



## **PROCEDURE FOR APPLYING FOR ACCESS TO DOCTORAL STUDIES WITH FOREIGN DIPLOMAS**

**Course 2019/20**

### **1.- Prerequisites for the previous diplomas obtained**

If the previous diplomas have been issued by a University within the European Higher Education Area, you must provide a copy of the same (*Licenciatura, Grado* or Bachelor's and Master's Degree) and of the academic certifications, legalised and with their official translation into Spanish.

If your diploma has been issued by a University that does not belong to the European Higher Education Area, you may provide your recognised diploma. If you do not have your diploma recognised, you may apply for the "Verification of Equivalent Level of Education".

### **2.- Verification of the equivalent level of education**

If your diploma has been issued by a University outside the European Higher Education Area, you must provide the required academic documents (duly legalised and translated), which will be reviewed by the UCAM Catholic University of Murcia of Murcia in order to verify that your studies attest to a level of education equivalent to the official Spanish diplomas and that entitle, in the country in which the diploma was issued, to access doctoral studies. Obtaining the favourable resolution to the verification of the level is an essential requirement to apply for admission to the PhD Programme you are interested in, although this favourable resolution does not imply admission by itself.

In order to apply for the verification of equivalent level of education, applicants must submit the corresponding application to the PhD Secretariat, together with the documentation detailed therein.

The documentation provided shall be examined by a Commission set up for that purpose, which shall issue a technical report. The PhD



Commission of the UCAM, in view of the technical reports, shall be the body in charge of resolving these requests within a period of not more than three months.

### **3.- Differences between recognition and verification of equivalent level of education**

The recognition of a foreign diploma is the official recognition of the same as equivalent to an official Spanish university diploma. The recognition grants the foreign diploma the same academic and professional effects of the Spanish academic diploma from the date on which the corresponding credential is issued.

The verification of the equivalent level of education in no way implies the recognition of the diploma for purposes other than pursuing the official Master's or PhD programmes at the UCAM Catholic University of Murcia of Murcia.

### **4.- Procedure and documentation to be submitted**

1. Contact the PhD Service of the UCAM, which will provide you with the contact details of the coordinator of the PhD Programme you wish to access, in order to assess the feasibility of your admission and receive information on the research lines active in the programme.
2. Once the coordinator of the programme has been contacted and the feasibility of the proposal has been studied, you must submit the documentation detailed below to the PhD Secretariat of the UCAM Catholic University of Murcia:

Documentation to be submitted in the case of students belonging to the European Higher Education Area:

- PHOTOCOPY OF PASSPORT
- APPLICATION FOR ADMISSION TO THE PHD PROGRAMME.



- BACHELOR'S DEGREE DIPLOMA, with its official translation into Spanish.
- PERSONAL ACADEMIC CERTIFICATION of the Bachelor's Degree Diploma containing: the official duration in academic years of the study programme pursued, the subjects taken, the credit hours and marks of each subject, with its official translation into Spanish.
- OFFICIAL MASTER'S DEGREE DIPLOMA (postgraduate level), with its official translation into Spanish.
- PERSONAL ACADEMIC CERTIFICATION of the Official Master's Degree Diploma containing: the official duration in academic years of the study programme pursued, the subjects taken, the credit hours and marks of each subject, with its official translation into Spanish.
- If your diploma is issued by a Member State of the EU or of the EEA (Norway, Iceland, Liechtenstein or Switzerland): you do not need to get your documents legalised, only the official translation.
- If your diploma is issued by another EHEA university: you need to get your documents legalised through the diplomatic channels or with the Hague Apostille and their official translation into Spanish.

IMPORTANT: you must submit or send the ORIGINAL documents and translations. In case of providing photocopies, these must bear the original legalisations or the ORIGINAL STAMP of the Spanish Embassy or Consulate in your country.

Documentation to be presented by students NOT belonging to the European Higher Education Area:

- PASSPORT OR IDENTITY CARD
- REQUEST FOR VERIFICATION OF THE LEVEL OF EDUCATION.
- UNIVERSITY BACHELOR'S DEGREE DIPLOMA legalised and with the official translation into Spanish if necessary.



- PERSONAL ACADEMIC CERTIFICATION of your bachelor's degree diploma: the official duration in academic years of the study programme taken, the subjects taken, the credit hours and marks of each subject, legalised and with its official translation into Spanish if necessary.
- UNIVERSITY MASTER'S DEGREE DIPLOMA legalised and with its official translation into Spanish if necessary.
- CERTIFICATION ISSUED BY YOUR UNIVERSITY OF ORIGIN indicating that the diploma obtained entitles you to access PhD Programmes in the country issuing the diploma (to be signed by the competent authority of the university of origin or even by the Ministry of Education). This document must also be submitted duly legalised and with its official translation into Spanish if necessary.
- The documents must be submitted duly legalised (with the Hague Apostille or through diplomatic channels).
- You must provide the ORIGINAL legalised documents or copies of the documents with the original legalisations (stamps and signatures).

To legalise the documents:

- For documents issued in countries that have signed the Hague Convention of 5 October 1961, it is sufficient with the unique legalisation or "apostille" issued by the competent Authorities of the country.
- The documents issued by countries which are not signatories to the Hague Convention must be legalised through diplomatic channels, following these three steps:
  1. Ministry of Education of the country of origin for diplomas and educational certificates and in the corresponding Ministry for birth and nationality certificates.
  2. Ministry of Foreign Affairs of the country where these documents were issued.
  3. Diplomatic or consular representation of Spain in that country.



Modalities of Official Translation:

- By sworn translator, duly authorised or registered in Spain.
- By any diplomatic or consular representation of the Spanish State abroad.
- By the diplomatic or consular representation in Spain of the country of which the applicant is a citizen or, as the case may be, of the country of origin of the document.

(Guadalupe) Murcia, 25 November 2011.  
The President of the University  
José Luis Mendoza Pérez