

# Guide to generate the Statement of Equivalence of Average Grade by students who studied abroad

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## A. General information

Currently, the Statement of Equivalence of Average Grade is an **online and free procedure provided by the Ministry of Science, Innovation and Universities through the Electronic Headquarters of the Ministry of Education and Vocational Training**, under the Resolution of the General Directorate of University Policy of 21 March 2016, for users to generate their own statement.

The purpose of the statement of equivalence of average grade of university academic record of studies carried out in foreign centres is to facilitate the **issuance of an equivalence document of the average grades of university studies and degrees made abroad** to the corresponding Spaniards to be presented in the procedures of competitive concurrence in which the average grade is a requirement, merit or element of valuation.

## B. Access to the online service

To generate their own statement, **each user** must register as a user in the Electronic Headquarters of the Ministry of Education and Vocational Training. To do this, they must access the online service available through the following link:

<http://www.educacionyfp.gob.es/servicios-al-ciudadano/catalogo/general/20/203615/ficha.html>

After selecting the "**Access online service**" button, **register** as a user. To do this, create a username and password as shown in *Image 1* and *Image 2*.

If you cannot access the website and/or have technical problems, please contact:

[soporte.sede@mecd.es](mailto:soporte.sede@mecd.es)

### Image 1



### Image 2



Once registered, the user can generate the form by clicking on "Access the procedure" after entering their Username and Password (*Image 3*) and then clicking on "Add" an application (*Image 4*)

**Image 3**



**Image 4**



When the application is added, a screen will appear where the applicant declares under oath or promise, among others, that the information included in the application and in the documentation presented is true. Additionally, the user must select the RGPD acceptance box.

### **C. Instructions for completing the application**

The detailed instructions to fill out the application, which must be read carefully, are available at: <http://www.educacionyfp.gob.es/dam/jcr:c7f6997d-1155-4570-a95d-1b711be9d1e8/anexo-iii.pdf>

The application consists of the following 10 sections:

1. Personal information.
2. Information of the degree.
3. Classification code of studies.
4. Classification scale of studies.
5. Subjects, credits and equivalences.
6. Summary of ratings and global average.
7. Additional Information.
8. Procedures to which the statement is presented.
9. Supporting documentation.
10. Print and Finish

### **D. Frequently asked questions (FAQ)**

- 1. In Section 2, the university/higher institution where I completed my studies or obtained my degree does not appear, what should I do?**

If the drop-down does not include the university/higher education in which you have completed your studies or obtained the degree, you must request its registration by sending an email to [notemedia.uni@mececd.es](mailto:notemedia.uni@mececd.es) attaching a copy of your academic certificate and the address of your university's website.

- 2. In Section 2, I am asked for id.supl. European number, what can I do if I do not have it?**

If you do not have a European Supplement, type "not available" in the field enabled for it.

- 3. In Section 3, I am asked to enter the classification code of the studies or degree (ISCED-F-2013), but it does not appear in my academic certificate or title, what should I do?**

Check the ISCED-F-2013 codes that appear in the instructions to fill out the application (Section C of this document) and look for the one that corresponds to your degree. Once you find it, select the 3-digit ISCED code according to the ISCED specific-level code relationship listed in the Instructions table. If you do not identify it, go to your university to get that information. It is not necessary that your university issue a certificate or modify its title.

**4. In Section 4, I cannot find the rating scale that corresponds to me, how can I identify it? And if it were not, what should I do?**

To choose the correct scale, check the SCALES section included in the instructions to fill out the application. You will need to know the rating scale and the minimum passing grade that your university has used in your certificate of grades. Ensure that your certificate includes such information. Otherwise, go to your university to obtain it.

If your scale is not among those published in the Resolution of 21 March 2016, of the General Directorate of University Policy, which updated the list of rating scales of foreign studies or university degrees and equivalences to the system of qualification of the Spanish universities, you must send your study certificate, identifying the rating scale applied to your certificate of grades by your university, in the e-mail [notamedia.uni@mecd.es](mailto:notamedia.uni@mecd.es).

**5. If my certificate of grades includes different scales, what should I do?**

Two scales cannot be used within the same Statement. Therefore, you should go to the University/Institution that issued the certificate of grades to standardise the scale of the subjects it contains.

**6. In the second box of Section 4, I am asked to transcribe the information in section 4.4 of the European Diploma Supplement for all studies with ECTS credits, where can I find this information?**

This information is included in the European Supplement. If you do not have the European Supplement, the following text "Without information" will be included in the box.

**7. In Section 5, I am not allowed to include the credits of my subjects, how can I solve it?**

Ensure that you selected the field "Studies organised in\*" of Section 2 "ECTS Credits."

**8. Do I have to include all the subjects in Section 5?**

Yes, you must include all the subjects that you studied in the same order in which they appear on your certificate of grades.

**9. In Section 5, do I have to write the name of the subjects in Spanish?**

Yes. The text must be written in Spanish, according to the contents of the official or sworn translation of the academic certificate.

**10. In Section 5, if my subject does not have a grade but it does have credits assigned, should I include it?**

Yes. You must include that subject in the order in which it appears in your certificate of grades, mark the "no grade" field and enter the credits assigned to it.

**11. In Section 5, if one of my subjects has a grade but does not have any assigned credits, should I include it?**

Yes. You must include that subject in the order in which it appears in your certificate of grades, mark the "no credits" box and enter the grade assigned to it.

**12. If I took a subject twice, failing the first time and passing the second one, what grade should I include in Section 5?**

In that case you must only include the grade with which you passed the subject.

**13. In Section 8, I have to include the full name of the procedure to which the statement is submitted, what should I write?**

You must include the full name of the procedure to which you are applying:

"Call for grants for the training of university faculty 2018"

**14. Once the application is completed, to whom should I send it for validation?**

In Section 10 of the form, "Print / finish", the application, prior to giving the consent, will allow you to obtain a "draft" for the user to review it. Next, you can select "finish," thus giving the document conformity for later printing and signing. The software will generate a certificate in PDF format that the user can download and print.

The printed document of "statement of equivalence of average grade," which will contain the CSV (safe verification code) must be signed by the user with handwritten or electronic signature (Section 9). After that, it must be attached in PDF format to the FPU grant application for subsequent validation by the calling body.

**15. I made a mistake in my application, how can I correct it?**

Once the application is finished, no changes can be made. You must generate a new statement of equivalence of average grade correcting the error. To do this, access the online service, enter your key and password, select "Access to procedure" and then select "Add."

**16. The software shows an average grade lower than that obtained in the country where I studied, how can I solve it?**

First, ensure that you have chosen the correct scale in Section 4. If so, check the section "Methodology of equivalence" in the Instructions to complete the application (Section C of this document).