

Master's Degree in Lifelong Learning in Conflict, Peace and Security (Registration FAQs)

I.

Q. Are scholarships or financial aid available?

A. No, but we do have a payment instalment programme for UOC-UNITAR Master's degree programs 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: 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 amount of instalments available may reduce as the programmes' starting date approaches.

II.

Q. I completed my online registration, when will I be officially enrolled?

A. For both the fall and spring cohort, you will hear approximately 2 or 3 days after being enrolled. You will receive an email from the UOC with the confirmation of your enrolment and the login and password to access the UOC Virtual Campus. Kindly note that we cannot give an explicit date.

If the student does not receive an email of the enrolment confirmation from the UOC, it means that the enrolment process has not been completed and therefore, the student can't access the UOC virtual platform and is not officially enrolled.

III.

Q. How can I set the payment options?

- A. Students should decide the payment option at the moment of enrolling through the enrolment form in the section of the enrolment form regarding payment (see question I). The default payment option if students do not choose it, is the payment of the full amount. Therefore, it is important that once students are enrolled, set the payment options going to My Payment section of the UOC platform. The student can set the payment option if they haven't been set at the moment of enrolment or ensure that the active payment option is set accordingly to what it was chosen at the moment of the enrolment. It is the student's responsibility to comply with the payment plan scheduled during the programme attendance. You can find the section going to Procedures/Enrolment/Payment Options

The screenshot shows the UOC platform interface. At the top, there is a navigation menu with the following items: Home (upward arrow), Classrooms, Intrauoc, Counsellors, Personal Area, Procedures (highlighted in blue), Library, and More UOC. Below the menu, there are two main content sections:

Admission requirements and documentation

- For admission to a bachelor's degree or university master's degree**: Open. Bachelor's degrees, University master's degrees.
- For admission to lifelong learning programmes**: Open. Lifelong learning programmes.
- Doctoral programme admissions documentation**: Open. Doctoral degrees.
- For admission to open courses / CML / over-25s / postgraduate course**: Open. Open courses, Centre for Modern Languages, Course for over-25s, Postgraduate course.

Enrolment

- Bachelor's degree and university master's degrees enrolment**: Closed. Bachelor's degrees, University master's degrees.
- Minors programme enrolment**: Closed. Bachelor's degrees.
- Lifelong learning master's degrees, specialization diplomas and expert diplomas**: Open. Postgraduate courses.
- Doctoral degree enrolment**: Closed. Doctoral degrees.
- You might be interested in...**:
 - Prices and fees for academic services (Bachelor's and University master's degrees)
 - Prices (Postgraduate courses)
 - Doctoral studies fees
 - Payment options
 - Download or request an invoice
 - What are learning resources?
- In your personal area you will**

Please check the presentation for further details of the [payment options setting procedure](#).

Note that students won't be able to set the payment options unless they are officially enrolled through the enrollment form since it is only possible to access the UOC platform with a UOC login and password.

IV.

Q. 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). You don't have to pay before starting the program chosen only once you are officially enrolled.

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*). The first payment will be made during the first 4 weeks after the enrolment date.

The screenshot shows the 'Enrolment' page on the UOC Virtual Campus. The navigation bar includes: Home, Classrooms, Intrauoc, Counsellors, Personal Area, **Procedures**, Library, and More UOC. The main content is titled 'Enrolment' and features a grid of course categories:

- Bachelor's degree and university master's degrees enrolment**: Closed. Bachelor's degrees, University master's degrees.
- Minors programme enrolment**: Closed. Bachelor's degrees.
- Lifelong learning master's degrees, specialization diplomas and expert diplomas**: Open. Postgraduate courses.
- Doctoral degree enrolment**: Closed. Doctoral degrees.
- Other enrolments: open courses / Centre for Modern Languages / course for over-25s**: Open. Centre for Modern Languages. Course for over-25s. Open courses.
- Changes to bachelor's degree and university master's degrees enrolment**: Closed. Bachelor's degrees. University master's degrees.
- Changes to doctoral degree enrolment**: Closed. Doctoral degrees.

On the right side, there are two sections:

- You might be interested in...**
 - Prices and fees for academic services (Bachelor's and University master's degrees)
 - Prices (Postgraduate courses)
 - Doctoral studies fees
 - Payment options
 - Download or request an invoice** (highlighted)
 - What are learning resources?
- In your personal area you will find...**
 - My payments
 - Bank details
 - Your programme of studies
 - Student card

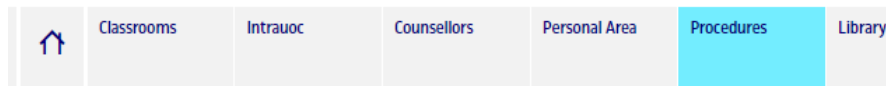
Invoices will not be sent automatically unless requested by the student. The students may also download a certificate of payment for each instalment from UOC's Virtual Campus. Please go to "Personal Area" (*My Payments*). Note that invoices will be sent once the student is enrolled and not before.

Please note that all tuition and 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 in the master and related qualifications, students must submit the documentation of previous studies in the following section: Procedures/[Admission](#) requirements and documentation of the UOC platform. Students who do not submit the required documents within the duly timeframe, will have their enrolment cancelled.



Procedures > [Admission documentation for a lifelong learning program](#)

Admission documentation for a lifelong learning program

From now on, as part of the roll-out of the new **lifelong learning program**, postgraduate diplomas will be known as specialization diplomas, UOC-certified master's degrees will be known as lifelong learning master's degrees, and specialization certificates will be known as expert diplomas. As a result of this change, if you previously enrolled on a **postgraduate, UOC-certified master's degree** or **specialization program**, you'll find all the information on the documents you need to submit on this [page](#).

*** Providing the documents supporting admission in correct order is obligatory** for a lifelong learning program (lifelong learning master's degree, specialization diploma and expert diploma). The University needs to receive your documentation in the ten days following enrolment. Once we've received and checked your documents, we'll send a confirmation email to your UOC inbox.

If you don't send us these documents, we will close your record, cancel your enrolment and you won't be able to access the classrooms. Likewise, you may be liable to pay certain costs if enrolment is cancelled (see the [UOC's Financial Regulations](#)).

Where can I submit the admission documentation? ▼

Documentation for admission to a lifelong learning program ▼

VI.

Q. What happens if I am suspended due to lack of payment?

- A. Then you need to go to your section of My Payments and pay the remaining amount of the fee. Note that the option to pay in instalments will no longer be available and the student will have to pay the full pending amount by bank transfer. **It is highly recommended that students read carefully all the emails regarding pending payments** since once the student is suspended, it will be required to pay the full pending amount, and it won't be possible to pay in instalments anymore.

VII.

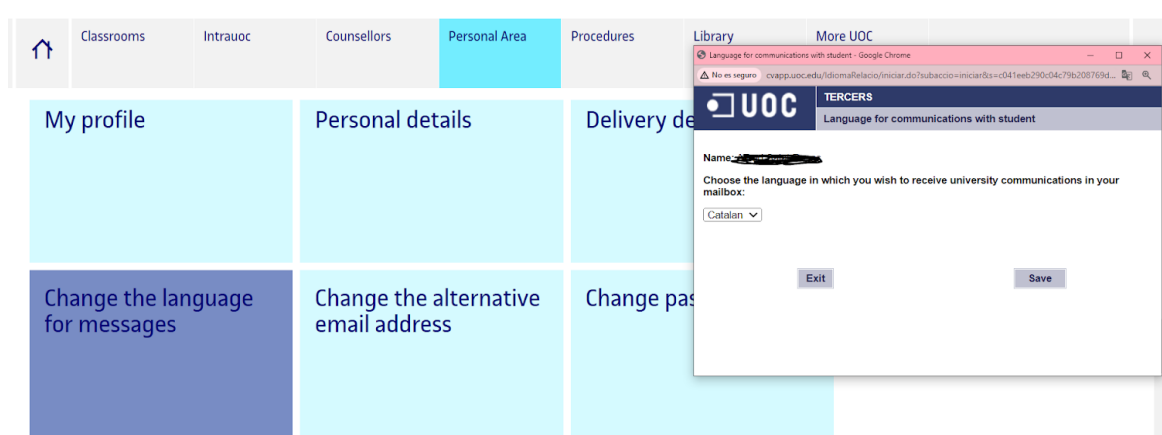
Q. How can I withdraw from a program?

- A. A student can withdraw from the programme enrolled within the first 14 days counting from the moment of the enrollment with no penalty and the amount will be reimbursed in case of having paid to the UOC. After these 14 days, the student can withdraw from the programme according to the following conditions. More details of the procedure in question IX.

VIII

Q. How can I switch the language of relation with the UOC?

- A. If the student receives emails in Spanish instead of English, it is because the language of relation is set per default as Spanish. It is easy to switch to English going to Personal Area/Personal Information/Change the language for messages



IX.

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.

X.

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.

After this period of 14 days right after being informed by e-mail of the enrolment, students can withdraw from the program as well. 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 Program.

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 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.

XI.

Q. Is there a graduation event?

- A. There is no specific graduation event for the master's degree in international Conflict, Peace and Security and related qualifications, although students are invited to take part in UOC annual graduation event, which takes place every year in Barcelona and Madrid.

XII.

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 Conflict, Peace and Security 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 Crisis Management or Armed Conflict may transfer to the master's degree in international Conflict, Peace and Security. 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. Later than these 15 days, the transfer to the master's degree will be done in the following semester.

These changes are subject to approval by the programme administration.

XIII.

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

- A. If a student has failed one or more courses during a semester, she/he needs 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 in [Procedures/Enrolment/ Lifelong learning master's degrees, specialization diplomas and expert diplomas/ Enrolment](#)

The graduation will be postponed until all required courses are completed successfully.

XIV.

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.
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XV.

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's in international Conflict, Peace and Security and their related qualifications are a UOC Certified Master's Degree, awarded according to the rules and regulations set by the Spanish education system and the Royal Decree 2021/822. 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.

XVI.

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. MA, Specialization Diplomas and Expert Diplomas 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 is no live teaching sessions included in the courses which allows students to pursue the courses with no time constraints.
