ACCESS AND ADMISSIONS APPLICATION TO A PhD PROGRAMME AT THE UNIVERSITY OF GRANADA

Documents to be submitted by the applicant

1. Completed Admissions Application form
2. Letter of acceptance from the collaborating centre, institution, or entity in which the thesis will be carried out, if this does not belong to the University of Granada.
3. Additional documents:
   a. Copy of Bachelor’s Degree certificate.
   b. Transcript of Records (or Cumulative Record) of Bachelor Studies.
   c. Copy of Official degree certificate allowing access to PhD Studies (Master or Doctorate).
   d. Transcript of Records (or Cumulative Record) of Master’s Degree/PhD studies.
   e. Sworn translation of the above documents in the case that they are not issued in either Spanish or English.
   f. Diplomatic Legalization, or an Apostille of The Hague, for the above documents.
   g. Certificate (in Spanish or English) issued by your University of origin that confirms that your degree (Master/Doctorate) qualifies you to undertake PhD studies in your home country.
   h. Passport or Identity Card.
   i. Curriculum Vitae (optional).
   j. Language certificates (optional).

Applicants from the University of Granada can submit those documents generated via their online Identified Access, not being necessary official certificates for 3a, 3b, 3c, 3d.

Regarding point 3e, a sworn translation is an official translation undertaken by a sworn translator accredited by the Ministry of External Affairs in Spain. The sworn translator signs and stamps the translation and certifies its faithfulness to the original.

Documents listed at 3f and 3g must be submitted exclusively by applicants from countries not belonging to the European Higher Education Area.

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1. A list of practicing sworn translators provided by the Spanish Ministry of Foreign Affairs may be consulted at www.maec.es/
2. See section on legalization of documents at the end of this information sheet.
How to present your application and related documents

The Admissions process is to be completed exclusively by submitting the application ELECTRONICALLY and presenting the aforementioned documents via the following link:

http://oficinavirtual.ugr.es/apli/awc/admision_doctorado/admision_1.jsp

The applicant will be informed of the procedure surrounding their application via the electronic admissions tool.

Once the list of students admitted onto the PhD programme in question is published, the student will receive an email containing a password, with which they may access the auto-enrolment tool.

Once enrolment is completed, there will be a maximum timeframe (which will be specified) during which students must present the following documentation:

- Originals, or officially verified/stamped copies, of the documents originally submitted via email (except in such cases where the University of Granada is already in possession of these originals).

The aforementioned documents may be presented:

- At the Registry of the International Postgraduate School.
- At any official Registry of the University of Granada.
- At the Government’s Regional Offices (Subdelegación de Gobierno) of any province in Spain.
- Via the Spanish consulate or embassy of any country world-wide.

Should the student not provide the necessary documentation in the stipulated timeframe, this will be taken to mean that he or she no longer wishes to be considered a student and, following due notification, his/her enrolment will be cancelled.

For subsequent academic years, the student **MUST RENEW THEIR ENROLMENT** within the official timescales.

For additional information regarding access and admission, and the types of PhD programmes available, please see below. Applicants are advised to read this section carefully so as to avoid delays in the application procedure.

Additional information regarding access and admission

Applicants must fulfil two types of requirement:

1. Access requirements

   1a. General access requirements

   Access to an official PhD programme is dependent on the applicant holding an Official Spanish Bachelor’s Degree, or equivalent, and an Official Spanish Master’s Degree.

   1b. Additionally, applicants in the following situations may have access:
i. Having an Official Spanish University Degree, or a First Degree from another country belonging to the European Higher Education Area, giving access to Master’s studies. They must also have completed a minimum of 300 ECTS credits during their completed official university studies, of which, at least, 60 credits must relate to Master’s-level. If the ECTS credit system does not apply, each academic year will be deemed to be equivalent to 60 ECTS credits.

ii. Having an Official Spanish Bachelor’s degree with at least 300 ECTS credits, according to European Community Law. It is mandatory for such applicants to achieve complementary study credits except in those cases where the Bachelor’s Degree curriculum includes research credits equivalent to Master’s-level research credits.

iii. University graduates who, after obtaining a place through the corresponding access exam for specialized medical training, have completed with a positive evaluation at least two years’ study on a programme to obtain their official degree in one of the Health Sciences specialisms.

iv. Having an Official Degree from a Higher Education Institution not belonging to the European Higher Education Area, with no need to apply for homologation, subject to checks by the university to confirm that the degree in question accredits an equivalent level of study to that of the Official Spanish Master’s Degree and gives access to PhD studies in the home country. Admission on this basis will not imply, under any circumstances, the homologation of the previous degree, nor its recognition for any purposes other than access to PhD studies.

v. Having an Official Spanish PhD Degree pertaining to previous university regimes.

2. Admission Criteria

These are the requirements set by the overall PhD programme and they are evaluated by the Academic Committee of the Programme. The Committee may reject the application, establish additional study requirements for the applicant prior to the Thesis, or accept the application definitively. Applicants are advised to visit the relevant programme website to find out about specific criteria.

Which PhD programmes can applicants can apply-to?

Applications must be made to current PhD programmes only, a list of which can be consulted on the International School for Postgraduate Studies’ website.

http://escuelaposgrado.ugr.es/doctorado/oferta_programas_doctorado/oferta

However, there are two exceptional cases for applicants who have studied a PhD or Master’s programme at the University of Granada:

First Exception (access to a programme from the Royal Decree 778/1998):

If the applicant has been awarded the Proficiency in Academic Research by the University of Granada and he/she followed a course of PhD studies between 1999/2000 and 2005/2006, he/she can:

1. continue on the same PhD programme as before, then he/she does not have to apply for admission to the program, as he/she is already admitted, but must present the research project and send it to the email epdoctorado@ugr.es.

2. Or opt for one of the current PhD programmes, in that case, he/she must apply for the admission in the programme following the procedure described herein.
Second Exception (access to a programme from the Royal Decree 56/2005):

If the applicant undertook Master’s-level study between 2006/2007 and 2009/2010 at the University of Granada, he/she can apply for admission:

1. to the postgraduate program to which his/her Master’s degree belongs, then he/she does not have to apply for admission to the programme, as he/she is already admitted, but must present the research project and send it to the email epdoctorado@ugr.es.
2. Or opt for one of the current PhD programmes, in that case, he/she must apply for the admission in the programme following the procedure described herein.

Collaborating centre, institution, or entity

If the Thesis is to be undertaken at a collaborating centre, institution, or entity not belonging to the University of Granada, this must be mentioned in the admissions document. There must be a formal agreement between this associated centre (CSIC, company, etc.) and the University of Granada and with the corresponding PhD Programme, giving permission for the PhD student to undertake the Thesis at their premises; the applicant must provide a letter from the director of the centre in question, authorising them to carry out their thesis there. This letter must be attached to the application.

Legalization of documents

The legalization of degrees and certificates will depend on the agreement signed between Spain and the issuing country, as follows:

- Countries in which the European Union’s directives on degree recognition are applicable:

  Germany, Austria, Belgium, Cyprus, Denmark, Slovakia, Slovenia, Spain, Estonia, Finland, France, Greece, The Netherlands, Hungary, Ireland, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Norway, Poland, Portugal, United Kingdom, Czech Republic, Sweden and Switzerland (thanks to a bilateral agreement with the EU).
  If the degree has been issued by one of these countries, the applicant does not require legalization.

- Countries belonging to The Hague Convention:

  It is only necessary that the degree have the corresponding Apostille. Apart from the countries belonging to the European Union, the following are also covered by the Hague Convention:

  Andorra, Antigua and Barbuda, Argentina, the Republic of Armenia, Australia, Azerbaijan, Bahamas, Barbados, Belize, Belarus, Bosnia-Herzegovina, Botswana, Brunei Darussalam, Bulgaria, Cyprus, Colombia, Croatia, Dominica, Ecuador, El Salvador, Slovenia, United States, Estonia, Russia, Republic of Fiji, Grenada, Honduras, Hong Kong, Hungary, Cook Islands, Marshall Islands, Mauricio Island, Israel, Japan, Kazakhstan, Lesotho, Liberia, Macao, Monaco, Former Republic of Macedonia, Malawi, Malta, Mexico, Namibia, New Zealand, Niue, Panama, Puerto Rico, Czech Republic, Rumania, San Vicente and Las Grenadines, Western Samoa, San Cristobal and Nevis, San Marino, Saint Lucia, Seychelles, Switzerland, South Africa, Surinam, Swaziland, Tonga, Trinidad and Tobago, Turkey, Ukraine, Venezuela, Serbia and Montenegro.
Extensions: The Netherlands (Netherlands Antilles, Aruba); United Kingdom (Anguilla, Jersey, Bailiwick of Guernsey, Isle of Man, Bermuda, British Antarctic Territory, Caiman Islands, Falkland Islands, Gibraltar, Montserrat, Saint Elena, Turks and Caicos Islands, Virgin Islands).

- **All other countries:**

  Degree certificates must carry the following official stamps:

  - From the Ministry of Education of the Degree’s home country. In the case of degrees and certificates from Brazilian Universities, this stamp is not necessary.
  - From the Ministry of External Affairs of the Degree’s home country.
  - From the Spanish Diplomatic representation in the country of origin.

**Frequently asked questions**

1. If access to the Official Master’s Degree, issued by a Spanish University, was through a Spanish three-year Bachelor’s Degree, three-year Engineering Technician degree, or three-year Architectural Technician degree (equivalent to 180 ECTS credits) and the Official Master’s Degree carries fewer than 120 ECTS credits, can the applicant still have access to a PhD programme?

   To access a PhD programme, the applicant must undertake additional university-accredited studies in order to complete the mandatory 300 ECTS credits. The Academic Committee of the Programme will study and approve, where appropriate, this complementary period of study to allow admission.

2. Can the applicant gain access to a PhD programme if he/she, as in the above example, has a Spanish three-year Bachelor’s Degree or an Engineering/Architectural Technician Degree, where the number of credits along with that of their official Master’s degree exceeds 300 credits?

   It is important not to confuse the credits obtained in the previous Bachelor’s Degree system with the current ECTS credits obtained via the new Official Bachelor or Master’s Degrees. They are not comparable, as the former refer to the teaching hours received, and the latter to the minimum necessary workload to pass the course.

   Regarding the rules governing Official PhD programmes and the Doctoral Degree issued by the University of Granada, article 11.2a specifies that “In the case of degree programmes to which the ECTS credit system does not apply, each academic year will be deemed to be equivalent to 60 ECTS credits”.

3. Can any Master’s Degree issued by a Spanish University be used to access a PhD programme?

   Only Official Master’s Degrees are valid for gaining access to a PhD programme.

4. How can I find out whether a Master’s Degree is Official or not?

   Normally, the accreditations of the Official Masters (degrees or supplemental degree certificates) indicate the official nature of the degree. If this is not the case, the applicant can consult the “Registro de Universidades, Centros y Títulos” (Register for Universities, Centres and Degrees) at www.educacion.gob.es/ruct to verify the status of the Master’s degree in question.
If you have any further questions, please contact us via email at epdoctorado@ugr.es. Please state in the SUBJECT field: ‘Help with access to PhD’. Thanks to your questions, we can continue to improve the information we provide.