



**Universitat  
Pompeu Fabra**  
*Barcelona*

**REGISTRATION /ENROLMENT GUIDE  
RECSM WINTER METHODS SCHOOL  
2024**



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## Step 1 – Register as a user to access the UPF Secretaria Virtual (only for non-UPF Students)

First, if you are not a UPF student or have not completed courses at UPF before, you have to register by entering your personal information **into the system here**.

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 the 'Student registration form for international students' interface. At the top, there is a progress bar with three steps: 'Student registration form' (highlighted in red), 'New student data validation', and 'Summary of the registration form'. A 'New Registration' button is visible in the top right corner. Below the progress bar, there is a note: 'If you are currently studying at UPF or have ever studied at the UPF before, please apply through <https://secretariavirtual.upf.edu/> with your user and password. \*The fields marked with \* are compulsory. \*\*You will receive a validation message.' The form is divided into several sections: 'BASIC DETAILS' with fields for 'Please introduce your ID number or passport', 'Country of origin', 'Type of Document', and 'Document number'; 'PERSONAL DETAILS' with fields for 'First name', 'Family name', 'Second family name', 'Date of Birth', and 'Gender' (Male/Female); 'CONTACT DETAILS' with fields for 'Personal e-mail', 'Confirm your personal e-mail', and 'Contact telephone number'; and 'LEGAL AND PRIVACY INFORMATION' with a 'PERSONAL DATA PROTECTION' section containing a 'Consent' checkbox and a 'Legal basis' section.

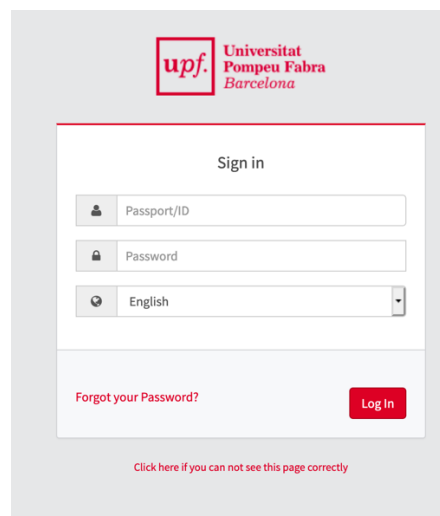
Once your data has been validated, you will receive an email, to the email address you provided, with the password to access the Secretaria Virtual and enrol for your course.

See instructions below for accessing the Secretaria Virtual.

## **Step 2 – Enrol on the course through the UPF Secretaria Virtual**

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.

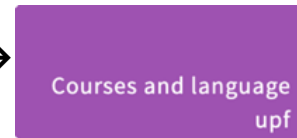
You must go to the [UPF Secretaria Virtual](#) website. In order to access, you need to enter your ID number (the one you provided in the previous registration step, usually of your ID card or passport) and your password. **If you do not remember your password, you can use the *Forgot your password* button to retrieve it.**



The image shows a screenshot of the UPF Secretaria Virtual sign-in page. At the top left, there is the UPF logo (upf.) and the text "Universitat Pompeu Fabra Barcelona". Below this is a "Sign in" section with three input fields: "Passport/ID", "Password", and a language dropdown menu currently set to "English". At the bottom of the sign-in section, there is a link "Forgot your Password?" and a red "Log In" button. At the very bottom of the page, there is a small red link: "Click here if you can not see this page correctly".

## UPF COURSES

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



### Home

Applications

Registration in upf studies	Transcript	Enrolment	Class schedules
Final studies project	Fees	Courses and language upf	Doctoral thesis follow-up
Degree certificate	Available options UPF-endorsed degree courses UPF Languages		

And click on *Enrolment*



Home Courses and language UPF /

Enrolment


Transcript query

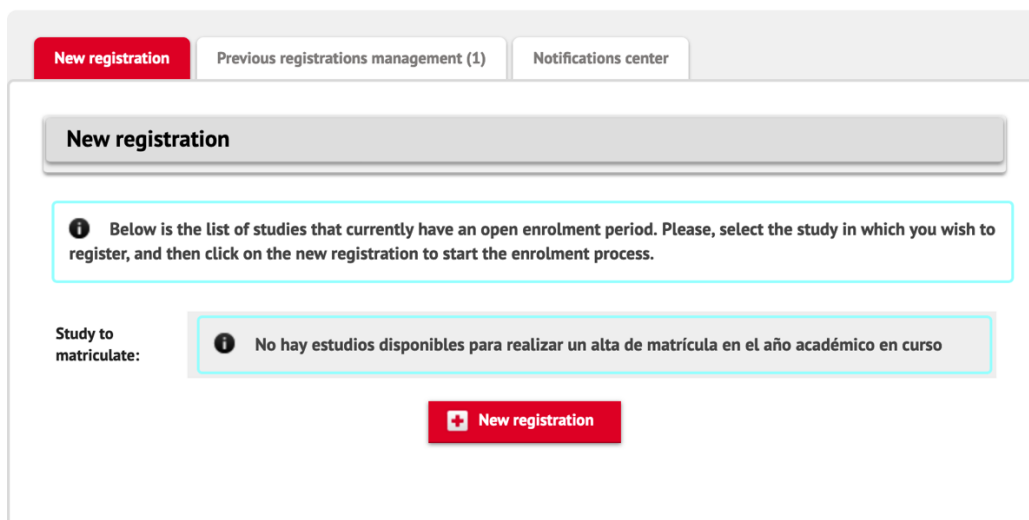
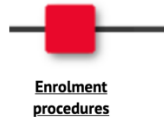
LANGUAGE LEVEL TEST AND ACCREDITATION



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Barcelona

## UPF COURSES

On this screen, you have to select the code for the RECSM Winter School program. Select the course **1713-5 RECSM Winter Methods School 2024** 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". Inside this section, there is a light blue information box with an 'i' icon and 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 label "Study to matriculate:" followed by another light blue information box with an 'i' icon and the text: "No hay estudios disponibles para realizar un alta de matrícula en el año académico en curso". At the bottom of the section is a red button with a white cross and the text "New registration".

### Step 3 - Complete the registration to the course

Once you have selected the course **1713-5 RECSM Winter 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.

# UPF COURSES

Consultation of Registration Process			
School year	2020/21-0	Dept.	407-Department of Translation and Language Sciences
School	32-UPF-endorsead 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			



## Students Data

**Personal data**

NIP		NIA	
DNI/Passport	<input type="text"/>		
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="prova@prova.edu"/>
SS number	<input type="text"/>	Second E-mail	<input type="text" value="prova@prova.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"/>	(For international cities, please add the code '99999')
City	<input type="text"/>	State/Country	<input type="text"/>	
Country	<input type="text"/>	Nacionality	<input type="text" value="Spanish"/>	

**Habitual place of residence**

Address	<input type="text"/>	Zip Code	<input type="text"/>	(For international cities, please add the code '99999')
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	<input type="text" value="Cr església de sant miquel 8"/>	Zip Code	<input type="text"/>	(For international cities, please add the code '99999')
City	<input type="text" value="Girona"/>			
State/Country	<input type="text" value="Girona"/>			
Country	<input type="text" value="Spain"/>			
Telephone	<input type="text" value="626978695"/>	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 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*. Then click on *Accept* and you will be able to access to the following page.

## UPF COURSES


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

Documentation to be provided by the student



Select the files that contain the requested documents. The name of the files will be normalized when registering in the system (removing accents and certain characters).



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
 Copy of your ID document	Any Format	

Optional documentation for enrolment

Document to attach	Required format	File attached
 Document confirming your student or researcher status	Any Format	
 Document confirming your WAPOR LATAM membership	Any Format	

In the *Academic Data* section, you must select the courses you wish to register for and the workshop if you plan to attend it.

To select courses, you must click on the  button beside the course name and click *Accept*.

Entry of academic enrolment data

Exist 299 free places on this course


My registration  
Subjects  
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	Type	Course	School Year	Free places
	201882	Course 1: Measuring Citizen's Digital Behaviours Using Web Trackers and Data Donations		1	2023/24	
	201883	Course 2: Going beyond conventional web surveys: Using new types of data within web surveys		1	2023/24	
	201884	WEB DATA OPP workshop		1	2023/24	



## UPF COURSES

In the following page for *Data Payment Registration*, you have the option of selecting the discount that applies to you.

In the discounts drop down menu, select your discount and then click *Calculate Total*.

The screenshot shows a progress bar at the top with seven steps: Enrolment procedures, Student Data, Documents to be attached, Academic Data, **Data Payment Registration** (highlighted in red), Confirmation, and Documents to print.

**Entry payment data**

ACADEMIC FEE SELECTION TO ENROLMENT

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.

Apply	Type of fee	Price
<input type="radio"/>	Enrolment	500,00€

DISCOUNTS

If you have the right to apply a discount, please tick on the box 'Apply discount' to select it.

Apply Discount

UPF students - Discount: 312.5€

Calculate Total

	Discount	Amount
Enrolment		500,00 €
103 - UPF students - Discount: 312.5€	-312,50 €	187,50 €
Total Discount:	-312,50 €	
Total price:		187,50 €

PAYER DATA

Please, inform the payers data of who will pay the fee selected above. You also have to inform the payment method chosen.

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

Please, inform the payers data of who will pay the fee selected above. You also have to inform the payment method chosen.

Type of payer: Alumno  
Payer description: MICHAEL PARKER

DETAILS OF THE PAYMENT METHOD TO BE APPLIED

Payment method: Transfer - Bank  
Charge reference (optional):  
Additional information (optional):

Amount to charge: 187,50 €


### Payment methods:

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

b) **Bank 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. **Please input RECSM Winter Methods School 2024 as your transfer reference.**

**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	
NIP	
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.



## UPF COURSES

If everything is correct, confirm to save the request and make the payment through the electronic platform or by bank transfer.








Finally, once you have completed the registration, you can download the registration receipt and the payment document from the *Documents to print* section. If you have chosen the payment option of *Bank transfer*, the payment document will contain the bank account information to which you have to make the transfer to in order to complete the registration. **Please input RECSM Winter Methods School 2024 as your transfer reference.**



Documents generated when registering

**i** The registration has been successfully recorded. On this screen you have available the receipt of the registration you have made. You also have at your disposal the payment documents that correspond depending on the selected payment method

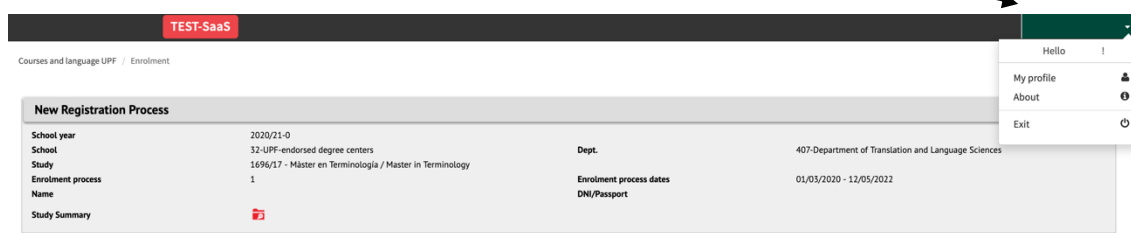
**i** The email has been sent correctly.

Available Documents	Display Document
Enrolment receipt	  
Payment document: Bank Transfer	   

### Course participation online:

Please note: If you are taking part in the RECSM Winter Methods School online, please send the enrolment receipt document to [reasm@upf.edu](mailto:reasm@upf.edu) with the subject line '**RECSM Winter online**' to receive the Zoom links.


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.



TEST-SaaS

Courses and language UPF / Enrolment

**New Registration Process**

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 - Máster en Terminología / Master in Terminology	DNI/Passport	
Enrolment process	1		
Name			
Study Summary			

Enrolment procedures Student Data Academic Data Data Payment Registration Confirmation Documents to print