

HOW TO APPLY

While the academic plan is valid, including its extension, students who apply for finishing their degree must fill in the form for access to the termination plan including the subjects to be terminated. Each application will be checked according to the requirements and the student will be informed depending on:

- ▶ If they can adapt to the termination plan, a notice of acceptance will be sent, informing them on how to proceed – the steps to be followed, which will be the same as for any regular registration.
- ▶ If they cannot adapt to the termination plan, a notification of rejection will be sent informing of the other options available for obtaining a degree from ESIC.

PLACE OF COMPLETION OF THE PENDING SUBJECTS

Preferably, students should pass the subjects in their original campus, but if they request to pass in a different campus for reasons of *force majeure* (residence, work and other causes that should be considered by the coordinators), they can do it as long as teaching of that subject is available on the chosen campus and the reasons for the transfer are documented accordingly.

Keep in mind that you will have to pass the subjects in the successive applications after the transfer only at the destination campus. There will be the possibility of making exceptions to a new transfer only for the most extreme cases properly documented and under the authorization of the Academic Directorate.

The request for transfer between the Secretariats (of origin and destination) will be processed by means of a complete file transfer.