



Universitat
Pompeu Fabra
Barcelona

Registration and Enrolment Guide RECSM Summer Methods School



RECSM Summer Methods School - UPF

Table of Contents

Step 1 – REGISTER: Obtain access the UPF electronic system (only for non-UPF Students).....	3
Step 2 - Enroll through the UPF electronic system ‘Secretaria Virtual’	4
Step 3 – Select your courses and pay.....	6

RECSM Summer Methods School - UPF

Step 1 – REGISTER: Obtain access the UPF electronic system (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 [here](#):

<https://gestioacademica.upf.edu/regi/controlreg/registroPublico>

The screenshot shows the 'Student registration form for international students' on the UPF website. The form is divided into several sections: 'BASIC DETAILS', 'PERSONAL DETAILS', 'CONTACT DETAILS', and 'LEGAL AND PRIVACY INFORMATION'. The 'BASIC DETAILS' section includes a field for 'Please introduce your ID number or passport', a dropdown for 'Country of origin', and fields for 'Type of Document' and 'Document number'. The 'PERSONAL DETAILS' section includes fields for 'First name', 'Family name', 'Second family name', 'Date of Birth', and 'Gender' (Male/Female). The 'CONTACT DETAILS' section includes a field for 'Please enter your contact details. All e-mails concerning your online application will be sent to this address', and fields for 'Residential e-mail', 'Give/line your personal e-mail', and 'Contact Telephone Number'. The 'LEGAL AND PRIVACY INFORMATION' section includes a 'PERSONAL DATA PROTECTION' notice and a 'Legal basis' section.

Once your data has been validated, you will be able to access the UPF electronic system by entering the passport or ID number that you registered with as the username, and your date of birth in ddmmyyyy format as the password.

Username: your passport or ID number

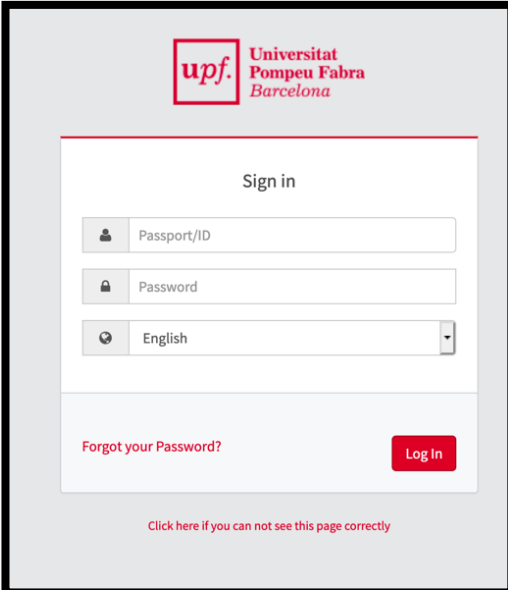
Password: your date of birth in ddmmyyyy format

You will then be asked to update your password.

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Step 2 - Enroll through the UPF electronic system 'Secretaria Virtual'

In order to access the [UPF electronic system](#), you need to enter your ID number (the one you provided for your registration) and your password. **If you have just registered for the first time, your password will be your date of birth in the ddmmyyyy format and you will be asked to update it on entering into the system. If you do not remember your password, you can use the *Forgot your password* button to retrieve it.**



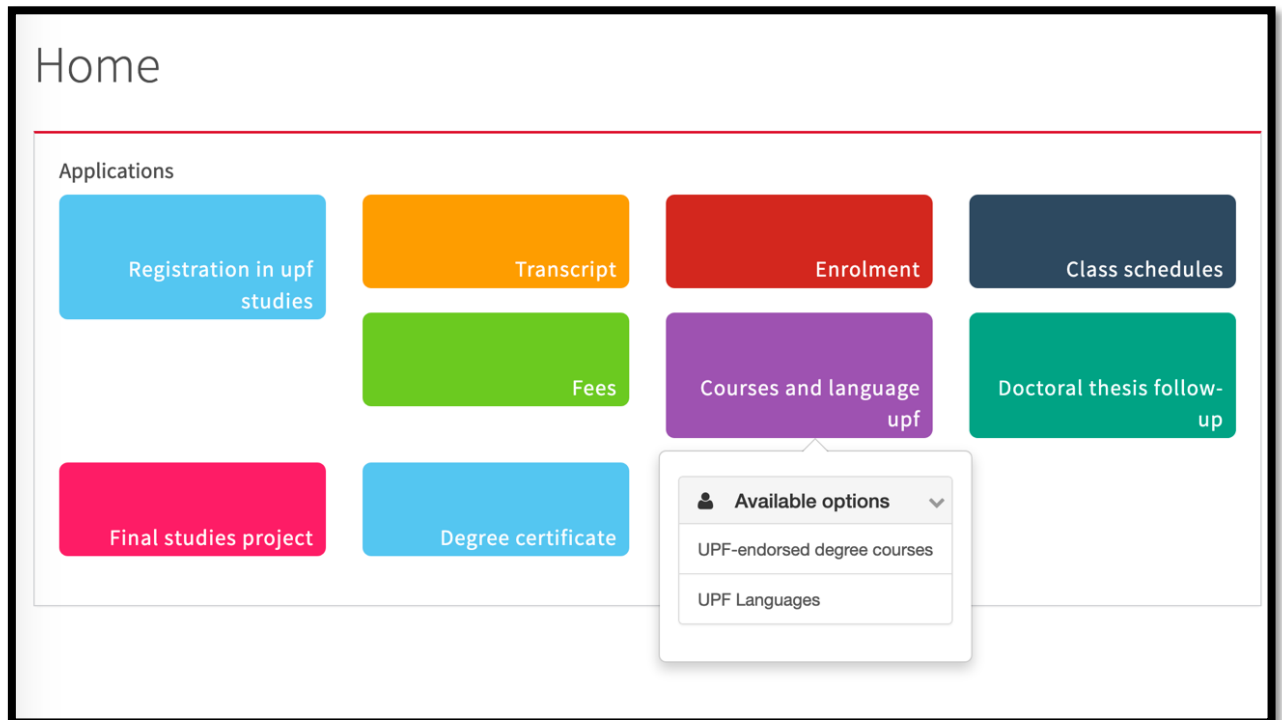
The image shows a screenshot of the UPF Sign in page. At the top left is the UPF logo (upf.) and the text 'Universitat Pompeu Fabra Barcelona'. The main content area is titled 'Sign in' and contains three input fields: 'Passport/ID', 'Password', and a language dropdown menu currently set to 'English'. Below these fields are two links: 'Forgot your Password?' and a red 'Log In' button. At the bottom of the page, there is a small red link that says 'Click here if you can not see this page correctly'.

You will be asked to create a new personalized password.

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

Courses and language
upf


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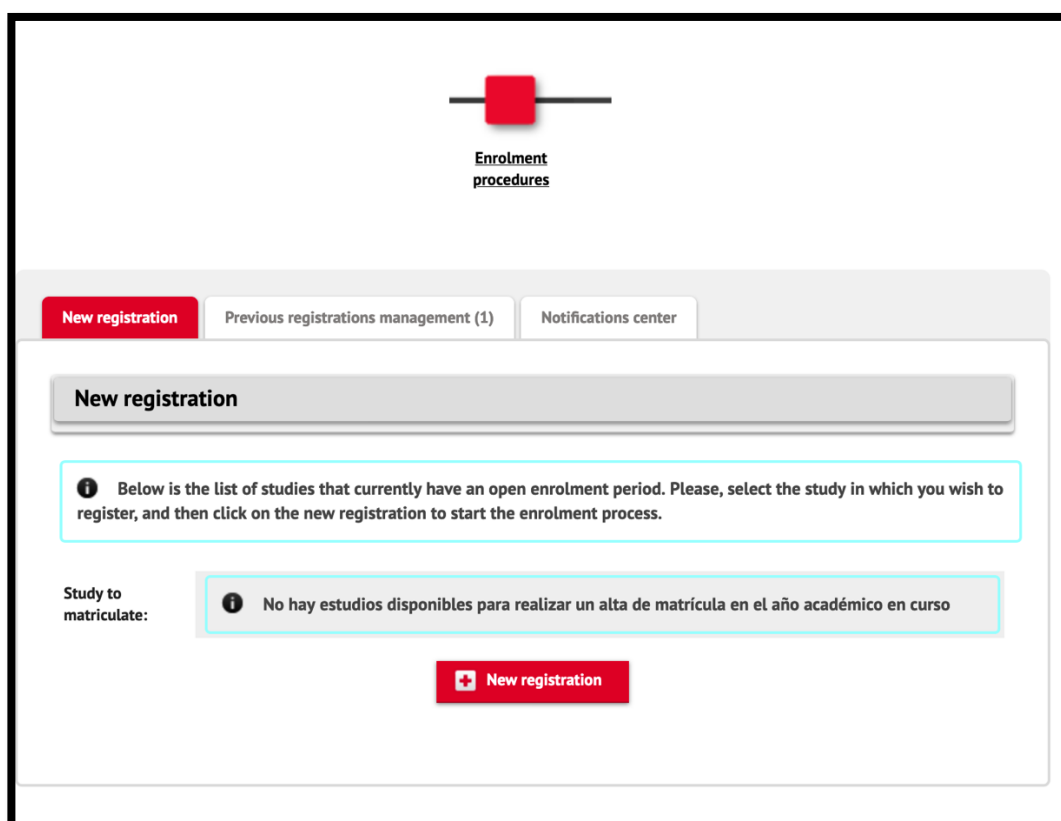


And click on *Enrolment*



RECSM Summer Methods School - UPF

On this screen, you have to select the code for the Summer School. Select **1705/11-RECSM Summer Methods School 2024** and click on: 



The screenshot shows a web interface for enrolment procedures. At the top, there is a red square icon with a white plus sign, followed by the text "Enrolment procedures". Below this, there is a navigation bar with three tabs: "New registration" (highlighted in red), "Previous registrations management (1)", and "Notifications center". The main content area is titled "New registration" and contains 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, there is a section labeled "Study to matriculate:" followed by a message box containing an 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 the main content area, there is a red button with a white plus sign and the text "New registration".

Step 3 – Select your courses and pay

Once you have selected the course **1705/11- RECSM Summer Methods School 2024**, 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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Consultation of Registration Process

School year	2020/21-0	Dept.	407-Department of Translation and Language Sciences
School	32-UPF endorsed degree centers	Enrollment process dates	01/03/2020 - 12/05/2022
Study	1496/17 - Màster en Terminologia / Master in Terminology	DNI/Passport	
Enrollment process	1		
Name			
Study Summary			

Enrollment procedures Student Data Academic Data Registration Resume Documents to print

Students Data

Personal data

NIP		NIA	
DNI/Passport			
Gender	<input type="radio"/> Male <input type="radio"/> Female		
First Surname	<input type="text"/>	Second Surname	<input type="text"/>
Name	<input type="text"/>	E-mail	<input type="text" value="priva@priva.edu"/>
SS number	<input type="text"/>	Second E-mail	<input type="text" value="priva@priva.edu"/>
Data disclosure	<input type="radio"/> Yes <input type="radio"/> No		

Birth

Date of Birth	<input type="text" value="dd/mm/yyyy"/>	Zip Code	<input type="text"/>
City	<input type="text"/>	State/Country	<input type="text"/>
Country	<input type="text"/>	Nationality	<input type="text" value="Spanish"/>

Habitual place of residence

Address	<input type="text"/>	Zip Code	<input type="text"/>
City	<input type="text"/>		
State/Country	<input type="text"/>		
Country	<input type="text"/>		
Telephone	<input type="text"/>	Cell Phone	<input type="text"/>

Place of residence during the course

Address	C/ església de sant miquel 8	Zip Code	<input type="text"/>
City	Girona		
State/Country	Girona		
Country	Spain		
Telephone	6249776095	Cell Phone	<input type="text"/>

Basic data protection information

Data controller: Pompeu Fabra University

Purposes of the processing: Academic management of students after enrollment.

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.

[More info on personal data protection](#)

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* and click on *OK*.

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For *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.

The screenshot shows a progress bar at the top with seven steps: Enrolment procedures, Student Data, Documents to be attached (highlighted in red), Academic Data, Data Payment Registration, Confirmation, and Documents to print. Below the progress bar, the section is titled 'Documentation to be provided by the student'. A red banner indicates 'Documentation required for enrolment'. A message states: 'To continue with the enrolment process, you must attach the mandatory documents listed below'. A table lists the required documents:

Document to attach	Required format	File attached
CV	Any Format	
University degree	Any Format	
DNI or Passport	Any Format	


Below this, an 'Optional documentation for enrolment' section lists 'Supplementary documentation' with an 'Any Format' requirement. At the bottom, there are 'Back' and 'Accept' buttons.

In the section for *Academic Data*, select the courses you wish to register for.

The screenshot shows the 'Academic Data' step highlighted in the progress bar. The section is titled 'Entry of academic enrolment data'. A message indicates: 'Exist 29 free places on this course'. A 'My registration' box shows 'Subjects: 0' and 'Credits: 0.0'. Below, a message states: 'There are no subjects selected for your registration'. A prompt asks: 'Please, select subjects from the table of available subjects shown below to be added to your selection for enrolment'. A table of 'SUBJECTS AVAILABLE TO REGISTER' is shown:

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

At the bottom, a message states: 'In order to validate the enrolment, the following requirements will be validated'.

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

RECSM Summer Methods School - UPF

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

IMPORTANT!

The student is responsible for choosing the discount applicable to him/her.

The screenshot displays the 'Entry payment data' section of a registration system. At the top, a progress bar shows six steps: 'Enrolment procedures', 'Student Data', 'Academic Data', 'Data Payment Registration' (highlighted in red), 'Confirmation', and 'Documents to print'. Below this, the 'ACADEMIC FEE SELECTION TO ENROLMENT' section contains an information icon and a text box: '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.' A table follows with columns 'Apply', 'Type of fee', and 'Price'. The 'Apply' column has radio buttons, with the top one selected. The table lists 'Full-module enrolment (75 credits)' at 4000.00€ and 'Fee per subject' at 4900.00€. Below this is the 'DISCOUNTS' section with an information icon and a text box: 'You are not eligible for any discount'. There is an 'Apply Discount' checkbox and a 'Calculate Total' button. At the bottom, a summary table shows 'Full-module enrolment (75 credits)' with a 'Total price' of 4000.00€.

Apply	Type of fee	Price
<input checked="" type="radio"/>	Full-module enrolment (75 credits)	4000.00€
<input type="radio"/>	Fee per subject	4900.00€

	Discount	Amount
Full-module enrolment (75 credits)		4000.00 €
Total price:		4000.00 €

If you are entitled to one or more discounts, please select it from the list and then click *Calculate Total*.

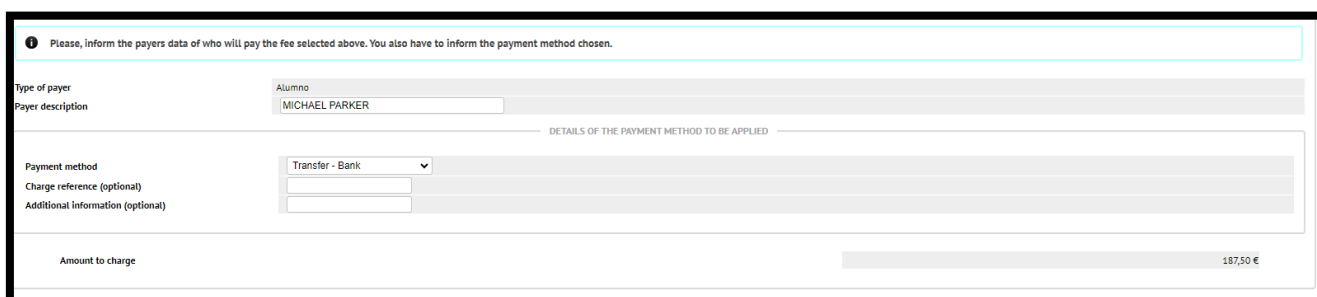
Please be aware we will check that you qualify for the discount selected:

The screenshot shows a dropdown menu titled 'Price Students - Discount: 50.0%'. It includes a 'Clear' button and a list of discount options:

- Professional early bird - Discount: 5.0%
- Professional 3+ courses - Discount: 10.0%
- Professional 3+ courses + early bird - Discount: 15.0%
- Professional 5+ courses - Discount: 20.0%
- Professional 5+ courses + early bird - Discount: 25.0%
- Professional + WAPOR LATAM member - Discount: 30.0%
- Researchers early bird - Discount: 28.75%

RECSM Summer Methods School - UPF

Below you can then select your method of payment, either ‘Transfer – Bank’ or ‘Electronic Payment’ and click *Confirm*.



The screenshot shows a web form for selecting a payment method. At the top, there is 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, the form is divided into sections. The first section, "Type of payer", has a dropdown menu set to "Alumno" and a text input field containing "MICHAEL PARKER". The second section, "DETAILS OF THE PAYMENT METHOD TO BE APPLIED", includes a dropdown menu for "Payment method" set to "Transfer - Bank", and two empty text input fields for "Charge reference (optional)" and "Additional information (optional)". At the bottom right, the "Amount to charge" is displayed as "187,50 €".

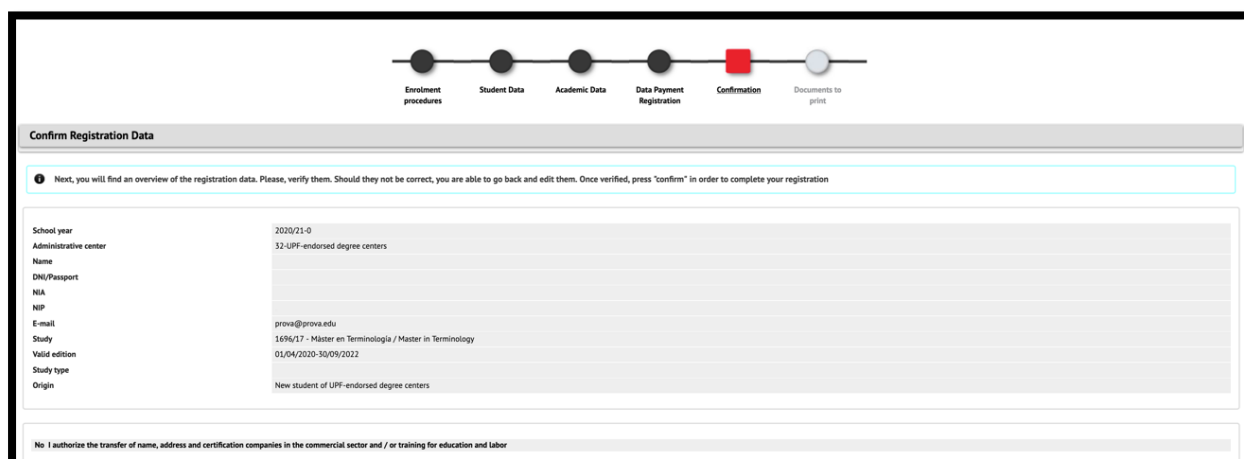
Payment methods:

a) **Electronic payment or POS:** payment by debit/ credit card. If you choose this option, once you have confirmed the information, a pop-up window will take you to the online payment platform.

b) **Financial transfer:** If you choose this option, once the registration is completed, the system will give you the option to download a document with the payment instructions.

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.



The screenshot shows the "Confirm Registration Data" page. At the top, there is a progress bar with six steps: "Enrolment procedures", "Student Data", "Academic Data", "Data Payment Registration", "Confirmation" (highlighted in red), and "Documents to print". Below the progress bar, the page title is "Confirm Registration Data". A message states: "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". The main content area displays a table of registration data:

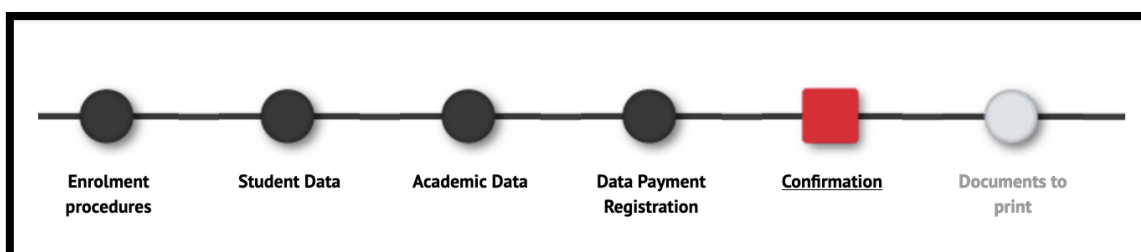
School year	2020/21-0
Administrative center	32-UPF-endorsead degree centers
Name	
DNI/Passport	
NIA	
NIP	
E-mail	prova@prova.edu
Study	1696/17 - Màster en Terminologia / Master in Terminology
Valid edition	01/04/2020-30/09/2022
Study type	
Origin	New student of UPF-endorsead degree centers

At the bottom, there is a disclaimer: "No I authorize the transfer of name, address and certification companies in the commercial sector and / or training for education and labor".

RECSM Summer Methods School - UPF

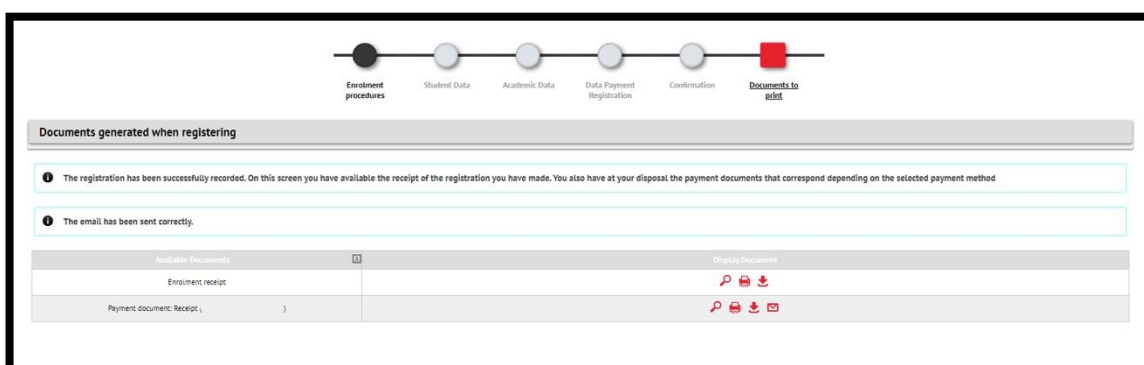
In this section you need to check that all the information provided is correct (personal details, subjects registered, fees and discounts).

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



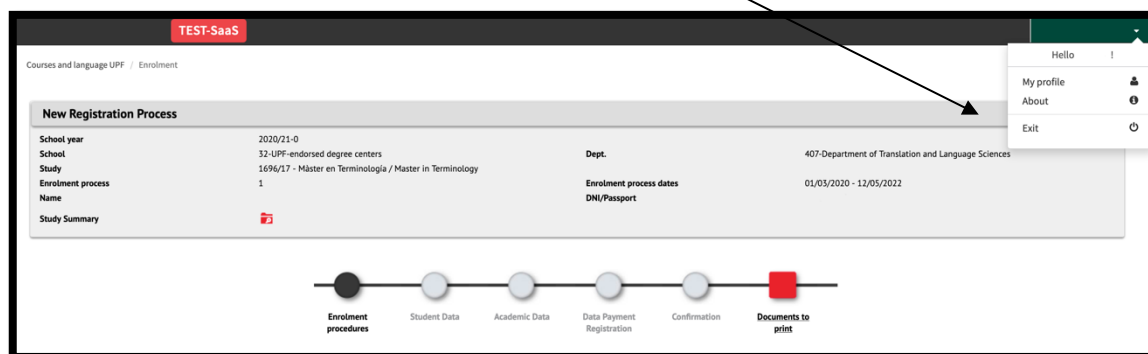
If everything is correct, confirm to save the request and make the payment.

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.



RECSM Summer Methods School - UPF

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.



NOTE: if you have any questions, please contact the Research and Expertise Centre for Survey Methodology of Pompeu Fabra University (recsm@upf.edu).