



**Mondragon
Unibertsitatea**

**Escuela Politécnica
Superior**

INSTRUCTIONS FOR THE REGISTRATION/ADMISSION PROCESS

Incoming students- 2025-26 ACADEMIC YEAR

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. Information on the specific test	6
B.1. Announcements for the specific tests	6
B.2. Content of the Specific Test	6
C. Selection process	6
C.1. Admission conditional with right to reserve a place.....	6
C.2. Provide definitive grades	7
C.3. Admission	7
D. Enrolment.....	9
E. Financial information.....	9
E.1. Amount.....	9
E.2. Payment methods	9
E.3. Withdrawal from enrolment and dropout of studies	10
E.4. Condition of user members of MGEP.....	10
F. Accommodation in Colegio Mayor Biteri y Arana (BIN)	10
G. Annex 1.....	11
G.1. Document "REQUEST TO WITHDRAW RESERVATION OF PLACE"	12
G.2. Document "REQUEST FOR ACKNOWLEDGEMENT and/or VALIDATION OF SUBJECTS"	13
G.3. Document "REQUEST TO WITHDRAW FROM ENROLMENT"	14
G.4. Document "WITHDRAWAL REQUEST"	15



A. General instructions

A.1. Registration: Deadline

	From	To
Ordinary period	4 November	3 April
Extraordinary period *	29 April	1 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.

Baccalaureate

Training Courses in Higher Education or equivalent

Degree, Masters, Engineering, four- to-six-year university course, Architecture or equivalent degree

Technical Eng., Undergraduate Degree, Technical Architecture or similar

Candidates aged 25+ who have passed the specific test

Candidates aged 40+ who have passed the specific test

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 ordinary registration period (from November 4 to April 3), you may modify the order of preference or add new studies, -with the above-indicated limit-.

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:** Application not completed as required documentation was not attached (DNI/NIE/Passport), or because the attachment is not valid.
- ✓ **Registration validated:** Registration admitted for processing and awaiting assignment of the admission test.

Specific tests

- ✓ **Registration has specific test assigned.** You have been allocated a date for carrying out the specified test. After performing the admission test, the status of your registration will go to
- ✓ **Test performed.** You have taken the test. You are now ready to attach the certificate in the student portal with your **arithmetic mean score** of the qualifications obtained during the first and second year of the Baccalaureate (A Levels or foreign equivalent) or 1st year of Training Course in Higher Education.



Pre-Admission

- ✓ **In selection process:** You have passed the test, and your application is being evaluated.
- ✓ **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 taken into account in later stages of the process.

Admission

- ✓ **Candidate admitted:** you are admitted and ready for enrolment.
- ✓ **Candidate not admitted:** Has not been admitted.
- ✓ **Candidate in reserve list:** you have not been admitted in the first instance. It will be considered at a later stage in the process.

A.3. Place Reservation

- **Deadline for place reservation: from 30 April to 7 May**
- Given that the number of places offered for each degree is limited, Mondragon Unibertsitatea has established the "Reservation of Place" system.
- 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.**
- In courses with free spaces, the place reservation as the second option will be enabled from **9 to 12 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 taken into account.

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 undertaken at any University (completed or not).
 - Unofficial university studies previously undertaken at any University (completed or not).
 - Non-university higher education:
 - Higher Level Vocational Training (Higher Degree Training Cycles and/or Specialisation Degrees)
 - Higher Art Studies
 - Higher Level Sports Studies
- 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 10 June 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 3 April** 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. Information on the specific test

B.1. Announcements for the specific tests

- Places for the specific tests are limited, therefore the University will allocate you the date, time and place of the test and you will be sent this information by email.
- As indicated previously, you must ensure that the email address indicated in the registration is correct and we recommend that you also check your junk mail or spam folder.
- If you are unable to attend on the date you have been allocated, you can request to change it at onarpena.ing@mondragon.edu
- The dates of the tests are **1 February and 5 April**.
- Interested persons who complete registration within the ordinary period, are studying for their Baccalaureate or Training Courses in Higher Education abroad this academic year and cannot attend in person on these dates, will be allocated another date within the ordinary period in order to take the online admission test.
- An extraordinary test will be established for persons registered during the extraordinary registration period, provided there are free places.

B.2. Content of the Specific Test

- The test consists of two parts: one in which a group dynamic is carried out and the other in which the candidate completes an individual profile and motivation test
In this test, competencies indicated below will be evaluated;
 - Oral Communication
 - Teamwork
 - Critical Analysis
 - Cooperation
 - Curiosity and Entrepreneurial Attitude
- No prior preparation is required for the test as it is not an examination.
- You must take the test in any event in order to continue with the selection process. In the event that you are not enrolled in the end, the result of the latter will be kept for a maximum period of three years.

C. Selection process

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

On April 30, students who have passed the specific test will be notified that they have the option to reserve a place. For this selection, the following will be taken into account:



- The type of Baccalaureate studied by the candidate. In this sense, the candidates who come from the 'Science and Technology' modality will have priority over the rest of the Baccalaureate.
- In the case of Baccalaureate students: Arithmetic average of the grades obtained in 1st year and those obtained up to that moment in 2nd year of Baccalaureate.
- In the case of students of Higher-Level Training Cycles: Arithmetic average of the grades obtained in 1st year.

C.2. Provide definitive grades

- **University Entrance Exam grades**

- **Students in ordinary call**

- Provisional grades

- The student must submit the provisional grades obtained in the selectivity until June 16. If the student does not have the definitive documentation by the indicated date, he/she must attach a screenshot of the provisional grades obtained in the University Entrance Exam.

- Final grades:

- Once the student has obtained the final grades of the University Entrance Exam, he/she must submit this documentation in the self-registration application.

- **Students in extraordinary call**

- Provisional grades

- The student must submit the provisional grades obtained in the selectivity until July 10. If the student does not have the definitive documentation by the indicated date, he/she must attach a screenshot of the provisional grades obtained in the University Entrance Exam.

- Final grades:

- Once the student has obtained the final grades of the University Entrance Exam, he/she must submit this documentation in the self-registration application.

- **Advanced technician studies grades**

- Final grades:

- The student must submit final grades by June 30.

- **High School Grades outside the Spanish Educational System grades**

- Final grades:

- The student must submit final grades by July 18.

C.3. Admission

- In the ordinary phase, in order to be admitted, the candidate must have made the place reservation and must obtain an evaluation of "PASS" in the specific test. Failure to do so will be considered for all purposes as non-admission.
- Candidates who have reserved a place will be admitted according to the admission mark obtained. For this, the following formula will be applied:



Grade calculation

- **Calculation of the grade for students coming via University Entrance Exam:**

$$\text{University entrance grade} + 0.2 * \text{grade of subject 1} + 0.2 * \text{grade of subject 2.}$$

Subjects 1 and 2 will be the following:

- Subject 1 will be Mathematics II for those students who access with the baccalaureate modality 'Sciences and Technology'.
 - Subject 2 will be Basque Language and Literature II or Foreign Language II, depending on the degree and campus you will study.
- **Calculation of the grade for students coming via Advanced technician studies grades**

$$\text{Advanced technician studies average grade}$$

- **Calculation of the grade for students via High School Grades outside the Spanish Educational System grades**
- Test of specific competences of UNED:

$$\text{PCE note} + 0.2 * \text{grade of subject 1} + 0.2 * \text{grade of subject 2.}$$

Subjects 1 and 2 will be the following:

- Subject 1 will be Mathematics II for those students who access with the baccalaureate modality 'Sciences and Technology'.
 - Subject 2 will be Foreign Language II
- Qualification that appears in the accreditation issued by the UNED.

Admission dates:

- Students coming by University Entrance Exam: 20 of june.
 - Estudiantes provenientes de CFGS: 1 de julio.
 - Estudiantes provenientes de Bachillerato fuera del Sistema Educativo Español: 19 de junio.
- Candidates registered during the ordinary period with '**in reserve**' status will be admitted depending on the number of places available for the degree, provided that they meet the requirements for admission.
 - Candidates **registered during the extraordinary period** will be admitted depending on the number of places available for the degree.



D. Enrolment

Enrolment dates:

- **Students coming via University Entrance Exams:**
 - **Students in ordinary call:** Registration will be done online and the registration dates will be from June 23 to June 27.
 - **Students in extraordinary call:** Registration will be done online and the registration dates will be from July 14 to 15.
- **Students coming via Advanced technician studies:** Registration is online and the enrolment dates will be from July 1 to July 4.
- **Students via High School Grades outside the Spanish Educational System:** Registration is online and the registration dates will be from July 21 to July 22.
- 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>)

E. Financial information

E.1. Amount

- The amount for enrolment for the 2025-26 academic year has been set at €133.65 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.

E.2. Payment methods

- On completion of enrolment, you should pay €1,600 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)



E.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.

E.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.

F. 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>



G. Annex 1



G.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.



G.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.



G.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.



G.4. Document "WITHDRAWAL OR CANCELLATION REQUEST"



WITHDRAWAL OR CANCELLATION 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