# Application to register for a master's degree without having completed the access qualification

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| PERSONAL INFORMATION | | | | | | | |
| Name: | | | First surname: | | | Second surname | |
| Identity document number: | | | Address for written correspondence: | | | | |
| Post code: | | Town: | | | | Telephone: | |
| Mobile telephone: | | | | Email: | | | |
| I have been admitted to the following master's degree on academic grounds: | | | | | Faculty or school: | | Universitat  Rovira i Virgili |
|  | I STATE | | | | | | | |
| * That I have been admitted to the master’s degree on academic grounds despite not having completed my access qualification studies yet. * That I have not yet completed this bachelor's degree, which I am studying at the following institution: *(please specify the university and the faculty or school where you are studying the bachelor's degree)*   Faculty:  University:   * That I am aware that the URV regulations governing registration establish the possibility of authorising the registration to the master, as long as there are still places available once the registration period is over, and meeting the requirement of having a maximum of nine credits and the bachelor's degree thesis pending to finish the bachelor. * That I meet the academic requirements. | | | | | | | | |

Therefore,

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| I REQUEST: |
| To be allowed to register for the master's degree in: |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (place), \_\_\_\_\_\_ (day) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (month) \_\_\_\_\_\_\_\_\_\_ (year)

Signature

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| DOCUMENTS THAT MUST BE ATTACHED - space reserved for the Secretariat - | | | |
| Yes | No |  | |
| 🞏 | 🞏 | Academic transcript printed by the Secretary's Office, on the last day of the established period. If it is a URV bachelor’s degree, the student does not have to do anything. | |
| 🞏 | 🞏 | Original or attested copy of the academic transcript indicating the subjects passed and the grades awarded (if the qualification was awarded by another university). | |
| 🞏 | 🞏 | 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 application to provide any documents that are missing. Should these documents not be presented before this deadline, the procedure will be considered to have terminated (art. 68.1 Law 39/2015). | | | |
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| **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. |

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| **Academic report – to be filled in by the master's coordinator / Secretary's Office** | |
| I, (full name) , coordinator of the master's degree indicated in the application, | |
|  | have assessed the student's application and, taking into account that there are places available on the master’s degree the student has been admitted to, I rule **in favour of** the application. |
|  | have assessed the student's application and, taking into account that there are no places remaining on the master’s degree the student has been admitted to, I rule **against** the application. |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (place), \_\_\_\_\_ (day) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (month) 20\_\_\_ (year)  The master's degree coordinator | |

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

**Dean/Director of the Faculty/School - Head of the Secretary's Office**

**v.04/05/2015**

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| Student details |
| **Full name:**  **IDENTITY DOCUMENT NUMBER:**  **Degree:**  **Email:**  **URV email:**  **Mobile telephone:** |

# RESOLUTION ON THE APPLICATION TO REGISTER FOR A MASTER'S DEGREE WITHOUT HAVING COMPLETED THE ACCESS QUALIFICATION

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| **Approval by Faculty/School** |
| Given the fact that the student meets the academic requisites and there are places available on the master’s degree to which they were admitted, registration is authorised. The Academic Management Office of the faculty or school will email the student with the corresponding indications and no express notification will be sent. |

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| **Rejection by Faculty/School** | |
| The student’s application is rejected due to one or more of the following situations: | |
|  | The application was submitted outside the established time period. |
|  | The student’s payments are not up to date. |
|  | The application does not meet the criteria established in the regulations for the reasons indicated below: |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (place), \_\_\_\_\_ (day) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (month) 20\_\_\_ (year)**  **The individual responsible in the secretary's office** | |

This decision is not the end of the administrative process and, should you wish to do so, you 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 data controller is the Universitat Rovira i Virgili with Tax Identification Number Q9350003A and based at Carrer de l'Escorxador, s/n, 43003, Tarragona.

**Purpose:** To manage all those aspects associated with the student's transcript which includes, without limitation, the issuance of academic certificates and university qualifications, and the issuance of official records and/or accreditations related to the curriculum or the syllabus of subjects completed and passed at the URV.

**Rights:** The data subject has the right to access, rectify and remove their data, to request the portability of their data, and to limit or oppose the processing of their data by presenting a written request in person to the General Registry at Carrer de l'Escorxador, s/n, 43003, Tarragona or through the electronic registry at <https://seuelectronica.urv.cat/registre.html>.

**Additional information:** You can find additional information about the processing of personal data in the document entitled Academic Transcript Management and [about your rights at the URV's Processing Activities Registry, which is published at](https://seuelectronica.urv.cat/rgpd) https://seuelectronica.urv.cat/rgpd, where you will also find the Privacy Policy of the URV. Furthermore, you may ask our data protection officers any question regarding the protection of personal data by sending an email to [dpd@urv.cat](mailto:dpd@urv.cat).