

Specific Recommendations for First-year Students on the Degree in Hotel Management

1. **It is extremely important you regularly check your university e-mail account** (xxx@estudiant.uib.es), set up during the enrolment procedure. All official notifications from the University School of Hotel Management will always be sent to this e-mail address. If you would like to redirect your institutional e-mails to your personal account, the following video will help you set it up:
<<https://youtu.be/KtVf7vapY7g>>
2. Before enrolling, **you must check the schedules** to properly plan the number of subjects you can take
3. When enrolling you will have to choose a group. To avoid timetable clashes between subjects in the same year, it is advisable to always enrol in the same large group (01 or 02). The English and German subjects for all programme years offer a third group (03). The schedule for this group is compatible with both group 01 and 02. Therefore, if you enrol in this group, you will avoid any clashes
4. If the group where you wish to enrol is full, you will need to enrol for another one. Please be aware that you may request group changes over UIBdigital between 29th July and 3rd September.
Group change requests will only be considered for justified reasons. All changes are subject to quality and teaching improvement criteria, room capacity and balanced student numbers for each group. Therefore, any changes affecting the aforementioned criteria will not be allowed
5. Group 01 for the second-year subject 'Economic of Tourism and Hospitality' is taught in English whilst group 02 in Spanish. If the group where you want to enrol is full, you will need to select a different one
6. Where you would like to enrol with **grantholder** status, simply tick the box. Please bear in mind you will need to have applied for the ministry grant beforehand
7. Specific enrolment status (previously part-time status) must be requested over UIBdigital between 8th and 17th July
8. Where you qualify for any discount (**large family, disability, victim of gender-based violence, etc.**), you need to tick the discount box in the enrolment payment information section and select the relevant discount.
You must submit the supporting documents for the discount as soon as possible to the following e-mail address: secretaria.hoteleria@uib.es. In this way, we can update your enrolment and cancel the 'pending document submission' notification
9. You must wear the relevant uniform in order to take the following subjects: Kitchen Management and Restaurant Management. The uniforms may be purchased before the start of the academic year from **H2A Uniformitat**, carrer Bartomeu Rosselló Porcel, 14 baixos 07014 Palma. Tel.: 871 964 968
10. If you would like to request **credit recognition**, you need to include the relevant subjects when you enrol. Please select the pay by instalments direct debit option and the maximum number of instalments. You need to download and fill in the credit recognition request form on the website and submit it at secretaria.hoteleria@uib.es or in-person at the secretary's office before 3rd September. You also need to submit your academic transcript and course guide for the relevant subject(s).
Requests submitted outside the deadline will not be considered
11. Payment methods for enrolment:
 - ✓ A single payment. You may either print out the invoice and pay it over the counter at any Caixabank branch or cash machine, or use online banking by entering the barcode numbers or the invoice issuer, reference and ID codes.

- ✓ Direct debit by instalments. You need to provide a bank account number and submit the SEPA mandate signed by the account holder to the secretary's office. Different instalment options are available.

Please contact us for any queries (e-mail address: secretaria.hoteleria@uib.es; tels.: 971 17 24 72 and 971 17 23 75).