

# ACADEMIC REQUIREMENTS TO ACCESS TO A MASTER'S DEGREE OR RELATED QUALIFICATIONS

Regulations from the Spanish  
Royal Decree (Rd822/2021)

*Effective starting with the March 2024 cohort*

Students can access a master's degree and related qualifications through two pathway options: university studies or work experience. It is important to thoroughly read this document in its entirety before beginning the process of gathering and submitting documents. **Students who do not submit the required documents within the given timeframe will have their enrolment cancelled.**

## 1. UNIVERSITY STUDIES: Option #1

Students can access the master's degree and related qualifications by submitting to the UOC a certificate of university studies. **Certificates of master's degrees, postgraduate studies or PhD studies do not grant admission.**

**Electronic Certificates:** UOC gives priority to certificates in digital format that can be certified electronically. All electronic certificates must include a code and a URL on it to check the certificate's validity. A photocopy of a certificate is not a digital certificate itself unless it includes the digital code and URL.

When the documents cannot be certified electronically, students need to submit a hard copy that is identical to the original (notarized or certified copies) and send it by mail to the following address:

*Universitat Oberta de Catalunya  
Ref. Documentación de acceso  
Rambla del Poblenou, 156  
08018 Barcelona, España*

**PLEASE DO NOT SEND ORIGINAL DOCUMENTS TO UOC,  
THEY WILL NOT BE RE-SENT BACK TO THE STUDENT.**

**IMPORTANT:** Depending on the country where the original document is issued, they may also have to meet further requirements:

**Certificates from EHEA ([European Higher Education Area](#)) countries:** In this case a **certified photocopy** is sufficient (original stamp in the photocopy, not a photocopy with the original stamp). The original document does not need to be legalized.

**Certificates from non-EHEA countries:**

- [Hague Convention member countries](#): The original document **must have the Hague Apostille**. (In some countries, an electronic Apostille is available. In these cases, a hard copy of the document is not required.)
- [Non-Hague Convention member countries](#): The original document **must have three stamps** from the following institutions **in the country it was issued in**:
  - A stamp from the ministry responsible for university education.
  - A stamp from the foreign ministry.
  - A stamp from the Spanish embassy or consulate in the country.
- For all Non-EHEA countries, the certificate submitted must certify that the degree provides admission to further master's studies in the country of origin of the degree.

## 2. PROFESSIONAL AND / OR WORKING EXPERIENCE: Option #2

Students who do not submit any university study certificate can be admitted into the master's degree with at least 2 years of work experience and/or professional experience in the following fields:

- Legal Practice and Representation
- Humanitarian Action
- Political Science
- Cities and Urbanism
- International Cooperation
- International Conflict
- Criminology
- Diplomacy
- Law
- Human Rights and Democracy
- Taxation
- Public Administration and Management
- Mediation
- International Relations

The full list can be found on the UOC website as well:

<https://www.uoc.edu/en/studies/masters/certified-masters-degree-international-affairs-diplomacy#access-requirements>

**Students who access through this option will need to submit 2 files:**

- A self-report of his/her working or professional experience which can be downloaded on the UOC platform along with a resume of the working life.
- Employment history report: You need to send to UOC a document with a description of the professional activity undertaken and the number of years of social security contributions. In Spain, this is issued by the Spanish Social Security website.

## 3. TIPS AND GUIDANCE

1. **IMPORTANT:** Students must choose at the beginning between accessing the programme through university studies or professional experience. **Once the option is chosen, this option cannot be switched.** If a student has a university degree, it is necessary to access through this path.

2. The UOC will request the documentation from the moment of enrolment, therefore **it is highly recommended to have the required documentation before enrolling.** The period to submit the document is 10 days. **If the student requires more time, it is very important to request it through the official UOC channels prior to the deadline.**

3. It is very important to take seriously the emails that the UOC sends regarding complying with the academic requirements. Students should be aware of the deadline and **should not disregard the emails** in order to ensure they submit the documentation in the timeframe requested. If you are not receiving emails from the UOC, please check your spam/junk folder, and if they are not there,

please flag this to UOC and UNITAR immediately. **It is the responsibility of the student to ensure they are receiving emails from the UOC.**

4. The submission of documentation, doubts or queries related to this process, must be through the official channels available at the UOC and Help Service on the UOC platform. The Admission Department is responsible for this process. UNITAR at [mdp-elearning@unitar.org](mailto:mdp-elearning@unitar.org) is also available to assist with any questions and to offer support. It is important to keep in mind the timeframe and deadlines. Therefore, it is advised to ask any questions you may have as early as possible in the process.

5. In the case of not submitting the documentation in the timeframe or not complying the requirements accordingly, the student will not be able to continue the programme in which they are enrolled.

6. The Spanish Royal Decree sets that only students with previous university studies or 2 years of professional experience in specific knowledge fields can access to the master's degree and related qualifications. The Decree sets that there is no option to have an extension diploma or any alternative to a diploma.

#### 4. FLOWCHART OF THE ADMISSION PROCESS

