



PROCEDURE FOR THE RECOGNITION OF DOCTORAL DECREES OBTAINED AT FOREIGN UNIVERSITIES

Course 2019/20

Royal Decree 285/2004 of 20 February (Spanish Official Bulletin of 4 March), which regulates the conditions of recognition and validation of foreign higher education degrees and studies was amended by Royal Decree 309/2005 of 18 March (Spanish Official Bulletin of 19 March), which, in article 22b, assigns to the chancellors of Spanish universities the competence for the recognition of foreign postgraduate degrees and studies.

The same article, in its paragraph 2, establishes that the recognition procedure shall be initiated by means of a request from the concerned person, addressed to the chancellor of the university of his/her choice, accompanied by the documents specified by means of the criteria approved by the University Coordination Council, which were made public through the Agreement of its Academic and Coordination Commissions at their meeting on 11 May 2005.

In paragraph 3 of the same article, it is established that, after the reasoned report from the competent body regarding postgraduate studies, considering the criteria set forth in articles 9 and 19 of the Royal Decree, the chancellor of the university shall adopt a reasoned resolution, which may be favourable or unfavourable.

Consequently, the Governing Council **DECIDES**:

Article 1.- Scope of recognition

It establishes the procedure for the recognition of foreign higher education degrees to the current doctoral degree, as long as they are replaced by the ones foreseen in Royal Decree 56/2005 of 21 January, which regulates official postgraduate university studies, as amended by Royal Decree 1393/2007 of 29 October.

Article 2.- Applications for the recognition of the Doctoral Degree obtained in foreign universities shall be submitted to the secretariat of the Vice-Chancellorship of



Research of the UCAM Catholic University of Murcia (hereinafter UCAM) and shall be addressed to the chancellor together with the following documents:

1. Document certifying the nationality of the applicant (certified photocopy of ID or passport).
2. Certified copy of the diploma whose recognition is requested or of the document certifying its issuance.
3. Certified copy of the academic certification of the studies carried out by the applicant to obtain the diploma that he/she wishes to be recognised, both those corresponding to undergraduate and postgraduate studies, stating at least the official duration in academic years of the study programme(s) pursued, the subjects taken, the credit hours and marks of each subject, as well as the academic year in which they were taken.
4. Explanatory report of the thesis carried out, written in Spanish, with the indication of the members of the Jury and the marks, as well as a copy of it.
5. Affidavit or promise in which the concerned party states that he/she has not applied for the recognition referred to in this regulation at another University. He/she should also state that the foreign diploma whose recognition he/she requests has not been previously recognised.
6. Proof of payment of the corresponding fee, which in principle is set at 200€, notwithstanding any updates that may be made.

Article 3.- The documents issued abroad must comply with the following requirements:

- 3.1. They must be official and issued by the competent authorities, in accordance with the legal system of the country of origin.
- 3.2. Depending on their origin, they must be submitted in accordance with the following:



- Countries to which the Council Directives of the European Union on the recognition of diplomas apply: For documents issued in these countries, the legalisation is not necessary, but the official translation into Spanish is required.
- Countries that have signed the Hague Convention of 5/10/61: It is sufficient that the documents are submitted with the unique legalisation or “apostille” issued by the competent Authorities of the country. For documents issued in these countries whose official language is not Spanish, the official translation into Spanish shall be obligatory.
- Countries that have signed the Andrés Bello Agreement: The documents must be legalised through diplomatic channels, being submitted legalised by:
 - a. The Ministry of Education or equivalent of the country of origin for diplomas and certificates of studies and in the corresponding Ministry for birth and nationality certificates.
 - b. The Ministry of Foreign Affairs or equivalent of the country where these documents were issued.
 - c. The diplomatic or consular representation of Spain in that country.
- For the rest of the countries. The documents shall be legalised through diplomatic channels. For this purpose, they must be submitted legalised by:
 - a. The Ministry of Education or equivalent of the country of origin for diplomas and certificates of studies and in the corresponding Ministry for birth and nationality certificates.
 - b. The Ministry of Foreign Affairs or equivalent of the country where these documents were issued.
 - c. The diplomatic or consular representation of Spain in that country. In this case, the procedure shall be accompanied by the legalisation at the Office referred to in point d.

- d. The Legalisation Section of the Spanish Ministry of Foreign Affairs.

3.3. All documents issued in a foreign language, except for the copy of the doctoral thesis and any complementary documents that may be required, must be accompanied by an official translation into Spanish, which may be made:

- a. By any diplomatic or consular representation of the Spanish State abroad.
- b. 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.
- c. By Sworn Translator, duly authorised or registered in Spain.

Article 4.- In case of doubt about the authenticity, validity or content of the documents provided, the examining body will be able to carry out the necessary actions for their verification, as well as to go to the competent authority issuing them to validate the doubtful elements.

Article 5.- The Vice-Chancellor of Research, through the Service of Third Course and PhD, shall act as an examining body of the procedure.

Article 6.- Once the fulfilment of the conditions indicated in the previous articles has been verified, the transcript shall be sent to the PhD Commission, which shall issue a reasoned report on the appropriateness of the recognition requested. This report shall be sent to the chancellor, who shall give a reasoned decision.

Article 7.- If the decision is favourable, it will be accredited by means of the appropriate credentials issued by the chancellor according to the model approved by the University Coordination Council. Before issuing the credentials, the university will communicate it to the Sub-directorate General for Degrees, Validations and Recognitions of the Ministry of Education and Science.

Article 8.- The recognition to the doctoral degree does not imply, in any case, the validation or recognition of the foreign bachelor's degree or equivalent level held by the concerned party.



Article 9.- This resolution shall enter into force the day following its signature by the President of the University.

Guadalupe (Murcia), 5 December 2007.
The President of the University
José Luis Mendoza Pérez