

## **Regulations on the credit transfer and recognition system at the University CEU Cardenal Herrera**

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Approved by the Governing Board on 16 February, 2011. Modified by the Governing Board on 15 September, 2014

### **Statement of Reasons**

With the aim of encouraging the mobility of students, both nationally and internationally and within the CEU Cardenal Herrera University itself, the following regulations on the credit transfer and recognition system are adopted, for application in all centers. They contain the general criteria established legally and go in accordance with Article 6 of Royal Decree 1393/2007, of October 29, as amended by Royal Decree 861/2010, of July 2, and Royal Decree 1618 / 2011 of November 14.

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

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

The recognition of credits implies acceptance by the CEU Cardenal Herrera University of ECTS credits which, having been obtained by a student in a given official degree, at the same or different University, are incorporated into the record of another official degree. These credits will later count for the purposes of obtaining an official qualification.

Additionally, those credits obtained in other official higher teachings or in other university degrees or courses leading to obtaining other qualifications, as referred to by Article 34.1 of the Organic Law 6/2001, of December 21, on Universities are subject to recognition.

The accredited work and professional experience may also be recognized as credits, which will count for the purpose of obtaining an official qualification, provided that such experience is related to the competencies of that degree.

In any case, those credits corresponding to the end-of-degree project or the end-of-master project are not subject to recognition.

## **Article 2. Recognition of credit in Graduate and Post-graduate Programs**

### **2.1 Recognition of Credits in Graduate Programs:**

2.1.1 The recognition of credits in official university degrees at the CEU Cardenal Herrera University will be adjusted to the following basic rules:

- a. In general, those subjects or modules that belong to the same curriculum taught in any center other than the CEU Cardenal Herrera University will be subject to automatic recognition.
  
- b. Whenever possible, the recognition will be made by specific modules or subjects. In other cases, the recognition is made generically with the formula "Recognition of N° of Training Credits (Basic, Compulsory or Free Elective) by subjects or modules passed in the \_\_\_\_\_ Degree at the University \_\_\_\_\_".

2.1.2 Recognition of credits from subjects or modules of basic training:

- Between degrees belonging to the same area of knowledge, are subject to recognition: at least 36 credits from the subjects or modules passed in basic training, and completed within that branch of the degree of origin.
  
- In the event that the degrees of origin and destination belong to a different branch of knowledge: only those credits from basic subjects passed in the degree of origin will be recognized, provided that they belong to the same branch of knowledge of the degree of destination and are included in its curriculum.

For the correct application of these rules, the Commissions and Departments may set automatic credit recognition tables for basic training subjects or modules between degrees of the CEU Cardenal Herrera University, both for the same and for different branches of knowledge.

2.1.3 Recognition of credits from subjects or modules other than those explained above.

The Commissions may recognize the credits corresponding to the Mandatory, Free Elective or other type of subjects or modules that integrate the curriculum, after analyzing the documentation provided by the student. To this end, they will take into

account the correlation between the skills and knowledge acquired in the subjects previously taken by the student -or associated with a preceding professional experience- for which the recognition is requested, and those expected in the degree to which access is sought.

## **2.2 Recognition of credits in the Master programs:**

2.2.1 The recognition of credits in official University Masters at the CEU Cardenal Herrera University will adjust to the following basic rules:

- a. In general, those subjects or modules that belong to the same curriculum taught in different centers to the CEU Cardenal Herrera University will be subject to automatic recognition.
- b. Whenever possible, the recognition will be made by specific modules or subjects. In other cases, the recognition is made generically with the formula "Recognition of N° of Training Credits (Basic, Compulsory or Free Elective) by subjects or modules passed in the \_\_\_\_\_Master's Degree at the University \_\_\_\_\_".

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

The Commissions may recognize the credits corresponding to the Mandatory, Free Elective or other type of subjects or modules that integrate the curriculum, after analyzing the documentation provided by the student. To this end, they will take into account the correlation between the skills and knowledge acquired in the subjects previously taken by the student -or associated to a preceding professional experience- for which the recognition is requested, and those expected in the degree to which access is sought.

### **Artículo 3. Recognition of credits obtained in official qualifications corresponding to former ordinances**

Students who hold a Bachelor's degree or Diploma (formerly called "*Licenciatura*" and "*Diplomatura*", respectively), a Degree in Engineering or Technical Engineering, Architecture or Technical Architecture, or those who have started programs leading to obtaining these Degrees but haven't finished them yet, may obtain credit recognition in subjects, modules or academic activities belonging to the curriculum of the Degree they wish to access, pursuant to the fourth additional provision of Royal Decree 1393/2007. For this, they must provide the necessary documentation that will make possible to establish the equivalence and correlation between the skills and knowledge acquired in the subjects, modules or academic activities –or associated with a preceding professional experience- for which recognition is requested, and those expected in the

degree of destination.

**Article 4. Recognition of credits in the case of joint studies between CEU Cardenal Herrera University and other universities**

In the event that the CEU Cardenal Herrera University establishes agreements with other universities, either Spanish or foreign, to jointly develop curricula for obtaining an official qualification, the mechanisms for the recognition of credits will be detailed, following the criteria established in this regulation.

**Article 5. Recognition of credits in the case of students with foreign studies**

Students who have studied abroad are subject to the provisions of Royal Decree 285/2004, as amended by the RD 309/2005, which regulates the conditions of validation and recognition of foreign qualifications and higher education studies, and their subsequent changes. Once the resolution for validation has been given by the competent public body, the criteria established in these regulations shall be followed.

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

Pursuant to Articles 6.2 and 6.3 of Royal Decree 861/2010, of July 2, the accredited work and professional experience may also be recognized as credits, provided that such experience is related to the nature of that degree.

For the correct application of these rules, the Commissions and Departments of the CEU Cardenal Herrera University will determine whether the professional experience provided by the student is subject to be recognized for a specific number of credits, which shall not exceed 15 percent of the total number of credits of the degree. In any case, for the application of this criterion and the recognition of credits, the aforementioned Commissions and Departments should consider the limitations and/or impediments set by the law in the case of degrees giving access to regulated professions, and especially in those related to the Health Sciences.

**Article 7. Recognition of credits obtained in own degrees ('Títulos Propios') for credits -official university education programs**

7.1. Article 6.4 of Royal Decree 861/2010, of 2 July, also provides for the recognition of credits taken in own degrees. For this purpose, all of those credits may be recognized, provided that that degree has been extinguished and replaced by an official degree. To this end, it will be declared, during the process of verification before the ANECA, that the official new degree replaces the previous own degree, as stated in Article 6.4 of RD 861/2010. The aim of this is that the documentation of processing the new official degree allows reliable verification that it is similar enough to the previous own degree.

7.2. The recognition of these credits will not include their qualification, so they will not be counted for the purposes of grading the records.

7.3 To this effect, the credits of the End-of- Degree Project or End-of- Master's Degree Project may not be recognized.

#### **Article 8. Recognition of credits in official degree programs for credits obtained in official non-university education programs**

8.1 Royal Decree 861/2010, of 2 July, and 1618/2011, of November 14, provide that official non-university education programs can also be recognized as credits in official university degrees.

8.2 As stated in Article 2.1 of Royal Decree 1618/2011, of November 14, the following types of studies are subject to be recognized in university degrees:

- The degree in artistic education
- The degree in advanced technician in plastic arts and design
- The degree in advanced technician in vocational training
- The degree in advanced technician in sports

As explained in Article 2.2 of the aforementioned RD, complete teaching programs leading to the official title can generally be recognized. However, periods of study may also be recognized, provided that they are officially credited with ECTS credits.

8.3 When there is a direct relationship between the degree of origin and the target degree, the recognition criteria will be established by the aforementioned Royal Decree. As direct relationships between degrees will be regarded those mentioned in Annex 2 of Royal Decree 1618/2011, of November 14, and in any subsequent update that the Ministry in the field may set in this regard.

8.4 For these purposes, the practical training of similar nature and, more specifically, the internships done within a curriculum of a degree, are subject to a full or partial recognition, as stipulated in article 4.2 of RD 1618/2011, and this within the limits set for the recognition of credits in this regulation.

8.5 In cases where there is no direct relationship between the degree of origin and destination, it is at the discretion of the Commissions and Departments of the CEU Cardenal Herrera University to determine whether the academic title provided is subject to be validated for a number of credits or not. To this end, they may request the student all the documentation they consider necessary to study the possible recognition of credits.

8.6 For all cases of recognition of credits laid down in this article, it is set that the ECTS credits recognized in the degree of destination may not exceed 60 percent of the total credits of that degree, as established by Royal Decree 1618/2011.

**Article 9. Academic Recognition in ECTS credits for participation in university activities related to culture, sports, student representation, solidarity and cooperation in official degree courses.**

According to Article 46.2.i) of the Organic Law 6/2001 of Universities, of 21 December, and pursuant to the Royal Decree 1393/2007, of 29 October, as amended by the RD 861/2010, of July 2, students can get academic recognition in credits for their participation in university activities related to culture, sports, student representation, solidarity and cooperation. The number of credits recognized can be at least 6 of the total of the curriculum studied.

The activities subject to recognition, their equivalence in ECTS and the procedure to apply for recognition will be developed by a specific regulation.

## **II. Transfer of Credits**

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### **Article 10. Definition**

The transfer of credits is the incorporation into the student's academic record of all credits obtained by them in official teachings, studied at any university prior to joining the CEU Cardenal Herrera University, provided that those credits have not led to

obtaining an official qualification and have not been previously recognized.

### **Article 11. Procedure**

The procedure will require the students who access any of the studies offered by the CEU Cardenal Herrera University to provide a certification of the university of origin. This certification shall state previous unfinished studies and detail of subjects, modules and activities studied, according to the provisions of Royal Decree 1393/2007, of 29 October.

This information will be entered officially in the student's academic record and will appear on any certificate issued, together with the rest of the information on the courses taken and further record details.

## **III. Competent bodies**

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### **Article 12. Competent bodies**

The bodies responsible for the recognition of credits are:

- Commissions of Recognition and Transfer of credits. There is one for each Faculty, School or Center. They are the bodies responsible for channeling the academic records of recognition of credits, from the relevant degree to the corresponding departments for its report and proposal.
- Departments. They will perform the analysis of the records of their competence and take the relevant recognition proposals to the Commissions.
- The General Secretary. It will manage the administrative process in the following terms: in the first place, it will receive applications from students with the required documentation; it will organize these records and forward them to the various Commissions; it will receive the recognition proposals developed by these Commissions; and finally, they will update the students' academic records with the subjects or modules which have been recognized or transferred.

## **I. Timelines and procedures**

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### **Article 13. Applications**

Applications for credit recognition will be presented by students in General Secretary, at the time of the application for admission in the University.

### **Article 14. Documentation**

The application form must be accompanied by the following documentation

- Academic certification of previous studies conducted by the applicant.
- Programs of the subjects or modules completed and passed, duly stamped by the relevant university.
- If the student is still waiting for any academic results at the time of the application of admission, they may complete the documentation within the time limits set for the enrollment.

### **Article 15. Resolutions**

The documentation will be sent to the Commissions of each Faculty, School or Center for analysis and issuance of the resolution proposal. To facilitate students with information about their academic record, it is necessary that the Resolution of Recognition expresses, in a clear way, the subjects or modules -both from basic training and from other nature- have been recognized. They shall state the number of credits recognized and those remaining for students to obtain the official title.

### **Article 16. Notes on the academic record**

Upon issuance of the decision on the recognition of credits (which, under the terms described above, must contain the modules or subjects considered passed, with the score obtained, and the subjects or modules to be taken), the Commission of Recognition and Transfer of Credits for each center will forward it to the General Secretary, so that they update the student's record. This updating will involve the incorporation to the mentioned record of the subjects or modules that have been subject



to recognition, indicating the degree of origin, the mark obtained and the university of origin.

All credits earned by the student in official teachings studied at any university, all credits transferred, recognized or passed, aiming to obtain the corresponding academic title will be included in their academic record and reflected in the European Diploma Supplement, regulated by Royal Decree 1044/2003 of 1 August, establishing the procedure for the issuance of the European Diploma Supplement by Universities.

### **Final Provision. - Unique**

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The power of interpretation of the present regulations on Recognition and Transfer of Credits is the exclusive competence of the Governing Council of the CEU Cardenal Herrera University.