



Guide for future Official Master's students

University of Almería

Academic course 2020/2021

Design and Coordination:

Student Administrative Management Service

Access - Registration - Scholarships

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UNIVERSIDAD
DE ALMERÍA

Dear Student:

It is my great pleasure to address you through this ***Guide for future Official Master's Students***, prepared by the Student Administrative Management Service at the University of Almería in order to clearly and simply present the administrative processes for admission and enrolment 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.

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

Kind regards



Juan García García
Vice-rector of official teaching programmes and continued education

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



plaza del rectorado



BASIC CONCEPTS



ACCESS AND ADMISSION



ENROLMENT



THE INTERNATIONAL STUDENT

Official Master's UNIVERSITY OF ALMERÍA



SCHOLARSHIPS AND GRANTS



KEY DATES



+ INFORMATION



WHY CHOOSE UAL?

1



Basic concepts before you 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.



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.

What kind of subjects will I have?

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 17).

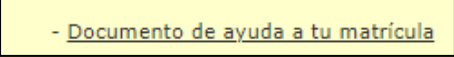
Check your study plan

You can consult the Master's **Teaching Offer** of the University of Almería for the **2020-2021** course following this link:

<http://cms.ual.es/UAL/en/estudios/masteres/index.htm>

For each Master's:

- The 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**.

- The 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.



2

What are the requirements and the process for accessing an official Master's?

Who can access an official Master's?

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

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 ACCESS SCORE

To calculate the score, both the average grade of the academic record and the specific admission criteria that each Master's requires 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=masteres&d=mo_calendario.php

Applying for a place (**Pre-registration**) is carried out via the computer application that is activated using the *Distrito Único Andaluz* website (<https://www.juntadeandalucia.es/economiaconocimientoempresasyuniversidad/sguit/?q=masteres>) during the officially established period.

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/sguir/?q=masteres&d=mo_catalogo_top.php

IMPORTANT

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

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.

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



Distrito Único Andaluz

Admitted in the ordinary place allocation that not are 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 ENROL!





3

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)
- Choosing 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**: No special data is needed. The amount will be paid in a single payment by presenting the registration at any office of CAJAMAR bank.

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 **2019/2020 course**:

<u>BASIC COURSE TUITION</u>	
Subjects (60 credits).....	820.80€
Registration.....	59.10€
University card.....	5.70€
Student insurance.....	1.12€

	886.72€
<u>IMPORTANT:</u>	
✓ Student Insurance is compulsory for those under 28 years of age.	
✓ The registration fee only covers the first time you register for a Master's course.	
✓ If you wish, you can add the University Sport Card .	

Am I eligible for a discount?

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

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

How is the course organized?

Each year, the University sets out the **Academic Calendar** for classes and exams. For the **2019/20 Course**, the timetable envisaged is as follows:

Academic period:

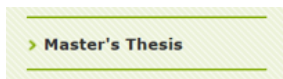
- ✓ **From 19th October 2020 to 27th May 2021**

Exams:

- ✓ **From 8th to 16th February 2021** (1st semester subjects)
- ✓ **From 28th May to 5th June 2021** (2nd semester and annual subjects)
- ✓ **From 25th June to 10th July 2021** (retake any subject that has not been passed during the course)

Defence of the Master's thesis (TFM):

- ✓ **From 3rd to 17th February 2021** (only for 1st semester TFM)
- ✓ **From 31st May to 5th June 2021** (only for 2nd semester TFM)
- ✓ **To know the dates to retake** TFMs that has not been passed during the course: follow the link located at your Master website.



Your effort is rewarded...

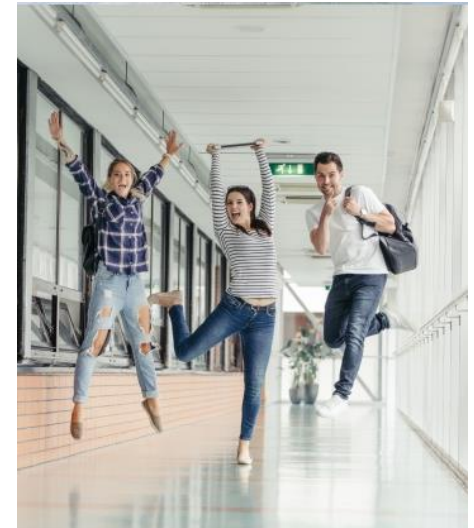
The *Junta de Andalucía* will **cover** 99% of the fee for the credits so that the **Official Master's** tuition costs less. This discount will be applied as follows:

- ✓ **1st matriculation discount:** The credits passed during the first matriculation, for the 2018/2019 and 2019/2020 courses, shall be taken into consideration for the purposes of the discount, provided that those for 2018/2019 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 2019/2020 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.

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Information for foreign students



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 enrol?

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:

http://cms.ual.es/UAL/estudios/gestionacademicas/automatricula/pagina/SGAA_MASTER_FASE1

What happens if, in the end, I cannot begin the Master's?

In the case of justifiable reasons; for example, visa refusal, scholarship refusal in the country of origin etc, meaning the student cannot start the university course, then they can request to forego their place. The registration fee will be returned as long as it is requested within the allotted time and that documentary proof of the justified causes are provided.

General Information for international students

Visas

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.

NIE

If you are a citizen of the European Union, Norway, Liechtenstein or Iceland, 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 info:

<http://www.studyinspain.info/es/reportajes/informacionPractica/Cundo-necesitas-un-visado/>



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.

The University of Almería has an agreement with an insurance company that offers very competitive prices for international students. However, students are free to choose any company. More information can be found at the following link:

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





5

What scholarships and study grants can I ask for?

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

(The information provided refers to the 2019-2020 course. Requirements and amounts might change for the 2020-2021 course)

General scholarships from the Ministry of Education (MEFP)

IMPORTANT

- The **Application** must be presented at the beginning of each course, within the time limits indicated in the Ministry's **Call**.
- The **academic and economic requirements** must be met.
- More **information** is available using these links:
 - <https://sede.educacion.gob.es/portada.html>
 - www.ual.es/becas

ACADEMIC REQUIREMENTS

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

Qualifying Master's: 6.5 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

TYPES OF SCHOLARSHIPS AND AMOUNTS



- Tuition Scholarship
- Fixed amount per income: 1,600€
- Fixed amount for Accomodation: 1,500€
- Fixed amount for Academic Excellence: 50 to 125€
- Variable amount: In function of your academic and economic requierments

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)

PLEASE REMEMBER!!

GET INFORMATION!

REGISTER AT THE MINISTRY'S WEB PORTAL

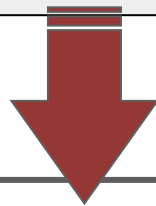
Make your scholarship request
(it's very important that you confirm the request you make)

UAL Scholarships

IMPORTANT

- If you want one of these Scholarships, you have to **apply** once you have started the academic year, within the deadlines indicated by the call.
- The **application form** is available on your Virtual Campus:

www.ual.es/becas



UAL Master's Scholarship

This scholarship offers a number of grants in the event that you **meet** the **economic requirements** to apply for the MEFP scholarship but **do not meet** the **academic requirements**.

TYPES OF SCHOLARSHIPS AND AMOUNTS



- ❖ **Matriculation Scholarship**
- ❖ The call may set amounts for **other concepts**

ACADEMIC REQUIREMENTS

- ✓ For a qualifying Master's: 5.5 points
- ✓ For a non-qualifying Master's: 6 points



Department collaboration scholarships

RECIPIENTS	OBJECTIVES	ACADEMIC REQUIREMENTS	AMOUNT
<p>Students who commence Official Master's Studies</p> 	<p>To encourage the student to be involved in Research linked to their studies</p>	<ul style="list-style-type: none"> ➤ Dedicate themselves to full-time study: Minimum of 60 credits. ➤ Have a minimum average score for the degree with which the Official Master's is accessed. 	<p>2,000 euros</p>
<p>A research project has to be prepared, endorsed and graded by the Department Council, and presented together with the application to MEPF's web portal during the first half of September:</p> <p>https://sede.educacion.gob.es/portada.html)</p>			
<p>Minimum average grades by area</p> <p>7.25 -> Engineering and architecture</p> <p>7.25 -> Technical teaching</p> <p>7.70 -> Science or Experimental Science</p> <p>7.70 -> Social and Legal Sciences</p> <p>7.80 -> Health Sciences</p> <p>8.00 -> Arte y Humanidades</p>			



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Key dates during the academic calendar

(The information provided is indicative and might be modified)

Relevant dates set out in the UAL Matriculation Resolution

Alteration to Master's Registration (art. 19): Add or eliminate enrolled subjects.

- ✓ **Until 15th January 2021 (inclusive).** With a justified request, a favourable report from the Master's coordination committee and approval from the Centre.

Reduced enrolment (art. 25): Students who, due to exceptional and justified circumstances, only wish to enrol for 6 to 18 credits.

- ✓ An application made **before the teaching commencement** of the subjects.

Alteration to tuition due to a change of schedules (art. 26): Modifications of official timetables after enrolment in the subjects.

- ✓ An application filed **within 10 working days following** the publication of the amended schedules.

Group Change (art. 28):

- ✓ **From 26th to 29th October 2020 (inclusive)** for any subject
- ✓ **From 8th to 11th March 2021 (inclusive)** for subjects corresponding to the second semester

Ordinary enrolment extension (art. 30)

- ✓ **From 20th January to 8th March 2021 (inclusive).** Via the auto-registration website and only for second semester subjects that have vacancies.

Partial registration (art. 35): Elimination of enrolled subjects

- ✓ **With a right to have the subject amount returned:** within 5 working days following enrolment to the subject in question.
- ✓ **No amount returned:** Up to 8th April 2021 for the second semester and yearly subjects.

Total withdrawal from tuition (art. 36):

- ✓ **Up to 30th November 2020 (inclusive):** with a right to have the corresponding amount returned.
- ✓ **Up to 15th May 2021 (inclusive):** with no right to a refund as long as it has not been submitted for examinations.

Other dates

Academic periods and exams	➤ See Section 4, Page 17 of this guide.
Holiday periods (Non-academic)	<ul style="list-style-type: none">➤ <u>Christmas</u>: from 23/12/2020 to 07/01/2021➤ <u>Easter</u>: from 29/03/2020 to 05/04/2021➤ <u>Summer</u>: from 1st to 31st August 2021






What if I need more information?

If in doubt, you have several help lines. Please USE them!!

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 Centre <u>CAU</u>
	Information and Registration Service 950.21.40.00
	Comprehensive Student Care Area (ARATIES) Ground floor (Central building-UAL)

AND DON'T FORGET...

1) **CHECK OUT** our Master's offer:

<http://cms.ual.es/UAL/estudios/masteres/index.htm>

2) **FOLLOW US** on social networks:



www.twitter.com/ualmeria



www.facebook.com/universidaddealmeria

3) **DOWNLOAD** the new University of Almería App

All of UAL in the palm of your hand





Why choose UAL?

1

A Single Campus

All our centres and infrastructure are in the same place and in a superb environment



5

An International University

With a wide range of exchange and mobility programmes

2

An Ideal University

Small, near-by, modern and fit for the 21st century



3

An Integrated University

Shaping you for your professional career and preparing you for the workplace



4

An Excellent University

Forming part of several campuses and projects of international excellence



5
reasons
to choose
UAL

Design and Coordination:
Student Administrative Management Service
Access - Registration - Scholarships
Date of creation: 18/05/2020



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Note: This guide for new master students (course 2019/20) is exclusively informative and non-legal, so it cannot be used as a basis for any claim or appeal