



Instructions to generate the Declaration of Equivalence of Average grade

A. General information

Currently, the Statement of Equivalence of Average Grade is an online and free procedure provided by the Ministry of Education, Culture and Sport, under the Resolution of July 16, 2008, so that each user generates their own declaration.

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

The application is a note converter that allows you to make the average grade of the UNIVERSITY degrees obtained outside Spain.

The form allows you to obtain the calculation of the average grade of completed studies and for partial (unfinished) studies of the same and only degree (individual equivalence). This rating converter is adapted to the EHEA regulations.

B. Access to the online service

To generate their own declaration, each user must access the online service available at the following website:

<https://sede.educacion.gob.es/sede/login/inicio.jjsp?idConvocatoria=818>

- 1) "Con mi usuario de la sede electrónica" [with my user of the electronic site]
- 2) "Usuario" [user] "Contraseña [password] "Acceder" [access], but if this is your first time, you should first register ["Regístrese"]
- 3) Click on "Regístrese" -> "Registro de persona física" [registration of a physical person]

From this moment on, please use

Once the "Acess" button is selected to the online service "you will need to register as a user. For this you will need to create your username and password as shown in Image 1 and Image 2.

Image 1



Image 2



Once registered, you can access the procedure after entering your Username and Password (Image 3) and adding an application (Image 4)

Image 3

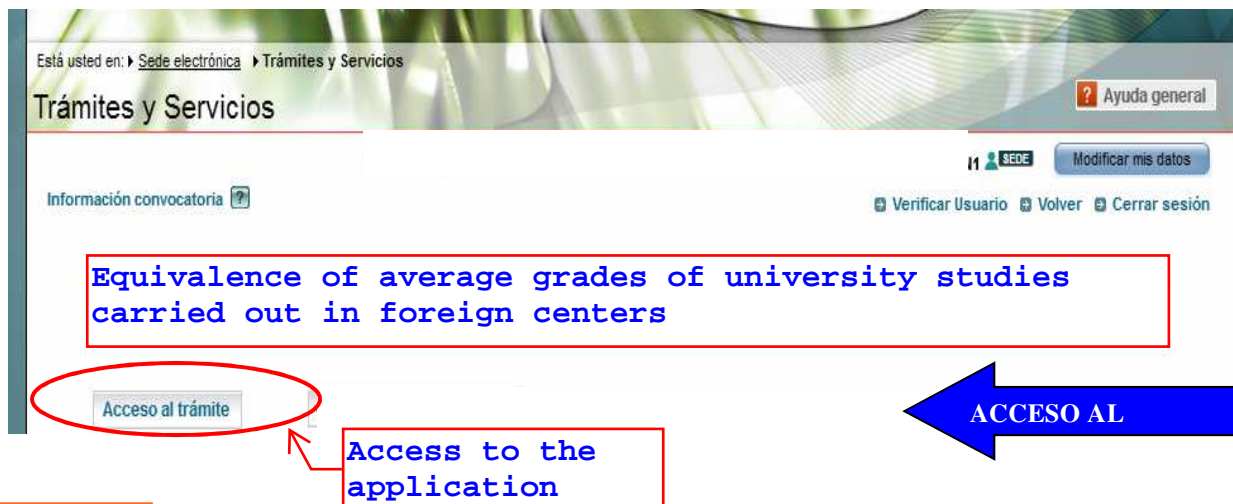
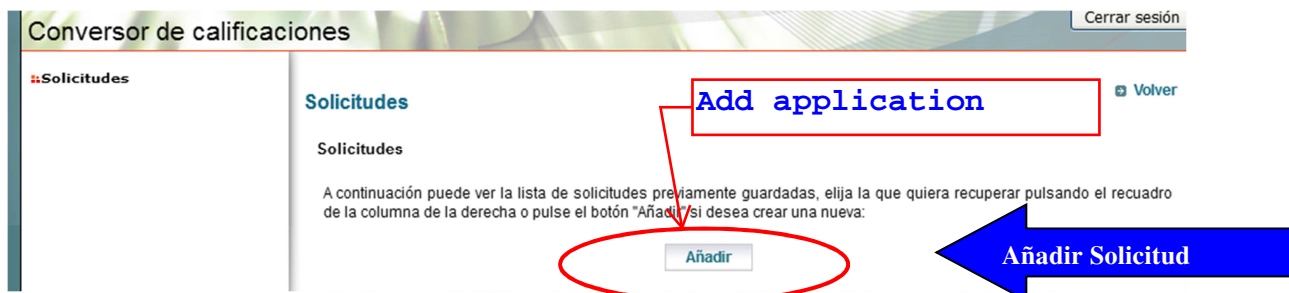


Image 4



When you add the application a screen will appear in which the applicant declares under oath or promise:

1. That the data included in the application and the documentation presented are truthful and that you agree to documentarily prove the same when requested
2. That the documentation is a true copy of the original documents
3. That you accept the method of calculation that is based on a linear redistribution of ratings of the scale of origin in the destination scale, on which the Resolution of March 21, 2016, of the General Directorate of University Policy is based (Annex I: Method "Using threshold values introduced by the manager")

In the event that you do not find your scale among those published in the aforementioned Resolution, you must send the SGU manager in the e-mail (notamedia.uni@mecd.es), your certificate of studies, so that you can proceed to create its scale, which will be communicated to you by email, so that once the work is done, the application will be presented.

In order for the Conversion to proceed, it must be necessary for the degree to be official in the Country of origin. All documents that are attached, to be treated must be accompanied by an official translation into Spanish when they are in a different language.

You can generate as many requests as you need. You must generate a Declaration for each procedure to which it is submitted.

C. Instructions for completing the application

The application consists of the following 10 sections:

1. Personal data.
2. Information on the degree.
3. Study classification codes.
4. Scale of studies classification.
5. Subjects, credits and equivalences.
6. Summary of ratings and global average.
7. Additional information.
8. Procedures to which the declaration is presented.
9. Accrediting documentation.
10. Print and Finish



D. FAQs

1. In Section 2 they ask me for the ID id.supl. European, what can I do if I do not have it? If you do not have a European Supplement, complete the writing section: "no disponible (not available)".

2. In Section 3, I am asked to enter the classification code of the studies or degree (ISCED -F - 2013), but in my academic certificate or title it does not appear, what should I do? Review the ISCED-F-2013 codes that appear in the instructions to complete the application (section C of this document) and look for the one that corresponds with your degree. If you do not identify it, go to your university to obtain this information. It is not necessary for your university to issue a certificate or modify its title.

3. In section 4 I can not find the rating scale that corresponds to me, how can I? Can I identify it? And if it were not like that, what should I do? To choose the correct scale, review the SCALES section included in the instructions to complete the application. You will need to know the rating scale your university has used your grade certificate. Verify that your certificate includes that information. Otherwise, go to your university to obtain it. If your scale was not among those published in the Resolution of March 21, 2016, of the General Directorate of University Policy, by which the list of rating scales for studies abroad or university degrees and equivalences to the system is updated of qualification of the Spanish universities, you must send your Certificate of study to the DGPU manager, identifying the rating scale applied to your transcript by your university, in the e-mail notemedia.uni@mecd.es

4. If my degree certificate includes different scales, what can I do? You can not use two scales within the same Declaration. Therefore, you should go to the University / Institution that issued the qualification certificate to standardize the scale of the topics it collects.

5. 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 that information? This information is included in the European Supplement. If you do not have this Supplement The European Union will include the following text "Without information" in the box.



6. In Section 5 does not allow me to include the credits of my subjects, how can I solve it? Check that you selected in the field "Study organized in *" of Section 2 "ECTS Credits".
7. Do I have to include all the subjects in Section 5? Yes, you must include all the subjects you studied in the same order in which they appear on your transcript.
8. If I studied a subject twice, suspending the first time and passing the second one, which note should I include? In that case you will have to include only the grade with which you passed the subject.
9. In Section 8 I have to include the full name of the procedure to which the declaration is submitted, where can I find that information? It must include the full name of the procedure to which it is presented by the University or institution that is calling for the Declaration of equivalence of average grades as a requirement to attend the selection procedure.
10. In Section 9, they ask me to attach documents, including the MECED accreditation card. What do you mean? See the section "Accrediting documentation" included in the instructions to complete the application (Section C of this document) in which they appear detailed the documents you need to attach (certified academic and legalized certificate, as well as the corresponding sworn translations). For any consultation related to homologations consult:
<https://www.mecd.gob.es/servicios-al-ciudadano-mecd/catalogo/educacion/gestion-titulos/estudios-universitarios/titulos-extranjeros/homologacion-educacion-superior.html>
11. Once the application is completed, can I present it to the University / Institution that requests it? Who validates it? Once you have finished filling out the application, you can download the middle note statement in the Notifications section of the Electronic Office and print it. The verification of the data included in the declaration is made to the administrative unit of the procedure to which the declaration is presented, which may carry out the checks considered appropriate. Once the review of the data entered in the declaration has been verified and carried out, it will issue the validation of the declaration of equivalence of the average grade by signature, stamp and corresponding date.



12. I was wrong to fill out the application, how can I correct it? Once the application is finished, you can not make any changes to it, so make sure you agree with the result by printing the draft (using the "Print" button) and verifying your information.

13. The application shows an average score lower than that obtained in the country where I studied, how can I solve it? First, check that you have chosen the correct scale in Section 4. If so, review the "Methodology of equivalence" section in the Instructions for filling out the request (Section C of this document).

14. My Spanish is not very good. I need some support to generate a declaration of equivalence. Each user generates his own declaration of equivalence. Log in the web site: <https://www.mecd.gob.es/servicios-al-ciudadano-mecd/catalogo/educacion/gestion-titulos/estudios-universitarios/titulos-extranjeros/equivalencia-notas-medias.html>

You will need to register and create your username and password.

Detailed guidelines to fill in the form are available at:
[https://www.mecd.gob.es/servicios-al-ciudadano-mecd/dms/mecd/servicios-al-citizen-mecd / catalog / general / education / 203615 / ficha / 203615 / Anexo-III.pdf](https://www.mecd.gob.es/servicios-al-ciudadano-mecd/dms/mecd/servicios-al-citizen-mecd/catalog/general/education/203615/ficha/203615/Anexo-III.pdf)

All documents are in Spanish, so you might need assistance. Later, you will be able to print your declaration which will be validated by the institution which is offering the grants.

15. I am doing an Erasmus stay in a foreign university, how can I know the equivalence of my grades? The recognition of the qualifications obtained during an Erasmus stay must comply with the regulations of the university as it should appear in the agreement of subscribed learning for the Erasmus mobility of each student.

The application of the Ministry of Education, Culture and Sport is not mandatory for this type of mobility. The application of the MECD is only mandatory for the university in competitive competition procedures in which the average grade of the file is an evaluable criterion.