MARTÍ FRANQUÈS RESEARCH FELLOWSHIP PROGRAMME

Call of the public competition for the contracting of Trainee Predoctoral Research Staff

GUIDELINES FOR COMPLETING THE EQUIVALENCE DECLARATION

Applicants who have completed all or part of their undergraduate, bachelor's, engineering, architecture, diploma or master's studies at institutions **outside the Spanish State university system** must submit a calculated Equivalence Declaration (ED) using the form provided in the following link.

1. Key points to consider

- The Equivalence Declaration (ED) must be completed on the basis of the information contained in the Academic Certificate / Transcript (AC) for each qualification.
- A separate ED must be submitted for undergraduate studies and for master's studies, provided that these qualifications were completed outside the Spanish State university system.
- In order to verify the selected equivalence scale, it is **mandatory** for the bachelor's and master's academic transcripts to be accompanied by **the grading system applicable to each degree programme**. This documentation must indicate the minimum and maximum grades, and the minimum grade required to pass. **Failure to submit the grading system will result in exclusion from the call**.
- If there is no exact equivalence scale, applicants must select the scale that most closely matches the grading system of the qualification.
- When choosing the appropriate equivalence scale, applicants may find it helpful to consult the annex with the Ministry's grading scales. This annex facilitates a faster and more accurate comparison between grading systems. Please note that some grading scales may not appear in the annex but are available and updated within the application itself.
- The ED must include all subjects for which a grade appears on the Academic Certificate. For subjects that were initially failed and later passed, only the final (passing) grade should be included.
    - Academic Certificates and Equivalence Declarations must include all subjects taken throughout the entire programme, with their corresponding grades. They must not be limited to subjects from the final academic year, or average grades per academic year.
- The grade shown in the "*Calificación escala original*" column of the ED must exactly match the grade shown on the Academic Certificate.
- Any discrepancy between the grade recorded on the Academic Certificate and the grade reported in the ED without supporting documentation (e.g. European Diploma Supplement, official university grading system description, etc.) will be considered incorrect and will result in a request for correction.

2. Equivalence grading scales

To correctly complete the Equivalence Declaration, the most important step is to select an equivalence grading scale that allows the grade shown on the Academic Certificate to be accurately reflected, in accordance with the grading system used, and the country of the awarding institution.

Example of a numerical scale: 5,00(1st)-10,00(501st)

- 5,00(1st): The minimum passing grade is 5.00. The number in parentheses (1st) indicates that 5.00 is the first passing grade on the scale.
- 10,00(501st): The maximum grade is 10.00. The number in parentheses (501st) indicates the number of possible grades between the minimum (5.00) and the maximum (10.00), for example: 5.01, 5.02, 5.03, etc.

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Example of an alphabetical scale: D(2,0)(1st)-A+(4,0)(5th)

- D(2,0)(1ª): The minimum passing grade is the letter D. The first parenthesis (2.0) indicates the numerical conversion of the alphabetical grade. The second parenthesis (1st) indicates that D is the first passing grade on the scale.
- A+(4,0)(5ª): The maximum grade is A+. The second parenthesis indicates the number of possible grades between the minimum (D) and the maximum (A+). In this case, five grades are possible: D, C, B, A and A+.

3. Examples of Equivalence Declarations

3.1. Example of an incorrect Equivalence Declaration:

1. The applicant submits an Academic Certificate with numerical grades:

Course Code	Course Title	Cr. Hrs.	Total Marks	Marks Obtained
MATH-701	Advanced Real Analysis	3	100	67
*MATH-702	ODEs and Computational Linear Algebra	3	100	64
MATH-706	General Group Theory	3	100	84
MATH-708	Numerical Methods	3	100	62
Sub-total		12	400	277
*MATH-812	Fuzzy Sets and their Applications	3	100	75
MATH-813	Fractional Differential Equations	3	100	79
MATH-827	Applied Numerical Analysis	3	100	70
MATH-831	LA-semi groups	3	100	85
Sub-total		12	400	309

2. The applicant selects an alphabetical equivalence scale. As a result, the grades shown in the ED are letters.

Nombre completo de las asignaturas que constan en el expediente	Nº créditos o asignat.	Calific. escala país	Equival. escala 5 - 10
Análisis real avanzado	3	C+	7
EDO y álgebra lineal computacional	3	C	6.33
Teoría general de grupos	3	A	10
Métodos numéricos	3	C	6.33
Conjuntos difusos y sus aplicaciones	3	B+	9
Ecuaciones diferenciales fraccionarias	3	B+	9
Análisis numérico aplicado	3	B	8
Grupos LA-semi	3	A	10

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Since no additional documentation is provided to justify the conversion from numerical to alphabetical grades, the Equivalence Declaration is considered incorrect, as it is not possible to verify the origin of the reported grades.

3.2. Example of a correct Equivalence Declaration:

1. The applicant submits an Academic Certificate with numerical grades:

Course Code	Course Title	Cr. Hrs.	Total Marks	Marks Obtained
MATH-701	Advanced Real Analysis	3	100	67
*MATH-702	ODEs and Computational Linear Algebra	3	100	64
MATH-706	General Group Theory	3	100	84
MATH-708	Numerical Methods	3	100	62
Sub-total		12	400	277
*MATH-812	Fuzzy Sets and their Applications	3	100	75
MATH-813	Fractional Differential Equations	3	100	79
MATH-827	Applied Numerical Analysis	3	100	70
MATH-831	LA-semi groups	3	100	85
Sub-total		12	400	309

2. The applicant provides official documentation explaining the grading system of the awarding university. This documentation specifies the correspondence between numerical grades and letter grades.:

Letter Grade	Marks	NG/Value
A	≥80	4.00
B+	75 - 79	3.50
B	70 - 74	3.00
C+	65 - 69	2.50
C	60 - 64	2.00
D+	55 - 59	1.50
D	50 - 55	1.00
F	Below 50	0.00

3. Based on the grading system of the awarding university, the applicant selects an appropriate alphabetical equivalence scale: D(1)(1st)-A(4)(7th)

   - D(1)(1st): The minimum passing grade in the grading system is the letter D (column Letter Grade). The first parenthesis (1) indicates the numerical conversion of the alphabetical grade (column NG/Value). The second parenthesis (1st) indicates that the letter D is the first passing grade on the grading scale.

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- A(4)(7th): The maximum grade in the grading system is A (column Letter Grade). The first number in parentheses (4) indicates the numerical conversion of the alphabetical grade (column NG/Value). The second parenthesis (7th) indicates the number of grades that this scale allows between the minimum grade (D) and the maximum grade (A). In this case, these are the seven grades shown in the Letter Grade column: D, D+, C, C+, B, B+ and A. The letter F is not included, as it corresponds to a failing grade.

- Ideally, the most accurate equivalence scale would be D (1.0) (1st) – A (4.0) (7th), as in the NG/Value column the grades with a "+" include decimal values. However, this scale is not available for the country in which the studies were completed. During the review of the Equivalence Declarations (EDs), it will be verified that the selected equivalence scale is the one that best reflects the grades shown on the Academic Certificate.

In this case, the Equivalence Declaration is accepted, as the grading system documentation allows the numerical grades shown on the Academic Certificate to be clearly and reliably linked to the selected equivalence scale:

Nombre completo de las asignaturas que constan en el expediente	Nº créditos o asignat.	Calific. escala país	Equival. escala 5 - 10
Análisis real avanzado	3	C+	7
EDO y álgebra lineal computacional	3	C	6.33
Teoría general de grupos	3	A	10
Métodos numéricos	3	C	6.33
Conjuntos difusos y sus aplicaciones	3	B+	9
Ecuaciones diferenciales fraccionarias	3	B+	9
Análisis numérico aplicado	3	B	8
Grupos LA-semi	3	A	10

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