

**Master's degree in Paleobiology and Fossil Record**

1. **Please, read this document carefully.**
2. Any changes or new information will be made available by e-mail or telephone. Please, check your mailbox regularly.
3. If you have any questions or queries, you can contact us at:

Gestió Acadèmica (GA) / Academic Management Office
Telephone: (+34) 93 581 2280
Mail: <a href="mailto:ga.ciencies.masters@uab.cat">ga.ciencies.masters@uab.cat</a>

4. **Pre-payment for registration/reserve your place :**
  - Fully admitted students: do the **pre-payment** or **final registration** by 31st July. **If you do not reserve your place within the set period, the UAB reserves the right to assign it to another applicant.**
  - Students pending undergraduate diploma: **send GA an email** confirming you want to reserve your place by 31st July. You will have to deliver de diploma before self-registering. **If you do not deliver your diploma within the set period, the UAB reserves the right to assign it to another applicant.**
5. You need to have a **tutorial session** with the master's programme coordinator for the selection of subjects and study modes (full-time or part-time study loads). The master's programme coordination will contact you to arrange this session.
6. After the tutorial session, you need to e-mail the **tutorial form** signed both by you and the master's coordinator to the GA ([ga.ciencies.masters@uab.cat](mailto:ga.ciencies.masters@uab.cat)) **before self-registration**, so that the self-registration session can be activated, accordingly (subjects and study mode).
7. In case that you are entitled to a **fee reduction or exemption**, you must send the GA the relevant supporting documents (membership of a large family, disability certificate, etc).
8. **Final registration\***: online self-registration will take place on <https://sia.uab.cat/> -> **Self-registration of other undergraduates and master's degree students**, according to the signed tutorial form:

Calendar <sup>a</sup>	
Self-registration <sup>b</sup>	<b>see webpage</b>
Teaching starting date	<b>see webpage</b>

- (a) Check exact dates on the master website, Enrolment section by mid-july
- (b) [Step-by-step self-registration manual](#)

*\* In case of disagreement with the fees or subjects shown on the confirmation screen during the self-registration session, please, **DO NOT CLICK** the "Accept" button and contact the GA immediately.*

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**9. Documents to be delivered to the GA \*\* (from the classes start date to 15th December):**

All the original documentation that has qualified you for admission to the master's programme must be delivered to the GA (in paper or official verifiable electronic format), such as:

- Bachelor's degree.
- Complete official academic transcript of the bachelor's degree studies that have qualified the student to join the master's programme.
- ID (NIF, NIE, Passport).
- SEPA form (in case that the fees are not paid by credit card).
- Reduction or exemption accrediting documentation (**deadline to deliver the original documents: 7<sup>th</sup> November**).
- Health insurance (in case you are 28 years old or above).
- ...

**\*\* If your qualification for joining this master's degree programme is a degree from a university abroad, you should keep the following in mind.**

*Degree certificates and transcripts issued by European Union institutions, by signatory countries of the Agreement on the European Economic Area, and by Switzerland must be official and issued by the competent authorities.*

*Degree certificates and transcripts issued by non-European Union institutions must be official, issued by the competent authorities and legalised diplomatically or, where applicable, through the Hague Convention Apostille or the Andrés Bello Agreement.*

**\*\* Translation of documents issued abroad**

*All documents in Catalan, Spanish or English are admissible. To translate documents in French, Italian or Portuguese, you may use the UAB Language Service (Servei de Llengües). In this case, you are responsible for the arrangements and costs involved. In all other cases, you need to attach the corresponding translation into Catalan, Spanish or English produced by a sworn translator, by any Spanish diplomatic or consular mission abroad, or by your own country's diplomatic or consular mission in Spain.*