

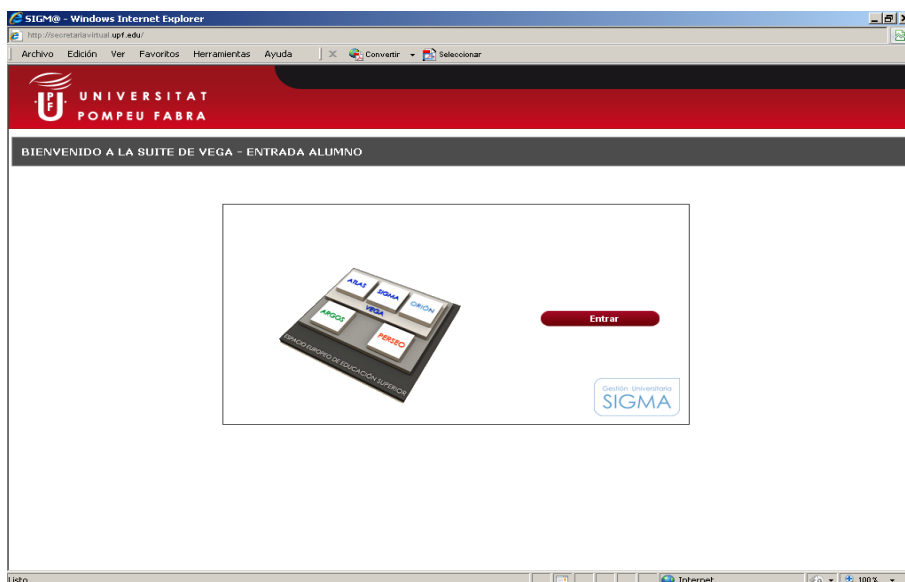
GUIDE TO POSTGRADUATE SELF-REGISTRATION.

2011-12

Below, we outline the steps you should follow in order to register for the 2011-2012 academic year.

Technical instructions: in order to get enrolled you should update your navigator (Mozilla Firefox or Internet Explorer). To print the enrollment form your navigator must allow the pop-ups access to the website

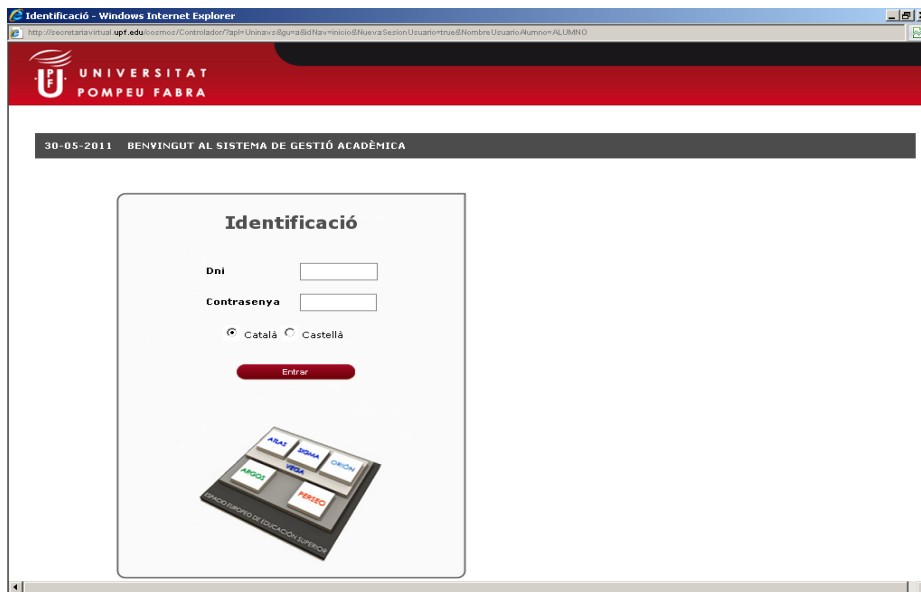
At matricula.upf.edu, you can access the *welcome to the registration process* page, where you should click on “**Entrar**” (*Enter*).



Dni: NIF (the letter in UPPER CASE) with no spaces, hyphens or full stops (if you have introduced the letter and *Identificació incorrecte* (*Wrong password*) appears, then introduce your NIF without the letter). **Ex: 55443322A; X8877666P**

Contrasenya: you must introduce your date of birth in *ddmmyyyy* format (example: 5 August 1983 → 05081983, without any spaces, hyphens or full stops)

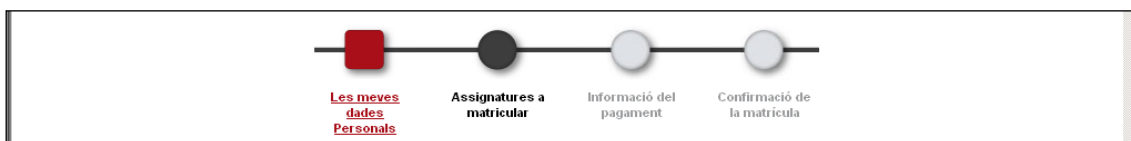
Finally, click with your mouse on the **Entrar** (*Enter*) box to go to the next page.



On the next page, you must click on **Automatrícula / Matrícula / Matrícula**



1. **Les meves dades personals** (Personal Details)
2. **Assignatures a matricular** (Academic details)
3. **Informació del pagament** (Payment information)
4. **Confirmació de la matrícula** (Enrollment confirmation)



Click on “**Següent**” to go to next page or click directly to next step.

1. Les meves dades personals (Personal details)

This page consists of four sections: *Domicili habitual* (Place of permanent residence) (referring to the family home address), *Domicili curs* (Address for the academic year) (referring to your address for the academic year), *Autoritza la cessió de dades personals* (Authorises the cessation of personal details) and *Dades de naixement* (Birth details) and *Dades de contacte* (Contact Detail)s

You must check that the details of your family home address and your address for the academic year are correct. If necessary, change them by placing the mouse over the field you wish to change.

In order to give your consent, please click on the left-hand box of *Autoritza la cessió de dades personals* (Authorises the cessation of personal details).

The personal details shall be stored and processed in Pompeu Fabra University files in order to manage the public service of providing higher education, which is its purpose. Consequently, these details will be used in order to perform the functions deriving from the relationship between the student and the University, which are described in the resolution as regards the creation of the Academic Management file (resolution dated 27 June 2003).

Details shall only be ceded to third parties when authorised by law (Tresoreria General de la Seguretat Social – Social Security Office), to other authorities to exercise similar competencies or dealing with similar matters (Departament d'Innovació, Universitats i Recerca, Ministeri d'Educació -Department of Innovation, Universities and Research) and when there is a need to establish legal relations with the interested party (financial institutions for the handling of registration payment, Agència de Gestió d'Ajuts Universitaris i de Recerca – The Agency for Administration of University and Research Grants).

With your prior consent, these data may be ceded to bodies related with UPF or that render educational services (courses, scholarships, benefits for student). Under no circumstances shall details of students who have been graduates for over a year be ceded, barring when they have been stored on the UPF Alumni programme, in which case, the conditions applicable to said programme shall be applicable.

The body responsible for University files is the manager. You may exercise your right to get access to, rectify, cancel and oppose by writing, to the following address together with a photocopy of your Identification Card or Passport: Deputy General Manager of the Teaching Area. Universitat Pompeu Fabra. Plaça de la Mercè, 12. 08002 Barcelona.

Lastly, check that the personal details contained in the *Dades de naixement* (Birth details) section are correct. You can only change the place of birth by changing the post code. If your date of birth is incorrect, once registered, you must present an application, addressed to the Postgraduate and Doctoral Studies Office, at the Student Information Desk stating the correct details, attaching a document of proof thereof, so that our staff can update them

Then, click on “Següent” at the bottom of the screen or click on “Assignatures a matricular”

2. Assignatures a Matricular (Academic details)

-**Especialitat:** should be completed **only** for students enrolled in Master with speciality

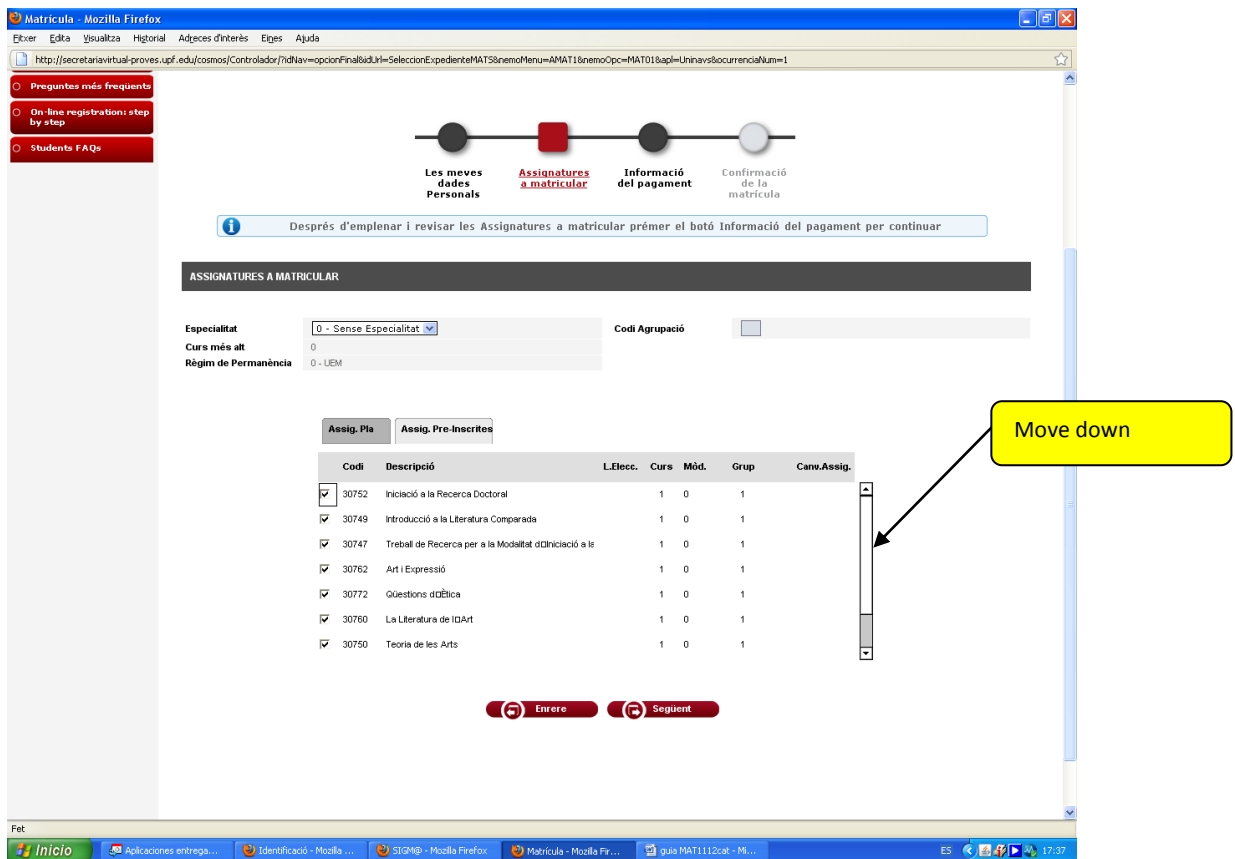
-**Règim de Permanència:** **VERY IMPORTANT.** Part time students should select “*1-temps parcial*”. If you are a full time student, you do not have to select anything.

-**Preinscrites (Pre-registered) tab,** with the list of subjects entered coming from the tutorial.

-**Pla (Plan) tab,** without any information.

-**Convalidades (Validated)** with the subjects previously entered for validation, if applicable.

-**Suspeses (Failed),** for students who have repeated subjects, if applicable.



3. Informació del pagament (Payment information)

If you receive some kind of allowance (numerous family, allowance for registration for the staff of Catalan public universities, disability, victim of terrorism, victim of gender violence or if you are over 65) you have already had to present proof of this at the start of the registration process, and the allowance will come up as being activated by default. If not, the **standard** type of settlement will appear on screen by default.

With regard to the *Forma de pagament (Means of payment)*, the dropdown of this option will give you the following possible means of paying the registration:

a) Direct debit, in one or two instalments.

In order to arrange for payment of your registration to be done by direct debit, you must select this means of payment and introduce the following bank details in the field marked *Número de compte (Account number)*: bank/"caja/caixa", branch, control digits and account number (totalling 20 digits); and in the field marked *Titular(Holder)*, the name(s) and surname(s) of the holder.

In the same section, you must indicate whether you wish to make the payment in two instalments, clicking on the *Pagament ajornat(Delayed payment)*.

The University will process the single payment and the first instalment during the same month as registration, while payment of the second instalment (for partial payments) will be processed during the month of December 2011.

b) In cash at the financial institution, in a single payment

If you decide to pay in person at a financial institution, you will have **one week** as of the day of registration to make the payment of the amount corresponding to your registration. You can make a cash payment at any branch of the following banks and “cajas/caixas”:

- Catalunya Caixa
- “La Caixa”
- Banc Bilbao Vizcaya Argentaria
- Banc Santander Central Hispano

c) Préstec AGAUR (Agency for Administration of University and Research Grants) loan

If you wish to apply for this aid to spread the payment of your registration fees, you must select the *Préstec AGAUR (AGAUR loan)* means of payment, provide a bank account number and **not be receiving any kind of allowance**. Remember that you can find further information concerning this kind of spread payment on the website in the section dealing with information on registration (ww.upf.edu). AGAUR loans may only be applied for by students from European Union member states.

Remember, it is compulsory to make the payment(s) for registration by the corresponding deadlines. Some management fees will increase the tuition cost because of the payment delay originated. Failure to meet said deadlines will lead to the cancellation of your registration, with no right to a refund. Cancellation of registration does not, however, lead to your leaving the University definitively; therefore, should you wish to take up studying again, you would have to make the payment of the amounts owed to the University and/or provide the admission documentation pending submittal, and the new continuance standards would be applicable to you (the corresponding calls would be taken into account). No request for transfer may be dealt with and neither may any other procedure with the University be carried out as long as payment of your registration fees is not settled.

If previously **you have submitted the scholarship** the *Becari(Scholarship holder)* box will be filled in.

Finally, if you are under 28, in the Taxes opcionals (Optional Fees) section, student insurance will be selected by default, since in these circumstances it is compulsory.

On this page, you will find three ways to collaborate with **UPF Solidària**, a **platform** which is **open** to the whole of the university community which works on a variety of supportive proposals through active, transparent participation. If you wish to join and **make your contribution**, click on the box you feel most suitable: 10 €, 15 € or 20 €.

Any: 2011/12-0
 Centre: 808 - Progr. Of. Posgr. Humanitats
 Estudi: 8081 - Màster Est.Comp.Lit.,Art i Pens.
 Pla d'Estudis: 472 - Màster en Estudis Comparatius de Literatura, Art i Pensament
 NIA: 150463
 Tipus d'Estudis: 6 - Màster
 Especialitat: Sense Especialitat

Després d'emplenar i revisar la Informació del pagament prémer el botó Confirmació de la matrícula per continuar

Per seleccionar un tipus de descompte amb bonificació (família nombrosa ...) o seleccionar becari condicional, utilitzar la llista desplegable corresponent

INFORMACIÓ DEL PAGAMENT

Tipus de descompte: Ordinària
 Tipus de beca: No becari
 Pagament ajornat:
 Forma de pagament: Entitat Financera, Domiciliació Bancària
 Nombre de compte bancari: [][][]
 Titular del compte: Nom [], Primer cognom [], Segon cognom []

	Import	
Assegurança Obligatòria	1,12 EUR	<input checked="" type="checkbox"/>
UPF Solidària (1)	10,00 EUR	<input type="checkbox"/>
UPF Solidària (2)	15,00 EUR	<input type="checkbox"/>
UPF Solidària (3)	20,00 EUR	<input type="checkbox"/>

4- Confirmació de la matrícula (Enrollment confirmation)

This is an informative page containing your personal details, the means of payment, the subjects registered for, the total number of credits registered for this academic year, the breakdown of the official academic and administrative fees, the amount you will have to pay and the due date.

If, once you have verified your details you wish to **accept your registration**, press the “**Confirmar**” button. Following the steps indicated by the application, you can print your registration sheet. **If you have chosen to pay via your bank or “caja/caixa”, you must print the document *Abonaré (I will pay)*** in order to go to the bank to pay.

Finally press again “Confirmar” and then will appear the message “**la matrícula s’ha processat correctament**”. Then press “**Sortir**”

Thank you for your collaboration. We wish you a good 2011-2012 academic year,