



APPLICATION INSTRUCTIONS FOR ADMISSION ONTO MASTERS PROGRAMMES

ACADEMIC YEAR 2010/2011

The Vice Chancellor of Postgraduate Studies at the University of Valencia is now initiating the Official Masters admission process for the academic year 2010-2011. Notification of administrative acts will be via publication on the notice board of the Servei General de Postgrau (Postgraduate Services) of the UV (Av. Blasco Ibáñez, 13 València - 46010), and on the university website.

***Note:** for a complete list of Masters programmes offered by the University of Valencia for the academic year 2010-11, see: <http://www.uv.es/postgrau/ofertasenceraen.htm>. The Masters in Secondary Education Teaching follows a separate admissions procedure. Instructions will be published on the Postgraduate web page over the following months.*

1. General entry requirements

Applicants must hold one of the following degrees:

- a) An official degree awarded by a Spanish university.
- b) An already accredited foreign higher education degree.
- c) An official university degree awarded by a higher education institute from within the European Higher Education Area (EHEA).
- d) An official degree from non-EHEA educational systems. For these applicants access is conditional on obtaining official recognition of the right of access to postgraduate studies from the Chancellor of the University of Valencia.

***Note:** for those requiring, and who have not previously obtained, official recognition of the right of access to postgraduate studies from the Chancellor of the University of Valencia, the application process will be started automatically by the UV on receipt of the Masters admission application form and the compulsory documentation requested in point 3. Applicants are not therefore required to undertake any further steps.*

2. Specific requirements and admission criteria

In addition to the entry requirements common to all master studies, each programme may have certain specific requirements (see programme information for the relevant Masters programme: <http://www.uv.es/postgrau/ofertasenceraen.htm>).

3. Application submission

Admission period: from January 8 until September 17 2010.

Address: the completed and signed "*Pre-enrolment application form*" (three copies, two to be submitted to the University and the other kept by the applicant) should be handed in or sent by post to:



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Fundación Universitat Empresa – ADEIT
Universitat de València
Pl. Verge de la Pau, 3
46001 València - España

along with the following **compulsory documentation**:

- 1) Photocopy of NIF (Spanish national), NIE (resident in Spain) or PASSPORT (other).
- 2) Certified photocopy, or original and copy, of official university degree certificate.
- 3) Certified photocopy, or original and copy, of official academic certificate (transcript).
- 4) If appropriate, documentation requested as part of the entry requirements for individual Masters programmes (see the relevant programme description web page <http://www.uv.es/postgrau/ofertasenceraen.htm>).

***Note:** applicants holding unaccredited foreign degrees should submit certified photocopies of their university degree and academic certificate (transcript), apostilled or authenticated if appropriate. See “[Additional requirements for foreign degrees](#)”.*

- 5) Regarding foreign degrees already accredited by the MEC (Ministry for Education and Science): certified photocopy, or original and copy, of the document accrediting the degree.
- 6) Regarding unaccredited foreign degrees which have already been granted access to studies by the Chancellor of the University of Valencia: certified photocopy, or original and copy of the favourable decision.

***Note:** students are normally allowed to submit uncertified photocopies during their initial application, in which case admittance, if granted, will be conditional on submitting the required documentation listed in point 3, during the time period indicated. These applications will be marked as “conditionally admitted” (see point 4) in the published list of admitted and rejected applications, and of those on the waiting list. Upon receipt of the required documents their status will be altered to “admitted”.*

The University of Valencia will only send acceptance letters to students with “admitted” status in the published list of admitted and rejected applications. Those listed as “conditionally admitted” will not be notified by letter.

Nonetheless, any applicants who need pre-admission letters, in order to apply for grants before the final admittance list is published, may request them via email (formacion.adeit@uv.es), indicating the application timetable and certificates required for the grant application.



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4. Resolution

The Academic Coordinating Commissions (CCA) will review applications according to the criteria established for each Masters programme. Once all applications have been reviewed and decisions made, the official notification of admitted and rejected applicants and those on the waiting list, will be made via a published list, divided up into the following categories:

- ✓ **Admitted:** the application meets general and specific requirements for admission onto the Masters.
- ✓ **Conditionally admitted:** the application meets general and specific requirements for admission onto the Masters, but the documentation submitted needs verifying or validating (presentation of originals, and certified or, where appropriate, apostilled or authenticated photocopies).
- ✓ **Rejected:** the application doesn't meet general or specific entry requirements.
- ✓ **Waiting List:** the application meets general and specific requirements for admission onto the Masters, but on applying the selection criteria, the CCA would prefer to retain it for comparison with other applications.

Note: applicants on the "waiting list" will be considered for all intents and purposes to be pre-enrolled, and will not therefore need to reapply for the Masters, nor to resubmit the corresponding documents.

Publication of the list of admitted and rejected applicants, and waiting list:

- **30 April** (applications received up to 31 March).
- **16 July** (applications received up to 30 June).
- **15 September** (applications received up to 31 July).
- **30 September** (applications received up to 17 September).

Following publication of the list of admitted and rejected applicants, and those on the waiting list, students will be allowed **5 working days** to appeal the decision to the corresponding CCA. This appeal, along with any relevant supporting documentation, should be submitted or sent by post to the address listed in point 3.

5. Enrolment

Following publication of the list of admitted and rejected applicants, and those on the waiting list, the University will contact the "admitted" students by email to inform them of procedures to follow to finalise their enrolment on the programme.

For more information or queries regarding these instructions, please contact:

formacion.adeit@uv.es

Tel.: (+34) 96 326 26 00