Guide to online registration for university master’s degree and PhD programmes

2017-2018 academic year
To process your registration, follow the steps shown below.

**Technical requirements:** to see whether your browser is compatible with for registering go to [https://gestioacademica.upf.edu/General/compat/gestio_docencia_cat.html](https://gestioacademica.upf.edu/General/compat/gestio_docencia_cat.html).

You can access the home screen through the postgraduate enrolment website [https://www.upf.edu/matriculapostgrau](https://www.upf.edu/matriculapostgrau) or [https://matricula.upf.edu](https://matricula.upf.edu).

You will need to enter the following:

**ID Number:** This is your tax ID no. Enter it using uppercase letter(s) without any spaces, hyphens or full stops. (If an error occurs when you enter your NIF like this, try re-entering it without the letter(s)) **Examples:** 55443322A; X8877666P.

**Password:** This will be your date of birth (unless you changed your password following the application process). For example, if you were born on 5 August 1993, you will need to enter 05081993 without any spaces, hyphens or full stops.

When you have finished, click on **Entrar** (Enter) to go to the next page.

**Change your password** to prevent someone getting access to your details.
You will be shown various options:

Click on  and, from there:

- Enrolment

The registration process has four sections:

![Registration Process Diagram](image)

To move from one section to the next, click on “Next” at the bottom of each screen or on the button with the name of the section you wish to access.

*Postgraduate and Doctoral Studies Office*
1. My Personal Info

This screen has five sections: **Permanent address** (family address), **Address during the course** (address for the academic year), **Authorizes sharing personal details**, **birth details** and **contact details**.

**IMPORTANT**: The Place and Date of birth fields of the Birth Details section must match those indicated on your ID document (Spanish ID card [DNI/NIF] or passport). The Nationality field cannot be modified. If it is not correct, contact your secretary’s office.

Make sure your **permanent address** and **address for the academic year** are correct. To make any changes, simply click on the field you wish to change.

To authorize the transfer of your personal details, tick the box to the left of the statement **I authorize sharing my personal details** with entities related to the University or those which carry out an educational service (courses, scholarships, student benefits).

These data will be included and processed in the UPF ‘Gestió Acadèmica’ (Academic Management) personal database for the purpose of managing the public higher education service that it provides. The data will thus be used to perform the duties arising from the relationship between the student and the University, as described in the resolution creating the ‘Gestió Acadèmica’ database (resolution dated 27 June 2003).

Data will only be transferred to third parties when authorized by law (General Treasury of the Spanish Social Security System), to other authorities for the exercise of similar powers or that have jurisdiction over similar matters (Catalan Ministry of Enterprise and Labour, Spanish Ministry of Education), and when required to implement the legal relationship with the interested party (financial institutions to process payment of the tuition fees, Catalan Agency for Management of University and Research Grants (AGAUR)).

Should you so authorize, these details may also be transferred to organizations linked to UPF or that provide educational services (courses, scholarships, student benefits). Under no circumstances will the personal data of students who graduated more than one year ago be transferred, except when they have joined the UPF Alumni Programme, in which case the conditions of that programme will apply. To provide this authorization, tick the box to the left of the statement ‘Autoritza la cessió de dades personals’ (Authorizes the transfer of personal details).

If your **date of birth** is incorrect, once you have completed the registration process, you will need to submit the necessary personal data modification form to the Student Information Desk, attaching the necessary documents as proof, so that our staff can update it.

Once you have reviewed your personal details, click on **Next** at the bottom of the screen or on the **Courses to enrol** button at the top to continue to the next screen.
2. Courses to Enrol

2.1. Master’s programme students

The Options section shows the study mode; if your studies will be undertaken full-time-0 or part-time-1. Make sure this is correct and, if it is not, contact your secretary’s office.

Make sure that the MY SELECTION section includes all the courses you agreed on with your tutor.

If you validated any subjects prior to registration, or if you are a second-year student who failed a first-year subject, you will also be shown the tabs with this information during this stage of the registration process.

Make sure that all the information is correct.
2.3. Doctoral students

Make sure that the PLAN (Syllabus) section contains the right tutorial registration code, in accordance with the following table:

<table>
<thead>
<tr>
<th>REGISTRATION CODE</th>
<th>New students (first time registering)</th>
<th>74501</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Students who registered for the first time in the 2016-2017 academic year</td>
<td>74502</td>
</tr>
<tr>
<td></td>
<td>Students who registered for the first time in the 2015-2016 academic year</td>
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<td></td>
<td>Students who registered for the first time in the 2014-2015 academic year</td>
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<td></td>
<td>Students who registered for the first time in the 2013-2014 academic year</td>
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</tr>
<tr>
<td></td>
<td>Students who registered for the first time in the 2012-2013 academic year</td>
<td>74506</td>
</tr>
</tbody>
</table>

To add it, select it with the icon.

Once selected, it will be listed in the MY SELECTION section.
If you are eligible for any sort of discount, scholarship or waiver, you will already have submitted the necessary credentials at the start of the registration process and the discount or waiver will thus be enabled by default.

The Payment method dropdown menu offers the following payment options for paying your tuition fees:

a) Direct debit, in one or two instalments

   • New students

Enter your bank account number in the relevant fields using the IBAN format.
In this section, you must also indicate whether you wish to pay in two instalments, which you can do by clicking on the deferred payment option.

The University will charge the lump-sum payment or first instalment during the month of registration. The second instalment (for those who choose this payment option) will be charged in December.

Remember that you will need to sign the SEPA direct debit order (authorization form) available on the registration website and submit it to the secretary’s office along with the rest of the documents.

   • Returning students

As this is not the first time you have registered, your bank account information will already be stored in the application. If your details have changed, enter the new bank account details in the registration and remember to sign the new SEPA direct debit order (authorization form) published on the registration webpage and submit it to the secretary’s office.
b) **Online payment (POS - credit card) of the lump sum.**

The following types of credit cards may be used to make this payment: Visa, Euro 6000 and MasterCard. American Express and Maestro are not accepted.

If you would like to pay online (POS - credit card), you should first review your card’s credit limit with your bank.

Once you have registered and paid, we recommend writing to postgrau@upf.edu, indicating your personal details and the total amount of your credit card payment (Subject line: Enrolment (POS - credit card)) to allow us to verify that the registration process was successful.

c) **Catalan Agency for Management of University and Research Grants (AGAUR) loan**

To apply for this financial help, which allows you to pay for your tuition fees in instalments, you must select Préstec AGAUR (AGAUR loan) as your payment method, enter a bank account number, and **not have been granted any type of waiver**. For additional information on the payment option by instalments, see the relevant part of the registration section at www.upf.edu. AGAUR loans are only available to students from EU member states.

Remember that the tuition fees must be paid by the established deadline(s). Should you fail to pay by the established deadline, the University may apply a surcharge for processing expenses. **Failure to meet the deadline(s) may also result in:**

- **Cancellation of the registration** without the right to a refund. This notwithstanding, cancellation of a registration does not mean the affected student must leave the University permanently. Therefore, in this case, should you wish to continue your studies at any future point, you will have to pay any outstanding amounts to the University and will be subject to the continuance standards (the corresponding exam sittings will count).

- The denial of any requests for transcripts or degree certificates and of any other processes involving the University, until the tuition fees are paid.
Other Fees

- **Compulsory insurance**: If you are under the age of 28, the purchase of school insurance is compulsory and this option will thus be selected by default.

- **Taxa accés amb títol estranger** (Fee for admission based on a foreign qualification): This option will only be offered to students whose admission credential is a degree awarded by a university outside the European Higher Education Area (EHEA) that has not been recognized by the relevant Spanish ministry.

- **Donations to students**: voluntary contribution for degree students with financial difficulties.

- **UPF Solidària**: This platform is open to the entire University community and promotes a variety of solidarity initiatives through active, transparent participation.

Once you have entered the relevant details, click on **Next** or on **Enrolment Confirmation** at the top of the screen.
4. Enrolment Confirmation

You can review your personal, academic and financial details before saving your registration. At the end of this section, you can see the average cost of the teaching for this registration, the subsidized portion and your contribution, without taking into account any possible discounts.

If you agree with the details, you need to confirm the registration by clicking on Confirm. To go back to a previous screen, click on Back.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Description</th>
<th>Group</th>
<th>Period</th>
<th>Class</th>
<th>Course</th>
<th>Module</th>
<th>Cred</th>
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Cred. Euro: Compulsory: 35.0 Optional: 35.0
Once you have confirmed your registration, you can print, download or e-mail the documents generated by the registration process.
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Finally, you will be shown a message confirming that your registration was successfully processed. Click on Accept.
Thank you for your collaboration. Have a wonderful 2017-2018 academic year!