or fellow students, will take place intermittently with a time delay. Therefore, you can set your own pace within the timeframe of each course (within each course-specific deadlines). **There are no required live teaching**

sessions included in the courses, which allows students to pursue the courses with no time constraints.

Every Summer UNITAR organizes optional field trips to Geneva, Switzerland and The Hague, Netherlands for students enrolled in the Master and related qualifications.

During this activity, students will have the opportunity to immerse themselves in the very heart of diplomacy and justice, visit different international organizations and network with diplomats, personnel of permanent missions accredited to the UN, civil servants of international organizations and civil society representatives.

The fee of each five-day field trip is 1,500 USD. The fee does not include travel, accommodation, food or visa expenses.

## **XXII.**

### **Q. How do I apply and who do I contact if I have further questions?**

**A.** In order to be considered for the Master's Degree in Lifelong Learning in International Affairs and Diplomacy and related qualifications, candidates must be fluent in English, possess a valid passport or national identity cards and have completed an undergraduate degree or two years related work experience (if undergraduate degree is not obtained).

For more information on this programme and to apply, please refer to this link: <https://www.unitar.org/courses-learning-events/individual-learners/master-degree-related-qualifications/master-international-affairs-and-diplomacy-and-related-qualifications>.

If you have any further questions during the admissions process, please email UNITAR at [mdp-elearning@unitar.org](mailto:mdp-elearning@unitar.org). or call +41 (0)22 917 87 16.