



Bachelor's degree in Humanities (study programme 3353) Form summarising procedure for registration 2024-25: SECON YEAR

Very important information for students in the **second year** of the degree.

Students of the 397 plan of the Bachelor's Degree in Humanities (students enrolled in the first year between 2008-09 and 2014-15) will not be able to formalise the self-enrolment directly. They must first contact the secretary's office via [CAU](#) or email (humanitats@upf.edu).

1. According to academic regulations, you must register for all failed core and compulsory subjects in order to be able to register for new subjects.

2. According to [the regulations governing progression in studies and continuation of degree courses](#) (Agreement of the Social Council of 26 May 2020), you must meet the following requirements to be able to register for subjects in higher years:

Access to the second year: you must have passed 30 credits from the first year.

Access to the third year: you must have passed 54 credits from the first year and 30 credits from the second year.

Access to the fourth year: you must have passed the entire first year, 54 credits from the second year and 30 credits passed from the third year.

If you do not meet the above requirements, you can apply for progression through the Academic and Administrative Procedures of the [Grau Academic Secretary's Office](#) from 28 June to 18 July and also on 5 and 6 September. If the resolution does not arrive before the self-enrolment period, you will only be able to enrol for the subjects of the current academic year that the application allows you to do.

As soon as you receive the progression resolution, contact the secretary's office via [CAU](#) to extend your enrolment.

3. Make sure you do not have any outstanding payments, check this in the [Virtual Secretary's Office](#) > Fees > Payments pending payment.

If this is your case, pay the debt at any branch of CaixaBank or Banco Santander (you can do this online if you have an online current account with one of these two financial institutions). Or by credit card through the [CaixaBank online payment portal](#), even if you are not a customer. All the necessary details for online payment can be found on the credit note.

Send proof of payment to the secretary's office through the [CAU](#) before the enrolment period.

4. The syllabus of the Bachelor's Degree in Humanities establishes that, in the second year, the student will choose **a foreign language and a literature**. You can choose any combination you want.

5. Choose the subjects you want to register for the academic year 2024-25 in the subjects section of the plan. Remember that, in the event that, during enrolment, the message "group full" appears in any compulsory subject, you can select another group.

6. We remind you that the subjects of the degree have organised their teaching according to the Bologna methodology, which means continuous assessment with attendance to classes, seminars, handing in assignments, practicals and exams in order to pass the subject. This should be taken into account for failed subjects. Recommendation from the dean's office: first register for failed first-year subjects and then register for the subjects you want to take in the second year.

7. **When do you have to enrol?** [Check your appointment from](#) 19 July.

If you don't have access to the Global Campus or you don't remember how to do it, you have to make a [CAU](#) to the IT Service.

8. If you are applying for the Ministry's general scholarship, you must register for all the credits required for the scholarship to be awarded. (In the call for applications you will be asked for a minimum number of credits depending on the course).

9. There will be 3 periods for [self-enrolment](#): 1st term: 9th and 10th September, 2nd term: pending in November and 3rd term: pending in March:

- You can extend or change subjects (you cannot reduce credits)
- You can enter the system as many times as you want, with a single administration fee.

10. We remind you that all students have an assigned tutor who will guide you throughout the course. You can consult it in the file, section, assigned tutor. The functions of the tutor include: 1. Academic counselling. 2. Monitoring of the student's performance and curricular pathway. 3. Guidance in academic and learning difficulties (continuity of studies, fifth year, part-time study, etc.). 4. Issuing reports on continuity and progression in studies. 5. Guidance in the student's personal and professional project. 6. To ensure the student's adaptation to the university.

Barcelona, July 2024