

Self-registration process for UAB Master's degrees

UAB Universitat Autònoma de Barcelona

Self-registration process for Master's degrees 2023-2024

O O Steps to take before registration





O3
Subject registration





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Steps to take before registration

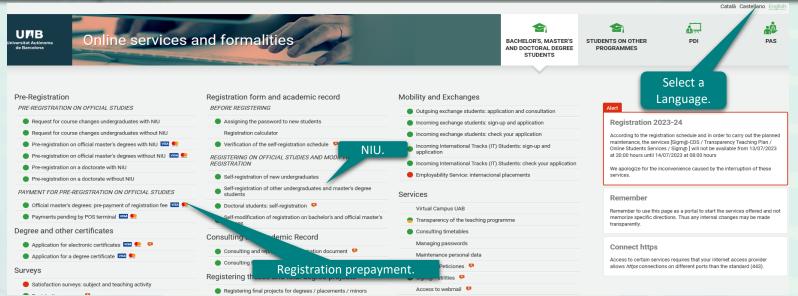
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0. Steps to take before registration

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 https://sia.uab.cat, 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.





0. Steps to take before registration

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 https://sia.uab.es. Select "Official Masters Registration Prepayment" and enter using your NIU and password.



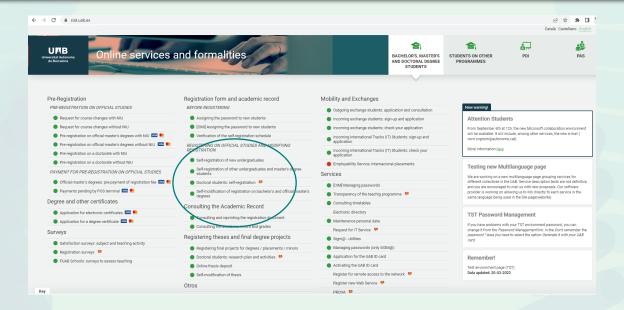


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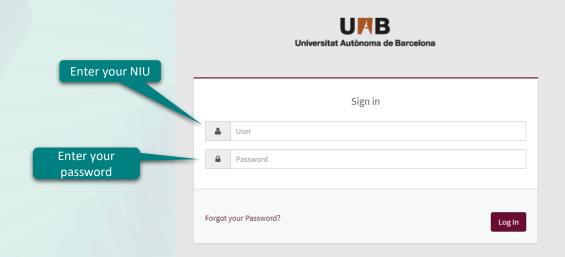
0. Steps to take before registration

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



1. Identification

Enter your NIU and password.



Attention Students

From September 6th, the new Microsoft collaboration environmenom.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 requiremen

i Information

Please remember that in order to properly log out, you must clicl

1. Identification

Select your programme.

Click on the link to the programme.



Select Study Plan

Selection	Center	Syllabus	Registration Period Start	Registration End Date
*	101 - Facultat de Filosofia i Lletres	1:	Open period	30/06/2023 20:00

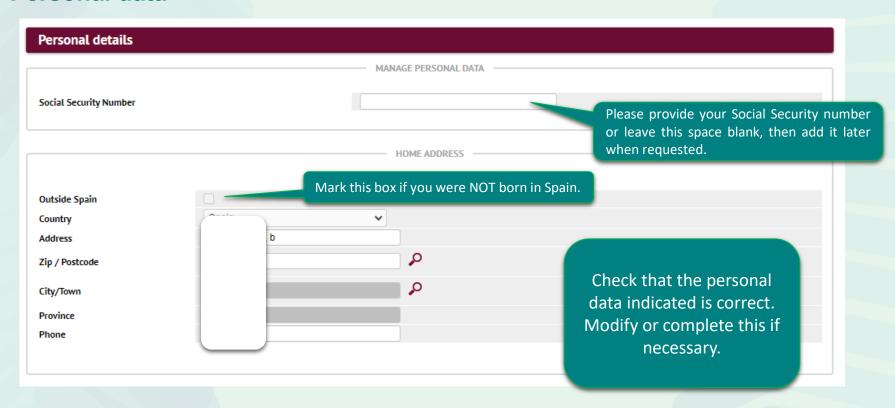
Select one of your active records to start your registration

02

Personal data and statistical questionnaire

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Personal data





- 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 Autònoma 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 Universitària to transfer your data for the purpose of offering you the accommodation and services of the Vila Universitària student residence?

More information

A ...



Open this link to continue



- 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

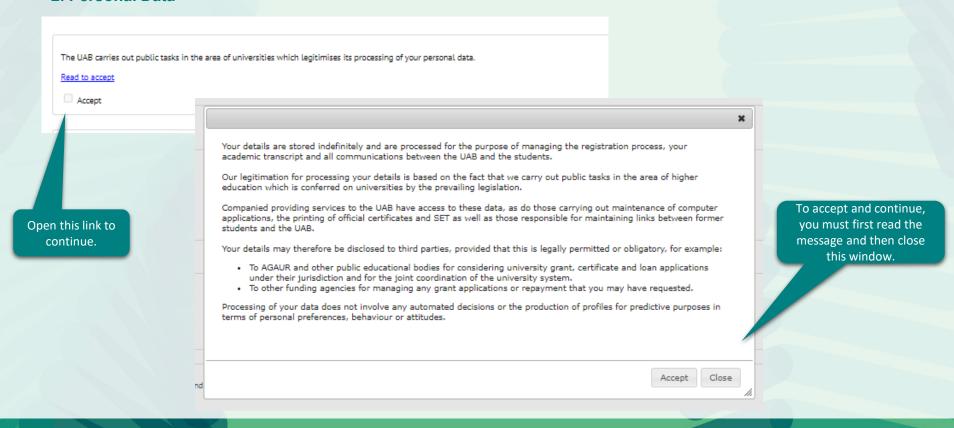
- I DECLARE that the Universitat Autònoma de Barcelona (UAB) has informed me that:
- Within the framework of the studies that I am currently undertaking at the UAB, it is possible that I will gain access to documentation and other
 information that is protected by the laws governing the protection of 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 annot make any other use or dissemination whatsoever of this, under any circumstance.
- 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 personnel 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 Autònoma 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.
- 3. Attendance-based classes are deemed to be works protected by intellectual property rights, for which reason I 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
- 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

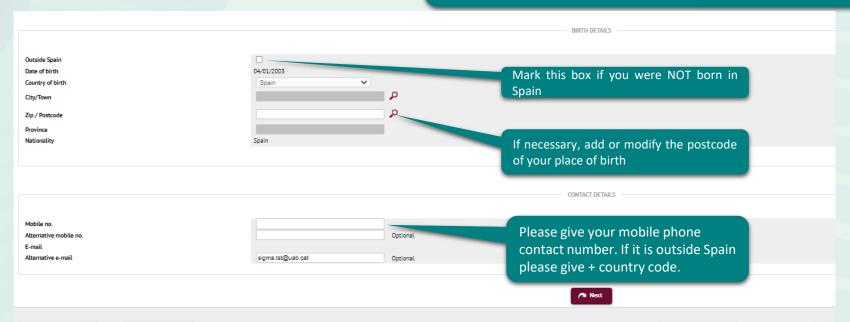


Each item must be accepted or declined.

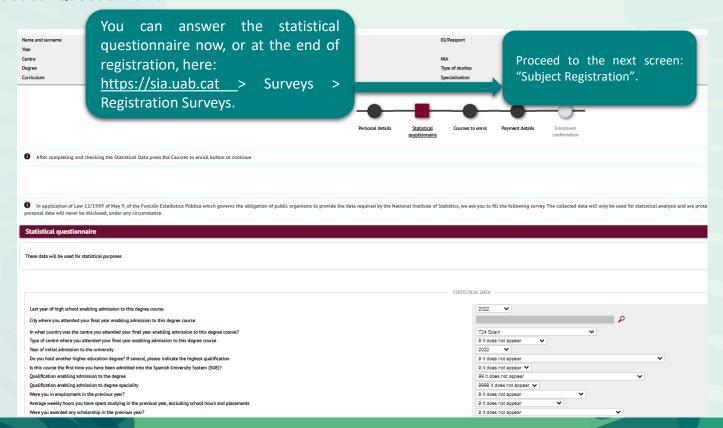
Do you authorise the Fundació Authonoma Solidária to transfer your data for the purpose of informing you o	
More information	
○ Yes, I accept ○ No, I do not accept	×
Do you authorise the Research Park Foundation to transfer your data for the purpose of offering you training activities and entrepreneurship programmes? More information	Your data will be held for an indefinite period. Processing of your data does not entail automatic decisions nor the production of profiles for the purpose of predicting personal preferences, behaviours or attitudes.
○ Yet, I accept ○ No, I do not accept	The person responsible for data processing is the Head of Academic Affairs. You can contact them by email at a.afers.academics@uab.cat.
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? More information	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 the processing and portability of your databefore the person responsible for its processing, or before the General Secretary of the UAB, at the Rectorat building of the Bellaterra university campus (Cerdanyola del Vallès).
○ Yet, I accept ○ No, I do not accept	You may also make any consultations you consider necessary in relation to the processing of your personal data in an email to the delegate for Data Protection at the UAB: proteccio.dades@uab.cat.
Do you authorise us to interoperate your disballity data for the purpose of registration fee exemption? More information	Any claims or complaints should be presented to the Catalan Authority for Data Protection (apdcat.gencat.cat).
○ Yes, I accept ○ 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".



2. Statistical Questionnaire

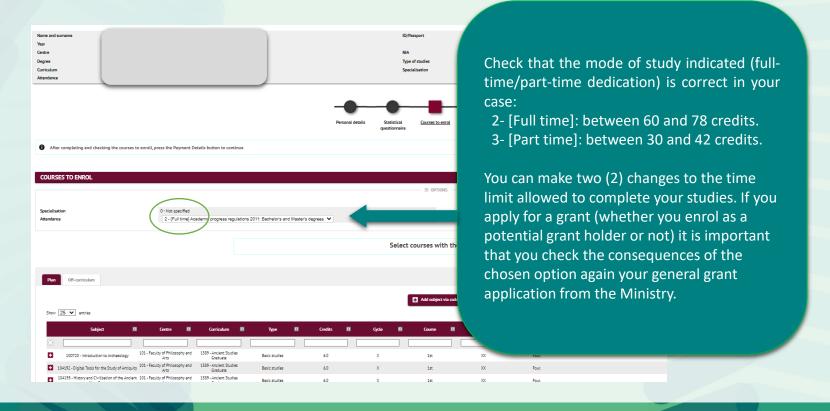


03

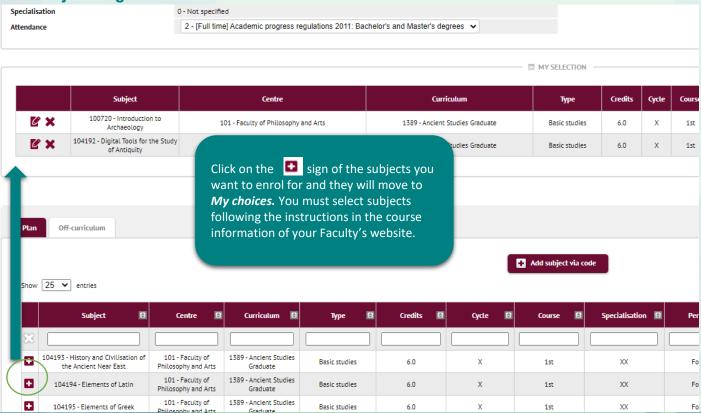
Subject registration

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3. Subject Registration



3. Subject Registration

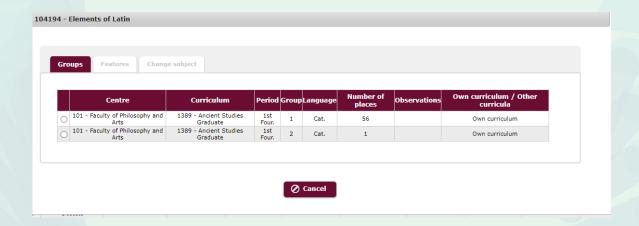


3. Subject Registration

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.

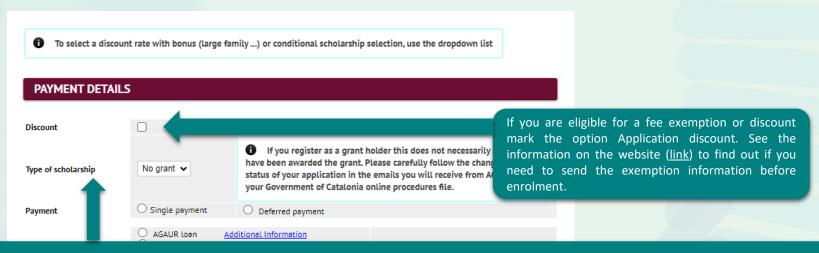
If several tabs appear (pre-enrolled, exchange programmes, merits, etc.) mark the ones you want to include in the enrolment. Click on the + sign of the subjects you want to enrol for and they will move to *My choices*. You must select subjects following the instructions in the course information of your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



Information on payment

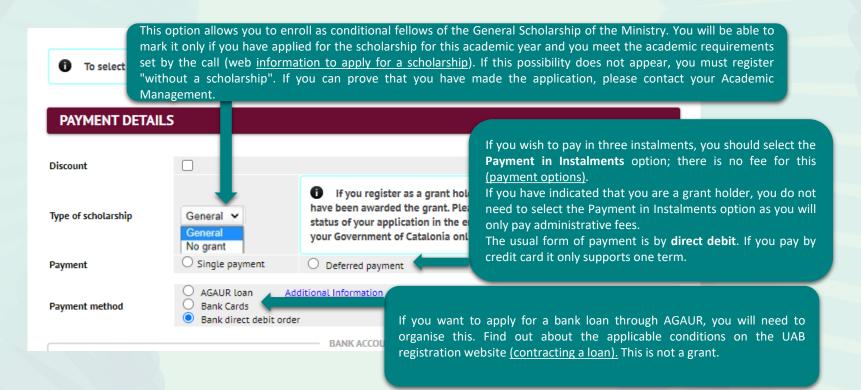


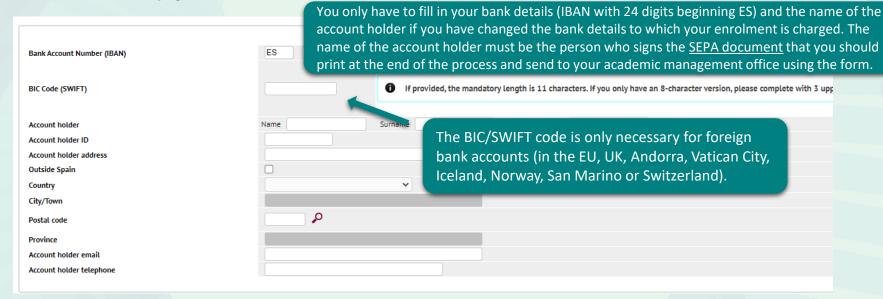
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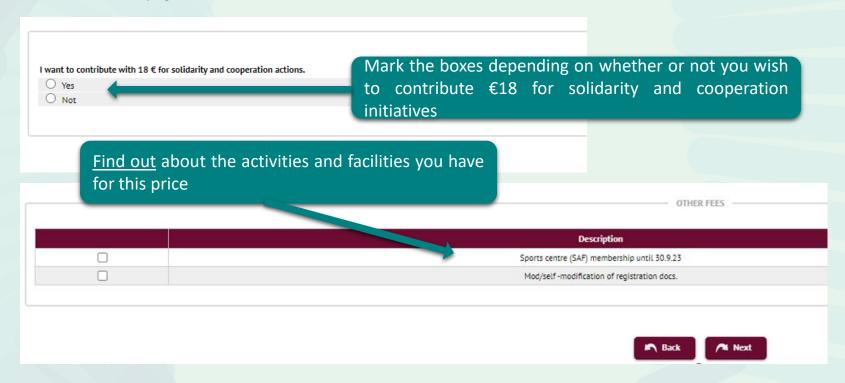


This option allows you to enroll as conditional fellows of the General Scholarship of the Ministry. You will be able to mark it only if you have applied for the scholarship for the 2023-2024 academic year and you meet the academic requirements set by the call (web information to apply for a scholarship). 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.









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.

	SUPPLEMENTARY INSURANCE
Do you want to arrange a com	plementary insurance at the time of enrolment? More informat on <u>here</u>
	Cost
✓	Complementary mobility insurance
	Complementary insurance
☐ I alree and have read the	Privacy policy

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.

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

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.

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 information click!

Cred. Enro: Basic Training: 24.0
Cred. Pass: Basic Training: 36.0

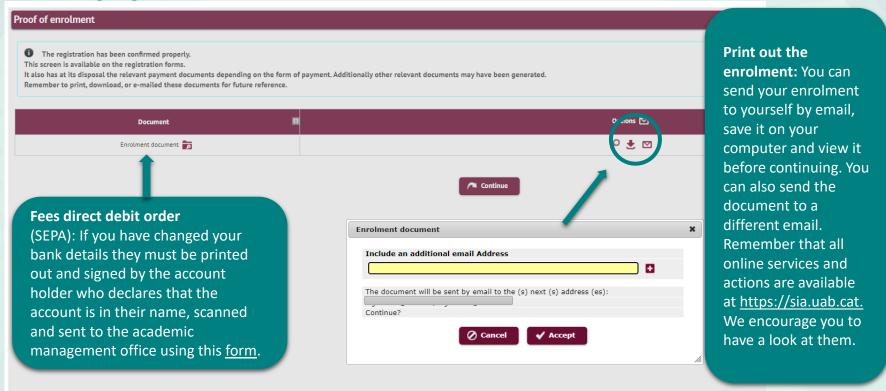
Compulsory: 45.0 Compulsory: 9.0

Total fees

Provisional enrolment application	
Institutional email	Si
Highest course	2
Curriculum type	cr
Conditional grantholder student	N
Discount type	0

	— FEES AND CHARGES —				
Items	Units		Unit price	Cost	Total
2nd registration credit	45.0	- 1			
3rd registration credit	24.0				
Total fees					
	— ADMINISTRATIVE FEES —				
Description				Cost	Total
Academic transcript administration					
Educational insurance					
Fundació Autònoma Solidària					
Specific services, doc support					
Complementary mobility insurance					

5. Confirming Registration





5. Confirming Registration

Remember that at https://sia.uab.cat 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 <u>student card</u> (students of face-to-face modalities).
- You must pick up the folder for Logistical Support and Information Point (students of face-to-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.

