



UNIVERSIDAD
DE GRANADA

Manual for pre-enrolment in master's degrees

International School
for Postgraduate Studies (EIP)



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escuelaposgrado.ugr.es



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1. INTRODUCTION

This guide contains information on how to complete the pre-enrolment application form for master's degrees offered by Andalusian universities. All the information provided can be found at <https://www.juntadeandalucia.es/economiaconocimientoempresayuniversidad/sguit/?q=masteres>

- **Before applying, we recommend that you carefully read the regulations governing the application process:**
<https://www.juntadeandalucia.es/economiaconocimientoempresayuniversidad/sguit/?q=masteres>
(go to *Normativa* [Regulations].)
- **Refer to the calendar as well:**
<https://www.juntadeandalucia.es/economiaconocimientoempresayuniversidad/sguit/?q=masteres>
(go to *Fechas más relevantes del proceso* [Key dates in the process].)
- **You can consult the catalogue with all the master's degrees on offer by clicking on the following link:**
<https://www.juntadeandalucia.es/economiaconocimientoempresayuniversidad/sguit/?q=masteres>
(go to *Catálogo de másteres* [Catalogue of master's degrees]). It is important that you check if the master's degree you are interested in has specific access requirements. You can check this and the priority of access associated with each degree programme by clicking on the icon *Ver ficha* (View sheet) .
On the website of the International School for Postgraduate Studies (EIP) you can also find a list of all the master's degrees offered by the UGR, along with their curricula: https://escuelapostgrado.ugr.es/pages/masteres_oficiales/oferta_formativa
- On the website of the "Distrito Único Andaluz (DUA)" Platform for University Admissions in Andalusia there is a **FAQ section** that may help you (in the drop-down menu *Acceso a* [Access to], select *Másteres Oficiales* [Official Master's Degrees]):
<https://www.juntadeandalucia.es/economiaconocimientoempresayuniversidad/sguit/?q=faq>
- For **technical issues**, please contact the Servicio de Atención a Usuarios/as (User Helpdesk):
<https://www.juntadeandalucia.es/economiaconocimientoempresayuniversidad/sguit/?q=sat>
The application itself helps you throughout the process. Look for the icon  (Contextual help) if you have any questions.

Requirements for the correct performance of the pre-enrolment platform:

1. Use Mozilla Firefox or Google Chrome.
2. Do not navigate using the buttons of your browser but the ones that appear within each page.
3. All documents attached to the application must be in PDF format.

2. WHAT DO I NEED TO KNOW BEFORE APPLYING?

- **The whole process consists of three stages:**

Stage 1: Intended only for applicants who have obtained their entrance qualification in a foreign country.

Stages 2 and 3: Open to all applicants who hold an entrance qualification that gives access to a master's degree. This degree must have been awarded within the period established in the call for applications.

- **Documentation you will need:**

- 1- The university degree with which I wish to access the master's degree.
- 2- **Official academic transcript showing your average mark**.
- 3- Certificate of foreign language proficiency (in the case of master's degrees that require it, e.g. the Master's Degree in Teacher Training).
- 4- If you hold a foreign degree: entry certificate to master's degrees in the country of origin and certificate of grading system (minimum and maximum marks that may be used to grade the courses of your entrance qualification).
- 5- For the specific requirements of each master's degree you are applying for: all the documents required for each master's degree. For example, if you have to submit your CV for two of the master's degrees you are applying for, you must attach it to both requests, as the academic committee of each master's degree can only access the documentation provided for their specific sections.

- **I have paid for the issuing of my degree certificate, but I have not yet received it. What should I do?**

You can submit any of the documents listed below instead. However, if you obtain a place on a master's degree and successfully complete it, you will be required to submit your final degree certificate in order to obtain the master's degree diploma. You can submit:

- Degree certificate issued by your home university, signed (with electronic or handwritten signature) and stating the date of payment of the issuing fees.
- Degree certificate request form, registered at your home university and accompanied by proof of payment.

Failure to submit either of these documents will lead to the exclusion of your application at the end of the deadline for the submission of documentation.

- **What is an official academic transcript? Why do I need it? What if I do not have it?**

This is a certificate issued by your home university stating all the courses and credits you have passed to complete your degree. It must indicate the final average mark obtained and must be signed (with an electronic or handwritten signature). Please note that access to all master's degrees depends to some extent or entirely on the average mark of your academic transcript, and this mark must be officially certified by your university. If you do not submit your academic transcript within the application period, during the period for submission of documentation or by filing a complaint in the period following the publication of the provisional or final allocation, your application will be assigned a minimum pass mark (5).

IMPORTANT NOTE: Copies of academic transcripts, informative documents, academic reports or any other document other than those indicated in the previous paragraph **will NOT be accepted**.

- **Can I submit the Diploma Supplement?**

Yes, you can submit it, but only the final Diploma Supplement will be accepted. The draft will NOT be valid.

- **Can I apply if I have not yet finished my degree?**

Yes, but you should bear in mind the following considerations:

If you have to pass one last course to obtain your degree but you expect to be able to apply for the issuing of your degree certificate within the deadline (e.g. I have taken my last exam but the results have not yet been published), you must indicate your current average mark when entering your entry

route and tick the option *Aún no conozco la calificación de mi título* (**I do not know the average mark of my degree yet**). This means that the mark you enter will only be an estimate. Depending on your provisional average mark, the system will temporarily assign you a place or put you on the waiting list. Please note that this provisional allocation may change once your final documentation has been validated, as you will need to provide your degree certificate by the established deadline.

- If you are not going to obtain your degree within the deadline specified in the call for applications, your application will be rejected because as you do not meet the entry requirements.

▪ **What is the deadline for submitting documentation?**

You must provide the documentation related to your admission route (degree certificate and official academic certificate) during the application period, except if you need to select "Nota estimada" (Estimated mark) in your application because you have not yet obtained your degree. In the latter case, you may attach these documents to your application at the latest before the deadline for the award of degrees specified in the call for applications. For instance:

- If you have obtained your degree and paid the corresponding issuing fees within the application period: you can attach the document to the application or submit it by filing a complaint within the period allowed after the FIRST ALLOCATION. Any documentation submitted at a later date cannot be accepted.
- If you have paid the fees for the issuing of your degree after the application period: you can attach the document to the application until the deadline for payment of issuing fees specified in the call for applications. You can also submit it during the complaint period allowed immediately after the deadline for fee payment.

These deadlines apply to documents relating to your admission route (degree certificate, official academic transcript and language certificate, provided that the latter requires administrative validation, e.g. for qualifying master's degrees).

Use the application to provide the supporting documents for the specific access requirements of each master's degree. These documents must be submitted by the deadline established for each stage.

3. SUBMITTING YOUR APPLICATION

Once the period for the submission of applications period is open, a new box will appear on the website of the Distrito Único Andaluz (hereinafter DUA)

—<https://www.juntadeandalucia.es/economiaconocimientoempresasyuniversidad/sguit/?q=masteres>—:

Presentación de solicitudes



The screenshot shows the website interface for the Distrito Único Andaluz. At the top, there is a navigation bar with the logo and the text 'Distrito Único Andaluz'. Below this, there are several tabs: 'Grados', 'Másteres', 'Itinerarios Curriculares Concretos', and 'Doctorados'. The 'Másteres' tab is selected. Underneath, there is a sub-navigation bar with 'Inicio / Másteres'. The main content area contains several buttons: 'Fechas más relevantes del proceso de preinscripción', 'Oficinas de Información', 'Catálogo de Másteres', 'Requisitos de acceso y procedimiento de admisión', and 'Normativa' (with a dropdown arrow).

Start the process by clicking on that box. You will be taken to the following screen:



The screenshot shows the 'Acceso a Másteres Oficiales' page. At the top, there is a navigation bar with the logo and the text 'Distrito Único Andaluz'. Below this, there is a sub-navigation bar with 'Solicitud de Admisión a las Universidades Públicas de Andalucía. Acceso a Másteres Oficiales. [redacted]'. The main content area contains the title 'Acceso a Másteres Oficiales' and 'Solicitud de Admisión a Másteres Oficiales'. Below this, there is a sub-header 'Distrito Único Universitario de Andalucía' and a note 'Esta es la única vía de presentación de solicitudes para el curso académico [redacted]'. At the bottom, there are two links: 'Acceso a la solicitud' and 'Ver normativa'.

You have two options here:

- Access the application.
- Check the regulations governing access (if you have not followed the recommendation in the first point of this guide, you can now access these regulations).

Once you have reviewed the regulations, click on [Acceso a la solicitud](#) (Access to the application).



Acceso a la presentación de solicitudes

Recuerde deshabilitar (en caso de tenerlo) el inhibidor de ventanas emergentes. De lo contrario no podrá visualizar las pantallas auxiliares que, en su caso, sea necesario mostrarle para formalizar su solicitud. ✕

A continuación, introduzca su NIF, NIE, o Documento identificativo y pulse Continuar.

Tipo de documento NIF NIE Otro documento

Nº Documento

Volver

Continuar

Acceso mediante
Certificado Digital

Acceder

Here you can choose to submit your application by entering your ID card or passport number, or by using the digital certificate installed on your computer.

WHICH ID DOCUMENTS CAN I USE?

- 1.- Spanish citizens: NIF (DNI number plus the letter).
- 2.- Foreign applicants with residency in Spain: NIE or passport.
- 3.- Citizens of any country belonging to the European Higher Education Area: passport or identity card from your country.
- 4.- Citizens from other countries: passport.

IMPORTANT NOTE: The document number you enter CANNOT be changed at any time during the process. Therefore, if you think you will need some kind of supporting document or certificate for your application, you must first make sure that the document you enter in the application is the correct one.

Why can I not change my document number?

The document number you use to initiate and register the application will be associated with a registration number and a personal password that you will obtain once you have completed the application. These credentials will allow you to make queries and modifications.

- If you wish to submit the application using a digital certificate, you must first obtain it through the website of the Royal Mint of Spain (www.fnmt.es) by following the corresponding instructions for requesting and downloading it.

Once you have selected the type of document you are going to use and entered its number, click on **CONTINUAR (Continue):**



Acceso a la presentación de solicitudes

Recuerde deshabilitar (en caso de tenerlo) el inhibidor de ventanas emergentes. De lo contrario no podrá visualizar las pantallas auxiliares que, en su caso, sea necesario mostrarle para formalizar su solicitud. ✕

Introduzca su fecha de nacimiento y la calificación de alguno de sus títulos. Si son correctos, el sistema incorporará automáticamente los datos que figuren en poder del Distrito Único Andaluz y sean útiles para formalizar su solicitud.

Fecha Nacimiento

Calificación

On this screen you must enter your date of birth and, if known, the final mark of at least one of your entrance qualifications.

If you enter these details correctly, you will allow the system to retrieve part of your personal details and data about your entrance qualifications if they have been taken at one of the Andalusian Public Universities.

Once you have completed these fields, click on **CONTINUAR** (Continue).

On the next screen you will see six tabs. You must go through all of them to complete your application.

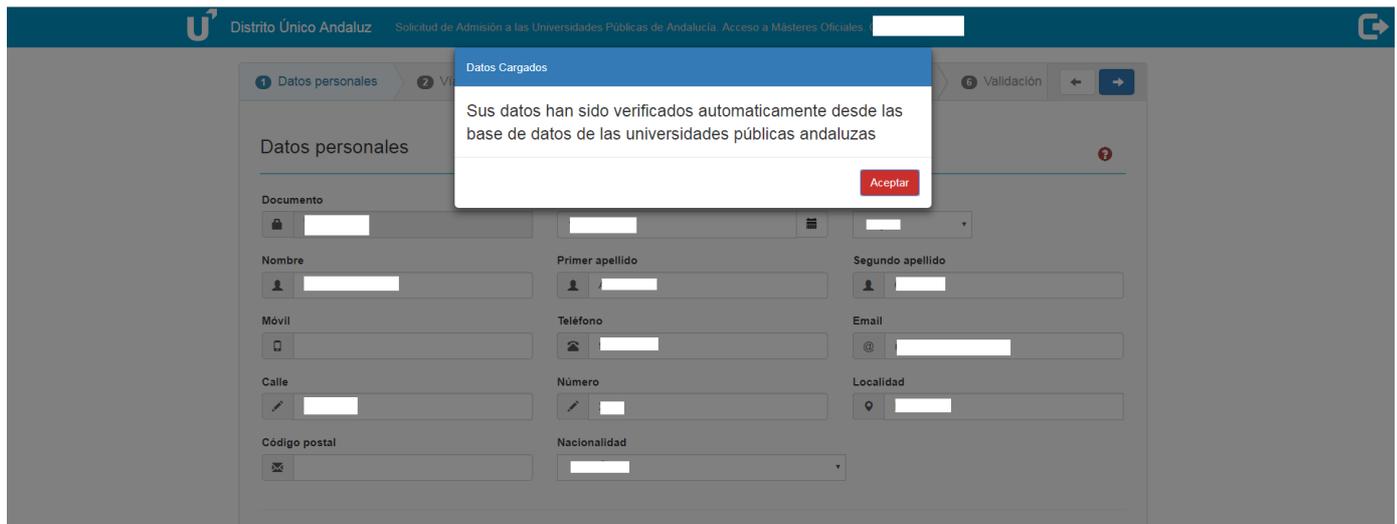
- 1.- DATOS PERSONALES (Personal details)
- 2.- VÍAS DE ACCESO (Entry routes)
- 3.- OTROS DATOS (Other data)
- 4.- PETICIONES (Requests)
- 5.- SIMULTANEIDAD (Concurrent degree programmes)
- 6.- VALIDACIÓN (Validation)

The tabs will change colour as you progress. **Blue** means that a tab has not yet been accessed, **green** means that it is completely filled in, and **red** means that a field has not been filled in or a document has not been provided.

You will **not** be able to switch tabs until the previous tab has been completed (or at least consulted in its entirety). Follow the instructions and **CAREFULLY read** the warning messages displayed.

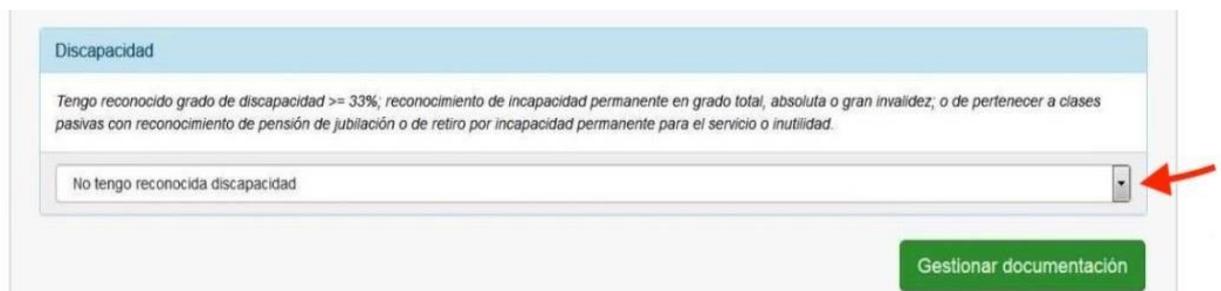
1.- Datos personales (Personal details) tab

1. **If the system has retrieved your data**, you will see the following screen. You will only need to fill in the details that have not been retrieved:



2. **If the system has not retrieved your data**, it may be because the information you have entered is not correct or because your entrance qualification is not from an Andalusian Public University. If this is your case, you will have to fill in all the information requested.

Once you have completed all the necessary details, you must indicate whether you have a recognised degree of disability equal to or greater than 33%. If so, you must provide documentary proof of this. To do this, use the following drop-down menu (if it is not visible, use the side scroll bar located on the right):



If you indicate that you have a recognised disability, the system will ask you for more information. Remember to have your disability certificate at hand. Once you have entered the requested data, the system will indicate whether it has been able to retrieve your information. If your details are not retrieved, it is **ESSENTIAL** that you attach your disability card, otherwise you will participate in the process under the general quota.

In the last section of this tab, *Datos sobre idioma* (Language data), you must attach the corresponding language certificates for the master's degrees that require them as a specific access requirement (e.g. the Master's Degree in Teacher Training).

Datos sobre Idioma

Para el acceso a determinados másteres es necesario tener acreditado un nivel mínimo B1 de idioma extranjero no materno, conforme al MCERL. Por ello, es necesario cumplimentar este apartado en el supuesto de que entre sus peticiones figure alguno de ellos.

Fecha de superación del examen de idioma al menos a nivel B1, o también puede consignar la de la acreditación por una universidad andaluza:

Gestionar documentación

IMPORTANT NOTE: If you apply for more than one master's degree, please note that the assessment committees of the master's degrees you add later will not have access to this section. Therefore, if the other master's degrees also require you to submit a language certificate, you must provide it in the corresponding section of the master's degree.

In both cases you can attach documents by clicking on *Gestionar documentación* (Manage documents).

2.- Vías de acceso (Entry routes) tab

If the system **retrieved your data**, the following screen will show your entrance qualifications, provided that you have obtained your degree(s) from an Andalusian Public University and have paid the corresponding issuing fees. If this is your case, you will only have to check the data obtained automatically and you will NOT have to provide a copy of your degree certificate or official academic transcript.

If any qualifications are missing or the system did **not retrieve your data**, you will have to enter them yourself. Click on *Agregar nueva vía* (Add new route). If you click on the contextual help icon of this screen, the system will give you instructions on how to enter the route correctly:

U Distrito Único Andaluz Solicitud de Admisión a las Universidades Públicas de Andalucía: Acceso a Másteres Oficiales

1 Datos personales
2 Vías de acceso
3 Otros datos
4 Peticiones
5 Simultaneidad
6 Validación

+ Agregar nueva Vía
→

	Universidad	Titulo	Calif.	Año Convocatoria	Fecha Expedición					
45	C	3	SEVILLA	LICENCIADO EN PUBLICIDAD Y RELACIONES PÚBLICAS	6,97	2000	18/01/2001	✓	✎	✖
45	B	3	GRANADA	LICENCIADO EN INVESTIGACIÓN Y TÉCNICAS DE MERCADO	6,91	2006	11/01/2007	✓	✎	✖

Leyendas

- 45 Poseo un título universitario español que me habilita para el acceso a másteres oficiales
- 45 Poseo un título universitario obtenido en el extranjero y que NO he homologado en España que me habilita para el acceso másteres oficiales
- 45 Poseo un título universitario obtenido en el extranjero y que he homologado en España que me habilita para el acceso a másteres oficiales
- ✓ Las vías con este icono han sido obtenidas automáticamente de las bases de datos del Distrito Único Andaluz y no precisan aporte de documentación.

- C Grado
- B Segundo Ciclo (2C)
- A Arquitectura Técnica / Diplomatura / Ingeniería Técnica / Maestro (1C)

- C Arquitectura / Ingeniería / Licenciatura (1+2C)
- B Arquitectura / Ingeniería / Licenciatura procediendo de un 1 ciclo distinto (1+2C)
- E Título Extranjero

1 Con efecto desde fase 1 |
 2 Con efecto desde fase 2 |
 3 Con efecto desde fase 3

Adding the new route opens a new screen divided into three sections:

SELECCIONAR VÍA DE ACCESO (Select the entry route)

There are three possible options. Entering the entry route correctly can facilitate the correct assessment of your application.

1.- You hold a Spanish university degree that qualifies you for access to official master's degrees. The degree may be: undergraduate degree (*Graduado/a*); full undergraduate degree in Architecture (*Arquitecto/a*), Engineering (*Ingeniero/a*) or other (*Licenciado/a*); 3-year undergraduate degree in Architecture (*Arquitecto/a Técnico/a*), Engineering (*Ingeniero/a Técnico/a*), primary teacher training (*Maestro/a*) or other (*Diplomado/a*).

2.- You hold a university degree obtained abroad that has not been officially recognised in Spain (*homologado*) and that qualifies you for access to official master's and undergraduate degrees or other equivalent programmes in your country of origin.

3.- You hold a university degree obtained abroad and officially recognised in Spain (*homologado*) that qualifies you for access to official master's degrees (you need to provide the official certificate of recognition issued by the Spanish Ministry).

DATOS DE LA VÍA DE ACCESO (Entry route data)

Depending on the chosen entry route, you will have to enter different data. Be sure to complete the requested details in full.

APORTAR DOCUMENTACIÓN (Provide documentation)

In this section you must provide the required documentation.

In all cases:

- ID card or passport for verification of the data you provide in your application:
- University degree: Click [here](#) if you have paid the fees for your degree certificate but do not yet have the final document. Click [here](#) if you have not yet completed your studies.
- Official academic transcript. Click [here](#) for more information.

If you have a foreign degree, you must also provide the following document:

- Certificate of access to master's degrees in your home country signed and stamped by your

university. If your university does not have a standard model of this certificate, you can use the model available [here](#).

*Note: You do not need to provide any documentation that the DUA may already have in electronic format. The system will automatically retrieve data on the degree(s) you hold and your average mark(s) if you have **graduated from an Andalusian university**. The computer system will tell you what documentation you need to provide. Where necessary, academic documentation (e.g. degree certificate, academic transcript) must be translated into Spanish.*

If you have not provided the corresponding documents, the system will display a message. You can attach the documents now or continue without doing so. However, your entry route will not be valid until you complete it:

AGREGAR NUEVA VIA DE ACCESO

1 Seleccionar vía de acceso 2 Datos de la vía de acceso 3 Aportar documentación

← Atrás Siguiete

Seleccione el tipo de documentación a aportar: Seleccione un tipo de documentación para empezar a aportarla.

- DNI / Pasaporte / Otro documento
- Expediente académico oficial con calificación
- Título

No ha aportado documentación acreditativa de su vía de acceso, por lo que esta vía de acceso podría resultar excluida del proceso. Para agregar la documentación acreditativa seleccione en el apartado tipo de documentación la sección correspondiente y a continuación adjunte un nuevo fichero o seleccione uno de la lista de documentos ya aportados previamente 'Y PULSE EL BOTÓN ADJUNTAR FICHERO'.

- Pulse Aceptar para registrar la vía sin añadir nueva documentación (Podrá adjuntarla más adelante en ésta misma sección).
- Pulse Cancelar para aportar documentación ahora.

Cancelar Aceptar

Ficheros aportados

Fichero	Fecha Subida	Tipo de documentación	Estado
---------	--------------	-----------------------	--------

Cancelar Registrar

3.- Otros datos (Other data) tab

In this tab you can indicate and attach supporting documentation related to your languages, professional goals and any other information of interest for the assessment of your application.

NOTE: You can check the types of accepted language certificates [here](#).

4.- Peticiones (Requests) tab

In this tab you can select the master's degrees you want to apply for. You can search by university or by master's degree (by entering a keyword).

The maximum number of requests that can be entered is six, and requests for qualifying master's degrees that are taught at all universities (e.g. the Master's Degree in Teacher Training or the Master's Degree in General Health Psychology) will be counted as a single request. It is **VERY IMPORTANT** that you order your requests according to your preferences, as the system will always try to assign you the master's degree with the highest preference.

Selecting a specific master's degree will take you to a new screen with three different tabs:

Crterios y requisitos (Criteria and requirements)

An information screen will appear with the admission criteria established in the master's degree validation report. You will also find here, among other information, the additional requirements and assessment criteria that will be applied by the corresponding academic committee. This screen will be different for each master's degree:

409808 - ESTUDIOS LATINOAMERICANOS: CULTURA Y GESTIÓN (GRANADA)

doc. no aportada | doc. aportada | doc. no requerida Gestionar documentación

Descripción	Baremo	Oblig.	Documentación
005 ACREDITACIÓN DE CONOCIMIENTOS VINCULADOS A LAS ÁREAS DE CONOCIMIENTO QUE INTEGRAN EL MÁSTER, CONOCIMIENTO DEL IDIOMA ESPAÑOL (EXTRANJEROS NO HISPANOHABLANTES), CONOCIMIENTO DE UN SEGUNDO IDIOMA, APORTACIÓN DE MÉRITOS DE INVESTIGACIÓN U OTROS MÉRITOS.	30%	NO	No aportada
001 NOTA MEDIA DEL EXPEDIENTE ACADEMICO	70%	NO	No requerida

Descripción	Oblig.	Documentación
005 CONOCIMIENTOS DEL IDIOMA ESPAÑOL CON NIVEL C1 ACREDITADO CONFORME AL "MARCO COMÚN EUROPEO DE REFERENCIA PARA LAS LENGUAS"	SI	No aportada
002 LA ADMISIÓN DE LOS SOLICITANTES QUE NO HAYAN SUPERADO EL 50% DE LA ESCALA DEL BAREMO QUEDARÁ A JUICIO DE LA COMISIÓN ACADÉMICA DEL MÁSTER	SI	No requerida
003 DEBERÁ SER LICENCIADO EN ALGUNA CARRERA DE HUMANIDADES O DE LAS CARRERAS QUE ESTÁN IMPLICADAS EN LAS MATERIAS DEL MÁSTER	SI	No requerida

doc. no aportada | doc. aportada | doc. no requerida Cancelar Siguiete

If you click on *Gestionar documentación* (Manage documentation), you will be able to provide the document marked in red as not provided.

409808 - ESTUDIOS LATINOAMERICANOS: CULTURA Y GESTIÓN (GRANADA) FASE: 3

Seleccione el requisito al que aportar documentación

Elija el requisito al que aportar documentación

Adjuntar documento aportado previamente | Adjuntar Nuevo documento

Adjuntar

Documentos Aportados

Fichero	Fecha Subida	Criterio	Estado
---------	--------------	----------	--------

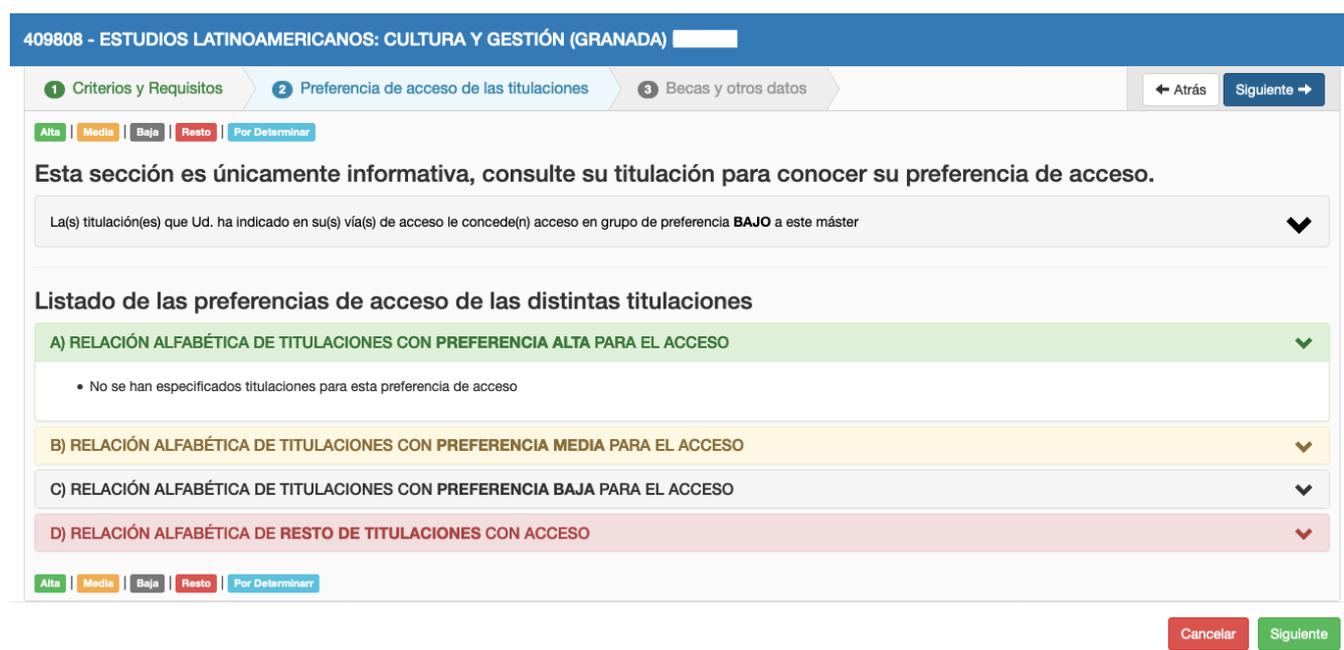
Aceptar

Note: You must attach your language certificate in this section of the master's degree (even if you have provided your language certificate in previous sections) so that the academic committee has access to it and can assess it. Otherwise, you may be excluded or not be correctly marked, which could result in you not obtaining a place and being placed on the waiting list because your score is lower than that of the last admitted applicant.

Access preference according to entrance qualifications

This tab shows the access priority of the degrees you have entered as entry routes for the requested master's degree.

Why is this information important? Applicants whose degree has a high access preference for a master's degree will have priority over applicants with a medium access preference, regardless of their entrance score. For example, if your degree has a high access preference and your final access score is 5, you will be placed ahead of another applicant with a degree with a medium access preference and a total entrance score of 10.



Grants and other information

If you have obtained a scholarship or grant to study a master's degree thanks to a national or international agreement between universities, you can specify it and attach the corresponding supporting documentation in this section.

Only official documents issued by the awarding body which explicitly state that the grant HAS BEEN AWARDED to the applicant will be accepted. Documents generated during the application stage of a grant will therefore not be accepted.

The most common types of grants are listed in the drop-down menu.

IMPORTANT NOTE: General scholarships of the Spanish Ministry of Education and Vocational Training do not appear in this section as they do not improve your access score. Applicants who are awarded this grant are exempt from paying registration fees. Therefore, if you obtain a place on a master's degree, you must indicate that you have been awarded this grant at the time of enrolment so that the exemption can be applied.

Next, for information purposes only, please indicate the projection and level of dedication to the master's degree (compulsory fields).

If the selected master's degree requires it, an additional field will appear in which you can enter specific information for access to the master's degree.

Once you have completed all the tabs for each master's degree you have applied for, the system will show you a list of these masters sorted in the order of preference you have chosen. Before continuing, please check the order of preference in which the master's degrees appear, as the system will try to assign you the master's degree with the highest possible preference. If you mistakenly assign a higher preference to a master's degree in which you are less interested than the rest of your requests and you are assigned a place on it, you will have lost the option of at least getting on the waiting lists for your other requests. You can use the arrows on the right to reposition each of your requests.

Nº Fase	Código	Universidad	Máster	Centro	Fase/Estado
1	10006	ALMERÍA	PREVENCIÓN DE RIESGOS LABORALES	I: POSTGRADO Y FORM. CONT.	
2	10070	ALMERÍA	INTERVENCIÓN EN CONVIVENCIA ESCOLAR (SEMPRESENCIAL)	F: CC. EDUCACIÓN	

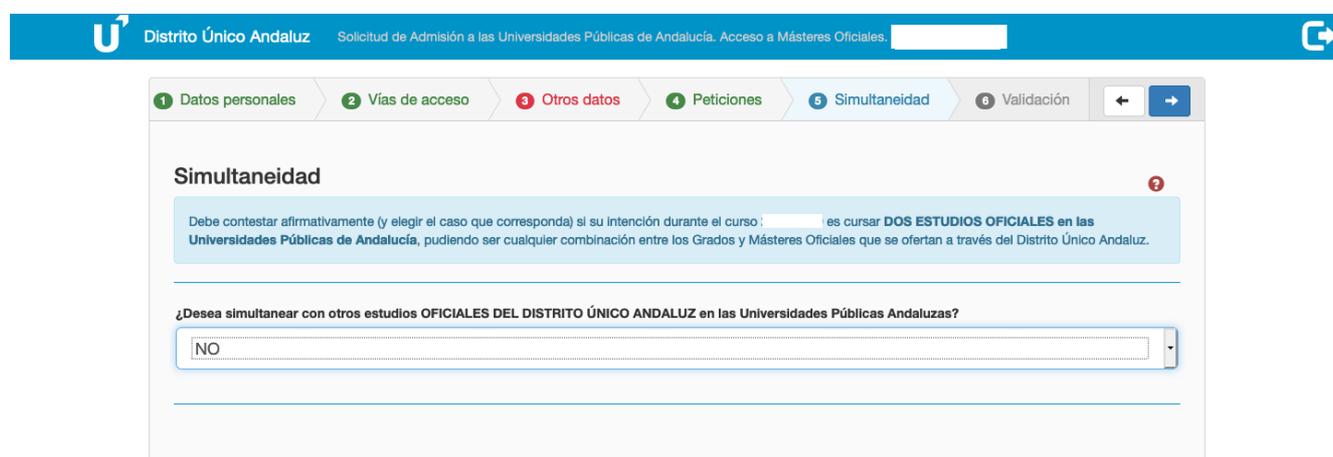
Fases
se indica (a)() fase(s) en (a)() que actualmente está participando. En las que participa en en las que no, en

Estados
 Mejor oferta Admitida Lista de espera
 Adm. mejor preferencia Excluida No procesada

5.- Simultaneidad (Concurrent degree programmes) tab

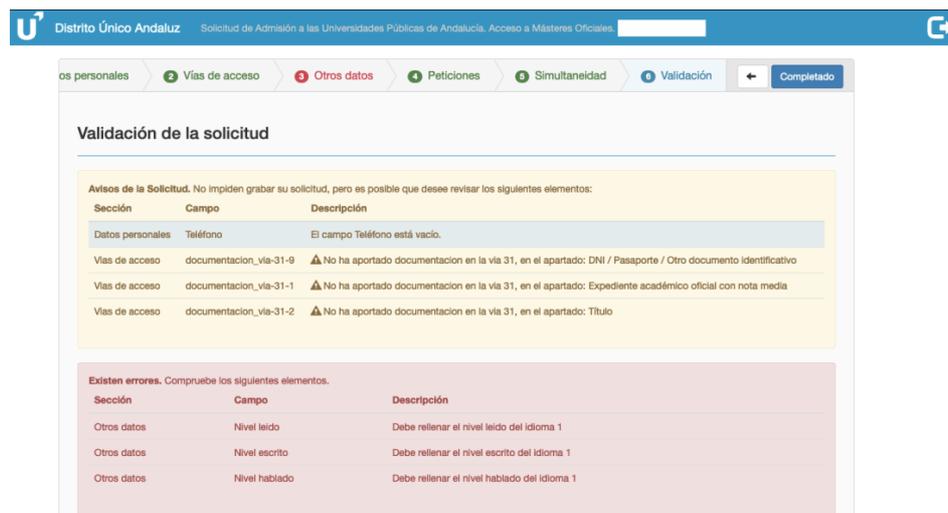
In this tab you must indicate if you want to **study at the same time** (and choose if applicable) **TWO OFFICIAL PROGRAMMES from the Andalusian Public Universities**. You can combine any undergraduate and master's degrees offered on the DUA, whether they are taught in the same or in different universities.

If you indicate that you want to study two master's degrees at the same time, the system will try to assign you the one placed higher in your application. The system will not try to assign you a second master's degree until the last stage, and will do so only if there are still places available.



6.- Validación (Validation) tab

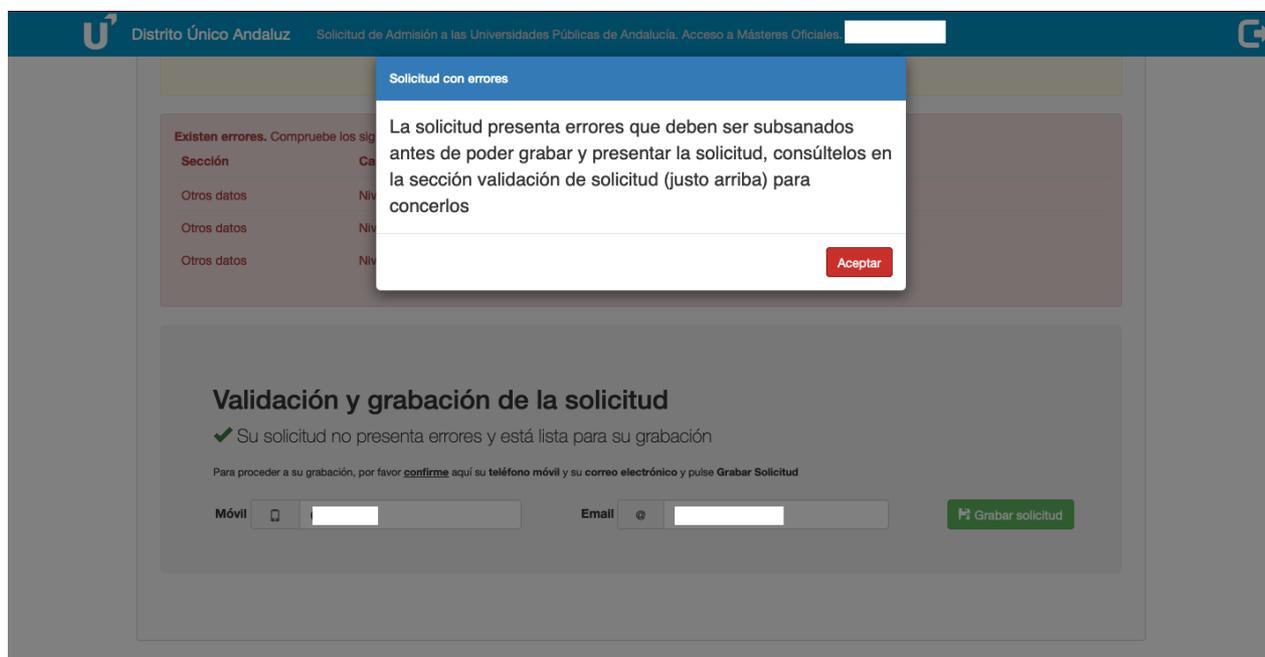
Finally, to complete the application, you must validate it. In the event that in any of the sections seen so far you have left any document or data pending to be entered, the screen will show you an error in **yellow** (if you have only filled in part of the section) or in **red** (if you have not completed a compulsory field).



Sección	Campo	Descripción
Datos personales	Teléfono	El campo Teléfono está vacío.
Vías de acceso	documentacion_via-31-0	⚠ No ha aportado documentación en la vía 31, en el apartado: DNI / Pasaporte / Otro documento identificativo
Vías de acceso	documentacion_via-31-1	⚠ No ha aportado documentación en la vía 31, en el apartado: Expediente académico oficial con nota media
Vías de acceso	documentacion_via-31-2	⚠ No ha aportado documentación en la vía 31, en el apartado: Título

Sección	Campo	Descripción
Otros datos	Nivel leído	Debe rellenar el nivel leído del idioma 1
Otros datos	Nivel escrito	Debe rellenar el nivel escrito del idioma 1
Otros datos	Nivel hablado	Debe rellenar el nivel hablado del idioma 1

As long as your application contains errors, you will not be able to validate it.



The screenshot shows a web interface for the University of Granada. At the top, there is a navigation bar with the text "Distrito Único Andaluz" and "Solicitud de Admisión a las Universidades Públicas de Andalucía. Acceso a Másteres Oficiales". Below this, a modal window titled "Solicitud con errores" is displayed. The modal contains the following text: "La solicitud presenta errores que deben ser subsanados antes de poder grabar y presentar la solicitud, consúltelos en la sección validación de solicitud (justo arriba) para conocerlos". There is a red "Aceptar" button at the bottom right of the modal. In the background, a table lists sections with errors, and a "Validación y grabación de la solicitud" section is visible below the modal.

Once the errors have been corrected, you will be able to register your application. To do this, you need to enter your mobile phone number and email address. It is **IMPORTANT** that these details match those entered in the *Datos personales* (Personal details) section:



The screenshot shows the "Validación y grabación de la solicitud" section. It features a green checkmark and the text: "Su solicitud no presenta errores y está lista para su grabación". Below this, there is a instruction: "Para proceder a su grabación, por favor **confirme** aquí su **teléfono móvil** y su **correo electrónico** y pulse **Grabar Solicitud**". At the bottom, there are two input fields: "Móvil" with a mobile phone icon and "Email" with an @ symbol icon. A green "Grabar solicitud" button is positioned to the right of the input fields.

Once you have registered your application, you can consult the receipt in PDF format. This way you can make sure that all the required documents have indeed been provided and that the details entered are correct.

U Distrito Único Andaluz Solicitud de Admisión a las Universidades Públicas de Andalucía. Acceso a Másteres Oficiales.

os personales 2 Vías de acceso 3 Otros datos 4 Peticiones 5 Simultaneidad 6 Validación

✓ ¡Solicitud registrada en el sistema!

Dentro del plazo de presentación de solicitudes podremos modificar o anular esta solicitud, usando la contraseña que se nos facilita

Información importante sobre su solicitud

Con la siguiente contraseña podrá modificar, anular o continuar con los siguientes trámites para la reserva o matrícula. Consérvela en lugar seguro.

INFORMACIÓN IMPORTANTE

Contraseña: 39AP6A

You will be able to modify this application as many times as you wish within the established deadline.

IMPORTANT NOTE: Each time you modify or cancel your application, the system will assign you a new password. Remember to always keep and use the last password, otherwise you will access a cancelled application.

Subsequently, you will receive an SMS and an email from the DUA confirming that your application has been registered. If you have not received this email after 24 hours, please check that your application is registered in the system by logging in.

4. AFTER SUBMITTING YOUR APPLICATION

▪ **Once I have submitted my application, is there anything else I need to do?**

- We recommend that you check that the application has been registered correctly, that you have attached the correct documents and that you have been received the corresponding notification. Make sure you do not have the DUA email address marked as spam, otherwise you may miss important notifications.
- If any of the documents sent are not correct, you will receive a request to correct them when the administrative validation of your application is carried out. You will also be informed of the deadline you have to make this correction. Please **read this request carefully** and do not re-attach the document that you previously sent. If you are being required to submit it again, it means that the previous **document was not valid**.

▪ **I have a query about one of the documents provided, who can I speak to?**

You can contact any of the pre-enrolment offices using the means of communication that suits you best. However, it is advisable that you contact the office that will be in charge of validating your application, i.e. the one corresponding to your first request.

If your query concerns academic issues of the master's degree you are applying for or the documentation provided for the specific requirements of a master's degree, it is advisable to contact the coordinators of that master's degree directly.

▪ **Can I change my application?**

Yes, you can. Log in to the application, enter the password assigned to you and click on *Modificar solicitud* (Modify application). Once you have made the desired changes, do not forget to register your application again. At this point, the system will assign you a new password. If you lose your password, you will have to contact the university of the master's degree you have applied for as your first choice.

▪ **I applied assuming that I would obtain my degree but in the end I did not. Will I be able to pre-enrol during the next stage?**

Yes, you can do this, but in order to avoid problems with the new application you must choose one of the following actions:

- 1.- Using the password provided by the system in the previous stage. Select the option *Anular solicitud* (Cancel request). This will restart the process with all data and documents correctly dated.
- 2.- Using the password provided by the system in the previous stage. Select the option *Modificar solicitud* (Modify request). By doing so, the data and documents entered will be maintained. However, on the screen where the entry routes appear, you will have to delete the route associated with the previous stage and enter the details of your entrance qualification, which will be automatically associated with the new stage.

IMPORTANT NOTE: When a modification is made at a later stage, the requests associated with the previous stage are no longer considered valid, so you must ensure that your application contains requests associated with the stage in which you are participating.

5. PLACES HAVE BEEN ALLOCATED. WHAT DO I HAVE TO DO?

Upon publication of each allocation of places and list of results, you will receive an SMS and/or email from the DUA asking you to check your status. If you do not receive this email, **it is VERY IMPORTANT that you check your spam folder.**

To check your status, you must access the publication link on the DUA website and enter your ID number (including any letters it may contain and distinguishing between upper and lower case letters) and the password provided by the system (distinguishing between upper and lower case letters).

Once logged in, you will be able to access all the information about your status. We will take a look at the different possibilities:

1.- **I have been provisionally allocated a place.**

If at the time of submitting your application you forgot to attach some documentation or you attached an incorrect file, the system will assign you a place based on the data entered but will not allow you to enrol until the application is validated.

CONSULTA, RESERVA Y CONFIRMACIÓN EN LISTA DE ESPERA
MÁSTERES OFICIALES

SITUACIÓN SOLICITUD CONFIRMACIÓN RESERVA FINALIZACIÓN Y RESGUARDO

Reclamaciones

Ya esta habilitada su participación para la siguiente adjudicación. Pulse aquí para descargar el comprobante

SITUACIÓN DE LA SOLICITUD

Resumen del Estado de su Solicitud y Acciones a Realizar

Le informamos que la documentación que le permite obtener la plaza actualmente asignada se encuentra pendiente de verificación por la oficina de posgrado a la que debió remitirla. Si aún no la ha remitido, debería hacerla llegar, a la mayor brevedad a través del enlace que figura más abajo. En otro caso, su solicitud quedará excluida del proceso.

Una vez efectuada la validación de la documentación, automáticamente el sistema le habilitará una reserva de plaza en la titulación actualmente asignada y una confirmación de seguir interesado en sus peticiones de mayor preferencia. Todo ello, con objeto de que figure en la lista de admitidos de la próxima adjudicación del día **ningún caso se le permitirá realizar la matrícula hasta la próxima adjudicación**, y siempre que la documentación se verifique y se valide correctamente. Por ello, **en** **fecha de la adjudicación inmediatamente posterior a la actual**.

Le comunicamos que la plaza provisionalmente adjudicada es:

- Código: 420903
- Titulación: ADMINISTRACIÓN DE EMPRESAS Y DIRECCIÓN DE RECURSOS HUMANOS EN ENTORNOS INTERNACIONALES (SEDE MELILLA)
- Centro: ESCUELA INTERNACIONAL DE POSGRADO
- Universidad: GRANADA
- NO PODRÁ RESERVAR, CONFIRMAR LISTAS DE ESPERA O MATRICULAR HASTA EL: SIEMPRE QUE SE RECIBA Y VALIDE LA DOCUMENTACIÓN CORRESPONDIENTE**

Si estima que algún dato no es correcto, podrá presentar una **reclamación** entre los días... en esta web o en una oficina de preinscripción.

Datos Personales del Solicitante

Nombre: Reconocido 33% de discapacidad: NO
DNI o NIF: Deportista Alto Nivel: NO
Simultaneidad de estudios: NO

plazo de reclamaciones establecido en la convocatoria para la adjudicación actual

- How do I provide the documentation?

Preferably by filing a complaint. As soon as your complaint is resolved, you will receive a message from the system informing you of the result of the validation.

- **What documentation do I have to submit?**

Degree certificate, final official academic transcript showing your average mark and, if necessary, foreign language certificate.

- **What is the deadline for submitting my degree certificate, official academic transcript and B1 language certificate?**

It will depend on the date on which you obtained your entrance qualification:

A) Degree certificates issued before the application deadline or after the application deadline but before the first allocation of places.

Any missing or required documentation can be attached to the application through the documentation link provided by the DUA. The deadline for attaching documentation will be the end of the complaint period corresponding to the first allocation. If you do not provide the corresponding documentation, you will lose the place provisionally allocated to you and your application will appear as **excluded** in the next allocation.

B) Degree certificates issued after the first allocation but within the maximum deadline set in the call for applications.

The deadline for submitting your entrance qualification, as well as the official academic transcript or the B1 language level certificate (if applicable), is the same as the deadline for obtaining the entrance qualification established in the call for applications. You can provide these documents through the link to attach documentation provided by the DUA or by filing a complaint.

It is strongly recommended that, once the fees for the issuing of your degree certificate have been paid, you submit the documentation as soon as the next complaint period opens. As long as your documentation has not been verified, the system will keep your provisional allocation only until the deadline for obtaining the entrance qualification established in the call for applications. If you do not provide the corresponding documentation, you will lose the place provisionally allocated to you and your application will appear as excluded in the next allocation.

- **Can I lose the place I have been provisionally allocated?**

Yes, but only in these cases:

- If you do not provide the documentation within the established deadlines or the documentation you do provide is not official as stated in the call for applications and in this guide.
- If the information entered in the application (degree, average mark and language certificate) does not match the documentation provided.
- If you do not reserve a place in case the master's degree you are allocated is not your first choice.

2.- **I have been allocated the master's degree that I listed as my first preference.**

If you obtain a place for the first of your requests, you must formally enrol at the corresponding university.



SITUACIÓN DE LA SOLICITUD

Resumen del Estado de su Solicitud y Acciones a Realizar

Le comunicamos que en esta segunda adjudicación ha obtenido Ud. la plaza de su primera preferencia:

- Código: 400902
- Máster: AVANCES EN RADIOLOGIA DIAGNOSTICA Y TERAPEUTICA Y MEDICINA FISICA
- Centro: ESCUELA INTERNACIONAL DE POSGRADO
- Universidad: GRANADA

plazo de matrícula establecido en la convocatoria para la presente adjudicación

Por tanto, deberá formalizar la correspondiente matrícula, incluyendo el correspondiente pago a cuenta, entre los días (ambos incluidos), siguiendo el procedimiento establecido por la Universidad en la que ha sido admitido. En caso de no realizar la matrícula, su solicitud quedará excluida del proceso de preinscripción para las universidades públicas de Andalucía en aquellas peticiones donde exista lista de espera.

No obstante, en caso de querer presentar reclamación, podrá hacerlo entre los días en <http://www.juntadeandalucia.es/economiaconocimiento/sguit> o en cualquiera de nuestras oficinas de preinscripción, cuyos datos encontrará en el enlace anterior, donde también encontrará información sobre la preinscripción con la contraseña:

plazo de reclamaciones establecido en la convocatoria para la presente adjudicación

Para más información de la universidad, enlace con <http://www.ugr.es>

Datos Personales del Solicitante

Nombre: |
DNI o NIF: |
Reconocido 33% de discapacidad: NO
Deportista Alto Nivel: NO
Simultaneidad de estudios: NO

Datos Académicos del Solicitante:

Vía	Cupo de Acceso:	Titulación	Calificación:	Convocatoria:	Situación:
11	47 - TITULADO EXTRANJERO	DOCTOR EN MEDICINA	2.8	2018	✓

Relación de Másteres por Orden de Preferencia:

nº 1
Código: 400902

UNIVERSIDAD DE GRANADA

MÁSTER: AVANCES EN RADIOLOGIA DIAGNOSTICA Y TERAPEUTICA Y MEDICINA FISICA
UNIVERSIDAD: GRANADA

Vía	Prioridad	Cupo	Becario Inter./ Depor. A. Rend.	Situación
11	ALTA	Extranjeros 1º Fase	NO	ADMITIDA, Matrícula obligatoria a realizar en la web de la universidad

Puntuaciones Vía 11

If you have obtained a place on a UGR master's degree, you will receive an email on the first day of the enrolment period containing the link and instructions for the enrolment process. If you do not find this email in your inbox, please check your SPAM folder.

You can also consult an enrolment tutorial at the following [link](#).

VERY IMPORTANT NOTE: If you do not enrol by the deadline indicated in the calendar and at the time you receive the various notifications, you will lose your place. If at any time during the enrolment process you encounter a technical failure on the university platform, please contact us by email (epmasteres@ugr.es) informing us of the error and attaching a screenshot. We will respond to your enquiry as soon as possible so that you can complete the process.

- **I no longer want to take a specific master's degree, can I change my application?**

The DUA allows you to change the order of your requests and add new ones you may now be interested in. However, please note that new requests will not be processed if they have a waiting list.

3.- **I have been allocated a master's degree which is not my first preference.**

In this case there are two possible options:

- You decide to take your assigned master's degree instead of waiting to obtain a place on one of the higher priority master's degrees: if you choose to do so, you will have to enrol once you receive the email from the corresponding university. By doing this, you will be giving up your position on the waiting lists of the master's degrees you listed with a higher priority and your pre-enrolment process will have finished.
- You would not mind taking the master's degree you have been allocated but you would prefer to

take any of the ones you listed with a higher preference: in this case, you must NOT enrol as long as it is not compulsory. On the application consultation screen, you must RESERVE your allocated place and CONFIRM your wish to continue on the waiting lists.

NOTE: On the application consultation screen, the DUA will provide information on the actions you can take and the corresponding deadlines. It is very IMPORTANT to read this information carefully.

SITUACIÓN DE LA SOLICITUD

Resumen del Estado de su Solicitud y Acciones a Realizar

Le comunicamos que en esta segunda adjudicación ha obtenido Ud. plaza en:

- Código: 400518
- Máster: DESARROLLO DE SOFTWARE (A DISTANCIA)
- Centro: ESCUELA INTERNACIONAL DE POSGRADO
- Universidad: GRANADA

En su situación, tiene dos opciones:

1. Hacer la reserva de la plaza actualmente asignada, en cuyo caso conservará la admisión que ahora tiene y, si su puntuación lo permite, en la próxima adjudicación se le asignará una petición de mayor preferencia siempre que ahora **confirme permanecer en las listas de espera** de las mismas. Si obtiene una nueva plaza, automáticamente los derechos de que ahora tiene decaerán en favor de la nueva.
Le recordamos que la reserva que ahora formalice, únicamente será válida para aparecer en las listas de la tercera adjudicación del 31/03/2020.
2. Realizar la matrícula en la plaza actualmente adjudicada, incluyendo el correspondiente pago a cuenta, en cuyo caso ya no prosperará a peticiones de mayor preferencia, quedando definitivamente matriculado/a en la plaza que ahora tiene adjudicada.

Le informamos que, **en caso de no efectuar la reserva o la matrícula, su solicitud quedará excluida** de todas aquellas peticiones donde exista lista de espera.

Si estima que algún dato no es correcto, podrá presentar reclamación entre los días () en esta misma web o en cualquiera de nuestras oficinas de preinscripción, cuyos datos encontrará en [esta web](#).

En caso de optar por la matrícula y/o desear información de la universidad asignada, enlace con: <http://www.ugr.es>

If you wish to remain on the waiting list for a place in a higher preference master's degree, you must reserve the place you have obtained and confirm your wish to remain on the waiting list for the rest of master's degrees. To do this, you can click on any of the spots marked in red in the following image. This will allow you to make both the reservation and the confirmation within the same process:

Relación de Másteres por Orden de Preferencia:

nº 1
Código: 405501

MÁSTER: ESTADISTICA APLICADA (A DISTANCIA)
UNIVERSIDAD: GRANADA

Vía: 11, Prioridad: ALTA, Cupo: Extranjeros 1º Fase, becarío Inter./ Depor. A. Rendl.: NO

Situación: 18 en la Lista de Espera. Pulse aquí para confirmar.

Puntuaciones Vía 11

nº 2
Código: 400518

MÁSTER: DESARROLLO DE SOFTWARE (A DISTANCIA)
UNIVERSIDAD: GRANADA

Vía: 11, Prioridad: MEDIA, Cupo: Extranjeros 1º Fase, becarío Inter./ Depor. A. Rendl.: NO

Situación: ADMITIDA/O. Pulse aquí para reservar.

Puntuaciones Vía 11

Pinchando en cualquiera de ellos accedemos a la pantalla de reserva

Siguiente

Podemos consultar la puntuación obtenida tras la valoración de la Comisión Académica de cada máster

You will be taken to the following screen:

CONSULTA, RESERVA Y CONFIRMACIÓN EN LISTA DE ESPERA
MÁSTERES OFICIALES

SITUACIÓN SOLICITUD CONFIRMACIÓN RESERVA FINALIZACIÓN Y RESGUARDO

Anterior Siguiete

Reserva y Confirmación de lista de espera

A continuación se le muestra y propone confirmar todas las peticiones en las que esta en lista de espera. Si alguna de ella no es de su interés podrá desistir de la misma, en el buen entendido que renuncia a esa petición como si nunca la hubiese pedido. Esta confirmación de lista de espera debe repetirse cada vez que se publique una nueva lista. [texto](#)

IMPORTANTE: El proceso no habrá concluido hasta que no obtenga un PDF con los datos que esta introduciendo, eso garantiza que la grabación se ha producido correctamente en nuestros sistemas.

Pref	Petición	Univer.	Máster en	Centro	Accion	Grabación
1	405501	GRANADA	ESTADISTICA APLICADA (A DISTANCIA)	ESCUELA INTERNACIONAL DE POSGRADO	Confirmar	Pulse aquí para grabar
2	400518	GRANADA	DESARROLLO DE SOFTWARE (A DISTANCIA)	ESCUELA INTERNACIONAL DE POSGRADO	Reservar	Pulse aquí para grabar

The system displays the most favourable option, but if you click on *Confirmar* (Confirm) and/or *Reservar* (Reserve), the system will show you the actions you can take, e.g. withdraw if you are no longer interested in any of your requests.

Note: This step of reservation and confirmation of the waiting list must be done after the publication of each list. Otherwise, the system will understand that you have withdrawn your requests and will exclude you from the process. At the last allocation, the system will offer you to enrol (compulsory enrolment) on the programme corresponding to your assigned request. You will also be offered to confirm the waiting list with a view to possible movements in the updated waiting list for preferred options.



Reserva y Confirmación de lista de espera

A continuación se le muestra y propone confirmar todas las peticiones en las que esta en lista de espera. Si alguna de ella no es de su interés podrá desistir de la misma, en el buen entendido que renuncia a esa petición como si nunca la hubiese pedido. Esta confirmación de lista de espera debe repetirse cada vez que se publique una nueva lista.

IMPORTANTE: El proceso no habrá concluido hasta que no obtenga un PDF con los datos que esta introduciendo, eso garantiza que la grabación se ha producido correctamente en nuestros sistemas.

Pref	Petición Univer.	Máster en	Centro	Acción	Grabación
1	405501	GRANADA	ESTADISTICA APLICADA (A DISTANCIA)	<div style="border: 2px solid red; padding: 2px;"> ✓ Confirmar Desistir </div>	<div style="border: 2px solid red; padding: 2px;"> Pulse aquí para grabar </div>
2	400518	GRANADA	DESARROLLO DE SOFTWARE (A DISTANCIA)	<div style="border: 2px solid red; padding: 2px;"> ✓ Reservar Desistir </div>	<div style="border: 2px solid red; padding: 2px;"> Pulse aquí para grabar </div>

Once you have chosen the option you are going to take, you must register your reservation and/or confirmation. To do so, the system will ask you some details:

Introduzca la contraseña que se le facilito con la presentación de la solicitud para confirmar los cambios.

Mientras no introduzca la contraseña y pulse el boton de grabar. Los cambios no quedarán registrados y en la próxima adjudicación quedará excluido. Una vez finalizado el proceso de grabación se le mostrará un pdf con su datos grabados, y se le enviará un sms y un email.

Contraseña:

Cambios en los datos personales
(Solo necesario si desea cambiar los datos originales indicados abajo)

Email Original:

Teléfono Móvil Original:

Nuevo Email:

Repita Email:

Nuevo Teléfono Móvil:

Repita Teléfono Móvil:



GRABAR

Once you have completed these details, click on *Grabar* (Register) and you will obtain the PDF document of your reservation. It is **IMPORTANT** to keep this document as, in case of error, you will have to provide it in your complaint.

Once you have made your reservation, you can change it at any time while the reservation period is open by repeating the whole process. You can go back to the application consultation screen or to any step prior to registering your reservation by clicking on the bar at the top of your screen, which will have changed colour after each completed step:



4.- **I did not get a place and I am on the waiting list.**

In this case the only option is to confirm your place on the waiting list in order to remain on it. To do this, you can click on any of the spots marked in red in the following image. This will allow you to confirm all the requests in your application:

In addition, if you click on the spot marked in blue, you can consult the result of the assessment of your application. If you believe that any point in this section is incorrect, you can file a complaint.

The system will display the most favourable option, but if you click on *Confirmar* (Confirm), the system will show you the actions you can take, e.g. withdraw if you are no longer interested in some of your requests.

Note: You must confirm your place on the waiting list after the publication of each list. Otherwise, the system will understand that you are no longer interested in your requests and will exclude you from the process.

Once you have chosen the option you are going to take, you must register your reservation and/or confirmation. To do so, the system will ask you some details:

Introduzca la contraseña que se le facilitó con la presentación de la solicitud para confirmar los cambios.

Mientras no introduzca la contraseña y pulse el botón de grabar. Los cambios no quedarán registrados y en la próxima adjudicación quedará excluido. Una vez finalizado el proceso de grabación se le mostrará un pdf con sus datos grabados, y se le enviará un sms y un email.

Contraseña:

Cambios en los datos personales
(Solo necesario si desea cambiar los datos originales indicados abajo)

Email Original:
Teléfono Móvil Original:
Nuevo Email:
Repita Email:
Nuevo Teléfono Móvil:
Repita Teléfono Móvil:



Once you have completed these details, click on *Grabar* (Register) and you will obtain the PDF document of your reservation. It is **IMPORTANT** to keep this document as, in case of error, you will have to provide it in your complaint.

Once you have made your reservation, you can change it at any time while the reservation period is open by repeating the whole process. You can go back to the application consultation screen or to any step prior to registering your reservation by clicking on the bar at the top of your screen, which will have changed colour after each completed step:



- **I am on the waiting list, can my position be improved?**

Yes, your position can change after each list publication. For example, applicants with a higher score than you may withdraw their application or may be admitted to another master's degree listed in their application with higher preference. In such cases, these applicants will be removed from the waiting list.

- **I am on the waiting list, can my position be lowered?**

Yes, your position may drop if a complaint from another applicant with a higher score than yours is accepted, either because they were excluded, because the revision of their documentation was not contemplated on the list or because they were ranked lower than you on the list.

5.- My application has been excluded from the process.

If you believe there has been an error, your only option to stay in the process is to file a complaint. We will take a look at different examples so that you know to whom you should address your complaint. This will speed up the process. We recommend filing complaints through the platform itself. You can access the complaints screen by clicking on **RECLAMACIONES** (Complaints) in the top right hand corner of the screen (depending on your computer settings this button may not be visible - use the scroll bars to scroll to the right).

The first thing you should check is whether you have been excluded from all your requests or only from some of them. If you have been excluded from all your requests, this is due to an administrative problem. Your complaint must be addressed to the administrative and support staff (PAS) and include the documentation that has not been validated, which you can consult by clicking on **MOTIVOS DE EXCLUSIÓN** (Reasons for exclusion).

The screenshot shows the 'SITUACIÓN DE LA SOLICITUD' (Application Status) page. At the top, there is a progress bar with three stages: 'SITUACIÓN SOLICITUD', 'CONFIRMACIÓN RESERVA', and 'FINALIZACIÓN Y RESGUARDO'. A 'Reclamaciones' (Complaints) button is visible in the top right corner.

SITUACIÓN DE LA SOLICITUD

Resumen del Estado de su Solicitud y Acciones a Realizar

Le comunicamos que su solicitud para iniciar estudios de máster en las universidades públicas de Andalucía está excluida del proceso de preinscripción. Si entiende que algún dato no es correcto, podrá presentar reclamación entre los días [] en esta misma web o en cualquiera de nuestras oficinas de preinscripción, cuyos datos encontrará en esta web.

Datos Personales del Solicitante

Nombre: []
 DNI o NIF: []
 Reconocido 33% de discapacidad: NO
 Deportista Alto Nivel: NO
 Simultaneidad de estudios: NO

Datos Académicos del Solicitante:

Vía	Cupo de Acceso:	Titulación	Calificación:	Convocatoria:	Situación:
11	47 - TITULADO EXTRANJERO	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION	3,68	2019	Motivos Exclusión

MOTIVOS DE EXCLUSIÓN
 SOLICITUD SIN NINGUNA VÍA DE ACCESO VÁLIDA
 SOLICITUD CON TODAS SUS PETICIONES EXCLUIDAS

Datos Personales del Solicitante

Nombre: []
 DNI o NIF: []
 Reconocido 33% de discapacidad: NO
 Deportista Alto Nivel: NO
 Simultaneidad de estudios: NO

Datos Académicos del Solicitante:

Vía	Cupo de Acceso:	Titulación	Calificación:	Convocatoria:	Situación:
11	47 - TITULADO EXTRANJERO	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION	3,68	2019	Motivos Exclusión

MOTIVOS DE EXCLUSIÓN
 EL TITULO ACADEMICO O LA DOCUMENTACION ES INSUFICIENTE PARA EL ACCESO A MASTERES OFICIALES
 Nota del PAS: NO APORTA DOCUMENTACIÓN

Datos Académicos del Solicitante:					
Vía	Cupo de Acceso:	Titulación	Calificación:	Convocatoria:	Situación:
11	48 - TITULADO HOMOLOGADO	GRADO EN ODONTOLOGÍA	5	2008	Más info
<div style="border: 2px solid green; padding: 5px; margin: 10px auto; width: fit-content;"> <p>- Participa con el mínimo aprobatorio, 5 puntos. - Aclaraciones del PAS: No aporta expediente académico</p> </div> <p style="text-align: center; color: blue; font-size: small;">CERRAR</p>					

If, on the other hand, your academic data appear as validated, your exclusion has been decided by the academic committee of the master's degree after assessing your application, so you should address your complaint to this committee:

CONSULTA, RESERVA Y CONFIRMACIÓN EN LISTA DE ESPERA
MÁSTERES OFICIALES

Siguiente



SITUACIÓN DE LA SOLICITUD

Datos Personales del Solicitante

Nombre: _____
 DNI o NIF: _____
 Reconocido 33% de discapacidad: NO
 Deportista Alto Nivel: NO
 Simultaneidad de estudios: NO

X

Motivos Exclusión

Datos Académicos del Solicitante:

Vía	Cupo de Acceso:	Titulación	Calificación:	Convocatoria:	Situación:
11	47 - TITULADO EXTRANJERO	DISEÑADORA INDUSTRIAL	4.16	2010	✓

Relación de Másteres por Orden de Preferencia:

nº 1
Código: 718701

MÁSTER: PROYECTOS ARQUITECTÓNICOS: DISEÑO AMBIENTAL Y NUEVAS TECNOLOGÍAS
UNIVERSIDAD: MÁLAGA

Vía	Prioridad	Cupo	Situación
---	---	---	X
becario Inter./ Depor. A. Rendi.			Situación
La dirección académica del máster no ha evaluado aun la petición. Consulte a la dirección del mismo.			

Datos Personales del Solicitante

Nombre: _____
DNI o NIF: _____
Reconocido 33% de discapacidad: NO
Deportista Alto Nivel: NO
Simultaneidad de estudios: NO

✓

Datos Académicos del Solicitante:

Vía	Cupo de Acceso:	Titulación	Calificación:	Convocatoria:	Situación:
11	47 - TITULADO EXTRANJERO	ADMINISTRADOR TURISTICO Y HOTELERO	3.8	2017	✓

Relación de Másteres por Orden de Preferencia:

nº	Código:		MÁSTER:	Situación										
nº 1	203301		MÁSTER: DIRECCIÓN TURÍSTICA UNIVERSIDAD: CÁDIZ	Se procesara en la fase 2										
<table style="width: 100%; border-collapse: collapse; font-size: 0.8em;"> <thead> <tr> <th style="width: 10%;">Vía</th> <th style="width: 10%;">Prioridad</th> <th style="width: 10%;">Cupo</th> <th style="width: 30%;">becario inter./ Depor. A. Rendl.</th> <th style="width: 10%;">Situación</th> </tr> </thead> <tbody> <tr> <td>---</td> <td></td> <td></td> <td style="text-align: center;">⚠</td> <td></td> </tr> </tbody> </table>					Vía	Prioridad	Cupo	becario inter./ Depor. A. Rendl.	Situación	---			⚠	
Vía	Prioridad	Cupo	becario inter./ Depor. A. Rendl.	Situación										
---			⚠											
nº 2	400201		MÁSTER: MARKETING Y COMPORTAMIENTO DEL CONSUMIDOR UNIVERSIDAD: GRANADA	LA ADMISIÓN DE LOS SOLICITANTES QUE NO HAYAN SUPERADO EL 50% DE LA ESCALA DEL BAREMO QUEDARÁ A JUICIO DE LA COMISIÓN ACADÉMICA DEL MÁSTER										
<table style="width: 100%; border-collapse: collapse; font-size: 0.8em;"> <thead> <tr> <th style="width: 10%;">Vía</th> <th style="width: 10%;">Prioridad</th> <th style="width: 10%;">Cupo</th> <th style="width: 30%;">becario inter./ Depor. A. Rendl.</th> <th style="width: 10%;">Situación</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>Sin Acceso</td> <td style="text-align: center;">NO</td> <td></td> </tr> </tbody> </table>					Vía	Prioridad	Cupo	becario inter./ Depor. A. Rendl.	Situación			Sin Acceso	NO	
Vía	Prioridad	Cupo	becario inter./ Depor. A. Rendl.	Situación										
		Sin Acceso	NO											
nº 3	502003		MÁSTER: TURISMO: DIRECCIÓN DE EMPRESAS TURÍSTICAS UNIVERSIDAD: HUELVA	3 en la Lista de Espera. Pulse aquí para confirmar.										
<table style="width: 100%; border-collapse: collapse; font-size: 0.8em;"> <thead> <tr> <th style="width: 10%;">Vía</th> <th style="width: 10%;">Prioridad</th> <th style="width: 10%;">Cupo</th> <th style="width: 30%;">becario inter./ Depor. A. Rendl.</th> <th style="width: 10%;">Situación</th> </tr> </thead> <tbody> <tr> <td>11</td> <td>ALTA</td> <td>Extranjeros 1º Fase</td> <td style="text-align: center;">NO</td> <td style="text-align: center;">⚠</td> </tr> </tbody> </table>					Vía	Prioridad	Cupo	becario inter./ Depor. A. Rendl.	Situación	11	ALTA	Extranjeros 1º Fase	NO	⚠
Vía	Prioridad	Cupo	becario inter./ Depor. A. Rendl.	Situación										
11	ALTA	Extranjeros 1º Fase	NO	⚠										
Puntuaciones Vía 11 +														



- **I am not sure to whom I should address my complain. What if I do not do it correctly?**

The most important thing is that you file your complaint within the deadline. If you address it to the wrong person, it will be redirected.

- **How many complaints can I file?**

If your complaints are addressed to the academic committee, you may submit one for each request in your application that you consider to have been incorrectly assessed.

If your complaint is addressed to the administration, you can only file one complaint. You will be able to modify your complaint (by cancelling it and submitting a new one) within the deadline established in the call for applications, provided that it has not been resolved.

- **How will I know if my complaint has been accepted?**

As soon as it is resolved you will receive an email with the decision.

- **When are complaints resolved?**

It is normal practice that all complaints are resolved before the next allocation. If this is not possible due to deadlines, please note that an accepted complaint takes effect from the date the applicant was entitled to a place or entered the waiting list, so you will not lose your entitlement to a place at any time.