


APPLICATION TO REGISTER FOR ADDITIONAL SUBJECTS

PERSONAL INFORMATION		
Name:	First surname:	Second surname:
Identity card number (or passport number):	Telephone:	Mobile telephone:
URV e-mail address for written correspondence:	Personal e-mail address for written correspondence:	
That I am a student on the course:		Faculty/school:

I STATE:
I have registered during the _____ academic year and I wish to modify my registration status. That this modification to my registration status may mean that I cease to be eligible for a grant (current and subsequent academic years). Consult the official grants information. That I am aware that teaching may have already started on the subjects which I am adding.

I REQUEST:		
To be permitted to register for the following additional subjects:		
Code	Subject	No. of credits

Academic report (in the cases where necessary)

Mr./Ms. _____ head of the bachelor's degree programme/ coordinator of the Master's Degree
in _____
Evaluates the student's request on the basis of: granted _____ not granted _____
(place and date) _____,

The head of the programme / The Master's Degree coordinator (signature)

Bank details:

Please specify the account number that should be debited:

The same account number as when I registered (data base) *(in this case you need not provide any more details)*

My account number is the following:

Client's account code				
IBAN	Name of bank	Branch	Control	Account number
SWIFT				

Account holder			
Identity card/passport number	First surname	Second surname	Name

Mr./Ms. Dean, Director of the Faculty/School - Head of the Secretary's Office

(Unit to which documentation is sent: Campus Secretariat for Academic Management)


Student information
Full name:
Identity card number/passport number:
Course:
URV e-mail address for written correspondence:
Personal e-mail address for written correspondence:
Mobile phone:
RESOLUTION OF APPLICATION TO REGISTER FOR ADDITIONAL SUBJECTS
Approval by Faculty/School

The student's academic transcript will be modified automatically in accordance with the request and no notification will be issued (the student can consult the changes made at Intranet – check your academic record).

The student can also print the registration fee invoice from the platform "[My payments](#)", where the change will be reflected.

Rejection by Faculty/School
The student's application is rejected because:

Unfavorable report by the Course Coordinator / Master's Degree Coordinator

The application was presented outside the deadline.

The student is not up to date with their payments.

There are no places available on the requested subject.

Non-compliance with the academic requirements established in the curriculum:

[place] , [date]

The individual responsible in the secretary's office (signature)

This decision is not the end of the administrative process and, should students wish to do so, they can appeal to the rector of the URV within one month of having been informed of this decision.

INFORMATION ON PERSONAL DATA PROTECTION

Data Controller: The controller of your personal data is the Universitat Rovira i Virgili, tax number Q9350003A, with its registered headquarters at Carrer de l'Escorxador, s/n, 43003 Tarragona.

Purpose: To manage aspects relating to the student's record, including but not limited to issuing academic and university certificates and/or official accreditations of curricula and of programmes of subjects studied and passed at the URV.

Rights: Data subjects have the rights of access, rectification, erasure, portability, limitation and opposition to processing and can exercise these rights by writing to the General Registry of the URV at the address of its registered headquarters or submitting the request to the University's General Registry in person or online in accordance with the procedure described at <https://seuelectronica.urv.cat/registre.html.urv>.

Further information: Data subjects can consult additional information about the personal data process known as *Management of preregistration for official degree programmes* and their rights at the URV's Record of Processing Activities published at <https://seuelectronica.urv.cat/rgpd> where they can also consult the URV's Privacy Policy. They can also ask our data protection officers any questions they may have about personal data protection at the email dpd@urv.