

**Universitat
de Lleida**

Procedure: SELECT, ADMIT AND REGISTER STUDENTS	PG 05
Responsible unit: TEACHING QUALITY AND PLANNING	
Approved by: Francisca Santiveri Morata Vice-rector of Academic Planning and Quality	
Location: https://cv.udl.cat/portal/site/uop Printed copies are not guaranteed to be valid	

HISTORY OF EDITIONS			
No. version	Date Elaboration	Date Approval	Summary of reasons for change
1.0	April 2009	April 2009	Initial edition
2.0	June 2010	June 2010	Incorporation of evaluation results AQU Catalunya
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 improve procedures
3.0	April 2020	Electronic signature	Changes in operational content
3.1	June 2022	Electronic signature	Update of the regulations



INDEX

1. OBJECT	3
2. SCOPE OF APPLICATION	3
3. SCOPE OF DISSEMINATION	3
4. RELATED PROCESSES	3
5. RELATED MANAGEMENT SYSTEMS.....	3
6. DEFINITIONS.....	3
7. REFERENCES/REGULATIONS	3
8. OPERATIONAL CONTENT	4
8.1 DESCRIPTION OF THE ACTIVITY.....	4
8.2 ACTIVITY FLOW	7
8.3 RESPONSIBILITIES.....	8
9. PARTICIPATION OF INTEREST GROUPS	8
10. RECORDS AND ARCHIVE.....	9

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 enrolment 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 DISSEMINATION

This procedure must be brought to the attention of the people who participate in the selection, admission or enrolment 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 UdL's Internal Quality Assurance System.

6. DEFINITIONS

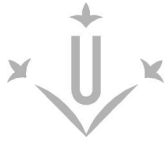
Select: Choose students who meet certain requirements.

Admit: Receive, give entrance to the studentship at the university.

Register: Enrol in a list or register the students admitted to a course.

7. References/Regulations

- [Royal Decree 822/2021, of September 28](#), which establishes the organization of university education and the procedure for ensuring its quality.
- [Royal Decree 412/2014, of June 6](#), which establishes the basic regulations for admission procedures to official undergraduate university courses.



- [Decree 38/2014, of March 25,](#) restructuring of the Department of Economy and Knowledge, by which the Office of Access to the University is created.
- [Royal Decree 69/2000, of January 21,](#) which regulates the selection procedures for admission to university centers for students who meet the legal requirements necessary for access to university.
- Decree by which the prices of academic services are set at the public universities of Catalonia and the Open University of Catalonia for each academic year.
- [Academic regulations for degrees and masters.](#) Regulations approved by the Governing Council 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 registration period.

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



These planning meetings must consider the improvements to be implemented, derived from the annual monitoring of qualifications (PG 03 Review and improve training programs).

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

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

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

3. Admit studentship (newly admitted studentship only)

Degrees: The Office of Access to the University makes public the allocation of university places to students. This assignment is made according to the assessment criteria set out by Royal Decree 412/2014, of June 6, which regulates admission procedures to official undergraduate courses.

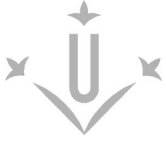
Masters: The dean or director of the center, at the proposal of the Master's Commission, resolves the selection. The resolution must state:

- the admitted student body
- conditionally admitted students*
- students not admitted*
- students on the waiting list

(reasons must be stated)*

4. Register at the center

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



and must provide, to the academic secretary, the necessary documentation to formalize the registration and make the corresponding payment. The UdL offers students advice when registering (PG 28 Welcoming and guiding students).

5. Hold follow-up meetings

Follow-up meetings are held every 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.

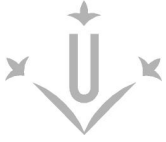
Selection, admission and enrolment in official degrees at the UdL is part of the information that is reviewed and analysed in the annual monitoring of the training programs of the UdL (PG 03 Review and improve training programs) through which the continuous improvement of training programs and the procedures that develop them is guaranteed.

6. Validate and propose changes in academic regulations

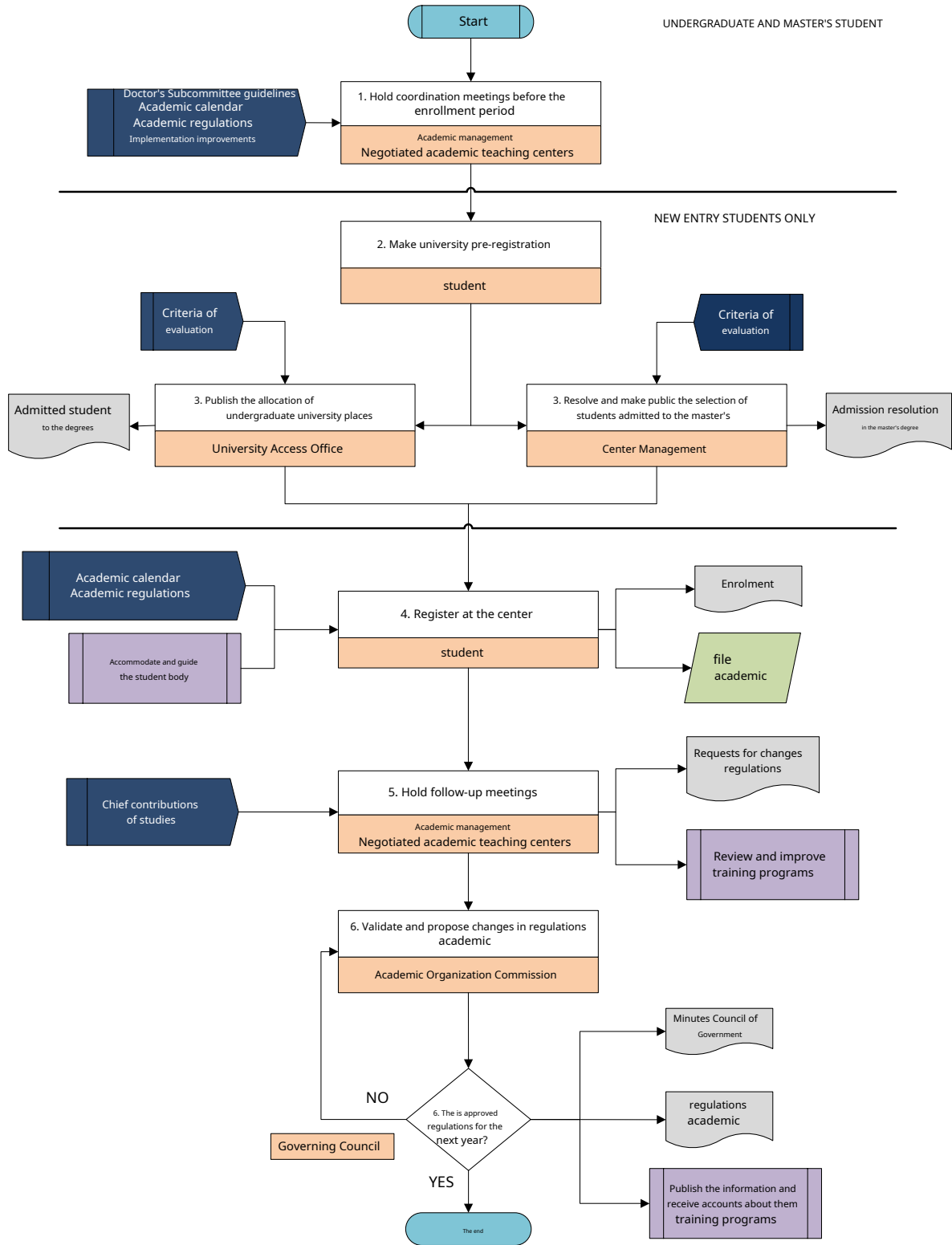
The Governing Council, at the proposal of the Academic Planning Committee, approves the academic regulations for the next academic year.

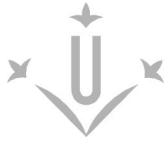
Information on student selection, admission and enrolment is available on the UdL website:

http://udl.cat/ca/perfils/f_alumnes/ already <http://udl.cat/ca/perfils/alumnes/> and on the website of each of the degrees (PG 23 Publishing information and reporting on training programs).



8.2 ACTIVITY FLOW





8.3 RESPONSIBILITIES

- **Interuniversity Council of Catalonia (CIC):** It coordinates the access and admission processes at the Catalan public universities and the private University, University of Vic to guarantee equal opportunities in the assignment of students to university studies.
- **University Access Office (OAU):** It is in charge of drawing up the allocation lists of degree places in the different university centers. Once the pre-registration period has ended, it transfers the lists to the universities and communicates the results of the process to the students.
- **Governing Council:** It is the body that approves the regulations related to academic management, at the proposal of the CEG or the CEP.
- **Academic Organization Committee:** It is the body that takes the decisions within the framework of the undergraduate and master's studies at the UdL, in matters related to the admission, selection and enrolment of students.
- **Dean/ Director:** Decides 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 related to pre-registration; registration of degrees, masters; grants from the general regime, mobility and collaboration in departments (convened by the Ministry of Education and Science), and issuance of official degrees.
- **Academic and teaching department of the center:** It is in charge of the center's own academic management, 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 education are taken in the bosom of the Commission of Academic Organization, in which teachers and students participate.

The Academic Planning Commission is the body with decision-making capacity on subjects related to the courses and, therefore, the ones in charge of ensuring the proper functioning and improvement of the degree registration procedures and of the selection, admission and registration of postgraduates.

The Academic Management unit convenes annual follow-up and coordination meetings in which representatives of all the centers of the University of Lleida.

10. RECORDS AND ARCHIVE

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 degrees	Academic management
Master's admission decisions	Dean, director of the center / Center academic and teaching office
Enrollment/file of the students (21st Universities)	Academic Management / Information and Communications Systems
Proceedings Council of Government	General Secretary