

Procedure for Establishing an Academic Equivalence for Doctoral Studies

Implemented 2017/2018

VERSIÓN	DATE	REASON FOR THE AMENDMENT	PREPARATION	REVIEW
1	18/03/2015	Newly Created	VOAP	SGC
2	27/07/2016	Image Update	VOAP	VOAP
3	08/11/2016	Fee Modification	VOAP	Doctoral Studies Committee
4	27/07/2017	2017/2018 Academic Year adaptability	VOAP	Doctoral Studies Committee

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UNIVERSIDAD
NEBRIJA

The equivalence of foreign higher education degrees is regulated by Royal Decree 89/2022, of October 18th, 2022, which grants university Rectors the authority to declare the equivalence of foreign higher education degrees to the academic level of Doctor.

Purpose

This regulation governs the internal procedure at Nebrija University for declaring the equivalence of foreign higher education degrees obtained under foreign educational systems to the academic level of Doctor.

Scope of Application

This regulation applies to the equivalence of foreign doctoral degrees to the current Doctoral degree regulated by Spanish legislation.

The equivalence to the academic level of Doctor does not imply, under any circumstances, the official approval, declaration of equivalence, or recognition of any other foreign degrees held by the applicant, nor recognition in Spain at any level other than that of Doctor.

Effects

Upon being granted and the corresponding credential being issued, the equivalence bestows upon the foreign degree the same effects as the academic level of Doctor within the national territory.

Authority

The resolution of equivalence proceedings for foreign doctoral degrees to the academic level of Doctor falls under the authority of the Rector of Nebrija University.

Exclusion

Nebrija University may not grant equivalence to degrees obtained under foreign educational systems in the following cases:

- a. Degrees lacking official academic validity in the country of origin.
- b. Degrees that have already been officially approved in Spain.
- c. Degrees obtained from two or more universities, one of which is Spanish, based on joint supervision agreements.

Criteria for Equivalence

Decisions on the equivalence of foreign Doctoral degrees will be made by examining the student's acquired education and considering the following:

- a. Correspondence between the required levels for access to the foreign Doctoral degree and the Doctoral degree at Nebrija University.
- b. Duration and workload of the training period required to obtain the foreign Doctoral degree for which equivalence is sought.
- c. Correspondence between the academic levels of the foreign Doctoral degree and the Spanish degree for which equivalence is requested.
- d. Completed training content for obtaining the foreign Doctoral degree.

When the training corresponding to the Spanish Doctoral degree is harmonized under community directives, equivalence will require compliance with the requirements set forth in the respective directives.

Procedure

1. Initiation of the Procedure

Equivalence may be simultaneously requested at more than one university. A foreign degree that has already been declared equivalent cannot undergo a new equivalence procedure at another university. However, if the equivalence is denied, the applicant may initiate a new process at a different Spanish university.

The equivalence procedure will be initiated at the request of the interested party.

2. Application Form

- ▶ The interested party must submit the APPLICATION, (Annex I), ADDRESSED TO THE RECTOR OF THE UNIVERSITY, to the General Secretariat of Courses.

3. Required Documents

- ▶ LEGALIZED COPY OF IDENTITY DOCUMENT OR PASSPORT
- ▶ CERTIFIED COPY OF THE DOCTORAL DEGREE OR CERTIFICATE ACCREDITING ITS ISSUANCE.
- ▶ CERTIFIED COPY OF THE ACADEMIC TRANSCRIPT OF THE DOCTORAL STUDIES.

The academic transcript must contain the following information: Official duration of the program.

- ▶ Academic years.
- ▶ Subjects taken, including workload and grades.
- ▶ EXPLANATORY REPORT OF THE COMPLETED THESIS, WRITTEN IN SPANISH.
- ▶ A COPY OF THE THESIS STATING THE MEMBERS OF THE JURY AND THE OBTAINED GRADE, IF APPLICABLE.
- ▶ JUSTIFICATION OF PAYMENT OF THE CORRESPONDING FEES IF REQUIRED UNDER SECTION 4 OF THIS CLAUSE.
- ▶ ANY OTHER DOCUMENT THAT THE INSTRUCTING AUTHORITY MAY REQUIRE TO VERIFY THE PROVIDED DOCUMENTATION, SUCH AS COURSE SYLLABI, CV, ETC.

All documents must be in Spanish and legalized or apostilled, if applicable. If issued in a foreign language, the corresponding official translation into Spanish must be provided, except for the copy of the doctoral thesis.

4. Fees

As a general rule, the fees to be paid by applicants for the equivalence of a doctoral degree amount to 300 €.

However, if the applicant is a teaching staff member of Nebrija University with an indefinite contract and a weekly working time exceeding 30 hours, they will be exempt from paying the fee.

In the event that the applicant provides services to Nebrija University as teaching staff with an indefinite contract and a weekly working time equal to or less than 30 hours, they will be entitled to a 50% discount, that is, they will pay 150 €.

The application of the exemption and discount mentioned in the preceding paragraphs will be automatic if the requirements stipulated in this clause are met, and no express resolution will be required.

Processing

- a. Nebrija University's Doctoral Studies Committee will review the request and issue a report considering the equivalence criteria and exclusion causes stated in the exclusion section.
- b. For the preparation of the report, the Doctoral Studies Committee will establish a board of at least two members.
- c. Once the application is admitted for processing, the Doctoral Studies Committee will submit the corresponding proposal for resolution to the Rector of Nebrija University, determining a favorable or unfavorable decision.

Resolution

The resolution of the procedure will be adopted by the Rector of the University, it will be motivated, and it will contain one of the following pronouncements:

- a. The equivalence of the foreign degree to the corresponding doctoral level.
- b. The denial of the requested equivalence.

Deadline for Resolution

The maximum period to resolve and notify the resolution of the procedure will be six months from the date on which the application is registered in Nebrija University's Office of Academic Affairs.

Appeals

An appeal may be filed against the Rector's resolution.

Credentials

The granting of the equivalence will be evidenced by the appropriate credential issued by the Rector of Nebrija University. Information on favorable resolutions will be sent to the General Sub-directorate for Degrees, Approvals, and Equivalences, and they will be registered in a special section of the National Registry of Official Degrees.

Final Provision

This procedure will be applicable to all applications submitted during the academic year 2014/2015.