



## REGULATIONS GOVERNING ACCESS AND ADMISSION TO MASTER'S DEGREES

**Title of the master's degree:** Business and Contractual Law

**Official postgraduate programme:** Law

### APPROVING BODIES

The regulation was approved by the Academic and Scientific Committee, appointed by the Governing Council on 27 June 2012.

### ACCESS

#### No. of places

The number of places offered is 30.

#### Access qualifications

- Official university degrees (Bologna or pre-Bologna) in Law, Labour Sciences, Business Administration and Management, Economics and similar subject areas.
- Official university degrees or diplomas in Labour Sciences, Labour Relations and Employment and similar subject areas.
- Degrees from higher education institutions of the EHEA whose qualification enables students to move on to a master's programme in the country of issue.
- Degrees awarded by educational systems outside the EHEA and which have not been officially recognized if the university can determine
  - that the educational level attained is equivalent to that of the official Spanish university qualifications;
  - that the student is entitled to enter postgraduate programmes in the country of issue.

#### Other requirements:

To be admitted to the Master's degree:

- Pre-registered students from non-Spanish speaking countries must provide accreditation of a level of Spanish that is equivalent to level B1.

### PRE-REGISTRATION PROCEDURE

#### Faculty responsible for pre-registration

The Postgraduate and Doctoral School will pre-register those students with foreign degrees that have not been approved by the Spanish Ministry of Education, Sciences and Sports (MECD). All other students will be pre-registered by the Secretary's Office of the Academic Management Service at the Catalunya Campus.

#### Deadline for applications

Applications must be made within the established period.

#### Documents required

All documents must be presented before the end of the pre-registration period.

- General documents (see the section Additional Information)
- Specific documents:



- Documentary accreditation of knowledge of foreign languages
- Letters of motivation or recommendation
- Accreditation of knowledge of Spanish or Catalan (foreign students only)

### **Where to register**

Candidates with Spanish qualifications or foreign qualification approved by the MECD must submit their documentation to the Secretary's Office of the Academic Management Service at the Catalunya Campus.

- Address: Av. Catalunya, 35 43002 Tarragona
- Telephone: 977 558 387 – 977 558 388 – 977 558 397
- E-mail: [admissiomatricula.campuscatalunya@urv.cat](mailto:admissiomatricula.campuscatalunya@urv.cat)
- Office hours: Mondays to Fridays from 10:00 a.m. to 1 p.m.  
Mondays and Wednesdays from 4 p.m to 17:30 p.m.

Candidates with foreign degrees not approved by the MECD must submit their documentation to the Postgraduate and Doctoral School.

- Address: Ctra. De Valls s/n 43007 – Tarragona
- Telephone: 977558235
- E-mail: [postgraduate@urv.cat](mailto:postgraduate@urv.cat)
- Office hours: Monday to Friday from 9h to 13h

### **SELECTION CRITERIA**

The pre-registered applicants will be appraised in accordance with the following criteria:

1. The suitability of the access qualification, up to 60 points according to the following order:
  - a. Degree in Law (up to 60 points)
  - b. Degrees in other disciplines (up to 30 points)
2. Academic transcript of the access qualification (up to 20 points)
3. Knowledge of languages other than those in which the Master's degree is taught (up to 10 points). In addition to requesting certificates that accredit the student's language level, the selection committee may set additional mechanisms to establish language competence such as interviews or level tests.
4. Bridging courses related to the content of the Master's degree (courses, seminars and other training activities accompanied by the appropriate documentation) (up to 10 points)

Nevertheless, if there are enough places, the selection committee can admit students without having to rank them in order of merit.

### **SELECTION COMMITTEE**

The selection committee entrusted with appraising the applications will be made up of:

- Head of the Official Postgraduate Programme (president)
- Academic coordinator of the Master's Degree
- Head of the Department of Private, Procedural and Financial Law



- The head of the Admissions and Registration Unit of the URV's Catalunya Campus Secretariat for Academic Management

### **ADMISSION PROCEDURE**

The secretary's office of the faculty will announce the students who have been admitted and those who have not on the notice board and on the university's website.

Should places still be available once the registration process has finished, they will be offered to the students on the waiting list. Students will be notified individually of this process.

Within one month of the publication of the names of those admitted on the programme, applicants can lodge an appeal to the rector of the Rovira i Virgili University.

### **REGISTRATION**

Students must register within the established periods.