


APPLICATION TO REGISTER FOR MORE THAN THE MAXIMUM NUMBER OF CREDITS ALLOWED PER YEAR

| 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: |
|--|
| That I have enrolled for _____ credits and I would like to increase this number to _____ credits for the reasons I give below. Reasons: Therefore, |

| I REQUEST: | | | |
|--|---------|-------|----------------|
| That I be allowed to do more than the maximum number of credits specified in the Regulations, and to add to my register the subjects listed below: | | | |
| Codi | Subject | Group | No. of credits |
| | | | |
| | | | |
| | | | |

(place) _____, (date)

Bank details:

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 |
| | | | |

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

Mr./Ms. Dean, Director of the Faculty/School -



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| 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 THE APPLICATION TO REGISTER FOR MORE THAN THE MAXIMUM NUMBER OF CREDITS ALLOWED PER YEAR

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| Positive response from the University |
| When authorisation is granted to exceed the maximum number of credits per academic year, the campus secretariat will contact the student by email with the corresponding instructions and will then extend the enrolment. |
| As the student's application will be dealt with administratively, no express notification will be sent (the student will be able to check the changes in his/her academic transcript on the Intranet). |
| The student can also print the registration receipt on the platform " Els meus rebuts " where the details of the extension will appear. |

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| <i>Negative response from the University</i> |
| The student's application is rejected because |
| It was assessed negatively by the master's degree coordinator. |
| It was submitted after the deadline. |
| The student has yet to settle some outstanding fees. |
| It fails to comply with the criteria established in the regulations for the following reasons: |
| |
| (place) , (date) |
| The Head of the Secretary's Office |

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.