


APPLICATION TO CHANGE GROUP

PERSONAL INFORMATION		
Name:	First surname:	Second surname
Identity card number (or passport number):	Telephone:	Mobile telephone:
URV e-mail address for written correspondence:	Personal e-mail address for written correspondence:	
That I am a student on the course:	Faculty/school:	

I STATE:
That I have registered for the academic year:

I REQUEST:			
The following change of group			
Code	Subject	from Group:	to Group:

[place]

[date]

(signature)

Bank details:

Please specify the account number that should be debited:

The same account number as when I registered (data base) *(in this case you need not provide any more details)*

My account number is the following:

Client's account code				
IBAN	Name of bank	Branch	Control	Account number
SWIFT				

Account holder			
Identity card/passport number	First surname	Second surname	Name

The Dean/Director of the Faculty/School - The Head of the Secretary's Office

(Unit to which documentation is sent: Campus Secretariat for Academic Management)



Student information

Full name:**Identity card number/passport number:****Course:****URV e-mail address for written correspondence:****Personal e-mail address for written correspondence:****Mobile phone:**

RESOLUTION OF THE APPLICATION TO CHANGE GROUP

Approval by Faculty/School

The student's registration will be modified automatically in accordance with the request and no notification will be issued (the student can consult and print off the changes via the platform "[My payments](#)", where they will see that the "Gr" next to the relevant subject has been changed.

Rejection by Faculty/School

The student's application is rejected because:

- The application was presented outside the deadline.
- The student is not up to date with their payments.
- There are no places available in the requested group.

Others:

[place]

, [date]

The individual responsible in the secretary's office (signature)

This decision is not the end of the administrative process and, should students wish to do so, they can appeal to the rector of the URV within one month of having been informed of this decision.

INFORMATION ON PERSONAL DATA PROTECTION

Data Controller: The controller of your personal data is the Universitat Rovira i Virgili, tax number Q9350003A, with its registered headquarters at Carrer de l'Escorxador, s/n, 43003 Tarragona.

Purpose: To manage aspects relating to the student's record, including but not limited to issuing academic and university certificates and/or official accreditations of curricula and of programmes of subjects studied and passed at the URV.

Rights: Data subjects have the rights of access, rectification, erasure, portability, limitation and opposition to processing and can exercise these rights by writing to the General Registry of the URV at the address of its registered headquarters or submitting the request to the University's General Registry in person or online in accordance with the procedure described at <https://seuelectronica.urv.cat/registre.html.urv>.

Further information: Data subjects can consult additional information about the personal data process known as *Management of preregistration for official degree programmes* and their rights at the URV's Record of Processing Activities published at <https://seuelectronica.urv.cat/rgpd> where they can also consult the URV's Privacy Policy. They can also ask our data protection officers any questions they may have about personal data protection at the email dpd@urv.