

REGULATION FOR CREDIT RECOGNITION

IN OFFICIAL DEGREE PROGRAMS

30 March 2017



**Universidad
Europea**

LAUREATE INTERNATIONAL UNIVERSITIES

REGULATION FOR CREDIT RECOGNITION IN OFFICIAL DEGREE PROGRAMS

This regulation establishes the procedure, deadlines and conditions to be applied for recognizing credits in Universidad Europea de Madrid official degree programs.

Article 1. DEFINITIONS

- **Source degree program:** the program in which the credits or subjects to be recognized were studied.
- **Destination degree program:** the program for which credit or subject recognition is requested.
- **Recognition:** acceptance by Universidad Europea de Madrid of the credits that have been obtained in official or unofficial university programs, at the same or another university, to count in other programs in order to obtain an accredited degree at Universidad Europea de Madrid. Work and professional experience accreditation may be recognized under current legislation.
- **Recognition/Validation Orientation:** document used by the competent body to respond to the application submitted by the student. This document includes an initial evaluation of the credits that may be recognized and, where appropriate, the modules, coursework or subjects that must be studied, and those that need not be studied as the skills covered in these subjects are considered to have been acquired in the recognized credits. The Recognition/Validation Orientation is provisional and informative; it has no official validity and is subject to submission of the relevant official documentation and compliance with the applicable legal requirements.
- **Validation/Recognition Resolution:** document used by the competent body to accredit the recognized modules, coursework or subjects, which therefore do not need to be studied.

Article 2. OFFICIAL PROCEDURE AND DEADLINES

1. The degree program credit recognition application must be processed using the *Online Application* available at <http://madrid.universidadeuropea.es/alumno-uem/informacion-academica/mis-convalidaciones> , providing all the required documentation within the official deadlines set by the Universidad Europea de Madrid.
2. For students **enrolled** in the degree program for which they are applying for recognition, the deadlines are as follows:

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- September 5 to 20
 - December 5 to 20
 - June 1 to 15
3. New students applying for admission to a degree program they are not enrolled in must submit their credit recognition application during the Universidad Europea de Madrid admissions process, or within 15 days from the program start date. In the case of late arrivals, the student must submit their application during the admissions process, or within 15 days from the formalization of their enrollment.
4. The recognition application must be accompanied by the following documentation:
- Personal academic transcript from the source degree program
 - Curriculum stamped by the Registrar's Office of the institution of origin
 - Syllabuses from the subjects taken and/or enrolled in for the source degree program
 - Translated accredited degree (only for foreign degrees)
 - Translated official accreditation certificate of the source University and degree program (only for students with foreign studies and/or degrees)
 - If applying for recognition of professional experience, the following must be provided:
 - Employment record certificate^{*1}
 - Curriculum vitae^{**}
 - Company certificate – only when the duties performed in the company must be accredited, or in the case of students with international professional experience who cannot provide an employment record certificate.
 - Professional certification or degree accrediting a training course – only if this is to be recognized.
 - Report detailing the duties performed (for recognition of professional experience in Pharmacy and Biotechnology Degree Programs)
5. The university may require any additional documentation from the student considered necessary to study the validation/recognition, as well as original documentation or a certified copy.
6. If the source degree was studied at the Universidad Europea de Madrid, the documentation indicated in the first three points need not be submitted.

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*En caso de solicitar reconocimiento para el Grado en Farmacia o Grado en Biotecnología, será imprescindible que el certificado de vida laboral incluya el código de cuenta de cotización o el número de inscripción del empresario, así como la denominación de la empresa u organismo a cuyo nombre figura el código de cuenta de cotización.

**La universidad se reserva el derecho a solicitar la entrega de una Declaración Jurada que consigne la veracidad de los datos aportados (Anexo I)

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7. If the source studies were completed abroad, the documents submitted must be duly authenticated, provided they have not been issued by an EU country. In this case, the stamp of the University of origin is sufficient. Furthermore, a translation is required if the original documents are written in a language other than Spanish or English.
8. After sending the duly completed recognition application and the minimum required documentation, the student will receive an initial *Recognition/Validation Orientation* by email within 4 working days. The *Recognition/Validation Orientation* is provisional; it has no official validity and is subject to submission of the official documentation indicated above, as well as the approval of the Faculty or School Dean or Director and compliance with the applicable legal requirements.
9. If the student does not agree with the *Recognition/Validation Orientation* received, they may request its revision via the Online Application platform used previously. This revision request must be sent within 10 days from the time the *Recognition/Validation Orientation* was sent, and it must be accompanied by additional documentation or proof to justify the revision. After this deadline, it is understood that the student agrees with the *Recognition/Validation Orientation* and no subsequent revisions may be requested. Only one revision may be requested.
10. The provisional orientation will become final once indicated by the Validation Committee of the corresponding Faculty/School, and with the approval of the Faculty or School Dean or Director, after the student has submitted all the required official documentation.
11. The period in which the provisional orientation will become final is 15 days from the time all the official documentation is submitted by the student. The applicant will be notified of the *Final Validation/Recognition Resolution* by email sent to the address provided in the application; from this moment the recognition will be made effective on the student's transcript.
12. Pursuant to the provisions of the *General University Regulations for Official Degree Programs*, the student has a period of one month to appeal or submit allegations to the final resolution, or their grades. After this period the resolution will become irreversible and no appeal may be submitted. If the student has applied for their degree and paid the relevant fees, it shall be considered that they agree with their transcript and no application for changes may be submitted.
13. After the period for appealing the *Final Validation/Recognition Resolution*, the student may not reapply for recognition of the same degree program applied for the first time. Only in the case of legal simultaneity of studies or professional experience acquired after the date of the first application, meaning that the student will have additional documentation to that provided in the first application, may the student reapply for

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recognition of the same degree program. The Faculty/School Dean/Director must decide whether to accept the application.

14. If, during the official appeal period, the student requests a repeal of the recognition of any of the subjects indicated in the *Final Validation/Recognition Resolution* in order to study them, they must submit the relevant repeal document (Appendix II to this Regulation).
15. The subjects for which credits are recognized will be considered passed for all effects and purposes and, therefore, no further assessment will be required. The subjects which have been recognized will appear as such with this denomination and with the corresponding ECTS credits on the student's transcript, and they will have the points equivalent of the grade obtained in the center where they were attained. If the official degrees or academic certificates provided by the student only express an overall average grade, this average grade will be applied to each of the subjects. If the relevant degree does not express an average grade and there is no other document to accredit a grade, the grade for each subject will be 5 (five). Conversion of overseas university grades to the Spanish system will be governed by the provisions set forth in Appendix III of this Regulation.
16. For all enrolled students who do not submit all the required official documentation in the period of 15 days from the date of filing the application, their recognition will be rejected due to lack of documentation, and it will be understood that the student withdraws their application. In the case of students with overseas studies, submitting proof of having requested the appropriate documentation during this period will be accepted as initial documentation to maintain the application process open. They will have an additional period of 30 days to submit the official documentation. New students must submit all the necessary official documentation before the 15th day of the month following the start date of their program. For new students arriving late, the deadline will be the 15th day of the month following the formalization of their enrollment.

Article 3. CONDITIONS FOR CREDIT RECOGNITION

1. The following may be provided as merits, and therefore considered for recognition:
 - Subjects completed in official university studies, both in Spain and overseas, whose content, skills and workload coincide with those of the subject to be recognized.
 - Subjects completed in unofficial university studies (private degrees issued by official universities), both in Spain and overseas. The subjects to be recognized must have a similar workload, content and skills to the subjects completed.

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According to current legislation, up to a maximum of 15% of the total credits for a degree program may be recognized, combining private university degrees and professional experience.

- Accredited professional experience, provided it was in the professional field of the degree program, and the activity carried out covers the skills of the subjects to be recognized.

Only professional experience accumulated before the start of the subject to be recognized may be considered for recognition. In no case will professional experience accumulated after the start of the subject for which recognition is requested be considered.

According to current legislation, up to a maximum of 15% of the total credits for a degree program may be recognized, combining private university degrees and professional experience. There are exceptions in those degrees for which the Memories have established different maximums:

- Bachelor's Degree in Physiotherapy: there is no possible credit recognition for professional experience.

- Subjects from Advanced Vocational Training Diplomas (Advanced Career and Technical Education), issued in Spain. In these cases, the automatic tables prepared for this purpose will be applied, approved by the CAM or the Dean of the relevant Faculty/School.

To recognize subjects from an accredited overseas university degree program equivalent to Spanish career and technical studies, the student must submit the Spanish Ministry of Education's official recognition of equivalence to any of the official Spanish higher education degree programs. Pursuant to Article 3 of RD 412/2014, no official recognition is required for degrees obtained in a European Member State or in other States with applicable reciprocal international agreements.

- Subjects completed in Advanced Diploma in Art and Design, Graduate in Art and Advanced Diploma in Sport studies. The subjects to be recognized must have a similar workload, content and skills to the subjects completed.
2. English as a subject may only be recognized for official university English subjects studied previously. Language certificates (First, TOEFL, EOI, etc.) may not be recognized as they are not issued by a university.

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Additionally, pursuant to *Royal Decree 1393/2007, Art. 6*, and as part of the 15% of credits assigned to professional experience, English as a subject may be recognized provided the student can prove work experience in English, and provides an official language certificate or passes the target level for their degree program by completing an English test at the UEM Language Center.

To recognize English as a subject, the Universidad Europea de Madrid reserves the right to request an additional level test at the Language Center to certify that the student has the target language level for their degree program.

3. In no case may credits for Graduation Projects and Master's Theses be recognized.
4. Applications for the recognition of subjects already graded on the student's transcript at the time of application will not be accepted.
5. Applications for recognition of enrolled subjects will not be accepted more than 15 days after the start of the subject.
New students arriving late are excluded from this condition provided they have not attended the subject for which recognition is requested. In this case, the student will have a period of 15 days from the date of formalizing their enrollment to apply for the relevant recognition.
6. If a transcript is transferred, subjects recognized in the transcript of the original degree program may not be recognized. In this case, the documentation and official curriculum of the initial degree program from which the recognition was obtained must be submitted; these will be used to study the UEM recognition.
7. Subjects studied at overseas universities as an exchange student (Erasmus or others) will not be recognized.
8. Extracurricular internships will not be recognized as professional experience.
9. Applications for recognition will not be accepted once the student has completed their program.

ADDITIONAL PROVISIONS

1. Recognized credits will entail no for cost for the student, except:
 - **Universidad Europea de Madrid Global Bachelor Degree Programs**; in this case, the student must pay a regularization price of €40 per recognized ECTS in the case of recognizing credits for subjects completed as part of official degree programs. In the case of recognition for professional experience or private

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degrees, the student must pay 40% of the ECTS credit price of the subject/s recognized under this heading.

2. Repealing the recognition of any subject, according to the procedure and deadlines indicated in section 1 of this Regulation, means that the student must pay for the corresponding credits. Furthermore, the student may not reapply for the recognition they have withdrawn.
3. The number of credits recognized for professional experience and private university degree programs may not exceed 15% of the total curriculum credits.
4. The general and specific criteria in force at the university and each Faculty/School will be used to recognize subjects and professional experience; these may vary each academic year according to current legislation.
5. *Recognition/Validation Orientations* may vary from one academic year to the next, according to the criteria and legislation in force at the time of application.
6. Partial subject or module recognitions will not be applied in undergraduate or Master's Degree studies.
7. *Recognition/Validation Orientations*, and therefore the applicable recognitions, may vary between the different Universidad Europea universities (Universidad Europea Madrid, Universidad Europea Valencia and Universidad Europea Canarias), depending on the approved curricula in force.
8. Unrecognized credits, and those which the student must therefore complete and pass to obtain the degree for which recognition is requested, must total at least 30 ECTS of the total corresponding curriculum.
9. Recognition requests will not be accepted if:
 - They are performed outside of the official channels established by the university in this document.
 - They do not comply with the deadlines and situations specified herein.
10. Recognition applications from students not up-to-date on their payments will be rejected.

FINAL PROVISION

This regulation came into force in the academic year 2016/2017. The changes to these regulations provided for in the first additional provision (1) apply from the academic year 2017/2018.



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APPENDIX I

SWORN STATEMENT

Mr./Ms. _____ of
_____ nationality, with Passport/NIE/NIF number _____,
declares that the details in the curriculum vitae provided in order to evaluate the recognition for
professional experience are true.

In witness whereof, for all pertinent purposes, I hereby sign this statement.

Signed:

Villaviciosa de Odón , on, 20...

Legal notice

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APPENDIX II

Mr./Ms. _____, student of the Degree in _____, with transcript number _____,

HEREBY REQUESTS

To withdraw the recognition of the subjects indicated below in order to study them. I hereby declare that I am aware that I must pay for their credits and that I may not reapply for their recognition:

Class	Degree program

In witness whereof, for all pertinent purposes, I hereby sign this statement in Villaviciosa de Odón on ____ __, 201__.

Signed: _____

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APPENDIX III

System for converting numerical grades from overseas universities to the Spanish decimal system.

To obtain the numerical grade in the Spanish decimal system, the procedure is as follows:

If the overseas grade is numerical

The following equation will be applied to the numerical grade for each subject:

$$X = \begin{cases} 5 \frac{NA - H}{B - H} + 5, & \text{applicable when } NA \geq H \\ 5 \frac{NA - P}{H - P}, & \text{applicable when } NA < H \end{cases}$$

where:

X is the grade on a scale of 10 (Spanish decimal system) we wish to obtain;
P is the minimum score possible in the grading system used on the academic transcript;
B is the maximum score possible in the grading system used on the academic transcript;
H is the passing grade in the grading system used on the academic transcript;
NA is the grade obtained in the subject appearing on the academic transcript, in the system of the country in which the studies were completed.

Grade. The results of the conversion obtained for each of the subjects will be graded on the following number scale from 0 to 10 and up to one decimal place, which will be rounded up, to which the qualitative grade will be added:

- 1) Fail (SS): from 0 to 4.9 points
- 2) Pass (AP): from 5 to 6.9 points
- 3) Above Average (NT): from 7 to 8.9 points
- 4) Outstanding (SB): from 9 to 10 points

Rounding up. When the hundredths of the grade are greater than or equal to five, the tenths shall be increased by one unit; and when the hundredths are less than or equal to four, the tenth will not be changed.”

If the overseas grade is qualitative or literal

Firstly, the qualitative scale will be converted into a numerical scale, and then the equation shown in the previous section will be applied. To convert the qualitative scale into a numerical scale, the lowest qualitative grade will be assigned a value of 1, and it will increase 1 by 1 until the highest qualitative grade is reached.

Exception: in the event that the overseas grading system only has one word to indicate a fail grade, the overseas fail grade will be converted directly into a 2.5 on the Spanish decimal system. Passing grades will be converted as explained in the previous paragraph.