

MODIFICATION OF ENROLMENT
(WITHIN THE PERIOD ESTABLISHED BY THE FACULTY)

(Removal, change or addition of subjects)

Grantholder:

Yes ☐ No ☐

S. 2

ACADEMIC YEAR 20__ - 20__

PERSONAL DETAILS

Name	Surname(s)		DNI/Identity document
Postal address	Town/city	Post code	Telephone

ACADEMIC DETAILS

e-mail	Degree programme	NIUB
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MODIFICATION OF ENROLMENT

I REQUEST:

To remove or add the following subjects (mark the corresponding box with an "X")

Code	Subject name	Semester	Credits	Remove	Add

To change the enrolment type from _____ to _____ (if there is a sub-type, please indicate)

Other _____
(validation of subjects, application of discount on enrolment fee in recognition of special honours awarded for completed subjects)

USEFUL INFORMATION:

- **DEADLINE FOR THE REQUEST OF MODIFICATIONS:** Consult the corresponding Secretary's Office for Students and Teaching Staff.
- **SUBMISSION OF REQUEST AND SUPPORTING DOCUMENTATION:** The completed request should be submitted to the Secretary's Office for Students and Teaching Staff together with the following documents:
 - documentation confirming the circumstances of the request, if required
 - for changes of enrolment type, any other additional documentation required

Effects of modification of enrolment

- **Economic:**
 - This modification of enrolment will generate a new economic settlement that replaces or supplements the previous payment.
 - Any amounts owed to the University as a result of modifications to enrolment must be paid in full in cash within seven calendar days of the date of the modification.
 - The UB will reimburse the student if the resulting amount is less than the fee previously paid.
- **Academic:** Any modification of enrolment must comply with current academic progress regulations (<http://www.ub.es/acad/noracad/maticula/>)
- **Grantholders (general grant):** Cancellation of subjects may result in the loss of grantholder status if the minimum enrolment requirements for the grant are not met. In such cases, students may be required to return any sum received under the terms of the grant. If the grant is requested for the following academic year, the request will be rejected unless the minimum credit requirement is met the previous year.

Basic information on data protection (right to information)

Data controller	General Secretary's Office of the University of Barcelona
Objective	To complete enrolment in the corresponding degree and to carry out the corresponding academic and administrative management activities. Also, if you provide your consent by checking the corresponding box, to send you information about the services we offer.
Lawful basis	- Performance of a task carried out in the public interest (enrolment and academic and administrative management) - Consent of the interested party (to receive information about the services offered)
Recipients	The University and those responsible for processing the data, where applicable. Your data will not be transferred to third parties, unless under legal obligation or as a consequence of your subscription to a service provided by a third party indicated in the enrolment form. However, if you request to pay the enrolment fee in instalments through the AGAUR loan, the necessary data will be transferred to AGAUR and to the corresponding financial entity.
Rights	You have the right to access your data, to request the rectification of incorrect data, to request erasure of your data, and to request restriction of processing of your data in certain circumstances.
Additional information	See on reverse.

☐ I understand the effects of cancellation of enrolment

☐ I have read the right to information clauses

Barcelona, _____ of _____, 20__

(Signature of student)

(Signature of coordinator)

Protection of personal data (additional information)

1. Who is responsible for processing your data?

Your personal data are processed under the authority of the General Secretary's Office of the University of Barcelona, with the postal address Gran Via de les Corts Catalanes, 585, 08007 Barcelona and the email address secretaria.general@ub.edu.

2. What are the contact details of the data protection officer?

The University of Barcelona's data protection officer can be contacted at the email address protecciodedades@ub.edu or the postal address Travessera de les Corts, 131-159, Pavelló Rosa, 08028 Barcelona.

3. Why do we process your personal data?

Your data are gathered in order to formalise your enrolment in the corresponding course of study and to carry out the academic and administrative procedures arising from this enrolment. If you provide your consent by checking the corresponding box, your data will also be processed in order to send you information about services offered through the University.

4. How long do we store your personal data?

In the case of personal data processed to formalise enrolment in your chosen course of study and to carry out the corresponding academic and administrative procedures, a permanent record will be kept, in compliance with Law 10/2001, of 13 July, on archives and document management.

In the case of personal data processed in order to send you information about services offered through the University, if you choose to revoke your consent the data will no longer be used for this purpose.

5. What is the lawful basis for processing your data?

Your data are required in order to formalize enrolment in your chosen course of study and to carry out the corresponding academic and administrative procedures on the basis that these are tasks the University carries out in the public interest, to fulfil its mission to provide the public service of higher education as governed by Organic Law 6/2001, of 21 December, on universities. The lawful basis for processing data in order to send you information about services offered through the University is your express, prior and informed consent, which you may choose to revoke at any time.

6. Who will your data be disclosed to?

The University and those responsible for processing the data, where applicable. Your data will not be disclosed to third parties unless there is a legal obligation to do so or if you have registered for one of the third-party services listed on the enrolment form. In such cases, only the pertinent data will be sent.

If you request to pay the enrolment fee in instalments via an AGAUR loan certain data must be sent to AGAUR and the bank in question so that the loan can be correctly administered.

7. What are your rights?

You have the right to receive confirmation as to whether the UB is processing your personal data. You also have the right to access your data, to request the rectification of incorrect data, and to request erasure of your data.

In certain circumstances, provided for in Article 18 of the GDPR, you may request the restriction of processing of your data. If the request is deemed to be legally sound, we will only store your data for the exercise or defence of legal rights or for the purpose of processing complaints.

By virtue of the right to data portability, in certain circumstances you have a right to receive a copy of your personal data in a structured, commonly used, machine-readable format. You may also request that the UB transfer your data to another data controller.

If the processing of your data is required to facilitate the completion of a task deemed to be in the public interest or in the exercise of public authority granted to the data officer, you may, in certain circumstances, lodge a legal objection. In such cases, your data will no longer be processed unless for the exercise or defence of legal rights or for the purpose of processing complaints.

8. How can you exercise your rights?

By writing to the General Secretary's Office at the postal address Secretaria General de la Universitat de Barcelona, Gran Via de les Corts Catalanes, 585, 08007 Barcelona or at the email address secretaria.general@ub.edu, attaching a copy of your DNI or identity document.

9. What complaints procedures are open to you?

If you feel that your rights have not been given appropriate consideration you may contact the UB's Data Protection Officer. You may also lodge a complaint with the Catalan Data Protection Authority.