

Euneiz University Student Enrolment, Progression and Permanence Regulations

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Preamble

Rigour and flexibility are characteristics that Euneiz University aims to offer its students. By guaranteeing scrupulous compliance with the commitments made, the aim is to ensure that students make the most of the training offered in the university's different degree programmes. At Euneiz we are committed to offering quality training that fosters the academic and personal growth of our students.

We recognise that the training process requires a clear and transparent framework that guarantees the correct use of the studies and that allows students to progress appropriately. To this end, Euneiz University has drawn up these regulations.

The condition of student of the Euneiz University is acquired with the enrolment, being considered a student of a subject the one who is enrolled in it. In order for students to be assessed for a subject, they must be enrolled in it during the period in which the subject has been taught, regardless of other additional requirements for assessment set out in the University's specific regulations in this regard.

Euneiz considers it necessary to attend to the unique needs of our students, so that they can study the different syllabuses with special dedication and with a differentiated performance requirement.

Our aim is to provide an environment that supports the fulfilment of learning objectives, ensuring quality, equity and excellence in the training of our future professionals.

Article 1. Objeto y ámbito de aplicación

The purpose of these regulations is to regulate the enrolment, progress and continuance of students in official university studies for bachelor's and master's degrees at the Euneiz University.

Article 2. Modalidades de matrícula

Euneiz University students can choose between three types of enrolment, depending on how much time they devote to their official bachelor's or master's degree studies:

1. Full-time. Full-time students will enrol for a minimum of 37 credits and a maximum of 72 credits per academic year.
2. Part-time. Part-time students will enrol for a minimum of 18 credits and a maximum of 36 credits per academic year.
3. Extended full time. Extended full-time students will enrol for a minimum of 73 credits and a maximum of 90 credits per academic year. This scheme is designed for students enrolled in double degree programmes and for students with a high academic performance. The extended full-time regime can only be requested from the second year of enrolment onwards, provided that at least 54 credits were passed in the previous year, with the exception of students enrolled in double degree programmes. The same performance will be required to remain in the special dedication regime in the following years. The request must be addressed in writing and reasoned to the dean's office before enrolment.
4. The minimums set out in points 1, 2 and 3 shall not apply to students who are short of the minimum number of credits required for graduation. Students who enrol for this reason for fewer credits than the minimum number of credits established for their enrolment system shall maintain the system they had in the previous year.
5. The system chosen at the time of enrolment will be maintained throughout the academic year, and may be modified in the following academic year. In exceptional circumstances, students may apply in writing to the Dean's Office to change their enrolment system from one semester to the next.
6. First-year students must enrol for 60 credits. Enrolment for fewer credits must be approved by the university secretary's office, to which the request shall be addressed in a justified manner.

Article 3. General enrolment requirements

1. Enrolment shall be carried out within the periods, deadlines and in the manner determined by the University, which shall be publicised. Enrolment in the different subjects shall comprise the periods of registration provided for in the applicable regulations for each academic year.
2. Renewal students, at the time of enrolment, must register for the subjects they have failed before registering for subjects in higher courses.
3. Each student will be able to choose the desired dedication regime and change it at the beginning of each academic year with the approval of the coordination of the degree in which he/she is enrolled. In any case, students who decide to continue their studies on a part-time basis must apply to the degree coordination office and provide a justification for this.
4. Students who, in accordance with the regulations in force, accredit the recognition of a disability or who find themselves in unfavourable situations - whatever the cause - will have special treatment in this matter. This must be requested in writing to the dean's office of the faculty before enrolling so that, together with the university secretary's office, the adaptation to their particular case can be carried out.
5. The University shall promote the effective adaptation of the regulations to the needs of high-level sports students or high-performance sportspersons through the assessment of each specific case and the adoption of specific measures jointly by the dean's office and the university secretary's office, upon written request prior to enrolment.

Article 4. Cancellation of registration

1. Cancellation of enrolment will be granted when the student so requests in writing to the Dean's Office within 15 calendar days following the official start date of the semester in which the classes of the subjects for which the cancellation is requested begin.
2. As a consequence of the cancellation of enrolment referred to in the previous point, the full-time student will not be able to modify his/her timetable. Likewise, students may not request cancellations that would mean that their enrolled credits would fall below the minimums established for their dedication regime.
3. Outside the period established in point 1, the cancellation of enrolment for academic purposes shall be granted when:

- a. Students request it before the start of the academic year (total cancellation of enrolment).
- b. The student accredits having been admitted in that academic year in another institution in an official degree with MECES level 1, 2 or 3 (total cancellation of enrolment).
- c. There are duly accredited supervening circumstances that may affect the student's academic performance: illness of the student or relatives; extraordinary situations in the simultaneous study and work; other personal, family or social circumstances of similar importance and of objective assessment (partial or total cancellation of enrolment).
- d. For reasons attributable to the University, the enrolled academic service is not provided (partial or total cancellation of enrolment).
- e. When the student has enrolled with provisional accreditation and a circumstance is detected that leads to the revocation of their admission to studies (total cancellation of enrolment).

In any case, the students will be notified of the decision taken.

- 4. The cancellation of the entire enrolment due to the student's resignation will not entail the refund of the fees paid for it (cases explained in points 3 a), b) and e)). Students are entitled to a refund of the proportional part of the registration fee if they request it in writing to the Dean's Office and if any of the circumstances specified in points 2 and 3 c) and d) of this article apply. In other words, this will not entail the refund of the fees paid up to that point, but the suspension of the corresponding subsequent payments for the proportional amount.

Article 5. Progress and permanence in official studies started

1. In order to continue with the studies started, students must maintain an adequate academic performance in each academic year enrolled, that is to say:
 - a. For undergraduate studies, passing a minimum of 20% of the enrolled credits.
 - b. For university master's degree courses, passing a minimum of 50% of the enrolled credits.
2. For the purpose of calculating credits, they shall not be counted as enrolled credits:
 - a. Those corresponding to subjects for which enrolment has been cancelled, in accordance with the provisions of article 4 of these regulations.
 - b. Those corresponding to the subjects of External Academic Internships, Final Degree Project and Final Master's Project when the student has not passed them.
 - c. Those that come from the recognition of previous studies, as well as extracurricular activities (cultural, sports, student representation, solidarity or cooperation, languages, etc.). These credits will also not be counted as credits passed.
 - d. If a student is enrolled in two different degrees of the same academic level at the Euneiz University, the percentage of credits will be calculated taking into account the total number of credits enrolled and passed between both degrees.
3. In the event of not meeting the established progress, the student must apply for continuation to the study co-ordination, in a reasoned manner and in writing. This will be evaluated by the coordination and the dean's office/vice-dean's office, as appropriate. The student must have the mandatory favourable report in order to be able to enrol in the course for which the continuance has been granted.

Article 6. Application of the rules of continuance in cases of transfer or change of university studies.

All students who wish to transfer their academic transcript to continue the same or similar studies must meet the requirements established by the applicable state regulations or the University's own regulations.

In the case of students who access a University degree after having credits from other courses recognised, these credits will be considered as having been passed for the purposes of the above calculations.

In the case of a transfer of records or changes of studies that give rise to the recognition of at least 60 ECTS credits, including all those corresponding to the first year, the previous continuance controls will be considered to have been passed for all purposes.

When the number of recognised credits does not meet the above conditions, the number of years of actual studies in the degree of origin will be considered as effective years of study when applying the percentage that the total number of credits recognised in the destination degree represents over the total number of credits passed in the degree of origin, i.e., to the number of years of actual studies in the degree of origin:

$$\text{Effective years} = \text{Years} \times \text{Recognised credits} / \text{Credits passed}.$$

In the event of not complying with any of the established controls of permanence, the student will have one year to be able to pass it.

Article 7. Consequence of failure to comply with the rules for staying in the country

Students who do not pass the controls established in this system of continuance must abandon the studies they have begun. One year must pass before they can reapply for admission to these studies through pre-enrolment or, if they have not passed the third year control, the reopening of their file.

In the event that they wish to begin new studies, the regime of permanence linked to transfers or change of studies will be applied.

ADDITIONAL PROVISIONS

First. Entry into force

These regulations shall be applicable as soon as they have been approved by the Academic Council and ratified by the Governing Board. It shall be disseminated and published as appropriate for the information of the entire university community.