

2022/2023



# Guide for future Official **MASTER'S** students



UNIVERSIDAD  
DE ALMERÍA

Envision your future

### **Coordination**

Student Administrative Management Services

Access – Registration – Scholarships

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### **Design**

Directorate of Communication Strategy

Vice-Rector's Office for Communication and University Extension

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It is my great pleasure to address you through this Guide for future Official Master's students in order to clearly and simply present the administrative processes for admission and enrollment for new master's students at the University of Almería.

In the following pages, you will also find basic information on various subjects, which can be very useful if you decide to take up postgraduate studies at our university. I am sure that this guide will help you to know our institution better, promoting the enthusiasm and dedication of those who work here.

*Click here for more information about the [Vice-rectorate of Official Teaching Programmes and Continued Education](#)*



Juan García García  
**Vice-Rector for postgraduate studies,  
employability and relations with companies  
and institutions**

I encourage you to choose UAL to complete your training by following one of our master's courses.

Envision your future with UAL!



## 1. WHY CHOOSE UAL



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**WHY  
CHOOSE UAL**

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# 6 reasons to choose UAL



**For our dynamism and our great capacity to adapt to changes**



**For our unique interdisciplinary campus by the sea with its expansive green areas**



**For our commitment to digitalization, sustainability, equality, and inclusion**



**For the mobility and exchange programmes we offer in collaboration with national and foreign universities**



**For the innovation and quality of teaching as well as our scientific and entrepreneurial vocation**



**For our modern sports facilities and the wide range of services such as our Language Centre and Library**





# **BASIC** CONCEPTS

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Before we  
begin...

### **WHAT ARE ECTS CREDITS?**

ECTS is the acronym for European Credit Transfer System and is the measure used in the European Union to indicate the volume of work to be carried out by university students (25 to 30 hours per credit) to pass each subject. Usually the subjects have between 3 and 6 credits although there may also be other values.

### **HOW MANY CREDITS DOES A MASTER'S DEGREE HAVE?**

The master's of the EHEA (European Higher Education Area) have a total workload of between 60 and 120 ECTS Credits, and depending on the number of credits, their duration can vary from a single course, three semesters or two courses. For each academic course, a workload of 60 credits is set.

### **WHAT IS A QUALIFYING MASTER'S DEGREE?**

It is a master's degree necessary to exercise certain professions; for example, being a lawyer, general health psychologist, secondary school teacher, etc.

## WHAT ARE THE SPECIALTIES / ITINERARIES?

The master's degrees can be configured so that the student ends up achieving a particular specialization.

The set of subjects to be passed to achieve this specialization is called a "specialty", "itinerary " or "curricular itinerary". The master's curriculum determines whether the student has to pass one of the specialties to graduate.





## KIND OF SUBJECTS

Depending on their character, the subjects can be:

- **Compulsory:** these must be completed by all students following the Plan.
- **Elective:** despite the name, students cannot always choose freely between them. On Master's courses with different specialties, there may be "elective" sets that become "obligatory" for a specialty.
- **External practice:** these are carried out in an institution or company.
- **End of master's thesis (TFM):** this consists of a project, report or study in which the acquired knowledge is applied and developed. The TFM is carried out under the guidance of a tutor and concludes with the public defence of the same.

According to the duration, the subjects can be:

- **First semester (1Q).**
- **Second semester (2Q).**
- **Annual (A).**

The teaching and examination periods are laid out in the official academic calendar for each course ([see page 36](#)).

## WHAT ARE TRAINING SUPPLEMENTS?

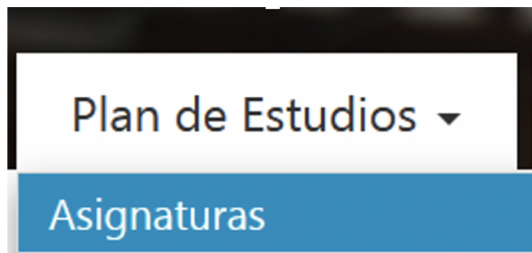
In certain cases, students admitted to a Master's have to take compulsory additional subjects that are laid down by the Academic Commission for the degree according to the student's training and profile. The purpose of these subjects is for the students to complete their previous training so that they can finish the course with the same knowledge as the other students.

## CHECK YOUR STUDY PLAN

You can consult the master's teaching offer of the University of Almería for the 2022-2023 course following this link:

<https://www.ual.es/estudios/masteres>

For each master's:



This link presents detailed information on the subjects to pass in order to obtain the master's degree as well as if there are specialties or itineraries.

### Importante:

- [Documento de ayuda a tu matrícula.](#)

This other link will take you to a document in which the study plan is presented schematically with the subjects organized by courses, semesters and, where appropriate, specialties.

# **ACCESS AND ADMISSION**

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## WHO CAN ACCESS AN OFFICIAL MASTER?

The access routes to pursue an official master's in Spain are as follows:

- ✓ To be in possession of a Spanish degree, or any of the current architect, engineer, graduate, technical architect, diploma, technical engineer or teaching degrees, or another expressly declared equivalent.
- ✓ To be in possession of a foreign university degree issued by a higher education institution which is part of the European Higher Education Area (EHEA). The degree has to authorize access to the master's courses in the country issuing the degree.
- ✓ To be in possession of a foreign university degree that is not homologated by the Ministry of Education and Science, but which is equivalent to the degree level and permits entry to postgraduate study in the country of origin.

You can check the Access routes in the following link:

<https://www.ual.es/estudios/gestionacademicas/acceso/master/vias>



## ARE THERE OTHER SPECIFIC REQUIREMENTS THAT NEED TO BE MET?

In addition to the generic requirements stated above, each master's can specify particular admission criteria. Amongst these are: the academic record, further complementary training that the student has, published articles, stays or scholarships that the student has undertaken etc.

### calculating the admission score:

To calculate the score, both the average grade of the academic record and the specific admission criteria established by each master's degree will be taken into account. Therefore, the access score will not be unique for each student as it may vary depending on the Master's requested..



## HOW IS PRE-REGISTRATION CARRIED OUT?

To start a master's at the University of Almería, you must apply for the pre-registration procedure prior to admission and enrolment. To do this, you have to take into account those that you can access according to your access route.

You can consult the calendar for the pre-registration process via the following link:

[https://www.juntadeandalucia.es/economiaconocimientoempresasyuniversidad/sguit/?q=masters&d=mo\\_calendario.php](https://www.juntadeandalucia.es/economiaconocimientoempresasyuniversidad/sguit/?q=masters&d=mo_calendario.php)

Applying for a place (pre-registration) is carried out during the officially established period via the computer application that is activated using the Distrito Único Andaluz website:

<https://www.juntadeandalucia.es/economiaconocimientoempresasyuniversidad/sguit/>

Please remember that, with the only effects of admission to university centres, all Andalusian public universities are part of a single district (Distrito Único Andaluz or DUA). Therefore, you can apply for a master's at different Andalusian universities via a single document.

You can access the master's catalogue for Andalusian public universities by following this link:

[https://www.juntadeandalucia.es/economiaconocimientoempresasyuniversidad/sguit/?q=masters&d=mo\\_catalogo\\_top.php](https://www.juntadeandalucia.es/economiaconocimientoempresasyuniversidad/sguit/?q=masters&d=mo_catalogo_top.php)

### **WHEN DO I KNOW IF I HAVE BEEN ADMITTED TO THE MASTER'S THAT I REQUESTED?**

The Andalusian Single District will inform you of each place allocation (see the calendar) and the progress of your application based on the master's requested and your admission score, by email or SMS.

#### *Important!*

Pay special attention when starting your Master's preference in your application. Please remember that to allocate places, the order of preference that you indicate will be binding.



**Distrito Único Andaluz**

Once the allocations list has been published, you can find yourself in one of these situations:

## **Admitted in the ordinary place allocation that are not the last**

### **Who should enrol on the allocated master's?**

- Those who have been admitted to their first preference and have not changed their minds regarding the master's they wish to study.
- Those who wish to study the Master's that has been assigned to them, giving up their place on the waiting list for other courses they prefer more.

### **Who should reserve a place on the allocated master's?**

- Those who, having been admitted to their first preference, have changed their minds about the master's they wish to study. In this case, you can modify the application to add new qualifications, but you will not be able to opt for any master's for which there is a waiting list.
- Those who wish to wait to get a place on another master's programme that is preferred more than the one assigned.

### **Who forfeits the place allocated?**

- Those who do not manage the allocation - neither by enrolling nor by reserving the place. In this case, they might end up without any place at UAL.



## **Admitted in the last ordinary place allocation**

Students admitted in the last ordinary allocation should enrol or withdraw from the position granted in a master of lesser preference.

In both cases, you can confirm the waiting list in the master you prefer.


If the students obtain a vacant place on a preferred master's in the subsequent Results Lists, they will be informed, allowing them the possibility of changing their registration to the new master's.



## **Students on waiting lists for all the courses requested**

They must confirm their wish to stay on the waiting lists.

In whichever case, the computer system will notify applicants when they can register or reserve a place.



**And if you are allocated a  
place on the master's of  
your choice...  
GO AHEAD AND ENROLL!**



# ENROLMENT

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# How do I register at UAL?

## WHAT DO I NEED?

The [Virtual Campus](#) keys, which the student will be able to obtain through the registration web page (for this, she/he will need the DUA Pre-registration key and their ID or passport number).

And Choose the Payment Method:

- **Direct debit:** You will need a European Union bank account and its IBAN number. Please remember that this form of payment is mandatory if you wish to split it into instalments.
- **Paying by cash or credit card:** No special data is needed. The amount will be paid in a single payment, by presenting the registration at any office of CAJAMAR bank or through the website of your bank or mobile applications.

**JUST CLICK  
HERE**



## OUR SUPERVISED WEBSITE ALLOWS YOU TO:

- Complete your registration from anywhere in the world.
- It will guide you step by step. Just read it carefully.
- It offers all the Information that you may need: curriculum, subject schedules, discounts you may be entitled to, etc.
- Although the registration period has already ended, the web page is available all year round so that you always have access to the course registration information, especially the Notice Board announcing all the registration deadlines that are open at any time.

## HOW MUCH WILL MY TUITION COST?

The Junta de Andalucía (Andalusian regional government) sets the tuition fees for the public universities of the autonomous community each year. As a guideline, we present the rates corresponding to the 2021/2022 course:

### BASIC COURSE TUITION

Subjects (60 credits) .....	820.80 €
Registration .....	59.10 €
University card .....	5.70 €
Student insurance ....	1.12 €
	-----
	886.72 €

*Important!*

El seguro escolar es obligatorio para los menores de 28 años.  
La apertura de expediente solo la pagarás la primera vez que te matricules en un máster.  
Si lo deseas podrás incorporar la [Tarjeta Deportiva Universitaria](#).

## AM I ELIGIBLE FOR A DISCOUNT?

If you are entitled to any discounts, the amounts you will pay for enrollment (taking the basic tuition fee of 886.72€ as the reference) are:



TYPES OF EXEMPTION/ALLOWANCE	TOTAL
<b>MEC Scholarship Registrant:</b> you are exempt from paying the subjects fee	65.92 €
<b>General large family allowance:</b> you will only pay the school insurance and 50% of the remaining fees	443.92 €
<b>General large family allowance and MEFP Scholarship registrant:</b> you will pay the student insurance and 50% of the enrolment fee and university card fee	33.52 €
<b>Special large family allowance:</b> you will only pay, where appropriate, the student insurance	1.12 €
<b>Matriculation with Honours in the access degree:</b> a discount of 13.68€ for each credit qualified with a master's with honours on the last access degree matriculation	Variable
<b>99% discount from the Junta de Andalucía</b>	Your effort is rewarded
<b>Extraordinary end-of-degree award obtained in a University of Andalucía:</b> you will not pay the subject fees	65.92 €
<b>Disability equal to or greater than 33%:</b> you only pay the study insurance, where appropriate.	1.12 €
<b>Victim of acts of terrorism:</b> you only pay the study insurance, where appropriate,	1.12 €
<b>Victim of gender violence:</b> you only pay the study insurance, where appropriate.	1.12 €

## YOUR EFFORT IS REWARDED

The Junta de Andalucía will cover 99% of the fee for the credits so that the Official Master's tuition costs less. This discount will be applied as follows:

- **1st matriculation discount:** The credits passed during the first matriculation, for the 2019/2020 and 2020/2021 courses, shall be taken into consideration for the purposes of the discount, provided that those for 2019/2020 have not already generated the right to this discount.
- **Second and subsequent matriculation discounts:** The credits for subjects passed during the first matriculation will be taken into consideration for the 2020/2021 academic year in these studies.
- **Limit:** Those who have been beneficiaries of a total or partial discount in two Master's may not receive a third or successive discount.

*And don't forget that...*

The credits that you fail to pass on a course will have to be paid for in any subsequent matriculation with an increment. The 1st matriculation credit costs 13.68€ whereas the 2nd matriculation costs double: 27.35€ For the 3rd, 4th and later matriculations, the amount will be increased equally.





# INTERNATIONAL STUDENTS

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# Phase 1 (Fast track): Foreign student quota

## WHO CAN APPLY?

Students who access the Master's programme with a foreign degree and want to make sure that they have enough time to process the necessary documentation to study at UAL - visas, passports, accommodation, scholarships from your country of origin etc. - you can use the [Phase 1 Fast-track Admission](#).

## HOW DO I ENROLL?

Once the place has been allocated, the students must present:

- A request to [reserve the place](#).
- [Proof of payment](#) on account (€400).

Subsequently, when the registrations are formalized in September, the students will choose the subjects they wish to take, and the total tuition fee will be deducted from the payment on account.

## Important!

To make sure that you make your reservation correctly, consult the website that we have prepared expressly for this purpose, and follow the instructions that we provide:

<https://www.ual.es/estudios/gestionesacademicas/secretaria/automatricula/master/extranjeros>

## **WHAT HAPPENS IF, IN THE END, I CANNOT BEGIN THE MASTER'S?**

In the event that for justified reasons -for example, visa refusal, scholarship refusal in the country of origin, etc.- the student cannot join the University at the beginning of the course, they may request to renounce their place. The amount paid in the reservation will be refunded provided that it is requested within the term and justified causes are documented.:

You can consult the Instruction of the University of Almería that establishes the procedure for the return of public prices in case of denial of the visa of foreign students through the following link:

<https://www.ual.es/automatricula/normativa>

## **COOPERATION SCHOLARSHIPS FOR FOREIGN STUDENTS**

- AUIP Scholarship for Master:

Link: <https://www.auiip.org/es/becasauip#becas-de-m%C3%A1ster>

- Fundación Carolina Scholarship:

Link: <https://www.fundacioncarolina.es/convocatoria-de-becas-2022-2023/>

- MAEC-AECID Scholarship:

Link: <https://www.aecid.gob.es/es/Paginas/DetalleProcedimiento.aspx?idp=369>

*Inquiries about these scholarships should be addressed to the organization that organizes them.*

# General information for international students

## VISA

Non-EU citizens (nationals of countries not belonging to the European Union, the European Economic Area or having Swiss nationality) will need a study visa to study at UAL; this must be processed at the Spanish consulate in your country of origin before you travel to Almería. For this, the university certificate or letter of acceptance will be necessary.

In addition, if your stay is for more than six months, once in Spain you must apply for the Foreign Identity card (TIE). To do this, you will have a 30-day period from when you arrived in Spain and you must process it personally at the Foreigners Office.

More information:

[Study for Foreigners](#)

## NIE

If you are a citizen of the European Union, Norway, Member States of the Agreement on the European Economic Area (Liechtenstein, Iceland and Norway), you must register at the Foreigners Registry (Registro de Extranjeros) at the city police station. From that moment on, you will be assigned foreign resident identity number (NIE) to certify your residence in Spain.

More information:

[Estancia UE, acuerdo EEE y Suiza](#)



## OPENING A BANK ACCOUNT

While residing in Spain, it will be very useful to have a bank account to safely control your income and expenses (for renting a flat, applying for a scholarship, receiving money from your country...) and to be able to get money from ATMs.

To do this you must submit:

- A valid passport.
- A photograph.
- Your TIN (The Fiscal Identification Number from your country of origin).
- Your NIE or TIE (The Foreigner's Identity Number/Card).







## HEALTH INSURANCE

### Students from the EU, Norway, Iceland or Switzerland:

- If you have obtained the European Health Insurance Card (EHIC) in your home country, all you have to do is go to the nearest medical centre to get information about the procedure to temporarily register in the Spanish health care system.
- However, the EHIC has very limited cover, so we recommend taking out private health insurance.

### Students from other countries:

- It is compulsory to take out private health insurance, which must include repatriation at death and civil liability.

More information can be found at the following link:

<http://cms.ual.es/UAL/universidad/serviciosgenerales/uinternacional/pagina/SEGUROMOVILIDADESTUDIANTE>



# SCHOLARSHIPS AND GRANTS

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# What scholarships and study grants can I apply for?

Depending on your access score, you can opt for various types of scholarships and grants:



**General scholarships  
from the Ministry of  
Education (MEFP)**

**UAL Scholarships**

**Department collaboration  
Scholarships**

*The information provided refers to the 2021-2022 course. Requirements and amounts might change for the 2022-2023 course.*

# General scholarships from the Ministry of Education (MEFP)



## ACADEMIC REQUIREMENTS

A minimum average score is required in the degree course with which you access the master's:

- Qualifying master's: 5 points
- Non-qualifying master's: 7 points



## ECONOMIC REQUIREMENTS

- Not to exceed the income thresholds set out in the call
- Not to exceed the equity thresholds set out in the call

**Important!**

For the 2022-23 academic year, THE APPLICATION DEADLINE HAS BEEN ADVANCED (expected start date in mid-March and end in mid-May 2022). You must submit it within the established period (later you will NOT be able to do it).

More information is available using these links:

<https://www.becaseducacion.gob.es/portada.html>

<https://www.ual.es/estudios/gestionacademicas/becas/ayudasestudio>



## TYPES OF SCHOLARSHIPS AND AMOUNTS

- Tuition Scholarship
- Fixed amount per income: 1,700 €
- Fixed amount for Accomodation: 1,600 €
- Fixed amount for Academic Excellence: 50 to 125 €
- Variable amount: depending on your academic and economic requirements

### Important!

If the MEFP awards you help in addition to the tuition scholarship, in order not to have to return it, you must pass:

- 40% of the registered credits (scientific or technical qualifications)
- 50% of the registered credits (for other qualifications)

and remember...

**Get  
information**

**Register at the  
Ministry's web  
portal**

**Make your scholarship request  
(it is very important that you  
confirm the request you make)**

# UAL scholarships

## 1. UAL-JUNTA DE ANDALUCÍA STUDY SUPPORT SCHOLARSHIPS

This scholarship offers you a **series of grants** in the event that you **DO** meet the financial requirements to apply for a MEFP Scholarship but **DO NOT** meet the academic requirements.

### Type of scholarships and amount

Tuition Scholarship + fixed amount linked to income (700 euros) + Meal Scholarship (300 euros)

### Academic requirements

- For new intake students, the following **access mark**: 5 points
- For 2nd-course students:
  - Having surpassed the **80%** of the percentage of the **1st-course credits**
  - Having the following average mark from the 1st course: 5 points

## 2. UAL + SCHOLARSHIP

In May/June 2023, UAL will reward the efforts of master's students during the course by announcing 50 scholarships.

### Amount

A fixed amount of 350 euros

### Requirements

- To have been a **new student** in the **2022-2023 intake**
- To have enrolled **full-time** (36-78 credits)
- To be the **beneficiary** of a general MEFP scholarship or the UAL-Junta de Andalucía Study Support Scholarship during the course
- To have obtained an average mark **equal to or higher than 8 points** in the 2022-2023 course

## 3. RESIDENCY SCHOLARSHIPS

This scholarship does not involve a monetary amount but does cover accommodation.

### Type of scholarships and amount

In the Civitas University Residence:

<https://www.residenciavivas.com>

Place in a twin room with full board..

### Requirements

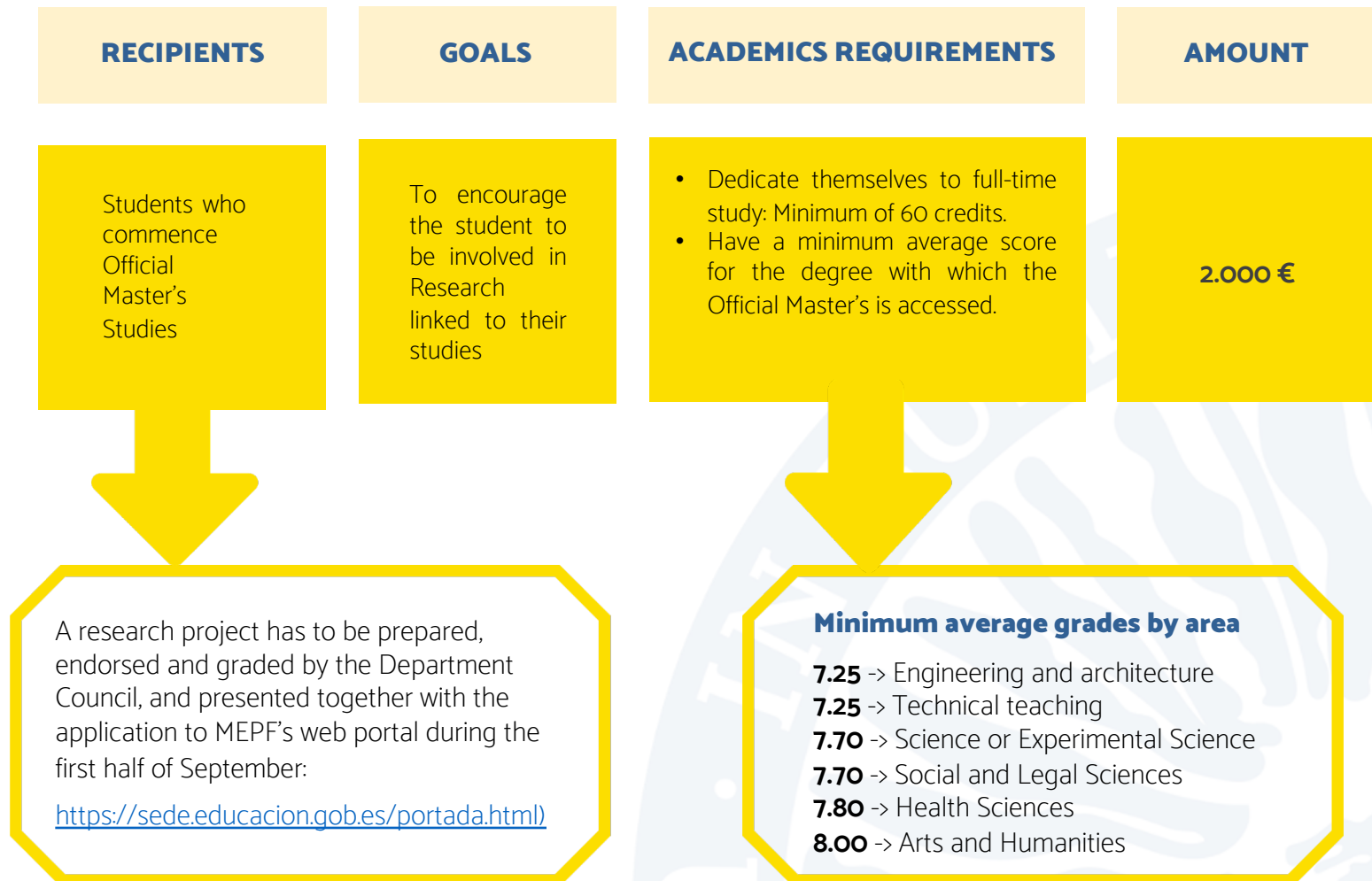
These will be established in the call, which will be published in June 2022.

### Important!

If you would like to apply for one of these scholarships, you need to do so once you have started the academic year, within the deadlines indicated by the call. The application form is available on your Virtual Campus:

<https://www.ual.es/estudios/gestionesacademicas/becas>

# Department collaboration scholarships





# KEY DATES



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# Relevant dates

Check the most relevant dates in the following links

## **UAL ACADEMIC CALENDAR**

<https://www.ual.es/estudios/calendarioacademico>

## **RELEVANT PRE-REGISTRATION DATES**

[https://www.juntadeandalucia.es/economiaconocimientoempresa/syuniversidad/squit/?q=masteres&d=mo\\_calendario.php](https://www.juntadeandalucia.es/economiaconocimientoempresa/syuniversidad/squit/?q=masteres&d=mo_calendario.php)

## **RELEVANT ENROLMENT DATES**

<https://www.ual.es/automatricula/master/calendario>

## **OTHER RELEVANT DATES AND DEADLINES**

Check the deadline in the link corresponding to the procedure

<https://www.ual.es/estudios/gestionessacademicas/secretaria>





# MORE INFORMATION

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# We can give you support!

## WHAT IF I NEED MORE INFORMATION?

UAL has a [Secretaría Única \(ARATIES\)](#) where you can request help. The staff will explain any processes, tell you what options are available and answer your questions, keeping you informed about everything you need to do.

It is worth keeping in touch with the ARATIES staff whose job is to provide information and process your requests in order to avoid any surprises.



**User Help Center - [CAU](#)**



**Information and  
Registration Center  
(+34) 950 21 40 00**



**Comprehensive Student  
Care Area- [ARATIES](#)**

Ground floor - Central building- UAL





Don't forget...

**TO DOWNLOAD THE  
UNIVERSITY OF ALMERIA APP**



**TO CHECK OUR  
MASTER'S OFFER**



**TO FOLLOW US  
IN SOCIAL MEDIA**



*All of UAL in the palm  
of your hand!*

Envision your future  
with UAL!





UNIVERSIDAD  
DE ALMERÍA

Student Administrative Management  
Service

Access - Registration - Scholarships

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*Note: This guide for new master students (course 2022/23) is exclusively informative and non-legal, so it cannot be used as a basis for any claim or appeal*