

SELF-ENROLMENT GUIDE

MASTER'S AND DOCTORATE

CONTENTS

1. Before you start
2. Starting your enrolment
3. My personal details
4. Courses to enrol in
5. Payment information
6. Confirmation of enrolment

1 Before you start



Access to the enrolment portal

You can complete your self-enrolment through:

- <https://www.upf.edu/matriculapostgrau>
- <https://matricula.upf.edu>

It is important to use a compatible browser. You can check the recommended browsers here:

👉 https://gestioacademica.upf.edu/General/compat/gestio_docencia_cat.html

Identification

To access you will need:

- DNI/NIE/Passport: without spaces, dots or hyphens (for example: 55443322A, X8877666P).
- Password: the one you created during the application process.

- 🔑 If you do not remember your password, click on "*Don't know or forgot your password?*".
- If you are a new student, you will receive an email at the address provided during application.
 - If you are already a UPF student, you will receive the email at your institutional account.

upf. Universitat Pompeu Fabra Barcelona

Select application language:
English

Log in

NATIONAL ID NUMBER (DNI)
National ID Number (DNI)

Password
Password

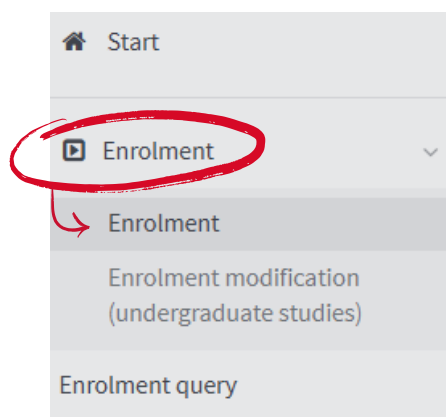
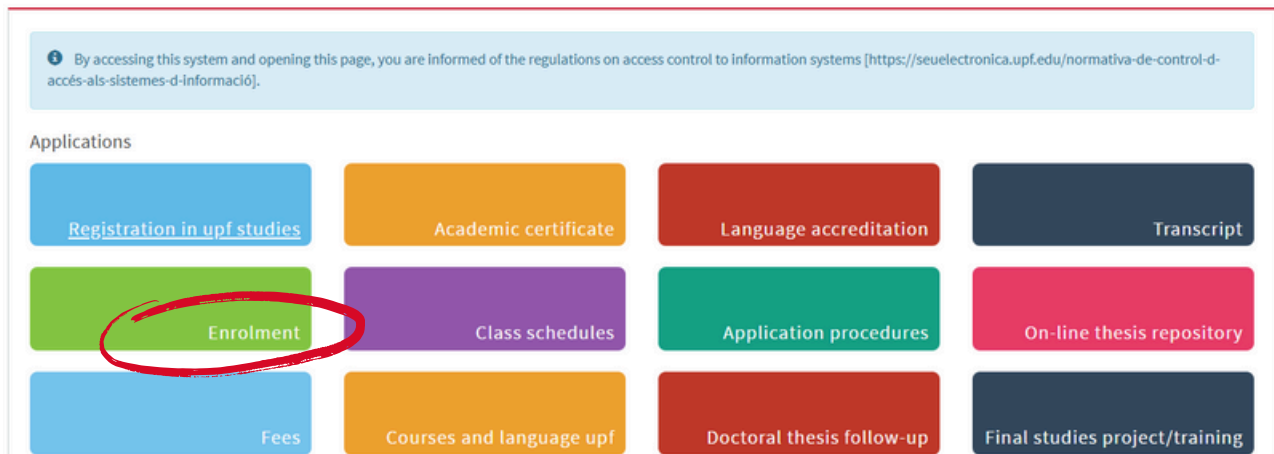
Don't know or forgot your password?

Enter

2 Starting your enrolment

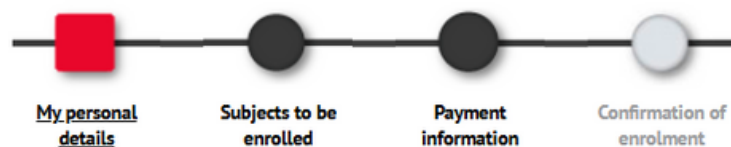


On the main screen, select the option “Enrolment” → “Enrolment”.



The process is divided into 4 sections:

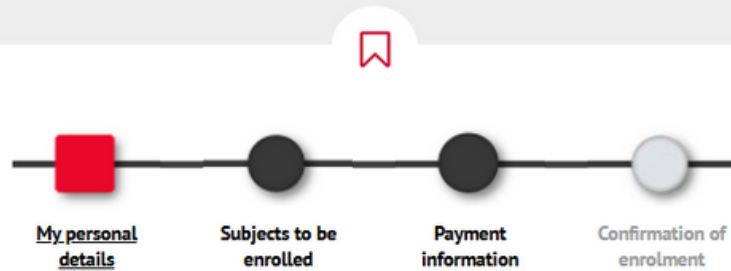
1. Personal details
2. Subjects to be enrolled
3. Payment information
4. Confirmation



You can move between sections using the  button at the bottom of the page, or by clicking directly on the name of the section you want to access.

3

My personal details



Check and, if necessary, update:

- Usual address (family address) and address during the academic year.
- Date and place of birth (**exactly as stated on your official document**).
- Contact details.

The “Country of nationality” field cannot be modified. If it is not correct, please contact your secretary’s office.

i If you detect an error in your date of birth, once enrolled you must submit a request via the [Electronic Office](#), attaching the supporting document.

Data protection

It is **compulsory to read and accept** the basic information on data protection.

Basic information on data protection

Controller: Universitat Pompeu Fabra.

Purpose: Academic management of students once they have enrolled. Includes guidance and the sending of information of interest, based on the student’s profile, on University activities that affect them and may contribute to the student’s comprehensive training.

Legal basis: Mission of public interest. Performance of a contract at the request of the interested party. Legal duty. Consent

Recipients: Social Security; Spanish Ministry of Education and Vocational Training; the Catalan Ministry of Enterprise and Knowledge and other university coordination bodies; Agency for Management of University and Research Grants; banks to charge registration fees; third parties involved in the evaluation and publication of these, dissemination of data on the Internet by applying the laws of transparency. With the prior consent of the individual, data may be transferred to entities linked to UPF or that provide educational services (courses, scholarships, student benefits); contact details may be transferred to other students with the same international mobility destination or data may be published to disseminate studies and activities to the media and on the Internet. International data transfers may be made to other higher education institutions with which UPF has signed an agreement to implement interuniversity courses or international mobility programmes, and to other third parties involved (representatives, agencies) at the request of the interested parties, and to service providers of the information society offering the appropriate guarantees.

Rights: To access data, amend them, delete them, request their portability, object to their processing and request their limitation.

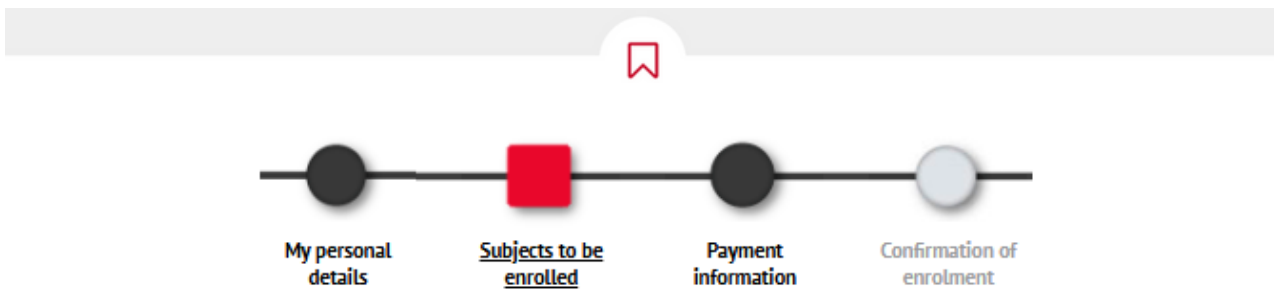
Additional information

I have read the basic information on data protection

You also have the option of authorising the transfer of your personal data.

I authorize that my data can be disclosed to entities linked to UPF or that provide educational services (courses, scholarships, student benefits).

4 Subjects to be enrolled



Master's students

- In the “**Options**” section, check that your continuous enrolment requirement (full-time or part-time) is correct. If not, contact your secretary's office.

SUBJECTS TO BE ENROLLED







OPTIONS



Specialisation: 0 - No Speciality Grouping code: No grouping ▼

Continuous enrolment requirement: 0 - Full Time


- In the “**My selection**” section, make sure that all the courses agreed with your tutor are included.

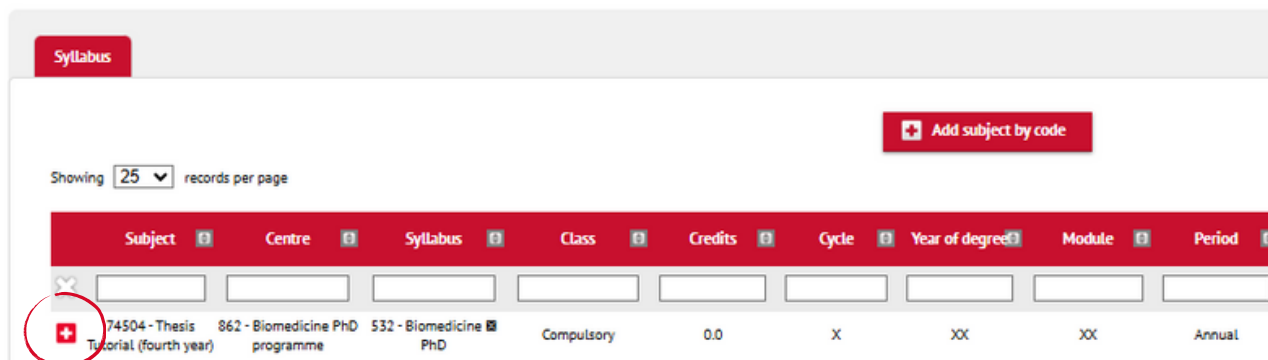
LA MEVA SELECCIO

	Assignatura	Centre	Pla	Classe	Crèdits	Cicle	Curs	Mòdul	Període	Grup	Estat	Observacions	Modalitat	Conv. Consu.	Pestanya
 	31847 - Cultures Globals al Món Mediterrani	809 - Centre Màsters d'Història del Departament d'Humanitats	575 - Màster Universitari en Història del Món	Optativa	5.0	2	1r	XX	1r Trim.	1	Abandonable		Sense informar	0	Pla
 	32289 - Temes, Teories i Mètodes I	809 - Centre Màsters d'Història del Departament d'Humanitats	575 - Màster Universitari en Història del Món	Obligatòria	5.0	2	1r	XX	1r Trim.	1			Sense informar	0	Pla
 	31845 - Esclavitud i Món Atlàntic	809 - Centre Màsters d'Història del Departament d'Humanitats	575 - Màster Universitari en Història del Món	Optativa	5.0	2	1r	XX	1r Trim.	1	Abandonable		Sense informar	0	Pla

- If you are in your second year and have pending subjects, they will also appear. You can move them to the “**Pending**” tab if you are not going to take them, using the  icon.
- Once checked, click  to continue.

Doctoral students


Check that the enrolment code that appears in the “**Plan**“ (Syllabus) is correct. Each academic year has a **specific enrolment code**, which you must select according to the year you first enrolled in the doctorate. To select it, click on the  icon.



The screenshot shows the 'Syllabus' interface. At the top, there is a red 'Syllabus' tab and a red button labeled 'Add subject by code'. Below this, it says 'Showing 25 records per page'. A table with columns: Subject, Centre, Syllabus, Class, Credits, Cycle, Year of degree, Module, and Period. The first row is circled in red, showing a red plus icon in the Subject column. The text in the first row is: 74504 - Thesis Tutorial (fourth year), 862 - Biomedicine PhD programme, 532 - Biomedicine PhD, Compulsory, 0.0, X, XX, XX, Annual.

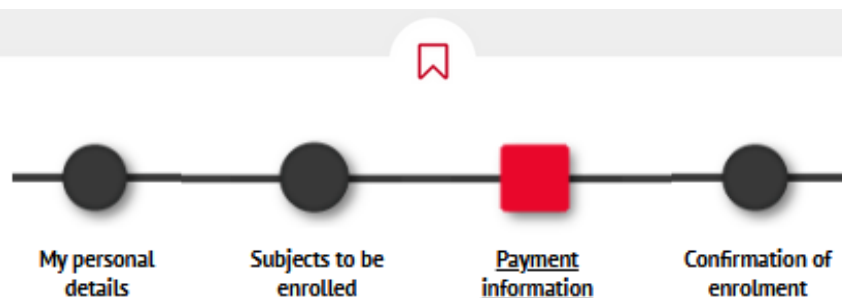
Enrolment code by year of entry

First-year enrolment (new student)	74501
Second-year enrolment	74502
Third-year enrolment	74503
Fourth-year enrolment	74504
Fifth-year enrolment	74505
Sixth-year enrolment	74506
Seventh-year enrolment	74507
Eighth-year enrolment	74508

 **Important:** only select the code that corresponds to you.
If in doubt, contact your secretary's office before continuing.

Once selected, click  to continue.

5 Payment information



Payment options

1. Direct debit (in one or two instalments)

- You must provide your IBAN number (bank account number).
- To split the payment, tick the “*Payment in instalments*” option.
- You will need to sign the SEPA direct debit order and submit it to the secretary’s office.

PAYMENT INFORMATION

Apply discount

Scholarship type **Non scholarship holder** ▼

Payment in instalments

Payment method By direct debit
 Credit card payment
 Loan AGAUR

BANKACCOUNT

Bank account number (IBAN) [Do you need to provide a foreign account?](#)

Account holder Name First surname Second surname

2. Credit card payment (POS terminal)

- Single payment with Visa, Euro6000 o MasterCard (American Express and Maestro are not accepted).

3. AGAUR loan

- If you are not entitled to any exemption, you may apply for this loan by selecting the corresponding option and providing your bank account details.
- You can consult the detailed conditions on the [AGAUR website](#).


i Remember that **before enrolling** you must submit the required documentation via [Virtual Secretary > Application procedures](#). You will find all the information on the enrolment website.

Other fees that may apply

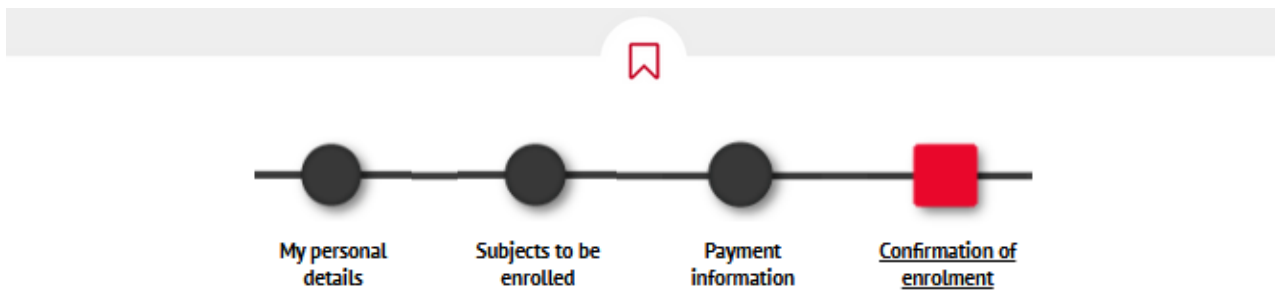
- Compulsory insurance (**compulsory if you are under 28 years old**).
- Fee for access with a foreign qualification (if applicable).
- Voluntary contribution to UPF community grants.
- Contribution to solidarity projects.

⚠ In case of non-payment:

- Your enrolment may be cancelled without the right to a refund.
- You will not be able to carry out any other academic procedure until the situation is resolved.

Once you have entered the information, click  to continue.











6 Confirmation of enrolment




Check all the data (general, academic and financial). At the bottom of the screen you will see the total cost of enrolment.

- If everything is correct, click .
- Afterwards, you will be able to view, download or send the generated documents by email.

i The registration has been confirmed properly.
This screen is available on the registration forms.
It also has at its disposal the relevant payment documents depending on the form of payment. Additionally other relevant documents may have been generated.
Remember to print, download, or e-mailed these documents for future reference.


Document	Options
Enrolment form 	   
Enrolment fee POS receipts 	   

Then click . A message will appear indicating that your enrolment has been successfully completed.

Finally, you must fill out a survey to complete the process.

And that's it!

Once the process is finished, we recommend keeping your enrolment and payment receipts.

 If you have any questions or encounter any issues during the process, please contact your secretary's office.

We wish you a very successful academic year!