



**Mondragon
Unibertsitatea**

**Escuela Politécnica
Superior**

INSTRUCTIONS FOR THE REGISTRATION/ADMISSION PROCESS

Incoming students- 2025-26 ACADEMIC YEAR

-MASTER'S DEGREE Courses-



Contents

A. General instructions	2
A.1. Registration: Deadline.....	2
A.1.1. Personal details.....	2
A.1.2. Academic background.....	2
A.1.3. Work Experience.....	2
A.1.4. Select studies	2
A.1.5. Attach documents	3
A.1.6. Save the registration.....	3
A.2. Status of the application	3
A.3. Place Reservation.....	4
A.4. Acknowledgement of subjects.....	5
A.5. Bekabide Programme and other grants and allowances	5
B. Selection process.....	6
B.1. Admission conditional with right to reserve a place	6
B.2. Admission	6
C. Enrolment	6
D. Financial information	7
D.1. Amount	7
D.2. Payment methods.....	7
D.3. Withdrawal from enrolment and dropout of studies	7
D.4. Condition of user members of MGEP	8
E. Accommodation in Colegio Mayor Biteri y Arana (BIN)	8
F. Annex 1	9
F.1. Document "REQUEST TO WITHDRAW RESERVATION OF PLACE"	10
F.2. Document "REQUEST FOR ACKNOWLEDGEMENT and/or VALIDATION OF SUBJECTS"	11
F.3. Document "REQUEST TO WITHDRAW FROM ENROLMENT"	12
F.4. Document "WITHDRAWAL OR CANCELLATION REQUEST"	13



A. General instructions

A.1. Registration: Deadline

	From	To
Ordinary period	4 November	4 July
Extraordinary period *	7 July	15 September

**The extraordinary period will only be opened for qualifications when there are vacancies.*

- Only online applications will be accepted. Go to <http://www.mondragon.edu/inscripciones> to register.
- Completion of registration constitutes the declaration and acceptance by the candidate that all the information contained within it and any accompanying documentation are true. If the registration is admitted, any falsehood in any information will result in its cancellation.
- The date on which the registration is made will influence the announcements for carrying out the Entrance Test, as well as the date of resolution of the application, the payment for reservation of place, etc.

A.1.1. Personal details

- You should state your personal data as they appear on your identification document (DNI/NIE/Passport).
- Ensure that the e-mail address indicated is correct, and that it will be the main means of communication that we use during the process.

A.1.2. Academic background

- Indicate your previous higher level academic studies achieved and through which you are accessing the university studies requested.

**Degree, master's degree, Engineering, bachelor's degree, Architecture or similar Technical Engineer, Diploma, Technical Architect.
Master or Degree of 300 ECTS**

A.1.3. Work Experience

- It shall be understood as work experience if it is carried out under an employment contract. In this regard, external academic placements regulated under an Educational Cooperation Agreement shall not be considered as work experience.

A.1.4. Select studies

- You must only make one registration. You have the option to register for up to two courses, in order of preference, but it is not mandatory to add all the options; only do so if you are genuinely interested in studying them.
- Modification of courses
During the regular registration period (from November 4 to July 4) you can change the order of preference or add new studies, -with the limit indicated above-.



A.1.5. Attach documents

- In order for your registration to be validated, you must attach your valid identification document (DNI if you are a Spanish national; and passport, NIE or identity card if you are a foreign national).
- Given that the documentation presented to us is not original, it will be your responsibility to ensure the veracity of the information.
- The documents must be of minimum quality, must be complete and legible. If, once the document is received it is not considered as meeting the requirements indicated, they may request from onarpena.ing@mondragon.edu that you reattach it. If this happens, **until you attach the new document, the registration will not be valid.**

A.1.6. Save the registration

- On saving the registration, you will receive an email with a summary of the data provided and the selection of courses that you have made in the email address you have provided.
- We recommend you check the SPAM folder, as institutional e-mails and collective notifications that may be sent from Mondragon Unibertsitatea may be treated as SPAM, spam or advertising promotion.
- The mere formalisation of the registration does not entail any commitment on your part with regard to the official enrolment, nor does it give you any right or preferences in the courses.

A.2. Status of the application

- You can check the status of your registration at any time at the following link:
<http://www.mondragon.edu/inscripciones>
- The phases, as well as the status of your registration will be one of the following:

Registration

- ✓ **Registration application:** Application presented and is being processed.
- ✓ **Registration pending information:** You have met the criteria established for pre-admission and have paid the reservation fee.
- ✓ **Registration validated:** Registration admitted for processing and awaiting the necessary documentation for the pre-admission process.

Specific tests

- ✓ **Candidate with the option to reserve a place.** You have met the criteria established for pre-admission and have been given the option to reserve a place.
- ✓ **Candidate with reserved place.** You have met the criteria established for pre-admission and have paid the reservation fee.
- ✓ **In reserve.** You have not been given the option to reserve your place, but the evaluation of your application is not yet final. It will be considered in later stages of the process.

Pre-Admission

- ✓ **Admitted Candidate:** You are admitted and ready to enrol.



- ✓ **Candidate with option to reserve a place.** Your application has been positively evaluated, and you will be given the option to reserve a place.
- ✓ **Candidate with reservation.** Your application has been positively evaluated, and you have paid the reservation of place.
- ✓ **In reserve:** You have not been given the option to reserve your place, but the evaluation of your application is not yet final. It will be considered in later stages of the process.

Admission

- ✓ **Candidate admitted:** you are admitted and ready for enrolment.
- ✓ **Candidate not admitted:** You have not been admitted.
- ✓ **Candidate on waiting list:** You have not been admitted in the first instance, but your application will be considered in later stages of the process.

A.3. Place Reservation

- Given that the number of places offered for each master's degree is limited, Mondragon Unibertsitatea has established the "Reservation of Place" system.
- Deadline to reserve a place: Starting in February there will be four pre-admission dates for the master's program:
 - ✓ 25/02/2025
 - ✓ 01/04/2025
 - ✓ 06/05/2025
 - ✓ 17/06/2025
- This system guarantees the place for undertaking the courses in which you appear as "Candidate with option to reserve a place", through being admitted in advance on account of the official registration, that you could make as long as you meet the requirements in the enrolment period assigned. The amount for such a reservation of place is 700.00 EUR.
- Once the application has been favourably settled, you will be sent detailed information concerning the procedure you must follow **to reserve the place for the course chosen as the first option. If you do not reserve your place within the indicated period, it will be understood that you voluntarily desist from the admission process.**
- When you book your place, you will also have the chance to [apply for DUAL TRAINING](#) and activate the process before you even enrol and you will take part in the workshop "How to prepare your CV and job interview" led by the Mondragon University Employment Service team.
- If you do not reserve your place in the corresponding period, you will be able to enrol in the master's degree as long as there are still places available.
- In courses with free spaces, the place reservation as the second option will be enabled from **7 of May** provided that the interested party has not previously reserved a place on a course chosen as a first option.
- If, following reservation of the place, the person concerned is admitted to other studies of Mondragon Unibertsitatea, the amount paid shall be calculated on the new studies, the difference becoming payable if the amount is higher in the other studies. If it is lower, the amount to be paid in excess shall not be returned and considered an advance payment on the enrolment in the studies.
- Mondragon Unibertsitatea shall only refund the amount of the place reservation in the following cases:



1. If the candidate person expressly exercises in writing the right of withdrawal from the contractual relationship arising from the place reservation during a period of fourteen calendar days from the payment of the same, without indicating the reason and without incurring any cost, in accordance with Art. 102 of Royal Legislative Decree 1/2007, of 16 November, through which the consolidated text of the General Law on the Protection of Consumers and Users and other complementary laws is approved.
2. If the candidate has not passed the legal requirements established for access to the study. This refund will be made upon request -with reliable justification of this situation- by the candidate. Under no circumstances will the fact that the candidate has been admitted to studies at universities other than Mondragon Unibertsitatea be considered.

The applications must be submitted having completed the document '**REQUEST TO WITHDRAW RESERVATION OF PLACE**' (see Annex I) and should be sent to onarpena.ing@mondragon.edu

A.4. Acknowledgement of subjects

- In accordance with current legislation, you may request the acknowledgement of subjects for the following reasons:
 - Official university studies previously taken at any university (completed or not).
 - Non-official university studies previously taken at any university (completed or not).
- To this effect, you must hand in to the Academic Secretary, within the period established for such purpose, the duly completed application form accompanied with:

For the acknowledgement for accreditation having previously undertaken university studies:

- Personal academic certification (unless the training was carried out at the Higher Polytechnic School)
- Programme of each subject of origin of the award, stamped by the Centre at which the course was studied and corresponding to the course in which it was passed.

For acknowledgement by accreditation for having previously undertaken non-university studies:

- Personal academic certification; certified copy (or photocopy and original for collation).

For acknowledgement by accreditation of work or professional experience:

- Curriculum Vitae.
- Work Life.
- Accreditation of merits that may be assessed.

- The acknowledgements may become effective before enrolling. If the required documentation is presented before July 1 of the current year. Otherwise, they shall be applied once registration is completed. Applications must be submitted by filling in the document '**REQUEST FOR ACKNOWLEDGEMENT and/or VALIDATION OF SUBJECTS**' (see Annex II) and sent to idazkaritza.mgep@mondragon.edu
- If you need to know the resolution of acknowledgements to make a decision, you must request a preliminary report, sending an email message to idazkaritza.mgep@mondragon.edu **before June 1** of the current year.

A.5. Bekabide Programme and other grants and allowances

- At Mondragon Unibertsitatea, through the Bekabide Programme that does not prevent anyone from studying due to financial reasons. We conduct a tailored study, taking into account the expenses and income involved in studying at Mondragon Unibertsitatea, considering the familiar economic situation of the interested person and applying the established criteria to be entitled to the benefits of the programme, with the aim of adapting the payments to the economic means of the students and their families.



- For more information on this programme, you can get in contact via this email: bekabide.mgep@mondragon.edu
- Students enrolled at Mondragon Unibertsitatea can receive other grants and allowances that may partially compensate the tuition fees, provided they meet the requirements demanded of the various proposals through which these allowances are regulated.
- For more information, please consult the following webpage:
<https://www.mondragon.edu/es/informacion/precios-becas-ayudas/becas-ayudas>

B. Selection process

B.1. Admission conditional with right to reserve a place

- Selection will take place on four dates: From March there will be four dates for pre-admission to the master's degree: 25/02/2025, 01/04/2025, 06/05/2025, 17/06/2025 will give rise to "Conditional admission with the right to reserve a place".
- Once it has been confirmed that the requirements for access to the master's degree have been met, students will be admitted on the basis of the average mark on their academic transcript from their previous studies, except in the case of the Master's Degree in Strategic Design of Products and Services, where the academic transcript, CV, portfolio and individual interview will be considered.
- Level B2 (of the Common European Framework of Reference for Languages: Learning, Teaching, Assessment), or equivalent, of English will be required for admission to the master's degree, in order to guarantee that students have a sufficient level to ensure monitoring and learning, and the achievement of the expected results (except in the Master's Degree in Strategic Design of Products and Services). In addition, foreign students from countries with official languages other than Spanish will be required to have a B2 level, or equivalent, of Spanish.

B.2. Admission

- Those enrolled in the ordinary period who have reserved their place may formalise their enrolment within the established period, provided that they meet the academic requirements for access to the Master's Degree
- Those enrolled during the ordinary registration period who have not made a reservation for a place but have the option to do so, will be able to enrol depending on the number of places available in the degree, provided that they meet the academic requirements for access to the Master's degree.
- Those enrolled in the ordinary deadline with "in reserve" status will be admitted depending on the number of vacant places in the degree, as long as they meet the academic requirements to be admitted to the Master's Degree.
- Those enrolled in the extraordinary period will be admitted depending on the number of vacant places in the degree, provided that they meet the academic requirements to be admitted to the Master's Degree.

C. Enrolment

Enrolment dates:



- Enrolment takes place online and the enrolment dates are from 10 to 15 July.
- In the event that degrees have vacant places, additional enrolment periods will be established.
- You will receive an email with the instructions for enrolment and for accessing the self-enrolment application. You can also find all the information in this link from May onwards: (<https://www.mondragon.edu/es/escuela-politecnica-proceso-matricula>)

D. Financial information

D.1. Amount

- The amount for enrolment for the 2025-26 academic year has been set at €177.40 if you are enrolling for the first time. This will increase by 10% in case of second-time enrolment; and by 20% in cases of third-time enrolment.
- The credits acknowledged for previous training (university studies and Professional Training) are not paid under any circumstances. In the case of ECTS acknowledged for taking part in student representation activities, sports activities, etc..., organised by the University, the credit price to be paid corresponds to 50% of the credit amount set for the relevant course.
- If the payment corresponding to the place reservation has been paid **this will be discounted from the corresponding** monthly payments depending on the payment method chosen.

D.2. Payment methods

- On completion of enrolment, you should pay €2,100 as the first instalment. This payment should be made using the self-enrolment platform via the TPV payment system.
- Subsequent monthly payments will be collected on day 20 of each month according to the following options:
 - First payment plus [user member of MGEP fee (6.01) + Student Council fee (10€)] + rest in one single payment (September/2025)
 - First payment plus [user member of MGEP fee (6.01) + Student Council fee (10€)] + rest over 3 months (September/2025, December/2025, March/2026)
 - First payment plus [user member of MGEP fee (6.01) + Student Council fee (10€)] + rest over 9 months (September/2025 - May/2026)

D.3. Withdrawal from enrolment and dropout of studies

- **Withdrawal of enrolment.** - Once the enrolment is completed, you have a period of 14 calendar days from the signing of the enrolment contract to withdraw from the same, provided there is no retention or surcharge applicable to you for the early termination. Communication of the withdrawal by the student must be clear and unambiguous; it must be performed within the period previously indicated on filling out the document **'REQUEST FOR WITHDRAWAL OF ENROLMENT'** (see Annex 1), and sent to idazkaritza.mgep@mondragon.edu
- **Process of drop out of studies.** - If you drop out after making the first payment for the enrolment and the period of withdrawal has already expired, the amount of the first payment will be retained in full. With regard to the following months, billing will stop on the month following the drop out. For academic purposes, the student shall lower one year of enrolment in the studies.



D.4. Condition of user members of MGEP

- Students enrolled for the first time in MGEP in any of the levels (PT, Undergraduate and Master) shall acquire the condition of user members of the Cooperativa Mondragon Goi Eskola Politeknikoa, JMA, S.Coop. For this reason, as indicated in the current legislation, a compulsory contribution must be paid, set at €6.01. The status of MGEP user member will be ratified at the September Governing Board meeting and will be notified to the student via e-mail.
- When you finish your studies, **you can request a refund of the contribution made** by sending a letter to the following email address: idazkaritza.mgep@mondragon.edu
- Similarly, you may request a refund of the contribution made if you drop out before completing the studies you attend. To do so, you must fill in document '**REQUEST TO DEREGISTER**' (see Annex 1) and send it to idazkaritza.mgep@mondragon.edu
- Said request can be made within the period of five years after finishing or deregistering studies.
- **Student Council Fees.** - As stated earlier, students are user members of the Cooperative and are represented in the Management Bodies of the same. They also have their own forum representing them, the Student Council, formed by delegates and subdelegates of each degree-course-group. This Student Council sets an annual quota to cover its expenses. This quota of the Student Council is not included in the overall price for enrolment. The fee set by this Body will be collected together with the first payment of the registration fee in September.

E. Accommodation in Colegio Mayor Biteri y Arana (BIN)

- Persons who, on registering for study, have shown an interest in being accommodated at Colegio Mayor Biteri y Arana can find information about the registration and enrolment process in the following link:
<https://www.mondragon.edu/es/alojamiento/colegio-mayor-pedro-biteri-arana/precios-inscripcion-matricula>



F. Annex 1



F.1. Document "REQUEST TO WITHDRAW RESERVATION OF PLACE"



REQUEST TO WITHDRAW PLACE RESERVATION

Through this request, I am informing you of my wish to WITHDRAW my place reservation in the following degree:

DEGREE: _____

SUBMITTED BY: _____

DNI: _____

BOOKING DATE: _____

At _____ on ____, of _____ of ____ .

Signature:

The consumer has the right to withdraw from the contract within a period of 14 calendar days without the need for justification by referring to *Art. 102 of Royal Legislative Decree 1/2007, of 16 November, which approves the revised text of the General Law for the Defence of Consumers and Users and other additional laws.*

To comply with the withdrawal period, all the consumer needs to do is send the communication relating to the exercise of this right before the expiry of the relevant period.



F.2. Document "REQUEST FOR ACKNOWLEDGEMENT and/or VALIDATION OF SUBJECTS"

REQUEST FOR ACKNOWLEDGEMENT and/or VALIDATION OF SUBJECTS

SURNAME(S):				FIRST NAME:			
DNI/Passport No:			TEL.			EMAIL	
ADDRESS						HOUSE/FLAT	No.
TOWN				PROVINCE		POST CODE	

UNIVERSITY OF ORIGIN:

ORIGIN DEGREE: _____

MGEP DEGREE:

[illegible]



At..... on..... of..... of 202.....

Signature:

DOCUMENTATION THAT MUST ACCOMPANY THIS REQUEST

- A) Original Academic Certificate or certified copy, providing evidence of university studies undertaken and passed that are put forward for recognition for the purposes of acknowledgement and/or validation requested. This certification, issued by the organising Centre of these studies, must indicate, in addition to the list of subjects taken and passed, the name of the respective official qualification, the reference to the corresponding syllabus (date of publication in the Official State Bulletin) and the qualification with which the interested party accessed these studies and the Centre in the relevant admission process.
- B) Programmes of the current subjects in the year they were passed, in which the content must be set out.
- C) In the case of foreign students, The academic Certifications provided must be on an official level, having been issued by the competent authorities for that purpose in accordance with the legal system of the country concerned, and legalised through diplomatic offices or, where appropriate, through the Hague Convention apostille. This requirement does not require the documents issued by the authorities of the European Union member states or signatories of the agreement on the European Economic Area.



F.3. Document "REQUEST TO WITHDRAW FROM ENROLMENT"



REQUEST TO WITHDRAW ENROLMENT

Through this request, I am informing you of my wish to WITHDRAW my enrolment for the following degree:

DEGREE: _____

SUBMITTED BY: _____

DNI: _____

BOOKING DATE: _____

At _____ on ____, of _____ of _____.

Signature:

The consumer has the right to withdraw from the contract within a period of 14 calendar days without the need for justification by referring to *Art. 102 of Royal Legislative Decree 1/2007, of 16 November, which approves the revised text of the General Law for the Defence of Consumers and Users and other additional laws.*

To comply with the withdrawal period, all the consumer needs to do is send the communication relating to the exercise of this right before the expiry of the relevant period.



F.4. Document "WITHDRAWAL OR CANCELLATION REQUEST"



WITHDRAWAL REQUEST

SUBMITTED BY _____

COURSE _____

LEAVING DATE _____

REASON: Mark with an X the reason or reasons for dropping out of your studies:

☐

The studies are very difficult.

☐

I realised that another degree appeals to me more.

☐

I find it hard to follow the lessons in Basque.

☐

I have health problems and I cannot keep up with the pace demanded.

☐

Certain extra-curricular problems have arisen.

☐

The studies are very expensive and I don't have any kind of assistance.

☐

I have commuting/travel problems.

☐

The degree does not meet my expectations (it's not what I expected).

☐

Other _____

☐

Equally, it seeks reimbursement for the initial mandatory contribution as a user member of Mondragon Goi Eskola Politeknikoa, José Ma. Arizmendiarieta, S. Coop.

Arrasate, _____ of _____ of _____.

Signature