

**APPLICATION FOR SPECIAL JANUARY EXAMINATION SESSION
UNIVERSITY MASTER'S**

POSGRADUATE SCHOOL

Academic year

IMPORTANT: The information will be recorded by computer and in capital letters. The handwriting application forms, with emendations and/or crossing-out will not be accepted.

PERSONAL DETAILS

DNI/Passport/NIE	Surname(s)	Name(s)
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NOTIFICATIONS

E-mail:
The email address indicated must be the same included at the applicant file. If not, attach at the application form a copy for both sides of the DNI/Passport/NIE. Besides, at the email that you send the application form, indicate in an explicit form that you want to change the email address at your file.

ACADEMIC DETAILS

Master's programme in which matriculated	Code
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RELEVANT INFORMATION

Subject(s) for which special examination session is requested	Code	Credits

REQUIREMENTS AND CONDITIONS

<p>If the subject Internship or Final Master's Dissertation have a duration "I: Indeterminate at time" you don't have to apply for the special examination session, in order to know it, check the syllabus for registration published at website of Posgraduate School.</p> <p>To have taken the relevant subject(s) in previous academic years.</p> <p>To have successfully completed 80% of the credits required to complete the Master's (the Master's Dissertation must not be included when calculating this percentage).</p> <p>I renounce the examination session for (strike out as applicable): MAY JUNE</p> <p>If you have chosen the payments in instalments, you will have to request to group together the pending receipts in just one receipt and pay it at the date of application for this session. If you have payment in instalments mark this box</p>
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PERIOD AND APPLICATION

The special January examination session is requested during the matriculation period, when it is necessary to matriculate in all the subjects pending for completion of the Master's programme.

SUBMISSION OF THE APPLICATION FORM BY EMAIL TO:

secalum.postgrado@uah.es
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Do not forget to sign this form

Place, date and applicant's signature

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INFORMATION ABOUT PERSONAL DATA PROTECTION

The personal data collected will be processed by the UAH with the aim of managing the academic records of their students and give them access to the derived university services, as well as for statistical purposes. The legal basis for the processing of your personal data lies on the execution of their pre-registration and/or registration and on the legal obligation of the University in educational matters. These data will not be disclosed or transferred to third parties except when legally authorized and will be held only for as long as it is necessary for the implementation of the tasks described and for the compliance of legal obligations. The entity responsible for the data processing is the General Secretary of the University of Alcalá, before whom you can exercise your rights by sending a letter addressed to the Data Protection Officer (Colegio de San Ildefonso, Plaza de San Diego, s/n. 28801 Alcalá de Henares. Madrid) or sending an email (protecciondedatos@uah.es), attaching a copy of the DNI or equivalent. In case of conflict, you will be able to ask for redress before the Spanish Agency for Data Protection. For more detailed information you can consult the [University's Privacy Policy](#)