

## **Regulations on the Recognition and Transfer of Credits at the CEU Cardenal Herrera University**

---

Approved by the Governing Council on 16<sup>th</sup> February, 2011 and modified by agreement of the Governing Council on 15<sup>th</sup> September, 2014.

### **Preamble**

In order to encourage student mobility, nationally, internationally and at the CEU Cardenal Herrera University itself, the following regulations on the recognition and transfer of credits have been established and are applicable on all campuses. They have been drawn up in accordance with the general legal criteria deriving from Article 6 of Royal Decree 1393/2007, of 29<sup>th</sup> October, as amended by Royal Decree 861/2010, of 2<sup>nd</sup> July, and Royal Decree 1618/2011 of 14<sup>th</sup> November.

### **I. Recognition of credits**

---

#### **Article 1. Definition**

The recognition of credits implies acceptance by the CEU Cardenal Herrera University of ECTS credits which were obtained by a student as part of an official study programme at this or another university (henceforth the programme of origin or degree of origin), and which are consequently incorporated into the academic record of this same student on another official study programme (henceforth the programme of destination or degree of destination). These credits will then be included in the calculation of the number of credits that the student must acquire in order to be awarded his or her desired qualification.

Similarly, those credits obtained in other official programmes in higher educational institutions or universities may be thus recognized, in accordance with Article 34.1 of Organic Law 6/2001, of 21<sup>st</sup> December, on Universities.

Accredited work and professional experience may also be recognized as credits valid for the purposes of obtaining an official qualification, provided that such experience is related to the skills and competences required for that degree.

Under no circumstances will credits corresponding to an end-of-degree project or an end-of-master's degree project be valid for such recognition.

## **Article 2. Recognition of credits for Bachelor's Degrees and Postgraduate programmes**

### **2.1 Recognition of Credits for Bachelor's Degrees**

2.1.1 The recognition of credits for a Bachelor's Degree (*Grado*) programme at the CEU Cardenal Herrera University will be subject to the following basic rules:

- a. In general, credits corresponding to courses or modules belonging to the same curriculum taught at any campus of the CEU Cardenal Herrera University will be subject to automatic recognition.
- b. Whenever possible, recognition will correspond to specific courses or modules. In other cases, recognition may be made generically using the formula "Recognition of *n* core/compulsory/elective (as appropriate) credits deriving from courses or modules passed in the Bachelor's Degree in \_\_\_\_\_ at the University \_\_\_\_\_."

2.1.2 Recognition of credits corresponding to core courses or modules (*formación básica*):

- Between programmes belonging to the same area of knowledge: a minimum of 36 credits corresponding to core courses belonging to the same area as the programme of origin may be recognized.
- If the programme of origin and of destination belong to different areas of knowledge, only those credits achieved from core courses which also belong to the curriculum of the programme of destination can be recognized.

In order to ensure these rules are applied correctly, the Committees and Departments may establish automatic credit recognition tables for core courses or modules between different degrees at the CEU Cardenal Herrera University, for both the same and different areas of knowledge.

2.1.3 Recognition of credits corresponding to courses or modules other than those referred to above:

The Committees may also recognize credits of a compulsory, elective or other nature, which form part of the curriculum of the programme of origin, subject to an analysis of the documentation submitted by the student, and by taking into account the skills,

competences and knowledge acquired from courses or from professional experience and the relevance of these to the study programme applied for.

## **2.2 Recognition of credits for Master's Degrees**

2.2.1 The recognition of credits for a Master's Degree (*Máster Universitario*) programme at the CEU Cardenal Herrera University will be subject to the following basic rules:

- a. In general, those courses or modules that belong to the same curriculum taught at any campus of the CEU Cardenal Herrera University will be subject to automatic recognition.
  
- b. Whenever possible, recognition will correspond to specific courses or modules. In other cases, recognition may be made generically using the formula "Recognition of n core/compulsory/elective (as appropriate) credits deriving from courses or modules passed as part of the Master's Degree in \_\_\_\_\_ at the University \_\_\_\_\_".

2.2.2. Recognition of credits from courses or modules other than those explained above:

The Committees may also recognize credits of a compulsory, elective or other nature, which form part of the curriculum of the programme of origin, subject to an analysis of the documentation submitted by the student, and taking into account the skills, competences and knowledge acquired from courses or from professional experience and the relevance of these to the study programme applied for.

### **Article 3. Recognition of credits obtained from official study programmes prior to the reforms deriving from the Bologna Process**

In the case of those students who hold a Spanish higher educational qualification dating from before the reforms deriving from the Bologna Process – namely *Licenciado*, *Diplomado*, *Ingeniero Técnico*, *Arquitecto* or *Arquitecto Técnico* – or who began such studies without graduating, credits may be recognized for those courses, modules or activities which belong to the Bachelor's Degree programme (*Grado*) they are applying for, in accordance with the fourth additional provision of Royal Decree 1393/2007. To do this, applicants must provide the necessary documentation to enable equivalence to be established between the skills, competences and knowledge acquired in the courses, modules or academic of the programme of origin and those of the programme of destination.

### **Article 4. Recognition of credits in the case of study programmes offered jointly by the CEU Cardenal Herrera University and other universities**

In the event that the CEU Cardenal Herrera University establishes agreements with other

universities, located in Spain or abroad, to offer official study programmes jointly, the mechanisms for the recognition of credits will be detailed in those agreements, while still fulfilling the criteria established in these regulations.

#### **Article 5. Recognition of credits in the case of students who have undertaken studies abroad**

Those who have studied abroad are subject to the provisions of Royal Decree 285/2004, as amended by RD 309/2005 and including subsequent modifications, which regulates the conditions for the validation and recognition of foreign qualifications and studies in higher education. Once the relevant public body has reached a decision concerning the status of these studies or qualifications, the criteria established in these regulations will be applicable.

#### **Article 6. Recognition of accredited work and professional experience as ECTS credits**

In accordance with articles 6.2 and 6.3 of Royal Decree 861/2010, of 2<sup>nd</sup> July, accredited work and professional experience may also be recognized in the form of credits, provided that such experience is related to the nature of that degree.

In order to ensure these regulations are applied correctly, the Committees and Departments of the CEU Cardenal Herrera University will determine whether a student's documented professional experience is eligible for recognition for a specific number of credits, which cannot exceed 15 percent of the total number of credits for the degree. In any case, in the application of this criterion and the recognition of credits, the Committees and Departments must take into account any relevant legal limitation in this respect concerning qualifications giving access to regulated professions, especially those related to the health sciences.

#### **Article 7. Recognition of credits obtained in non-official specialization courses (known as *títulos propios*) for credits on study programmes leading to official qualifications**

7.1. Article 6.4 of Royal Decree 861/2010, of 2 July, also provides for the recognition of credits awarded as part of non-official specialization courses, known as *títulos propios*. For this purpose, all such credits may be recognized, provided that that the specialization course is no longer offered in this format and has, in fact, been replaced by an official

study programme (such as a Master's Degree). In such a case, the verification report submitted to ANECA must state that the new official programme replaces the non-official programme, as is provided for in article 6.4 of RD 861/2010. The aim of doing so is to enable the fact of sufficient similarity between the two programmes to be checked as part of the verification process by means of which the new programme acquires its "official" status.

7.2. The recognition of these credits will not include the corresponding grades and, therefore, these grades will not contribute to the average grade the student may obtain overall.

7.3 In this respect, credits corresponding to an end-of-programme project or final dissertation are not eligible for recognition.

#### **Article 8. Recognition of completion of official non-university educational programmes with credits on Bachelor's Degree programmes**

8.1 Royal Decree 861/2010, of 2<sup>nd</sup> July, and RD 1618/2011, of 14<sup>th</sup> November 14, enable completion of non-university educational programmes to be recognized with credits on official study programmes offered by universities.

8.2 Article 2.1 of Royal Decree 1618/2011, of 14<sup>th</sup> November 14, states that the following types of studies may be recognized in the form of credits forming part of Bachelor's Degree programmes:

- *Graduado en enseñanzas artísticas* (graduate in artistic education)
- *Técnico superior de artes plásticas y diseño* (advanced diploma in plastic arts and design)
- *Técnico superior de formación profesional* (advanced diploma in vocational training)
- *Técnico deportivo superior* (advanced diploma in sports coaching)

Article 2.2 of the aforementioned Royal Decree allows both for both completed and uncompleted such programmes to be recognized with ECTS credits by the University. However, in the latter case, that part of the programme which was completed must have been awarded ECTS credits by the relevant body.

8.3 When there is a direct relationship between the study programmes of origin and of destination, the recognition procedure will be that which is established by the

mentioned Royal Decree. Whether or not the relationship is direct will be determined in accordance with Annex 2 of Royal Decree 1618/2011, of 14<sup>th</sup> November, and any subsequent update to this information that the relevant Ministry may make in this regard.

8.4 In this sense, and in accordance with article 4.2 of RD 1618/2011, any practical training carried out which is of a similar nature to practical training which is a compulsory part of a Bachelor's Degree programme should be eligible for partial or total recognition, within the limits for credit recognition set in these regulations.

8.5 In cases where there is no direct relationship between the study programmes of origin and destination, it is at the discretion of the Committees and Departments of the CEU Cardenal Herrera University to determine whether the programme of origin is suitable for recognition for a particular number of credits. To do this, such bodies will request that the student provide all the documentation they consider necessary for this purpose.

8.6 In all the cases of credit recognition considered in this article, the proportion of ECTS credits recognized for the study programme of destination may not exceed 60 percent of the total credits for that programme, as established by Royal Decree 1618/2011.

**Article 9. Recognition of participation in university activities related to culture, sport, student representation, volunteering and cooperation with ECTS credits on Bachelor's Degree programmes.**

In accordance with article 46.2.i) of Organic Law 6/2001 on Universities, of 21<sup>st</sup> December, and Royal Decree 1393/2007, of 29<sup>th</sup> October, amended by RD 861/2010, of 2<sup>nd</sup> July, students can receive recognition in the form of credits – at least 6 out of the total number for their curriculum – for their participation in university activities related to culture, sport, student representation, volunteering and cooperation.

The specific activities which may receive such recognition, the number of ECTS credits which may be awarded for them and the application procedure for equivalence will be established by means of specific regulations.

## **II. Credit transfers**

---

### **Article 10. Definition**

A credit transfer consists of the incorporation into the student's academic record of all

credits awarded to them for official studies at any university prior to joining the CEU Cardenal Herrera University, provided that those credits have not already led to the award of an official qualification and have not previously undergone a credit recognition process.

### **Article 11. Procedure**

The procedure requires students applying for study programmes offered by the CEU Cardenal Herrera University to provide an official statement from the university of origin, concerning the student's unfinished study programme, including details of all courses, modules and activities undertaken in accordance with the provisions of Royal Decree 1393/2007, of 29<sup>th</sup> October.

This information will be entered into the student's official academic record and will appear on any certificate later issued, together with the rest of the information concerning the student's academic activities at the University.

## **III. Decision-making bodies**

---

### **Article 12. Decision-making bodies**

The bodies responsible for the recognition of credits are:

- The Committees for the Recognition and Transfer of Credits. There is one for each faculty, school or campus and they are the bodies responsible for channelling the applications for the recognition of credits in their particular area of responsibility to the Departments concerned, so that the latter can study each case and propose a decision.
- The Departments. They will perform the examination of the corresponding records and subsequently make recognition proposals to the Committees.
- The General Secretary's Office. The GSO will administer the process as follows. Firstly, it will receive an application from a student with the required documentation. It will then organize the relevant records and forward these to the relevant Committee. Later, it will receive the recognition decision from the Committee and, finally, it will update the student's academic records with the credits which have been recognized or transferred, as appropriate.

## **I. Time and procedure**

---

### **Article 13. Applications**

Students must submit applications for credit recognition to the General Secretary's Office at the time at which they apply for admission to the University.

### **Article 14. Documentation**

Applications must be accompanied by the following documentation:

- Certificates or transcripts of previous studies undertaken by the applicant.
- Programmes of the courses or modules completed and passed, duly stamped by the relevant university.
- If the student is still waiting on academic results at the time of the application for admission, they may complete the documentation within the time limits set for their enrolment.

### **Article 15. Decisions**

The documentation will be sent to the Committee of the relevant Faculty, School or Campus for a considered decision. In order to provide the student with useful information regarding his or her academic record, the recognition decision document should clearly express which courses or modules have had their credits recognized, specifying whether these are core courses or of another type, and what courses the student still needs to undertake in order to graduate in the study programme he or she has chosen.

### **Article 16. Information placed on the student's academic record**

Once the recognition decision document has been drawn up (which, as described above, must contain the details of the courses or modules passed, including the relevant grades, and also the details of the courses that the student must still undertake), the relevant Committee for the Recognition and Transfer of Credits will forward this to the General Secretary's Office, so that the student's academic record can be updated. This will consist of adding to this record the details of the courses or modules which have been recognized, while indicating the study programme of origin, the grade obtained and the university of



origin.

All credits earned by a student as part of official study programmes at any university, whether these derive from processes of transfer, recognition or standard assessment, which contribute to the award of an official qualification will form part of his or her academic record and will be detailed on his or her European Diploma Supplement, in accordance with Royal Decree 1044/2003 of 1<sup>st</sup> August, regarding the procedure for the issue of the European Diploma Supplement by Universities.

### **Final Provision**

---

The Governing Council of the CEU Cardenal Herrera University has the exclusive right to interpret these Regulations on the Recognition and Transfer of Credits.