

# **Academic regulations for bachelor's degree courses at the UPC**

**2010-2011 academic year**

**Office of the Vice-President for Academic Policy  
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This document is a translation of the original Catalan version of the 2010-2011 academic regulations for undergraduate degree courses, which was approved by the Governing Council on June 9, 2010.

The Catalan version mentioned above is the only legally valid document for the purposes of regulation and enforcement.

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## 1. ADMISSIONS

The applicable law for admission to bachelor's degree courses as of the 2010-2011 academic year is Royal Decree 1892/2008 of 14 November, published in the Official Gazette of the Spanish Government (BOE) of 24 November 2008. This law establishes the conditions for admission to bachelor's degree courses and the selection procedures by which students are admitted to Spanish universities.

This section explains the rules that apply to students according to how they gain admission to the UPC, in accordance with current legislation, the agreements established by the Inter-University Council of Catalonia and the general criteria applied by the UPC.

The following admission options are available:

- Preregistration
  - Students who have completed the Spanish high-school diploma (*bachillerato*) and passed the official university entrance examinations (PAU) for access to bachelor's degree study.
  - Students from EU Member States or other countries signatory to international agreements with Spain regarding admission to bachelor's degree study and who meet the conditions established by their country of origin for access to higher education (accreditation should be obtained from the National Distance Learning University, UNED).
  - Students from non-EU Member States and countries not signatory to international agreements with Spain regarding admission to bachelor's degree study. These students must request homologation of their upper secondary school education to the Spanish high-school diploma (*bachillerato*) and pass the entrance examination for foreign students.
  - Students in possession of the Spanish vocational qualifications *Técnico Superior de Formación Profesional*, *Técnico Superior de Enseñanzas Artísticas* or *Técnico Deportivo Superior* or their foreign equivalents.
  - Students aged over 25 who pass the corresponding entrance examination.
  - Students aged over 40 who can provide evidence of relevant professional experience and who pass the corresponding entrance examination.
  - Students aged over 45 who pass the corresponding entrance examination.
  - Students already in possession of an official bachelor's degree issued under the current European university system or an equivalent academic qualification.
  - Students in possession of a bachelor's degree issued under the previous Spanish university system or an equivalent academic qualification.
- Transfer from another Spanish university and/or bachelor's degree course.
- Students who have studied a bachelor's degree course at a foreign university.
- Other admission options:
  - Admission to degree paths leading to the award of double degrees
  - Simultaneous degree courses
  - Mobility students

## **1.1. PREREGISTRATION**

Students wishing to study a bachelor's degree course at the UPC must obtain a place through the university's preregistration procedure.

The admission requirements applicable to the preregistration procedure are governed by the Inter-University Council of Catalonia, in accordance with the relevant provisions in Spanish law. The number of places available on each course is determined jointly by the relevant authority and the university and is published annually in the DOGC and the BOE.

Students assigned to a degree course via the preregistration process may enroll at the corresponding school during the established enrollment period, subject to the specific enrollment procedure for each degree course.

For some degree courses at the UPC, students can preregister for two different admission periods: September and February. For some degree courses that begin in February, students have the option of taking an induction course that runs from September to January. Students may request recognition of the credits for the induction course as optional credits or university extension credits (awarded for involvement in cultural activities, sports, student-government activities, or charity or cooperation work, as established in Article 46.2.i of Law 6/2001 of 21 December), provided that they have earned the minimum number of credits for the initial stage established by the school (see Section 5.5, "Minimum performance in the initial stage of a degree course").

### **1.1.1. Admission to degree courses with shared preregistration codes**

A school may establish common preregistration criteria that apply to more than one degree course. Students applying for courses to which such criteria apply will only obtain confirmation of admission to their chosen degree once they have successfully completed the initial stage of the course.

Each school must define and publish the admission criteria for such courses before the preregistration process begins. In all cases, the weighting of the students' academic records must be one of the factors considered. Any changes to the admission criteria following their publication will under no circumstances be applicable to students who have already completed the preregistration process.

Completed subjects are weighted as set out in Section 4.8, "Weighting of academic records and calculation of final grades".

The school's director or dean makes decisions regarding admission to the various degree courses. If a student disagrees with a decision, he or she may file a complaint with the school or lodge an appeal to the president.

### **1.1.2. Admission for students aged 40 or over accrediting relevant professional experience**

Article 36 of Royal Decree 1892/2008 of 14 November (BOE, 24 November 2008), which regulates the conditions for admission to bachelor's degree courses and the selection procedures by which students are admitted to public universities in Spain, establishes provisions for admission to degree courses for students aged 40 or over who can provide accreditation of relevant professional experience.

#### **1.1.2.1. Admission requirements**

Candidates wishing to gain admission under these provisions must meet the following requirements:

1. They must have reached 40 years of age before 1 October of the year in which the degree course begins.
2. They must not be in possession of any qualification that gives access to university study.
3. They must be able to provide accreditation of professional experience in the area covered by the degree course for which they are applying.

### **1.1.2.2. Availability of places**

Each school will determine the number of places to be made available to students aged 40 or over for the degree courses it offers. The number of places must be equal to at least 1% of the total places on offer to new students and must be approved by the Board of Governors.

### **1.1.2.3. Admission procedure**

The admission procedure applicable to students aged 40 or over consists of the following stages:

1. Assessment of specific merits (students complete the admission request and submit accompanying documentation)
2. Personal interview
3. Completion of preregistration

The president will appoint a selection committee to consider admission requests in accordance with the assessment criteria. The committee will also be responsible for conducting personal interviews with candidates who pass the first stage of the admission procedure.

#### **Assessment of specific merits**

Admission requests must be addressed to the president and submitted via the designated channel and within the deadline established for each course. Students must also submit all accompanying documentation, which should include a covering letter outlining the candidate's interest in the chosen degree course, a curriculum vitae listing their professional experience, and an official employment history issued by the relevant government body.

Each candidate will be awarded a grade of between 0 and 10 on the strength of the documentation provided. Those who obtain a grade equal to or greater than 5.0 will be entitled to attend the personal interview.

#### **Personal interview**

Candidates who successfully pass the assessment of specific merits must attend a personal interview with the selection committee on the date and time specified and at the location indicated by the school. The interview is used to expand on the information concerning professional experience provided in the curriculum vitae submitted with the admission request.

The selection committee will award an assessment result of pass or fail.

Candidates who do not attend the interview on the date and time specified and at the location indicated by the school will not be permitted to continue with the admission procedure.

### **1.1.3. Admission for students aged 45 or over**

Article 36 of Royal Decree 1892/2008 of 14 November (BOE, 24 November 2008), which regulates the conditions for admission to bachelor's degree courses and the selection procedures by which students are admitted to public universities in Spain, establishes provisions for admission to degree courses for students aged 45 or over.

The admission procedure applicable to students aged 45 or over consists of the following stages:

1. Specific admission test for students aged 45 or over
2. Personal interview
3. Completion of preregistration

Candidates wishing to apply through this procedure can only apply for one degree course at one UPC school.

### **1.1.3.1. Admission requirements**

Candidates wishing to gain admission through this procedure must meet the following requirements:

1. They must have reached 45 years of age before 1 October of the year in which the degree course begins.
2. They must not be in possession of any qualification that gives access to university study.
3. They must be not able to provide accreditation of professional experience in the area covered by the degree course for which they are applying.

### **1.1.3.2. Personal interview**

Candidates who pass the specific university admission test for students aged 45 or over will be entitled to a personal interview with a selection committee appointed by the president.

Candidates who wish to proceed to the interview stage must submit their request before the stipulated deadline. The personal interview will only be conducted for admission to one degree course offered by one school.

The selection committee will award an assessment result of pass or fail, which will only be valid for the remainder of the academic year.

Candidates who do not attend the interview on the date and time specified and at the location indicated by the school will not be permitted to continue with the admission procedure.



## **1.2. TRANSFER FROM ANOTHER SPANISH UNIVERSITY AND/OR BACHELOR'S DEGREE COURSE**

In accordance with Article 56 of Royal Decree 1892/2008 of 14 November, which regulates the conditions for admission to bachelor's degree courses and the selection procedures by which students are admitted to public universities in Spain, students who wish to transfer from another public Spanish university and/or bachelor's degree course may be entitled to request direct admission to a school or specific degree course without completing the preregistration procedure. This right will be granted if students obtain recognition of at least 30 ECTS credits for the course in which they wish to enroll, in accordance with the conditions stated in Section 3.2, "Recognition of credits: general criteria", and provided that they meet the criteria described in the following subsections.

Students admitted to a bachelor's degree course via transfer from another public Spanish university and/or bachelor's degree course will be required to relinquish the academic record opened at the beginning of their original degree. Consequently, this admission procedure is not open to students who already hold a bachelor's degree issued by a public Spanish university, students who have completed a bachelor's degree course and are entitled to apply for the degree certificate, or students who wish to study simultaneous degree courses or gain admission to a degree path leading to the award of a double degree.

### **1.2.1. Scope of application**

The following students are entitled to request admission via this specific procedure:

- Students who are enrolled in a bachelor's degree course and would like to continue the same course in another school or at another university.
- Students who are enrolled in a bachelor's course and would like to transfer to a different course in the same school, in another school or at another university.
- Students who are enrolled in a course organized under the previous Spanish university system (diplomas, undergraduate degrees, etc.) and who would like to gain admission to a bachelor's degree course in the same school, in another school or at another university (students whose course is being phased out and replaced by a bachelor's degree will not be entitled to transfer to the new degree).
- Students who were enrolled in but did not complete a course that has been phased out and who would like to gain admission to a bachelor's degree in the same school, in another school or at another university.

### **1.2.2. Admission requirements**

Students requesting admission via this specific procedure must meet the following requirements:

- They must obtain recognition of at least 30 ECTS credits for compulsory subjects of the course in which they wish to enroll. Recognition of credits corresponding to the final thesis will not be granted.
- They must have met the minimum performance requirements at all stages of the course from which they wish to transfer.
- They must have obtained a university entrance examination grade equal to or greater than the cut-off grade for the course in which they wish to enroll. This grade must have been obtained during the academic year in which they began their university studies.

Students who do not meet these requirements will have to gain admission via the standard preregistration procedure.

The following students are not entitled to request admission via this specific procedure:

- Students who are enrolled in a bachelor's degree at the UPC and have completed the entire course with the exception of the final thesis.

- Students enrolled at other public Spanish universities or in courses organized under the previous Spanish university system who, if admitted, would require fewer than 60 ECTS credits to complete a bachelor's degree course at the UPC.

These restrictions do not apply to students who were enrolled in but did not complete a course at the UPC that was organized under the previous Spanish university system and has been phased out.

### **1.2.3. Availability of places**

The bachelor's degree committee will approve and announce the number of places available to students requesting admission via this procedure and publish information on admission requests, selection criteria and enrollment in the periods established in the academic calendar. The number of places must be approved by the Board of Governors and must not exceed 10% of the total places available to students applying through the standard preregistration procedure.

In exceptional circumstances, and subject to the approval of the president, a school may extend the number of places beyond this 10% limit.

### **1.2.4. Submission of admission requests, admission and enrollment**

The procedure for obtaining a place via transfer from another public Spanish university and/or bachelor's degree course consists of three stages: submission of the admission request, admission and enrollment. Each stage is overseen by the school offering the degree course in question.

The deadlines for notification of the number of available places available, receipt of admission requests and notification of the results are set in the general academic calendar.

Once the Board of Governors has approved the number of places available to transfer students, each school must define and publish information on admission requests, selection criteria and enrollment. This information must always include the general admission criteria stipulated in these academic regulations and the specific selection criteria applicable to each degree course.

UPC schools must ensure that assessment periods are scheduled in such a way that students requesting official academic certificates for the purposes of transfer to a bachelor's degree course will receive them within the admission period set in the general academic calendar. If the school in which the student is enrolled cannot provide this documentation within the admission period, the school responsible for the bachelor's degree course to which the student wishes to transfer must allow the student to complete the admission procedure and submit the documentation after the general deadline.

Students admitted via this specific procedure may proceed to enroll in the school offering the bachelor's degree to which they wish to transfer, respecting the deadlines and enrollment procedure for the course. To finalize enrollment, students must submit the documentation accrediting transfer of the academic record for the course from which they are transferring.

### **1.2.5. Selection of candidates**

Successful admission is governed by the general requirements described in Section 1.2.2, "Admission requirements", and by the specific selection criteria established by the school.

If the number of admission requests is greater than the number of places available, priority will be given to candidates who meet the following criteria:

1. Students transferring from courses in the same branch of knowledge.
2. Students with the strongest academic records, in accordance with the criteria described in Section 4.8, "Weighting of academic records and calculation of final grades".

Weighting of successfully completed subjects will be carried out in accordance with the criteria described in Section 4.8, "Weighting of academic records and calculation of final grades".

The schools will consider the academic records of students who have been unable to submit official academic certification before the admission deadline provided they can demonstrate that the school responsible for the original academic record was unable to issue the documentation within the admission period.

By virtue of the delegation of the president, the school's director or dean makes decisions regarding admission to the various degree courses. If the student is not satisfied with the decision of the director or dean, he or she may lodge an appeal with the president within one month and one day of notification of the decision.

#### **1.2.6. Degree courses with shared preregistration codes**

Students wishing to transfer from another centre to a bachelor's degree course with a shared preregistration code must follow the procedure described in Section 1.1.1, "Admission to degree courses with shared preregistration codes".

Students admitted via a shared preregistration procedure but who are not assigned a place on the course to which they wished to transfer cannot enroll in another degree offered by the same school if the number of admission requests is greater than the number of places available.

#### **1.2.7. Transfer of academic record**

Students awarded a place at another university or on another degree course will be required to transfer their academic records. The administrative procedure must be carried out by the university at which the record was opened, once admission to the new university or degree course has been confirmed by the director or dean of the school.

The fee for transferring an academic record is established by the decree that sets the fees for the provision of academic services at Catalan public universities, published each year by the Catalan government and the UPC Board of Trustees. This fee does not apply to students transferring to a bachelor's degree course offered by the UPC school at which they are already enrolled.

All students admitted to a bachelor's degree course via this specific procedure will be required to relinquish the academic record opened at the beginning of their original degree.

#### **1.2.8. Elite athletes**

In accordance with Article 57.4 of Royal Decree 1892/2008 of 14 November, the UPC must grant admission to elite athletes enrolled in a bachelor's degree program at another university who, due to their sporting commitments, are required to change their permanent address.

### 1.3. STUDENTS WHO HAVE STUDIED ABROAD

Students who have taken a university course in a country other than Spain must request the validation of their university education before they can enroll at a Spanish university.

Students who have completed a university course in a country other than Spain may request the homologation of the qualification from the government ministry responsible for university affairs, or they may request partial validations from the university, but they may not do both at the same time.

Students who are not granted the homologation of their qualification may still request partial validations.

The procedure used for admission to the university depends on the number of credits validated:

- Students who have at least 30 ECTS credits validated may apply for admission directly at the school where they wish to continue studying. These students may not preregister.
- Students must obtain validation of at least 30 ECTS credits for compulsory subjects of the course in which they wish to enroll. Validation of credits corresponding to the final thesis will not be granted.

Places are awarded by the school offering the degree. The number of places available for students transferring from abroad is determined according to the criteria for admission via transfer from another Spanish university and/or bachelor's degree course (see Section 1.2, "Transfer from another Spanish university and/or bachelor's degree course").

- Students obtaining validation of fewer than 30 ECTS credits must preregister and provide proof that they have filed a request for validation with the school where they wish to continue studying. Such a request may only be filed with the school granting the validation. For the purposes of preregistration, a grade of 5.00 is recorded for validated credits.

Students who are unable to get any credits validated, or who wish to begin a course different from the one they took abroad, may gain admission to a university course by means of general preregistration. Additionally, they are required to pass the entrance examination for foreign students and obtain homologation of their pre-university studies to the Spanish high-school diploma (*bachillerato*).

Students from education systems to which Article 38.5 of Organic Law 2/2006 of 3 May, on Education, is applicable are admitted without having to take the Spanish university entrance examination (PAU), provided that they meet the requirements established by the current laws and follow the established procedure.

#### 1.3.1. Admission procedure

Each school must define and publish information on the administrative aspects of the admission procedure (deadlines, documentation to be submitted, requirements for the legalization of documents issued outside Spain, etc.), which must include the specific selection criteria applicable to each degree course.

Students awarded a place following validation of at least 30 ECTS credits or through general preregistration may proceed to enroll in the school offering their chosen bachelor's degree, respecting the deadlines and enrollment procedure for the course.

#### 1.3.2. Selection of candidates

Admissions are governed by the general requirements described in Section 1.3, "Students who have studied abroad", and by the specific selection criteria established by the school.

If the number of admission requests received from students who have validated at least 30 ECTS credits is greater than the total number of places available, students will be selected on the basis of criteria which must include their academic records.

As stipulated in Article 57 of Royal Decree 1892/2008, for the weighting of academic records, validated and adapted subjects carry their original credit value from the university at which they were completed, and credits without grades are not taken into account.

By virtue of the delegation of the president, the school's director or dean makes decisions regarding admission to the various degree courses. If the student is not satisfied with the decision of the director or dean, he or she may lodge an appeal with the president within one month and one day of notification of the decision.

### **1.3.3. Degree courses with shared preregistration codes**

Students admitted to a degree course with a shared preregistration code must follow the procedure described in Section 1.1.1, "Admission to degree courses with shared preregistration codes".

## **1.4. ADMISSION TO DEGREE PATHS LEADING TO THE AWARD OF DOUBLE DEGREES**

Admission to paths leading to the award of double degrees is contingent on the degree of overlap between the two degree courses, subject to the approval of the UPC's Board of Governors and the Inter-University Council of Catalonia.

The school establishes the specific requirements and procedures for admission to such paths, in accordance with the general framework for the organization of double degrees.

## **1.5. SIMULTANEOUS DEGREE COURSES**

Students who wish to follow two courses simultaneously must obtain a place on one of the courses through the general preregistration process.

The school may approve specific simultaneous academic paths with different sets of requirements, which must be published before the preregistration period opens. Students applying for a second course subject to such requirements must obtain the express authorization of the receiving school. This decision is made, by virtue of the delegation of the president, by the director or dean.

Students applying to study two courses simultaneously are not required to request the transfer of their academic record from the university or school of origin, if applicable.

As outlined in Section 1.4, "Admission to degree paths leading to the award of double degrees", the Board of Governors may approve specific simultaneous academic paths with different sets of requirements.

## **1.6. MOBILITY STUDENTS**

Students who wish to study at a UPC school through a mobility program do not need to pay any additional fees, but they are required to enroll in the school where they plan to study.

Students must submit, together with the enrollment form, proof that they are participating in a mobility program, a list of the subjects they are going to take at the UPC, and a photocopy of their enrollment form from the university of origin.

Once the mobility period has ended, the professors responsible for the completed subjects must sign a document certifying the students' attendance, their progress and, if applicable, their grade in each subject. This document must also be signed by the director or dean of the school.

## **1.7. VISITING STUDENTS**

Visiting students are students who participate in an official course at the UPC in order to complete part of their university education, but do not do so as part of a mobility program or under any other sort of agreement that allows them to enroll at the UPC free of charge.

Visiting students have the right to be assessed and to receive transcripts. If a student is admitted to an official course at the UPC after studying here as a visiting student, he or she may have up to 24 of the credits earned as a visiting student included in his or her UPC academic record. However, if they are not admitted to an official course, visiting students are not considered students of the UPC.

The economic conditions applied to visiting students are established by the agreement reached by the Economic Committee of the UPC Board of Trustees each academic year. The processes of preregistration, admission and enrollment for visiting students, as well as the specific rules that apply to them (e.g. documents they are required to present, admission requirements, selection committee, calendar, etc.), are the purview of the receiving school.

## **1.8. STUDENTS WHO HAVE BEEN ASSIGNED A PLACE BUT ARE UNABLE TO BEGIN THEIR STUDIES**

If a student is assigned a place at the UPC and, due to exceptional circumstances, is unable to begin the course, he or she must submit a request to have the place reserved.

If the student does not file the request within the period established to that effect, he or she loses the assigned place. If the student wishes to re-enroll, he or she must complete the preregistration process in accordance with the current admissions process for the course.

By virtue of the delegation of the president, the school's director or dean makes decisions regarding reservation of places.

The conditions and procedure for reserving a place are detailed in Section 2.3, "Reserving a place".

## **1.9. NEW STUDENTS WHO HAVE MISSED THE ENROLLMENT DEADLINE**

If a student is assigned a place at the UPC and, due to exceptional circumstances, is unable to begin the course, he or she may request authorization from the school to enroll after the enrollment deadline.

Authorization is contingent on the availability of places. Students who are not granted authorization must re-enroll by completing the preregistration process in accordance with the current admissions process for the course.

Requests for admission will not be accepted once the general enrollment period has closed.

Decisions regarding the authorization of enrollment after the general deadline are taken by the president.

## 2. ENROLLMENT

Formal enrollment in a course is a request to participate in an academic activity described in the curriculum of a degree program to which the student has already been admitted. Students are responsible for completing the voluntary process of enrollment. They are expected to be familiar with the class schedule, to know how much free time they will have, and to be sure of their ability to pay before beginning the enrollment process. They are also required to know and respect the conditions set out in these academic regulations.

This section covers the rules and administrative procedures related to enrollment in bachelor's degree courses at the UPC.

The rest of this section is organized as follows:

- Course schedules
- Information published before the enrollment period
- Reserving a place
- Application for enrollment
- Academic conditions of enrollment
- Administrative aspects of enrollment
- Relinquishment of enrollment in the first year
- Changes in enrollment
- Deferral of the calculation of time for continuance purposes
- Reimbursement of fees

### 2.1. COURSE SCHEDULES

UPC bachelor's degree courses can be taken on a full-time or part-time basis.

Part-time students may enroll in a maximum of 36 ECTS credits per year (18 ECTS credits per semester) for the duration of the degree course.

Students may choose between the full-time and part-time options at the start of the course without having to justify their choice, as explained in Section 2.3.1, "Formal selection of a course schedule".

### 2.2. INFORMATION PUBLISHED BEFORE THE ENROLLMENT PERIOD

Before the enrollment period, the school publishes the information listed below.

1. The dates and schedules of the enrollment process (adapted to the UPC academic calendar) for the following groups of students:

- ⇒ New students admitted to a course via the preregistration process
- ⇒ Transferred students (transfer from another Spanish university and/or bachelor's degree course)
- ⇒ Students who have studied abroad
- ⇒ Previously enrolled students

2. The list of subjects taught in that particular teaching period and their schedules, including the schedules for examinations set outside class time.

3. The maximum number of credits in which students in each of the school's courses may enroll, as established in Section 2.4, "Academic conditions of enrollment".

4. The academic conditions that apply to part-time students.

5. The list of prerequisites (i.e. subjects that must be completed before taking a particular subject) and corequisites (i.e. subjects that must be taken at the same time), together with the specific enrollment restrictions derived from these requirements.
6. Deadlines for having credits recognized.
7. The conditions that apply to registration, enrollment and the submission of the final thesis, including deadlines.
8. The syllabus for each subject that forms part of the curriculum, including the minimum dedication time required of students, the assessment criteria to be applied and the grading method to be used.
9. The documents that students must present when they formally enroll.

### **2.3. RESERVING A PLACE**

If a student is assigned a place at the UPC and, due to exceptional circumstances, is unable to begin the course, he or she must submit a request to have the place reserved.

Students must submit the request to the school during the enrollment period established for the course but are not required to formally enroll. Once the request has been successfully processed, the interested party is considered a full UPC student and an academic record is opened.

If the request is turned down or submitted after the enrollment period has closed, the student loses the assigned place. If they wish to re-enroll, they must complete the preregistration process in accordance with the current admissions process for the course.

Places may be reserved for a maximum of two semesters or one academic year. This period will only be extended in the case of serious illness or accident, subject to the provision of supporting documentation.

Students who do not begin their studies within the established period once the reservation has expired will lose the assigned place and will not be entitled to the reimbursement of any fees paid up to that point.

By virtue of the delegation of the president, decisions regarding requests for reservation of places will be taken by the school's director or dean.

### **2.4. APPLICATION FOR ENROLLMENT**

Before enrolling, students must satisfy the requirements established by the laws governing university admissions, as well as the UPC's specific requirements (see Section 1, "Admissions").

The enrollment form is used to apply for enrollment. The fact that the UPC's administrative services accept and process an enrollment form does not necessarily mean that they approve its content. The validity of an enrollment form is always contingent on the truthfulness of the information submitted. Any enrollment form that does not meet the requirements set out in these academic regulations shall be null and void, notwithstanding any other responsibilities.

The UPC's general enrollment periods are published in its academic calendar.

#### **2.4.1. Formal selection of a course schedule**

When a student formally enrolls for the first time, he or she must specify on the enrollment form which course schedule he or she wishes to follow (i.e. part-time or full-time). Thereafter, with each subsequent enrollment,



the student is automatically signed up for the same course schedule, unless he or she files a request to switch to another schedule and is granted permission to do so.

As a general rule, students are not allowed to switch schedules at the start of a course. Nevertheless, in exceptional cases, following the submission of a duly justified request, the school may authorize a change of schedule. Such requests must be filed with the secretary of the school during the enrollment period. If the student wishes to switch from full-time to part-time, he or she must also submit supporting documentation.

Students who have applied for a scholarship may not change schedules during the current or following semesters, if they are enrolling for a semester, or during the current academic year, if they are enrolling for a full academic year.

#### **2.4.2. Reserving a place to begin a degree course in the spring semester (February)**

Students who, during the preregistration process, are assigned a place to start a course in the spring semester (February) must pre-enroll in the fall semester in order to reserve a place.

If during the fall semester a student takes an induction course for the course in question, he or she does not need to pre-enroll.

#### **2.4.3. Induction course**

Some schools offer students newly admitted to bachelor's degree courses the option of taking an induction course during the fall semester and postponing the start of the official course until the spring semester.

The fees for the induction course vary depending on the academic structure coefficient of the course in question, as set out in the decree that sets the fees for the provision of academic services at Catalan public universities, published each year by the Catalan government.

The credits for the induction course are not considered in the calculation of the minimum number of credits that students must earn during their first academic year (see Section 5.4, "Minimum performance in the first academic year").

#### **2.4.4. Enrollment in credits pending recognition or validation**

Students who have requested recognitions or validations may formally enroll in those credits as explained in the report provided by a member of the appropriate school committee (i.e. head of studies). Enrollment in a recognized or validated subject is considered conditional until a definitive decision is handed down.

Once a decision has been reached with regard to the request for recognition or validation, enrollment in the subject is considered final. If any modifications are made with respect to the provisional enrollment, the student must request a review of his or her enrollment and make the changes recommended in the corresponding decision.

Students are not required to have previously enrolled in all of their recognized or validated subjects in order to formally enroll in subjects that have been neither recognized nor validated.

#### **2.4.5. Academic recognition for participation in university extension activities**

If the curriculum so allows, students may request the recognition of credits for cultural activities, sports, student-government activities, or charity or cooperation work as set out in Article 12.8 of Royal Decree 1393/2007, or for coursework completed at other universities (i.e. as part of a mobility program), by filing a request with the director or dean of the school. If the director or dean decides to honor the request, he or she establishes the conditions for formal enrollment and determines the number of credits to be assigned. Under no circumstances will partial recognition be granted for credits that have already been approved for recognition.

#### **2.4.6. Enrollment in mobility programs**

Each school must define and publish information on enrollment in mobility programs (call for applications, requirements, enrollment procedure, documentation to be submitted, inclusion of successfully completed credits in the academic record, etc.) and the applicable deadlines.

Academic recognition for the activities carried out under mobility programs is awarded upon their completion, in accordance with the conditions established by the school.

UPC students intending to spend temporary periods of study at other universities must complete the enrollment procedure and pay the appropriate fees in the school of origin before the mobility program begins.

#### **2.4.7. Conditional enrollment**

A student's enrollment is considered conditional if he or she does not meet one of the admission requirements set out in the current legislation at the time of enrollment or if a definitive decision has not been reached by the relevant body.

Students may only enroll conditionally if they fall into one of the following categories:

- Students who have studied abroad to a level equivalent to Spanish upper secondary school education as laid down in the Law on the General Organization of the Education System (LOGSE) and have passed the university entrance examination (PAU), or to a level equivalent to vocational training in Spain, and who are, in both cases, awaiting homologation or validation of their qualification from the appropriate government ministry.
- Students who are awaiting a decision on recognition of credits for the purposes of admission to a degree course (for those transferring from another Spanish university and/or official degree course).
- Students who hold a foreign university qualification and are awaiting a decision regarding the validation on which their admission to the course is contingent.
- Foreign students who have not completed the application for their foreigner identification number (NIE).

### **2.5. ACADEMIC CONDITIONS OF ENROLLMENT**

#### **2.5.1. Minimum and maximum number of credits**

As a general rule, whenever the curriculum of a course allows, students may enroll in a maximum of 120% of the average number of ECTS credits required to complete the course, and a minimum of 18 ECTS credits per semester (or 36 per year).

Full-time students enrolling for the first time in the first year of a bachelor's degree course must enroll in at least 30 ECTS credits if they are enrolling for a semester, or 60 ECTS credits if they are enrolling for a full academic year. Part-time students do not need to enroll in a full load of credits. The maximum number of credits for part-time students is 36 ECTS credits per academic year (or 18 ECTS credits per semester).

Part-time students who have applied for a scholarship may enroll in more than the maximum 18 ECTS credits per semester if, due to the distribution of subjects and corresponding credit loads, they are unable to meet the minimum credit requirement of the scholarship application.

Students who are enrolling in a course for the first time, but not in the first year of study, must enroll in at least 12 ECTS credits for their first academic year.

Subjects and credits that have been recognized or validated, as well as subjects that are no longer taught because the corresponding course is being phased out, are not taken into account for the purposes of determining whether a student has exceeded one of the aforementioned limits.

The school may establish mechanisms for limiting the maximum number of optional credits that each student may enroll in. If a student has already earned all of the credits in the curriculum and is eligible to apply for degree certificate, he or she may not enroll in any more credits.

In exceptional cases documented by a report of the Standing Committee of the school, the director or dean may grant exceptions to the rules set out in this section.

### **2.5.2. Enrollment for subsequent academic years**

To ensure a satisfactory degree of academic progression, when a student enrolls in subjects for a new academic year, he or she is required to enroll in any available compulsory subjects that are outstanding from previous years because he or she failed them, did not sit the examination, or did not enroll in them.

Under no circumstances may a student re-enroll in a subject that he or she has already passed. A student is considered to have passed a subject once he or she has received a descriptive grade of "Satisfactory" or better in a performance appraisal.

Subjects for which a student receives a descriptive grade of "Unsatisfactory" and a numerical grade of 4.0 or better will be subject to curricular assessment, after which the student will be given a descriptive grade of "Satisfactory" or "Unsatisfactory". The student is free to decide whether to enroll in any such subjects for the following academic year.

If a student decides to enroll in a subject for which he or she received a descriptive grade of "Unsatisfactory" and a numerical grade of 4.0 or better (in the most recent assessment), his or her descriptive grade shall remain the same until he or she passes the subject (and the numerical grade shall be the highest of those obtained thus far).

As a general rule, students are required to have passed the minimum number of credits established by the school for the initial stage of the course (see Section 5.5, "Minimum performance in the initial stage of a degree course") before formally enrolling in any subjects, either compulsory or optional, from other curricular areas.

This restriction does not apply to students who have not reached the deadline for passing the minimum number of credits for the initial stage of the course and who have no more than 18 initial stage credits outstanding. Students who take advantage of this exception must enroll in all initial stage subjects they have not completed or passed, including those subjects for which they have obtained a numerical grade of 4.0 or better, and may make up the rest of the required credit load by enrolling for up to 36 ECTS credits for compulsory or optional subjects belonging to the following curricular area. Part-time students may make up the required credit load by enrolling in compulsory or optional subjects with a total value of up to 18 ECTS per semester, if they are enrolling for a semester, or 36 ECTS credits per year, if they are enrolling for a full academic year.

In the case of degree courses in which some subjects are only offered in either the spring or fall semester, students who have no more than 18 initial stage credits outstanding may take advantage of this exception. The exception will only be granted once per student and is subject to the following conditions:

- The exception applies to the two semesters of a single academic year.
- In each semester, students must enroll in all of the initial stage they have not completed or passed, including those subjects offered during the semester for which they have obtained a numerical grade of

4.0 or better. Students may complete the required credit load by enrolling in compulsory or optional subjects with a total value of up to 36 ECTS credits per semester.

The Initial Stage Assessment Committee or the individuals to which its powers are delegated will establish the subjects outside the initial stage in which students to which the general restriction applies may enroll, subject to the specific conditions applicable to each subject and the number of places available.

In exceptional cases, the director or dean, following consideration of the report provided by the school's Standing Committee, may establish additional criteria or grant exemptions to the requirements outlined above.

### **2.5.3. Prerequisites and corequisites**

If a subject has a prerequisite, it means that students must have passed a particular subject (or subjects) before enrolling in it. If a subject has a corequisite, it means that students must enroll in a particular subject (or subjects) at the same time.

There are no prerequisites or corequisites for subjects that make up the initial stage of the course.

If a student wishes to finish his or her course of study during the current academic year and the number of credits that he or she has yet to pass is equal to or smaller than the maximum number of credits in which he or she is allowed to enroll for an academic year, but a prerequisite prevents him or her from completing the course in that period, then the prerequisite in question is treated as a corequisite. This exemption does not apply if the student enrolls in a set of subjects that makes it impossible for him or her to finish the course that year.

In any event, prerequisites are not taken into account if they refer to subjects that are no longer taught because the corresponding course is being phased out or to subjects in which the student has obtained a numerical grade of 4.0 or better.

In exceptional cases documented by a report by the appropriate unit of the school, the director or dean may consider other exceptions.

## **2.6. ADMINISTRATIVE ASPECTS OF ENROLLMENT**

### **2.6.1. Administrative procedure for enrollment**

#### Enrollment periods

The UPC's general enrollment periods are published in its academic calendar.

#### Items covered by enrollment and fees

The fees for the items detailed below are established by the decree that sets the fees for the provision of academic services at Catalan public universities, published each year by the Catalan government and the UPC Board of Trustees.

- Enrollment and academic record processing fees, learning support fees and, if applicable, fees for changes in enrollment.
- Per-credit fees:
  - ⇒ Credits for subjects to be taken: Fees vary depending on the teaching structure coefficient of the course in question.
  - ⇒ Credits for subjects to be taken for the second time (or more): Fees increase with each subsequent enrollment in a particular course.
  - ⇒ Recognized or validated credits: Students pay a percentage of the ordinary fees.

- Fees for blended learning subjects or courses.
- Student insurance: All students who are citizens or foreign residents of Spain, under age 28 and enrolled in an official course (including enrollment in a final thesis) have the right to student insurance.

Students under age 28 who are working on a final thesis without being enrolled, but are able to provide a certificate issued by their thesis supervisor, must pay the student insurance fee.

Similarly, students who are not enrolled but are carrying out some sort of work, to be recognized with credits at a later date under a pre-agreement with the school, must pay the student insurance fee and any applicable enrollment fees.

Students aged 28 or older do not have the right to student insurance and therefore are not required to pay the corresponding fee. Similarly, students who are also enrolled at another university and have student insurance there do not have the right to student insurance at the UPC.

- Other fees established by the Board of Trustees or by the decree that sets the fees for the provision of academic services at Catalan public universities for each academic year.
- Fees for the provision of specific services: These fees are established by the decree that sets the fees for the provision of academic services at Catalan public universities.

#### Enrollment fees owed by different types of students

- Ordinary fees
- Discounts or exemptions are applied for students who fall into any of the following categories:
  - ⇒ Students from large families
  - ⇒ Students from single-parent families
  - ⇒ Scholarship holders
  - ⇒ Students with a grade of “Outstanding” in their upper secondary school or university education
  - ⇒ Students who have won an award in a UPC-recognized knowledge Olympiad
  - ⇒ Students employed at the UPC
  - ⇒ Students employed at other Catalan public universities
  - ⇒ People with a disability rating of at least 33%
  - ⇒ Victims of terrorism
  - ⇒ Students aged 65 or older who do not hold a university degree
  - ⇒ Students who have satisfactorily completed a training program in departments or institutes (governed by the UPC budget)
  - ⇒ Victims of domestic violence
  - ⇒ Students entitled to other exemptions under the current legislation
- Surcharges are applied for students who are pursuing a second degree

#### Forms of payment of enrollment fees

- Single payment: cash or direct debit
- Partial payments (only for annual enrollment payments): first and second payments by direct debit
- Payment by installments: monthly payments (through the Agency for the Management of University and Research Grants, AGAUR)

Enrollment fees are paid at the beginning of the corresponding period.

#### Formal enrollment by payment type

- **Direct debit**

The student is considered to be formally enrolled upon receipt of payment for the full amount of the enrollment fees from the account provided by the student. If the payment is returned, the UPC takes steps to demand payment.

- **Payment by installments through the AGAUR**

The student is considered to be formally enrolled upon receipt of each monthly payment. If the first payment is not received, the AGAUR cancels the installment payment plan and the student is required to pay the enrollment fees as a single payment within five days.

- **Payment in cash**

Any student who chooses to pay in cash must do so through one of the UPC's collaborating financial institutions. The student is considered to be formally enrolled upon receipt of the payment at the financial institution. If the payment is not received within five days, the UPC takes steps to demand payment.

If a student does not make an enrollment payment, or any installments thereof, within the established period, his or her student rights may be temporarily suspended and, if appropriate, his or her enrollment may be cancelled under the terms of the decree that sets the fees for the provision of academic services at Catalan public universities for the current academic year. Before applying for enrollment, the degree certificate or other certificates, students must make any payments for enrollment outstanding from previous years.

Students who, for any reason, pay their annual enrollment fee after 1 December of the year in question are not allowed to make partial payments.

Students at affiliated schools are required to pay a percentage of their enrollment fees to the UPC in accordance with the instructions given by the school's secretary.

Once a student is formally enrolled, if, for any reason, his or her personal circumstances change or a mistake in the calculation of the total enrollment fees is detected, and it is determined that the student owes money to the UPC, the secretary of the school will provide a new payment form so that he or she can pay the amount due.

### **2.6.2. Administrative procedure for enrollment for scholarship holders**

Only students who apply for a scholarship and who meet the academic requirements set out in the legislation that governs the awarding of general scholarships, financial aid and academic mobility are entitled to formally enroll without previously paying the per-credit fees. However, these students are required to pay the enrollment and academic record processing fees, documentation fees, optional fees and student insurance fees. If a student wishes to apply for a scholarship despite the fact that he or she does not meet the academic requirements set out in the aforementioned legislation, he or she is required to pay the enrollment fee. If the scholarship is awarded, the fee will be reimbursed by direct bank transfer to the account specified at the time of application.

If a student's scholarship application is denied, he or she must pay the formal enrollment fees for the provision of university services by direct transfer from the account specified at the time of application. If he or she fails to do so, the UPC will take steps to enforce a temporary suspension of his or her student rights, under the terms of the decree that sets the fees for the provision of academic services at Catalan public universities.

### **2.6.3. Administrative procedure for enrollment with second-degree surcharges**

Surcharges are added to the ordinary enrollment fee for students who already hold an official university degree and are enrolling in a course leading to another official university degree. This surcharge is established by the decree that sets the fees for the provision of academic services at Catalan public universities.

The aforementioned decree also establishes the cases in which students are exempt from this surcharge.

Students who already hold an official university degree and who meet the academic requirements to apply for a scholarship at the time of their enrollment may request exemption from the surcharge by submitting the required application, together with the scholarship application form, any related documentation, and income statements or income tax certificates issued by the national tax collection agency for each individual in the student's family. These students are entitled to pay the enrollment fee without the surcharge if they provide the aforementioned documents.

Students who fail to submit an application for exemption when formally enrolling, or who do not meet the academic requirements to apply for a scholarship, are required to pay the enrollment fees with the established surcharge, but may submit said application at any time before 30 October of the current year.

Students who are not granted an exemption are required to pay the established surcharge within the period indicated in the letter they receive informing them of the decision. Surcharge exemptions apply to just one academic year. Students must therefore reapply for an exemption each following year.

## **2.7. RELINQUISHMENT OF ENROLLMENT IN THE FIRST YEAR**

As a general rule, students may not relinquish their enrollment. However, a new student in the first year of a course may, under duly justified circumstances and only once, file a request for the complete relinquishment of his or her enrollment. The student must submit the request within two months of the beginning of the corresponding teaching period, independently of the date on which formal enrollment is completed.

In duly justified exceptional cases, students may also submit enrollment relinquishment requests after this deadline.

Students who have relinquished their enrollment or who have not requested that their place be reserved will lose their assigned place. If they wish to re-enroll, they must complete the preregistration process in accordance with the current admissions process for the course.

Students who relinquish their enrollment may be entitled to reimbursement of the enrollment fee. The terms governing reimbursements are set out in Section 2.10, "Reimbursement of fees".

The director or dean of the school makes decisions regarding enrollment relinquishment requests.

## **2.8. CHANGES IN ENROLLMENT**

Changes are sometimes made to course schedules or examination dates after the enrollment period. If such changes create incompatibilities in a student's schedule, he or she is allowed to make enrollment changes.

In courses with annual enrollment, students are allowed to make enrollment changes each semester.

The UPC budget sets the rules for the reimbursement of fees for enrollment changes.

For each teaching period, the school sets a deadline for the submission of requests for enrollment changes. The director or dean of the school makes decisions about enrollment changes.



## **2.9. TEMPORARY ABANDONMENT OF STUDIES. Deferral of the calculation of time for continuance purposes**

Students in their first academic year or the initial stage of a course who are forced to temporarily abandon their studies due to exceptional circumstances may file a request with the director or dean, before formal enrollment is completed, asking that a specified period of time not be counted for continuance purposes, as set out in Section 5.4, "Minimum performance in the first academic year," and Section 5.5, "Minimum performance in the initial stage of a degree course".

A deferral will not be granted for a teaching period for which the student has already received grades. If, in exceptional circumstances, a deferral is granted, the student will not be entitled to reimbursement of the enrollment fee, except in the specific cases described in Section 2.10, "Reimbursement of fees".

## **2.10. REIMBURSEMENT OF FEES**

Fees are reimbursed only in those cases specified in the UPC budget:

### **1. Changes in the amount of enrollment fees**

Enrollment fees are calculated on the basis of the documentation submitted. If a student files a fee reimbursement request, he or she is reimbursed for the difference between the old and new amounts. The request must be submitted within one month of the enrollment date or before the dates specified below (whichever comes first). After this time, the UPC may refuse to reimburse the student for the fees.

- Fee reimbursement request deadline for the fall semester: 31 October.
- Fee reimbursement request deadline for the spring semester: 30 March.

If the student belongs to a large family or a single-parent family and, upon enrolling, he or she submitted a receipt proving that the family was in the process of applying for or renewing the corresponding certificate and a sworn affidavit stating the requested category, he or she may submit the fee reimbursement request anytime before 31 December.

For decisions made after the date of enrollment, the student must file a fee reimbursement request within one month of the date of the decision. After this time, the UPC may refuse to reimburse the student for the fees. Decisions of this sort include, but are not limited to, the following:

- Validations
- The granting of a scholarship (if the reimbursement of enrollment fees forms part of the award)
- The granting of a Socrates scholarship

### **2. Serious illness or accident (duly certified)**

The student must file a fee reimbursement request and attach an official medical report indicating the starting date of the illness and the expected length of the convalescence period. These documents must be submitted within one month of the enrollment date or before the dates specified below (whichever comes first). After this time, the UPC may refuse to reimburse the student for the fees.

- Fee reimbursement request deadline for the fall semester: 20 November.
- Fee reimbursement request deadline for the spring semester: 20 April.

### **3. Reassignment**

If the student is reassigned to his or her first choice in the preregistration process, he or she must file a request for the reimbursement of the per-credit enrollment fees and student insurance fees within one month of formally enrolling at the new school. After this time, the UPC may refuse to reimburse the student for the fees.



#### 4. Changes in schedules or examination dates for one or more subjects

In the case of enrollment changes brought about by changes in schedules or examination dates for one or more subjects, or if for organizational reasons a subject is not being taught, the student has one month from the date on which the school accepts the enrollment changes to request reimbursement of the fees. After this time, the UPC may refuse to reimburse the student for the fees.

### **3. RECOGNITION AND TRANSFER OF CREDITS**

According to Royal Decree 1393/2007 of 29 October, which establishes the official university course regulations, in order to promote student mobility both within and outside of Spain, universities must publish the rules of their credit recognition and transfer systems, and these rules must satisfy the general criteria set out in the Decree.

This section defines the rules for credit recognition and transfer that apply to bachelor's degree courses at the UPC.

#### **3.1. DEFINITION OF CONCEPTS**

##### **3.1.1. Recognition of credits**

Recognition of credits is the acceptance, by an official UPC course, of credits earned in an official course at the UPC or at another university, and the computation of those credits for the purposes of earning an official degree. This recognition involves the establishment of equivalence, in terms of specific and/or transversal competencies and student workload, between subjects in courses leading to official degrees.

When a student requests recognition of credits earned in an official course at a foreign university, the credits are included in the student's transcript as validated subjects or credits. Similarly, credits earned in a higher training cycle are also included in the student's academic record as validated credits.

##### **3.1.2. Transfer of credits**

Transfer of credits is the inclusion, in a student's official academic record and European Diploma Supplement, of all credits previously earned in other official courses, whether at the UPC or at another university, but not for the purposes of earning an official degree.

#### **3.2. RECOGNITION OF CREDITS: GENERAL CRITERIA**

According to Royal Decree 1393/2007 of 29 October, which establishes the official university course regulations, recognition of credits may only be granted for subjects taken in official courses under the new structure established by the aforementioned decree, or in official courses governed by previous regulations that have been, or are in the process of being, phased out.

Credits may only be recognized for subjects taken as part of the official course of origin, and not for validated, adapted or previously recognized subjects. When credits are recognized, the student keeps the grades he or she originally obtained.

A final thesis cannot be recognized under any circumstances, since it is intended as a means of assessing the generic and transversal competencies associated with a particular degree. As a result, students are required to enroll in and pass the final thesis credits as set out in the course curriculum.

Recognition of credits implies the economic effects established each year by the decree that sets the fees for the provision of academic services at Catalan public universities, which applies to courses leading to official degrees that are valid throughout Spain.

Credits earned in university-specific courses cannot be recognized.

##### **3.2.1. Recognition of credits from a different bachelor's degree course**

- When a student wishes to enter a course that belongs to the same area of knowledge as his or her course of origin, the credits earned for basic education subjects in that area of knowledge can be recognized.
- Credits earned for any other basic education subjects belonging to the area of knowledge of the course that the student wishes to enter can also be recognized.

- Whether the UPC recognizes any other credits will depend on the degree of overlap between the competencies and knowledge associated with the other subjects completed and the subjects of the course the student wishes to enter, or on the transversal nature of any such subjects.

### **3.2.2. Recognition of credits from a different bachelor's degree course at the UPC**

If a student has completed all of the basic subjects of a course at the UPC and wishes to enter a different course in the same area of knowledge, the credits for the entire basic subject area can be recognized. This recognition is justified by the fact that the completion of the basic subject area of a course guarantees the acquisition of the basic competencies of the corresponding area of knowledge, regardless of the course in which they are completed.

### **3.2.3. Other activities for which credits can be recognized**

In addition to the completion of subjects, course credits can be recognized for other activities:

- Up to 6 ECTS credits can be recognized for cultural activities, sports, student-government activities, or charity or cooperation work, as established in Article 46.2.i of Organic Law 6/2001 of 21 December, on Universities.
- Other educational activities, taken simultaneously with a university course, including the following:
  - Foreign language training.
  - Subjects taken at another university (as part of a mobility program). Students who participate in a mobility program at another university in Spain or a foreign country may have up to 6 additional optional credits recognized.
- Training received in a higher training cycle or equivalent program, provided that the UPC has established a framework for the recognition of such credits. Subjects of this sort appear on the student's academic record as validated subjects.

## **3.3. TRANSFER OF CREDITS**

Only those credits which a student proves that he or she has obtained are included in his or her academic record and European Diploma Supplement. The student is responsible for updating the status of any credits transferred from a course at another university.

To transfer credits, the student must file a request, together with the corresponding official academic certificate, with the academic secretary of the school. The academic secretary checks that the submitted documentation is in order and adds the transferred credits to the student's academic record. This procedure does not require the express consent of the director or dean of the school.

Once the credits have been included in the student's academic record for his or her current course, he or she may not renounce them under any circumstances.

Credits earned in university-specific courses cannot be transferred.

## **3.4. ACADEMIC CREDIT**

All credits earned in official courses—both those earned at other universities and subsequently transferred and/or recognized, on the one hand, and those earned at the UPC towards the completion of a degree, on the other—are included in the student's academic record and reflected, with explanations of the various conditions, on the student's European Diploma Supplement, in accordance with the current legislation.

Subjects recognized on the student's academic record for his or her current course are included in the calculation of credits towards the degree and are taken into account in the scaling of the student's academic record.

For the purposes of the student's current course, recognized subjects are considered to have been completed. On the student's academic record, they are listed as "recognized," together with the number of credits and the numerical and descriptive grades earned. When a subject from another Spanish university is recognized, in addition to the usual information on the recognized subject (i.e. name of subject, number of credits and grade), the academic record includes the name of the official course of which the subject formed part and the name of the university where it was taken. In the case of bachelor's degree courses taken at other Spanish universities, the area of knowledge of the course is also included.

When subjects taken abroad are recognized, the student's academic record shows them as validated subjects and includes the grades originally obtained.

Transferred subjects are not included in the calculation of credits towards the degree and are not taken into account in the scaling of the student's academic record.

For a transferred subject, the student's academic record includes the name of the course of which the subject formed part, the name of the university where it was taken, the academic year in which it was taken, the number of credits earned, and any other circumstance mentioned on the official academic certificate.

### **3.5. PROCEDURE FOR REQUESTING THE RECOGNITION OF CREDITS**

The request for the recognition of credits must include all subjects completed to date and must be submitted within the period indicated in the academic calendar.

In order for a student to file a request for the recognition of credits, he or she must have been admitted to the school in question (unless he or she wishes to transfer from another Spanish university and/or official degree course or has studied abroad) and must pay the corresponding fee.

In exceptional cases, a student may file a request for the recognition of credits before being admitted to a school if he or she is required to do so as part of the admissions process. If recognition of credits is requested in this manner, the periods established in the academic calendar for making such requests may be disregarded.

In all cases, when filing a request for the recognition of credits, the student is required to pay the corresponding official fee established by the decree that sets the fees for the provision of academic services at Catalan public universities, published annually by the Catalan government. If the student is formally admitted, the preliminary decision is considered as a proposal of recognition, and the student is not required to file a new request to have the credits recognized.

The request must be addressed to the director or dean of the school where the student wishes to enroll and submitted to the secretary of the school, together with the following documents:

For recognition of subjects taken at Spanish universities:

- Personal transcript (original or certified photocopy).
- Curriculum and subject syllabuses, issued by the corresponding school.

For partial recognition of subjects taken abroad:

- Degree, diploma or other official certificates.
- Curriculum and subject syllabuses, issued by the corresponding school.

- Birth certificate issued by the civil registry or, alternatively, a statement or certificate issued by the consulate of the student's country in Spain or, if the student is a Spanish citizen, a photocopy of his or her national ID card.

All of the aforementioned documents must be official, original, issued by the proper authorities, and legalized through diplomatic channels.

Instead of submitting original documents, the student may submit photocopies that have been certified and legalized by the consulate or diplomatic representative of his or her country in Spain. All documents must be accompanied by a sworn translation into Spanish or Catalan.

### **3.6. PROCEDURE FOR THE RECOGNITION OF CREDITS**

Requests for the recognition of credits are analyzed by a member of the Recognition Committee (i.e. head of studies) of the school, who issues a proposal that is then submitted to the corresponding vice-president for approval.

Courses included in automatic recognition tables that have previously been approved, by virtue of the delegation of the president, by the vice-president may be recognized by the director or dean of the school where the student wishes to enroll. Schools are required to publish any automatic recognition tables that they establish.

University courses taken in foreign countries, whether completed or not, may be recognized if the subjects taken are equivalent in terms of the specific and/or transversal competencies and the student workload. If a student has completed a course abroad and obtained a foreign degree, he or she has two options: 1) homologation of the foreign degree as an official Spanish university degree, or 2) partial validation of completed subjects as their equivalents in the Spanish system. However, the student may not pursue both of these options at the same time.

If a student is denied homologation, he or she may then request partial validation, provided that the homologation was not denied for any reason listed as disqualifying in Royal Decree 285/2004.

### **3.7. DECISIONS REGARDING THE RECOGNITION OF CREDITS**

Recognition decisions can be made with regard to any subject included in a course curriculum except for the final thesis. Decisions will only be made for subjects for which the student has requested recognition.

The director or dean of the school sends the decision to the student, who is required to confirm receipt. The student has one month from the date of receipt to lodge an appeal with the president of the UPC.

### **TEMPORARY RULES**

#### **Students who are enrolled in a course to be phased out and wish to take an official bachelor's degree course**

Students who are enrolled at the UPC in a course to be phased out and wish to switch to the bachelor's degree course that is replacing it at the same school may obtain recognition of completed subjects in accordance with the tables established by the proper authority at the school.

The recognition of these subjects takes into account the acquisition of both specific and generic competencies as set out in the verification report submitted to the Universities Council.

### **Students who have earned a degree under previous university regulations and wish to take an official bachelor's degree course**

The schools establish academic paths for students who have earned a degree under previous university regulations and wish to earn the new bachelor's degree by having the subjects completed in the earlier course recognized.

In order to be issued a bachelor's degree, students must enroll in and complete at least 60 ECTS credits as part of the degree course at the UPC. These 60 ECTS credits may not include any recognized or validated credits from other courses.

In any event, as set out in Section 3.2, "Recognition of credits: general criteria", a final thesis cannot be recognized under any circumstances, since it is intended as a means of assessing the generic and transversal competencies associated with a particular degree.

## APPENDIX

### Legalization of documents issued abroad

The legalization of the documents submitted with a request for recognition or transfer may follow a number of different procedures, depending on the country of origin.

No legalization is required for documents issued in any member state of the European Union or the European Economic Area. In all other cases, documents issued abroad must be legalized in accordance with the following conditions:

- For documents issued in countries that are signatories to the Hague Convention of 5 October 1961 ([http://www.hcch.net/index\\_en.php?act=conventions.status&cid=41](http://www.hcch.net/index_en.php?act=conventions.status&cid=41)): An apostille (or sole legalization), issued by the proper authority in the country, is sufficient.
- For documents issued in countries that are signatories to the Andrés Bello Agreement (<http://www.cab.int.co/>): Legalization through diplomatic channels is required. For legalization of this sort, the documents must be submitted to one of the following:
  - For degrees and other educational certificates, the ministry of education of the country of origin, and for birth certificates and nationality documents, the ministry responsible for such matters in the country of origin.
  - The ministry of foreign affairs of the country where the documents were issued.
  - The consulate or diplomatic representative in Spain of the country where the documents were issued.

If the country is also a signatory to the Hague Convention, the student may follow the much simpler procedure set out therein.

- Documents issued in any other country: Legalization through diplomatic channels is required. For legalization of this sort, the documents must be submitted to one of the following:
  - For degrees and other educational certificates, the ministry of education of the country of origin, and for birth certificates and nationality documents, the ministry responsible for such matters in the country of origin.
  - The ministry of foreign affairs of the country where the documents were issued.
  - The consulate or diplomatic representative in Spain of the country where the documents were issued.

Documents issued by a diplomatic or consular authority of another country in Spain must also be legalized by the Spanish Ministry of Foreign Affairs.

### Translation of documents issued abroad

According to Article 36.1 of Law 30/1992 of 26 November, on the Legal System of Public Administrations and Common Administrative Procedure, all procedures handled by the General State Administration must be in Spanish or the co-official language of the autonomous community in question.

The rules governing such procedures therefore require that documents issued abroad be accompanied by a sworn translation into Spanish or Catalan.

The sworn translation may be done by any of the following:

1. A sworn translator who is duly authorized to practice in Spain.
2. Any consulate or diplomatic representative of Spain in a foreign country.
3. A consulate or diplomatic representative in Spain of the student's country of citizenship or, if applicable, of the country where the document was issued.

#### 4. ASSESSMENT

The integration of the Spanish university system in the European Higher Education Area represents a sweeping change in educational organization and methodology, learning processes, and assessment systems.

In addition to serving as a means of measuring students' academic activity, the European Credit Transfer System (ECTS) is able to precisely define course objectives and the contribution of each subject that forms part of a course.

A central objective of any bachelor's degree course is the students' acquisition of competencies. Subjects are therefore defined in terms of the competencies that students are expected to acquire by the end of the educational process. The defined competencies must be assessable and reflected in the students' grades.

In a competency-based learning model, assessment is the evaluation of the progress made by students towards the proposed objectives. Assessment must take into account all competencies included in the course curriculum and be based on well-founded, sufficiently transparent criteria that have been duly published. There must be a coherent relationship between the educational objectives, the activities planned and the assessment criteria.

The educational system at the UPC is therefore based on the acquisition of generic competencies (also known as general or transversal competencies) and specific competencies. Generic competencies are those which are not oriented towards the ability to carry out any particular function or task, but which instead are suitable for most professions and can be applied in a wide range of situations (e.g. communication, problem-solving, reasoning, leadership capacity, creativity, motivation, team work and, especially, the ability to learn). Specific competencies, those which are specific to holders of a university degree, are divided into three levels: basic instrumental competencies, which are essentially scientific in nature and common to all areas of knowledge; competencies that refer to the transversal scientific and technological fundamentals of a particular field; and applied technological competencies, which are degree-specific.

All bachelor's degree courses at the UPC include at least the following generic competencies:

- o Entrepreneurship and innovation
- o Sustainability and social commitment
- o Foreign language
- o Effective oral and written communication
- o Team work
- o Competence in the use of information resources
- o Independent learning

At the UPC, assessment takes place on various levels:

- **Subjects:** Compulsory or optional, as established in the curriculum. The subject coordinators are responsible for proposing the students' grades.
- **Curricular areas:** A curricular area is a set of subjects that share a series of educational objectives. These objectives are assessed comprehensively in a procedure known as curricular assessment, which is the responsibility of the school.
- Any **additional academic activities** for which students receive recognition.

All bachelor's degree courses at the UPC have at least three curricular areas:

- The **initial stage**, which corresponds to the 60 ECTS credits that make up the first year of the course.
- The curricular area consisting of **all other subjects** that make up the course.



The **final thesis** is a compulsory subject worth between 12 and 30 ECTS credits. In courses that qualify graduates to practice a regulated profession, the final thesis must be worth at least 24 credits.

The final thesis is completed during the final stage of the course. It must provide a synthesis of the skills acquired during the educational process, with a focus on the assessment of degree-specific competencies.

Subjects are organized as set out in the syllabuses approved by the school before the start of the academic year. A subject syllabus must include the following:

- The objectives of the subject in terms of specific and generic competencies and their contribution to the general objectives of the curriculum to be followed throughout the course.
- The content of the subject.
- The activities planned.
- The required dedication time (in hours) for each student.
- The assessment criteria and the grading method.

The following sections establish the assessment procedure for subjects and curricular areas and the recognition procedure for university extension activities.

## **4.1. SUBJECT ASSESSMENT**

### **4.1.1. Definition**

Subject assessment consists in determining the degree to which a student has acquired the specific and generic competencies established in the subject objectives. To pass a subject, the student must acquire at least the basic competences, which entails obtaining a numerical grade of 5.0 or higher.

### **4.1.2. Students' rights and obligations during the assessment process**

#### **1) The right to be assessed**

Students have the right to be assessed in all of the subjects for which they are enrolled.

Notwithstanding this right, a school's assessment system may include joint examinations for groups of subjects that share a large number of objectives. If a student passes a joint examination, he or she is considered to have passed all of the subjects in that group. A subject cannot form part of more than one such group.

Under no circumstances may a student's grade in any of the subjects that make up a group be lowered if he or she passes the joint examination for the group.

#### **2) Examinations**

In order to ensure the integrity of the student assessment process, each school must establish specific regulations that govern the processes related to subject examinations. Said regulations must include and complement the rules set out in this section.

If, for exceptional and duly justified reasons, a student is unable to attend an examination, the school considers the circumstances and, if appropriate, takes the necessary steps so that he or she can take the examination at some time during the corresponding teaching period. However, a student may not ask to have an examination date changed because he or she has enrolled in subjects with incompatible schedules.

When students attend an examination, they have the right to receive written proof of attendance.

Faculty may ask students for identification at any time during an examination.

Any irregular action that may lead to significant variation in the grades of one or more students is considered a case of fraud. Such behavior will result in a descriptive grade of “Unsatisfactory” and a numerical grade of 0 for the examination in question, independent of any disciplinary process that may be initiated.

Repeat offences during the same examination, or in any of the other examinations for the subject during the same teaching period, will result in a final descriptive grade of “Unsatisfactory” and a final numerical grade of 0. If a student disagrees with this decision, he or she may file a complaint with the dean or director of the school. If the student is not satisfied with the response, he or she may lodge an appeal with the president.

Papers and projects are returned to students only upon request. The total or partial reproduction of a paper or project, or its use for any other purpose, requires the explicit authorization of the author(s).

The director or dean of the school makes decisions regarding allegations about any aspects not covered in the regulations.

#### **4.1.3. Assessment criteria and grading method**

The professor responsible for a subject, together with any other professors who teach the subject, must develop a proposed syllabus that explains the assessment criteria and grading method to be used. The governing body of the school that oversees student assessment is responsible for approving the syllabuses prior to the start of the academic year, distributing it as widely as possible using the resources at its disposal, ensuring that it is followed correctly and interpreting it if any doubts arise.

Under no circumstances may the assessment criteria or grading method be modified during the academic year.

In order to promote a continuous learning process and a regular rhythm in student activity, the results of the various examinations held throughout the academic year must be taken into account in the students’ final grades for the subject. As a general rule, the grading method of a subject should ensure that the results of all examinations are taken into consideration in the final grade, that each examination is given proportional weight, and that no single examination determines the student’s final grade. In exceptional cases, a subject syllabus may call for a comprehensive final examination, such that if a student passes the examination, he or she passes the subject.

In exceptional cases, a student may request to take a test to determine his or her grade for a subject. Provided that the subject syllabus does not require the submission of a compulsory practical project, the school may honor the request.

The assessment system of any subject must include procedures for improving an unsatisfactory performance over the course of the year.

If a student’s grade on all or part of the final examination is higher than the grade obtained in an earlier examination covering the same aspects, the grade on the final examination replaces the earlier grade.

The grading method of a subject may not require that a student obtain a minimum grade on any particular examination as a condition for having his or her grades in other examinations taken into account. Nevertheless, if a practical project consisting of either laboratory or field work is required by the syllabus, the submission of this project may be established as an essential condition for passing the subject.

#### **4.1.4. Results of subject assessment**

At the end of each teaching period, the professors who teach each subject prepare an assessment report that shows the descriptive and numerical grades of all students enrolled in the subject. The professor responsible for the subject checks this report, making sure that the assessment criteria and grading method indicated in the syllabus have been applied correctly. If this professor finds the report to be satisfactory, he or she submits the final report.

If the school finds that the assessment criteria and grading method have been applied improperly in any case, the professor responsible for the subject is asked to review the grades and re-submit the report.

Numerical grades are rounded to the nearest 0.1, and descriptive grades are assigned according to the following scale:

0-4.9: Unsatisfactory

5.0-6.9: Satisfactory

7.0-8.9: Good

9.0-10: Very Good/Outstanding

A grade of "Outstanding" may be awarded to students who obtain a numerical grade of 9.0 or higher. No more than 5% of the students enrolled in a subject in a particular teaching period may receive a grade of "Outstanding." If there are fewer than 20 students in a subject, only one "Outstanding" may be given.

The grade of "Absent," meaning that the student has not been assessed, is given when a student does not participate in any of the subject's examinations, or when, in the opinion of the professor, a student participates in very few examinations.

All descriptive grades included in the assessment reports, except grades of "Unsatisfactory," are final. Descriptive grades of "Unsatisfactory," as well as numerical grades, can be changed in later subject assessments, or in the curricular assessment to which the subject in question belongs. When a student passes an entire curricular area, the descriptive and numerical grades of the subjects included in that area become final.

Because grades are an important element for improvement in the learning process, especially when complemented by tutoring, students must be informed of the results of examinations within a brief time frame established by each school.

#### **4.1.5. Calendar of examinations**

Unless the school establishes different rules, all examinations held during the teaching period must be conducted during class time. All activities for which students are assessed, except for the final thesis presentations, must be held during the teaching period.

#### **4.1.6. Tutorials and academic guidance**

Independently of the grade review process, under the framework for tutorials and academic guidance, students are entitled to have the professor of a subject evaluate their work on any examination and explain the reasons for the grade received.

Tutorials of this sort must be held during the teaching period in which the student is taking the subject or, at the latest, within one month of having started the following teaching period. The professor arranges the tutorial as he or she sees fit, but the student has the right to request that it be conducted face-to-face.

## **4.2. CURRICULAR ASSESSMENT**

### **4.2.1. Definition of curricular area and curricular assessment**

A curricular area is a set of subjects with common educational objectives. For a particular curricular area, students are assessed comprehensively in a process known as curricular assessment.

The first curricular area in any course taught at the UPC is known as the initial stage, and it consists of the 60 ECTS credits that make up the first year of the course. Section 5, "Continuance," establishes the conditions that students must satisfy in the initial stage in order to continue with the course.

In addition to the initial stage, all courses must have at least one other curricular area made up of all other subjects in the curriculum, including the final thesis. All subjects must form part of a curricular area.

### **4.2.2. Right to curricular assessment**

Students have the right to curricular assessment once they have been assessed in all of the subjects that make up a particular curricular area.

In the initial stage, if the minimum performance established by the centre is the full 60 ECTS credits, students also have the right to curricular assessment once the period for passing the initial stage has expired, regardless of whether they have been assessed in all of the subjects. Students are entitled to curricular assessment for the initial stage regardless of the grades they have obtained in any other curricular areas in which they may have enrolled.

### **4.2.3. Relinquishment of the right to curricular assessment**

Notwithstanding the provisions of the previous section, if a student does not wish to be included in a particular curricular assessment process because, having obtained a descriptive grade of "Unsatisfactory" and a numerical grade of 4.0 or better in one or more subjects, he or she wishes to repeat the subjects during the following teaching period, he or she must expressly relinquish the right to curricular assessment. Schools must establish a period prior to the assessment for the presentation of such relinquishments.

Through the same procedure, a student may relinquish the right to all curricular assessment for a particular curricular area. When a student makes such a relinquishment, all of the descriptive and numerical grades included in the assessment reports of the subjects that he or she has passed become final.

### **4.2.4. Mechanism for curricular assessment**

Each school establishes mechanisms for curricular assessment that are based on the results obtained in the subjects that make up each curricular area. Curricular assessment must be conducted by a specific committee. For the curricular assessment of the initial stage, in addition to professors, this committee must include students who have already passed that curricular area. Improvement in performance will be given special consideration in determining the result of the curricular assessment for the initial stage.

At the beginning of each academic year, each school must publish the calendar of curricular assessment for the various courses it teaches.

### **4.2.5. Results of curricular assessment**

Students are notified of the results of their curricular assessment by means of a curricular report.

If the student passes a particular curricular area, his or her final descriptive and numerical grades for each subject are included in the curricular report. The student's numerical grade for the curricular area as a whole, which is the credit-weighted average of the grades obtained for the various subjects of the curricular area, is also included in the curricular report.

If the student does not pass a particular curricular area, the descriptive grade is given as “Pending” and no numerical grade is given.

A student is considered to have passed a curricular area when his or her numerical grade in each of the various subjects, as reflected in the assessment reports, is 5.0 or higher. Once this is the case, the student’s numerical and descriptive grades for that curricular area become final.

The school may establish other conditions that allow a student to pass a curricular area, such as passing all subjects for which he or she has received a descriptive grade of “Unsatisfactory” and a numerical grade of 4.0 or better, provided that his or her cumulative grade point average for the curricular area is equal to or greater than the minimum required by the school (which must be at least 5.0). In exceptional cases documented by a report by the president, the school may consider passing students in subjects for which they have received a numerical grade of less than 4.0.

#### **4.2.6. The initial stage curricular area**

Due to its relationship to the rules set out in Section 5, “Continuance”, the initial stage curricular area has an unusual sort of curricular assessment, which leads to one of the following three situations:

- The student has passed the initial stage. In this case, the information described in Section 4.2.5, “Results of curricular assessment”, is included in the curricular report.
- The student has not passed the initial stage, and the period for doing so has not yet expired. In this case, the curricular report gives a descriptive grade of “Pending” but not a numerical grade.
- The student has not passed the initial stage, and the period for doing so has expired. In this case, the curricular report specifies the subjects passed and a grade of “Failed the initial stage”.

### **4.3. ACQUISITION OF GENERIC COMPETENCIES**

Throughout the educational process, students develop, and are assessed in, generic competencies, by means of either competency-based academic paths or specific subjects.

In a competency-based academic path, students acquire a particular competency over several years. In the various subjects included in the academic path, students carry out activities designed specifically to develop the competency in question.

When competency-based academic paths are used, students are expected to reach different levels of generic competencies as the course progresses.

The generic competency **foreign language** is considered to have been acquired when one of the following requirements is satisfied:

- The student has obtained at least 9 ECTS credits for subjects taught in a foreign language.
- The student has submitted and defended a final thesis in a foreign language.
- The student has earned at least 9 ECTS credits studying abroad under a mobility agreement.

The student can demonstrate proficiency equivalent to level B2.2 of the Common European Framework of Reference for Languages: <http://www.upc.edu/slt/apren-angles-altres-idiomes/certificats>

- **External work placement**

All courses include an offer for some sort of external work placement (e.g. in a company, a public institution, etc.), which is preferably done as an optional subject during the second half of the course. External work placement earns the student between 12 and 30 ECTS credits.

Although one ECTS credit is the equivalent of 25 hours in subjects taken at the UPC, it can represent up to 30 hours of external work placement.

- **Training received at other universities (as part of a mobility program)**

Students who participate in a mobility program at another university in Spain or a foreign country may have up to 6 optional credits recognized.

#### **4.4. APPEALING ASSESSMENT RESULTS**

Students are entitled to appeal the results of their examinations. An appeal may never result in the student receiving a grade lower than the one he or she originally obtained.

##### **4.4.1. Initial appeal of assessment results**

Students may file an appeal with the professor responsible for the subject through the school's established channels within an established period. Regardless of the mechanisms used as a general rule, students may request that a face-to-face review be conducted at any time during the learning process.

##### **4.4.2. Appealing a decision made by the professor responsible for a subject**

The student must file an appeal, explicitly stating the reasons, with the director or dean of the school within seven days of the publication of the grade in question.

In each case, the director or dean will initiate the procedure that he or she deems most suitable for reaching an impartial decision. This procedure must always include a meeting with the professor responsible for the grade. If the chosen procedure includes the naming of a panel, the professor responsible for the grade may not form part of it.

A decision must be reached within 15 days of the appeal. Any procedure adopted must guarantee the student the right to enroll following the resolution of the appeal.

##### **4.4.3. Appealing a credit recognition decision**

If a student wishes to appeal a credit recognition decision, he or she must file a written appeal, explicitly stating the reasons, with the dean or director of the school within seven days of the notification of the decision. The dean or director must reach a decision within 15 days of the appeal.

##### **4.4.4. Appealing a decision by the dean or director of the school**

Appeals against decisions made by the dean or director of the school with regard to grades or the recognition of credits must be lodged with the president within one month and one day of notification of the decision.

#### **4.5. CERTIFICATION OF RESULTS**

For subjects that make up a curricular area that the student has not passed, only descriptive grades are certified, unless the student has definitively relinquished the right to curricular assessment, in which case numerical grades are also certified.

For subjects that make up a curricular area that the student has passed, the descriptive and numerical grades that appear in the curricular report are certified.

#### **4.6. SAFEKEEPING OF ASSESSMENT DOCUMENTS**

In order to ensure that reviews can be conducted, professors are required to keep all documents on which assessments are based, except those which have been corrected and returned to the students, for at least three months. Similarly, the school is required to keep, for at least three months, all documents on which curricular assessments and credit recognitions are based, together with the rest of the documentation in the student's academic record.

Final theses must be kept for the period established in the applicable legislation. In the event that an appeal is filed, the relevant documents must be kept until a final decision is reached.

#### **4.7. MONITORING STUDENTS' ACADEMIC PERFORMANCE**

Schools monitor students' academic performance using (among other indicators) the academic performance parameter, defined as the total number of credits passed by a student in a particular teaching period divided by the total number of credits for which he or she is enrolled. On the basis of this parameter, actions are taken to improve the students' learning process.

#### **4.8. WEIGHTING OF ACADEMIC RECORDS AND CALCULATION OF FINAL GRADES**

Grades at the UPC are given on a scale of 0 to 10. In accordance with Section 4.5 of the appendix of Royal Decree 1044/2003 of 1 August, which establishes the procedure by which universities issue the European Diploma Supplement, and Article 5.3 of Royal Decree 1125/2003, which establishes the European Credit Transfer System and the official university degree system, a student's academic record is weighted and his or her overall grade is calculated according to the following criteria. Each credit passed by the student is multiplied by the value of the corresponding grade. The resulting values are then added, and the resulting sum is divided by the total number of credits passed.

Credits without grades are not taken into account for the purposes of weighting academic records.

The resulting overall grade can be expressed on the scale of 0 to 10, or on a scale of 0 to 4, according to the following equivalency table:

Unsatisfactory: 0 points

Satisfactory/Passed: 1 point

Good: 2 points

Very Good: 3 points

Outstanding: 4 points

Recognized/Validated: Points are awarded on the basis of the grades originally obtained, except in the case of validated credits from higher training cycles.

If a student's academic record does not show all of his or her grades on a scale of 0 to 10, and it is necessary for the grades to be reflected in this way in order to weight the academic record and calculate the overall

grade, or if the academic record includes validated or adapted grades with no numerical value, the following equivalency table is applied:

Unsatisfactory: 2.5

Satisfactory: 5.5

Good: 7.5

Very Good: 9

Outstanding: 10

This weighting is also applied when students transfer to the UPC from another university.



## 5. CONTINUANCE

(Approved at the plenary session of the Board of Trustees on 21 April 2009)

### Introduction

Article 46.3 of Organic Law 6/2001, on Universities (published in the BOE on 24 December 2001), and Article 59 of the UPC Statutes, approved by Decree 225/2003 (published in the DOGC on 7 October 2003), establish that the Board of Trustees is responsible for setting the continuance rules that apply to students at the UPC.

The UPC is responsible for ensuring a rational use of the resources that society allocates to it, for guaranteeing that its graduates are suitably qualified and, as a public service, for admitting as many students as possible. To help its students achieve adequate performance, the UPC must require that they dedicate sufficient time to studying and use the resources at their disposal responsibly.

The continuance rules that apply to students at the UPC must reflect two important aspects. First, according to the Organic Law on Universities and the basic regulations approved by the government, universities must establish procedures for the admission of students to their schools. Second, there is a considerable personal and social impact when students drop out towards the end of a university course, by which time they have made a significant personal effort and many social resources have been invested in their education.

With emphasis on the first year and, in particular, the initial stage of a course, these continuance rules set out general criteria designed to reorient students towards more appropriate degree courses, when necessary. The rules also establish how students' academic progress should be monitored after the initial stage of a course, as well as what individual actions should be taken in cases of low performance, which, considering the educational and assessment-related criteria set out in the curricula, should be exceptional.

The proper functioning of these rules depends on the measures taken with regard to teaching quality and the concordance of the academic and enrollment-related rules formulated by the Board of Governors. It is also essential that students take these continuance standards into account when enrolling.

The following concepts are used in these continuance standards:

- Course or curriculum: The set of subjects that lead to one of the bachelor's degrees taught at the UPC.
- Passed credits: The sum of the credits corresponding to subjects that a student has passed.
- Initial stage: The 60 ECTS credits corresponding to the first year of a course.
- Teaching period: The period between one enrollment period and the next.
- Academic year: Two consecutive semesters.

### 5.1. SCOPE OF APPLICATION

These rules apply to all students enrolled in courses leading to an official degree at the UPC, except for double-degree courses taught in collaboration with other universities, which are governed by specific agreements.

### 5.2. COURSE SCHEDULES

UPC bachelor's degree courses can be taken on a full-time or part-time basis.

Part-time students may enroll in a maximum of 36 ECTS credits per year (18 ECTS credits per semester) for the duration of their course of study.

When beginning a course, students may choose between the full-time and part-time options without having to justify their choice. When a student formally enrolls for the first time, he or she must formally specify on the enrollment form which course schedule he or she wishes to follow. Thereafter, with each subsequent enrollment, the student is automatically signed up for the same course schedule, unless he or she files a request to switch to the other schedule and is granted permission to do so.

As a general rule, students are not allowed to switch schedules once they have begun the course. Nevertheless, in exceptional cases, following the submission of a duly justified request, the school may authorize a change of schedule. Such requests must be filed with the secretary of the school during the enrollment period. In cases where the student wishes to switch from full-time to part-time, he or she must also submit supporting documentation.

### 5.3. CALCULATION OF CREDITS FOR CONTINUANCE PURPOSES

Credits obtained by means of validation or recognition are not taken into account for the purposes of the application of Section 5.4, "Minimum performance in the first academic year," and Section 5.8, "Minimum performance after passing the initial stage credits established by the school."

### 5.4. MINIMUM PERFORMANCE IN THE FIRST ACADEMIC YEAR

As a general rule, a student who enrolls in a bachelor's degree course must pass at least 12 ECTS credits in his or her first academic year at the UPC, regardless of the number of credits for which he or she enrolls.

If the student fails to meet this requirement, he or she is removed from the course and is barred from beginning any other course taught at the same school that shares the same initial stage.

Students who join a course after having studied in another university course are given special consideration. Students who, under the established enrollment rules, are unable to enroll in 12 or more ECTS credits in their first year must pass all of the credits for which they enroll.

### 5.5. MINIMUM PERFORMANCE IN THE INITIAL STAGE OF A DEGREE COURSE

At the UPC, all courses leading to an official bachelor's degree begin with an initial stage that corresponds to the 60 ECTS credits of the first academic year.

Notwithstanding that set out in Section 5.4, "Minimum performance in the first academic year," students must pass the minimum number of credits established by the school for the initial stage of the course, as a function of the schedule being followed (i.e. full-time or part-time). This minimum may be anywhere between 42 and 60 ECTS credits.

- **Full-time students** have up to two academic years to pass the minimum number of credits for the initial stage of the course.
- **Part-time students** have up to four academic years to pass the minimum number of credits for the initial stage of the course.

Students must pass the minimum number of credits for the initial stage regardless of the schedule they are following (i.e. full-time or part-time) and the number of credits for which they have enrolled.

If a student does not pass the minimum number of credits for the initial stage within the established time frame, he or she is removed from the course and is barred from beginning any other course taught at the same school that shares the same initial stage.

## **5.6. DEFERRAL OF THE CALCULATION OF TIME FOR CONTINUANCE PURPOSES**

Students in their first academic year or the initial stage of a course who are forced to temporarily drop out under exceptional circumstances may file a request with the director or dean asking that a specified period of time not be counted for continuance purposes, as set out in Section 5.4, "Minimum performance in the first academic year," and Section 5.5, "Minimum performance in the initial stage of a degree course".

Under no circumstances may a deferral be granted for a teaching period for which the student has already received grades.

## **5.7. CONTINUITY**

By virtue of the delegation of the president, the director or dean of the school may, under duly justified circumstances, extend the period established in Section 5.4, "Minimum performance in the first academic year," and Section 5.5, "Minimum performance in the initial stage of a degree course".

With proper justification and prior to the deadline indicated each year in the enrollment rules, a student may also file a request with the director or dean of the school to extend the period for passing the minimum number of credits for the first year or for demonstrating minimum performance in the initial stage of the course.

If the student is not satisfied with the decision of the director or dean, he or she may lodge an appeal with the president within one month and one day of notification of the decision.

A student removed from a course under the provisions of Section 5.4, "Minimum performance in the first academic year", or Section 5.5, "Minimum performance in the initial stage of a degree course", may, only once, begin the same course at another UPC school or another course at the UPC that does not share the same initial stage, provided that he or she has obtained a place on the course by means of the preregistration process or by following the current rules for admission.

If, having been removed from a course, a student wishes to start studying the same course again or a different course that shares the same initial stage, he or she may do so once two years have passed from the date of removal, provided that he or she has obtained permission from the president, and that he or she has obtained a place on the course by means of the preregistration process or by following the current rules for admission.

## **5.8. MINIMUM PERFORMANCE AFTER PASSING THE INITIAL STAGE CREDITS ESTABLISHED BY THE SCHOOL**

Once a student has passed the credits required in the initial stage of a course, his or her academic performance parameter is calculated at the end of each teaching period. This parameter is defined as the total number of credits passed divided by the total number of credits for which the student enrolled.

The school tracks its students' progress using this parameter. In order to ensure that resources are being used properly, the school applies academic measures and tutorial-based academic consulting mechanisms when a student's academic performance parameter falls below 0.5 for two consecutive teaching periods (if the academic year is divided into semesters) or one teaching period (if the academic year has a single teaching period). In addition to the general academic measures applied, the student's enrollment may be restricted. Students who disagree with the decisions of their tutors may lodge an appeal to the director or dean of the school.

Notwithstanding the above, in any bachelor's degree course at the UPC, any student who obtains an academic performance parameter of less than 0.3 for three consecutive teaching periods (if the academic year is divided into semesters) or two consecutive teaching periods (if the academic year has a single teaching period) will automatically be removed from the course, except in duly justified cases.

If the above occurs, the school must submit a personalized report to the president. If the president decides that removal is justified, the student is excluded from the course for up to two years.

In duly justified cases, for the purposes of the rules set out in this section, the school may choose not to take into account a student's academic performance parameter for a particular period.

A student removed from a course under the provisions of this section may, with the school's permission, start studying again in the same course once the exclusion period has ended.

#### **5.9. NOTIFYING THE BOARD OF TRUSTEES OF STUDENTS' PROGRESS**

Once a year, each school must send the Board of Governors a report on its students' progress, with explanations of the criteria applied and the measures adopted. The Board of Governors forwards the reports to the Board of Trustees.

#### **5.10. CLARIFICATIONS OF THE CONTINUANCE RULES**

The Board of Trustees is responsible for making any necessary clarifications with regard to the interpretation of these continuance rules.

#### **FINAL PROVISIONS**

**First.** These academic regulations are valid for the 2010-2011 academic year.

**Second.** At the very latest, these academic regulations must be revised three years after the date on which they come into force.

## **6. APPLICATION FOR THE DEGREE CERTIFICATE AND THE EUROPEAN DIPLOMA SUPPLEMENT**

### **6.1. THE RIGHT TO APPLY FOR A DEGREE CERTIFICATE AND THE EUROPEAN DIPLOMA SUPPLEMENT**

Once a student has met all of the corresponding requirements, he or she is entitled to apply for the degree certificate and the European Diploma Supplement.

### **6.2. REQUIREMENTS**

In order to apply for a UPC bachelor's degree certificate, students must meet the following requirements:

- They must have passed all of the required credits in the course leading to the degree in question.
- They must have enrolled in and completed at least 60 ECTS credits as part of the course leading to the degree in question. These 60 ECTS credits may not include any recognized or validated credits from other courses.
- They must be able to certify acquisition of the generic competency foreign language, in accordance with the conditions established in Section 4.3, "Acquisition of generic competencies".

A student who has completed a course is also entitled to apply for the European Diploma Supplement. He or she may do so at the same time as he or she applies for the degree certificate, or at any time thereafter.

### **6.3. APPLYING FOR A DEGREE CERTIFICATE**

To apply for a degree certificate, the student submits the standardized form to the president of the UPC.

For a Spanish student, the personal information provided on the form must correspond to that which appears on his or her valid national ID card. For a foreign student, the personal information provided on the form must correspond to that which appears on his or her valid passport, resident card or identity card. In all cases, a photocopy of the identification provided, validated by the school's secretary, must be attached to the form. Any foreign student applying for the European Diploma Supplement must provide a valid passport.

If the student's name contains diacritic marks not shown on his or her identification, he or she may add these on the application if he or she wants them to appear on the degree certificate and the European Diploma Supplement. The student's personal information will appear on the degree certificate and the European Diploma Supplement according to the criteria indicated on the application. If no criteria are indicated, standard conventions will apply.

If the student's official identification does not reflect changes made at a later date to the student's personal information, the student may attach a certificate from the civil registry if he or she wants these changes to appear on the degree certificate and the European Diploma Supplement.

### **6.4. PAYMENT OF FEE**

In order to obtain a degree certificate and/or the European Diploma Supplement, students must pay the corresponding fee established each year by the decree that sets the fees for the provision of academic services at Catalan public universities. If a student is entitled to one of the exemptions listed in this decree, he or she must provide supporting documentation.

## **6.5. PROOF OF PAYMENT**

Once the student has paid the fee for the degree certificate and/or the European Diploma Supplement, the school provides him or her with proof of payment. This proof of payment also serves as proof that the student is a holder of the degree in question and entitles him or her to all rights thereto pertaining under the current legislation.

Students must pick up the proof of payment in person and present a valid official form of identification. If a student is unable to pick up the proof of payment in person, he or she may authorize another person by power of attorney. That person will need to show the original power of attorney or a certified photocopy when picking up the proof of payment. The student may also ask the school to send the proof of payment to the Ministry-authorized public office located nearest to his or her residence, if he or she lives outside of Barcelona province, or to the nearest embassy or consulate of Spain or of the student's country of nationality, if he or she lives abroad.

The student may also file a request with the school for a provisional certificate for the purposes of joining a professional association, filing paperwork with foreign governments, etc. In accordance with current legislation, the student may choose to have this certificate issued in either Catalan or Spanish.

## **6.6. DUPLICATES**

If a student requires a duplicate of either certificate, he or she must submit the documents mentioned above, the original degree certificate and/or the European Diploma Supplement, and supporting documentation that justifies the request for a duplicate.

If the student requires a duplicate of either certificate because the original has been lost, he or she must publish an announcement in the BOE to this effect. The student may request the duplicate one month after the publication of the announcement in the BOE.

## **6.7. NOTIFICATION OF RECEIPT OF THE DEGREE CERTIFICATE AND/OR EUROPEAN DIPLOMA SUPPLEMENT**

Once the school has received a student's degree certificate and/or the European Diploma Supplement, it notifies him or her in writing and provides instructions on how to pick up the certificate(s). This notification is sent to the address indicated on the application.

## **6.8. COLLECTING THE DEGREE CERTIFICATE AND/OR EUROPEAN DIPLOMA SUPPLEMENT**

The student must collect his or her degree certificate and/or the European Diploma Supplement in person and show a valid official form of identification. If the student is unable to collect the certificate(s) in person, he or she may authorize another person to do so by power of attorney. That person will need to show the original power of attorney or a certified photocopy when collecting the certificate(s). The student may also ask the school to send the degree certificate and/or the European Diploma Supplement to the Ministry-authorized public office located nearest to his or her residence, if he or she lives outside of Barcelona province, or to the nearest embassy or consulate of Spain or of the student's country of nationality, if he or she lives abroad.

If the student reapplies for the degree certificate and/or the European Diploma Supplement in order to have his or her name appear in any form other than that indicated on the original application, he or she must pay the fee for a duplicate certificate.

## **6.9. SIGNING THE DEGREE CERTIFICATE**

Once the student has checked that the information on the degree certificate is correct, he or she must sign both it and the school's register as proof that he or she has received the certificate.

The student must also sign a declaration stating that he or she has received the European Diploma Supplement.