

**ACADEMIC REGULATIONS  
FOR EHEA MASTER'S  
DEGREE COURSES AT THE  
UPC  
2010-2011 ACADEMIC YEAR**

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# **ACADEMIC REGULATIONS FOR EHEA MASTER'S DEGREE COURSES AT THE UPC**

## **Introduction**

The reform of university courses within the framework of the European Higher Education Area (EHEA) will apply to undergraduate and postgraduate courses, which will be divided into the following three cycles:

1. A first cycle of undergraduate studies, leading to the award of an official bachelor's degree.
2. A second cycle of postgraduate studies, leading to the award of an official master's degree.
3. A third cycle of doctoral studies, leading to the award of an official doctoral degree.

The reform is intended to create a Europe-wide system for integrating and harmonising the higher education courses taught at universities in the European Union. The process also promotes the mobility of students and future professionals.

EHEA master's degree courses give students advanced specialised or multidisciplinary training to prepare them for further academic study and research or for professional practice.

EHEA master's degree programmes have a minimum study load of 60 ECTS credits and a maximum of 120, which are divided between theoretical and practical work through which students acquire the competences outlined in the course curriculum.

The distinction must be made between master's degrees subject to specific European directives (those providing access to regulated professions, such as Medicine and Veterinary Medicine) and all other master's degrees. The regulations set out in this document apply to master's degrees of the latter type taught at the UPC.

The Board of Governors is responsible for approving the academic regulations for EHEA master's degree courses at the UPC and reviewing them each year to ensure compliance with possible amendments to the rules governing their application, and changes to internal criteria with respect to the previous academic year.

## **Area of application**

These regulations are applicable to all students enrolled in EHEA master's degree courses 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.

## **1. Master's degree committee and coordinating school**

The master's degree committee is formed by representatives of the basic units involved in teaching the degree course.

The committee appoints a head lecturer from the teaching and research staff (PDI) at the University.

The master's degree committee is responsible for the following tasks:

- Drafting the master's programme plan.
- Student admission (which includes determining the appropriate selection criteria).
- Assessing the academic value of recognised credits awarded for previous studies.
- Establishing personalised curricular pathways and enrolment plans on the basis of the recognised credits awarded.
- Monitoring and recording the academic progress of students.
- Drawing up collaboration proposals for professionals from outside the UPC's teaching and research staff (PDI).
- Organising and developing specific mechanisms for monitoring and improving courses.
- Coordinating all public information and announcements regarding the master's degree programme.
- The master's degree committee will also submit regular reports to the units participating in the degree programme, which will relay relevant information to the Board of Trustees, or directly to the Board of Governors if the necessary agreements exist.

The coordinating school can be either a basic or a functional unit of the UPC, and is responsible for the academic and administrative management of the course, which includes pre-enrolment, enrolment, student records and certificates.

## **2. Admission to EHEA master's degree courses**

### **2.1. Admission information**

The master's degree committees will make the following information available before the start of the pre-enrolment period:

1. Resources, 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 specific merits and candidate selection.
4. The programme curriculum.
5. The study load (full- or part-time).
6. The mode(s) of delivery.
7. The language(s) of instruction.

### **2.2. Requirements for admission**

University master's degrees are open to holders of an official Spanish university degree or holders of an official university degree awarded by a university that is part of the European Higher Education Area which allows access to master's degree courses in the country in which it was awarded.

University master's degrees are also open to holders of a university degree awarded by a university in a country that is not part of the European Higher Education Area, where this has been officially recognised as equivalent to a Spanish qualification that provides access to university master's degrees. If the applicant's degree has not been officially recognised, the University must first verify that the course of study corresponds to a level of education equivalent to an official Spanish university degree and that the qualification obtained would provide admission to a master's degree in the country of award. Admission following this process under no circumstances implies the official recognition of the degree or its acceptance for any other purpose except admission to the master's degree course.

Students in possession of university degrees awarded prior to the introduction of Royal Decree 1393 of 29 October 2007 will be considered for admission to an EHEA master's degree provided that they:

- hold an official bachelor's degree;
- hold an official university diploma.

These students will be granted admission to an EHEA master's degree in any discipline taught at the UPC, subject to approval by the master's degree committee, in accordance with the specific admission requirements and criteria for assessing individual merits.

### **2.3. Specific admission requirements and criteria for assessing individual merits and candidate selection**

The specific admission requirements are set by the master's degree committee and are intended to guarantee equal treatment of all suitably qualified candidates. The master's degree committee will consider the strength of candidates' academic records and their foreign language skills. 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 programme for which they are applying.

Evaluation of academic records will be carried out in accordance with the conditions stated in Subsection 5.9 of these regulations, *Evaluation of academic records*.

The master's degree committee will announce the specific admission requirements and criteria for assessing individual merits and candidate selection for each master's programme before the opening date for pre-enrolment. This information will be published on the UPC website and may also be announced through other channels, as determined by the master's degree committee.

### **2.4. Student admission**

The master's degree committee will assess admission requests according to the selection criteria described above. Successful candidates will be informed of the specific credit total required and of any train-up credits that must be completed prior to the degree course. This decision will be based on the number of recognised credits awarded (if applicable) for previous official university studies.

Unsuccessful candidates can appeal the decision of the master's degree committee and, if necessary, lodge an extraordinary appeal with the president of the UPC.

As a general rule, students will only be admitted to the master's programme if they meet the general and specific admission requirements, described in Sections 2.2 and 2.3 of these regulations, at the time of enrolment.

If the applicant's degree has not been officially recognised, the University must first verify that the course of study corresponds to a level of education equivalent to an official Spanish university degree and that the qualification obtained would provide admission to a master's degree in the country of award. The master's degree committee is responsible for establishing the mechanisms and procedures for dealing with requests of this type. Documents issued outside Spain must be submitted following the requirements stated in Section 4 of these regulations, *Credit recognition and transfer*.

Admission following this process under no circumstances implies the official recognition of the degree or its acceptance for any other purpose except admission to the master's degree course. If the student successfully completes the master's degree, the qualification obtained will have full official validity.

## **2.5. Visiting students**

Visiting students are students from other universities who join an EHEA master's programme at the UPC as part of their studies, and whose enrolment fees are not covered by a specific mobility programme or exchange agreement.

Visiting students are entitled to assessment and will receive official certification upon completion of the programme. Visiting students will only be granted the same rights as UPC students if they have been admitted to an EHEA master's programme taught at the UPC. In this case, the credits they obtain as visiting students (up to a maximum of 24) will be added to their UPC transcript.

The fees applicable to visiting students are determined each academic year through an agreement with the Economic Committee of the Board of Trustees before the start of each academic year.

The master's degree committee is responsible for overseeing the pre-enrolment and admission processes for visiting students and for establishing the specific conditions (documents to submit, admission criteria, and the body responsible for final selection decisions).



### **3. Enrolment**

#### **3.1. Enrolment periods and pre-enrolment information**

The general enrolment periods at the UPC are published in the academic calendar for EHEA master's degree courses.

Enrolment for EHEA master's degree courses at the UPC is open at the beginning of each semester. However, students who are applying for a grant must enrol for 60 ECTS credits at the beginning of the academic year if this is an academic requirement of the grant in question.

The master's degree committee will publish the list of subjects offered during each semester prior to enrolment at the beginning of each academic year.

#### **3.2. Academic requirements for enrolment**

Students enrolling for EHEA master's programmes at the UPC must obtain the total number of credits stipulated in the curriculum to obtain the official qualification. However, students must enrol for and obtain a minimum of 60 ECTS credits, including the master's thesis; credits for recognition of previous studies or for other academic activities carried out simultaneously to the master's degree but which do not form part of the curriculum will not be included in this total.

Consequently, students enrolled in a master's degree programme with a total value of 60 ECTS credits must successfully complete all of the credits on offer.

The master's degree committee will determine the total number of credits to be obtained by each student on the basis of the number of recognised credits awarded for previous official university studies and the knowledge, skills and competences acquired during these studies, as stipulated in Section 4 of these regulations, *Credit recognition and transfer*

Depending on the number of credits recognised for previous studies, students enrolling for an EHEA master's degree programme with a total value of 60 ECTS credits but who are unable to study the minimum number of credits will be offered replacement subjects to make up the minimum requirement.

Students can enrol for a maximum of 72 credits during each academic year and must enrol for a minimum of 36 credits per year.

Students who have obtained the total number of optional credits stipulated in the curriculum or who have successfully completed all of the credits required for the degree may not enrol for more credits on the same degree programme.

#### **3.3. Re-enrolment for a new academic year**

As a general rule, students enrolling for new subjects must list all core subjects:

- 1) for which they did not enrol or received grades of "fail" or "absent" during previous academic years;
- 2) for which they received grades of "fail" during the same academic year, if they form part of the master's degree curriculum in that teaching period.

In extraordinary circumstances, the master's degree committee may establish additional criteria or grant exceptions to the regulations outlined above.

### **3.4. Enrolment and prices**

The items and prices applicable to enrolment for EHEA master's degrees are governed by regulations on the pricing of public education services published each year by the Catalan government (Generalitat de Catalunya).

### **3.5. Reimbursement of enrolment fees**

Enrolment fees will only be reimbursed as a result of specific circumstances outlined in the UPC's budget regulations:

#### **1. Due to changes in enrolment fees payable.**

Enrolment fees are determined on the basis of the documentation submitted at the time of pre-enrolment. Once the exact fees have been calculated taking into account current public subsidies, the difference will be returned. Documents must be submitted within one month of enrolment, and before the deadlines stated below. The University may refuse to reimburse students who do not submit the documentation within the specified period.

- Enrolment formalised during the Autumn semester: until 31 October.
- Enrolment formalised during the Spring semester: until March 30.

The deadline will be extended to 31 December in the case of students awaiting the renewal of their accreditation as members of large families, subject to provision at the time of enrolment of supporting documentation and a certified statement of the specific category in which they wish to be considered.

In the event of circumstances arising after enrolment, students will be given one month to submit their requests for the return of enrolment fees. The University may refuse to reimburse students who do not submit their request within the specified period. Examples of such circumstances include:

- Award of a grant or bursary, provided that the funding agreement covers the enrolment fees.

#### **2. Serious illness or accident, subject to the provision of supporting documentation.**

Students must complete the corresponding reimbursement form and submit it together with an official medical report outlining the date of diagnosis and the estimated recovery period. These documents must be submitted within one month of enrolment, and before the deadlines stated below. The University may refuse to reimburse students who do not submit the documentation within the specified period.

- Enrolment formalised during the Autumn semester: until 20 November.
- Enrolment formalised during the Spring semester: until 20 April.

3. Reassignment of pre-enrolment places. Students affected by the reassignment of pre-enrolment places can request the return of fees corresponding to specific credits and mandatory health insurance within one month of enrolment for the new course. The University may refuse to reimburse students who do not submit their request within the specified period.
4. If students are forced to modify their enrolment details as a result of changes to a subject timetable or examination date, or due to cancellation of a subject, they may request reimbursement of the corresponding fees within a period of two months from official acceptance of the modification. The University may refuse to reimburse students who do not submit their request within the specified period.

### **3.6. Modification of enrolment**

In exceptional circumstances, and subject to the provision of supporting documentation, the master's degree committee will consider requests for modification of enrolment.

### **3.7. Withdrawal of enrolment**

As a general rule enrolment is non-reversible. However, subject to the provision of supporting documentation, new students are entitled to request the total withdrawal of their enrolment within a period of two months after the start of the corresponding teaching period. Only one request of this type will be permitted.

In exceptional circumstances, requests for the withdrawal of enrolment can also be made once this period has elapsed.

Requests must be submitted to the coordinating school. Students who withdraw their enrolment and have not reserved a place on the degree programme will be entitled to automatic admission to the same master's degree upon submission of a new admission request.

Approval of requests for withdrawal of enrolment does not automatically entitle students to reimbursement of the enrolment fee. Reimbursements will only be sanctioned in the case of serious illness or accidents. Payments will be made within the periods established in the UPC's Budget Regulations.

Requests for withdrawal of enrolment will be dealt with by the master's degree committee.

### **3.8. Provisional enrolment**

The master's degree committee may formalise enrolment on a provisional basis for students who meet the general and specific admission requirements established in Subsections 2.2 and 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 issued outside Spain).

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 have to submit a new admission request to be re-admitted to the degree programme.

### **3.9. Reserving a place**

Students must submit a request reserving a place on the chosen EHEA master's degree programme at the UPC if they have been assigned a place but are unable to begin their studies at the required time due to extraordinary circumstances.

Requests must be submitted to the coordinating school within the general enrolment period. Students who do not submit the request within this period will lose the right to reserve a place.

Requests to reserve a place on an EHEA master's degree programme confer the same rights as enrolment. Once the request has been successfully processed, the interested party is considered a full UPC student and an academic record is opened. To formalise the reservation, students must pay the academic administration fee established in the current decree governing enrolment fees for public university education.

Places are reserved for a maximum of one academic year. In exceptional circumstances this period may be extended, subject to the provision of supporting documentation.

Students who do not begin their studies within the reservation period will lose their place on the chosen course.

### **3.10. Enrolment and continuance policy**

Students in the first year of an EHEA master's degree who need to interrupt their studies due to exceptional circumstances may request an extension so that they do not exceed the maximum period of study permitted for their course.

Extensions are granted by the master's degree committee. Requests must be submitted to the coordinating school at the start of the teaching period. In exceptional circumstances, and subject to the provision of supporting documentation, requests can also be made once the teaching period has begun, provided that no assessment activities have been completed.

## **4. Credit recognition and transfer**

In accordance with the provisions made in Royal Decree 1393 of 29 October 2007, on the organisation of official university education, credit recognition is granted by the master's degree committee for credits obtained in previous official university studies, which will then count towards the total credits required for award of the EHEA master's degree.

Credit transfer refers to the inclusion of all credits obtained in previous official studies, but which did not lead to the award of an official degree qualification, in the official documents accrediting the subjects completed by students of EHEA master's degrees.

All of the credits obtained by students in official courses studied at other universities in the EHEA, all recognised credits, all credits obtained in the master's degree programme and all transferred credits will be included in the academic transcript and listed in the European Diploma Supplement, according to the provisions made in Royal Decree 1044 of 1 August 2003, which governs the procedure for the issue of the European Diploma Supplement.

### **4.1. Credit recognition**

Credits are only recognised if they were obtained for subjects studied at the institution from which the previous qualification was issued, and retain the original grade awarded. Under no circumstances will recognition be granted for previously recognised, validated or adapted credits.

Credits obtained for master's theses or dissertations will not be recognised. Consequently, all students must enrol for and obtain the credits for these activities as defined in the UPC master's degree curriculum.

Credits for recognition of other academic study will only be included in an EHEA master's degree transcript if they were obtained as part of another EHEA master's degree or a second-cycle degree offered under the previous Spanish university system. Credits obtained for a bachelor's degree or first-cycle degree offered under the previous system will not be recognised.

In exceptional cases, recognition may be granted for credits obtained as part of a bachelor's degree offered under the previous Spanish university system if the learning outcomes are of a comparable academic level to those of the EHEA master's degree in question.

Credits obtained for free-elective subjects completed in first-cycle, second-cycle and full bachelor's degree courses offered under the previous Spanish university system will not be recognised for inclusion in the master's degree transcript.

The effect of credit recognition on enrolment fees will be determined in accordance with current regulations governing the pricing of public education services in Catalan universities, applicable to courses leading to the award of an official degree qualification valid throughout Spain.

Credits obtained as part of university-specific degrees will not be recognised.

The master's degree committees are expressly authorised by the president to handle all requests for credit recognition. Each committee will establish and publish the conditions, procedures and deadlines for the recognition of credits in the student's academic transcript.

Requests for recognition of credits obtained at universities outside Spain must be accompanied by supporting documentation. All documents issued outside Spain must have been officially awarded by the relevant bodies and duly legalised (and translated, when applicable).

#### **4.2. Credit transfer**

Transferred credits will be listed in the academic record and the accompanying European Diploma Supplement if they are officially accredited by the issuing body. Students will be responsible for updating the status of credits transferred from another school or university.

Credit transfer will only be considered if a specific request is received. Students should submit requests, along with the certificate for the degree programme in question, to the master's degree committee. Once the committee has confirmed the validity of the documentation submitted, the credits corresponding to the previous studies will be added to the student's current academic transcript. The master's degree committee will not be required to issue an official notification of successful requests for credit transfer. Credits obtained as part of university-specific degrees will not be transferred.

Transfer of credits to the student's academic transcript is permanent and irreversible.

Transferred credits do not count towards the total credits obtained for the master's degree and will under no circumstances be considered for the purposes of scaling the candidate's academic record.

#### **Legalisation of documents issued outside Spain**

The legalisation process may differ according to the country of issue.

- Legalisation is not required in the case of students whose documents were issued by countries in the European Union or members of the European Economic Area.

All other students must observe the following conditions:

- Documents issued in countries signatory to The Hague Convention of 5 October 1961 (<http://www.educacion.es/mecd/titulos/hesu/haya.html>) need only be stamped with the Apostille of The Hague by the relevant authorities in the country of issue.
- Documents issued in countries signatory to the Andrés Bello Convention must be duly legalised. Legalisation services are provided by:
  - The Ministry of Education of the student's home country, for degree certificates and transcripts, and the relevant Ministry of the home country for birth certificates and certificates of nationality.

- The Ministry of Foreign Affairs of the country in which the documents were issued.
- Any Spanish embassy or consulate in the country in which the documents were issued.

When the country of issue is also a signatory to The Hague Convention, the documents need only be stamped with the corresponding Apostille.

- Documents issued in all other countries must be duly legalised. Legalisation services are provided by:
  - The Ministry of Education of the student's home country, for degree certificates and transcripts, and the relevant Ministry of the home country for birth certificates and certificates of nationality.
  - The Ministry of Foreign Affairs of the country in which the documents were issued.
  - Any Spanish embassy or consulate in the country in which the documents were issued.

Documents issued by foreign embassies or consulates in Spain must also be legalised through the Spanish Ministry for Foreign Affairs and Cooperation.

### **Translation of documents issued outside Spain**

Article 36.1 of Law 30 of 26 November 1992, which governs the Legal Framework of Public Administrations and Common Administrative Proceedings, states that all proceedings with public bodies will be processed in Spanish or in the co-official language of the autonomous community.

Consequently, documents issued outside Spain or in non-Spanish-speaking countries must be accompanied by the corresponding certified translation into Spanish or Catalan.

Certified translations can be obtained from:

1. Any certified translator registered in Spain.
2. Any Spanish embassy or consulate.
3. Any embassy or consulate of the country of issue or the student's country of origin (if different) in Spain.

## **5. Assessment and grading system**

The integration of the Catalan university system into the European Higher Education Area represents a series of major changes to teaching organisation and methodology, the learning process and assessment systems.

The European Credit Transfer System treats student work as a quantifiable measure of academic activity and defines precise learning outcomes that are achieved through the acquisition of generic and specific competences. Consequently, the assessment process consists in determining the degree to which students have met the objectives outlined in the teaching plan.

The subjects and learning activities are described in the teaching plan, which is approved by the master's degree committee before the start of the teaching period. The teaching plan must contain the following information:

- The course objectives, expressed as the knowledge that will be acquired, the generic and specific skills and competences, and their contribution to the general learning outcomes of the master's degree.
- The teaching content.
- The teaching activities.
- The assessment criteria and grading system.

The system of assessment for specific master's degree courses may include combined assessment for a subject area. In this case, students who pass the assessment will automatically obtain the corresponding credits for all of the subjects in that area.

### **5.1. Student rights and obligations during the assessment process**

#### **1) Right to assessment**

Students are entitled to assessment for all of the subjects for which they are enrolled.

As such, even if the assessment system of a particular master's degree includes combined assessment for a subject area, the award of a fail for these tests will under no circumstances lead to the adjustment of grades already awarded for individual subjects.

#### **2) Assessment activities**

To increase the suitability of the assessment process to each degree programme, master's degree committees can establish specific regulations governing the assessment activities for individual subjects, which should be inserted in this section.

If, in exceptional circumstances, and subject to the provision of supporting documentation, a student is unable to complete an assessment activity, the master's degree committee may consider requests to retake the activity during the same teaching



period. However, students who enrol for subjects leading to timetable clashes will not be entitled to an alternative assessment date.

Students are entitled to a certificate of attendance for each assessment activity.

The lecturer or invigilator may ask students to present identification at any point during an assessment activity.

Irregular actions potentially leading to a significant variation of the grades obtained by one or more students will be considered a breach of the assessment regulations. Actions of this type will lead to the award of the descriptive grade "fail" and a numeric grade of "0" for the assessment activity affected. Additional disciplinary action may also be taken. Students committing the same actions during a repeat of the assessment activity or in other assessment activities carried out during the same teaching period will be awarded the final grades "fail" and "0". Students who are unhappy with the grade awarded can register a complaint with the master's degree committee. If a satisfactory response is not received, they may also lodge an extraordinary appeal with the president.

Assignments, projects and research reports submitted for assessment will be returned to students upon request. 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.

Disputes arising from specific circumstances not contemplated by the regulations will be settled by the master's degree committee.

## **5.2. Master's theses and dissertations**

In accordance with the provisions made in Royal Decree 1393/2007, all EHEA master's degree curricula must incorporate a master's thesis or dissertation.

The assessment system for includes public presentation and defence of the master's thesis or dissertation before a panel appointed by the master's degree committee.

The panel will be formed by at least three members of the University's teaching and research staff (a president, spokesperson and secretary), selected by the master's degree committee.

The master's degree committee will establish the specific regulations governing assessment panels and activities for master's theses and dissertations.

The master's thesis or dissertation will under no circumstances count towards recognised credits.

## **5.3. Assessment results**

Numeric grades are given in intervals of 0.1 and have the descriptive equivalents shown below.

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

Distinction can be awarded to any student obtaining a final grade equal to or greater than 9.0. The number of Distinctions awarded during an assessment period cannot exceed 5% of the total number of students enrolled for the subject, unless there are fewer than 20 students, in which case a single Distinction can be awarded.

The grade "absent" indicates that no assessment has been made and is awarded if a student has not completed any of the assessment activities for the subject, or if the lecturer considers that the student has not completed enough of the activities to warrant a final grade.

The results of assessment activities will be announced within the period set by the master's degree committee. This period should be as short as possible to ensure that students can use the information to improve the learning process. Where possible, the results of assessment activities will be discussed in tutorials.

#### **5.4. Tutoring and academic guidance**

All students admitted to an EHEA master's degree course will be assigned a tutor. Under the UPC's tutoring plan, students receive group and individual information, advice and guidance in two main areas:

- Academic, which includes orientation on the total number of credits and specific subjects each student must take, the balance between academic requirements and time commitment, and methods for successful adaptation from other studies. This area also includes monitoring of academic progress and advice on the most suitable degree pathways for individual students.
- Personal, which includes advice on individual approaches to the learning process (application of appropriate study methods, use of resources available at the University, etc.) and guidance on the transition to professional life.

#### **5.5. Credit recognition for other academic activities**

In addition to recognition of credits corresponding to specific subjects, students can also obtain recognition of credits for other activities in the course curriculum, such as mobility and exchange activities (as part of mobility programmes, teaching exchange agreements, double degree programmes, academic excursions, etc.), bridging courses and research or professional activities.

Students will be awarded up to 6 optional credits for recognition of these activities.

The master's degree committee will establish and publish the conditions, procedures and deadlines applicable to credit recognition for each course, subject to the approval of the coordinating school.

## **5.6. Work placement**

Work placement in companies and institutions is governed by current regulations on educational cooperation agreements, in accordance with the terms established in the specific document approved by the Board of Governors.

Successful completion of a placement will be officially recognised in the student's academic transcript according to the conditions set out in the corresponding curriculum.

## **5.7. Review of assessment results**

Students are entitled to request a review of their assessment results. Under no circumstances will the review procedure lead to the award of a lower grade.

### **○ Direct review of assessment activities**

Requests for review must be submitted to the head lecturer following the specific guidelines given in each case.

### **○ Appeals against resolutions made by head lecturers**

The student must submit a request for review to the master's degree committee no later than seven days after the publication of the contested grade.

The committee will determine the specific review procedure to apply in each case. All requests will be treated impartially and will involve consultation of the lecturer who assigned the original grade. If the committee creates a panel to conduct the review procedure, the lecturer who assigned the original grade cannot be appointed.

The final decision must be announced no later than 15 days after the appeal is lodged. The review procedure shall under no circumstances affect the student's right to enrolment at the UPC.

### **○ Appeals against resolutions made by the master's degree committee**

Appeals against grading decisions taken by the master's degree committee must be submitted to the president no later than one month after the decision is announced.

## **5.8. Storage of assessment documents**

To facilitate possible revisions, the teaching staff must store all documents related to the assessment process for at least three months, except corrected work returned to students. In addition, the coordinating school must store for the same period all documents related to combined assessment for specific subject areas and recognised credits awarded.

Master's theses and dissertations must be stored for the period established the applicable legislation.

In the event of an appeal, all documents must be stored until a final resolution is passed.

## 5.9. Evaluation of student records

The UPC uses a numeric grading system with a 0-10 scale.

In accordance with the provisions of point 4.5 of Annex I of RD 1044 of 1 August 2003, which establishes the procedure for the issue of the European Diploma Supplement by universities, and the provisions of article 5.3 of Royal Decree 1125/2003, which defines the European Credit Transfer System and the grading system for official university programmes, the academic records of EHEA master's degree holders are evaluated using the following ratio: the total number of credits obtained, each multiplied by the value of the corresponding grade and divided by the number of credits obtained. Recognised credits with no attached grade will not be considered for the purposes of evaluating student records.

The result will be expressed on a 1-10 scale and a 1-4 scale, using the table of equivalences shown below.

Fail:	0 point
Pass:	1 point
Good:	2 points
Excellent:	3 points
Distinction:	4 points
Recognised:	the number of points is determined on the basis of the grade awarded for the previous studies in question.

The table of equivalences shown below will be applied if the record of the student in question does not list all grades on the 0-10 scale and this is needed for the weighting of the academic record and the calculation of the final grade, or contains grades taken from transcripts not expressing grades in numeric form:

Fail:	2.5
Pass:	5.5
Good:	7.5
Excellent:	9
Distinction:	10

## **6. Continuance policy for EHEA master's degree courses**

### **Introduction**

Article 46.3 of Organic Law 6/2001 on Universities (Official State Gazette, 24/12/2001), and article 59 of the UPC Statutes, approved by Decree 225/2003 (Official Gazette of the Catalan Government, 07/10/2003) grant the Board of Trustees the power to establish the regulations governing continuance of studies 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 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 acquire an appropriate academic level and must be sufficiently demanding to make responsible use of the resources placed at its disposal.

### **6.1. Area of application**

These regulations are applicable to all students enrolled in EHEA master's degree courses 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 performance during the first academic year**

The master's degree committee will determine the minimum number of credits to be obtained during the first year of an EHEA master's degree programme. Notwithstanding the above, as a general rule students must obtain at least 15 credits.

The minimum performance requirements must be met irrespective of the terms of enrolment and any recognised credits awarded: the committee will consider all credits for which students are enrolled, including subjects and/or learning activities from the master's degree curriculum and complementary activities established in each student's personalised academic pathway. Validated, adapted and recognised credits will not be considered when continuance is determining.

Students who do not obtain the minimum credit total required will not be permitted to continue the degree at the UPC.

### **6.3. Maximum study period**

The master's degree committee will determine the maximum study period granted to students in order to obtain the corresponding degree.

### **6.4 Continuance of studies**

In exceptional circumstances, and subject to the provision of a written request by the interested party, the master's degree committee may grant specific exemptions to the conditions listed in Subsections 6.2 and 6.3.

Students excluded from an EHEA master's degree course under the terms of Subsection 6.2 or 6.3 are entitled to enrol in another programme at the UPC, provided that they meet the specific admission requirements. This entitlement will be granted only once.

Students excluded from an EHEA master's degree can rejoin the course two calendar years after the date of exclusion if they are assigned a place and subject to authorisation by the UPC president.

### **6.5 Monitoring the academic progress of students**

At the end of the teaching period, a generic results ratio will be generated for each student. The ratio is calculated by dividing the credits obtained by the total number of credits for which the student is enrolled. The calculation does not take into account validated, adapted and recognised credits and credits for which a grade of "absent" has been awarded.

Tutors will use the ratio to monitor the progress of the students to whom they are assigned. To maintain academic standards and optimise the use of public funds, tutors will agree upon specific academic measures with students achieving a ratio lower than 0.5.

### **6.6. Submission of the student progress report to the Board of Trustees**

Each academic year, the master's degree committees submit a report to the Board of Trustees in which they must provide details of the total students admitted to each master's degree, the academic progress of students, and the criteria and measures applied.

### **6.7. Clarifications of the Continuance Policy**

The Board of Trustees will clarify any doubts arising from the interpretation of this policy.

### **Final provisions**

#### **ONE**

The Continuance Policy is effective as of the beginning of the 2007-2008 academic year and replaces the Continuance Policy for the 2006-2007 academic year.

#### **TWO**

The Continuance Policy must be reviewed within three years of its effective date.

## **7. Issue of degree certificate and the European Diploma Supplement**

### **7.1. Right to the issue of a degree certificate and the European Diploma Supplement**

Once students have completed the requirements established for their degree programme, they have the right to receive an EHEA master's degree certificate and the corresponding European Diploma Supplement.

### **7.2. Requirements for issue of the degree certificate**

To be eligible to receive the degree certificate, students must have obtained the total number of credits stipulated in the degree course curriculum. The total credits obtained include those awarded for recognition of previous studies (if applicable). However, students must enrol for and obtain a minimum of 60 ECTS credits, including the master's thesis; credits awarded for recognition of academic study outside the master's degree programme will not count towards this total.

Students who have completed their degree programme may also request the issue of the corresponding European Diploma Supplement. This request can be made together with the request for the degree certificate or once the certificate has been issued.

### **7.3. Request for issue of degree certificate**

To request the issue of a degree certificate, students must complete the official form and submit it to the President's Office.

Personal details must be completed as they appear in the student's DNI, passport, residency permit or national identity document, as applicable. A photocopy of this document should be submitted with the request form to the coordinating school, which will certify the copy for official use. All foreign students requesting the issue of the European Diploma Supplement must submit a certified photocopy of their passport.

Students whose names contain orthographic signs that they wish to be shown on the degree certificate and/or European Diploma Supplement but which do not appear in their official identity document must ensure that these are clearly marked on the request form. The personal details included in the degree certificate and European Diploma Supplement will appear as indicated in the request form.

Students who require their degree certificate or European Diploma Supplement to reflect changes in their personal details made after the issue of their official identity document must provide supporting documentation issued by the corresponding Civil Registry Office.

### **7.4. Payment of fees**

To be eligible for the issue of the degree certificate and/or the European Diploma Supplement, students must first pay the official fee set annually by the Decree governing the price of academic services in public Catalan universities. Students claiming

exemption from payment of all or part of these fees must provide supporting documentation.

### **7.5. Certificate of payment**

Once payment has been confirmed, the coordinating school will issue a certificate accrediting payment of the fees for issue of the degree certificate and/or the European Diploma Supplement. The certificate of payment attests to the successful completion of the master's degree and entitles the holder to all of the rights conferred by the degree certificate, as established by current legislation.

The certificate of payment must be collected in person by the interested party, who will be required to provide valid proof of identification. Students who are unable to collect their certificate of payment in person may grant a third party permission to collect the document(s) on their behalf. In this case, the original power of attorney or a certified copy must be presented at the time of collection. Students living outside the province of Barcelona may instruct the coordinating school to send their certificate of payment to an authorised governmental entity in the local area of their permanent address. Students living outside Spain can request to collect the certificate/Diploma Supplement from the closest Spanish embassy or consulate to their home or the closest embassy or consulate of their country of origin.

Students may instruct the coordinating school to issue a provisional degree certificate that will remain valid until such time as the definitive copy is awarded. In accordance with current legislation, the certificate will be issued in Catalan or Spanish, as indicated by the interested party.

### **7.6. Duplicate copies**

Students who require a duplicate copy of their degree certificate and/or European Diploma Supplement must submit the original document(s) and documentation accrediting the reason for the request, in addition to the documentation listed above.

Requests for the issue of duplicate copies of European Diploma Supplements due to loss of the original document must be officially recorded via a notification in the Official State Gazette. Requests will be processed one month after the notification has been published.

### **7.7. Notification of issue of the degree certificate and/or European Diploma Supplement**

The coordinating school will notify students in writing when their degree certificate or European Diploma Supplement has been issued, and provide instructions on where to collect the document(s). The notification will be sent to the address provided on the request form.



### **7.8. Collection of degree certificate and/or the European Diploma Supplement**

The degree certificate and the European Diploma Supplement must be collected in person by the interested party, who will be required to provide valid proof of identification. Students who are unable to collect their certificate and/or Diploma Supplement in person may grant a third party permission to collect the document(s) on their behalf. In this case, the original power of attorney or a certified copy must be presented at the time of collection.

Students living outside the province of Barcelona may instruct the coordinating school to send their degree certificate and/or European Diploma Supplement to an authorised governmental entity in the local area of their permanent address. Students living outside Spain can request to collect the certificate/Diploma Supplement from the closest Spanish embassy or consulate to their home or the closest embassy or consulate of their country of origin.

Students who wish their name(s) and/or surname(s) to be presented differently to the form in which they were written on the original request must submit an amended request form and pay the fees for the issue of a duplicate copy.

### **7.9. Signing of degree certificate**

Once students have confirmed that the correct details are displayed on the degree certificate, they must sign the certificate and the official record book to indicate that the certificate has been collected.

They must also sign to confirm collection of the European Diploma Supplement.