



**APPLICATION FORM FOR THE RECOGNITION OF CREDITS IN MASTER'S DEGREE PROGRAMMES**

Academic year /

*Read the instructions on the reverse before filling in the form*

**APPLICANT DETAILS**

ID card or passport:		Name(s):	
Surname(s):			
Email:		Address:	
Town:			
Postcode:	Province:	Country:	Phone:
Master's Degree:			

**REQUEST:** I hereby request recognition of credits for the following previous studies/activities (tick the appropriate option and read the information on the reverse of the form).

**COURSES COMPLETED AS PART OF A MASTER'S DEGREE/DOCTORAL PROGRAMME (fill in if applicable)**

University where the courses have been completed:				
Degree programme:				
Course previously passed	ECTS		Course/module for which recognition is requested in the current master's degree programme	ECTS
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**STUDIES LEADING TO UNIVERSITY-SPECIFIC DEGREES (fill in if applicable)**

Completed degree	ECTS		Course/module for which recognition is requested in the current master's degree programme	ECTS
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**WORK EXPERIENCE/WORK PLACEMENTS/OTHERS (fill in if applicable)**

Performed activity	Duration		Course/module for which recognition is requested in the current master's degree programme	ECTS
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Applicant signature:

Place:                      Date:

**Director of the International School for Postgraduate Studies (EIP)**

Basic information on personal data protection	
<b>Controller:</b>	UNIVERSITY OF GRANADA
<b>Legal basis:</b>	The University of Granada is entitled to process your personal data as this is necessary for the performance of a task carried out in the public interest. Art. 6.1e) GDPR.
<b>Purpose:</b>	To process your application for the recognition of credits.
<b>Recipients:</b>	Data communications are not envisaged.
<b>Rights:</b>	You have the right to request access, objection, rectification, erasure or restriction of the processing of your data, as specified in the "Additional information" section.
<b>Additional information:</b>	You can consult the additional and detailed information on data protection at the UGR, depending on the type of processing, at the following link: <a href="https://secretariageneral.ugr.es/pages/proteccion_datos/leyendas-informativas/_img/informacionadicionalgestionacademica/%21">https://secretariageneral.ugr.es/pages/proteccion_datos/leyendas-informativas/_img/informacionadicionalgestionacademica/%21</a>



## INSTRUCTIONS TO FILL IN THIS APPLICATION FORM

Before filling in this form, please check the information on recognition of credits available on the website of the International School for Postgraduate Studies:

[https://escuelaposgrado.ugr.es/pages/masteres\\_oficiales/tramites\\_admin\\_alumnos\\_master/reconocimiento](https://escuelaposgrado.ugr.es/pages/masteres_oficiales/tramites_admin_alumnos_master/reconocimiento)

The term "recognition of credits" is understood as the process by which a University accepts credits that have been earned in an official programme and counts them towards the achievement of a different official university degree.

Credits from official higher education programmes or university courses leading to another degree may be considered for recognition, as referred to in Article 34.1 of Organic Law 6/2001 on Universities (LOU) of 21 December.

Credits leading to the award of an official degree may also be granted for accredited professional or work experience, provided that the competencies acquired correspond to those inherent to the degree programme.

**The number of credits that may be recognised based on an applicant's non-official university studies and/or work experience may not exceed 15% of the overall number of credits that make up the master's degree (Art. 6 of Royal Decree 1393/2007, of 29 October, as amended by Royal Decree 861/2010, of 2 July, which establishes the organisation of official university education). Under no circumstances will master's dissertation credits be recognised.**

Fill in the requested data in capital letters.

Recognition may result in the payment of 30% of the fees for the recognised credits.

## SUBMISSION AND ATTACHED DOCUMENTATION

Attached documentation: except for studies completed at the University of Granada, the applicant must provide:

- Recognition of official postgraduate studies:
  - Original degree certificate and a copy, unless this document has an electronic signature admitted by current legislation.
  - Guides of the courses passed, signed by the academic coordinator.
- Recognition of university-specific degrees: original and copy of the university-specific degree certificate.
- Recognition of work experience:
  - Working life report issued by the Ministry with responsibility for Employment and Social Security.
  - Employer's report on the activities and tasks performed, as well as the skills, abilities and competences acquired.
  - If appropriate, a report with a detailed description of the professional activities performed during the period(s) of work, with a maximum length of TEN pages. This report can be structured as follows: cover page with the student's personal details and the name of the degree programme they are undertaking; table of contents; brief information about the company: name, location, sector of activity, etc.; departments or units in which the student has worked; training received: courses, seminars, talks, etc.; a description of the activities performed and the time spent; skills, abilities and competences acquired throughout the period of the professional activity.

The application must be submitted within the deadlines indicated in the academic calendar of the current academic year ([https://escuelaposgrado.ugr.es/pages/masteres\\_oficiales/calendario\\_precios\\_publicos](https://escuelaposgrado.ugr.es/pages/masteres_oficiales/calendario_precios_publicos)) through the UGR e-Administration Platform.

Please keep the submission receipt.

## ADMINISTRATIVE PROCESSING AND NOTIFICATIONS

Once the application has been received, it will be sent to the master's programme academic committee for a mandatory report.

Deadline for decision: 3 months.

Administrative silence: negative.

Pursuant to Articles 41 and 43 of Law 39/2015, of 1 October, on the Common Administrative Procedure of Public Administrations, notifications from the University of Granada will preferably be sent electronically.

## APPLICABLE REGULATIONS

Applications for modification to registration (extensions, modifications, withdrawals) will be submitted within the period established each year by Resolution of the Rectorate of this University: [https://escuelaposgrado.ugr.es/pages/masteres\\_oficiales/normativa](https://escuelaposgrado.ugr.es/pages/masteres_oficiales/normativa)



**UNIVERSIDAD  
DE GRANADA**

**Vice-Rectorate for Teaching and  
Learning**

**International School for Postgraduate**

**REPORT BY THE ACADEMIC  
COMMITTEE RECOGNITION OF  
CREDITS**

*Once the application for recognition of credits has been submitted to the UGR e-Administration Platform, the International School for Postgraduate Studies will automatically request the coordinators of the master's degree to present the following report from the master's programme academic committee.*

**STUDENT DETAILS**

Surname(s):

Name(s):

ID card or passport:

Master's Degree:

**REASONED REPORT BY THE MASTER'S PROGRAMME ACADEMIC COMMITTEE:**

Favourable

Partially favourable

Unfavourable

Large empty box for the reasoned report.

**The Master's Degree Coordinator**

**Signature:**