

ACADEMIC REGULATIONS FOR MASTER'S DEGREE COURSES AT THE UPC 2012-2013 ACADEMIC YEAR

This document is a translation of the original Catalan version of the 2012-2013 academic regulations for master's degree courses, which was approved by the Teaching and Students Committee of the Governing Council on 30 Mai 2012 and by the Governing Council on 12 June 2012 (agreement 105/2012, for approval, if required, by the Board of Trustees).

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

**Office of the Vice-Rector for Academic Policy
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Table of contents

Introduction	4
1. Academic organization of the master's degree	5
2. Admission to master's degree courses	6
2.1. Admission information	6
2.2. Requirements for admission	6
2.3. Specific admission requirements and criteria for assessment of merits and selection	7
2.4. Student admission	7
2.5. Visiting students	8
3. Enrolment	9
3.1. Enrolment periods and pre-enrolment information	9
3.2. Academic requirements for enrolment	9
3.3. Re-enrolment for a new semester/academic year	10
3.4. Enrolment and prices	10
3.5. Reimbursement of enrolment fee	10
3.6. Withdrawal of enrolment	11
3.7. Modification of enrolment	12
3.8. Provisional enrolment	12
3.9. Reserving a place	12
3.10. Enrolment and continuance policy	13
3.11. Enrolment for the master's thesis	14
4. Credit recognition and transfer	14
4.1. Credit recognition: general criteria	14
4.1.1. Recognition of credits awarded for official university courses of study	15
4.1.2. Recognition of credits awarded for non-official university courses of study (university-specific degrees)	16
4.1.2.1. University-specific degrees replaced by official degrees	16
4.1.3. Recognition of credits for professional experience	17
4.2. Credit transfer	17
Annex. Legalization of documents issued abroad	18
Annex. Translation of documents issued abroad	19
5. Assessment and grading system	20
5.1. Student rights and obligations during the assessment process	20
5.2. Master's theses	21
5.3. Assessment results	21
5.4. Tutoring and academic guidance	22
5.5. Credit recognition for other academic activities	22
5.6. Work placement	23
5.7. Review of assessment results	23
5.8. Storage of assessment documents	24
5.9. Weighting of student records	24
6. Continuance policy for master's degree courses	25
Introduction	25
6.1. Area of application	25
6.2. Minimum performance during the first academic year	25
6.3. Maximum period of study	25
6.4. Continuity	26
6.5. Monitoring the academic progress of students	26
6.6. Submission of the student progress report to the Board of Trustees	26
6.7. Clarifications of the continuance policy	26
First final provision and second final provision	26

7. Issue of degree certificate and the European diploma supplement	27
7.1. Right to the issue of a degree certificate and the European Diploma Supplement	27
7.2. Conditions for issue of degree certificate.....	27
7.3. Request for issue of degree certificate	27
7.4. Payment of fees.....	28
7.5. Certificate of payment	28
7.6. Duplicate copies.....	28
7.7. Notification of receipt of degree certificate and/or the European Diploma Supplement	28
7.8. Collection of degree certificate and/or the European Diploma Supplement.....	29
7.9. Signing of degree certificate	29
Final provisions	
Appeals.....	30
Review of assessment results.....	30
Appeals against resolutions made by the school or university research institute	30

ACADEMIC REGULATIONS FOR MASTER'S DEGREE COURSES AT THE UPC

Introduction

The reform of university courses within the framework of the European Higher Education Area (EHEA) will apply to undergraduate and postgraduate courses, which will be divided into the following three cycles:

1. A first cycle of undergraduate study, leading to the award of an official bachelor's degree.
2. A second cycle of postgraduate study, leading to the award of an official master's degree.
3. A third cycle of doctoral study, leading to the award of an official doctoral degree.

The reform is intended to create a Europe-wide system for integrating and harmonising the higher education courses taught at universities in the European Union. The process also promotes the mobility of students and future professionals.

Master's degrees give students advanced specialised or multidisciplinary training to prepare them for further academic study and research or for professional practice.

Official master's degree courses have a minimum study load of 60 ECTS credits and a maximum of 120, which are divided between theoretical and practical work through which students acquire the competencies outlined in the course curriculum.

The distinction must be made between master's degrees providing access to regulated professions and all other master's degrees.

For the first type, the Government has established the conditions that must be met by the items in the curricula, which must be designed so as to provide the necessary competencies to work in the profession.

The regulations set out in this document apply to master's degrees of the second type taught at the UPC.

The Governing Council is responsible for approving the academic regulations for master's degree courses at the UPC and reviewing them each year to ensure compliance with possible amendments to the rules governing their application, and changes to internal criteria with respect to the previous academic year.

Area of application

These regulations are applicable to all students enrolled in official master's degree courses at the UPC. The conditions for joint master's degrees between the UPC and other universities will be established in the specific agreement applicable in each case.

1. Academic organisation of the master's degree

The school or university research institute is the unit that draws up and processes proposals for master's degrees, appoints a person responsible for them and organises the mechanisms for monitoring and improving the courses. It also reports on the master's degrees to the competent bodies of the participating units, if appropriate, and directly to the Governing Council if said units so determine.

The school or university research institute assumes the following responsibilities:

- Drafting and submitting the master's degree course proposal.
- Student admission (which includes determining the appropriate selection criteria).
- Assessing the academic value of recognised credits awarded for previous official courses of study, for duly accredited professional experience or for credits from courses leading to the award of a different degree (university-specific degree).
- Establishing personalised curricular pathways and enrolment plans on the basis of the recognised credits awarded.
- Monitoring and recording the academic progress of students.
- Drawing up collaboration proposals for professionals from outside the UPC's teaching and research staff (PDI).
- Coordinating all public information and announcements regarding the master's degree course.

The coordinating administrative unit can be a school, a university research institute or a transversal management unit of the UPC. This unit is responsible for the administrative management of the course, which includes pre-enrolment, enrolment, student records and certificates.

2. Admission to master's degree courses

2.1. Admission information

The school or university research institute will make at least the following information available before the start of the pre-enrolment period:

1. Resources, locations (if applicable), dates and times for pre-enrolment, admission and enrolment.
2. The number of places available.
3. The specific admission requirements and criteria for assessment of specific merits and candidate selection.
4. The curriculum for the degree.
5. The study load (full- or part-time).
6. The mode(s) of delivery.
7. The language(s) of instruction.

2.2. Requirements for admission

Official master's degrees are open to holders of an official Spanish university degree or holders of an official university degree awarded by a university that is part of the European Higher Education Area which allows access to master's degree courses in the country in which it was awarded.

Official master's degrees are also open to holders of a university degree awarded by a university in a country that is not part of the European Higher Education Area without the need to obtain official recognition for the degree. However, the University must verify that the course of study corresponds to a level of education equivalent to an official Spanish university degree and that the qualification obtained would provide admission to a master's degree in the country of award. To this end, the school or university research institute teaching the master's degree may request any documentation deemed necessary for the purposes of verification.

Admission following this process under no circumstances implies the official recognition of the degree or its acceptance for any other purpose except admission to the master's degree course.

Students in possession of university degrees corresponding to study plans previous to the introduction of Royal Decree 1393 of 29 October 2007, amended by Royal Decree 861 of 2 July 2010, will be considered for admission to an official master's degree provided that they

- hold an official bachelor's degree;
- hold an official university diploma.

These students will be granted admission to a master's degree in any discipline taught at the UPC, subject to approval by the school or university research institute, in accordance with the specific admission requirements and criteria for assessing individual merits.

2.3. Specific admission requirements and criteria for assessment of merits and selection

The specific admission requirements are set by the school or university research institute and are intended to guarantee equal treatment of all suitably qualified candidates. The master's degree committee will consider the strength of candidates' academic records and their foreign language skills. As part of the selection process, candidates may also be required to complete an entrance examination or to provide information on specific merits related to the degree course for which they are applying.

Evaluation of academic records will be carried out in accordance with the conditions stated in Subsection 5.9 of these regulations, "Weighting of student records".

The school or university research institute will announce the specific admission requirements and criteria for assessing individual merits and candidate selection for each master's degree before the opening date for pre-enrolment. This information will be published on the UPC website and may also be announced through other channels, as determined by the master's degree committee.

2.4. Student admission

The school or university research institute will assess admission requests according to the corresponding selection criteria and will publish the list of successful candidates. It must also establish the specific syllabus for each student according to the number of recognised credits (if any) awarded for previous official university courses of study.

If students disagree with the decision by the school or university research institute, they may appeal to this unit and, if necessary, lodge an extraordinary appeal with the rector of the UPC.

As a general rule, students will only be admitted to the master's degree course if, at the time of enrolment, they meet the general and specific admission requirements for the master's degree described in Sections 2.2 and 2.3 of these regulations.

If the applicant's degree has not been officially recognised, the University must first verify that the course of study corresponds to a level of education equivalent to an official Spanish university degree and that the qualification obtained would provide admission to postgraduate study in the country of award.

The school or university research institute is responsible for establishing the mechanisms and procedures for dealing with requests of this type. Documents issued outside Spain must be submitted following the requirements stated in Section 4 of these regulations, "Credit recognition and transfer".

Admission following this process under no circumstances implies the official recognition of the degree or its acceptance for any other purpose except admission to the master's degree course. If the student successfully completes the master's degree, the

qualification obtained will have full official validity.

2.5. Visiting students

Visiting students are students from other universities who join a master's degree at the UPC as part of their education, and whose enrolment fees are not covered by a specific mobility programme or exchange agreement.

Visiting students are entitled to assessment and to receive official certification upon completion of the course. Visiting students will only be granted the same rights as UPC students if they have been admitted to a master's degree taught at the UPC. In this case, the credits they obtain as visiting students (up to a maximum of 24 ECTS credits) will be added to their UPC transcript.

The fees applicable to visiting students are determined each academic year through an agreement with the Economic Committee of the Board of Trustees.

The school or university research institute is responsible for overseeing the pre-enrolment and admission processes for visiting students and for establishing the specific conditions applicable to them (documents to submit, admission criteria, and the body responsible for final selection decisions).

3. Enrolment

3.1. Enrolment periods and pre-enrolment information

The general enrolment periods at the UPC are published in the academic calendar for master's degree courses.

Enrolment for master's degree courses at the UPC is open at the beginning of each semester. However, students who are applying for a grant must enrol for 60 ECTS credits.

The school or university research institute will publish the following information prior to enrolment at the beginning of each academic year:

1. The dates and schedules of the enrolment process, adapted to the UPC academic calendar.
2. The list of subjects taught in the two semesters of the academic year and their respective 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 enrol, as established in Section 3.2, "Academic requirements for enrolment".
4. The deadlines for having credits recognised.
5. The conditions that apply to registration, enrolment and the presentation of the master's thesis, including deadlines.
6. 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, the grading method to be used and the weighting of assessed activities for the calculation of the final mark.
7. The documents that students must present when they formally enrol.

3.2. Academic requirements for enrolment

Students enrolling for master's degree courses at the UPC must obtain the total number of credits stipulated in the curriculum to obtain the official qualification. However, students must enrol for and obtain a minimum of 60 ECTS credits, including the master's thesis.

The minimum credit requirement will not include credits that do not form part of the curriculum, such as those corresponding to recognition of courses taken previously, accredited work experience, or other academic activities that the students may undertake simultaneously with the master's degree.

Consequently, students enrolled in a master's degree course with a total value of 60 ECTS credits must successfully complete all of the credits on offer.

As stipulated in Section 4 of these regulations, "Credit recognition and transfer", the school or university research institute is responsible for deciding the number of credits for which each student must enrol. Enrolment is subject to any credits that can be

recognised for accredited previous training and any knowledge, competencies and skills obtained in other university courses or for accredited work experience.

Depending on the number of credits recognised for previous courses of study, students enrolling for a master's degree course with a total value of 60 ECTS credits who are unable to study the minimum number of credits will be offered replacement subjects to make up the minimum requirement of 60 ECTS credits.

Students can enrol for a maximum of 72 ECTS credits during each academic year and must enrol for a minimum of 36 ECTS credits per year.

Students who have obtained the total number of optional credits stipulated in the curriculum or who have successfully completed all of the credits required for the degree may not enrol for more credits on the same degree course.

3.3. Re-enrolment for a new semester/academic year

As a general rule, students enrolling for subjects of a new semester or academic year (two semesters) must list all core subjects:

- 1) for which they did not enrol or received marks of "Fail" or "Absent" during previous semesters or academic years according to the curriculum;
- 2) for which they received marks of "Fail" during the same semester or academic year according to the curriculum, if they form part of the master's degree curriculum in that teaching period.

In extraordinary circumstances, the school or university research institute may establish additional criteria or grant exceptions to the regulations outlined above.

3.4. Enrolment and prices

The items and prices applicable to enrolment for master's degrees are governed by regulations on the pricing of public education services published each year by the Catalan government (Generalitat de Catalunya).

3.5. Reimbursement of enrolment fee

Enrolment fees will only be reimbursed as a result of specific circumstances outlined in the UPC's budget regulations:

1. Due to changes in enrolment fees payable.

Enrolment fees are determined on the basis of the documentation submitted. Once the exact fees have been calculated taking into account current public subsidies, the difference will be returned. Documents must be submitted within one month of enrolment, and before the deadlines stated below. The University may refuse to reimburse students who do not submit the documentation within the specified period.

- Enrolment formalised during the Autumn semester: until 31 October.
- Enrolment formalised during the Spring semester: until 30 March.

The deadline will be extended to 31 December in the case of students awaiting the renewal of their accreditation as members of large families, subject to provision at the time of enrolment of supporting documentation and a certified statement of the specific category in which they wish to be considered.

In the event of circumstances arising after enrolment, students will be given one month to submit their requests for the return of enrolment fees. The University may refuse to reimburse students who do not submit their request within the specified period. Examples of such circumstances include

- Award of a grant or bursary, provided that the funding agreement covers the enrolment fees.
2. Serious illness or accident, subject to the provision of supporting documentation. Students must complete the corresponding reimbursement form and submit it together with an official medical report outlining the date of diagnosis and the estimated recovery period. These documents must be submitted within one month of enrolment, and before the deadlines stated below. The University may refuse to reimburse students who do not submit the documentation within the specified period.
 - Enrolment formalised during the Autumn semester: until 20 November.
 - Enrolment formalised during the Spring semester: until 20 April.
 3. Reassignment of pre-enrolment places. Students affected by the reassignment of pre-enrolment places can request the return of fees corresponding to specific credits and mandatory health insurance within one month of enrolment for the new course at the school or university research institute. Students who do not submit their request within the specified period may not receive reimbursement.
 4. If students are forced to modify their enrolment details as a result of changes to a subject timetable or examination date, or due to cancellation of a subject, they may request reimbursement of the corresponding fees within a period of two months from acceptance of the modification by the school or university research institute. The University may refuse to reimburse students who do not submit their request within the specified period.

3.6. Withdrawal of enrolment

As a general rule enrolment is non-reversible. However, subject to the provision of supporting documentation, new students are entitled to request the total withdrawal of their enrolment within a period of two months after the start of the corresponding teaching period. Only one request of this type will be permitted.

In exceptional circumstances, requests for the withdrawal of enrolment can also be made once this period has elapsed.

Requests must be submitted to the coordinating school. Students who withdraw their enrolment and have not reserved a place on the degree course will be entitled to automatic admission to the same master's degree upon submission of a new admission request.

Approval of requests for withdrawal of enrolment does not automatically entitle students

to reimbursement of the enrolment fee. Reimbursements will only be sanctioned in the case of serious illness or accidents. Payments will be made within the periods established in the UPC's Budget Regulations.

Requests for withdrawal of enrolment will be dealt with by the school or university institute offering the master's degree.

3.7. Modification of enrolment

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

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

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

In exceptional circumstances, and subject to the provision of supporting documentation, the school or university institute will consider requests for modification and/or cancellation of enrolment.

If required, cancellation of enrolment must be completed within the first four weeks of the semester/academic year.

3.8. Provisional enrolment

The school or university institute may formalise enrolment on a provisional basis for students who meet the general and specific admission requirements established in Subsections 2.2 and 2.3 of these regulations, respectively, but who have not received the definitive copies of supporting documentation or who have not completed other administrative requirements (such as legalisation and/or translation of documents issued outside Spain).

As a general rule, students must provide the final documentation before the assessment period of the degree in question. Those failing to do so will have to submit a new admission request to be re-admitted to the degree course.

Foreign students must provide the following identifying documents:

- To apply for admission, an identify card or passport issued by their country or a Spanish alien identification number.
- To enrol, a passport initially and the alien identification number within 3 months of enrolment.

3.9. Reserving a place

Students may submit a request to reserve a place on a master's degree course at the UPC if they have been assigned a place but are unable to begin the course at the required time due to extraordinary circumstances.

Requests must be submitted to the unit coordinating the master's degree within the general enrolment period. Students who do not submit the request within this period will lose the right to reserve a place.

Requests to reserve a place on a master's degree course confer the same rights as enrolment. Once the request has been successfully processed, the interested party is considered a full UPC student and an academic record is opened. To formalise the reservation, students must pay the academic administration fee established in the current decree governing enrolment fees for public university education.

Places are reserved for one or two semesters (if admission is semestral) or at most one academic year (if admission is annual). In exceptional circumstances this period may be extended, subject to the provision of supporting documentation.

Students who do not begin a course of study within the reservation period will lose their place on the course.

3.10. Enrolment and continuance policy

Students in the first year of a master's degree who need to interrupt their education because of exceptional circumstances may request an extension so that they do not exceed the maximum period of study permitted for their course.

Extensions are granted by the school or university research institute teaching the master's degree. Requests must be submitted to the unit responsible for the administration of the master's degree at the start of the teaching period. In exceptional circumstances, and subject to the provision of supporting documentation, requests can also be made once the teaching period has begun, provided that no assessment activities have been completed.

Extensions are awarded for a maximum of four semesters or two academic years. This maximum period may only be extended in the case of serious illness or accident.

3.11 Enrolment for the master's thesis

Students carrying out their master's thesis must enrol for it in accordance with the structure of their curriculum. Enrolment is valid for two consecutive semesters and students must enrol again if they go beyond this period.

Whether they start in the autumn or spring semester, if students do not defend their thesis in the semester for which they are enrolled, they must enrol in the following semester. In the new enrolment they do not have to pay for the credits corresponding to the master's thesis, but only the administrative services (management of the academic record, support to learning and student insurance, if applicable).

4. Credit recognition and transfer

In accordance with the provisions made in Royal Decree 1393 of 29 October 2007, amended by Royal Decree 861 of 2 July 2010, on the organisation of official university courses of study, credit recognition is granted by the school or university research institute for credits obtained in previous official university courses, which will then count towards the total credits required for award of the official master's 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.

Students may request recognition of credits obtained in other official university courses or courses leading to the award of university-specific degrees, as established in Article 34.1 of Organic Law 6/2001 of 21 December, on Universities, and for duly accredited professional experience, provided that it is related to the core competencies of the degree course in which they are enrolled.

Credit transfer refers to the inclusion of all credits obtained in previous official courses of study, but which did not lead to the award of an official degree qualification, in the official documents accrediting the subjects completed by students of official master's degrees.

All of the credits obtained by students in official courses studied at other universities in the EHEA, all recognised credits, all credits obtained in the master's degree course and all transferred credits will be included in the academic transcript and listed in the European diploma supplement, according to the provisions made in Royal Decree 1044 of 1 August 2003, which governs the procedure for the issue of the European diploma supplement.

4.1. Credit recognition: general criteria

According to Royal Decree 1393/2007 of 29 October, amended by Royal Decree 861/2010 of 2 July, 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 also be recognised for subjects taken as part of courses leading to the award of university-specific degrees and for duly accredited professional experience, subject to the requirements established in Sections 4.1.2 and 4.1.3, respectively, of these regulations.

The combined number of credits recognised for university-specific degrees and professional experience may not exceed 15% of the total credit load established in the curriculum.

However, in exceptional cases, students requesting recognition of credits obtained in university-specific degrees that have been phased out and replaced by an official master's degree may be granted recognition of over 15% of the total credit load established in the curriculum or for all of the university-specific credits obtained, subject to the conditions established in Section 4.1.2.1, "University-specific degrees replaced by

official master's degrees".

Independently of the number of credits for which recognition is requested, to have the right to apply for an official UPC master's degree certificate students must have enrolled in and successfully obtained a minimum of 60 ECTS credits. These credits cannot include recognised or validated credits from other official or university-specific courses of origin or credits recognised for accredited professional experience.

Credits are only recognised if they were obtained for subjects studied at the institution from which the previous qualification was issued. Under no circumstances will recognition be granted for previously recognised, validated or adapted credits.

When recognition is requested for credits obtained in an official course or a university-specific degree that has been replaced by an official master's degree (Section 4.1.2.1), the marks awarded in the course of origin are maintained and taken into account in the scaling of the academic record. In the case of credits for duly accredited professional experience or for subjects taken as part of university-specific degrees, no mark can be included in the UPC academic record, and the credits have no bearing on the scaling of the academic record.

As established in Royal Decree 861/2010, credits obtained for master's theses will not be recognised. Consequently, all students must enrol for and obtain the credits for these activities as defined in the UPC master's degree curriculum.

The effect of credit recognition on enrolment fees will be determined in accordance with current regulations governing the pricing of public education services in Catalan universities, applicable to courses leading to the award of an official degree qualification valid throughout Spain.

The school or university research institute are authorised by the rector to handle all requests for credit recognition. Each committee will establish and publish the conditions, procedures and deadlines for the recognition of credits in the student's academic transcript.

Requests for recognition of credits obtained at universities outside Spain must be accompanied by supporting documentation. All documents issued outside Spain must have been officially awarded by the relevant bodies and duly legalised (and translated, when applicable).

4.1.1. Recognition of credits awarded for official university courses of study

Credits awarded for official university courses of study can only be included in a student's academic record for a master's degree at the UPC if they were earned as part of another master's degree or a second-cycle degree governed by previous regulations. In the case of first- and second-cycle courses, only the credits corresponding to the second-cycle subjects can be recognized.

The credits of courses regulated by Royal Decree 778/1998 may be recognized provided that 60 ECTS credits are taken in the master's degree

As such, credits earned as part of a bachelor's degree or first-cycle degree governed by previous regulations cannot be included in a student's academic record for a master's degree.

Credits awarded for free-elective subjects taken as part of a first-cycle, second-cycle or combined first and second-cycle degree governed by previous regulations cannot be included in a student's academic record for a master's degree.

The training period of the EHEA doctorate cannot be recognized.

4.1.2. Recognition of credits awarded for non-official university courses of study (university-specific degrees)

Students who enrol in a master's degree course at the UPC may request recognition of credits earned in non-official degree courses (university-specific degrees) provided that there is sufficient overlap between the specific and/or transversal competencies and study load of the subjects in the course of origin and those outlined in the master's degree curriculum.

The following conditions apply:

- The course of origin must have been registered in the Spanish Registry of Universities, Centres and Degrees (RUCT) or approved by the Governing Council of the university of origin.
- The course of origin must have a credit load equivalent to at least 60 ECTS credits.⁽ⁱ⁾
- The academic admission requirements for the course of origin must be the same as or higher than those for admission to a master's degree course (see Section 2.2, "Requirements for admission"). The specific admission requirements are not taken into account.

⁽ⁱ⁾ Master's degree courses offered by the Fundació Politècnica de Catalunya (FPC) that do not have a study load expressed in ECTS credits will be considered equivalent for the purposes of credit recognition provided that the total study load is 450 class hours (45 credits), subject to any other applicable criteria in these regulations. Credits awarded for other types of courses offered by the FPC cannot be recognised.

Credits earned for university-specific degrees that do not meet the above conditions cannot be recognised.

The number of credits that can be recognised for university-specific degrees may not exceed 15% of the total credit load for the UPC bachelor's degree. This has no bearing on the minimum number of credits the student must obtain to have the right to apply for the degree certificate. If recognition is also requested for accredited professional experience, the combined total of recognised credits for university-specific courses and professional experience may not exceed 15% of the total UPC credit load.

4.1.2.1. University-specific degrees replaced by official degrees

As established in Royal Decree 861/2010, when recognition is requested for credits earned on university-specific degrees that have been phased out and replaced by official master's degree courses, students may be granted recognition of over 15% of the total credit load or for all of the university-specific credits obtained.

However, the total number of credits recognised for the purposes of enrolment in a master's degree cannot exceed 60 ECTS credits (for a master's degree with a study load

of 120 ECTS credits) and shall under no circumstances include credits earned for a master's thesis.

Students may also request recognition of credits earned under other university-specific degrees or for duly accredited professional experience, up to a maximum of 15% of the total master's degree credit load and provided that the combined total of recognised credits does not exceed 60 credits (for a master's degree with a study load of 120 ECTS credits).

4.1.3. Recognition of credits for professional experience

Recognition of credits for duly accredited professional experience will only be granted to students enrolling in a master's degree course that includes a compulsory or optional external work placement.

Therefore, work experience cannot be recognised in curriculums that include no external work placement.

The maximum number of credits that may be recognised for professional experience is determined by the credit load assigned to the external work placement in the master's degree curriculum but may not exceed 15% of the total credit load of the degree. If recognition is also requested for credits earned under university-specific courses, the combined total of recognised credits for professional experience and university-specific courses may not exceed 15% of the total UPC credit load. This has no bearing on the minimum number of credits the student must obtain to have the right to apply for the degree certificate.

The request must be addressed to the school or university research institute and submitted by the stipulated deadline, together with the following documents:

- An official employment history issued by the relevant government body, confirming the contractual relationship between the student and the company at which the professional experience was acquired.
- A document issued by the company outlining the work carried out by the student and the period in which this work was carried out.

The school or university research institute, by virtue of the delegation of the rector, examines the documents provided to determine whether the professional experience is related to the core competencies of the master's degree curriculum. If sufficient overlap exists, a proposal stating the number of credits to be awarded is submitted for approval.

The compulsory and optional external work placement referred to in this section is considered a subject and is regulated by the UPC's regulations on external work placement.

4.2. Credit transfer

Transferred credits will be listed in the academic record and the accompanying European diploma supplement if they are officially accredited by the issuing body. Students will be responsible for updating the status of credits transferred from another school or university.

Credit transfer will only be considered if a specific request is received. Students should submit requests, along with the certificate for the degree course in question, to the master's degree committee. Once the committee has confirmed the validity of the documentation submitted, the credits corresponding to the previous course of study will be added to the student's current academic transcript. The school or university research institute will not be required to issue an official notification of successful requests for credit transfer. Credits obtained as part of university-specific degrees will not be transferred.

Transfer of credits to the student's academic transcript is permanent and irreversible.

Transferred credits do not count towards the total credits obtained for the master's degree and will under no circumstances be considered for the purposes of scaling the candidate's academic record.

ANNEX

Annex. Legalization of documents issued abroad

The legalisation process may differ according to the country of issue.

- Legalisation is not required in the case of students whose documents were issued by countries in the European Union or members of the European Economic Area.

All other students must observe the following conditions:

- Documents issued in countries signatory to The Hague Convention of 5 October 1961 (<http://www.educacion.es/mecd/titulos/hesu/haya.html>) need only be stamped with the Apostille of The Hague by the relevant authorities in the country of issue.
- Documents issued in countries signatory to the Andrés Bello Convention must be duly legalised. They must therefore be presented at:
 - The Ministry of Education of the student's home country, for degree certificates and transcripts, and the relevant ministry of the home country for birth certificates and certificates of nationality.
 - The Ministry of Foreign Affairs of the country in which the documents were issued.
 - Any Spanish embassy or consulate in the country in which the documents were issued.

When the country of issue is also a signatory to The Hague Convention, the documents need only be stamped with the corresponding Apostille.

- Documents issued in all other countries must be duly legalised. Legalisation services are provided by:
 - The Ministry of Education of the student's home country, for degree certificates and transcripts, and the relevant ministry of the home country for birth certificates and certificates of nationality.

- The Ministry of Foreign Affairs of the country in which the documents were issued.
- Any Spanish embassy or consulate in the country in which the documents were issued.

Documents issued by foreign embassies or consulates in Spain must also be legalised through the Spanish Ministry for Foreign Affairs and Cooperation.

Translation of documents issued abroad

Article 36.1 of Law 30 of 26 November 1992, which governs the Legal Framework of Public Administrations and Common Administrative Proceedings, states that all proceedings with public bodies will be processed in Spanish or in the co-official language of the autonomous community.

Consequently, documents issued outside Spain or in non-Spanish-speaking countries must be accompanied by the corresponding certified translation into Spanish or Catalan.

Certified translations can be obtained from:

1. Any certified translator who must have suitable authorisation or be registered in Spain.
2. Any Spanish embassy or consulate.
3. Any embassy or consulate of the country of issue or the student's country of origin (if different) in Spain.

5. Assessment and grading system

The integration of the Catalan university system into the European Higher Education Area represents a series of major changes to teaching organisation and methodology, the learning process and assessment systems.

The European Credit Transfer System treats student work as a quantifiable measure of academic activity and defines precise learning outcomes that are achieved through the acquisition of generic and specific competencies. Consequently, the assessment process consists in determining the degree to which students have met the objectives outlined in the syllabus.

The subjects and learning activities are described in the syllabus, which is approved by the school or university research institute teaching the master's degree before the start of the academic year. The syllabus must contain the following information:

- The course objectives, expressed as the knowledge that will be acquired, the generic and specific skills and competencies, and their contribution to the general learning outcomes of the master's degree.
- The teaching content.
- The teaching activities.
- The assessment criteria, the grading system, and the weighting of assessed activities for calculating the final mark.

The system of assessment for specific master's degree courses may include combined assessment for a subject area. In this case, students who pass the assessment will automatically obtain the corresponding credits for all of the subjects in that area.

5.1. Student rights and obligations during the assessment process

1) Right to assessment

Students are entitled to assessment for all of the subjects for which they are enrolled.

As such, even if the assessment system of a particular master's degree includes combined assessment for a subject area, the award of a fail for these tests will under no circumstances lead to the adjustment of marks already awarded for individual subjects.

2) Assessment activities

To increase the suitability of the assessment process to each degree course, each school or university research institute can establish specific regulations governing the assessment activities for individual subjects, which should be inserted in this section.

If, in exceptional circumstances, and subject to the provision of supporting documentation, a student is unable to complete an assessment activity, the school or university research institute may consider requests to retake the activity during the same teaching period. However, the school or university research institute is only

obliged to change the date of examinations or assessment activities with significant weight in the calculation of the final mark. In addition, students who enrol for subjects leading to timetable clashes will not be entitled to an alternative assessment date.

Students are entitled to a certificate of attendance for each assessment activity.

The lecturer or invigilator may ask students to present identification at any point during an assessment activity.

Irregular actions potentially leading to a significant variation of the marks obtained by one or more students will be considered a breach of the assessment regulations. Actions of this type will lead to the award of the descriptive mark "Fail" and a numerical mark of 0 for the assessment activity affected and for the subject.

The provisions of this section are without prejudice to any disciplinary process that may be initiated as a consequence of the actions taken.

Students who are unhappy with the mark awarded can register a complaint with the school or university research institute. If a satisfactory response is not received, they may also lodge an extraordinary appeal with the rector.

Assignments, projects and research reports submitted for assessment will be returned to students upon request. These materials will not be reproduced wholly or partially or used for means other than the assessment process without the express permission of the author.

Disputes arising from specific circumstances not contemplated by the regulations will be settled by the school or university research institute.

5.2. Master's theses

In accordance with the provisions made in Royal Decree 1393/2007 of 29 October, amended by Royal Decree 861/2010 of 2 July, all master's degree curricula must incorporate a master's thesis.

The assessment system includes public presentation and defence of the master's thesis before a panel appointed by the school or university research institute teaching the master's degree.

The panel will be formed by at least three members of the University's teaching and research staff (a president, spokesperson and secretary), selected by the school or university research institute.

The school or university research institute will establish the specific regulations governing assessment panels and activities for master's theses.

The master's thesis will under no circumstances count towards recognised credits.

5.3. Assessment results

At the end of each teaching period, the lecturers who teach each subject prepare an

assessment report that shows the descriptive and numerical marks of all students enrolled in the subject. The report is signed and submitted to the school or university research institute, which confirms the marks or returns the report for review.

Numerical marks are given in intervals of 0.1 and have the descriptive equivalents shown below.

0–4.9:	Fail
5.0–6.9:	Pass
7.0–8.9:	Good
9.0–10:	Excellent/Distinction

Distinction can be awarded to any student obtaining a final mark equal to or greater than 9.0. The number of Distinctions awarded during an assessment period cannot exceed 5% of the total number of students enrolled for the subject, unless there are fewer than 20 students, in which case a only one Distinction can be awarded.

A mark 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, unless an alternative definition is given in the course guide for the subject.

The results of assessment activities will be announced within the period set by the school or university research institute. This period should be as short as possible to ensure that students can use the information to improve the learning process. Where possible, the results of assessment activities will be discussed in tutorials.

5.4. Tutoring and academic guidance

All students admitted to a master's degree course will be assigned a tutor. Under the UPC's tutoring plan, students receive group and individual information, advice and guidance in two main areas:

- Academic, which includes orientation on the total number of credits and specific subjects each student must take, the balance between academic requirements and time commitment, and methods for successful adaptation from other courses of study. This area also includes monitoring of academic progress and advice on the most suitable degree pathways for individual students.
- Personal, which includes advice on individual approaches to the learning process (application of appropriate study methods, use of resources available at the University, etc.) and guidance on the transition to professional life.

5.5. Credit recognition for other academic activities

In addition to recognition of credits corresponding to specific subjects, students can also obtain recognition of credits for other activities in the course curriculum, such as mobility and exchange activities (as part of mobility programmes, teaching exchange agreements, double degrees, academic excursions, etc.), bridging courses and research or professional activities.

Students will be awarded up to 6 ECTS credits for optional subjects for recognition of these activities.

The school or university research institute will establish and publish the conditions, procedures and deadlines applicable to credit recognition for each course, subject to the approval of the coordinating school.

5.6. Work placement

Work placement in companies and institutions is governed by current regulations on educational cooperation agreements, in accordance with the terms established in the specific document approved by the Governing Council.

Successful completion of a placement will be officially recognised in the student's academic transcript according to the conditions set out in the corresponding curriculum.

5.7. Review of assessment results

Students are entitled to request a review of their assessment results. Under no circumstances will the review procedure lead to the award of a lower mark.

o Direct review of assessment activities

Requests for review must be submitted to the head lecturer following the specific guidelines given in each case.

o Appeals against resolutions made by head lecturers

The student must submit a request for review to the school or university research institute no later than seven days after the publication of the contested mark.

The committee will determine the specific review procedure to apply in each case. All requests will be treated impartially and will involve consultation of the lecturer who assigned the original mark. If the committee creates a panel to conduct the review procedure, the lecturer who assigned the original mark cannot be appointed.

The final decision must be announced no later than 15 days after the appeal is lodged. The review procedure shall under no circumstances affect the student's right to enrolment at the UPC.

o Appeals against resolutions made by the master's degree committee

The school or university research institute establishes the criteria for revising the qualification obtained for the master's thesis.

o Appeals against resolutions made by the school or university research institute

Appeals against grading decisions taken by the school or university research institute offering the degree must be submitted to the rector no later than one month after the decision is announced.

5.8. Storage of assessment documents

To facilitate possible revisions, the teaching staff must store all documents related to the assessment process, except corrected work returned to students, for at least one academic year from the date of assessment. In addition, the coordinating school must store for the same period all documents related to combined assessment for specific subject areas and recognised credits awarded.

In the event that an appeal is filed, the relevant documents must be kept until a final decision is reached.

Master's theses must be kept indefinitely.

5.9. Weighting of student records

The UPC uses a numerical grading system on a 0-10 scale.

In accordance with the provisions of point 4.5 of Annex I of RD 1044 of 1 August 2003, which establishes the procedure for the issue of the European Diploma Supplement by universities, and the provisions of Article 5.3 of Royal Decree 1125/2003, which defines the European Credit Transfer System and the grading system for official university degree courses, the academic records of master's degree holders are weighted using the following ratio: the total number of credits obtained, each multiplied by the value of the corresponding mark and divided by the number of credits obtained. Recognised credits with no attached mark will not be considered for the purposes of weighting student records.

The result will be expressed on a 1-10 scale and a 1-4 scale, using the table of equivalences shown below.

Fail:	0 point
Pass:	1 point
Good:	2 points
Excellent:	3 points
Distinction:	4 points
Recognised:	the number of points is determined on the basis of the mark awarded for the previous course of study in question, except in the case of recognised credits for duly accredited professional experience or for subjects taken as part of university-specific degree courses.

The table of equivalences shown below will be applied if the record of the student in question does not list all marks on the 0-10 scale and this is needed for the weighting of the academic record and the calculation of the final mark, or contains marks taken from transcripts not expressing marks in numerical form:

Fail:	2.5
Pass:	5.5
Good:	7.5
Excellent:	9
Distinction:	10

6. Continuance policy for master's degree courses

Introduction

Article 46.3 of Organic Law 6/2001 on Universities (Official Gazette of the Spanish Government, 24/12/2001), and Article 59 of the UPC Statutes, approved by Decree 225/2003 (Official Gazette of the Catalan Government, 07/10/2003) grant the Board of Trustees the power to establish the regulations governing continuance at the University.

The University must aim to make good use of the public funds entrusted to it, ensuring that its graduates acquire an appropriate academic level fulfilling its role as a public service by facilitating admission to as many students as possible. The University must establish mechanisms for ensuring that its students acquire an appropriate academic level and must be sufficiently demanding to make responsible use of the resources placed at its disposal.

6.1. Area of application

These regulations are applicable to all students enrolled in official master's degree courses at the UPC. The conditions for joint master's degrees between the UPC and other universities will be established in the specific agreement applicable in each case.

6.2 Minimum performance during the first academic year

Taking into account the different types of master's degrees, the school or university research institute may establish may determine the minimum results that must be obtained during the first year of a master's degree course.

Notwithstanding the above, as a general rule students must obtain at least 15 ECTS credits.

The minimum performance requirements must be met irrespective of the terms of enrolment and any recognised credits awarded: the committee will consider all credits for which students are enrolled, including subjects and/or learning activities from the master's degree curriculum and complementary activities established by the school or university research institute in each student's personalised academic pathway. Validated, adapted and recognised credits will not be considered when continuance is determining.

Students who do not obtain the minimum credit total required will not be permitted to continue the degree at the UPC.

6.3. Maximum period of study

Each school or university research institute will determine the maximum study period granted to students in order to obtain the corresponding degree.

6.4 Continuity

In exceptional circumstances, and subject to the provision of a written request by the interested party, the school or university research institute may grant specific exemptions to the conditions listed in Subsections 6.2 and 6.3.

Students excluded from a master's degree course under the terms of Subsection 6.2 or 6.3 are entitled to enrol in another course at the UPC, provided that they meet the specific admission requirements. This entitlement will be granted only once.

Students excluded from a master's degree course can rejoin the course two calendar years after the date of exclusion if they are assigned a place and subject to authorisation by the UPC rector.

6.5 Monitoring the academic progress of students

At the end of the teaching period, a generic results ratio will be generated for each student. The ratio is calculated by dividing the credits obtained by the total number of credits for which the student is enrolled. The calculation does not take into account validated, adapted and recognised credits and credits for which a mark of "Absent" has been awarded.

Tutors will use the ratio to monitor the progress of the students to whom they are assigned. To maintain academic standards and optimise the use of public funds, tutors will agree upon specific academic measures with students achieving a ratio lower than 0.5.

6.6. Submission of the student progress report to the Board of Trustees

Each academic year, the school or university research institute submit a report to Governing Council for presentation to the Board of Trustees in which they must provide details of the total students admitted to each master's degree, the academic progress of students, and the criteria and measures applied.

6.7. Clarifications of the continuance policy

The Board of Trustees will clarify any doubts arising from the interpretation of this policy.

First Final Provision and Second Final Provision

ONE

The continuance policy is effective as of the beginning of the 2010-2011 academic year and replaces the continuance policy for the 2007-2008 academic year.

TWO

The continuance policy must be reviewed within three years of its effective date.

7. Issue of degree certificate and the European Diploma Supplement

7.1. Right to the issue of a degree certificate and the European Diploma Supplement

Once students have completed the requirements established for their degree course, they have the right to receive an official master's degree certificate and the corresponding European Diploma Supplement.

7.2. Conditions for issue of degree certificate

To be eligible to receive the degree certificate, students must have obtained the total number of credits stipulated in the degree course curriculum. The total credits obtained include any credits awarded for recognition of previous courses of study.

However, students must enrol for and obtain a minimum of 60 ECTS credits, including the master's thesis; credits awarded for recognition of academic study outside the master's degree course or accredited professional experience will not count towards this total of 60 ECTS credits.

Students who have completed their degree course may also request the issue of the corresponding European Diploma Supplement. This request can be made together with the request for the degree certificate or once the certificate has been issued.

7.3. Request for issue of degree certificate

To request the issue of a degree certificate, students must complete the official form and submit it to the Office of the Rector.

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 passport. In all cases, a photocopy of the identification provided, validated by the unit organizing the master's degree, must be attached to the form.

Students whose names contain orthographic signs that they wish to be shown on the degree certificate and/or European Diploma Supplement but which do not appear in their official identity document must ensure that these are clearly marked on the request form. The personal details included in the degree certificate and European Diploma Supplement will appear as indicated in the request form.

Students who require their degree certificate or European Diploma Supplement to reflect changes in their personal details made after the issue of their official identity document must provide supporting documentation issued by the corresponding Civil Registry Office.

7.4. Payment of fees

To be eligible for the issue of the degree certificate and/or the European Diploma Supplement, students must first pay the official fee set annually by the Decree governing the price of academic services in public Catalan universities. Students claiming exemption from payment of all or part of these fees must provide supporting documentation.

7.5. Certificate of payment

Once payment has been confirmed, the coordinating school will issue a certificate accrediting payment of the fees for issue of the degree certificate and/or the European Diploma Supplement. The certificate of payment attests to the successful completion of the master's degree and entitles the holder to all of the rights conferred by the degree certificate, as established by current legislation.

The certificate of payment must be collected in person by the interested party, who will be required to provide valid proof of identification. Students who are unable to collect their certificate of payment in person may grant a third party permission to collect the document(s) on their behalf. In this case, the original power of attorney or a certified copy must be presented at the time of collection. Students living outside the province of Barcelona may instruct the coordinating school to send their certificate of payment to an authorised governmental entity in the local area of their permanent address. Students living outside Spain can request to collect the certificate/Diploma Supplement from the closest Spanish embassy or consulate to their home or the closest embassy or consulate of their country of origin.

Students may instruct the coordinating school to issue a provisional degree certificate that will remain valid until such time as the definitive copy is awarded. In accordance with current legislation, the certificate will be issued in Catalan or Spanish, as indicated by the interested party.

7.6. Duplicate copies

Students who require a duplicate copy of their degree certificate and/or European Diploma Supplement must submit the original document(s) and documentation accrediting the reason for the request, in addition to the documentation listed above.

Requests for the issue of duplicate copies of European Diploma Supplements due to loss of the original document must be officially recorded via a notification in the Official Gazette of the Spanish Government. Requests will be processed one month after the notification has been published.

7.7. Notification of receipt of degree certificate and/or the European Diploma Supplement

The coordinating school will notify students in writing when their degree certificate or European Diploma Supplement has been issued, and provide instructions on where to collect the document(s). The notification will be sent to the address provided on the request form.

7.8. Collection of degree certificate and/or the European Diploma Supplement

The degree certificate and the European Diploma Supplement must be collected in person by the interested party, who will be required to provide valid proof of identification. Students who are unable to collect their certificate and/or Diploma Supplement in person may grant a third party permission to collect the document(s) on their behalf. In this case, the original power of attorney or a certified copy must be presented at the time of collection.

Students living outside the province of Barcelona may instruct the coordinating school to send their degree certificate and/or European Diploma Supplement to an authorised governmental entity in the local area of their permanent address. Students living outside Spain can request to collect the certificate/Diploma Supplement from the closest Spanish embassy or consulate to their home or the closest embassy or consulate of their country of origin.

Students who wish their name(s) and/or surname(s) to be presented differently to the form in which they were written on the original request must submit an amended request form and pay the fees for the issue of a duplicate copy.

7.9. Signing of degree certificate

Once students have confirmed that the correct details are displayed on the degree certificate, they must sign the certificate and the official record book to indicate that the certificate has been collected.

They must also sign to confirm collection of the European Diploma Supplement.

FINAL PROVISIONS

The regulations set out in this document establish a series of compulsory rights and obligations applicable to students and teaching staff.

Appeals

As a general rule, unless otherwise stated, initial appeals will be dealt with by the school or university research institute.

Review of assessment results

As a general rule, and as established in Section 5.7, "Review of assessment results", initial requests for review of assessment results must be filed with the lecturer responsible for the subject. If this is not resolved to the student's satisfaction, a second appeal may be filed with the master's degree committee. A final appeal against the resolution announced by the school or university research institute can be lodged with the rector of the UPC.

Appeals against resolutions made by the school or university research institute

Appeals against resolutions made by the school or university research institute must be lodged with the rector within one month and one day of notification of the resolution.