

UOC-UNITAR Master in International Affairs and Diplomacy and related Programmes

FAQs

2022

21 Most Common Questions and Answers

I.

Q. Are scholarships or financial aid available?

A. No, but we do have a payment instalment programme for UOC-UNITAR Master in International Affairs and Diplomacy 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's programme 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's programme (in part time itinerary): Tuition fees can be paid in up to 19 instalments distributed monthly plus one initial payment of 5% of the tuition fee;
- Students enrolled in the postgraduate certificates and master's program in full time itinerary: Tuition fees can be paid in up to 7 instalments distributed monthly plus one initial payment of 5% of the tuition fee

II.

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

A. For both the fall and spring cohort, you will hear approximately between 8 and 4 weeks, before the starting date for the programme. Kindly note that we cannot give an explicit date. In case your application is successful, UNITAR will send you an acceptance email. Once your confirmation is received, UOC will send you another link by which you can complete your official registration with UOC and proceed with the payment. Later on, UOC will contact you again and ask you to provide the following documents:

- 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 in International Affairs and Diplomacy and related qualifications. The deadline for the October 2022 cohort is 30 September 2022.

Please check our website for updates on these dates: [Master in International Affairs and Diplomacy | UNITAR](#)

IV.

Q. When is the first payment be 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 (7,408.00 EUR for the Master and 3,838.00 EUR for the Post graduate Certificates).

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's programme (in part time itinerary): Tuition fees can be paid in up to 19 instalments distributed monthly plus one initial payment of 5% of the tuition fee;
 - Students enrolled in the postgraduate certificates and master's program in full time itinerary: Tuition fees can be paid in up to 7 instalments distributed monthly plus one initial payment of 5% of the tuition fee

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. Please go to "Personal Area" (*My Payments*).

The first payment will not be charged until the student is formally enrolled in the program through the link provided by the UOC (clause II). The charge of the instalments agreed with the UOC when enrolling will be done by the 10th of each month.

Please note that all tuition and fees are handled by UOC, so please contact the Help Desk in the UOC Virtual Campus or your tutor for all fee-related questions.

V.

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

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

VI.

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 request 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.

VII.

Q. I also am a working professional, therefore which itinerary should I choose and how many hours per week will each programme take?

A. Working professionals are strongly encouraged to apply for the part-time programme due to the heavy workload (60 ECTS). Please note that each ECTS corresponds to 25 hours of study. The Post Graduate Certificates, Diplomatic Practice and World Studies are in total 31 and 32 ECTS respectively.

VIII.

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 send UOC a copy of your degree prior or before the end of the programme. Students who do not provide a copy of their BA degree before the end of the Programme will receive an diploma of university extension instead of the MA degree.

Please note that your copy of your bachelor degree certificate 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.

IX.

Q. What is the average age of your students and since 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 background.

X.

Q. What does the final MA and PG 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. The exact official titles are:

- UOC Master in International Affairs and Diplomacy, in collaboration with UNITAR;
- UOC Postgraduate Certificate in Diplomatic Practice, in collaboration with UNITAR;
- UOC Postgraduate Certificate in World Studies, in collaboration with UNITAR.

For those students who can't provide a bachelor degree or a master level degree the diploma will have this official title:

- UOC- Diploma of university extension in International Affairs and Diplomacy in collaboration with UNITAR
- UOC- Diploma of university extension in Diplomatic Practice in collaboration with UNITAR
- UOC- Diploma of university extension in World Studies in collaboration with UNITAR

XI.

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 accepted and are in the waiting list you can request to defer your registration to the next cohort.

XII.

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.

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/quia/en/index.html>) and send back the learning resources (if applicable) to the established address. The costs of sending the learning materials shall be paid by the student.

The UOC will reimburse the cost of the tuition fees paid by the student (if any). The amount will be reimbursed to the bank account provided by the student in the UOC Virtual Campus.

XIII.

Q. Is there a graduation event?

A. There is no specific graduation event for the Master's Degree 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.

XIV.

Q. Which is considered more prestigious or "better" professionally, the MA or PG programmes?

A. The MA is considered a higher academic achievement than a Post Graduate Certificate. However, both 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 International Affairs and Diplomacy or related qualifications who wish to switch their itinerary (either full-time or part-time) should inform the Programme Tutor, Ms. Irina Khayrizamanova (ikhayrizamanova@uoc.edu) 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 Postgraduate Certificates in Diplomatic Practice or World Studies may transfer to the Master's Degree 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.

These changes are subject to approval by the programme administration.

XVI.

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

If a student has failed one or more courses during a semester, she/he needs to apply for reenrolment in the course(s) in one of the following semesters when the course is offered again. The reenrolment requires payment of a fee corresponding to the credits of the course(s). The graduation will be postponed until all required courses are completed successfully.

Please note that it is necessary to successfully pass all courses within one's programme (60 ECTS, 31 ECTS, or 32 ECTS) to receive the Diploma or Certificate.

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 MA degree/ Will it 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 in International Affairs and Diplomatic Practice is a UOC Certified Master's Degree, awarded according to the rules and regulations set by the Spanish education system. Giving 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 on more than three courses.

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.

Request an adaptation at: <http://cv.uoc.edu/nplincampus> and please inform the Programme Tutor Ms. Irina Khayrizamanova (ikhayrizamanova@uoc.edu).

XX.

Q. What is the teaching ratio of UOC to UNITAR? How much is UNITAR involved and will they give us access to high-level UN professionals?

A. The Master in International Affairs and Diplomacy and related qualifications are awarded by UOC in collaboration with UNITAR.

- The Master's in International Affairs and Diplomacy comprises a total of 60 credits, :
 - UOC - 41 credits;
 - UNITAR -19 credits.
- The Postgraduate Certificate in Diplomatic Practice comprises a total of 31 credits:
 - UOC -12 credits;
 - UNITAR -19 credits.
- The Postgraduate Certificate in World Studies comprises a total of 32 credits:
 - UOC -28 credits;
 - UNIT AR -4 credits.

XXI.

Q. Is there any physical travel required? /Are all the courses really online and are there any specific times during the day that I will be required to be “live” online?

A. Both MA and PG 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).

Every Summer UNITAR organizes a five-day optional field trip to Geneva Switzerland for the students enrolled in the MA and PG programmes.

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

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