

# REGISTRATION AMENDMENTS

You can amend your registration free of charge within the deadlines established by the centres on the registration calendar.

Outside the period specified on the registration calendar of the centre and in this section, any partial amendment and addition to the registration must be applied for from the corresponding authority, as described below, and an extra charge shall have to be paid for this, as set forth in the decree on public prices published by the Government of Catalonia.

- >> The students of the affiliated centers have to present these models directly in the secretariat of your center.
- >> Students from the UdL's own centers have to submit applications through the UdL's electronic headquarters.

**The corresponding application must be downloaded (form M1, M2 or M3) from the online office [ <https://seuelectronica.udl.cat/registreelectronic.php> ] and the instructions indicated must be followed (in Catalan and Spanish):**

- 1 - Download the model for "Estudiants de la UdL" from the corresponding center.**
- 2 - Fill in the model with Adobe Acrobat.**
- 3 - Access the presentation for " Estudiants UdL: grau, màster i doctorat".**

The notification of the decision will be issued electronically via the electronic office of the Universitat de Lleida and will be sent to the student's mobile phone and to the institutional e-mail address (.....@alumnes.udl.cat) that the student was given when registering for the first year, or to the address on the academic record, if applicable.

## M1 - CANCELLATION OF REGISTRATION

This must be applied for by completing the application for registration cancellation form **M.1** except in the case of having requested a transfer of the exit file, for which the M4 form must be filled out. Both documents must be submitted through the of [the online office](https://seuelectronica.udl.cat/registreelectronic.php) [ <https://seuelectronica.udl.cat/registreelectronic.php> ]

Remember that for having enrolled you must [activate your student account](#) [ <http://www.ajudacv.udl.cat/es/estudiants/acces/> ] and you must use the student username and password (the credentials you used to the registration of new access).

1. Access the section [Instances and registration](#) [ <https://seuelectronica.udl.cat/registreelectronic.php?IdiomaSite=es> ]
2. Scroll until you find point "1" and, as a UdL student, you must download the M1 or M4 (transfer) model that corresponds to your center.
3. Open the model that you have downloaded, fill in with Adobe Acrobat and save the changes.
4. In the section [Instances and registration](#) [ <https://seuelectronica.udl.cat/registreelectronic.php?IdiomaSite=es> ] " point "3" choose the box referring to UdL Students; identify yourself and attach the model that you have saved on your computer. Fill out the short form and submit it.
5. Once the process is finished, it will indicate if it has been done correctly. Do not close the screen until you have the registration confirmation.

The deadline for applying for the cancellation of registration is 30 November 2023, except for master's degrees whose teaching starts in January 2024, for which the deadline for applying for cancellation of registration is 1 March 2024.

### **Causes of cancellation of registration with a refund entitlement**

- Serious illness of the students substantiated by an official medical certificate or a report from a health centre or hospital. Students may apply for a refund up to 30 November 2023. Applications submitted after this deadline will be reviewed by the Office of the General Manager, which shall determine whether a full or partial refund of the registration fee should be made.
- Reallocation of a place on another university course of study within the process of pre-registration on the university master's degree in Secondary Education Teacher Training and Language Teaching. Students may apply for a refund up to 27 October 2023. The amount corresponding to the registration fee shall not be refunded if a student has applied for reallocation as a result of having done a new pre-registration or applied for a change of preference.
- Impossibility of obtaining visas in the case of foreign students. Students may apply for a refund up to 30 November 2023.

Any amounts corresponding to the transcript management fee, the compulsory insurance, contracted services and voluntary contributions shall not be refunded.

For newly enrolled first-year students, cancellation of registration implies the loss of the place obtained with the master's pre-registration.

If the cancellation of registration is accepted and the student has applied for a scholarship to the Ministry of Education, the scholarship application will also be canceled.

### **Causes of cancellation of registration without right of return:**

Enrollment cancellation requests that are submitted within the indicated periods and that are not for any of the reasons established in the previous section will not be accepted if the amounts of the overdue receipts have not been paid.

In the case of registration with a single payment, if the cancellation is requested after the expiration date of the receipt and before November 14, it will be necessary to pay the non-teaching fees and 40% of the amount of the credits; If the application is submitted from November 15 to 27, it will be necessary to pay the aforementioned fees and 70% of the amount of the credits. If he or the student has paid all the tuition, the corresponding part will be returned. In any case, the amount corresponding to non-teaching services must always be paid.

#### **Exceptional situations without right of return:**

In cases of duly accredited exceptional situations, the global registration cancellation request may be accepted after the period indicated until March 1, 2024, provided that the entire registration amount has been paid.

The Management may cancel the registration in those exceptional and justified cases in which the cancellation is compensated with a new registration at the UdL; This compensation will not be applied to the academic record management and self-study support fees paid in the canceled enrollment.

#### **Resolution:**

The manager or manager will resolve the registration cancellation. An appeal may be filed against its resolution before the rector within a period of one month from the day following the notification.

#### **New students pending reallocation of a place on the university master's degree in Secondary Education Teacher Training and Language Teaching:**

Students on the university master's degree in Secondary Education Teacher Training and Language Teaching who, via the university pre-registration process, are pending admission to another university must indicate that this is the case during the self-registration process and shall pay the registration fee as specified below:

- Within a period of 10 days after registering, they must pay in cash the amounts corresponding to the transcript management fee and to the compulsory insurance at any of the banks shown on the receipt of registration.
- If, by 30 September 2023, the student has not submitted a cancellation of registration request (because he/she has been accepted by another university), it shall be understood that he/she wishes to retain registration on the master's degree, and the remaining registration fees will be charged through the means of payment selected by the student during the self-registration process: single direct debit payment, in three instalments or AGAUR loan.

However, if the student obtains a place at another public university after 30 September 2023, he/she will receive a refund of the amounts paid for registered credits and the learning support fee provided he/she applies for cancellation of registration before the date indicated in the Government of Catalonia Decree on public prices for the 2023/24 academic year.

- If cancellation is submitted for other reasons, the provisions of Article 6.1.3 of these regulations shall be applied and the student must pay the amount corresponding to overdue receipts.

These amounts will not be refunded if this reallocation is due to the student applying for a change of preferences or having done a new pre-registration.

## **M2 - AMENDMENT OF PERSONAL DATA AND BANK DETAIL**

Beyond the established deadlines to make amendments, students must fill in form **M2** of [the online office \[ https://seuelectronica.udl.cat/registreelectronic.php \]](https://seuelectronica.udl.cat/registreelectronic.php), as soon as the student realizes the mistake.

Remember that for having enrolled you must [activate your student account](http://www.ajudacv.udl.cat/es/estudiants/acces/) [ <http://www.ajudacv.udl.cat/es/estudiants/acces/> ] and you must use the student username and password (the credentials you used to the registration of new access).

1. Access the section [Instances and registration](https://seuelectronica.udl.cat/registreelectronic.php?IdiomaSite=es) [ <https://seuelectronica.udl.cat/registreelectronic.php?IdiomaSite=es> ]
2. Scroll until you find point "1" and, as a UdL student, you must download the M2 model that corresponds to your center.
3. Open the model that you have downloaded, fill in with Adobe Acrobat and save the changes.
4. In the section [Instances and registration](https://seuelectronica.udl.cat/registreelectronic.php?IdiomaSite=es) [ <https://seuelectronica.udl.cat/registreelectronic.php?IdiomaSite=es> ] [ <https://seuelectronica.udl.cat/registreelectronic.php?IdiomaSite=es> ] " point "3" choose the box referring to UdL Students; identify yourself and attach the model that you have saved on your computer. Fill out the short form and submit it.
5. Once the process is finished, it will indicate if it has been done correctly. Do not close the screen until you have the registration confirmation.

## M3 - AMENDMENT TO THE APPLICATION FOR REGISTRATION

Beyond the established deadlines to make amendments, students must fill in form **M3** of [the online office](https://seuelectronica.udl.cat/registreelectronic.php) [ <https://seuelectronica.udl.cat/registreelectronic.php> ] of the UdL.

Remember that for having enrolled you must [activate your student account](http://www.ajudacv.udl.cat/es/estudiants/acces/) [ <http://www.ajudacv.udl.cat/es/estudiants/acces/> ] and you must use the student username and password (the credentials you used to the registration of new access).

1. Access the section [Instances and registration](https://seuelectronica.udl.cat/registreelectronic.php?IdiomaSite=es) [ <https://seuelectronica.udl.cat/registreelectronic.php?IdiomaSite=es> ]
2. Scroll until you find point "1" and, as a UdL student, you must download the M3 model that corresponds to your center.
3. Open the model that you have downloaded, fill in with Adobe Acrobat and save the changes.
4. In the section [Instances and registration](https://seuelectronica.udl.cat/registreelectronic.php?IdiomaSite=es) [ <https://seuelectronica.udl.cat/registreelectronic.php?IdiomaSite=es> ] [ <https://seuelectronica.udl.cat/registreelectronic.php?IdiomaSite=es> ] " point "3" choose the box referring to UdL Students; identify yourself and attach the model that you have saved on your computer. Fill out the short form and submit it.
5. Once the process is finished, it will indicate if it has been done correctly. Do not close the screen until you have the registration confirmation.

### 1 - AMENDMENTS THAT MAY INVOLVE REFUND OF THE AMOUNT PAID

Only the partial amount of the registration fee will be refunded when it is due to reasons attributed to the UdL or in the following cases:

- Suppression of approved subjects
- Recognition of credits
- Grant
- "With distinction" not applied

- Discounts not applied for which the student met the conditions prior to the beginning of the academic activity

- Exceptional situations related to Final Work or External Internships

The amounts corresponding to the support fee for learning and to the UdL, the compulsory insurance, contracted services and voluntary contributions shall not be refunded.

The dean or the director of the centre shall resolve these applications. They can also resolve requests about the exceptional situations that may arise in relation to the master's thesis and external placements (and, if they involve a refund of the amount of these credits, they will have to issue a report justifying the exceptional nature thereof).

An appeal may be lodged against their decision before the rector within one month from the day following notification.

## 2 - ADDITION TO REGISTRATION

Students must fill in form **M3** of [the online office](https://seuelectronica.udl.cat/registreelectronic.php) [ <https://seuelectronica.udl.cat/registreelectronic.php> ] of the UdL.

Payment shall be made by means of a single direct debit order.

If payment is not made for this addition, none of the registration shall be effective.

No addition will be granted if any registration bill is pending payment.

The dean or director of the centre shall resolve the applications. An appeal may be lodged against their decision before the rector within one month from the day following notification.

## 3 - WITHDRAWAL FROM SUBJECTS

Students must fill in form **M3** of [the online office](https://seuelectronica.udl.cat/registreelectronic.php) [ <https://seuelectronica.udl.cat/registreelectronic.php> ] of the UdL.

Deadlines to apply for withdrawal:

- First semester subjects: 4 November 2023
- Annual subjects: 14 December 2023
- Second semester subjects: 9 March 2024

**Students cannot withdraw from registered basic and compulsory subjects corresponding to previous years.**

The dean or the director of the centre shall resolve the applications. An appeal may be lodged against their decision before the rector within one month from the day following notification.

In this case, withdrawal from subjects shall not entail a refund of the amount paid, but it shall not be counted for the purposes of a surcharge for following years.

## 4 – CHANGE OF GROUP

Beyond the established deadlines to make amendments, students must fill in form **M3** of [the online office](https://seuelectronica.udl.cat/registreelectronic.php) [ <https://seuelectronica.udl.cat/registreelectronic.php> ] of the UdL.

