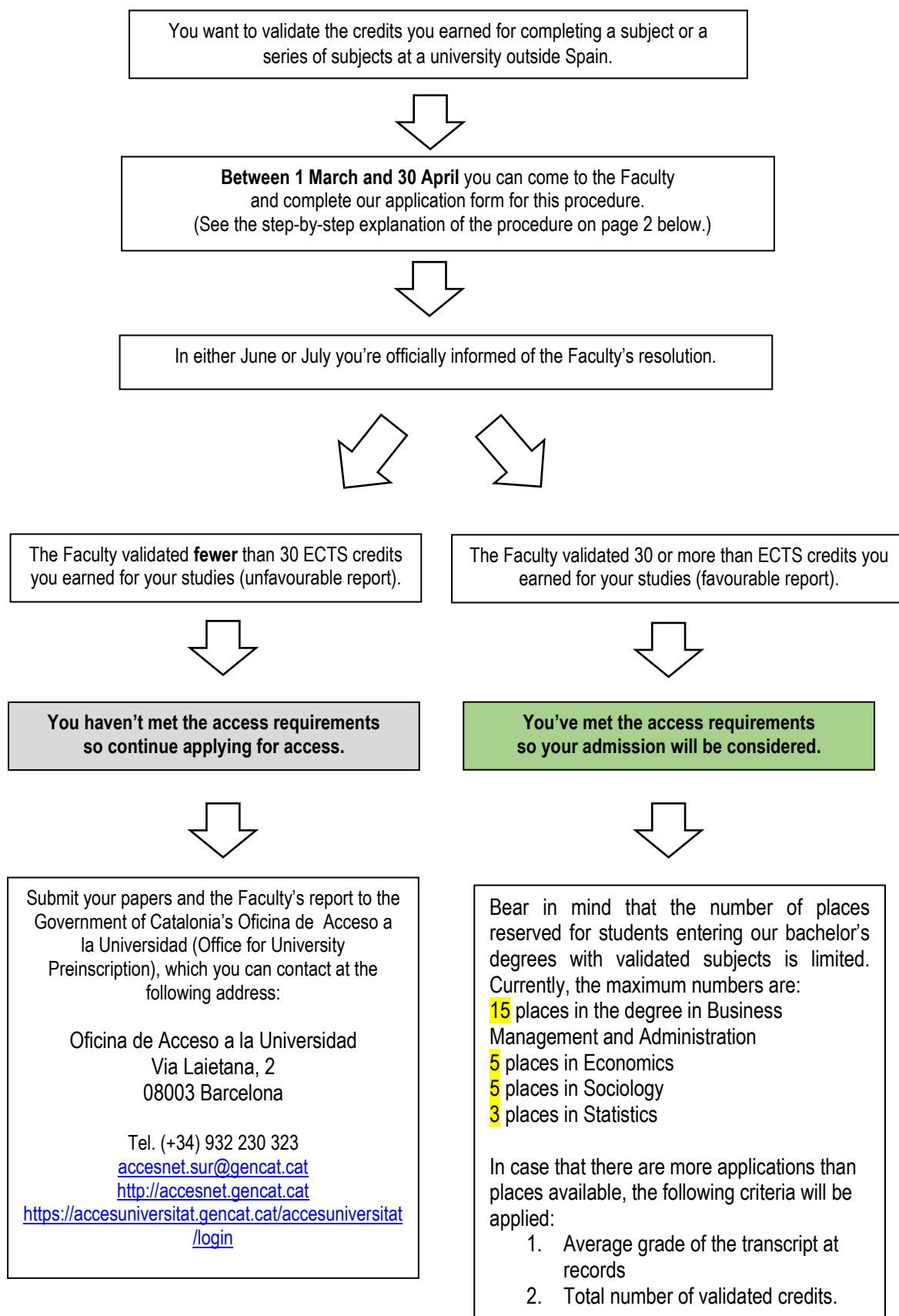


## PROCEDURE FOR HAVING FOREIGN STUDIES RECOGNIZED IN THE SPANISH BACHELOR'S DEGREE

The diagram below explains the steps you need to take to have a subject or subjects that you completed in a university outside Spain recognized by the Faculty so that you don't need to repeat those subjects in one of our bachelor's degrees.



## **VALIDATING FOREIGN STUDIES OUTSIDE SPAIN: THE APPLICATION**

### **1. SUPPORTING DOCUMENTS**

Note that all the following documents carry the stamp of the authority that issued them.

If any document is in a language other than Catalan, Spanish or English, then this document must also be accompanied by a sworn translation in one of those three languages.

- A document accrediting your nationality (passport, Spanish residence permit or Spanish national identity document)
- Your academic transcript of records or academic certificate with details about all the subjects that you want to be validated, including the grades you were awarded for them, the minimum grade that was required to pass each subject, and the number of hours each subject took. This document must be legalized.
- The syllabus of each of the subjects that you want to be validated, which has to be stamped by your university and the study load of each of them.
- An explanation of your university's grading scheme with the official stamp of your university
- The curriculum of the degree that you have begun, carrying the official stamp of the university or university department in which it is taught, describing the duration of the degree in academic years and listing the subjects of which it is comprised.
- Request for validation completed.
- Moreover, must issue a document accrediting the official character of the study programme in question and the official character of the degree qualification to which the programme leads.

### **2. COMPLETING THE APPLICATION**

Fill in the form specifying the full names of the subjects you studied in your university and the full names of the subjects in the Faculty's bachelor's degree that you want them to be recognized as equivalent to.

Detailed information on the contents of the subjects in the Faculty's bachelor's degrees can be found in the course plans ("plans docents") listed for each degree at that degree's individual webpage.

Just go to the degree you're interested in and choose "Professorat, plans docents" from the menu on the left-hand side:

Business Management and Administration: <http://www.ub.edu/economiaempresa/grau/ade/index.html>

Economics: <http://www.ub.edu/economiaempresa/grau/economia/index.html>

Sociology: <http://www.ub.edu/economiaempresa/grau/sociologia/index.html>

Statistics: <http://www.ub.edu/economiaempresa/grau/est/index.html>

### **3. SUBMITTING THE APPLICATION AND PAYING THE FEE**

Submit the application and the supporting documents and pay the fee at the Faculty's Secretary's Office for Students and Teaching Staff ([see opening hours](#)).

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If you have any more questions after reading this, you can contact one of the people below.

#### **Administrative staff**

Alba Carrasco at [albacarrasco@ub.edu](mailto:albacarrasco@ub.edu)

#### **Academic staff (by degree)**

Business Management and Administration: Pilar López-Jurado, [capest-ade@ub.edu](mailto:capest-ade@ub.edu)

Economics: Mònica Pigem, [capest-economia@ub.edu](mailto:capest-economia@ub.edu)

Sociology: Maria Trinidad Bretones, [capest-sociologia@ub.edu](mailto:capest-sociologia@ub.edu)

Statistics: Ernest Pons, [capest-grau-estadistica@ub.edu](mailto:capest-grau-estadistica@ub.edu)