



Universitat
Pompeu Fabra
Barcelona

REGISTRATION FOR POSTGRADUATE COURSES UPF



POSTGRADUATE COURSES UPF

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Step 1 - Obtain the user to access the UPF Electronic Office (only for non-UPF Students)

First, if you are not a UPF student and therefore you do not have a username or password, [you have to register](#) by entering your personal information. Enter your ID document number (with letters if it is the case) without any points, hyphens or blank spaces in between. All the rest of the data fields are compulsory and must be introduced as they appear in your original ID document.

The screenshot shows a web form titled "Student registration form for international students". At the top, there is a progress bar with three steps: "Basic information", "Personal details", and "Contact details". The "Basic information" step is currently active. Below the progress bar, there is a red "Go Back" button. The form contains several sections:

- Basic Details:** A large text input field for the ID number or passport. Below it are dropdown menus for "Country of origin", "Type of Document", and "Document number".
- Personal Details:** Input fields for "First name", "Family name", "Second family name", "Date of birth", and "Gender" (with radio buttons for "Male" and "Female").
- Contact Details:** Input fields for "Personal e-mail", "Contact your alternate e-mail", and "Contact telephone number".
- LEGAL AND PRIVACY INFORMATION:** A section with a "PERSONAL DATA PROTECTION" heading and a "Consent" checkbox. Below it is a "Legal notice" section with small text.

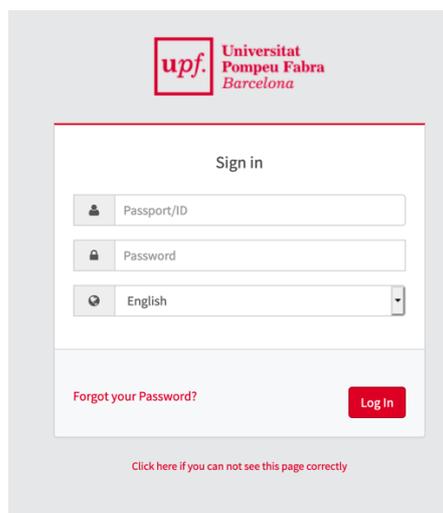
Once your data has been validated, you will receive an email, to the address provided in the registration, with the password to access the Electronic Office.

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Step 2 - Register through the UPF Electronic Office

NOTE: remember that if you are not a UPF student, first you need to complete the previous registration step (Step 1), before continuing with the following steps.

First, you have to apply for registration through the [UPF Electronic Office](#). In order to access, you need to enter your ID number (the one you provided in the previous registration step, usually your ID card or passport) and your password. **If you do not remember your password, you can use the *Forgot your password* button to retrieve it.**



The image shows a screenshot of the UPF Electronic Office sign-in page. At the top left, there is the UPF logo (a red square with 'upf.' in white) and the text 'Universitat Pompeu Fabra Barcelona' in red. Below this is a white sign-in form with a red border. The form has a title 'Sign in' and three input fields: 'Passport/ID' with a person icon, 'Password' with a lock icon, and a language dropdown menu currently set to 'English'. Below the form, there is a red link 'Forgot your Password?' and a red 'Log In' button. At the bottom of the page, there is a small red link: 'Click here if you can not see this page correctly'.

Next, from the *Home Menu* you have to access to *UPF-endorsed degree courses*, which you will find within the option 

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Home

Applications

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Enrolment

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Doctoral thesis follow-up

Final studies project

Degree certificate

Available options

- UPF-endorsed degree courses
- UPF Languages

And click on *Enrolment*

Home

Courses and language UPF /

Enrolment

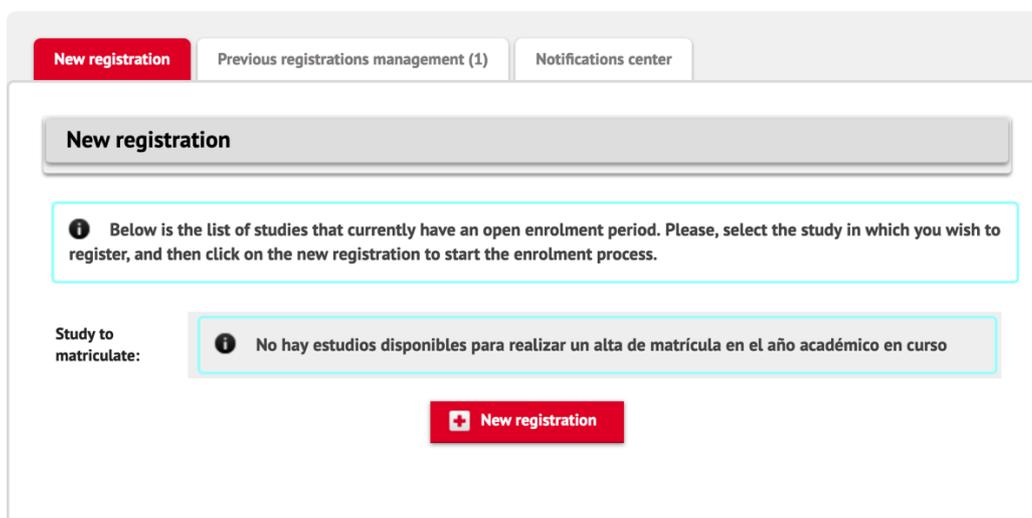
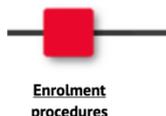
Transcript query

LANGUAGE LEVEL TEST AND ACCREDITATION

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On this screen, you have to select the code of the course in which you want to enroll. Select the course **1696/17-Master in Terminology** and click on 

A screenshot of a web interface for course registration. At the top, there are three tabs: "New registration" (highlighted in red), "Previous registrations management (1)", and "Notifications center". Below the tabs is a section titled "New registration" with a light blue border. Inside this section, there is an information icon (i) followed by the text: "Below is the list of studies that currently have an open enrolment period. Please, select the study in which you wish to register, and then click on the new registration to start the enrolment process." Below this text, there is a label "Study to matriculate:" followed by another information icon (i) and the text: "No hay estudios disponibles para realizar un alta de matrícula en el año académico en curso". At the bottom of this section, there is a red button with a white plus sign and the text "New registration".

Step 3 - Complete the registration to the course

Once you have selected the course **1696/17- Master in Terminology**, go to the *Student Data section*. Attention, you only have to modify this screen if any of your personal data has changed or if you have not yet entered the compulsory data.

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New Registration Process

Students Data

Personal Data

Birth

Usual place of residence

Place of residence during the course

Basic data protection information

Data controller: Pompeu Fabra University
 Purpose of the processing: Academic management of students after enrolment.
 Legal basis: Mission of public interest. Performance of a contract to which the data subject is party. Legal obligation. Consent.
 Recipients: banking entities for the collection of the registration fee, co-organizing entities in the case of interuniversity studies or courses co-organized with third parties. With the prior consent of the person, data may be transferred entities linked to UPF or that provide educational services (courses, scholarships, student benefits); or the data may be published to disseminate the studies and activities to the media and the internet. Data may be transferred internationally to other universities with which UPF has signed an agreement for the performance of international mobility programmes and to service providers of the information society of the United States associated to the Privacy Shield.
 Rights: Data access, rectification, deletion, portability, limitation and opposition.
[View UPF privacy policy](#)
 I have read the basic information on data protection.
 I authorize that my data can be disclosed to entities linked to UPF or that provide educational services (courses, scholarships, student benefits).

To continue to the next section, you must read and accept the *Basic Information on Personal Data Protection*. Then click on *OK* and you will be able to access to the following screen.

From *Documents to be attached*, you need to attach the mandatory documentation in any format. Then, you have to click on *OK* and you will be able to access to the next screen.



Documentation to be provided by the student

Documentation required for enrolment

To continue with the enrolment process, you must attach the mandatory documents listed below

Document to attach	Required format	File attached
<input type="button" value="Attach"/> CV	Any Format	
<input type="button" value="Attach"/> University degree	Any Format	
<input type="button" value="Attach"/> DNI or Passport	Any Format	

Optional documentation for enrolment

Document to attach	Required format	File attached
<input type="button" value="Attach"/> Supplementary documentation	Any Format	

From *Academic Data*, select the modules you wish to register.

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Entry of academic enrolment data

● Exist 29 free places on this course

My registration
Subjects: 0 | Credits: 0.0

MY SELECTION
● There are no subjects selected for your registration

● Please, select subjects from the table of available subjects shown below to be added to your selection for enrolment

SUBJECTS AVAILABLE TO REGISTER

	Code	Description	Credits	Type	Course	School Year	Free places
<input checked="" type="checkbox"/>	201476	Curso de postgrado online: Fundamentos de la terminología / Online Postgraduate Course: Foundations of Terminology	15.0	Obligatory		2020/21	29
<input checked="" type="checkbox"/>	201477	Diploma de postgrado online: Terminología y necesidades profesionales / Diploma of Postgraduate Studies: Terminology and Professional Needs	30.0	Obligatory		2020/21	30
<input checked="" type="checkbox"/>	201478	Taller I: Metodología del trabajo en terminología / Workshop I: Methodology for Terminology Work	10.0	Obligatory		2020/21	10
<input checked="" type="checkbox"/>	201479	Memoria de Máster / Final Master's Project	10.0	Obligatory		2020/21	10
<input checked="" type="checkbox"/>	201480	Taller II: Problemas en el trabajo terminológico / Workshop II: Troubleshooting in Terminology Work	5.0	Optative		2020/21	5
<input checked="" type="checkbox"/>	201481	Taller III: Gestión de la terminología en memorias de traducción / Workshop III: Terminology Management for Translation Memories	5.0	Optative		2020/21	5
<input checked="" type="checkbox"/>	201482	Taller IV: Neología / Workshop IV: Neology	5.0	Optative		2020/21	5

● In order to validate the enrolment, the following requirements will be validated

1. Click on the button to select each one of the modules you want to register.

Please remember that if you want to register for the whole Master, you must select the 75 ECTS, which are equivalent to all the modules except one of the optional workshops (*Workshop II*, *Workshop III* and *Workshop IV*). In other words, in this case you will have to leave one of the three optional workshops unselected.

2. Then, select the language in which you want to take the course(s) and accept.

201476 - Curso de postgrado online: Fundamentos de la terminología / Online Postgraduate Course: Foundations of Terminology x

Class group preferences

● You must select a group of subject of each of the present types

Typology - null

	Group	Description	Language	Free places
<input checked="" type="radio"/>	1	Grupo Español / 1		29 <input checked="" type="checkbox"/>
<input type="radio"/>	2	English Group / 2		30 <input checked="" type="checkbox"/>

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3. The selected subjects will go to *My Selection*.
4. The **Select all** option allows you to quickly select all the subjects. If, for example, you want to select all the subjects except one (for instance, if you want to register for the whole master's degree), you can remove it by clicking on **X**.

IMPORTANT!

In the upper right part of the screen, the website displays a counter indicating the number of subjects selected and the total number of credits to be enrolled. Remember to always check the number of credits before moving on to the next section.

NOTE: the subjects that correspond to the complete Master are 6 and the total number of credits are 75.

My registration	
Subjects	Credits
6	75.0

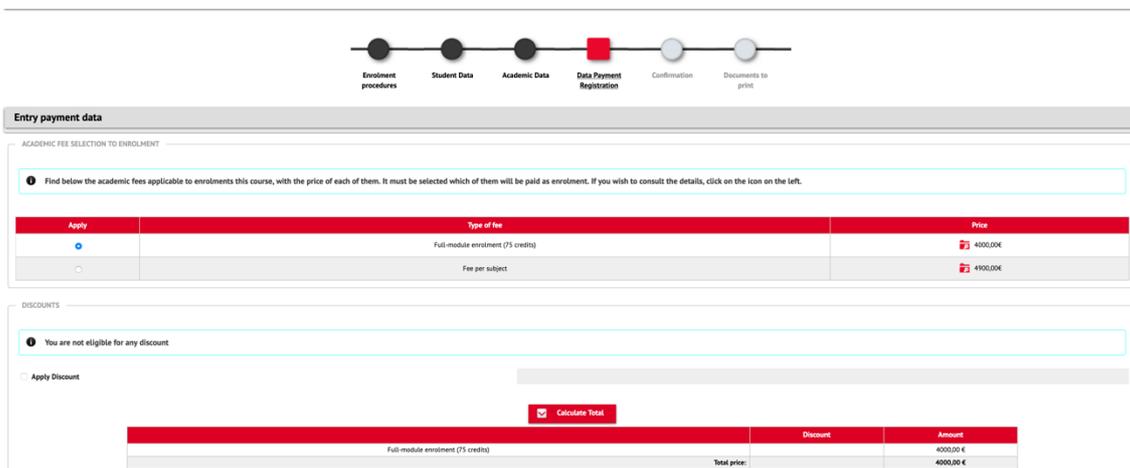
You may have to meet some requirements defined by the course, for example, you might need to select a minimum or maximum number of subjects. If you don't meet the requirements, the application will not allow you to proceed to the next step. For this reason, you must take into account the instructions detailed in the section *Registration Procedures* on our website. If you have any doubts about this section, please contact iulaonline@upf.edu.

Once you have selected the subjects you wish to register, click on *Tuition Payment Details*. In this screen you will find the academic fees.

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IMPORTANT!

The student is responsible for choosing the rate applicable to him/her subject selection in the previous screen.



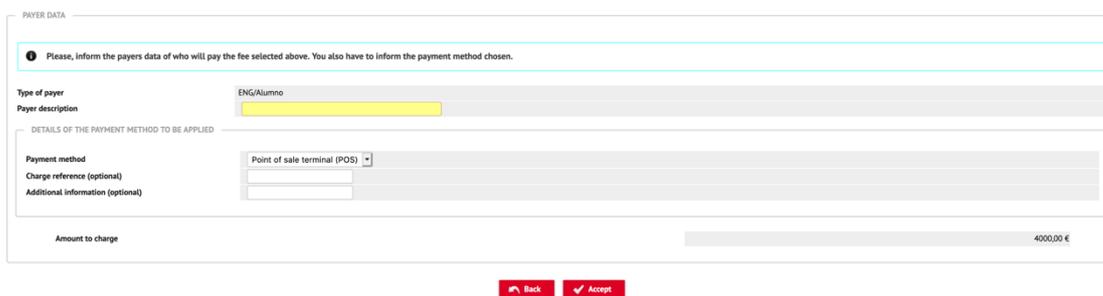
The image shows a progress bar at the top with six steps: Enrolment procedures, Student Data, Academic Data, Data Payment Registration (highlighted in red), Confirmation, and Documents to print. Below it is the 'Entry payment data' form. The form has a section for 'ACADEMIC FEE SELECTION TO ENROLMENT' with a message: 'Find below the academic fees applicable to enrolments this course, with the price of each of them. It must be selected which of them will be paid as enrolment. If you wish to consult the details, click on the icon on the left.' Below this is a table with columns 'Apply', 'Type of fee', and 'Price'. The table contains two rows: 'Full-module enrolment (75 credits)' with a price of 4000,00€ and 'Fee per subject' with a price of 4900,00€. Below the table is a 'DISCOUNTS' section with a message: 'You are not eligible for any discount' and an 'Apply Discount' checkbox. At the bottom of the form is a 'Calculate Total' button and a summary table with columns 'Discount' and 'Amount'. The summary table shows 'Full-module enrolment (75 credits)' with a total price of 4000,00 €.

Apply	Type of fee	Price
<input type="radio"/>	Full-module enrolment (75 credits)	4000,00€
<input type="radio"/>	Fee per subject	4900,00€

Discount	Amount
	4000,00 €
Total price:	4000,00 €

If you are entitled to any bonus according to the conditions of the selected course (see section *Prices and discounts* of the website), please contact iulaonline@upf.edu before completing the registration to justify the discount. NOTE: If you have a discount, the payment method will be limited to bank transfer.

Finally, the payment is made:



The image shows the 'PAYER DATA' form. It has a message: 'Please, inform the payers data of who will pay the fee selected above. You also have to inform the payment method chosen.' Below this is a 'Type of payer' field with 'ENG/Alumno' and a 'Payer description' field. Below that is a 'DETAILS OF THE PAYMENT METHOD TO BE APPLIED' section with a 'Payment method' dropdown menu set to 'Point of sale terminal (POS)', a 'Charge reference (optional)' field, and an 'Additional information (optional)' field. At the bottom of the form is an 'Amount to charge' field with '4000,00 €'. Below the form are two buttons: 'Back' and 'Accept'.

Payment methods:

a) **Electronic payment or POS:** payment by debit / credit card. If you choose this option, once you have the information confirmed,

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a pop-up window will be displayed, and it will take you to the online payment platform.

b) **Financial transfer:** If you choose this option, once the registration is completed, the system will send you an email with the instructions to make the bank transfer. **IMPORTANT:** please note that this payment method may involve an extra charge by the bank.

Once you have chosen your payment method, you will be taken to the *Confirmation* section, where you will find a summary of your registration.

Confirm Registration Data	
Next, you will find an overview of the registration data. Please, verify them. Should they not be correct, you are able to go back and edit them. Once verified, press "confirm" in order to complete your registration	
School year	2020/21-0
Administrative center	32-UPF-endorsed degree centers
Name	
DNI/Passport	
NIA	
NIF	
E-mail	prova@prova.edu
Study	1696/17 - Máster en Terminología / Master in Terminology
Valid edition	01/04/2020-30/09/2022
Study type	
Origin	New student of UPF-endorsed degree centers

No I authorize the transfer of name, address and certification companies in the commercial sector and / or training for education and labor

In this section you need to check that all the information provided is correct (personal details, subjects registered, fees selected).

If any information is not correct, you can return with the *Back* button to the corresponding section for any modifications or by clicking on corresponding section on the tab bar that appears at the upper part of the screen.



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If everything is correct, confirm to save the request and make the payment through the electronic platform (if you have chosen the TPV method).

Finally, once you have completed the registration, you can download the registration receipt and the payment document from the section *Documents to print*. If you have chosen the payment option *Financial transfer*, the document will contain the bank account to which you have to make the transfer to complete the registration.

Available Documents	Display Document
Enrolment receipt	
Payment document: Receipt (...)	

Once you have downloaded or printed these documents, you can exit by clicking on the *Disconnect* button in your profile on the upper right part of the screen.

School year	2020/21-0	Dept.	407-Department of Translation and Language Sciences
School	32-UPF-endorsed degree centers	Enrolment process dates	01/03/2020 - 12/05/2022
Study	1696/17 - Màster en Terminologia / Master in Terminology	DNI/Passport	
Enrolment process	1		
Name			
Study Summary			

NOTE: if you have any questions, please contact the Secretary's Office of the Faculty of Translation and Language Sciences of Pompeu Fabra University (estudis.tcl@upf.edu).

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