



Embassy of Spain

Dear Ambassador,

For the purposes of processing the visa of the student Mr/Ms **[nombre del candidato/a]**, holder of identity document/passport number **[número del documento]** and of **[nacionalidad]** nationality, we confirm that the student has been admitted to the **University Master's Degree in [nombre del programa]**, which will be taught at the Universitat Rovira i Virgili in Tarragona (Spain) during the 2024-25 academic year.

Please find below some important information regarding the academic institution and the master's programme (including the cost of study) and general useful information regarding the student's stay in Tarragona.

1. Academic aspects

(a) Institutional information

The Universitat Rovira i Virgili (URV) is a public university in the Spanish university system, registered under code 42 in the National Register of Universities, Centres and Teaching (RUCT) and with tax number Q-9350003-A.

(b) Master's programme information

The structure of the master's degree programme to which Mr/Mrs **[Nombre del candidato/a]** has been admitted is adapted to the European Higher Education Area (EHEA), in accordance with the Bologna declaration of 1999 and the complementary declarations. Consequently, the duration, learning methods and evaluation of the master's activities are harmonised with those of other European universities, in order to facilitate student mobility and their professional integration into the European labour market.

The **University Master's Degree in [nombre del programa]**, with the format **[tipo de modalidad]** is worth **[indicar número]** ECTS credits¹ and must be completed in **[indicar número]** academic years, studying full-time. Teaching of the university master's degree begins on 9 September of 2024 and ends on **30 September** of 2025.

For more information on the master's programme, please visit the following website: **[link ficha web del master en castellano]**.

In university master's studies, grades are awarded in two exam sessions and are recorded in a single evaluation report.

¹ ECTS stands for European Credit Transfer System, which is the standard adopted by all universities in the EHEA to guarantee the homogeneity and quality of the studies they offer.

An ECTS credit takes into account, in addition to the teaching hours, all the student's activities in the learning process (study hours and hours of work and internships). One ECTS credit is equivalent to approximately 25 hours of study.

Comentat [MZGS1]: En cas que el Màster sigui interuniversitari, fer constar la universitat/s en concret on s'imparteixi la docència, amb la pàgina web on aparegui la informació

The grading system applied to all university degree subjects is regulated by RD 1125/2003, of 5 September, which establishes the European credit system and the system of official university qualifications valid throughout Spain, and by RD 1044/2003, of 1 August, which establishes the procedure for universities to issue the European Diploma Supplement (ECTS). The grades and their equivalences are as follows:

GRADE	EQUIVALENCE	EQUIVALENCE ⁽¹⁾
Less than 5 (fail)	0	
5 (compensated pass)	1	5 ⁽²⁾
5.0-6.9 (pass)	1	6
7.0-8.9 (good)	2	8
9.0-10 (excellent)	2	9.5

(1) Equivalence to be used if not all the grades in the student's file are numbered on the scale of 0 to 10.

(2) Only in cases where the centre has approved this type of evaluation.

A subject is considered to have been passed with a grade of 5 or higher.

When the student completes their studies, they may request the issuance of the certificate stating that the Master's Degree in **[Nombre del programa]** has been issued by the Universitat Rovira i Virgili, as well as the other data established by Royal Decree 822/2021, of 28 September (BOE 20 of September) and by Royal Decree 1002/2010, of 5 August (BOE 6 August).

Comentat [AVJ2]: En el cas de Màsters interuniversitaris, indicar totes les universitats participants

2. Financial aspects

Article 117.3 of Law 1/2003, of 19 February, on the Universities of Catalonia, establishes that the Generalitat de Catalunya (the Catalan Government) is responsible for approving the public prices of courses leading to the awarding of official university degrees.

Each year, the Decree on prices issued by the Generalitat de Catalunya establishes the price of academic services at the public universities of Catalonia and sets the prices of master's degree programmes within the limits established by the General Conference on University Policy. The Decree also authorises universities to set a different price per credit for non-resident foreign students who are not nationals of European Union member states. This price decree is usually published annually between June and July.

Pre-registration for a university master's degree requires payment of the non-refundable fee of 30.21€ established in the Decree on prices of the Generalitat de Catalunya.

The URV has established the payment of €400, as a reservation fee, for candidates admitted in the first and second pre-registration phase, which must be paid before registration.



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The annual tuition fee for a master's degree is calculated according to the number of credits in the curriculum, which is generally 60 ECTS credits full-time course. To this must be added the administrative fees and health insurance. Master's degree students must register for at least 18 credits.

The cost per credit of the Master's Degree in [Name of the Master's Degree] is €46.11 for the 2024-25 academic year, which means that the total tuition fee for the first year of this university master's degree is €2,766.60 at full-time study. To this amount must be added approximately €363.00 for academic taxes and health insurance.

Comentat [AVJ3]: Caldrà posar el preu que toqui, segons el Màster de que es tracti

Comentat [AVJ4]: Depenent del preu del Màster, la xifra serà diferent

These prices shall be updated in accordance with the provisions of the Decree that sets prices for public universities.

All this economic information and other information of interest can be found at the following link:

<http://www.urv.cat/es/estudios/masteres/admision/matricula/informacion-economica-estudiantes-nuevo-acceso-master/>

3. Useful information for the student's stay in Tarragona

The International Center of the Universitat Rovira i Virgili offers help and advice services to help students, among other things, find accommodation and apply for a student residence permit (NIE).

In order to help Mr/Ms **[Nombre del candidato/a]** find accommodation, we suggest the following website: <http://www.urv.cat/international/vivir-urv/index.html>

The same website also offers general information on resources and services for students, health information, immigration procedures, useful advice, leisure and sports activities, and information about the URV's language learning service.

It is highly recommended that Mr./Ms. **[Nombre del candidato/a]** be in Tarragona a few days before the first class on the Master's Degree programme in order to adapt to the city, to academic activity and to university life.

We therefore kindly request that your Excellency takes this information into consideration for the purpose of processing their student visa.

We remain at your disposal for any further information your Excellency may require and we would like to thank you for your cooperation.

Yours sincerely,

[Nombre y apellidos del/de la signatario/aria de la carta]

[Cargo del/de la signatario/aria de la carta]

[Nombre del Centro/Campus]

Universitat Rovira i Virgili



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Tarragona, Reus, Vila-Seca, **[fecha de emisión de la carta]**