

PRE-ENROLMENT

Candidates must pre-enrol ONLINE using the Sarbidea application. Candidates can consult their status using this same application, during the publication periods outlined in the calendar.

Three pre-enrolment periods will be opened, on the dates outlined in the calendar, with candidates being able to select only one Master's degree in each period.

After the end of the pre-enrolment period, candidates may not modify either their application or the documents submitted. If any modifications are required, they may be carried out in subsequent pre-enrolment periods.

The second and third pre-enrolment periods will only feature those Master's degree courses that have admitted all suitable candidates and still have free spaces. Master's degrees that still have candidates on the waiting list, but foresee that not all places on offer will be filled, may also participate in the second and/or third pre-enrolment periods, providing they can duly justify this provision in the eyes of the Master's and Doctoral Department of the Postgraduate Studies Service. A list of Master's courses featured in the second and third pre-enrolment periods can be consulted on the [University Master's](#) website.

All candidates can participate in the second and third pre-enrolment periods, providing they have not already reserved a place. In other words, eligible candidates include:

- Those who have not pre-enrolled previously for the 2024-2025 academic year.
- Those who, at the start of a new pre-enrolment period, are on a waiting list for another Master's degree. In this case, pre-enrolling on new course will automatically render their previous pre-enrolment null and void.
- Those who were admitted during a previous pre-enrolment period but who have not yet reserved their place. In this case, pre-enrolling on new course will also automatically render their previous pre-enrolment and acceptance null and void.
- Those who were excluded for not meeting the admission requirements of their chosen Master's course during the previous period.

In the case of Master's degree courses that have candidates on the waiting list and still open up a new pre-enrolment period, **those on the waiting list will have priority in terms of admission over those pre-enrolling during the new period**, regardless of their respective academic grades. **Those who pre-enrol on a new Master's course will not be admitted.** The next enrolment period will be established after the end of the previous one.

Master's degree courses that have candidates on the waiting list and do not open up a new pre-enrolment period will continue to admit candidates after the end of the pre-enrolment period until there is no one left on the waiting list. These Master's will publish new lists of those admitted and those on the waiting list on day 2 (only working days are counted) from the day after the end of the place reservations period, with candidates then having 3 working days to reserve their place. These Master's will update the list of people on the waiting list during each new pre-enrolment period, eliminating those who have chosen to enrol on a different course during said period.

DOCUMENTS TO BE SUBMITTED DURING PRE-ENROLMENT

A. Students and graduates from Spanish universities

1. DNI (ID Card for Spanish nationals), NIE (ID Card non-Spanish nationals resident in Spain) or Passport (obligatory for all candidates except students who earned their undergraduate degree at the University of the Basque Country - UPV/EHU). National ID cards from other European Union countries will also be admitted.

2. Documents attesting to compliance with the specific access requirements established by certain Master's degrees, such as language proficiency, for example (obligatory for all Master's that include such requirements).

3. Documents issued by the competent authorities attesting to a degree of disability equal to or over 33% (obligatory for all candidates who wish to be admitted within the quota established for people with disabilities).

4. Optionally, candidates may also submit other documents, including: a CV, past work experience, scientific papers, publications, language certificates, letters of recommendation, etc.

5. Candidates who have completed their undergraduate degree:

- Official Spanish undergraduate degree certificate or document proving that the candidate has applied for such a certificate (obligatory for all candidates except students who earned their undergraduate degree at the University of the Basque Country - UPV/EHU).
- Official Academic Transcript of the degree providing access to the Master's course, outlining all subjects taken, exams sat and grades obtained (obligatory for all candidates except students who earned their undergraduate degree at the University of the Basque Country - UPV/EHU). This document must have been issued, stamped and signed by the academic authorities at the university of origin. No documents generated on websites lacking academic validity will be accepted (obligatory for all candidates except students who earned their undergraduate degree at the University of the Basque Country - UPV/EHU).

6. Candidates who have not completed their undergraduate degree:

These students may pre-enrol and may be provisionally admitted onto a course providing they comply with the following requisites and provide proof of such to the Faculty running the Master's within the enrolment period:

- For Master's that do not accept provisional enrolments: students must have completed their undergraduate degree.

- Master's degrees that accept provisional enrolments: candidates may have no more than 9 credits yet to earn, and/or their Graduation Project yet to pass, in order to earn their degree. In all cases, priority will be given to applicants in possession of an official university undergraduate degree qualification. Moreover, under no circumstances may a candidate obtain a University Master's qualification without having first earned the Undergraduate degree with which they accessed the course.

In the event of failure to comply with the established requirements within the enrolment period, any provisional offers will automatically be withdrawn.

Appendix I of this procedure contains a list of those Master's degree courses that accept provisional enrolments. Said list will also be published on the Master's website.

Candidates must submit the following documents:

- Official Academic Transcript outlining all subjects taken, all subjects passed, exams sat, grades obtained, credits earned and credits required in order to complete the degree (obligatory for all candidates except students who earned their undergraduate degree at the University of the Basque Country - UPV/EHU). No documents generated on websites lacking academic validity will be accepted.
- Signed statement (obligatory):
 - In Master's degrees that do not accept provisional enrolments, candidates must submit a signed statement attesting to the fact that they fully expect to have completed their undergraduate degree by the end of the current academic year.
 - In Master's degrees that do accept provisional enrolments, candidates must submit a signed statement attesting to the fact that they expect to complete their undergraduate degree within the enrolment period; or, alternatively, a signed statement attesting to the fact that they only have 9 credits or fewer to earn and/or their Graduation Project to complete in order to finish their degree within the aforementioned period.

Templates for signed statements are provided in Appendix II of this procedure.

B. Graduates from universities belonging to the European Higher Education Area (EHEA)

As well as the documents outlined in points 1 to 4 of section A, candidates must also submit:

1. An official university degree certificate that, in their country, provides access to Master's degree studies (or document proving that the candidate has applied for such a certificate). Certificates must be accompanied by a sworn translation into one of the official languages of the Autonomous Community of the Basque Country (Spanish or Basque). No sworn translation is required if said documents are in English.

Candidates may pre-enrol without having completed their undergraduate degree providing they submit a signed statement attesting to the fact that they expect to complete their degree by the end of the current academic year (Appendix II). In such cases, admission will depend on their obtaining their degree and accrediting this fact to the satisfaction of the Faculty running the Master's course, within the established enrolment period. Failure to do so will result in the automatic withdrawal of the offer made.

2. Official Academic Transcript of the degree providing access to the Master's, accompanied by a sworn translation into one of the official languages of the Autonomous Community of the Basque Country (Spanish or Basque). No sworn translation is required if said document is in English. The transcript must include a list of subjects taken and the grades obtained in each. This document must have been issued, stamped and signed by the academic authorities at the university of origin. No documents generated on websites lacking academic validity will be accepted.

3. Declaration of Equivalence of Average Grades are issued by the Spanish Ministry of Science, Innovation and Universities for university studies carried out at foreign universities and can be requested remotely at the following address:
<https://www.universidades.gob.es/equivalencia-de-notas-medias-de-estudios-universitarios-realizados-en-centros-extranjeros/>

If it is not provided, a 5 shall be considered as the average grade.

4. In the event of the documents provided not expressly stating that the qualification they represent provides access to Master's studies in the country in which they were issued, candidates must submit another document attesting to that fact. There are two ways of doing this:

- a) By submitting a certificate issued by their university of origin stating that the degree they have earned qualifies them to pursue a Master's degree in that country.
- b) By submitting a statement of justification, written and signed by the candidate, providing information sources (websites, etc.) that accredit this fact, along with an affidavit stating that the documents submitted are authentic.

C. Graduates from universities located outside the European Higher Education Area (EHEA)

As well as the documents outlined in points 1 to 4 of section A, candidates must also submit:

1. An official university degree certificate (or document proving that the candidate has applied for such a certificate), accompanied by a legalised/apostilled sworn translation into one of the official languages of the Autonomous Community of the Basque Country (Spanish or Basque). No sworn translation is required if said documents are in English.

Candidates may pre-enrol without having completed their undergraduate degree providing they submit a signed statement attesting to the fact that they expect to complete their degree by the end of the current academic year (Appendix II). In such cases, admission will depend on their obtaining their degree and accrediting this fact to the satisfaction of the Faculty running the Master's course, within the established enrolment period. Failure to do so will result in the automatic withdrawal of the offer made.

2. Official Academic Transcript of the degree providing access to the Master's, accompanied by a sworn translation into one of the official languages of the Autonomous Community of the Basque Country (Spanish or Basque). No sworn translation is required if said document is in English. The transcript must include a list of subjects taken, the number of hours dedicated to each and the grades obtained in each. This document must have been issued, stamped and signed by the academic authorities at the university of origin. No documents generated on websites lacking academic validity will be accepted.

3. Declaration of Equivalence of Average Grades are issued by the Spanish Ministry of Science, Innovation and Universities for university studies carried out at foreign universities and can be requested remotely at the following address:
<https://www.universidades.gob.es/equivalencia-de-notas-medias-de-estudios-universitarios-realizados-en-centros-extranjeros/>

If it is not provided, a 5 shall be considered as the average grade.

4. Document accrediting that the qualification provided permits access to university postgraduate studies in the country in which it was issued. There are two ways of doing this:

- a) By submitting a certificate issued by their university of origin stating that the degree they have earned qualifies them to pursue a Master's degree in that country.
- b) By submitting a statement of justification, written and signed by the candidate, providing information sources (websites, etc.) that accredit this fact, along with an affidavit stating that the documents submitted are authentic.

Any offers made will be dependent on the Postgraduate Commission authorising the candidate to study a Master's degree at the UPV/EHU. This authorisation is independent from the admission process. In such cases, candidates must submit the corresponding request prior to the pre-enrolment period, following the procedure outlined on the UPV/EHU website: <https://www.ehu.eus/es/web/masterrak-eta-graduondokoak/admision-alumnado-extranjero>. In the event of a candidate not having submitted a request or obtained the aforementioned authorisation at the moment they wish to pre-enrol, they may continue with the admissions process on a conditional basis, with said admission being automatically rendered null and void if they fail to obtain the necessary authorisation within the deadline established for formalising their enrolment. The authorisation process will begin automatically in the event of a candidate pre-enrolling without first having requested or obtained said authorisation. The Postgraduate Commission will issue a ruling regarding whether or not it authorises a candidate to study a Master's degree at the UPV/EHU regardless of whether or not they are accepted onto their chosen Master's course, since this authorisation is valid also for other Master's courses and other academic years. In the event of authorisation being granted, the candidate will be duly informed. This process is in no way connected to the issuing of a letter of admission to a specific Master's course, which is the responsibility of the individual Faculties. A Faculty may not enrol any candidate to whom the Postgraduate Commission has refused authorisation to study a Master's degree at the UPV/EHU.

The authorisation from the Postgraduate Commission outlined above is not required for access to the Master's Degree in General Health Psychology, which is governed by an internal procedure carried out in the Faculty of Psychology of the UPV/EHU, in accordance with that established in Resolution of 16 November 2023, issued by the General Secretariat for Universities, publishing the Agreement of the University Council establishing recommendations for justifying compliance with the requirements outlined in CNU Order/1309/2018 of 5 December, for accessing the Master's Degree in General Health Psychology in the case of official university Psychology qualifications issued by a foreign university.

D. Graduates with an officially recognised foreign qualification

These candidates are treated in the same way as graduates from Spanish universities, and must provide the documents outlined in points 1 to 5 of section A.

ADMISSION

At the end of the pre-enrolment period, the Academic Commissions of the Master's degrees assess all applications and determine whether or not candidates comply with the requirements for proceeding with the admissions process, or whether they should be excluded due to a failure to comply with the access and/or admissions requirements. The applications of those who fail to meet the general requirements for accessing a University Master's degree course and/or the specific admissions

requirements for the course in question (in accordance with their verification report), and who are not in a position to meet them during the academic year prior to the start of the course, will be excluded from the process. All candidates who comply with the requirements are awarded an access grade.

A provisional list of those who comply with the requirements and those who have been excluded from the process will be made available on SARBIDEA on the dates outlined in the calendar under the title: PUBLICATION OF THE LIST OF THOSE PROVISIONALLY REJECTED DUE TO FAILURE TO COMPLY WITH ACCESS AND/OR ADMISSION REQUIREMENTS.

A 3-day appeal period begins the day following the date of publication. Appeals must be submitted to the Faculty in question.

A definitive list of those who comply with the requirements and those who have been excluded from the process will be made available on SARBIDEA on the dates outlined in the calendar under the title: PUBLICATION OF THE LIST OF THOSE DEFINITELY REJECTED DUE TO FAILURE TO COMPLY WITH ACCESS AND/OR ADMISSION REQUIREMENTS.

Following the publication of this list, the offer and place reservation process begins.

Candidates can consult their status (admitted or on the waiting list) on SARBIDEA on the dates outlined in the calendar under the title: PUBLICATION OF THE LIST OF THOSE ADMITTED AND THOSE ON THE WAITING LIST.

From this date onwards, successful candidates have three days to reserve their place (see calendar). If they fail to do so, the offer made them will be automatically withdrawn and the resulting place will be considered free once again.

To confirm the reservation of their place on the course, candidates must pay the amount established as an advance on the enrolment fees. The amount paid to reserve a place will be subtracted later on from the total fees due; failure to pay the stated amount will result in the candidate in question losing their place on the course. In the event of the candidate not formalising their enrolment, the sum paid to reserve their place will not be refunded, except when failure to enrol is due to the candidate not fulfilling the access and/or admission requirements.

Master's degrees with waiting lists and free (unreserved) places that do not open up new pre-enrolment periods will continue to award candidates places until there is no one left on the waiting list. New offers can be viewed on SARBIDEA on day 2 (only working days are counted) from the day after the end of the place reservations period, with candidates then again having 3 working days to reserve their place (see calendar).

ENROLMENT

Candidates may enrol in the periods outlined in the calendar, **on the dates established by the Faculty** running the Master's degree and **published on its website**.