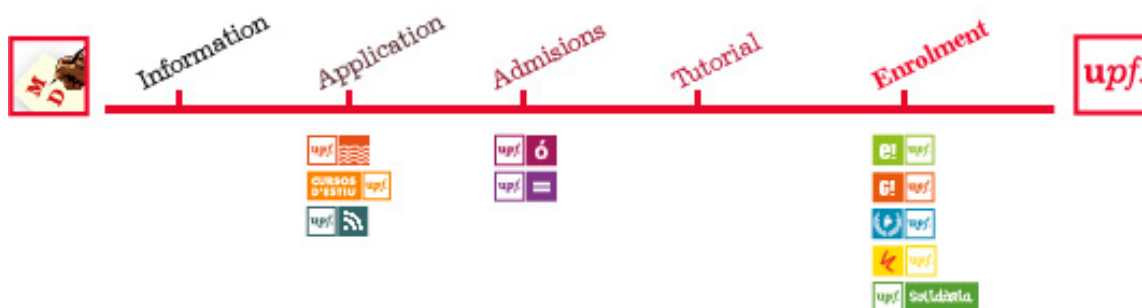




Universitat
Pompeu Fabra
Barcelona

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

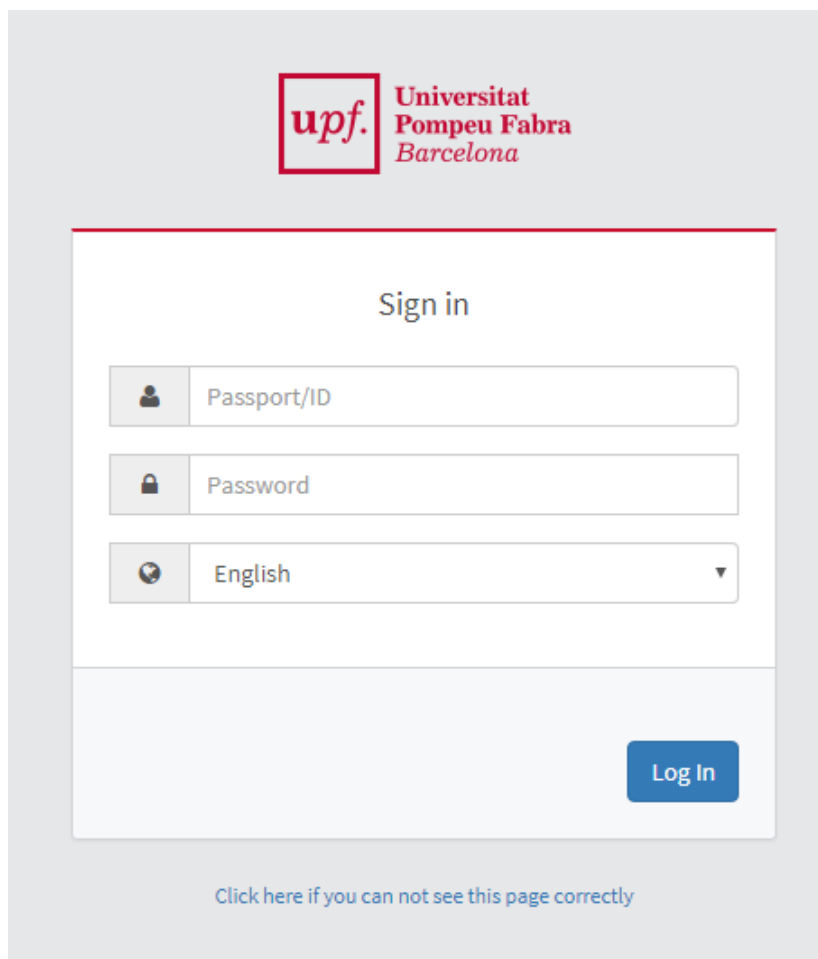
2018-2019 academic year



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.

You can access the home screen through the postgraduate enrolment website <https://www.upf.edu/matriculapostgrau> or <https://matricula.upf.edu>.



upf. Universitat Pompeu Fabra Barcelona

Sign in

Passport/ID

Password

English

Log In

[Click here if you can not see this page correctly](#)

You will need to enter the following:

ID Number: This is your Spanish 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.**

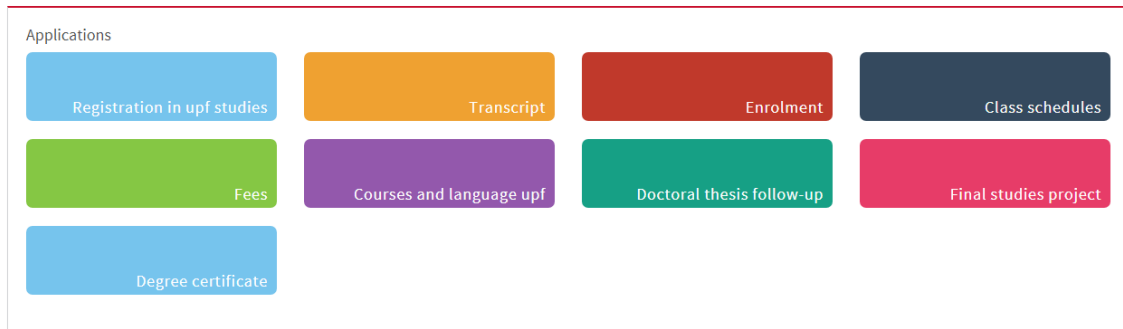
Password: This will be your date of birth (unless you changed your password following the application process). For example, if you were born on 5 August 1993, you will need to enter 05081993 without any spaces, hyphens or full stops.

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

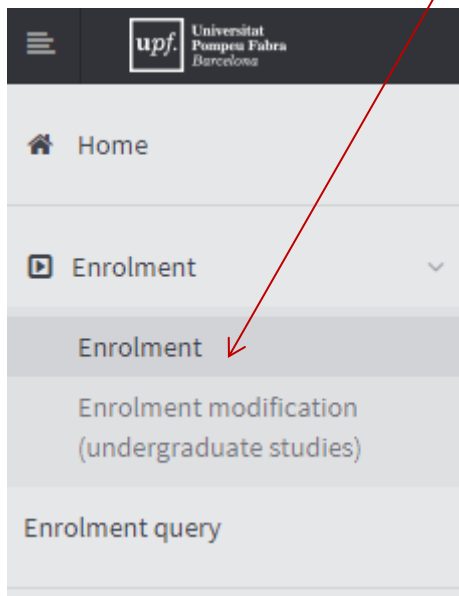
You will be shown various options.

Home

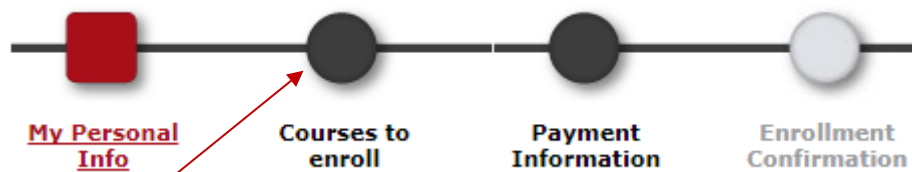


Click on  and, from there:

➤ **Enrolment** → **Enrolment**

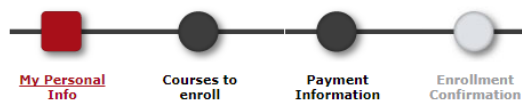


The **registration process** has four sections:



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.

1. My Personal Info



After completing and reviewing the Personal Information press the Courses to enroll button to continue

MY PROFILE

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.

The 'Birth Data' form contains the following fields and values:

Field	Value
Outside Spain	<input type="checkbox"/>
Date of birth	07/04/1994
Country of birth	Spain
City/Town	Sant Julià del Llor i Bonmatí
Zip / Postcode	17164
Province	Girona
Country nationals	Spain

- 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).

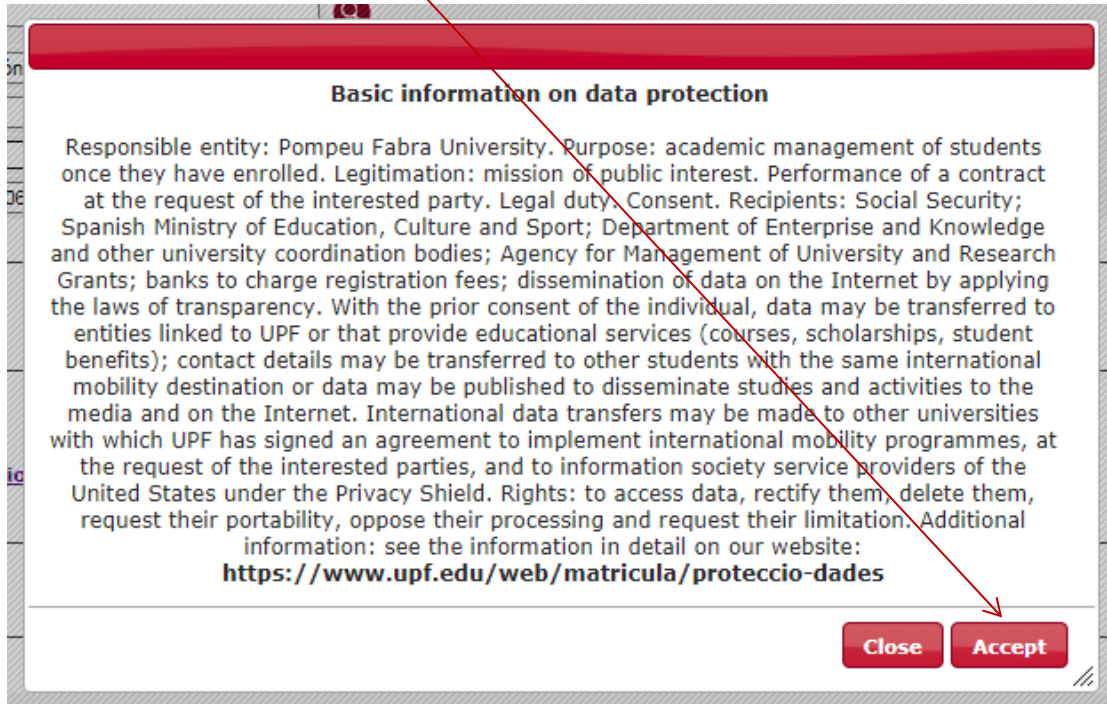
The body responsible for the University's files is the general manager. You may exercise your right to access, rectify, cancel and oppose the use of your data by writing to the following address, enclosing a photocopy of your Spanish ID card (DNI) or passport: Deputy General Manager of the Teaching Area,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

IMPORTANT: read and authorize information about personal data protection. To do so click on [Information about personal data protection](#).



Read the content and click

Accept



- 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



i After completing and reviewing the courses to enroll, press the Payment Information button to continue

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.

▣ OPTIONS

Specialty Grouping Code

Permanency Regime

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

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.

▣ MY SELECTION


	Subject	Center	Plan	Class	Credits	Cycle	Course	Module	Period	Group	State	Observations	tests missed	Tab
	30749 - Introducció a la Literatura Comparada	808 - Official Postgraduate Programme in Humanities	603 - Comparative Studies in Literature, Art and Thought - MA	Compulsory	5.0		1	1	2nd Thre.	1			0	Pre-registered
	30750 - Teoria de les Arts	808 - Official Postgraduate Programme in Humanities	603 - Comparative Studies in Literature, Art and Thought - MA	Compulsory	5.0		1	1	3rd Thre.	1			0	Pre-registered
	30751 - Introducció al Pensament Contemporani	808 - Official Postgraduate Programme in Humanities	603 - Comparative Studies in Literature, Art and Thought - MA	Compulsory	5.0		1	1	2nd Thre.	1			0	Pre-registered
	30752 - Iniciació a la Recerca Doctoral	808 - Official Postgraduate Programme in Humanities	603 - Comparative Studies in Literature, Art and Thought - MA	Compulsory	5.0		1	1	1st Thre.	1			0	Pre-registered
	30753 - La Construcció de les Tradicions Literàries	808 - Official Postgraduate Programme in Humanities	603 - Comparative Studies in Literature, Art and Thought - MA	Optional	5.0		1	1	3rd Thre.	1			0	Pre-registered
	30755 - Literatura i Memòria	808 - Official Postgraduate Programme in Humanities	603 - Comparative Studies in Literature, Art and Thought - MA	Optional	5.0		1	1	1st Thre.	1			0	Pre-registered

Move this bar down to see all the subjects for which you are pre-registered.


2.3. Doctoral students

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



	REGISTRATION CODE
New students (first time registering)	74501
Students who registered for the first time in the 2017-2018 academic year	74502
Students who registered for the first time in the 2016-2017 academic year	74503
Students who registered for the first time in the 2015-2016 academic year	74504
Students who registered for the first time in the 2014-2015 academic year	74505
Students who registered for the first time in the 2013-2014 academic year	74506
Students who registered for the first time in the 2012-2013 academic year	74507

To **add** it, select it with the  icon.

Plan

 Add


Show entries Global search

	Subject	Center	Plan	Class	Credits	Cycle	Course	Module	Period	Group	State	Observations	tests missed
													
	74501 - Thesis Tutorial (first year)	862 - Biomedicine PhD programme	532 - Biomedicine - PhD	Compulsory	0.0	X	XX	XX	Annual				0

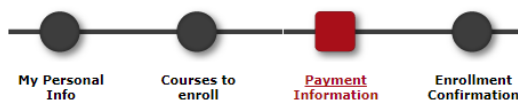
Showing 1 to 1 of 1 entries ◀ Previous Next ▶

 Back  Next

Once selected, it will be listed in the **MY SELECTION** section.

MY SELECTION														
	Subject	Center	Plan	Class	Credits	Cycle	Course	Module	Period	Group	State	Observations	tests missed	Tab
	74501 - Thesis Tutorial (first year)	862 - Biomedicine PhD programme	532 - Biomedicine - PhD	Compulsory	0.0	X	XX	XX	Annual	99			0	Plan

3. Payment Information



i After completing and reviewing the Payment Information, press the Confirmation button to continue enrollment

PAYMENT INFORMATION

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 dropdown menu with three radio button options: 'By direct debit' (selected), 'Loan AGAUR', and 'Point of sale terminal (POS)'.

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 form contains several sections: 'Deferred payment' with a checked checkbox, 'Payment of first installment' with a radio button, and 'Deferred Payment' with a radio button. Below these is an information box: 'Bank account informed must belong to a national entity. Accounts in foreign entities are not supported.' The 'Bank Account Number (IBAN)' field has a dropdown for 'ES' and several input boxes. The 'Account holder' section has input boxes for 'Name', 'Surname', and 'Second surname'.

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.

PAYMENT INFORMATION

Discount	<input type="checkbox"/>
Type of scholarship	Non scholarship holder ▼
Deferred payment	<input checked="" type="checkbox"/>
Payment of first installment	By direct debit
Deferred Payment	By direct debit

i Bank account informed must belong to a national entity. Accounts in foreign entities are not supported.

Bank Account Number (IBAN)	ES					
Account holder	Name		Surname		Second surname	

Other Fees

	Description	Cost
<input checked="" type="checkbox"/>	Compulsory insurance	1,12 EUR
<input type="checkbox"/>	Donations to students 1	10,00 EUR
<input type="checkbox"/>	Donations to students 2	25,00 EUR
<input type="checkbox"/>	Donations to students 3	50,00 EUR
<input type="checkbox"/>	Donations to students 4	100,00 EUR
<input type="checkbox"/>	UPF Voluntary cooperation 1	10,00 EUR
<input type="checkbox"/>	UPF Voluntary cooperation 2	15,00 EUR
<input type="checkbox"/>	UPF Voluntary cooperation 3	20,00 EUR

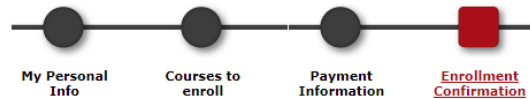
 Back  Next

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



After reviewing the summary of the registration information click the Confirm button

ENROLLMENT PROVISIONAL APPLICATION

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**.

ENROLLMENT PROVISIONAL APPLICATION

General Information

Highest course	No
Type of Plan	1
Conditional intern student	credits
Type of Discount	No
Census Group	0 - Ordinary

Academic Data

Code	Description	Group	Period	Class	Course	Module	Cred	Consumed calls	Validated	Cod. P.I.
30749	Introducció a la Literatura Comparada	1	2	Compulsory	1	1	5.0	0	No	0
30750	Teoria de les Arts	1	3	Compulsory	1	1	5.0	0	No	0
30751	Introducció al Pensament Contemporani	1	2	Compulsory	1	1	5.0	0	No	0
30752	Iniciació a la Recerca Doctoral	1	1	Compulsory	1	1	5.0	0	No	0
30753	La Construcció de les Tradicions Literàries	1	3	Optional	1	1	5.0	0	No	0
30755	Literatura i Memòria	1	1	Optional	1	1	5.0	0	No	0
30761	Qüestions d'Història de l'Art	1	3	Optional	1	1	5.0	0	No	0
30765	Art, Literatura i Filosofia	1	1	Optional	1	1	5.0	0	No	0
30766	Temes Avançats de Filosofia	1	2	Optional	1	1	5.0	0	No	0
30771	Qüestions d'Heremènèutica	1	2	Optional	1	1	5.0	0	No	0
30772	Qüestions d'Ètica	1	1	Optional	1	1	5.0	0	No	0
32016	Treball Final de Màster	1	3	Compulsory	1	1	15.0	0	No	0

Cred. Enro: Compulsory: 35.0 Optional: 35.0

Administrative and Tuition Fees

Fees and Charges

Concepts	Units	Unit price	Cost	Total
ECTS fee. (Type 1)	70.0	52,70 €	3.689,00 €	3.689,00 €
Total fees				3.689,00 €

Administrative Fees

Description	Cost	Total
Compulsory insurance	1,12 €	1,12 €
Enrolment and files manag.Mast	69,80 €	69,80 €
Specific teaching services	70,00 €	70,00 €
Total fees		140,92 €

Amount paid in the Reserve Places -600,00 €

Registration total amount

Student must pay	with	3.229,92 €
Registration total amount	3.829,92 €	
Deadline for payment	17/07/2017	1st payment 3.229,92 €

Taxes i Imports Matricula

Taxes i imports

Conceptes	Unitats	Import unitari	Import	Total
Preu públic crèdit (Tipus 1)	60.0	49,00 €	2.940,00 €	2.940,00 €
Total taxes				2.940,00 €

Taxes Administratives


Descripció	Import	Total
Assegurança Obligatòria	1,12 €	1,12 €
Gestió de matr. i exp. màsters	69,80 €	69,80 €
Serveis específics docents	70,00 €	70,00 €
Total taxes		140,92 €

Total import matricula

L'alumne LEONIE HEHN amb DNI C9RG5KZfV ha d'abonar	3.080,92 €
Total import matricula	3.080,92 €
Termini de pagament	29/04/2015 1r pagament 3.080,92 €

Once you have confirmed your registration, you can print, download or e-mail the documents generated by the registration process.

DOCUMENTACIÓ DE LA MATRÍCULA

 La matrícula s'ha confirmat correctament. En aquesta pantalla té disponibles els impressos de la matrícula realitzada. També té a la seva disposició els documents de pagament que corresponguin en funció de la forma de pagament seleccionada. Adicionalment poden haver-se generat altres documents d'interès. Recordi imprimir, descarregar o enviar-se per correu electrònic aquests documents per a la seva consulta posterior.

Document ▾	Opcions
Impress Matricula 	   

Payment Method

Payment Method	Point of sale terminal (POS)
Account Number	- - -
Printing date	17/07/2017

The personal data provided will be stored in Universitat Pompeu Fabra file 'Estudiants', for the purpose of making the academic management of students, including sending information of UPF activities that contribute to their comprehensive training. These data may be disclosed when such a disclosure is authorised by a law (Social Security General Treasury); to other administrations for performing like competences or concerning the same matters (Departament d'Economia i Coneixement, Ministerio de Educación, Cultura y Deportes, and other agencies of university coordination); whenever necessary to develop the legal relationship with the interested person (banks for managing the payment of the registration fees, Agència de Gestió d'Ajuts Universitaris i de Recerca); these data may also be disclosed, with your previous consent, to entities related to the University or to entities which provide educational services (courses, grants, benefits for students); and in those cases where it is necessary for the fulfillment of legal obligations. The body responsible for the University files is the manager. Rights to access, correct, cancel or object to data in these files may be exercised by applying in writing, including a photocopy of your identity card or equivalent to: Gerent. Universitat Pompeu Fabra. Pl. de la Mercè, 12. 08002 - Barcelona.


 Back


 Confirm

Select  Confirm

Once you have confirmed your registration, you can print, download or e-mail the documents generated by the registration process.

ENROLMENT PROOF

 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 proof 	   

 Continue

Select  Continue

Finally, you will be shown a message confirming that your registration was successfully processed. Click on **Acceptar** (Accept).



In order to complete the enrolment process you must fill in the following form.



Accept

Thank you for your collaboration. Have a wonderful 2018-2019 academic year!