

UAB Idiomes CAMPUS	Enrolment form	2019-2020
-------------------------------------	-----------------------	------------------

Carrer de la Vall Moronta s/n, edifici B4, campus de la UAB, 08193 Bellaterra (Cerdanyola del Vallès)
 Tel. +34 93 581 13 25 www.uab.cat/idiomes s.llengues.info@uab.cat

Personal data (*)

Student record

Surname(s)	First name	<input type="checkbox"/> Man <input type="checkbox"/> Woman
DNI/passport	NIU	Date of birth: _____._____._____
Telephone no.	Email address	
Nationality	Faculty/School	

(*) The data supplied in this section will appear in all Language Service certificates, so they must coincide with those of your official ID documents. Please include all necessary orthographic marks.

Status at the UAB

UAB students and staff:	<input type="checkbox"/> Undergraduate student	<input type="checkbox"/> Master's degree student	<input type="checkbox"/> Doctoral student
	<input type="checkbox"/> Teaching staff	<input type="checkbox"/> PAS	
Affiliated university community:	<input type="checkbox"/> Affiliated school	<input type="checkbox"/> Alumni UAB	<input type="checkbox"/> Esfera UAB
	<input type="checkbox"/> Former student of UAB Idiomes	<input type="checkbox"/> Amics UAB	<input type="checkbox"/> FUAB
External to the UAB:	<input type="checkbox"/>		

Students with specific needs

Tick this box if you have any specific need <input type="checkbox"/> and we will contact you.

Type of course or exam

Language	Course or exam	Code

LEVEL TEST:

Payment method: ☐ Total ☐ Loan ☐ Instalments*

How did you learn about us?

I'm a student at the Language Service	<input type="checkbox"/> UAB Website	<input type="checkbox"/> Email	<input type="checkbox"/>
Welcome activities at my Faculty	<input type="checkbox"/> Facebook, Twitter or Instagram	<input type="checkbox"/> Advert on the UAB Campus	<input type="checkbox"/>
Another student recommended you	<input type="checkbox"/> Advertisement on the <i>Ferrocarrils</i>	<input type="checkbox"/> Google search	<input type="checkbox"/>
A teacher recommended you	<input type="checkbox"/> Advertisement in <i>Tot Cerdanyola</i> <i>Tot Sant Cugat</i>	<input type="checkbox"/> Other:	<input type="checkbox"/> Where?

I authorise the Language Service-UAB Idiomes of the Universitat Autònoma de Barcelona to make an audio recording of the speaking test for the certificate exam, which may be used in the event of an appeal, and to play this recording back for training purposes. Pursuant to Spanish Royal Decree 1/1996, approving the recast text of the law on intellectual property, this assignment of rights is free of charge and of unlimited duration, and the author retains all rights afforded by this law.

If the course fee remains unpaid on the due date that appears on the enrolment form, the applicant will be assumed to have relinquished the place reserved. Refunds of course fees can only be made if a course is cancelled or by explicit, written request on the part of the applicant, addressed to the Language Service administration and submitted before 10% of the course has been delivered. In the latter case, the Language Service will refund the amount paid, except for the administrative charges. For distance-learning courses, refunds cannot be made once the licence has been used.

If the enrolment fees are to be paid in instalments, the person enrolling on the course agrees to pay each instalment within the period set out in the corresponding payment form. Otherwise, the student will be considered to be in default of payment to the Language Service and no certificate will be issued to him/her until the debt is settled. In the case of returned direct debits, the costs are charged to the student. Once 10% of the course has been delivered, the enrolment fees may not be refunded, either totally or partially.

Requests for a change of time slot or group must be made to the administration and the change, subject to the availability of places, explicitly authorised.

UAB Idiomes reserves the right to change the start date of a course or to cancel it if the number of enrolments is insufficient, in which case our only commitment is to a complete refund of payments made.

Date _____._____._____

Signature:

Who is the controller responsible for processing your data?

UAB Idiomes Campus – Language Service

Carrer de la Vall Moronta, s/n

s.llengues.info@uab.cat

Data protection officer - proteccio.dades@uab.cat

How do we obtain your personal data?

We obtain the data directly from the data subject when he/she pre-enrols and/or enrols, and also from entities that engage our teaching services in the data subject's name.

What personal data of yours do we process?

The data that we need to process are included in the following categories:

- Identification data.
- Personal characteristics.
- Academic data.
- Financial and economic data.

Why do we process your personal data?

UAB Idiomes Campus processes your data to manage your enrolment and academic records.

UAB Idiomes Campus also processes your data for the purpose of informing about and promoting its studies and its other activities and services.

How long will we retain your personal data?

UAB Idiomes Campus retains personal data for the time specified in the applicable regulations and until any responsibilities deriving from these procedures have lapsed.

What is the legal basis for processing your personal data?

The legal basis for processing your data derives from the relationship established when you completed your enrolment, from compliance with a legal obligation set out in the current regulations governing your studies (Articles 6.1.b and 6.1.c of the General Data Protection Regulation, GDPR), and from the legitimate interest of UAB Idiomes Campus in offering its students and ex-students full information on current and future courses, activities and services.

Who can your personal data be disclosed to?

Your data may be disclosed to the following.

- The Universitat Autònoma de Barcelona or Fundació Universitat Autònoma de Barcelona, or other entities linked to these for the same purposes.
- The competent public bodies, judges and courts when UAB Idiomes Campus has this obligation.
- Organisations that have engaged the teaching and assessment services of UAB Idiomes Campus.
- In addition, UAB Idiomes Campus relies on third-party service providers who have access to your personal data and process these in the name and on behalf of Universitat Autònoma de Barcelona as a consequence of the service provision.

What are your rights when you give us your personal data?

All persons have the right to be informed as to whether or not any personal data that concern them are being processed at UAB Idiomes Campus.

Data subjects have the right to access their personal data, ask for any inaccuracies to be rectified, or ask for the data to be erased if, for example, they are no longer necessary for the purpose they were collected for.

In certain circumstances, as specified in Article 18 of the GDPR, data subjects may ask for the processing of their data to be restricted. In such a case we will only retain them in order to pursue or defend claims.

In some situations, data subjects may, due to special personal circumstances, object to the processing of their personal data. UAB Idiomes Campus will stop processing the data, except in the case of legitimate, compelling reasons or in order to pursue or defend claims.

By virtue of the right of portability, data subjects may retrieve their personal data in a structured, commonly used, machine-readable format and transfer them to another controller.

How can you exercise your rights?

By writing to s.llengues.info@uab.cat.

What complaint mechanisms are in place?

Should you consider that your rights have not been properly upheld, you can lodge a complaint before the Catalan Data Protection Authority (APDCA), in person at the address Carrer Rosselló, 214, esc. A, 08008 Barcelona, or through its e-services portal: <https://seu.apd.cat>.

You can get more information on data protection at the UAB on this [link](#).

(<https://www.uab.cat/web/coneix-la-uab/itineraris/proteccio-de-dades-1345668257177.html>)