

# ACCESS, PRE-REGISTRATION AND ENROLMENT IN UNIVERSITY MASTER'S DEGREE COURSES

2022/23

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## ENTRY REQUIREMENTS

In order to be admitted into an official master's degree course, it is necessary to meet one of the following requirements:

- Hold an official Spanish university degree.
- Hold a degree awarded by an institution of higher education in another member state of the European Higher Education Area, which grants access to master's degree courses in that country.
- Hold a degree from an education system outside the European Higher Education Area that is recognised or declared by the Ministry of Education as being equivalent to an official Spanish university degree.
- Hold a degree from an educational system outside the European Higher Education Area, which does not require accreditation, determined through prior assessment of the student's Transcript of Records. By means of this procedure the University of Salamanca will verify that the level of studies corresponding to the previous degree is equivalent to that of the corresponding official Spanish university entrance qualifications, and that it entitles the holder to access master's degree courses in the issuing country.

Entry through the latter route will not imply, in any case, the accreditation of the previous degree held by the interested party or its equivalency. In addition, the degree will not be recognized for purposes other than that of studying for a master's degree.

Access to the master's degree in General Health Psychology requires possession of a bachelor's degree in Psychology obtained in Spain.

## **STUDENTS WITH DISABILITIES**

In order to comply with the provisions of Art. 15.3 of Royal Decree 822/2021, of 28 September, which establishes the organisation of university education and the procedure for quality assurance, 5% of the total number of places will be reserved for students starting official master studies with an accredited disability of 33% or more. This also will include students with permanent educational support needs associated with personal circumstances of disability who in their previous studies required resources and support for their complete educational development. At least one place will be guaranteed without rounding up.

## **ADMISSION OF STUDENTS WHO HAVE NOT PASSED THEIR BACHELOR'S DEGREE STUDIES**

Once the general admission and enrolment procedure has been completed, those master's degrees that have vacancies may admit undergraduate students from the Spanish university system who have yet to complete their End-of-degree Project and, at most, up to 9 ECTS credits. Under no circumstances may students obtain a master's degree if they have not previously obtained a bachelor's degree. The university will give priority in enrolment to students who hold an official university bachelor's degree.

Master's degrees that will admit students who have not yet obtained a bachelor's degree ([link](#))

## ASSESSMENT OF THE FOREIGN TRANSCRIPT OF RECORDS

Assessment of the Transcript of Records ensuing from previous studies is an essential entry requisite for students who are holders of degrees originating from educational systems outside the European Higher Education Area and whose degrees have not been accredited. This process must be carried out prior to and independently of the rest of the procedures, which will be conditioned to the successful outcome of this assessment.

The period for presenting an application is open throughout the year. It is advisable to start this preliminary procedure as early as possible in order to meet the deadlines associated with the rest of the other procedures.

The application should include the following documentation:

- Application form
- Proof of payment of the administrative fees for evaluating the Transcript of Records as a requisite for accessing the master's degree. This requirement is necessary for initiating this process.
- Copy of the person's identity card or passport.
- Legalised copy of the degree or equivalent academic qualification.
- Original certificate or copy, duly legalised, of the subjects taken in the degree or equivalent academic level, with an explicit description of their name, duration and final grade.
- Original certificate or copy, duly legalised, proving the degree in question entitles the holder, in the country of issue, access to a master's degree course

In no case shall simple copies of documents be accepted unless the Apostille can be verified electronically.

Legalisation is an administrative procedure by which a foreign public document is made valid, verifying the authenticity of the signature affixed to a document and the capacity in which the authority signing the document has acted. Documents may be legalised through diplomatic channels or by obtaining an apostille.

An official translation into Spanish of all the documentation provided must be attached, except for students coming from Italy by virtue of the Exchange of Grades Agreement between Spain and Italy of 14 July 1999 (Official State Bulletin of 18 November 2000).

The documentation must be submitted in full. The application will not be processed if it is incomplete or does not meet the legalisation requirements ([Link: Information on legalisation procedures](#)). Otherwise, the application will be deemed not to have been submitted.

## PRE-REGISTRATION

The once-only and compulsory deadline for submission: **1 March to 30 July 2022.**

Students wishing to undertake master degree studies must pre-register via the online platform (*button below*) within the established deadline, even if they do not meet the requirements. In this case, they must submit a declaration of responsibility (according to the model) pledging to meet the requirements before the start of the course.

In the pre-enrolment process, students will select, in order of preference, a maximum of three degrees. To this end, the specialisations of some masters will be considered in the same way as the degrees.

At the end of this process, it will be possible to view the information by clicking on the “view pre-registration” button. In addition, the applicant will receive an email with proof of registration in a PDF.

From 20 July until 30 September, interested parties may modify their pre-enrolment information, except for the order of degrees/specialisations applied for, which will require prior approval from the Secretary's Office of the faculty/school.

[Link to faculty email addresses.](#)

## **DOCUMENTATION/DECLARATION OF RESPONSIBILITY**

Through the pre-registration platform, the documentation accrediting the access requirements must be attached together with the documentation specifically required by the master's degree to which the applicant wishes to gain access.

### **1. General documents**

- Identity document.
- Copy of the degree (or Provisional Degree Certificate) or another type of certificate issued by an institution of higher education belonging to the European Higher Education Area, entitling the holder to access a master's degree course.
- Original certificate of the subjects taken in the degree that qualifies them for access.
- (link: [calculate the average grade of foreign education systems](#)).
- Students with university degrees from educational systems outside the European Higher Education Area must submit the favourable resolution of the assessment of their Transcript of Records previously obtained from the University of Salamanca or the corresponding accreditation or equivalency of their degree or academic level granted by the Spanish Ministry of Education.

### **2. Specific documents**

This includes any specific documentation required for each master's degree (curriculum vitae, linguistic accreditation, letter of recommendation or endorsement, professional and research experience etc.), which should be listed and consulted in the “Admission Criteria” section on the website of each degree programme.

An official translation into Spanish of all the documentation provided must be attached, except for students coming from Italy by virtue of the Exchange of Grades Agreement between Spain and Italy of 14 July 1999 (Official State Bulletin of 18 November 2000).

In the event that the applicant does not provide the required documentation, he/she must complete the [DECLARATION OF RESPONSIBILITY](#) form, in accordance with the established model, obliging the student to provide the documentation required for access and admission before 30 September 2021.

All original documentation must be submitted to the Secretary's Office of the faculty or centre to which the master's degree is affiliated before the above-mentioned date.

## FORM OF PAYMENT AND FEES FOR PUBLIC EDUCATION

- The first payment must be made when formalising the registration, in accordance with the Agreement of the Governing Council of the USAL of 26 November 2020. In the case of choosing to pay in instalments, the rest of the fees must be paid within the deadlines established in the aforementioned Agreement.
- **Payment in instalments: to qualify for payment in instalments, the following requirements are established:**
  - Only applicable if the student pays by direct debit or by bank receipt or transfer, but not if the student pays by PayPal or debit/credit card.
  - The minimum amount above which instalments can be paid is 350 €.
  - In the case of formalising the enrolment when one of the instalments has expired, the amount will be distributed among the remaining instalments.
- [Public tuition fees](#); *extension of the Decree on Public Fees 2020-2021 (to be updated)*
- - The exemptions and reductions set out in the Decree on Public Fees will be applied as long as they are credited within the period of formalizing enrolment.

### METHODS OF PAYMENT:

- By CREDIT OR DEBIT CARD (Maestro, MasterCard, Visa and Visa Electron) and PAY PAL.
- Bank receipt (direct payment at the Santander Bank)
- Direct debit. Spanish accounts only.
- Bank transfer. Non-resident students in Spain and those who do not have a Spanish bank account.

MORE INFORMATION ON PAYMENT METHODS

## ADMISSION AND ENROLMENT DEADLINES

### ADMISSION

The applicant will be bound by the order of preference established in the pre-registration process.

Admission and the deadline for registration will be communicated via e-mail to the address indicated in the pre-enrolment form.

However, the official notification of admission will be made through the publication of the lists on the institutional website and on the Electronic Notice Board on the dates set in the calendar, in accordance with the provisions of Art. 45.1 of Law 39/2015, of 1 October, on Common Administrative Procedure.

The list of applicants, which will be published in each admission and enrolment period, will indicate the status of the interested party's application: *admitted, enrolled, withdrawn, awaiting vacancy, documentation incomplete, etc.*

To check the status of your admission application, you should use the same password used to pre-enrol.

### **COMPLAINTS**

Complaints or requests for review of the admission decision must be addressed to the master's degree Academic Committee at the address indicated on the institutional website of each master's degree, within three working days following the publication of the list.

The Academic Committee will take a decision within 10 days. The interested party may lodge an appeal against this decision with the Rector.

A favourable outcome will lead to the successful admission of the student in the next registration and enrolment period.

### **ELECTRONIC NOTIFICATION**

The University of Salamanca will use electronic communications and notifications, in accordance with the provisions of art. 41.1 of Law 39/2015, of 1 October, on Common Administrative Procedure.

### **REGISTRATION**

Students admitted to any of their chosen options must formalise their enrolment within the period indicated in the notification and on the institutional website. Otherwise, they will lose their rights, except in the case of master's degrees with open enrolment.

The formalisation of enrolment in a USAL university master's degree implies the student is aware and consents to the processing of his/her personal data according to the information that can be consulted on the following web page [www.usal.es/datospersonales-ga](http://www.usal.es/datospersonales-ga)

**ADMISSION AND ENROLMENT PERIODS** *Master programmes that will be admitted in each period ([link](#))*

***First admission and enrolment period.***

- Publication of the list of admitted students and sending of the e-mail to those admitted: 22 April 2022.
- Self-registration: 25 April to 23 May 2022.

***Second admission and enrolment period. (Masters that will be admitted during this period)***

- Publication of the list of admitted students and sending of the e-mail to those admitted: 17 June 2022.
- Self-registration: 20-30 June 2022.

***Third admission and enrolment period***

- Publication of the list of admitted students and sending of the e-mail to those admitted: 27 July 2022.
- Self-registration: 28 July to 5 September 2022 (Warning: no technical support is available during the month of August).

***Fourth admission and enrolment period***

- Publication of the list of admitted students and sending of the e-mail to those admitted: 15 September 2022.
- Self-registration: 16-20 September 2022.

***Fifth admission and enrolment period***

- Publication of the list of admitted students and sending of the e-mail to those admitted: 28 September 2022.
- Self-registration: 29-30 September 2022.

**1. University master's degrees with open enrolment**

Admission will be communicated to the interested party, by e-mail, on the dates marked in the calendar.

The communication will include instructions on how to access the self-enrolment process, which can be carried out from 25 April until 30 September 2022.

**2. University masters subject to enrolment periods**

Students admitted to any of these master's degrees must register within the indicated period, otherwise they will lose their right to enrol.

**ACCESS TO SELF-ENROLMENT**

**USAL ENROLMENT REGULATIONS**

- [Enrolment Procedures for Master's Degrees. Academic Year 2021-22](#)

**REGULATION ON STUDIES**

- [Regulation on Studies at the University of Salamanca](#)

**CANCELLATION AND NON-REGISTRATION**

The admission and enrolment of new students does not presuppose the recognition of the requirements stipulated in the procedure, the enrolment being conditional upon the verification of these requirements, the verification of the documentation presented by the student and the payment of the enrolment fee in accordance with the deadlines established by the Governing Council of the University of Salamanca.

Failure to meet any of the above requirements within the established deadlines will result in the application being considered inadmissible.

The interested party will be informed of the dean or director's decision to reject the application and they will be notified that their application for enrolment will be closed and that an appeal may be lodged with the Rector. Students may request the cancellation of their enrolment, with the right to a refund, before the date established for the start of the first four-month period (in accordance with the official calendar approved by the Governing Council for each academic year).

From the above date until the end of the first four-month period, provided that no subjects have been awarded a final grade, the faculties/centres may accept requests for cancellation without the need for justification. Prior to cancellation, payment of the full amount of the enrolment fee will be required.

Cancellation of the enrolment of new students will result in the forfeiture of the place allotted.

As an exception, students may, for reasons of unforeseen circumstances, which are duly documented and which have affected their academic performance, request cancellation of enrolment beyond the established periods by means of a request addressed to the dean or director of the faculty/centre.

The latter will submit the request together with the corresponding report to the assessment committee established by the Teaching Committee delegated by the Governing Council. Once the self-enrolment process has been completed, any modification to it (extension or elimination of subjects, changes of groups, etc.) will require a request be submitted to the faculty/centre, in accordance with the corresponding university regulations.

### LATE PRE-REGISTRATION

Students who have not formalised their pre-registration within the official deadline may be admitted and formalise their enrolment as long as there are vacancies for the degree course requested and there are no students on the waiting list. Applications will be addressed to the academic committee/director of the master's degree for consideration.

## CONTACT INFORMATION

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Patio de Escuelas, 1 - 37008 Salamanca

**BY APPOINTMENT ONLY**

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[master@usal.es](mailto:master@usal.es)

Opening hours:

9:00 to 14:00 (Monday to Friday)