FACULTY OF SOCIAL AND LEGAL SCIENCES OF ELCHE

ADMISSION WITH UNFINISHED STUDIES

Which students can apply to be admitted to continue their studies?

- Students who have started official university studies, either foreign or Spanish, and want to continue their studies in a UMH degree, may apply. This admission procedure, as established in Royal Decree 412/2014, of June 6, regarding the basic principles of admission procedures to the official undergraduate university education, implies a change of university and/or official university studies.
- Students who completed their studies at foreign universities, but have not obtained homologation of the degree in Spain, may also apply.

What are the minimum academic requirements to be admitted?

- The **minimum requirement** to be admitted is to have 30 credits recognized for the degree for which the admission is requested.
- **If there is excess demand for the degree**, an average grade of 8 will also be required in the academic record of the university of origin. This last requirement is only demanded for a Degree in Medicine. The Faculty of Medicine may exempt students that can prove a transfer of family residence, illness, that they are high-level/high-performance/elite athletes, or any other cause that justifies the need to transfer the student's record, from this requirement.

¿When should I apply for admission?

- **Ordinary period**: May 2 to May 17 2019.
- **Extraordinary period:** July 8 to July 26 2019.

The extraordinary period will be available exclusively for those degrees and courses with vacancies after the ordinary period in May. The list of degrees and courses available can be consulted on the following website before the application days.

https://estudios.umh.es/files/2019/07/OFERTA-PLAZO-EXTRAORDINARIO-2019-1.pdf

¿How should I request the admission?

- The application is carried out online through an application whereby you will request the recognition of the courses of the UMH degree with the finished courses of the university of origin and you will upload to said application, the required documentation in pdf format (one file per document).

- The original documentation should be provided for comparison only if you are admitted.

For more information you can consult the following manual.

How should you proceed to find out which courses can be recognized?

- You can check the history of recognitions granted for your original studies at this LINK.
- Recognitions not included in said history should be requested by comparing the teaching guides or course programs of your university of origin with the courses of the study program of UMH. You must remember that there must be a minimum equivalent of 70% in the content and in ECTS credits.

Which documents should I provide in the application?

- Document proving the **identity** of the student: DNI, NIE or Passport.
- Personal academic **certificate**.
- **Programs** or teaching guides of the finished courses in the degree of origin that must be stamped by the University of Origin.
- **Study plan** of the degree of origin if the university does not belong to the European Higher Education Area.
- In the case of **foreign studies,** the documentation must be legalized and translated into Spanish by a sworn translator. It will not be necessary to translate **programs or teacher guides** that are in English. No type of legalization is required for documents if the country of origin is Switzerland or belongs to the European Union or the European Economic Area.
- If the home study is from the UMH, no DNI, certificates or programs need to be presented.
- **Students from foreign educational systems** must pay a fee of €143.73 for the credit recognition study. The receipt will be sent to the student's email from the Study Management Department.

What are the criteria for the prioritization of vacancies?

- Number of recognized credits (40% of the admission grade).
- Average score for recognized subjects (40% of the admission grade).
- Duly accredited causes for the transfer of the credit (20% of the admission grade): Transfer of family residence, Illness, being a high-level/high-performance/elite athlete, Other justified causes to be evaluated by the Faculty or School.

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How can you find out about the status of your application?

Entering the same website of the application, with your DNI and password, you can consult the status of your application.

How will you find out that you were admitted?

The admitted students will receive an SMS and an email for them to go to the Study Management Service in order to provide the original documentation for its confirmation.

How can you formalize the enrollment?

- Once the documentation has been confirmed, we will send an SMS and an email with the registration PIN number. Registration should be made through online self-enrollment. In the mail, the enrollment period and the courses that were recognized will be indicated so you do not register for those.
- You will subsequently receive, at the address you indicated in your application, the Rectorial Admission Resolution with the recognitions granted and denied.

How will we notify you if you are not admitted?

By means of a Rectorial Resolution that we will send to the address you indicated in your application.

The procedure is regulated by the following **guidelines**.

CONTACT INFORMATION

Study Management Department (Elche Campus- Rectorate Building and Social Council, Avda. de la Universidad, s/n, 03202 Elche –Alicante)

Telephone numbers: 96 665 86 51/ 96 522 25 17

Email: admisionparciales@umh.es