A favourable report on this document was issued by the Teaching and Academic Policy Committee on 16 February 2022.

Office of the Vice-Rector for Academic Policy

(1) This document is a translation of the original Catalan version of the 2021-2022 Academic Regulations for Bachelor’s and Master’s Degrees. The Catalan version mentioned above is the only legally valid document for the purposes of regulation and enforcement.
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Royal Decree 1393/2007 established the definitive structure of degrees adapted to the European Higher Education Area (EHEA). In accordance with this decree, in the 2010-2011 academic year students could no longer enrol for the first year of pre-EHEA degrees, which were progressively phased out as the new structure of bachelor’s and master’s degrees was introduced. Royal Decree 822/2021, of 28 September, which outlines the organisation of university education and the procedure for ensuring its quality, repeals the previous decree.

Since then, the UPC has regulated its bachelor’s and master’s degrees with specific academic regulations. However, once the new structure had been established, and in view of the great similarity between the two regulations, from the 2016-2017 academic year onwards the full regulations for both bachelor’s and master’s degrees were included in a single document.

Our experience has confirmed that the aim of simplifying the regulations and making them easier to understand for all of the people involved, that is, academic staff, administrative staff and students, has been met.

Drafting a separate, complementary document that governs administrative procedures arising from the implementation of these regulations has also helped to meet the aforementioned aim. These procedures must be issued a favourable report by the relevant governing body and are periodically checked to adapt them to the situation and to introduce administrative or procedural improvements.

The full regulations governing bachelor’s and master’s degrees are complemented by the regulations in the ex ante accreditation reports and by the monitoring and accreditation of the degrees. The actions of staff and students are also regulated by the provisions of the Code of Ethics (Governing Council Decision no. 106/2011, of 20 July 2011), as well as the prevailing legislation on the rights of persons with educational support needs and victims of gender violence and/or sexual harassment.
1. Admission

1.1. Admission to bachelor’s degrees

Admission to bachelor’s degrees is regulated by Royal Decree 412/2014, of 6 June, which establishes the basic regulations of the admission procedures for official university bachelor’s degrees.

1.1.A. Students assigned via pre-enrolment

Students wishing to study a bachelor’s degree at the UPC must obtain a place through the university pre-enrolment procedure. The admission requirements applicable to pre-enrolment are governed by the Interuniversity Council of Catalonia, in accordance with Spanish law. The number of places on each degree is determined jointly by the relevant authority and universities and is published annually in the Official Gazette of the Catalan Government (DOGC) and the Official Gazette of the Spanish Government (BOE).

Students assigned to a degree via pre-enrolment may enrol at the corresponding school during the enrolment period by following the specific enrolment procedure for each degree. Some degrees at the UPC allow students to pre-enrol in two different admission periods: September and February.

Admission to degrees with shared pre-enrolment codes

A school may establish a shared pre-enrolment procedure for more than one degree that it teaches. Students admitted to a degree via a shared pre-enrolment procedure are admitted to their chosen degree once they have successfully completed the shared stage of the degree.

Each school must define and publish the admission criteria for such degrees before the pre-enrolment process begins. In all cases, the strength of 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.

If students do not secure a place on the degree they wish to take once the shared stage has been completed, they will not be admitted directly via university pre-enrolment. They can only gain admission via a change of degree, provided that the school offers places; such admissions will be subject to the same conditions as those that apply to other applicants.

The school is obliged to reserve 5% of the available places on each degree for students with disabilities. Decisions regarding admission to degrees are made by the school’s director or dean.

Admission of students aged 40 or over with proven work or professional experience

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

1. They must be at least 40 years of age in the calendar year in which the degree begins.
2. They must not be in possession of a qualification that makes them eligible for admission to university.
3. They must be able to provide proof of work or professional experience in the area covered by the bachelor’s degree for which they are applying.
Candidates who meet these requirements may only apply for admission to one degree at one UPC school.

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

Admission of students aged 45 or over
Candidates wishing to gain admission through this procedure must meet the following requirements:
1. They must be at least 45 years of age in the calendar year in which the degree begins.
2. They must not be in possession of a qualification that makes them eligible for admission to university.
3. They must not be able to provide proof of work or professional experience.

The schools do not have to provide an offer of places. Candidates wishing to apply through this procedure may only apply for admission to one degree at one UPC school.

Admission to sequential academic programmes (PARS) in Engineering and Architecture

The ninth additional provision of Royal Decree 822/2021 establishes that universities may offer academic programmes as sequential pathways—consecutive cycles—that link a bachelor’s degree to a master’s degree.

In accordance with the provisions of the Royal Decree, students may drop out of these degrees at any time. The closing of a pathway automatically grants admission to the corresponding bachelor’s degree. If necessary, the time spent on a PARS will be taken into account if the academic progress regulations are applied.

1.1.B. Transfer from another university and/or an official Spanish degree
Students who wish to transfer from another university and/or an official Spanish degree may apply for direct admission to a school or degree without gaining a place via the pre-enrolment process if they obtain recognition of at least 30 ECTS credits, in accordance with the conditions stated in Section 4.1 of these regulations and provided that they meet the criteria outlined in the following sections.

When students are admitted to a bachelor’s degree via transfer from another university and/or an official Spanish degree, their original academic record is closed. Consequently, this admission procedure is not open to students who have graduated, students who have completed a bachelor’s degree and are entitled to apply for the degree certificate, students who wish to study two degrees simultaneously or students who wish to follow a double degree pathway.

The dates for applying for direct admission via this route are established annually in the UPC’s academic calendar.

Schools will consider the exceptional procedure for transfer between bachelor’s degrees that is applicable to students who are victims of sexual harassment or harassment by reasons of sex, sexual orientation, gender identity or gender expression and to students who can demonstrate their condition as victims of gender violence, including their children. If appropriate, the processing of these academic records will be given preference.
Scope
The following students are entitled to apply for admission via this procedure:
▪ Students who are enrolled in a bachelor’s degree and would like to continue the same
degree at another school or another university.
▪ Students who are enrolled in a bachelor’s degree and would like to transfer to a different
degree at the same school, another school or another university.
▪ Students who were enrolled in but did not complete a degree that has been phased out
and who would like to gain admission to a bachelor’s degree at the same school, another
school or another university. Students seeking admission to the bachelor’s degree that
is replacing the one that is being phased out (or a later curriculum for the same
bachelor’s degree) should not apply via this route. They must apply for admission due
to a change of curriculum at the school itself.

Admission requirements
▪ Students must obtain recognition of at least 30 ECTS credits for compulsory subjects of
the degree in which they wish to enrol. Credits corresponding to the bachelor’s thesis
will not be recognised.
▪ Students transferring from another degree at the UPC must have met the minimum
academic progress requirements on the degree from which they wish to transfer.
Students found not to comply under sections 5.4 and 5.5 of the academic progress
regulations for bachelor’s degrees at the UPC or who have been excluded under Section
5.8 are considered to be affected during the entire exclusion period.
Students who do not meet these requirements must apply for a place via the pre-enrolment
process.

The following students are not entitled to apply for admission via this procedure:
▪ Students who are enrolled in a bachelor’s degree at the UPC and have completed the
entire degree with the exception of the bachelor’s thesis.
▪ Students who are enrolled at other public Spanish universities or have taken degrees
under earlier regulations who, if admitted, would require fewer than 60 ECTS credits to
complete a bachelor’s degree at the UPC.

These restrictions do not apply to students who were enrolled in, but did not complete, a
degree at the UPC that was organised under a curriculum that has been phased out.
The schools may establish additional criteria for admission, with the aim of maximising the
use of available places. These criteria must be public.

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

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

The school must reserve an additional 5% of the places available on each degree for
students applying via a change of degree for students with disabilities. As a result, at least
one additional place is reserved.
1.1.C. Students who have studied at foreign universities

Royal Decree 967/2014 establishes that Spanish universities are responsible for partial validation of foreign degrees as partially equivalent to Spanish university degrees.

In addition, Royal Decree 412/2014 establishes that these applications must be admitted as long as interested parties have not had their qualifications, diplomas or degrees homologated or declared equivalent in Spain.

It corresponds to the Spanish university to which the interested party has applied for validation to continue studying to partially validate a foreign degree as a Spanish degree. The foreign degrees referred to in the aforementioned Royal Decree are eligible for validation, whether the person graduated or not.

In the case of foreign degrees that qualify holders to practise regulated professions, they may apply for homologation to the corresponding official Spanish university degree or validation, but they may not apply for both at the same time.

Some regulated professions may only be practised by holders of a specific official Spanish master’s degree, admission to which requires possession of either a specific official Spanish bachelor’s degree or any official Spanish bachelor’s degree. In the first case, homologation of qualifications to the master’s degree requires proof of possession of the specific bachelor’s degree required for admission to the master’s degree. In the second case, it requires a declaration of equivalence to a degree in the area or field of the bachelor’s degree required for admission to the master’s degree.

If the application for homologation of a degree is rejected, the holder may request partial validation of their degree, provided that the rejection was not based on any grounds of exclusion established by the Royal Decree.

The procedure 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 degree to which they wish to gain admission. Credits corresponding to the bachelor’s thesis will not be validated. The number of places available for students seeking admission by this procedure, which is the responsibility of the school, is determined according to the offer of places for admission via transfer from another Spanish university and/or another official Spanish university degree (see Section 1.1.B).

- 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 at which they wish to continue studying. Such a request may only be filed with the school granting the validation. Schools are required to study the validation provided that the applicant pays the fee regulated by the Decree on Fees. If credit recognition is requested in this manner, the periods established in the academic calendar for making such requests may be disregarded.

Students who are unable to obtain recognition of any credits may gain admission to a university degree 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 (batxillerat).

Students from education systems to which Article 38 of Organic Law 2/2006, of 3 May, on Education is applicable are admitted without having to take the university entrance
examinations (PAU), provided that they meet the requirements established by the current laws and follow the established procedure.

1.1.D. Students who wish to take simultaneous degrees
Students who wish to follow two degrees simultaneously must obtain a place through the general pre-enrolment process.

The school may establish other requirements for authorising simultaneous degrees, which it must make public before the pre-enrolment period. In this case, students must obtain express authorisation from the receiving school. The decision is made by the director or dean on behalf of the rector.

Students from other universities who are applying to study two degrees simultaneously must apply for the transfer of their academic record from the university or school of origin, except in cases in which it is not the responsibility of that institution to process the application. UPC students applying for admission to a second UPC degree must apply to take simultaneous degrees through an internal procedure.

1.1.E. Academic record transfer
Students awarded a place at another university or another school via pre-enrolment or a change of degree and/or university will be required to transfer their academic records. The transfer must be made by the university and/or school of origin when the student presents proof of admission.

The admission to the new university or degree must be confirmed by the director or dean of the school before the transfer can be made.

1.2. Admission to master’s degrees
Admission to master’s degrees is regulated by Royal Decree 822/2021, of 28 September, which establishes the organisation of university education and the procedure for ensuring its quality.

1.2.1. Information on admission
The school or university research institute must make at least the following information available before the start of the pre-enrolment period for master’s degrees:
   1. The channels, locations (if applicable), dates and times for pre-enrolment, admission and enrolment.
   2. The number of places available.
   3. The specific admission requirements and criteria for assessment of merits and candidate selection.
   4. The curriculum for the degree.
   5. The study load (full- or part-time).
   6. The mode(s) of delivery.
   7. The language(s) of instruction.
This information will be published on the UPC website.

The school must reserve 5% of the places available on each degree for students with disabilities.
1.2.2. Language requirements for admission to UPC master’s degrees
The language requirements for admission to the UPC’s master’s degrees are decided independently by the master’s degree coordinators.
If a language certificate is required, you should use the table of certificates and the scores established by the Interuniversity Council of Catalonia, which is in force in Catalan universities.

1.2.3. Master’s degrees

Entrance requirements
In accordance with Royal Decree 822/2021, official university master’s degrees are open to holders of an official Spanish bachelor’s degree, another master’s degree or a degree of the same level as a Spanish bachelor’s or master’s degree awarded by a university or institution of higher education in the EHEA that qualifies for admission to master’s degrees in the country in which it was awarded.

Master’s degrees are also open to holders of a degree awarded by a university in a country that is not part of the EHEA without the need to obtain homologation of the degree. However, the University must check that the degree demonstrates a level of education that is equivalent to that of the corresponding official Spanish university degree and that it qualifies the holder for admission to postgraduate studies in the country in which it was awarded. To this end, the school or university research institute teaching the master’s degree may request any documentation that it considers necessary for the purposes of verification.
Admission following this procedure under no circumstances implies homologation of the degree or its acceptance for any purpose other than admission to the master’s degree.

Master’s degrees are also open to students on UPC bachelor’s degrees who have not yet been awarded the bachelor’s degree and have yet to complete the bachelor’s thesis and up to a maximum of 9 ECTS credits (including credits pending recognition or transfer) or who have finished the bachelor’s degree but have yet to attain the cross-disciplinary foreign language competency, if applicable. Under no circumstances will students who are admitted via this route be awarded the master’s degree before being awarded the bachelor’s degree.

Students in possession of official university degrees awarded in accordance with the first additional provision of Royal Decree 822/2021 may be considered for admission to a master’s degree provided that they
● hold an official university degree; or
● hold an official university diploma.

Specific admission requirements and criteria for assessment of merits and candidate selection
The specific admission requirements are set by the school or university research institute and are intended to guarantee equal treatment of all suitably qualified candidates. Depending on the language or languages of instruction of the master’s degree, candidates may seek the certification of foreign language skills. In the case of admission to a master’s degree with pending ECTS credits for a bachelor’s degree, the school responsible for the degree may establish additional conditions regarding pending credits or decide not to allow admission via this route.
In all cases, the elements to be considered include the weighting of candidates’ academic records and the prioritising, in first place, of students in possession of the university degree that qualifies for admission to the master’s degree.
As part of the selection process, candidates may also be required to complete an entrance examination or to provide information on specific merits related to the degree for which they are applying.

The school or university research institute must determine and publish the weighting assigned to each of these criteria for the purposes of determining the order in which candidates are admitted to the master’s degree.

In all cases, the general and additional requirements must have been included in the ex ante accreditation report for the master’s degree.

Student admission

The school or university research institute must assess applications for admission according to the corresponding selection criteria and notify candidates as to whether they have been admitted. It must also establish the specific academic pathway for each student according to the number of recognised credits (if any) awarded for accredited prior learning in previous official university courses of study.

If students disagree with the decision, they may appeal to the school or university research institute in charge of the degree and, if necessary, lodge an appeal with the rector.

As a general rule, students will only be admitted to the master’s degree if, at the time of enrolment, they meet the general and specific admission requirements.

Bachelor’s degree students who have not yet graduated because they have not yet defended their bachelor’s thesis will be granted conditional admission. Their admission will become definitive if they have been awarded the bachelor’s degree by 31 October. In the case of master’s degrees for which enrolment of new students takes place in the spring semester, students will be definitively admitted if they have been awarded the bachelor’s degree by 28 February. These students may enrol later than the deadline set by the school or university research institute.

In the case of applicants who have a foreign degree that has not been homologated, the University must check that the foreign degree demonstrates a level of education that is equivalent to that of the corresponding official Spanish university degree that qualifies for admission to the master’s degree and that the holder is eligible for admission to postgraduate studies in the country in which it was awarded.

The school or university research institute is responsible for establishing the mechanisms and procedures for dealing with applications of this type. Documents issued outside Spain must be submitted following the requirements stated in the applicable regulations.

Admission following this procedure under no circumstances implies the homologation of the degree or its acceptance for any purpose other than admission to the master’s degree. If the student successfully completes the master’s degree, the qualification obtained will have full official validity.

Bridging courses

Students may be granted admission to a UPC master’s degree, whether or not related to their university background, subject to approval by the school or university research institute, in accordance with the specific admission requirements and the criteria for assessing individual merits. If necessary, candidates may be granted conditional admission on the basis of their prior learning and be required to pass the bridging courses stipulated by the unit in charge of the master’s degree.
1.2.4. Qualifying master’s degrees

Entrance requirements

Applicants for admission to official master’s degrees that qualify for the practice of regulated professions must meet one of the following requirements:

a. They must have an official Spanish university degree.

b. They must have an official university degree awarded by a university in the EHEA that qualifies the holder for admission to a master’s degree in the country in which it was awarded.

c. They must have a university degree awarded by a university that is not in the EHEA for which homologation is not required. However, the University must check that the degree demonstrates a level of education that is equivalent to that of the corresponding official Spanish university degree and that it qualifies the holder for admission to postgraduate studies in the country in which it was awarded. To this end, the school or university research institute responsible for the master’s degree may request any documentation that it deems necessary for the purposes of verification. This may include homologation of the degree if it is impossible to verify the equivalence of the qualification by other means. Admission following this procedure under no circumstances implies homologation of the degree or its acceptance for any purpose other than admission to the master’s degree.

d. They must be bachelor’s degree students at the UPC who have yet to complete the bachelor’s thesis and up to a maximum of 9 ECTS credits (including credits pending recognition or transfer) or who have finished the bachelor’s degree but have yet to attain the cross-disciplinary foreign language competency, if applicable. Under no circumstances will students who are admitted via this route be awarded the master’s degree before being awarded the bachelor’s degree.

Specific entrance requirements

The following applicants may gain admission to the master’s degree:

1. Holders of a degree or degrees that has or have been used as the basis for designing the master’s degree curriculum.

2. Holders of a degree that qualifies for professional practice as a technical engineer in the field of the master’s degree.

3. Holders of an official degree that does not qualify for professional practice as a technical engineer in the field of the master’s degree but meets the entrance requirements regulated in the corresponding ministerial order.

4. Holders of a degree in another discipline, provided that they take the necessary bridging courses.

5. In the specific case of architecture, only holders of the degree in Architecture Studies or similar regulated by Ministerial Order EDU/2075/2010, of 29 July (which does not qualify for professional practice as an architect), are eligible for admission to the qualifying master’s degree.

6. Holders of a pre-EHEA degree, provided that they take bridging courses if this requirement is stated in the corresponding ministerial order.

7. Students on the bachelor’s degrees referred to in points 1-5 at the UPC who have not yet been awarded the bachelor’s degree and have yet to complete the bachelor’s thesis and up to a maximum of 9 ECTS credits (including credits pending recognition or transfer) or who have finished the bachelor’s degree but have yet to attain the cross-disciplinary foreign language competency, if applicable. The school responsible for the degree may establish additional conditions regarding pending credits or decide not to allow admission via this route.
If there is sufficient demand and the necessary provisions have been made in the ex ante accreditation report for the master’s degree, separate admission periods can be opened for each semester.

Student admission

The specific admission requirements for master’s degrees are set by the school or university research institute and are intended to guarantee equal opportunities in admission to education for all suitably qualified candidates.

The following aspects are considered in all cases:

- The strength of candidates’ academic records.
- The prioritising, in first place, of students in possession of the university degree that qualifies for admission to the master’s degree.
- The criteria specified in the master’s degree’s ex ante accreditation report.

Other criteria may also be considered, including the following:

- The degree of similarity between the curriculum of the candidate’s previous degree and that of the master’s degree.
- Any additional criteria established by the school or university research centre.
- Proof of foreign language skills in the language or languages of instruction of the master’s degree.

The school or university research institute must determine and publish the weighting assigned to each of these criteria for the purposes of determining the order in which candidates are admitted to the master’s degree.

In all cases, the general and additional requirements must have been included in the ex ante accreditation report for the master’s degree.

The school or university research institute must assess applications for admission according to the corresponding selection criteria and notify candidates as to whether they have been admitted. It must also establish the specific academic pathway for each student, taking into account the number of recognised credits (if any) awarded for accredited prior learning in official university courses of study, as stated in Section 4 of these regulations, “Credit recognition and transfer”. The school or university research institute sets the bridging courses or specific training module to be taken by each student, if applicable.

If students disagree with the decision, they may appeal to the school or university research institute in charge of the degree and, if necessary, lodge an appeal with the rector.

As a general rule, students will only be definitively admitted to the master’s degree if they meet the general and specific admission requirements at the time of enrolment.

Bachelor’s degree students who have not yet graduated because they have not yet defended their bachelor’s thesis will be granted conditional admission. Their admission will become definitive if they have been awarded the bachelor’s degree by 31 October. In the case of master’s degrees for which enrolment of new students takes place in the spring semester, students will be definitively admitted if they have been awarded the bachelor’s degree by 28 February. These students may enrol later than the deadline set by the school or university research institute.
In the case of applicants who have a foreign degree that has not been homologated, the University must check that the foreign degree demonstrates a level of education that is equivalent to that of the corresponding official Spanish university degree that qualifies for admission to the master’s degree and that the holder is eligible for admission to postgraduate studies in the country in which it was awarded.

The school or university research institute is responsible for establishing the mechanisms and procedures for dealing with applications of this type. Documents issued outside Spain must be submitted following the requirements stated in the applicable regulations.

Admission following this procedure under no circumstances implies the homologation of the degree or its acceptance for any purpose other than admission to the master’s degree. If the student successfully completes the master’s degree, the qualification obtained will have full official validity.

Bridging courses/specific training modules
The school or university research institute may require students to complete bridging courses or specific training modules, depending on their previous qualifications.

1. Holders of the official bachelor’s degree or degrees intended to lead directly to the master’s degree and used as the basis for the design of the master’s degree curriculum do not need to take bridging courses.
2. Holders of official bachelor’s degrees in the same discipline that qualify for professional practice as a technical engineer do not need to take bridging courses.
3. When applicants have degrees in the same knowledge area that do not meet the conditions established in points 1 or 2, or degrees in different knowledge areas, according to their previous education, the school or university research centre will establish the credits from outside the master’s degree curriculum that they must take as bridging courses.

The total study load of the bridging courses, expressed in ECTS credits, must be stated in the ex ante accreditation report for each qualifying master’s degree.

Credits corresponding to bridging courses are treated as standard master’s degree credits for the purposes of calculating enrolment fees and determining the conditions of grants and financial aid.

1.2.5 Admission to master’s degrees in sequential academic programmes (PARS) in Engineering and Architecture

Students on bachelor’s degrees in sequential academic programmes who, despite not having been awarded the bachelor’s degree, have not completed the bachelor’s thesis and one or more subjects, the sum of which (bachelor’s thesis plus subjects) must not exceed 30 ECTS credits, may be admitted to the master’s degree that is part of a sequential academic programme. The school responsible for the programme may establish additional conditions regarding pending credits.

Students who meet the above requirements but have not attained the foreign language competency are nonetheless eligible for admission to the master’s degree.

Students who are taking the bachelor’s degree in a sequential academic programme are not guaranteed a place on the master’s degree. Schools must prioritise, in first place, students who have been awarded the bachelor’s degree.
Students can withdraw from the programme at any time. If students withdraw when they are taking the master’s degree, the academic record for the master’s degree is closed and, if applicable, the one for the bachelor’s degree automatically remains open. They may be admitted to the master’s degree later on if they meet the entrance requirements in accordance with sections 1.2.3 and 1.2.4 of these regulations.

1.2.6. Academic record transfer
Being awarded a place on another master’s degree at the UPC gives rise to the transfer of the corresponding academic record, which must be done by the school of origin once students can prove they have been admitted, or to the two degrees being taken at the same time.
1.3. Admission to double degrees
There are different types of double degrees at the University.

It is the responsibility of the school to specifically regulate the procedures and requirements for this type of admission, in accordance with the Double Degree Framework approved by the Governing Council, these regulations and the corresponding report or agreement.

1.3.1. Admission to double degrees from other degrees at the UPC

1.3.1.a. Double bachelor's degrees at the Interdisciplinary Higher Education Centre (CFIS)

Candidates are admitted if they pass specific examinations in mathematics and physics. There are no specific places on each double degree; rather, it depends on the degrees that successful candidates choose from among those on offer.

Two cases are possible:

a.1. Students who take the examination before being admitted to the UPC
Once the specific examination has been passed and the candidates have been selected, the double degree that they will take is decided on the basis of their interest. Students then follow the university pre-enrolment process and are admitted to one of the two degrees they have chosen. Their entrance mark must guarantee their admission to both degrees.

a.2. Students who take the examination when they are already taking one of the degrees at the UPC
In this case, the following admission criteria will be considered: students' academic performance or minimum mark during the period in which they have been enrolled in the first degree and, if deemed appropriate, also their university entrance mark in relation to the admission mark for the second degree the year in which they gained admission to university.

Students are not required to have passed the initial stage of the first degree to gain admission to the second.

1.3.1.b. Double degrees at the same school or different schools

For bachelor's degrees, students must gain admission to one of the degrees they wish to take via university pre-enrolment (Accesnet) or by any of the other means outlined in Royal Decree 412/2014.

Unless the agreement or report establishes otherwise, students must seek admission to the second degree once they have at least passed the initial stage of the first degree. In this procedure, the school’s admission criteria may be applied, without students having to go through the university pre-enrolment process. In this case, the school will consider the following admission criteria: students' academic performance or minimum mark during the period in which they have been enrolled in the first degree and, if deemed appropriate, also their university entrance mark in relation to the admission mark for the second degree the year in which they gained admission to university.

For master's degrees, in accordance with the provisions of the double degree agreement, in some cases students gain admission to the second degree once they have taken part of the first degree or, in other cases, they gain admission to the two degrees from the start.

1.3.1.c. Double degrees via university pre-enrolment
Students gain admission to a double bachelor’s degree pathway directly, via university pre-enrolment.

1.3.2. Admission to double degrees with other universities

1.3.2.A Double degrees at universities in the Catalan university system and the rest of Spain

For bachelor’s degrees, students may gain admission to the double degree or just one of the degrees via university pre-enrolment and, in the latter case, then gain admission to the other degree by meeting the school’s admission criteria.

1.3.2.B Double degrees with foreign universities

Admission to these double degrees is regulated by specific agreements. In general, admission to one of the degrees must have been granted before admission to the double degree, for both bachelor’s and master’s degrees.

1.4. Other types of admission

1.4.1. Admission of mobility students

Students who wish to study at a UPC school through a mobility programme do not need to pay 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 professors responsible for the completed subjects must record the marks in the assessment report. Schools must provide students with at least the following documents before the deadlines and by the means they establish: a certificate of the marks awarded and an attendance certificate for the stay.

1.4.2. Visiting students

Visiting students are students who participate in an official degree 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 at the UPC may take a maximum of 60 ECTS credits on a bachelor’s degree and a maximum of 30 ECTS credits on a master’s degree, given that these are also the maximum number of credits that may be recognised in the academic record if they are later admitted to the same degree as regular students. However, if they are not admitted to an official degree, visiting students are not considered students of the UPC.

Students affected by the academic progress regulations may not be admitted as visiting students.

Visiting students have the right to be assessed and to receive a certificate stating that they have studied at the UPC.

The economic conditions applied to visiting students are established by the agreement reached by the Economic Committee of the UPC’s 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.

1.4.3. Occasional students on UPC master’s degrees
Occasional students are those who take subjects on a UPC master’s degree with academic effects.

There are two types of occasional students:

a) Those who are enrolled in a university master’s programme or doctoral programme at another university in Catalonia or Spain and are not taking it in the framework of a mobility programme or agreement providing for free enrolment at the receiving school. In this case, the total number of credits must be less than the amount stipulated in the UPC’s academic progress regulations.

b) Those who are enrolled in a university master’s programme at a foreign university in the framework of a consortium in which the UPC participates.

Visiting students have the right to be assessed and to receive a certificate stating that they have studied at the UPC. They also have the temporary right to access the UPC’s virtual environments and libraries. Occasional students cannot obtain the qualification unless they are admitted to the master’s degree and meet the necessary requirements. Occasional students are only considered to be UPC students if they are later admitted to a UPC master’s degree. In this case, any credits earned as an occasional student may be recognised.

For every subject in which occasional students enrol at a school or university institute, they must pay the per-credit fee established every academic year in the Catalan government’s Decree on Fees and the decisions of the Economic Committee of the UPC’s Board of Trustees, as well as the academic record processing fees. The fee for learning support services must be paid at a single school or university institute.

The school or university research institute is responsible for overseeing the pre-enrolment and admission processes for visiting students and for establishing the specific conditions applicable to them (documents to submit, admission criteria, and the body responsible for final selection decisions).
2. Enrolment

Enrolment is the administrative procedure through which students request the provision of academic services so that they can engage in the activity established in a degree’s curriculum for a given academic period.

Students exercise their right to enrol voluntarily and responsibly. Applying for enrolment involves paying the fees set for the provision of academic services once any surcharges or discounts have been applied.

Enrolment is made through an application form. The UPC’s administrative services admitting and processing an enrolment form does not mean that they approve its content.

Any enrolment contrary to these regulations is void ab initio, without prejudice to any liabilities arising therefrom.

2.1. Information prior to enrolment

Students must be able to access the information they need to enrol as early as possible before the start of the enrolment period. Schools must publish the information detailed below as specified.

1. At least 3 working days beforehand:
   - The dates of the enrolment process, which must be adapted to the UPC’s academic calendar, for the following groups of students.
     - New students admitted to a degree via the pre-enrolment process.
     - Transferred students (from another university and/or official Spanish degree).
     - Students admitted with foreign qualifications.
     - Previously enrolled students.
   - The list of subjects taught in the teaching period and their timetables, including the timetables for examinations set outside class time.
   - The maximum number of credits for which students on each of the degrees taught at the school may enrol, as established in Section 2.5, “Academic requirements for enrolment”.
   - Any academic conditions that apply to part-time bachelor’s degree students in the initial stage of their studies.
   - The list of prerequisites (incompatibilities) and corequisites between subjects of a bachelor’s degree curriculum and the qualifying master’s degree. The restrictions imposed by the requisites with regard to enrolment must be made explicit.
   - The deadlines for enrolling for credit recognition.
   - The conditions that apply to registration, enrolment and the submission of the bachelor’s or master’s thesis, including deadlines and defence periods.
   - The course guide for each subject in the curriculum, which must include the following:
     - The objectives of the subject and their contribution to the curriculum’s general objectives that are to be attained over the course of the degree.
     - The content of the subject.
     - The study load (in hours).
     - The assessment criteria, grading method, weighting of assessed activities and examinations that can and cannot be retaken.
     - The professor or professors responsible for the subject.
2. At least 1 working day beforehand:
• The timetables for the enrolment process for each specific group.

2.2. New students who have missed the enrolment deadline
Students assigned a place at the UPC who are unable to begin the degree due to exceptional circumstances 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 or must obtain their place again in accordance with the entrance regulations for the degree.

Applications 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.

2.3. Students who have obtained a place but are unable to start the degree. Place reservation
Students who are assigned a place at the UPC and are unable to start the degree due to duly justified exceptional circumstances must submit a request to have the place reserved.

The request must be submitted to the school in question before the enrolment deadline. If the place reservation is approved, they are enrolled, their academic record is opened and they are considered UPC students to all intents and purposes. The enrolment includes administrative services (academic record processing, learning support and student insurance, if applicable). If the application is denied or has not been submitted within the set period, the student loses the assigned place. Students who do not start the degree in the set period at the end of the reservation period lose the assigned place.

Students who lose the assigned place in any of the above cases must be re-admitted by completing the pre-enrolment process or in accordance with the entrance regulations in force, and are not entitled to a refund of any fees paid.

By virtue of the delegation of the rector, decisions regarding requests for place reservation will be taken by the school’s director or dean. Places may be reserved for a maximum of two semesters or one academic year. This maximum period may only be extended in the case of serious illness or accident.

2.4 Application for enrolment

2.4.1. Semestral enrolment
Students who are assigned a place in the pre-enrolment process to start a degree 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.
2.4.2. Enrolment for credits pending recognition or validation
Students who have requested recognitions or validations may enrol for those credits in accordance with the report by the office of the school director on this matter, as long as they simultaneously enrol for the subjects they have to take. Enrolment of a recognised or validated subject is considered conditional until a definitive decision is reached.

Once a decision has been reached with regard to the request for recognition or validation, enrolment in the subject is considered final. If the decision involves any modifications to the provisional enrolment, this enrolment must be revised and modified accordingly.

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

2.4.3. Enrolment in mobility programmes
Each school must define and publish information on enrolment in mobility programmes (calls 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, if applicable, 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.

2.4.4. Provisional enrolment
Students’ enrolment is considered conditional if they do not meet one of the entrance 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:

For bachelor’s degrees
● 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. These students must have submitted a copy of the application for homologation or validation to the school.
● Students who are awaiting a decision on credit recognition for the purposes of admission to a degree (for those transferring from another Spanish university and/or official degree).
● Students who hold a foreign university qualification and are awaiting a decision regarding the validation on which their admission to the degree is contingent.
● Foreign students who apply for a grant, are due to sign an educational cooperation agreement or need to prove that they are EU students or residents of Spain must submit their Foreigner Identification Number (NIE) if they wish to avoid the increase in the per-credit fee foreseen in the Decree on Fees.
For master's degrees

- Foreign students who apply for a grant, are due to sign an educational cooperation agreement or need to prove that they are EU students or residents of Spain must submit their Foreigner Identification Number (NIE) if they wish to avoid the increase in the per-credit fee foreseen in the Decree on Fees.
- Students who meet the general and specific admission requirements established in sections 1.2.2 and 1.2.3 of these regulations, respectively, but who have not received the definitive copies of supporting documentation or who have not completed other administrative requirements (such as legalisation and/or translation of documents).

As a general rule, students must provide the final documentation before the assessment period of the degree in question. Those failing to do so will must submit a new application for admission to be re-admitted to the degree.

2.4.5. Enrolment for the bachelor’s/master’s thesis

Students undertaking their bachelor's or master's thesis must enrol at the beginning of the semester, in accordance with the structure of the curriculum that they are following and taking into account the various options that are available to them: a) carrying out the thesis at the University, b) carrying out the thesis at a company, c) carrying out the thesis in the framework of a mobility programme at another university or d) carrying out the thesis in the framework of a mobility programme at a company. If the bachelor’s or master’s thesis is associated with a work placement, students may enrol in a different period.

Prior to enrolment, students must register the thesis in the manner established by the school. In the case of yearly enrolment, the thesis may be registered before the start of the second semester.

If students do not defend the bachelor’s or master’s thesis in the semester in which they have enrolled for it, they may choose to apply for extended enrolment for the following semester or enrol again in the future. In the extended enrolment they are not required to pay for the credits corresponding to the master’s thesis, but only the administrative services (academic record processing, learning support services and student insurance, if applicable). In ordinary enrolment, however, they must pay the full amount with the corresponding surcharge for taking a subject for the second time, as laid out in the Decree on Fees.

Extended enrolment is valid until 31 May if the student enrolled in the first semester of the academic year and until 31 October if they enrolled in the second semester. The 31 May deadline may be brought forward to 30 April or extended until 15 July if the school deems it necessary for organisational purposes. If students do not pass the bachelor’s or master’s thesis within these periods, they must enrol again.

Extended enrolment for bachelor’s or master’s degrees in which the bachelor’s thesis involves lectures and not just tutorials will not mean that students are eligible to attend lectures again. Extended enrolment only means they are eligible to defend their thesis before the deadlines stated above.

In the case of schools with yearly enrolment, if the student enrolls to do the bachelor’s or master’s thesis in the second semester and is unable to defend it in this period, they may apply for extended enrolment for the following semester or enrol again in the future.

Students who have been admitted to the master’s degree without having been awarded the bachelor’s degree, regardless of the number of credits of the master’s degree, may only
enrol for the master’s thesis if they can prove beforehand that they have been awarded the bachelor’s degree and, if applicable, that they have attained the foreign language competency.

Students admitted to a master’s degree that is part of a sequential academic programme (PARS) may enrol for the bachelor’s thesis and the master’s thesis at the same time if the PARS report provides for it.

Given that credits cannot be recognised for the bachelor’s or master’s thesis, in the case of double degrees in which both degrees are taught at the UPC the thesis must be enrolled for on both degrees. Among other reasons, this ensures that the Diploma Supplement is consistent as far as the courses taken in order to be awarded the degree are concerned.

On double degrees between UPC schools and universities in Spain, students must enrol and pay fees for the two theses, although there are two options for carrying them out, as outlined in the ex ante accreditation report for the double degree: one thesis that carries the credit load of the sum of the theses for the two degrees or two theses, each with the corresponding credit load.

In the case of double degrees with foreign universities, the bachelor’s or master’s thesis must be enrolled in, paid for and assessed at least at the UPC, regardless of where it was carried out, because it is the only part of the degree for which credits cannot be recognised in accordance with Royal Decree 822/2021, except in the case of international double degrees for which the agreement establishes the reciprocity of the payment of fees (fees are paid only at the university of origin).

2.4.6. Enrolment for work placements
Compulsory and optional work placements are considered to be subjects and are regulated by the Regulations on External Academic Placements at the UPC.

Work placement must be done for all the credits set out in the curriculum. Students must enrol for all the required credits or, if the school allows it exceptionally, for fractions of at least 6 ECTS credits totalling all the required credits.

If the work placement lasts longer than the semester for which the student enrolled and the student does not have any subjects or the bachelor’s or master’s thesis to enrol, they may apply for extended enrolment. This involves paying the administrative fees (for academic record processing, learning support services and student insurance, if applicable).

Extracurricular work placement is regulated by the Regulations on External Academic Placements at the UPC. Students who do an extracurricular work placement within a mobility programme and do not enrol in that semester or year, they must pay the administrative fees.

2.4.7. Students who wish to obtain more than one major linked to the same bachelor’s degree or more than one specialisation linked to the same master’s degree
Royal Decree 1002/2010, of 5 August, on issuing of official university qualifications, allows students to obtain more than one major linked to the same bachelor’s degree or more than one specialisation linked to the same master’s degree. If this occurs, students must submit an application to for their academic records to be left open before they pre-enrol and enrol for the bachelor’s or master’s thesis, so that the school can decide how students must proceed in order to be awarded this additional major or specialisation.
2.5. Academic requirements for enrolment

2.5.1. Minimum and maximum number of credits
In general, provided that the structure of the curriculum permits, master’s students, and bachelor’s students after the initial phase, can enrol for a maximum of 120% of the average number of credits set out in the curriculum for a semester or academic year. This percentage may be exceeded when students join programmes involving specific high-performance tutoring or a double degree.

They are entitled to enrol for a minimum of 18 ECTS credits per semester, or 36 ECTS credits per academic year in the case of annual enrolment, unless the UPC’s academic progress regulations or the school’s enrolment regulations establish a lower number of credits.

The first enrolment in a university degree is governed by the academic progress regulations for the bachelor’s or master’s degree:

- First-year bachelor’s degree students must enrol for all subjects if they enrol for the semester and for 60 ECTS credits if they enrol for the year.
- New bachelor’s degree students entering later academic years must enrol for at least 12 ECTS credits in the case of annual enrolment. In the case of semestral enrolment, they may enrol for fewer credits as long as they reach the minimum 12 ECTS credits when they enrol for the second semester.
- Master’s degree students must enrol for the minimum number of credits established by the school, which may not be less than 15 ECTS credits. In the case of semestral enrolment, they may enrol for fewer credits as long as they reach the minimum 15 ECTS credits when they enrol for the second semester.

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

In all cases, students can study part time, which for first-year bachelor’s students means enrolling for no more than 36 credits per academic year (18 ECTS credits per semester).

If students have not completed all the credits of the curriculum, they may enrol for more optional credits than the number set out in the curriculum, up to a maximum of 18 ECTS credits in a bachelor’s degree or 10% of the credits in a master’s degree. This increase in credits must be authorised by the school, especially for certain educational pathways or for achieving language competence. These additional credits must be taken into account in the weighting of the academic records and in the calculation of graduates’ final marks.

2.5.2. Enrolment for a new academic year
To ensure satisfactory academic progress, when students enrol for a new academic year they are generally required to enrol for any available compulsory subjects outstanding from previous years because they failed them, did not sit the examination or did not enrol for them.

Students may submit a duly justified request not to enrol for a given subject to the school’s director.

Students who have been admitted to the master’s degree without having been awarded the bachelor’s degree must enrol for the bachelor’s degree and include all pending credits before enrolling for the master’s degree.
Specificity of bachelor’s degree enrolment

If students fail a subject that is part of a curricular area in which compensated passes are possible with a numerical mark of 4 or higher, they may choose to re-enrol for that subject. If they do not do so, the mark awarded will remain until the curricular assessment results are published.

If students decide to enrol for a subject for which they received a descriptive mark of “Fail” and a numerical mark of 4 or higher in a previous academic period, the numerical mark will remain the same in subsequent assessments until they pass the subject (and the numerical mark will be the higher of the two).

Under no circumstances may students re-enrol for a subject that they have already passed. Students are considered to have passed a subject when they have been awarded a mark of “Pass” or higher.

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 degree (see Section 5.5 of the academic progress regulations) before formally enrolling for any compulsory or optional subjects in other curricular areas. However, this restriction does not apply to students who still need to pass up to 18 ECTS credits or three subjects of the total number of credits in the initial stage as regards minimum academic progress and they have not exhausted the period for passing it.

Students who take advantage of this exception must enrol for all initial stage subjects that they have not passed or completed, but they may choose whether to enrol for failed subjects for which they have obtained a mark of 4 or higher or not, until the curricular assessment results are available. They may make up the rest of the required credit load by enrolling for up to 30 ECTS credits or four compulsory or optional subjects belonging to the next curricular area, if they are full-time students, or up to 18 ECTS credits per semester or 36 ECTS credits per academic year, if they are part-time students. Although students may choose whether or not to re-enrol for subjects that they have failed with a numerical mark of 4 or higher, the subjects will be taken into account in the calculation of the maximum number of credits or subjects for which they can enrol.

For the purposes of this exception and depending on the structure of the curriculum, each school decides whether the maximum number of credits or subjects that are outstanding (18 ECTS credits or 3 subjects) and the maximum number of credits or subjects that students may enrol for (30 ECTS credits or 4 subjects) are expressed in ECTS credits or number of subjects. This decision may not be changed during the academic year.

If students are only able to enrol for 18 or fewer ECTS credits because they are doing degrees in which some subjects are only offered in either the spring or autumn semester, they may take advantage of this exception subject to the following conditions:

- The exception applies to the two semesters of a single academic year.
- In each semester, students must enrol for all of the initial stage subjects they have not completed or passed, although they may choose not to enrol for those subjects for which they have obtained a numerical mark of 4 or higher until the curricular assessment marks are published. They may complete the required credit load by enrolling for up to 30 ECTS credits or four compulsory or optional subjects in the following curricular area per semester.
- Although students may choose not to re-enrol for subjects that they have failed with a numerical mark of 4 or higher, the subjects will be taken into account in the calculation of the maximum number of credits or subjects for which they can enrol.
The Initial Stage Assessment Committee or the individuals to which its powers are delegated may establish the subjects outside the initial stage for which students not subject to the general restriction may enrol, subject to the specific conditions applicable to each subject and the number of places available.

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 for it. If a subject has a corequisite, it means that students must enrol for 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 degree.

If students wish to finish their degree during the current academic year and the number of credits that they have yet to pass is equal to or smaller than the maximum number of credits for which they are allowed to enrol in an academic year, but a prerequisite prevents them from completing the degree in that period, then the prerequisite in question is considered a corequisite. This exemption does not apply if students enrol for a set of subjects that makes it impossible for them to finish the degree that year.

Prerequisites are not taken into account if they refer to subjects that are no longer taught because the corresponding degree is being phased out or to subjects in which the student has obtained a numerical mark of 4 or higher.

2.6. Withdrawal of enrolment
As a general rule, students may not withdraw their enrolment. However, in duly justified cases and once only, students may ask to completely withdraw their enrolment and entitlement to receive the academic services, provided that they do so within the period established in the academic calendar, regardless of the date on which they enrolled.

Students who have withdrawn their enrolment for the first year will lose their assigned place. If they wish to re-enrol, they must complete the pre-enrolment process in accordance with the current entrance regulations for the degree.

If students withdraw their enrolment for exceptional reasons (illness or serious accident), they may keep their place if they specifically request this in their application. The maximum period in which the place may be kept is regulated in Section 2.3 of these regulations.

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

For the purposes of students’ academic records, the school may drop subjects, as outlined in Section 2.7 of these regulations. If the enrolment includes recognised subjects and the withdrawal implies closing the academic record, the school must also cancel the recognised subjects.

2.7. Changes in enrolment
For each academic period, the academic calendar establishes a deadline for accepting applications to change the enrolment, which are resolved by the director or dean.

Changes in enrolment requested before this deadline and accepted by the school involve a recalculation of the enrolment fees.
Changes in enrolment after this deadline are exceptional and must be fully justified. They are considered as enrolment modification for the purposes of applying the corresponding fee.

Enrolment of grantees
Changes to an enrolment associated with a grant can cause changes to the conditions of the grant, including revocation, which may involve the full payment of the enrolment fees and even the return of other parts of the grant.

Once a grant has been awarded, the enrolment may only be changed if the change does not affect the awarding of the grant. If it does, the change may have an economic impact on the student.

Changes to an enrolment associated with a grant that has already been settled by the unit managing the account involve payment by the student, even if the grantees status is not lost.

Changes to timetables
Changes are sometimes made to subjects' timetables or examination dates after the enrolment period. If such changes create incompatibilities in students' timetables, they may change their enrolment.

Annual enrolment
In degrees with annual enrolment, students are allowed to change their enrolment each semester. If they are awarded a place at another school for the second semester of the academic year, students may ask to drop the corresponding subjects.

Dropping subjects
Students may ask to drop subjects within the periods established to this effect in the academic calendar, but the enrolment fee will not be refunded. Students may not drop compulsory subjects because they are pre- or co-requisites or because they are affected by the application of the academic conditions for enrolment established in the regulations.

If students apply to drop all the subjects they have enrolled in, the application must be dealt with in the manner established in Section 2.6, "Withdrawal of enrolment", of these regulations.
3. Assessment

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 of the competencies included in the curriculum and it must 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.

Assessment on bachelor’s degrees at the UPC take place at various levels:
- Subjects: compulsory or optional, as established in the curriculum. The subject coordinators are responsible for proposing students’ marks.
- Curricular areas: a curricular area is a set of subjects that shares a series of educational objectives. The attainment of these objectives is 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.

Assessment on master’s degrees only takes place at the first level, unless there are curricular areas, in which case the second level also applies.

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

3.1. Subject assessment

3.1.1. Definition

Subject assessment consists in determining the degree to which a student has met the learning objectives. To pass a subject, a student must meet at least the basic learning objectives and obtain a numerical mark of 5 or higher.

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. These regulations must include and complement the rules laid down in this section.

3.1.2. Students’ rights and obligations during the assessment process

Students have the right to be assessed in all of the subjects for which they have enrolled and to curricular adaptations that ensure real and effective inclusion.

In accordance with Article 93 of the UPC Statutes, which states that the University must ensure that student representatives can freely practise this representation and that this task can be compatible with their academic obligations, if students cannot take an examination for this reason, the school must take the necessary measures to ensure that they can take the examination or that this does not negatively affect them. Students who represent the UPC in sports competitions or competitions of another kind must be given the same consideration. In any event, they must provide documentary proof of the fact in the corresponding teaching period.

For students who cannot take an examination for reasons other than the above that are nonetheless exceptional and duly justified according to the school, the necessary steps must be taken so that they 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 for the subject.
In addition, students may not ask to have an examination date changed because they have enrolled in subjects with incompatible timetables.

Students are entitled to a certificate of attendance for each assessment activity. They must be able to provide ID at any point during an assessment activity.

Students who need educational support (who have special or specific education needs or are affected by a chronic or acute illness with long recovery) must be given special consideration. In accordance with Catalan universities’ shared framework for action in these situations, students may request curricular adaptations or reasonable adjustments that facilitate their learning and allow them to meet the academic objectives under the same conditions as other students. To decide on the applications that may be submitted for these reasons, both the professors in charge of the subjects and EEBE directors must take into account the established protocols or the instructions of the unit responsible for inclusion.

Irregular actions potentially leading to a significant variation of the marks obtained by one or more students will be considered a breach of the assessment regulations. Such behaviour will result in a descriptive mark of “Fail” and a numerical mark of 0 for the examination in question and the subject, without prejudice to any disciplinary proceedings that may result from that behaviour.

If students disagree with this decision, they may file a complaint with the dean or director of the school. If students are not satisfied with the response, they may lodge an appeal with the rector.

These materials will not be reproduced wholly or partially or used for means other than the assessment process without the express permission of the author. The partial reproduction of another’s work or publication in academic and research works must be appropriately cited, and the source and the name of the author must be stated.

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

3.1.3. Assessment criteria and grading method

The professor in charge of a subject, together with the professors who teach it, must propose a course guide that explains the assessment criteria and grading method to be used and the weighting of the activities assessed. The governing body of the school that oversees student assessment is responsible for approving the course guide prior to the start of the academic year, distributing it as widely as possible using the resources it has, ensuring that it is followed correctly and interpreting it if any doubts arise.

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 students’ final marks for the subject. The grading method must be designed in such a way that the marks for all assessment activities are taken into account when the final mark is calculated, that each activity is weighted proportionally to its study load and that students cannot pass the subject by passing a single examination.

A course guide may, in exceptional circumstances, make provision for a comprehensive final examination that replaces continuous assessment, such that if students pass the examination they pass the subject. If this option is not offered, students may submit a request to the school’s director to take an examination in order to determine their mark for the subject. If the request is honoured and the subject includes projects or practical work, the school must establish the conditions for including them in the assessment.
If a final examination is held, the mark awarded replaces any marks obtained in earlier examinations covering the same topics, as long as it is a higher mark.

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

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

Once the final marks are published, schools that have decided to apply reassessment must initiate a reassessment period for those subjects for which this is stipulated in the course guide. Reassessment takes place during the academic year. Reassessment consists in ascertaining the level of attainment of the learning outcomes for the subject and it must be adapted to the characteristics of the competencies and academic activities programmed. The conditions under which reassessment takes place must be stipulated in the course guide.

Students who have already passed the subject may not submit to reassessment. Schools may set other general conditions for reassessment, including the highest marks that can be awarded. Other specific requirements related to the nature of the subject in question may be established; in any event these must be specified in the course guide.

Once the reassessment period ends, the process is completed and the assessment reports are signed.

If students who submit to reassessment do not pass the subject, the highest of the marks for the ordinary assessment and the reassessment is maintained.

3.1.4. Results of subject assessment

At the end of each teaching period, the professors who teach each subject prepare an assessment report that shows the descriptive and numerical marks of all of the students who are 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 on a scale of 0 to 10 and are given in intervals of 0.1. Their descriptive equivalents are shown below.

0–4.9: Fail
5.0–6.9: Pass
7.0–8.9: Good
9.0–10: Excellent/Distinction

A Distinction can be awarded to any student who is awarded a final mark equal to or greater than 9.0. No more than 5% of the students enrolled in a subject in a particular teaching period may receive a Distinction, except when fewer than 20 students are enrolled, in which case one Distinction may be awarded.

In the case of bachelor’s and master’s theses, the examination committee may propose that a Distinction be awarded. In the case of an external placement, the tutor will make the proposal. After the proposal, the school will decide the manner in which the definitive Distinctions are to be awarded, without exceeding 5% of the number of enrolled students and taking into account objective criteria in all cases.
If the Distinctions awarded to students with ordinary enrolment reach 5%, no Distinction may be awarded to students who chose extended enrolment for the bachelor's or master's thesis or for external placement.

A mark of “Absent,” meaning that the student has not been assessed, is given when students do not participate in any of the subject’s examinations, unless an alternative definition is given in the course guide for the subject.

For degrees that are divided into curricular areas, the descriptive marks of a subject passed that are given in the assessment reports are final, while descriptive and numerical "Fail" marks may change in the subject’s subsequent assessments or in the assessment of the curricular area to which the subject belongs. When students pass an entire curricular area, the descriptive and numerical marks for the subjects included in that area become final.

Because marks are an important element for improvement in the learning process, especially when complemented by tutorials, students must be informed of the results of examinations within a brief time frame established by each school. The results of final examinations must be announced within 15 calendar days from the date of the last examination.

In the case of subjects taken on a mobility programme, marks awarded at the host university are maintained and adapted to the home institution’s assessment system. If Distinctions have been awarded for any of the subjects listed in the academic transcript issued by the host university, these may also be maintained and are subject to the economic conditions outlined in the UPC budget.

3.1.5 Bachelor's and master’s theses
The system for assessing bachelor’s and master’s theses includes their public defence to a committee appointed by the school that teaches the degree. Exceptionally, in cases of force majeure for which students can provide documentary proof, the defence may take place remotely if the school’s director authorises it.

The committee must be formed by at least three members of the UPC’s teaching and research staff or who teach on the degree (a chair, a member and a secretary). The school decides whether an external member may be added to the committee; this person may be a professor, a researcher or a person of recognised standing in the field.

The school must establish the specific regulations governing assessment committees and activities for bachelor’s and master’s theses.

In the case of double degrees, if the report foresees the possibility of carrying out a single thesis with a credit load that is the sum of the theses for the two degrees, the examination committee must be composed of teaching and research staff from the two degrees.

Theses and confidentiality
If a thesis contains confidential information and/or documentation or aspects that affect the protection of industrial and/or intellectual property rights, the committee must be informed before the public defence so that it can put mechanisms in place to ensure that these aspects are not made public. These mechanisms may affect the public defence and will in any case involve committee members signing a confidentiality agreement before being given access to thesis documents.

Students may request that the work be deemed confidential by addressing the professor in charge of supervising, coordinating or tutoring the thesis, or the external examiner, if the
thesis is carried out at a company. The application must include an end date (the maximum period is 5 years) and supporting documents, such as the confidentiality agreement between the company and the UPC. The professor or the external examiner accepts the application and is responsible for informing the school's director that the thesis contains confidential matter so that the appropriate mechanisms can be activated to safeguard confidentiality. The professor or the external examiner may also propose that it be deemed confidential directly to the school's director. In both cases, the school's director or dean, or delegate thereof, is in charge of informing the committee of the confidential nature of the thesis so that a confidentiality agreement can be signed by the committee members and the defence conducted behind closed doors, if necessary. If the end date of the confidentiality exceeds five years, the supporting documents must reflect this fact and the school's director must explicitly authorise it.

3.1.6. Exam timetables
Unless the school establishes otherwise, all examinations held during the teaching period must be conducted during class time. All examinations must be held during the teaching period, in accordance with the UPC's academic calendar.

3.1.7. Tutoring and academic guidance
Independently of the marks' review process, students are entitled, within the framework of tutoring and academic guidance schemes, to ask the professor of a subject for feedback on any piece of work that has been assessed, including the reasons for the mark awarded, to help them to improve academically.

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 professor and the student are free to use the medium of their choice, although the student has the right to request that the tutorial be conducted face-to-face.

3.1.8. Functions and responsibilities of the subject’s coordinating professor
- To draw up the course guide for the subject they are in charge of.
- To coordinate the professors who teach the subject.
- To set out the planning and scheduling of the subject in the course guide and introduce any changes to the same in 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.
- To ensure the deadlines for assessment and publication of results are met.
- To guarantee the impartiality of assessment.
- To ensure that tutorials are properly implemented.
- To ensure that at least one of the professors for the subject, preferably the one who teaches it, is present at an examination.
- To contribute to planning and encouraging students’ participation in student surveys.
- To ensure the application of curricular adaptations to guarantee equal opportunities for students who need educational support (who have special or specific education needs or are affected by a chronic or acute illness with long recovery) are applied to students who have the right to these adaptations, in accordance with Section 3.1.2, “Students’ rights and obligations during the assessment process”, of these regulations.

3.2. Curricular assessment

3.2.1. 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.

All bachelor’s degrees at the UPC have at least two curricular areas:
- The initial stage, which comprises the ECTS credits of the first year of the degree. Section 5.5 of these regulations details the conditions under which the initial stage must be passed if students are to continue studying.
- A curricular area consisting of at least all of the remaining compulsory subjects.

Master’s degree curricula may be divided by schools into one or more curricular areas.

3.2.2. 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 case of the initial stage, students will be subject to curricular assessment once the period for passing the curricular area has expired, even if they have not been assessed for all of the subjects in it. 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.

3.2.3. Relinquishment of the right to curricular assessment
Notwithstanding the provisions of the previous section and in appropriate cases, if students do not wish to be included in a particular curricular assessment in which compensated passes are possible because, having failed one or more subjects with a mark of 4 or higher, they wish to repeat the subjects during the following teaching period, they must expressly relinquish the right to curricular assessment. Schools must establish a period before assessment for applications to relinquish the right to curricular assessment.

Through the same procedure, students may relinquish the right to all curricular assessment for a particular curricular area. When students make such a relinquishment, all of the descriptive and numerical marks included in the assessment reports of the subjects that they have passed become final.

3.2.4. 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 professors, this committee must include students who have already passed that curricular area. A progressive improvement in a student’s performance must be given special consideration in determining the result of the curricular assessment for the initial stage.
For double degrees at the CFIS, students are assessed by a committee of its own composed of school directors and heads of studies from the two degrees that each student is taking. At the beginning of each academic year, each school must publish the calendar of curricular assessment for the various degrees it teaches.

3.2.5. Curricular assessment on double degrees
Curricular assessment can be done in one of two ways:
- For the double degree pathway, so that subjects taken by the student on both degrees are considered in each period.
- For each degree taken by the student, in accordance with Section 3.2.2. of these regulations.

Mechanisms for curricular assessment must be outlined in the implementation report on the corresponding double degree.

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

If students pass a particular curricular area, their final descriptive and numerical marks for each subject are included in the curricular report. Their 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 students do not pass a particular curricular area, the descriptive mark is given as “Pending” and no numerical mark is given.

Students are considered to have passed a curricular area when their numerical mark in each of the various subjects, as reflected in the assessment reports, is 5 or higher. Once this is the case, students’ numerical and descriptive marks for that curricular area become final.

The school may establish other conditions that allow students to pass a curricular area, such as being awarded a compensated pass for failed subjects for which they have received a mark of 4 or higher, provided that their average weighted mark for the curricular area is equal to or greater than the minimum required by the school, which must be a mark of at least 5. The school may establish other conditions, in specific cases and with due justification, that allow marks lower than 4 to be compensated.

3.2.7. The initial stage curricular area
Due to its relationship to the rules set out in Section 5.4 of these regulations, the initial stage curricular area has a particular kind 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 3.2.5 on curricular areas that have been passed is included in the curricular assessment report.
- The student has not passed the initial stage, and the period for doing so has not yet expired. In this case, the curricular assessment 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 assessment report specifies the subjects passed and gives a mark of “Failed the initial stage”.

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3.3. Attainment of the cross-disciplinary competency in a foreign language on bachelor’s degrees

In order to be awarded an official university bachelor’s degree, students must have attained the foreign language competency in a foreign language before they can graduate.

The UPC considers that the foreign language competency has been achieved by students in the following cases:

- They can submit a certificate demonstrating knowledge of a foreign language (English, French, German or Italian) at the Council of Europe’s Common European Framework of Reference for Languages (CEFR) Level B2 (the entire level or B2.2) or above.
- They have obtained a minimum of 9 ECTS credits for subjects taught entirely in a foreign language, preferably English, on a UPC degree.
- They have written and defended their bachelor’s thesis in English, preferably, or, if the professors in the examination committee and the school director approves, in another foreign language.
- They have studied or worked at a foreign university or company within the framework of a mobility programme or educational cooperation agreement in which the activity is carried out in a foreign language and have obtained a minimum of 9 ECTS credits.

3.3.1 Certification with an official Level B2 certificate or above

To certify Level B2 or above, one of the officially recognised certificates or qualifications listed in Resolution EMC/3414/2020 and Resolution EMC/122/2017 published in the DOGC must be submitted.

1. Certificates and qualifications awarded by the Escola Oficial d’Idiomes once the corresponding examinations assessing the four skills (oral comprehension and expression, reading and writing) have been passed.

2. Certificates from Catalan university language schools demonstrating that the holder has passed the corresponding exams that assess oral comprehension and expression, reading and writing. The UPC’s certificates are all based on the same template.

3. Certificates and diplomas with the CertAcles stamp issued by universities that belong to the Association of Language Centres in Higher Education (ACLES), such as the Language Certificate of Universities in Catalonia (CLUC) exams, which are organised by Catalan university language services and language schools, and other certificates approved by the ACLES.

4. Upper secondary school education certificates or similar and university degrees taken abroad. These qualifications enable the holders to demonstrate Level C1 in the language of the educational system in which they studied.

5. Upper secondary school education certificates or similar from authorised foreign schools in Spain. These qualifications enable the holders to demonstrate Level C1. Consult the Language Certificates Table for further information.

6. The certificates and diplomas shown in the Language Certificates Table. All of these certificates are valid indefinitely, except in cases in which the certificate specifies a period of validity.
Students who have one of the certificates or diplomas mentioned above before they begin a degree at the UPC may submit it to the academic secretary's office at their school with the other documents required for enrolment.

Students who obtain the certificate during their period of study at the UPC must submit it to the academic secretary's office at their school in the periods established to this effect. Staff at the academic secretary's office at the schools must add the certificates provided by students to their academic records.

The Language and Terminology Service is in charge of assessing certificates in the case of doubt, following the decisions and criteria of the CIC and the ACLES.

The certificate submitted to prove the acquisition of the foreign language competency may also be used for credit recognition if it has been awarded during the course of the degree.

Other specifications and exemptions

Proof of the attainment of the foreign language competency by any of the other routes must also be submitted when students complete the degree, as it is a requisite for graduation at the UPC.

In the case of double degrees at the UPC, given that the foreign language competency is a requirement associated with the student it must be proved just once.

Students who have been admitted to the UPC from a degree previous to the introduction of the EHEA may exceptionally be considered to be exempt from having to certify the foreign language competency if they cannot meet any of the conditions listed in this section, but only if the original degree corresponds to a previous curriculum of the bachelor's degree to which they have been admitted. Students affected by this must submit a request that will be resolved by the competent vice-rector once the school has issued a report on the matter.

If the request is heeded, the relevant field in the Diploma Supplement will state that the student is “exempt”.

With regard to exempting students with a disability from having to certify the foreign language competency, the decision will be made in accordance with the CIC's document. If necessary, students will have to submit a request that will be reviewed and resolved by the competent vice-rector once the UPC body responsible for equality, inclusion and disability has issued a report on the matter.

3.4. 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.

3.4.1. Initial review of assessment results

The review of assessment results is a teaching activity. The professor must publish, with the assessment results, the date, time and place of the review, which must take place in person and be accessible for students (except in the case of blended learning courses, for which the professor may establish another method). All students who have been assessed have the right to this review.
3.4.2. Appealing decisions by the professors 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 they deem most suitable for reaching an impartial decision. This procedure must always include a meeting with the professor responsible for the mark. If the chosen procedure includes the appointment of a committee, the professor 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. Any further appeal to the rector of the UPC must be made within one month from the receipt of the notification of the resolution.

3.5. Student assessment documents
In accordance with the assessment tables and rules on access to documents, all documents that are part of students’ academic records must be preserved. The documents must be held at the unit in charge of the course of study and only the student and the staff in charge of the academic record may access them.

Review
To ensure that all documents related to assessment can be revised if the need arises, professors must keep all of these documents (assignments and examinations, 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. If an appeal is lodged, the relevant documents must be kept until a final decision has been issued.

Preservation
The school must keep the following indefinitely, in accordance with the Government of Catalonia’s assessment tables and rules on access to documents:

- Marks and curricular assessment records.
- Documents that are part of students’ academic records.
- Past exam papers.
- Bachelor’s and master’s theses.
- Course guides.

The document manager gDOC-Alejandría is the corporate tool for the long-term preservation of the UPC archive in electronic format.

Publication and access to past exam papers and academic works

Exam papers
To ensure their permanent preservation and access and consultation by students, the publication of past exam papers and answers in the UPCommons UPC Exam Papers repository, access to which is restricted to the UPC community, must be fostered in cases in which it is appropriate given the type of exam.

Bachelor’s and master’s theses
UPCommons is the UPC’s open knowledge portal.
1. Archiving, reproducing, consulting and lending of theses in the institutional repository

All bachelor’s and master’s theses are archived in UPCommons, the UPC’s institutional repository, to make it easy for them to be accessed, reproduced, consulted and lent for research and conservation purposes.

Theses are deposited in UPCommons in open access. Authors can indicate (if appropriate) a Creative Commons licence and state the conditions of use of their work that they authorise.

Open-access publishing of theses in UPCommons does not imply the transfer of their exploitation rights to the UPC.

Authors may object to their thesis being accessed, consulted or lent when their rights to privacy, honour and/or image are infringed upon or when documentary proof can be provided that confidentiality obligations they have taken on have been violated, in accordance with Section 3.1.5 of these regulations.

If confidentiality obligations are violated, a maximum embargo period of five years will be stated, after which the thesis will be published in open access.

Theses containing unauthorised personal data are also excluded from open-access publication in UPCommons.

2. Bibliographic information on the thesis

In accordance with the aims and informative principles established in the UPC Statutes and the requirements on public information and transparency of academic results on bachelor’s and master’s degrees, bibliographic information on theses must always be published in open access.

The descriptive bibliographic information that is provided in the institutional repository is the following:

⇒ First name and surnames of the authors.
⇒ First name and surnames of the tutors.
⇒ Title.
⇒ Date of the defence.
⇒ Summary and/or description of non-restricted theses.
⇒ Language.
⇒ A mention of the distinction or award bestowed on the thesis (if applicable).
⇒ Descriptors and/or thematic headings.
⇒ Thematic geolocation (if applicable).
⇒ Level of education and the degree that is the object of the thesis.
⇒ University, school and/or other basic unit at which the thesis is being presented.
⇒ International mobility programme in which the thesis has been carried out (if applicable).
⇒ Name and geolocation of the body with which the thesis was carried out under an agreement or as a collaboration in the case of non-restricted theses (if applicable).
⇒ Other information that may be deemed necessary for the correct bibliographic identification of the document.

3. Authors’ right to revoke

Authors may apply to change from open to restricted access and vice versa.
3.6. Monitoring students’ academic results
Schools monitor students' academic performance using, among other indicators, the academic performance parameter, which is defined in the academic progress regulations. On the basis of this parameter, actions are taken to improve students' learning process.

3.7. Weighting of student records and calculation of final marks
In accordance with points 4.4 and 4.5 in Appendix I of Royal Decree 22/2015, of 23 January, which establishes the procedure for issuing the Diploma Supplement for degrees regulated by Royal Decree 822/2021, and Article 5.3 of Royal Decree 1125/2003, which establishes the European Credit Transfer System and the assessment system for official university degrees, students' academic records are weighted and their overall mark is calculated as follows: each credit passed is multiplied by the corresponding mark awarded for the subject passed. The resulting values are then added, and the sum is divided by the total number of credits passed.

The result is also given on a 0-4 scale, using the table of equivalences shown below.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fail</td>
<td>0</td>
</tr>
<tr>
<td>Pass</td>
<td>1</td>
</tr>
<tr>
<td>Good</td>
<td>2</td>
</tr>
<tr>
<td>Excellent</td>
<td>3</td>
</tr>
<tr>
<td>Distinction</td>
<td>4</td>
</tr>
</tbody>
</table>

Recognised or validated: credits that depend on the mark obtained on previous courses of study. They count towards the total credits obtained for the degree and are considered for the purposes of scaling the student's academic record.

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.

The following do not include a mark and are therefore not considered in the weighting of the academic record:
- validation of higher training cycle (CFGS) courses,
- recognition of work and professional experience,
- subjects taken as part of non-regulated (university-specific or continuing education) degrees, except if the university-specific degree is replaced by a bachelor's degree; in this case the original mark must be kept.

Weighting of academic records that will take effect at the UPC
If students' academic records do not show all of their 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 table of equivalences is applied:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fail</td>
<td>2.5</td>
</tr>
<tr>
<td>Pass</td>
<td>5.5</td>
</tr>
<tr>
<td>Good</td>
<td>7.5</td>
</tr>
<tr>
<td>Excellent</td>
<td>9</td>
</tr>
<tr>
<td>Distinction</td>
<td>10</td>
</tr>
</tbody>
</table>

In the case of validated subjects for higher training cycle (CFGS) courses in the previous degree, if there is no agreement on validating the CFGS in the subsequent degree the subjects appear as "recognised" but without a mark.

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

A: 9.5
<table>
<thead>
<tr>
<th>Grade</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td>8.5</td>
</tr>
<tr>
<td>C</td>
<td>7.5</td>
</tr>
<tr>
<td>D</td>
<td>6.5</td>
</tr>
<tr>
<td>E</td>
<td>5.5</td>
</tr>
<tr>
<td>F</td>
<td>4</td>
</tr>
</tbody>
</table>

This weighting is also applied when students transfer to the UPC from another university.
4. Credit recognition and transfer

Royal Decree 822/2021, of 28 September, which outlines the organisation of university education and the procedure for ensuring its quality, establishes that, with the aim of facilitating the mobility of students between official Spanish university degrees, and between the latter and foreign university degrees, universities must regulate credit recognition and transfer procedures in accordance with the provisions of the aforementioned decree.

4.1. Credit recognition. General criteria

Credit recognition is the acceptance, for an official UPC degree, of credits earned on an official degree at the UPC or any other university, and the inclusion of those credits in the student’s academic record for the purposes of earning an official degree different to the previous one. This recognition involves the establishment of equivalence, in terms of specific and/or cross-disciplinary competencies and student workload, between subjects on official degrees.

Recognition must always consider subjects taken as part of the original degree and never subjects that have previously been validated, adapted or recognised.

The following may be recognised as credits that count towards an official bachelor’s or master’s degree:

1) Subjects or credits taken on university degrees.
2) Proven work and professional experience, if the experience is related to the competencies for the degree. Work and professional experience is included under the heading of work placement.

The following may be recognised as credits that count towards an official bachelor’s or master’s degree:

1) Up to 6 ECTS credits for cultural, sports, student representation, solidarity and development cooperation university activities, in accordance with the provisions of Article 46.2.i of Organic Law 6/2001, of 21 December, on Universities and Article 10.9 c) of Royal Decree 822/2021. See the Governing Council Decision for the list of activities. These activities include participation in mobility programmes and language learning and certification.
2) Training acquired during a stay at another university or a company (in the framework of a mobility programme).
3) 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 in accordance with Royal Decree 1618/2011, of 14 November, on recognition of courses of study in higher education.

When the credits passed in official degrees 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.

Bachelor’s and master’s theses cannot be recognised under any circumstances, since they are intended as a means of assessing the generic competencies associated with a particular degree and as such must be enrolled for and assessed. An exception is a bachelor’s or master’s thesis that students enrol for in the framework of a mobility programme. In this
case, the result of the assessment carried out at the receiving university may be incorporated into the academic record.

Credit recognition 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 degrees at the same UPC school, regardless of whether they have been admitted because they have changed degree or via pre-enrolment, will not be required to pay for credit recognition for subjects that form part of the curriculum of both degrees (with the same subject code). Graduates who apply for admission to a second degree at the same school are not considered to be transferring and must therefore pay the fees for credit recognition.

Economic aspects of the academic management of double degrees between UPC degrees and with other universities are established in the Catalan government’s Decree on Fees for each academic year and in what is approved by the Board of Trustees on curricular pathways of particular interest, as long as the Decree on Fees allows it. For students to be exempt from paying for credit recognition, the list of double degrees that must be given this status is officially approved by the Board of Trustees every year, once the programming has been approved.

4.1.1. Credit recognition between official university bachelor’s degrees

- When students seek admission to a degree that belongs to the same area of knowledge as their original degree, a minimum of 15% of the credits 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 degree to which students are seeking admission 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 degree to which the student is seeking admission, or on the cross-disciplinary nature of any such subjects.

If a student has completed all of the basic subjects of a degree at the UPC and wishes to enter a different degree 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 degree guarantees the acquisition of the basic competencies of the corresponding area of knowledge, regardless of the degree in which they are completed.

Optional credits may be recognised for the new degree at the proposal of the school, as long as the previous degree and the new degree belong to the same branch of knowledge.

4.1.2. Credit recognition for university-specific degrees

Students who enrol in an official degree at the UPC may request recognition of credits earned on non-regulated (university-specific or continuing education) degrees provided that there is equivalence between the subjects in the two curricula with regard to the specific and/or generic competencies and study load and that this possibility is mentioned in the ex ante accreditation report.
The maximum amount of credits that may be recognised for non-regulated university degrees is 15% of the credits for the degree, without prejudice to the minimum number of credits the student must obtain to have the right to apply for the degree certificate. If credits are also recognised for work and professional experience, this 15% maximum includes both kinds of recognition.

**University-specific degrees that have been replaced by official degrees**

As stated in Article 10 of Royal Decree 822/2021, when recognition is requested for credits earned on university-specific degrees that have been phased out and replaced by official bachelor’s degrees, students may be granted recognition of more than 15% of the total credit load or even for all of the credits of the university-specific degree, in accordance with the provisions of the degree’s ex ante accreditation report. However, the total number of credits recognised in an official bachelor’s degree must not under any circumstances exceed 180 ECTS credits and may not include the bachelor’s thesis.

4.1.3. Credit recognition on master’s degrees for official university degrees

Credits awarded for official university degrees can only be included in a student’s academic record for a master’s degree at the UPC if they were earned as part of another master’s degree or a second-cycle degree governed by previous regulations. In the case of first- and second-cycle degrees, only the credits corresponding to second-cycle subjects can be recognised.

Credits awarded for free-elective subjects taken as part of a first-cycle, second-cycle or combined first and second-cycle degree governed by previous regulations cannot be included in a student’s academic record for a master’s degree.

Optional credits may be recognised for the new degree at the proposal of the school, as long as the previous degree and the new degree belong to the same branch of knowledge.

4.1.4. Credit recognition for work and professional experience

Credit recognition for duly accredited professional experience will only be granted to students on a degree that includes a compulsory or optional 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 on university-specific degrees, the combined total of recognised credits for professional experience and university-specific degrees may not exceed 15% of the total credit load for the degree. This has no bearing on the minimum number of credits students must obtain to have the right to apply for the degree certificate.

The minimum number of ECTS credits that may be recognised is 6 credits for every 1,600 certified hours of work. If necessary, depending on the number of credits remaining till graduation fewer credits may be recognised, provided that the number of hours worked is at least 1,600. Once the first 6 credits have been recognised (for 1,600 certified hours of work) work experience may be recognised with a proportional number of credits, up to the maximum number of credits for work placement stipulated in the curriculum.
4.1.5. Credit recognition on double degrees

4.1.5.A) Double degrees at the UPC
Students taking double degrees enrol in a single pathway that is considered to be the curriculum for the purposes of enrolment and assessment. Students have two academic records, each associated with the degrees they are taking, which will be filled in on the basis of the pathways they are following and the recognition tables established in the corresponding report.

Credits taken on the other degree are incorporated into the academic record of the degree by means of credit recognition, which is done in accordance with Royal Decree 822/2021 in the same period in which the credits have been taken and assessed.

The maximum 6 credits that may be recognised for university extension on bachelor's degrees may be recognised in both academic records.

Work placements may be recognised from one degree to the other, as long as they involve acquiring the competencies of both degrees.

4.1.5.B) Double degrees with other universities
Students enrol for the subjects they are taking at the UPC, whether they are UPC students or students from the collaborating university.

Both universities certify the credits taken to transfer them to the other university.

4.1.6. Credit recognition for cultural, sports, student representation, solidarity and development cooperation activities

The UPC allows up to 6 ECTS credits to be recognised and has drawn up a list of activities that can be recognised and the corresponding equivalences in ECTS credits. Activities not included in the following table may not be recognised. See the Map of cultural, sports, solidarity, development cooperation activities and student representation pathways.

The catalogue is structured in the following manner.
- Areas: each of the areas outlined in Royal Decree 861/2010, of 2 July, that is, the cultural area, the sports area, the solidarity and development cooperation area and the student representation area. Other areas may be included on the initiative of the UPC’s governing bodies.
- Pathways: each of the programmes or set of activities that are proposed for the same ECTS credit recognition criteria because they share similar characteristics.
- Programmes/activities: this describes the programme or set of activities in the same field, including the specific attendance and attainment requirements that must be met for the recognition of the ECTS credits proposed to be made effective.

Each activity has a unit responsible for its organization assigned to it. This unit is in charge of editing a technical file, which must include all the necessary information, including the duration, the ECTS credit recognition, the assessment mechanisms and the competencies associated with the activity.

Activities worth 0.5 credits (equivalent to 15 hours) or more may be proposed and recognised.
In the cultural area and the science and technology pathway, each school may propose a maximum of three activities that must match the types of activities outlined in Royal Decree 861/2010. There is no limit on the maximum number of proposals for the rest of the activities proposed by other units.

In the case of transferred students who have been admitted to a bachelor’s degree at the UPC, whether via pre-enrolment or because of a change of degree and/or university, activities may be recognised if they were carried out on the original degree. They may also be recognised in the case of double degrees or a change in curriculum.

Activities taken on the original degree may not be added to the academic record in the case of students who are taking two degrees simultaneously or who have completed the original degree.

In the case of interuniversity bachelor’s degrees that lead to a joint degree, students must be able to have the activities taken at any of the participating universities recognised.

4.2. Credit transfer

Credit transfer is the inclusion in a student’s academic record and the Diploma Supplement of all credits obtained in other official degrees taken previously at the UPC or other universities, provided that they did not lead to the award of an official university degree.

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

To do so, the student must file a request with the academic secretary of the school and include the corresponding official academic transcript. The academic secretary checks that the documents submitted are 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.

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

Transfer of credits to the student’s academic transcript is permanent and irreversible. Credits earned in university-specific degrees cannot be transferred.

All credits earned in official degrees—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 Diploma Supplement, in accordance with the current legislation.

For the purposes of the student’s current degree, 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 degrees—the numerical and descriptive marks earned.
5. Academic progress on bachelor’s degrees
(Approved in the Board of Trustees plenary session of 19 April 2021)

Preamble

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, guaranteeing that its graduates are suitably qualified and, as a public service, admitting as many students as possible. The University must establish mechanisms for ensuring that its students acquire an appropriate academic level and must be sufficiently demanding to make responsible use of the resources placed at its disposal.

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 degree, by which time they have made a significant personal effort and many social resources have been invested in their education.

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

As important as the measures included in the regulations is the ability of the bodies in charge of applying them to take into account, in their decisions, the circumstances that may have affected students’ academic results, as well as the impact that the measures proposed may have on the possibility of continuing a degree, particularly the possibility of applying for grants and student financial aid.

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 academic progress regulations into account when enrolling.

The following terms are used in these academic progress regulations.

- Degree or curriculum: The set of subjects that lead to one of the bachelor’s degrees taught at the UPC.
- Credits passed: 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 degree.
- Teaching period: The period between one enrolment period and the next.
- Academic year: two consecutive semesters.
5.1. Scope
These rules apply to all students enrolled in a course of study leading to an official degree at the UPC, except for joint degrees taught in partnership with other universities, which are governed by specific agreements.

5.2. Full- or part-time study
UPC bachelor’s degrees 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).

Students must choose whether to study full- or part-time when they first enrol. Their choice continues to apply in subsequent enrolments whilst they are in the initial stage, unless they apply to change their full- or part-time status and the change is authorised.

Students who wish to switch once they have begun the degree must submit a duly justified request to the secretary of the school during the enrolment period.

In any event, students on a grant may not change their status during that semester or the next, if enrolment is semestral, or during the entire academic year, if enrolment is annual.

5.3. Calculation of credits for academic progress
Credits obtained by means of validation or recognition are not taken into account in the application of sections 5.4 and 5.8 of these academic progress regulations, which establish the minimum progress that students must make in the various stages of a degree.

5.4. Minimum academic progress in the first academic year
As a general rule, students who enrol in a bachelor’s degree or a double degree must pass at least 12 ECTS credits in their first academic year at the UPC, regardless of the number of credits for which they enrol.

Students may request that the school close their academic record if they wish to withdraw from a degree.

If students fail to pass the minimum 12 ECTS credits in the first year or the academic record is closed due to their withdrawal, they are removed from the degree and may not continue the degree at the school at which they began it. They are also barred from beginning any other degree taught at the same school that shares the same initial stage.

Students who join a degree after having pursued another university degree 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
At the UPC, all official bachelor’s degrees or double degrees begin with an initial stage that corresponds to the number of 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 degree, depending on whether they are full- or part-time students. This minimum may be between 42 and 72 ECTS credits.

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

Students must pass the minimum number of credits for the initial stage regardless of whether they are full- or part-time students and the number of credits for which they have enrolled.

While students are enrolled in the initial stage of a bachelor’s degree the academic regulations determine the maximum number of credits that they can enrol for in the next curricular area. The regulations must take into account the effect on access to grants and student financial aid.

Students may request that the school close their academic record if they wish to withdraw from a degree.

If students fail to pass the minimum number of credits in the initial stage or the academic record is closed due to their withdrawal, they may not continue the degree at the school at which they began it or begin any other degree 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 degree 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 in applying sections 5.4 and 5.5 of these regulations.

Deferrals may not be granted for a teaching period in which students have already been assessed.

Deferrals are granted for a maximum period of two semesters or one academic year, although in duly justified cases of serious illness or accident this period may be extended.

For the purposes of students’ academic records, they may request to drop subjects as outlined in Section 2.7 of the Academic Regulations for Bachelor’s and Master’s Degrees at the UPC.

### 5.7. Continuity

The director or dean of the school may, on behalf of the rector and under duly justified circumstances, extend the period established in sections 5.4 and 5.5 for passing the minimum number of credits in the first academic year and/or for meeting the minimum academic progress requirements in the initial stage of the degree, respectively.

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

If students are not satisfied with the decision of the director or dean, they may file an appeal for reversal with the rector within one month and one day of notification of the decision.

Students removed from a degree under the provisions of sections 5.4 and 5.5 may begin any other degree at the same UPC school that does not share the same initial stage, the same degree at another UPC school or any other UPC degree, provided that they have
obtained a place on the degree by means of the pre-enrolment process or by following the current rules for admission.

If, having been removed from a degree, students wish to start studying the same degree again or a different degree that shares the same initial stage, they may do so once a year has passed from the date of withdrawal, provided that they have obtained a place on the degree 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 students have passed the credits required in the initial stage of a degree, their academic progress parameter is calculated at the end of each teaching period. This parameter is defined as the total number of credits passed in a teaching period divided by the total number of credits for which they enrolled, excluding validated, adapted and recognised credits.

The school tracks its students' progress using this parameter. In order to ensure that resources are being used properly, the school applies academic guidance schemes in the form of tutorials. 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 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 degree, except in duly justified cases.

If the above occurs and the school's director or dean decides that removal is justified, the student is excluded from the degree for up to a year.

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 degree under the provisions of this section once the exclusion period has ended.

Once a student is readmitted to a degree, 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. Information on students’ progress

Once a year, the University publishes information on students’ progress and the result of applying the academic progress regulations.

5.10. Clarifications of the academic progress regulations

The Board of Trustees is in charge of clarifying any doubts arising from the interpretation of the academic progress regulations.

Students are considered to be affected by the academic progress regulations during the period in which they are excluded from the degree, under the provisions of sections 5.4, 5.5 and 5.8 of these regulations.

Final provisions

ONE
These regulations come into force in the 2021-2022 academic year and will be revised within a maximum of four years.

TWO
These regulations, which repeal the previous regulations, apply to all UPC students from the academic year stated above.
6. Academic progress on master’s degrees
(Approved in the Board of Trustees plenary session of 19 April 2021)

Preamble

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 University must aim to make good use of the public funds entrusted to it, ensuring that its graduates acquire an appropriate academic level and fulfilling its role as a public service by facilitating admission to as many students as possible. The University must establish mechanisms for ensuring that its students perform at an adequate level and must demand that they devote enough time to the degree and use the means that have been made available to them responsibly.

Scope

These regulations are applicable to all students enrolled in official master’s degrees at the UPC. The conditions of interuniversity programmes between the UPC and other universities will be established in the specific agreement applicable in each case.

6.2 Minimum academic progress in the first academic year

Taking into account the different types of master’s degree, the school or university research institute must establish and publish the minimum academic progress requirements for the first year of a master’s degree or a double master’s degree. Notwithstanding the above, as a general rule students must obtain at least 15 ECTS credits.

The minimum academic progress requirements must be met irrespective of enrolment and credit type: all the credits for which students are enrolled are taken into account, including subjects and/or learning activities in the master’s degree curriculum and any bridging courses set by the school or university research institute in each student’s personalised academic pathway. Validated, adapted, recognised and waived credits will not be considered in the case of academic progress.

Students may request that the school close their academic record if they wish to withdraw from a degree.

If students fail to pass the minimum 15 ECTS credits in the first year or the academic record is closed due to their withdrawal, they may not continue the degree at the school at which they began it.

6.3 Maximum period of study

Each school or university research institute must establish and publish the maximum study period granted to students to obtain the corresponding degree or double degree.

6.4 Continuity

In exceptional circumstances, the school or university research institute may grant specific exemptions from the conditions listed in sections 6.2 and 6.3 to students who can prove they have reasons for being exempt.
Students excluded from a master’s degree under the terms of Section 6.2 or Section 6.3 are entitled to enrol in another degree at the UPC, provided that they are awarded a place in accordance with the specific admission requirements.

Students dismissed from a master’s degree may return to the degree once a year has passed from their dismissal, if they have been assigned a place.

6.5 Monitoring students’ academic progress
At the end of the teaching period, an academic results parameter is calculated for each student. This parameter is defined as the total number of credits passed in a teaching period divided by the total number of credits for which they enrolled, excluding validated, adapted and recognised credits.

Tutors use the parameter to monitor the progress of the students assigned to them. To ensure resources are used wisely, tutors agree on the specific academic measures that must be applied with students whose parameter is lower than 0.5.

6.6 Information on students’ progress
Once a year, the University publishes information on students’ progress and the result of applying the academic progress regulations.

6.7 Clarifications of the academic progress regulations
The Board of Trustees is in charge of clarifying any doubts arising from the interpretation of the academic progress regulations.

Students are considered to be affected by the academic progress regulations during the period in which they are excluded from a degree, under the provisions of sections 6.2 and 6.3 of these regulations.

Final provision

ONE
These regulations come into force in the 2021-2022 academic year and will be revised within a maximum of four years.

TWO
These regulations, which repeal the previous regulations, apply to all UPC students from the academic year stated above.
7. Academic progress on double degrees
(Approved in the Board of Trustees plenary session of 19 April 2021)

7.1. Double degrees at the UPC

7.1.A. Double degrees at the Interdisciplinary Higher Education Centre (CFIS)

Students may request to withdraw from the double degree. If they withdraw, they can continue the degree to which they gained admission first via pre-enrolment or by any other route foreseen in Royal Decree 412/2014.

Students who withdraw from a double degree at the CFIS may, in accordance with the academic progress regulations for bachelor’s degrees and the CFIS’s own academic progress regulations, continue the degree to which they gained admission first via pre-enrolment or by any other route foreseen in Royal Decree 412/2014.

If students wish to continue on the degree to which they gained admission second, they may do so via university pre-enrolment or by changing degrees, as long as there are places available and they are admitted. In this case, the admission requirement that prevents students affected by the academic progress regulations from gaining admission via this route does not apply.

Once the period of exclusion ends, they may recommence the double degree with the previous authorisation of the CFIS.

7.1.B. Double degrees at the same school or different schools

Students may request to withdraw from the double degree. If they withdraw, they can continue the degree to which they gained admission first via pre-enrolment or by any other route foreseen in Royal Decree 412/2014.

If students are dismissed from a double degree in application of Article 5.8 of these regulations, they may continue on the degree to which they gained admission first via pre-enrolment or by any other route foreseen in Royal Decree 412/2014. Once the exclusion period has ended, they may restart the double degree.

If students wish to continue on the degree to which they gained admission second, they may do so via university pre-enrolment or by changing degrees, as long as there are places available and they are admitted. In this case, the admission requirement that prevents students affected by the academic progress regulations from gaining admission via this route does not apply.

7.1.C. Double degrees via university pre-enrolment

Articles 5.4 and 5.5 of these regulations may apply. They may also apply if students drop out before earning the 12 credits of the first academic year or the initial stage of the degree.

As a result, students are dismissed from the degree and may not continue it at the school at which they began it or begin any other degree taught at the same school that shares the same initial stage.
In this case, students may begin another degree at the same school that does not share the initial common stage with the degree from which they have been excluded, the same degree at another UPC school or any other UPC degree. In all cases, they must have been assigned a place on the degree by means of the pre-enrolment process or by following the current rules for admission.

Article 5.8 of these regulations may apply. Therefore, students dismissed from a degree under the provisions of this section may be readmitted once the exclusion period has ended.

7.2. Double degrees with other universities

The academic progress requirements for this kind of double degree must have been established in the corresponding report or agreement; if the agreement does not establish these requirements, each university’s regulations for bachelor’s or master’s degrees will apply.

Final provisions

ONE
These regulations come into force in the 2021-2022 academic year and will be revised within a maximum of four years.

TWO
These regulations, which repeal the previous regulations, apply to all UPC students from the academic year stated above.
8. Issue of the degree certificate and Diploma Supplement

8.1. The right to be issued a degree certificate and the Diploma Supplement
Once students have met all of the corresponding requirements, they are entitled to apply for
the degree certificate and the Diploma Supplement.

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. It is valid for one year from the date of issue.

In the case of double degrees at the UPC, once the corresponding pathway has been
completed students are awarded two degrees by the UPC and the corresponding Diploma
Supplements.

8.2. Conditions for issuing the bachelor’s degree certificate
In order to apply for a UPC bachelor’s degree certificate and the Diploma Supplement,
students must meet all of the following requirements:
• They must have passed all of the credits in the curriculum of the bachelor’s degree
  in question.
• They must have enrolled in and passed at least 60 ECTS credits in the curriculum of
  the bachelor’s degree in question. This does not include any recognised or validated
  credits from other, previously taken official or university-specific degrees, but they
  may include credits recognised for duly accredited work or professional experience,
  up to the maximum amount specified in the curriculum.
  This minimum number of credits will not apply if the original degree is from the UPC
  (the same degree or a different one) and the original academic record has been
closed for transfer or it corresponds to a visiting, occasional or mobility student.
• They must be able to certify that they attained the cross-disciplinary foreign language
  competency under the conditions established in Section 3.3 of these regulations.

8.3. Conditions for issuing the master’s degree certificate
In order to apply for a UPC master’s degree certificate and the Diploma Supplement,
students must meet all of the following requirements:
• They must have passed all of the credits in the curriculum of the master’s degree in
  question.
• They must pass a minimum number of credits that are part of the master’s degree
  programme. The minimum number of credits is 70% of the total for master’s degrees
  worth 60 ECTS credits, 60% for master’s degrees worth 90 ECTS credits and 50%
  for master’s degrees worth 120 ECTS credits. The minimum credit requirement will
  not include recognised or validated credits for other, previous qualifications, whether
  for official or university-specific degrees, or for accredited work or professional
  experience. Therefore, the maximum number of credits that may be recognised is
  18 ECTS credits for master’s degrees worth 60 ECTS credits, 36 ECTS credits for
  master’s degrees worth 90 ECTS credits and 60 ECTS credits for master’s degrees
worth 120 ECTS credits. In any event, the master’s thesis must be taken within the master’s degree.
This minimum number of credits will not apply if the original degree is from the UPC (the same degree or a different one) and the original academic record has been closed for transfer or it corresponds to a visiting, occasional or mobility student.
- They must be able to prove that they have been awarded the bachelor’s degree if they were admitted to the master’s degree without having finished the bachelor’s degree or they are taking a sequential academic programme (PARS).

Final provision
These academic regulations come into force in the 2021-2022 academic year.