

ESADE

MSc Programmes in Management

Official university degree requirements

Frequent Asked Questions

Official university degree requirements

Upon graduating from ESADE's **MSc Programmes in Management**, students are awarded an official university degree in line with the European Higher Education Area (EHEA - www.ehea.info/members.aspx). This degree acknowledges 60 ECTS credits.

The Spanish Ministry of Education, not ESADE, issues the official MSc Programmes in Management degree, ONLY if the student fulfils the following:

Eligibility for the official Master of Science in Management qualification

Before beginning the **MSc Programme in Management** course, students must have been awarded an undergraduate degree entitling them to undertake postgraduate studies in the degree-granting country.

For this purpose, the candidate must submit the following documents:

- Holders of a **Spanish university** degree must submit:
 - University degree **or**
 - European Diploma Supplement (DS) **or**
 - University receipt or certificate of the granting of the degree

- Holders of a foreign **undergraduate degree awarded by a country in the EHEA** (www.ehea.info/members.aspx) must submit:
 - University degree **or**
 - European Diploma Supplement (DS) **or**
 - University receipt or certificate of the granting of the degree

- Holders of a foreign **university qualification awarded by a country not in the EHEA** must submit:
 - University degree **or**
 - University receipt or certificate of the granting of the degree

Please note these documents must be originals or copies certified by one of the following:

- The issuing university **or**
- A public notary **or**
- The Spanish consulate **or**
- The consulate of the degree-granting country in Spain

Legalization of documents: if the documents submitted were issued in a country that does not belong to the EHEA or does not have a bilateral agreement with the EU ([EHEA Members](#)), they must be duly legalised:

- Either by the process described in the **Hague Convention Apostille**
 - [Link](#) to a page that includes very detailed information on the practical operation of the Apostille Convention
 - [Link](#) to list of competent authorities
- Or by **diplomatic legalisation** (if the country is not party to the Hague Convention Apostille).

Language of the documents: if the documents submitted are in a language other than Catalan, Spanish or English, a sworn translation of the same must be provided.

If the student does not fulfil the aforementioned requirements, the Spanish Ministry of education will not issue the official MSc Programme in Management degree.

FAQS

- **When must I have completed the undergraduate degree?**

Before the start of the programme.

- **When must I submit the required documents to ESADE?**

To facilitate the process, neither non-original nor legalised copies of the required documents may accompany the application form.

Once you have been admitted, you will have to submit the required documents by post or by hand before the start of the programme.

If you send the documents by post, we strongly advise you to use certified mail. This is the only way we can track the package if there are any issues during the delivery.

Do not send originals as we do not mail them back.

We only accept originals (duly legalized) if you bring them in person. In this case we will make copies and return the originals to you.

In justified cases, the period for submitting the definitive documents may be extended; without them, the student cannot be awarded the official academic qualification.

- **How do I get the documents legalised?**

The type of legalisation depends on the country of the university that issues them:

EHEA: Documents issued by a university whose country is a member of the European Union or has subscribed to the European Higher Education Agreement (EHEA) or a bilateral agreement with the European Union **do not need to be legalised**.

Hague Convention Apostille: The legalisation of official documents issued in states party to the agreement known as The Hague Convention entails a single procedure: having the "apostille" affixed. The "apostille" is the certification of the validity of a document and is affixed by a competent authority assigned by each country.

[This website](#) lists the countries party to this convention, with links to the competent authorities in each country.

The "apostille" is affixed to the original document or an appendix attached to the original.

Other countries: Documents must be legalised via diplomatic channels. Each country has a set legalisation process for each type of official document in order for it to be valid abroad. Such documents are usually authenticated by an authority in the respective ministry (in this case, probably the Ministry of Education and Science), then by the Ministry of Justice and/or Foreign Affairs and finally by the Spanish consulate in the country of origin.

- **When and how should a sworn translation be done?**

Any documents not in Catalan, Spanish or English must be translated into Catalan or Spanish or English by:

- Sworn translators/interpreters
- Any Spanish consulate or embassy abroad,
- The consulate in Spain representing either the applicant's country of origin, or the country in which the document was issued.

- **Is the Diploma Supplement (DS) useful?**

European universities can issue Diploma Supplements (DS). This document can substitute the diploma, the transcripts and the certificate specifying the types of qualifications it enables the holder to opt for (if this is specified in the DS).

- **I have to legalize, translate, and make a certified copy of my diploma. In what order should I do it?**

The correct order is as follows:

- ALWAYS legalize your original diploma (via the Hague Apostille or diplomatic/consular channels).
- Translate the previously legalized diploma.
- Make a certified and true copy or a notarized copy of the diploma after the first two steps are completed.

Documents that haven't followed this order will not be accepted.

- **I also have a Master and/or I've completed a Doctorate. What documents should I present?**

Those students who, in addition to their university degree also have a Master and/or Doctorates, should always present the first degree (Bachelors, graduate, etc.) as this is what permits one to access a postgraduate Masters.

If students decide to submit subsequent (postgraduate) degree diplomas and transcripts, the Admission Committee will consider them. Such documents must be originals or certified copies but do not need be legalised.