

Regulations governing the University of Girona's procedure for the homologation of foreign degrees in Spanish postgraduate qualifications

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Article 1. Purpose of the regulations

These regulations govern the University of Girona's procedure for standardising higher-education qualifications obtained in accordance with Spanish educational system for the following degrees from the Spanish system:

- The current doctorate degree, until it is replaced by the degree provided for in RD 56/2005, of 21 January, governing post-graduate university studies.
- The official master's and doctorate degrees governed by RD 56/2005, of 21 January, except for the master's degrees referred to in Article 8.3 of that royal decree.
- The academic Master's degree.

Article 2. Scope of application

These regulations apply to official recognition of foreign higher-education degrees:

- a) the education students have sat in universities or higher-education institutions located outside Spain.
- b) the education students have wholly or partly sat in Spain in centres duly authorised by the competent Spanish authorities.

Article 3. Exclusions

3.1. Official recognition of qualifications obtained under foreign educational systems cannot be granted for the qualifications from the Spanish education system listed below:

- a) Degrees and diplomas awarded by universities under Article 34.3 of the Framework Act 6/2001, of 21 December, on universities.
- b) Spanish qualifications resulting from curricula that are no longer extant or which have not yet been fully implemented, at least in a Spanish university.

3.2. The following foreign qualifications or studies are not subject to official recognition:

- a) Where they are not academically valid in their country of origin.
- b) Those corresponding to foreign studies attended wholly or partly in the Spanish State, where the centres lack the mandatory authorisation to teach these studies or where the studies permitted for the foreign qualification for which official recognition is sought were not effectively established at the university or institute of higher education that issued the qualification, in accordance with the provisions highlighted in Article 86 of Framework Act 6/2001, of 21 December, on universities. Nevertheless, where such circumstances affect only part of the studies attended, the rest of the studies that do not fall under those circumstances may be validated, if appropriate.
- c) Qualifications that have already been officially recognised in the Spanish State or studies passed for obtaining those qualifications which that have already been validated for continuing studies in the Spanish State.

3.3. Qualifications or foreign studies that do relate directly to the actual knowledge of the studies taught at this university are not subject to official recognition at the University of Girona.

Article 4. Criteria for official recognition of postgraduate degrees

4.1. Decisions on official recognition of foreign higher-education qualifications as equivalents to Spanish master's and doctorate degrees need to be adopted based on the study of the education acquired by the student and taking into account:

- a) The correspondence between the academic levels required for admission to the studies that lead to the obtaining of the foreign qualification and those corresponding to the Spanish qualification in question.
- b) The duration and course of the educational period needed for obtaining the foreign qualification for which official recognition is sought.

- c) The correspondence between the academic levels of the foreign qualification and those of the Spanish qualification for which official recognition is sought.
- d) The educational contents passed for obtaining the foreign qualification.

4.2. When the education corresponding to the Spanish qualification is standardised under EU directives, official recognition requires compliance with the requirements provided for in the respective directives.

Article 5. Criteria for official recognition of postgraduate degrees

5.1. Decisions on official recognition of foreign higher-education qualifications in Spanish academic master's and doctorate degrees need to be adopted with the following criteria taken into account:

- a) The correspondence between the academic levels required for admission to the studies that lead to the obtaining of the foreign qualification and those corresponding to the Spanish State's academic degree in question.
- b) The duration and course of the educational period needed for obtaining the foreign qualification for which official recognition is sought.
- c) The correspondence between the academic bachelor's degree of the studies that lead to the obtaining of the foreign certificate and the Spanish State's corresponding academic degree for which official recognition is requested.

Article 6. Official recognition of official high-education qualifications issued in an EU member state

When official recognition is requested for a qualification corresponding to studies followed in accordance with educational systems of EU countries in a Spanish academic degree, the decision on official recognition must only take account of the criteria established in the section c) of Article 4.

Article 7. Fees

The fees that the individuals concerned must pay, corresponding to the start of the procedure, represent income that the rector may require. Justification of the payment of this amount is a prerequisite for processing the dossier.

Article 8. Application

8.1. The procedure for official recognition starts through the submission of the application for official recognition, addressed to the Rector of the University, from any of the University's register offices or through any of the means provided for in Act 30/1992 and its amendments.

8.2. The application for official recognition has to be signed by the person concerned in accordance with the standard model.

8.3. The person concerned cannot request official recognition from more than one university at the same time. However, if the application for official recognition is denied, the person concerned start a new procedure at another Spanish university.

Article 9. Documents that have to accompany the application

- a) Application form for official recognition of foreign qualification.
- b) Document providing supporting evidence of the identity and nationality of the applicant (certified photocopy of the national ID or passport).
- c) Certified copy of the qualification for the official recognition is requested or of the certification accrediting its issue.
- d) Certified copy of the academic qualification of the studies attended by the applicant for obtaining the qualification whose official recognition they are requesting, where they must state, among other things, the official duration in the academic years of the syllabus followed, the subjects studied, the course load of each and their qualifications and the qualification obtained in their doctoral thesis.
- e) As for applications for official recognition of doctorate degrees, an explanatory report of the thesis, written up in Spanish or Catalan, stating the members of the jury and the qualification, as well as a copy of the thesis itself. The explanatory report must include an introduction and some conclusions and be accompanied by a copy in electronic format.
- f) Accreditation of the payment of the established amount.
- g) Declaration of compliance of not having had the degree officially recognised in the Spanish State, not having applied for its official recognition from another university at the same time and not having obtained validation of the studies corresponding to the degree whose official recognition is being applied for, to continue studies in the Spanish State.
- h) If official recognition of the qualification has been applied for from another university and that application has been refused, a copy of the decision issued by that university.
- i) *Curriculum vitae* of the applicant.

In addition, the committee authorising doctoral thesis vivas at the University of Girona may require other documents from the person concerned that it deems considers necessary for the accreditation of the equivalence between the education leading to the obtaining of the foreign qualification and that required for obtaining the Spanish qualification for which official recognition is being sought, including, where appropriate, the subjects' programmes – reflecting the content and breadth they were studied in – or the academic documents providing evidence that the student passed all their prerequisite studies for admission to the studies followed for obtaining the qualification that official recognition is being applied for.

Article 10. Document requirements

Documents issued abroad must also meet the following requirements:

- a) They need to be official and sent by the competent authorities, in accordance with the legal system of the country concerned.
- a) B) They must be legalised by the government of the issuing country, if necessary, by adding an apostille in line with the Hague Convention. This requirement does not

apply to documents issued by the authorities of EU member states or signatories to the European Economic Area agreement.

- b) They must be accompanied, if required, by the corresponding official translation into Spanish or Catalan.

Article 11. Verification of documents

The University of Girona, where there is any doubt over the authenticity, validity or content of documents produced, may carry out the necessary internal procedures to verify them, whether by requiring supplementary information from the person concerned or by contacting the competent authority that issued them for the purposes of verifying any dubious aspects.

Article 12. Amendment of the application

If the applicant fails to meet the necessary requirements, the person concerned will be required, within a maximum period of ten days, to amend their application and/or produce the requisite documents, and put on notice that should they fail to do that, they will be deemed to have withdrawn their application.

Article 13. Reports

13.1. The Rector's decision on official recognition must be adopted subject to a reasoned report from the competent authority. The proposal resulting from this report may be favourable or unfavourable to the application for official recognition, and the person concerned will be notified of it.

13.2. The committee may request technical reports it requires for drafting its proposal.

13.3. The competent commission may appoint technical committees by area of knowledge to analyse and report applications.

Article 14. Exceptions to the need for a report

The Rector can decide on the application, without the need for requesting a report from the competent commission, in the following cases:

- a) When any of the grounds for exclusion provided for in Article 3 of these regulations arises.
- b) When the University of Girona has made a previous decision on the official recognition of a foreign high-education qualification with identical features.

Article 15. Decision

15.1. Once the proceedings have been conducted and the hearing procedure held for the person concerned, if appropriate, the Rector will make a reasoned decision on the application, either granting or denying the official recognition applied for.

15.2. The period for making the decision and notifying the resolution of the proceedings is six months, starting from the date that the application entered the University of Girona's Register.

15.3. Under the Additional Provision Twenty-Nine and Annexe 2 to Act 14/2002, of 29 December, on Tax, Administrative and Social-Order Measures, where no express decision has been issued within the period stated, this will be understood as a rejection of the application for official recognition.

15.4. This decision, which exhausts administrative procedural channels, and irrespective of its immediate enforcement, may be appealed against by the persons concerned for reconsideration, under Articles 116 ff of Act 30/1992, of 26 November, on the legal system of public authorities and common administrative procedure, as amended by Act 4/1999, of 13 January.

Article 16. Credentials

16.1. The official recognition granted is accredited through the appropriate credential issued in a bilingual (Catalan and Spanish) version by the Rector of the University of Girona, under the model established by the University Coordination Council, which has to state the foreign qualification of the person concerned.

16.2. Before the credential is issued, the University will communicate the its official recognition to the Subdirectorate-General of Qualifications, Validations and Official Recognition at the Ministry of Education and Science, for the purpose of its registration with in the special section of the National Register of Qualifications. The University must maintain a register of the credentials issued.

16.3. Official recognition grants the foreign qualification, as from the date it was granted and the corresponding credential is issued, the same effects as the Spanish qualification throughout Spanish territory, in accordance with the regulations currently in force.

16.4. Official recognition of doctorate degrees does not imply, under any circumstances, official recognition or approval of the foreign qualification at the equivalent academic level the person concerned has.

16.5. If official recognition is denied, the person concerned can start a new procedure at another Spanish university.

16.6. Credentials are delivered to the persons concerned through procedures similar to those for official qualifications.

Additional provision

Any query or difference that arises over the interpretation of these regulations must to be submitted to the Deputy Rector responsible for the postgraduate studies.