

FREQUENTLY ASKED QUESTIONS

PRE-REGISTRATION:

How long do university master's degrees take?

University master's degrees have a teaching load ranging from 60 to 120 ECTS credits. Full-time students will need between one and two academic years to complete a university master's degree depending on the one chosen.

Can I apply for entry to more than one master's degree?

You may pre-register for more than one programme, but you must fill in the form, pay the respective fee and send the necessary documents for each master's degree.

How will I know if pre-registration has been done correctly?

After filling in the form, you will automatically be directed to the pre-registration fee payment platform. Once the process is complete, you will receive an e-mail with the form you filled in.

If the payment process cannot be completed correctly, you will receive an e-mail with a link, where you will be able to complete payment.

How do I send the documentation for admission to the master's degree?

Documentation for admission and registration, as well as any other required document, must be submitted to the secretariat of the centre by one of the following means (in order of preference):

- Via the [online office](https://seuelectronica.udl.cat/registreelectronic.php) [<https://seuelectronica.udl.cat/registreelectronic.php>] using the specific form for sending documentation that you will find in the **Estudiants no UdL** (Non-UdL Students) section or, if you have registered at this University in the past, in the **Estudiants UdL** (UdL Students) section;
- By post, to the address of the respective centre;
- In person, for which you will need to make an appointment ([contact details for the centres](#) [[/sites/universitat-lleida/ca/en/faculties/](#)]);
- By e-mail, if it has not been possible to do so by any of the other routes.

Check out the [admission and documentation section](#) [[/sites/universitat-lleida/en/serveis/aga/secciomatricula/masters/index.html](#)] .

How will I know if I've been admitted?

After the application for pre-registration stage, an admitted/not admitted students resolution will be issued by the dean or director of the centre at the proposal of the master's degree Studies Committee. Check out the pre-registration, admitted students and registration [calendar](#) [/export/sites/universitat-lleida/ca/serveis/aga/.galleries/docs/Documentacio_matricula_automatricula/calendaripreinscripciomasters_section].

If my application was turned down, can I pre-register again?

Check out the resolution to see why it was turned down. If your situation has changed, you may pre-register again provided that there are places available.

If students have had their applications turned down or have been conditionally admitted due to the lack of documentation, they may submit said documentation before the start of registration, otherwise another pre-registration for admission will need to be done in the second period or, where applicable, later ones provided that there are places available on the master's degree. [Master's degrees with open pre-registration](#) [/sites/universitat-lleida/ca/en/studies/poficials_eng/].

Can I pre-register on a master's degree if I haven't completed a bachelor's degree?

Yes.

Exceptionally, entry to the master's degree may be accepted, with conditional registration, for students with credits pending from a Spanish bachelor's degree, provided you have no more than the bachelor's degree thesis and 9 ECTS credits pending.

That will only be possible if, by the end of the second pre-registration period or later ones, there are places available once all students with a completed bachelor's degree have registered.

I've studied at a foreign university. Can I pre-register to take a master's degree at the UdL?

Yes.

Check out the entry and documentation section to see if you meet the admission requirements.

Please note that all documents issued abroad must be official, original and issued by the competent authorities, and they must be legalised diplomatically. If you are from a Member State of the European Union or a country that is a signatory to the European Higher Education Area agreement (EHEA), the last step is not necessary.

Can I choose to study part-time?

If you are unable to devote yourself fully to university studies at the UdL, you have the option to register to study part-time. Check out the documentation to submit section.

Do you want to ask for recognition of master's degree subjects?

If you want to ask for master's degree subjects to be recognised as having been passed, you must indicate this on the pre-registration form and then submit an application for recognition, stating the specific subjects you want to have recognised. You will find this application form in the [online office](#) [<https://seuelectronica.udl.cat/registreelectronic.php>]. Select whether you are a UdL student or not (**Estudiants UdL** (UdL Students) or **Estudiants no UdL** (Non-UdL Students)) and follow the steps shown on the website to send the application.

REGISTRATION:

How do I register?

If you have been accepted, you will receive a confirmation e-mail about the appointment to register online. You must follow the instructions given in the e-mail.

We recommend checking out [how to register](#) [</sites/universitat-lleida/en/serveis/aga/secciomatricula/matricula-masters/com-fer-matricula/index.html>].

When do I pay the registration fee?

Check out all the means of payment for the registration fee in [prices and payments](#) [</sites/universitat-lleida/en/serveis/aga/secciomatricula/matricula-masters/pagament-masters/index.html>].

Do I need to submit a SEPA direct debit mandate to arrange direct debit payments?

When you enter a new account number or change the name of the holder of an existing account, the SEPA document will appear when completing the self-registration process. The account holder will need to sign that document, and you must submit it to the secretariat within a period of 10 days.

If you do not submit that document, it will mean that you will be unable to register for the next academic year.

Are there any grants, financial assistance programmes or exemptions to enable me to take the master's degree?

Yes. The UdL applies the usual public university discounts, including large family, disability and victim of terrorism discounts. Check out the [exemptions and discounts section](#) [</sites/universitat-lleida/en/serveis/aga/exemptions-bonificacions-masters/>].

IMPORTANT:

Students registering for the first year without having obtained a bachelor's degree may obtain a grant provided that they are in possession of the aforementioned bachelor's degree by 31 December.

Can I cancel my master's degree registration?

To apply for cancellation of registration, you need to fill in form M1 and submit it via the online office of the UdL. Cancellation involves the loss of a place in the case of new master's degree students.

The deadline for applying for cancellation is 30 November.

For masters that start teaching in January, the period to request the cancellation ends on March 1 of the same year.

If I cancel, will you refund the money I've paid?

The amount corresponding to non-teaching administrative fees must always be paid.

A refund of the amount paid for registered credits will only be made if you, as the student, are suffering from a serious illness that can be substantiated by an official medical certificate.

Students wishing to cancel registration must have paid all amounts corresponding to receipts due at that time, i.e., the due date is prior to the date of the application for cancellation.

If any receipts are overdue, they and the respective extra charge must be paid. **Cancellation will only be accepted once payment of the debt has been formalised.**

You can find more information in [Registration cancellations](#) [/sites/universitat-lleida/en/serveis/aga/secciomatricula/matricula-masters/pagament-masters/#sections-tab-2] .

OTHERS:

What is an ECTS credit?

It is a unit of value for university studies in the European Higher Education Area (EHEA). At the UdL, each credit is equivalent to 25 hours of student work.

What's the difference between an official university master's degree and a university's own master's degree?

An official university master's degree is valid across the territory of the Spanish State. The curricula that must be studied to obtain these master's degrees have to be verified in advance by the Universities Council of the Spanish Ministry of Education and Vocational Training, be authorised by the Ministry with powers relating to university matters of the Government of Catalonia, and be registered in the Register of Universities, Centres and Degrees (RUCT).

A university's own master's degree is an unregulated course of study, which leads to students obtaining an unofficial degree, recognised only by the university where it is taught. Universities regulate entry to their own master's degrees and set academic prices. For more information, check out the *Lifelong Learning Centre* [<http://www.formaciocontinua.udl.cat/ca/el-centre/>].

What is an inter-university master's degree?

It is a university master's degree taught at two or more Catalan, Spanish State or other countries' universities with a single curriculum, where each participating university teaches a number of subjects. The coordinating university is the institution in charge of processing and managing students' transcripts and registration. The entry requirements are common and mobility is compulsory.

What are Erasmus Mundus master's degrees?

They are inter-university master's degrees that form part of the main higher education student exchange programme in Europe. The aim is to improve the quality of higher education by fostering dialogue and understanding between people and cultures through cooperation with third countries.

For Erasmus Mundus university master's degrees, at least three European Union higher education institutions need to work in partnership. Students taking these master's degrees must spend at least one study period in two of these institutions, and another in a third-country institution.