

Academic regulations for bachelor's degree courses at the UPC

2013-2014 academic year

**Office of the Vice-Rector for Academic Policy
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The Catalan version mentioned above is the only legally valid document for the purposes of regulation and enforcement.

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1. ADMISSIONS

The applicable law for admission to bachelor's degree courses as of the 2010-2011 academic year is Royal Decree 1892/2008 of 14 November, published in the Official Gazette of the Spanish Government (BOE) of 24 November 2008. This law establishes the conditions for admission to bachelor's degree courses and the selection procedures by which students are admitted to Spanish universities.

This section explains the rules that apply to students according to how they gain admission to the UPC, in accordance with current legislation, the agreements established by the Interuniversity Council of Catalonia and the general criteria applied by the UPC.

The following admission options are available:

- Pre-enrolment
 - Students who have completed the Spanish upper secondary school diploma (*bachillerato*) and passed the official university entrance examinations (PAU) for access to bachelor's degree study.
 - Students from EU Member States or other countries signatory to international agreements with Spain regarding admission to bachelor's degree study who meet the conditions established by their country of origin for access to higher education (accreditation should be obtained from the National Distance Learning University, UNED).
 - Students from non-EU Member States and countries not signatory to international agreements with Spain regarding admission to bachelor's degree courses. These students must request homologation of their upper secondary school education to the Spanish upper secondary school diploma and pass the entrance examination for foreign students.
 - Students in possession of the Spanish vocational qualifications *Técnico Superior de Formación Profesional*, *Técnico Superior de Enseñanzas Artísticas* or *Técnico Deportivo Superior* or their foreign equivalents.
 - Students aged over 25 who pass the corresponding entrance examination.
 - Students aged over 40 who can provide evidence of relevant professional experience and who pass the corresponding entrance examination.
 - Students aged over 45 who pass the corresponding entrance examination.
 - Students already in possession of an official bachelor's degree issued under the current European university system or an equivalent academic qualification.
 - Students in possession of a diploma or degree issued under the previous Spanish university system or an equivalent academic qualification.
- Transfer from another Spanish university and/or bachelor's degree course.
- Students who have studied an official degree course at a foreign university.
- Other admission options:
 - Admission to degree paths leading to the award of double degrees
 - Simultaneous degree courses
 - Admission of mobility students

1.1. PRE-ENROLMENT

Students wishing to study a bachelor's degree course at the UPC must obtain a place through the University's pre-enrolment procedure.

The admission requirements applicable to the pre-enrolment procedure are governed by the Interuniversity Council of Catalonia, in accordance with the relevant provisions in Spanish law. The number of places available on each course is determined jointly by the relevant authority and the University and is published annually in the DOGC and the BOE.

Students assigned to a degree course via the pre-enrolment process may enrol at the corresponding school during the established enrolment period, subject to the specific enrolment procedure for each degree course.

For some degree courses at the UPC, students can pre-enrol for two different admission periods: September and February.

1.1.1. Admission to degree courses with shared pre-enrolment codes

A school may establish common pre-enrolment criteria that apply to more than one degree course. Students applying for courses to which such criteria apply will only obtain confirmation of admission to their chosen degree once they have successfully completed the initial stage of the course.

Each school must define and publish the admission criteria for such courses before the pre-enrolment process begins. In all cases, the weighting of the students' academic records must be one of the factors considered. Any changes to the admission criteria following their publication will under no circumstances be applicable to students who have already completed the pre-enrolment process.

Completed subjects are weighted as set out in Section "Weighting of academic records and calculation of final marks" of these regulations.

The school may reserve 5% of the available places of each degree course for students with disabilities.

The school's director or dean makes decisions regarding admission to the various degree courses. If a student disagrees with a decision, he or she may file a complaint with the school or lodge an appeal to the rector.

1.1.2. Admission for students aged 40 or over accrediting relevant professional experience

Article 36 of Royal Decree 1892/2008 of 14 November (BOE, 24 November 2008), which regulates the conditions for admission to bachelor's degree courses and the selection procedures by which students are admitted to public universities in Spain, establishes provisions for admission to degree courses for students aged 40 or over who can provide accreditation of relevant professional experience.

1.1.2.1. Admission requirements

Candidates wishing to gain admission under these provisions must meet the following requirements:

1. They must have reached 40 years of age before 1 October of the year in which the degree course begins.
2. They must not be in possession of any qualification that gives access to university study.
3. They must be able to provide accreditation of professional experience in the area covered by the degree course for which they are applying.

Candidates who meet these requirements may only request admission to one bachelor's degree course at one UPC school.

1.1.2.2. Availability of places

Each school will determine the number of places to be made available to students aged 40 or over for the degree courses it offers. The number of places must be equal to at least 1% of the total places on offer to new students and must be approved by the Governing Council.

1.1.2.3. Admission procedure

The admission procedure applicable to students aged 40 or over consists of the following stages:

1. Admission request (students finalise the pre-enrolment/enrolment procedure and submit accompanying documentation).
2. Assessment of specific merits.
3. Personal interview.

The rector will appoint a selection committee to consider admission requests in accordance with the assessment criteria. The committee will also be responsible for conducting personal interviews with candidates who pass the first stage of the admission procedure.

Admission request

Students wishing to study a bachelor's degree course at the UPC must complete the pre-enrolment/enrolment procedure on line using the portal <https://acesnet.gencat.cat>, where they will be required to select the desired course (candidates applying through this procedure may only request admission to one bachelor's degree course at one UPC school).

To complete the admission request, students must submit all accompanying documentation, which should include a covering letter outlining their interest in the chosen degree course, a curriculum vitae listing their professional experience, and an official employment history issued by the relevant government body.

Assessment of specific merits

In accordance with the criteria established by the UPC for the assessment of specific merits, the first phase of the process will be used to assess the candidate's professional experience and the suitability of the curriculum vitae to the chosen degree course and the general area of study.

Each candidate will be awarded a mark of between 0 and 10 points, with three decimal places, on the strength of the documentation provided. Those who obtain a mark equal to or greater than 5.000 will be entitled to attend the personal interview.

Personal interview

Candidates who successfully pass the assessment of specific merits must attend a personal interview with the selection committee on the date and time specified and at the location indicated by the school. The interview is used to expand on the information concerning professional experience provided in the curriculum vitae submitted with the admission request.

The selection committee will award a mark between 0 and 10 points, expressed to three decimal places.

Candidates who do not attend the interview on the date and time specified and at the location indicated by the school will not be permitted to continue with the admission procedure.

Final mark

The final mark is the average of the marks for the first and second stages. If a minimum mark of 5 is not achieved for each of these stages, the candidate is awarded a fail mark.

Decisions regarding admission are only valid for the chosen degree course and the specific enrolment period for which the request was made.

1.1.3. Admission for students aged 45 or over

Article 37 of Royal Decree 1892/2008 of 14 November (BOE, 24 November 2008), which regulates the conditions for admission to bachelor's degree courses and the selection procedures by which students are admitted to public universities in Spain, establishes provisions for admission to degree courses for students aged 45 or over.

The admission procedure applicable to students aged 45 or over consists of the following stages:

1. Specific admission test for students aged 45 or over.
2. Completion of pre-enrolment.
3. Personal interview.

Candidates wishing to apply through this procedure can only apply for one degree course at one UPC school.

1.1.3.1. Admission requirements

Candidates wishing to gain admission through this procedure must meet the following requirements:

1. They must have reached 45 years of age before 1 October of the year in which the degree course begins.
2. They must not be in possession of any qualification that gives access to university study.
3. They must be not able to provide accreditation of professional experience in the area covered by the degree course for which they are applying.

1.1.3.2. Completion of pre-enrolment

Candidates who pass the specific university admission test for students aged 45 or over and wish to proceed to the interview stage must complete the pre-enrolment procedure on line using the portal <https://accesnet.gencat.cat>.

Candidates may only complete pre-enrolment for one degree course offered by one UPC school.

1.1.3.3. Personal interview

Candidates who pass the specific university admission test for students aged 45 or over and have completed the pre-enrolment process will be entitled to a personal interview.

The rector will appoint a selection committee to conduct the personal interviews and assess candidates in accordance with the criteria established for this purpose.

The selection committee will award an assessment result of pass or fail, which will only be valid for the remainder of the academic year.

Candidates who do not attend the interview on the date and time specified and at the location indicated by the school will not be permitted to continue with the admission procedure.

A total of 1% of the places on offer for each bachelor's degree course is made available to candidates applying through the specific procedure for students aged 45 or over. Candidates who pass the specific admission test and the personal interview are not automatically awarded a place on the chosen degree course but are entitled to apply for a place through the standard pre-enrolment process.

Decisions regarding admission are only valid for the chosen degree course and the specific enrolment period for which the request was made.

1.2. TRANSFER FROM ANOTHER SPANISH UNIVERSITY AND/OR BACHELOR'S DEGREE COURSE

In accordance with Article 56 of Royal Decree 1892/2008 of 14 November, which regulates the conditions for admission to bachelor's degree courses and the selection procedures by which students are admitted to public universities in Spain, students who wish to transfer from another public Spanish university and/or bachelor's degree course may be entitled to request direct admission to a school or specific degree course without completing the pre-enrolment procedure. This right will be granted if students obtain recognition of at least 30 ECTS credits for the course in which they wish to enrol, in accordance with the conditions stated in Section 3.2 of these regulations, and provided that they meet the criteria described in the following sections.

Students admitted to a bachelor's degree course via transfer from another public Spanish university and/or bachelor's degree course will be required to relinquish the academic record opened at the beginning of their original degree. Consequently, this admission procedure is not open to students who already hold a bachelor's degree issued by a public Spanish university, students who have completed a bachelor's degree course and are entitled to apply for the degree certificate, or students who wish to study simultaneous degree courses or gain admission to a degree path leading to the award of a double degree.

The dates for applying for direct admission are established annually in the UPC's academic calendar.

1.2.1. Scope of application

The following students are entitled to request admission via this specific procedure:

- Students who are enrolled in a bachelor's degree course and would like to continue the same course in another school or at another university.
- Students who are enrolled in a bachelor's course and would like to transfer to a different course in the same school, in another school or at another university.
- Students who are enrolled in a course organised under the previous Spanish university system (diplomas, undergraduate degrees, etc.) and who would like to gain admission to a bachelor's degree course in the same school, in another school or at another university (students whose course is being phased out and replaced by a bachelor's degree will not be entitled to transfer to the new degree).
- Students who were enrolled in but did not complete a course that has been phased out and who would like to gain admission to a bachelor's degree in the same school, in another school or at another university.

1.2.2. Admission requirements

Students requesting admission via this specific procedure must meet the following requirements:

- They must obtain recognition of at least 30 ECTS credits for compulsory subjects of the course in which they wish to enrol. Recognition of credits corresponding to the bachelor's thesis will not be granted.
- They must have met the minimum academic progress requirements at all stages of the course from which they wish to transfer, if they are transferring from another course at the UPC.
- In addition to the general requirements, schools may establish a cut-off mark for admission to their degree courses. This information must be made available to candidates.

In relation to this cut-off mark, the criteria are as follows:

1. Students must have obtained a university entrance examination mark equal to or greater than the cut-off mark for the course in which they wish to enrol. This mark must have been obtained during the academic year in which they gained admission to university. (The cut-off mark is that of the degree course that is being replaced by the new bachelor's degree.)

or

2. They must have obtained a university entrance examination mark equal to or greater than the cut-off mark for the course in which they wish to enrol. This mark must have been obtained for the previous academic year to the one to which they wish to transfer. (If applicable, the cut-off mark is that of the degree course that is being replaced by the new bachelor's degree.)

Schools applying such a requirement must state which of the two will be used for admission.

For applications for admission to new courses that do not replace first- or first- and second-cycle degrees, the grade for the academic year previous to the year for which the student wishes to register will be taken into account.

When the student's university entrance examination mark is on a scale of 0 to 10 and the cut-off mark for admission to a degree course is on a scale of 0 to 14, the corresponding weighting must be carried out.

Students who do not meet these requirements will have to gain admission via the standard pre-enrolment procedure.

The following students are not entitled to request admission via this specific procedure:

- Students who are enrolled in a bachelor's degree at the UPC and have completed the entire course with the exception of the bachelor's thesis.
- Students enrolled at other public Spanish universities or in courses organised under the previous Spanish university system who, if admitted, would require fewer than 60 ECTS credits to complete a bachelor's degree course at the UPC.

These restrictions do not apply to students who were enrolled in but did not complete a course at the UPC that was organised under the previous Spanish university system and has been phased out.

1.2.3. Availability of places

The appropriate body of the school will approve and announce the number of places available to students requesting admission via this procedure and publish information on admission requests, selection criteria and enrolment in the periods established in the academic calendar. The number of places must be approved by the Governing Council and must not exceed 10% of the total places available to students applying through the standard pre-enrolment procedure.

In exceptional circumstances, subject to the approval of the rector, a school may extend the number of places beyond this 10% limit.

1.2.4. Submission of admission requests, admission and enrolment

The procedure for obtaining a place via transfer from another public Spanish university and/or bachelor's degree course consists of three stages: submission of the admission request, admission and enrolment. Each stage is overseen by the school offering the degree course in question.

The deadlines for notification of the number of available places available, receipt of admission requests and notification of the results are set in the general academic calendar.

Once the Governing Council has approved the number of places available to transfer students, each school must define and publish information on admission requests, selection criteria and enrolment. This information must always include the general admission criteria stipulated in these academic regulations and the specific selection criteria applicable to each degree course.

UPC schools must ensure that assessment periods are scheduled in such a way that students requesting official academic records for the purposes of transfer to a bachelor's degree course will receive them within the admission period set in the general academic calendar. If the school in which the student is enrolled cannot provide this documentation within the admission period, the school responsible for the bachelor's degree course to which the student wishes to transfer must allow the student to complete the admission procedure and submit the documentation after the general deadline.

Students admitted via this specific procedure may proceed to enrol in the school offering the bachelor's degree to which they wish to transfer, respecting the deadlines and enrolment procedure for the course. To finalise enrolment, students must submit the documentation accrediting transfer of the academic record for the course from which they are transferring.

1.2.5. Selection of candidates

Successful admission is governed by the general requirements described in Section 1.2.2 of these regulations, and by the specific selection criteria established by the school.

If the number of admission requests is greater than the number of places available, priority will be given to candidates who meet the following criteria:

1. Students transferring from courses in the same branch of knowledge.
2. Students with the strongest academic records, in accordance with the criteria described in Section 4.8 of these regulations.

Weighting of successfully completed subjects will be carried out in accordance with the criteria described in Section 4.8 of these regulations.

The schools will consider the academic records of students who have been unable to submit official academic record before the admission deadline provided they can demonstrate that the school responsible for the original academic record was unable to issue the documentation within the admission period.

By virtue of the delegation of the rector, the school's director or dean makes decisions regarding admission to the various degree courses. If the student is not satisfied with the decision of the director or dean, he or she may lodge an appeal for reversal with the rector within one month and one day of notification of the decision.

1.2.6. Degree courses with shared pre-enrolment codes

Students wishing to transfer from another centre to a bachelor's degree course with a shared pre-enrolment code must follow the procedure described in Section 1.1.1.

Students admitted via a shared pre-enrolment procedure but who are not assigned a place on the course to which they wished to transfer cannot enrol in another degree offered by the same school if the number of admission requests is greater than the number of places available.

1.2.7. Transfer of academic record

Students awarded a place at another university or on another degree course will be required to transfer their academic records. The administrative procedure must be carried out by the university at which the record was opened, once admission to the new university or degree course has been confirmed by the director or dean of the school.

The fee for transferring an academic record is established by the decree that sets the fees for the provision of academic services at Catalan public universities, published each year by the Catalan government and the UPC Board of Trustees. This fee does not apply to students transferring to a bachelor's degree course offered by the UPC school at which they are already enrolled or by another UPC school or affiliated school.

All students admitted to a bachelor's degree course via this specific procedure will be required to relinquish the academic record opened at the beginning of their original degree.

1.2.8. Elite athletes

In accordance with Article 57.4 of Royal Decree 1892/2008 of 14 November, the UPC must grant admission to elite athletes enrolled in a bachelor's degree course at another university who, due to their sporting commitments, are required to change their permanent address.

1.3. STUDENTS WHO HAVE STUDIED ABROAD

Students who have taken a university course in a country other than Spain must request the validation of their university education before they can enrol at a Spanish university.

Students who have completed a university course in a country other than Spain may request the homologation of the qualification from the government ministry responsible for university affairs, or they may request partial validations from the University, but they may not do both at the same time.

Students who are not granted the homologation of their qualification may still request partial validations.

The procedure used for admission to the University depends on the number of credits validated:

- Students who have at least 30 ECTS credits validated may apply for admission directly at the school where they wish to continue studying. These students may not pre-enrol.
- Students must obtain validation of at least 30 ECTS credits for compulsory subjects of the course in which they wish to enrol. Validation of credits corresponding to the bachelor's thesis will not be granted.

Places are awarded by the school offering the degree. The number of places available for students transferring from abroad is determined according to the criteria for admission via transfer from another Spanish university and/or bachelor's degree course (see Section 1.2.3).

- Students obtaining validation of fewer than 30 ECTS credits must pre-enrol and provide proof that they have filed a request for validation with the school where they wish to continue studying. Such a request may only be filed with the school granting the validation. For the purposes of pre-enrolment, a mark of 5.000 is recorded for validated credits.

Students who are unable to get any credits validated, or who wish to begin a course different from the one they took abroad, may gain admission to a university course by means of general pre-enrolment. Additionally, they are required to pass the entrance examination for foreign students and obtain homologation of their pre-university education to the Spanish upper secondary school diploma (*bachillerato*).

Students from education systems to which Article 38.5 of Organic Law 2/2006 of 3 May, on Education, is applicable are admitted without having to take the Spanish university entrance examination (PAU), provided that they meet the requirements established by the current laws and follow the established procedure.

1.3.1. Admission procedure

Each school must define and publish information on the administrative aspects of the admission procedure (deadlines, documentation to be submitted, requirements for the legalisation of documents issued outside Spain, etc.), which must include the specific selection criteria applicable to each degree course.

Students awarded a place following validation of at least 30 ECTS credits or through general pre-enrolment may proceed to enrol in the school offering their chosen bachelor's degree, respecting the deadlines and enrolment procedure for the course.

1.3.2. Selection of candidates

Admissions are governed by the general requirements described in Section 1.3 and by the specific selection criteria established by the school.

If the number of admission requests received from students who have validated at least 30 ECTS credits is greater than the total number of places available, all of the students' academic records will be reviewed as part of the selection process.

As stipulated in Article 57 of Royal Decree 1892/2008, for the weighting of academic records, validated and adapted subjects carry their original credit value from the university at which they were completed, and credits without marks are not taken into account.

By virtue of the delegation of the rector, the school's director or dean makes decisions regarding admission to the various degree courses. If the student is not satisfied with the decision of the director or dean, he or she may lodge an appeal with the rector within one month and one day of notification of the decision.

1.3.3. Degree courses with shared pre-enrolment codes

Students admitted to a degree course with a shared pre-enrolment code must follow the procedure described in Section 1.1.1.

1.4. ADMISSION TO DEGREE PATHS LEADING TO THE AWARD OF DOUBLE DEGREES

Admission to paths leading to the award of double degrees is contingent on the degree of overlap between the two degree courses, subject to the approval of the UPC's Governing Council and the Interuniversity Council of Catalonia.

The school establishes the specific requirements and procedures for admission to such paths, in accordance with the general framework for the organisation of double degrees.

1.5. SIMULTANEOUS DEGREE COURSES

Students who wish to follow two courses simultaneously must obtain a place on one of the courses through the general pre-enrolment process.

The school may approve specific simultaneous academic paths with different sets of requirements, which must be published before the pre-enrolment period opens. Students applying for a second course subject to such requirements must obtain the express authorisation of the receiving school. This decision is made, by virtue of the delegation of the rector, by the director or dean.

Students applying to study two courses simultaneously are not required to request the transfer of their academic record from the university or school of origin, if applicable.

As outlined in Section 1.4, the Governing Council may approve specific simultaneous academic paths with different sets of requirements.

1.6. MOBILITY STUDENTS

Students who wish to study at a UPC school through a mobility programme do not need to pay any additional fees, but they are required to enrol in the school where they plan to study.

Students must submit, together with the enrolment form, proof that they are participating in a mobility programme, a list of the subjects they are going to take at the UPC, and a photocopy of their enrolment form from the university of origin.

Once the mobility period has ended, the lecturers responsible for the completed subjects must sign a document certifying the students' attendance, their progress and, if applicable, their mark in each subject. This document must also be signed by the director or dean of the school.

1.7. VISITING STUDENTS

Visiting students are students who participate in an official course at the UPC in order to complete part of their university education, but do not do so as part of a mobility programme or under any other sort of agreement that allows them to enrol at the UPC free of charge.

Visiting students have the right to be assessed and to receive transcripts. If a student is admitted to an official course at the UPC after studying here as a visiting student, he or she may have up to 24 of the ECTS credits earned as a visiting student included in his or her UPC academic record. However, if they are not admitted to an official course, visiting students are not considered students of the UPC.

The economic conditions applied to visiting students are established by the agreement reached by the Economic Committee of the UPC Board of Trustees each academic year. The processes of pre-enrolment, admission and enrolment for visiting students, as well as the specific rules that apply to them (e.g. documents they are required to present, admission requirements, selection committee, calendar, etc.), are the purview of the receiving school.

1.8. STUDENTS WHO HAVE BEEN ASSIGNED A PLACE BUT ARE UNABLE TO BEGIN A COURSE OF STUDY

If a student is assigned a place at the UPC and, due to exceptional circumstances, is unable to begin the course, he or she must submit a request to have the place reserved.

If the student does not file the request within the period established to that effect, he or she loses the assigned place. If the student wishes to re-enrol, he or she must complete the pre-enrolment process in accordance with the current admissions process for the course.

By virtue of the delegation of the rector, the school's director or dean makes decisions regarding reservation of places.

The conditions and procedure for reserving a place are detailed in Section 2.3 of these regulations.

1.9. NEW STUDENTS WHO HAVE MISSED THE ENROLMENT DEADLINE

If a student is assigned a place at the UPC and, due to exceptional circumstances, is unable to begin the course, he or she may request authorisation from the school to enrol after the enrolment deadline.

Authorisation is contingent on the availability of places. Students who are not granted authorisation must re-enrol by completing the pre-enrolment process in accordance with the current admissions process for the course.

Requests for admission will not generally be accepted once the enrolment period has closed. The rector will be responsible for decisions regarding the authorisation of enrolment after the general deadline.

2. ENROLMENT

Formal enrolment in a course is a request to participate in an academic activity described in the curriculum of a degree course to which the student has already been admitted. Students are responsible for completing the voluntary process of enrolment. They are expected to be familiar with the class schedule, to know how much free time they will have, and to be sure of their ability to pay before beginning the enrolment process. They are also required to know and respect the conditions set out in these academic regulations.

This section covers the rules and administrative procedures related to enrolment in bachelor's degree courses at the UPC.

The rest of this section is organised as follows:

- Course schedules
- Information published before the enrolment period
- Reserving a place
- Application for enrolment
- Academic conditions of enrolment
- Administrative aspects of enrolment
- Relinquishment of enrolment in the first year
- Changes in enrolment
- Deferral of the calculation of time for continuance purposes
- Reimbursement of fees

2.1. COURSE SCHEDULES

UPC bachelor's degree courses can be taken on a full-time or part-time basis.

Part-time students may enrol in a maximum of 36 ECTS credits per year (18 ECTS credits per semester) for the duration of the degree course.

Students may choose between the full-time and part-time options at the start of the course without having to justify their choice, as explained in Section 2.4.1.

2.2. INFORMATION PUBLISHED BEFORE THE ENROLMENT PERIOD

Before the enrolment period, the school publishes the information listed below.

1. The dates and schedules of the enrolment process (adapted to the UPC academic calendar) for the following groups of students:

- ⇒ New students admitted to a course via the pre-enrolment process
- ⇒ Transferred students (transfer from another Spanish university and/or bachelor's degree course)
- ⇒ Students who have studied abroad
- ⇒ Previously enrolled students

2. The list of subjects taught in that particular teaching period and their 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 2.4.

4. The academic conditions that apply to part-time students.

5. The list of prerequisites (i.e. subjects that must be completed before taking a particular subject) and corequisites (i.e. subjects that must be taken at the same time), together with the specific enrolment restrictions derived from these requirements.
6. Deadlines for having credits recognised.
7. The conditions that apply to registration, enrolment and the presentation of the bachelor's thesis, including deadlines.
8. 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.
9. The documents that students must present when they formally enrol.

2.3. STUDENTS WHO HAVE OBTAINED A PLACE BUT ARE UNABLE TO ATTEND: RESERVING A PLACE

If a student is assigned a place at the UPC and, due to exceptional circumstances that are duly justified, is unable to begin a course of study, he or she must submit a request to have the place reserved.

Students must submit the request to the school during the enrolment period established for the course. If the request is approved, the interested party is enrolled as a full UPC student and an academic record is opened. The enrolment includes administrative services (academic record management, learning support and student insurance, if applicable).

If the request is turned down or submitted after the enrolment period has closed, the student loses the assigned place. If they wish to re-enrol, they must complete the pre-enrolment process in accordance with the current admissions process.

Places may be reserved for a maximum of two semesters or one academic year. This period will only be extended in the case of serious illness or accident, subject to the provision of supporting documentation.

Students who do not begin a course of study within the established period once the reservation has expired will lose the assigned place and will not be entitled to the reimbursement of any fees paid up to that point.

By virtue of the delegation of the rector, decisions regarding requests for reservation of places will be taken by the school's director or dean.

2.4. APPLICATION FOR ENROLMENT

Before enrolling, students must satisfy the requirements established by the laws governing university admissions, as well as the UPC's specific requirements (see Section 1).

The enrolment form is used to apply for enrolment. The fact that the UPC's administrative services accept and process an enrolment form does not necessarily mean that they approve its content. The validity of an enrolment form is always contingent on the truthfulness of the information submitted. Any enrolment form that does not meet the requirements set out in these academic regulations shall be null and void, notwithstanding any other responsibilities.

The UPC's general enrolment periods are published in its academic calendar.

2.4.1. Formal selection of a course schedule

When a student formally enrolls for the first time, he or she must specify on the enrolment form which course schedule he or she wishes to follow (i.e. part-time or full-time). Thereafter, with each subsequent enrolment, the student is automatically signed up for the same course schedule, unless he or she files a request to switch to another schedule and is granted permission to do so.

As a general rule, students are not allowed to switch schedules at the start of a course. Nevertheless, in exceptional cases, the school may authorise a change of schedule. Students wishing to make such requests, which must be duly justified, must file them with the secretary of the school during the enrolment period. If they wish to switch from full-time to part-time, they must also submit supporting documentation.

Students who have applied for a scholarship may not change schedules during the current or following semesters, if they are enrolling for a semester, or during the current academic year, if they are enrolling for a full academic year.

2.4.2. Reserving a place to begin a degree course in the spring semester (February)

Students who, during the pre-enrolment process, are assigned a place to start a course in the spring semester (February) must pre-enrol in the autumn semester in order to reserve a place, in accordance with Section 2.3 of these regulations.

2.4.3. Enrolment in credits pending recognition or validation

Students who have requested recognitions or validations may formally enrol in those credits as explained in the report provided by a member of the appropriate school committee (i.e. head of studies). Enrolment in a recognised or validated subject is considered conditional until a definitive decision is handed down.

Once a decision has been reached with regard to the request for recognition or validation, enrolment in the subject is considered final. If any modifications are made with respect to the provisional enrolment, the student must request a review of his or her enrolment and make the changes recommended in the corresponding decision.

Students are not required to have previously enrolled in all of their recognised or validated subjects in order to formally enrol in subjects that have been neither recognised nor validated.

2.4.4. Academic recognition for participation in university extension activities

If the curriculum so allows, students may request the recognition of credits for cultural activities, sports, student-government activities, or charity or cooperation work as set out in Article 12.8 of Royal Decree 1393/2007, amended by Royal Decree 861/2010 of 2 July, or for coursework completed at other universities (i.e. as part of a mobility programme), by filing a request with the director or dean of the school. If the director or dean decides to honour the request, he or she establishes the conditions for formal enrolment and determines the number of credits to be assigned. Under no circumstances will partial recognition be granted for credits that have already been approved for recognition.

Academic recognition will only be granted for the successful completion of any of the activities listed in the corresponding document approved by the Governing Council, in accordance with the criteria established therein. Further information is available in the amended regulations on the recognition of sports, cultural, student representation, volunteer and development cooperation activities in bachelor's degree courses at the UPC.

2.4.5. Enrolment in mobility programmes

Each school must define and publish information on enrolment in mobility programmes (call for applications, requirements, enrolment procedure, documentation to be submitted, inclusion of successfully completed credits in the academic record, etc.) and the applicable deadlines.

Academic recognition for the activities carried out under mobility programmes is awarded upon their completion, in accordance with the conditions established by the school.

UPC students intending to spend temporary periods of study at other universities must complete the enrolment procedure and pay the appropriate fees in the school of origin before the mobility programme begins. If, in accordance with the curriculum, enrolment is semestral and the mobility programme is annual, students must enrol each semester.

2.4.6. Conditional enrolment

A student's enrolment is considered conditional if he or she does not meet one of the admission requirements set out in the current legislation at the time of enrolment or if a definitive decision has not been reached by the relevant body.

Students may only enrol conditionally if they fall into one of the following categories:

- Students who have studied abroad to a level equivalent to Spanish upper secondary school education as laid down in the Law on the General Organisation of the Education System (LOGSE) and have passed the university entrance examination (PAU), or to a level equivalent to vocational training in Spain, and who are, in both cases, awaiting homologation or validation of their qualification from the appropriate government ministry.
- Students who are awaiting a decision on recognition of credits for the purposes of admission to a degree course (for those transferring from another Spanish university and/or official degree course).
- Students who hold a foreign university qualification and are awaiting a decision regarding the validation on which their admission to the course is contingent.
- Foreign students who have not completed the application for their foreigner identification number (NIE).

Specifically, foreign students must submit the following identity documents:

- For the application for admission, their identity document, passport or NIE.
- For enrolment, initially their passport and then their NIE within a maximum period of three months from the date of enrolment.

2.4.7. Bachelor's thesis enrolment

Students carrying out their bachelor's thesis must enrol for it in accordance with the structure of the curriculum and whether work on the thesis takes place at the University, on work placement or in the framework of a mobility programme, for example.

Prior to enrolment, students must register the thesis in the manner the school establishes.

Whether students start in the autumn or spring semester, if they do not defend their thesis in the semester for which they are enrolled they must enrol the following semester. In the new enrolment they are not required

to pay for the credits corresponding to the bachelor's thesis, but only the administrative services (management of the academic record, support to learning and student insurance, if applicable).

The enrolment is valid until 31 July if the student formally enrolled in the first semester of the academic year and until 31 December if he or she enrolled in the second semester. Enrolment must be renewed if the thesis is not completed within these periods and includes, in addition to fees for administrative services, fees for bachelor's thesis credits and the corresponding increase (see Section 2.6.1 of these regulations).

2.4.8. Enrolment for work placement

Compulsory and optional work placement is part of the curriculum and is regulated by the UPC's *work placement regulations*.

The minimum number of credits students must enrol for depends on the number of credits defined for work placement on the specific bachelor's degree course. On courses in which this is 12 ECTS credits, no fewer than 12 credits must be enrolled. On courses in which this is 18 ECTS credits, 18 credits must be enrolled. In exceptional circumstances students may be allowed to enrol for fewer credits if the duration of the work placement surpasses 360 hours.

2.5. ACADEMIC CONDITIONS OF ENROLMENT

2.5.1. Minimum and maximum number of credits

As a general rule, whenever the curriculum of a course allows, students may enrol in a maximum of 120% of the average number of ECTS credits required to complete a semester/academic year of the curriculum in question, and a minimum of 18 ECTS credits per semester or 36 per year. The 120% maximum does not apply to full-time students who have not passed the minimum number of credits established by the school for the initial stage of the course (see Section 5.5).

Full-time students enrolling for the first time in the first semester/year of a bachelor's degree course must enrol in all of the subjects offered if they are enrolling for a semester, or 60 ECTS credits if they are enrolling for a full academic year. Part-time students do not need to enrol in a full load of credits. The maximum number of credits for part-time students is 36 ECTS credits per academic year (or 18 ECTS credits per semester).

Part-time students who have applied for a scholarship may enrol in more than the maximum 18 ECTS credits per semester if, due to the distribution of subjects and corresponding credit loads, they are unable to meet the minimum credit requirement of the scholarship application.

Students who are enrolling in a course for the first time, but not in the first year of study, must enrol in at least 12 ECTS credits for their first academic year.

Subjects and credits that have been recognised or validated, as well as subjects that are no longer taught because the corresponding course is being phased out, are not taken into account for the purposes of determining whether a student has exceeded one of the aforementioned limits.

The school may establish mechanisms for limiting the maximum number of optional credits that each student may enrol in. If a student has already earned all of the credits in the curriculum and is eligible to apply for degree certificate, he or she may not enrol in any more credits.

In exceptional cases, the director or dean may grant exceptions to the rules set out in this section.

2.5.2. Enrolment for subsequent academic years

To ensure a satisfactory degree of academic progression, when a student enrolls in subjects for a new academic year, he or she is required to enrol in any available compulsory subjects that are outstanding from previous years because he or she failed them, did not sit the examination, or did not enrol in them.

Under no circumstances may a student re-enrol in a subject that he or she has already passed. A student is considered to have passed a subject once he or she has received a descriptive mark of "Pass" or better in a performance appraisal.

Subjects for which a student receives a descriptive mark of "Fail" and a numerical mark of 4.0 or better will be subject to curricular assessment, after which the student will be given a descriptive mark of "Pass" or "Fail". The student is free to decide whether to enrol in any such subjects for the following academic year.

If a student decides to enrol in a subject for which he or she received a descriptive mark of "Fail" and a numerical mark of 4.0 or better (in the most recent assessment), his or her descriptive mark shall remain the same until he or she passes the subject (and the numerical mark shall be the highest of those obtained thus far).

As a general rule, students are required to have passed the minimum number of credits established by the school for the initial stage of the course (see Section 5.5) before formally enrolling in any subjects, either compulsory or optional, from other curricular areas.

This restriction does not apply to students who have not reached the deadline for passing the minimum number of credits for the initial stage of the course and who have no more than 18 initial stage credits or three subjects outstanding from the total number of credits required for the initial stage. Students who take advantage of this exception must enrol in all initial stage subjects they have not completed or passed, including those subjects for which they have obtained a numerical mark of 4.0 or better, and may make up the rest of the required credit load by enrolling for up to 24 ECTS credits or four compulsory or optional subjects belonging to the following curricular area. Part-time students may make up the required credit load by enrolling in compulsory or optional subjects with a total value of up to 18 ECTS per semester, if they are enrolling for a semester, or 36 ECTS credits per year, if they are enrolling for a full academic year.

For the purposes of this exception, each school will decide whether the maximum initial stage credit load outstanding (18 credits or three subjects) and the maximum credit load belonging to the following curricular area for which students may enrol (24 ECTS credits or four subjects) will be expressed in ECTS credits or number of subjects. This decision will be based on the organisational structure of the curriculum in question and will remain valid for the duration of the academic year.

In the case of degree courses in which some subjects are only offered in either the spring or autumn semester, students who, as a result of this organisational structure, are only able to enrol in 18 or fewer credits may take advantage of this exception. The exception will only be granted once per student and is subject to the following conditions:

- The exception applies to the two semesters of a single academic year.
- In each semester, students must enrol in all of the initial stage they have not completed or passed, including those subjects offered during the semester for which they have obtained a numerical mark of 4.0 or better. Students may complete the required credit load by enrolling in up to 24 ECTS credits or four compulsory or optional subjects per semester.

The Initial Stage Assessment Committee or the individuals to which its powers are delegated will establish the subjects outside the initial stage in which students to which the general restriction applies may enrol, subject to the specific conditions applicable to each subject and the number of places available.

In exceptional cases, the director or dean, following consideration of the report provided by the school's Standing Committee, may establish additional criteria or grant exemptions to the requirements outlined above.

2.5.3. Prerequisites and corequisites

If a subject has a prerequisite, it means that students must have passed a particular subject (or subjects) before enrolling in it. If a subject has a corequisite, it means that students must enrol in a particular subject (or subjects) at the same time.

There are no prerequisites or corequisites for subjects that make up the initial stage of the course.

If a student wishes to finish his or her course of study during the current academic year and the number of credits that he or she has yet to pass is equal to or smaller than the maximum number of credits in which he or she is allowed to enrol for an academic year, but a prerequisite prevents him or her from completing the course in that period, then the prerequisite in question is treated as a corequisite. This exemption does not apply if the student enrolls in a set of subjects that makes it impossible for him or her to finish the course that year.

In any event, prerequisites are not taken into account if they refer to subjects that are no longer taught because the corresponding course is being phased out or to subjects in which the student has obtained a numerical mark of 4.0 or better.

In exceptional cases documented by a report by the appropriate unit of the school, the director or dean may consider other exceptions.

2.6. ADMINISTRATIVE ASPECTS OF ENROLMENT

2.6.1. Administrative procedure for enrolment

Enrolment periods

The UPC's general enrolment periods are published in its academic calendar.

Items covered by enrolment and fees

The fees for the items detailed below are established by the decree that sets the fees for the provision of academic services at Catalan public universities, published each year by the Catalan government and the UPC Board of Trustees.

- Enrolment and academic record processing fees, learning support fees and, if applicable, fees for changes in enrolment.
In the case of semestral enrolment that includes year-long subjects, students who do not enrol for any subjects in the second semester will still be required to pay administrative fees.
- Per-credit fees:
 - ⇒ Credits for subjects to be taken: Fees vary depending on the teaching structure coefficient of the course in question.
 - ⇒ Credits for subjects to be taken for the second time (or more): Fees increase with each subsequent enrolment in a particular course.
 - ⇒ Recognised or validated credits: Students pay a percentage of the ordinary fees.
- Fees for blended learning subjects or courses.

- Student insurance: All students who are citizens or foreign residents of Spain, under age 28 and enrolled in an official course (including enrolment for the bachelor's thesis) have the right to student insurance.

Students aged 28 or older do not have the right to student insurance and therefore are not required to pay the corresponding fee. Similarly, students who are also enrolled at another university and have student insurance there do not have the right to student insurance at the UPC.

- Other fees established by the Board of Trustees or by the decree that sets the fees for the provision of academic services at Catalan public universities for each academic year.
- Fees for the provision of specific services: These fees are established by the decree that sets the fees for the provision of academic services at Catalan public universities.

Enrolment fees owed by different types of students, in accordance with prevailing legislation

- Ordinary fees
- Discounts or exemptions are applied for students who fall into any of the following categories:
 - ⇒ Students from large families
 - ⇒ Scholarship holders
 - ⇒ Students with a Distinction in their upper secondary school or university education
 - ⇒ Students who have won an award in a UPC-recognised knowledge Olympiad
 - ⇒ People with a disability rating of at least 33%
 - ⇒ Victims of terrorism
 - ⇒ Victims of domestic violence
 - ⇒ Students entitled to other exemptions under the current legislation
- Surcharges are applied for students who are pursuing a second degree

Payment options

- Single payment: cash or direct debit
- Standing order in two instalments for semestral enrolment and three/four instalments for annual enrolment
- Monthly standing order: through the Agency for the Management of University and Research Grants, AGAUR

Enrolment fees are paid at the beginning of the corresponding period.

Definitive payment

- **Direct debit**

The student is considered to have paid upon receipt of payment for the full amount of the enrolment fees from the account provided by the student. If the payment is returned, the UPC takes steps to demand payment.

- **Payment by instalments through the AGAUR**

The student is considered to have paid upon receipt of each monthly payment. If any payment is not received, the instalment payment plan is cancelled and the student is required to pay the enrolment fees within the period and in the manner established by the University.

- **Payment in cash**

Any student who chooses to pay in cash must do so through one of the UPC's collaborating financial institutions. The student is considered to have paid upon receipt of the payment he or she makes at the financial institution. If the payment is not received within five days, the UPC takes steps to demand payment.

If a student does not make an enrolment payment, or any instalments thereof, within the established period, his or her student rights may be temporarily suspended and, if appropriate, his or her enrolment may be cancelled under the terms of the decree that sets the fees for the provision of academic services at Catalan public universities for the current academic year. Before applying for enrolment, the degree certificate or other certificates, students must make any payments for enrolment outstanding from previous years.

Students at affiliated schools are required to pay a percentage of their enrolment fees to the UPC in accordance with the instructions given by the school's secretary.

Once a student is formally enrolled, if, for any reason, his or her personal circumstances change or a mistake in the calculation of the total enrolment fees is detected, and it is determined that the student owes money to the UPC, the secretary of the school will provide a new payment form so that he or she can pay the amount due.

2.6.2. Administrative procedure for enrolment for scholarship holders

Only students who apply for a scholarship and who meet the requirements set out in the legislation that governs the awarding of general scholarships, financial aid and academic mobility are entitled to formally enrol without previously paying the per-credit fees. However, these students are required to pay the enrolment and academic record processing fees, documentation fees, optional fees and student insurance fees. If a student wishes to apply for a scholarship despite the fact that he or she does not meet the requirements set out in the aforementioned legislation, he or she is required to pay the enrolment fee. If the scholarship is awarded, the fee will be reimbursed by direct bank transfer to the account specified at the time of application.

If a student's scholarship application is denied, he or she must pay the formal enrolment fees for the provision of university services by direct transfer from the account specified at the time of application. If he or she fails to do so, the UPC will take steps to enforce a temporary suspension of his or her student rights, under the terms of the decree that sets the fees for the provision of academic services at Catalan public universities.

2.6.3. Second-degree surcharges

Surcharges are added to the ordinary enrolment fee for students who already hold an official university degree or are eligible for its award and are enrolling in a course leading to another official university degree at the same academic level. This surcharge is established by the decree that sets the fees for the provision of academic services at Catalan public universities.

The aforementioned decree also establishes the cases in which students are exempt from this surcharge.

2.7. WITHDRAWAL OF FIRST-YEAR ENROLMENT

As a general rule, students may not withdraw their enrolment, although students who are not commencing a course of study may, in duly justified cases and once only, apply to withdraw their enrolment within two months from the start of the corresponding academic period, regardless of the date on which they formally enrolled.

In exceptional cases that are duly justified, students may also apply to withdraw their enrolment at other times.

Students who have withdrawn their enrolment or who have not requested that their place be reserved will lose their assigned place. If they wish to re-enrol, they must complete the pre-enrolment process in accordance with the current admissions process for the course of study.

Withdrawal of enrolment is only approved when the enrolment fee has been paid and this makes the applicant eligible for reimbursement of the fees for credits, as established in Section 2.11 of these regulations.

It is the responsibility of the director or dean of the school to rule on applications for withdrawal.

2.8. WITHDRAWAL OF ENROLMENT FOR OTHER YEARS

As a general rule, students may not withdraw their enrolment, although students who are not commencing a course of study may, in duly justified cases and once only, apply to withdraw their enrolment within two months from the start of the corresponding academic period, regardless of the date on which they formally enrolled.

In exceptional cases that are duly justified, students may also apply to withdraw their enrolment at other times.

Withdrawal of enrolment is only approved when the enrolment fee has been paid and this makes the applicant eligible for reimbursement of the fees for credits, as established in Section 2.11 of these regulations. The amount is compensated for in the form of subsequent enrolments at the University.

It is the responsibility of the director or dean of the school to rule on applications for withdrawal.

2.9. CHANGES IN 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 add courses to their enrolment each semester.

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

For each teaching period, the school sets a deadline for the submission of requests for enrolment changes, allowing a maximum of one month. It is the responsibility of the director or dean of the school to rule on these matters.

Students have until 31 October in the autumn semester and 31 March in the spring semester to request that subjects be dropped from their enrolment. The granting of such requests does not entitle students to reimbursement of fees. Students may not drop subjects that are a compulsory part of the course, either because they are prerequisites or corequisites of other subjects or due the application of the general academic conditions of enrolment.

2.10. TEMPORARY WITHDRAWAL FROM A COURSE OF STUDY. Deferral of the calculation of time for application of the academic progress requirements

Students in their first academic year or the initial stage of a course of study who are forced to temporarily withdraw from the course because of exceptional circumstances may file a request with the director or dean,

before formal enrolment is completed, asking that a specified period of time not be counted for academic progress purposes, as set out in sections 5.4 and 5.5.

A deferral will not be granted for a teaching period for which the student has already received marks. If, in exceptional circumstances, a deferral is granted, the student will not be entitled to reimbursement of the enrolment fee, except in the specific cases described in Section 2.11 of these regulations.

The maximum permitted deferral period is four semesters or two academic years. This period will only be extended in the event of serious illness or accident.

2.11. REIMBURSEMENT OF FEES

Fees are reimbursed only in those cases specified in the UPC budget:

1. Changes in the amount of enrolment fees

Enrolment fees are calculated on the basis of the documentation submitted. If a student files a fee reimbursement request, he or she is reimbursed for the difference between the old and new amounts. The request must be submitted within one month of the enrolment date or before the dates specified below (whichever comes first). After this time, the UPC may refuse to reimburse the student for the fees.

- Fee reimbursement request deadline for the autumn semester: 31 October.
- Fee reimbursement request deadline for the spring semester: 30 March.

If the student belongs to a large family and, upon enrolling, he or she submitted a receipt proving that the family was in the process of applying for or renewing the corresponding certificate and a sworn affidavit stating the requested category, he or she may submit the fee reimbursement request at any time before 31 December.

For decisions made after the date of enrolment, the student must file a fee reimbursement request within one month of the date of the decision. After this time, the UPC may refuse to reimburse the student for the fees. Decisions of this sort include, but are not limited to, the following:

- Validations
- The granting of a scholarship (if the reimbursement of enrolment fees forms part of the award)
- The granting of a Socrates scholarship

2. Serious illness or accident (duly certified)

The student must file a fee reimbursement request and attach an official medical report indicating the starting date of the illness and the expected length of the convalescence period. These documents must be submitted within one month of the enrolment date or before the dates specified below (whichever comes first). After this time, the UPC may refuse to reimburse the student for the fees.

- Fee reimbursement request deadline for the autumn semester: 20 November.
- Fee reimbursement request deadline for the spring semester: 20 April.

3. Reassignment

If the student is reassigned to his or her first choice in the pre-enrolment process, he or she must file a request for the reimbursement of the per-credit enrolment fees and student insurance fees within one month of formally enrolling at the new school. After this time, the UPC may refuse to reimburse the student for the fees.

4. Changes in schedules or examination dates for one or more subjects

In the case of enrolment changes brought about by changes in schedules or examination dates for one or more subjects, or if for organisational reasons a subject is not being taught, the student has one month from the date on which the school accepts the enrolment changes to request reimbursement of the fees. After this time, the UPC may refuse to reimburse the student for the fees.

3. RECOGNITION AND TRANSFER OF CREDITS

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, in order to promote student mobility both within and outside of Spain, universities must publish the rules of their credit recognition and transfer systems, and these rules must satisfy the general criteria set out in the Decree.

This section defines the rules for credit recognition and transfer that apply to bachelor's degree courses at the UPC.

3.1. RECOGNITION OF CREDITS. General criteria

Recognition of credits is the acceptance, for an official UPC course, of credits earned in an official course at the UPC or at another university, and the computation of those credits for the purposes of earning an official 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.

According to Article 6 of 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; in official courses governed by previous regulations that have been, or are in the process of being, phased out; or in the courses mentioned in Section 3.1.3.1 of these regulations.

The recognition must always be based on the subjects taken in the original course rather than on subjects that have been validated, adapted or recognised previously. When the recognition is for official courses or university-specific degrees that no longer exist or have been replaced by an official degree (see Section 3.1.3.1 of these regulations), the marks obtained in the original courses are maintained and count for the purposes of scaling of the academic record.

Credits taken in other official higher education courses or university courses leading to the obtaining of other qualifications (university-specific degrees) referred to in Article 34.1 of Organic Law 6/2001 of 21 December on universities may also be recognised.

When the credits passed in official courses have been obtained at a foreign university, the credits that are recognised are incorporated in the academic record of the degree as validated subjects or credits, for which numerical and descriptive marks must be given. Marks are not given for credits from a higher training cycle (*cicle formatiu de grau superior*), which are also incorporated as validated credits.

Accredited work experience can also be recognised as credits that count towards an official degree, provided that this experience is related to the competences of the degree in question. Work experience is included under the heading of work placement.

Recognition of work experience requires fulfilment of the requirements laid down in sections 3.1.4 and 3.1.5 of these regulations. If credits are recognised for accredited work experience or subjects taken in non-official university courses (university-specific degrees), no mark will be included and they will not count for the purposes of scaling of the academic record.

The total number of credits that may be recognised for work experience and university courses leading to the obtaining of other qualifications (university-specific degrees) may not be greater than 15% of all the credits of the curriculum, provided that this possibility has been stated in the verification report and has been approved.

As established in Royal Decree 861/2010, a bachelor's thesis cannot be recognised under any circumstances, since it is intended as a means of assessing the generic and transversal competencies associated with a particular degree. As a result, students are required to enrol in and pass the bachelor's thesis credits as set out in the course curriculum.

Independently of the number of credits for which recognition is requested, to have the right to apply for an official UPC bachelor'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.

Recognition of credits implies the economic effects established each year by the decree that sets the fees for the provision of academic services at Catalan public universities, which applies to courses leading to official degrees that are valid throughout Spain. Students transferring between courses offered by the same UPC school will not be required to pay for recognition of credits for subjects that form part of the curriculum of both courses (with the same subject code).

3.1.1. Recognition of credits from a different official bachelor's degree course

- When a student wishes to enter a course that belongs to the same area of knowledge as his or her course of origin, a minimum of 36 ECTS credits earned for basic education subjects in that area of knowledge can be recognised.
- Credits earned for any other basic education subjects belonging to the area of knowledge of the course that the student wishes to enter can also be recognised.
- Whether the UPC recognises any other credits will depend on the degree of overlap between the competencies and knowledge associated with the other subjects or courses completed or with accredited professional experience and the subjects of the course the student wishes to enter, or on the transversal nature of any such subjects.

3.1.2. Recognition of credits from a different official bachelor's degree course at the UPC

If a student has completed all of the basic subjects of a course at the UPC and wishes to enter a different course in the same area of knowledge, the credits for the entire basic subject area can be recognised. This recognition is justified by the fact that the completion of the basic subject area of a course guarantees the acquisition of the basic competencies of the corresponding area of knowledge, regardless of the course in which they are completed.

3.1.3. Recognition of credits from courses leading to the award of a different degree (university-specific degree)

Students who enrol in an official bachelor's degree course at the UPC may request recognition of credits earned in courses leading to the award of a different degree (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 official bachelor'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.
- The academic admission requirements for the course of origin must be the same as or higher than those for the UPC course in which the student wishes to enrol.

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.

3.1.3.1. University-specific degrees replaced by official bachelor's degree courses

As established in Royal Decree 861/2010, when recognition is requested for credits earned under university-specific degrees that have been phased out and replaced by official bachelor'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 an official bachelor's degree cannot exceed 180 ECTS credits and shall under no circumstances include credits earned for a bachelor'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 bachelor's degree credit load and provided that the combined total of recognised credits does not exceed 180 ECTS credits.

3.1.4. Recognition of credits for professional experience

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

Therefore, work and professional experience cannot be recognised in curricula that do not include 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 bachelor's degree curriculum but may not exceed 15% of the total credit load for the degree. If recognition is also requested for credits earned for 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 minimum number of credits that may be recognised depends on the number of credits defined for work placement on the specific bachelor's degree course. On courses in which this is 12 ECTS credits, no fewer than 12 credits (1,600-2,400 hours of study) may be recognised. On courses in which this is 18 ECTS credits, 12 credits (1,600-2,400 hours of work) or 18 credits (2,400-3,600 hours of study) may be recognised; however, the number of credits must never exceed the percentage stipulated above.

The request must be addressed to the director or dean of the school where the student has enrolled and submitted to the secretary of the school 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.
- If the student is actually responsible for the company, he or she must be able to prove that he or she is self-employed and provide any documents requested by the school or university research centre.

A member of the Recognition Committee (the head of studies at the school) reviews the documents provided to determine whether the professional experience is related to the core competencies of the bachelor's degree curriculum. If sufficient overlap exists, a proposal stating the number of credits to be awarded is submitted for approval.

The school's director or dean, by virtue of the delegation of the rector, makes final decisions regarding the recognition of credits for professional experience.

3.1.5. Other activities for which credits can be recognised

Recognition can be granted for credits taken as part of a higher training cycle or equivalent programme, provided that the UPC has established a framework for the recognition of such credits. Recognised credits appear on the student's academic record as validated credits.

Credits can also be recognised for other activities, as outlined in [the amended regulations on the recognition of sports, cultural, student representation, volunteer and development cooperation activities](#). These activities, which are carried out simultaneously with a university course of study, may include the following:

- Up to 6 ECTS credits for cultural activities, sports, student-government activities, or charity or cooperation work, as established in Article 46.2.i of Organic Law 6/2001 of 21 December, on Universities.
- Subjects taken at another university (as part of a mobility programme). Students who participate in a mobility programme at another university in Spain or a foreign country may have up to 6 additional optional ECTS credits recognised.
- Foreign language training and certification

Recognition may only be sought for languages and certificates in the [UPC Language Recognition Table](#), which is in agreement with the criteria of the Association of Higher Education Language Centres (ACLES) and is updated by the UPC's Language and Terminology Service.

The language in which the student wishes to attain the foreign language competency must be different to the language for which he or she is seeking credit recognition, except in the case of certificates at B.2.2 level or above. In general terms, students seeking credit recognition for languages must have attained B2.2 level in the foreign language competency, which is a requisite for graduation.

In the case of languages selected for the university entrance examination or the compulsory language for higher training cycles (*cicle formatiu de grau superior*), recognition may only be sought when the student has attained level B.2.1. If the language is different to those mentioned above, students may apply for recognition once they have attained level A1.

Students who have taken their secondary education in a region in which Catalan is not an official language may seek credit recognition for Catalan language certificates. Students who have taken their secondary education in a region in which Catalan is an official language may seek credit recognition for certificates at level C2 of the Common European Framework of Reference for Languages (CEFR).

Certificates for language courses and examinations must include the dates on which they were carried out, details of the issuing body and the CEFR level.

Certificates for courses and examinations included in the [UPC Language Recognition Table](#) may be recognised with a maximum of 4 ECTS credits. In total, a maximum of 6 ECTS credits may be recognised for languages on a bachelor's degree.

The language learning activity must take place while the student is pursuing his or her bachelor's degree. Recognition must be sought at the time of the last enrolment and while the student still has optional credits to attain.

3.2. TRANSFER OF CREDITS

Transfer of credits is the inclusion in a student's academic record or European diploma supplement of all credits obtained in other official courses taken previously at the UPC or other universities, provided that they did not lead to the obtaining of an official qualification.

The student is responsible for updating the status of any credits transferred from a course at another university.

To transfer credits, the student must file a request, together with the corresponding official transcript, with the academic secretary of the school. The academic secretary checks that the submitted documentation is in order and adds the transferred credits to the student's academic record. This procedure does not require the express consent of the director or dean of the school.

Once the credits have been included in the student's academic record for his or her current course, he or she may not renounce them under any circumstances.

Credits earned in university-specific courses cannot be transferred.

3.3. ACADEMIC CREDIT

All credits earned in official courses—both those earned at other universities and subsequently transferred and/or recognised, on the one hand, and those earned at the UPC towards the completion of a degree, on the other—are included in the student's academic record and reflected, with explanations of the various conditions, on the student's European Diploma Supplement, in accordance with the current legislation.

Subjects recognised on the student's academic record for his or her current course are included in the calculation of credits towards the degree and are taken into account in the scaling of the student's academic record, with the exception of credits earned in courses leading to the award of a different degree (university-specific degrees) and/or credits recognised for professional experience, which do not carry a mark.

For the purposes of the student's current course, recognised subjects are considered to have been completed. On the student's academic record, they are listed as "recognised," together with the number of credits and—if transferred between official degree courses—the numerical and descriptive marks earned.

When a subject from another Spanish university is recognised, in addition to the usual information on the recognised subject (i.e. name of subject, number of credits and mark), the academic record includes the name of the official course of which the subject formed part and the name of the university where it was taken. In the case of bachelor's degree courses taken at other Spanish universities, the area of knowledge of the course is also included.

When subjects taken abroad are recognised, the student's academic record shows them as validated subjects and includes the marks originally obtained.

Transferred subjects are not included in the calculation of credits towards the degree and are not taken into account in the scaling of the student's academic record.

For a transferred subject, the student's academic record includes the name of the course of which the subject formed part, the name of the university where it was taken, the academic year in which it was taken, the number of credits earned, and any other circumstance mentioned on the official transcript.

3.4. APPLYING FOR RECOGNITION OF CREDITS

The request for the recognition of credits must include all subjects completed to date and must be submitted within the period indicated in the academic calendar.

In order for a student to file a request for the recognition of credits, he or she must have been admitted to the school in question (unless he or she wishes to transfer from another Spanish university and/or official degree course or has studied abroad) and must pay the corresponding fee.

In exceptional cases, a student may file a request for the recognition of credits before being admitted to a school if he or she is required to do so as part of the admissions process. If recognition of credits is requested in this manner, the periods established in the academic calendar for making such requests may be disregarded.

In all cases, when filing a request for the recognition of credits, the student is required to pay the corresponding official fee established by the decree that sets the fees for the provision of academic services at Catalan public universities, published annually by the Catalan government. If the student is formally admitted, the preliminary decision is considered as a proposal of recognition, and the student is not required to file a new request to have the credits recognised.

The application must be addressed to the director or dean of the school where the student wishes to enrol and presented at the secretary's office of the school together with the following documents:

For recognition of subjects taken at Spanish universities:

- Personal transcript (original or certified photocopy).
- Curriculum and subject syllabuses, issued by the corresponding school.
- A certified copy of the document accrediting the identity and nationality of the applicant, issued by the competent authorities in the country of origin or provenance or the Spanish authorities in immigration matters. For Spanish nationals, a certified photocopy of their national identity card.

For partial recognition of subjects taken abroad:

- Official degree or other official certificates, if necessary.
- Personal transcript.
- Curriculum and subject syllabuses, issued by the corresponding school.
- A certified copy of the document accrediting the identity and nationality of the applicant, issued by the competent authorities in the country of origin or provenance or the Spanish authorities in immigration matters. For Spanish nationals, a certified photocopy of their national identity card.

All of the aforementioned documents must be official, original, issued by the proper authorities, and legalised through diplomatic channels.

Instead of submitting original documents, the student may submit photocopies that have been certified and legalised by the consulate or diplomatic representative of his or her country in Spain. All documents must be accompanied by a sworn translation into Spanish or Catalan.

3.5. PROCEDURE FOR THE RECOGNITION OF CREDITS

Requests for the recognition of credits are analysed by a member of the Recognition Committee (i.e. head of studies) of the school, who issues a proposal that is then submitted to the corresponding vice-rector for approval.

Courses included in automatic recognition tables that have previously been approved, by virtue of the delegation of the rector, by the vice-rector may be recognised by the director or dean of the school where the student wishes to enrol. Schools are required to publish any automatic recognition tables that they establish.

University courses taken in foreign countries, whether completed or not, may be recognised if the subjects taken are equivalent in terms of the specific and/or transversal competencies and the student workload. If a student has completed a course abroad and obtained a foreign degree, he or she has two options: 1) homologation of the foreign degree as an official Spanish university degree, or 2) partial validation of

completed subjects as their equivalents in the Spanish system. However, the student may not pursue both of these options at the same time.

If a student is denied homologation, he or she may then request partial validation, provided that the homologation was not denied for any reason listed as disqualifying in Royal Decree 285/2004.

3.6. DECISIONS REGARDING THE RECOGNITION OF CREDITS

Recognition decisions can be made with regard to any subject included in a course curriculum except for the bachelor's thesis. Decisions will only be made for subjects for which the student has requested recognition.

The director or dean of the school sends the decision to the student, who is required to confirm receipt.

The student has one month from the date of receipt to lodge an appeal with the rector of the UPC.

TEMPORARY PROVISIONS

Students who have earned a degree under previous university regulations and wish to take an official bachelor's degree course

The schools establish academic paths for students who have earned a degree under previous university regulations and wish to earn the new bachelor's degree by having the subjects completed in the earlier course recognised. This will only be possible if the school has approved the verification of the requalification and the CIC has programmed it.

To be admitted to one of these academic paths, the student must gain a place through the standard pre-enrolment process and be able to provide documentation accrediting prior acquisition of the generic foreign language competency (proficiency equivalent to at least level B1 of the Common European Framework of Reference for Languages).

Students who do not satisfy both requirements will not be admitted to this specific academic pathway.

In the case of students who gain admission to a degree course with a different code to that which corresponds to the places for requalification, the school is responsible for ascertaining whether the student has attained level B1 of the foreign language competency. Students who have not attained this level will not be admitted, even if they have obtained a place at the pre-enrolment stage. These students may request that a place be reserved as described in Section 2.3 of these regulations.

In order to be issued a bachelor's degree, students must enrol in and complete at least 60 ECTS credits as part of the degree course at the UPC. These 60 ECTS credits cannot include any recognised or validated credits from other official or university-specific courses or any credits for professional experience.

In any event, as set out in Section 3.1, a bachelor's thesis cannot be recognised under any circumstances, since it is intended as a means of assessing the generic and transversal competencies associated with a particular degree.

At the end of the degree course, the student must have met the same requirements as the other bachelor's degree students, including attaining generic competence in a third language (level B2.2).

Students who are enrolled in a first-cycle degree course to be phased out and wish to take the official bachelor's degree course that replaces it

Students who are enrolled at the UPC in a course to be phased out and wish to switch to the bachelor's degree course that is replacing it at the same school may obtain recognition of completed subjects in accordance with the tables established by the proper authority at the school.

The recognition of these subjects takes into account the acquisition of both specific and generic competencies as set out in the verification report submitted to the Universities Council.

Notwithstanding the above, and independently of the curricular structure of the course of origin, the number of recognised credits cannot exceed 180 ECTS credits. As such, the remaining 60 ECTS required for the bachelor's degree cannot include any recognised or validated credits from other official or university-specific courses or any credits for professional experience.

In exceptional cases, the director or dean of the school has the power to overrule this regulation.

Under no circumstances will credits be recognised for the bachelor's thesis. Students must complete the bachelor's thesis for the official bachelor's degree even if they have earned the equivalent credits in the course of origin.

In addition, to apply for a UPC bachelor's degree certificate, students must be able to provide documentation accrediting acquisition of the generic foreign language competency, as set out in Section 4.3.

APPENDIX

Legalisation of documents issued abroad

The legalisation of the documents submitted with a request for recognition or transfer may follow a number of different procedures, depending on the country of origin.

No legalisation is required for documents issued in any member state of the European Union or the European Economic Area. In all other cases, documents issued abroad must be legalised in accordance with the following conditions:

For documents issued in countries that are signatories to the **Hague Convention of 5 October 1961**, an apostille (or sole legalisation), issued by the proper authority in the country, is sufficient.

- For documents issued in countries that are signatories to the Andrés Bello Agreement (<http://www.cab.int.co/>): Legalisation through diplomatic channels is required. For legalisation of this sort, the documents must be submitted to one of the following:
 - For degrees and other educational certificates, the ministry of education of the country of origin, and for birth certificates and nationality documents, the ministry responsible for such matters in the country of origin.
 - The ministry of foreign affairs of the country where the documents were issued.
 - The consulate or diplomatic representative in Spain of the country where the documents were issued.

If the country is also a signatory to the Hague Convention, the student may follow the much simpler procedure set out therein.

- Documents issued in any other country: Legalisation through diplomatic channels is required. For legalisation of this sort, the documents must be submitted to one of the following:
 - For degrees and other educational certificates, the ministry of education of the country of origin, and for birth certificates and nationality documents, the ministry responsible for such matters in the country of origin.
 - The ministry of foreign affairs of the country where the documents were issued.
 - The consulate or diplomatic representative in Spain of the country where the documents were issued.

Documents issued by a diplomatic or consular authority of another country in Spain must also be legalised by the Spanish Ministry of Foreign Affairs.

Translation of documents issued abroad

According to Article 36.1 of Law 30/1992 of 26 November, on the Legal System of Public Administrations and Common Administrative Procedure, all procedures handled by the General State Administration must be in Spanish or the co-official language of the autonomous community in question.

The rules governing such procedures therefore require that documents issued abroad be accompanied by a sworn translation into Spanish or Catalan.

The sworn translation may be done by any of the following:

1. A sworn translator who is duly authorised to practice in Spain.
2. Any consulate or diplomatic representative of Spain in a foreign country.
3. A consulate or diplomatic representative in Spain of the student's country of citizenship or, if applicable, of the country where the document was issued.

4. ASSESSMENT

The integration of the Spanish university system in the European Higher Education Area represents a sweeping change in educational organisation and methodology, learning processes, and assessment systems.

In addition to serving as a means of measuring students' academic activity, the European Credit Transfer System (ECTS) involves the precise definition of course objectives and of the contribution of each subject that forms part of a course.

A central objective of any bachelor's degree course is the students' acquisition of competencies. Subjects are therefore defined in terms of the competencies that students are expected to acquire by the end of the educational process. The defined competencies must be assessable and reflected in the students' marks.

In a competency-based learning model, assessment is the evaluation of the progress made by students towards the proposed objectives. Assessment must take into account all competencies included in the course curriculum and be based on well-founded, sufficiently transparent criteria that have been duly published. There must be a coherent relationship between the educational objectives, the activities planned and the assessment criteria.

The educational system at the UPC is therefore based on the acquisition of generic competencies (also known as general or transversal competencies) and specific competencies. Generic competencies are those which are not oriented towards the ability to carry out any particular function or task, but which instead are suitable for most professions and can be applied in a wide range of situations (e.g. communication, problem-solving, reasoning, leadership capacity, creativity, motivation, team work and, especially, the ability to learn). Specific competencies, those which are specific to holders of a university degree, are divided into three levels: basic instrumental competencies, which are essentially scientific in nature and common to all areas of knowledge; competencies that refer to the transversal scientific and technological fundamentals of a particular field; and applied technological competencies, which are degree-specific.

All bachelor's degree courses at the UPC include at least the following generic competencies:

- o Entrepreneurship and innovation
- o Sustainability and social commitment
- o Foreign language
- o Effective oral and written communication
- o Team work
- o Competence in the use of information resources
- o Independent learning

At the UPC, assessment takes place on various levels:

- Subjects: Compulsory or optional, as established in the curriculum. The subject coordinators are responsible for proposing the students' marks.
- Curricular areas: A curricular area is a set of subjects that share a series of educational objectives. These objectives are assessed comprehensively in a procedure known as curricular assessment, which is the responsibility of the school.
- Any additional academic activities for which students receive recognition.

All bachelor's degree courses at the UPC have at least two curricular areas:

- The initial stage, which corresponds to the 60 ECTS credits that make up the first year of the course.

- The curricular area consisting of all other subjects that make up the course, which may include the bachelor's thesis.

The bachelor's thesis is a compulsory subject worth between 12 and 30 ECTS credits. In courses that qualify graduates to practise a regulated profession, the bachelor's thesis must be worth at least 24 credits.

The bachelor's thesis is completed during the final stage of the course. It must provide a synthesis of the skills acquired during the educational process, with a focus on the assessment of degree-specific competencies.

Subjects are organised as set out in the syllabuses approved by the school before the start of the academic year. A syllabus must include the following:

- The objectives of the subject in terms of specific and generic competencies and their contribution to the general objectives of the curriculum to be followed throughout the course.

- The content of the subject.

- The activities planned.

- The required dedication time (in hours) for each student.

- The assessment criteria, the grading method, and the weighting of assessed activities for calculating the final mark.

The following sections establish the assessment procedure for subjects and curricular areas and the recognition procedure for university extension activities.

4.1. SUBJECT ASSESSMENT

4.1.1. Definition

Subject assessment consists in determining the degree to which a student has acquired the specific and generic competencies established in the subject objectives. To pass a subject, the student must acquire at least the basic competencies, which entails obtaining a numerical mark of 5.0 or higher.

4.1.2. Students' rights and obligations during the assessment process

1) The right to be assessed

Students have the right to be assessed in all of the subjects for which they are enrolled.

Notwithstanding this right, a school's assessment system may include joint examinations for groups of subjects that share a large number of objectives. If a student passes a joint examination, he or she is considered to have passed all of the subjects in that group. A subject cannot form part of more than one such group.

Under no circumstances may a student's mark in any of the subjects that make up a group be lowered if he or she passes the joint examination for the group.

2) Examinations

In order to ensure the integrity of the student assessment process, each school must establish specific regulations that govern the processes related to subject examinations. Said regulations must include and complement the rules set out in this section.

If, for exceptional and duly justified reasons, a student is unable to attend an examination, the school considers the circumstances and, if appropriate, takes the necessary steps so that he or she can take the examination at some time during the corresponding teaching period. However, the school is only obliged to change the date of examinations or assessment activities with significant weight in the calculation of the final mark. In addition, a student may not ask to have an examination date changed because he or she has enrolled in subjects with incompatible schedules.

When students attend an examination, they have the right to receive written proof of attendance.

Teaching staff may ask students for identification at any time during an examination.

Any irregular action that may lead to significant variation in the marks of one or more students is considered a case of fraud. Such behaviour will result in a descriptive mark of "Fail" and a numerical mark of 0 for the examination in question and the subject.

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

If a student disagrees with this decision, he or she may file a complaint with the dean or director of the school. If the student is not satisfied with the response, he or she may lodge an appeal with the rector.

Submitted work is returned to students only upon request. The total or partial reproduction of a paper or thesis, or its use for any other purpose, requires the explicit authorisation of the author(s).

The director or dean of the school makes decisions regarding allegations about any aspects not covered in the regulations.

4.1.3. Assessment criteria and grading method

The lecturer responsible for a subject, together with any other lecturers who teach the subject, must develop a proposed syllabus that explains the assessment criteria and grading method to be used and the weighting of assessed activities for calculating the final mark. The governing body of the school that oversees student assessment is responsible for approving the syllabus prior to the start of the academic year, distributing it as widely as possible using the resources at its disposal, ensuring that it is followed correctly and interpreting it if any doubts arise.

The assessment criteria, grading method, weighting of assessed activities and the examinations that can and cannot be resat must be published in the corresponding course guide and cannot be modified during the academic year.

In order to promote a continuous learning process and a steady pace in student activity, the results of the various examinations held throughout the academic year must be taken into account in the students' final marks for the subject. As a general rule, the grading method of a subject should ensure that the results of all examinations are taken into consideration in the final mark, that each examination is given proportional weight, and that no single examination determines the student's final mark. In exceptional cases, the syllabus for a subject may call for a comprehensive final examination, such that if a student passes the examination, he or she passes the subject.

In exceptional cases, a student may request to take a test to determine his or her mark for a subject. Provided that the syllabus does not require the submission of a compulsory practical project, the school may honour the request.

The assessment system of any subject must include procedures for improving an unsatisfactory performance over the course of the year.

If a student's mark in all or part of the final examination is higher than the mark obtained in an earlier examination covering the same aspects, the mark on the final examination replaces the earlier mark.

The grading method of a subject may not require that a student obtain a minimum mark in any particular examination as a condition for having his or her marks in other examinations taken into account. Nevertheless, if a practical project consisting of either laboratory or field work is required by the syllabus, the submission of this project may be established as an essential condition for passing the subject.

4.1.4. Results of subject assessment

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, which confirms the marks or returns the report for review.

Numerical marks are rounded to the nearest 0.1, and descriptive marks are assigned according to the following scale:

0-4.9: Fail

5.0-6.9: Pass

7.0-8.9: Good

9.0-10: Excellent/Distinction

A Distinction may be awarded to students who obtain a numerical mark of 9.0 or higher. No more than 5% of the students enrolled in a subject in a particular teaching period may receive a Distinction. If there are fewer than 20 students in a subject, only one Distinction may be given.

The 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.

In order to calculate the parameter of academic results, a mark of "Absent" has the same effects as a "Fail".

All descriptive marks of passed subjects included in the assessment reports are final, whereas the descriptive and numerical marks of "Fail" can be changed in later subject assessments, or in the curricular assessment to which the subject in question belongs. When a student passes an entire curricular area, the descriptive and numerical marks of the subjects included in that area become final.

Because marks are an important element for improvement in the learning process, especially when complemented by tutoring, students must be informed of the results of examinations within a brief time frame established by each school.

In the case of courses taken on a mobility programme, marks awarded at the host university are adapted to the home institution's assessment system. If Distinctions have been awarded for any of the courses listed in the academic record issued by the host university, these may also be considered and are subject to the economic conditions outlined in Section 2.6.1 of these regulations.

4.1.5. Calendar of examinations

Unless the school establishes different rules, all examinations held during the teaching period must be conducted during class time. All activities for which students are assessed, except for the bachelor's thesis presentations, must be held during the teaching period.

4.1.6. Tutorials and academic guidance

Independently of the marks' review process, under the framework for tutorials and academic guidance, students are entitled to have the lecturer of a subject evaluate their work on any examination and explain the reasons for the mark received for the purpose of academic guidance.

Tutorials of this sort must be held during the teaching period in which the student is taking the subject or, at the latest, within one month of having started the following teaching period. The lecturer arranges the tutorial as he or she sees fit, but the student has the right to request that it be conducted face-to-face.

4.1.7. Functions/responsibilities of the coordinating lecturer of a subject

- To draw up the proposal for the curriculum of the subject or subjects for which the lecturer is responsible.
- To coordinate the lecturers participating in the subject or subjects.
- To introduce in the curriculum the planning and scheduling of the subject and any changes to the same through the corresponding institutional computer application.
- To ensure that the planned assessment activities are carried out.
- To ensure that the students acquire the generic and specific competences of each subject.
- To monitor the academic results, detect shortcomings and propose measures for correction and improvement.
- To introduce the students' marks in the computer application and sign the assessment reports in the terms and conditions laid down by the UPC.
- To communicate and sign any modifications of the students' marks that may be made in the terms and conditions laid down by the UPC.
- To act as an interlocutor in all contacts related to the subject made with the corresponding bodies.

4.2. CURRICULAR ASSESSMENT

4.2.1. Definition of curricular area and curricular assessment

A curricular area is a set of subjects with common educational objectives. For a particular curricular area, students are assessed comprehensively in a process known as curricular assessment.

The first curricular area in any course taught at the UPC is known as the initial stage, and it consists of the 60 ECTS credits that make up the first year of the course. Section 5 of these regulations establishes the conditions that students must satisfy in the initial stage in order to continue with the course.

In addition to the initial stage, all courses must have at least one other curricular area made up of all other subjects in the curriculum. All subjects must form part of a curricular area.

4.2.2. Right to curricular assessment

Students have the right to curricular assessment once they have been assessed in all of the subjects that make up a particular curricular area.

In the initial stage, if the minimum academic progress established by the centre is the full 60 ECTS credits, students also have the right to curricular assessment once the period for passing the initial stage has expired, regardless of whether they have been assessed in all of the subjects. Students are entitled to curricular assessment for the initial stage regardless of the marks they have obtained in any other curricular areas in which they may have enrolled.

4.2.3. Relinquishment of the right to curricular assessment

Notwithstanding the provisions of the previous section, if a student does not wish to be included in a particular curricular assessment process because, having obtained a descriptive mark of “Fail” and a numerical mark of 4.0 or better in one or more subjects, he or she wishes to repeat the subjects during the following teaching period, he or she must expressly relinquish the right to curricular assessment. Schools must establish a period prior to the assessment for the submission of relinquishments.

Through the same procedure, a student may relinquish the right to all curricular assessment for a particular curricular area. When a student makes such a relinquishment, all of the descriptive and numerical marks included in the assessment reports of the subjects that he or she has passed become final.

4.2.4. Mechanism for curricular assessment

Each school establishes mechanisms for curricular assessment that are based on the results obtained in the subjects that make up each curricular area. Curricular assessment must be conducted by a specific committee. For the curricular assessment of the initial stage, in addition to lecturers, this committee must include students who have already passed that curricular area. Improvement in performance will be given special consideration in determining the result of the curricular assessment for the initial stage.

At the beginning of each academic year, each school must publish the calendar of curricular assessment for the various courses it teaches.

4.2.5. Results of curricular assessment

Students are notified of the results of their curricular assessment by means of a curricular report.

If the student passes a particular curricular area, his or her final descriptive and numerical marks for each subject are included in the curricular report. The student’s numerical mark for the curricular area as a whole, which is the credit-weighted average of the marks obtained for the various subjects of the curricular area, is also included in the curricular report.

If the student does not pass a particular curricular area, the descriptive mark is given as “Pending” and no numerical mark is given.

A student is considered to have passed a curricular area when his or her numerical mark in each of the various subjects, as reflected in the assessment reports, is 5.0 or higher. Once this is the case, the student’s numerical and descriptive marks for that curricular area become final.

The school may establish other conditions that allow a student to pass a curricular area, such as passing all subjects for which he or she has received a descriptive mark of “Fail” and a numerical mark of 4.0 or better, provided that his or her average weighted mark for the curricular area is equal to or greater than the minimum required by the school (which must be at least 5.0). In exceptional cases documented by a report by the rector, the school may consider passing students in subjects for which they have received a numerical mark of less than 4.0.

4.2.6. The initial stage curricular area

Due to its relationship to the rules set out in Section 5 of these regulations, the initial stage curricular area has an unusual sort of curricular assessment, which leads to one of the following three situations:

- The student has passed the initial stage. In this case, the information described in Section 4.2.5 is included in the curricular report.

- The student has not passed the initial stage, and the period for doing so has not yet expired. In this case, the curricular report gives a descriptive mark of “Pending” but not a numerical mark.
- The student has not passed the initial stage, and the period for doing so has expired. In this case, the curricular report specifies the subjects passed and a mark of “Failed the initial stage”.

4.3. ACQUISITION OF GENERIC COMPETENCIES

Throughout the educational process, students develop, and are assessed in, generic competencies, by means of either competency-based academic paths or specific subjects.

In a competency-based academic path, students acquire a particular competency over several years. In the various subjects included in the academic path, students carry out activities designed specifically to develop the competency in question.

When competency-based academic paths are used, students are expected to reach different levels of generic competencies as the course progresses.

Generic foreign language competency

The generic foreign language competency, preferably in English, is considered to have been acquired when one of the following requirements is satisfied:

- The student has obtained at least 9 ECTS credits for subjects taught entirely in a foreign language.
- The student has submitted and defended a bachelor’s thesis in a foreign language.
- The student has earned at least 9 ECTS credits studying or working abroad under a mobility agreement or an educational cooperation agreement.
- The student can provide certification of foreign language proficiency equivalent to level B2.2 or higher of the Common European Framework of Reference for Languages:
<http://www.upc.edu/slt/acredita/acreditacio-competencia>.

Accreditation of foreign language certificates at level B2.2 or above

1. Certificates for courses and examinations at level B2.2 or above recognised for the foreign language competency are listed in the UPC Language Recognition Table.
2. The Language and Terminology Service is responsible for drafting and updating the UPC Language Recognition Table in accordance with the agreements of the Interuniversity Council of Catalonia in agreement and the criteria of the Association of Higher Education Language Centres (ACLES). The Language Service may also, in exceptional circumstances, determine the validity of certificates that are not included in the table.
3. Certificates must include the CEFR level attained.
4. Certificates for secondary education that has taken place in Spain but belongs to the educational system of another country are also valid for the purposes of accrediting the foreign language competency.
5. Students who have attained level B2.2 in the UPC Language Recognition Table before they begin a course of study at the UPC should submit the certificate with other documents required for enrolment to the school’s academic secretary.

6. Students who attain level B2.2 during a course of study at the UPC should submit the certificate to the school's academic secretary within the periods established for that purpose. The schools' academic secretaries add these certificates to students' academic records.
7. The language in which the student wishes to attain the foreign language competency may be the same as the language for which he or she is seeking credit recognition only at C1 level or above. The certificate must have been awarded during a course of study at the UPC.
8. In general terms, students seeking credit recognition for languages in accordance with the regulations on the recognition of sports, cultural, student representation, volunteer and development cooperation activities must have attained B2.2 level in the foreign language competency.

- **External work placement**

All courses include an offer for some sort of external work placement (e.g. in a company, a public institution, etc.), which is preferably done as an optional subject during the second half of the course. External work placement earns the student between 12 and 30 ECTS credits.

Although one ECTS credit is the equivalent of 25 hours in subjects taken at the UPC, it can represent up to 30 hours of external work placement.

- **Training received at other universities (as part of a mobility programme)**

Students who participate in a mobility programme at another university in Spain or a foreign country may have up to 6 ECTS credits (3 ECTS credits per semester) for optional subjects recognised.

4.4. REVIEW OF ASSESSMENT RESULTS

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

4.4.1. Initial review of assessment results

Students may request an initial review of their assessment results by the lecturer for the subject through the school's established channels within an established period. Regardless of the mechanisms used as a general rule, students may request that a face-to-face review be conducted at any time during the learning process.

4.4.2. Appealing a decision made by the lecturer for a subject

The student must file an appeal, explicitly stating the reasons, with the director or dean of the school within seven days of the publication of the mark in question.

In each case, the director or dean will initiate the procedure that he or she deems most suitable for reaching an impartial decision. This procedure must always include a meeting with the lecturer responsible for the mark. If the chosen procedure includes the naming of a panel, the lecturer responsible for the mark may not form part of it.

A decision must be reached within 15 days of the appeal. Any procedure adopted must guarantee the student the right to enrol following the resolution of the appeal.

4.4.3. Review of a credit recognition decision

If a student wishes to appeal a credit recognition decision, he or she must file a written appeal, explicitly stating the reasons, with the dean or director of the school within seven days of the notification of the decision. The dean or director must reach a decision within 15 days of the appeal.

4.4.4. Appealing a decision by the dean or director of the school

Appeals against decisions made by the dean or director of the school with regard to marks or the recognition of credits must be made through an appeal for reversal to the rector within one month and one day of notification of the decision.

4.5. CERTIFICATION OF RESULTS

For subjects that make up a curricular area that the student has not passed, only descriptive marks are certified, unless the student has definitively relinquished the right to curricular assessment, in which case numerical marks are also certified.

For subjects that make up a curricular area that the student has passed, the descriptive and numerical marks that appear in the curricular report are certified.

4.6. REVIEW, PRESERVATION AND AVAILABILITY OF ASSESSMENT DOCUMENTS

Review

To ensure that all documents related to assessment can be revised if the need arises, lecturers must keep all of these documents (excluding marked papers that have been returned to students) at least until the end of the academic year following the assessment activity or in any event until the assessment results are definitive and the right of appeal has been exhausted. In the case of an appeal, the documents must be kept until a firm ruling is issued.

Preservation

Printed and/or electronic copies of bachelor's theses must be deposited in the University's information systems for preservation. The school must keep marks and curricular assessment records permanently (in digital format and with the electronic signature of the lecturer or coordinator). Documents that are part of students' academic records must also be kept indefinitely.

Availability

Lecturers may make selected exam papers available to the UPC community by publishing them as teaching materials in the UPC Exam Paper Repository: <http://examens.upc.edu/>.

Authors may make their bachelor's theses available to the general public by publishing them online as academic materials in the UPC Academic Works portal: <http://upcommons.upc.edu/pfc/>.

4.7. MONITORING STUDENTS' ACADEMIC PERFORMANCE

Schools monitor students' academic performance using (among other indicators) the academic performance parameter, defined as the total number of credits passed by a student in a particular teaching period divided by the total number of credits for which he or she is enrolled. On the basis of this parameter, actions are taken to improve the students' learning process.

4.8. WEIGHTING OF ACADEMIC RECORDS AND CALCULATION OF FINAL MARKS

Marks at the UPC are given on a scale of 0 to 10. In accordance with Section 4.5 of the appendix of Royal Decree 1044/2003 of 1 August, which establishes the procedure by which universities issue the European diploma supplement, and Article 5.3 of Royal Decree 1125/2003, which establishes the European Credit Transfer System and the qualification system for official university degrees, a student's academic record is weighted and his or her overall mark is calculated according to the following criteria. Each credit passed by the student is multiplied by the value of the corresponding mark. The resulting values are then added, and the resulting sum is divided by the total number of credits passed.

Credits without marks are not taken into account for the purposes of weighting academic records.

The resulting overall mark can be expressed on the scale of 0 to 10, or on a scale of 0 to 4, according to the following equivalency table:

Fail: 0 points

Pass: 1 point

Good: 2 points

Excellent: 3 points

Distinction: 4 points

Recognised/Validated: Points are awarded on the basis of the marks originally obtained, except in the case of validated credits from higher training cycles or recognised credits for subjects taken as part of university-specific degree courses or for duly accredited professional experience, for which no mark is given.

If a student's academic record does not show all of his or her marks on a scale of 0 to 10, and it is necessary for the marks to be reflected in this way in order to weight the academic record and calculate the overall mark, or if the academic record includes validated or adapted marks with no numerical value, the following equivalency table is applied:

Fail: 2.5

Pass: 5.5

Good: 7.5

Excellent: 9

Distinction: 10

In the case of marks corresponding to the ECTS, the equivalences are as follows:

A: 9.5

B: 8.5

C: 7.5

D: 6.5

E: 5.5

F: 4

This weighting is also applied when students transfer to the UPC from another university.

5. ACADEMIC PROGRESS

(Approved at the plenary session of the Board of Trustees on 11 June 2013)

Introduction

Article 46.3 of Organic Law 4/2007, of 12 April (Official Gazette of the Spanish Government of 13 April 2007), modifying Organic Law 6/2001 on Universities (Official Gazette of the Spanish Government of 24 December 2001) and Article 123 of the Statutes of the Universitat Politècnica de Catalunya, approved by Agreement 43/2012 of 29 May (Official Gazette of the Catalan Government no. 6140, of 1 June 2012), attribute to the Board of Trustees the power to establish the rules that govern academic progress requirements for students at the University.

The UPC is responsible for ensuring a rational use of the resources that society allocates to it, for guaranteeing that its graduates are suitably qualified and, as a public service, for admitting as many students as possible. To help its students achieve suitable performance levels, the UPC must require that they dedicate sufficient time to studying and use the resources at their disposal responsibly.

The academic progress regulations that apply to students at the UPC must reflect two important aspects. First, according to the Organic Law on Universities and the basic regulations approved by the government, universities must establish procedures for the admission of students to their schools. Second, there is a considerable personal and social impact when students drop out towards the end of a university course, by which time they have made a significant personal effort and many social resources have been invested in their education.

With emphasis on the first year and, in particular, the initial stage of a course, these academic progress regulations set out general criteria designed to reorient students towards more appropriate degree courses, when necessary. The rules also establish how students' academic progress should be monitored after the initial stage of a course, as well as what individual actions should be taken in cases of low performance, which, considering the educational and assessment-related criteria set out in the curricula, should be exceptional.

The proper functioning of these rules depends on the measures taken with regard to teaching quality and the concordance of the academic and enrolment-related rules formulated by the Governing Council. It is also essential that students take these continuance standards into account when enrolling.

The following concepts are used in these academic progress regulations:

- Course or curriculum: The set of subjects that lead to one of the bachelor's degrees taught at the UPC.
- Passed credits: The sum of the credits corresponding to subjects that a student has passed.
- Initial stage: The 60 ECTS credits corresponding to the first year of a course.
- Teaching period: The period between one enrolment period and the next.
- Academic year: Two consecutive semesters.

5.1. SCOPE OF APPLICATION

These rules apply to all students enrolled in courses leading to an official degree at the UPC, except for double-degree courses taught in collaboration with other universities, which are governed by specific agreements.

5.2. COURSE SCHEDULES

UPC bachelor's degree courses can be taken on a full-time or part-time basis.

Part-time students may enrol in a maximum of 36 ECTS credits per year (18 ECTS credits per semester) for the duration of their course of study.

When beginning a course, students may choose between the full-time and part-time options without having to justify their choice. When a student formally enrolls for the first time, he or she must formally specify on the enrolment form which course schedule he or she wishes to follow. Thereafter, with each subsequent enrolment, the student is automatically signed up for the same course schedule, unless he or she files a request to switch to the other schedule and is granted permission to do so.

As a general rule, students are not allowed to switch schedules once they have begun the course. Nevertheless, in exceptional cases, following the submission of a duly justified request, the school may authorise a change of schedule. Such requests must be filed with the secretary of the school during the enrolment period. In cases where the student wishes to switch from full-time to part-time, he or she must also submit supporting documentation.

5.3. CALCULATION OF CREDITS FOR ACADEMIC PROGRESS

Credits obtained by means of validation or recognition are not taken into account for the purposes of the application of sections 5.4 and 5.8 of these regulations.

5.4. MINIMUM ACADEMIC PROGRESS IN THE FIRST ACADEMIC YEAR

As a general rule, a student who enrolls in a bachelor's degree course must pass at least 12 ECTS credits in his or her first academic year at the UPC, regardless of the number of credits for which he or she enrolls.

If the student fails to meet this requirement, he or she is removed from the course and is barred from beginning any other course taught at the same school that shares the same initial stage.

Students who join a course after having studied in another university course are given special consideration. Students who, under the established enrolment rules, are unable to enrol in 12 or more ECTS credits in their first year must pass all of the credits for which they enrol.

5.5. MINIMUM ACADEMIC PROGRESS IN THE INITIAL STAGE OF A DEGREE COURSE

At the UPC, all courses leading to an official bachelor's degree begin with an initial stage that corresponds to the 60 ECTS credits of the first academic year.

Notwithstanding that set out in Section 5.4 of these regulations, students must pass the minimum number of credits established by the school for the initial stage of the course, as a function of the schedule being followed (i.e. full-time or part-time). This minimum may be anywhere between 42 and 60 ECTS credits.

- **Full-time students** have up to two academic years to pass the minimum number of credits for the initial stage of the course.
- **Part-time students** have up to four academic years to pass the minimum number of credits for the initial stage of the course.

Students must pass the minimum number of credits for the initial stage regardless of the schedule they are following (i.e. full-time or part-time) and the number of credits for which they have enrolled.

If a student does not pass the minimum number of credits for the initial stage within the established time frame, he or she is removed from the course and is barred from beginning any other course taught at the same school that shares the same initial stage.

5.6. DEFERRAL OF THE CALCULATION OF TIME FOR APPLICATION OF THE MINIMUM ACADEMIC PROGRESS REQUIREMENTS

Students in their first academic year or the initial stage of a course who are forced to temporarily drop out under exceptional circumstances may file a request with the director or dean asking that a specified period of time not be counted for continuance purposes, as set out in sections 5.4 and 5.5 of these regulations.

Under no circumstances may a deferral be granted for a teaching period for which the student has already received marks.

5.7. CONTINUANCE

By virtue of the delegation of the rector, the director or dean of the school may, under duly justified circumstances, extend the periods established in sections 5.4 and 5.5 of these regulations.

With proper justification and prior to the deadline indicated each year in the enrolment rules, a student may also file a request with the director or dean of the school to extend the period for passing the minimum number of credits for the first year or for demonstrating minimum academic progress in the initial stage of the course.

If the student is not satisfied with the decision of the director or dean, he or she may lodge an appeal with the rector within one month and one day of notification of the decision.

A student removed from a course under the provisions of sections 5.4 and 5.5 may, only once, begin the same course at another UPC school or another course at the UPC that does not share the same initial stage, provided that he or she has obtained a place on the course by means of the pre-enrolment process or by following the current rules for admission.

If, having been removed from a course, a student wishes to start studying the same course again or a different course that shares the same initial stage, he or she may do so once two years have passed from the date of removal, provided that he or she has obtained permission from the rector, and that he or she has obtained a place on the course by means of the pre-enrolment process or by following the current rules for admission.

5.8. MINIMUM ACADEMIC PROGRESS AFTER PASSING THE INITIAL STAGE CREDITS ESTABLISHED BY THE SCHOOL

Once a student has passed the credits required in the initial stage of a course, his or her academic progress parameter is calculated at the end of each teaching period. This parameter is defined as the total number of credits passed divided by the total number of credits for which the student enrolled.

The school tracks its students' progress using this parameter. In order to ensure that resources are being used properly, the school applies academic measures and tutorial-based academic consulting mechanisms. It also determines the academic measures to be applied when a student's academic progress parameter falls below 0.5 in the last two teaching periods for which the student is enrolled (if the academic year is divided into semesters) or the last teaching period for which the student is enrolled (if the academic year has a single teaching period). In addition to the general academic measures applied, the student's enrolment may be restricted. Students who disagree with the decisions of their tutors may lodge an appeal to the director or dean of the school.

Notwithstanding the above, in any bachelor's degree course at the UPC, any student who obtains an academic progress parameter of less than 0.3 in the last three teaching periods for which the student is enrolled (if the

academic year is divided into semesters) or the last two teaching periods for which the student is enrolled (if the academic year has a single teaching period) will automatically be removed from the course, except in duly justified cases.

If the above occurs, the school must submit a personalised report to the rector. If the rector decides that removal is justified, the student is excluded from the course for up to two years.

In duly justified cases, for the purposes of the rules set out in this section, the school may choose not to take into account a student's academic progress parameter for a particular period.

The school may readmit a student removed from a course under the provisions of this section once the exclusion period has ended. Once a student is readmitted to a course, any previous academic progress parameters of less than 0.3 are not taken into account.

The school may choose not to apply the measures foreseen above when the number of compulsory and optional credits a student has pending till graduation is less than or equal to the total number of credits for the degree divided by the number of semesters that make up the degree.

5.9. NOTIFYING THE BOARD OF TRUSTEES OF STUDENTS' PROGRESS

Once a year, each school must send the Governing Council a report on its students' progress, with explanations of the criteria applied and the measures adopted. The Governing Council forwards the reports to the Board of Trustees.

5.10. CLARIFICATIONS OF THE ACADEMIC PROGRESS REGULATIONS

The Board of Trustees is responsible for making any necessary clarifications with regard to the interpretation of these continuance rules.

FINAL PROVISIONS

ONE

These academic regulations are valid for the 2012-2013 academic year.

TWO

At the very latest, these academic regulations must be revised three years after the date on which they come into force.

6. APPLICATION FOR THE DEGREE CERTIFICATE AND THE EUROPEAN DIPLOMA SUPPLEMENT

6.1. THE RIGHT TO APPLY FOR A DEGREE CERTIFICATE AND THE EUROPEAN DIPLOMA SUPPLEMENT

Once a student has met all of the corresponding requirements, he or she is entitled to apply for the degree certificate and the European Diploma Supplement.

6.2. REQUIREMENTS

In order to apply for a UPC bachelor's degree certificate, students must meet the following requirements:

- They must have passed all of the required credits in the course leading to the degree in question.
- They must have enrolled in and completed at least 60 ECTS credits as part of the course leading to the degree in question. These 60 ECTS credits may not include any recognised or validated credits from other courses (official or university-specific) or credits recognised for duly accredited professional experience.
- They must be able to certify acquisition of the generic competency foreign language, in accordance with the conditions established in Section 4.3 of these regulations.

A student who has completed a course is also entitled to apply for the European Diploma Supplement. He or she may do so at the same time as he or she applies for the degree certificate, or at any time thereafter.

6.3. APPLYING FOR A DEGREE CERTIFICATE

To apply for a degree certificate, the student submits the standardised form to the rector of the UPC.

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 valid passport, resident card or identity card. In all cases, a photocopy of the identification provided, validated by the school's secretary, must be attached to the form.

If the student's name contains diacritic marks not shown on his or her identification, he or she may add these on the application if he or she wants them to appear on the degree certificate and the European Diploma Supplement. The student's personal information will appear on the degree certificate and the European Diploma Supplement according to the criteria indicated on the application. If no criteria are indicated, standard conventions will apply.

If the student's official identification does not reflect changes made at a later date to the student's personal information, the student may attach a certificate from the civil registry if he or she wants these changes to appear on the degree certificate and the European Diploma Supplement.

6.4. PAYMENT OF FEE

In order to obtain a degree certificate and/or the European Diploma Supplement, students must pay the corresponding fee established each year by the decree that sets the fees for the provision of academic services at Catalan public universities. If a student is entitled to one of the exemptions listed in this decree, he or she must provide supporting documentation.

6.5. CERTIFICATE OF PAYMENT

Once the student has paid the fee for the degree certificate and/or the European Diploma Supplement, the school provides him or her with a certificate of payment. The certificate attests to the successful completion of the 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 means of identification. Students who are unable to collect their certificate of payment in person may grant a third party permission to collect the certificate on their behalf. This person must provide written authorisation signed by the student and a photocopy of the student's national identity document in the case of Spanish nationals or of his or her passport in the case of foreign students.

Students living outside the province of Barcelona may instruct the school to send their certificate of payment to an authorised government entity in the local area of their permanent address. Students living outside Spain may request to collect the certificate from the embassy or consulate of Spain or of their country of origin that is closest to their home.

Students may request from the school a provisional degree certificate for the purposes of joining a professional association, filing paperwork with foreign governments, etc. In accordance with current legislation, students may choose to have this certificate issued in either Catalan or Spanish.

6.6. DUPLICATES

If a student requires a duplicate of either certificate, he or she must submit the documents mentioned above, the original degree certificate and/or the European Diploma Supplement, and supporting documentation that justifies the request for a duplicate.

If the student requires a duplicate of either certificate because the original has been lost, he or she must publish an announcement in the BOE to this effect. The student may request the duplicate one month after the publication of the announcement in the BOE.

6.7. NOTIFICATION OF RECEIPT OF THE DEGREE CERTIFICATE AND/OR EUROPEAN DIPLOMA SUPPLEMENT

Once the school has received a student's degree certificate and/or the European Diploma Supplement, it notifies him or her in writing and provides instructions on how to pick up the certificate(s). This notification is sent to the address indicated on the application.

6.8. COLLECTING THE DEGREE CERTIFICATE AND/OR EUROPEAN DIPLOMA SUPPLEMENT

The student must collect his or her degree certificate and/or the European Diploma Supplement in person and show a valid official form of identification. If the student is unable to collect the certificate(s) in person, he or she may authorise another person to do so by power of attorney. That person will need to show the original power of attorney or a certified photocopy when collecting the certificate(s). The student may also ask the school to send the degree certificate and/or the European Diploma Supplement to the Ministry-authorised public office located nearest to his or her residence, if he or she lives outside of Barcelona province, or to the nearest embassy or consulate of Spain or of the student's country of nationality, if he or she lives abroad.

If the student reapplies for the degree certificate and/or the European Diploma Supplement in order to have his or her name appear in any form other than that indicated on the original application, he or she must pay the fee for a duplicate certificate.

6.9. SIGNING THE DEGREE CERTIFICATE

Once the student has checked that the information on the degree certificate is correct, he or she must sign both it and the school's register as proof that he or she has received the certificate.

The student must also sign a declaration stating that he or she has received 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 director or dean of the school.

The procedures established for students to appeal against any aspect of the regulations may be taken up by the students' representatives in the corresponding governing bodies.

The student delegation at the school is in charge of putting students in touch with their representatives in the governing body designated in the school's regulations to review appeals of this kind.

Appealing assessment results

As a general rule, and as established in Section 4.4 of these regulations, the initial appeal against 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 director or dean of the school. A final appeal against the decision announced by the director or dean can be lodged with the rector of the UPC.

Appealing a decision by the dean or director of the school

Appeals against decisions made by the dean or director of the school must be lodged with the rector within one month and one day of notification of the decision.