



REGULATIONS FOR REGISTRATION ONTO BACHELOR'S AND MASTER'S DEGREE PROGRAMMES

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2022-23 ACADEMIC YEAR

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REGULATIONS FOR REGISTRATION IN BACHELOR'S AND MASTER'S DEGREE PROGRAMMES

I. GENERAL PROVISIONS

ARTICLE 1. PURPOSE

1. The purpose of these regulations is to establish rules for the organization of the registration process for bachelor's and master's degree programmes at the URV. These are official and valid throughout Spain, in accordance with the following Royal Decrees:

- Royal Decree 1393/2007, of 29 October, which establishes the structure of official university education (BOE 260, of 30/10/2007). (derogated)
- Royal Decree 822/2021, of 28 September, which establishes the structure of university education and the quality assurance procedure (BOE 233, of 29/09/2021).
- Royal Decree 861/2010, of 2 July, which modifies Royal Decree 1393/2007, of 29 October, which establishes the structure of official university education. (derogated)
- Royal Decree 43/2015, of 2 February, which modifies Royal Decree 1393/2007, of 29 October, which establishes the structure of official university education (derogated), and Royal Decree 99/2011, of 28 January, governing official education at doctorate level.

ARTICLE 2. GENERAL CONSIDERATIONS

Those wishing to pursue a degree in accordance with the curricula in force at Rovira i Virgili University must bear in mind the following.

2.1. Students are responsible for their own registration and must be familiar with and respect the conditions governing registration. These conditions can be consulted on the University's website: (<http://www.urv.cat/ca/universitat/normatives/activitat/>).

2.2. Students must meet all relevant requirements when they apply to register. Registration has the status of an application, and admission does not imply acceptance of the content. the validity of registration is subject to compliance with the rules governing academic progress and other legal requirements, submission of relevant documentation and payment of fees. The registration fee only applies to the academic year in which it is paid; In



cases of cancellation or withdrawal, fees cannot be used to reserve places in subsequent academic years.

The rights inherent in the status of student are acquired through the registration process.

2.3. Students complete the registration process using the online self-registration system. They can do this via the URV website, <http://www.urv.cat/>, which can be accessed from any computer provided that it meets the relevant technical requirements. To provide the necessary support, the University has prepared links and guides to the procedure.

In the case of new students, some schools organize registration by means of a pre-completed registration system. The secretary's office then formalizes registration and the student reviews the details. Other schools organize in-person registration on their own premises.

Students who do not have a computer to register can do so in one of the University's IT rooms, under the same conditions as if they were outside the University.

Students with a disability that makes it difficult or impossible for them to self-register should contact the academic management secretary at the relevant campus, who will give them instructions for completing the procedure.

2.4. The "Administrative Procedures" section of the URV website provides additional information on some of the procedures governed by these regulations.

2.5. Article 9 on academic progress establishes minimum and maximum limits for students who are registering for the first time or continuing their studies.

2.6. Students may pursue different courses of study simultaneously at a single school or more than one school at Rovira i Virgili University or at another university. It is only possible to pursue two different courses of study simultaneously.

2.7. URV teaching staff who wish to take courses at this University must obtain the express approval of the vice-rector for teaching and research staff, in accordance with the procedure established by the Human Resources Department. Under no circumstances can they register for courses which they teach. The Human Resources Department must submit copies of the authorization from the Vice-Rector's Office to the department to which the member of staff is attached and to the Dean's Office or management of the school responsible for the degree course the applicant wishes to pursue.

2.8. The vice-rector's offices with authority over bachelor's and master's degrees and students are, as delegated by the rector, the body empowered to resolve all issues concerning the application and interpretation of these regulations and to make exceptions if necessary and appropriate. In the latter case students must justify the exceptional nature of the case and provide supporting documentation where relevant.

If the request for exceptional treatment affects the periods established in these regulations for registration and requests for administrative procedures, it is assumed that the applicant will have to pay the relevant charges.

When an exception concerning deadlines involves administrative procedures or requests on which schools must decide, those schools must assess the alleged exceptional nature of the case as justified by documentation presented by the student. Schools can admit applications submitted outside the normal time limits, provided that the rights of third parties are not infringed upon and that they consider that the exceptional nature of the case is duly accredited. They should determine whether the causes alleged by the student constitute a material impediment to submitting the application within the officially established period. If necessary, the relevant vice-rector's office will rule on any appeals against the decisions taken by the schools.



Applications cannot be accepted for subjects for which final lists have already been drawn up. The date for generating final grades will be approved annually and will be stipulated in the Academic Regulations governing Bachelor's and Master's Degrees.

2.9. In order for student requests concerning the handling of their academic record to be processed, they must have settled all payments due at that time and must not be subject to any claim for late payment.

2.10. Students who have initiated an administrative procedure at the URV and want to halt it or have the decision cancelled must request this expressly.

- If the procedure has not yet been resolved, they may submit a written statement expressing their wish to withdraw their request. Proceedings can then be halted and the file closed.
- The fact of agreeing to the withdrawal of a request does not imply the return of any charges paid in connection with that request.
- If the procedure has been formally resolved, whether the student has been notified or not, the latter may submit a written request to relinquish any rights granted.
- Requests for the annulment of final decisions can only be accepted if the request is submitted before the final lists for the relevant subjects have been drawn up.
- Authorization for the cancellation of a decision implies that the administrative charge for modification of registration is payable and the charges paid will not be refunded.

III. ACADEMIC ASPECTS OF REGISTRATION

ARTICLE 3. ACCESS AND ADMISSION

Bachelor's degree studies

The number of first-year places offered is approved by the Inter-University Council of Catalonia on the advice of the universities, taking into account budgetary considerations and changes in the numbers of students registered.

In Catalonia there is a pre-registration period for all bachelor's degrees offered by Catalan public universities and the University of Vic. In 2020 it is expected to be from 7 June to 1 July 2022.

The date on which the assignment of places will be officially announced is 13 July 2022.

A pre-registration period for the Bachelor's Degree in Anthropology and Human Evolution will be opened in February.

Students to whom places are assigned must necessarily complete the registration process in the period corresponding to admission. If they fail to do so, they will lose the place they have been assigned.

Master's degree studies

The number of places offered for each university master's degree programme is proposed by the body responsible for the degree course when the report is drawn up.

The registration period will only be opened for those master's degrees that meet the feasibility criteria established in the Academic Regulations.

5% of places must be reserved for students who can accredit a level of disability equal to or greater than 33%. They must report their disability during pre-registration and provide documentary proof.

Pre-registration for a university master's degree requires the non-refundable payment of the fees stipulated in the decree on public fees.



Individuals who have not yet completed the bachelor's degree course that will allow them to apply for the master's course can still pre-register and be admitted. These individuals can register once they have passed their bachelor's degrees. At the end of the ordinary registration period, students who are studying a bachelor's degree course by the Spanish State and who have a maximum of 9 credits and their final dissertation pending may apply to register for the master's degree course to which they have been admitted, provided that there are places available. The corresponding procedure will be set up for this purpose. This does not include the University Master's Degree in Legal Practice, which has its own specific regulations.

Candidates who are studying at foreign universities are required to submit a document issued by their university certifying that they are capable of completing their course and obtaining the qualification in the current academic year. They can pre-register and be admitted but they cannot register until they have obtained the qualification that entitles them to access the master's course.

Each year the URV determines the general periods in which pre-registration for university master's degrees is to take place. This does not apply to the Master's Degree in Training for Teachers of Compulsory Secondary Education and Upper Secondary Education, Professional Training and Language Teaching, which is managed centrally in Catalonia through the University Admissions Office and has its own calendar.

The dates planned for this academic year are:

- Stage 1: 3 February to 15 April
- Stage 2: 16 April to 31 May
- Stage 3: 1 June to 14 July
- Stage 4: 15 July to 9 September
- Stage 5: 10 to 27 September

Depending on the allocation of places in the previous stages and in order to protect the candidates, pre-registration stages may be suspended before the end of the official period.

Master's courses for which there has been sufficient demand in recent years and whose places have been filled can request to start pre-registration during the second official stage, that is, from 16 April. Due to their special characteristics, some master's degrees may justify the first and second stages. In these cases, candidates may be admitted in advance provided that their final admission occurs in line with the official calendar. It should be borne in mind that the dates for the European Master's Degree in Wine Tourism (Wintour) are earlier.

The academic coordinators/committee will accept candidates on academic grounds when the pre-registration phase finishes and according to the number of pre-registered students who have presented the necessary documentation. Admitted candidates will be placed in order of priority.

Academic admission does not imply that a place is reserved. Admitted students will be notified of the need to make an advance payment to reserve a place. For admission to the 2022-2023 academic year, the amount payable is €400. Applicants who make this payment have a place reserved for them and must register on the dates assigned to each stage of admission.

Candidates who have been admitted and have a place reserved but who are still waiting to obtain the qualification enabling them to access the master's degree course cannot register until they have obtained the said qualification, except for those authorised in accordance with this article. Students pre-registered in the first stage who are in this situation can, exceptionally, register in September if they obtain accreditation for their qualifications in that exam call.



The sum of €400 is a payment on account for registration and must be made within ten calendar days of the date on which the payment request is issued. This amount will not be refunded if the student ultimately does not register for the master's degree.

Advance payment is not required of students who meet the conditions entitling them to a 100% reduction in public fees for academic services, including administrative fees (the conditions must be met on the date at which academic activity begins: 26 September). Likewise, URV students who have been awarded grants and who can demonstrate that they are in a situation of special economic difficulty may apply to be exempted from making the advanced payment.

Students from other countries may also be exempt from advance payment if they have applied for a grant for the master's course in their country of origin and they are waiting to hear if it has been awarded, subject to documentary proof of their situation. In these cases, the master's degree coordinator must authorize the exemption.

Candidates who are excluded must be informed of the reason for this decision.

The secretaries' offices must monitor the documentation presented by candidates and assign them the appropriate admission status.

Students whose application has been accepted on academic grounds during the first and second stages but who have not made the payment to reserve a place are considered to be admitted with no reserved place. Their registration can be authorized, with the approval of the coordinator, if there are vacancies, when the status of the documentation they have submitted has been verified.

Students who are admitted can review the status of their admission via the designated website and they will receive a notice from the URV with information about the registration process.

Students who have been admitted with documentation requirements pending or with original documents pending (whether or not they have provided photocopies) may register, despite these missing items. They will need to present a signed declaration to the secretary's office to the effect that they will present the required documentation by the date specified. Their status can then be changed to "Conditional access to registration" and they can complete the registration procedure.

The pre-registration and admissions process for the master's is carried out via an online electronic application. The coordinators act on behalf of the Master's Degree Academic Committee and their evaluations regarding admitting/excluding candidates or placing them on the waiting list are conducted via the aforementioned online electronic application and are considered to conclude the application process.

The advance payment to reserve places referred to in this article and further detailed in Article 18 is not applicable to students of the European Master's in Wine Tourism (Wintour) or to the Master's Degree in Training for Teachers of Compulsory Secondary Education and Upper Secondary Education, Professional Training and Language Teaching.

ARTICLE 4. BACHELOR'S DEGREE REGISTRATION PROCESS

4.1. Scheduling criteria

For first-year students, the calendar is determined within the limits established by the University Admissions Office.

The secretary's office will send each student an e-mail with information regarding registration.

If the academic organization of the degree course involves various groups, the school will establish a system for ordering them.



From the second year onward, when the assessment process has been completed, students will be ordered according to their grade point average in their academic record and will be assigned a day and time slot to register.

If other complementary criteria are necessary because of the internal organization of a particular school, the times assigned by the system will remain in place, but the additional criteria will be incorporated in the registration process.

In June, students will receive details of the most significant changes in academic and registration regulations and they will be informed of the day assigned to them for registration, with details of the system of assignment.

When the calendar has been drawn up, at the beginning of July students will receive another e-mail with details of the decree on fees and the award of grants, if this information is available, and they will be informed that, using their identity number, they can see details of the date and times assigned for them to complete online registration.

4.2. Registration calendar

Dates of registration for new students are generally set for the whole of Catalonia:

- from 15 to 20 July, first-choice students
- 26 and 28 July, second- to eighth-choice students
- 27 September, students admitted through the September pre-registration process

Students must register in the period specified and they can make modifications on the date of registration and the five days immediately following, from 4.00 p.m. to 11.59 p.m., without being required to pay the charge for modifications.

Students in the second year and above will be assigned a day and time slot for online registration according to their grade point average. The calendar programmed is from 21 to 27 July and 29 July.

Students that have transferred their academic records, resumed their studies, have credits from other universities, etc. and have not been included in the original timetable can register on 8 September.

Some changes to the times originally assigned may be made if student numbers make it convenient.

Students who have not registered in July can do so from 9 to 21 September, between 8.30 and 23.59.

After this date, students who wish to register must submit an application to the relative school, with a report from the course supervisor. If the application is accepted, a charge will be payable. Applications cannot be accepted involving subjects for which final lists have already been drawn up.

If students need authorization for other administrative procedures in order to register (resuming their studies, extraordinary exam calls, etc.), the school may provide joint authorization, provided that it has powers to do so.

Students can make modifications on the date of registration and during the five days immediately following, from 4.00 p.m. to 11.59 p.m., without being required to pay the charge for modifications.

4.3. Times

Students in the second year and above can register from 8.30 a.m. to 2 p.m. and assistance will be available from the secretary's office staff. Between these times specific slots will be established and students will be assigned times individually.

If they are unable to register at the time assigned to them, they can also register on the day assigned from 4.00 p.m. to 11.59 p.m.

Modifications can be made from 4.00 p.m. to 11.59 p.m. Secretary's office staff will not provide assistance to students registering at these times.



4.4. Students in mobility programmes awaiting grades

If students participated in a mobility programme in the previous academic year and the URV has not yet received their grades from the previous university, they can choose to:

1) Register on the day and at the time assigned to them. This means that they will have to register for subjects for which their grades have not yet been received, if they are general education or general education and compulsory subjects according to their school.

Students are recommended to pay in instalments.

When the student's grade for these subjects are received, they can complete academic registration and pay all amounts pending.

2) Register by 21 September with acceptable grades for the subjects.

If they register after this date and no later than 30 November, they will have to pay the charge for modifications, unless the delay is not attributable to the student.

ARTICLE 5. MASTER'S DEGREE REGISTRATION PROCESS

5.1. Scheduling criteria

Registration can be completed from 8.00 a.m. to 11.59 p.m. Students are not assigned a specific time. Secretary's Office staff are available to assist until 2.00 p.m. Students can make modifications on the date of registration and the five days immediately following, from 4.00 p.m. to 11.59 p.m.

5.2. Registration calendar

Students may register for master's degree courses at the following times:

- Students admitted in the first and second pre-registration stage and who have made the advanced payment to reserve their place:
 - 11 to 20 July^(*)
- Students admitted in the third pre-registration stage:
 - 8 to 30 September
- Students admitted in the fourth pre-registration stage:
 - 8 to 30 September
- Students admitted in the fifth pre-registration stage and students waiting for their degree certificate who are authorised to register:
 - 4 to 6 October
- Registration for second-year master's degree students will be held from 11 to 29 July and from 8 to 21 September.

^(*) Provided that there are places available on the master's course, students admitted in the 1st and 2nd phases who have not paid to reserve a place may register from 26 to 28 July.

Provided that places are available or that they have paid to reserve their place, students admitted during the first and second pre-registration stages who are waiting to receive their degree certificates can register between 8 and 30 September.

Students who wish to register after these dates will have to submit an application to the relevant school and, if it is accepted, they will be required to pay a late registration charge. Applications cannot be accepted for subjects for which final lists have already been drawn up.

ARTICLE 6. REGISTRATION DOCUMENTATION GENERAL CONSIDERATIONS



Attested copies of documents

If attested copies of documents are acceptable, they must comply with the instructions issued by the URV General Secretary's Office.

Personal details

if the University needs to contact students, it will do so using the contact details (postal address, phone numbers, e-mail address, etc.) stored in the IT system. When students join the URV, they should therefore take special care to enter their details correctly and amend them if necessary. If there are changes during the course, students should contact the relevant secretary's office and submit the changes following the administrative procedure established for such cases. Details can also be modified when students register.

According to the provisions of Article 28 of Law 39/2015, of 1 October, on the common administrative procedure of government bodies, it is assumed that students have agreed that their documents may be obtained and viewed, unless they expressly oppose this or applicable legislation requires their express consent.

6.1. Documentation for bachelor's degree registration: new students

The Secretary's Office will indicate the procedure for submitting documentation. Documents must be submitted no later than 20 December 2022. Failure to respect this deadline may lead to the student losing the rights conferred by registration.

New students are required to submit the following documents:

- Identity document:
 - Spanish students: photocopy of a valid Spanish identity card.
 - Foreign students: original and photocopy or certified photocopy of a valid passport or Spanish residence card. Foreign students who need to conduct any type of financial transaction, such as applying for a grant or opening a bank account, will need to have a Spanish resident number (NIE).
- If the student is eligible for free registration, it should be remembered that the conditions entitling him or her to exemption from fees must apply on the date at which academic activity begins (26 September). Supporting documentation may be presented until 20 December. As far as possible, however, the register of places assigned submitted by the University Admissions Office should include details justifying the exemption, in which case the students involved will not need to submit documentation justifying their eligibility. However, if the competent Ministry asks for documentary proof in specific cases while verifying the conditions for exemption, the students concerned must submit this immediately.

The Admissions Office must certify the academic details included in the pre-registration form, ensuring that they have previously been validated. The URV may also ask students to submit documents accrediting their situation if deemed necessary.

Students who have been registered at schools in this University or another university and obtain places via the pre-registration process (pathways 7 and 8) and students who have obtained places through the transfer of their academic record must present the following documentation:

Proof of payment of the academic record transfer fee at the school from which they have come

Students who do not submit the documentation required for registration within the time limits established will have their registration temporarily suspended, as specified in Article 24 of these regulations.

6.2. Documentation for master's degree registration: new students

The following minimum documentation is required for admission to the URV:



- Identity document.
- Certificate of admission to the master's degree course or proof that the fees have been paid.
- Personal academic transcript or European supplement of the certificate.
- Curriculum vitae.
- In the case of distance master's degrees, a photograph of the student must be submitted so that his or her identity can be verified.

To authorize registration, the Secretary's Office must verify that the applicant has all documentation required, as follows:

Identity document:

- Spanish students: photocopy of a valid identity card.
- Foreign students from another EU member state: original and photocopy or certified photocopy of a valid passport or Spanish residence card.
- Foreign students from countries outside the EU: Original and photocopy or certified photocopy of a valid passport or Spanish residence card.

Students who need to make any financial transaction such as applying for a grant or opening a bank account will need to apply for a Spanish residence number (NIE).

Certificate of admission to the master's degree course or proof that the fees have been paid:

- URV graduates: this document is not required, as it is already in URV records.
- Graduates of other Spanish universities: this document is not required because the URV will check the corresponding Spanish ministry registry of qualifications. If the URV cannot verify that the student holds the qualification, the student must provide the document confirming that the fees for this certificate have been paid (original and photocopy or certified photocopy).
- Graduates from European Higher Education Area (EHEA) countries: original and copy of the document or certified photocopy.
 - An official translation into Catalan or Spanish, unless the original is in English or a legalised, official translation into English.
 - The document must be attested, unless issued in a member state of the EU, a country which is a signatory to the European Economic Area Agreement or one which has a bilateral agreement with the EU.
- Graduates from EHEA countries: original and copy of the document or certified photocopy.
 - An official translation into Catalan or Spanish, unless the original is in English or a legalised, official translation into English.
 - Legalised.

Notwithstanding the above, as indicated in Article 3, students may register conditionally if they hold all the documents referred to but do not meet one of the other requirements (attested copy, certified copy or translation of the originals). Such students may register provided that they undertake to submit documents that comply with all the relevant requirements no later than 30 April 2023. If they do not provide these documents their registration will be cancelled, they will not be entitled to any refund of amounts paid and will be liable for all amounts pending.

If students are eligible for free registration, they must submit documentation accrediting this and should remember that the conditions entitling them to exemption from fees must apply on the date at which academic activity begins



(26 September 2022). Supporting documentation may be presented until 20 December.

For the Master's Degree in Training for Teachers of Compulsory Secondary Education and Upper Secondary Education, Professional Training and Language Teaching, the Admissions Office must certify the academic details included in the pre-registration form, ensuring that they have previously been validated. The URV may also ask students to present documents accrediting their situation, if deemed necessary.

ARTICLE 7. PERIOD FOR CHANGES AND MODIFICATIONS TO REGISTRATION

7.1. Changes to registration. If students wish to make modifications, they may do so for up to five calendar days after registering without being liable for the charge for modifications and additions to registration. They can do this directly via the online registration system between 4.00 p.m. and 11.59 p.m. on the same day on which they register.

New students with pre-completed registrations need to contact the secretary's office of their degree course to make changes.

7.2. When five calendar days have elapsed after registration within the normal time limits, students can ask the school to make the following modifications:

- change of group
- additional subjects
- alternative subjects
- withdrawal from subjects
- additional exam call (only for second semester and full-year subjects)

These modifications will require the payment of the charge for modifications.

Changes of group can be authorized by the school until 30 October, provided that there are vacancies. Schools should only accept requests for changes involving subjects where there are no vacancies if students can accredit reasons beyond their control which prevent them from attending the group for which they are registered. It is understood that such circumstances beyond their control will basically be related to illnesses or accidents affecting the student, although other exceptional circumstances may be taken into account.

Withdrawal from subjects and additional exam calls may be authorized by the school up to 30 October

Requests for additional and alternative subjects may be dealt with automatically by the Secretary's Office, provided that the request is submitted before 1 October. To be processed, requests submitted between 1 October and 30 October require the approval of the head of department in the case of bachelor's degrees or that of the course coordinator for master's degrees.

At the school's discretion, from 5 to 26 February students may make the following modifications, provided that they affect subjects taught in the second semester and full-year subjects where activity is concentrated exclusively in the second semester:

- change of group
- additional subjects
- alternative subjects
- withdrawal from subjects
- additional exam call (only for first semester subjects)

7.3. The University may decide not to teach an optional subject if fewer than a minimum number of students are registered. In this case, the student may replace it with an alternative or, exceptionally, cancel it. This procedure will be exempt from the charge for modifications and additions.



7.4. Repetition of subjects. In schools where it is authorized, students can ask to repeat a first-semester subject during the second-semester. This is subject to the school's internal regulations on procedures and its calendar.

7.5. If students complete their studies based on recognition of credits, they can apply to register as soon as they can accredit the fact that they have passed the course. The same principles apply to studies within the mobility agreement framework. If applications are submitted after the academic and financial conditions for the next academic year have been introduced (after 8 July in the case of the 2022-2023 academic year), registration will be treated as a new registration for the following year.

ARTICLE 8. REGISTRATION FOR MORE CREDITS THAN REQUIRED IN THE BACHELOR'S/MASTER'S DEGREE CURRICULUM

The curriculum establishes the credits needed to obtain the relevant qualification.

If students wish to register for another optional subject while they are pursuing a degree course, thereby registering in more credits than their degree course requires, they may do so as long as they register for the additional subject when they register for the others. If students are exempt from paying fees, this only affects subjects for which the number of credits specified in the curriculum may be awarded.

Students should therefore consider the effect this decision may have on the award of a degree.

8.1. Registration for subjects that constitute a specialization in a bachelor's or master's degree

At the school's discretion, the subjects in a degree course can allow students to study specific aspects that interest them in greater depth. The mentions/specialities constitute this offer of subjects that lead to a specialization.

At the same time as studying the subjects that make up their degree course leading to an officially recognized qualification, by planning their studies appropriately, students can also obtain recognition for their study of a mention/specialization.

Their mention/specialization will appear on their official degree.

Students who have completed a bachelor's or master's degree at the URV, whether they have formally requested an official qualification or not, and wish to register for more credits to obtain recognition for a mention/specialization, must submit an application to the school requesting registration in the subjects forming part of that specialist area.

Applications must be submitted between 2 May and 28 September. When the registration period concludes, the school will assess the number of places available for those subjects and may authorize registration.

Registration must be completed by 7 October at the latest. Grants are not available for this type of registration.

These conditions also apply to registration for the subjects in the module dealing with Catholic Theology and Its Teaching.

In the case of the University Master's Degree in Compulsory and Upper Secondary Education Teacher Training, Vocational Training and Language Teaching, students who wish to pursue another speciality /or specialities must have been awarded a place via the official pre-registration procedure administered by the Access Office of the University. Students must formalise their application and registration for a place on the date specified in the pre-registration calendar established annually by the Access Office of the University.

8.2. Registration for master's degree subjects to facilitate admission to doctoral degree programmes



Students who have completed all the subjects required in a master's degree programme and who need to register for additional subjects to accrue the total of 300 credits required for admission to a doctoral programme, must pre-register for the master's degree and request the express approval of the course coordinator. The same procedure can also be followed by students who wish to study certain additional subjects to gain access to a doctoral programme.

These students are exempt from the minimum credit requirement established for registration in the regulations governing time spent at the University.

The period in which the application must be submitted is the same as that for pre-registration for master's degree studies. If the application is accepted, registration must be completed by 7 October at the latest. Grants are not available for this type of registration.

ARTICLE 9. ACADEMIC PROGRESS

The regulations governing academic progress at the University are as follows:

9.1. GENERAL CONSIDERATIONS

In general, the calculation of the maximum number of credits will not take into account subjects for which the student was registered the previous year but did not pass. Courses for which a different treatment is specified in the curriculum (ETSE and ETSEQ degrees) may be considered an exception.

The minimum number of credits includes credits already obtained.

If requested by a student, the school may consider increasing the maximum number established, taking the student's academic record and any other circumstances that may justify the decision into account. If students wish to exceed 72 credits, they must submit a request stating their reasons to the Dean's Office or the management of the school. This may be done during the periods specified for registration or registration for additional subjects.

9.2. Full-time students

Full-time students must register for:

- 60 credits in the year when they begin their course and register for the first time.
- Between 30 and 72 credits in other years, except in cases where a lower number of credits is needed to complete the course.

In the case of academic pathways leading to double degrees, students may exceed the maximum number of credits for the year.

9.3. Part-time students

Part-time bachelor's students may register for a minimum of 18 credits and a maximum of 48 credits each academic year, except in cases where a lower number of credits is needed to complete the course.

Master's student may choose to study either full or part time. In either case, they must register for a minimum of 18 credits.

Students pursuing double degrees cannot opt to be part-time students.

9.4. Distance learning students

Students taking courses based exclusively on distance learning must register for a minimum of 12 credits.

9.5. Requirement to register in subjects still pending

When registering for bachelor's degree courses, students must include general education subjects not passed in the preceding year, taking the minimum credits specified in this article into account. In the case of master's degree students,



compulsory subjects must be included. New subjects cannot be added if all those pending from the previous year have not been included.

Nevertheless, for courses at schools where it has been considered necessary, students are obliged to register for all general education and compulsory subjects not passed in the previous year, taking into account the minimum number of credits established in this article. For the academic year 2020-2021 the schools at which this exception will apply are the Faculty of Nursing, the Faculty of Legal Sciences, the Faculty of Medicine and Health Sciences, the Faculty of Chemistry, the Centre for Higher Aviation Studies (CESDA) and the University School of Health and Sport (EUSES).

9.6. First-year results

During the first academic year, newly registered full-time students must attain at least 12 credits for general education and compulsory subjects in bachelor's degree courses or compulsory subjects in master's degree courses.

During the first academic year, newly registered part-time students must attain at least 6 credits for general education and compulsory subjects in bachelor's degree courses or compulsory subjects in master's courses.

If the master's degree course includes a smaller number of compulsory subjects, the 12-credit requirement for full-time students and the 6-credit requirement for part-time students will take credits for compulsory and optional subjects into account. If there are no compulsory subjects, the requirement for 6 or 12 credits will apply to optional subjects.

In exceptional cases, students who do not meet the requirement may submit an application with the relevant justification to the relevant vice-rector's office, which may rule favourably on their right to continue the course.

If, in accordance with the preceding sections, students have to abandon the degree course they have begun, they cannot pre-register again for the same course until an academic year has elapsed and they can only do so once.

Students who cannot continue studying the same degree course at the URV can undertake another course offered by the URV if they have a place assigned through the pre-registration process.

9.7. Students with disability

To ensure equality of opportunity, students with a degree of disability equal to or greater than 33% may be eligible for a reduction in the minimum number of credits required for registration, if requested by the student. The individual's personal circumstances, which must be justified, will then be taken into account.

- The curriculum can be modified if necessary.
- The content and competencies which are adapted must be equivalent to those specified in the curriculum.
- At the end of the course, students must have attained at least the required number of credits.
- The changes to the curriculum must be specified in the European Diploma Supplement.

9.8. Students taking the URV-UOC inter-university Bachelor's Degree in Anthropology and Human Evolution

Students registering in the normal period must register for a minimum of 6 credits and a maximum of 72.

Students who join the course in February to study only second-semester subjects must register for a minimum of 6 credits.

During the first academic year, new students must attain at least 6 credits in basic training and compulsory subjects.



9.9. Academic progress of students registered in simultaneous degree courses

Students pursuing two degrees at the same time must register for a minimum of 15 credits for the second degree course

In the case of master's degrees, if one of the two courses qualifies the student to undertake regulated professional work, the school may authorize a different credit requirement.

ARTICLE 10. INSTITUTIONAL INTERNATIONAL MOBILITY PROGRAMMES

10.1. URV students on mobility programmes (outgoing)

Before the end of June each year, the mobility coordinators must submit to the academic management offices on campus or the Secretary's Office for each school a copy of the agreement showing which subjects URV students will study at the school to which they travel.

The content of the document must include:

- A list of subjects previously identified as available to the student.
- The student's academic record.
- The limitations imposed by the regulations on mobility.
- The student's interest in the programme.

All students taking part in mobility programmes must register within the time limits established by the URV.

URV students who take part in institutional mobility programmes must register for the subjects specified in the curriculum they are following at the URV, via the online registration process, according to the normal calendar. The "Mobility" box must be marked for the subjects specified in the agreement.

Before students depart, it is advisable for them to leave an authorization with the Secretary's Office so that another person can undertake administrative procedures on their behalf during their absence.

When the registration period concludes, the Secretary's Office must verify that the details provided coincide. Should there be any discrepancy, the mobility coordinator will be consulted and, if necessary, the Office can correct the registration details, notifying the student accordingly.

If students are unable to take the subjects initially programmed, for reasons not attributable to them, the mobility coordinator must be informed immediately. The mobility coordinator will assess the situation and inform the International Centre and the relevant Secretary's Office accordingly. The Secretary's Office will modify the registration details. These details must be corrected before 30 November in the case of first semester subjects and before 15 April for second semester and full-year subjects.

Grades for URV subjects deemed equivalent are determined by mobility coordinators, in line with the information in the academic certificate sent by their counterparts at the institution to which the student is travelling, applying the grading system previously approved by the school's board: a grade conversion table or the ECTS scale. The mobility coordinator completes and signs the official record.

The mobility coordinator must liaise with the institution at the student's destination to ensure that grades are received by the dates specified in our academic calendar, to prevent any problems that late submission could cause URV students.

URV students in external work placements spend a period at a company or institution other than the URV. Work placements must be regulated by an agreement between the URV and the company or institution to which the student is assigned. Work placements can be offered as part of a mobility programme or in response to an individual request but always requires the signing of a work placement agreement by the mobility coordinator, if it is part of a mobility



programme, or the Dean or school manager if it is not part of such a programme, so that the time spent on work placement can be recognized academically.

10.2. Students on mobility programmes at the URV (incoming)

Mobility coordinators must draw up a list of the subjects available to incoming mobility students with details of the registration group and the language in which they will be taught. They must be subjects included in the academic planning document for the URV for that academic year, with standard tuition.

When students taking part in institutional mobility programmes arrive at the URV, they are received by the International Centre and the relevant mobility coordinator.

Before they arrive, the International Centre will enter the students' details in the academic management IT system. The mobility coordinator must verify with the student the subjects for which he or she is to register and report any changes to the Secretary's Office and the International Centre.

When the student's programme of studies has been finalized, the mobility coordinator must inform the Secretary's Office of the subjects to be studied via the academic agreement document no later than 30 November in the case of first-semester and full-year subjects and no later than 15 April in the case of second-semester subjects or annual subjects that are taught entirely in the second semester.

The subjects offered in the URV academic planning document must be made available automatically to incoming mobility students. Students must register for these subjects through the relevant URV Secretary's Office. All registrations under the agreement must be finalized by 30 November (first semester) and 15 April (second semester). Registration for additional subjects may be included within these time limits, subject to the approval of the sending institution.

Registration does not involve any cost for students, as it must be covered by a specific agreement between the URV and the sending institution, which regulates their activity during their stay.

The mobility coordinator transfers the grades attained by mobility students to the grade transcription document and sends the relevant academic certification to their home institutions. The student receives an original or certified photocopy of this document.

By 30 November (first semester) or 15 April (second semester) the International Centre must inform the Academic Management Service of the names of all students entered in the IT system as incoming mobility students who have ultimately not joined the URV. These students will be deleted from the system.

10.3. I-Global incoming students

These are students who come to the URV to undertake studies that do not lead to an official qualification, outside the framework of institutional exchange programmes. Students in this category must demonstrate, when they join the URV, that they have URV mobility health insurance, contracted in their home country. The student must accept full responsibility for this insurance.

These students are required to pay the fees corresponding to the I-Global Students programme, as approved each year by the Board of Trustees.

If students are admitted as I-Global Students, this does not imply that they are admitted to the corresponding official courses. They cannot gain any official or URV qualifications and their studies at the URV do not qualify for any official recognition.

Students must submit an application for admission to the International Centre, accompanied by a justification for studying the subjects in question, addressed to the Dean's Office at the school where they wish to study. The dates for submitting applications are the same as those for incoming mobility students.



If the Dean's Office or management of the school accepts the application through the mobility coordinator, the International Centre must be informed accordingly. Before they arrive, the International School will enter I-Global students' details in the academic management IT system. The mobility coordinator must verify with the student the subjects he or she wants to register in and report any changes to the Secretary's Office and the International Centre.

These students are entitled to study the selected subjects just like any other student, and can obtain a document certifying the grades they have attained.

10.4. Studies in the Framework of Mobility Agreements

The URV's curricula include the subject "Studies in the Framework of Mobility Agreements".

Outgoing mobility students who plan to undertake activities at the host institution in addition to those agreed can register for the above subject together with the other subjects they are studying, if such activities are considered part of the above subject by the mobility coordinator. In this case:

- The subject will be included in the academic agreement.
- When the student registers, the subject must be marked "mobility".

When students return to the URV, they must present documents accrediting the studies undertaken and successfully completed to the mobility coordinator.

The mobility coordinator will examine the documentation and award a grade for the subject.

Students can also opt not to register for the subject before their stay at the other university.

Students who undertake and successfully complete studies at the host institution in addition to those specified, such studies being considered part of the above subject by the mobility coordinator, must present documentary proof of this.

If the mobility coordinator considers the documentary proof satisfactory, the student can register for the subject in the following academic year and will be awarded a grade in the corresponding exam call. In this case:

- The subject will be recorded in a new academic agreement, as an appendix to the original.
- When the student registers, the subject must be marked "mobility".

This subject can also be included in the academic agreement of an incoming mobility student.

III. FINANCIAL ASPECTS OF REGISTRATION

The decree on public fees stipulates that, before registering students or issuing degrees or certificates, universities must require the payment of all outstanding fees for registration in any course or year and at any university or school to which the decree applies, together with any interest due for late payment. The URV is therefore required to insist on the payment of any amounts owed by students before authorizing new registrations or issuing accreditation.

Registration will not be considered valid unless the relevant fees have been paid. If payment is in instalments, it will be considered that payment obligations have been met when all the instalments have been paid. This does not apply to cases in which registration is cancelled, which constitute an exception.

ARTICLE 11. GENERAL CONSIDERATIONS

1. These regulations are applicable to all cases in which the Government of Catalonia decree establishing fees for university academic services and other applicable legislation does not indicate otherwise.



The amount payable by students is basically the result of adding the following items, according to the stipulations of the above decree:

- the amount corresponding to the number of credits for which the student registers, the teaching structure coefficient for bachelor's degrees/the level of instruction for master's degrees, and the repetition factor.
- academic record handling charge
- learning support services charge
- charge for academic pathway analysis (only applies to master's degree students with foreign qualifications for admission)
- insurance
- voluntary services, if provided

The "Administrative Procedures" section of the URV website provides additional information on some of the procedures governed by these regulations.

2. By virtue of the provisions of the Decree of the Government of Catalonia, which sets the prices for the provision of university academic services, the URV has approved a differentiated price for non-resident foreign students who are not nationals of member states of the European Union or of states in which the EU's regime for master's degree studies applies. In this case, students who wish to take advantage of the price for EHEA students must provide proof of residency valid at the start date of the academic activity.

ARTICLE 12. FINANCIAL IMPLICATIONS FOR STUDENTS APPLYING FOR GENERAL REGIME GRANTS FOR UNIVERSITY STUDIES

Students who have applied for grants must:

- a) Register as applicants for grants.
- b) Register for the minimum number of credits established in the call for grant applications.
- c) Pay all charges, insurance and voluntary services, if provided, within the time limits specified for completing registration.
- d) Provide details of the type of registration applicable by the University if the grant application is rejected (ordinary, large family, etc.), adding supporting documentation if necessary. If this is not done, students will not receive any benefits to which they may be entitled if the grant application is rejected.

New students who wish to register as grant holders and benefit from temporary exemption from the fee for credits must request financial accreditation, a procedure managed by AGAUR, and obtain the relevant documentation before they register. Alternatively, they can present their credentials as grant holders during the previous academic year, if this information is not recorded in the register of places assigned provided by the University Admissions Office.

Other students may register as grant holders if they have held a general regime grant the previous year (in this case this information will be automatically included in the registration) or request financial accreditation, a procedure managed by AGAUR, and obtain the relevant documentation before they register.

If the student fails to complete the grant application before the closing date, via the Ministry website, the registration will be treated as ordinary and the fee payable will be modified accordingly.

The Academic Management Service makes the relevant financial adjustments when the details of the grant round have been finalized.

ARTICLE 13. FINANCIAL IMPLICATIONS FOR BACHELOR'S DEGREE STUDENTS AWAITING ADMISSION DUE TO REASSIGNMENT FROM ANOTHER DEGREE COURSE AT A PUBLIC UNIVERSITY OR THE UNIVERSITY OF VIC



Bachelor's degree students who are waiting for their admission to be confirmed, having been reassigned from another degree course or public university or the University of Vic will be considered conditionally registered.

When they register, they must:

Specify their status and make an express request for admission.

Pay all charges, insurance and voluntary services, if applicable, within the time limits specified for completing registration (24 hours). Payment must be by card. If students cannot pay in this way a request for payment in cash will be issued. If payment has not been made within this time limit, their conditional registration as reassigned students will be cancelled.

Provide details of the type of registration applicable by the University if the reassignment application is rejected (ordinary, large family, etc.), adding supporting documentation if necessary.

When all decisions regarding reassignment have been finalized, until 27 October the student may ask for registration to be cancelled, in accordance with the relevant procedure. The URV can also initiate this procedure officially as long as it has all the data.

If the Secretary's Office has not received the relevant information by 27 October, the conditional status of the registration will be withdrawn and it will be treated as a normal registration with the corresponding financial consequences.

If students transfer from one URV degree course to another, conditional registration is not necessary. Students must pay using the form of payment they have chosen, preferably direct debit, and ask for the amounts paid for the original course to be transferred.

This system will also be applicable to transfers taking place for the Master's Degree in Training for Teachers of Compulsory Secondary Education and Upper Secondary Education, Professional Training and Language Teaching.

ARTICLE 14. CONDITIONALLY REGISTERED MASTER'S DEGREE STUDENTS

Students who have registered conditionally must regularize their situation no later than 30 April; until they do so, their registration will be temporarily suspended. If they have not provided all documents and met all other requirements by 1 May, their registration will be cancelled, they will not be entitled to any refund of amounts paid and will be liable for all amounts pending.

ARTICLE 15. FINANCIAL IMPLICATIONS FOR MASTER'S DEGREE STUDENTS APPLYING FOR GRANTS OR FINANCIAL AID (OFFICIAL CALLS FOR APPLICATIONS)

Students who have submitted applications for official grants or financial aid in connection with master's degrees, and expect to be granted an exemption from payment of fees but this exemption has not been finalized when registration begins may:

- a) Register before the allocation of awards is decided in the category which would otherwise apply to them (ordinary, large family, etc.). When final decisions have been made on the awards, the Academic Management Service will make the necessary financial adjustments for the beneficiaries where appropriate.
- b) Register after final decisions on awards have been made, applying the exemption, provided that the official registration period for master's degrees has not concluded.

If decisions on awards have already been finalized when registration opens, the unit that has processed them must submit a list of beneficiaries to the Academic Management Service, which will enter the information in the system, so that it will be visible to students when they register online.



ARTICLE 16. APPLICATION OF OTHER GRANTS TO THE AMOUNT PAYABLE FOR CREDITS IN REGISTRATION FOR MASTER'S DEGREE COURSES

If a URV unit, as a result of the publication of a competitive call which has been duly publicized, wants candidates who are beneficiaries to be eligible for a grant to cover the cost of credits and is prepared to meet the cost from funds provided by an external institution, the following procedure must be applied:

- The unit must submit a summary of the calendar for the call, specifying the date on which the final decision is made, to the Academic Management Service. At the same time, it must submit a form with details of the institution responsible for payment, among other information.
- When the Academic Management Service has received the document, it must be sent to the Economic Resources Service with information on the registration fees involved.
- When the Economic Resources Service has verified the details of the institution, it must reserve the relevant amount, to ensure that it will be covered.
- The Academic Management Service will then enter the exemption in the system, so that, when the student registers, the amount payable will only include administrative charges, insurance and voluntary services, if any.
- Subsequently, the Academic Management Service will inform the Economic Resources Service and the unit that registration has been completed, indicating the amount to be paid, and will make the relevant transfer.

It should be borne in mind that about two weeks will elapse from the time the unit contacts the Academic Management Service until the student's right to exemption is entered in the system. The unit should, therefore, initiate the procedure as soon as possible.

If it has not been completed when the registration period concludes, the student must register with ordinary status and will receive a refund of the relevant amount.

ARTICLE 17. REGISTRATION TYPES AND APPLICATION OF EXEMPTIONS

Regardless of whether registration is conditional or not, students must indicate what type of registration applies to them when they register. This category will apply to them throughout the academic year.

The Government of Catalonia's decree on public fees specifies the exemptions that may apply to registration fees.

If students are eligible for free registration, it should be remembered that the conditions entitling them to exemption from payment of fees must apply on 26 September (the date at which academic activity begins).

If the document accrediting the student's entitlement to exemption has expired or is being renewed, the exemption will not be applied. However, registration will be regularized, with the relevant financial adjustments, if the document accrediting the student's entitlement at the date on which academic activity officially begins is submitted to the Secretary's Office before 20 December.

The types of registration and exemptions applicable are as follows:

17.1. Ordinary: The fees officially established in the Government of Catalonia decree on the provision of academic services in universities are paid in full by the student.

17.2. Distinction with honour or special prize in upper secondary education: Bachelor's degree students who accredit a distinction, having achieved an average grade of 9 or more in upper secondary school studies, or who have been awarded a special prize for upper secondary school studies, are exempt from paying 100% of the public fees corresponding to all the credits for which they register in the first year of bachelor's degree courses at university.



When registering they must accredit their entitlement by presenting a document issued by the secondary school recording the distinction or the award of an extraordinary prize for upper secondary school studies or by submitting the details entered in the file held by the University Admissions Office.

17.3. Large family (general category or special category): Students are exempt from payment of 50% or 100%, respectively, of public fees for academic services, including administrative charges, as established in the decree.

This type of registration applies to students from Spain and Andorra:

- When registering, Spanish students from large families in the general category must submit the original and a photocopy of the document certifying that the family is large. The document must be valid at the date on which academic activity begins. Spanish students from large families in the special category must submit the original and a photocopy of the document certifying that the family is large. The document must be valid at the date on which academic activity begins.
- Students from Andorra must submit the social report issued by the Andorran Government Ministry responsible for social matters.

Students from other countries must also submit a document issued by the relevant Government of Catalonia Department certifying that they belong to large families if they wish to benefit from this type of registration. If the necessary document is still being processed, the status of their registration will be ordinary but can be rectified subsequently, if necessary.

17.4. Victims of terrorist attacks: Victims of terrorist attacks and their spouses and children may be exempt from payment of fees.

Students applying for this exemption will need to verify their status by submitting an administrative ruling stating their situation. In the case of spouses and children, a government-issued family book must also be submitted.

17.5. Disabled students: Students with a degree of disability equal to or greater than 33% are eligible for exemption from payment of fees.

Their status must be accredited with a certificate issued or validated by the Institut Català d'Assistència i Serveis Socials or the equivalent body in other autonomous regions. It can also be accredited by a card stating their disability issued by the relevant department of the Government of Catalonia, together with the student's identity card or resident ID number.

17.6. Victims of gender violence perpetrated by a partner: Individuals who have been victims of gender violence perpetrated by a partner, and their dependent children, are eligible for exemption from payment of fees.

They can accredit their situation by presenting any of the following types of documentation, which must be current:

- A copy of a document recording conviction for a crime of gender violence.
- A copy of a protection order or any other court ruling establishing preventive measures to protect the victim.
- A copy of a report from the Public Prosecutor's Office indicating that the applicant is a victim of gender violence.
- A copy of a report or certificate accrediting the fact that the applicant is receiving attention as a victim of gender violence.

In order to accredit the fact that the children of a victim of gender violence perpetrated by a partner are dependent, the following documentation should be submitted:

- A government-issued family book, in the case of sons and daughters aged less than 21.
- A certificate declaring that they live as part of the family unit if they are aged over 21.



Provided the documentation accrediting their situation has been submitted, the exemptions corresponding to types 17.3, 17.4, 17.5 and 17.6 are also applicable for the fees corresponding to the following:

- Academic certificates
- Analysis of academic records for validation, adaptation, transfers and recognition of curricula
- Academic record transfer
- Issue of academic qualifications
- Academic record processing
- Pre-registration charges for master's degrees

ARTICLE 18. ADVANCE PAYMENT TO RESERVE A PLACE ON THE MASTER'S DEGREE PROGRAMME

Students whose application has been accepted will be notified that they need to make an advance payment to reserve their place. For admission to the 2022-2023 academic year the amount payable is €400. The amount paid will be deducted from the total registration fee payable. If students do not complete the registration process, this amount will not be refunded, except in the case of students who can demonstrate that their visa application has been rejected and have been accepted to on-site master's degree courses. These students can apply for a refund. Students who have not obtained their bachelor's degree by the September exam call can ask for their place to be reserved for the following academic year.

Students who are exempt from payment of registration fees are entitled to a refund of the relevant amount if they have paid to reserve their place.

ARTICLE 19. FEE REDUCTIONS

19.1. Students who have obtained a distinction with honours are entitled to a partial reduction in fees if it was awarded for subjects:

- from the same degree course
- from a degree course within the same bachelor's degree foundation programme
- from a bachelor's degree course that shares the same first-year subjects, as specified in the corresponding agreement,
- from the final year of a bachelor's degree, after which the students will progress to a master's degree course.

The reduction will be applied provided that the subjects have been studied at the URV in the immediately preceding academic year. The reduction applies to the number of credits for which they were awarded distinctions.

19.2. Students who register for recognized subjects are required to pay 20% of the amount specified in the decree on public fees, except in cases where a curriculum previously in force at the URV is adapted to the current model, in which case there is no charge for recognition. The 20% charge for recognition of credits is not payable by students who change courses within a foundation programme or when bachelor's degree courses have at least the first year in common.

19.3. Students who register for subjects without tuition with an entitlement to sit examinations because the course no longer exists must pay 20% of the amount specified in the decree on public fees. If the student is offered a system of tutorials or alternative teaching, the full fee must be paid.

ARTICLE 20. PAYMENT METHODS



Requests for payment issued by the URV may generally be settled in the following ways:

- Direct debit
- Bank card
- In cash at a bank
- By means of an Agency for Management of University and Research Grants (AGAUR) loan

20.1. Registration

The amount due for registration (credits, charges related to registration, insurance and voluntary services, if any) should preferably be paid by direct debit or with a card.

For payments from abroad, payment by card is recommended. Exceptionally, payment may be by bank transfer, in accordance with administrative procedures. It should be noted that this may involve bank charges, which must be borne by the student.

When registering, students who wish to pay by direct debit should provide details of the account to which the relevant amount is to be charged and authorize the URV to submit payment requests to this account. The student must be the account holder or have express permission for such payments from the account holder. Students may also pay by card and will be required to give details of the card when they confirm payment. If neither of the above options is suitable, the student must go to the Secretary's Office, which will issue a payment request that the student can settle at a bank.

Students can also opt to request a loan from the Agency for Management of University and Research Grants (AGAUR). This will cover the total cost of registration and is repayable in monthly instalments during the academic year.

Students may only apply for AGAUR loans if the fee for the credits for which they are registering is at least 500 euros.

Any other form of payment used by students is invalid and the fee for registration will be considered unpaid, with the consequences this implies.

20.2. Fees

For fees for certificates, the issue of degree certificates, etc., the Secretary's Office will issue a request for payment which must be settled by bank card or in cash at a bank with which the URV works, in accordance with the reference and payment period stated in said request.

For payments from abroad, payment by card is recommended. Exceptionally, payment may be by bank transfer, in accordance with administrative procedures. It should be noted that this may involve bank charges, which must be borne by the student.

Any other form of payment used by students is invalid and the charge will be considered unpaid, with the consequences this implies.

20.3. Settlement of amounts pending

To settle amounts pending for registration a new payment request will be issued which must be settled by card or at a bank with which the URV works.

ARTICLE 21. FORMS OF PAYMENT: SINGLE PAYMENT OR INSTALMENTS

When registering, students may choose to make a single payment for fees or pay in instalments.

They may change the form of payment they have chosen up to five calendar days after registering.

After this period and until 15 December students may change the form of payment initially chosen by submitting a request to the Secretary's Office.



An registration modification charge is payable if students change from single payment to payment in instalments, as established in the decree on fees. There is no charge if they change from payment in instalments to single payment.

21.1. Single payment

The student pays the full cost of registration in a single transaction. In the case of direct debit, this amount is charged to the account specified by the student from the sixth calendar day after registration.

21.2. Payment in instalments

21.2.1. Payment may only be made in instalments if the fee for all the credits for which the student has registered is greater than 300 euros.

The student can pay in four instalments:

- First instalment: 20% of the fee for the credits, plus administrative charges, insurance and voluntary services, if any.
- Second instalment: 30% of the fee for the credits.
- Third instalment: 20% of the fee for the credits.
- Fourth payment. 30% of the fee for the credits

If payment is by direct debit, the first instalment is charged to the account specified by the student from the sixth calendar day after registration, the second on 20 October, the third on 20 November and the fourth on 20 December.

ARTICLE 22. REPEAT CHARGES

22.1. Price per credit when registering for a second or more times

If a student registers on more than one occasion for a credit, the fee payable on the second and subsequent occasions is that which is established in the decree on academic fees.

22.2. Non-payment

If students have not paid the registration fee or the administrative charges linked to registration on the final date specified on the payment request, their registration will be temporarily suspended. The URV is not required to give prior notice of this.

So that they can rectify their situation, a new payment request will be issued. This will indicate the amount owed, which may be subject to a surcharge, as indicated in the following table:

	First instalment	Second instalment	Third instalment	Fourth instalment
From July to 20 October	0%			
From 21 October to 19 November	1%	0.5%	--	
From 20 November to 19 December	1.5%	1%	0.5%	
From 20 December	2	1.5	1	0.5



Administrative charges are not subject to the surcharges listed in the table.

The increase for non-payment of the registration fee will not be applied to those students who are the beneficiaries of an "Extraordinary grant for registration at the URV for students in financial difficulties".

22.3. Additional charge for second qualification

The fee per credit established in the decree on public fees is subject to a coefficient in the case of students who already hold one or more official university qualifications or meet the conditions for holding them, unless they are following a master's or doctorate course for the first time. This increase is also applicable to students who have a non-university qualification equivalent to a bachelor's degree for all purposes. The same decree regulates the exemptions from this repeat charge.

ARTICLE 23. ADMINISTRATIVE CHARGES

A learning support charge is applied when students register, in accordance with the decree on public fees. Students at affiliated centres are considered to be URV students in terms of access to the resources and services of the CRAI.

A charge is payable for processing students' academic record when they register, in accordance with the decree on fees.

A charge is applied for modifications and/or additions to registration, except in the following cases:

- credit recognition
- changes from one class or type of registration to another
- regularization of registration for which adaptation or recognition is pending
- registration adjustments (up to five calendar days after registering)

The Government of Catalonia decree establishing fees for the provision of academic services sets charges for issuing academic certificates, transferring academic records, analyses of academic records for validation, adaptation, transfers, curriculum recognition, studies of academic pathways and pre-registration for master's degrees.

ARTICLE 24. TEMPORARY SUSPENSION

Students are temporarily suspended in the following cases:

- bachelor's degree students who have yet to submit documentation for registration
- master's degree students who are conditionally registered and have not yet submitted documentation in accordance with all the necessary requirements.
- students who have not paid registration fees and the relevant administrative charges by the due date

The URV is not required to give them prior notice of their temporary suspension.

The effects of temporary suspension are as follows:

a) Up to 30 June:

- Students cannot be issued certificates, academic records or degree qualifications.
- They will have access to URV online services.
- They will appear in the class lists provided for teaching staff.
- They will appear in official assessment records and can be graded.
- The grades they obtain will not be academically valid.



- b) From the beginning of the registration period for the following academic year:

They will not be able to register for any URV courses unless they rectify their situation.

When they have done so, the grades they have obtained will be academically valid.

They will not be able to access exam calls that they have missed.

ARTICLE 25. CANCELLATION OF REGISTRATION

Students who cannot continue their studies can ask for their registration to be cancelled.

This cancels the academic and administrative effects of their registration and they will lose the right to be assessed and their student status with the benefits it implies.

In all cases cancellation of registration involves the loss of the student's place. First-year students who wish to begin the same course again must obtain places through the official pre-registration process. Other students who wish to continue the same course will need to apply to resume their studies.

For cancellation to be effective students must have paid any fees due to regularize their situation.

Students who cancel their registration will not be entitled to a refund of amounts paid for validation studies, adaptation, transfers or curriculum recognition.

If the student has applied for a grant, this application will also have to be cancelled. The Secretary's Office will inform the Academic Management Service of the situation.

Normally, partial cancellations of registration are not possible. The University may relax this rule at its discretion in the case of students whose situations are exceptional and who can justify this (serious health problems and other special circumstances) in order to ensure that they can proceed with their education.

25.1. Cancellation for personal reasons

Students who wish to cancel their registration for personal reasons must submit an application to the Secretary's Office where they registered. Periods for requesting cancellation and its consequences:

1. For up to five calendar days after registration

If the request for cancellation is presented in this period, the Secretary's Office will rectify the original registration and the student will only have to pay the transcript handling charge. When the fee has been paid, the student's registration will be cancelled.

New students will have their documentation returned.

2. Before academic activity commences

If the application is submitted before the commencement of academic activity (26 September) and the registration fees due up to the date of cancellation have been paid, fees corresponding to the credits for which the student has registered, the charge for study support services, insurance and voluntary services, if any, will be refunded and registration will be cancelled.

New students will have their documentation returned.

3. After the commencement of academic activity and until 15 November

For cancellation to be effective, students must have paid all administrative charges due, the cost of insurance and voluntary services, if any, and 40% of the fee for their credits. If students have made a single payment for registration, they will receive a refund of 60% of the fee for their credits.

4. From 15 November to 15 February



For cancellation to be effective, students must have paid all administrative charges due, the cost of insurance and voluntary services, if any, and 100% of the fee for their credits.

In cases 1 and 2 the fee for credit recognition or validation will also be refunded.

If the student does not pay the relevant fee, the application for cancellation for personal reasons will be null and void and amounts pending payment will still be due (administrative charges, 40% or 100% of the fee for credits, the cost of insurance and voluntary services). If payment is not made in the periods specified, the student will be suspended.

25.2 Cancellation due to serious illness

Students who need to request a cancellation due to serious illness which prevents them from undertaking normal academic activity must submit their application to the Secretary's Office where they registered. They must attach an official medical certificate indicating the date on which the illness began and the period of convalescence envisaged.

The application may be submitted from the date on which the student registered until the date on which final official grades are recorded. The date on which grades are officially recorded is approved annually and is specified in the Academic regulations governing bachelor's and master's degrees.

If the application for cancellation is approved, the fees corresponding to the credits for which the student has registered and for credit recognition or validation, if appropriate, will be refunded. In the case of master's degree students, the refund will include the part of the fee paid to reserve a place.

If the reason for cancelling registration fully or partly entitles the student to compensation under the compulsory accident insurance covering URV students, the student must submit a claim for the relevant amount. Amounts paid by the insurer will be deducted from refunds for the same item authorized by the University.

25.3. Cancellation due to the death of the student

An application must be submitted to the Secretary's Office as soon as notification is received of a student's death during the academic year. The University can proceed to cancel registration on its own account if it is informed by any means of the student's death.

If the application for cancellation is approved, the fees corresponding to the credits for which the student has registered and for credit recognition or validation, if appropriate, will be refunded. In the case of master's degree students, the refund will include the part of the fee paid to reserve a place. If the student has applied for a grant, the application will also be cancelled.

25.4. Cancellation due to transfer to another public university (applicable to bachelor's degrees)

Students who wish to cancel their registration because they are transferring to another public university must submit an application to the Secretary's Office where they registered. They must provide documentary proof that their transfer to another university has been approved and must pay the academic record transfer charge.

The period for submitting applications is from the date on which the student registers until the date on which a ruling is given regarding admission, but no later than 27 October.

If the application is presented by 26 October, the fees corresponding to the credits for which the student has registered and for credit recognition or validation, if appropriate, will be refunded.

If the application is submitted after this date and up to 15 November, for cancellation to be effective students must have paid all administrative charges due, the cost of insurance and voluntary services, if any, and 40% of the fee for



their credits. If payment is not made within the period specified, registration will be temporarily suspended.

25.5. Cancellation due to reassignment to another public university or the University of Vic (applicable to bachelor's degree courses)

Students who wish to cancel their registration because they are transferring to another public university or the University of Vic must submit an application to the Secretary's Office where they registered. They must attach documentary proof of their transfer to the other institution.

The period for submitting applications is from the date on which the student registers until the date on which a ruling is given regarding admission, but no later than 27 October.

If the application is presented by 26 October, the fees corresponding to the credits for which the student has registered and for credit recognition or validation, if appropriate, will be refunded. If registration is conditional, subject to reallocation, no refund will be payable, as the student will have paid only administrative charges and the cost of insurance and voluntary services, if any.

If the application is submitted after this date and up to 15 November, for cancellation to be effective students must have paid all administrative charges due, the cost of insurance and voluntary services, and 40% of the fee for their credits. If payment is not made within the period specified, registration will be temporarily suspended.

If the request for cancellation is not submitted the student's conditional registration status due to reallocation will be null and void. After 27 October the Secretary's Office will automatically change the registration status to that of a URV student and registration fees will be payable-

25.6. Cancellation due to failure to obtain a visa

Non-resident students who have registered but cannot obtain a visa to travel to this country and attend classes in person at the URV can request cancellation of their registration. They must submit an application to the Secretary's Office where they registered and attach documentation showing that their visa application has been rejected.

The application may be submitted from the date on which they registered until 30 November.

If the application for cancellation is approved, the fees corresponding to the credits for which the student has registered and for credit recognition or validation, if appropriate, will be refunded. In the case of master's students, the refund may include the amount paid to reserve their place.

25.7 Cancellation because documentation complying with all requirements has not been submitted (master's degree courses)

Master's degree students who have registered conditionally with documentation pending must submit documents that comply with all the requirements (attestation, translation, certified copies of originals) no later than 30 April. After this date their registration will be cancelled, they will not be entitled to any refunds and they will owe all fees pending.

ARTICLE 26. EXTRA-ACADEMIC UNIVERSITY SERVICES

26.1. Academic insurance - Relevant Ministry

Academic insurance is compulsory for all students under 28 years of age.

26.2. Additional compulsory accident policy - URV

26.2.1. URV students

All URV students must take out this insurance when they register (more information on the website, at the Secretary's Office and in registration documentation).



Students under the age of 28 who do not wish to be covered by the policy, must expressly indicate this before 22 October. The corresponding charge will be refunded.

The repatriation of foreign students' bodies, in the event of their death, is not covered by the policy. If students have not taken out insurance which covers repatriation before they leave their home country, they can contact the International Centre, which will help them to obtain insurance cover for this eventuality.

26.2.2. Outgoing mobility students from the URV

Students who go abroad to study are obliged to take out insurance to cover healthcare, disability, death and repatriation. This should preferably be done when they register. The URV will process the policy through the International Centre.

26.3. Solidarity

Students can indicate their desire to support URV Solidària by making an additional contribution when they pay their registration fees.

IV. ADMINISTRATIVE PROCEDURES AFFECTING STUDENTS

ARTICLE 27. GENERAL CONSIDERATIONS

The specific procedures and application forms to be used by students for each procedure can be found on the URV's website <http://www.urv.cat> in the section called "administrative procedures".

Specific administrative procedures affecting the teaching of inter-university bachelor's and master's degree courses will be governed by the rules established in the verification report or as agreed by the participating universities.

For procedures affecting students to whom an registration date has been assigned, which falls after the end of the period established by the URV, the periods for submitting applications will be extended, terminating on 26 October at the latest.

Until 31 October, Secretaries' Offices may update students' academic records when academic reports need to be issued related to the resumption of studies, record transfers, adaptations, validations, etc.

Submission of applications

Application form templates can be found on the website. The systems for submitting applications are explained for each procedure, including the cases in which the document must be registered.

Applications can be submitted in person:

- by the applicant.
- by a legal representative.
- by a duly authorized person.

The individual in question must also provide proof of their identity with one of the following documents: Spanish identity card, driving licence or university card.

Other methods for submitting documentation to the URV, in accordance with the relevant law and within the prescribed period include:

- Online by means of electronic processes.
- By ordinary mail. If the documentation is sent by certified delivery, it must be presented at the corresponding post office in accordance with article 31 of Royal Decree 1829/1999, of 3 December, in an open envelope so that the application addressed to the University can be dated and stamped before being certified. If the application is not dated and stamped by the post office, the valid submission date will be deemed to be the date on which it is logged as received in the University's General Registry.



- Via the Registry of a public authority in Spain or one of its autonomous communities. An application deposited with a local public authority will not be deemed valid.
- At diplomatic representation offices or consulates of Spain abroad.

The documents must be submitted within the period established in the administrative procedures calendar, which is approved each year, included in these regulations and duly publicized.

Calculation of deadlines and time periods

Unless specifically indicated to the contrary, the periods established in these regulations are understood to refer to calendar days.

If the last day of the period falls on a Saturday or Sunday, the period is extended to the following Monday.

Except for those periods expressly established in law, for the purposes of calculating the periods established in these regulations, the month of August is excluded.

Decisions

Students will be notified of the decision regarding their application, as established in the procedure:

- Where possible, on submission of the application or, if necessary, within a maximum of five days from the date on which the application and full documentation were presented.
- At the latest, within the period established by law, which is three months.

Students will ideally be notified by e-mail of the decision for certain procedures.

Alternatively, they may be notified by:

- Certified letter with proof of receipt sent to the interested party at the address detailed in the application.
- Collection of the notification in person by the interested party, who must sign to confirm receipt thereof.
- A courier service engaged, arranged and paid for by the interested party, upon presentation of the corresponding authorization.

Decisions on regulated records and other administrative procedures, which are the competence of the school's board, may be delegated if said board has approved the procedure and decision prior to the submission of applications by interested parties.

E-mail communication between URV administrators and students will use the institutional e-mail address assigned to the student.

After graduation, communications may be sent to a personal e-mail address with the prior consent of the student.

Appeals

If an application is denied or the interested party does not agree with the content of a decision, he/she may submit an appeal.

An administrative appeal is a procedure whereby the student asks the URV to annul or amend an administrative order issued by the university, in accordance with Law 39/2015, of 1 October, on the common administrative procedures for public authorities.

The option to appeal, the type of appeal available and the date by which it must be submitted must be expressly stated in the footer to the decision notification.

Issue of official certificates and accreditations

A charge will be payable for the issue of official certificates containing information drawn from the academic record, financial records or the studies undertaken or being undertaken by the graduate or student, in accordance with



the provisions of the decree on public fees, with the exception of the provisional degree certificate, which is issued free of charge. When the request is submitted, the Secretary's Office will issue the corresponding payment request. The relevant amount must be paid by card or in cash at a bank with which the URV works. If the interested party so wishes, the payment request may be issued in pdf format.

There is no charge for the issue of a proof of registration document or the academic record when this is required for certain specific purposes (academic record transfer, grants for collaborative projects, etc.).

The document must be issued once payment of the charge is confirmed and the person collecting it has been duly identified by means of one of the following identity documents: Identity card, passport, driving licence or university card.

The document may be collected by:

- the interested party
- a legal representative of the interested party
- a duly authorized person
- a courier service engaged, arranged and paid for by the interested party, upon presentation of the corresponding authorization issued by the student.

ARTICLE 28. APPLICATION AND REQUEST SUBMISSION PERIOD

The decision criteria applicable to requests for administrative procedures are those detailed for each procedure, as published on the website in the corresponding sections.

The periods in which administrative procedures may be requested, the method for doing so, and the request forms are available on the URV website.

Procedure	Bachelor's degree	Master's degree	Submission period
Official accreditation of the course guides for subjects passed at the URV	x	x	From the date when requested by the host university or when the student/graduate wishes to start the process of obtaining official accreditation
Additional subjects	x	x	From the registration date until 30 October (ordinary period) From 5 to 26 February (extraordinary period)
Bringing forward to December/January the first period for the presentation of bachelor's or master's degree final projects (when they are	x	x	From the registration date until 30 November



Procedure	Bachelor's degree	Master's degree	Submission period
scheduled in the curriculum to take place in the second semester or by the end of the year)			
Bringing forward to December/January one of the deadlines or a single deadline for the External Work Placement module (when this is scheduled in the curriculum to take place in the second semester or by the end of the year)	x	x	From the registration date until 30 November
Change of studies within the same bachelor's degree foundation programme			From 1 to 30 April From 10 to 17 June (if places available)
Change of group	x	x	From the registration date until 30 October (ordinary period) From 5 to 26 February (extraordinary period)
Validation of foreign studies	x		- From 1 to 30 April
Validation of foreign master's degree studies		x	From 2 May to 30 October
Additional assessment of studies	x	x	From the registration date until 30 October (ordinary period) From 5 to 26 February (extraordinary period for first semester subjects only)



Procedure	Bachelor's degree	Master's degree	Submission period
Postponement to September of the second period for the presentation of master's degree final projects (when they are scheduled in the curriculum to take place in the first semester)		x	For Q1 subjects: from the registration date until 20 May
Postponement to June/September of the second deadline or single deadline for the External Work Placement module	x	x	For Q1 subjects: from the registration date until 13 December For Q2 and full-year subjects: from the registration date until 20 May
Part-time students (registration for 18 to 48 credits)	x	x	From 2 May to 30 October
Issue of degree certificate, provisional degree certificate and European Diploma Supplement	x	x	As soon as all academic and financial requirements have been met
Recognition of credits obtained through official university courses in the same cycle	x	x	From 2 May to 30 October (bachelor's degree studies) From 2 May to 30 November (master's degree studies)
Recognition of credits obtained by URV students who have studied or are studying on degree courses affected by the timetable for elimination of curricula, who have requested a change and have been admitted to the corresponding bachelor's or master's degree course	x	x	From 2 May to 30 October



Procedure	Bachelor's degree	Master's degree	Submission period
Recognition of credits obtained by students who have studied or are studying a licentiate degree, a diploma or a university qualification in teaching, architecture, engineering, technical architecture, technical engineering or an official master's degree and who wish to start bachelor's degree studies	x		From 2 May to 30 October
Recognition of credits obtained by students who have studied or are studying a bachelor's degree or master's degree course and wish to transfer to another course, campus or university	x		From 2 May to 30 October
Recognition of credits for courses studied in higher level training cycles (CFGs)	x		From 2 May to 30 October
Recognition for credits obtained through non-official university courses	x	x	From 2 May to 30 October (bachelor's degree studies) From 2 May to 30 November (master's degree studies)
Recognition in the form of credits for duly accredited work and professional experience	x	x	From 2 May to 30 October (bachelor's degree studies) From 2 May to 30 November (master's degree studies)
Withdrawal from subjects	x	x	From the registration date until 30 October (ordinary period) From 5 to 26 February



Procedure	Bachelor's degree	Master's degree	Submission period
			(extraordinary period)
Resuming studies	x	x	From 2 May to 21 September
Simultaneous studies	x		From 2 May to 26 October
Alternative subjects	x	x	From the registration date until 30 October (ordinary period) From 5 to 26 February (extraordinary period)
Credit transfer	x		From 2 May to 30 October
Academic record transfer for URV students transferring to another university/school to continue their studies	x		The dates established by each university The URV will transfer the academic record on receipt of confirmation of acceptance by the other university
Academic record transfer for students from another university seeking admission to the URV who have at least 30 recognized credits	x		From 1 to 30 April From 10 to 17 June (if places are available)
Transcript transfer for students from another university seeking admission to the URV who have fewer than 30 recognized credits	x		From admission to study up to the date set for registration

TRANSITIONAL PROVISION

1. For all matters not covered by these regulations, the registration rules for first and second cycle courses leading to official licentiate degrees and



diplomas in engineering, technical architecture and technical engineering will be applied

2. Due to the situation caused by the COVID-19 pandemic and the set of measures taken to prevent the spread of COVID-19, exceptionally, certain deadlines for registration and other procedures may be modified with the approval of the Office of the Vice-Rector competent in these matters.
3. Due to the situation caused by the COVID-19 pandemic and the set of measures taken to prevent the spread of COVID-19, exceptionally, new students who registered for the first time during the 2021-22 academic year will not be required to pass the minimum number of credits established in article 9 of the present regulations.

FINAL PROVISION

These regulations come into force at the beginning of the 2020-21 academic year and replace the registration regulations for bachelor's and master's degrees previously in force.

The academic year is understood to begin on the following dates:

- For pre-registration for master's degrees, from February onwards.
- For administrative procedures, from 1 April 2020.

Compliance with the conditions to receive fee discounts and exemptions: 26 September 2022.



CALENDAR FOR PREREGISTRATION, ADMISSION AND REGISTRATION FOR MASTER'S DEGREES

	Pre-registration phase	Pre-registration dates	Admission decisions	Confirmation of place and payment of reservation fee	Registration period
New candidates	1	3 February to 15 April	16 to 27 April	Up to 10 days after the publication of admitted candidates (latest 7 May)	11 to 20 July
	2*	16 April to 31 May	1 to 12 June	Up to 10 days after the publication of admitted candidates (latest 22 June)	11 to 20 July
					Extraordinary registration period for (1st and 2nd phase) candidates admitted without have a place reserved (only master's and unfilled places) 26 to 28 July
	3*	1 June to 14 July	15 to 26 July	No reservation	8 to 30 September
	4*	15 July to 9 September	10 to 21 September	No reservation	8 to 30 September
	5* (extraordinary)	10 to 27 September	27 September to 6 October	No reservation	4 to 6 October
Non-first year students	---	---	---	---	11 to 29 July and 8 to 21 September

- (*) If there are places available and prioritizing students admitted in earlier phases (waiting list).
- Master's courses for which there has been sufficient demand in recent years and whose places have been filled can request to start pre-registration during the second official stage, that is, from 16 April. Due to their special characteristics, some master's degrees may unify the first and second stages. In these cases, candidates may be admitted in advance provided that their final admission occurs in line with the official calendar.
- Depending on the allocation of places in the previous stages and in order to protect the students, pre-registration stages may be suspended before the end of the official period.