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

2016-2017 academic year
To process your registration, follow the steps explained below.

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

To access the registration process home page go to [https://matricula.upf.edu](https://matricula.upf.edu).

You will need to enter the following:

**Dni (ID No.)**: This is your tax ID No. (NIF). Enter it using an uppercase letter without any spaces, hyphens or full stops. (If you receive a ‘password incorrecte’ (incorrect password) error when you enter your NIF this way, try re-entering it without the letter.) **Examples: 55443322A; X8877666P.**

**Contrasenya (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 are done, click on **Entrar** (Enter) to go to the next page.

*Postgraduate and Doctoral Studies Office*
You will be shown various options.

Inici

Click on **Matrícula** (Online registration) and, from there:

- **Matrícula** (Registration) ➔ **Matrícula**

The **registration process** has four sections:

1. **Les meves dades personals**
2. **Assignatures a matricular**
3. **Informació del pagament**
4. **Confirmació de la matrícula**

To move from one section to the next, click on **Següent** (Next) at the bottom of each screen or on the **button with the name** of the section you wish to access.
1. Les meves dades personals (My personal details)

This screen has five sections: **Domicili habitual** (Permanent address), **Domicili durant el curs** (Address for the academic year), **Autoritza la cessió de dades personals** (Authorization of the transfer of personal data), **Dades de naixement** (Birth details), and **Dades de contacte** (Contact details).

**IMPORTANT:** The **localitat** (Place) and **data de naixement** (Date of birth) fields of the **DADES NAIXEMENT** (BIRTH DETAILS) section must match those indicated on your ID document (Spanish ID card [DNI] or passport). The **País Nacionalitat** (Country 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 data, tick the box to the left of the statement

✓ **Autoritza la cessió de dades personals** (Authorization of the transfer of personal data)

These data will be included and processed in the UPF’s ‘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 Administration of University and Research Grants (AGAUR)).

Should you so authorize, these data 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’ (Authorization of the transfer of personal data).

The body responsible for the University’s files is the general manager. You may exercise your right to access, rectify, cancel and oppose the use of your data by writing to the following address, enclosing a photocopy of your Spanish ID card (DNI) or passport: Deputy General Manager of the Teaching Area, Universitat Pompeu Fabra, Plaça de la Mercè, 12, 08002 Barcelona.

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 **Següent** at the bottom of the screen or on the **Assignatures a matricular** (Subjects I wish to register for) button at the top to continue to the next screen.

Postgraduate and Doctoral Studies Office
2. Assignatures a matricular (Subjects I wish to register for)

2.1. Master’s programme students

In the Options section is the study mode Règim de permanència; whether your studies will be undertaken on a full-time 0 Temps Complet or part-time 1 basis Temps parcial. Ensure this is correct and, if it is not, contact your secretary’s office.

Make sure that the LA MEVA SELECCIÓ (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.
2.2. Doctoral students who began their studies before the 2012-2013 academic year

Make sure that the LA MEVA SELECCIÓ section contains the tutorial registration code 74528 – Tutorial 2015-2016 academic year.

<table>
<thead>
<tr>
<th>Regulation</th>
<th>Registration code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spanish Royal Decree 1393/2007</td>
<td>74528 Tutorial 2016-2017 academic year</td>
</tr>
</tbody>
</table>

2.3. New doctoral students and students who began their studies in the 2012-2013 academic year or later (regulated by Spanish Royal Decree 99/2011)

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

<table>
<thead>
<tr>
<th>New students (first time registering)</th>
<th>REGISTRATION CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students who registered for the first time in the 2015-2016 academic year</td>
<td>74501</td>
</tr>
<tr>
<td>Students who registered for the first time in the 2014-2015 academic year</td>
<td>74502</td>
</tr>
<tr>
<td>Students who registered for the first time in the 2013-2014 academic year</td>
<td>74503</td>
</tr>
<tr>
<td>Students who registered for the first time in the 2012-2013 academic year</td>
<td>74505</td>
</tr>
</tbody>
</table>

To add it, select it with the icon.

Once you have selected it, it will be listed in the LA MEVA SELECCIÓ section.
3. Informació del pagament (Payment details)

If you are eligible for any sort of discount, scholarship or waiver, you will already have submitted the necessary credential at the start of the registration process and the discount or waiver will thus be enabled by default. Otherwise, this screen will show the standard payment by default.

The Forma de pagament (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 Pagament ajornat (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 2015.

Remember that you will need to sign the SEPA direct debit mandate (authorization form) available on the registration website and submit it to the secretary 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 the details were originally entered in the former client account number (CCC) format, you will be shown a message allowing you to automatically convert your account number to the IBAN format.

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: Matricula TPV (POS registration)) to allow us to verify that the registration process was successful.
c) **Catalan Agency for Administration of University and Research Grants (AGAUR) loan**

To apply for this financial aid option, 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 instalment payment option, 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 degrees, and of any other processes involving the University, until the tuition fees are paid.
**Taxes opcionals (Optional fees)**

- **Assegurança escolar** (School 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 was a degree awarded by a university outside the European Higher Education Area (EHEA) that has not been approved by the relevant Spanish ministry.
- **Aportació ajuts a estudiants** (Financial contribution for 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 grounded in active, transparent participation.

Once you have entered the relevant details, click on **Següent** or on **Confirmació de matrícula** (Registration confirmation) at the top of the screen.
4. Confirmació de la matrícula (Registration 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 Confirmar (Confirm). To go back to a previous screen, click on Enrere (Back).
Once you have confirmed your registration, you can print, download or e-mail the documents generated by the registration process.
Finally, you will be shown a message confirming that your registration was successfully processed. Click on Acceptar (Accept).

Change your password to prevent others from accessing your personal data.

Thank you for your collaboration. Have a wonderful 2016-2017 academic year.