

## ADMISSIONS

<b>Entry Requirements for Official Master's Degrees according to Royal Decree 1393/2007</b>	
<b>Qualification required</b>	<b>Notes</b>
<p><b>1</b> Spanish official bachelor degree (three-year and four-year degrees), Engineering, Architecture, Technical Engineering, Architectural Technology)</p>	
<p><b>2</b> Accredited bachelor degree from a foreign university.</p>	<p>- Administration concerns the Ministry or the University</p>
<p><b>3</b> Non-accredited bachelor degree: such degree can open access to master studies if the knowledge and skills achieved are equivalent to those of the Spanish degree, and only on condition that the foreign qualification also gives access to master studies in the country of origin.</p>	<p>- The candidate will be required to provide a document from the university awarding the degree or a relevant authority in the country of origin, certifying that such degree grants access to postgraduate studies.</p> <p>- Administration concerns the University of Lleida. The Master's Degree Coordinator and the body responsible for the official postgraduate programme (POP) and each School's Studies Committee will verify all these requirements before admitting a student holding a non-accredited degree.</p>

# **PRE-REGISTRATION RULES**

## **1. APPLICATIONS PRESENTATION**

The pre-registration can be done of the whole study of master or of the different modules that integrate it.

The pre-registration will be done online. The student will fill in the application of pre-registration and will send it on paper, signed to the secretary of the corresponding centre within the term of 10 days from the day in which the online pre-registration was done, attaching the corresponding documentation depending on the means of access.

Exceptionally, and in the event of more places available than demanded, the responsible body of the POP could accept conditionally students that were not in possession of all the required documentation; or that this documentation was incomplete; or from students that do not meet the access requirements but it is foreseen that by the moment of formalizing the registration they will meet them.

## **OBSERVATIONS**

Now first-year students must enrol in person at the secretary's office of the School. Second-year students or students required to re-sit a subject must enrol via the online enrolment system.

If fewer than 15 new students enrol for a master's degree, the course will not be run in the 2011-2012 academic year.

## **2. NUMBER OF MASTER PLACES AND SELECTION CRITERIA**

Access to each master is determined by the number of places agreed on by the Governing Board.

The master Studies Committee will establish the selection criteria considered appropriate for subsequently following the syllabus and will enforce compliance with same.

## **3. DOCUMENTATION TO BE PRESENTED IN THE MOMENT OF PRE-REGISTRATION**

- ▶ Authenticated copy of DNI of passport for foreign people.
- ▶ Application of pre-registration signed by the interested person (to be printed from website)
- ▶ Authenticated copy of the university title that gives access to the master. Should students be admitted via track 3 (qualification not homologated to a level of training equivalent to a degree), at the time they enrol they must present a document issued by the university at which they obtained their qualification for admission, or by the body in their country of origin responsible for accreditations, stating that their qualification entitles them to access a postgraduate course.
- ▶ Academic certificate with the qualifications of the realized studies. (original or authenticated copy)
- ▶ Certificate of foreign languages knowledge. (original or authenticated copy)

- ▶ Specific documents of each master, if it has been explained in the information on the master.
- ▶ Other merits.

In case that the student wants to request the validation of studies, he/she must indicate it in the corresponding place of the application for pre-registration and he/she must hand in the following documents, in addition to the previous documentation:

- ▶ The syllabus or chart of subjects issued or published by the centre in question.
- ▶ The documents evidencing the skills achieved, the educational content or the program of subjects passed.
- ▶ The official academic certificate detailing the qualifications obtained and in the case of academic records issued overseas, they must indicate the numeric scale of these qualifications and the study load. If the studies were taken at the University of Lleida, it will not be necessary to submit this document as the secretary's office will attach an authenticated copy of the academic record to the application.

#### **4. REQUIREMENTS OF THE DOCUMENTS ISSUED ABROAD**

Documents issued abroad must be official, original and issued by the competent authorities, and they must be legalized diplomatically. This procedure is done necessarily in each of the following organizations and in the indicated order:

1. Ministry of the foreign country of which depend the authorities that issue it.
2. Ministry of Foreign Affairs of the foreign country.
3. Diplomatic or consular representation of Spain in the country of documents precedence.

**All documents that are issued by the diplomatic authorities or by the consular services of the foreign country in Spain, must be legalized by the Spanish Ministry of Foreign Affairs**

For the legalization of documents coming from countries signing the Hague Agreement, of 5<sup>th</sup> of October, the established requirements previously are substituted by the apostille fixed in the same document by the competent authority of the state which asks for the document.

It is not required to legalize the documentation of countries that form the European Union, provided there are no doubts about the authenticity and legitimacy, nor about their official nature.

The aforementioned documents must be accompanied by the official translation into Spanish, in the case that they are in another language. This translation can be made:

- ▶ By any diplomatic or consular representation of Spain abroad.

- ▶ By the diplomatic or consular representation at Spain of the country of which is subject the requesting person.
- ▶ By a sworn translator duly authorized or registered.

The original documents can be presented together with a photocopy and they will be returned to the interested parties after the authenticity proceedings.

If the photocopies have been compared and legalized by the diplomatic or consular representation of Spain in the country of precedence of the document, it is not necessary to hand in simultaneously the original.

## 5. RESOLUTION

The resolution corresponds to the responsible body of the official postgraduate programme (POP).

The coordinator of the responsible body will sign the resolution, in accordance with the established form, and will send a copy to the Teaching Vice rector. The resolution will indicate:

- ▶ the admitted students
- ▶ the students admitted conditionally\*
- ▶ the excluded students\*\*
- ▶ the students on the waiting list
- ▶ (\*/\*\* it is necessary to indicate the reasons)

The body responsible will publish the resolution signed on the notice board of the centre that performs the registration and on the webpage of the master. The publication will indicate the DNI of the students or passport for foreigners, the reasons in the case of excluded students or conditional and the appeals that can be lodged by the interested people.

In case of disagreement with the resolution, the interested parties can lodge a higher **appeal before the Official Commission of Post grade Studies, which exhausts the administrative procedure.**

## 6. PLACE RESERVATION

Place reservations may be requested in exceptional circumstances, having justified same during the period established for registration.

Requests will be decided on by the coordinator of the master.

Reserved places will not be deducted from the offer of places on the following academic year.