

**Academic Regulations for Bachelor's and Master's
Degrees at the UPC
2018-2019 academic year**

Governing Council Decision no. CG/2018/04/04, which approves the Academic Regulations for Bachelor's and Master's Degrees at the UPC for the 2018-2019 academic year (1)

- A favourable report on this document was issued by the Teaching and Students Committee of the Governing Council on 15 May 2018

Office of the Vice-Rector for Academic Planning
Barcelona, 17 May 2018

(1) This document is a translation of the original Catalan version of the 2018-2019 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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Introduction

[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 were no longer allowed to enrol for the first year of the pre-EHEA degrees, which were progressively phased out as the new structure of bachelor's and master's degrees was introduced.

The UPC later drafted specific academic regulations for bachelor's and master's degrees. 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 are included in a single document.

Experience confirms 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 document that governs administrative procedures arising from the implementation of these regulations has also helped to meet the aforementioned aim. These procedures must be approved by the relevant governing bodies and are periodically checked to adapt them to the situation or to introduce administrative or procedural improvements.

The full regulations governing bachelor's and master's degrees are complemented by the regulations relating to the validation reports and to the monitoring and accreditation of courses of study. The actions of staff and students are also regulated by the provisions of the Code of Ethics and Good Practice for UPC Staff and Students ([Governing Council Decision no. 106/2011, of 20 July 2011](#)).

1. Access

1.1. Access to bachelor's degrees

The regulatory framework applicable to access to bachelor's degrees is laid down in two royal decrees:

- 1) [Royal Decree 1892/2008, of 14 November](#) (Official Gazette of the Spanish Government [BOE] of 24 November 2008), amended by Royal Decree 558/2010, of 7 May (BOE of 8 May 2010), which regulates the conditions for access to official university bachelor's degrees and the procedures for admission to Spanish public universities.
- 2) [Royal Decree 412/2014, of 6 June](#), which lays down the basic regulations for admission to official university bachelor's degrees and partially repeals the previous royal decree.

1.1.A. Students admitted 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 entrance requirements applicable to the pre-enrolment procedure are governed by the Interuniversity Council of Catalonia (CIC), in accordance with Spanish law. The number of places available on each degree is determined jointly by the relevant authority and the University and is published annually in the Official Gazette of the Catalan Government (DOGC) and the BOE.

Students assigned to a degree via the pre-enrolment process may enrol at the corresponding school during the enrolment period subject to 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.

Access to degrees with common pre-enrolment codes

A school may establish common pre-enrolment criteria that apply to more than one degree. Students admitted via common pre-enrolment codes will only obtain confirmation of admission to their chosen degree once they have successfully completed the common 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.

Students who do not obtain a place on the degree they wish to take once the common pre-enrolment process has been completed will not be granted direct access via university pre-enrolment. These students can only be admitted if they change degree, provided that the school offers places; such admissions will be subject to the same conditions as those of other applicants.

Schools must 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 for students aged 40 or over with relevant 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 hold a qualification that gives access to university studies.
3. They must be able to provide proof of professional experience in the area covered by the degree for which they are applying.

Candidates who meet these requirements may only request admission to one bachelor's degree at one UPC school. Each school will determine 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 at least 1% of the total places on offer to new students and must be approved by the Governing Council.

Admission for 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 hold a qualification that gives access to university studies.
3. They must not be able to provide proof of professional experience.

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

1.1.B. Transfer from another Spanish university and/or another official Spanish university degree

Students who wish to transfer from another official Spanish university degree may request direct admission to a school or degree without completing the pre-enrolment procedure. This request will be granted if students 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 conditions described in the following sections.

When students are admitted to a bachelor's degree via transfer from another Spanish university and/or official Spanish university degree, their original academic record will be closed. Consequently, this admission procedure is not open to students who already hold a bachelor's degree, students who have completed a bachelor's degree and are entitled to apply for the degree certificate, students who wish to study simultaneous degrees or students who wish to pursue a double degree.

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

Scope

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

- Students who are enrolled in a bachelor's degree and wish to continue the same degree at another school or another university.
- Students who are enrolled in a bachelor's degree and wish 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 are seeking admission to a bachelor's degree at the same school, another school or another university. Students whose degree is being phased out and replaced by a bachelor's degree (or whose bachelor's degree undergoes a change of curriculum) should not transfer to the new degree via this procedure; they must apply for admission due to a change of curriculum at the school itself.

Requirements for admission to degrees

- 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 academic progress requirements of the degree from which they wish to transfer. A student found not to comply under Sections [5.4](#) and [5.5](#) of the academic progress regulations retains this status for two years following exclusion. Students excluded under [Section 5.8](#) will be excluded for the period determined by the rector.

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

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

- Students who are enrolled in a bachelor's degree at the UPC and have completed the entire degree with the exception of the bachelor's thesis.
- Students who are enrolled at other public Spanish universities or have taken degrees organised under earlier Spanish university 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 has been phased out.

Schools may establish additional criteria for admission, with the aim of making the most of available places. These criteria will be published.

Offer of places

The corresponding school body will approve and announce the number of places available to students requesting admission via this procedure and publish information on admission requests, selection criteria and enrolment in the periods established in the academic calendar. 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 approval by the rector, a school may extend the number of places beyond this 10% limit.

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 equivalent to Spanish degrees.

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

When the qualification awarded at graduation qualifies students to practise a regulated profession, they may apply for homologation to the corresponding official Spanish university degree or validation of their studies, 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, access to which requires possession of either a specific official Spanish bachelor's degree or a certain type of 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 qualification is rejected, holders may request partial validation of their degree, provided that the rejection was not based on any of the grounds for exclusion established by the Royal Decree.

The procedure for access 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 in which they wish to enrol. 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 price 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.

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

1.1.D. Students seeking to take simultaneous degrees

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

Schools may approve specific simultaneous academic pathways with different sets of requirements, which must be published before the pre-enrolment period begins. Students applying for a second degree that is subject to such requirements must obtain express authorisation from the receiving school. This decision is made by the director or dean on behalf of the rector.

Students from other universities applying to study two degrees simultaneously must submit their application 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. Transfer of academic record

Students awarded a place at another university or another school through the pre-enrolment procedure or through 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. Access to master's degrees

Access to master's degrees is regulated by [Royal Decree 1393/2007](#), of 29 October, amended by Royal Decree 861/2010, of 2 July.

1.2.1. Information on access

The school or university research institute will make at least the following information available before the start of the pre-enrolment period:

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 specific merits and candidate selection.
4. The curriculum for the degree.
5. Whether the degree can be taken 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.

Schools must reserve 5% of the available places on each degree for students with disabilities.

1.2.2. Language requirements for admission to master's degrees at the UPC

The language requirements for admission to master's degrees at the UPC are decided independently by the master's degree coordinators.

If a language certificate is required, you should consult the language certificates table and the marks established by the CIC in [Resolution ECO/1134/2015](#), DOGC no. 6883, which is in force in Catalan universities.

1.2.3. Master's degrees

Entrance requirements

Official 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 EHEA that provides access to master's degrees in the country in which it was awarded.

Official 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 EHEA without the need to obtain homologation of the degree. However, the University must verify that the course of study corresponds to a level of education equivalent to an official Spanish university degree and that the qualification obtained gives access to a master's degree in the country in which it was issued. 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.

Students in possession of university degrees previous to the introduction of Royal Decree 1393/2007, of 29 October, amended by [Royal Decree 861/2010](#), of 2 July, will be considered for admission to an official master's degree provided that they

- hold an official undergraduate degree; or
- hold an official university diploma.

Specific admission requirements and criteria for assessment of merits and 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 for the master's degree, candidates may seek the certification of foreign language skills.

The master's degree committee will consider the strength of candidates' academic records. 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. Schools must establish and publish the weighting of each of these criteria in order to establish the order of admission to the master's degree.

In all cases, the compulsory and optional requirements must have been specified in the master's degree's validation report.

Student admission

The school or university research institute must assess admission requests according to the corresponding selection criteria, notify candidates as to whether they have been admitted and publish the corresponding resolution. 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 by the school or university research institute, they may appeal to this unit and, if necessary, lodge an extraordinary appeal with the rector of the UPC.

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 be confirmed if they are 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.

If an applicant's foreign degree has not been homologated, the University must first verify that the degree corresponds to a level of education equivalent to an official Spanish university degree and that the qualification obtained would provide access to postgraduate study in the country in which it was issued.

The school or university research institute 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 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 will be granted admission to a master's degree at the UPC, 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

Official master's degrees that qualify holders to practise regulated professions are open to holders of the following qualifications:

- a. An official Spanish university degree.
- b. An official university degree awarded by a university that is part of the EHEA that provides access to master's degrees in the country in which it was issued.
- c. A university degree awarded by a university in a country that is not part of the EHEA, for which homologation is not required. However, the University must 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 access to postgraduate study in the country in which it was issued. To this end, the school or university research institute responsible for the master's degree may request any documentation that it considers necessary for the purposes of verification. This may include homologation of the degree if it is impossible to verify the equivalence of the degree 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.

Specific entrance requirements

Official master's degrees that qualify the holder to practise a regulated profession are open to holders of the following qualifications:

1. An official bachelor's degree intended to lead directly to the master's degree and used as the basis for the design of the master's degree curriculum.
2. A degree that qualifies the holder for professional practice as a technical engineer in the relevant discipline.
3. An official degree that does not qualify the holder for professional practice as a technical engineer in the relevant discipline but meets the requirements for admission stipulated in the corresponding ministerial order.

4. A degree in another discipline, provided that the candidate completes the necessary bridging courses.
5. A pre-EHEA degree, provided that the candidate completes the bridging courses if this requirement is stated in the corresponding ministerial order.

In the specific case of architecture, holders of the official degree in Architecture Studies regulated by [Ministerial Order EDU/2075/2013](#), of 29 July (which does not qualify for professional practice as an architect), are eligible for admission to the qualifying master's degree.

If there is sufficient demand and the necessary provisions have been made in the validation report for the master's degree, separate admission periods can be opened for each semester.

Student admission

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.

The following aspects are considered in all cases:

- The strength of candidates' academic records.
- The criteria specified in the validation report on the master's degree.

Other criteria may also be considered, including the following:

- Similarities 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 successful candidates are admitted to the master's degree. In all cases, the general and additional requirements must have been included in the validation report for the master's degree.

The school or university research institute must assess applications for admission on the basis of the corresponding selection criteria, notify candidates as to whether they have been admitted and publish the corresponding resolution. 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. The school or university research institute establishes any bridging courses or specific training module that must be taken by each student.

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

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 be confirmed 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.

If a candidate's previous degree has not been homologated, the University must first verify that the course of study corresponds to a level of education equivalent to an official Spanish university degree granting access to official master's degrees and that the qualification obtained would provide access to postgraduate study in the country in which it was issued.

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 an 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 ECTS credit load of the bridging courses discussed in this section must be stated in the validation 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. Academic record transfer

Students awarded a place on another master's degree at the UPC will be required to transfer their academic records. The transfer must be made by the school of origin when the student presents proof of admission.

1.3. Access 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 access, in accordance with the [Double Degree Framework approved by the Governing Council](#), these regulations and the corresponding report or agreement.

1.3.1. Access to double 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 will guarantee that they are admitted 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: the student's academic performance or minimum mark during the period in which he or she has been enrolled in the first degree and, if deemed appropriate, also the student's university entrance mark in relation to the minimum entrance mark for the second degree the year in which the student gained access 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 passed at least 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: the student's academic performance or minimum mark during the period in which he or she has been enrolled in the first degree and, if deemed

appropriate, also the student's university entrance mark in relation to the minimum entrance mark for the second degree the year in which the student gained access to university.

For master's degrees, in some cases students gain admission to the second degree once they have taken part of the first degree; 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. These students usually make up a whole class group.

1.3.2. Access to double degrees with other universities

1.3.2.A) Double degrees with other universities in Catalonia and Spain

For bachelor's degrees, students may gain admission to the double degree or just one of 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 degrees and master's degrees.

1.4. Other types of access

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 the students, in the time frame and by the means that they establish, with at least the following documents: a transcript and an attendance certificate.

1.4.2. Visiting students

Visiting students are students who participate in an official course of study 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 of a bachelor's degree and 30 ECTS credits of a master's degree, as this is the maximum number of credits that may be recognised in their academic record if they are later admitted officially to the same degree as UPC students. Until this occurs, visiting students are not considered UPC students.

Students affected by the academic progress regulations may not gain admission 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 decision reached by the Finance 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 submit, 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 for which the total number of credits is less than the amount stipulated in the UPC's academic progress regulations and who are not doing so in the framework of a mobility programme or agreement providing for free enrolment at the receiving school. In addition, they must be enrolled in a master's degree or doctoral programme at another university in Catalonia or Spain.

Occasional 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 fees as established every academic year in the Catalan government's Decree on Fees and the decisions of the Finance 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 procedures for visiting students and for establishing the specific conditions applicable to them (documents to submit, admission criteria, and the body responsible for final decisions on admission).

2. Enrolment

Enrolment is the administrative procedure through which a student requests to receive the academic services provided for in the curriculum of a degree over a given period.

Students exercise their right to enrol voluntarily and responsibly. Application to enrol involves the payment of the fees set for the academic services after any surcharges and allowances have been applied.

Enrolment is made through an application form. Acceptance and processing of an enrolment form by the UPC's administrative services does not necessarily 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 previous to enrolment

As early as possible, and at least one working day before the start of the enrolment period, schools must provide students with the information they need for enrolment. They must publish the following:

1. The dates and times of the enrolment process (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 Spanish university and/or degree)
- ⇒ Students admitted with foreign qualifications
- ⇒ Previously enrolled students

2. The subjects taught in the teaching period and their timetables, including the timetables for examinations set outside class time.

3. The maximum number of credits for which students on each of the school's degrees may enrol, as established in [Section 2.5](#).

4. Any academic conditions that apply to part-time bachelor's degree students in the initial stage of their degree.

5. 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.

6. Deadlines for having credits recognised.

7. The conditions that apply to registration, enrolment and the submission of bachelor's or master's theses, including deadlines and defence periods.

8. The course guide for each subject in the curriculum, which must include the following:

- The objectives of the subject and their contribution to the general objectives of the curriculum to be followed throughout 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 resat.
- The professors responsible for the subject.
- The language of instruction.

This information cannot be modified in any way during the academic year.

9. The documents that students must submit when they enrol.

2.2. New students who have missed the enrolment deadline

If students are assigned a place at the UPC and, due to exceptional circumstances, are unable to begin the degree, they 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.

Requests for admission will not generally be accepted when the enrolment period has ended. 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 attend: place reservation

If students are assigned a place at the UPC and, due to exceptional circumstances that are duly justified, are unable to begin the degree, they must submit a request to have the place reserved.

Students must submit the request to the school during the degree's enrolment period. If the request is approved, the student is enrolled as a full UPC student and an academic record is opened. 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 degree's entrance regulations, and are not entitled to a refund of any fees paid.

Decisions regarding requests for place reservation will be taken by the school's director or dean on behalf of the rector. 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, as explained in the report issued by the school's director, as long as they simultaneously enrol for the subjects they have to take. Enrolment for 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, 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. Conditional enrolment

A student's enrolment is considered conditional if he or she does 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 PAU, or who have studied 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 recognition of credits 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 have not yet submitted their Foreigner Identification Number (NIE) and are applying for a grant, are due to sign an educational cooperation agreement or need to prove they are EU citizens or residents, so that the increase in the per-credit fee foreseen in the Decree on Fees is not applied to them.

For master's degrees

- Foreign students who have not yet submitted their NIE and are applying for a grant, are due to sign an educational cooperation agreement or need to prove they are EU citizens or residents, so that the increase in the per-credit fee foreseen in the Decree on Fees is not applied to them.
- Students who meet the general and specific entrance requirements established in Sections [1.2.2](#) and [1.2.3](#) of these regulations, respectively, but have not received the definitive copies of supporting documents or have not completed other administrative requirements (such as legalisation and/or translation of documents).

As a general rule, students must provide the final documents before the assessment period of the degree in question. Those failing to do so must submit a new admission request 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, which include carrying out the thesis at the University, at a company, or in the framework of a mobility programme at another university or 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 annual 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 request 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 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](#).

If the subject of the thesis changes, extended enrolment may not be requested.

Extended enrolment is valid until 31 May if students 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 that they are eligible to defend their thesis before the deadlines stated above.

In the case of schools with annual enrolment, students who enrol for the bachelor's or master's thesis in the second semester and are unable to defend it in this period may request extended enrolment for the following semester or enrol again in the future.

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 European Diploma Supplement is consistent as far as the courses taken leading up to the award of 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 validation 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 always be enrolled and 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 1393/2007, 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 placement

Compulsory and optional work placements are considered to be subjects and are regulated by the [Regulations on Work Placement at the UPC](#).

Work placement must be carried out for all of the work placement credits stipulated in the curriculum. Students must enrol for all of these credits or, if the school authorises it exceptionally, for fractions of at least 6 ECTS credits up to the total number of credits required.

If the work placement lasts longer than the semester for which the student enrolled and students have neither subjects nor the bachelor's or master's thesis to enrol, they may request extended enrolment. This involves paying the administrative fees

(academic record processing, learning support and student insurance, if applicable).

Extracurricular work placement is regulated by the [Regulations on Work Placement at the UPC](#). If students take 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 the 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. In these cases, the students must submit an application 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 the 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, if the structure of the curriculum so allows, master's students—and bachelor's students after the initial stage—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 tutoring for high achievers 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 and/or the UPC's 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.
- 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 than 12 credits as long as they reach a minimum of 12 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 be no fewer than 15 ECTS credits in the case of annual enrolment. In the case of semestral enrolment, they may enrol for fewer than 15 credits as long as they reach a minimum of 15 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 a student has 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 of 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 whether they failed them, did not sit the examination or did not enrol for them.

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

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 the most recent assessment, the numerical mark will remain the same 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](#)) before formally enrolling for any compulsory or optional subjects of other curricular areas. However, this restriction does not apply to students who still need to obtain up to 18 ECTS or three subjects of all the credits of the initial stage and have not reached the deadline for obtaining them.

Students who take advantage of this exception must enrol for all initial stage subjects that they have not completed or passed, including subjects for which they have obtained a numerical mark of 4 or higher. They may make up the rest of the required credit load by enrolling for up to 24 ECTS credits or four compulsory or optional subjects belonging to the following curricular area. Part-time students may

make up the required credit load by enrolling for compulsory or optional subjects with a total value of up to 18 ECTS credits per semester or 36 ECTS credits per year. 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 calculating the maximum number of credits or subjects for which they can enrol.

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

If students are only able to enrol for 18 or fewer credits because they are taking a degree 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 that 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 24 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 calculating 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, will establish the subjects outside the initial stage for which students not subject to the general restriction may enrol, in accordance with 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, this 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 in the initial stage.

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 treated as 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 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 access 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 requests for withdrawal.

The school may process withdrawal of enrolment as regards students' academic records, 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 add or drop subjects, which are resolved by the director or dean. Requests made before the deadline that are accepted by the school involve recalculating the fees. Requests made after the deadline are exceptional and must be fully justified; should they be accepted by the school, they will be considered as changes in enrolment and the corresponding fees will apply.

Enrolment of grantholders

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 grantholder status is lost.

Changes to timetables

Changes are sometimes made to timetables or examination dates after the enrolment period. If such changes are incompatible with students' timetable, 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 request to drop the corresponding subjects.

Dropping subjects

Students may apply to drop subjects within the periods established to this effect in the academic calendar, but the enrolment fees will not be reimbursed. In no case may students drop compulsory subjects because they are pre- or corequisites 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 above.

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 takes place at the following levels.

- Subjects: compulsory or optional, as established in the curriculum. The professors for a given subject 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 degree. 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 examinations. These regulations must include and complement the rules set out 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 are enrolled.

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 must be compatible with their academic obligations, if a student cannot take an examination for this reason the school must take the necessary measures to ensure that they can take it or that this does not negatively affect them. In any event, students must provide 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 can be duly justified, the school must take the necessary steps 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. In addition, a student may not ask to have an examination date changed because he or she has 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.

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

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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 responsible for 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 assessed activities. 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. In continuous assessment, the grading method of a subject must ensure that the results of all examinations are taken into consideration in the final mark, that each examination is given proportional weight and that students cannot pass the subject by passing one examination alone.

A course guide may call for a comprehensive final examination that replaces continuous assessment, such that if a student passes the examination he or she passes the subject. If the course guide does not foresee this possibility, students may file a request with the school's director for an examination to be set to determine their mark for a 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 a student obtain a minimum mark in any particular examination as a condition for having his or her marks in other examinations taken into account. Nevertheless, if a project or practical work 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 or who have not sat the examination 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.

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 obtaining 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 a student does not participate in any of the subject's examinations, unless an alternative definition is given in the course guide for the subject.

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 a student passes an entire curricular area, the descriptive and numerical marks of the subjects included in that area become final.

Because marks are an important element for improvement in the learning process, especially when complemented by 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 record 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. The committee must be formed by at least three members of the University's teaching and research staff (a president, 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 possibility of carrying out a single thesis with a credit load that is the sum of the theses for the two degrees is foreseen, the examination committee must be composed of teaching and research staff from the two degrees.

3.1.6. Examination 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 professors responsible for a subject

- 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 them 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 competencies 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 set by the UPC.
- To communicate and sign any modifications of the students' marks that may be made in the periods and manner set 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.

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 corresponds to the number of ECTS credits that make up 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 all of the remaining compulsory subjects.

Master's degrees may have one or more curricular areas that are defined by the school.

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 of 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 a student does 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, he or she wishes to repeat the subjects during the following teaching period, he or she must expressly relinquish the right to curricular assessment. Schools must establish a period prior to the assessment for the submission of relinquishments.

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

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, this committee must include, in addition to professors, 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, which is 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 the 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 for the corresponding double degree.

3.2.6. Results of curricular assessment

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

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

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

A student is considered to have passed a curricular area when his or her numerical mark in each of the various subjects, as reflected in the assessment reports, is 5 or higher. Once this is the case, the student's numerical and descriptive marks for that curricular area become final.

The school may establish other conditions that allow a student to pass a curricular area, such as being awarded a compensated pass for failed subjects for which he or she has received a mark of 4 or higher, provided that his or her average weighted mark for the curricular area is equal to or greater than the minimum required by the school, which must be 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".

3.3. Attainment of the generic foreign language competency on bachelor's degrees

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

The UPC considers that students have attained the foreign language competency if they meet one of the following conditions:

- 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 Level B2 (the entire level or B2.2) or above. This is the only route for attaining the competency for students who begin a bachelor's degree¹ at a Catalan university in the 2018-2019 academic year or later.
- They have obtained a minimum of 9 ECTS credits for subjects taught entirely in a foreign language, preferably English.
- They have written and defended their bachelor's thesis in English, preferably, or another foreign language if the examination committee and the school's director are in agreement.
- They have studied or worked at a foreign university or company within the framework of a mobility programme or educational cooperation agreement and have obtained a minimum of 9 ECTS credits.

3.3.1 Valid Level B2 certificates

All UPC students who wish to demonstrate Level B2, regardless of the year they are in and their admission route, may submit any of the following English, French, German and Italian language certificates or diplomas approved in the CIC's Decision of 25 April 2015.

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 that 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.

¹ For this purpose, students who begin a bachelor's degree are those who have been admitted via one of the following routes:

- Route 0. Students who have completed upper secondary school education and the PAU.
- Route 4. Students who have completed higher training cycles (CFGs), regardless of whether they have taken the PAU.

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. In any event, it must be submitted again when they complete their degree, as Level B2 certification is a requisite for graduation.

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.

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.

The following applies to all students:

- a) 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. The certificates submitted will be added to their academic records.
- b) The certificate or diploma must be one of those listed in the language certificates table approved by the CIC.
- c) The Language and Terminology Service is in charge of assessing other certificates not included in the table, following the decisions of the CIC and the ACLES.
- d) The language chosen for the foreign language competency may be used for credit recognition purposes only from Level C1 upwards, if the certificate has been obtained during the degree.

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 European 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 a lower mark being awarded.

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 responsible for a subject

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

In each case, the director or dean will initiate the procedure that he or she deems most suitable for reaching an impartial decision. This procedure must always include a meeting with the 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 Catalan government's [assessment tables and rules on access to documents](#), all documents that are part of a student's academic record must be preserved. The documents must be held at the unit in charge of the degree 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. In the case of an appeal, the documents must be kept until a firm ruling is issued.

Preservation

In accordance with the [assessment tables and rules on access to documents](#), the school must keep the following permanently:

- Marks and curricular assessment records.
- Documents that are part of students' academic records.

- Past exam papers.
- Bachelor's and master's theses.

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 [UPC Exam Papers repository](#), access to which will be 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:** theses will be published in open-access form in the [UPC Academic Works repository](#) if the author authorises it and there are no associated confidentiality and/or industrial property issues. Access to theses that are not published in open-access form in the [UPC Academic Works repository](#) will be guaranteed for research and study purposes, although protected parts and confidentiality periods will be respected.

3.6. Monitoring students' academic performance

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 the students' learning process.

3.7. Weighting of student records and calculation of final marks

In accordance with [points 4.4 and 4.5 of Appendix I of Royal Decree 22/2015](#), of 23 January, which establishes the procedure for issuing the European Diploma Supplement for degrees regulated by [Royal Decree 1393/2007](#), and Article 5.3 of [Royal Decree 1125/2003](#), which establishes the European Credit Transfer System and the assessment system for official university degrees, a student's academic record is weighted and his or her overall mark is calculated as follows: each credit passed by the student 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.

Fail: 0 points
 Pass: 1 point
 Good: 2 points
 Excellent: 3 points
 Distinction: 4 points

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 CFGS courses,
- recognition of professional experience,
- courses taken as part of non-regulated (university-specific) 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 a student's academic record does not show all of his or her marks on a scale of 0 to 10, and it is necessary for the marks to be reflected in this way in order to weight the academic record and calculate the overall mark, or if the academic record includes validated or adapted marks with no numerical value, the following table of equivalences is applied:

Fail: 2.5

Pass: 5.5

Good: 7.5

Excellent: 9

Distinction: 10

In the case of validated subjects for CFGS in the previous degree, if there is no agreement on validating the CFGS courses 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

B: 8.5

C: 7.5

D: 6.5

E: 5.5

F: 4

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

4. Credit recognition and transfer

According to [Royal Decree 1393/2007](#), of 29 October (amended by Royal Decrees 861/2010, of 2 July, and 43/2015, of 2 February), which establishes official university degree regulations, in order to promote student mobility both within and outside of Spain, universities must publish the rules of their credit recognition and transfer systems, and these rules must satisfy the general criteria set out in the Decree.

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 computation of those credits for the purposes of earning an official degree. This recognition involves the establishment of equivalence, in terms of specific and/or generic 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 professional experience, if the experience is related to the competencies for the degree. 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 activities, in accordance with the provisions of Article [46.2.i of Organic Law 6/2001](#), of 21 December, on Universities, and Article 12.8 of [Royal Decree 1393/2007](#), amended by Royal Decree 861/2010, of 2 July. See the [Governing Council Decision](#) that includes a list of these activities.
- 2) Training acquired during a stay at another university or a company (in the framework of a mobility programme).
- 3) Up to 6 ECTS optional credits for participation in a mobility programme.
- 4) Language courses and certification.
- 5) Credits taken as part of a CFGS 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.

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 course 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 programmes have been approved.

4.1.1. Recognition of credits between official university bachelor's degrees

- When a student wishes to enter a degree that belongs to the same branch of knowledge as his or her degree of origin, a minimum of 15% of the credits for basic education subjects in that branch of knowledge can be recognised.
- Credits earned for any other basic education subjects belonging to the branch of knowledge of the degree that the student wishes to enter can also be recognised.
- Whether the UPC recognises any other credits will depend on the degree of overlap between the competencies and knowledge associated with the other subjects or degrees completed or with accredited professional experience and the subjects of the degree the student wishes to enter, 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 take a different degree in the same branch 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 branch 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. Recognition of credits for university-specific degrees

Students who enrol in an official bachelor's degree at the UPC may request recognition of credits earned in courses leading to a university-specific degree provided that there is equivalence between the subjects in the two curricula with regard to specific and/or generic competencies and workload and that this possibility is mentioned in the validation report.

The maximum amount of credits that may be recognised for university courses of study leading to the award of other degrees (university-specific 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 professional experience, this 15% maximum includes both kinds of recognition.

University-specific degrees replaced by official degrees

As stated in [Article 6 of Royal Decree 1393/2007](#), amended by Royal Decree 861/2010, of 2 July, when recognition is requested for credits earned under university-specific degrees that have been phased out and replaced by official bachelor's degrees, students may be granted recognition of over 15% of the total credit load or for all of the university-specific credits obtained, in accordance with the provisions of the degree's validation report. However, the total number of credits recognised for the purposes of enrolment in an official bachelor's degree cannot exceed 180 ECTS credits and shall under no circumstances include credits earned for a bachelor's thesis.

4.1.3. Recognition of credits for official university degrees on master's 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 courses, only the credits corresponding to the 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. Recognition of credits for professional experience

Recognition of credits 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 UPC credit load. This has no bearing on the minimum number of credits the student must obtain to have the right to apply for the degree certificate.

The minimum number of ECTS credits that may be recognised is six credits for every 1,600 certified hours of work. If necessary, depending on the number of credits remaining until graduation fewer credits may be recognised, provided that the number of hours worked is at least 1,600. Once the first six credits have been recognised (for 1,600 certified hours of work), professional 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 1393/2007 in the same period in which the credits have been taken and assessed.

The maximum of six credits that may be recognised for university extension activities 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 partner university.

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

4.2. Credit transfer

Credit transfer is the inclusion in a student's academic record and the European Diploma Supplement of all credits obtained in other official courses taken previously at the UPC or other universities, provided that they did not lead to an official qualification being awarded.

The student is responsible for updating the status of any credits transferred from a course at another university. To do so, the student must file a request, together with the corresponding official transcript, with the academic secretary of the school. The academic secretary checks that the submitted documentation is in order and

adds the transferred credits to the student's academic record. This procedure does not require the express consent of the director or dean of the school.

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

Transfer of credits to the student's academic record 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 European 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 at the plenary session of the Board of Trustees on 5 May 2014)

Introduction

[Article 46.3](#) of Organic Law 4/2007, of 12 April (BOE of 13 April 2007), modifying Organic Law 6/2001 on Universities (BOE of 24 December 2001) and Article 123 of the Statutes of the Universitat Politècnica de Catalunya, approved in [Decision 43/2012](#), of 29 May (DOGC 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. To help its students achieve adequate performance levels, the UPC must require that they dedicate sufficient time to studying and use the resources at their disposal responsibly.

The academic progress regulations that apply to students at the UPC must reflect two important aspects. First, according to the Organic Law on Universities and the basic regulations approved by the government, universities must establish procedures for the admission of students to their schools. Second, there is a considerable personal and social impact when students drop out towards the end of a university 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, when necessary. 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.

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:

- Course of study 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 number of 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 double 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).

When a student formally enrolls for the first time, he or she must choose which timetable he or she wishes to follow. Thereafter, with each subsequent enrolment during the initial stage the student is automatically signed up for the same timetable, unless he or she files a request to switch to the other timetable and is granted permission to do so.

Students who wish to switch timetables 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 switch timetables 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 for the purposes of the application of Sections [5.4](#) and [5.8](#) of these regulations.

5.4. Minimum academic progress in the first academic year

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

If the student fails to meet this requirement, he or she is removed from the degree and is 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, as a function of the timetable being followed (i.e. full-time or part-time). This minimum may be anywhere 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 four 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 the timetable they are following (i.e. full-time or part-time) and the number of credits for which they have enrolled.

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

5.6. Deferral 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.

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

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 the student's academic record, he or she may request to drop subjects as outlined in [Section 2.7](#) of these regulations.

5.7. Continuity

The director or dean of the school may, on behalf of the rector and under duly justified circumstances, extend the periods established in Sections [5.4](#) and [5.5](#) for passing the minimum number of credits in the first year 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, a student may also file a request with the director or dean of the school to extend the period for passing the minimum number of credits for the first year or for demonstrating minimum academic progress in the initial stage of the degree.

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

A student removed from a degree under the provisions of Sections [5.4](#) and [5.5](#) may, only once, 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 he or she has 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, a student wishes to start studying the same degree again or a different degree that shares the same initial stage, he or she may do so once two years have passed from the date of removal, provided that he or she has obtained permission from the rector, and that he or she has obtained a place on the 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 a student has passed the credits required in the initial stage of a degree, his or her academic progress parameter is calculated at the end of each teaching period. This parameter is defined as the total number of credits passed divided by the total number of credits for which the student enrolled.

The school tracks its students' progress using this parameter. In order to ensure that resources are being used properly, the school applies academic 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 with 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, the school must submit a personalised report to the rector. If the rector decides that removal is justified, the student is excluded from the degree for up to two years.

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

The school may readmit a student removed from a 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. Submission of the student progress report to the Board of Trustees

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

5.10. Clarifications of the academic progress regulations

The Board of Trustees will clarify any doubts arising from the interpretation of the academic progress regulations.

A student is considered to be affected by the academic progress regulations during the period in which he or she is excluded from the course of study, under the provisions of Sections 5.4, 5.5 and 5.8 of these regulations.

Final provisions

One

These regulations have been extended to apply to the 2018-2019 academic year.

Two

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

6. Academic progress on master's degrees

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

Introduction

[Article 46.3](#) of Organic Law 4/2007, of 12 April (BOE of 13 April 2007), modifying Organic Law 6/2001 on Universities (BOE of 24 December 2001) and Article 123 of the Statutes of the Universitat Politècnica de Catalunya, approved in [Decision 43/2012](#), of 29 May (DOGC 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. It 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. Scope

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

6.2 Minimum academic progress during the first academic year

Taking into account the different types of master's degrees, the school or university research institute shall establish and publish the minimum academic progress requirements for the first year of a master's degree or 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 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 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 who do not meet the minimum academic progress requirements will not be permitted to continue their degree at the UPC.

6.3. Maximum period of study

Each school or university research institute shall establish and publish the maximum study period granted to students in order 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 meet the specific admission requirements. This entitlement will be granted only once.

Students excluded from a master's degree can re-join the degree two calendar years after the date of exclusion if they are assigned a place and subject to authorisation by the UPC rector.

6.5 Monitoring students' academic progress

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 mark 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 school or university research institute submits a report to Governing Council for presentation to the Board of Trustees in which they must provide details of the total number of students admitted to each master's degree, students' academic progress and the criteria and measures applied.

6.7. Clarifications of the academic progress regulations

The Board of Trustees will clarify any doubts arising from the interpretation of the academic progress regulations.

A student is considered to be affected by the academic progress regulations during the period in which he or she is excluded from the course of study, under the provisions of Sections 6.2 and 6.3 of these regulations.

Final provisions

One

These academic progress regulations have been extended to apply to the 2018-2019 academic year.

Two

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

7. Academic progress on double degrees

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 a 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 a double degree. If they withdraw, they can continue the degree to which they gained admission 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 Section 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 period of exclusion ends, they may recommence the double degree with the previous authorisation of the school.

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

Sections 5.4 and 5.5 of these regulations apply. They also apply if a student drops out before earning the 12 credits of the first academic year or the initial stage of the course of study.

As a result, the student is dismissed from the course of study and may not continue at the same school where he or she started it, nor may he or she commence another course of

study at the same school that has the same initial stage as the course of study that he or she has been dismissed from.

In this case, the student may begin—just once—any other course of study at the same school that does not have the same initial stage as the course of study he or she has been dismissed from, the same course of study at another UPC school or any other course of study at the UPC. In all cases, he or she must have been assigned a place on the course via pre-enrolment or by following the current rules for admission for that course.

Section 5.8 of these regulations applies. The school may authorise the readmission of a student dismissed from a course under the provisions of this section once the exclusion period has ended.

7.2. Double degrees with other universities

7.2.A. Double degrees with other universities in Catalonia and Spain

The academic progress requirements for this kind of double degree must have been established in the corresponding report or agreement.

7.2.B. Double degrees with foreign 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.

8. Issue of the degree certificate and the European Diploma Supplement

8.1. The right to apply for a degree certificate and the European Diploma Supplement

Once students have met all of the corresponding requirements, they are entitled to apply for the degree certificate and the European Diploma Supplement. Students may request from the school a substitute 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 will be 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 European 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 European Diploma Supplement, students must meet all of the following requirements:

- They must have passed all of the required credits in the curriculum leading to the degree in question.
- They must have enrolled in and completed at least 60 ECTS credits as part of the curriculum leading to the degree in question. These credits must 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 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.
- They must be able to certify acquisition of the generic foreign language competency, in accordance with 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 European Diploma Supplement, students must meet all of the following requirements:

- They must have passed all of the required credits in the curriculum leading to the degree in question.
- They must have taken a minimum number of credits within the master's programme. The minimum number of credits that must be taken within the programme is 70% 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 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.

Transitional provision

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

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

To be admitted to one of these academic pathways, the student must gain a place through the standard pre-enrolment process.

To be eligible to apply for an official UPC bachelor's degree certificate, students must have enrolled in and successfully obtained a minimum of 60 ECTS credits. These credits must 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 professional experience, up to the maximum amount specified in the validation report.

Final provision

These academic regulations enter into force in the 2018-2019 academic year.