



1. Communication of candidate's status to the coordinator

Dear Sir/Madam,

We have reviewed the minimum required documentation from the candidate **[Nom del candidat/a]** who is pre-registered for the Master's Degree in **[Nom del Màster]** that you coordinate and we therefore inform you that the candidate's status is **[Valoració tècnica]**.

You must now enter the [document manager](#) and do the following:

1. Choose the status that you wish to assign to the candidate from the "Academic evaluation" dropdown menu.

- Admitted on academic grounds.
- Admitted on academic grounds with bridging course requirement.
- Excluded on academic grounds.
- Waiting list.

2. If the candidate has been admitted on academic grounds with a bridging course requirement, you can click on the button 'Info. Admission/Exclusion' to select the bridging subjects that you think the candidate needs to take, provided that these are listed in the programme description.

If these subjects are not specified, you must complete the corresponding file linked to the document manager and upload it to the section entitled 'Documentation to be uploaded for the programme coordinator (Other academic documentation)'.

3. If the candidate has been excluded on academic grounds, you must indicate why by clicking on the button 'Info. Admission/Exclusion' to the reason for exclusion. We have created a new reason for exclusion called "The academic profile does not match the requirements to take the master's degree."; likewise, we have deleted the reason "there are no places available" since, if that were the case, applicants should be assigned to the waiting list.

4. For all candidates you must enter the date of academic assessment and the order of admission of the candidates. With regard to the latter point, the same priority must apply to all phases. That is, you cannot begin a new order of priority when the previous phase is concluded, but instead you must continue the same order of priority. For example, if in the first phase, you finished on number 11, in the second phase you must start at number 12 and continue successively until you have filled all of the places. **You cannot assign the same order to more than one candidate.**

5. If the candidate is placed on the waiting list, you must fill the candidate's place on the overall list. It is of the utmost importance to be very careful with the waiting list, since, from this academic year on, students can see their position on the document manager. The list must be updated every time there is a change; for instance, if an applicant withdraws and leaves a vacant place, the first person on the waiting list will have access to registration (if they meet the formal documentation requirements) and everybody else will move up a position. Failing to be rigorous in this procedure might have legal consequences.



6. If the master's degree you are coordinating requires the student to have a certain language level for admission but the Campus Secretariat informs you that the student cannot accredit this level documentarily, and if assessment mechanisms such as interviews or additional language tests have been established, you must report the results of these assessments using the document 'Information on language level required for the master's degree', which you will find linked in the document manager. Once you have completed the document, you must upload it to the section entitled 'Documentation to be submitted to the Programme Coordination (Other academic documentation)'.

7. If you need to, you can use the 'Academic observations' to provide any relevant information regarding the candidate's admission / exclusion.

Remember that you can use the document manager to check which documentation has been presented by the candidate.

Regards,

[Dades de contacte de la Secretaria de Gestió Acadèmica de Campus]