

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

2021/22

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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.

## 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: 15 January to 30 September 2021.**

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.

The interested parties may modify their pre-registration information throughout the entire period. But from 30 June onwards, it will NOT be possible to modify the qualifications/specialities applied for, unless authorised by the Secretary's Office of the faculty/centre.

[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 2019-2020 (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 academic committee of a master's degree may admit students who meet the requirements and who have correctly provided the aforementioned documentation. This also holds for those who, through the pre-enrolment platform, provide the aforementioned "declaration of responsibility".

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

Official notification of admission will be sent via email to the address indicated in the pre-registration form. It will inform the student of the deadline for enrolment and the instructions for accessing the online self-enrolment platform.

### INFORMATION REGARDING THE STATUS OF THE APPLICATION

The applicant may consult the status of their application using the same passwords used to pre-register.

The following information will be displayed in the pre-registration application:

- Application under consideration or awaiting availability.
- Admitted: in this case the student will have received an official notification of admission sent to the email address indicated in the pre-registration form, and is able to enrol within the corresponding period of enrolment.
- Admitted to a previous option.

- **Excluded: does not meet access/admission requirements.**
- **Enrolled**
- **Renunciation:** the student has not formalised their enrolment within the established period.

## **GRIEVANCES**

Claims or requests for review of the admission decision must be addressed to the academic committee of the master's degree at the address indicated on the institutional website of each master's degree, within three working days following notification of admission.

A favourable resolution of the complaint will result in the student in question being allowed to participate in the next admission and enrolment period.

Otherwise, they shall consider, to all intents and purposes, that their claim has been rejected. This will be considered as notification for the purposes set out in Article 45. l.b) of Law 39/2015, of 1 October, on the Common Administrative Procedure for Public Administrations.

## **ELECTRONIC NOTIFICATION**

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

## **ENROLMENT**

Students admitted to any of their selected options must formalise their enrolment within the period indicated in the notification. Otherwise, they will lose their rights, except in the case of university master's degrees for which places are available in subsequent admission and enrolment periods, in which case they will remain admitted.

The formalisation of enrolment in a USAL master's degree implies the awareness and acceptance, on the part of the student, of the processing of their personal data in accordance with the information that can be consulted on the following website: [www.usal.es/datospersonales-ga](http://www.usal.es/datospersonales-ga)

## **ADMISSION AND ENROLMENT PERIODS**

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

Students will be able to enrol between 1 March and 30 September 2021, but will not be guaranteed a place until payment has been made.

### **2. University master's degrees subject to enrolment periods.**

Students admitted to any of the following master's degrees must complete their enrolment within the period specified in the notification, otherwise they will lose their right to enrol.

- **Enrolment in the Master's Degree in Cellular and Molecular Biology** will be open to students during the second, third, fourth and fifth periods.
- **Enrolment in the Master's Degree in the Biology and Clinical Management of Cancer** will be open to students during the second, third, fourth and fifth periods.
- **Enrolment in the Master's Degree in Biology and Conservation of Biodiversity** will be open to students during the five established periods.

- **Enrolment in the Master's Degree in Audiovisual Communication: Research and Innovation** will be open to students during the five established periods.
- **Enrolment in the Master's Degree in Criminal Law** will be open to the students during the first, second and third period.
- **Enrolment in the Master's Degree in Oenology and its Adaptation to Climate Change** will be open to students during the third, fourth and fifth periods.
- **Enrolment in the Master's Degree in the Teaching of Spanish as a Foreign Language** will be open to students during the second, third and fourth periods.
- **Enrolment in the Master's Degree in Advanced Studies in Learning Difficulties** will be open to students during the third period.
- **Enrolment in the Master's Degree in Advanced Studies in Education in the Global Society** will be open to students during the five established periods.
- **Enrolment in the Master's Degree in Advanced Studies in Language, Communication and Related Pathologies** will be open to students during the second, third, fourth and fifth periods.
- **Enrolment in the Master's Degree in East Asian Studies** will be open to students during the second, third, fourth and fifth periods.
- **Enrolment in the Master's Degree in Advanced English Studies: Language and Cultures in Contact** will be open to students during the five established periods.
- **Enrolment in the Master's Degree in Interdisciplinary Gender Studies** will be open to students during the third, fourth and fifth periods.
- **Enrolment in the Master's Degree in Evaluation and Research in Learning Organisations and Contexts (MIEVINAP) (online)** will be open to students during the second, third, fourth and fifth periods.
- **Enrolment in the Master's Degree in Evaluation and Development of Medicines** will be open to students during the second, third, fourth and fifth periods.
- **Enrolment in the Master's Degree in Cultural Heritage Assessment and Management** will be open to students during the five established periods.
- **Enrolment in the Master's Degree in Cellular and Molecular Physiopathology and Pharmacology** will be open to students during the five established periods.
- **Enrolment in the Master's Degree in Administrative Management** will be open to students during the second, third, fourth and fifth periods.
- **Enrolment in the Master's Degree in ICT in Education: Analysis and Design of Educational Processes, Resources and Practices** will be open to student during the second, third, fourth and fifth periods.
- **Enrolment in the Master's Degree in Neuropsychology** will be open to students during the first, second, fourth and fifth periods.
- **Enrolment in the Master's Degree in Secondary Education, Baccalaureate, Vocational Training and Language Teaching** will be open to students during the third, fourth and fifth periods.
- **Enrolment in the Master's Degree in Psychogerontology** will be open to students during the second, third and fifth periods.
- **Enrolment in the Master's Degree in General Health Psychology** will be open to students during the third and fourth periods.
- **Enrolment in the Master's Degree in Public Services and Social Policies** will be open to students during the second, third, fourth and fifth periods.
- **Enrolment in the Master's Degree in Supportive Treatment and Palliative Care in Oncology Patients** will be open to students during the five established periods.

For each admission period, pre-registrations made up to the dates indicated in the first column will be taken into account.

Notification of admission will be communicated by email.

<u>Pre-registration application</u>	<u>Admission</u>	<u>SELF-ENROLMENT</u>
Up until 5 April	9 April	12 - 30 April
Up until 31 May	4 June	7 -25 June
Up until 19 July	23 July	26 - 29 July
Up until 6 September	10 September	13 - 21 September
Up until 23 September	28 September	29 - 30 September

### **ACCESS TO SELF-ENROLMENT**

#### **USAL ENROLMENT REGULATIONS**

- [Procedimientos de Matrícula en titulaciones de Máster. Curso 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.

[Preinscripción fuera de plazo](#)

## CONTACT INFORMATION

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Patio de Escuelas, 1 - 37008 Salamanca

### **BY APPOINTMENT ONLY**

923 29 44 00 Ext. 4424, 1172, 1183

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

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