UNIVERSIDAD DE GRANADA

**Vice-Rectorate for Teaching and Learning**
International School for Postgraduate Studies (EIP)

# Master's degree registration guide 2021/2022

*Translated version. In the event of any conflict or discrepancy between any translated version of this document and the Spanish language version, the Spanish language version shall prevail.*

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# 1. INTRODUCTION

This guide contains the necessary information for self-registration at the University of Granada.

The self-registration process is available for students who have been admitted to a master's degree and wish to formally register, as well as for ongoing students who wish to renew their registration in a master's degree in order to continue their studies.

New students who have been admitted to a master's degree that is not their first choice and wish to RESERVE A PLACE in it must use the website made available for this purpose by the Regional Government of Andalusia. If you reserve a place, do not complete your registration.

The aim of this process is to facilitate self-registration for new students who have obtained a place or ongoing students who wish to renew their registration in a UGR master's degree, all of this without having to go to the International School for Postgraduate Studies (EIP). For this purpose, an electronic procedure is enabled during the periods indicated on the website of the Regional Government of Andalusia (for new students) or during the period established by the UGR Governing Council (for students renewing their registration).

At the end of the process, you will receive a payment form for the corresponding registration fees and a registration receipt.

The self-registration process can only be carried out once.

**Requirements for the correct performance of the *Automatrícula* (self-registration) application:**

1. Use Mozilla Firefox or Google Chrome.
2. Enable Java, JavaScript, ActiveX, frames, cookies and pop-up windows.
3. Make sure that the option "Check for newer versions of stored pages" is enabled.
4. Do not navigate using the buttons of your browser but the ones that appear within each page.

# 2. KEY POINTS TO NOTE

*To complete the process, you must fill out each displayed page one by one. Your registration will be confirmed on the last page, and the changes made will be added to your academic record.*

You always have the possibility to go back to a previous page to check or change any fields as long as you have not reached the last page.

## CONDITIONS

This self-registration system is MANDATORY both for new master's degree students at the University of Granada and for ongoing students who wish to renew their registration to continue their master's degree studies.

Please note that you can only confirm your registration once during the online self-registration periods open for each allocation.

New students must register for a minimum of 60 ECTS credits and a maximum of 75 ECTS credits. After completing your registration, you can apply for a reduction in the number of credits registered (see Regulations on formal registration, section 3). Students renewing their registration are not required to register for a minimum number of credits - however, they must comply with the student continuance scheme (see Regulations on formal registration, section 3).

When you confirm your registration, you will be provided with a REGISTRATION RECEIPT (2 copies) and a PAYMENT FORM, which you cannot pay in instalments if the amount is less than 180 euros or if you have already settled a payment form before.

You will be able to pay your registration fees either electronically or in cash after printing the payment form (available through the option Mis pagos UGR [My UGR payments] in your «Acceso identificado» Student Account) to any of the UGR accounts indicated on the website of the International School for Postgraduate Studies (EIP):

*Check the available payment methods here*

New students who register within the deadlines for phase I (for applicants with foreign degrees) must pay 400 euros towards the total registration fee.

Your self-registration will not be considered completed until you print the payment form (even if the amount due is 0 euros) or pay the fees electronically.

**VERY IMPORTANT: Your registration will only be considered formally completed when you pay the corresponding registration fees and submit the required documentation, if applicable. If you do not meet all the requirements or do not make the payment by the established deadline, your registration or course modification will be rejected.**

# 3. SUMMARY OF THE UGR REGULATIONS ON FORMAL REGISTRATION [1]

Summary of the academic regulations on registration for a master's degree at the University of Granada.

## 3.1 REGULATIONS ON FORMAL REGISTRATION

### 3.1.1 ADMISSION PROCEDURE

The procedure for admission to Andalusian Public University Centres is regulated annually by the Agreement of the "Distrito Único Andaluz" Committee (DUA) within the general framework established by Royal Decree 1393/2007, of 29 October, which establishes the organisation of official university education, without prejudice to the specific regulations regarding registration or continuance established by each university, or the requirements of the corresponding curriculum.

If you are interested in studying a master's degree offered by an Andalusian public university, you must complete and submit the pre-registration application form at the DUA's online access point: http://www.juntadeandalucia.es/economiayconocimiento/sguit.

You can only submit one application form, which will be valid for all Andalusian public universities. In addition, you must rank the master's degrees of your application in order of preference.

You must submit all the necessary documents to support your academic status, along with any other documentation that may be required depending on the master's degrees you are applying for.

Once you have completed the application process, you will obtain a document confirming that your application has been successfully submitted. A copy of this notification will also be sent to the email address provided in the pre-registration form.

### 3.1.2 REGISTRATION PROCESS FOR NEW STUDENTS

Students starting a master's degree at the University of Granada must register using the self-registration system made available by the UGR (see section 6).

All UGR students must follow this process, except:

a) Transferring students
b) Students authorised to complete an extraordinary registration.
c) Students taking part in incoming mobility programmes.

[1] You can consult the regulations that have been used as a reference for this guide on the website of the International School for Postgraduate Studies (EIP): https://escuelaposgrado.ugr.es/pages/masteres_oficiales/normativa.
On the same link you can find the academic regulations that apply both to your registration and to your university studies.

### 3.1.3 REGISTRATION PROCESS FOR ONGOING MASTER'S STUDENTS

Ongoing master's students must renew their registration using the Renovación de matrícula (Re-registration application) available on their «Acceso identificado» Student Account. This process must be completed within the registration deadlines set by the UGR Governing Council in the Academic Calendar.

Late applications will be decided by the Direction of the International School for Postgraduate Studies (EIP) after consulting with the Coordination of the corresponding master's degree. If accepted, applicants will only be entitled to receive teaching services provided after the application date.

Students who have dropped out of their master's degree studies (i.e. students who have not registered for their degree for two consecutive academic years) may apply for re-registration, and their admission will be decided by the coordinator of the corresponding master's degree.

## 3.2 CONTINUANCE REGULATIONS AND TYPES OF REGISTRATION

### 3.2.1 REGISTRATION TYPES

**ORDINARY REGISTRATION**

**a) Full-time registration:**

In order to be considered a full-time student, master's degree students must take between 42 and 60 credits, both inclusive. This is the standard registration mode for new master's students at the University of Granada.

Students may register for a maximum of 75 ECTS credits in one academic year. During the registration modification period, students may exceptionally register for a higher number of credits by submitting a justified request to the International School for Postgraduate Studies (EIP). It is also possible to register for more than 75 ECTS credits if all credits exceeding this amount belong to a recognition process.

**b) Part-time registration:**

In order to be considered a part-time student, master's degree students must take between 24 and 41 credits (both inclusive) or register for all the remaining credits required to obtain the degree.

New students who wish to study part-time must initially register for 60 ECTS credits and then apply for this mode of study within the period indicated in the Official Academic Calendar. In their application, they must provide documentary evidence as to why they cannot pursue full-time studies. Applications will be decided by the competent body of the International School for Postgraduate Studies (EIP) within 30 calendar days after the end of the official registration period.

If your application for part-time studies is approved, you will be sent a notification specifying the period during which you must modify your registration in order to adjust it to the credits established for this mode of study.

Ongoing students can choose between full-time and part-time status at the time of registering.

**c) General remarks**

Once you have chosen one of the two modes of study (full-time or part-time) in your registration, no changes will be permitted during the academic year except for exceptional and well-founded reasons. Possible reasons for the authorisation of part-time studies include special educational needs, work and family responsibilities, etc.

In any case, the choice between the two modes of study will be conditioned by the requirements and limitations set out in your curriculum.

In relation to the mode of study, recognised credits are treated as registered credits.

**EXTRAORDINARY REGISTRATION**

This reduced-time mode of registration is only offered on an exceptional basis and is intended for students who wish to take some courses at the University of Granada without seeking to obtain a degree. To be eligible for this mode of registration, students must meet the established requirements for entry to master's degree studies and must not be registered on another official degree programme at the University of Granada.

The number of credits to be taken in this mode must range between 6 and 24.

You can apply for this mode of registration at the International School for Postgraduate Studies (EIP) during the registration modification period. Your application must be accompanied by a report from the coordinator of the corresponding master's degree and its resolution corresponds to the Director of the International School for Postgraduate Studies (EIP). You can only register for courses that have not yet started and have vacant places.

**EXTRACURRICULAR REGISTRATION**

This mode of registration is intended for students who wish to register for new courses to add to their academic record after having completed all the requirements for the issuing of a master's degree.

This mode of registration is subject to the same fees, exemptions and bonuses as registrations in official education.

## 3.2.2 STUDENT CONTINUANCE SCHEME

Full-time master's degree students will have the following maximum deadlines to complete their studies:

a) For 60-credit master's degrees, up to three years from initial registration in the degree programme.

b) For master's degrees of between 61 and 90 credits, up to four years from initial registration in the degree programme.
c) For master's degrees of between 91 and 120 credits, up to five years from initial registration in the degree programme.

However, if you have already exhausted your maximum period of study and the only course you have left to pass is your master's dissertation, you will be allowed to attend one additional assessment session, provided that your degree has not been discontinued and that you have not used up all six sessions allowed.

The maximum periods of study for students registered on a part-time basis will be double those set out above for full-time students. However, if you switch to full-time study, your permitted period of study will only be doubled in proportion to the number of academic years you are registered in part-time mode.

Regardless of the mode of study they choose, all students starting an official master's degree programme at the University of Granada must pass at least six credits corresponding to the first year of their curriculum.

By the end of their second academic year, full-time and part-time students must have passed at least 18 and 12 credits, respectively.

### 3.2.3. ASSESSMENT SESSIONS

Students registered at the University of Granada are entitled to two assessment sessions (one ordinary and one extraordinary session) per course and academic year. In order to pass a course, you may attend up to six assessment sessions, including both ordinary and extraordinary sessions.

An assessment session will only count as used up if you sit an exam and a grade is recorded in the corresponding official examination results. If the result recorded is "No presentado" (Assessment not taken), you will not be deemed to have used up an assessment session.

### 3.2.4. CONSEQUENCES OF NOT ACHIEVING THE REQUIRED MINIMUM ACADEMIC PERFORMANCE OR EXHAUSTING YOUR MAXIMUM PERIOD OF STUDY

If you do not pass a course in your sixth assessment session, you will not be allowed to remain registered on the corresponding master's degree programme at the University of Granada.

If you fail to meet the academic performance conditions or you exhaust the periods of study outlined above, you will not be allowed to continue studying your degree programme. However, once at least three academic years have elapsed since the issuing of the corresponding decision, you may file an appeal to the Rector (only once) requesting to be registered in the same degree programme, as established in the UGR access and admission regulations.

You can also apply to start another programme at the University of Granada, provided that there are places available and that you comply with all applicable rules and procedures. If you also fail to comply with the academic performance conditions or you exhaust the maximum period of study established for your new degree programme, you will not be allowed to pursue any other official studies at the University of Granada. However, once at least two academic years have elapsed since the issuing of the corresponding decision, you may file an appeal to the Rector (only once) requesting to be registered in an official university degree, as established in the UGR access and admission regulations.

# 3.3 OFFICIAL ACADEMIC CALENDAR

For **new students**, deadlines for pre-registration and registration are determine by the Agreement of the "Distrito Único Universitario de Andalucía" Committee for University Admissions in Andalusia (DUA), which establishes the procedure for admission to master's degrees for the corresponding academic year.

The Governing Council of the University of Granada will establish the registration deadlines for **ongoing students**, as well as other deadlines that students should take into account.

***Academic calendar for master's degree programmes***

# 3.4 REGISTRATION FEES AND BONUSES

Registration fees are set annually by a Decree of the Regional Government of Andalusia's Ministry of Economy, Knowledge, Enterprise and Universities (CECEU), which determines the registration fees to be charged by Andalusian public universities for the provision of academic and administrative services.

### 3.4.1. BONUSES

In accordance with the Decree mentioned above, students may be eligible for the following bonuses:

- **Beneficiaries of a grant from the Spanish Ministry of Education, Culture and Vocational Training (MEFP)**.

In accordance with the Royal Decree approved by the Spanish Central Administration for each academic year in relation to the income and family wealth thresholds and the amounts of grants and study aids, by virtue of Royal Decree 1721/2007, of 21 December, which establishes the system of personalised grants and study aids, students receiving a grant charged to the Spanish General State Budget will not have to pay any fees for academic services.

The Spanish Ministry of Education, Culture, and Vocational Training (MEFP) publishes a call for applications each year outlining the economic and academic requirements for obtaining a grant.

General grants can be applied for through the Ministry's website within the established deadline.

You can request the discount corresponding to the grant at the time of registration, regardless of whether you have already applied for the grant or intend to do so later. In order to do this, you must check the box "Becario MEC" (Beneficiary of a grant from the Spanish Ministry) in the "Liquidación" (Settlement) screen of the self-registration process.
Please note that if you received a grant during the previous academic year and meet the academic requirements for obtaining a grant, you must apply for it again this year. If you do not apply for this grant, you will also not be eligible for the bonus for passing credits on first registration established by the Regional Government of Andalusia. Please refer to point 3.4 of this Registration Guide.

***VERY IMPORTANT: By checking the discount box on the self-registration application, you are NOT submitting a grant application. Do not forget to access the Ministry's website and submit your application within the established deadline.***

- **Large families.**

Students from large families in the special category will receive a full bonus on all registration fees, while students from large families in the general category will receive a 50% bonus. These bonuses are established in accordance with the provisions of the Regulations of Law 40/2003, of 18 November, on the protection of large families, approved by Royal Decree 1621/2005, of 30 December. You will need to prove that you belong to a large family by presenting the corresponding official certificate issued by the relevant regional administration.

- **Disability.**

In accordance with the twenty-fourth additional provision of Organic Law 6/2001, of 21 December, in relation to Article 19 of the Revised Text of the General Law on the rights of people with disabilities and their social inclusion, approved by Royal Legislative Decree 1/2013, of 29 November, students with disabilities will be entitled to total exemption from fees for studies leading to the award of a university degree. Proof of disability must be provided in accordance with Article 4 of the Revised Text mentioned above.

- **High First class honours.**

If a student achieved High First class honours in one or more courses during the previous academic year, this will entitle them to a one-off bonus on their registration fee for the current academic year. This bonus will be calculated by multiplying the number of credits in which they achieved High First class honours by the fees for first-time registration credits of their studies. In this calculation, first-time registration fees are determined based on their personal and family circumstances. Students are not entitled to this bonus if they obtain a High First class grade as a result of a course validation or credit recognition process.

- **Special End-of-Degree Award.**

The Special End-of-Degree Award for Undergraduate Students will grant students a one-time total exemption from academic fees for the first year of studies leading to another official university degree.

- **Victims of terrorist acts.**

Students referred to in Article 38 of Law 29/2011, on the Recognition and Comprehensive Protection of Victims of Terrorism, and Article 21.3 of Law 10/2010, on measures for the assistance and care of victims of terrorism in the autonomous region of Andalusia, are exempt from paying any fees. Proof of this status must be provided when registering or applying for a service, in accordance with the provisions of Article 4a.3, of Law 32/1999, of 8 October, on Solidarity with the Victims of Terrorism.

- **Victims of gender-based violence.**

Victims of gender-based violence referred to in Organic Law 1/2004, of 28 December, on Comprehensive Protection Measures against Gender-based Violence, and Law 13/2007, of 26 November, on comprehensive prevention and protection measures against gender-based violence, will be exempt from paying any fees for university services.
Students wishing to make use of this provision must prove their status as victims by means of a judicial decision granting them a protection order, a judgement of conviction, a precautionary measure in favour of the victim or any other documentation that proves that a judicial body considers the existence of any crimes or misdemeanours contemplated in the aforementioned Organic Law. In exceptional circumstances, a report from the Prosecution Ministry indicating the existence of signs that the applicant is a victim of gender-based violence may be provided until a protection order or an equivalent judicial decision is issued.

- **Support from the Social Action Office (GAS) of the University of Granada**.

Members of the university community can apply to the Social Action Office (GAS) for financial assistance to cover registration fees. Applicants must follow the corresponding procedure established by the GAS before registering. UGR employees who are eligible for this benefit must submit their application through their «Acceso identificado» Account.

- **Bonus granted by the Regional Government of Andalusia for credits passed on first registration.**

Students registered on Andalusian public universities' own and affiliated centres are entitled to a 99% fee bonus for any credits passed on first registration in their master's degree studies if the following requirements are met:

For initial registration in a master's degree programme, students must have been enrolled in an Andalusian public university centre or associate school for the previous two academic years in the studies that have given them access to a master's degree. When calculating the bonus, we will take into account the credits passed on first registration, provided that they have not already generated the right to this bonus.

For second and subsequent registrations in a master's degree programme, students must have been enrolled in an Andalusian public university centre or associate school during the previous academic year. When calculating the bonus, we will take into account the credits passed on first registration during the previous academic year.

This bonus will also be granted to students who have been enrolled in Andalusian associated centres of the National Distance Education University (UNED) under the conditions indicated in the previous paragraphs. These students must also have been municipally registered in Andalusia during those two academic years.

**Bonus limits.**

This bonus only applies to credits that must be passed in order to obtain a degree, as specified in the relevant curriculum. Students who have received a full or partial bonus for two master's degrees cannot receive a bonus for another master's degree.

This bonus only applies to the fees associated with the number of credits registered. In addition, the discount is only applicable to academic fees and will never result in a refund.

**Beneficiaries of a grant from the Spanish Ministry.**

This bonus does not apply to students who are in receipt of a grant from the Spanish Ministry of Education and Vocational Training (MEFP) (or its equivalent). If the amount of the grant received is less than the bonus, you will still receive the bonus. However, the amount of the grant will be deducted from the bonus.

For this bonus to be applied, the following factors must be considered:

- If you have applied or intend to apply for a grant from the Spanish Ministry of Education, Culture and Vocational Training (MEFP), you must check the box corresponding to this type of registration. No further formalities are required. If you are denied the grant, the bonus will be automatically applied (but remember that by checking the discount box on the self-registration application, you are NOT applying for a grant. Do not forget to access the Ministry's website within the application deadline) and the corresponding payment form will be sent to your email.
- If you received a grant last year and you meet the required academic conditions, you must apply for a grant again this year to qualify for the bonus.
- If you do not meet the academic requirements for a grant, please select this type of registration. Unless otherwise specified by the International School for Postgraduate Studies (EIP), you will not need to make any additional arrangements. The system will automatically calculate if you are eligible for the bonus and the corresponding amount.
- If you meet the academic requirements but are not applying for a grant because you do not meet the financial requirements, you must tick the corresponding type of registration and sign a DECLARATION OF RESPONSIBILITY stating that you do not meet the financial requirements.

## 3.4.2. REGISTRATION PAYMENT

Students can pay their registration fees using one of the following payment methods:

- One single payment at the time of registration.

- Two equal payments: one when registering and the other in the second half of December of the year in which registration takes place.

- Payment in up to ten instalments.

Timely payment of your fees (in a single payment or in instalments) is a prerequisite both for the provision of academic and administrative services (including the issuing of certificates) and for the processing of your registration application. Your registration will not be complete until you provide evidence that you have paid your fees in full or that you are eligible for an exemption (in the latter case, you will need to provide the name of the institution or body that will cover the fees).

*If you fail to pay any outstanding fees (whether due in full or in part) or do not provide proof of payment, your registration application will be considered withdrawn and will be discarded. Likewise, you will lose any amounts paid so far.*

# 4. USEFUL INFORMATION

## 4.1 UGR E-ADMINISTRATION PLATFORM

In the UGR e-Administration Platform (Sede Electrónica), you can apply online for a range of administrative procedures such as special assessment sessions, certificate requests, complete cancellation of registration, single final assessment ("evaluación única final"), etc.

In addition, we offer a standard application form that you can use to apply for other procedures without having to go to the International School for Postgraduate Studies (EIP).

## 4.2 UNIVERSITY SMART CARD (TUI)

Once you have registered, you can apply for your University Smart Card (TUI) via your «Acceso identificado» Student Account. To do this, you will first need to attach a photo to your academic record.

***I am a student. How can I upload my photo to my student record?***

*If you have any questions or problems, please contact tui@ugr.es*

***I am a student. How can I apply for my University Smart Card (TUI)?***

**You must have a validated photo (passport type) to submit your application*

*If you have any questions or problems, please contact tui@ugr.es*

# 4.3 UGR EMAIL ACCOUNT

Upon registration, you will obtain a PIN number to access your «Acceso identificado» Student Account, which you must use to open a UGR student email account (@correo.ugr.es). To do this, log into your «Acceso identificado» account, click on Mis cuentas UGR (My UGR accounts) and follow the instructions to create your username and password.

You will then be able to access the PRADO2 teaching platform with the same email and password.

How to create a UGR email account and access the PRADO2 platform

# 4.4 STUDENT INSURANCE

Our school insurance covers students under the age of 28 against school accidents, illness or family misfortune by providing medical, pharmaceutical and financial assistance, where appropriate.

Information on student insurance

# 4.5 DIGITAL CERTIFICATE

A digital certificate is a signature system that allows you to identify yourself online and complete administrative procedures with full legal guarantees, saving you time and travelling.

This system can be used as a means of identification and signature for carrying out procedures in the UGR e-Administration Platform: https://sede.ugr.es/. Specifically, this system allows you to complete online registration procedures, as well as many other university-related procedures, such as requesting your official academic transcript or obtaining your degree certificate.
You can also use your digital certificate to carry out procedures on the websites of most Spanish administrations, whether they are local (such as town councils), regional (such as the Regional Government of Andalusia) or national (Ministries and other bodies).

**HOW CAN I OBTAIN IT?**

You can obtain your digital certificate through a simple four-step process on the website of the Royal Mint of Spain (FNMT-RCM): https://www.sede.fnmt.gob.es/.

1. First of all, please read the information provided by the FNMT in the section "Consideraciones previas y configuración del navegador" (Preliminary notes and browser settings).
2. Request your digital certificate online on the website of the FNMT.
3. Prove your identity by going to a register office. You can also obtain your digital certificate using your electronic DNI (DNI-e). This allows your identity to be verified online without having to go to a register office.
4. Download your certificate. You can do this online via the FNMT website.

• **Do I need a digital certificate to access the self-registration process?** No. To access self-registration, you will need the ID number and password you used in your pre-registration application.

• **What students should get a digital certificate? ALL STUDENTS**, as this will enable them to carry out numerous procedures through the UGR e-Administration Platform without having to visit the International School for Postgraduate Studies (EIP).

## 4.6 APPOINTMENTS

If you need to complete a procedure in person at the International School for Postgraduate Studies (EIP), you must request an appointment through the CIGES Appointment and Queue Management System or in person at the totem located in the lobby of the EIP.

We also offer iOS and Android apps to access this service online: http://apps.ugr.es/app_ciges.html.

Most appointments will be made available online instead of in person, as this is the preferred method of making appointments.

Appointments can only be booked online up to 7 days in advance.

Guide on how to request an appointment
Guide on how to cancel an appointment

# 5. REGISTRATION PROCEDURE

## 5.1 *AUTOMATRÍCULA* (SELF-REGISTRATION PLATFORM)

Once you have been admitted to a master's degree, you can carry out the self-registration process. To do this, the University of Granada will send you an email to the address you indicated in the pre-registration application form with instructions on how to complete your self-registration.

**You do not need a digital certificate to access the self-registration platform**. Login details are the username and password you used when pre-registering on the "Distrito Único Andaluz" (DUA) platform.

**The contents in this area are detailed in section 6.**

## 5.2 SUBMISSION OF DOCUMENTS AFTER REGISTRATION

We do not require you to provide us with the self-registration receipt or proof of payment of your registration fees.

### 5.2.1. ACCREDITATION OF QUALIFICATIONS:

Students with a Spanish degree do NOT have to present their degree at the International School for Postgraduate Studies (EIP) as long as they do not decline the UGR's permission to consult their qualifications on the SARA Network (Application and Network Systems for Administrations) of the Spanish Ministry of Territorial Policy and Civil Service (MPTFP).

Depending on the case, students with a foreign degree must present:

- **Students with an officially recognised degree ("título homologado"):** recognition credential.

- **Students with a non-recognised degree from the European Union**: original degree certificate along with a copy to be certified. Certificates written in a language other than Spanish, English, French, Italian or Portuguese must be accompanied by a sworn translation into Spanish.

- **Students with a non-recognised degree from non-EU countries**: original and copy of your degree certificate, which must be diplomatically legalised. If the documentation was issued in a country that is a signatory to the Hague Convention, it must bear the corresponding apostille and a copy to be certified. A sworn translation into Spanish is also required for degree certificates issued in a language other than Spanish, English, French, Italian or Portuguese.

Information on the legalisation of academic documents

## 5.2.2. DOCUMENTS PROVING ELIGIBILITY FOR DISCOUNTED REGISTRATION FEES

The following bonuses do NOT have to be documented at the International School for Postgraduate Studies (EIP):

- Grants from the Spanish Ministry of Education, Culture and Vocational Training (MEFP).
- Credits passed on first registration.
- Support from the Social Action Office (GAS) of the University of Granada.

Students do NOT need to document the following bonuses at the International School for Postgraduate Studies (EIP) as long as they have not declined the UGR's permission to consult their status on the SARA Network (Application and Network Systems for Administrations) of the Spanish Ministry of Territorial Policy and Civil Service (MPTFP).

- Large families.
- Disability.

Nearly all Spanish autonomous regions have access to the SARA network, so if you do not object to the UGR consulting your data in the self-registration application, you will not need to show proof of your disability (33% or more) nor your large family card. You will only need to provide proof if you have objected to this authorisation or if you are specifically requested to do so by the International School for Postgraduate Studies (EIP).

The following bonuses MUST be documented at the International School for Postgraduate Studies (EIP):

- Special End-of-Degree Award.
- Victims of terrorist violence.
- Victims of gender-based violence.

# 6. CONTENTS IN *AUTOMATRÍCULA*

## 6.1 LOGIN SCREEN

Pre-registered master's degree students at the University of Granada must register through the University's online self-registration system available at the following link: https://oficinavirtual.ugr.es/apli/automatricula_posgrado/identifica.jsp
Your login details will be the ID number, NIE or passport number that you used in the pre-registration process and the access code that the Distrito Único Andaluz Platform provided you.

To complete the process, you must fill out each displayed page one by one. Your registration will be confirmed on the last page, and the changes made will be added to your academic record.

If you need to check or change any data as you go through the pages you can click on ⬅ (Back to the previous page). You can also get additional information by clicking on (Help), as long as you have not reached the last page.

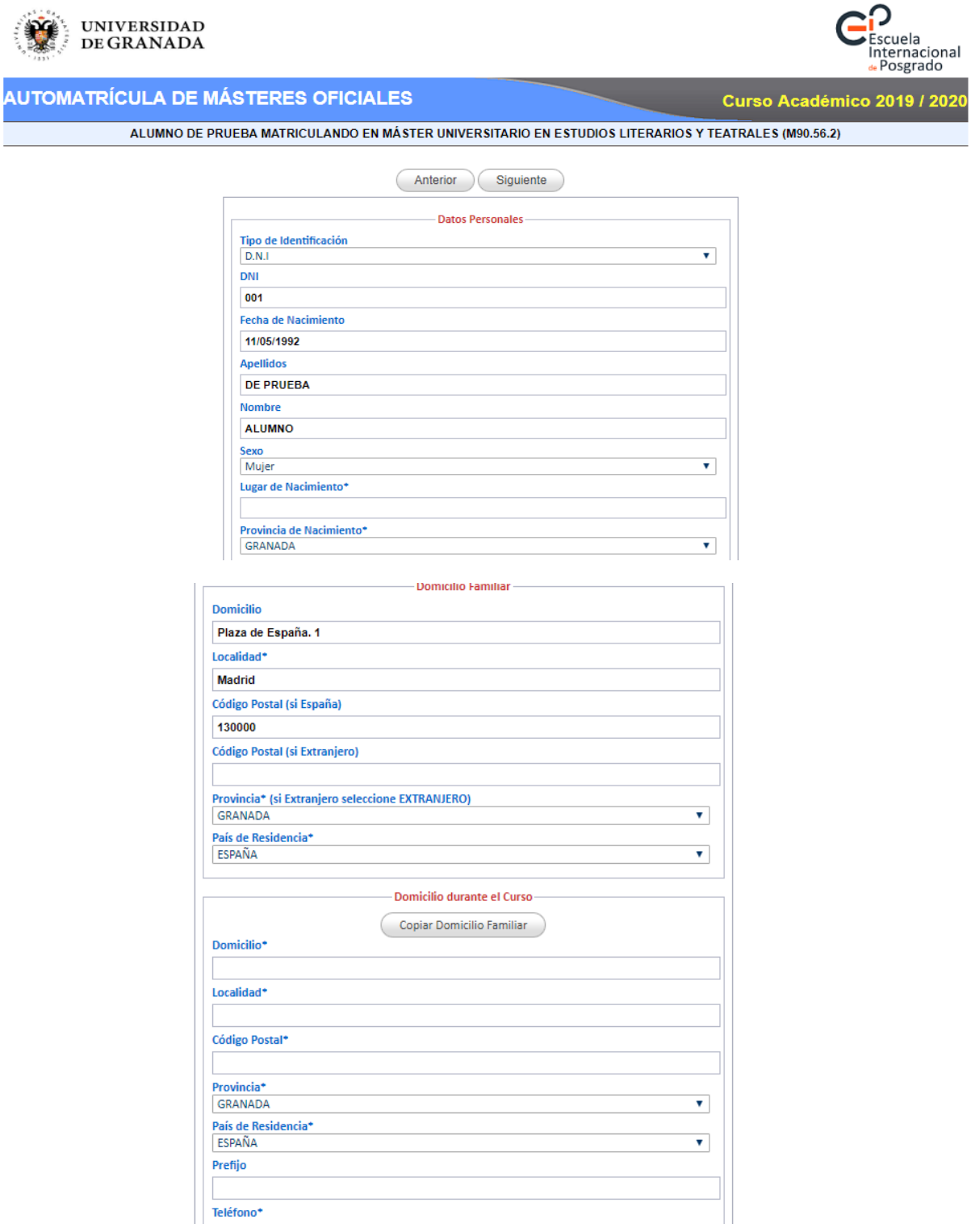
# 6.2 SCREEN FOR DEGREE PROGRAMME SELECTION AND ASSIGNMENT OF ACADEMIC RECORD NUMBER

You can check on this screen that the master's degree you are going to register for matches the one you were assigned during the pre-registration process. You will also be assigned a master's degree academic record number.

This screen also contains two links: one link to the registration conditions described in points 2 and 5 of this guide, and another link to the UGR Continuance Regulations, which are partially described in point 3 of this guide. To continue, you must read and check these documents.

# 6.3 PERSONAL DETAILS SCREEN

This screen retrieves your personal details from the pre-registration application. Some information must be added, such as your address for the academic year (if you do not yet have a fixed address, please reenter your family address here).



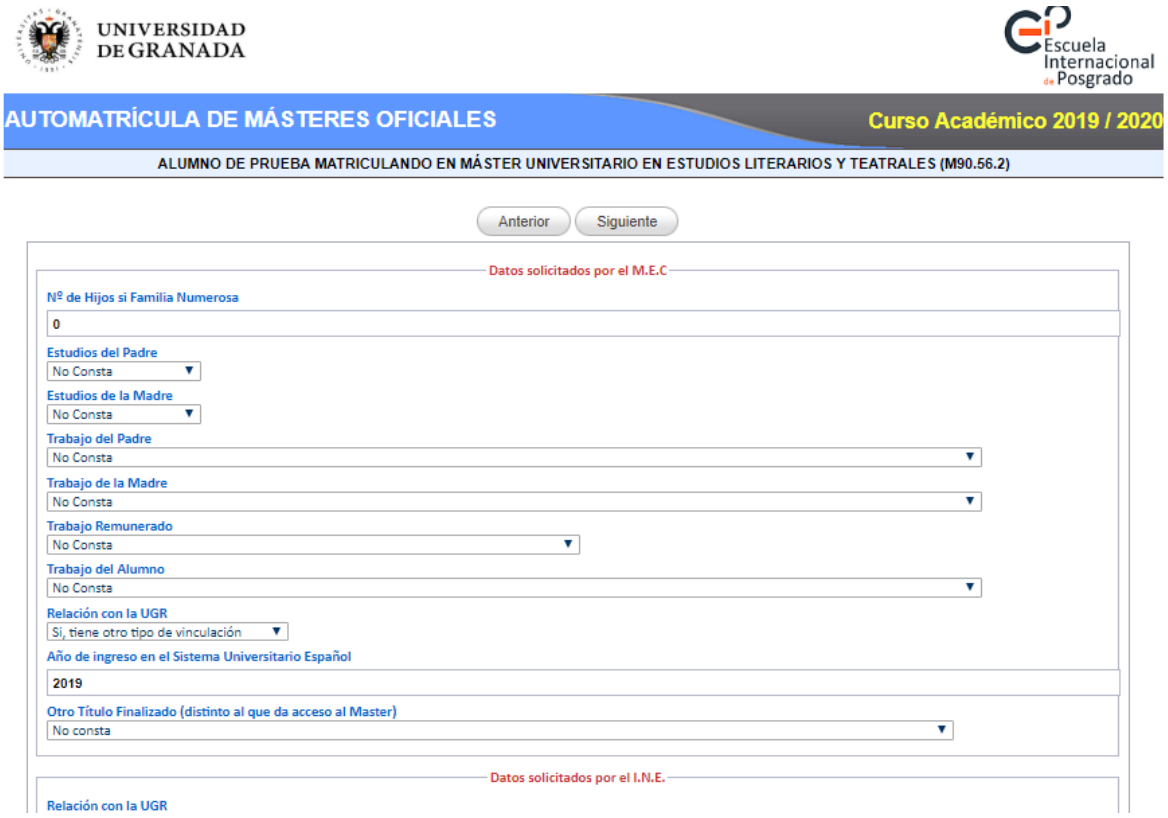
# 6.4 ACADEMIC DATA SCREEN

You must fill out this screen with the details of the degree giving you access to your master's degree. These details will appear on the Diploma Supplement, so it is important that they are accurate. If you are unsure about any of the information fields, please select the option that seems most appropriate to you. You can schedule an appointment with the International School for Postgraduate Studies (EIP) to amend these details on your academic record at a later time.

UNIVERSIDAD DE GRANADA
Escuela Internacional de Posgrado
AUTOMATRÍCULA DE MÁSTERES OFICIALES
Curso Académico 2019 / 2020
ALUMNO DE PRUEBA MATRICULANDO EN MÁSTER UNIVERSITARIO EN ESTUDIOS LITERARIOS Y TEATRALES (M90.56.2)
Anterior
Siguiente
Datos de Acceso
Forma de Acceso
Grado
Fecha de Expedición del Título
30/09/2018
Pais donde obtuvo el título
ESPAÑA
Datos de la titulación Española
Obtenido por la Universidad de
UNIVERSIDAD DE GRANADA
Titulación
Graduado o Graduada en Estudios Ingleses por la Universidad de Granada
CSIRC
© Centro de Servicios de Informatica y Redes de Comunicaciones (CSIRC)
Si tiene algun problema contacte en epmasteres@ugr.es

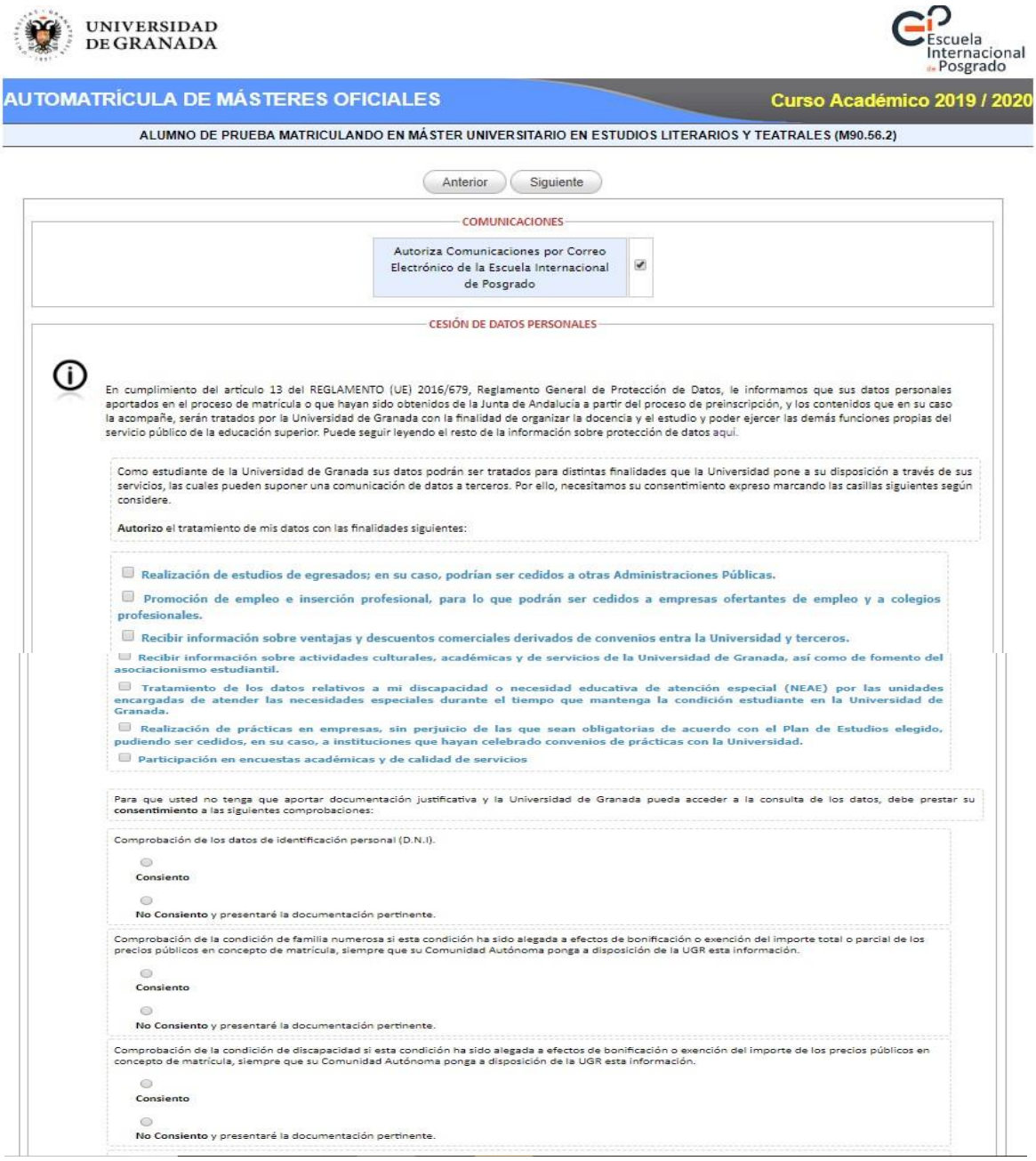
# 6.5 STATISTICAL DATA SCREEN

On this screen you will be required to answer a set of questions for statistical purposes. If you do not know the answer to a question or would prefer not to answer it, you can leave it as "No Consta" (No records).



# 6.6 PERMISSIONS SCREEN

On this screen you will be asked a series of questions to authorise the treatment of the personal data you have provided when completing your registration.
You will also be asked to grant the UGR permission to request some information from other administrations (for instance, your ID details, your academic qualifications or information on the bonuses you may be entitled to). If your master's degree involves work placements with minors, on this screen you will be asked to authorise the UGR to request your certificate of absence of sexual offences from the Spanish Ministry of Justice (CPEP). If you refuse this authorisation, you must present this certificate to the Employment and Work Placement Office (CPEP) in order to be allowed to do the work placement.

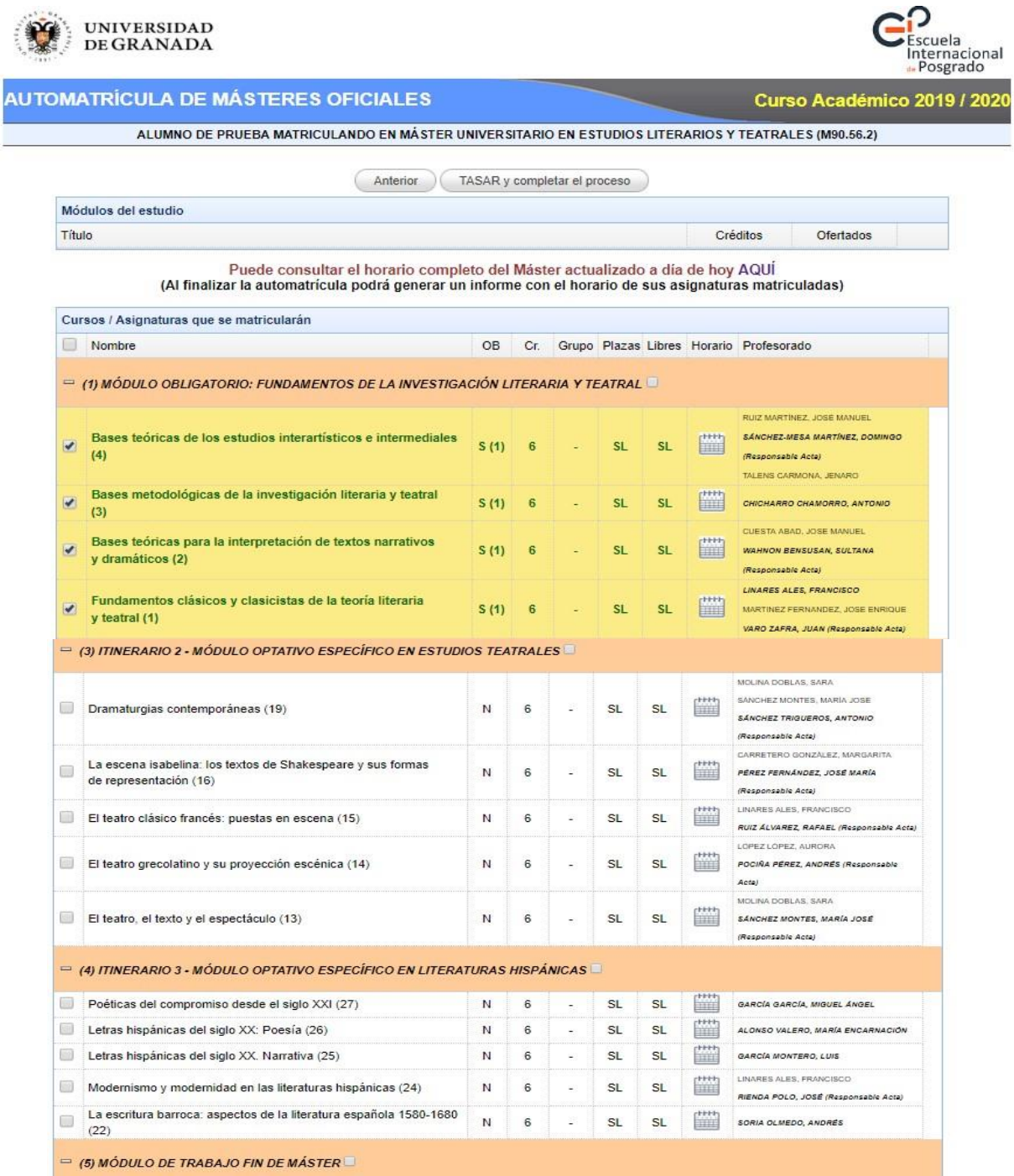


# 6.7 COURSE CHOICE SCREEN

The following screen shows the courses that make up the master's degree. All mandatory courses will be marked by default. While it is possible to unmark them, this is not recommended since in this case you would not be taking courses that are essential for obtaining your master's degree. For some master's degrees, annotations are added indicating the minimum number of credits that must be taken in a given module in order to obtain the degree.

New students must register for a minimum of 60 ECTS credits, with the possibility of registering for up to 75 ECTS credits.

New students wishing to study on a part-time basis must initially register for 60 ECTS credits. Subsequently, they must apply to change their mode of study to part-time within the period indicated in the Official Academic Calendar. In their application, they must provide documentary evidence as to why they cannot pursue full-time studies.



UNIVERSIDAD DE GRANADA

Escuela Internacional de Posgrado

AUTOMATRÍCULA DE MÁSTERES OFICIALES — Curso Académico 2019 / 2020

ALUMNO DE PRUEBA MATRICULANDO EN MÁSTER UNIVERSITARIO EN ESTUDIOS LITERARIOS Y TEATRALES (M90.56.2)

Anterior | TASAR y completar el proceso

Módulos del estudio

| Título | Créditos | Ofertados |
|---|---|---|

Puede consultar el horario completo del Máster actualizado a día de hoy AQUÍ
(Al finalizar la automatrícula podrá generar un informe con el horario de sus asignaturas matriculadas)

Cursos / Asignaturas que se matricularán

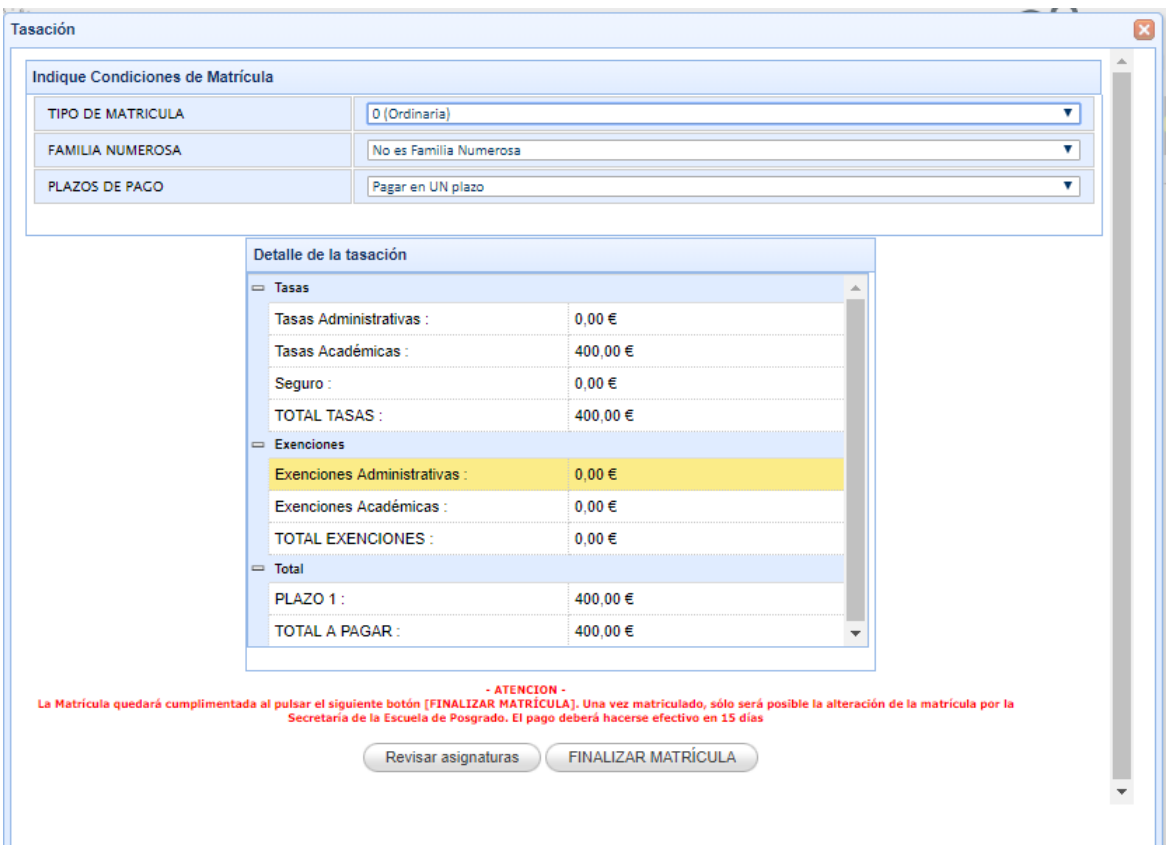
| Nombre | OB | Cr. | Grupo | Plazas | Libres | Horario | Profesorado |
|---|---|---|---|---|---|---|---|
| *(1) MÓDULO OBLIGATORIO: FUNDAMENTOS DE LA INVESTIGACIÓN LITERARIA Y TEATRAL* | | | | | | | |
| Bases teóricas de los estudios interartísticos e intermediales (4) | S (1) | 6 | - | SL | SL | | RUIZ MARTÍNEZ, JOSÉ MANUEL; SÁNCHEZ-MESA MARTÍNEZ, DOMINGO (Responsable Acta); TALENS CARMONA, JENARO |
| Bases metodológicas de la investigación literaria y teatral (3) | S (1) | 6 | - | SL | SL | | CHICHARRO CHAMORRO, ANTONIO |
| Bases teóricas para la interpretación de textos narrativos y dramáticos (2) | S (1) | 6 | - | SL | SL | | CUESTA ABAD, JOSÉ MANUEL; WAHNON BENSUSAN, SULTANA (Responsable Acta) |
| Fundamentos clásicos y clasicistas de la teoría literaria y teatral (1) | S (1) | 6 | - | SL | SL | | LINARES ALES, FRANCISCO; MARTÍNEZ FERNÁNDEZ, JOSÉ ENRIQUE; VARO ZAFRA, JUAN (Responsable Acta) |
| *(3) ITINERARIO 2 - MÓDULO OPTATIVO ESPECÍFICO EN ESTUDIOS TEATRALES* | | | | | | | |
| Dramaturgias contemporáneas (19) | N | 6 | - | SL | SL | | MOLINA DOBLAS, SARA; SÁNCHEZ MONTES, MARÍA JOSÉ; SÁNCHEZ TRIGUEROS, ANTONIO (Responsable Acta) |
| La escena isabelina: los textos de Shakespeare y sus formas de representación (16) | N | 6 | - | SL | SL | | CARRETERO GONZÁLEZ, MARGARITA; PÉREZ FERNÁNDEZ, JOSÉ MARÍA (Responsable Acta) |
| El teatro clásico francés: puestas en escena (15) | N | 6 | - | SL | SL | | LINARES ALES, FRANCISCO; RUIZ ÁLVAREZ, RAFAEL (Responsable Acta) |
| El teatro grecolatino y su proyección escénica (14) | N | 6 | - | SL | SL | | LÓPEZ LÓPEZ, AURORA; POCIÑA PÉREZ, ANDRÉS (Responsable Acta) |
| El teatro, el texto y el espectáculo (13) | N | 6 | - | SL | SL | | MOLINA DOBLAS, SARA; SÁNCHEZ MONTES, MARÍA JOSÉ (Responsable Acta) |
| *(4) ITINERARIO 3 - MÓDULO OPTATIVO ESPECÍFICO EN LITERATURAS HISPÁNICAS* | | | | | | | |
| Poéticas del compromiso desde el siglo XXI (27) | N | 6 | - | SL | SL | | GARCÍA GARCÍA, MIGUEL ÁNGEL |
| Letras hispánicas del siglo XX: Poesía (26) | N | 6 | - | SL | SL | | ALONSO VALERO, MARÍA ENCARNACIÓN |
| Letras hispánicas del siglo XX. Narrativa (25) | N | 6 | - | SL | SL | | GARCÍA MONTERO, LUIS |
| Modernismo y modernidad en las literaturas hispánicas (24) | N | 6 | - | SL | SL | | LINARES ALES, FRANCISCO; RIENDA POLO, JOSÉ (Responsable Acta) |
| La escritura barroca: aspectos de la literatura española 1580-1680 (22) | N | 6 | - | SL | SL | | SORIA OLMEDO, ANDRÉS |
| *(5) MÓDULO DE TRABAJO FIN DE MÁSTER* | | | | | | | |

# 6.8 SETTLEMENT AND BONUS SCREEN

Your registration fee is calculated on the final page of the process. This screen shows "Ordinaria" (Ordinary) as the default registration type and your registration fee is calculated accordingly, but you can change this if you are entitled to a bonus.
In the second tab you must indicate whether or not you belong to a large family. The corresponding discount will be automatically applied to your fees.

Possible discounts are described in section 3.4 of this guide.

In the third tab you must indicate if you want to pay your registration fee in one or two instalments. If you wish to split your registration fee into more instalments (up to eight), you must request this in person at the International School for Postgraduate Studies (EIP). Click here to make an appointment.



# 6.9 FINAL SCREEN

At the end of the self-registration process you will be taken to a screen confirming that your registration has been completed. On this screen you will find several buttons allowing you to:

- download the payment form to pay your registration fee in cash;
- download a registration receipt with all the courses you have registered for;
- check the timetables of the courses you have registered for (only from the second phase onwards);
- consult your UGR student PIN;
- access the link to pay your registration fee online.