

Regulations on the Recognition and Transfer of Credits at Euneiz University

Amended by the Academic Board on 23 March 2026

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Preamble

Royal Decree 822/2021 of 28 September, which establishes the organisation of university education and the procedure for ensuring its quality, sets out in Article 10 the principles governing the procedures to recognise and transfer academic credits in official university degrees, and stipulates in paragraph 1 that universities must adopt specific regulations governing these matters in accordance with the provisions contained in said Royal Decree.

Similarly, the University Students' Statute, approved by Royal Decree 1791/2010 of 30 December, stipulates in Article 17 that universities shall, in accordance with their own regulations, establish the appropriate procedures to ensure that students participating in mobility programmes are informed prior to their enrolment at the host university, by means of a contract or study agreement (as defined in the aforementioned regulations), the subjects that will be recognised academically within the curriculum of the degree programme they are studying at their home university.

However, this aim of promoting mobility is not limited to university education alone, but is intended to extend to all forms of higher education within the education system. Thus, paragraph 3 of the first additional provision of Organic Law 4/2011 of 11 March, supplementing the Sustainable Economy Law, which amends Organic Laws 5/2002 on Professional Qualifications and Professional Training, 2/2006 on Education and 6/1985 on the Judiciary, entrusted educational authorities and universities, within the scope of their powers, to promote mobility between university education and professional training. Thus, this legislation, in line with the fundamental aim of the legal reform to promote professional training, puts particular emphasis on the mobility of vocational training students who wish to undertake official university studies (sub-paragraphs a), b) and c)), but also refers to mobility in the opposite direction, from university education towards professional training, when it instructs the Government to regulate 'the relevant recognition of credits between undergraduate university degrees, or equivalent, that have been completed and the corresponding professional modules from the higher-level professional training programme being undertaken' (sub-paragraph

d)). Through these measures, the aforementioned Organic Law 4/2011 aims to facilitate student mobility where there is a link between university studies and the corresponding professional training programmes.

Consequently, and in compliance with the aforementioned mandate, Royal Decree 1618/2011 of 14 November, on the recognition of qualifications in the field of higher education, further reinforced the aim of promoting student mobility, explicitly including recognition mechanisms for application across all the different programmes within our education system that fall under the category of higher education, namely university education, higher arts education, higher-level professional training, higher-level professional training in the fine arts and design, and higher-level sports education.

The regulations thus provide a comprehensive framework for the recognition of qualifications in the field of higher education, based on the fundamental principle that the recognition of qualifications must be grounded in the similarity between the learning outcomes and the knowledge provided by the studies completed and those intended to be undertaken.

Artículo 1. Purpose and scope of application

The purpose of this regulation is to set out the general criteria and the procedure applicable to the recognition and transfer of credits in official undergraduate and master's degree programmes taught at Euneiz University.

These regulations apply to applications for the recognition and transfer of credits submitted by students enrolled at Euneiz to undertake official degrees.

Artículo 2. Definitions

For the purposes of these regulations, the following definitions shall apply:

- a) **Credit recognition:** the procedure by which Euneiz University accepts credits obtained through other official studies, either at the same university or a different one, so that they may form part of the student's academic record for the purpose of obtaining an official university degree different from the one from which the credits originate. Under this procedure, credits relating to end of degree or master's degree projects will not be recognised, with the exception of those undertaken specifically as part of a mobility programme
- b) **Transfer of credits:** including in the academic transcript and in the European Diploma Supplement all credits obtained in official university courses taken previously, regardless of the university, which did not lead to the award of an official university degree and which have not been recognised, without such credits counting towards the award of the degree.

Artículo 3. Credits eligible for recognition

- 1. The following may be eligible for credit 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 taken or credits earned in official non-university higher education programmes.
 - c) Periods of study taken or credits obtained in university studies leading to other non-official degrees.

d) Proof of specific work or professional experience, provided that such experience is related to the competences associated with the degree in question.

e) Participation in university cultural, sporting, student representation, charitable, cooperative or similar activities, up to a maximum of 6 credits.

The number of credits to be recognised from non-official university studies (whether own university studies or studies that are part of continuing education) and the professional or work experience referred to in sections c) and d) above may not, taken together, exceed 15% of the total credits comprising the target degree programme. These recognised credits will not be assigned a numerical grade and, therefore, cannot be taken into account when calculating the student's grade point average.

2. Within this limit, up to 6 credits may be awarded for each year of duly documented work or professional experience. Furthermore, where the curriculum includes external internships, the recognition of credits for work or professional experience shall be applied primarily to this type of subject.
3. In exceptional cases, credits from an institution's unofficial own degrees may be recognised at a higher percentage than that specified where the corresponding institution's unofficial degree has been discontinued and replaced by an official degree.
4. As an exception to the provisions of the preceding paragraph, this percentage may be exceeded, up to the point where all credits arising from non-official university studies are recognised, provided that the corresponding non-official degree programme is no longer offered and is discontinued and replaced by the new official university degree programme in which the academic credits are recognised. In this case, the university's internal quality assurance systems will ensure that this procedure meets academic standards
5. Credits earned by students at foreign universities as part of their participation in exchange programmes established by the University itself will be recognised in accordance with the terms set out in the academic regulations governing those programmes.

6. Under no circumstances may credits relating to bachelor's and master's degree final projects be recognised.

Artículo 4. Credits obtained in other degree programmes leading to a bachelor's degree

1. Applications for the recognition of credits obtained in other degree programmes leading to official undergraduate degrees will be assessed, as a matter of priority, on the basis of the alignment between the content and the learning outcomes acquired by the student and those set out in the curriculum of the intended degree programme, regardless of the name, nature or structure of the courses or subjects studied.
2. The following criteria will be taken into account when deciding on these applications:
 - a) Credits relating to courses or subjects may be recognised where their suitability, in terms of content and learning outcomes, is demonstrated in relation to the curriculum of the intended degree programme.
 - b) Recognition will not be limited to the content, titles or course load, but will take into account the overall academic and educational coherence between the studies completed and the competences and learning outcomes of the target degree.
 - c) Where the degree programme of origin and the target degree belong to closely related or similar fields of study, the recognition of credits may be facilitated to a greater extent, provided that equivalence in terms of learning outcomes is ensured.
3. The effects of credit recognition will be set out in the decision, specifying the subjects or courses in the curriculum of the target degree programme that will be deemed to have been successfully completed, as well as, where applicable, the credits counted towards the elective requirement.
4. The number of credits recognised as part of the elective component must not exceed the number of elective credits required by the curriculum for the target degree.

Artículo 5. Credits obtained or periods of study completed under degree programmes corresponding to previous university structures

1. Applications for credit recognition based on successfully completed studies forming part of degree programmes leading to university degrees under previous classification systems – such as Technical Architect, Diploma Holder, Technical Engineer, Teacher, “Licenciado”, Architect and Engineer – as well as the teaching period of a PhD programme, shall be assessed taking into account the alignment between the competences and knowledge acquired in the subjects passed and those set out in the curriculum of the target degree, specifying the subjects which will be deemed to have been passed by the applicant and which, therefore, they will not be required to take.
2. The following criteria will be taken into account when deciding on these applications:
 - a) When the learning outcomes and knowledge are not explicitly stated or cannot be inferred from the student’s original curriculum, the number of credits and the content of the subjects taken will be used as a reference.
 - b) The effects of the credit recognition will be set out in the decision, specifying the specific subjects that will be deemed to have been passed – which may be classified as basic, compulsory, elective or external academic internships – and, where applicable, the credits recognised towards the curriculum’s elective requirement.
 - c) The number of credits recognised as part of the elective component may not exceed the number of elective credits required by the curriculum for the target degree.

Artículo 6. Credits obtained through non-university higher education

1. Credits or periods of study successfully completed in the following official non-university higher education programmes may be recognised, provided that they are valid throughout Spain:

- a) Higher Education Studies and Master's degrees in Higher Artistic Education.
 - b) Higher-Level Technician degrees in Fine Art and Design.
 - c) Higher-Level Professional Training Degrees.
 - d) Higher-Level Sports Technician Qualifications.
2. In general, studies leading to the aforementioned official qualifications may be recognised, as well as, where applicable, periods of partial study duly accredited with ECTS credits.
3. Similarly, foreign degrees may be taken into account for the purposes of recognition provided that they have been approved or declared equivalent to one of the official Spanish higher education qualifications or levels, in accordance with the applicable regulations in each case.
4. Applications for the recognition of credits based on the aforementioned qualifications will be assessed taking into account the alignment between the learning outcomes and knowledge acquired in the subjects successfully completed and those set out in the target degree's curriculum, specifying the subjects which the applicant will be deemed to have passed and which, therefore, they will not be required to take.
5. When there is a direct relationship between the education accredited by means of the degrees presented for consideration and the university studies that the student intends to undertake, a volume of credits may be recognised in accordance with that relationship, pursuant to the provisions of Annex 1 to Royal Decree 1618/2011 of 14 November on the recognition of studies in the field of higher education.
- Furthermore, in such cases, practical training of a similar nature that has been successfully completed must be recognised, either in full or in part, and specifically:
- a) Curricular external internships in higher education arts degree programmes.
 - b) The Workplace Training professional module within Higher-Level Professional Training programmes.

- c) The credits assigned to the practical training phase in companies, studios and workshops as part of the Higher-Level Professional Training in Fine Arts and Design.
 - d) The credits assigned to the practical training phase or module of the Higher-Level Sports Training programme.
6. For the purposes of the provisions of the preceding paragraph, the direct relationship between the university studies and those corresponding to each of the qualifications cited shall be assessed in accordance with the provisions of Annex II to Royal Decree 1618/2011.
- Without prejudice to the foregoing, direct relationships between the undergraduate degrees offered by Euneiz and non-university higher education qualifications may be established through specific agreements entered into with the relevant education authorities, which shall be made public.
7. In any event, the number of credits recognised may not exceed 60% of those corresponding to the curriculum of the degree programme the student intends to study.
8. Where recognition of credits is sought in order to undertake studies leading to the award of qualifications that grant 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.

Artículo 7. Application for recognition

1. Applications for the recognition of credits will be processed at the request of the applicant, who must provide supporting documentation demonstrating the credits obtained and their academic content, specifying the modules, subjects or courses they consider they have passed.
2. It is an essential requirement to have been admitted to and to have formally enrolled on the relevant course, except in cases where students are changing to an official undergraduate degree programme.

3. Applications for the recognition of credits must relate to subjects or courses that have actually been studied and passed, and under no circumstances may they include subjects or courses that have already been recognised, validated or adapted.
4. Applications must be submitted to the University Registrar's Office within the deadlines set out in the academic calendar for each academic year.
5. Applications and the submission of documents will be carried out via the University's dedicated platform.
6. The processing of the credit recognition procedure shall be subject to payment of the fee set for this purpose by the Board of Trustees.

Artículo 8. Supporting documentation

1. In the case of university studies, non-university higher education studies or other unofficial studies, the following documentation must be provided:
 - a) A personal academic transcript of the studies completed, issued by the institution of origin, stating the titles of the subjects passed and the mark obtained in each one.
 - b) The syllabi for the subjects, stamped by the institution of origin, including their academic content and credit load and, failing that, the total number of teaching hours and the duration (annual, semester, trimester, etc.) of the subjects or, where applicable, documentation certifying the learning outcomes acquired and the course content covered. The expiration date of the documents must be listed on both.
 - c) The curriculum to which they belong and the name of the degree.
 - d) A copy of the degree obtained, where applicable.
 - e) Where foreign studies are submitted, the documents must be issued by the competent authorities and must be duly legalised (except in the case of institutions from Member States of the European Union or signatories to the Agreement on the European Economic Area) and, where applicable, duly translated.

In such cases, information must also be provided on the university grading system in the country of origin or the grading scale; the minimum passing mark must be indicated, as well as the points on which the scale is based, and the score ranges.

- f) Where the courses for which recognition is sought have been taken at Euneiz, students do not need to submit any academic certificates; it will be the responsibility of the Registrar's Office to provide this ex officio.
2. To provide evidence of work or professional experience, the following must be submitted:
- a) A work history report issued by the General Treasury of Social Security, certifying the name of the company or companies and the time the student worked in the relevant contribution group.
 - b) Certified copies of employment contracts or letters of appointment, together with proof of registration with the Social Security system.
 - c) In the case of self-employed or independent workers, they must provide proof from the General Treasury of Social Security showing the periods of registration with Social Security under the relevant special scheme, together with a description of the activity carried out and the period during which it was carried out.
 - d) A report containing a detailed description of the activities or tasks carried out and the duration of each.
 - e) Company certificates attesting to the above tasks and any other documents that verify and corroborate the experience claimed and its relevance to the learning outcomes associated with the degree for which credit recognition is being sought.
3. The supporting documentation required to recognise credits for participating in mobility programmes shall be as set out in the relevant calls for applications.
4. The supporting documentation required to recognise credits for participating in university cultural, sporting, student representation, charitable and cooperation activities shall be as set out in the approved definition for each activity.

Artículo 9. Responsible bodies

1. For each of the official degree programmes offered by the University, a Credit Recognition Committee shall be established. It will be chaired by the degree programme coordinator, or the person they designate, and its Secretary shall be a representative of the University's technical, management, administrative and support staff.
2. The Credit Recognition Committee's functions shall be as follows with regard to the recognition of credits:
 - a) To examine applications submitted for the recognition of credits based on university studies, non-university higher education or work or professional experience accredited by the applicants, and to draw up the corresponding proposed decision.
 - b) When the applicant has taken prior studies, request a report from the teaching staff responsible for the courses to be recognised regarding the alignment between the learning outcomes and the knowledge acquired by the applicant, and those set out in the curriculum for which recognition is sought. This report must be drawn up within a maximum of 15 days and will not be binding. If no report is issued within the specified time limit, the Committee will continue with its proceedings.
 - c) In order to assess the work and professional experience provided by applicants, the Committee, having examined the documentation submitted, may decide to carry out an assessment of the applicants' knowledge and skills to determine whether they have acquired the training and learning outcomes claimed. This assessment may consist of professional interviews, competency tests, practical demonstrations in situations similar to those encountered in the posts held, or other similar methods; and specialists may be called upon to assist in carrying out said assessment.
 - d) In cases where credits obtained in other Bachelor's degree programmes within the same or different fields of study, in official Master's degree programmes 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 will enable students to know in advance the subjects that would be automatically recognised should they submit an application.

- e) To issue reports on the substance of administrative appeals lodged with the Vice-Chancellor against decisions on the recognition of credits based on the applications referred to in point a) above.
 - f) Any other duties that may be assigned to it under the implementing provisions of this regulation.
3. The Committee shall not need to intervene, and credits will be automatically approved de officio for applications for the recognition of credits that fall within any of the categories leading to automatic recognition, as referred to in paragraph 2d) above, as well as those arising from the study agreement signed by the student and the University in connection with a mobility placement under 'Erasmus' and similar programmes. In this case, recognition will be carried out directly by the University's Registrar Office or Mobility Service, as appropriate.
 4. It shall be the responsibility the degree programme coordinator to issue a decision, following a proposal from the Credit Recognition Committee, except in the case provided for in the previous paragraph. The decision must be issued and the applicant notified within a maximum of three months from the date the application was submitted; in case of a rejection, the reasons for rejection must be provided.
 5. If the deadline expires without an express decision having been notified, the application shall be considered to be rejected by administrative silence.
 6. An appeal may be lodged with the University's Vice-Chancellor against the decision made by the degree programme's coordinator.
 7. For the purposes of processing the procedure, the non-teaching periods set out in the academic calendar for each academic year are declared non-working days.

Artículo 10. Effects of the recognition and transfer of credits

1. The recognition process will explicitly state which subjects the student does not need to take. In this case, it is understood that the subjects already passed will not be subject to re-assessment and will be recorded in the student's academic record as recognised modules, subjects or courses, specifying the basis for recognition.
2. In any event, the recognition of credits shall relate, at the very least, to full course units; in other words, partial recognition of a subject is not permitted.
3. Where the outcome of the procedure results in the recognition of elective credits, the number of credits recognised shall be deducted from the number of elective credits required by the relevant degree programme and shall be recorded in the student's academic record as recognised elective credits, stating the basis for such recognition. In any event, the number of elective credits awarded may not exceed the number of credits required by the relevant degree programme.
4. Where applicable, following the credit recognition process, the applicants will be permitted to extend their enrolment in accordance with the terms set out in the University Regulations on Enrolment, Academic Progress and Continued Enrolment.
5. The recognition process will result in the award of the corresponding mark for the relevant subject or subjects within the destination curriculum. This mark must be equivalent to the one obtained by the student in their original course of study. If necessary, where several subjects lead to the recognition of one or more subjects in the target degree programme, a weighted average will be calculated.
6. Marks will be recorded on the academic transcript in accordance with the provisions set out in Royal Decree 1125/2003 of 5 September, which establishes the European Credit Transfer and Accumulation System (ECTS) and the grading system for official university degrees valid throughout the country.
7. Notwithstanding the above, where the original academic transcript refers only to qualitative grades, these shall be converted into numerical grades, taking into account the following conversion table:

- Pass 6
 - Recognised 6
 - Very good 8
 - Outstanding 9
 - With Honours 10
8. Where the original subjects or courses do not have a mark, the recognised subjects or credits will be recorded as 'Pass' and will not be taken into account when calculating the average mark for the transcript.
 9. The recognition of credits arising from studies taken as part of unofficial university degrees, from accredited work or professional experience, and from students' participation in university cultural, sporting, student representation, charitable and cooperative activities, shall not be graded and shall therefore not be taken into account for the purposes of calculating the average mark on the transcript. These cases will be recorded on the student's transcript with the notation 'Pass'.
 10. Transferred credits will not be taken into account for the purposes of calculating the average mark on the transcript or for the award of the official degree.
 11. All credits earned by the student through official studies, as well as transferred credits, recognised credits and credits successfully passed towards the award of the relevant degree, will be included in their academic transcript and reflected in the European Diploma Supplement.

FINAL PROVISIONS

One. Entry into force

These regulations shall come into force upon their approval by the competent body and their subsequent publication, so that the entire university community may be made aware of them.

Two. Regulatory updates and amendments

Any references to legislation contained in these regulations shall be deemed, at all times, to refer to the legal and regulatory provisions in force that replace, amend or implement them. In the event of any changes to the national or regional regulatory framework governing the recognition and transfer of credits, these regulations shall apply in accordance with those provisions, without prejudice to any amendments which, where appropriate, must be approved by the University's competent bodies.