

APPLICATION FOR WITHDRAWAL FROM SUBJECTS

PERSONAL INFORMATION		
Name:	First surname:	Second surname:
Identity card number/passport number:	Mobile telephone:	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:
<p>That I have registered during the _____ academic year and I wish to modify my registration status.</p> <p>I am aware that by withdrawing from a subject I may lose my status as a full-time grant holder.</p> <p>I am aware that this change will affect the grants for which I am eligible and the minimum credits that I need to pass to be a grant holder and may affect the grant that I receive for the current academic year. Consult the official grants information.</p> <p>That I am aware that, as a scholarship student, I will have to pay the fees for the subjects I have enrolled in for the first time, which I waive.</p>

I REQUEST:		
Withdrawal from the following subjects: (without right to refund)		
Code	Subject	Number of credits

Total number of credits registered for initially	Total number of the credits registered for after withdrawal
---	--

[place]

, [date]

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: Mobile phone: URV e-mail address for written correspondence: Personal e-mail address for written correspondence: Course:

RESOLUTION OF THE APPLICATION FOR WITHDRAWAL FROM SUBJECTS

Approval by Faculty/School <p>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.</p> <p>The student can also print the registration fee invoice from the platform "My payments", where they will find that the "V" next to the relevant subject has changed to "*".</p>

Rejection by Faculty/School <p>The student's application is rejected because:</p> <ul style="list-style-type: none"> • The application was presented outside the deadline. • The student is not up to date with their payments. • Other reasons:
<p>[place] , [date]</p> <p>The individual responsible in the secretary's office [signature]</p>

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/rqpd> 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.cat.