

## **REGULATIONS GOVERNING THE RECOGNITION AND TRANSFER OF CREDITS AT THE UNIVERSITY OF EUNEIZ**

Royal Decree 822/2021, of 28 September, establishing the organisation of university education and the procedure for ensuring its quality, sets out in Article 10 the principles governing the procedures for the recognition and transfer of academic credits in official university degrees, establishing in paragraph 1 the obligation for universities to approve specific regulations for the regulation of these cases in accordance with the provisions contained in the Royal Decree itself.

Similarly, Article 17 of the University Student Statute approved by Royal Decree 1791/2010 of 30 December establishes that universities shall determine, in accordance with their own regulations, the appropriate procedures so that students participating in mobility programmes are aware, prior to their incorporation into the host university, through a contract or study agreement (as provided for in the aforementioned regulations), of the subjects that will be academically recognised in the curriculum of the degree programme they are studying at their home university.

However, this objective of promoting mobility is not only intended for university education, but also aims to extend to all higher education within the education system. Thus, section 3 of the first additional provision of Organic Law 4/2011, of 11 March, complementary to the Sustainable Economy Law, amending Organic Laws 5/2002 on Professional Qualifications and Vocational Training, 2/2006 on Education and 6/1985 on the Judiciary, entrusted educational administrations and universities, within the scope of their competences, with promoting mobility between university education and higher vocational training. In this way, the legislator, in line with the essential purpose of the legal reform to promote vocational training, pays particular attention to the mobility of vocational training students who wish to pursue official university studies (letters a), b) and c)), but also refers to mobility in the opposite direction, from university education to vocational training, when it entrusts the Government with the regulation of "the appropriate validations between the university degree studies, or equivalent, that have been completed and the corresponding professional modules of the higher-level training cycle being pursued" (letter d). With these measures, Organic Law 4/2011 aims to facilitate student mobility when there is a relationship between university studies and the corresponding vocational training studies.

Consequently, and in compliance with the aforementioned mandate, Royal Decree 1618/2011, of 14 November, on the recognition of studies in the field of higher education, further reinforced the idea of promoting student mobility, explicitly including recognition mechanisms for application among all the different types of education that make up the higher education category in our education system, i.e. university education, higher arts education, higher vocational training, higher professional education in plastic arts and design, and higher sports education.

In this way, the regulation provides comprehensive treatment of the recognition of studies in the field of higher education, based on the basic principle that the recognition of studies must be based on the similarity between the skills, knowledge and learning outcomes provided by the studies completed and those to be undertaken.

In accordance with the above, the Governing Council of the University of Euneiz has agreed to approve the basic rules governing this matter, which are set out below:

#### **Article 1. Purpose.**

The purpose of these regulations is to establish the general criteria and procedure governing the recognition and transfer of credits at Euneiz University for undergraduate and master's degree programmes, as provided for in Royal Decree 822/2021 of 28 September, which establishes the organisation of university education and the procedure for ensuring its quality.

#### **Article 2. Scope of application.**

These regulations shall apply to applications for the recognition and transfer of credits made by students enrolled at Euneiz University to pursue official undergraduate or master's degree programmes.

#### **Article 3. Recognition of Credits.**

**1.-** For the purposes of these regulations, the Recognition of Credits implies the acceptance by the University of Euneiz of the periods of study completed or the credits previously obtained by the student in any of the courses referred to in the following section, in order to count towards the award of an official university degree.

**2.-** For the purposes of the previous section, the following are eligible for recognition:

- a)** Periods of study completed or credits obtained in other official university courses taken at the same or another national or foreign university.
- b)** Periods of study completed or credits obtained in official non-university higher education courses.

c) Periods of study completed or credits obtained in university courses leading to other non-official degrees.

**3.-** The following circumstances, as justified by the student, may also be eligible for assessment and lead to the recognition of credits, as determined in each case:

a) Proof of specific work or professional experience, provided that such experience is related to the skills inherent in the target degree.

b) Participation in university cultural, sporting, student representation, solidarity, cooperation or similar activities, up to a maximum of 6 credits.

**4.-** The number of credits that may be recognised from non-official university courses taken and the professional or work experience referred to in sections 2c) and 3a) above may not exceed, as a whole, 15% of the total credits that make up the target study plan.

Within this limit, up to 6 credits may be recognised for each year of duly accredited work or professional experience. Likewise, and provided that the curriculum includes external work placements, the recognition of credits for work or professional experience shall preferably apply to this type of subject.

Exceptionally, credits from the University's own degrees may be recognised at a higher percentage than that indicated when the corresponding degree has been discontinued and replaced by an official degree.

**5.-** Credits obtained by students at foreign universities as part of their participation in exchange programmes established by the University itself shall be recognised under the terms established in the academic management regulations for such programmes.

**6.-** Under no circumstances shall credits corresponding to Final Degree and Master's Theses be recognised.

#### **Article 4. Transfer of Credits.**

For the purposes of these regulations, transfer of credits is understood to mean the inclusion in the student's academic record of all remaining credits obtained in previous official courses taken at the same or another university that have not led to the award of an official degree.

**Article 5.** Credits obtained in other study programmes leading to undergraduate degrees.

1.- Applications for the recognition of credits already obtained in other study programmes leading to university bachelor's degrees shall be decided upon taking into account the suitability of the skills and knowledge acquired in the subjects passed and those provided for in the study programme of the destination degree, indicating the subjects or courses that shall be considered passed by the interested party and which, therefore, they shall not be required to take.

2.- The following criteria will be taken into account when deciding on these applications:

a) When the original degree and the target degree belong to the same field of knowledge, all credits passed in basic training subjects related to that field of knowledge will be recognised.

When all the basic training credits of the original degree have been passed, the recognition of at least 36 credits corresponding to basic training subjects in that branch in the destination degree will be guaranteed.

b) When the original and destination qualifications belong to different fields of knowledge, all credits passed in basic training subjects in the field of knowledge to which the destination qualification is assigned will be recognised.

c) The effects of credit recognition shall be reflected in the decision, indicating the specific subjects or courses that shall be considered passed – which may be basic, compulsory, optional or external work experience – and, where applicable, the credits recognised for the purposes of calculating the optional component of the study plan.

d) The number of credits recognised as optional credits may not exceed the number of optional credits required by the degree programme curriculum.

**Article 6. Credits obtained or periods of study completed in curricula corresponding to previous university regulations.**

**1.-** Applications for credit recognition based on studies completed in curricula leading to university degrees corresponding to previous regulations, such as Technical Architect, Diploma, Technical Engineer, Teacher, Bachelor's Degree, Architect, Engineer, as well as the period of doctoral teaching, shall be resolved taking into account the suitability of the skills and knowledge acquired in the subjects passed and those provided for in the curriculum of the target degree, indicating the subjects or courses that shall be considered passed by the interested party and which, therefore, they shall not be required to take.

**2.-** The following criteria will be taken into account when deciding on these applications:

- a)** When the skills and knowledge are not explicitly stated or cannot be deduced from the student's original curriculum, the number of credits and the content of the subjects or courses taken will be used as a reference.
- b)** The effects of credit recognition will be reflected in the decision, indicating the specific subjects or courses that will be considered passed – which may be basic, compulsory, optional or external work experience – and, where applicable, the credits recognised as part of the optional component of the curriculum.
- c)** The number of credits recognised as part of the elective component may not exceed the number of elective credits required by the curriculum of the destination degree.

**Article 7. Credits obtained in non-university higher education.**

**1.-** Credits or periods of study completed corresponding to the following non-university higher education qualifications may be recognised:

- a)** Higher Education Qualifications and Master's Degrees corresponding to Higher Artistic Education.
- b)** Higher Technical Degrees in Plastic Arts and Design.
- c)** Higher Technical Degrees in Vocational Training.
- d)** Higher Technical Degrees in Sports.

**2.-** In general, only complete courses leading to official qualifications valid throughout Spain, as listed in the previous section, may be recognised.

However, partial periods of study leading to the aforementioned official qualifications may be recognised, provided that they are officially accredited in ECTS credits.

Similarly, foreign qualifications may be considered for recognition purposes provided that they have been approved or declared equivalent to one of the official Spanish higher education qualifications or levels, in accordance with the regulations applicable in each case.

**3.-** Applications for credit recognition based on the aforementioned qualifications will be decided upon taking into account the suitability of the skills and knowledge acquired in the subjects passed and those provided for in the curriculum of the destination qualification, indicating the subjects or courses that will be considered passed by the interested party and which, therefore, they will not be required to take.

**4.-** When there is a direct relationship between the training accredited by the degrees claimed and that corresponding to the courses to be taken, and as defined in the following section, the recognition of a minimum number of ECTS credits will be guaranteed, varying according to the duration of the curricula or study plans, in accordance with the provisions of Annex 1 of Royal Decree 1618/2011, of 14 November, on the recognition of studies in the field of Higher Education.

Likewise, in these cases, practical training of a similar nature that has been successfully completed must be recognised, either in whole or in part, and specifically:

- a) External curricular internships in higher artistic education.
- b) The professional module of Workplace Training in Higher Vocational Education.
- c) The credits assigned to the practical training phase in companies, studios and workshops in higher vocational training in plastic arts and design.
- d) The credits assigned to the practical training phase or module in higher vocational training in sports.

**5.-** For the purposes of the provisions of the previous section, the direct relationship between university courses and those corresponding to each of the degrees claimed shall be assessed in accordance with the provisions for each case in sections a), b), c) and d) of Annex 2 of the aforementioned Royal Decree 1618/2011.

Notwithstanding the foregoing, the direct relationships between the undergraduate degrees offered by the University of Euneiz and the corresponding degrees included in the official catalogues of each of the courses referred to in this article shall be specified in an agreement signed for this purpose between the University and the competent body of the

**6.-** In any case, the number of credits recognised may not exceed 60 per cent of those corresponding to the curriculum of the degree to be pursued.

**7.-** When credit recognition is requested in order to pursue studies leading to qualifications that give access to regulated professions, it must be verified that the studies for which recognition is sought meet the regulatory requirements for obtaining the necessary professional qualification.

#### **Article 8. Application for recognition.**

**1.-** Applications for credit recognition will be processed at the request of the interested party, who must provide supporting documentation of the credits obtained and their academic content, indicating the modules, subjects or courses that they consider having been passed.

**2.-** It shall be an essential requirement to be admitted and to have formally enrolled in the corresponding studies, except in cases of changes in official undergraduate studies.

**3.-** Applications for credit recognition shall be based on subjects or courses taken and passed and may in no case include subjects or courses that have already been previously recognised, validated or adapted.

**4.-** Applications must be submitted to the Secretariat of the Centre responsible for the degree for which recognition is sought within the deadlines indicated in the academic calendar for each academic year.

**5.-** The application form will be available on the university's website and may be completed and submitted electronically.

**6.-** The processing of the credit recognition procedure will be subject to payment of the fee established for this purpose by the Governing Council.

## **Article 9. Supporting documentation.**

**1.-** In the case of university studies, non-university higher education or other non-official studies, the following documentation must be provided:

- a) Personal academic certification of the studies completed, issued by the centre of origin, stating the names of the subjects passed and the grades obtained in each of them.
- b) The study programmes, stamped by the institution of origin, with their academic content and credit load and, failing that, the number of hours per week and the annual or four-monthly nature of the subjects or, where applicable, documentation certifying the skills acquired and the training content completed. In both cases, the date of validity must be stated.
- c) The study plan to which they belong and the name of the qualification.
- d) Copy of the qualification obtained, where applicable.
- e) When foreign studies are provided, the documentation must be issued by the competent authorities and must be duly legalised (except in the case of institutions in Member States of the European Union or signatories to the Agreement on the European Economic Area) and, where applicable, duly translated.
- f) In these cases, information on the university grading system of the country of origin or grading scale must also be provided, indicating the minimum grade required to pass and the points on which the scale and scoring intervals are based.
- g) When the studies for which recognition is sought have been completed at the University of Euneiz, it will not be necessary to submit any academic certification, as the Secretariat will provide it ex officio.

**2.-** For the accreditation of work or professional experience, the following must be provided:

- a) Work history report issued by the General Treasury of the Social Security, certifying the name of the company or companies and the length of service in the corresponding contribution group.
- b) Certified copies of employment contracts or appointments registered with the Social Security.
- c) In the case of self-employed or freelance workers, certification from the General Treasury of the Social Security must be provided for the periods of registration with the Social Security in the corresponding special regime, along with a description of the activity carried out and the time during which it was carried out.



d) Report with a detailed description of the activities or tasks performed and the time during which they were carried out.

e) Company certificates attesting to the above tasks and any other document that allows the alleged experience and its relationship to the skills inherent in the degree for which credit recognition is sought to be verified and endorsed.

**3.-** The supporting documentation for the recognition of credits for participation in mobility programmes shall be that specified in the corresponding calls for applications.

**4.-** The supporting documentation for the recognition of credits for participation in university cultural, sporting, student representation, solidarity and cooperation activities shall be that specified in the regulations approved for this purpose by the Governing Council.

#### **Article 10. Responsible bodies.**

**1.-** An Academic Committee shall be set up for each of the official degree programmes offered by the University, representing the different sectors of the university community and which, among other tasks, shall be responsible for the recognition of credits. This Committee shall be chaired by the degree programme coordinator, or a person delegated by them, and shall include a representative of the University's administrative and services staff as secretary.

**2.-** The functions of the Academic Committee with regard to credit recognition shall be as follows:

a) To analyse applications submitted for credit recognition based on university studies, non-university higher education studies or work or professional experience accredited by the interested parties and to make the corresponding proposal for a decision.

b) In the case of previous studies, to request a report from the teaching staff responsible for the courses to be recognised on the suitability of the skills and knowledge acquired by the interested party and those provided for in the study plan for which recognition is sought. This report must be evaluated within a maximum period of 15 days and shall not be binding. If it is not issued within the specified period, the Commission shall continue with its proceedings.

c) In order to assess the work and professional experience provided by the interested parties, the Commission, after studying the documentation submitted, may agree to carry out an evaluation of the applicants' knowledge and skills to determine the acquisition of the claimed competences. This assessment may consist of professional interviews, competency tests, practical demonstrations in situations similar to those of the positions held, or other similar means, and may be carried out with the assistance of specialists from the relevant departments.

d) In cases where credits obtained in other Bachelor's degrees in the same or different branches of knowledge, in official Master's degrees or in other higher education qualifications may be automatically recognised, this Committee shall draw up credit recognition tables which shall be made public and which shall enable students to know in advance the subjects, courses or modules that would be automatically recognised in the event of a hypothetical application.

e) Issue reports on the content of administrative appeals lodged with the Rector against credit recognition decisions.

f) Any other functions that may be assigned to it in the implementing provisions of this regulation.

**3.-** The intervention of the Commission shall not be necessary and applications for credit recognition corresponding to any of the cases involving automatic recognition referred to in section 2d) above shall be automatically approved ex officio, as well as those arising from the study agreement signed by the student and the Centre on the occasion of enjoying a mobility place on the "SICUE", "Erasmus" or similar programmes.

**4.-** The coordinator of the corresponding degree programme shall be responsible for issuing a decision, following a proposal from the Committee, except in the case provided for in the previous section. The decision, which must be justified in the event of rejection, must be issued and notified within a maximum period of three months from the submission of the application.

**5.-** If the deadline expires without an express decision having been notified, the interested party shall be entitled to consider it rejected due to administrative silence.

**6.-** Appeals against the decisions of the degree coordinator may be lodged with the Rector of the University.

**7.-** For the purposes of processing the procedure, the non-teaching periods provided for in the academic calendar for each academic year are declared non-working days.

#### **Article 11. Effects of credit recognition and transfer.**

**1.-** The recognition process shall explicitly indicate those modules, subjects or courses that the student is not required to take. In this case, it shall be understood that these modules, subjects or courses have already been passed, shall not be subject to re-evaluation and shall be reflected in the student's academic record as recognised modules, subjects or courses, indicating the origin of the recognition.

**2.-** In any case, the recognition of credits shall refer, at least, to complete enrolment units, i.e. partial recognition of a subject shall not be possible.

**3.-** When the resolution of the procedure leads to the recognition of optional credits, the number of credits recognised shall be deducted from the number of optional credits required by the corresponding study plan and shall be reflected in the student's academic record as recognised optional credits, indicating the origin of the recognition. In any case, the number of optional credits recognised may not exceed the number of credits required by the study plan in question.

**4.-** Where appropriate, following the credit recognition process, interested parties will be allowed to extend their enrolment under the terms set out in the Enrolment Regulations for each academic year.

**5.-** The act of recognition shall entail the assignment of the corresponding grade in the subject or subjects that apply to the destination study plan. This grade must be equivalent to that obtained by the student in the original study plan. If necessary, when several subjects entail the recognition of one or more in the destination degree, the weighted average shall be calculated.

**6.-** Grades will be reflected in the academic record in accordance with the terms set out in Royal Decree 1125/2003, of 5 September, which establishes the European credit system and the grading system for official university degrees valid throughout the national territory.

**7.-** Notwithstanding the above, when the original academic record only refers to qualitative grades, these will be converted into numerical grades, taking into account the following table of equivalences:

Pass 6.0

Good 8.0

Excellent 9.5

In addition, Euneiz University will equate all validated subjects with the numerical grade equivalent to Pass, and will also respect the Honours from the original university transcript with a numerical grade equivalent to 10.0.

**8.-** When the original subjects or courses do not have a grade, the recognised subjects, courses or credits will be marked as "Pass" and will not be counted for the purposes of calculating the average grade on the transcript.

**9.-** The recognition of credits derived from courses taken in non-official university degrees, those derived from accredited work or professional experience, and those derived from student participation in cultural, sporting, student representation, solidarity and cooperation activities at the university will not include a grade and will therefore not be counted for the purposes of calculating the academic record. In these cases, they will be reflected in the student's academic record with the notation "Pass".

**10.-** Transferred credits will not be counted for the purposes of calculating the average grade or obtaining the official degree.

**11.-** All credits obtained by the student in official courses taken, those transferred, those recognised and those passed in order to obtain the corresponding degree, will be included in their academic record and reflected in the European Degree Supplement.