Self registration UAB 2024-2025

Self-registration process for UAB Master's degrees



Self-registration process for Master's degrees 2024-2025









UAB Universitat Autónome de Barcelona







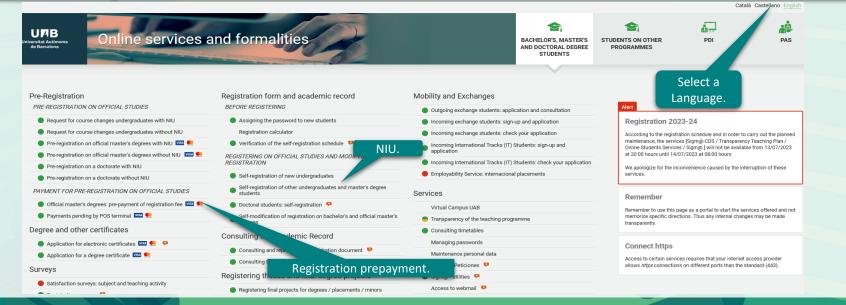




0. Steps to take before registration

To register for a Master's degree, you need to have pre-registered and been accepted on the course. You can see the pre-registration process for Master's degrees here (<u>Video link</u>). If you do not have a NIU (university identification number) from the UAB, you must obtain it at <u>https://sia.uab.cat</u>, within the Pre-registration option for official master's degrees without a NIU, as it is essential to formalize your pre-registration and registration.

For some degrees you must have paid a pre-registration fee to be able to access the process. This information is available on the website of each Master's degree course.



Registration prepayment: if you have to make a prepayment for your registration please check the dates for doing so on the academic and administrative calendars. To make your prepayment you need to go to the website <u>https://sia.uab.es</u>. Select "Official Masters Registration Prepayment" and enter using your NIU and password.

Official master's degrees: pre-payment of registration fee VISA



Identification





0. Steps to take before registration

To formalise registration, select the option *Self-registration of other undergarduates and master's degree students*. You will need your NIU and password.

			Català Castellano Eng				
URB Online services a adverses	and formalities	BACHELORS, MASTERS AND DOCTORAL DEGREE STUDENTS	STUDENTS ON OTHER POI PAS				
re-Registration	Registration form and academic record	Mobility and Exchanges					
PRE-REGISTRATION ON OFFICIAL STUDIES	BEFORE REGISTERING	 Outgoing exchange students: application and consultation 	New warning!				
Request for course changes with NIU	Assigning the password to new students	Incoming exchange students: sign-up and application	Attention Students				
Request for course changes without NIU	[OIM] Assigning the password to new students	Incoming exchange students: check your application	From September 6th at 12h, the new Microsoft collaboration environmer				
Pre-registration on official master's degrees with NIU 1000 900	Verification of the self-registration schedule	 Incoming International Tracks (IT) Students: sign-up and 	will be available. It will include, among other services, the new e-mail (nom cognomigautonomia call). More information <u>base</u>				
Pre-registration on official master's degrees without NIU I Mile	REGISTERING ON OFFICIAL STUDIES AND MODIFYING	application					
Pre-registration on a doctorate with NIU	REDISTRATION	 Incoming International Tracks (IT) Students: check your application 					
Pre-registration on a doctorate without NIU	Self-registration of new undergraduates	Employability Service: internacional placements	and the second se				
PAYMENT FOR PRE-REGISTRATION ON OFFICIAL STUDIES	 Self-registration of other undergraduates and master's degree students 	Services	Testing new Multilanguage page				
Official master's degrees: pre-payment of registration fee 🔤 🗮	Doctoral students: self-registration		We are working on a new multilanguage page grouping senices for different collectives in the UAB. Service description texts are not definit?				
Payments pending by POS terminal 200 9	Self-modification of registration on bachelor's and official master's	[OIM] Managing passwords Transparency of the teachig programme	and you are encouraged to mail us with new proposals. Our software provider is working on allowing us to link directly to each service in the				
egree and other certificates	oegrees	Consulting timetables	same language being used in the SIA page(website)				
Application for electronic certificates	Consulting the Academic Record	Electronic directory					
Application for electronic certificates	 Consulting and reprinting the registration document 	Maintenance personal data	TST Password Management				
	Consulting the academic record and grades	Request for IT Service	If you have problems with your TST environment password, you can change it from the Password Management link: in the Don't remember the				
urveys	Registering theses and final degree projects	Sign@-utilities	password 7 area you have to select the option Generate It with your UAB card				
 Satisfaction surveys: subject and teaching activity 	Registering final projects for degrees / placements / minors	Managing passwords (only SIGM(0))					
Registration surveys	Doctoral students: research plan and activities	Application for the UAB ID card	Remember!				
FUAB Schools: surveys to assess teaching	Online thesis deposit	Activating the UAB ID card	Test environment page (TST)				
			Data updated: 20-03-2023				
	Self-modification of thesis	Register for remote access to the network 🧖	Data spantes. 20-03-2023				





1. Identification

Enter your NIU and password.

	Universitat Autònoma de Barcelona	
Enter your NIU		
	Sign in	
	Luser User	
Enter your password	Password	
	Forgot your Password?	

UAB

Attention Students

From September 6th, the new Microsoft collaboration environm∉ nom.cognom@autonoma.cat). More information here

Information

The requirements to use this service:

Browser	
Explorer 9.x	
Explorer 10.x or 11.x (no view compatibility)	
Firefox 66.x or higher	
Chrome 71.x or higher	
Safari 11 or higher	
Opera 60 or higher	

If you want to perform a test to see if you meet these requiremer

i Information

Please remember that in order to properly log out, you must clic If you remain inactive for more than 10 minutes (2 minutes if you





1. Identification

Select your programme.



Select Study Plan

Click on the link to the programme.



Select one of your active records to start your registration







Personal data and statistical questionnaire

UAB Universitat Autônoma de Barcelona

Personal data

Personal details

	MANAGE PERSONAL DATA	
Social Security Number		Please provide your Social Security number or leave this space blank, then add it later
	HOME ADDRESS	when requested.
Outside Spain	Mark this box if you were NOT born in Spa	in.
Country	×	
Address	b	
Zip / Postcode	٩	
City/Town	Q.	Check that the personal data indicated is correct.
Province		
Phone		Modify or complete this if
		necessary.



Information important about:

- The right to the privacy of the students, teachers and administration staff and services of the UAB. - The right to the recognition of intellectual authorship.

The UAB carries out public tasks in the area of universities which legitimises its processing of your personal data.

Read to accept

Accept

Information on Data Protection

Each item must be accepted or declined. For the first two items, you must also confirm that you have read the explanatory document on data protection and rights before proceeding.

Do you authorise the Fundació Autónoma Solidària to transfer your data for the purpose of informing you of social programmes, health and cooperation programmes, and about the advice and support services

More information

O Yes, I accept

O No, I do not accept

Do you authorise the Research Park Foundation to transfer your data for the purpose of offering you training activities and entrepreneurship programmes?

More information

O Yes, I accept

O No, I do not accept

Do you authorise the Vila Universitária to transfer your data for the purpose of offering you the accommodation and services of the Vila Universitária student residence?

More information



Open this link to continue

Information important about:

The right to the privacy of the students, teachers and administration staff and services of the UAB.
 The right to the recognition of intellectual authorship.

To accept and continue, you must first read the message and then close this window. DECLARATION AND COMMITMENT ON THE PROTECTION OF PERSONAL DATA AND ON THE PROTECTION OF THE RIGHT TO HONOUR, PRIVACY AND SELF-IMAGE

I DECLARE that the Universitat Autònoma de Barcelona (UAB) has informed me that:

 Within the framework of the studies that I am currently undertaking at the UAB, it is possible that I will gain access to documentation and other information that is protected by the laws governing the protection of personal data and the right to honour, personal and family-related privacy, and selfimage.

2. This said information, to which I may gain access through any of the academic activities undertaken (attendance-based classes, practicums, external placements or academic excursions) and which may cover all types of personal data that I may have accessed in the course of my studies—particularly that relating to users of the services in which I am carrying out practicums (hospitals, schools, companies, etc.), such as medical records or academic transcripts and the confidential information expressly determined by the organisation in which I am undertaking the said practicums—is to be used exclusively for study or research; I cannot make any other use or dissemination whatsoever of this, under any circumstances.

3. Information or circumstances produced through the relationship between the members of practicum groups, follow-up seminars, group work or other analogous academic relationships are also protected.

4. Attendance-based classes and practicums are subject to the protection of image rights and personal data, for which reason I have no authorisation to record—through any media—the classes or practicums, or of the teaching staff giving these sessions, or of collaborating personal or of any other students, except in those cases in which the nature of the activity necessarily involves such recording, or in which the holders of these rights, or their legal representatives, have expressly authorised such activity.

I therefore AGREE to respect the regulations concerning the protection of personal data and the protection of the right to honour, privacy and image in relation to the teaching and research activity carried out by the UAB.

DECLARATION AND COMMITMENT ON INTELLECTUAL PROPERTY

I DECLARE that the Universitat Autonoma de Barcelona (UAB) has informed me that:

1. Within the framework of the studies that I am currently undertaking at the UAB, I have access to written, verbal and audiovisual content that is protected by legally established intellectual property rights.

2. This said protected content, which I may access both through attendance-based classes and the university's Virtual Campus, are exclusively used for my study and research; I cannot make any dissemination of such content to third parties without the authorisation of the holder of the respective rights.

 Attendance-based classes are deemed to be works protected by intellectual property rights, for which reason 1 have no authorisation to record—through any media—the classes taught by the teaching staff, except in those cases in which the teaching staff have provided express authorisation for the corresponding session.

4. Plagiarism is the act of divulging, publishing or reproducing a work or any part of this work in the name of an author that is different from the authentic author; this fact implies the appropriation of the ideas created by another person without providing explicit recognition of their origin. This appropriation, in turn, implies an infringement of the intellectual property rights pertaining to the said authentic author. For this reason, I have no authorisation to present this content in the name of any author other than that of the authentic author, under any circumstances whatever (whether in exams, essays, practicums, or whatsoever).

I therefore AGREE to respect the regulations concerning intellectual property rights in relation to the teaching and research activity carried out by the UAB.

Accept Close



Open this link to continue. Your details may therefore be disclosed to third parties, provided that this is legally permitted or obligatory, for example: To accept and continue, you must first read the message and then close this window. Open this link to continue. To AGAUR and other public educational bodies for considering university grant, certificate and loan applications under their jurisdiction and for the joint acordination of the university system. To accept and continue, you must first read the message and then close this window. More details may therefore be disclosed to third parties, provided that this is legally permitted or obligatory, for example: To accept managing any tapplications or repayment that you may have requested. Processing of your data does not involve any automated decisions or the production of profiles for predictive purposes in terms of personal preferences, behaviour or attitudes. Accept Close	The UAB carries out public tasks in the Read to accept	a area of universities which legitimises its processing of your personal data.
	continue.	Your details are stored indefinitely and are processed for the purpose of managing the registration process, your academic transcript and all communications between the UAB and the students. Our legitimation for processing your details is based on the fact that we carry out public tasks in the area of higher education which is conferred on universities by the prevailing legislation. Companied providing services to the UAB have access to these data, as do those carrying out maintenance of computer applications, the printing of official certificates and SET as well as those responsible for maintaining links between former students and the UAB. Your details may therefore be disclosed to third parties, provided that this is legally permitted or obligatory, for example: • To AGAUR and other public educational bodies for considering university grant, certificate and loan applications under their jurisdiction and for the joint coordination of the university system. • To other funding agencies for managing any grant applications or repayment that you may have requested. Processing of your data does not involve any automated decisions or the production of profiles for predictive purposes in terms of personal preferences, behaviour or attitudes.



Each item must be accepted or declined.

Do you authorise the Fundació Autònoma Solidària to transfer your data for the purpose of informing you

More information O Yes, I accept × O No. I do not accept Your data will be held for an indefinite period. Do you authorise the Research Park Foundation to transfer your data for the purpose of offering you training activities and entrepreneurship programmes? Processing of your data does not entail automatic decisions nor the production of profiles for the purpose of predicting personal preferences, behaviours or attitudes. More information O Yes, I accept The person responsible for data processing is the Head of Academic Affairs. You can contact them by email at O No. I do not accept a.afers.academics@uab.cat. In accordance with the current legislation on the protection of personal data, you have the right to revoke any consent you have given at any time and you may exercise your right to access, rectify, suppress, oppose and limit Do you authorise the Vila Universitària to transfer your data for the purpose of offering you the accommodation and services of the Vila Universitària student residence? the processing and portability of your databefore the person responsible for its processing, or before the General More information Secretary of the UAB, at the Rectorat building of the Bellaterra university campus (Cerdanvola del Vallès), O Yes, Laccept You may also make any consultations you consider necessary in relation to the processing of your personal data in O No. I do not accept an email to the delegate for Data Protection at the UAB: proteccio.dades@uab.cat. Any claims or complaints should be presented to the Catalan Authority for Data Protection (apdcat.gencat.cat). Do you authorise us to interoperate your disbaility data for the purpose of registration fee exemption? More information Yes, I accept O No. I do not accept Close

This authorization allows the Administration to access the data without having to submit the corresponding documentation.



Check that the personal data indicated is correct. Modify or complete this if necessary, then proceed to the screen titled "Statistical Questionnaire".

			BIRTH DETAILS
Outside Spain			
Date of birth	04/01/2003		Mark this box if you were NOT born in
Country of birth	Spain	~	Spain
City/Town		9	Spain
Zip / Postcode		P	
Province			
Nationality	Spain		If necessary, add or modify the postcode
			of your place of birth
			CONTACT DETAILS
Mobile no.			
Alternative mobile no.		Optional	Please give your mobile phone
E-mail		optional	contact number. If it is outside Spain
Alternative e-mail	sigma.tst@uab.cat	Optional	
			please give + country code.
			A Next



2. Statistical Questionnaire

Name and sumame Year Centre Degree Curriculum	You can answer the statistical questionnaire now, or at the end of registration, here: <u>https://sia.uab.cat</u> > Surveys > Registration Surveys.	ID/Pass NA Type of Specialis Personal details <u>Statistical</u> Co	Proceed to	o the next screen: egistration".
After completing and	d checking the Statistical Data press the Courses to enroll button to continue			
	v 12/1989 of May 9, of the Función Estadística Pública which governs the obligation of public organisms to provide the da e disclosed, under any circumstance.	ta required by the National Institute of Statistics	, we ask you to fill the following survey. The collected	data will only be used for statistical analysis and are prot
Statistical question	naire			
These data will be used for	statistical purposes			
			ATISTICAL DATA	
	nabling admission to this degree course your final year enabling admission to this degree course		2022 🗸	م
	rour max year enabling admission to ons degree conse		724 Spain	×
	attended your final year enabling admission to this degree course		9 It does not appear	
Year of initial admission t	to the university		2022 🗸	
Do you hold another high	er education degree? If several, please indicate the highest qualification		9 It does not appear	~

9 It does not appear 🗸

9999 It does not appear 🗸

~

×

~

~

99 It does not appear

9 It does not appear

9 It does not appear

9 It does not appear

UAB Universitat Autônoma de Barcelona

Is this course the first time you have been admitted into the Spanish University System (SUE)?

Average weekly hours you have spent studying in the previous year, excluding school hours and placements

Qualification enabling admission to the degree

Were you in employment in the previous year?

Qualification enabling admission to degree speciality

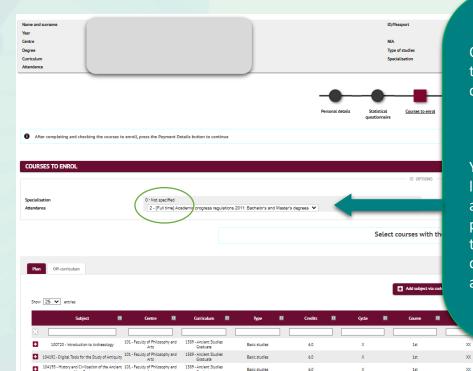
Were you awarded any scholarship in the previous year?



Subject registration

UAB Universitat Autônoma de Barcelona

3. Subject Registration



Check that the mode of study indicated (fulltime/part-time dedication) is correct in your case:

2- [Full time]: between 60 and 78 credits.

3- [Part time]: between 30 and 42 credits.

You can make two (2) changes to the time limit allowed to complete your studies. If you apply for a grant (whether you enrol as a potential grant holder or not) it is important that you check the consequences of the chosen option again your general grant application from the Ministry.

Four.

Four

UAB Universitat Autònoma de Barcelona

3. Subject Registration

Specialisation 0 - Not specified 2 - [Full time] Academic progress regulations 2011: Bachelor's and Master's degrees 🗸 Attendance MY SELECTION Subject Centre Curriculum Туре Credits Cycle Course С× 100720 - Introduction to 101 - Faculty of Philosophy and Arts 1389 - Ancient Studies Graduate Basic studies 6.0 х 1st Archaeology 104192 - Digital Tools for the Study ĽХ tudies Graduate Basic studies 6.0 х 1st of Antiquity Click on the **1** sign of the subjects you want to enrol for and they will move to My choices. You must select subjects following the instructions in the course Off-curriculum Plan information of your Faculty's website. Add subject via code Show 25 🗸 entries ê Subject Centre ÷ Curriculum 🛛 🗎 Туре (¢ Credits ÷. Cycle ¢ Course ١¢ Specialisation Per 104193 - History and Civilisation of 101 - Faculty of 1389 - Ancient Studies 3 Basic studies 6.0 х XX Fo 1st the Ancient Near East Philosophy and Arts Graduate 101 - Faculty of 1389 - Ancient Studies ÷ 104194 - Elements of Latin Basic studies 6.0 х 1st XX Fo Philosophy and Arts Graduate 101 - Faculty of 1389 - Ancient Studies Đ 104195 - Elements of Greek 6.0 х XX Fo Basic studies 1st Philosophy and Arts Graduate



3. Subject Registration

If there is more than one group for the subject, you must choose one from those that appear on the screen.

Check the timetables beforehand to avoid clashes.

If several tabs appear (pre-enrolled, exchange programmes, merits, etc.) mark the ones you want to include in the enrolment. Click on the + sign of the subjects you want to enrol for and they will move to *My choices*. You must select subjects following the instructions in the course information of your Faculty's website.

104194 - Elements of Latin

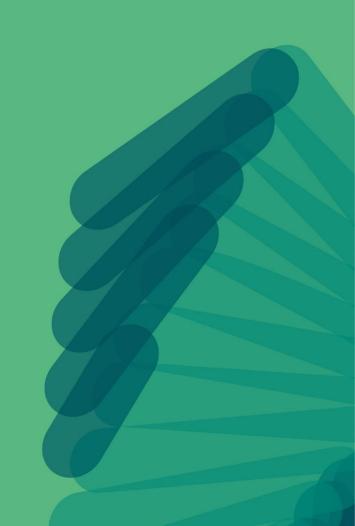
го	ups Features Chang	e subject						
	Centre	Curriculum	Period	Group	Language	Number of places	Observations	Own curriculum / Other curricula
D	101 - Faculty of Philosophy and Arts	1389 - Ancient Studies Graduate	1st Four.	1	Cat.	56		Own curriculum
	101 - Faculty of Philosophy and Arts	1389 - Ancient Studies Graduate	1st Four.	2	Cat.	1		Own curriculum

🖉 Cancel



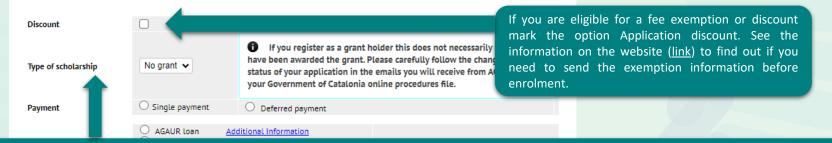






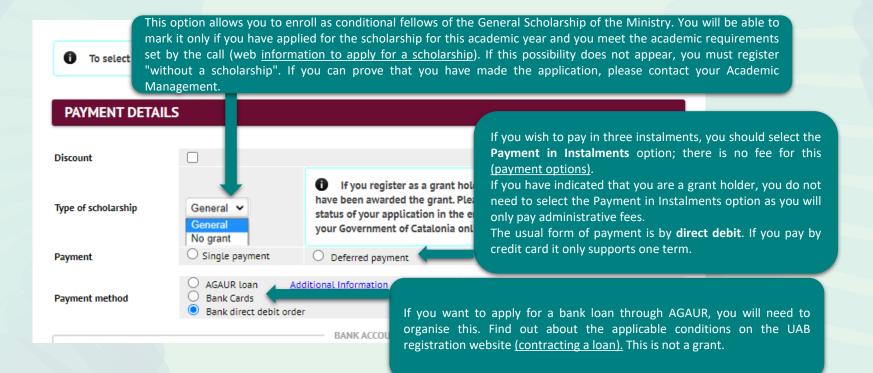
To select a discount rate with bonus (large family ...) or conditional scholarship selection, use the dropdown list

PAYMENT DETAILS



This option allows you to enroll as conditional fellows of the General Scholarship of the Ministry. You will be able to mark it only if you have applied for the scholarship for the 2023-2024 academic year and you meet the academic requirements set by the call (web information to apply for a scholarship). If this possibility does not appear, you must register "without a scholarship". If you can prove that you have made the application, please contact your Academic Management.



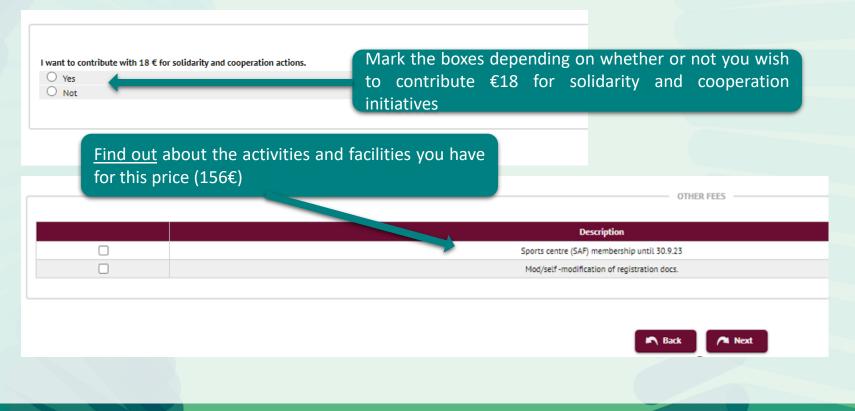




Bank Account Number (IBAN)	account holder if you have changed the bank details to which your enrolment is charged. The name of the account holder must be the person who signs the <u>SEPA document</u> that you should print at the end of the process and send to your academic management office using the form.
BIC Code (SWIFT)	If provided, the mandatory length is 11 characters. If you only have an 8-character version, please complete with 3 upp
Account holder Nam	
Account holder ID	The BIC/SWIFT code is only necessary for foreign
Account holder address	bank accounts (in the EU, UK, Andorra, Vatican City,
Outside Spain	Iceland, Norway, San Marino or Switzerland).
Country	v relatio, Norway, San Marino or Switzenatid).
City/Town	
Postal code	
Province	
Account holder email	
Account holder telephone	

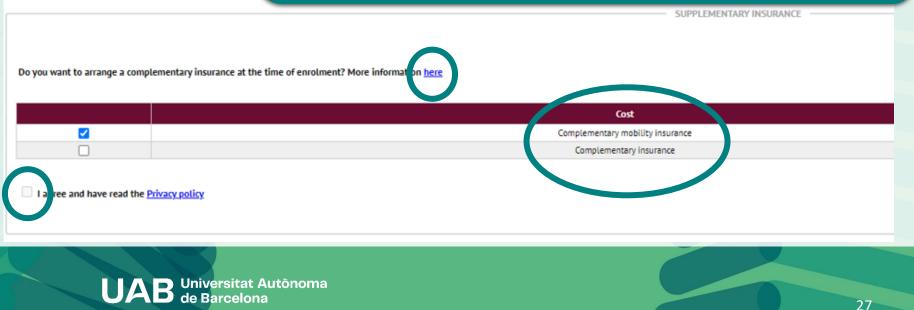
You only have to fill in your bank details (IBAN with 24 digits beginning ES) and the name of the







School insurance is obligatory. If you are over 28 you need to present the original and a copy of insurance that covers your health, accidents and civil responsibility, valid in Spain or alternatively mark the complementary insurance option. **Complementary insurance** is also obligatory for certain courses and subjects (in which case it will already be marked). When you mark this option you accept the specific privacy policy in the emerging message.



The fee for an equivalence study for foreign degree certificates must be selected (this is compulsory) when registering for Master's degree studies and when the previous degree certificate held by the student was awarded outside the EU.

Descripció	Import
Foreign title equivalence rate	218,15 EUR





Confirming registration



5. Confirming Registration

Name and surname

Year Centre Degree Curriculum

Attendance

Please confirm that all the information given is correct.

If you need to send documents justifying a fee exemption or discount you must use the <u>form</u>. If you have the form without being able to attach the discount information ask your academic management office if you can add it later.

2 - [Full time] Academic progress regulations 2011: Bachelor's and Master's degrees

		Code	Description	Group	Language	Period	Туре	Course	Specialisation	Cred	Times Enrolled	Sessions used	Convalidated	P.I. Code
		100087	Functions of a Real Variable	1	Cat.	0	Basic studies	1	xx	12.0	3	2	No	0
		100088	Linear Algebra	1	Cat.	0	Basic studies	1	XX	12.0	3	2	No	0
		100093	Calculus in Many Variables and Optimization	1	Cat.	1	Compulsory subject	2	XX	9.0	2	1	No	0
		100094	Mathematical Analysis	1	Cat.	1	Compulsory subject	2	XX	9.0	2	1	No	0
		100095	Linear Geometry	1	Cat.	1	Compulsory subject	2	XX	6.0	2	1	No	0
		100096	Algebraic Structures	1	Cat.	2	Compulsory subject	2	XX	9.0	2	1	No	0
		100097	Numerical Methods	1	Cat.	2	Compulsory subject	2	XX	12.0	2	1	No	0
After checking the summary of the registration		Cred. Enro: Cred. Pass:	Basic Training: 24.0 Basic Training: 36.0			Compulsor Compulsor								
Provisional enrolment application							ADMINISTRATIVE AND TUIT							
			Items				Units		11-14 and an			Cost	Total	
									Unit price			Cost	Iotal	
Institutional email	sign		2nd registration credit				45.0		-					
			3rd registration credit			Total	24.0		-					
Highest course	2					lotal	rees						rioreles d	
Curriculum type	cred													
Conditional grantholder student	No													
Discount type	0 - C													
							ADMINISTRATIVE FE	ES						
				Descri	ption						Cost		Total	
				Academic transcri	pt administration									
				Educationa	l insurance									
				Fundació Autòr	noma Solidària									
				Specific service	s, doc support									

Complementary mobility insurance

Total fees



30

5. Confirming Registration

Proof of enrolment

The registration has been confirmed properly.

This screen is available on the registration forms.

It also has at its disposal the relevant payment documents depending on the form of payment. Additionally other relevant documents may have been generated. Remember to print, download, or e-mailed these documents for future reference.

Document

Enrolment document 📷

Fees direct debit order (SEPA): If you have changed your bank details they must be printed out and signed by the account holder who declares that the account is in their name, scanned and sent to the academic management office using this <u>form</u>.

0	≛ 🖾
Continue	
Enrolment document	×
Include an additional email Address	
The document will be sent by email to the (s) next (s) address (es):	
⊘ Cancel ✓ Accept	

O une Br

Print out the enrolment: You can send your enrolment to yourself by email, save it on your computer and view it before continuing. You can also send the document to a different email. Remember that all online services and actions are available at <u>https://sia.uab.cat.</u> We encourage you to have a look at them.



5. Confirming Registration

Remember that at <u>https://sia.uab.cat</u> you have all the services and procedures that you can do online. We encourage you to browse to get to know them.



To contact your academic management office (AMO), please visit your faculty website. At the <u>AMO</u>, you can make all necessary enquiries or carry out the requisite administrative procedures in accordance with the indications that they provide (appointments, e-mail contact, forms, etc.).

Remember that:

- If you pay by direct debit, before each payment you will be sent an email informing you of the date of collection (If you do not pay consult the <u>consequences of non-payment of fees</u>)

- You must process the student card (students of face-to-face modalities).

- You must pick up the folder for Logistical Support and Information Point (students of faceto-face modalities).

- You must do the enrolment survey if you have not done it, before the start of the classes.

- If you have paid the pre-registration fee and registered as a conditional fellow, you will be refunded the difference you paid.

-If the advance payment of the registration has been made, this amount will be deducted from the final total amount to be paid.



Welcome to the UAB!

