URJC Escuela de Másteres Oficiales

STUDENT MANUAL

PRE-REGISTRATION IN
UNIVERSITY MASTER'S
DEGREES

ACADEMIC YEAR 2022/2023

1. GENERAL REQUIREMENTS TO ACCESS MASTER'S DEGREES

According to Article 18 of Royal Decree 822/202 of 28 September, the requirements for access to University Master's Degrees are the following:

1. "A condition for access to a University Master's Degree is to be in possession of an official Spanish university Graduate Degree, or equivalent degree, or, whenever appropriate, to be in possession of another University Master's Degree, or degrees of the same level as the Spanish Bachelor's or Master's Degree issued by universities and higher education institutions of an European Higher Education Area (EHEA) country that in said country allows access to Master's studies".

2. "Likewise, access to a university Master's degree within the Spanish university system will be granted to persons who hold qualifications equivalent to a Bachelor's degree from educational systems outside the EHEA; it is not necessary for this qualification to be recognised, but the university must verify the level of training provided that in the country where the qualification was issued it allows access to postgraduate university studies. In no case will this type of access imply the homologation of the previous degree held by the interested party, nor its recognition for purposes other than that of carrying out the Master's studies".

Students who have not yet completed their Bachelor's Degree studies may apply for Conditional Admission to the University Master's Degrees at the Universidad Rey Juan Carlos only if at the time of pre-enrolment they still have to complete their Final Degree Project plus 9 ECTS (European Credit Transfer and Accumulation System), according to Royal Decree 822/2021, of 28 September.

With respect to some master's degrees, it is not possible to apply for pre-enrolment without having completed previous studies (please see the website of the master's degree) as they do not allow conditional admission.

Royal Decree 822/2021 of 28 September states that priority in enrolment will be guaranteed to students who hold the official university Graduate degree. Thus, this circumstance must be considered prior to admission and shall have to be reflected in the evaluation of students and, therefore, in the mark given to each of them.

2. PRE-REGISTRATION PERIODS AND LISTS OF ADMITTED STUDENTS

Pre-registration in the official master's degrees of Rey Juan Carlos University will take place online during the established periods: https://gestion3.urjc.es/gestionsolicitudes

Applicants will be able to consult their admission status in the online application on the dates established for each period (see publication of admission dates).

3. REGISTRATION PERIODS

Registration in the official master's degrees of Rey Juan Carlos University will take place in the periods established in the webpage.

Should there remain any vacancy, applications in VALIDATED-WAITING LIST status will be processed once the self-enrolment period is over.

4. DOCUMENTS REQUIRED FOR PRE-REGISTRATION

Applicants will submit and upload **all their scanned documents**, in the formats allowed, onto the online pre-registration **application in order to apply for admission in the university master's degrees**. All documents must be submitted for each separate process of admission to university master's degrees (**maximum of 3**).

At any time, applicants may be requested by the Master's Degree Management and/or by the School of Official Master's Degrees, to submit their certified/attested documentation before the General Registry, Auxiliary Registries, addressing it to the Master's Degree Student Academic Management Service, or before the places and ways indicated in art. 16.4 of Law 39/2015 on Common Administrative Procedure, or online through the Electronic Registry.

Detailed information of the documents required can be found in the university web page (https://en.urjc.es/estudiar-en-la-urjc/admision/274-master#documentacion-a-presentar)

At least 5 per cent of the vacancies available will be reserved for **students** with a **certified disability** equal to or greater than 33 per cent. These students must certify their disability by submitting a **certificate issued by the IMSERSO (Institute for Older Persons and Social Services) or the competent body of the Autonomous Community.** The relevant exemption of fees will be applied. INSTRUCTIONS TO COMPLETE THE PRE-REGISTRATION

Applicants must go to the pre-registration application, available in the link https://miportal.urjc.es/GestionSolicitudes, (see help) and select the option **"*Másteres Universitarios*" (Master's Degrees)**. Applicants must then select **"*Usuarios con cuenta en la URJC*" (If you already have a URJC account, click here)** if they already have a URJC account (that is, a username and password), or **"*Usuarios nuevos sin cuenta en la URJC*" (If you do not have a URJC account, click here)** if they don't have a URJC account.

5.1- PERSONAL DATA

In this step, applicants must fill out all the personal data required.

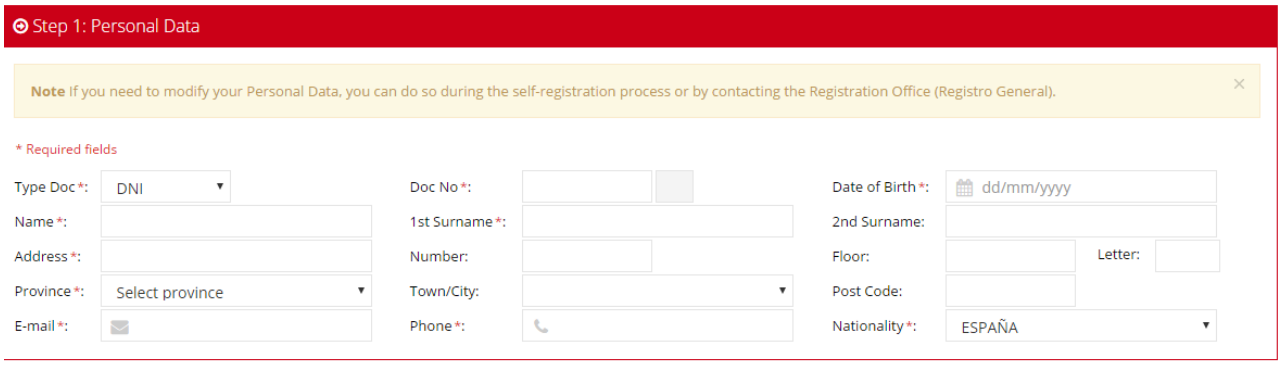
- **Users with a URJC account:** If you already have a URJC account, your data will appear on the screen, as recorded in the university's database. *(If you wish to modify your data, you may do so during the enrolment process once you have been admitted in a master's degree, or you may request changes via the General Registry (Registro General).*

Should you not remember your username and password, you might get your username and regenerate your password at https://gestion2.urjc.es/cambioclave/home

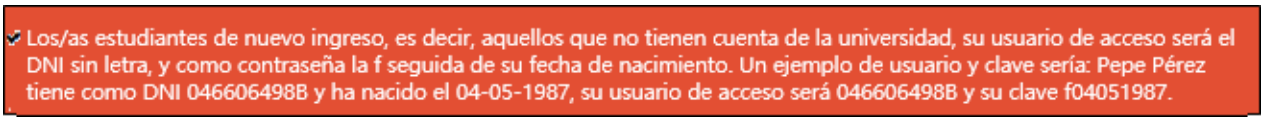
- **Users without a URJC account:** You will have to complete the personal data included in the following screen:

PLEASE NOTE that "Type of document" must correspond to the document number. Also, the documentation provided by you must be valid and must match the document you indicate on this screen.

Help



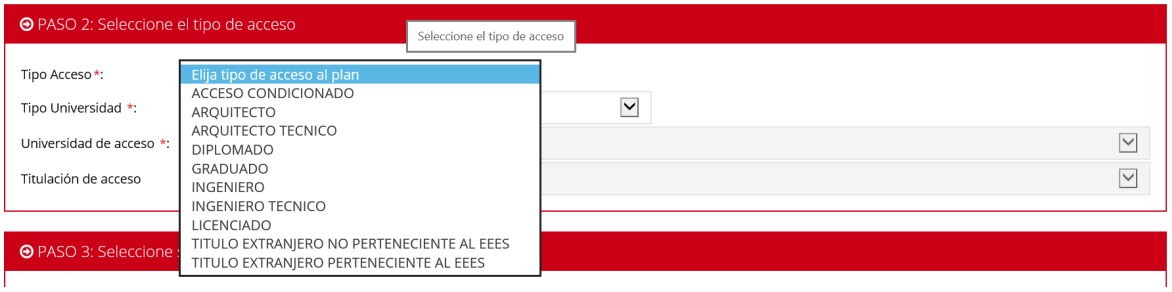
Note: ***If you applied for admission in University Education through the Public University of Madrid's Single District (Distrito Único de Universidades Públicas de Madrid), the system will detect you ID number and ask you to confirm your DATE OF BIRTH (dd/mm/yyyy format), or will ask you to enter your Username and Password in the following way:***



New students, i.e. those students who do not have a university account, will automatically be assigned a username (their ID number, without letters) and a password (the letter "f" followed by their date of birth). For example, Pepe Perez, whose Spanish ID number is 046606498B and who was born on the 4th of May 1987, would be assigned the username 046606498 and the password f04051987.

5.2- ACCESS TYPE

Applicants will then be asked to select the university studies that give them access to the master's degree (degree, bachelor's degree, diploma, engineering degree, etc.), the type of university they come from (Spanish or foreign), the university, and the master's degree they want to apply for.



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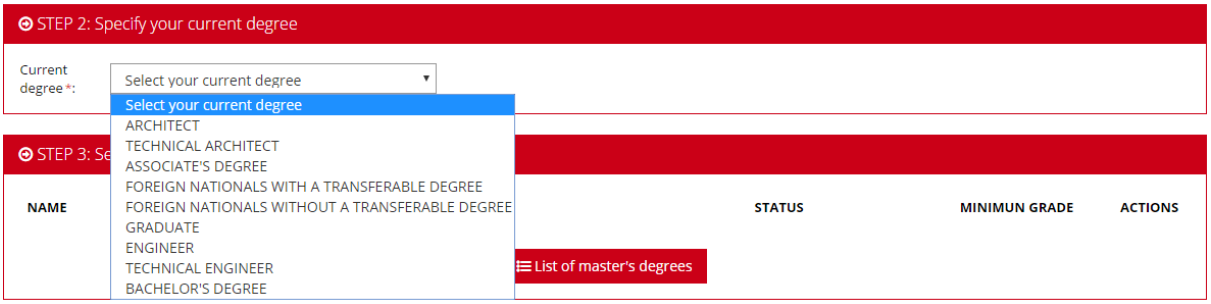


Students who have not completed their access studies before the Pre-Registration Periods, with pending course subjects (maximum of 30 ECTS credits) enrolled in the academic year 2020/21, can apply for a ***Admisión Condicionada*** (**Conditional Admission)** in Rey Juan Carlos University's master's programmes.

- If you have not finished your studies yet (from a Spanish University or a Foreign University), you must select: CONDITIONAL ACCESS
- If your studies are from a Spanish University, you must select: ARCHITECT, TECHNICAL ARCHITECT, DIPLOMA, GRADUATE, ENGINEER, TECHNICAL ENGINEER, BACHELOR'S DEGREE.
- If the studies are from a foreign University, you must select: FOREIGN DEGREE NOT BELONGING TO THE EHEA or FOREIGN DEGREE BELONGING TO THE EHEA.

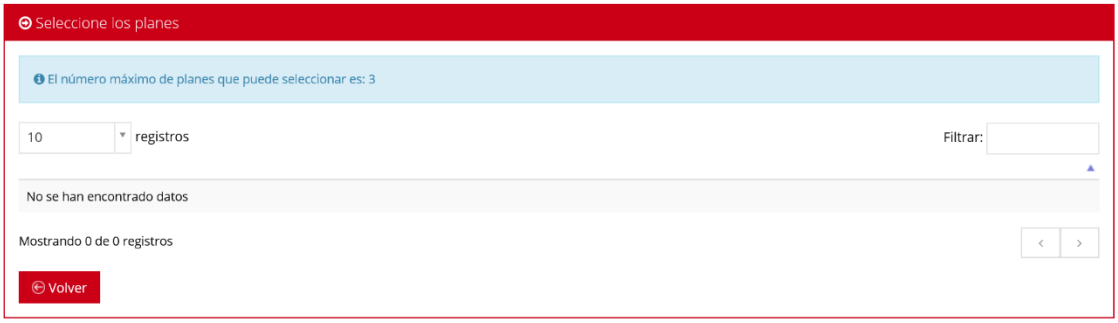
5.3- MASTER'S PROGRAMMES

Applicants must finally choose the master's degree that they wish to apply for by

clicking on the list of ***Planes Ofertados*** (**master's programmes offered)**, **selecting** the name of the master's degree they want to be admitted in, and then clicking on **Accept**.

Applicants may apply for admission in a maximum of three (3) master's degrees.

Students who would like to simultaneously study two master's degrees in the academic year 2022/23, will apply for admission in the master's degrees they wish to study following the URJC application procedure for simultaneity of university master's degree studies.



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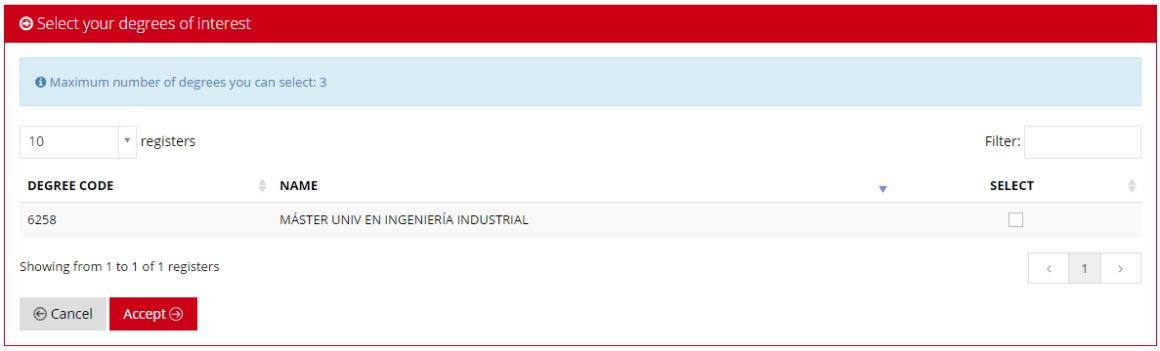


5.4- HOW TO CONFIRM THE APPLICATION

In order to finalise the pre-registration, and as a security measure, students without a URJC account will be asked to type in **the text they see on the screen**, using the **on-screen keyboard** provided. Once the text has been entered, applicants need to click on

Accept to confirm their application.

Once applicants have completed the application process**, those applicants who do not have a URJC account** will be sent a **provisional username and password** to the email address they provided in their application. This username and password will give applicants access to the online pre-registration application so that they may upload the required documents, make changes to their application, check the status of their application, etc. Applicants who are admitted to a master's degree will be asked to enter their username and password during the ***automatrícula*** **(self-registration process)**.

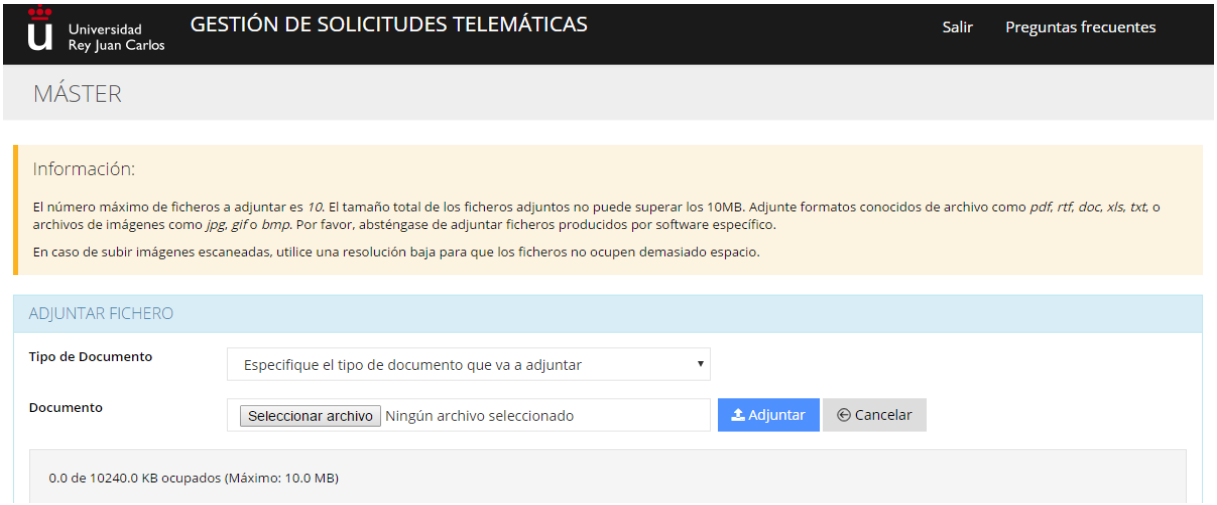
At the bottom of the screen, applicants may click on ***IMPRIMIR*** **(PRINT)** to print a copy of their application. At the top of the screen, applicants may select Sign Out to log out of the application process.

5.5- HOW TO SUBMIT DOCUMENTS

As previously mentioned, all applicants **must submit scanned copies** of the required documents. To do so, applicants will need to click on ***Añadir documentos*** **(Add documents)** for each of the master's degrees that they are interested in.

Users without a URJC account*: *Users without a URJC account, once the previous steps have been completed, will have to sign in using the provisional username and password sent to their email address in order to upload the documents.

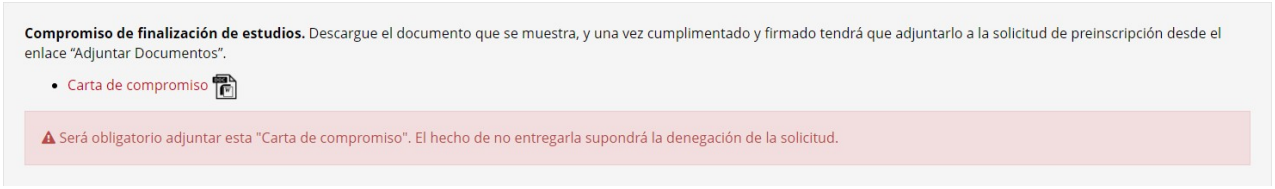
On the next screen, applicants will be asked to select the files from their computer that they want to upload to their application. Remember that separate sets of documents need to be uploaded for each master's degree the applicant is applying for.



Applicants must submit their scanned documents for each of the master's degree applied for, otherwise their application status will be *Pendiente de documentación* (Pending Documentation) and will not be processed. Applicants may submit pending documents during the pre-registration period. If the required documents have not been uploaded within 10 working days of the pre-registration deadline, the application will be ***DENEGADA*** **(DENIED)**. This procedure also applies to master's degrees that have specific document requirements. **Please be advised that required documents should be uploaded as soon as possible in order to speed up the application process and schedule a specific exam, if the case may be.**

Applicants with a Conditional Admission must submit, together with the rest of documents, a **compromiso de finalización de estudios (Student Pledge for Completion of Studies), which can also be downloaded from the pre-registration application.**

It is also compulsory for **all** students to submit the **declaración responsable de veracidad de datos (declaration of Authenticity of documents attached),** which can also be **downloaded** from the **pre-registration application.**



5.6- APPLICATION STATUS

Applicants will be notified of any changes in their Application Status by a message sent to the email address provided in the pre-registration.

The status of the applicant's pre-registration application can be:

1.1. PENDIENTE (PENDING): The application and submitted documentation are being assessed to determine whether they meet admission requirements.

1.2. PENDIENTE DOCUMENTACIÓN (PENDING DOCUMENTATION):

The student has not included all the documents required and the application cannot be assessed. The student will be able to upload pending documents during the pre-registration period. The students will have to upload the required documents to the pre-registration platform within 10 working days of the pre-registration deadline. If the required documents are not uploaded within this period, the application will be DENIED. Please be advised that required documents should be uploaded as soon as possible in order to speed up the application process and schedule a specific exam, if the case may be.

1.3. DENEGADO (DENIED): The application has been denied. Applicants will be notified of the reason why their application has been denied:

- **DENEGADO POR FALTA DE DOCUMENTACIÓN (DENIED BECAUSE REQUIRED DOCUMENTS WERE NOT SUBMITTED):** The student has not included all the required documents within the established period.
- **DENEGADO PORQUE NO CUMPLE REQUISITOS DE ACCESO (DENIED BECAUSE IT DOES NOT MEET ADMISSION REQUIREMENTS).**

1.4. VALIDADA (ACCEPTED): The application has been approved and will become part of the selection process.

VALIDADA CONDICIONADA (CONDITIONAL ACCEPTANCE): For students that apply for a **Conditional Admission**.

Once the status of your application is ACCEPTED OR CONDITIONAL ACCEPTANCE, the selection process will begin following the specific requirements of the master's degree.

If a Specific Selection Exam (onsite or otherwise) is to take place, the administrators of the master's programme will email students to notify them regarding the nature of the exam, and its exact time and place.

Once the selection process has been completed, the administrators of the master's degrees will issue the scoring criteria, and the final application status will be one of the following:

1.5 VALIDADA – CONCEDIDO (ACCEPTED – CONFIRMED): Applicants will receive a letter of admission and will be able to enrol during the established period.

1.6 VALIDADA - LISTA DE ESPERA (ACCEPTED – WAITING LIST): Applicants are in a waiting list.

Only applicants with a **VALIDADA - CONCEDIDO (ACCEPTED – CONFIRMED)** status can self-register in the dates established.

The **score** obtained in the **selection process** will be available in the pre-registration application.

The application of students in a waiting list will be passed on to subsequent admission processes, so they do not need to pre-register again. If a vacancy in a master's degree becomes available, it will be assigned to a student in the waiting list, who will be notified accordingly.

5.7- HOW TO DELETE AN APPLICATION

ONLY when their status is ***Pendiente*** **(Pending)** and applicants want to delete their application, they can do so by clicking on **ELIMINAR (ELIMINATE)** in the **Actions** column.