



**Universitat  
de Lleida**

<b>Procedure:</b> <b>SELECT, ADMIT AND REGISTER THE STUDENT</b>	<b>PG 05</b>
<b>Responsible unit:</b> <b>TEACHING QUALITY AND PLANNING</b>	
<b>Approved by:</b> <b>Francisca Santiveri Morata</b> <b>Vice Chancellor of Academic Planning and Quality</b>	
<b>Location:</b> <a href="https://cv.udl.cat/portal/site/uop">https://cv.udl.cat/portal/site/uop</a> <b>Printed copies are not guaranteed to be valid</b>	

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<b>HISTORY OF EDITIONS</b>			
<b>No. version</b>	<b>date Elaboration</b>	<b>Date Approval</b>	<b>Summary of reasons for change</b>
1.0	April 2009	April 2009	Initial edition
2.0	June 2010	June 2010	Incorporation of evaluation results HERE Catalonia
2.1	June 2012	June 2012	Regulatory update
2.2	April 2014	April 2014	Update procedure
2.3	May 2016	May 2016	Update of the regulations
2.4	March 2018	Electronic signature Review	and improvement procedures
3.0	April 2020	Electronic signature Changes	in operational content
3.1	June 2022	Electronic signature Update	of the regulations

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## PREPARATION / REVIEW

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## 1. OBJECT

The purpose of this procedure is to establish the guidelines to be applied in the selection, admission and enrollment of students in the official courses of the University of Lleida (UdL).

## 2. SCOPE OF APPLICATION

This procedure must be applied to all the UdL's own centers (schools and faculties).

## 3. SCOPE OF DIFFUSION

This procedure must be made known to the people who participate in the selection, admission or enrollment of students in the official training programs of the University of Lleida: Academic Management unit, Center Academic Negotiations and training program coordinators.

## 4. RELATED PROCESSES

This procedure is part of the *Deliver regulated training process (A33)*.

## 5. RELATED MANAGEMENT SYSTEMS

This procedure is included in the scope of the Internal Quality Assurance System of the UdL

## 6. DEFINITIONS

**Select:** Choose students who meet certain requirements.

**Admit:** To receive, to admit students to the university.

**Enroll:** Enroll in a list or register the students admitted to a course.

## 7. REFERENCES/RULES

- [Royal Decree 822/2021, of September 28](#), by which the organization of the is established university education and the procedure for ensuring its quality.

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- [Royal Decree 412/2014, of June 6](#), which establishes the basic regulations of admission procedures to official undergraduate university courses.
- [Decree 38/2014, of March 25](#), restructuring of the Department of Economy and Knowledge, for which the Office of Access to the University is created..
- [Royal Decree 69/2000, of January 21](#), by which the procedures of selection for admission to the university centers of the student body that gathers the legal requirements necessary for access to the university.
- Decree setting the prices of academic services at public universities of Catalonia and the Open University of Catalonia for each academic year.
- [Academic regulations for degrees and masters](#). Regulation approved by the Council of Government for each academic year.
- [Permanence regulations of the University of Lleida](#). Degree and Master's studies.

Approved by agreement no. 321/2016 of the Governing Council of 12-12-2016 and agreement 9/2017 of the Social Council of 20.01.2017, modified by agreement 98/2017 of the Governing Council of 25.04.2017 and agreement 43/2017 of the Social Council of 5.05.2017, modified by the agreement 315/2018 of the Governing Council of 18.12.2018 and agreement 115/2018 of the Social Council of 20.12.2018.

## 8. OPERATIONAL CONTENT.

### 8.1 DESCRIPTION OF THE ACTIVITY

#### Undergraduate and Master's students

##### 1. Hold coordination meetings before the enrollment period.

Each academic year, and before the enrollment period begins, the Management unit Acadèmica meets with the administrative managers of the academic management of the centers to share changes in regulations and coordinate the actions of selection, admission and registration procedures for master's degrees and the procedures for enrollment in the degrees. Selection and admission to degrees is done through pre-registration university, which is a coordinated student distribution system that guarantees equal conditions in the admission process to the first year of any official study university degree

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At these planning meetings improvements should be considered a implement, derived from the annual monitoring of qualifications (PG 03 *Review and improve training programs*).

## 2. Make the university pre-registration (newly admitted students only)

The student with the necessary legal requirements for access to the university he wants access the first year of a university degree at any of the affiliated universities in the pre-registration system of Catalonia, you must do the university pre-registration through from the web address <https://accesuniversitat.gencat.cat/accesuniversitat/login>.

Students interested in enrolling in a master's degree must pre-register through from the website of the University of Lleida.

## 3. Admit studentship (new studentship only)

**Degrees:** The Office of Access to the University publishes the allocation of places for the universities to the student body. This allocation is made according to the assessment criteria marked by Royal Decree 412/2014, of June 6, which regulates the procedures of admission to official undergraduate courses.

**Masters:** The dean or the director of the center, at the proposal of the Master's Committee, decides the selection. The resolution must state:

- admitted students
- conditionally admitted students\*
- students not admitted\*
- students on the waiting list

(\* it is necessary to state the reasons)

## 4. Register at the center

The student admitted to a degree or a master's degree or the student who is studying one of them official degree or master's programs and that meets the permanence criteria established by the UdL, [you must register](#) to the center to which the qualification belongs, and ha

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to provide, to the academic secretariat, the necessary documentation to formalize the registration and making the corresponding payment. The UdL offers students advice when registering (PG 28 *Accommodating and guiding students*).

### 5. Hold follow-up meetings

Follow-up meetings are held each academic year to review, update and improve the academic regulations and the procedures that develop them.

The center's academic and teaching negotiator is the center's representative in this monitoring, sometimes the heads of studies also participate.

The selection, admission and enrollment in the official degrees at the UdL is part of the information that is reviewed and analyzed in the annual monitoring of the training programs of the UdL (PG 03 *Review and improve the training programs*) through which it is guarantees the continuous improvement of the training programs and the procedures that the develop

### 6. Validate and propose changes in academic regulations

The Governing Council, at the proposal of the Academic Planning Commission, approves the academic regulations for the next academic year.

The information relating to the selection, admission and enrollment of the student body is available on the UdL website:

[http://udl.cat/ca/perfils/f\\_alumnes/](http://udl.cat/ca/perfils/f_alumnes/) and <http://udl.cat/ca/perfils/alumnes/> and her own

website of each of the degrees (PG 23 *Publish information and receive accounts about the training programs*).

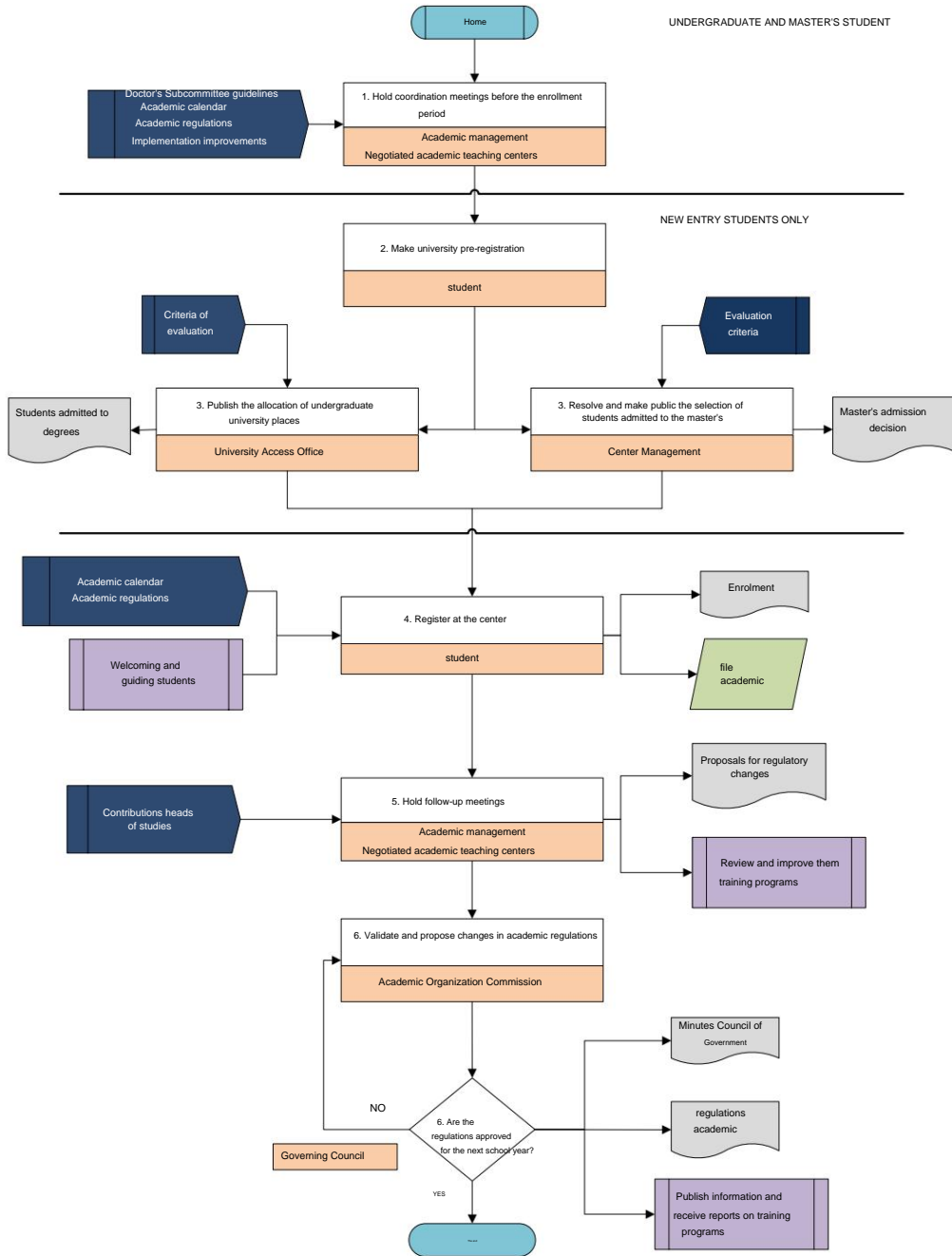
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8.2 FLOW OF THE ACTIVITY



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### 8.3 RESPONSIBILITIES

- **Interuniversity Council of Catalonia (CIC):** Coordinates the access processes and admission to Catalan public universities and the private University, University de Vic to guarantee equal opportunities in the assignment of students to University studies.
- **Office of Access to the University (OAU):** Responsible for making the lists allocation of degree places in the different university centers. Once at the end of the pre-registration period, transfer from the lists to the universities i communicates the results of the process to the students.
- **Governing Council:** It is the body that approves the regulations related to management academic, at the proposal of the CEG or the CEP.
- **Academic Organization Commission:** It is the body that makes decisions within the framework of the undergraduate and master's studies at the UdL, in subjects related to admission, selection and student registration.
- **Dean/degan\_director/director:** resolves the selection of students for the masters.
- **Academic Management:** It is responsible for carrying out the planning and organization of all the administrative procedures that arise during the academic and university life of the student body regarding pre-registration; registration of degrees, masters; scholarships from general regime, mobility and collaboration in departments (convened by the Ministry of Education and Science), and issuance of official degrees.
- **Academic and teaching negotiation of the center:** He is responsible for his own academic management of the center, in collaboration with the heads of studies

### 9. PARTICIPATION OF INTEREST GROUPS

The academic regulations regarding official courses are approved by the Governing Council of the University, in which all the collectives of the university are represented.

Decisions relating to official courses are taken within the Commission of Academic Organization, in which teachers and students participate.

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The Academic Planning Committee is the body with decision-making capacity on the subjects related to the teachings and, therefore, those in charge of looking after the bond operation and the improvement of the registration procedures of the degrees and the selection, admission and enrollment procedures for postgraduates.

The Academic Management unit convenes annual monitoring and coordination in which representatives of all the University's own centers participate Lleida.

## 10. RECORDS AND ARCHIVES

Document	Responsible/custodian
Academic calendar for each year	Vice-rectorate of Teaching
Academic regulations for degrees and masters Academic Management	
Official list of students admitted to the Academic Management degrees	
Master's admission decisions	Dean, director from center / Negotiated center academic teacher
Enrollment/file of the students (21st Universities)	Academic Management / Systems of Information and Communications
Proceedings Council of Government	general secretary

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