



**APPLICATION TO RESUME STUDIES  
(bachelor's and master's degree)**

PERSONAL DETAILS:		
Name:	First surname:	Second surname:
DNI/NIE/Passport:	Mobile telephone:	Fixed telephone:
URV e-mail address:	Address for written correspondence:	

I STATE:
That the in the _____ academic year I withdrew from the following Bachelor's/Master's. Degree:
And that I passed the minimum number of credits stipulated in the Regulations governing continuing attendance

I REQUEST:
To be permitted to resume my studies:
1. And continue with the curriculum that is being phased out.
2. And change to the new curriculum.
3. And continue studying the curriculum of the bachelor's/master's course for which I originally registered my studies.

(place)

, (date)

DOCUMENTS THAT MUST BE ATTACHED
- Receipt demonstrating payment of charge for the procedure
- Original and photocopy of the document that accredits the type of exemption, if appropriate (large family certificate, etc).
I am aware that I have a maximum of 10 working days as from the day after presenting this request to provide the documents that are missing if I do not present the documents within this deadline, the URV will regard my application as withdrawn (art. 68.1 Law 39/2015).

Declaration of responsibility (as stipulated in article 69 of Law 39/2015)
- I declare under my responsibility that I comply with all the requirements of this application and that I can provide the corresponding documentary proof.
- Although the documentation required for this procedure to be resolved is initially attached in digital format or as ordinary copies, I undertake to provide the originals if the Administration formally requires me to do so.
- I am aware that any inaccuracy, falsity or omission in the data or documents provided will mean that the application will not be able to be resolved without prejudice to other criminal, civil or administrative responsibilities that may arise.

**Dean/Director of the Faculty/School**

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



Student information
<b>Full name:</b>
<b>DNI/NIE/Passport:</b>
<b>Mobile phone:</b>
<b>URV e-mail address for written correspondence:</b>
<b>Personal e-mail address for written correspondence:</b>
<b>Course:</b>

### RESOLUTION OF THE APPLICATION TO RESUME STUDIES (bachelor's and master's degree)

Stamp of Faculty/School

Stamp of Faculty/School

	The resumption of studies is authorised.
	Exceptionally, it is authorised after the deadline in accordance with Article 2 of the Enrolment Regulations.
	The student must wait until the faculty/school has published its resolution.
	(place) , (date)
<b>The Head of the Secretary's Office</b>	

The student's application is rejected due to one or more of the following situations:

	<i>The application does not meet the criteria established in the regulations</i>
	It was presented outside the established time period.
	The applicant is not up to date with registration fee payments.
	<b>Other reasons:</b>
	(place) , (date)
<b>The Head of the Secretary's Office</b>	

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 with in 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](mailto:dpd@urv).