

**INFORMATION FOR SELF-REGISTRATION ON MASTERS PROGRAMMES AT THE UNIVERSITY OF VALENCIA FOR THE ACADEMIC YEAR 2010/2011
(PLEASE READ THE DOCUMENT IN FULL)**

1. DATE/PLACE:

Students may registration via the Student's Portal (<https://webgesy.uv.es/portalumne/>), from any computer with internet access (**Independent Self-Registration**) during the following period:

From October 6 to October 14, 2010

- a) Students admitted to September 15.
- b) Students conditionally admitted (see list published on 30 September) that have completed the required documentation before 14 October.
- c) Students on waiting list with vacancy provided before 14 October.
- b) Students admitted in academic year 2009/2010.

PLEASE NOTE:

Students admitted, conditionally admitted and on waiting list wishing to apply for the Ministry for Education scholarship should submit their grant application before 15 October. If the Masters applied for is not listed on the grant application form, students should select any other Masters name (the University of Valencia will subsequently contact the Ministry in order to rectify the error).

The grant application certificate should be submitted as early as possible and ALWAYS BEFORE 15 OCTOBER.

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 6 to 14 October at the University of Valencia (see assisted self-registration timetable).

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.
 - ✓ UV students who have forgotten their username and password: using their NIF/NIE (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** (all subjects on offer will be listed) or by **complete course material** (e.g. first year core modules), taking into consideration that if during the first year the course syllabus contains elective modules as well as core subjects, students should registration on these elective modules by clicking on “**individual courses**” (“asignaturas sueltas”).

Once online Self-Registration is completed, students will be able to re-enter the programme to make changes between 6 and 14 October. 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 2011.

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:** paid by lump sum, or in 2 or 6 instalments, which necessitates **providing bank details on the online Registration programme.**

It is advisable to read the terms and conditions of the 6 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

Only students with DNI or NIE.

- **Cash: 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” (“efectivo”). 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:

In the “Registration type” (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 30 December, or it will not be valid for the academic year 2010-2011.

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 (deadline: October 15):** <http://www.boe.es/boe/dias/2010/07/03/pdfs/BOE-A-2010-10593.pdf> **unemployment grants from Ministry of Education (deadline: November 16)** <http://www.educacion.es/horizontales/servicios/becas-ayudas-sbvenciones/para-estudiar/master/master-universitario.html> and/or **grants from the Valencian government (deadline: October 31)** http://www.docv.gva.es/datos/2010/08/31/pdf/2010_9489.pdf : 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).

IMPORTANT: read article 37. “;Application form and documentation to be submitted”, in the general scholarship and mobility of the Ministry of Education.

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 <http://www.fgouv.org/cooperacion/convocatorias/39/index.asp>.

g) Distinction in academic year 2009/2010: academic certificate.

STUDENT CARD: the card will be sent to the student’s home from October 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> “Secretaría Virtual”

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

REGISTRATION EXTENSION: The Registration extension period will be announced following the deadline for decisions on credit recognition applications.

RULES OF STAY: We apply the rules of stay of students from the UV. DOCV n ° 6125, of October 19, 2009 (pg. 38 077).
http://www.docv.gva.es/portal/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 18 October 2010** on.

SUBMISSION OF MOBILITY GRANT APPLICATIONS FOR INTER-UNIVERSITY MASTERS.
http://www.uv.es/postgrau/docs_MO/beques/infomovest10-11sp.pdf:
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 SERVICE – AV. BLASCO IBÁÑEZ, 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 Market	Fac. CC. Sociales Av. dels Tarongers, s/n 46022 Valencia fac.socials@uv.es http://centros.uv.es/web/centros/sociales/castellano/
2009	Master's degree in Human Resources Management	
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 Innov., Tech.-based Comp.	
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	
2090	Master's degree in Actuarial and Financial Science	
2061	Master's degree in Tourism Management and Planning	
2062	Master's degree in Industrial Economics	
2075	Master's degree in Cultural Heritage: Identification, Analysis and Management	Fac. Geografía e Historia Av. Blasco Ibáñez, 28 - 46010 Valencia fac.geografia.i.historia@uv.es http://centros.uv.es/web/centros/geohist/castellano/
2039	Master's degree in Advanced Physics	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 Physiotherapy 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 Telecommunications	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	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 València 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	
2095	Master's degree in Politics, Administration & Management of Educational Organisations	Fac. de Filosofía y Ciencias de la Educación Avda. Blasco Ibáñez, 30 - 46010 Valencia fac.filosofia.i.educacio@uv.es http://centros.uv.es/web/centros/filosofia/castellano/