

# Procedure to request Out-of-Program courses (1)

**IMPORTANT:** you should update your enrollment in the Virtual Campus **prior** to requesting Out-of-Program courses.

- Please check the following:
  - The Syllabi, as some courses might have specific requirements or prerequisites, such as having passed Foundations of Data Science, or other courses.
  - Check that there are no scheduling clashes. Out-of-program courses are not taken into account when designing the schedules and will not be accommodated.
  - You may only request a subject swap between courses you are currently enrolled in your virtual campus and the desired Out-of-Program course.

**Note:** Not all BSE courses are offered as Out-of-Program so if a course does not appear in your drop-down menu, it means that it is not available as an Out-of-Program course.

# Procedure to request Out-of-Program courses (2)

- Here are the steps to request an Out-of-Program course:
  - Access the platform of the Out-of-Program requests with your BSE email account:  
<https://outofprogram.bse.eu>
  - Go to "New Request".
  - Select the course/s you want to drop.
  - Select the course/s you want to take as Out-of-Program.
  - Justify your request in the comment box (the program director/s will see your comments).
  - Once your selection is ready, submit your request.


# Procedure to request Out-of-Program courses (3)

**IMPORTANT:** Requests must have the same amount of ECTS, and cannot be done as 2-2 course combinations

Add	Drop
One 3-ects course	One 3-ects course
Two 3-ects courses	One 6-ects course
<del>Two 3-ects courses</del>	<del>Two 3-ects courses</del>


Add	Drop
One 6-ects course	One 6-ects course
One 6-ects course	Two 3-ects courses

# Procedure to request Out-of-Program courses (4)

Out of Program BSELogout

Name: Mr. Test Test Test  
Email: student10@bse.eu  
Program: Program in Data Science for Decision Making

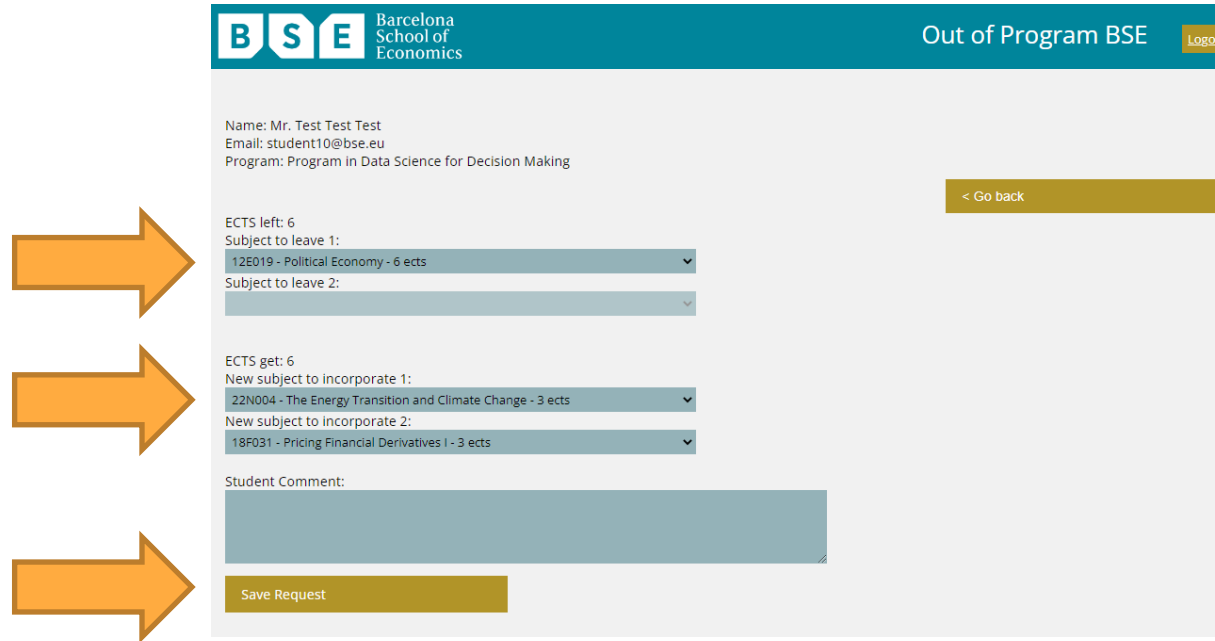
**ECTS requested: 0**

New request

**Your requests:**

Term	Subject left 1	Subject left 2	New Subject 1	New Subject 2	Status
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# Procedure to request Out-of-Program courses (5)



**BSE** Barcelona School of Economics Out of Program BSE [Logout](#)

Name: Mr. Test Test Test  
Email: student10@bse.eu  
Program: Program In Data Science for Decision Making

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ECTS left: 6  
Subject to leave 1:  
12E019 - Political Economy - 6 ects

Subject to leave 2:

ECTS get: 6  
New subject to incorporate 1:  
22N004 - The Energy Transition and Climate Change - 3 ects

New subject to incorporate 2:  
18F031 - Pricing Financial Derivatives I - 3 ects

Student Comment:


[Save Request](#)

Three orange arrows point to the subject selection fields: the first to 'Subject to leave 1', the second to 'New subject to incorporate 1', and the third to the 'Save Request' button.

# Procedure to request Out-of-Program courses (6)

You will be able to delete requests as long as the status is “submit”.

Once it changes, you will only be able to view it.

Out of Program BSELogout

Name: Mr. Test Test Test  
Email: student10@bse.eu  
Program: Program in Data Science for Decision Making

**ECTS requested: 12** - a maximum of 15 ects can be requested.

[New request](#)

**Your requests:**

Term	Subject left 1	Subject left 2	New Subject 1	New Subject 2	Status	
20222023T2	Machine Learning for Finance (3 ects)		Sovereign Debt and International Financial Markets (3 ects)		Submit	<a href="#">View</a> <a href="#">Delete</a>
20222023T2	Deep Learning Applications (3 ects)		Geopolitics of Trade and Conflict (3 ects)		In Process	<a href="#">View</a>
20222023T2	Political Economy (6 ects)		Probabilistic Inference in Machine Learning (3 ects)	Empirical Methods for the Analysis of the Energy Transition (3 ects)	Accepted	<a href="#">View</a>