



UNIVERSIDAD POLITÉCNICA DE MADRID

ETS COMPUTER ENGINEERS

APPLICATION FOR UNIVERSITY DEGREE

SURNAME(S) _____

NAME _____ ID NUMBER (DNI) _____

ADDRESS _____ NUMBER _____ APARTMENT _____

TOWN _____ PROVINCE _____ COUNTRY _____

POSTAL CODE _____ LANDLINE PHONE _____ CELL PHONE _____

PLACE OF BIRTH _____ PROVINCE OF BIRTH _____

DATE OF BIRTH _____ NATIONALITY _____

PERSONAL EMAIL _____ PUBLIC LINKEDIN PROFILE _____

REQUESTS THAT THE FOLLOWING UNIVERSITY DEGREE BE ISSUED:

DEGREE IN INFORMATICS PLAN 77 _____ PLAN 83 _____
COMPUTER ENGINEERING PLAN 96 _____

INFORMATICS DEGREE PLAN 10II _____
MATHEMATICS AND INFORMATICS DEGREE PLAN 10MI _____ PLAN 10 ML _____

INFORMATICS AND BUSSINES ADMINISTRATION PLAN 10ID _____

MASTER _____
SPECIALTY _____

DOCTORATE _____
MENTION _____

EXEMPTION FROM PAYMENT: GENERAL CATEGORY LARGE FAMILY SPECIAL CATEGORY LARGE FAMILY

Boadilla del Monte, as _____ of _____, 20__

Signed:

I have been informed and I grant my consent for my personal data to be processed by the Universidad Politécnica de Madrid, the data controller, to manage all aspects related to my application for the university degree. I may exercise my rights to access, rectification, deletion, and others, under the terms set forth in additional information,

Additionally, YES NO I grant my consent for the ETSIINF to use these data for future communications related to delivery of diplomas, satisfaction and job placement studies for degree-holders, and alumni monitoring.

Director of ETSI Informáticos. Universidad Politécnica de Madrid

FURTHER INFORMATION ON DATA PROTECTION

- Who is the data controller?

- Identity: **Technical University of Madrid (ETSIINF)** ○ Post Address: **Calle Ramiro de Maeztu nº7. 28040 Madrid** ○ Email: secretaria@fi.upm.es // calidad@fi.upm.es ○ Data Protection Officer Contact: proteccion.datos@upm.es

- Why are we processing your personal data?

Your personal data are collected to:

- Manage all aspects related to your application for the university degree.
- Additionally, if you have consented to doing so, the ETSIINF uses these data for future communications, such as delivery of diplomas, satisfaction and job placement studies for degree-holders, and alumni monitoring.

- How long will we store your data?

Your data will be stored for the period set forth in administrative and archive procedural regulations.

- **What is the legal basis for processing your data?** ○ The legal basis for processing your data is contained in art. 6.1.b; 6.1.c) and 6.1.a) of EU Regulation 2016/679) and bears on the fact that doing so is necessary to carry out your application for the issue of the degree, to comply with a legal obligation stemming from Royal Decree 1393/2007 for job-placement surveys, to verify study plans, and the interested party's consent in the event of other kinds of communications.

- Do you have the obligation to provide these personal data, and what are the consequences of not doing so?

- To process your application for the university degree, it is necessary that you provide us with your personal data. Otherwise, we cannot issue the degree.
- In terms of future communications, there is no obligation to provide the data. The consequence is that we will not be able to communicate with you for this purpose.

- **With which recipients will your data be shared?** ○ Your data will not be shared with third parties unless legal obligation mandates doing so.

- What are your rights in relation to the data you have provided?

- You have the rights to access, rectify, delete, oppose, and limit, depending on the specific characteristics of the data processing and the moment when you wish to exercise said rights.
- You may obtain more information on this process and on how to exercise these rights by contacting:
 - secretaria@fi.upm.es // calidad@fi.upm.es proteccion.datos@upm.es
- Moreover, and in the event that you are dissatisfied with the exercise of your rights, you may file a complaint with the Spanish Data Protection Agency: <https://www.aepd.es/index.html>

INSTRUCTIONS

The student must send through email or the internal incidents system the following documentation::

- A form to apply for the degree.
- -Payment Form (copies for Student, the Centre, and the University)
- -ID Document (DNI) or Passport
- -Receipt from the Library that no books are on loan and they have, already received your TFG.

The secretary's office will then provide the corresponding payment form and the student must provide proof of payment. At that moment, we will start the processing of your university degree. We will notify you (via the e-mail address specified in the application form) when it is available, approximately two years from now.

In case the student needs a "proof" of having applied for the degree, the following options are available:

- Receive a stamped degree application letter of payment from the Student's secretary.
- To request a free proof of application for the degree via e-mail. It will be available digitally signed within 10 working days.
- Request a free Substitute Certificate of the Degree, two or three months after the end of the application process, by e-mail directly to the UPM Archive and Degrees Service at the following address

titulos@upm.es