

Bachelor's degree in Global Studies (study programme 3354) Form summarising procedure for registration 23-24 SECOND YEAR

1. On account of the regulation governing the rules for progression within study programmes and retention in undergraduate studies (resolution of the Social Council of 26 May 2020), in order to register for subjects in higher academic years, the following prerequisites must be met:

Admission to second year: the student will need to have passed 30 credits from first year.

Admission to third year: the student will need to have passed 54 credits from first year and have passed 33 credits from second year.

Failure to meet these prerequisites will result in the student only being permitted to register for subjects in the current year.

If you do not have the above requirements, you can request progression through the Procedures during the course of the [Degree Academic Secretariat](#) from 4 to 24 July, also 7 and 8 september. If the resolution does not arrive before the self-enrollment period, you will only be able to enroll in the subjects of the current year that the application allows you to do.

As soon as you receive the progression resolution, contact the secretariat via [CAU](#) to extend the registration.

2. Make sure you do not have any **payments outstanding**. You can check if you have any debts by going to the [Virtual Secretariat](#) > Fees > Promissory notes pending payment.

Print the promissory note you have received by email and pay it at any branch of CaixaBank or Banc Santander (you can pay by internet if you have online current account with either of these financial institutions). Or by credit card via the [CaixaBank online payment portal](#), even if you are not a customer. You will find all the details you need for online payment on the promissory note

You must send the promissory note stamped by the bank or proof of payment to the secretariat of your studies, through the [CAU](#).

3. Make sure that you do not require any documents for admission.

If you are missing any admission documents, you will have received an email instructing you to submit them via mail to sga@upf.edu. If you do not submit them **before 14th July 2023, you will not be able to enrol online.**

4. Before the enrolment period and to consult appointments and enrol within the deadline, make sure you remember your password by accessing [secretariavirtual.upf.edu](#). If you do not remember it, click on "Forgotten your password?", and you will receive an email to reset it.

5. **Check when you have to enroll:** [Check your appointment](#) as of 22th of July.

Si no tens accés al Campus global o no recordes com fer-ho, has de fer un [CAU](#) al Servei d'Informàtica.

6. Select the subjects you wish to register for in the 2023-24 academic year in the tab for subjects in the syllabus. Remember that in the second year **you must choose a language from the options: Arabic, French, Chinese and Russian**, and enroll in the 3 levels of it. If you find the "full group" you will have to select another subject.

7. We wish to remind you that the teaching of bachelor's degree subjects is organised in line with the Bologna methodology involving continuous assessment based on attendance to lectures and seminars, handing in assignments and practical tasks and sitting exams in order to pass the subject. It is important to bear this in mind for failed subjects. Advice from the dean's office: first register for subjects you failed in second year followed by the subjects you wish to take from third year.

8. Owing to academic rules, you must register for all basic and compulsory subjects with a fail before being able to register for new subjects.

9. If you have applied for the general scholarship of the Ministry, you will need to register for all credits required in order to be awarded the scholarship.

10. Please visit the Faculty website

(<https://www.upf.edu/web/humanitats/matricula-grau-altres-cursos>)

for information on when registration will be open.

11. There will be 3 periods to [Online enrolment modification](#): 1st term: 13th and 14th September, 2nd term: 29th and 30th November and 3rd term: 6th and 7th March, **outside these deadlines and channels the registration will not be modified**. Please check the schedules before recording the registration.

- You will be able to extend or change subjects (you will not be able to reduce credits).
- You will be able to log in as many times as you want, with a single management fee.

IMPORTANT: Students who have studied the Secondary School Diploma outside of the European Union must have their diploma officially recognised in order to formalise their new enrolment for the 2023/24 academic year. Without the homologation it is not possible to formalise new enrolments, nor to obtain the bachelor's degree once you have finished your studies. Send the accreditation document to admissions.bachelor@upf.edu.



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