

**INFORMATION FOR SELF-REGISTRATION ON MASTERS PROGRAMMES AT THE UNIVERSITY OF
VALENCIA FOR THE ACADEMIC YEAR 2011-2012
(PLEASE READ THE DOCUMENT IN FULL)**

1. DATE/PLACE:

Students may registration via the **Student's Portal** – (*Portal del alumno*) (<https://webgesy.uv.es/portalumne/>), “Màsters oficials 2011 – 2012” - “**Automatrícula Postgrado**” from any computer with internet access (Independent Self-Registration) during the following period:

From July 21 to July 28, 2011

- a) Students admitted to July 19.
- b) Students registered in previous academic years.

The University of Valencia also offers students the opportunity to registration using the university Registration service, which provides computer rooms and UV personnel for students who need assistance, from 21 to 28 July at the University of Valencia (see assisted self-registration timetable http://www.uv.es/postgrau/pdfadmissio/calendariomat2012_en.pdf).

Access to the online programme “**Postgraduate Self-Registration**” - (*Automatrícula Postgrado*) will be as follows:

- a) UV students: with their username and password.
- b) Students without ID (students from other universities): using their NIF/NIE (ID number or fiscal number) or passport and date of birth.

2. PRE-REGISTRATION INFORMATION:

WARNING: Before accessing the electronic application of self-registration is essential that the student has consulted on the master card the subjects, or where appropriate, the directives of the master director <http://www.uv.es/postgrau/ofertasenceraen.htm>

Students awaiting authorization on certain courses, **on the Masters Director's instructions**, should not yet registration on these courses.

Students may register a maximum of 60 and a minimum of 30 ECTS credits, unless the number of credits required to complete the Masters course is less than 30.

Course selection on the online programme will depend on the Masters programme chosen, and may be by **individual course** – (*asignaturas sueltas*), all subjects on offer will be listed, or by **complete course material** – (*materias por curso*), group of subjects, only for the masters 2028, 2060 and 2065.

Once online Self-Registration is completed, students will be able to re-enter the programme to make changes between 21 and 28 July. New students should wait 24 hours before re-entering with the username and password given during the registration process.

Students should only registration on courses relating to external training (work placements, internships, etc), if these activities will be completed before the 30th of September 2012.

The execution of the registration from Internet supposes the validation of a definitive registration once it is validated by the secretary office after checking the contributed information.

3. SELF - REGISTRATION INSTRUCTIONS:

On the first screen, section “**POSTGRADUATE ADMISSION**” – (*Admisión al Postgrado*), if the fields are incomplete, select one of the following options related to your official university degree:

Field "**WAY**" – (*Forma*):

- **SPANISH UNIV. DEGREE** – (*Titulación Española Univ.*): students hold an official degree awarded by a Spanish university.
- **FOREIGN DEGREE ACCREDITED MEC** – (*Titulación Extranjera Homologada MEC*): students hold an already accredited by MEC higher education degree from a foreign university.
- **EQUIVALENT UNIVERSITY DEGREE** – (*Título Equivalente a Titulación Universitaria*): students hold Spanish degree awarded by a Conservatory of Music, theatre, dance, etc.
- **NON-EHEA DEGREE** - (*Título Ajeno a EEES*): students hold an official degree from non-EHEA educational systems.
- **EHEA HIGHER DEGREE** - (*Título Superior EEES*): students hold an official university degree awarded by a higher education institution within the European Higher Education Area (EHEA).

Countries in the European Higher Education Area (EHEA): Albania, Germany, Andorra, Armenia, Austria, Azerbaijan, Belgium, Bosnia Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Slovakia, Slovenia, Spain, Finland, France, Georgia, Greece, Holland, Hungary, Ireland, Iceland, Italy, Latvia, Liechtenstein, Luxemburg, Macedonia, Malta, Moldavia, Montenegro, Norway, Poland, Portugal, United Kingdom, Rumania, Russia, Serbia, Sweden, Switzerland, Turkey, Ukraine, Vatican City State.
http://www.uv.es/posgrau/pdfadmisio/requisitosadicionales_en.pdf

Field "**HOME UNIVERSITY**" – (*Universidad de Origen*): select "ALTRES UNIV", in case of foreign degrees.

Field "**STUDIES END YEAR**" – (*Finalización de los Estudios*): Select "June" and fill in the year you obtained your degree.

On the second screen, "**ADDRESS DETAILS**" - (*Datos Domicilio*), students who have not any address in Spain, must fill in the address of the Secretary office (see APPENDIX I). Remember to update the details of your address in Spain as soon as possible, after you have one.

Students who have foreign telephone number should fill in the field "TELEPHONE NUMBER" – (*Telefono*) as follows: 600000000

It is very important that the information of your address appears correctly. If you see any mistake, please, correct it, and in case the address does not appear complete, you should fill it in correctly.

SCHOOL INSURANCE:

- Compulsory for students under 28.

- Students over 28, or those under 28 wishing to, may contract an optional insurance policy offered as part of an agreement between the University of Valencia and Bancaja, via the Self-Registration online programme. For more information:

<http://bancaja.es/CAS/perfiles/mundouniversitario/universidad.aspx?id=6>

FORMS OF PAYMENT:

- "**Direct Debit**" – (*Domiciliado*): paid by lump sum, or in 2 or 4 instalments, which necessitates providing bank details on the online Registration programme.

It is advisable to read the terms and conditions of the 4 instalment option offered by BANCAJA, as it requires contracting a loan. Terms and conditions are listed in the online Registration programme, and here:

https://webges.uv.es/portalumne/documents/Ncarjeta_UV_pagoaplazado.pdf

- **Cash – (Efectivo): in special circumstances**, such as foreign graduates without a Spanish bank account, the online Registration programme will allow the mode of payment to be changed to “cash”. On arrival in Spain the student should go in person to the Secretary office (see APPENDIX I) to collect and pay the bill.

REGISTRATION TYPE:

Paragraph “REGISTRATION TYPE” – (*Tipo de matrícula*): student have to select “Total”.

In the “KIND OF EXEMPTION” – (*Clase de matrícula*): section of the Registration programme, students should select one of the four following options:

ORDINARY (*CAP/ORDINARIA*), FAMILY WITH 3 OR MORE CHILDREN (*FAMILIA NUMEROSA DE CARÁCTER GENERAL*), FAMILY WITH 3 OR MORE CHILDREN, SPECIAL CIRCUMSTANCES (*FAMILIA NUMEROSA DE CARÁCTER ESPECIAL*) or DISABILITY (*MINUSVALÍA*).

In case of applying for scholarship in the electronic application of Self-Registration, student see “**No pide beca**” (not grant requests). When the contribution the scholarship application and required documentation in the secretary office, the staff of the UV, will change this state if applicable.

If applying for reduced fees or exemption from fees (due to grants or scholarships, interest-free loans, families with 3 or more children, disability, or unemployment), the student should submit the correct documents to the Registration service computer rooms, **BEFORE THE DEADLINES LISTED FOR EACH CASE**, according to the assisted self-registration timetable or in the Secretary office.

The required documentation is as follows:

DOCUMENTS NEEDED TO APPLY FOR FEE REDUCTION OR EXEMPTION:

a) Families with 3 or more children: family book (original y photocopy) updated at time of Registration, or proof that it is being processed, in which case the updated document should be submitted as soon as possible, and no later than 31 December, or it will not be valid for the academic year 2011-2012.

b) Research Grants:

- FPI/FPU MEC: students who already have funding should submit their certificates.
- Students holding V Segles grants from the University of Valencia are entitled to fee exemption on up to a maximum of 60 credits, on submission of certification.
- Those with funding from the “Junta para la Ampliación de Estudios” Programme (JAE) from the CSIC (Spanish International Research Council), will need to pay their Registration fees and will subsequently be reimbursed by the relevant organisation.

c) ERASMUS grants: photocopy of certificate.

d) **Ministry for Education Scholarships** and/or **grants** from the **Valencian government (next call)**: completed application form, along with any other required documents. Here Registration will be conditional, subject to submission of the corresponding documents to the Secretary Office (see APPENDIX I).

e) Disability equal to or over 33%: The student will not be required to provide certification of disability acknowledged by the Regional Disability Evaluation Centre (Unidad de Valoración de la Comunidad Autónoma) which justifies the student's right to fee exemption. Nonetheless the Secretary office may ask for certification in certain cases.

f) Ayuda Sur/Norte: completed application form, with required documentation attached (next call).

STUDENT CARD: the card will be sent to the student's home from September on, provided it has been incorporated into the photo to the telematic application.

USER AND PASSWORD: The Self-Registration software application will give the student a username and password to access the User Service <https://correo.uv.es/cgi-bin/postman?lang=eng>

PHOTO: First year students of the University of Valencia who don't yet possess a student card, should submit a passport sized digital photo (size 212 x 264 píxels – 300 ppp – 24 bits) as instructed in the online Registration programme.

If the photo has not successfully been uploaded onto the student's file during Registration, one should be handed in subsequently in person to the Secretary Office or **Preferably** by sending email to the address of the secretariat concerned.

COPY OF REGISTRATION FORM (VIST-I-PLAU): This will be sent by email. It will also be available at www.uv.es/portalumne and at User Service <https://correo.uv.es/cgi-bin/postman?lang=eng>

It is important to check that the registrationled courses that appear in the vist-i-plau correspond to those indicated by the Masters Director.

REGISTRATION EXTENSION: The Registration extension period will be from September 29 to October 5.

IMPORTANT: Students with modules or courses in the 2010/11 academic year, next qualify or to surpass July 28, they must enroll in this period of the modules or subjects, because they can make the expansion of registration, if applicable, in the next period of self-registration (from September 29 to October 5).

RULES OF STAY: We apply the rules of stay of students from the UV. DOCV n ° 6125, October 19, 2009 (pg. 38 077).

http://www.docv.gva.es/porta/portal/2009/10/19/pdf/docv_6125.pdf

VIRTUAL CLASSROOM: all virtual classroom environment information and upgrade instructions are available at:

<http://aulavirtual.uv.es/global/HELP/>

<http://aulavirtual/global/HELP/ch02s03.html>

OTHER INFORMATION:Students may collect their timetables in Secretary office **from 29 September 2011** on.

SUBMISSION OF MOBILITY GRANT APPLICATIONS FOR INTER-UNIVERSITY MASTERS.(next call):

Applications for mobility grants from students registrationling in Inter-university Masters Programmes should be submitted according to procedures stated in the internal rules and regulations of the University of Valencia.

APPENDIX I – SECRETARY OFFICE

The Masters, generally, belong to
POSTGRADUATE CENTER – AV. BLASCO IBAÑEZ, 13 - NIVEL 0 – 46010 VALENCIA
postgrado@uv.es

EXCEPT:

CODE	MASTER	SECRETARY OFFICE
2050	Master's degree in Performance Analysis of Sport	Fac. C. Actividad Física y del Deporte C/ Gascó Oliag, 3 - 46010 Valencia fac.educacio.fisica@uv.es http://centros.uv.es/web/centros/deporte/castellano/
2028	Master's degree in Law	Fac. Derecho Av. Tarongers, s/n. 46022 Valencia fac.dret@uv.es http://centros.uv.es/web/centros/derecho/ingles/
2060	Master's degree in Corporate Law	
2025	Master's degree in Human Rights, Democracy and Internat. Justice	
2065	Master's degree in International and European Union Studies	
2063	Master's degree in Employment and Intervention in the Labour Mark.	
2009	Master's degree in Human Resources Management	Fac. CC. Sociales Av. dels Tarongers, s/n 46022 Valencia fac.socials@uv.es http://centros.uv.es/web/centros/sociales/castellano/
2058	Master's degree in Social Welfare: Indiv. Family & Group Intervention	
2068	Master's degree in Cultural Management	
2078	Master's degree in Occupational Health and Safety	
2020	Master's degree in Sociology and Anthropology of Public Policy	
2059	Master's degree in Accounting, Auditing and Management Control	Fac. Economía Av. Tarongers, s/n - 46022 Valencia fac.economia@uv.es http://centros.uv.es/web/centros/economia/ingles/
2036	Master's degree in Creating & Managing Inn., Tech.-based Compan.	
2043	Master's degree in Quality Management	
2069	Master's degree in International Business Administration	
2037	Master's degree in Development, Institutions and Ec. Integration	
2094	Master's degree in Business Management. MBA	
2090	Master's degree in Actuarial and Financial Sciencies	
2061	Master's degree in Tourism Management and Planning	Faculty of Philosophy and Educational Sciences Av. Blasco Ibañez, 30 - 46010 Valencia http://www.uv.es/filoeduc :Fac.filosofia.i.educacio@uv.es
2062	Master's degree in Industrial Economics	
2093	Master's degree in Psychopedagogy	
2095	Master's degree in Politics Administration and Management of Educational Organisations	Fac. Geografía e Historia Av. Blasco Ibañez, 28 - 46010 Valencia fac.geografia.i.historia@uv.es http://centros.uv.es/web/centros/geohist/castellano/
2075	Master's degree in Cultural Heritage: Identification, Analysis and Management	
2039	Master's degree in Advanced Physics	
2089	Master's degree in Advanced Optometry and Vision Sciences	Fac. Física C/ Dr. Moliner, 50 - 46100 Burjassot fac.fisiques@uv.es http://centros.uv.es/web/centros/fisica/castellano/
2042	Master's degree in Physioterapy in the Aging Process: Social and Health Care Strategies	Escuela Universitaria de Fisioterapia C/ Gascó Oliag nº 5 - 46010 Valencia eu.fisioterapia@uv.es http://centros.uv.es/web/centros/fisioterapia/castellano/
2027	Master's degree in Advanced Sciences of Modern Telecommunicat.	Escuela Técnica Superior de Ingeniería Vicent Andrés Estellés, s/n 46100 Burjassot, València etse@uv.es http://centros.uv.es/web/centros/etse/ingles/
2053	Master's degree in Systems and Services in the Information Society	
2046 2108	Master's degree in Environmental Engineering	
2008	Master's degree in Electronic Engineering	
2023	Master's degree in Research in Specific Didactics	Escuela de Magisterio "Áusias March" Avda. Tarongers, 4 - 46022 Valencia eu.magisteri@uv.es http://centros.uv.es/web/centros/magisteri/castellano/
2087	Master's degree in Mathematical Research	Fac. CC. Matemáticas C/ Dr. Moliner, 50 - 46100 Burjassot fac.matematiques@uv.es http://centros.uv.es/web/centros/matematiques/ingles/
2002	Master's degree in Biostatistics	